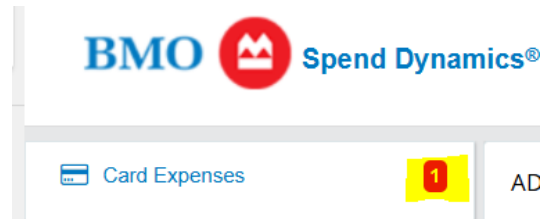
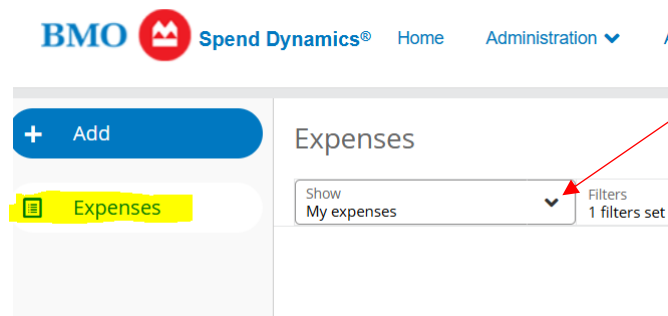
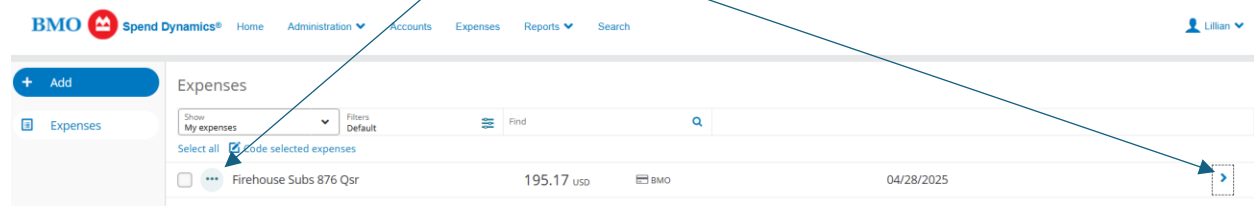


Coding Transactions:

If there are any outstanding transactions that need to be assigned an ASN (coded), it will be indicated on the top left corner of the Home screen. **Click either “Card Expenses” or the number.**



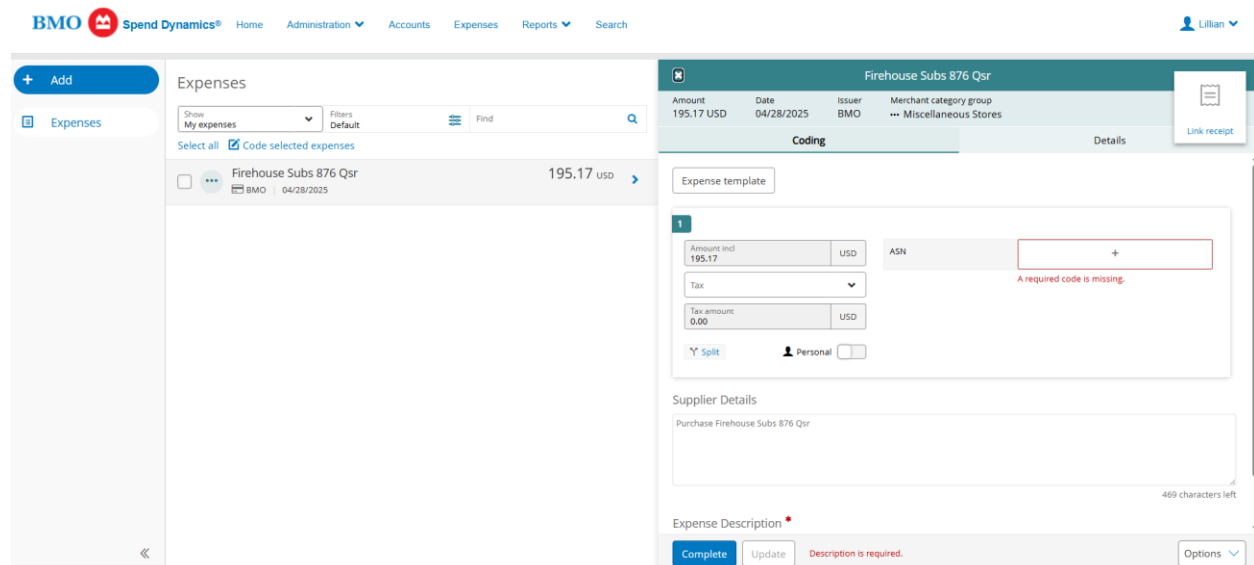
All of your transactions will be listed. Click either the three dots (...) or arrow (>) for each item to assign an ASN and a description.



Note:

If you are a delegate for more than one card, click the drop-down box to list all the cards and select accordingly.

Once you select a transaction, a separate box appears on the right side. An ASN(s) and a Description is required as noted in red.



Click the + to add an ASN. If you need to charge it to more than one ASN, click
Lastly, add a description to state what the purchase was for.
Click “Complete”. Repeat these steps for all the transactions.



×

Firehouse Subs 876 Qsr

Amount

195.17 USD

Date

04/28/2025

Issuer

BMO

Merchant category group

... Miscellaneous Stores

Link receipt

Coding

Details

1

Amount incl

195.17

USD

Tax

▼

Tax amount

0.00

USD

Split

Personal

☐

ASN

+

A required code is missing.

Supplier Details

Purchase Firehouse Subs 876 Qsr

469 characters left

Expense Description *

100 characters left

Complete

Update

Description is required.

