## **GETTING STARTED**

# First time Sign-In / Password Expiry (Video Tutorial)

Once the user logs in for the first time or their password has expired, the system will prompt the user to accept the Terms & Conditions, to change the temporary password for a permanent one.

Sign In		
User ID:	Luser ID	
Password:	Password	
[	Forgot my password 🕜	
	Sign In ►	

Password requirements:

- Must be 8 to 20 characters long
- Must have lower and upper cases
- At least one numeric character
- At least one special character

The system will request the user to create three security questions.

*Note:* If you forget your password, please use the link "Forgot my password" to reset it. Three unsuccessful attempts will lock the user out of Spend Dynamics. For additional assistance, contact your program administrator.

#### Settings

From the **General Navigation** menu, users may access their Personal Settings page:



This page provides access to personal settings, such as Time zones, Date and Time format, decimals, and so on.

Most importantly, it shows the customized e-mail address for invoices and receipts related to transactions (card or out-of-pocket).

Users may forward pdf files and images to this unique e-mail address so they get uploaded to their **Image Library** for transaction linking.

E-mail address has to be on the "To" field, without any CC information. Valid formats for images are PDF, JPG, BMP, TIF, GIF, DOC, XLS up to 5Mb.

### Home Page (Video Tutorial)

On the Home Page, users will see:

- a) The Main Menu on the top
- b) General Navigation menu top right
- c) Card accounts associated to their profile
- d) Announcements section
- e) My Actions section
- f) Pinned section when users pin their favourites, they will appear on Home page

#### **General Navigation**

In the upper right corner, there are options to change language, personal settings, help content, contact info for BMO and the logout button.

They are located under the user's name in a drop-down:



## Main Menu

The Main Menu is located at the top of the page. Based upon the user's role, menu options may vary.



Support Services

How to get online help

Click on the **Help** button or you can access the online User Documentation by clicking on the Documents tab in the top navigation bar.

How to get offline help

For general questions about Spend Dynamics, contact your program administrator.

To report a lost/stolen card, or fraudulent transactions, please call BMO Customer Service at 1-800-263-2263 24x7 contact centre as soon as possible.

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## BMO Spend Dynamics® - Quick Reference Guide BMO

## **Employee - eStatements**

## **eSTATEMENTS**

Viewing/Printing eStatements (Video Tutorial)

On the Home Page, users will see cards associated with their profile:

Travel and Entertainment		Bank of Montreal - MasterCard 5587-63xx-xxxx-2618
Current Balance	Available Credit	
A	A	
Cardholder: Thomas	Peter Current period: 05/	29/2015 to 06/28/2015
Last payment: 189.56	CAD On 07/25/2014 Balan	ce due: 0.00 By 08/24/2014
View Non-Posted Tra	nsactions	
Most recently close	d period:	

Step 1: To access current month's statement, click on the eStatement link shown above.

*Note:* For previous cycles, historic statements are available from the eStatement link on the Main Menu.

#### Step 2: On the top left of screen, click on Export to PDF.

Experiso PDF Back	View Payment History		
	Statement		
Account Name:		Card Number:	2000-0000-0000-4402
Company Name:	BMO IMPLEMENTER PLAYPEN - CRISTIANO Account Limit: ALMEIDADE-CASTRO		Lek 5,000.00
Employee IO:	103		
Statement Date (MM/DD/YYYY); Payment Due Date (MM/DD/YYYY);	04/24/2016	Currency:	
Statement Summary:			
		Previous Balance:	Lek 0.00
		Payments:	Lek 0.00
		Adjustments:	Lek 0.00
		Net Purchases:	Lek 0.00
		Cash Advance:	Lek 0.00
		Fees:	Lek 0.00
		Other Charges:	Lek 0:00
Report any items which do not agree with your records within 60 days of the statement date.		New Account Balance:	Lek 3.758.77
Interest Charges and rates:			
	item	Purchase/Other	Cash Advances
	Interest charges on this statement (\$)	Lek 0.00	Lek 0.00
	Annual interest rate next period (%)	0.00000 %	0.00000 %
	Daily interest rate next period (%)	0.00000 %	0 00000 %

When the Export to PDF button is clicked, you will see a success message as follows (on the bottom right-hand side of the screen):



The eStatements, once posted, will be housed on the user's Reports Outbox:



Step 3: Click on Report Outbox link and a list of all reports will be displayed.

<ul><li>Report Outbox</li><li>Audit Search</li></ul>	Folder Report Outbox
	File Name
	DMO Otetemant 1005 20140707 pdf
	BMO_Statement_1005_20140727.pdf
Step 4: Click on the computer.	icon to download to your

## Cardholder Reports (Video Tutorial)

Step 1: Select the Reports tab from the Main Menu:

BMO Spend Dynamics® Home Card Transactions V

Step 2: On the Main Menu, select My **Information** to expand the view.

BMO 🛃	Spend Dynamics®	Home	Card T	ransactions 🗸	Reports 🗸
_					
	r R	epor	ts		
	Schedu	led Reports	>	Account Details	
	My Info	rmation		Personal Details	•
				Transaction Sea	irch - Persona

Step 3: Click on Transaction Search -Personal.

Step 4: In the Search Engine, select a Statement Period (drop down), or a certain date range (start date, end date or execution range).

	BMO - MC - PCard
Statement Period	12/25/2015 to 01/24/2016
Start Date	
End Date	
Execution Range	
O POSUDO DALE	Liansacuon Dale
Export File Name	mansaction Date

## REPORTS

Under Transaction Type and Status, users are able to filter transactions by type or approval status, supplier, currency, amounts, by coding information, etc.

	Transaction Type & Status	•
	Supplier Groups	•
	Currency & Amount	•
	Enhanced Data & Spend Wizard	•
	Coding Information	•
	Additional Fields	•
>	Report Templates	•

Under Additional Fields, users have the ability to include additional fields to their report.

Transaction Search - P All amounts are tax inclusive	e <b>rsonal</b> and displayed in their b	illing currency			
As the cardholder or delegate you are able to make adjustments to transactions shown if editable					
Bunk of Monteal - NasterCard, Statement Period 07/28/2016 to 08/27/2016 Mapped Cards					
Tran Date   Account	Supplier ()	Business Justificati** O	Amount 🖯		
07/27/2018 XXXX-XXXX-XXXXI-354	1 Murphy7125atwaimrt		35.00	ð ()	
07/28/2016 X00X-X00X-X00X-354	1 Usps 4805800821284885	59 -	2.20	X ()	
07/28/2016 X00X-X00X-X00X-354	1 Shell Oil 910025567qps		42.00	X ()	

Step 5: Click Search. Cardholders may export to PDF or Excel.

If cardholders need to create templates for reoccurring reports, they may do so by selecting all appropriate filters and expanding the Report Templates drop-down. A "Save Template" link will show. Select it, a Create New Report Template page will appear. Provide a name and save it.

To run a previously created template, simply expand the Report Templates, choose template and click on Search.