PURCHASE CARD RECONCILIATION

Puchase card cycle dates for the 2022-23 year:

07/28/2023-08/27/2023
08/28/2023-09/27/2023
09/28/2023-10/27/2023
10/28/2023-11/27/2023
11/28/2023-12/27/2023
12/28/2023-01/27/2024
01/28/2024-02/27/2024
02/28/2024-03/27/2024
03/28/2024-04/27/2024
04/28/2024-05/27/2024
05/28/2024-06/27/2024

Instructions to reconcile your purchase card:

1. Log in to the Wayland Union Schools web page.

    A. Go to Staff

    B. Click on the "Faculty & Staff Quick Links

Wayland Union Schools
Home of the Wildcats

| DISTRICT | DEPARTMENTS | SCHOOLS | PARENTS/STUDENTS | ATHLETICS | FINE ARTS | COMMUNITY | FITNESS CENTER |

EMPLOYEE FORMS & DOCUMENTS

STAFF

Administrator Documents

- Faculty & Staff Quick Links
- 403b Forms
- Business Office Forms
- Human Resource Forms
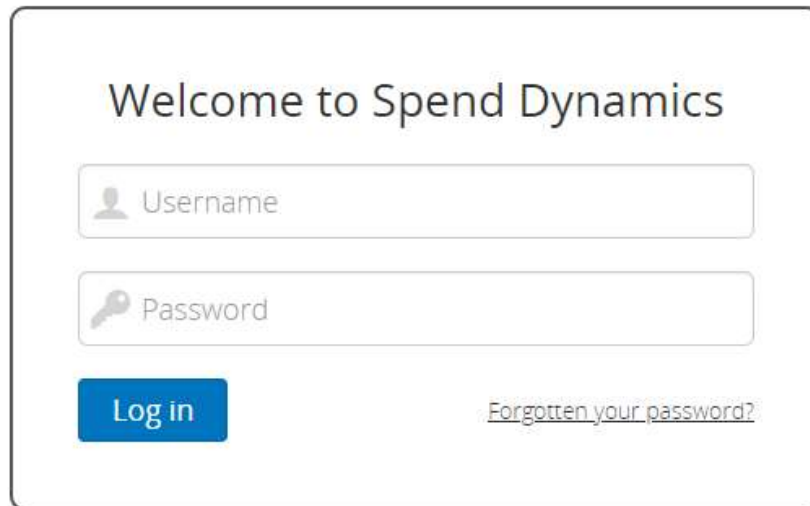- Transportation Forms

C.   Click on the "Purchase Card Reconciliaton" link

- Science

- Office of Retirement Services
- Power School Special Programs
- Professional Development Evaluation
- Professional Learning Menu
- Purchase Card Reconciliation
- Safe Schools Annual Training
- SF2K Web Portal
- Secure Transcripts
- Staff AUP
- Staff Questions or Concerns
- Teacher Handbook
- Transportation Trip Request Form
- TSA

D.   The BMO "Spend Dynamics" window will open. This is the Purchase Card banking site where you will log in to reconcile your purchases for the month.

Next you will be prompted to the second layer of security to help protect users from unauthozed access.

Introducing Two-Factor Authentication for BMO Spend Dynamics

Spend Dynamics users will be required to register for our new two-factor authentication upon their next successful log in to BMO Spend Dynamics. This functionality will replace the current multi-factor authentication which requires users to select and enter security questions when prompted.

After a user logs in, they will be prompted to register for two-factor authentication. We offer two simple ways to register:

- BMO Spend Dynamics App (Recommended)

- Email (Secondary option or for those who log-in with multiple usernames and passwords)

Once registered the user will be prompted again to enter an authentication code on their first log in and any subsequent log ins thereafter. If utilizing the "remember me" option, the user will only be prompted to enter an authentication code at log in every 90 days.

In order to comply with industry security requirements, users may be prompted to enter an authentication code at certain times when performing sensitive Administrative functions.

You are encourage to:

- Review the BMO Spend Dynamisyersacs Two-Factor Authentication guide to help you get a better understanding of what this change means to you and your users.
    - This guide will also be posted to the Spend Dynamics homepage for all users starting February 12.
- Share this communication with others in your organization who access Spend Dynamics. Here is an email you can share with others in your organization.
- Encourage your users to download the mobile app and ensure their email address is up to date in their user profile.
- Please ensure the email address do-not-reply@spenddynamics.com is whitelisted by your IT teams so your users don't have issues receiving our emails with authentication codes if utilizing the email option.

