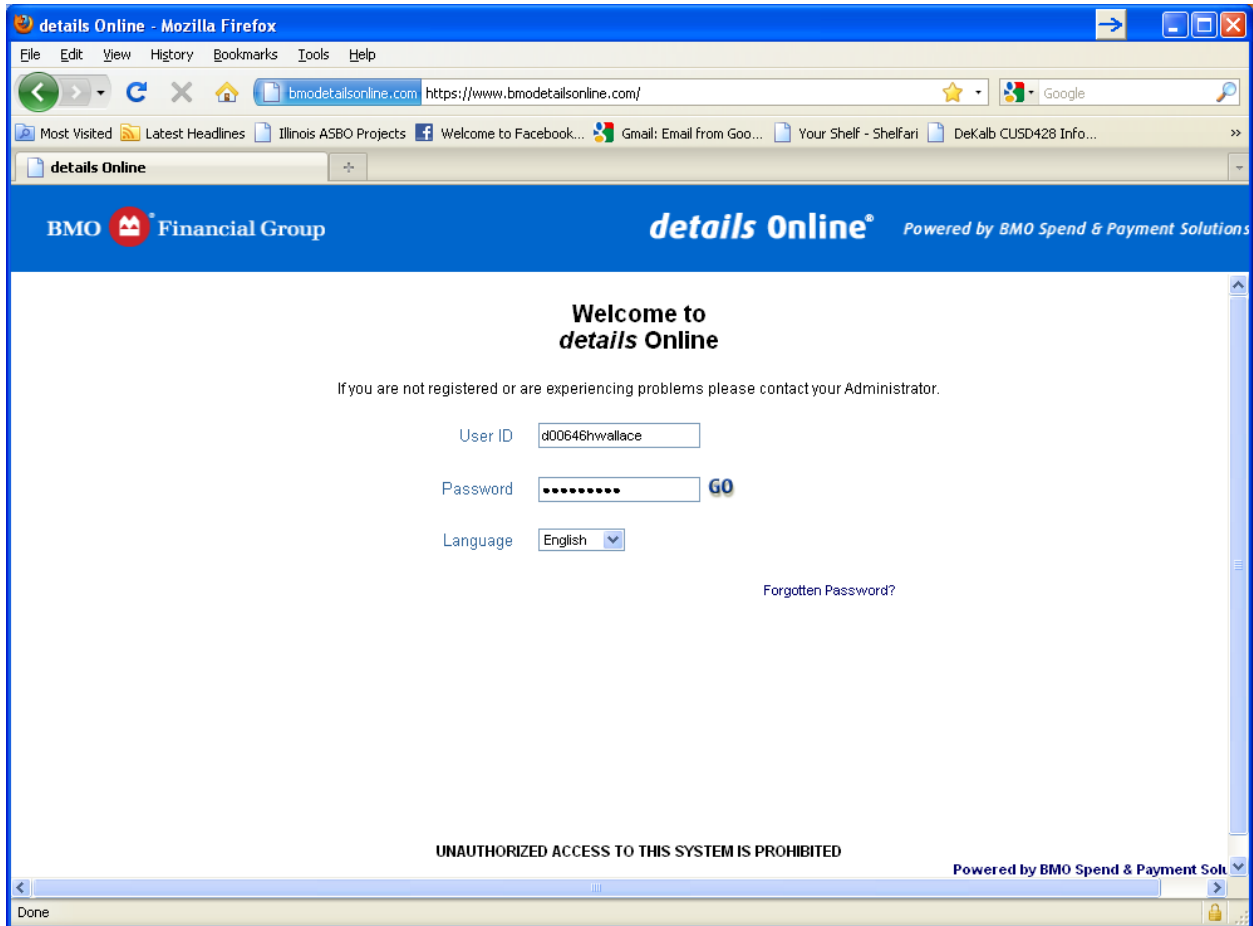


## How to run a usage report



Always begin by logging into the Web site at [www.bmodetailsonline.com](http://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.

