

# MBL Ecosystems Center

## Chase MasterCard – SDOL Procedures

### Getting Started

#### Initial log-in

Go to <http://sdol.jpmorganchase.com>

1. Enter your **user id** (16-digit card #, no dashes, no spaces) and your temporary **password** (temp1234)
  - a. You will be prompted to change your password at the initial log-in as well as create 3 security questions. Once this is complete your account home page will appear.

#### After initial log-in

Go to <http://sdol.jpmorganchase.com>

1. Enter your chosen **user id** and **password**.
2. Answer the security question.

### Viewing Transactions

The **Financial Tab** allows you to query any subset or all of your transaction data based on a date range that you select. Transactions will be available for you to view within SDOL after 48 hrs., enabling you to view and reallocate throughout the month before the end of the cycle date. The Cycle Date is the 26<sup>th</sup> of the month unless the 26<sup>th</sup> falls on a weekend or holiday then it finds the next/preceding business day.

1. Click on the **Financial** tab on the menu item across the top of the screen.
2. Then select the **Account Summary** sub menu.
3. Select the **Billing Cycle** (or date range) and any other **Optional Filters** for the transactions you'd like to view.
4. After you select the criteria, press **View** to see your transactions.

### Allocating Transactions



#### Charging to only one account

1. Click the **Expand All** button which expands each transaction and allows you to allocate.
2. Enter a description for the transaction in the **Expense Description** field.
3. Click the **Edit Account Codes** button and you will be allowed to edit the account fields.
  - a. Click the down arrow in the **Expense Account** field and a drop down menu will open up of 4-digit expense accounts for you to choose from.
  - b. Next, enter the correct cost center in the **Cost Center Not Listed** field.

NOTE: The **Cost Center** field only contains default cost centers and does not list all cost centers available at MBL, which is why you need to enter the cost center in the **Cost Center Not Listed** field.

- c. Once you entered in the above information, you do not and should not enter any other information for the current transaction. Go to the next transaction and repeat steps 2 and 3.
  - d. **DO NOT CHECK THE CARDHOLDER REVIEWED BOX** – This will be done by Kelly during the approval process.
4. When you have finished allocating all the transactions, or anytime you want to stop and save your work, click the **Apply** button which can be found at the top and bottom of your list of transactions. You can still make changes after clicking the **Apply** button, but after you make your changes you will again need to click **Apply**.
    - a. The **Discard** button only works before clicking the **Apply** button. If you enter in information that you don't want saved, just click **Discard** and it will erase everything you've done since the last save (last click of **Apply**).
  5. You are now done allocating your expenses.

### **Splitting Transactions – Allocating to more than one account**

1. For the transaction that you need to split among more than one cost center, click the **Split Transaction** icon. 
2. Select the number of splits you need to create. Then click **Create**.
3. Enter the dollar value and a description of the expense on each "split" line. Then click **Add Split** and then **Apply**.
4. Your split has been saved and you should now return to the allocation page by clicking **Back to the Transaction Summary screen** near the top of the screen.
5. You can then allocate the transaction by clicking **Expand All** or by clicking the **View Account Codes** icon  and proceeding from step 3 in the Allocating Transactions section above.

## **Printing Reports**

The SDOL system has a number of system generated reports that you may find useful or interesting. If you would like to save a paper copy of your statement allocations, both the **Cost Allocation Detail Report** and the **Expense Report** serve that purpose in an easy to read manner.

1. At the top of your screen click the **Reports** tab.
2. Next, click **Run Reports**. Select the report you'd like to print from the drop down menu, select the **Report Format** (either screen version or PDF print version), and then select the **Billing Cycle** (or date range) for the statement you'd like to view.
3. Then click **Run**. Depending on the report format you selected above, the report will appear on your screen to view or print.

The SDOL system has other features and reports that you might want to explore. It is not possible for you to completely delete a transaction so please feel comfortable exploring all that the system has to offer.