

Coding Transactions

From the home page you see the Card Transactions. If there are uncoded transactions the green light is on. Click the green light. If all transactions are coded you can click Card Transactions to see them.

The screenshot shows a web browser window displaying the BMO Spend Dynamics application. The browser's address bar shows the URL <https://www.bmospenddynamics.com/main/homepage.asp>. The application header includes the BMO logo, navigation links for Home, Administration, and Reports, and user options for Language, Settings, Help, Contact us, and Log out. The main content area is titled "Welcome Wallace Holly" and displays user activity: "Your last visit: 11/30/2016 14:25:48" and "Company data last loaded: 11/30/2016". A "BMO Spend Dynamics Administrator Update" section provides instructions for resolving Microsoft Excel issues, including steps to unblock access in File Properties and disable Protected View settings.

Main Menu

- Administration
- Card Transactions
- Reports
- Image Library
- Report Outbox
- eStatement

Welcome Wallace Holly

Your last visit: 11/30/2016 14:25:48 Company data last loaded: 11/30/2016

BMO Spend Dynamics Administrator Update

Following the installation of a Microsoft security update released on July 12, 2016 (Bulletin: <https://technet.microsoft.com/library/security/MS16-088>), you may be experiencing issues opening Microsoft Excel documents downloaded from BMO Spend Dynamics. Documents may not open, or will open however the contents are blank. Microsoft is aware of the issue, and is currently working on a fix.

Until Microsoft deploys a fix, the following steps can be utilized to access the downloaded information:

Unblock access in File Properties. To do this:

- Right click on the file and choose Properties
- On the General tab, click Unblock
- Click OK

Disable the Protected View setting within Microsoft Excel. To do this:

- Open Microsoft Excel
- Go to File > Options
- Click Trust Center (from the menu on the left)

You will see all cards that are mapped or delegated to you. If the date range is red it means it has action required. The 4 numbers preceding the cut-off date is the last 4 numbers of the card. Please be sure you choose the correct date and card since history is also here. The transactions on the left are the first on the list you can preview by clicking on the date range. The red X after the transaction means it has not been coded yet.

Card Transactions
 11/06/2016 to 12/05/2016
 Corbin Jennifer - BMO - MC - (6168)

Previous Balance 11,359.01
 Credit Limit 50,000.00

View Non-Posted Transactions

Tran Date	Supplier	Image(s)	Source Amount	Amount Tax	Amount Incl	
11/06/2016	Kalahari Resorts	No	.	0.00	102.08	X
11/06/2016	Shell Oil 57444110902	No	.	0.18	3.38	X
11/07/2016	Decatur Conference Cen	No	.	0.00	4,350.70	X
11/07/2016	Dunkin #349002 Q35	No	.	0.10	1.97	X
11/07/2016	Starbucks Store 18900	No	.	0.00	23.97	X
11/08/2016	Dunkin #349002 Q35	No	.	0.10	1.97	X
11/10/2016	Niu Outreach	No	.	0.00	980.00	X
11/10/2016	Niu Outreach	No	.	0.00	588.00	X
11/17/2016	Embassy Suites E Peori	No	.	0.00	2,817.88	X

To start coding click the red X

The screenshot shows the Spend Dynamics web application interface. The browser address bar displays the URL <https://www.bmospenddynamics.com/main/homepage.asp>. The page header includes the BMO logo and navigation links for Home, Administration, and Reports. The main content area is titled "Card Transactions" and shows a list of transactions for the period 11/06/2016 to 12/05/2016, associated with Corbin Jennifer - BMO - MC - (6168). The table below lists the transactions, with the first row circled in red to highlight the "X" icon in the "Image(s)" column.

