

Corporate Card Solutions- SMART DATA (CPA)



Overview

Smart Data Portal

- Analytic and data intelligence web portal for Corporate
- Expense management capability
- Generate VCN coupled with parameter control

Smart Data Activation Guide & First Time Log In

Temporary Password



User ID Notice from online application
MasterCard Worldwide to: daryl.yap
Please respond to sdg2

- 2 separate emails will be sent by Corporate Cards Online Support
 - ID
 - Temporary Password
- Login to <https://sdg2.mastercard.com/sdportal/login.view?cobrandHost=cimb>

This is an automatically generated message; please do not respond to this e-mail.

Your ID for the online application has been set to:
DarylCPA

This ID is case-sensitive.



Password Notice from online application
MasterCard Worldwide to: [REDACTED]
Please respond to sdg2

12/16/2015 05:55 PM

[Show Details](#)

This is an automatically generated message; please do not respond to this e-mail.

Your password for the online application has been set to:
8YFbFI26

This password is case-sensitive.

This is a one-time password. You will be prompted to change your password the next time you log into the application.

You will receive an email notice from MasterCard providing you with a one-time password for first time login

Note: temporary password will expire after 24 hours

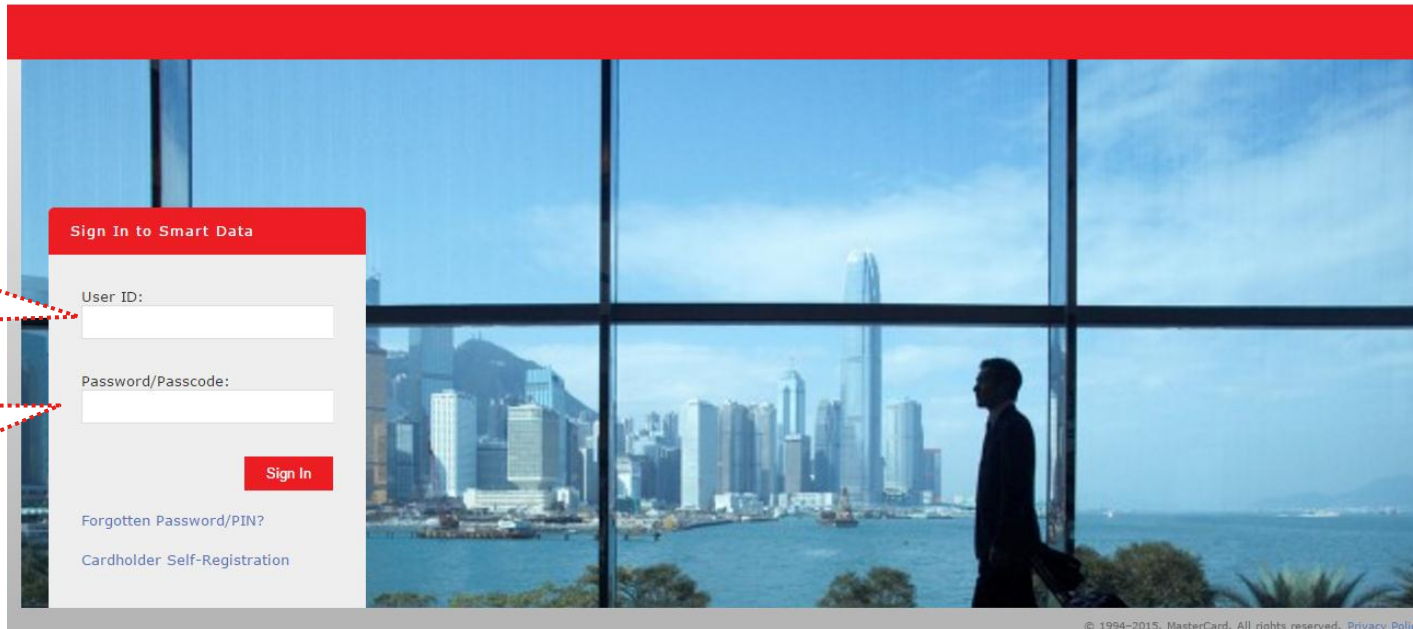
First Time Log In

1

Enter User ID obtained from Bank

2

Enter password (or temporary password for first time login)



Sign In to Smart Data

User ID:

Password/Passcode:

Sign In

[Forgotten Password/PIN?](#)

[Cardholder Self-Registration](#)

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Note:

After 6 unsuccessful login attempts, a user profile will be locked for 30 minutes. Once it is locked, you may still use the 'Forgot Password/PIN' feature only after the 30 minutes lock period is complete.

