



Director of Purchasing and Inventories

West Texas A&M University

Procurement Card Program
Cardholder Allocation Guide

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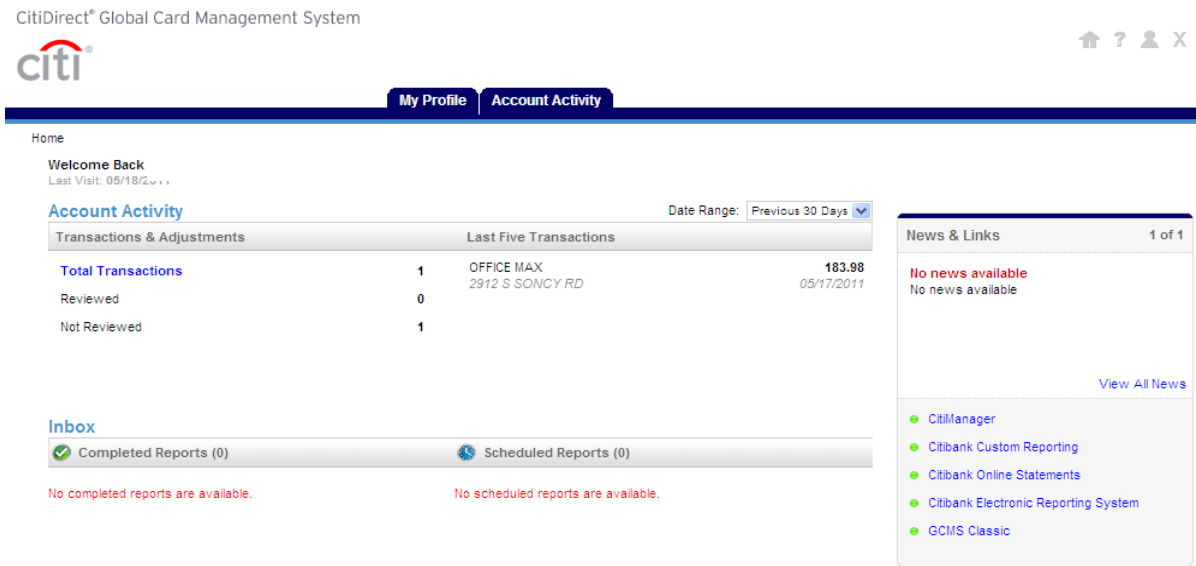
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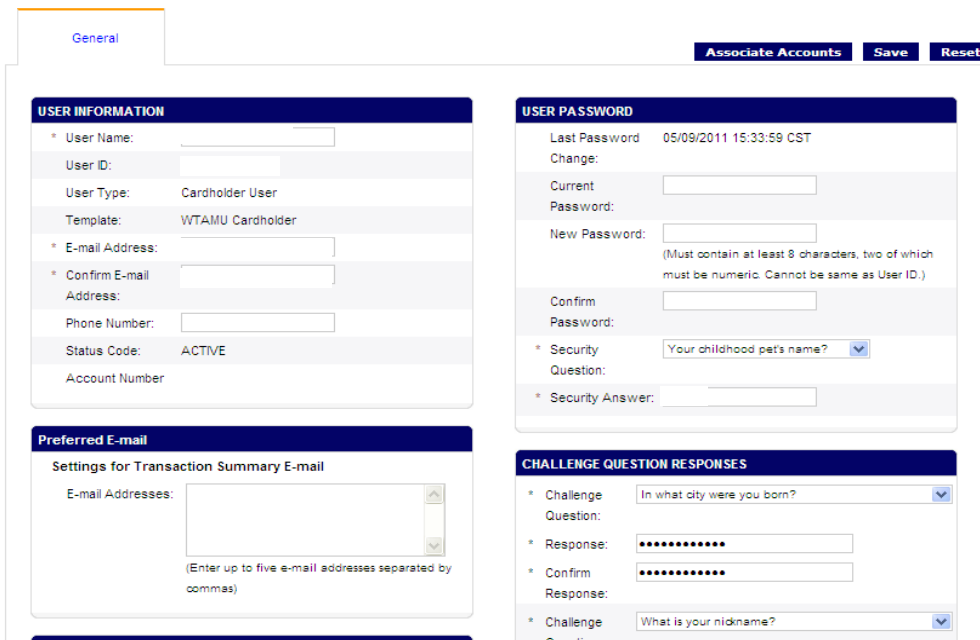
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Account Functionality

This is the Home screen. The screen shows cardholder account activity, news and links, scheduled reports, and completed reports.



