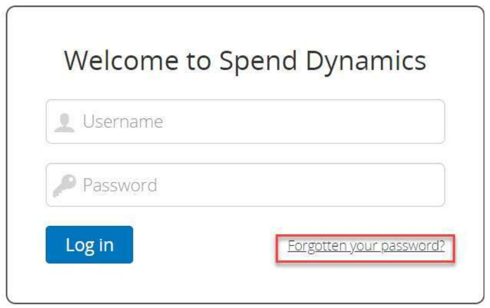
BMO Spend Dynamics® - Quick Reference Guide

Employee - Transaction

GETTING STARTED

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

Once your log-in for the first time or your password has expired, the system will prompt you to accept the Terms & Conditions, to change the temporary password for a permanent one.



Password requirements:

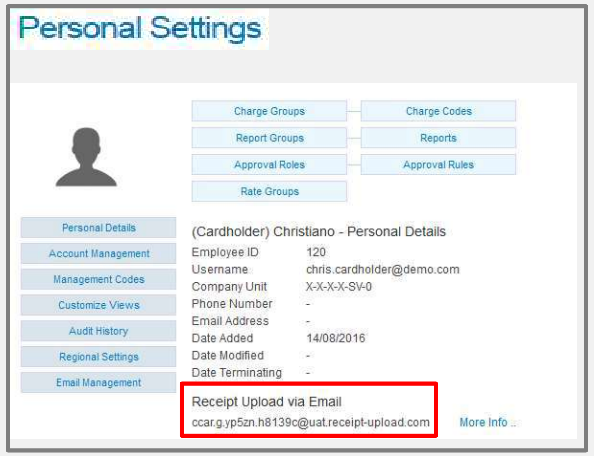
- *Must be 12 to 20 characters*
- *Must have lower and upper case characters*
- *At least one numeric character*
- *At least one special character*

The system will require you to register for two factor authentication and obtain a code via the mobile app or email. see user guide for further details.

***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, you will access your 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.

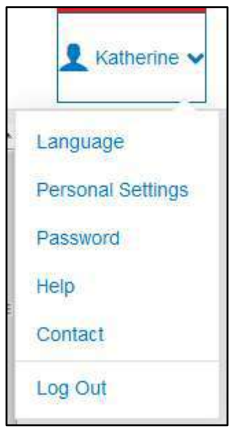
Home Page (Video Tutorial)

On the Home Page, you 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*

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 you name in a drop-down:



Main Menu

The Main Menu is located at the top of the page. Based upon the your 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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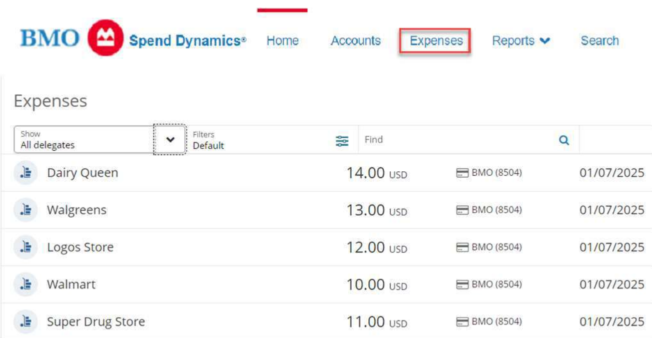
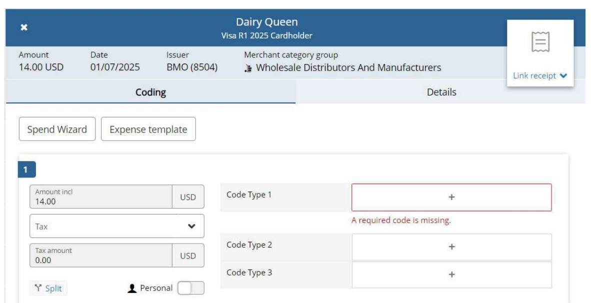
Step 1: To display transactions requiring action you will begin by clicking on **EXPENSES** on the top menu bar.



Note: To access different time periods and / or different card accounts, please use the Filters & Search above the list of transactions to view the desired transactions.



Step 2: to begin reconciling transactions please click on a transaction to display the transaction details. Working from the top down complete all mandatory items as defined in your company's policy

VIEWING & CODING TRANSACTIONS

Your organization may require image of receipts for archival purposes. To attach please follow the steps below.

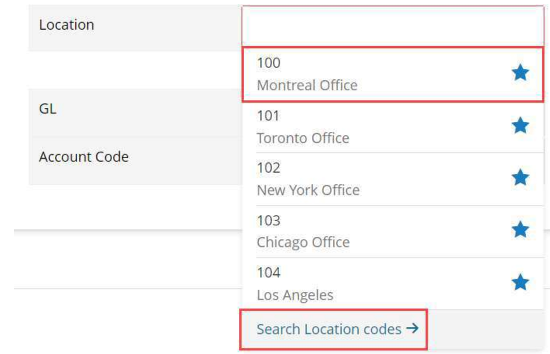
Step 3: Click On the Link Reciept box on the top right of the transaction details and open your Image library. You will be taken to the Image **Linking page - Image Library.**

Step 4: If you have already sent the image using their unique email address (**Personal Settings** page), select it from the **Image Library**.

Step 5: A pop-up will present the option to **Link** the image to the transaction. Once the image is attached, proceed further down screen and complete all other mandatory fields.

