

### MasterCard Process and Timeline Review

The cardholder can view/review/validate and approve their transactions at any time, from any internet connection (by logging on to [www.bmodetailsonline.com](http://www.bmodetailsonline.com) - you will need your userID & password).

Statement processing by BMO, this occurs on the 20<sup>th</sup> of each month at midnight. If the cardholder has set their profile correctly to “email notification” “Statement only” and provided their email address, BMO will send an email notification to the card holder advising the statement is ready for review and validation, complete with a link to the website log-in page.

#### Profile Requirement:

Email Address*	eyre.eyre@humber.ca
Email Notification*	Statement Only ▼
Language Preference*	English ▼

If the cardholder has previously reviewed, validated and approved their transactions, they will not have to duplicate this effort at month end. If they have not already completed this step, they should do so in a timely manner.

Once the cardholder has completed this task, they should select the “Quick Links” “Statement” tab on the left side of the screen and follow the steps below:

#### a) Statement:

##### Quick Links

Statements

Transactions

Hierarchy

Administration

Suppliers

#### b) First select “View Statement(s):

##### Quick Links

Statements

View Statement(s)

#### c) Second select “Print Statement”

Statements

Statement List

General

Print Statement

#### d) Paperwork Submission:

After printing your statement, please attach your original receipts, and sign the form at the bottom (note: there is no signature line). Once these steps have been completed, please submit your statement and receipts to your budget manager / Dean / Director, or person you previously submitted your statement to. This is the trigger to the approver for next steps as they do not receive an email notification.

#### Approval(s):

Now your work as a cardholder is complete. The additional step is that there are technically 2 approvers (which can be by one or two people). Your submission of the printed statement and receipts for approval may be for your approver to:

- sign the paperwork (in ink), authorizing processing and;
- for the same individual, or their designate to go on-line in BMO Details online and complete the electronic approval.

#### Important Dates / Timelines:

Midnight the 20<sup>th</sup> of each month results in BMO running and completing the statements.

On the 21<sup>st</sup> of each month the email notification is sent to the cardholder notifying them the transactions are ready for review/changing as applicable.

The cardholder and the electronic approver have the end of the month (approx. 10 days) to complete the cardholder approver and the electronic approver steps.

On the last day of each month, AP downloads all the transactions from the BMO site and ‘locks down’ all the transactions for further processing and/or approvals (including the FOAP that has been charged) and updates financial records in Banner Finance module. Therefore it is important for the cardholder and/or approver to complete the validation and changes to FOAP’s (if required) prior to the end of each month (i.e. if this deadline is missed, there is no option to change the transactional history).