



## MasterCard smartdata.gen2™ 萬事達卡全球網上賬目管理系統

萬事達卡全球網上賬目管理系統 (「SDG2」) 是個安全妥善而強大的網上企業綜合賬戶管理系統，可協助貴公司簡化賬目管理。SDG2提供嶄新的報告功能，包括個人化報告樣版、HTML預覽、進階過濾選項及分類報告。透過此網上一站式管理，貴公司可大大減省行政資源，從此不用再耗費大量紙張及時間，賬目管理更輕鬆便捷！

### 系統一覽...

- 簡化行政程序及開支報告**  
 SDG2提供網上一站式管理貴公司的公司卡賬目。全面及強大開支報告系統有助減低成本及提升工作效率。利用SDG2在網上查閱賬目，並以電子郵件通知賬目情況，進一步簡化行政手續。
- 簡化消費管理程序**  
 SDG2可合併顯示公司卡及現金支付記錄，自動輸入、組織及報告消費資料，有效節省時間。
- 有效管理賬目**  
 賬戶往來資料可以17種不同報告分類形式詳細列明，讓企業更有效地加強財務管理，執行政策和檢討合作協議等。客戶亦可下載有關資料，配合公司的會計系統，進行財務分析，作出可靠決策。這些資料在網上保存長達36個月，客戶可隨時存取。
- 網上報告**  
 只要身處連繫互聯網的地方，即可全天候網上索閱賬目報告，查閱資料。
- 強化網上保安**  
 SDG2的嚴密登入系統、預設遮蓋賬號及審計跟蹤等功能，確保為客戶提供最佳網上保安，所有資料均受到穩妥且符合商業應用標準的SSL協議及128位元加密技術保護。整套系統均符合標準網上安全交易守則，公司客戶設有個別專有的賬號及密碼，只有貴公司獲授權人士才可登入系統。
- 運作簡單易用**  
 SDG2支援多達21種語言及絕大部分世界流通貨幣交易。多種當地貨幣交易可換算為任何一種指定貨幣顯示，方便全球分析及報告。
- 在線支援**  
 系統網頁提供全天候支援服務，完備的操作目錄讓客戶快速找到要查詢的操作指示，即使是最細微的項目，亦能即時得到解答。

## MasterCard smartdata.gen2™ 萬事達卡全球網上賬目管理系統

MasterCard smartdata.gen2™ (“SDG2”) is a secure and powerful online tool that enables your company to simplify and automate expense management. SDG2 provides a new reporting function with customisable templates, HTML preview, advanced filtering options, and report categorisation. With this all-in-one MIS solution, your company is able to streamline expense administration from a paper intensive and time-consuming process to one that is online and easy to manage!

### At a glance...

- Simplified Programme Administration and Expense Reporting**  
 SDG2 provides an all-in-one MIS solution for your company corporate card programme. Its full, robust expense reporting module delivers enhanced features and capabilities that can help your organisation reduce costs and increase efficiency. With complete online transaction review and e-mail approval notifications, programme management is easier.
- Streamlined Expense Management**  
 SDG2 consolidates corporate card and cash payment methods in one place, helping you save time with automatic payment data entry, organisation, and reporting.
- Comprehensive Data Management**  
 More than 17 reports to consolidate programme management, policy compliance, and vendor negotiation. Download information into the accounting system and use the enhanced financial data to analyse patterns and make more informed decisions. This feature can also be utilised to copy all of your data to another application for data retention purposes – up to 36 months of data is available online.
- Web-based Reporting Application**  
 Delivered via the internet, all you need is a web browser to access the data around the clock, anywhere in the world.
- Enhance Security**  
 SDG2 provides optimum security and peace of mind with its multi-factor log-in feature, issuer-defined account number masking, and audit trails. All data is safe and secure, protected by robust, industry standard SSL protocols and 128-bit encryption. With standard internet security protocols, a unique ID and password will only be granted to authorised employees of your company.
- User Friendliness**  
 SDG2 supports up to 21 languages and supports transactions in virtually every currency in world circulation. Transactions in multiple local currencies can be translated into any designated single currency for global analysis and reporting.
- Online Assistance**  
 At any time, users can access a comprehensive online help directory. The directory includes context-sensitive help and can be searched by topic or via the index.