First Time Log In

Create New Password

Upon first time log in, you will be prompted to change your password from the system-generated password



CREATE A NEW PASSWORD

CREATE PASSWORD

* Current Password:

* New Password:

* Confirm Password:

Submit

Cancel

Password requirements:

- Must be 8-20 characters in length with minimum of 2 numeric characters
- Cannot be the same as User ID
- Cannot be one of your last 3 passwords
- Cannot contain spaces
- Cannot contain more than two repeating characters
 - E.g. Tweet123 ✓
 - Tweeet123 ✗

First Time Log In

Security Question

You will then be prompted to setup a security question and answer

Purpose:

Trigger password reset if forget password

1

Pick security question

2

Create security answer for selected security question



PERSONAL INFORMATION

PLEASE UPDATE THE REQUIRED INFORMATION.

* Security Question



The above field is required.

* Security Answer

The above field is required.

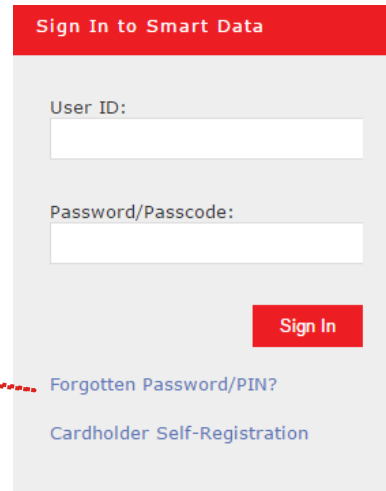
Submit

Cancel

Forgot Password

1 Click Forgot Password/PIN?

2 Enter User ID
Security question will be prompted thereafter
New password will then be sent to email



Sign In to Smart Data

User ID:

Password/Passcode:

[Sign In](#)

[Forgotten Password/PIN?](#)

[Cardholder Self-Registration](#)

FORGOT YOUR PASSWORD?

If this is your first login attempt, you cannot use this feature.



PASSWORD RESET

* User ID

[Submit](#) [Cancel](#)

Alternatively, CPA may reset password for User. User will then receive a temporary password via email

Home Page

Displays last two completed reports and provides links to scheduled reports, completed reports, and data files

Displays messages and links by IPA

Can be updated via *Issuer Site Configuration*

Summarizes information from Users & Accounts and Transactions

Displays your User ID and User Role

CIMB BANK

Home Financial Payment Control Reports Company Issuer User Activities

Application: Smart Data

ACTIVITY		
	ALERTS & NOTIFICATIONS > Previous 30 days	0
	TOTAL ACTIVE COMPANIES Previous 30 days	17
	RECENTLY ADDED COMPANIES > Previous 30 days	1
	TOTAL ACTIVE USERS Previous 30 days	73
	LOCKED ISSUER/ COMPANY ADMINISTRATORS > Previous 30 days	0
	RECENTLY ADDED ISSUER/ COMPANY ADMINISTRATORS > Previous 30 days	8

REPORTS & DATA FILES	
	SCHEDULED REPORTS >
	COMPLETED REPORTS >
	DATA FILES >
More	

NEWS

[Edit](#) [More](#)

LINKS

CIMB >

RESOURCE CENTER

- WEB TUTORIAL** >
Online Training Tool
- ISSUER USER'S GUIDE** >
Complete Manual (PDF)
- COMPANY USER'S GUIDE** >
Complete Manual (PDF)
- MANAGER USER'S GUIDE** >
Complete Manual (PDF)
- ACCOUNT USER'S GUIDE** >
Complete Manual (PDF)

[More](#)

Currently logged in as: Charles Tan Cheow Seng (seng17037, Issuer Programme Administrator)
Last Visit: 01/26/2016

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Quick Access Bar

Global Search

Quick way to directly
navigate to your destination
by searching for specific
criteria

