

# S M A R T   D A T A A D F   U S E R   G U I D E



## INTRODUCTION

Smart Data is an online reporting tool that allows you to view the details of corporate card transactions securely via an online web-portal.

The ADF utilises the following features;

- Access transaction data for current and previous corporate cards
- Run statement reports and exports

You can perform these actions online and perform reconciliation any time at your convenience. All you need is to be issued with a user ID and password by the ADF.

Please note: As the CBA must send the data to MasterCard's database each day, the transaction information takes approximately 24 hours to appear on the website.

If you have any urgent queries such as a current balance, feel free to contact the ADF.

## SIGNING IN THE FIRST TIME


You will receive an email from the ADF detailing your User ID for log-in and other important information such as your Billing Cycle # (*see Custom Reporting Cycles*).

The first-time **password** will be automatically emailed directly from the MasterCard system.

You can sign in to the application using your choice of compatible internet browsers.

Use these steps to sign in to the application the first time.

### Procedure

1. Launch your browser
2. Log in via the ADF Website <https://adf.brisbanecatholic.org.au/>  

3. Enter the User ID and copy/paste the temporary Password
4. Click Sign In
5. You will be prompted to change your password and select a security question (for future password resets).

**NOTE:** A user profile is locked after 60 consecutive days without a sign in.

# S M A R T   D A T A A D F   U S E R   G U I D E



## SEARCHING FOR TRANSACTIONS

You can use the Account Summary area to look up transactions that belong to a specific cardholder. For example, you can see all the transactions charged to Joe Smith's card during July. To look up the transactions, you need to know the dates of the statement cycle unless you have loaded them into the system (see *Custom Reporting Cycles*).

### Procedure

1. Select Financial, then Account Summary
2. Select the Quick Link (your facility) on the right hand side
3. Specify the required date range, or select the Reporting Cycle option to use your custom statement cycles, click Search
4. Select the cardholder to view their transaction summary

**NOTE:** You cannot view a current 'live' balance on a card, but by knowing the dates for your reporting cycle you can search the transactions to date and use the search total to determine how much has been spent in the current period.

## RUN A REPORT

You can run a report once or schedule to run every day, every week, or on your custom statement cycle (see *Custom Reporting Cycles*).

### Procedure

Select Reports, then Run

1. **Reporting Entity** – Use the default entity (your facility) or select another account (i.e. individual cardholder)
2. **Report Name** – Select a report to run, such as an Account Statement under Financial and Spending Reports  
To read a description of the report hover over the 'i' information icon
3. **Criteria** – Modify any options if required
4. **Frequency** – Choose your required date range, or select the Reporting Cycle option to use your custom statement cycles for the year
5. **Deliver Options and Notifications** – Review the email address for notification when the report is available to download

Click Submit Request

The report appears in the Dashboard on the Scheduled tab, where you can see the exact date and time it will run. Once processing is complete, the report moves to the Completed tab, ready for download and printing or saving on your computer.

# S M A R T D A T A A D F U S E R G U I D E



## CUSTOM REPORTING CYCLES

All MasterCard facilities clear on a billing schedule rather than a set date every month.

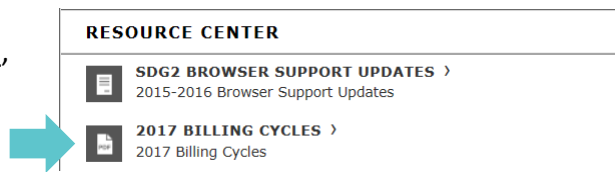
Custom reporting cycles enable users to query a range of transactions without having to know the exact dates for a reporting period.

After the custom reporting cycles are defined (you only have to do this once), you can then run reports, view transactions or export data based on the reporting cycle.

### Benefits

- Selecting a reporting cycle is easier and faster than selecting a date range and date type
- Reporting cycles help eliminate input errors that can occur when entering search criteria
- Selecting a reporting cycle is easier if you need to search transactions from a period in the past

On the home page under the 'Resource Center' area, open the current CBA Billday Cycles pdf.



By knowing your Bill Day # you can use the table to determine the statement dates for the entire year. This number is provided in our initial email to you. It can also be found under Company > Company Information.

Cycle Day: 10

**Example – If on # 18, the dates for June 2017 are 27<sup>th</sup> May to 27<sup>th</sup> June**

## Commonwealth Bank Statement Schedule 2017

Below is the Billing Cycles for the Statement periods in 2017.

Bill Day	DEC 2016	JAN 2017	FEB 2017	MAR 2017	APR 2017	MAY 2017	JUN 2017	JUL 2017	AUG 2017	SEP 2017	OCT 2017	NOV 2017	DEC 2017
18	23	25	23	28	27	26	27	27	25	26	26	23	22

Follow the instructions on the last page of this pdf to load the dates into Smart Data.

You will now be able to select from a drop down list when searching transactions and running reports.

**You can now schedule the statements for the entire year in advance! You will receive an email notification as soon as each one is ready to download.**