This report will not run in Mozilla.

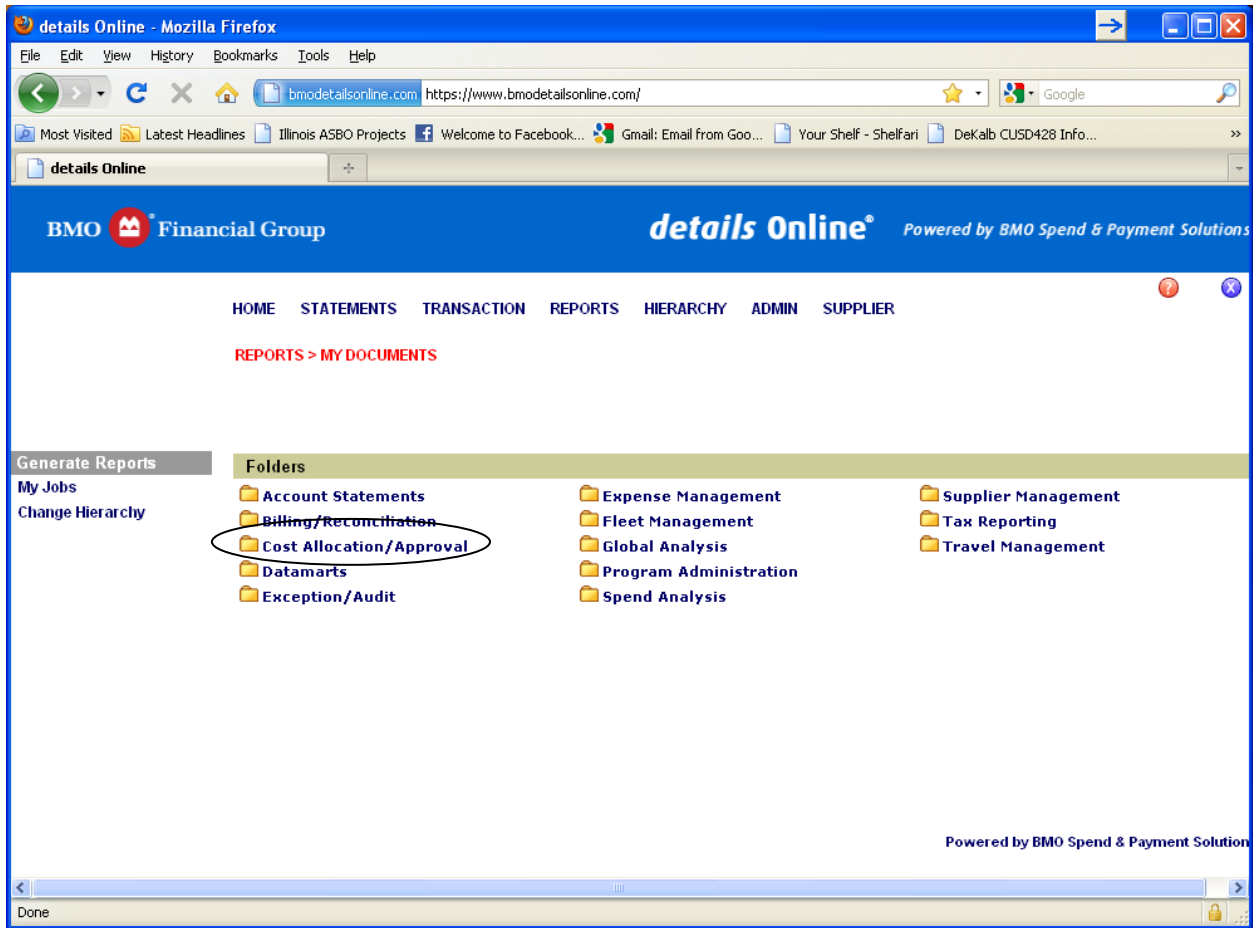
# How to run a usage report

The screenshot shows the BMO details Online web application. The top navigation bar includes links for HOME, STATEMENTS, TRANSACTION, **REPORTS** (circled), HIERARCHY, ADMIN, and SUPPLIER. The page is titled "Welcome Holly Wallace" and displays user information such as "Last Visit: 09/30/2009 12:58 EDT" and "Last Data Load: 10/01/2009". A "Quick Link" dropdown menu is set to "---- Select Request/Feature ----". Under "Alert Information/News", there is a "Corporate" section for "Illinois ASBO News" and a "System" section with a notice about Anti-Money Laundering legislation. The "Account List" section contains a table with the following data:

Account #	Name	Status	Last Statement	Recent Transactions		Current Activity		
				# of Trans.	Total	Account Limit	Current Balance	Available Credit
4009	LEHMAN, ANGELA	●	Outstanding	24	24091.43	30000.00	27858.18	2141
1818	LENEAU, REBECCA	●	Outstanding	11	-4363.35	40000.00	5161.96	34836

Go to "Reports"

## How to run a usage report



Go To "Cost Allocation/Approval"

## How to run a usage report

The screenshot shows the BMO Financial Group details Online web application. The page has a blue header with the BMO logo and the text "Financial Group" and "details Online® Powered by BMO Spend & Payment Solutions". Below the header is a navigation menu with links: HOME, STATEMENTS, TRANSACTION, REPORTS, HIERARCHY, ADMIN, and SUPPLIER. Under the REPORTS link, there is a red link that says "REPORTS > CREATE REPORT".

On the left side, there is a sidebar with the following links: "Generate Reports", "My Documents", "My Jobs", and "Change Hierarchy".

The main content area is titled "Reports You Can Run" and contains a table with the following data:

Report Name	Version	Last Run Date/Time
Approved Transaction Detail	Version 2	05/12/2006 4:25 PM
New Transaction	Version 3	01/23/2008 1:09 PM
Reviewed Transaction Detail	Version 2	05/12/2006 4:26 PM
Split Transaction Detail	Version 8	09/26/2008 12:17 PM
Transaction History	Version 3	09/26/2008 12:28 PM