Help

Access to manuals, tutorials and implementation guides

My Profile

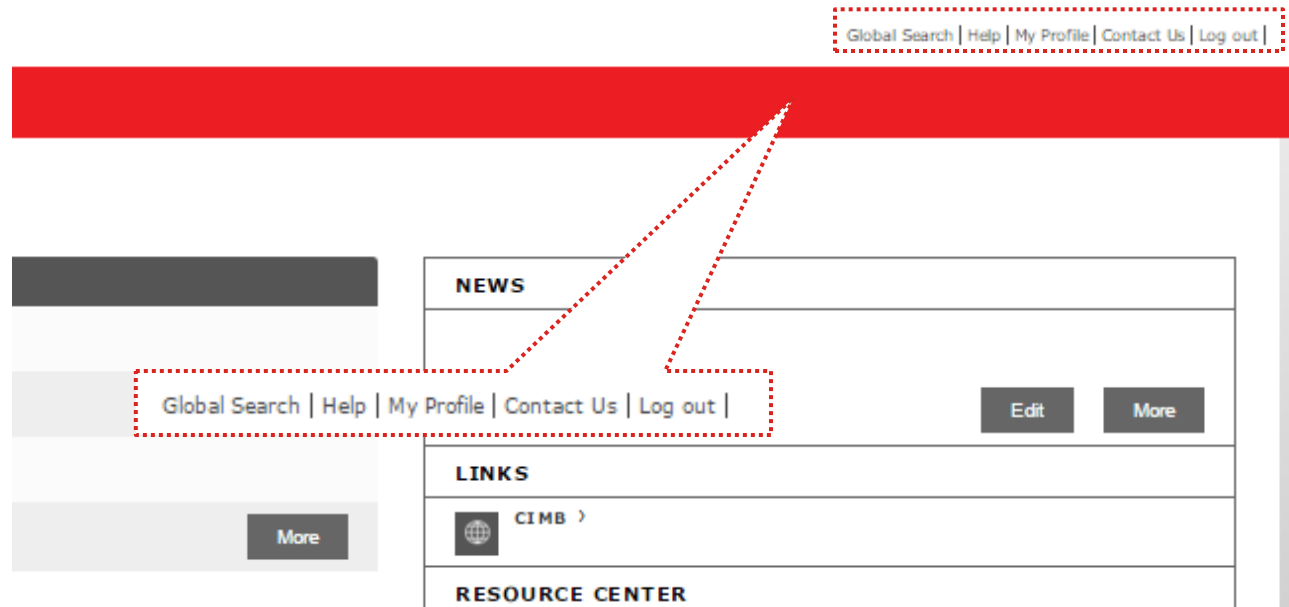
View and edit information specific to user profile (e.g. user name, password, security question, add & delete role)

Contact Us

CIMB Help Desk

Logout

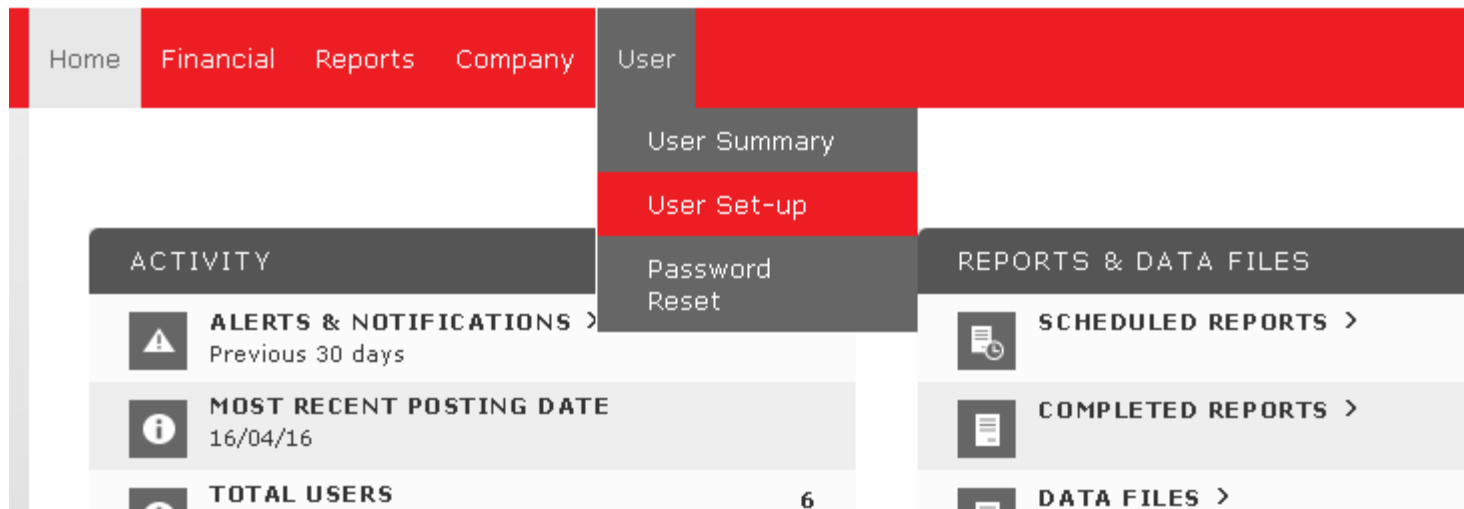
Logout of the portal



User

User Setup

Setup new user and assign specific role with customized access on the portal



User

User Setup

Home Financial Reports Company User

Search Reporting Structure

SEARCH REPORTING STRUCTURE

SEARCH CRITERIA

Search by:

Org Point

- All (Org Point)
- Org Point (Advanced)
- Org Point Country
- Org Point Name 1
- Org Point Name 2
- Org Point Number
- Org Point Reports To Name