Tran Date	Supplier	Image(s)	Source Amount	Amount Tax	Amount Incl	
11/06/2016	Kalahari Resorts	No	.	0.00	102.08	X
11/06/2016	Shell Oil 57444110902	No	.	0.18	3.38	X
11/07/2016	Decatur Conference Cen	No	.	0.00	4,350.70	X
11/07/2016	Dunkin #349002 Q35	No	.	0.10	1.97	X
11/07/2016	Starbucks Store 18900	No	.	0.00	23.97	X
11/08/2016	Dunkin #349002 Q35	No	.	0.10	1.97	X
11/10/2016	Niu Outreach	No	.	0.00	980.00	X
11/10/2016	Niu Outreach	No	.	0.00	588.00	X
11/17/2016	Embassy Suites E Peori	No	.	0.00	2,817.88	X

This is where you code your transaction from the charge codes provided by you to BMO.

To split use the + sign next to Line 1.

To attach a scanned receipt use paper clip symbol next to disputed.

To flag a transaction as disputed check box. ****Please note this is just for your records you will still need to go through the dispute process with the Bank.

The box provided contains the Supplier Detail. You can delete and write comments on transactions.

To choose a GL code use the drop down arrow, and hit search.

Transaction - Mozilla Firefox
Bank of Montreal (CA) | https://www.bmospenddynamics.com/main/Transaction_Lasp?transaction_ref=H31820161110jrfjjjska&page=&wf=w

Transaction: Details

Purchase: 11/06/2016
Amount: \$102.08 USD
Kalahari Resorts, Wisconsin Del

Merchant Detail | **Coding** | Approval

	Membership	General Admin	Technology	Marketing/Publication	Professional Development	Programs	Amount Incl	Tax	
Line 1							102.08		<input type="checkbox"/>
Line 2			[Search]						<input type="checkbox"/>
Line 3									<input type="checkbox"/>
Line 4									<input type="checkbox"/>
							Balance	0.00	

More..

Supplier Details Disputed

Purchase Kalahari Resorts

To search for your code you can either enter in numbers or description. All valid codes (because I suggest always using the valid code button) will appear below when you click search.

The up arrow will load that code in your coding box.

The i will give you a longer description of the code.

The side arrow will move the code over to your favorites. This allows you to find it faster, and it will also put it under your drop down on the coding home page (see next page).

If the code is not valid or does not exist the system will tell you.

The screenshot shows a web browser window with the following content:

- Page Title:** Personal Settings - Mozilla Firefox
- Address Bar:** Bank of Montreal (CA) https://www.bmospenddynamics.com/settings/Favourites_cc.asp?transaction_ref=H31820161110jrfjjska&em
- Section: Technology - Search**
 - Text: Please search for the code you require. Note that only the first 60 active codes will be returned matching your criteria.
 - Form: Code Value: 51, Description: (empty)
 - Radio buttons: Valid Codes Only Yes All
 - Button: Search
- Section: Technology - Favourites**
 - Text: If you are unsure about a code please use the information icon after you have performed a search. This information will provide you with code manager details as well as specific comments added to the code for usage.
 - Text: For codes that you use regularly add them to your favourites below, this will place them within your select lists. A total of 15 codes per code type may be added to each list.
- Search Results Table:**

5121-11	Tech Outsourcing	↑	i	→
5122-11	Misc License & Subscription	↑	i	→
5123-11	Management Software	↑	i	→
5124-11	Social Network Platform	↑	i	→
5125-11	Marketing Distribution	↑	i	→
5126-11	Marketing Planning Software	↑	i	→
5127-11	Web Casting	↑	i	→
- Favourites List:** 5121-11 Tech Outsourcing ↕
- Page Footer:** Page 1 View Help

Once the code is selected it enters in the coding line.

See how a favorite appears under General Admin. Search drop down.

See how you can place comments in the Supplier Detail box.

When you are done coding the transaction click save.

To pull a report with this information see the Reports tutorial.

If you do not have coding and would like to get it contact Holly at hwallace@iasbo.org

To add a code see next page.

The screenshot shows a web browser window with the URL https://www.bmospenddynamics.com/main/Transaction_.asp?transaction_ref=H31820161110jrfjijska&page=&wf=w. The page title is "Transaction: Details".

