

# QUICK GUIDE TO THE NEW BMO CREDIT CARDS

**Hints:** Do your reconciliations before printing out your statement!  
After everything you do in the online system click on **Save Changes** on the left-hand side!

## Reconciliations

From the **Home** page  
Under **Quick Links** click on **Transactions**  
Move your cursor down to **General Ledger (Unapproved Txns)**  
Choose a period of time (will depend on how long it is since you last did this!)  
A list of transactions will appear at the next screen

You now need to enter account code information and approve your transactions:

### Account Code

Your purchases will automatically be coded to the default account code set up for your account. If you want to use a different account you need to enter it in the boxes on the right-hand side of the screen. There are 4 boxes – one for each part of an account code e.g. 10-40-132251-8000 which is broken down as follows:

<b>10</b>	=	<b>fund</b>	(in this case operating)
<b>40</b>	=	<b>location</b>	(in this case Silver King campus)
<b>132251</b>	=	<b>cost centre</b>	(in this case electrical entry)
<b>8000</b>	=	<b>object code</b>	(in this case instructional supplies)

Enter your account code as appropriate (or choose from the list available)  
Click in the area above the account code ✓ **Click to validate GLs**  
If any of the information you have entered does not yet exist in the system you will see **Invalid Value** in the box next to the non-existent information. Call Jocelyn and she will set up the missing information for you. Assuming all is well, proceed to **review** the transaction.

### Approve Transaction

In the dark blue header bar at the start of the transaction click in the box above the red **New** and then click **Approve Selected** on the left-hand side. **New** will change to **Reviewed**. You're done! 😊

## Statements

From the **Home** Page  
Under **Quick Links** click on Statements and then **View Statement(s)**  
**Select** the most recent statement  
Click on **View Statement** on the left-hand side – once you do this the status will change from "Outstanding" to "Reviewed"  
Click **Print Statement**  
Send your statement off to your supervisor along with original receipts/invoices.  
You're done! 😊