

How to balance or reconcile an account

details Online - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://www.bmodetailsonline.com/

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details Online

BMO Financial Group

details Online® Powered by BMO Spend & Payment Solutions

**Welcome to
details Online**

If you are not registered or are experiencing problems please contact your Administrator.

User ID

Password **GO**

Language

[Forgotten Password?](#)

UNAUTHORIZED ACCESS TO THIS SYSTEM IS PROHIBITED

Powered by BMO Spend & Payment Solutions

Done

Always begin by logging into the Web site at www.bmodetailsonline.com.

Your p-Card program administrator can give you your User ID and Password.

p-Card administrators who do not have a User ID and password will need to contact p-Card Client Services at 888.267.7834.

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details Online

BMO Financial Group details Online Powered by BMO Spend & Payment Solutions

HOME STATEMENTS TRANSACTION REPORTS HIERARCHY ADMIN SUPPLIER

Welcome Holly Wallace

Last Visit: 09/21/2009 16:10 EDT

Last Data Load: 09/21/2009

Quick Link: - View/Modify Transaction Details Go

Alert Information News

Corporate: Illinois ASBO News

System: As part of the Banks requirement to comply with Anti-Money Laundering legislation, effective September 21 you may be required to complete additional mandatory fields. For more information please contact Client Services.

Account List

| Account # | Name | Status | Last Statement | Recent Transactions | | Current Activity | | |
|-----------|-----------------|--------|----------------|---------------------|---------|------------------|-----------------|------------------|
| | | | | # of Trans. | Total | Account Limit | Current Balance | Available Credit |
| 4009 | LEHMAN, ANGELA | ● | Outstanding | 5 | 2699.25 | 30000.00 | 6466.00 | 23534 |
| 1818 | LENEAU, REBECCA | ● | Outstanding | 4 | 3073.94 | 50000.00 | 12599.25 | 37400 |
| 4646 | WARNER, JULIE | ● | Outstanding | 10 | 1675.57 | 70000.00 | 1925.57 | 68074 |

Done

From the pull down screen choose "View/Modify Transaction Details" - GO

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The screenshot shows the BMO details Online interface. The navigation menu includes HOME, STATEMENTS, TRANSACTION, REPORTS, HIERARCHY, ADMIN, and SUPPLIER. A message states: "Message: From Date must be in mm/dd/yyyy format, and must be between '01/01/1997' and '12/31/9999' inclusive." The TRANSACTION section contains instructions: "INSTRUCTIONS: To locate transactions, specify the search criteria below and click the 'Locate Transaction' link on the left hand navigation menu." The left-hand navigation menu has "Locate Transaction" circled. The search criteria form includes: Hierarchy Information (Hierarchy Name: ILL ASSOC OF SCHL BUS OFF), Search (Transactions), View (General Ledger), Date (From: 08/06/2009, To: 09/05/2009, Processing Type), Amount (From, To), Status, Addendum Type, and ID.

Put in date range you are looking for.
This can be based on your cutoff date

For example for the 5th of the month would be a range of 00/06/2009 to 00/05/2009 would get you the month statement.

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1. Sort the transactions if you an Administrator

The screenshot shows the BMO Financial Group details Online interface. The browser address bar shows the URL https://www.bmodetailsonline.com/. The page title is "details Online" and it is powered by BMO Spend & Payment Solutions. The main content area is titled "TRANSACTIONS > GENERAL LEDGER MODULE". It includes instructions: "INSTRUCTIONS: The General Ledger View provides the ability to view and/or modify multiple transactions at a time. To retain any changes made, remember click the 'Save Changes' Link located on the left hand navigation menu. NOTE: You must use 'Save Changes' prior to moving to another page." Below the instructions, there is a "Sort By" dropdown menu set to "Tran ID" and "Ascending". A callout box labeled "2. description" points to the "Description" field in the transaction table. The table shows two transactions. The first transaction is for "THE IL ASSOC OF SCHOOL - ORGANIZATIONS, MEMBERSHIP [8699], SPRINGFIELD - 1000.00 USD , LEHMAN, ANGELA (Acct # XXXX XXXX 4009)". The second transaction is for "NIU OUTREACH - COLLEGES, UNIVERSITIES, PROFESSIONAL SCHOOLS [8220], 08157530275 - 162.00 USD , LENEAU, REBECCA (Acct # XXXX XXXX XXXX 1818)". On the left side, there is a navigation menu with options: "Transaction", "General Ledger", "Approval", and "General". Callout boxes indicate actions: "3. approve" points to "Approve Selected", "Approve All", and "Save Changes"; "4. save every page. If you don't save each page you will lose your work" points to "Save Changes".

3. approve

2. description

4. save every page. If you don't save each page you will lose your work

You will get all the transactions you have "rights" to see. If you have administrative rights you will see ALL the transactions. Begin by sorting the transaction to the account you are reconciling. The account number is the last 4 digits of the account number of the user (see home page).

The page automatically uploads some information. If you would like to put a specific description in the charge, put in the "description" area.

Approve each page and SAVE EACH PAGE, as you go along, or you will lose your work.

After you have approved and saved all your transactions you are done. Simply log out.