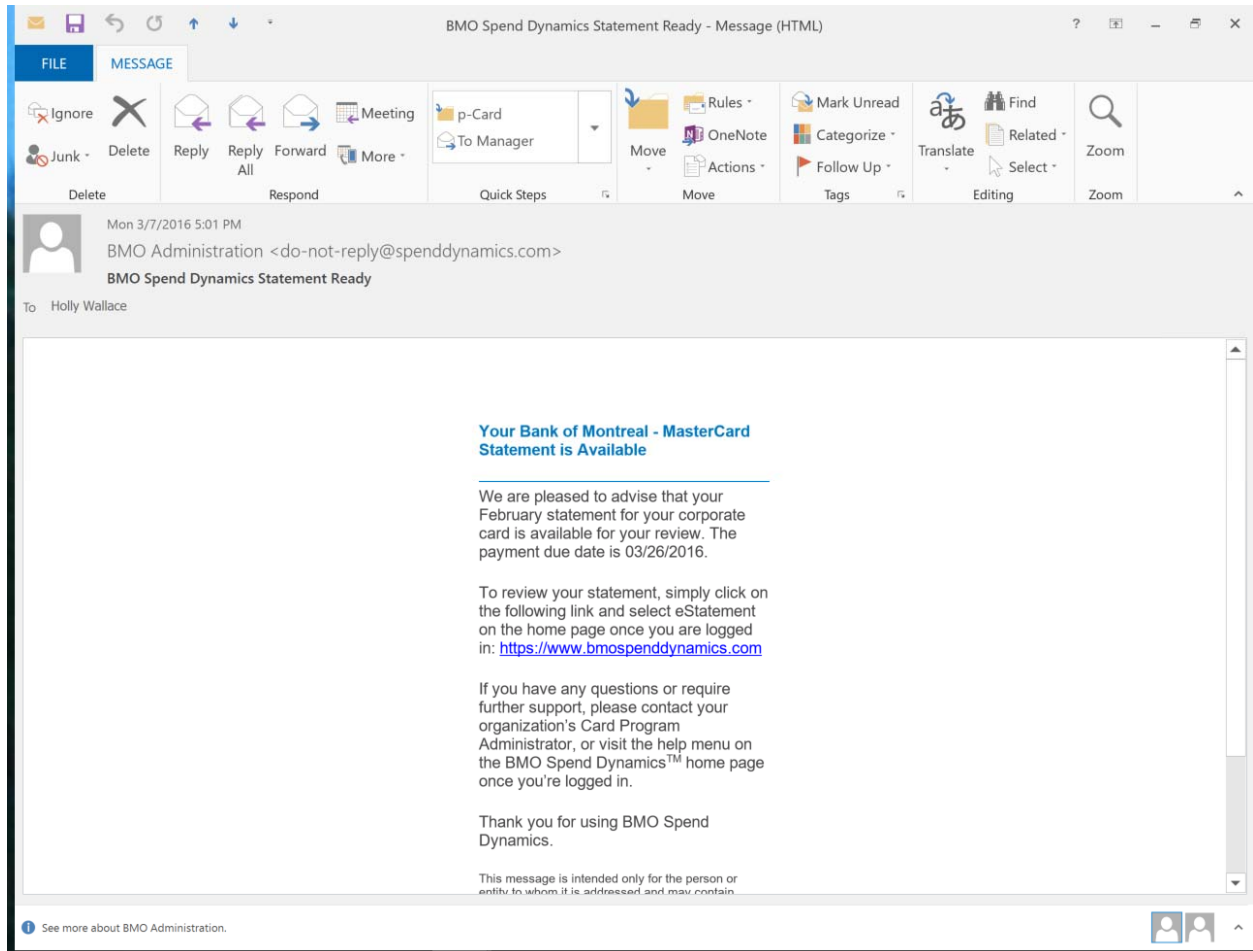


General User's Guide

Printing and Reviewing Statements



Your administrator can initially set you up to receive email notification once your statement is ready. You can use the link provided to access your statement, or you can log in to the Website anytime. You can view your current transactions at any time BUT your final statement for that time period is not final until after your cut off date.

Your User ID is your email address. The first time you log in your Administrator will provide the pw, and you will be prompted to change it once you log in as well as provide answers to security questions.

