

PRINT MONTHLY BMO HARRIS PCARD EXPENSE STATEMENT

June 2019

Login to the website at <https://www.bmospenddynamics.com>

Click “Card Transactions” on the Main Header field. If you have expenses to reconcile, there will be a red dot to the left of “Card Transactions”.

The screenshot shows the BMO Spend Dynamics website navigation bar with the following items: Home, Administration, Accounts, Card Transactions (with a red dot), and Reports. The user is logged in as Laura. Below the navigation bar, the 'Card Transactions' page is displayed with a sub-menu containing: Items Requiring Attention (with a red dot), Statement - 03/27/2019, Statement - 02/27/2019 (with a red dot), and Statement - 01/27/2019.

Click on the Statement ending period that you need to reconcile. In this example, I clicked on “Statement – 02/27/2019” and then click the Employee Name / Account Name (shown in red below) that you need to reconcile.

The screenshot shows the 'Card Transactions' page for the period 01/28/2019 to 02/27/2019. It displays a table with the following data:

Employee Name	Account Name
Harrington Laura	(5146) - Chippewa Valley Sch Cards
Harrington Laura	(2216) - Harrington Laura

Click on the Red X to the right of each expense. Click only one at a time.

The screenshot shows the 'Items Requiring Attention - BMO' page for the period 05/28/2019 to 06/27/2019. It displays a table with the following data:

Account Name	Tran Date	Supplier	Image(s)	Source Amount	Amount Tax	Amount Incl
Laura Harrington	06/10/2019	Msbo	No	.	0.00	150.00

In the “Coding” tab, enter the appropriate ASN and “Expense Description”, then click on the blue SAVE button. Go onto the next expense and enter ASN and expense description.

Transaction: Details

Purchase: 06/10/2019
 Amount: \$150.00 USD
 Msbo, 5173272584

Merchant Detail **Coding** Approval

	ASN	Amount Incl	Tax	
Line 1	42332	150.00		<input type="checkbox"/>
Line 2				<input type="checkbox"/>
Line 3				<input type="checkbox"/>
Line 4				<input type="checkbox"/>
More..	Balance	0.00		

Supplier Details

Purchase Msbo

Expense Description

Annual Membership Fee for MSBC

Close Reset **Save**

Once all your expenses have a Green Check mark to the right, click on the link in blue “View Statement Report”

Card Transactions

01/28/2019 to 02/27/2019

Harrington Laura - BMO - Laura Harrington

Tran Date	Supplier	Image(s)	Source Amount	Amount Tax	Amount Incl	
01/27/2019	Legacy.Com, Inc	No	.	0.00	2.95	
02/08/2019	Msbo	No	.	0.00	480.00	
02/20/2019	Mppoa	No	.	0.00	230.00	

[View Statement Report](#)

The below screen appears. Click on the Printer icon and select your printer to print the report.

Bank of Montreal Account Statement

BMO Statement for Laura Harrington
Statement Period 01/28/2019 to 02/27/2019

Printed On: 02/28/2019

Current Balance: **\$712.95**
Previous Balance: **\$0.00**



Trans Date	Trans Detail	Receipt	Amount(USD)
ASN		Tax Code	Tax Amt Tax Excl. Amt
01/27/2019	Legacy.Com, Inc	<input checked="" type="checkbox"/>	\$ 2.95
* 62020	--	0.00	\$ 2.95
Purchase Legacy.Com, Inc - Personal expense reimbursed on Check #1124			
02/08/2019	Msbo	<input checked="" type="checkbox"/>	\$ 480.00
42332	--	0.00	\$ 480.00
Purchase Msbo - Annual Conference			
02/20/2019	Mppoa	<input checked="" type="checkbox"/>	\$ 230.00
42332	--	0.00	\$ 230.00
Purchase Mppoa - Conference			
* Indicates a personal transaction			Total Amount: (USD) \$ 712.95

On Completion:

Required Signatures: Have the cardholder AND supervisor sign and date the bottom of the report. Attach all receipts and required documentation. Once completed, mail to Donna Harris in the Business Department at the Board Office.