The "My Profile" tab allows the user to edit their name, password, challenge questions, and email address.



The “Account Information” screen (under the Account Activity tab) displays pertinent information about the cardholder and also displays transaction limits.

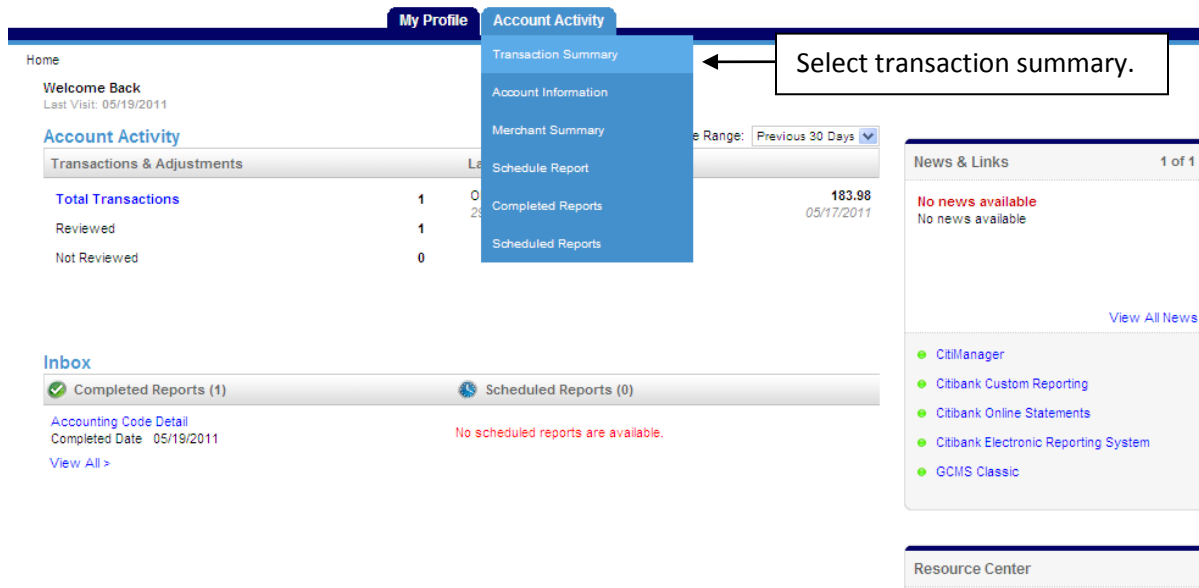
Account Information

ACCOUNT INFORMATION		ADDITIONAL DETAIL	
Account Name:		User ID:	
Account Number:		Reports To:	PURCHASING/INVENTORIES/CENTRAL -
Address Line 1:	WT BOX 61001	Reports To Org Point Number:	
City:	CANYON	Additional Information:	<input type="text"/>
State / Province:	TX		
Postal Code:	790160001		
Country:	UNITED STATES		
Currency:			
Phone Number:	8066512099		
E-mail Address:			
Effective Date:	05/04/2011		
Product Type:	Individual		
Account Status:	ACTIVE		
Tax Exempt:			

TRANSACTION LIMITS	
Credit Limit:	5,000.00
Single Transaction Amount:	2,000.00
Daily Limit Amount:	0.00
Daily Transaction Limit:	0
Cycle Limit Amount:	0.00
Cycle Transaction Limit:	0
Monthly Limit Amount:	0.00
Monthly Transaction Limit:	0
Other Limit Amount:	0.00
Other Transaction Limit:	0

