



BMO Spend Dynamics P-Card Manual

- A Procurement Card (P-Card) is used in order to purchase goods and services for the district in a quick, efficient manner. The P-Card is a user friendly tool that assists cardholders in getting what is needed.
- Purchases must fit within your department's budget, and all purchases must be assigned an account code.
- Staff member purchases must be in accordance with state law and other applicable School Board Policies as outlined in [4:060-Purchases and Contracts](#).
- Any misuse or abuse of the P-Card, including missing receipts, will result in your P-Card being revoked.
- Travel expenses should follow the guidelines as indicated in 5:60-Expenses.
- **Purchases must be reconciled on Spend Dynamics by the 10th of each month.** All purchases must be signed off by staff member's supervisor as indicated.
- Itemized receipts must be attached to your monthly statement.
- Batavia School District purchases are tax exempt. It is the responsibility of the cardholder to ensure that sales tax is not charged.

If you have any additional questions, please do not hesitate to contact:

Kelli Robinson
Financial Coordinator
Kelli.Robinson@bps101.net
630-937-8857

Josh Bulak
Director of Finance
josh.bulak@bps101.net
630-937-8822



Reconciling Your Statement

To get started, visit www.bmospenddynamics.com

Upon logging in, click on 'Card Expenses'.

The screenshot shows the BMO Spend Dynamics web application interface. The 'Card Expenses' menu item is circled in red. The main content area displays the following information:

ADMINISTRATOR		
Corporate Summary		
B Assoc Of Sch Bus OR(0710687)		
Credit Limit (USD)	Current Balance (USD)	Available Credit (USD)
530,000.00	55,381.52	469,465.00

Account Management		
	Unmapped	Active
Bank of Montreal - MasterCard	0	12

YOUR ACCOUNTS Displaying 1 of 1

Purchasing Card	Bank of Montreal - MasterCard 5550-08xx-xxxx-0178
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**BATAVIA
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DISTRICT 101**

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ALWAYS GROWING.**

Click on the statement you would like to view. Please note, the current statement will typically be the 2nd from the top.

Card Transactions

Items Requiring Attention

Bank of Montreal - MasterCard

(6192) - 04/05/2017

(6192) - 03/05/2017

(6192) - 02/05/2017

(6192) - 01/05/2017

(6192) - 12/05/2016

(6192) - 10/05/2016

(6192) - 09/05/2016

(6192) - 08/05/2016

(6192) - 07/05/2016

(6192) - 06/05/2016

(6192) - 05/05/2016

(6192) - 04/05/2016



Once on the Card Transactions Page, items that have a red 'X' next to them require your attention. Click on the red 'X' to add your details.



You are required to enter the following information on the following screen:

- 1) GL Code – Enter the account number you are charging. Do not enter any periods or spaces.
- 2) Amount – The amount of the charge should already be filled in this field, please verify.
- 3) Description – Enter a detailed description of your charge.

Once you have entered this information, click 'Save'. Repeat this process for each line item that has a red 'X'. When you are done, all items should show a green check mark.

Tran Date	Supplier	Image(s)	Source Amount	Amount Tax	Amount Incl	
02/10/2017	Rvt*sycamore Cusd 427-	No	.	0.00	20.00	✓
02/13/2017	Il Tollway Auto Replen	No	.	0.00	40.00	✓
02/28/2017	Ill Assoc Of School Bu	No	.	0.00	250.00	✓
02/28/2017	Ill Assoc Of School Bu	No	.	0.00	250.00	✓
02/28/2017	Ill Assoc Of School Bu	No	.	0.00	250.00	✓
02/28/2017	Ill Assoc Of School Bu	No	.	0.00	250.00	✓
02/23/2017	Payment - Personal - Payment Received - Thank You	No	.	0.00	-60.00	?



Splitting a Charge into Multiple Accounts

If you need to use more than one account to split a charge, you may do so on the 'Transaction Details' screen for the particular charge.

Click on the + sign next to 'Line 1'.

GL Code

Line 1	<input type="text"/>
Line 2	<input type="text"/>

From there, a screen will open up that will ask how many lines you want to split the charge into. Change the drop-down menu into the amount of accounts you need and click 'Save'. It will take you back to the main screen. From here you can enter multiple account numbers. Be sure the total amount is correct, enter your description, and then click 'Save'.

Split Transaction Line

Please select the number of lines that you would like to split the selected line over. You are then able to change the amount allocated to each line before saving your changes

Number of Lines required:

	Line Amount
Line 1	<input type="text" value="5.00"/>
Line 2	<input type="text" value="5.00"/>
Balance	<input type="text" value="0.00"/>



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Printing a Copy of Your Statement

To print a copy of your statement for your supervisor to review, click on the 'Home' screen. Under the Main Menu, click 'eStatement'.

Main Menu

Administration

Card Transactions

Reports

Image Library

Report Outbox

eStatement

From the drop-down menu, choose the Period you would like to print, and click Ok. This will bring up your account activity for this statement period. To get a printer-friendly version, you'll have to click 'Export to Excel'. After you have done this, the report is sent to your Report Outbox. Click 'Report Outbox' from the side menu. Please note it may take a few minutes before your report is available.

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From here, you can click on the download icon to download Statement Report in Adobe format.

Folder Report Outbox

Folder Size 107 kb

<u>File Name</u>	<u>Size KB</u>	<u>Date Stamp</u>	
 BMO_Statement_6192_20170305.pdf	107	03/30/2017 13:22:09	