BMO details Online ‘Manager’ view for PCard accounts

If your user ID in BMO details Online is set up with a ‘Manager’ view, this means that you can view all of the PCard accounts that are allocated to the unit that you have access to. Access is provided to specific administrative role(s) in a unit in order to keep track of who holds a PCard in the unit and, if desired, to provide support to cardholders.

If you have been set up with this ‘Manager’ view, what you see in to details Online is slightly different from what you would see if your user ID was set up with a regular ‘cardholder’ view.

*Note: when you log in you will always see all PCard accounts that you have access to.

What can you do with this ‘Manager’ view?

1. Review the list of cardholders assigned in the unit you have access to. Are they all current? Has anyone left the unit or the University? (If so, please contact Purchasing Services to cancel the PCard).

2. Review the transactions associated with individual PCards within the unit. This could be to review the transactions on the PCard in your name, or the transactions of another cardholder within the unit.
   - Transactions can be reallocated to FAST accounts other than the default, and/or split between two or more FAST accounts.

3. Print an individual PCard statement and/or print all statements for cardholders in the unit.

4. Run a report to view the spending on PCards within the unit for a specific period of time (1 month, 6 months, fiscal year etc).

*Questions? Contact Rosanna Perri in Purchasing Services (rperri@uvic.ca), 250-472-5041*
Review the list of cardholders in the unit

1. Log in to BMO details Online (www.bmodetailsonline.com). User name example: d131340xxxxxxxx

2. If your user ID is set up with a ‘Manager’ view, when you log in to BMO details Online, the home screen will show a summary of the PCard accounts assigned to the unit you have access to. To see the full list, including details of default FAST accounts, click on ‘Hierarchy’ under the quick links on the left side of the screen and select ‘View/Modify Accounts’.

3. This will take you to the ‘Hierarchy review’ screen. If there are PCard holders on this list that are no longer in the unit, or there are other changes that are necessary, contact Purchasing Services to request changes.
Review/reallocate transactions associated with a PCard within the unit

1. Log in to BMO details Online (www.bmodetailsonline.com). User name example: d131340xxxxxxxx

2. If you are set up with a ‘Manager’ view in details Online, an extra step is required to review the transactions of an individual PCard account (compared to the regular cardholder view).

3. Click on the ‘Transactions’ tab at the top of the screen and click on ‘Change Hierarchy’ on the left hand side.

4. Enter the name (or a portion of the name) of the individual PCard holder that you wish to view the transactions for in the ‘Name’ field and click ‘Locate Profile(s)’. If you are a PCard holder, this is how you view the transactions on your own PCard account. *Alternatively, you can leave the ‘Name’ field blank and click on ‘Locate Profile(s)’ to return the full list of cardholders in the unit you have access to.

5. Select the name of the PCard holder that you want to view transactions for and click ‘Select Profile’ on the left side of the screen.
6. Select the date range you want to view transactions for; for example, use the statement period (4th of the previous month to 3rd of the current month) to return all transactions on the current statement. Click on ‘Locate Transaction’ on the left hand side of the screen. *Note that any period of time can be selected, it does not have to be the statement period.*

7. In the transaction summary list, identify the transaction that requires a change to the FAST code and click on the ID number (this is a hyperlink that will take you to the ‘Transaction Detail’ screen).

8. Change the Fund, Organization, Account, etc. as required and click the check mark on the right hand side to validate that the new code you entered is a valid code (i.e. it exists in the UVic chart of accounts). The general ledger ‘Description’ field will be blank if the code you have entered is not valid. Click on ‘Save Changes’ on the left hand side of the screen.

   If you change a FAST account and validate the code, this description field will update. If it appears blank, the account you entered does not exist in UVic’s chart of accounts. Please enter a different code.
How to split PCard transactions between two or more FAST codes:

1. Log in to BMO details Online (www.bmodetailsonline.com). User name example: d131340xxxxxxxx

2. To find the transaction you wish to split between FAST codes, click on the ‘Transactions’ tab at the top of the screen and click on ‘Change Hierarchy’ on the left hand side.