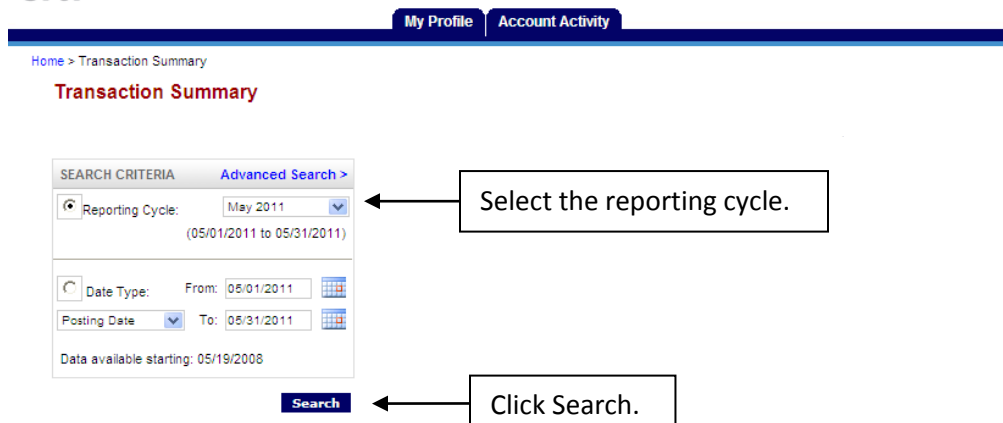
How to Allocate Transactions


Start at the home screen. Go to the account activity tab, and select “Transaction Summary.”



Select the reporting cycle for the month you are allocating. Then click “search.”

CitiDirect® Global Card Management System



**Your transactions will appear at the bottom of the screen.
Select the  icon to edit the account codes.**

Home > Transaction Summary

Transaction Summary

SEARCH CRITERIA [Advanced Search >](#)

Reporting Cycle: May 2011
05/01/2011 to 05/31/2011

Date Type: From: 05/01/2011

Posting Date: To: 05/31/2011





Data available starting: 05/19/2008

Search

1 - 1

[Expand All](#) | [Collapse All](#) **Send Email** **Save** **Reset**

SEARCH RESULTS Search Total: 183.98

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Additional Information
			05/17/2011	05/16/2011	OFFICE MAX AMARILLO, TX -79124	183.98			

[Expand All](#) | [Collapse All](#) **Send Email** **Save** **Reset**

1 - 1





Click here to edit the account codes.

Enter the expense description.


1 - 1

[Expand All](#) | [Collapse All](#) **Send Email** **Save** **Reset**

SEARCH RESULTS Search Total: 183.98

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Additional Information
			05/17/2011	05/16/2011	OFFICE MAX AMARILLO, TX -79124	183.98			

ACCOUNTING CODES INFORMATION

Expense Description: 

Division: * Department: * Account: * Object Code: * Goods Received: *

Copy to All on Page

[Expand All](#) | [Collapse All](#) **Send Email** **Save** **Reset**

1 - 1

Enter the expense description.

Select your Division from the drop-down menu.

Expand All | Collapse All Send Email Save Reset

SEARCH RESULTS Search Total: 183.98

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Additional Information
			05/17/2011	05/16/2011	OFFICE MAX AMARILLO, TX -79124	183.98			

ACCOUNTING CODES INFORMATION

Expense Description: Toner for Ashley & Gwen's printers

Division	Department	Account	Object Code	Goods Received
Business & Finance				

Starts With:

- Academic Affairs
- Ag, Science, & Engineering
- Athletics
- Business & Finance**

Close

Expand All | Send Email Save Reset

1 - 1

Select your Department from the drop-down menu.

Expand All | Collapse All Send Email Save Reset

SEARCH RESULTS Search Total: 183.98

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Additional Information
			05/17/2011	05/16/2011	OFFICE MAX AMARILLO, TX -79124	183.98			

ACCOUNTING CODES INFORMATION

Expense Description: Toner for Ashley & Gwen's printers

Division	Department	Account	Object Code	Goods Received
Business & Finance				

Copy to All on Page

Starts With:

- Environmental Safety
- Personnel/Payroll
- Physical Plant
- Purchasing/Inventories/Central Supply**
- Risk Management

Close

Expand All | Collapse All Send Email Save Reset

1 - 1

Select the account that you will use for the purchase.

