

# P-Card Procedures & Processes

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### Overview

1. The cardholder or designee will enter receipts using the Excel P-card Log as charges are incurred. **The BMO statement closes at the end of the day on the 5<sup>th</sup> of each month.**
2. On **the 6<sup>th</sup> of each month** (or the next business day at 6pm), the BMO statement will be emailed to you or available to download from Spend Dynamics.
3. Make sure all of the statement transactions are entered on the P-card Log and that the total equals the statement.
4. Once the P-card Log is complete, save the Excel file to your computer and email to Accounts Payable. This file will be used to import into iVisions eliminating double data entry for everyone.
5. Print P-card Log in Landscape orientation so that it is clearly legible.
6. Make sure P-card Log is signed by cardholder and supervisor.  
Give/scan/email P-card Log, BMO statement, receipts, invoices and/or Missing Receipt Affidavits to Accounts Payable by the **12<sup>th</sup> of each month. IF NOT RECEIVED BY THE 12<sup>TH</sup>, THE USE OF YOUR CARD WILL BE TEMPORARILY SUSPENDED (NO EXCEPTIONS).**
7. Accounts Payable will review receipts to be sure they match the statement and follow-up with cardholder if there are any questions.

#### IMPORTANT TIPS:

- Create a **“P-card Log”** folder on your computer
- Each month **“Save As”** with a new name to this folder (i.e. Dec, Jan, Feb....)
- Start with a blank P-card Log each month (not cumulative)

## Process Flowchart

Enter receipts using the Excel P-card Log as charges are incurred throughout the month.



BMO statement will be available from Spend Dynamics on the 6<sup>th</sup> of each month



Make sure all of the statement transactions are entered on the Excel P-card Log and that the total equals the statement.



Cardholder or Supervisor gives/scans/emails signed PDF P-card Log, BMO statement and receipts and corrected Excel file to Accounts Payable by 12<sup>th</sup> of the month.