Account

- All (Account)
- Account (Advanced)
- Account City/Town
- Account Country
- Account Name (contains)
- Account Number (ends with)
- Account Number (exact)
- Account Reports To Name
- Account State/Province/Country

Search

QUICK LINK

Select **CIMB PILOT TEST BHD**
(Your assigned reporting level)

Recently Viewed: None

Select a Quick Link

Select a hierarchy level where you wish to assign the User Account to. Each searched level will automatically assign a role to the new User Account

Searching by **Org Point** will create a Level Manager

Searching by **Account** will create a Cardholder

Quick Link is a shortcut for you to create a User Account:
i) at your reporting level

e.g. If you are an CPA, the default User Role created will an IPA

ii) for a recently viewed level

Currently logged in as
Last Visit: 21/04/16

Priv

User

User Setup

User ID shall be given to the new account holder

Information not required can be added later by user

A temporary password will be sent to the User via email stated

Select the correct user template to tag to.

2

USER INFORMATION	
* Display Name:	
* First Name:	
* Last Name:	
* User ID:	
User Type:	Issuer Program Administrator
* Template:	AGB IPA 001 
Entity Name:	CIMB INVESTMENT BANK
* E-mail Address:	
* Confirm E-mail Address:	
Phone Number:	
Opt Out of E-mail:	No 
User Status:	ACTIVE

REGIONAL SETTINGS	
Date and Time Settings	
* Date Style:	DD/MM/YYYY 
* Time Zone:	China Taiwan Time (CTT) 
Number Settings	
* Decimal Digits:	2 
* Display Format:	XX,XXX.XX 

ADDITIONAL INFORMATION	
Additional Information:	

Save

Reset

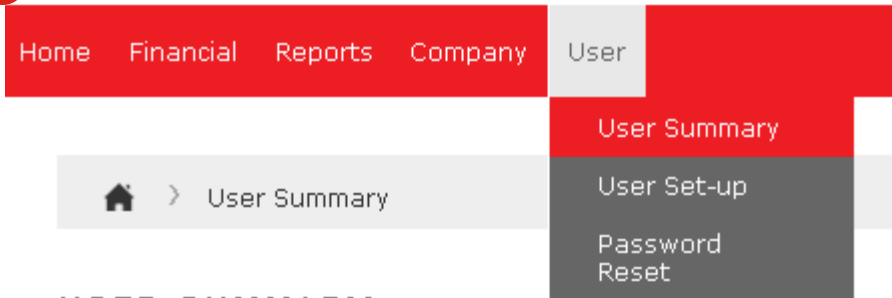
User

User Setup- Link the same user to different role

The user can have few roles (eg LM, cardholder) under the same user ID.

1. After creation of the user, go to user summary
2. Search by User ID or user name
3. Select the userID you want to add role

1



Home Financial Reports Company User

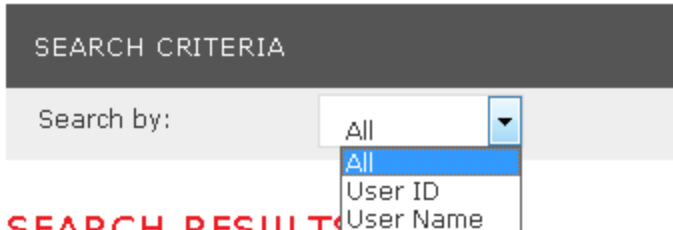
User Summary

User Set-up

Password Reset

USER SUMMARY

2



USER SUMMARY

SEARCH CRITERIA

Search by: All

All

User ID

User Name

SEARCH RESULTS

3



	<u>Display Name</u>	<u>User ID</u>	<u>User Type</u>
	Charles Tan	CharlesIPA	Company Programme Administrator
	Frannie Loo	frannieLFY	Cardholder User

User

User Setup- Link the same user to different role

The user can have few roles (eg LM, cardholder) under the same user ID.

4. Click 'ADD ROLE'
5. Select the Role that you want to add (Refer to slide 11 for role definition)
6. Make sure you choose the correct template
7. Click 'SAVE' to make the changes

4

USER ROLE INFORMATION

User Role	Cardholder User
* Template	Default Card Holder
Link IDAdd Role	

6

User RoleCardholder User - XXXX-XXXX-XXXX-0006 - ANGELINE KWAN

User Role:Cardholder User

Template:Cardholder (System Default)

Old User ID:

Add RoleDelete Role

Account NumberXXXX-XXXX-XXXX-0006

5

Home > User Summary > User Information > Search Reporting Structure

SEARCH REPORTING STRUCTURE

SEARCH CRITERIA

Search by:

Org Point

-- All (Org Point)

-- Org Point (Advanced)