### 使用SDG2的簡易程序

**1. 開始**  
登入及開始進入系統

**2. 主頁**  
查閱持卡人交易活動及提取報告

**3. 公司組織階層**  
檢查公司組織階層

**4. 公司賬戶資料**  
檢索公司賬戶資料，包括地址、聯絡人、整體信用限額等

**5. 管理賬戶**  
隨時查閱賬戶、交易報告、賬項說明等

**6. 設定報告模式**  
強大報告功能，包括個人化報告樣版、HTML預覽、進階過濾選項及分類報告

**7. 交易摘要**  
按不同需要隨時管理交易賬目

**8. 登出**  
登出及離開系統

### Simple Steps for using SDG2

**1. Getting Started**  
Log in to begin your session

**2. Main Page**  
View summaries of cardholder transaction activities and get schedule reports

**3. Corporate Hierarchy**  
Check your corporate hierarchy

**4. Company Information**  
Check information about the company, e.g. address, contact information, and overall credit limit

**5. Financial Control**  
View account and transaction summary information as well as merchant details

**6. Creating Reporting Levels**  
A powerful reporting tool with customisable templates, HTML preview, advanced filtering options, and report categorisation

**7. Transaction Summary**  
Manage expenses when you want and with the level of detail needed

**8. Log Out**  
Log out and leave the system

### 註

- SDG2是由萬事達卡國際組織 (「萬事達卡」) 營運及提供。萬事達卡及東亞銀行有限公司 (「東亞銀行」) 不會對SDG2提供明示或隱含的保證，包括但不限於對其可商售性或其對某特定用途的適用性的保證。於任何情況下，萬事達卡及東亞銀行對任何因SDG2或其使用或無法使用而引起，或任何未能履約、錯誤、遺漏或中斷、缺失、操作或傳送延誤、電腦病毒，或連線或系統故障等所引起之任何損害，包括但不限於直接或間接、特別、附帶或相應損失、損害或費用，均不會負上法律責任，即使東亞銀行或東亞銀行代表曾收到有關上述損失、損害或費用可能產生之通知。如閣下對SDG2之使用有任何查詢，請致電本行客戶服務熱線：3608 6628。
- SDG2是以授權為基礎，貴公司對資料和功能的存取權，須視乎使用者權限或所得「許可權」而定。東亞銀行對貴公司可使用的各種功能、資料及存取權保留最終之決定權。
- 如欲登記SDG2管理系統，請致電本行客戶服務熱線：3608 6628或親臨東亞銀行分行。

### Remarks

- SDG2 reporting system is operated and provided by MasterCard International Incorporated (“MasterCard”). MasterCard and The Bank of East Asia, Limited (“BEA”) make no warranty, express or implied, with respect to SDG2, including without limitation, its merchantability or suitability for any particular purpose. Under no circumstances will MasterCard and BEA be liable for any damages, including without limitation, direct or indirect, special, incidental, or consequential losses, damages, or expenses arising from or in connection with SDG2 or the use thereof or the inability of any party to use SDG2, or in connection with any failure of performance, error, omission or interruption, defect, delay in operation or transmission, computer viruses, or line or system failure, even if BEA or its representatives are advised of the possibility of such losses, damages, or expenses. If you have any enquiries regarding to the use of SDG2, please call our Customer Services Hotline on 3608 6628.
- SDG2 is authority-based, which means that your access to data and functions is determined by user authorities or “permission”. BEA reserves the final right of decision regarding your company's access rights and all functions and data your company can use.
- Please call our Customer Services Hotline on 3608 6628 or visit any BEA branch to register for the SDG2 reporting system.

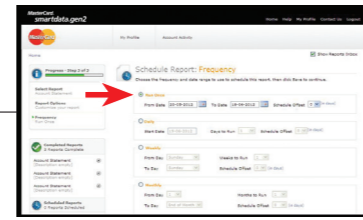
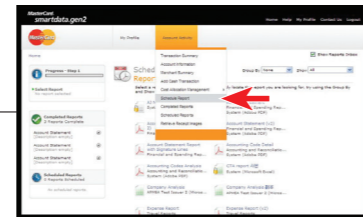
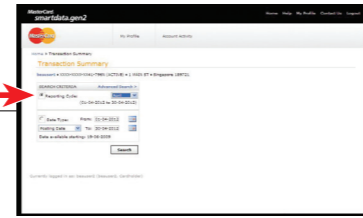
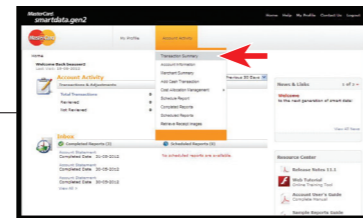


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## SDG2 Quick Reference Guide SDG2快速參考指南