If you get lock out, your Administrator can unlock your account.

If you forget your pw use the link under the box to re-set.

The screenshot shows a web browser window with the URL <https://www.bmospenddynamics.com/secure/welcome.asp>. The page has a blue header with the BMO logo on the left and 'Spend Dynamics™' on the right. Below the header, there is a 'Sign In' section. The 'Sign In' section contains a light blue box with the following elements: a 'User ID' field with the text 'hwallace@iasbo.org', a 'Password' field with masked characters, a 'Forgot my password' link with a question mark icon, and a 'Sign In' button with a right-pointing arrow. At the bottom of the page, there are links for 'Privacy | Legal | Security' and logos for BMO and Diners Club International.

You will need to change your pw every 90 days. Your pw must meet the criteria below

Personal Settings - Mozilla Firefox

B... (CA) | https://www.bmospenddynamics.com/settings/settings_p1

Password Maintenance - Password Expired

It is recommended that you do not set your new password to be your internal password used within your organization. You may not set your password to easy words or your user id.

Your password must meet the following criteria:

- Minimum number of characters: 8
- Maximum number of characters: 20
- At least one lower case character
- At least one upper case character
- At least one numeric character
- At least one special character

Current Password

New Password

Confirm Password

Save

This is the home page. From the home page you can initiate your activity. A General User can view and print statements, and change your password (under your log in icon). If you're set up to reconcile your accounts you will do so through the Card Transactions – this is covered in a different tutorial. You can also get Help with navigating this Website.

There are also important announcements on the Home Page. Please refer to them if you are experiencing issues with the Website or Reports

The screenshot displays the BMO Spend Dynamics website interface. At the top, there is a navigation bar with tabs for Home, Administration, Card Transactions, and Reports. A user profile icon labeled 'Holly' is in the top right corner. The main content area is titled 'ADMINISTRATOR' and features a 'Corporate Summary' section with the following data:

III Assoc Of Schl Bus Off(0701057)	Credit Limit (USD)	Current Balance (USD)	Available Credit (USD)
	530,000.00	55,381.52	469,465.00

Below the Corporate Summary is an 'Account Management' table:

	Unmapped	Active
Bank of Montreal - MasterCard	0	12

The 'YOUR ACCOUNTS' section shows 'Displaying 1 of 1' accounts:

Purchasing Card	Bank of Montreal - MasterCard
	5550-06xx-xxxx-8178

The left sidebar contains sections for 'Card Expenses' (with a notification badge '17'), 'Report Outbox', and 'eStatement'. Below these are 'Pinned' items under 'Administration' (Overview, Administration Overview) and 'Reports' (Expenditure Analysis, Transaction Search - Company). The right sidebar contains 'Announcements' with a 'BMO Spend Dynamics Message' and a 'Card mapping guide' link.

From the Settings you can manage your pw. and view your details, like your email address, your email management, etc....

The screenshot shows the 'Personal Settings' page in the Spend Dynamics application. The page has a blue header with the BMO logo and 'Spend Dynamics' text. Below the header, there are navigation links for 'Home' and 'Reports'. The 'Settings' section is active, showing a sidebar with 'Overview' and 'Set Password'. The main content area is titled 'Personal Settings' and contains a diagram map of settings categories and a 'Personal Details' section for Wallace Holly.

Personal Settings

The following diagram map is aimed to help you configure and manage your own personal settings. If you have any questions or wish to change settings not available here then please contact your system administrator.

Diagram Map:

- Charge Groups
- Report Groups
- Approval Roles
- Charge Codes
- Reports
- Approval Rules

Personal Details

Employee ID	30692
Username	hwallace2@iasbo.org
Company Unit	-
Phone Number	-
Email Address	hwallace@iasbo.org
Date Added	11/30/2015
Date Modified	-
Date Termination	-

The easiest way to print your statement is through your Account Box. It is located at the bottom of your home page. Simply click on the eStatement and you can save or print your current statement.

If you manage more than one card your Administrator can “delegate” those card/cards to you. Once a card is delegated you will have additional boxes under your own where you can view and print statements.

The screenshot shows the BMO Spend Dynamics web application. The browser address bar displays the URL: <https://www.bmospenddynamics.com/main/homepage.asp>. The page header includes the BMO logo and the text "Spend Dynamics". A navigation bar contains links for "Home" and "Reports".