-- Org Point Country

-- Org Point Name 1

-- Org Point Name 2

-- Org Point Number

-- Org Point Reports To Name

Account

-- All (Account)

-- Account (Advanced)

-- Account City/Town

-- Account Country

-- Account Name (contains)

-- Account Number (ends with)

-- Account Number (exact)

-- Account Reports To Name

-- Account State/Province/County

-- Account Status

Search

ntly logged in as: C

Visit: 30/03/2016

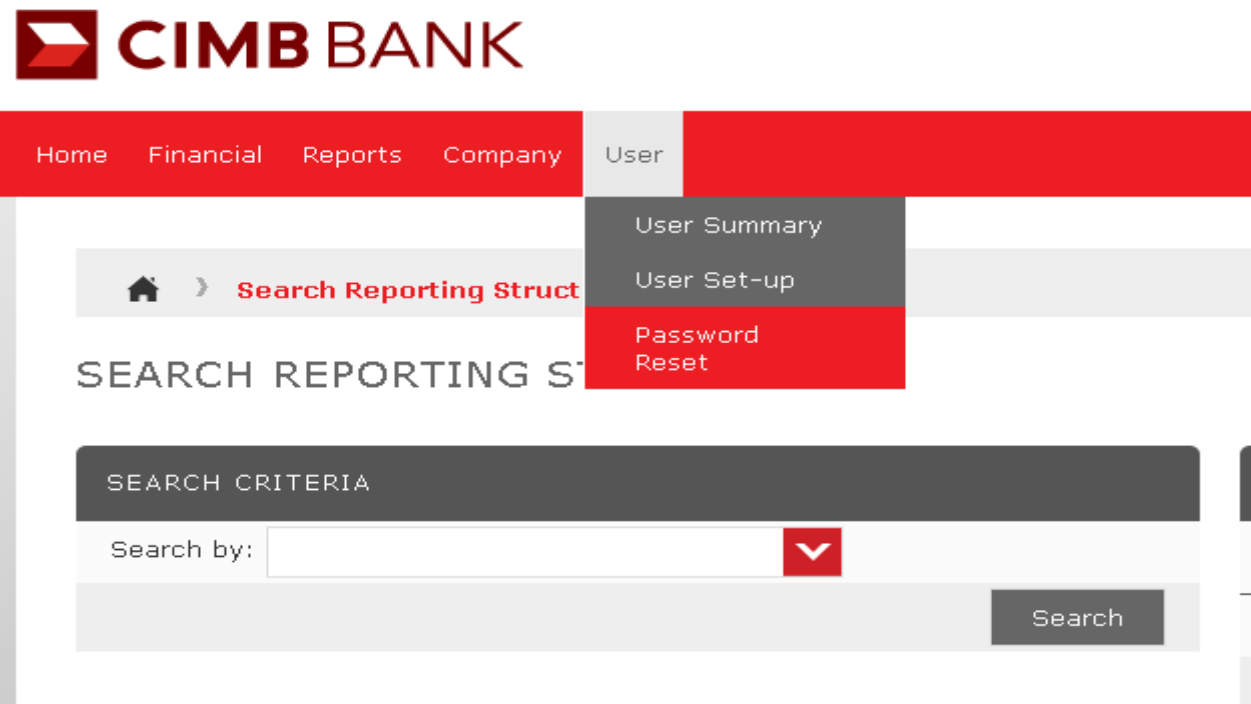
Administrator)

User

Password Reset

Initiate password reset function to allow system to generate new password via email address listed in the user's profile

1



The screenshot shows the CIMB BANK website header with navigation links: Home, Financial, Reports, Company, and User. The User menu is open, displaying options: User Summary, User Set-up, and Password Reset (highlighted in red). Below the header, the breadcrumb trail shows 'Home > Search Reporting Structure'. The main content area is titled 'SEARCH REPORTING STRUCTURE' and contains a 'SEARCH CRITERIA' section with a 'Search by:' dropdown menu and a 'Search' button.

