

Anderson University
5/3 MasterCard
SDOL Quick User Guide


Before you begin using SDOL, adjust your internet settings:

1. Turn off Pop-Up Blockers
 - a. Open your internet browser
 - b. On your menu bar, select Tools
 - c. Select Pop-Up Blockers
 - d. Select Turn off Pop-Up Blockers

Initial Sign-on:

1. To access your account online, go to <http://sdol.53.com>
2. Enter your user ID and temporary password as given to you by the Business Office. If you are logging on for the first time, your password will be:
 - Login: Your 16 digit credit card number
 - Password:
 - The first time you login, you will be required to create a new password. Your password must be between 8 and 20 characters in length and must be alpha/numeric.
3. If you lock your account or forget your password, contact the Administrative Assistant (x4001) in the Business Office.

Reviewing Expenses and Budget Allocations:

1. Click on the Financial tab.
2. Click on the Account Summary option.
3. Click on the **Billing Cycle** button. In the **Description** box, click on the down arrow to choose the month you need to see.
4. Click View.
5. Click on the Expand All link and the Account Codes icon .
6. Enter the Expense Description (describing the business purpose), Department and Line Item number for each transaction. These fields are required.
7. To save budget allocations, click Apply.

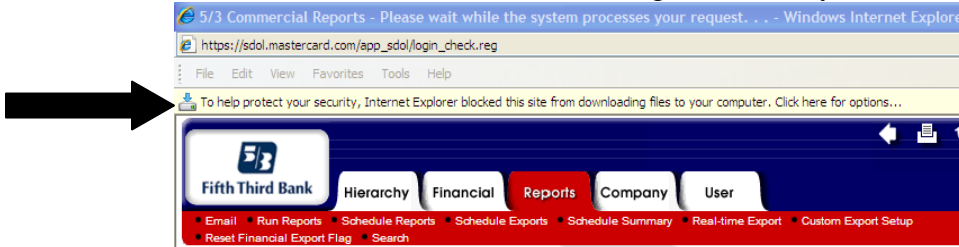
Creating and Printing the Expense Report:

1. Click on the Reports Tab.
2. Click on the Run Reports option.
3. Select a Report Format of **Print Version PDF**. This will provide a printer-friendly Portable Document Format (PDF). You will need Adobe Acrobat Reader 5.0 or higher in order to open the file. Acrobat Reader is available free of charge from www.adobe.com.
4. Select Expense Report from Report Selection.
5. Select Billing Cycle (click on round button) for Date Criteria. In the Description box, click on the arrow to choose which month you want to use.
6. Click Run.
7. If given the option, click on the link with your name and partial card number.
8. A File Download box pops up, click on Open. If the box does not appear, see [Common Printing Problems](#) on the next page.
9. Print a copy and **attach all receipts** to the report.
10. Sign and date the report and **submit it to your director** for approval.
11. Submit your director approved expense report to the Business Office.

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****Common Printing Problems**

1. When Print Version PDF is selected, your internet security settings may prevent you from running the report. (Symptoms: You may see a message that reads, "While the systems processes my request and displays my download dialog box" and nothing happens.)
 - a. If you see an Information Bar pop-up appear, click on the 'Close' button
 - b. Click on the Information Bar (flashing immediately above the 5/3 Fifth Third Bank logo)



- i. Click on Download File
 - ii. **Rerun** the report by following steps 1-6 to create an expense report
 - iii. Note: These settings are not permanent and you will have to perform these steps the next time you attempt to run an expense report. To make a permanent change, you may do the following:
 1. Open Internet Explorer
 2. Click the Tools button, and then click Internet Options
 3. Click the Security tab, and then click Custom level
 4. Scroll to the Downloads section of the list, and then, under Automatic prompting for file downloads, click Enable
 5. Click OK, click Yes to confirm that you want to make the change, and then click OK again
2. Some users have reported problems printing their expense reports in PDF. The printing output consists of a blank page and then a second page with errors. To correct problem, with your report open in Adobe Acrobat:
 - a. On the menu bar, click File
 - b. Click Print and then select the Advanced button
 - c. Click on the checkbox next to 'Print as image', click 'Okay' and print your report

Change Password and Sign-off

1. To change your password
 - a. Click on the User tab
 - b. Scroll down the page until you find the Password section and follow the instructions on the screen.
 - c. Click Apply to save
2. To log out of SDOL
 - a. Click on LOG OUT on the upper right hand corner of your screen



**Should you have questions or experience problems with your online access,
contact the Administrative Assistant in the Business Office.
Phone: 641-4001**

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