Transaction Status Detail	Version 1	06/22/2006 2:41 PM

The "Transaction Status Detail" row is circled in red. At the bottom right of the page, it says "Powered by BMO Spend & Payment Solution".

Go to "Transaction Status Detail"

## How to run a usage report

The screenshot shows the BMO details Online web application interface. The browser window title is "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® Powered by BMO Spend & Payment Solutions". The navigation menu includes "HOME", "STATEMENTS", "TRANSACTION", "REPORTS", "HIERARCHY", "ADMIN", and "SUPPLIER". The current page is "REPORTS > CREATE REPORT".

The main content area is titled "Parameters" and shows the "Hierarchy Name" as "ILL ASSOC OF SCHL BUS OFF". There are links for "Simple Request" and "Background Job", and a "Submit" button. The "Report" section contains the following fields:

Field	Value
Date Switch	Processing Date
From Date	10/06/2009
To Date	10/05/2009
Account #	
ID	
Tran ID	

The "Submit" button is located at the bottom right of the form area.

Put in the date range you are searching for, and "Submit"

## How to run a usage report

The screenshot shows a web browser window titled "Active Portal - [Transaction Status Detail] - Windows Internet Explorer". The address bar contains a long URL from bmdetailsonline.com. The browser's navigation bar includes "TOC", "First", "Prev", "Next", "Last", "Goto", "Page 1 of 12", "100%", and a "Search" button which is circled in red. Below the navigation bar, the page content displays "RUN DATE: 10/01/2009" and "Transaction Status Detail" with a reporting period from 08/06/2009 to 09/05/2009. A table of transaction details is shown below, with columns for Tran ID / MCC, Proc Date / Tran Date, Mgr Appr / Manager ID, Acct Appr / User ID, Supplier Description / Memo, GL / Account Default / Customer Code, Group ID / Purch Type, Supp Def Code / MCC Default, and Split St: / Arr. The table lists several transactions, including purchases of IEC Ad in IASA Guide, ICE MOUNTAIN WATER, JEWEL #3272 - DEKALB, IL USA Office Candy, and UNITED - OSWEGO, IL USA Travel.

