Business Card

Smart Data

Getting Started Guide

RBS

The Royal Bank of Scotland

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Follow the links from rbs.co.uk/smartdata
to log into Smart Data

Getting Started

Introduction

Smart Data is a service that provides you with online access to management information for your Business Card programme.

Smart Data is our unique method of presenting Electronic Management Information to help you track your business expenses wherever you are in the world.

Providing access to your Business Card account online, Smart Data enables you to:

- view a standard set of management information and reports
- export the reports into your own systems, including account packages
- provide details of financial transactions undertaken by cardholders in your business
- allow cardholders to view their own transactions online
- add account codes to track expenditure against specific projects
- set spending alerts for easy 24/7 monitoring

This guide provides some information on how to access Smart Data and obtain management information and reports to help you review and monitor your card programme.

Obtaining a Password

Firstly, you will need to obtain a User ID and Password to access the system. To do this, please telephone the Business Card Helpline on **0845 300 8459*** or customers with hearing or speech impairments can contact us by Minicom number **0870 154 1192**. You will be provided with a unique User ID and password. Please note, you can only obtain these details by calling **0845 300 8459**.

Log on

Once you have obtained your password and User ID you are ready to log-on.

You can access Smart Data from **rbsbusinesscard.co.uk**

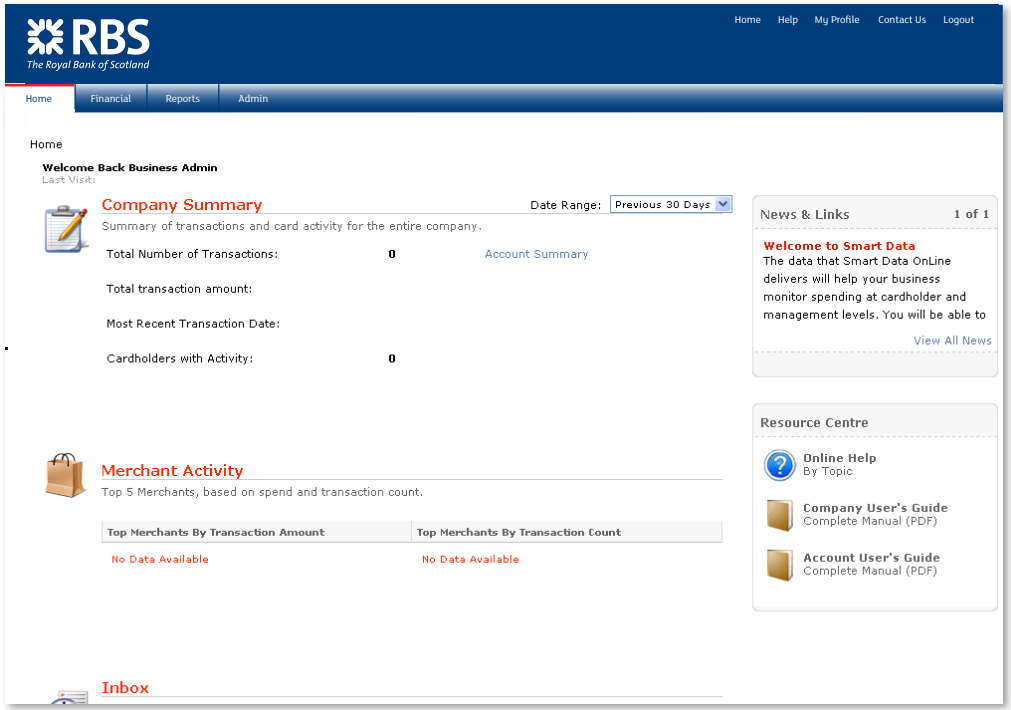
You are now in the Login screen for Smart Data. Login instructions are provided on page 6.

NB If you are logging into Smart Data for the first time you will be prompted to change your password and set up a security answer.

Welcome Screen

Once you have logged into Smart Data you will enter the home page (see right). At the top of the page you will see details of your business and at the bottom some links to more detailed instructions on all aspects of the service.

There is also a news section that we will use to advise you of important information relating to Smart Data.



*Calls from a BT landline cost no more than a national call in most residential calling plans. Rate may vary on other networks. Please check with your phone provider. Calls may be recorded.

8am-6pm Monday to Friday and 9am-1pm on Saturday.

Set-up Tasks

User Set-up

1. Select **Admin > Users > New User Set-up**.

The Search Reporting Structure screen opens.

- To create a Business Administrator user, go to the **Quick Link** section and click the company name.
- To create a cardholder user, go to the **Search Results** section and click the cardholder name.

