

# BMO *details* ONLINE®



## Manage your card program with greater visibility and control

BMO *details* Online (DOL) is a powerful, proprietary web-based solution that enables you to save time and money, while increasing efficiencies as it assists you in achieving your eProcurement goals. It allows you to manage your purchasing, travel and entertainment and fleet card programs within a single environment. This dynamic online application provides enhanced program administration, comprehensive transaction information, superior reporting and spend analytics, and it can seamlessly integrate into your corporate ERP system.

### **BMO *details* Online enables you to:**

- Control your spend
- Simplify program administration
- Increase spend visibility
- Streamline the transaction management process

# Control your Spend

## Take Charge of User Spending



## Manage the Financial Reconciliation Process

- Decide who can approve which dollar amount by setting dollar authority levels for approvers
- Set hierarchy rules so that approvers must be above the claimants' reporting level
- Set up a multi-tiered hierarchy process to ensure claims are reviewed by more than one approver to maintain accuracy and compliance

## Control User Access to Transaction Data and User Function

- Control what transaction a user can see by building an organizational hierarchy
- Control what functions a user can access by assigning different user roles (i.e. a BMO predefined "Global Role" or your own customized "Local Role")

# Simplify Program Administration

- Request new accounts using pre-populated templates saves you time and user-friendly screens ease the process
- Establish account credit limits and authorization controls on a single screen
- Change account profile details (i.e. cardholder status, address and general ledger values)
- Effortlessly modify your organization hierarchy structure to correspond to changes in your reporting structure

## Increase Spend Visibility

<p><b>Detailed Expenditure Reports Available Online 24/7/365</b></p>	<ul style="list-style-type: none"> <li>• Access over 75 standard reports or create your own customized queries</li> <li>• View information online or download right to your desktop in multiple convenient formats</li> <li>• Get the information when you want it by scheduling reports to run immediately, later or on a recurring basis</li> <li>• Define, locate and extract specific spend data relevant to your organization</li> </ul>
<p><b>Identify Spending Patterns</b></p>	<ul style="list-style-type: none"> <li>• Determine how much users are spending, what they are purchasing, where they are purchasing and from which suppliers</li> <li>• Identify transactions using non-preferred suppliers and sensitive MCC codes</li> <li>• Leverage your spend information in supplier negotiations</li> </ul>
<p><b>Detailed Picture of the Spend at the Addendum Level</b></p>	<ul style="list-style-type: none"> <li>• See what users are purchasing for spend analysis, auditing and compliance.</li> <li>• Addendum or line-item detail transaction information is defined as:             <ul style="list-style-type: none"> <li>• Level 1 – high level transaction information</li> <li>• Level 2 – tax and shipping data</li> <li>• Level 3 – full line-item detail, supporting 11 categories of spend</li> <li>• Level 4 – unique feature to details Online, providing customized data capture fields</li> <li>• Enhanced T&amp;E – hotel folio, travel agency and airline details matched directly from the source</li> </ul> </li> </ul>
<p><b>Data Aggregation at the Global Level</b></p>	<ul style="list-style-type: none"> <li>• Multiple card programs meet different spend needs while providing data aggregation at the reporting level</li> <li>• Run a single report covering multiple entities within your global profile</li> <li>• Provide single currency reporting for multi-currency locations</li> </ul>

## Streamline the Transaction Management Process

- Save time and money by automating the transaction management process
- Review, reconcile, modify and approve transactions 24/7
- Full disclosure of transaction information online including card, out-of-pocket and mileage-based receipts
- Ensure policy compliance with auditor access and ability to quickly find and track compliance at all levels in the organization
- Facilitate General Ledger (GL) management with ability to automatically assign values to a transaction, perform GL validation and split transaction costs by a manual or an automated process

### Consulting & Support Services Offered

#### Consulting

- Implementation
- Best Practices
- Spend Analytics
- Spend & Payment Advisors

#### DOL Training

- Web-based
- Onsite
- Offsite
- Self-run

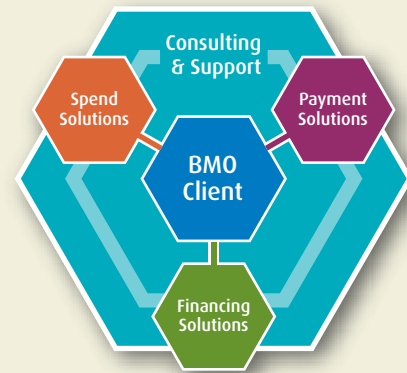
#### Technical Support

- Client Services
- System Integration Team
- Relationship Managers

## A Total Spend Management Solution

BMO Spend & Payment Solutions offers one of the most comprehensive suites of spend and payment solutions on the market. BMO also provides a full range of financial services and expertise that perfectly complements your spend management objectives. Our modular approach enables you to draw on the specific products you need to take spend management to the next level today, while also offering flexibility for meeting your future needs.

-  **Spend Solutions**  
A comprehensive and flexible suite of source-to-settle systems, connected to a global supplier network.
-  **Payment Solutions**  
A full range of card products and direct e-payment capabilities providing exceptional visibility and manageability.
-  **Consulting & Support**  
The consulting expertise and dedicated support you need to plan, execute, maintain and advance your spend strategy.
-  **Financing Solutions**  
A full range of financial solutions to help you optimize working capital and cash flow, and facilitate trade around the world.



## A Partner for All Your Financial Needs

A leader in the commercial cards category, BMO Spend & Payment Solutions is a full-service provider with a proven capability in meeting the development, implementation and operation of corporate spend and payment needs of organizations in the private and public sectors.

As a division of BMO Financial Group, one of the largest providers of diversified financial services in North America, with almost \$500 billion in assets, we share in a proud heritage of serving the needs of business since 1817. BMO also provides a broad range of retail banking, wealth management and investment banking products and services.



To find out more about BMO *details* Online, contact us at: **1-888-838-4401**, [bmo.sps@bmo.com](mailto:bmo.sps@bmo.com) or [bmo.com/spendandpayment](http://bmo.com/spendandpayment)