Tran ID / MCC	Proc Date / Tran Date	Mgr Appr / Manager ID	Acct Appr / User ID	Supplier Description / Memo	GL / Account Default / Customer Code	Group ID / Purch Type	Supp Def Code / MCC Default	Split St: Arr
<b>Account #:</b> 555 [REDACTED] <b>Name:</b> LEHMAN, ANGELA <b>ID:</b>								
<b>Approved</b>								
557722129 8899	08/06/2009 08/05/2009	09/21/2009 alehman	09/21/2009	THE IL ASSOC OF SCHOOL - SPRINGFIELD, IL USA IEC Ad in IASA Guide	..... / 1111	Purchase		1.0
580800924 5999	08/14/2009 08/13/2009	09/21/2009 alehman	09/21/2009	ICE MOUNTAIN WATER - 800-950-9355, MA USA Monthly fee for Bottled Water	..... / 0122127758	Purchase		
582053977 5411	08/19/2009 08/18/2009	09/21/2009 alehman	09/21/2009	JEWEL #3272 - DEKALB, IL USA Office Candy	..... /	Purchase		
582053979 3000	08/19/2009 08/17/2009	09/21/2009 alehman	09/21/2009	UNITED - OSWEGO, IL USA Ron - p-card travel to OK	..... /	Travel		
582053989	08/19/2009	09/21/2009	09/21/2009	AGNT FEE - OSWEGO TRAVEL, IL USA	.....			

A pop up window will appear (you will need to allow pop ups to run this report). Go to "Search".

## How to run a usage report

Active Portal - [Transaction Status Detail] - Windows Internet Explorer

https://www.bmodetailsonline.com/PurchaseDetail/viewer/viewframeset.jsp?id=10194&connectionhandle=u7whm8pUho%2btg5MUUYUgZxq1GrbtKHLKAq7RmwwSbegyRYEMWxKREmOpEgUAaXCZH

TOC First Prev Next Last Goto Page 1 of 12 100% Search Download Print

New Search Search Now

Click on a report field to add it to the search

Report Field	Value	Displ
ProcDate		<input checked="" type="checkbox"/>
AcctNameText		<input checked="" type="checkbox"/>
DynamicTextControl		<input checked="" type="checkbox"/>
DynamicTextControl2		<input checked="" type="checkbox"/>
TranAmount1		<input checked="" type="checkbox"/>
TextControl4		<input checked="" type="checkbox"/>

Search Now

RUN DATE: 10/01/2009

Transaction Status Detail  
Reporting Period: 08/06/2009 Thru 09/05/2009

Tran ID / Proc Date	Mgr Appr	Acct Appr	Supplier Description / Memo	GL / Account
MCC Tran Date	Manager ID	User ID		
Account #: 55			Name: LEHMAN, ANGELA	ID:
Approved				
55772259 08/06/2009	09/21/2009	09/21/2009	THE ASSOC OF SCHOOL - SPRINGFIELD, IL USA	
8889 08/05/2009	alehman		Office Candy	
580800924 08/14/2009	09/21/2009	09/21/2009	ICE MOUNTAIN WATER - 800-850-9395, MA USA	
5889 08/13/2009	alehman		Monthly fee for Bottled Water	
582053977 08/19/2009	09/21/2009	09/21/2009	JEWEL #3272 - DEKALB, IL USA	
5411 08/18/2009	alehman		Office Candy	
582053979 08/19/2009	09/21/2009	09/21/2009	UNITED - OSWEGO, IL USA	
3000 08/17/2009	alehman		Ron - p-card travel to OK	
582053989 08/19/2009	09/21/2009	09/21/2009	AGNT FEE - OSWEGO TRAVEL, IL USA	

