

How to change a user's credit limit

The screenshot shows a web browser window titled "details Online - Mozilla Firefox" with the address bar displaying "https://www.bmodetailsonline.com/". The page header features the BMO Financial Group logo and the text "details Online® Powered by BMO Spend & Payment Solutions". The main content area is titled "Welcome to details Online" and includes a message: "If you are not registered or are experiencing problems please contact your Administrator." Below this is a login form with the following fields and elements:

- User ID:
- Password: **GO** (button circled in red)
- Language: (dropdown menu)
- [Forgotten Password?](#)

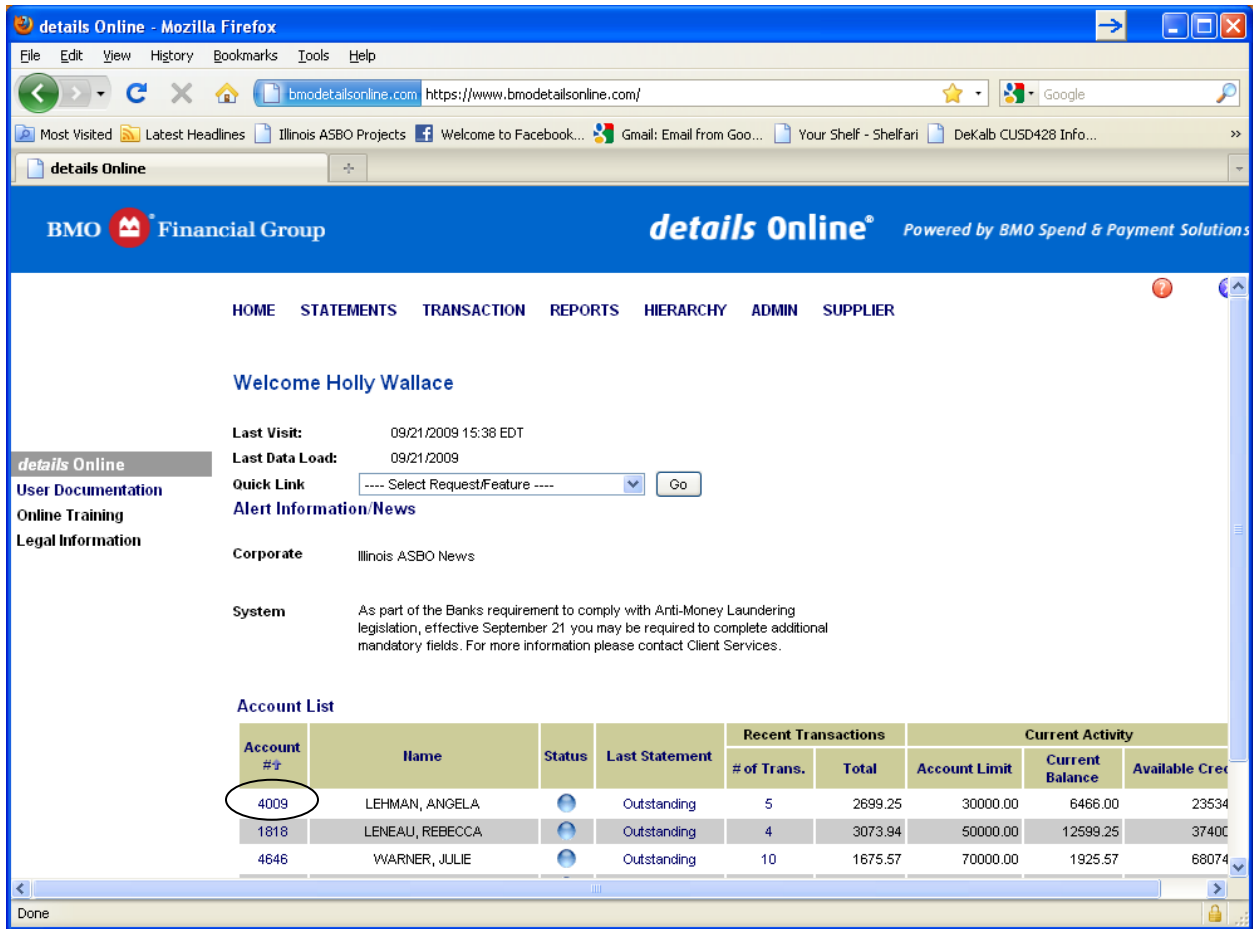
At the bottom of the page, there is a warning: "UNAUTHORIZED ACCESS TO THIS SYSTEM IS PROHIBITED" and a footer: "Powered by BMO Spend & Payment Solutions".

