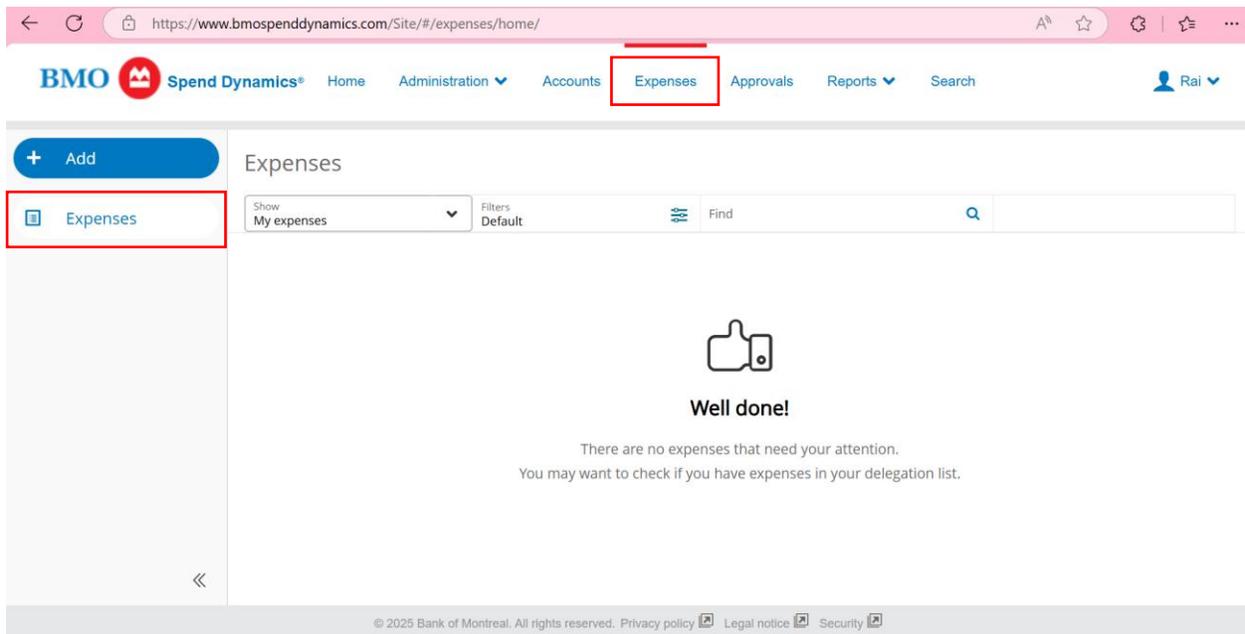


NEW CHANGES WITH CODING TRANSACTIONS

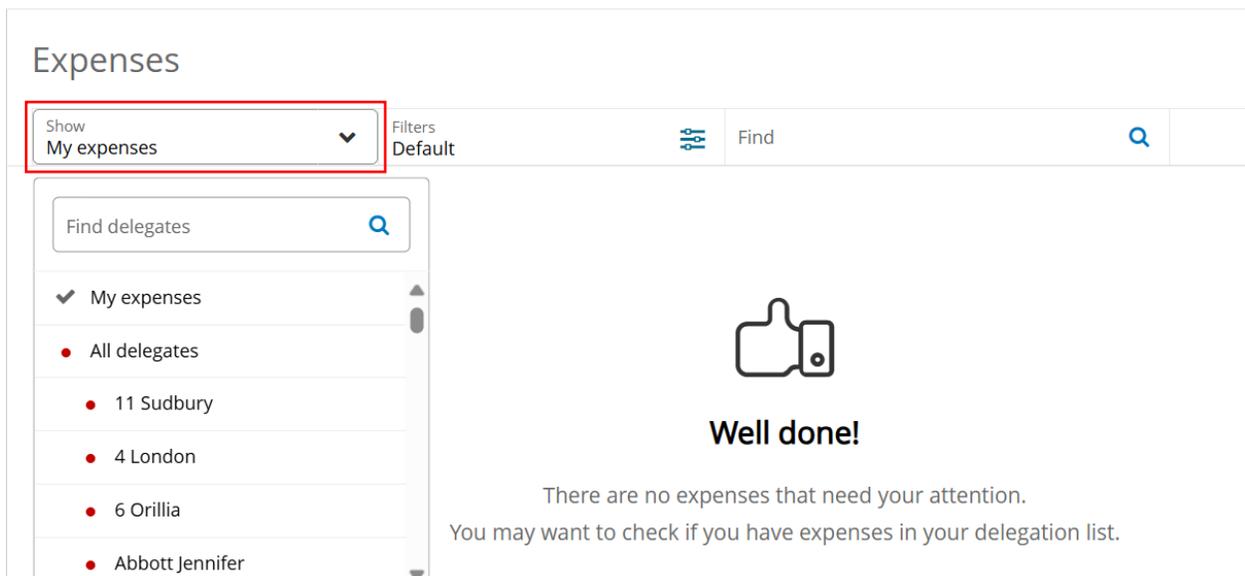
Changes effective as of February 23, 2025