Search for exact User ID without searching reporting structure

2



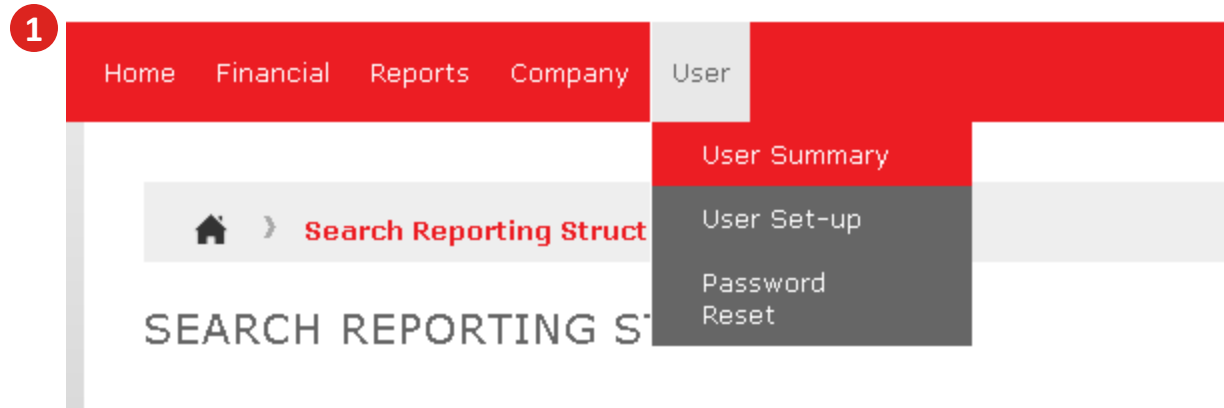
The screenshot shows the 'PASSWORD RESET' form. It has a title 'PASSWORD RESET' and a 'Search by User ID:' label. There is a text input field with a vertical line cursor, a 'Search' button, and a note '(Exact ID must be entered.)' below the input field.

User will receive a temporary password via email before being prompted to enter new password

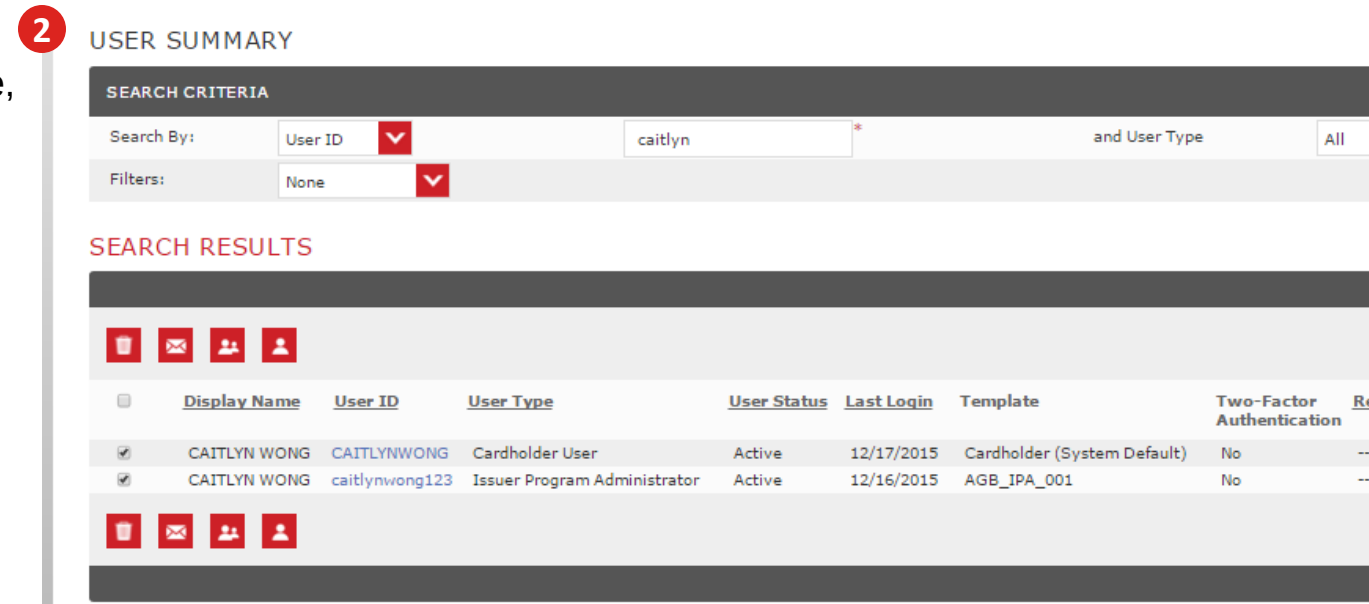
User

User Summary

Check user status, last login, or template assignment of users



Allows to delete user profile, reset password via email, link user IDs, and access information



