

Smart Data Online Closure Checklist for Administrators of Commercial Card programme(s)

Supporting Smart Data Online (SDOL) administrators prepare for the system closure and how to save relevant information required by new providers or ongoing financial reporting purposes.

1. System Access

You will have access to SDOL for a number of months after your programme closes.

We recommend you keep local copies of the data and reports listed from No. 2 to 7 for future audit and reporting purposes.

2. Download Users Report

- Go to 'Reports – Run'.
- Select **Report Name** and drop down on 'Programme Management Reports'.
- Select 'User Information Report' and 'Run'.
- If the User Information report is not available you can gain access to it via 'Company – Company Configuration – Report Administration', drop down on 'Programme Management Reports' and select the report to gain access.

3. Retrieve and Download Receipt Images

Uploaded receipt images are **retained on SDOL for 36 months**. You can download a pdf file of all receipt images via the 'Financial – Retrieve Receipt Images' section.

When retrieving receipt images, the date period will automatically default to the previous four weeks, however, you can update the date period to the dates you require and 'Download Now' or 'Schedule Download'.

If you 'Schedule Download', the images will be available in your 'Reports and Data Files' on the home page once complete. You can download receipt images per card or for the overall programme. Depending on the volume of receipts in your programme, you may need to run several downloads.

For further support

OneCard Helpdesk – **0818 210 278** (+44 345 300 4473 outside ROI). Open Monday to Friday, 8am to 6pm and Saturday 9am to 1pm.

4. Download Statements

If you are set up to receive PDF statements, you can view them by selecting 'Financial' and the 'Account Statements' section. To view an individual statement by cardholder or the overall programme, click the PDF statement you require and then select 'Open File' to save it locally or print it. The maximum period of statements available for downloading is 13 months. Your final statement will also be available in the 'Account Statements' section once the programme closes. You can download at a programme level or per cardholder. We recommend that you download both.

5. Stamp Duty

Your closure stamp duty charge per active card will be included on the final statement. To avoid duplication of this payment, you should provide the closing notification letter to your new provider as proof of payment for the year.

6. Download Reports

Download any bespoke reports via the 'Reports – Run' section. If you currently run a monthly transaction file here, please ensure you have downloaded the **preceding 36 months of data**.

7. Copy your Cost Allocation Scheme

To get a copy of your cost allocation scheme (coding structure) you can download it via 'Company – Cost Allocation Management – Accounting Code Scheme – Scheme Download/Update'.

Select a scheme to download and input a short description. Once complete your scheme will be available in the 'Data Files' section on the home page. The data will download as a text file, copy and paste the text into an excel document and save it locally.