BMO Spend Dynamics – Tips

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If you are classified as an Administrator of the P-Card program cards are automatically mapped to your account.

Step 1: Log in

<u>To see and change credit limit and to see credit limit available and unposted transactions</u>

- ✓ Click Administration tab
- ✓ Click Account Management
- ✓ Click Search and close "X" box. This will bring up all your cards or you can put the last 4 digits of a card number in before you click search and it will only bring up that card.
- ✓ Click on the blue number of "Open" cards
- ✓ You can click at the top of the column on the column title to do an A to Z sort by name or card number.
- ✓ Click on the blue circle with an "*i*" in it to see credit limit. You can change the credit limit by click on the pencil icon beside the credit limit amount, typing in the new credit limit amount and clicking submit. Click Close.
- ✓ Click on the hour glass icon and it will show you the available credit and unposted transactions.

<u>To print all statements</u>

- ✓ Reports tab
- ✓ Click Bank of Montreal (bottom left)
- ✓ Click Account Statement Report
- ✓ Choose Report Period from drop down
- ✓ Click Generate and Export to PDF
- ✓ After a few minutes, click Report Outbox
- ✓ If your report is showing, click on the download icon to the right of the report name
- ✓ Print reports

<u>OR to print an individual statement</u>

- ✓ Reports tab
- ✓ Click Company Administration
- ✓ Click Statement Manager
- ✓ Choose statement period from drop down, click Search, Close X
- ✓ Click on the view statement icon to the right of each card (icon looks like a piece of paper), print
- ✓ Click Report Outbox
- ✓ If your report is showing, click on the download icon to the right of the report name
- ✓ Print report

To see recent transactions on each card these are the steps.

- ✓ Select Home
- ✓ Reports (below the home tab on the left of page)
- ✓ Company Administration
- ✓ Statement Manager
- ✓ Look at statement period – current period automatically appears if you want a different period select the one you are looking for or put in custom dates behind Start Date and End Date.
- ✓ Click in search tab
- ✓ Close window
- ✓ All account show up
- ✓ Click on the card name (in blue) or arrow on the right of the card you want to look at and all recent transactions are listed – you can either export to excel or export to PDF (click in blue at the bottom of screen) and print off if needed.

Another way to see recent transactions

- ✓ Click the reports tab at the top of the page
- ✓ Click Expenditure Analysis (on left side of page)
- ✓ Click Transaction Search – Company
- ✓ Choose the statement period or custom dates (Start Date – End Date). You can also put in the last 4 digits of a certain card number if you only want to find one.
- ✓ Click Search. Close X out of box. Screen will show all the cards or just the one you chose. (Should make sure the following are checked at the bottom of screen: Summary-Employee, Exclude Payments, Include Unmapped Transactions, Group Results).
- ✓ Click on the name (in blue) of the card you want and it will show all transactions for that date.
- ✓ If desired, you can either export to excel or export to PDF (click in blue at the bottom of screen) and print off if needed.