Always begin by logging into the Website 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.

How to change a user's credit limit



details Online - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://www.bmodetailsonline.com/

Most Visited Latest Headlines Illinois ASBO Projects Welcome to Facebook... Gmail: Email from Goo... Your Shelf - Shelfari DeKalb CUSD428 Info...

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 15:38 EDT
Last Data Load: 09/21/2009

Quick Link: ---- Select Request/Feature ---- 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

Click on the Account# of the person you are looking for.

How to change a user's credit limit

The screenshot shows the 'details Online' interface for BMO Financial Group. The page is titled 'HIERARCHY > ACCOUNT PROFILE DETAILS'. It contains several sections for account management:

- ACCOUNT INFORMATION:** Includes fields for Account # (555-...), Account Limit (30000, circled in red), Account Status (Open), Currency (U.S. DOLLAR), and Secondary Access (NO).
- CASH ADVANCE:** Includes options for Block Completely (checked), Allow Cash Advances (unchecked), and Cycle (unchecked). It also has input fields for Amount Per Advance and Number of Advances.
- STATEMENT INFORMATION:** Includes Statement Date (09/05/2009), Account Balance (3766.75), Credit Available (26233), Payment Date (09/26/2009), and Min. Payment (3766.75).

Navigation links on the left include Hierarchy, Reports To, Change Reports To, Add Account, Add Intermediate, Account, Account Limits, General Ledger, Locate Distribution, General, Cancel Changes, and Save Changes.

Circled is the credit limit.

Always be aware of your overall credit limit. The credit limits of all your cards combined cannot exceed that number.

If you would like to hibernate a card, but not cancel, set the card \$1. If you set the card to \$0 it will cancel the account.

Remember this limit rolls over monthly. Whatever the stated limit is what the card user has available every month, not yearly.

How to change a user's credit limit

The screenshot shows the 'details Online' web application interface. The page title is 'HIERARCHY > ACCOUNT PROFILE DETAILS'. The left navigation menu includes sections for Hierarchy, Account, General Ledger, and General. The 'General' section contains 'Cancel Changes' and 'Save Changes' buttons, with 'Save Changes' circled in red. The main content area is divided into several sections:

- ACCOUNT INFORMATION:** Account # (555-...), Account Limit* (1), Account Status (Open), Currency (U.S. DOLLAR), and Secondary Access (NO).
- CASH ADVANCE:** Block Completely (checked), Allow Cash Advances (unchecked), and Daily (unchecked). It also includes fields for Amount Per Advance and Number of Advances.
- STATEMENT INFORMATION:** Statement Date (09/05/2009), Account Balance (3766.75), Credit Available (26233), Payment Date (09/26/2009), and Min. Payment (3766.75).

The 'Account Limit' field is highlighted with a red circle, and the 'Save Changes' button is also circled in red.

Just highlight/delete and add you new number amount.

“Save Changes” before you leave the page.

How to change a user's credit limit

details Online - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://www.bmodetailsonline.com/

Most Visited Latest Headlines Illinois ASBO Projects Welcome to Facebook... Gmail: Email from Goo... Your Shelf - Shelfari DeKalb CU5D428 Info...

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 Website 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.

How to change a user's credit limit

The screenshot shows the 'details Online' web application. The browser window title is 'details Online - Mozilla Firefox'. The address bar shows 'https://www.bmodetailsonline.com/'. The page header includes the BMO Financial Group logo and 'details Online' branding. The navigation menu includes: HOME, STATEMENTS, TRANSACTION, REPORTS, HIERARCHY, ADMIN, SUPPLIER. The main content area displays a welcome message for Holly Wallace, with 'Last Visit' on 09/21/2009 at 12:35 EDT and 'Last Data Load' on 09/21/2009. There is a 'Quick Link' dropdown menu and a 'Go' button. Below this is an 'Alert Information/News' section with 'Corporate' news for Illinois ASBO and a 'System' message regarding Anti-Money Laundering legislation. The 'Account List' table is shown below, with the account number '4009' circled.