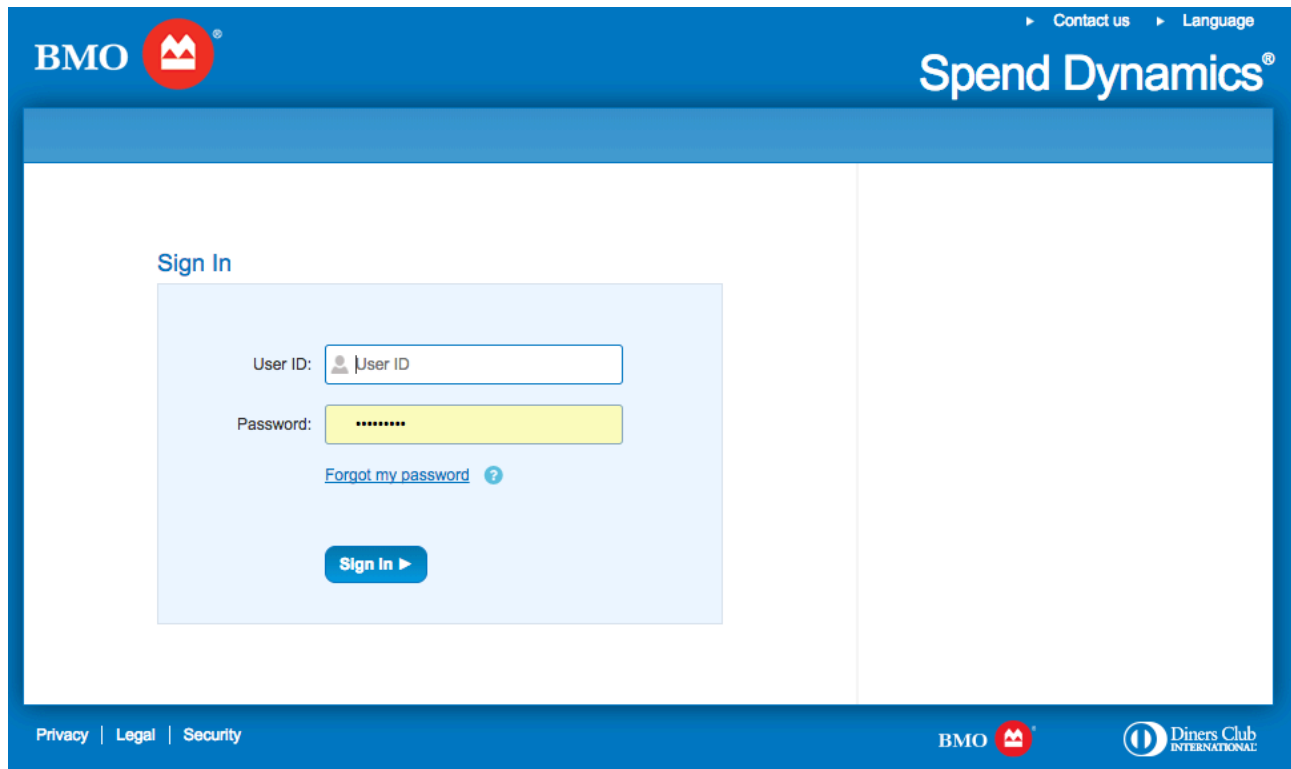
## Downloading Your Statement

1. To access BMO Spend Dynamics:

<https://www.bmospenddynamics.com/secure/welcome.asp?logoff=1>

2. User ID: First Initial Last name

3. Password: If you don't know your password, please click "Forgot my password" or contact Patty Hill to reset it.



The screenshot displays the BMO Spend Dynamics Sign In interface. At the top left is the BMO logo, and at the top right are links for "Contact us" and "Language". The main heading "Spend Dynamics" is positioned in the upper right. The central "Sign In" section contains a "User ID" field with a placeholder "User ID", a "Password" field with masked characters, a "Forgot my password" link with a question mark icon, and a blue "Sign In" button with a right-pointing arrow. The footer includes links for "Privacy", "Legal", and "Security", along with the BMO and Diners Club International logos.

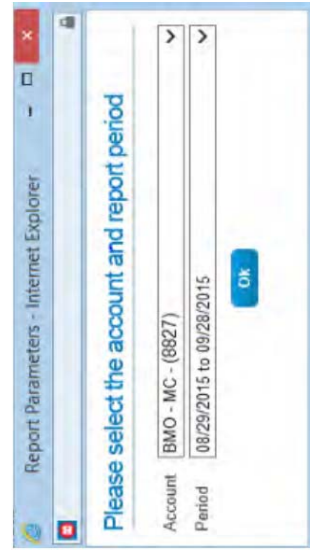
**BMO Financial Group** **BMO Spend Dynamics™ Quick Reference Guide**  
**Viewing and Printing eStatements for Cardholders**

**VIEWING AND PRINTING STATEMENTS**

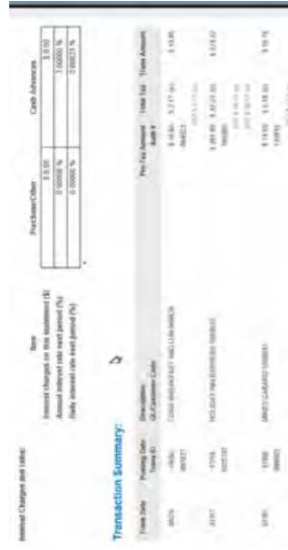
1. To view an eStatement for any closed period, click **eStatement** from the **Main Menu** on the **Home** screen.



2. Select the card account if there is more than one, and the **Statement Period** from the drop--down list.



3. Scroll down to view a list of all transactions is displayed, including all the details provided by the merchant.



4. To print or save an eStatement, click **Export to PDF**. A confirmation displays that the eStatement is being generated and will be available in the **Report Outbox** shortly.



5. Click **Report Outbox** on the **Main Menu**. Requested reports or statements are displayed in date order with the most recent at the top of the list. Files that are both over **15 megabytes** and older than **14 days** are automatically deleted and all other files are deleted after **28 days**.



6. Click the **Download** icon and follow browser instructions to open or save the eStatement.



## Entering Receipts

1. Date of Transaction
2. BMO Vendor Name
3. Actual Vendor name (if different from statement)
4. Detailed description of items purchased
5. Account Code using correct format (i.e. XXX.XXX.XXX.XXXXXX.XXX)
6. Transaction Amount
7. Receipt or Missing Receipt Affidavit provided (mark appropriate column with an "X")





## Submitting P-card Log

1. Double-check total to make sure statement total matched P-card Log total.
2. Make sure account codes are correct and formatted correctly.
3. Print P-card Log in Landscape orientation so that it is clearly legible and sign.
4. Submit signed PDF P-card log with receipts to supervisor.
5. Supervisor reviews, corrects, signs and scans back to cardholder.
6. Cardholder gives/scans/emails signed PDF P-card Log, BMO statement and receipts and corrected Excel file to Accounts Payable by 12<sup>th</sup> of the month.\*

**\*Accounts Payable must receive:**

- 1) **PDF/Paper P-card Log with signatures and receipts**
- 2) **Matching Excel P-card Log** (including any corrections made on the PDF/Paper P-card Log)

## Need Help?

Please contact:

Kyle Crane – [accountspayable@yksd.com](mailto:accountspayable@yksd.com)

Patty Hill – [phill@yksd.com](mailto:phill@yksd.com)

Kristen Winters – [kwinters@yksd.com](mailto:kwinters@yksd.com)