On the left side, there is a "Main Menu" with the following items: "Card Transactions", "Reports", "Report Outbox", and "eStatement".

The main content area features an "Important Note" and a section titled "Your Accounts". Under "Your Accounts", there is a "Purchasing Card" section for a "Bank of Montreal - MasterCard" with card number "5550-08xx-xxxx-3297".

Cardholder: Wallace Holly	Current Balance	Available Credit
Current period: 11/06/2016 to 12/05/2016 View Non-Posted Transactions	355.77 USD	19,644.00 USD

Below the table, it states: "Most recently closed period: 10/06/2016 to 11/05/2016" with a red circle around the date range and a link to "eStatement".

Additional information includes: "Last payment: -2,419.72 USD on 10/26/2016" and "Balance due: 3,195.89 USD by 11/26/2016".

Now you are ready to print your statement. If you need a signature line your Administrator can contact Client Services to have that feature turned on. You can also save this pdf to a file.

BMO_Statement_3297_20161105.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools BMO_Statement_3... x

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Page 1 of 4

BMO Financial Group

Statement

Account Name: WALLACE, HOLLY Card Number: xxx-xxx-xxxx-1234
 Company Name: R. ABCO, I. Account Limit: \$ 20,000.00
 Employee ID: 30002

Statement Due (MM/DD/YYYY): 11/05/2016 Currency: U.S. DOLLAR
 Payment Due Date (MM/DD/YYYY): 11/05/2016

Statement Summary:

Report any items which do not agree with your records within 60 days of the statement date.

Previous Balance:	\$ 2,419.72
Payments:	\$ 2,419.72
Adjustments:	\$ 0.00
Net Purchases:	\$ 1,195.89
Cash Advances:	\$ 0.00
Fees:	\$ 0.00
Other Charges:	\$ 0.00
New Account Balance:	\$ 1,195.89

Interest Charges and rates:

Rate:	Purchase/Other:	Cash Advances:
Interest charges on this statement (B):	\$ 0.00	\$ 0.00
Annual interest rate next period (%):	12.25000 %	0.00000 %
Daily interest rate next period (%):	0.03395 %	0.00000 %

Transaction Summary:

Trans Date	Paying Date	Description	Pre-Tax Amount	Tax %	Taxs Amount
0000	1007	FRENCH LUCKY FRENCH LUCK IN	\$ 107.42	0.00	\$ 107.42
	10/05/2016				-107.42
0004	1006	FRENCH LUCKY FRENCH LUCK IN	\$ 11.28	0.00	\$ 11.28
	10/05/2016				-11.28
0009	1008	FRENCH LUCKY GIFT FRENCH LUCK IN	\$ 0.00	0.00	\$ 0.00
	10/05/2017				-0.00
0000	0000	INTEREST CHARGES - 11/05/2016 - 11/05/2016	\$ 0.00	0.00	\$ 0.00
	11/05/2016				-0.00
0000	1007	WALK 'N FOOD & FUEL 5 FRENCH LUCK IN	\$ 25.24	0.00	\$ 25.24
	10/05/2017				-25.24
0000	1007	ENTERPRISE RENT A-CAR DENVER 4	\$ 229.00	0.00	\$ 229.00
	10/05/2016				-229.00
0011	1017	HELL COUNTRY RESTAURANT	\$ 498.00	0.00	\$ 498.00
	10/05/2017				-498.00
0016	0016	SANTITAS RESTAURANT SPRINGFIELD 4	\$ 20.00	0.00	\$ 20.00
	10/05/2016				-20.00

Export PDF
 Create PDF
 Edit PDF
 Comment
 Combine Files
 Organize Pages
 Fill & Sign
 Send for Signature
 Send & Track
 More Tools

Store and share files in the Document Cloud
 Learn More

If you want to view other statement history, click on the eStatement link on the home page.

The screenshot shows the BMO Spend Dynamics homepage. The browser address bar displays 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, there are navigation links for "Home" and "Reports".

