

Procedures for P-Card Statements and Statement Manager in Excel Spreadsheet

BMO phone number: 1-800-844-6445

Website: <https://www.bmospenddynamics.com>

Username:

Password:

How to get P-Card statement reports

- Log into website
- Click on Reports-on the menu on the left side of screen
- Click on Bank of Montreal – on the menu on the left side of screen
- Click Account Statement Report (sub menu)
- Go to the Report Period in the middle of the screen-Click on the most recent statement or the one you want to look at
- Click on Generate and Export to PDF
- It will give you a message that says Success-The report is queued and will be available in your Report Outbox shortly
- Go back to Home page-might take a few minutes to generate report
- Click on Report Outbox-on the menu on the left side of screen
- Click on little download arrow on the right hand side to open report
- Print

Statement Manager in Excel Spreadsheet

- Log into website
- Click on Reports-on the menu on the left side of screen
- Company Administration- on the menu on the left side of screen
- Statement Manager-Sub menu (will open pop up screen)
- Go to the Statement Period and choose the period of dates you want for the report
- Click on Search and close out box (will open back on main screen)
- Scroll to the bottom of page and Click on export to excel (it will automatically download at this point, you must open from downloads)
- Calculate the totals at the bottom of the spreadsheet
- Print off report and to mail spreadsheet and payment to BMO