- # Registering for two-factor authentication
- As a continued effort to expand security standards, Spend Dynamics users will be prompted to register for our new two-factor authentication upon your next successful log in to BMO Spend Dynamics on www.bmospenddynamics.com (*Note: two factor authentication is only required when signing into the browser, not the app*). By clicking Log in, the Enable two-factor authentication window will appear. We offer two convenient ways to register:
- • BMO Spend Dynamics App (Recommended)
- • Email (Secondary option or for those who log-in with multiple usernames and passwords)
- ## BMO Spend Dynamics App
- If you opt for the BMO Spend Dynamics App these are the steps to complete your initial registration:

Description

• Log in to the BMO Spend Dynamics mobile app. If you have not already installed the mobile app, click here for more information. If you have successfully logged in, a confirmation message is displayed in the app.
 	
  • Tap ☰ and select Authenticator from the menu.
  • An authentication code displays for 30 seconds. It is replaced every 30 seconds with a new code. • Log into www.bmospenddynamics.com Click Continue to open the Two-factor authentication window.
• Enter the code generated by BMO Spend Dynamics app and click Verify. You have now registered for Two Factor authentication, you can now log in using this method.

Note: If you log-in with multiple usernames and passwords we recommend the use of the email option (on the following page) for the log-ins you use least frequently.
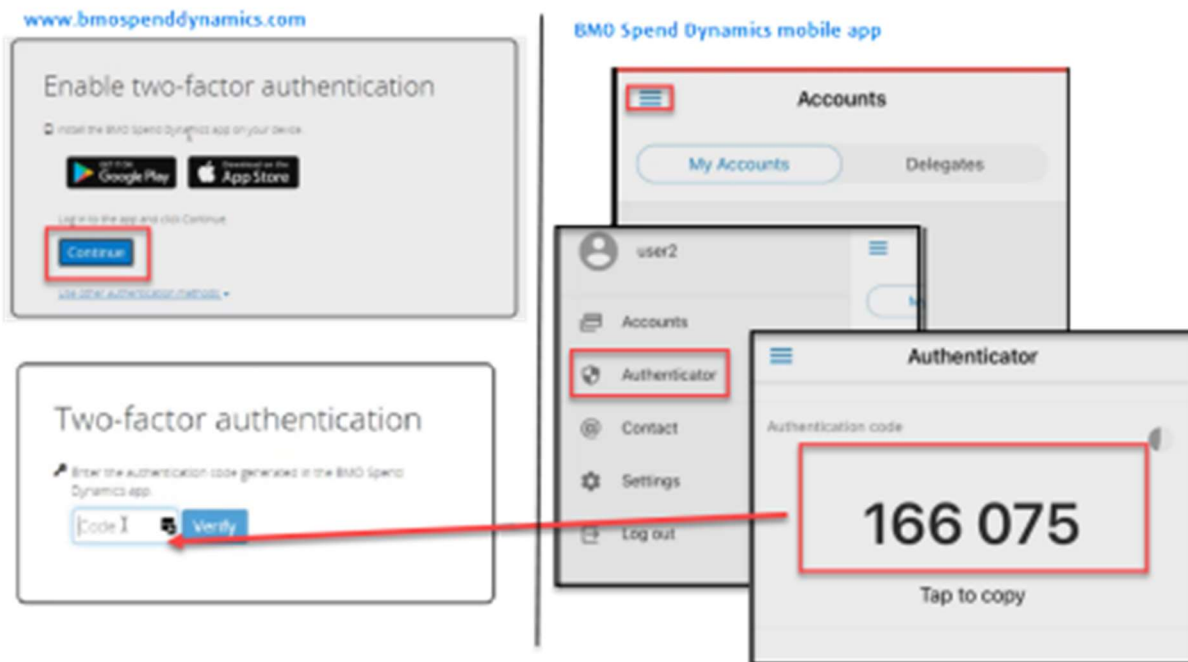
- # E-mail

- If you select the Email option from the Use other authentication methods drop-down list, you will be guided through the process with instructions on screen. The selection of this option sends an email with an authentication code that will be used to complete the registration process.

