Quick Reference Guide (*Administrator Access)*

www.harrisdetailsonline.com

GETTING STARTED

MINIMUM SYSTEM REQUIREMENTS:

- 166 MHz Pentium Processor, 32 MB+ RA
- 56.6k modem for Accountholders
- T1+/ISDN/Wave internet access recommended for Program Administrators and Managers of large departments.
- Netscape 7.x and above
- Internet Explorer 5.5 and 6.x (latest Point release)

ADMINISTRATION – PERSONNEL PROFILE

TO VIEW PERSONAL PROFILE INFORMATION:

1. Click **Admin** from the main menu to view your Profile Information.
2. Enter your telephone number and email address.
3. Select your desired email notification status if you wish to be notified whenever a report you request has completed.
4. Indicate your time zone for the time stamp on reports.
5. Confirm your report viewing preference. If you choose Actuate Viewer, be sure you have downloaded and installed the Actuate Viewer from the **Downloads** menu on the left of the screen.
6. Click **Save Changes**.

TO CHANGE YOUR PASSWORD

1. Click **Change Password** from your Admin menu on the left of the screen.
2. Enter your current password, then enter and verify your new password.
3. Complete the **Password Reset** section which will allow you to receive a temporary password, if you should forget yours.
4. Click **Save Changes**.

HOME PAGE

TO SEARCH FOR STATEMENTS:

1. Click **Statements** under **Other** Action Menu on the Home Page.
2. To search for a Statement by date, click the down-arrow button in the **Statement** field and select a date.
3. To search for a Statement by status, select one of the following:
   - Accept the default **Outstanding** if you want to view only statements that have not been reviewed.
   - Select the **Reviewed option** if you want to view only statements that have been marked as reviewed.
   - Select the blank field if you want to search for all statements regardless of status.
4. To search by **Name, Account #, Default Code**, or **ID**, complete the fields.
5. Click **Locate Statements**. A list of the statements you searched for are displayed on the Statement List screen.

STATEMENT LIST SCREEN

TO VIEW A STATEMENT:

1. Click on the **State ID** or select the statement and then click **View Statement** from the **Statements** menu to view the desired Statement.
2. Click on any of the **Tran IDs** to retrieve the full Transaction Details regarding the selected transaction.
3. Click on any **Addendum** type listed to view the enhanced data provided for the selected transaction. If the Supplier did not provide any enhanced or addendum information for the transaction, this field will appear blank.
4. Click **Printer Friendly** from the **General Action Menu** to print a copy of the Statement for your own records.
5. Click on **Review Statement** if you wish to confirm that you have reviewed the selected Statement.

ADMINISTRATION MODULE

TO REVIEW OR CHANGE USER ACCESS:

1. Click **Admin** from the Home Page, and then select **User Registration** from the **Admin** options to the left of the screen.
2. To find current users, enter search information as desired at the USER SEARCH screen then click **Locate User(s)**.
3. **Activate**, **Deactivate** or **Delete Users** directly from resulting List of Users by selecting the desired User then clicking the relevant action option under the **General** menu to the left of the screen.
4. To review or change details of a particular access, click on the appropriate **User Name**. Change any information required, and then click **Save Changes**.

TO ADD A USER:

1. Click on **Admin** from Home Page, select **User Registration** from the **Admin Options**, and then select **Create User**.
2. At **Hierarchy Select**, specify the level and search information to find the specific hierarchy point at which you wish to assign the new User, and then click **Locate Profiles**.
3. From the SEARCH RESULTS screen, choose the specific access point for the new user, and click **Select Profile**.
4. At ADD USER screen, enter all the required information, including User Role, Name, UserName and Password and click the **Save Changes** option from the **General** menu.

TO VIEW MCC LIST & ASSIGN DEFAULT CODES:

1. Click on **Admin** from the Home Page, and then select **MCC List** option from the **Admin** menu.
2. Add or edit default codes assigned to MCC codes directly from the resulting list of codes.
3. Click **Save Changes** when complete.

HIERARCHY MODULE

TO VIEW OR MODIFY EXISTING HIERARCHY INFORMATION:

1. Select **Intermediate** or **Account** level and specify search details, if desired. Click on the **Locate Profile(s)** option from the **Hierarchy** menu to the left of the screen.
2. From Search Results, you may edit the default code assigned to each hierarchy unit. Click **Save Changes** when complete.
3. To view or modify details, click on the **Hier ID** of the desired unit from the Search Results. Make desired changes on the PROFILE DETAILS screen, and then click **Save Changes**.
4. Add **Comments** if required, then click **Submit Request**.

TO REQUEST A NEW HIERARCHY UNIT OR ACCOUNT:

1. From the HIERARCHY SEARCH screen, select either **Add Account** or **Add Intermediate** from the Hierarchy menu.
2. If requesting a new Account, select the pre-defined Template which will describe the basic characteristics of the Account, then select the profile for where the new unit or account will report in the existing organization hierarchy.
3. Complete the details on the Set-Up form presented, and click **Submit Request**. You will receive a confirmation.
4. To request another account under the same template, click the Back button on your browser and repeat step 3.

TO REVIEW REQUEST HISTORY:

1. From the HIERARCHY SEARCH screen, select Request History from the Hierarchy Menu.
2. From the resulting Summary List of Submitted Requests, click on the Request # to view the details of a particular request.