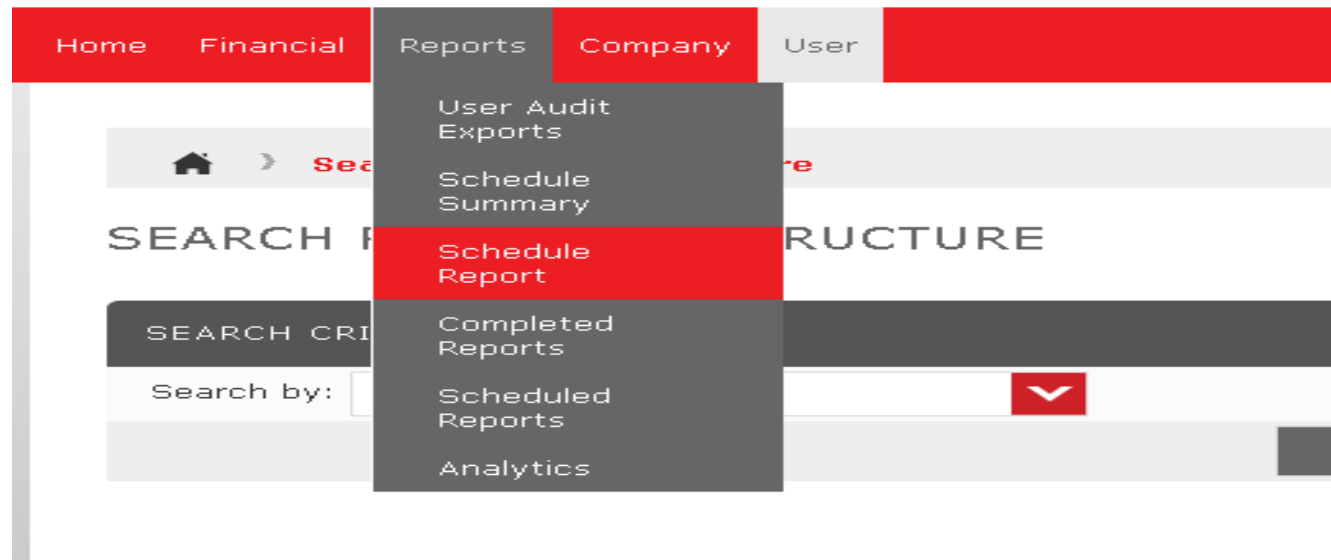
Reports

Schedule Report

Schedule an existing report to run as frequently as needed on behalf of other users (i.e. cardholders, level managers)

After report is scheduled, it will appear in **Scheduled Reports**

Once report has run, it moves to **Completed Reports**



SCHEDULE REPORT: CHOOSE REPORT

Select a report from the list provided. To quickly locate the report you are looking for, try using the Group By and Show options above.

☐ Schedule Report for Cardholder Group By None Show

 Account Statement (V... Financial and Spending... System (Adobe PDF) More Detail	 Audit Report Audit Reports System (Microsoft Excel) More Detail	 Daily Transaction Sum... Transaction Reports System (Adobe PDF) More Detail	 Detail Spend Analysis... Financial and Spending... System (Adobe PDF) More Detail	 Spend Analysis by Mer... Merchant and Supplier... System (Adobe PDF) More Detail
 Spend Analysis by Mer... Merchant and Supplier... System (Adobe PDF) More Detail	 Spend Analysis by Tra... Financial and Spending... System (Adobe PDF) More Detail			

Reports

Schedule Report

1. Select the report that you want to run
2. Select the entity.

1

SCHEDULE REPORT: CHOOSE REPORT

Select a report from the list provided. To quickly locate the report you are looking for, try using the Group By and Show options above.

☐ Schedule Report for Group By

 Account Statement (V... Financial and Spending... System (Adobe PDF) More Detail	 Audit Report Audit Reports System (Microsoft Excel) More Detail	 Daily Transaction Sum... Transaction Reports System (Adobe PDF) More Detail	 Detail Spend Analysis... Financial and Spending... System (Adobe PDF) More Detail	 Spend Analysis by Mer... Merchant and Supplier... System (Adobe PDF) More Detail
 Spend Analysis by Mer... Merchant and Supplier... System (Adobe PDF) More Detail	 Spend Analysis by Tra... Financial and Spending... System (Adobe PDF) More Detail			

2

PROGRESS - STEP 2 OF 4

Select Report Account Statement (Version 2)	Select Entity No entity selected.
---	---

SCHEDULE REPORT: ENTITY

Use the search form below to locate the entity you wish to report against. |

Quick Links (1)

[CIMB PILOT TEST BHD - Company](#)

Reports

Schedule Report

3. Choose the report option
- 4 Choose the frequency
5. Click 'SAVE'
6. Check at 'Scheduled Report for report status

3

SCHEDULE REPORT: OPTIONS

Specify the schedule report options below, then click Next or Save to continue.

Date Type	Posting Date
Report Format	Adobe PDF
Number Format	XX,XXX.X
Date Format	DD/MM/YYYY

4

SCHEDULE REPORT: FREQUENCY

Choose the frequency and date range to use to schedule this report, then click Save to continue.

