

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

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

How to balance or reconcile an account

The screenshot shows the BMO Financial Group 'details Online' web application. The browser window is titled 'details Online - Mozilla Firefox' and the address bar shows 'https://www.bmodetailsonline.com/'. The page header includes the BMO Financial Group logo and 'details Online' with the tagline 'Powered by BMO Spend & Payment Solutions'. 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 is active, and the left-hand navigation menu has 'Locate Transaction' circled in red. The search criteria are as follows:

- Hierarchy Information: Hierarchy Name: ILL ASSOC OF SCHL BUS OFF
- Search: Transactions
- View: General Ledger
- Date: From: 08/06/2009 To: 09/05/2009
- Amount: From: To:
- Status:
- Addendum Type:
- ID:

A callout box at the bottom of the screenshot contains the text: 'Put in date range you are looking for. This can be based on your cutoff date'. Arrows point from this box to the 'From' and 'To' date fields in the search criteria.

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.

How to balance or reconcile an account

1. Sort the transactions if you an Administrator

TRANSACTIONS > GENERAL LEDGER MODULE

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.

Sort By: Tran ID | Ascending | Go

List of Transaction (1-5 shown of 52)

Tran. Status	Proc Date	Tran Date	Element	Value	Description
# 202156402	THE IL ASSOC OF SCHOOL - ORGANIZATIONS, MEMBERSHIP [8699], SPRINGFIELD - 1000.00 USD , LEHMAN, ANGELA (Acct # XXXX XXXX 4009)				
Group ID	Addendum	GL CODE			
Record Type	Purchase	LST	0.00		
Customer Code	1111	SST	57.87		
Description	ing p-Card Conference	CST	16.20		
Comments		Unknown	0.00		
Total	1000.00 USD	Total Tax	EST	74.07	
# 202156403	NIU OUTREACH - COLLEGES, UNIVERSITIES, PROFESSIONAL SCHOOLS [8220], 08157530275 - 162.00 USD , LENEAU, REBECCA (Acct # XXXX XXXX XXXX 1818)				
Tran. Status	Proc Date	Tran Date	Element	Value	Description
Group ID	Addendum	GL CODE			
Record Type	Purchase	Unknown	0.00		
Customer Code	000000000000000000	Unknown	0.00		

2. description

3. approve

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.