### Reporting 提交報告

- Step 1 步驟 1 Go to <https://sdg2.mastercard.com>  
登入 <https://sdg2.mastercard.com>
- Step 2 步驟 2 Enter your User ID and Password  
輸入使用者識別碼及密碼
- Step 3 步驟 3 Choose Transaction Summary from the Account Activity tab  
選擇「帳戶活動」標籤後，再從子功能表揀選「交易摘要」
- Step 4 步驟 4 Select Date or Reporting Cycle  
選擇想查閱的日期或自訂報告周期
- Step 5 步驟 5 Click Search  
選擇「搜尋」
- Step 6 步驟 6 On the Transaction Summary screen, click Transaction to view the transaction details (e.g. merchant name, transaction currency, date)  
於「交易摘要」版面選擇「特約商店交易」圖示以存取交易詳細資料 (如商店名稱、交易貨幣、日期)
- Step 6a 步驟 6a Check the Reviewed box and click Save  
完成以上步驟後，在「已檢閱」欄選取交易旁邊的核取方塊及選擇「儲存」
- Step 7 步驟 7 Click Send Email to send an email and notify your Manager  
選擇「傳送電子郵件」，以電郵方式通知貴公司的監督者
- Step 8 步驟 8 Choose Schedule Report option from Account Activity tab  
選擇「帳戶活動」標籤後，再從子功能表揀選「排程報表」
- Step 9 步驟 9 Select the Report you want to generate  
選擇需要編製的報表
- Step 10 步驟 10 Fill in the parameters and generation frequency  
設定參數及編製頻率
- Step 11 步驟 11 Click Save to schedule the report  
選擇「儲存」以排程報表
- Step 12 步驟 12 Monitor the Completed Reports section of the Reports Inbox  
監看「報表收件匣」的「完成報表」區域
- Step 13 步驟 13 When the report appears in the Completed Reports section, download the report  
當報表在「完成報表」區域中顯示後，即可下載
- Step 14 步驟 14 Attach the transaction receipts and file accordingly  
附加相關交易收據及檔案

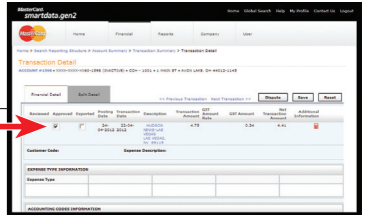
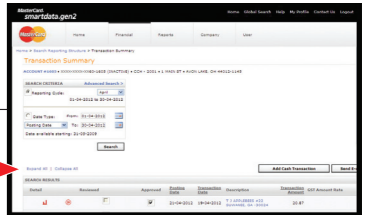
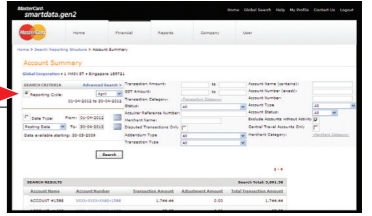
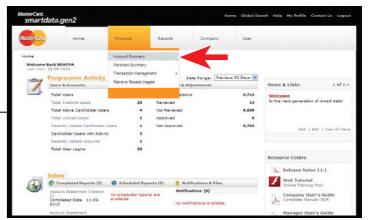


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### Review Cardholder Transaction 檢視持卡人交易

- Step 1 步驟 1 Go to <https://sdg2.mastercard.com>  
登入 <https://sdg2.mastercard.com>
- Step 2 步驟 2 Enter your User ID and Password  
輸入使用者識別碼及密碼
- Step 3 步驟 3 Choose Account Summary from the Financial tab  
選擇「財務」標籤後，再從子功能表揀選「帳戶摘要」
- Step 4 步驟 4 Select the cardholder name on the Search Reporting Structure screen  
於「搜尋報表結構」版面選擇持卡人姓名
- Step 5 步驟 5 Select Date or Reporting Cycle  
選擇想查閱的日期或自訂報告周期
- Step 6 步驟 6 Click Expand All to view the detailed Transaction Summary and verify coding  
選擇「全部展開」以顯示詳細「交易摘要」及確認代碼
- Step 7 步驟 7 If yes, check the Approved box on the Transaction Summary screen to confirm and approve individual transactions  
如正確，剔選「批准」旁的核取方塊以確定及核准交易
- Step 8 步驟 8 If no, uncheck the Reviewed box and select Send Email to send an email and notify the cardholder to correct and resubmit for review  
如錯誤，則要刪去「已檢閱」核取方塊及選擇「傳送電子郵件」，以電郵方式通知持卡人作出更正及重新提交
- Step 9 步驟 9 Click Save  
選擇「儲存」



### Resetting User Password 重設用戶密碼

- Step 1 步驟 1 Go to <https://sdg2.mastercard.com>  
登入 <https://sdg2.mastercard.com>
- Step 2 步驟 2 Enter your User ID and Password  
輸入使用者識別碼及密碼
- Step 3 步驟 3 Choose User Summary from the User tab  
選擇「用戶」標籤後，再從子功能表揀選「用戶摘要」
- Step 4 步驟 4 Search for the user whose password needs to be reset  
搜尋需要重設密碼的用戶
- Step 5 步驟 5 Place a check in the Select column by the user who needs a new password and click Email New Password  
剔選需要新密碼的用戶旁的「選擇」及選擇「通過電子郵件發送新密碼」
- Step 6 步驟 6 A new password will be sent directly to the email address listed in the user's profile  
新密碼將會直接發送到用戶設定檔中指定的電子郵件