Quick Reference Guide (*Administrator Access)*

www.harrisdetailsonline.com

SUPPLIER MODULE

TO VIEW & EDIT SUPPLIER INFORMATION:

1. Click on **Supplier** from the Home Page to go to the SUPPLIER SEARCH screen.
2. Enter Supplier search criteria as desired, the select the **Locate Supplier(s)** option from the **Supplier** menu.
3. From the resulting Supplier List, edit or add **Group Name**, **Default Code** and/or **DUNS** number directly to the Supplier Name. Click **Save Changes** when complete.
4. To view details of a particular Supplier, click on the **Supplier ID**, or select the Supplier and select **Supplier Details** from the **Supplier** menu to the left of the screen.
5. Review, edit and/or add Supplier information, including Minority Classification information as required. Click **Save Changes** when complete.
6. Click the **Back** button on your browser to return to the Supplier List.

TRANSACTION MODULE

TO VIEW SUMMARY ACCOUNT ACTIVITY:

1. Click on **Transaction** from the Home Page to go to the TRANSACTION SEARCH screen.
2. To limit your review of transactions to a hierarchy level below your highest level of access, click **Change Hierarchy** and find the desired hierarchy or account.
3. Select the type of account activities you would like to review: **Transactions** and/or **Adjustments**.
4. Select the **Summary** option under **Display View**.
5. Specify further search criteria (Date Range, Amount, Supplier and/or Addendum Type) as needed, and then click the **Locate Transaction(s)** option under the **Transaction** menu to the left of the screen.
6. Review transactions from the resulting list. To review a specific transaction in more detail, click on the **Tran ID** for that Transaction, or click the **Select** button beside the transaction and select the **Transaction Detail** option from the **Transaction** menu to the left of the screen.

TRANSACTION MODULE

TO VIEW, MODIFY & APPROVE ACCOUNT ACTIVITY:

1. Click on **Transaction** from the Home Page to go to the TRANSACTION SEARCH Screen.
2. To limit your review of transactions to a hierarchy level below your highest level of access, click **Change Hierarchy** and find the desired hierarchy or account.
3. Select the type of account activities you would like to review: **Transactions** and/or **Adjustments**.

Transactions refer to any purchases, and to returns credited by a merchant. Adjustments refer to any activity on the account performed by the Bank of Montreal, such as payments or disputes. Transactions & Adjustments may be viewed from the same list.

4. Select the **Approval** option under **Display View**. Select the appropriate **Transaction Status** indicator to find relevant transactions.
5. Specify further search criteria as needed, then click the **Locate** button.
6. Review the transactions corresponding to your search criteria. Add or edit information as necessary.
7. To Split a Transaction, select the desired transaction by ticking the box in the blue line beginning that transaction, then click the **Split Transaction** option from the **Transaction** menu to the left of the screen. From the resulting SPLIT TRANSACTION screen, click **Add Split** to add lines for your information and enter the required information. You may now enter percentage or dollar amount for each split line. Click **Save Changes** when complete, and then click the **Back** button on your browser to return to the transaction list.
8. To review or add information to Addendum information for a transaction, select a transaction with addendum information by ticking the box in the blue line beginning the transaction, and then click the **Addendum** option under the **Transaction** menu to the left of the screen. Review or edit Addendum information as required. Click **Save Changes** if any information is changed, then click the **Back** button on your browser to return to the transaction list.
9. Approve transactions by selecting them individually and clicking **Approve Selected**, or approve all transactions on the page by clicking **Approve All**, then click **Save Changes** to refresh your screen.

REPORTS MODULE

TO RUN A REPORT (SIMPLE REQUEST):

1. Click on **Reports** from the Home Page.
2. On the Reports page, in the Folder section, click on any reports folder.
3. In the **Reports You Can Run** column, click on the report you want to run.
4. On the **Parameters** tab, do the following:
   i. Accept the default processing **From** date shown, or click the **Calendar** icon and select a new **From** date
   ii. Type a To date, or click the Calendar icon and select a new To date.
5. To save your report click on the **Save As** tab, and click on the box labeled Save document in the Report depository.
6. To run the report, click **Submit**.

TO EXPORT SELECTED FIELDS TO MS EXCEL:

1. In the navigation tool bar of the report you wish to export data from, click on **Search**. This will split the screen into two panes; the left pane with your search criteria/results, the right with your report.
2. Left click on each of the data elements you wish to export from the report. For each field selected, a Report Field should be added to your search criteria on the left hand side of the screen.
3. Once all desired fields have been identified, click on **Search Now**.
4. Use the ‘Download Search Results as’ drop-down menu to select, ‘Tab Delimited Data’, and click on **Go**.
5. Save the file ‘searchresult.txt’ to your local drive.
6. Use MS Excel to open the file ‘searchresult.txt’ (note: ‘Files of type’ will need to be changed to ‘Text Files’). This will auto-launch the Text Import Wizard.
7. In the Text Import Wizard, click on the **Next** button twice to proceed to Step 3 of 3.
8. Highlight columns that have Account Numbers or lengthy accounting strings and select **Text** under ‘Column Data Format’.
9. Click on **Finish**. Save the end result as an ‘.xls’ file.

REPORTS MODULE

TO DELETE AN EXISTING REPORT:

1. On the Reports main page, locate the report you want to delete in the **Documents You Can View** section.
2. To delete a report, click the **Delete** link to the right of the report you wish to delete.

For assistance, please call the Corporate Client Department at: 1-888-267-7834 (Toll-Free)

07.19.05