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	23534.00
1818	LENEAU, REBECCA	●	Outstanding	4	3073.94	50000.00	12599.25	37400.75

Click on the Account# of the person you are looking for.

How to change a user's credit limit

The screenshot shows the 'details Online' web application in a Mozilla Firefox browser. The page title is 'details Online - Mozilla Firefox' and the URL is 'https://www.bmodetailsonline.com/'. The browser's address bar shows the URL and search engines like Google. The page header includes the BMO Financial Group logo and the text 'details Online® Powered by BMO Spend & Payment Solutions'. A navigation menu at the top includes links for HOME, STATEMENTS, TRANSACTION, REPORTS, HIERARCHY, ADMIN, and SUPPLIER. The current page is 'HIERARCHY > ACCOUNT PROFILE DETAILS'. Below this, there are instructions: 'INSTRUCTIONS: The Account Profile page provides details of a selected hierarchy point. Depending on your authority you may have the ability to update and request changes. Once satisfied with your changes, click the "Save Changes" link on the left hand navigation menu to continue. NOTE: Fields denoted by "*" are required fields'. The main content area is divided into several sections: 'ACCOUNT INFORMATION', 'CASH ADVANCE', and 'STATEMENT INFORMATION'. The 'ACCOUNT INFORMATION' section includes fields for 'Account #', 'Account Limit' (set to 30000), 'Account Status' (set to Open), 'Currency' (U.S. DOLLAR), and 'Secondary Access' (NO). The 'CASH ADVANCE' section has two radio buttons: 'Block Completely' (selected) and 'Allow Cash Advances'. Under 'Allow Cash Advances', there are two sub-sections: 'Daily' and 'Cycle'. Each sub-section has input fields for 'Amount Per Advance' and 'Number of Advances', both set to 0. The 'STATEMENT INFORMATION' section includes 'Statement Date' (09/05/2009), 'Account Balance' (3766.75), 'Credit Available' (26233), 'Payment Date' (09/26/2009), and 'Min. Payment' (3766.75). On the left side, there is a navigation menu with categories: 'Hierarchy' (Reports To, Change Reports To, Add Account, Add Intermediate), 'Account' (Account Limits), 'General Ledger' (Locate Distribution), and 'General' (Cancel Changes, Save Changes). At the bottom of the page, there is a section for 'ACCOUNT HOLDER DETAILS' which is partially visible.

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

HOME STATEMENTS TRANSACTION REPORTS HIERARCHY ADMIN SUPPLIER

HIERARCHY > ACCOUNT PROFILE DETAILS

INSTRUCTIONS: The Account Profile page provides details of a selected hierarchy point. Depending on your authority you may have the ability to update and request changes. Once satisfied with your changes, click the "Save Changes" link on the left hand navigation menu to continue. NOTE: Fields denoted by "*" are required fields

ACCOUNT INFORMATION

Account #	5550 [REDACTED]	Currency	U.S. DOLLAR
Account Limit*	30000	Secondary Access	NO
Account Status	Open		

CASH ADVANCE

Block Completely

Allow Cash Advances

Daily

Amount Per Advance	0	<input type="checkbox"/> Cycle	0
Number of Advances	0	Amount Per Advance	0
		Number of Advances	0

STATEMENT INFORMATION

Statement Date	09/05/2009	Payment Date	09/26/2009
Account Balance	3766.75	Min. Payment	3766.75
Credit Available	26233		

ACCOUNT HOLDER DETAILS

Here is the User information.

How to change a user's credit limit

The screenshot shows the 'details Online' web application in a Mozilla Firefox browser. The page is titled 'details Online' and is powered by BMO Spend & Payment Solutions. The main content area is divided into several sections:

- ACCOUNT HOLDER DETAILS:** Includes fields for ID, Name (LEHMAN, ANGELA), Address 1 (108 CAROL AVE), Address 2, City (DEKALB), Country (UNITED STATES), Zip/Postal Code (60115), Reports to (ILL ASSOC OF SCHL BUS OFF), and State/Province (IL).
- CONTACT INFORMATION:** Includes Telephone # (4162320789), Fax #, and Email Address.
- DEFAULT GENERAL LEDGER INFORMATION:** Includes GL Distribution ID and Default Code.
- MISC INFORMATION:** Includes three miscellaneous fields (Misc 1, Misc 2, Misc 3) with a 'Max Field size' of 150.
- DELINQUENCY HISTORY:** A table showing cycle dates and statuses.