2. After you select the company or cardholder name, the **User Set-up** screen opens. User information is organised in two tabbed pages, **General** and **Report List**.
3. To define user information, click **General** tab. In the **User Information** section, enter the appropriate information in the required fields.
4. You will need to select a template for the user from the Template scroll down box. Select the appropriate template for the type of user you want to set up.
5. The Report List page is used only at sites where reporting functions are supported. You can view the Report List page only if you have Template and Report Administration – view authority.
6. Click **Save**.

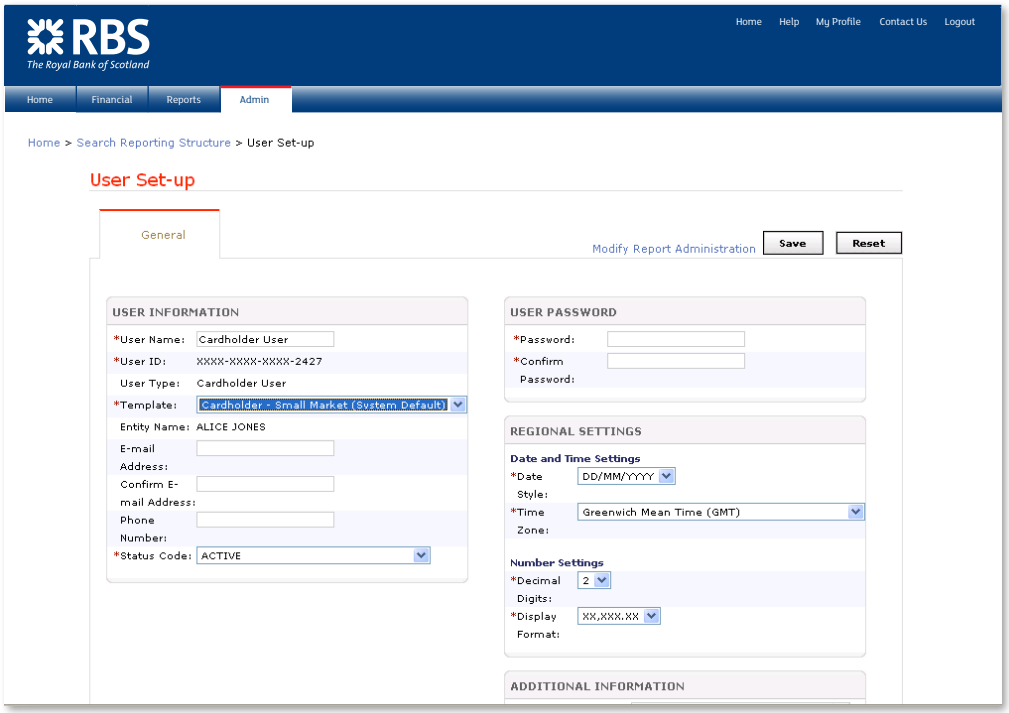
User Type	User Template
Business Admin user	Business Administrator (system default)
Cardholder user	Cardholder – small market (system default)

Account Code Set-up

1. Select **Admin > Accounting Code Configuration**. The Accounting Code Configuration screen opens.
2. Select the field you need to define. You can define up to three fields.
3. Fill in the fields.
4. Click **Save**.

Spending Alert Set-up

1. Select **Admin > Spending Alerts**.
2. If required, select an account. The Spending Alert Configuration screen appears.
3. If accounting codes are used in the company, the Transaction Set field appears. Select All Transactions or Accounting Codes. If accounting codes are not used in the company, the alerts apply to all transactions.
4. Enter alerts in the Spending Alert Configuration screen.
5. Click **Save**.



Spending Alert Configuration

Transaction Set

Choose to set alerts for **All Transactions** or only for transactions with specific **Accounting Codes**.

Alert Report Options

The system schedules a spending alerts report when you click **Save**. Use this section to configure the report format and select which users receive the spending alert email.

Merchant Alerts

You can specify alerts for individual merchants. An alert is triggered if the amount for a single transaction for the merchant is equal to or greater than the specified threshold.

Save/Reset

The **Save** and **Reset** operations apply to all editable fields on the screen. **Save** stores modifications permanently in the database. **Reset** undoes any unsaved changes in the current screen.

