# 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".**



**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.**



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

**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 | | ☐ ⓘ |
| Line 2 | | | | ⓘ |
| Line 3 | | | | ⓘ |
| Line 4 | | | | ⓘ |
| More.. | Balance | 0.00 | | |

Supplier Details

Purchase Msbo

Expense Description

Annual Membership Fee for MSBO

| 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.**

**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 | ☑ | | $ 2.95 |
| * 62020 | -- | 0.00 | | $ 2.95 |
| Purchase Legacy.Com, Inc - Personal expense reimbursed on Check #1124 | | | | |
| 02/08/2019 | Msbo | ☑ | | $ 480.00 |
| 42332 | -- | 0.00 | | $ 480.00 |
| Purchase Msbo - Annual Conference | | | | |
| 02/20/2019 | Mppoa | ☑ | | $ 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.**