BMO Spend Dynamics
Treasury & Payment Solutions

Skyward File Extract Guide | April 2017
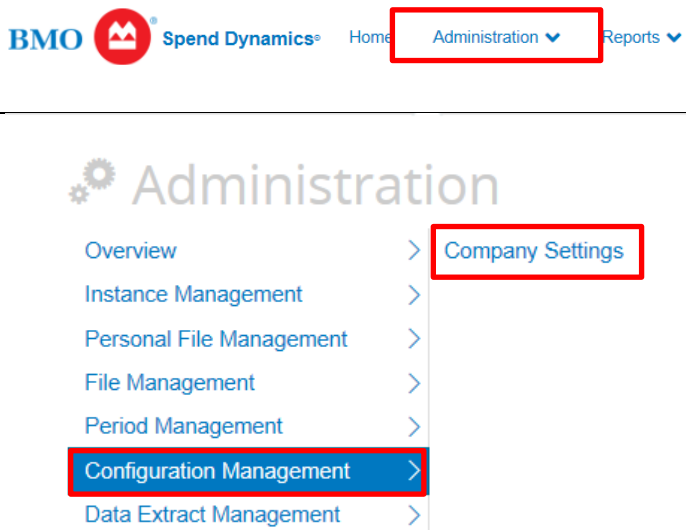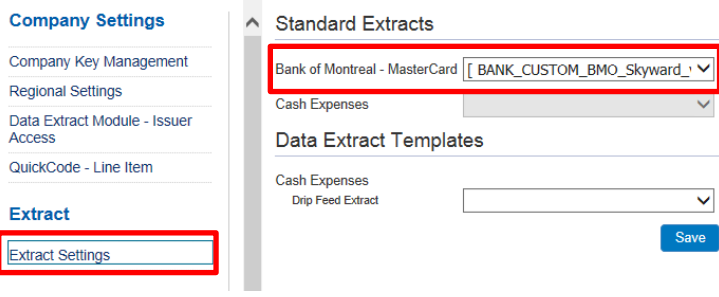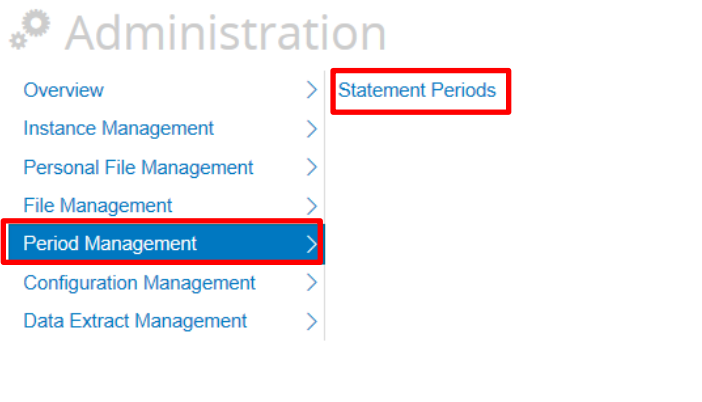
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BMO Financial Group

Statement Period Management

Statement Period Management is used to lock-down transactions and upload all required data into the company's accounting software for reconciliation. Once transactions have been locked-down, the cardholder and manager can no longer edit or approve the transaction or expense report.

Companies usually establish standards such as frequency of extracts during implementation. A review of these standards is important, as the company may have established customized extract functionality.
If a company is using the Skyward standard extract features, there are 2 steps in the process:
1. Choose the statement period and transactions to be locked-down (completed using the Finance Extract Template in the Data Extraction menu.
2. Download the extract.

Some transactions from the previous business day may not be posted in Spend Dynamics until 8AM EST.	1. To download the Skyward File is loaded to Spend Dynamics, select **Administration** from the **Main Menu** on the **Home** screen.	
	2. Click on **Configuration Management** and then click **Company Settings**.	
Once a template has been edited and saved with a new name it is available on the list of Finance Extract Templates.	3. On the right hand screen, under **Company Settings**, select **Extract Settings**. Under **Standard Extracts,** it should show **Skyward Extract Template.**	
Step 2: Choose Statement Period & Transactions	4. To extract the transaction data, select **Period Management** from the Main Menu and then select **Statement Periods**. 5. Data is presented by **Issuer**, **Statement Period** and **Status**.	