Spend frequency

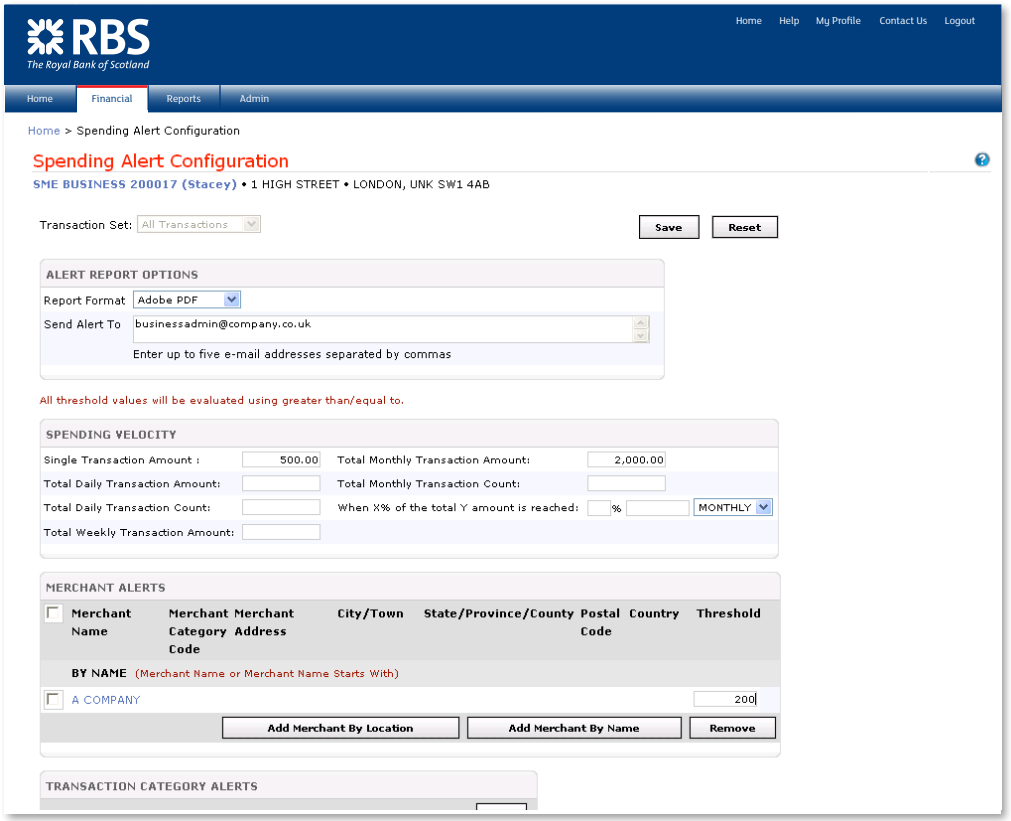
You can set up email alerts to trigger if the number of transactions per cardholder exceed the defined threshold limit.

Merchant Category Code Alerts

You can specify alerts for merchant category codes (MCC). An alert is triggered if the amount for a single transaction in the category is equal to or greater than the specified threshold.

Exclusions

You can exclude accounts from the alerts defined on this screen.



Common Tasks

Login

1. Launch your browser.
2. Enter the Internet address in the address line of your browser screen. The Login page appears.
3. Enter your **User ID** and **Password**. Both are case sensitive.
4. Click **Login**.
5. If this is your first time logging in, you will be prompted to:

- Change your initial password
- Enter your **Email Address**
- Enter a **Security Question and Answer**

Modify a User

1. Select **User > User Summary**.
2. Search for the user that you need to modify.
3. Under Search Results, click the **User ID** that you need to modify. The User Information screen opens.
4. Modify the user information as needed.
5. Click **Save**.

User Password Reset

1. Select **User > User Summary**.
2. Search for the user whose password you need to reset.
3. In the Search Results section, place a check in the Select column by the user who needs a new password. You can select more than one user.
4. Click **Email New Password**.

Schedule a Report

The reporting system provides flexible report generation for users of all types.

Schedule a Report:

1. Select **Reports > Schedule Report**. The Choose Report screen opens.
2. Follow the on-screen instructions.

Transaction Summary

Search

The Transaction Summary search option allows you to look up your transaction data. To look up transactions, you need to know the date of the transactions.

Save/Reset

The **Save** and **Reset** operations apply to all editable fields in the Search Results section. **Save** stores modifications permanently in the database. Until you click **Save**, any changes you make exist only on the current screen. The changes are lost if you change screens, the application session terminates, or you exit the Web browser. **Reset** undoes any unsaved changes in the current screen.

Additional Information

The Additional Information column displays icons representing transaction addenda for card transactions.