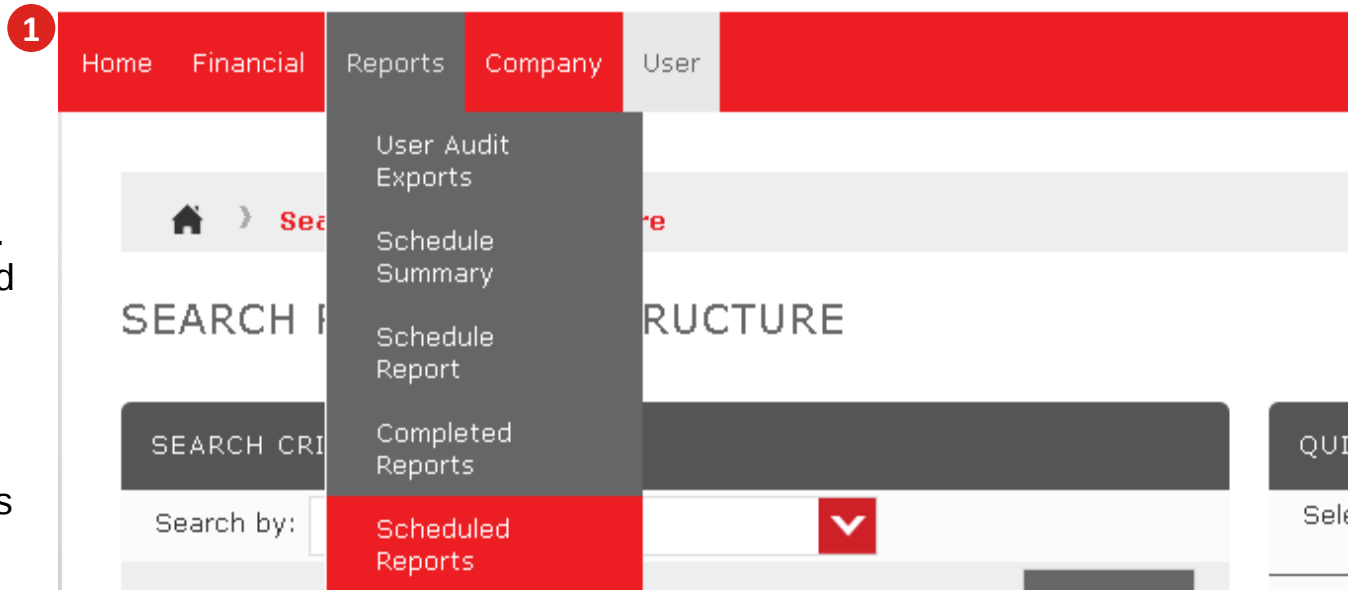
☒ Run Once			
From Date	29/02/2016	To Date	29/03/2016
		Schedule Offset	0 (in days)
☐ Daily			
Start Date	30/03/2016	Days to Run	1
		Offset Schedule	0 (in days)

Reports

Scheduled Reports

Displays reports that have been scheduled and pending for completion. Users may check the report status via Scheduled report. Report will be disappear and route to 'Completed report' once the report is completed.

The page is helpful for users to confirm the exact date and time reports report are scheduled to run, or delete scheduled reports



2 REPORT REQUESTS: SCHEDULED REPORTS

							Page 1
☐	Name	Frequency	From Date	To Date	Status	Next Run Date	
☐	 Account Activity Spending Alerts	Once	10/27/2014	11/25/2014	Processing	11/26/2014 09:26:10 C	
☐	 Account Statement	MONTHLY	11/01/2014	11/30/2014	Pending	12/01/2014 00:05:00 C	
							Page 2

Reports

Completed Reports

Displays reports that are
have completed run

System automatically
deletes all completed
reports after 30 days

1



Home Financial Payment Control **Reports** Company Issuer User Activities

Home > User Audit Exports

EXPORT LIST

- User Activity Detail Export
- User Activity Summary Export
- User Failed Login Export
- User Listing Export

User Audit Exports
Schedule Summary
Schedule Report
Create Report
Maintain My Reports
Completed Reports

SEARCH CRITERIA

Data available starting: 10/26/2015

From Date: 01/25/2016

To Date: 01/25/2016

Category: All

2

Report Summary
Failed Reports 0
Scheduled Reports 0



REPORT REQUESTS: COMPLETED REPORTS

Reports are stored on the system for up to 30 days. If you wish to retain copies for longer than 30 days, please download a copy from the system.



☐	Name	File Size	Status
☐	Expense Report	180.6 KB	Success
☐			

Reports

Completed Reports

3

Report Summary
Failed Reports 0
Scheduled Reports 0



REPORT REQUESTS: COMPLETED REPORTS

Reports are stored on the system for up to 30 days. If you wish to retain copies for longer than 30 days, please download a copy from the sys



Name

File Size

Status



Expense Report

180.6 KB

Success



Click on the report
and save.