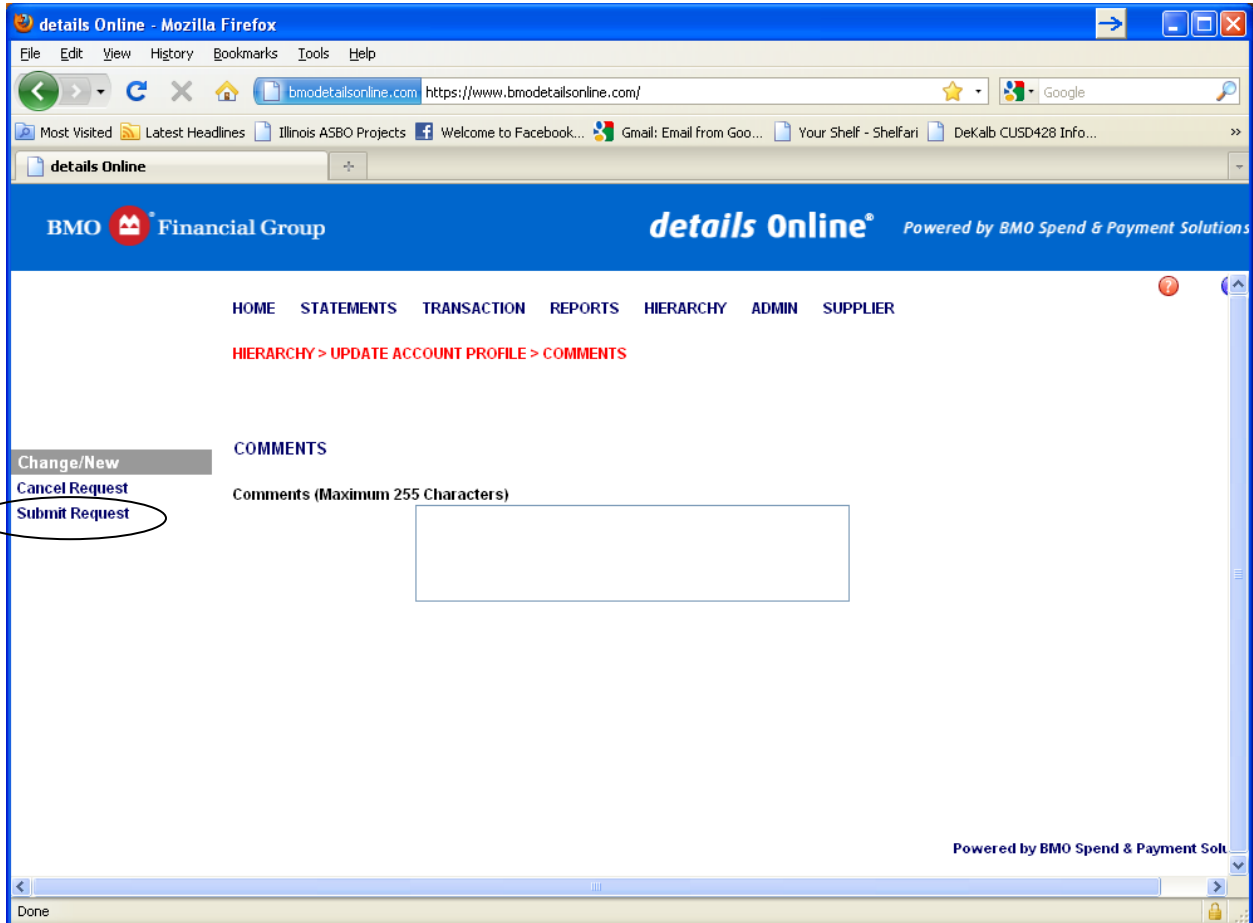
Cycle Date	Status
09/21/2009	Beginning Balance < 0 Paid in Full
08/21/2009	Beginning Balance < 0 Paid in Full

Scrolling down...

If you make changes on this page be sure you choose "save changes" on the left side.

Always make sure the address and phone number is set to the school district NOT a home address

How to change a user's credit limit



Do **NOT** put in comments. This flags the account for human intervention and will slow your request significantly.

Hit "Submit Request".

Your request will usually take 24 hours.