3. Enter the name (or a portion of the name) of the individual PCard holder that you wish to view the transactions for in the ‘Name’ field and click ‘Locate Profile(s)’.

4. Select the name of the PCard holder that you want to view transactions for and click ‘Select Profile’ on the left side of the screen.

5. Select the date range you want to view transactions for and click ‘Locate transaction’.
6. In the transaction summary list, identify the transaction that needs to be split between FAST codes and click on the ID number (this is a hyperlink that will take you to the ‘Transaction Detail’ screen).

7. Click on ‘Split Transaction’ on the left side of the screen.

8. In the ‘Split Transaction’ screen, enter the number of FAST accounts you want to divide the charge to and click on ‘Add Split’.
   - When you split a transaction you are required to split the whole amount. I.e. after you have moved part of your transaction to a specific FAST account you are required to move the balance to another FAST account.
9. Enter the description and the amount you want to split for each part of the split (you can split by % or $ amount). Click ‘Recalculate’ to ensure that the entire transaction has been allocated (if it has, the ‘Split Remainder’ field will show 0.00). Then, select each part of the split, and click on ‘Enter Code’ to enter the GL (FAST account) information.

10. In the ‘GL Information’ screen, enter the FAST account details and click on ‘Validate GL’ to confirm you have entered the correct FAST account (the ‘Description’ field will update). Click ‘Save Changes’.

11. The FAST account information will show up in the ‘Split Transaction’ screen. Repeat the above step for the other parts of the split. Click ‘Save Changes’.
Print a PCard statement:

1. Log in to BMO details Online (www.bmodetailsonline.com). User name example: d131340xxxxxxxx

2. Click on the ‘Reports’ tab across the top of the screen.

3. Select the ‘Custom’ folder.

4. Select the report titled ‘SignatureAccountStatement (Portrait)’.

5. To select an individual PCard account to print a statement for, click on the ‘Change Hierarchy’ option on the left hand side of the screen. *If you want to print the PCard statements for all cardholders in your unit, skip this step and go straight to step 8 below (note that the ‘Hierarchy Name’ will be the unit you have access to rather than an individual cardholder).*
6. Enter the name of the PCard holder that you want to print the statement for (i.e. your own PCard) and click ‘Locate Profile(s)’. Alternatively, you can leave the name field blank and click ‘Locate Profile(s)’ on the left side of the screen. All PCard accounts in the unit will be returned.

7. Select the name of the PCard holder you want and click ‘Select Profile’.

8. Select the reporting period. UVic PCard statement dates are from the 4th of the month to the 3rd of the following month. (i.e. ‘From Date’: 11/04/2014, ‘To Date’: 12/03/2014). Click ‘Submit’. *Note that the ‘Hierarchy Name’ shows the name of the individual cardholder that was selected. If you selected the entire unit, the unit name will show up here.

9. A new browser window will open with your statement. Click ‘Download’ at the top of the screen to present your statement in a print-friendly view. (Note: the ‘Print’ option on this screen will not print the statement properly. Do not use this option).
10. A new window will open with the download options. Select to export the report to ‘PDF’, select the page range as ‘All’. Then click ‘View Report’.

![PDF Export Options]

11. Your printer friendly account statement will appear. To print the statement, click ‘File’ and select ‘print’.

![Account Statement]

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PCard ‘Manager’ view how to
Run reports on PCard accounts:

1. The ‘Category Report’ provides a summary of spending on all PCards over a set period of time. Under the ‘Reports’ tab, click on the ‘Spend Analysis’ folder.

2. Select ‘Category Report’ from the list of reports.

3. Select the period of time you wish to view (i.e. statement period, fiscal year etc.) and click ‘Submit’.

4. The report will open in a new window. If desired, the data can be exported to Excel for further analysis.