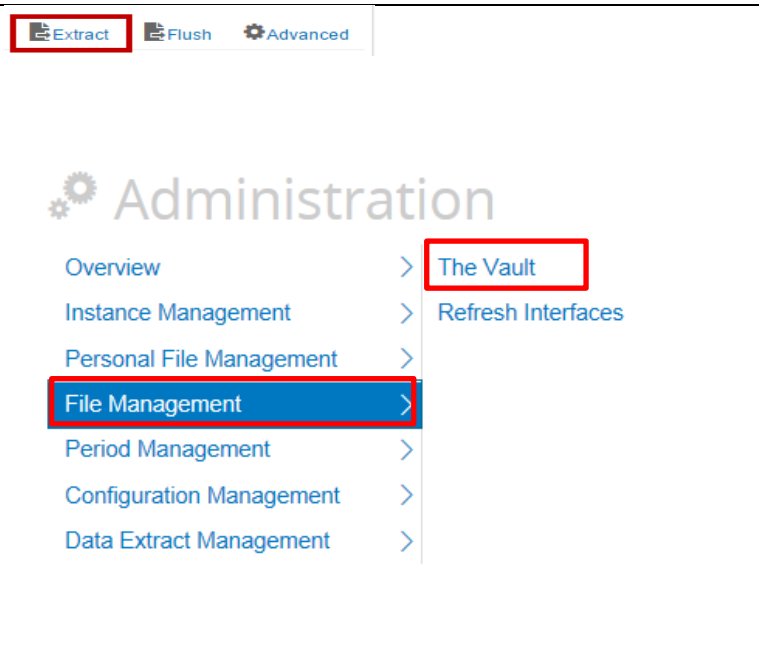|		
	Status' for Bank of Montreal – MasterCard: • **New:** Number of account statements in the open period that have not been viewed by the employee. • **Open:** Number of account statements in the open period that have been viewed but not updated, for example they have not been coded. • **Updated:** Number of account Statements in the open period that have been updated. • **Completed:** Number of account statements employees had to mark as complete so that transactions could be released for approval. • **Closed New:** Number of account statements in the closed period that are in the **N** status. • **Closed Open:** Number of account statements in the closed period that are in the **O** status. • **Closed Updated:** Number of account statements in the closed period that are in the **U** status.	Bank of Montreal - MasterCard Start Date End Date N O U C CN CO CU 29/09/2015 28/10/2015 3 4 12 8 29/08/2015 28/09/2015 1
	Use the icons beside each **Statement Period** to: • **R:** Reverse the status of all statements for this period. • **T:** Recalculate the default transaction coding. This is particularly helpful if default codes were added or edited during the statement period, however, approvals are also recalculated against these new rules. • **A:** Recalculate Approval rules for this period to test transactions against any new approval rules created or edited during the statement period. • **I:** View a summary of all account statements for the statement period.	R T A · i Extract R T A i Extract
Step 3: **Download Extract** *Hover over any icon for a description*	6. Transactions are recapped by **Status**. Click on any of the **Status** hyperlinks to see details of any transactions that are incomplete, waiting for approval, or with outstanding questions. 7. Next to the statement period you wish to download, click on **Extract**.	Bank of Montreal - MasterCard Extract Incomplete Waiting Question Approved Declined No Rule New 22 3 1 68 0 0 R T A P i Extract R T A P i Extract R T A P i Extract

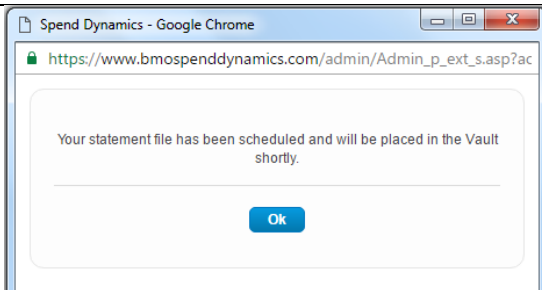|		
	8. Under **Period Access**, you can extract your Skyward File. 9. There are two different download methods: ▪ **Extract** – extracts only coded and approved transactions (or only coded transactions if approval is not setup in the instance). If transaction has not been fully coded and approved (if approval is setup up), the transaction will not be included in the export. ▪ **Flush** – extract includes everything regardless of coding/approval status. 10. A confirmation indicates that the report is being created and will be placed in the **Outbox** of the **Vault** once completed	Extract Flush Advanced Administration Overview The Vault Instance Management Refresh Interfaces Personal File Management File Management Period Management Configuration Management Data Extract Management
	11. The following pop-up window appears. Click on **OK**.	Spend Dynamics - Google Chrome https://www.bmospenddynamics.com/admin/Admin_p_ext_s.asp?ac Your statement file has been scheduled and will be placed in the Vault shortly. Ok
	12. Once the extract is available in the **Vault**, click **Download** to save the file. The data can then be imported into the company's accounting software.	Folder Outbox Folder Size 7 kb Move all to Trash File Name Size KB Date Stamp MasterCard_Skyward_DEC_20170131_141315.txt 4 01/31/2017 14:13:15 MasterCard_Skyward_JAN_20170131_140711.txt 3 01/31/2017 14:07:11