A step-by-step guide

Log in to your home screen:



As you will see here, BMO has removed Transactions from the Toggle and replaced it with Expenses in two places (marked with red squares)



Click here on the drop-down arrow for your card(s)

The screen presented has multiple cards; all cards delegated to you will appear on this screen.

The screenshot shows the 'Expenses' page with a dropdown menu open for card selection. The dropdown menu is highlighted with a red box and contains the following options: 'Find delegates', 'My expenses', 'All delegates', '11 Sudbury', '3 Oxford', '4 London' (selected and highlighted with a red box), and '6 Orillia'. The main table below shows a list of expenses with columns for amount, card type, and date.

Amount	Card	Date
7.11 CAD	BMO	02/01/2025
11.29 CAD	BMO	01/31/2025
7.49 CAD	BMO	01/31/2025
2.40 CAD	BMO	01/08/2025
107.13 CAD	BMO	12/30/2024
12.16 CAD	BMO	12/18/2024
4.54 CAD	BMO	10/02/2024

If you wish to code one expense at a time you will simply select the expense box or click the side arrow to the right.

If you select the wrong expense, you will select "Clear Selection"

To code multiple expenses click "Select All"

Select all

Expenses

The screenshot shows the 'Expenses' page with the 'Clear selection' button highlighted by a red box. The button text is 'Clear selection' and it indicates '1 expenses selected'. The main table below shows a list of expenses with columns for amount, card type, and date. The first row is highlighted with a grey background.

Amount	Card	Date
7.11 CAD	BMO	02/01/2025
11.29 CAD	BMO	01/31/2025
7.49 CAD	BMO	01/31/2025
2.40 CAD	BMO	01/08/2025
107.13 CAD	BMO	12/30/2024
12.16 CAD	BMO	12/18/2024
4.54 CAD	BMO	10/02/2024

Expense Box →

Whether you select a single expense, or multiple expenses, you will go directly under The Filters/ Default toggle to select:



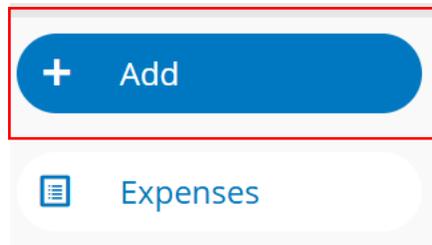
Expenses

Show 4 London Filters 1 filters set Find

Clear selection 34 expenses selected [Code selected expenses](#)