Description

• Enter the code sent in the email and click Verify. You have now registered for Two Factor authentication, you can now log in using this method.
  • If you haven't verified a code after 1 minute, the Didn't receive an email? Resend email linkdisplays.
• You can click the link to re-send the email with a new authentication code, if the code has not been received within 10 minutes.
• Please check your Junk Folder if you have not received the email. Emails are sent from (do-not reply@spenddynamics.com).
  • The emailed code will be valid for 10 minutes.
 	
Note: If you don't have an email against your profile this authentication method will show a message advising the same.

BMO 🔺 **Spend Dynamics®**   Home   Administration ˅   Accounts   • Card Transactions ˅

📄 Card Transactions

BMO • > Statement - 07/27/2021 •
Statement - 06/27/2021
Statement - 05/27/2021
Statement - 04/27/2021

G. This window is where you will see all the transactions/charges on your card for the month. Please note: Date; Vendor/Company; Amount Tax; Amount Charged; X; !

Date	Vendor		Amount Tax	Amount Charged		
07/07/2021	Rei Greenwoodheinemann		0.00	38.50	✓	
07/08/2021	Dbc Blick Art Material	.	0.00	41.49	Ⓧ	❗
07/09/2021	Demco Inc	.	0.00	-66.24	Ⓧ	❗
07/09/2021	Demco Inc	.	0.00	62.49	Ⓧ	❗
07/13/2021	In Elifeguard, Inc.	.	0.00	41.64	Ⓧ	❗
07/13/2021	Rei Greenwoodheinemann	.	0.00	55.00	Ⓧ	❗
07/22/2021	Statsmedic.Com	.	0.00	129.00	❓	❗

View Statement Report

H. Click on the red "X" on the transaction. Please make sure you are entering both parts of the account numbers. Many have only the first digits associated with the account. (Step **1)** Remember you need to tab over to the second part of the account number. (Step 2) Amount of transaction (Step 3) I am asking you to add the description in the grayed out notepad to the far right of the line. (this is to the right of the explanation point) Once entered **(Step 4) Click accept then Save.** The notebook will turn blue At the time of completion; all your red "X's" should be changed to a green " ✓ mark."

I. ***A green question mark is not completely reconciled, it needs to be a green check mark.

Transaction: Details

Purchase: 06/30/2021
Amount: $60.50 USD
Rei Greenwoodheinemann, 800-225-5800

| Merchant Detail | Coding | Approval |

	FUND-EXPENSE-LOCATION	DESCRIPTION-EXTRA-GRANT-BLD-ID	CODE DESCRIPTION	Amount Incl	Tax Code
Line 1 ⊞	11-1-119- ⌄	5110-000-3881-03 ⌄	⌄	60.50	⌄
Line 2	⌄	⌄	⌄		⌄
Line 3	⌄	⌄	⌄		⌄
Line 4	⌄	⌄	⌄		⌄
More...			Balance	0.00	

(handwritten annotations: "1", "2", "3", "4" above respective columns)

Description   Disputed ☐

Purchase Rei Greenwoodheinemann   DO NOTHING WITH THIS BOX.

Close   Reset   Save

J.   Last step, print report. Scroll all the way to the bottom, you will see the "view statement report" underlined in blue. Click that. You will see a statement with the Wildcat logo on the top left of the page of your statement.

| 07/22/2021 | Statsmedic.Com | . | 0.00 | 129.00 | ? ! |

View Statement Report

Bank of Montreal Account Statement

BMO Statement for ▮▮▮▮▮▮▮
Statement Period 06/28/2021 to 07/27/2021

Printed On: 07/28/2021

Current Balance: $▮▮▮▮▮▮
Previous Balance: $0.00
Card Number: xxxx-xxxx-xxxx▮▮▮▮
Company Unit: Credit Card

Trans Date	Trans Detail		Receipt	Amount(USD)
	Tax Code		Tax Amt	Tax Excl. Amt
06/28/2021	Basic		☑	$ 38.25
	--		0.00	$ 38.25
FUND-EXPENSE-LOCATION: 11-1-231-DESCRIPTION-EXTRA-GRANT-BLD-ID: 3191-000-0000-00000-0000			CODE DESCRIPTION: --	
Basic Flex--Administration Fees				
Purchase Basic				