Options ▼

Printing the Report

BMO Card
5563-90xx-xxxx-1296

Current Balance (USD)

195.17

Available Credit (USD)

4,060.95

Cardholder: Grayson Lillian

Current period: 04/28/2025 to 05/27/2025

Last payment:

Balance due: 0.00 By 03/26/2025

[View Non-Posted Transactions](#)
[View Payment History](#)

Most recently closed period:

01/28/2025 to 02/27/2025

[eStatement](#)

Once all transactions have been coded and the statement period has ended, you may print the completed report.

Note: you may print at any time, however, please ensure all transactions have been reconciled after the statement period has ended. Printing too soon may result in a missed transaction from that period.

On the Home page:

1. Click the “Most recently closed period:” link to open the printable report.
2. Click “View Statement Report”
3. Click the printer icon
4. Print

Click “View Statement Report”

Card Transactions

01/28/2025 to 02/27/2025

Grayson Lillian - BMO - Lillians Card

| Tran Date | Supplier | Image(s) | Source Amount | Amount Tax | Amount Incl | |
|------------|----------|----------|---------------|------------|-------------|--|
| 02/20/2025 | Msbo | No | . | 0.00 | 590.00 | |

[Manage Receipt Images](#)

[View Statement Report](#)



Click the printer icon to print.

Before submission, obtain all signatures before sending it to the Business Office.

Bank of Montreal Account Statement

BMO Statement for Lillian Grayson

Statement Period 01/28/2025 to 02/27/2025

Current Balance: \$590.00

Previous Balance: \$0.00

Card Number: xxx-xxx-xxxx-1296

Company Unit: Business

Printed On: 03/09/2025

| Trans Date | Trans Detail Tax Code | Supplier | Receipt Tax Amt | Amount(USD) Tax Excl. Amt |
|------------|--------------------------|----------|--------------------|------------------------------|
| 02/20/2025 | Msbo | | | \$ 590.00 |
| ASN: 42332 | | | 0.00 | \$ 590.00 |

Purchase Msbo - MSBO Annual Conference (April 29-May 1) - Full Conference Registration

* Indicates a personal transaction

On Completion:

Cardholder Signature: _____

Date: _____


Supervisor/Manager Signature: _____

Date: _____

PRINT Supervisor/Manager Name: _____

Fun fact - The “old” process is still an option with this update. Instead of clicking the Card Expenses link in the first step, you can click the Current Period on the home page (1), and it will bring up the original screen where you code the transactions.

YOUR ACCOUNTS

 **One Card**

BMO
Card
5563-90xx-xxxx-1296

Current Balance (USD)
195.17

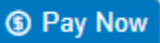
Available Credit (USD)
4,060.95

Cardholder: **Grayson Lillian**

Current period: **04/28/2025 to 05/27/2025** 1

Last payment:

Balance due: **0.00** By **03/26/2025**


 **Pay Now**

View Non-Posted Transactions 2 [View Payment History](#)

Most recently closed period:

01/28/2025 to 02/27/2025 3 [eStatement](#)


[View Non-Posted Transactions](#)

| Tran Date | Supplier | Image(s) | Source Amount | Amount Tax | Amount Incl | |
|------------|------------------------|----------|---------------|------------|-------------|---|
| 04/28/2025 | Firehouse Subs 876 Qsr | No | | 0.00 | 195.17 |  |

[Manage Receipt Images](#)

[View Statement Report](#)

To view pending transactions that have not posted to your card but may still be processing, click “View Non-Posted Transactions.” (2)


| Non-Posted Transaction (1296) | | | | | |
|---|---|------------------|--------------|--------|--|
| Account Summary | | | | | |
| Beginning Cycle Balance | 0.00 (+) | Credit Limit | 5,000.00 (+) | | |
| Payments | 0.00 (-) | Current Balance | 195.17 (-) | | |
| Current Cycle Transactions | 195.17 (+) | Authorizations | 743.88 (-) | | |
| Current Balance | 195.17 | Available Credit | 4,060.95 | | |
| Activity Details (Showing 5 Transactions) | | | | | |
| The following transactions for card number ending 1296 are still being processed. | | | | | |
| Date | Description | Auth # | MCC | Amount | |
| 05/01/2025 10:18:00 | AMWAY GRAND PLAZA HO ,GRAND RAPIDS ,MI ,49503 | 042697 | 3504 | 743.88 | |
| 05/01/2025 10:18:00 | AMWAY GRAND PLAZA HO ,GRAND RAPIDS ,MI ,49503 | 042697 | 3504 | 833.88 | |
| 04/28/2025 20:23:46 | AMWAY GRAND PLAZA HO ,GRAND RAPIDS ,MI ,49503 | 042697 | 3504 | 833.88 | |
| 04/28/2025 10:46:09 | FIREHOUSE SUBS 876 QSR ,STERLING HEI ,MI ,48313 | 095243 | 5814 | 195.17 | |
| 04/28/2025 10:44:50 |  FIREHOUSE SUBS 876 QSR ,STERLING HEI ,MI ,48313 | 000000 | 5814 | 195.17 | |

To view last month's (or most recent closed statement period), click the statement period (3) (NOT eStatement – clicking this will print the generic BMO report that does not show ASNs or descriptions).

Card Transactions

01/28/2025 to 02/27/2025

Grayson Lillian - BMO - Lillians Card

| Tran Date | Supplier | Image(s) | Source Amount | Amount Tax | Amount Incl | |
|------------|----------|----------|---------------|------------|-------------|---|
| 02/20/2025 | Msbo | No | . | 0.00 | 590.00 |  |

[Manage Receipt Images](#)

[View Statement Report](#)