




Bank of Montreal (BMO) Purchasing Card Reconciling and Report Printing Instructions

To reconcile:

1. Either:
 - Select **Card Transactions > Statement - statement period**. Note: An indicator appears beside any statement periods where some action is required by you.
 - Select **Card Transactions > Items requiring attention**. You will be taken to a list of all your transaction items that need coding.
2. Click the transaction status icon (either a red cross  or a green question mark ) to the right of the transaction you want to code.

The **Coding** tab of the **Transaction Details** window displays.

3. Click the drop-down arrow for Line 1 in the Account Number column and select an account number from the list. If the account number is not in the list, click “Search”. In the “Code Value” box, type the account number without dashes and click “Search”. Click the up arrow to select the account number for your transaction. You can also click the right arrow to add the account number to your list of account number favorites, which will appear to the right.
4. Click  to the far right of the line item to add a description. Click Apply.
5. If you have a split transaction, repeat this process for Line 2, Line 3, etc.
6. Click **Save**.

To print your monthly report:

1. Select **Card Transactions > Click on Statement Period** you want to print
2. Click **View Statement Report** at bottom right.
3. Click print icon at top right.