5

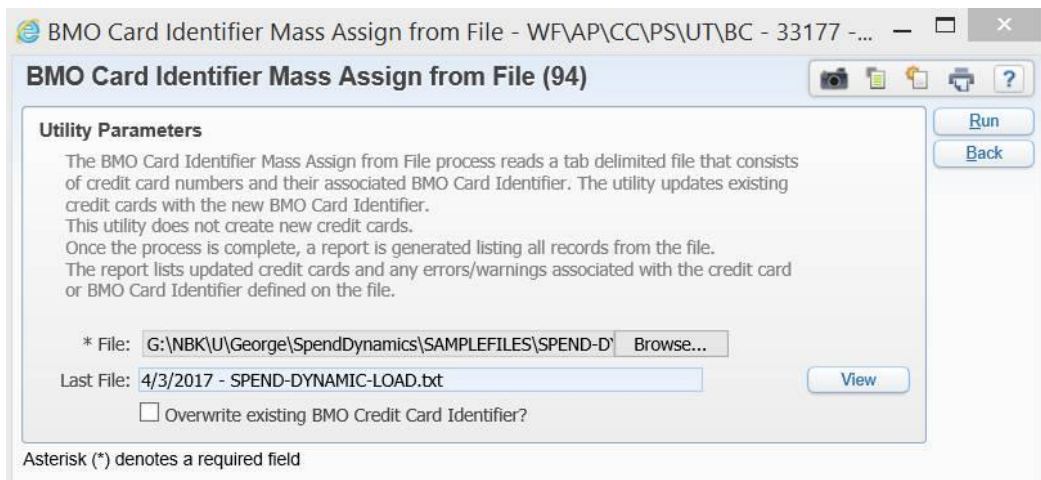# Skyward Interface – Reference File from BMO

Steps to import the initial load of the credit card cross reference information into Skyward. The process will validate the card numbers and generate a verification report.

Note: For steps for day-to-day entry of this data into Skyward, please reach out to Skyward support.
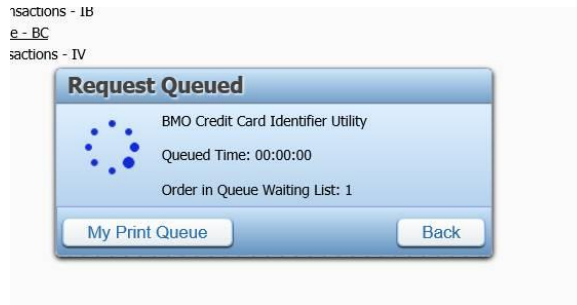
1. Navigate to Skyward Credit Cards, setup, utilities and select 'BMO Card Identifier Mass assign from file' option

2. Select the cross reference file supplied by Spend dynamics.

3. Select the Run button. The PROCESS will generate a report showing the BMO card identifier and the card number

Request Queued

BMO Credit Card Identifier Utility

Queued Time: 00:00:00

Order in Queue Waiting List: 1

My Print Queue   Back

3apcci20.p 01-4	SCRAMBLED DATABASE	04/03/17	Page:1
05.17.02.00.01	BMO Card Identifier Mass Assign from File		10:26 AM

Record	BMO Card Identifier	Credit Card Nbr	Error/Warning Message
1	Elizabeth A Lic 8646	5550080001648646	BMO Card Identifier already exists for this credit card, identifier not updated.
2	Melodie J Manth 8653	5550080001648653	