The "Main Menu" is located on the left side of the page and includes the following items:

- Card Transactions
- Reports
- Report Outbox
- eStatement** (circled in red)

The main content area of the page includes a welcome message for Wallace Holly, with the following details:

- Your last visit: 11/30/2016 11:19:44
- Company data last loaded: 11/28/2016

Below the welcome message, there is a "BMO Spend Dynamics Message" section with the following content:

Attention: eStatements 'export to PDF' temporarily disabled

We are experiencing an issue with eStatements 'export to PDF' functionality. While you can see the 'export to PDF' button, eStatements are not being generated when it is selected, and are not accessible in the Report Outbox. You will have to reinitiate your request once the issue is resolved. We are working to resolve the matter quickly, and regret any inconvenience this may cause.

Planned maintenance – Spend Dynamics

System improvement maintenance is planned for Saturday, 3 December 2016

To enable this maintenance, the platform may be unavailable for all or part of the following window:

Reason: Core infrastructure improvements
Maintenance window
Saturday 3 December 2016 08:00 – 11:00 EST

Make sure you are choosing the correct card and report. You see there are 3 cards here – one is active the other 2 are closed accounts. You can view the history in any of the cards and date ranges.

Report Parameters - Mozilla Firefox

Bank of Montreal (CA) https://www.bmospendynamics.com/Reports/report_ppa.asp?report_id=statement_bmo

Please select the account and report period

Account	BMO - MC - (4095)
Period	BMO - MC - (4095)
	BMO - MC - (3297)
	BMO - MC - (0159)

OK

Now you can view the current statement and or export to a pdf to save or print. Your pdf will appear in your Report Outbox.

The screenshot shows the BMO Spend Dynamics interface. At the top, there is a navigation bar with the BMO logo and the text "Spend Dynamics". Below this, a "Main Menu" is visible on the left, listing options like "Card Transactions", "Reports", "Report Outbox", and "eStatement". The main content area is titled "BMO Financial Group" and features a red circle around an "Export to PDF" button. Below the button, the "Statement" section displays account details for WALLACE, HOLLY, including the company name "IL, ASBO 2", employee ID "30692", and card number "xxxx-xxxx-xxxx-3297". The account limit is listed as \$20,000.00. The statement date is 11/05/2016, and the payment due date is 11/26/2016. The currency is U.S. DOLLAR. A "Statement Summary" section follows, with a note: "Report any items which do not agree with your records within 60 days of the statement date." The summary includes: Previous Balance: \$ 2,419.72; Payments: \$ -2,419.72; and Adjustments: \$ 0.00.

File Edit View History Bookmarks Tools Help

Spend Dynamics

Bank of Montreal (CA) https://www.bmospenddynamics.com/main/homepage.asp

Most Visited details Online Illinois ASBO: Projects Illinois ASBO Spend Dynamics FedEx Tracking Shi... Gmail: Email from Go... DeKalb CUSD428 Info... AIM Illinois P-Card

Language Settings Help Contact us Log out

BMO Spend Dynamics®

Home Reports

Main Menu

- Card Transactions
- Reports
- Report Outbox
- eStatement

BMO Financial Group

Export to PDF Back Page 1

Statement

Account Name:	WALLACE, HOLLY	Card Number:	xxxx-xxxx-xxxx-3297
Company Name:	IL, ASBO 2	Account Limit:	\$ 20,000.00
Employee ID:	30692		
Statement Date (MM/DD/YYYY):	11/05/2016	Currency:	U.S. DOLLAR
Payment Due Date (MM/DD/YYYY):	11/26/2016		

Statement Summary:

Report any items which do not agree with your records within 60 days of the statement date.

Previous Balance:	\$ 2,419.72
Payments:	\$ -2,419.72
Adjustments:	\$ 0.00

Once your report appears in the report outbox you can down load the pdf.

Vault - Mozilla Firefox

Bank of Montreal (CA) https://www.bmospenddynamics.com/admin/admin_f2.asp?xs_own=1&f_id=1000


Vault

This area of the service allows files to be downloaded securely. Please be patient because this area is heavily encrypted and downloads can take time. Note that we take no liability for files located in this area, and it should not be used for storage because old or large files may be deleted without notice.

Report Outbox

Folder Report Outbox

Folder Size 110 kb

File Name	Size KB	Date Stamp	
 BMO_Statement_3297_20161105.pdf	110	11/30/2016 11:22:40	