Active Portal - [Transaction Status Detail] - Windows Internet Explorer

https://www.bmodetailsonline.com/PurchaseDetail/viewer/viewframeset.jsp?id=10194&connectionhandle=u7whm8pUho%2btg5MUUYUgZxq1GrbtKHLKAq7RmwwSbegyRYEMWxKREmOpEgUAaXCZHB8

TOC First Prev Next Last Goto Page 1 of 12 100% Search Download Print

New Search Search Now

Click on a report field to add it to the search

Report Field	Value	Displ
ProcDate		<input checked="" type="checkbox"/>
AcctNameText		<input checked="" type="checkbox"/>
DynamicTextControl		<input checked="" type="checkbox"/>
DynamicTextControl2		<input checked="" type="checkbox"/>
TranAmount1		<input checked="" type="checkbox"/>
TextControl4		<input checked="" type="checkbox"/>

Search Now

PAGE NO:1

Reporting Period: 08/06/2009 Thru 09/05/2009

Supplier Description / Memo	GL / Account Default	Customer Code	Group ID / Purch Type	Supp Def Code / MCC Default	Split Status / Amount
LEHMAN, ANGELA					ID:
THE ASSOC OF SCHOOL - SPRINGFIELD, IL USA		/ 1111	Purchase		N 1,000.00
ICE MOUNTAIN WATER - 800-850-9395, MA USA		/ 0122127768	Purchase		N 40.89
DEKALB, IL USA		/	Purchase		N 28.21
OSWEGO, IL USA		/	Travel		N 257.71
TRAVEL, IL USA		/			N

Chose the information you would like to export. For example, I chose transaction date, name of user, merchant, description (that is the information added during the reconciliation), amount and split status.

“Search Now”

## How to run a usage report

Active Portal - [Transaction Status Detail] - Windows Internet Explorer

https://www.bmodetailsonline.com/PurchaseDetail/viewer/viewframeset.jsp?id=10194&connectionhandle=u7whm8pUho%2btg5MUyUgZxq1GrbtkHLkAq7RmwwSbegyRYEMWxKREm0pEgUAaXCZH88

TOC First Prev Next Last Goto Page 1 of 12 100% Search Download Print

New Search Search Now

08/28/2009 LENEAU, REBECCA NIU OUTREACH - 08157530275\_IL  
09/02/2009 LENEAU, REBECCA DOUBLETREE HOT ARLINGTON HGT  
09/04/2009 LENEAU, REBECCA DOUBLETREE GUE DOWNERS GROV

Results 1 - 20 >>Next

New Search

Download search results as:

- Comma delimited data
- Comma delimited data
- Unicode Comma delimited data
- Tab delimited data
- Unicode Tab delimited data
- MS Excel File

Go

Transaction Status Detail

Reporting Period: 08/06/2009 Thru 09/05/2009

Transaction / Account Default	Group ID / Customer Code	Supp Def Code / MCC Default	Split Status	Amount
DELA	ID:			
HOOL - SPRINGFIELD, IL USA	/ 1111	Purchase	N	1,000.00
R - 800-850-9395, MA USA	/ 0122127758	Purchase	N	40.89
Water				
B. IL USA	/	Purchase	N	28.21
L USA	/		N	
DK	/	Travel	N	257.71
TRAVEL, IL USA			N	

Choose how you want to export the information. For example, I chose Excel. Hit "GO".

Your information will export and you can save the file. This report will pull up all users and information requested for that time period. After you export you can rename, sort...

You can log out of *details* online after this step.