Number of Records: 2
Records with Warnings: 0
Records with Errors: 1
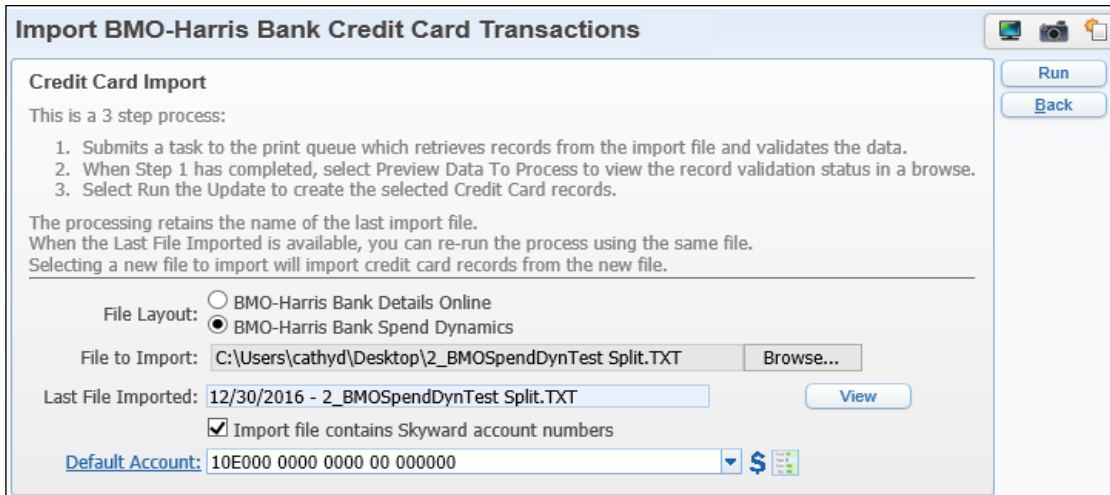Number of Updates: 1
          File: SPEND-DYNAMIC-LOAD.txt
Overwrite Option: No

*********************** End of report ***********************

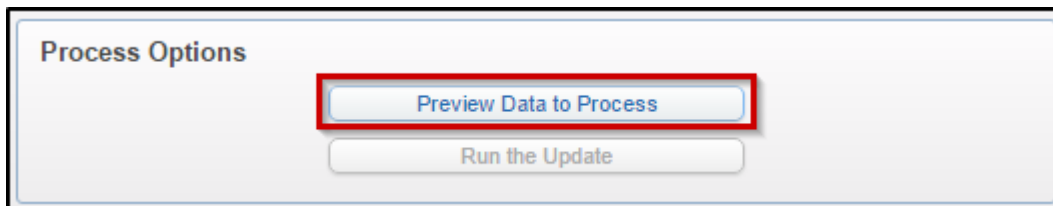# Skyward Interface – Skyward Card Extract Load

Steps to import the Skyward Card Extract Load from BMO Spend Dynamics, into Skyward.

Note: For steps for day-to-day entry of this data into Skyward, please reach out to Skyward support.
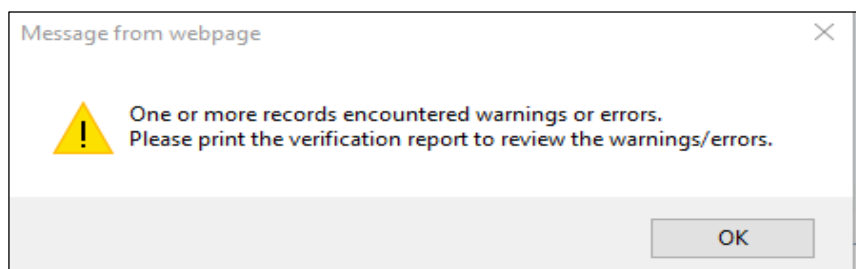

1. Select the BMO-Harris Bank Spend Dynamics file layout option.
2. Select the File to Import using the Browse button.
3. Check the Import file contains Skyward account numbers option if applicable.
4. Use the Default Account to select the account number that will be applied to a transaction if no account number is found.
5. Select the Run button.

The process will run on the queue and the standard Preview prompt will display. Select the Preview Data to Process button.

If there are any errors or warnings the warning prompt will display. Select OK to continue to the preview browse.

The transactions from the import file will be displayed in the browse for you to review before completing the import. After reviewing the transactions click Back

To finish the import process, select Run the Update