Transaction information:
Purchase: 11/06/2016
Amount: \$102.08 USD
Kalahari Resorts, Wisconsin Del

Navigation tabs: Merchant Detail, Coding, Approval

	Membership	General Admin	Technology	Marketing/Publication	Professional Development	Programs	Amount Incl	Tax
Line 1			5121-11				102.08	
Line 2								
Line 3		[Search] 5141-10 - Staff Meals						
Line 4								
More..							Balance	0.00

Supplier Details: Spring IL ASBO Conference meals

Buttons: Close, Reset, Save

The "Save" button is highlighted with a red circle.

To change or edit existing codes, go to the Administration page and click Charge Codes.

The screenshot shows the BMO Spend Dynamics Administration Overview page. The page has a blue header with the BMO logo and 'Spend Dynamics' text. Below the header is a navigation bar with 'Home', 'Administration', and 'Reports' tabs. The 'Administration' tab is active, and the 'Administration Overview' section is displayed. On the left, there is a sidebar menu with various administration options. The main content area features a diagram titled 'Administration Overview' with two tabs: 'Employee' and 'Organization'. The 'Employee' tab is selected. The diagram shows a central 'Employees' box connected to a vertical list of boxes: 'Charge Groups', 'Report Groups', 'Rights Groups', 'Approval Roles', and 'Rate Groups'. To the right of these boxes are 'Reports', 'Rights', and 'Rate Tables'. The 'Charge Codes' link is circled in red in the original image.

Administration

Overview

- Administration Overview
- Account Management
- Card Activity
- Email Management
- Instance Management
- File Management
- Period Management
- Configuration Management
- Data Extract Management

Administration Overview

Employee Organization

The following diagram represents how your organization is pieced together. If at any time you require any more information or help please contact your main administrator or help desk.

Employees

- Charge Groups
- Report Groups
- Rights Groups
- Approval Roles
- Rate Groups

- Reports
- Rights
- Rate Tables

First search to see if the code exists. You can search by Type; Value and other options.

Click Search.

The screenshot shows a web browser window with the URL <https://www.bmospenddynamics.com/main/homepage.asp>. The page displays the BMO logo and navigation links for Home and Administration. A modal window titled "Charge Code Search" is open, containing the following fields and options:

- Charge Codes:**
 - Type:
 - Value:
 - Description:
 - Charge Group(s):
 - Status: Active Only, Inactive Only, Both
 - Usage: Used Only, Unused Only, Both
- Manager Details:**
 - Manager Allocated: Yes, No, Both
 - Forename:
 - Surname:

At the bottom of the modal, there are two buttons: "Search" and "Cancel". The "Search" button is circled in red.

From this page you can Edit a found code or create a new one. You may need to view active codes to make sure it is set up correctly. Go back and check your coding page to make sure it is created or edited.

The screenshot shows a web browser window with the URL <https://www.bmospenddynamics.com/main/homepage.asp>. The page features a blue header with the BMO logo and the text "Spend Dynamics®". Below the header is a navigation bar with "Home", "Administration", and "Reports" links. The main content area is titled "Administration" and includes a sidebar with various management options: Overview, Administration Overview, Account Management, Card Activity, Email Management, Instance Management, File Management, Period Management, Configuration Management, and Data Extract Management. The central focus is the "Charge Codes" section, which contains a toolbar with "Search", "Create", "Edit", "Manager", "Group Action", and "Export" buttons. Below the toolbar is a table with columns for "Value", "Type", "Description", and "Group(s)". The table currently displays the message "No charge codes found".

Administration

- Overview
- Administration Overview
- Account Management
- Card Activity
- Email Management
- Instance Management
- File Management
- Period Management
- Configuration Management
- Data Extract Management

Charge Codes

Search Create Edit Manager Group Action Export

Value	Type	Description	Group(s)
No charge codes found			