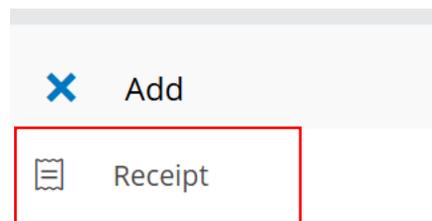
<input checked="" type="checkbox"/>		Dollar Tree C...	7.11 CAD		02/01/2025	>
<input checked="" type="checkbox"/>		Dynacare Por...	11.29 CAD		01/31/2025	>
<input checked="" type="checkbox"/>		Shoppers Dr...	7.49 CAD		01/31/2025	>
<input checked="" type="checkbox"/>		Greenshield ...	2.40 CAD		01/08/2025	>
<input checked="" type="checkbox"/>		Phils Nf # 40...	107.13 CAD		12/30/2024	>
<input checked="" type="checkbox"/>		Phils Nf # 40...	12.16 CAD		12/18/2024	>
<input checked="" type="checkbox"/>		Park Indigo - ...	4.54 CAD		10/02/2024	>

On the left-hand side of the new Expense template, you will see:



By clicking + Add you will upload the receipts here, or you will do it directly inside the transaction if you click the arrow on the right-hand side instead (the example can be viewed when I explain how to split a transaction later).

I have taken a receipt from London 4 & I click + Add



From here I click the receipt, to upload the correct receipt that matches the transaction we are coding. There has been no change here - and if you upload an incorrect receipt simply "unlink" the incorrect receipt and replace with the correct one.

Image Library - 4 London

 Upload

Upload via Email



Let's code this receipt by selecting the expense here:

Expenses				
Show	Filters		Find	
4 London	Default			
Clear selection 1 expenses selected Code selected expenses				
<input type="checkbox"/>	 Dollar Tree C...	7.11 CAD	 BMO	02/01/2025
<input type="checkbox"/>	 Dynacare Por...	11.29 CAD	 BMO	01/31/2025
<input type="checkbox"/>	 Shoppers Dr...	7.49 CAD	 BMO	01/31/2025
<input type="checkbox"/>	 Greenshield ...	2.40 CAD	 BMO	01/08/2025
<input checked="" type="checkbox"/>	 Phils Nf # 40...	107.13 CAD	 BMO	12/30/2024

Expenses

Show 4 London Filters Default Find

Clear selection 1 expenses selected **Code selected expenses**

We have our expense selected – now we click on “Code selected expenses”

The screenshot shows the 'Expenses' application interface. On the left is a list of expenses, with the third item, 'Phils Nf # 4...', selected. On the right, a modal window titled '1 expenses selected' is open, showing a form for selecting codes. The 'Account' field is highlighted with a red box and contains the error message 'A required code is missing.' Below it are fields for 'Department', 'HST', and 'GST', each also containing the same error message. A 'Complete' button is visible at the bottom of the modal.

Account & Department should be automatically populating based on vendor type and program. We are going to select the account

I am looking for “490” and if it is not in my list, here is how we will find the correct account code by clicking “Search Account Codes”

✕ 1 expenses selected

1

Account		
	470	★
	Purchased client services rela	
Department	480	★
	Supplies	
	503	★
	Passport- purchased services	
HST	540	★
	Repairs and maintenance - serv	
	560	★
GST	Furniture and equipment	
	590	★
	Personal needs	

[Search Account codes →](#)

I type in "490", hit "Search" and then "Select"

✕ Search codes

Account

Code value
490

Description

Show valid codes only

Search

490
Food costs

Select Favourite Info

Account	490 Food costs	
Department	<input type="text"/>	+
A required code is missing.		
HST	<input type="text"/>	+
A required code is missing.		
GST	<input type="text"/>	+
A required code is missing.		

Code 490 is now in the expense, lets do the same for the Department code (if it does not populate automatically).

1 expenses selected 1

	2449 Sudbury SIL 10	
HST	2482 Nipissing SIL	
	2683 Orillia 6	
GST	2686 Orillia SIL	
	2708 DDTRP	
	5250 North Battleford SIL	
Business Justification The description will apply to all selected expenses will		<input type="text"/>
		Search Department codes →

100 characters left

If you do not see the desired department code – scroll down and select “Search Department codes” indicated the red square here.

Search codes

Department

Code value
2322

Description

Show valid codes only

Search

2322
London 4

I input in my desired department code (if it does not pop up) and select "Search" – if you select the wrong code hit the "X", London 4 has populated and I am now going to click on "2322 London 4", then I will click "Select".