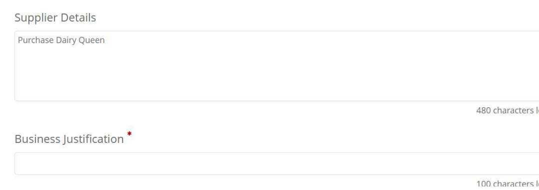
Your Organization may require one or multiple allocation codes be applied to a transaction. To select a code please follow these steps.

Step 6: Codes can be entered in a variety of ways, Ex; through the use of favorites, Search, Or Free Text (if so configured). Click On the '+' to Edit a field. Up to fifteen predefined favorites will display instantly, if no favorites are defined please click on the search option listed.

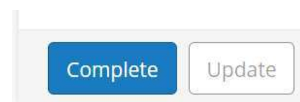


Step 7: Repeat **Step 6** till all required fields are populated and continue down screen to any additional commentary fields.

Note: Some (or all) segments may show pre-populated, as set per default. You may keep or make changes appropriately.

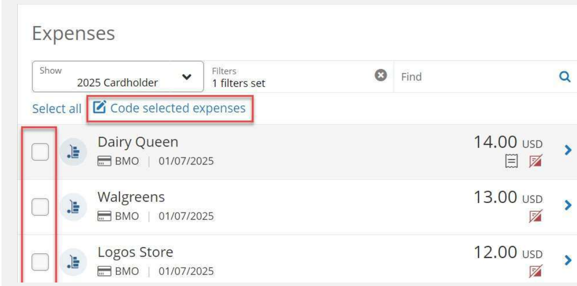


Step 8: Click '**Complete'** if all updates are completed OR on '**Update'** if you would like to save and return at a later time. Once items have been completed they will be removed from your list of Expenses.



Quick Coding

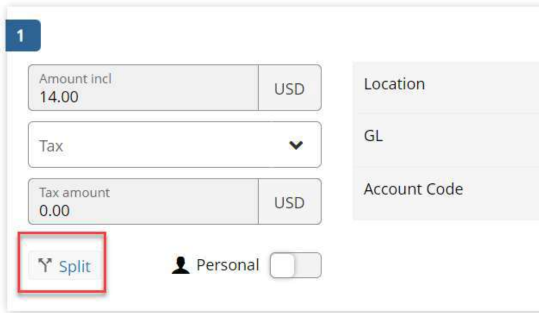
Your organization may have enabled Quick Coding. This feature will allow you to apply identical coding & commentary to multiple Expenses. This is most helpful if Expenses need to be coded in the same way or to make bulk changes to multiple items.



Step 1: From your **Expenses** list you will select the items you wish to update in one action. After the selections are complete you will click on **'Code selected expenses'**. Complete the fields displayed & then proceed to add images as required as defined in Steps 2-4 of the **VIEWING & CODING TRANSACTIONS** section of this document.

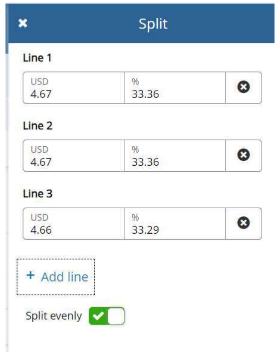
Step 2: Click '**Complete'** if all updates are completed OR on '**Update'** if you would like to save and return at a later time. Once items have been completed they will be removed from your list of Expenses.

Line Splitting



If required, a transaction line can be split to allow for an Expense to be coded to multiple allocations.

Step 1: You will need to click on the 'split' icon to define the breakdown. A slide out will appear from the right with the controls to define the split. You will be able to split by dollars or percentage.



Step 2: Once the split is defined please click on **'NEXT'** on the bottom of the screen. The Expense details will then be updated. Update coding as required on the newly created lines. Complete coding the transaction normally thereafter.

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eSTATEMENTS

Viewing/Printing eStatements (Video Tutorial)

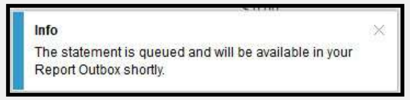
On the **Home Page**, you will see cards associated with your profile:

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.

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 in your Reports Outbox:

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

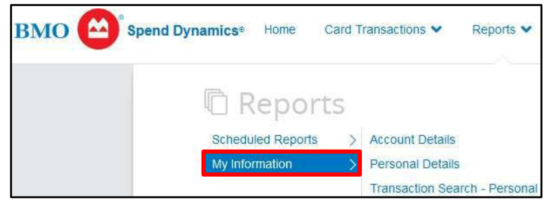
Step 4: Click on the icon to download to your computer.

REPORTS

Cardholder Reports (Video Tutorial)

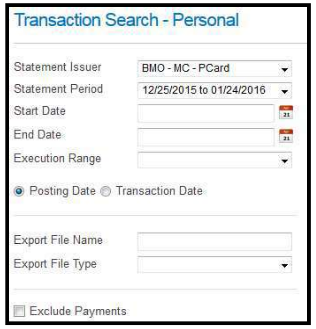
Step 1: Select the **Reports** tab from the **Main Menu**:

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



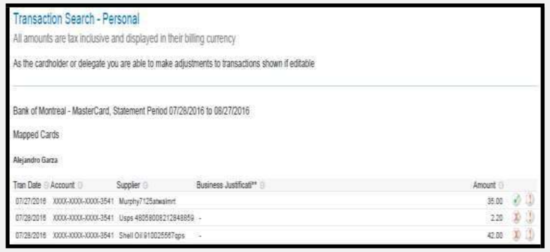
Step 3: Click on **Transaction Search – Personal**.

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



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

Under **Additional Fields**, you have the ability to include additional fields to your report.



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

If you 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.