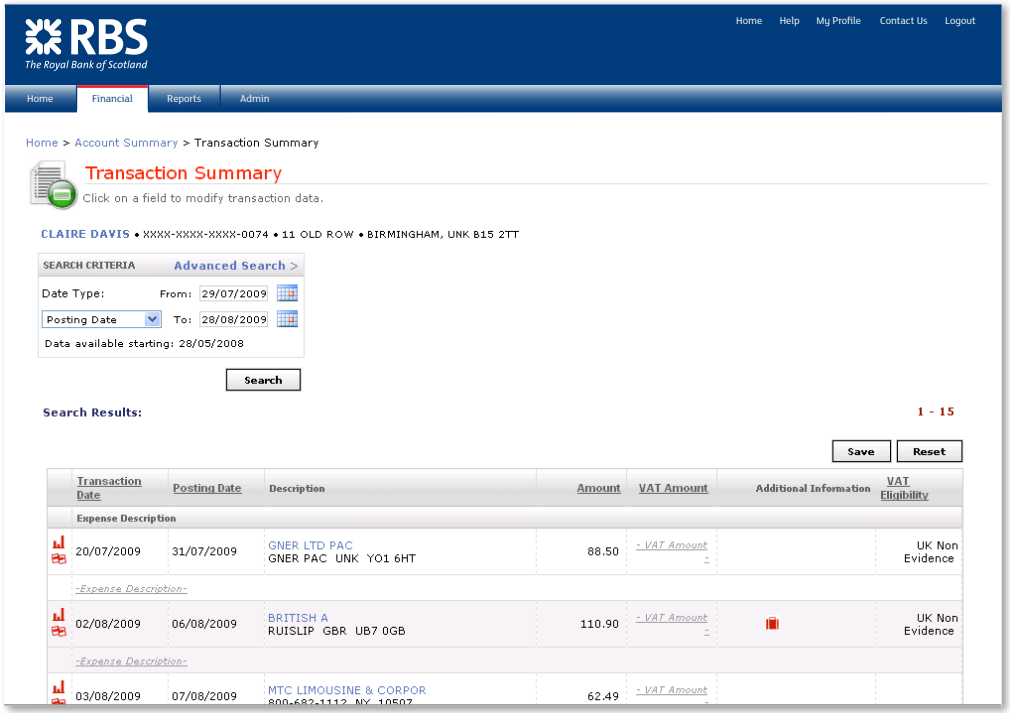
Transaction Detail Icons

The following is a list of commonly seen icons. For a list of all available icons, refer to the User Guides available from the resource centre on the Smart Data home page.

Icon	Description
	Click the transaction icon to access transaction detail screen.
	Click the adjustment icon to access adjustment detail screen.

Cost Allocation

You can enter accounting codes for a transaction by clicking on the accounting code link in the bottom row of a transaction. An accounting code field displays the field name or current value as a link.



Glossary

A comprehensive glossary can be accessed from the Help Section in Smart Data

Accounting Code Configuration

You can define as many as three accounting code fields to be attached to transactions. When users review their transactions on financial screens such as the Transaction Summary screen, they can enter accounting code values for each transaction. After transactions have been reviewed and approved, you export the data for processing by your accounting system.

There are two Company Site Configuration options for enabling accounting codes. See Program Settings.

An accounting code field can be defined as either a **List field** or a **Text Box field**.

Company Configuration/Company Site Configuration

The company site configuration screen displays the features of Smart Data that are available. Some features can be switched off or turned on by your Business Administrator user depending on the needs of your business.

Merchant Alert

You can specify alerts for individual merchants. An alert is triggered if the amount for a single transaction for the merchant is equal to or greater than the specified threshold.

Merchant Category Code Alert

If a selected merchant has its own Merchant Category Code (MCC), you are allowed to define that alert as an MCC alert rather than as a Merchant Alert. If you add the alert as an MCC alert instead of as a Merchant Alert, the alert applies to transactions for that merchant at all locations, not just those for the merchant at the location you selected originally.

You can specify alerts for merchant category codes (MCC). An alert is triggered if the amount for a single transaction in the category is equal to or greater than the specified threshold.

Password

Together with your **User ID**, your password is key to accessing your transaction information securely online, so you need to keep it safe. A good password should be easy for you to remember, but difficult for others to guess. Passwords must contain a combination of letters and numbers at least eight characters in length. At least two of the characters must be numbers.

Schedule a Report

You can schedule a report to run as frequently as needed, for example: once, a fixed number of times, or on a regular basis, such as every day, week or month. After you schedule a report, it appears in the Scheduled Reports section of the Reports Inbox. Once a report has run, it moves to the Completed Reports section.

Search Results

The search results on the Transaction Summary screen provide access to all information relating to the transactions matching your search. This information includes details captured with the transactions as well as accounting details added at your company.

Security Question

The question you select to be used for authentication if you forget your password.

Security Answer

Your answer should not be easily recognizable by others, but it should be easy for you to remember. The Security Answer must be at least four characters with no spaces. In addition, your answer is case sensitive.

Spending Alert

A spending alert indicates that spending exceeds specified thresholds. A spending alert is triggered when transaction amounts or amount totals are equal to or greater than any of the defined thresholds.

Transaction Set

You can choose to set alerts for either **All Transactions** (so all transactions will be subject to the alerts regardless of accounting codes) or **Accounting Codes** (so only transactions having the specified accounting codes will be subject to the alerts.)

User ID

Together with your **Password**, your User ID is key to accessing your transaction information securely online, so you need to keep it safe.

User Template

A user template controls a user's ability to see certain data or access functions in Smart Data. The application provides a standard template for Business Administrator and Cardholder users.