Department

Code value
2322

Description

Show valid codes only

Search

2322
London 4

Select Favourite Info

We need to add HST (If you are in Ontario) or to add GST (If you are in Saskatchewan)

For Ontario – GST should populate with a "0" automatically

For Saskatchewan – HST should populate with a "0" automatically

HST	<input type="text" value=""/>	+
-----	-------------------------------	---

A required code is missing.

GST	<input type="text" value=""/>	+
-----	-------------------------------	---

A required code is missing.

Our receipt has an HST tax of \$1.47, since this is an Ontario transaction, a "0" should automatically populate, if not you will need to add one. (For SK a "0" should populate in HST).

HST	1.47	×
-----	------	---

GST	<input type="text" value=""/>	+
-----	-------------------------------	---

A required code is missing.

HST	1.47	×
GST	0	×

I place a "0" in the GST column, to close my transaction, if you are in Saskatchewan, place your GST in the column, and a "0" in the HST column. You should only be entering HST in ON. For SASK you should only be entering GST referencing your detailed invoices.

Business Justification

The description will apply to all selected expenses. If you leave this field empty, the selected expenses will retain their existing description.

100 characters left

You can enter your business justification in here, in the case you need to provide your approver with more information, if not select "Complete".



All validated expenses successfully completed

Any expenses that couldn't be completed are still in your 'To do' list.

This expense will now disappear and will be sent to Approver

TO SPLIT AN EXPENSE, SELECT EXPENSE AND CLICK ARROW TO RIGHT

[Clear selection](#) 1 expenses selected [Code selected expenses](#)

<input type="checkbox"/>	 Adobe	29.37 CAD	 BMO	02/14/2025	▶
<input type="checkbox"/>	 Hampton Inns	719.24 CAD	 BMO	02/10/2025	▶
<input type="checkbox"/>	 Amzn Mktp C...	13.55 CAD	 BMO	02/09/2025	▶
<input checked="" type="checkbox"/>	 Hampton Inns	504.15 CAD	 BMO	02/05/2025	▶
<input type="checkbox"/>	 Amzn Mktp C...	29.86 CAD	 BMO	02/05/2025	▶
<input type="checkbox"/>	 Botticelli Rest...	10.67 CAD	 BMO	11/06/2024	▶

Hampton Inns
Abbott Jennifer

Amount	Date	Issuer
504.15 CAD	02/05/2025	BMO
Merchant category group		
Hotels And Motels		

Link receipt 

Upload Receipt

Coding | **Details**

1

Amount incl 504.15	CAD	Account	430 Travel expense
N/A		Department	+ A required code is missing.
Tax amount 0.00	CAD	HST	+ A required code is missing.

Split

Complete | **Update** | A required code is missing. | **Options**

Link your receipt to the right, go to the Y on the left under tax that says "Split" and click the button,

Hampton Abbott Jenn		Split	
Amount	Date	Line 1	
504.15 CAD	02/05/2025	CAD 252.08	% 50.00
Merchant category group		Line 2	
Hotels And Motels		CAD 252.07	% 50.00
Coding			
1			
Amount incl	CAD		
504.15			
N/A	▼		
Tax amount	CAD		
0.00			
Split			
Balance: 0.00 CAD			
Complete		Split	

Here you have the option to split evenly, if you cannot split your transaction evenly, then turn off "Split evenly" and split it accordingly, % wise by department & budget, if you have selected this in error hit "Cancel". Proceed with inputting the right department, budgets, & taxes, and do not forget to enter a "0" in the appropriate tax field not in use by your province. Add your business justifications in if applicable and hit "Complete".

Expenses

Show My expenses ▼

Filters Default

Find 🔍

Duration All ▼

Status To do ▼

Expense type All expense types ▼

Apply

Reset filters

By selecting "My Expenses" you can choose "Duration" and that will give you previous expense months by view. By clicking "Status" that is the status of your expenses.



We do not use the "Out of Pocket Expenses" options, nor the "Expense templates" at this present time with Spend Dynamics.