Expand All | Collapse All Send Email Save Reset

SEARCH RESULTS Search Total: 183.98

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Additional Information
			05/17/2011	05/16/2011	OFFICE MAX AMARILLO, TX -79124	183.98			

ACCOUNTING CODES INFORMATION

Expense Description: Toner for Ashley & Gwen's printers

Division: Business & Financ * Department: Purchasing/Inventories/Cent * Account: * Object Code: * Goods Received: *

Copy to All on Page

Starts With:

- 10015516862 - HEAF Purchasing
- 11078500362 - Central Supply
- 11098510592 - Travel - Purchasing
- 11098620192 - Travel - Central Receiving

Close

Search Total: 183.98
Send Email Save Reset
1 - 1

Select the most appropriate object code.

Expand All | Collapse All Send Email Save Reset

SEARCH RESULTS Search Total: 183.98

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Additional Information
			05/17/2011	05/16/2011	OFFICE MAX AMARILLO, TX -79124	183.98			

ACCOUNTING CODES INFORMATION

Expense Description: Toner for Ashley & Gwen's printers

Division: Business & Financ * Department: Purchasing/Inventories/Cent * Account: 11078500362 - Central * Object Code: * Goods Received: *

Copy to All on Page

Starts With:

- 7261 - Advertising Publications/Products
- 7266 - Freight/Delivery Charges
- 7291 - Postage Stamps
- 7299 - Contracted Services
- 7300 - Supplies (Office, Lab, Classroom)
- ...

Close

Search Total: 183.98
Send Email Save Reset
1 - 1

In the "Goods Received" field, select yes or no.

Note: If the goods have NOT been received, you will need to complete a ProCard Exception form to include in your log.

Expand All | Collapse All Send Email Save Reset

SEARCH RESULTS Search Total: 183.98

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Additional Information
			05/17/2011	05/16/2011	OFFICE MAX AMARILLO, TX -79124	183.98			

ACCOUNTING CODES INFORMATION

Expense Description: Toner for Ashley & Gwen's printers

Division: Business & Fin * Department: Purchasing/Inventories/Cent * Account: 11078500362 - Central * Object Code: 7300 - Supplies (Office, Lab, C * Goods Received: *

Copy to All on Page

Starts With:

- No
- Yes

Search Total: 183.98
Send Email Save Reset
1 - 1

Make sure to save your work after you allocate each transaction so that no data is lost.

1 - 2

Expand All | Collapse All Send Email Save Reset

SEARCH RESULTS Search Total: 199.98

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Additional Information
			05/17/2011	05/16/2011	OFFICE MAX AMARILLO, TX -79124	183.98			

ACCOUNTING CODES INFORMATION

Expense Description: Toner for Ashley & Gwen's printers

Division	Department	Account	Object Code	Goods Received
Business & Finance Business & Fin	Purchasing/Inventories/Central Supply Purchasing/Inventories/Cent	11078500362 - Central Supply 11078500362 - Central	7300 - Supplies (Office, Lab, Classroom) 7300 - Supplies (Office, Lab, C	Yes Yes

[Copy to All on Page](#)

Once the transactions have been allocated, check the “reviewed” box, and save. After you have reviewed the transactions and saved your work, you will not be able to make any more changes to the transaction.

1 - 2

Expand All | Collapse All Send Email Save Reset

SEARCH RESULTS Search Total: 199.98

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Additional Information
	<input checked="" type="checkbox"/>		05/17/2011	05/16/2011	OFFICE MAX AMARILLO, TX -79124	183.98			

The transaction is now locked to prevent further editing. You may choose at this point to click the “send email” button and send an email to your supervisor or approver to let them know you have allocated.

1 - 2

Expand All | Collapse All Send Email Save Reset

SEARCH RESULTS Search Total: 199.98

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Additional Information
	<input checked="" type="checkbox"/>		05/17/2011	05/16/2011	OFFICE MAX AMARILLO, TX -79124	183.98			

Splitting Transactions


Splitting a transaction is done when a cardholder needs to separate a purchase between more than one account number or object code.

Click the split icon  to create a split.



Expand All | Collapse All Send Email Save Reset

SEARCH RESULTS Search Total: 183.98

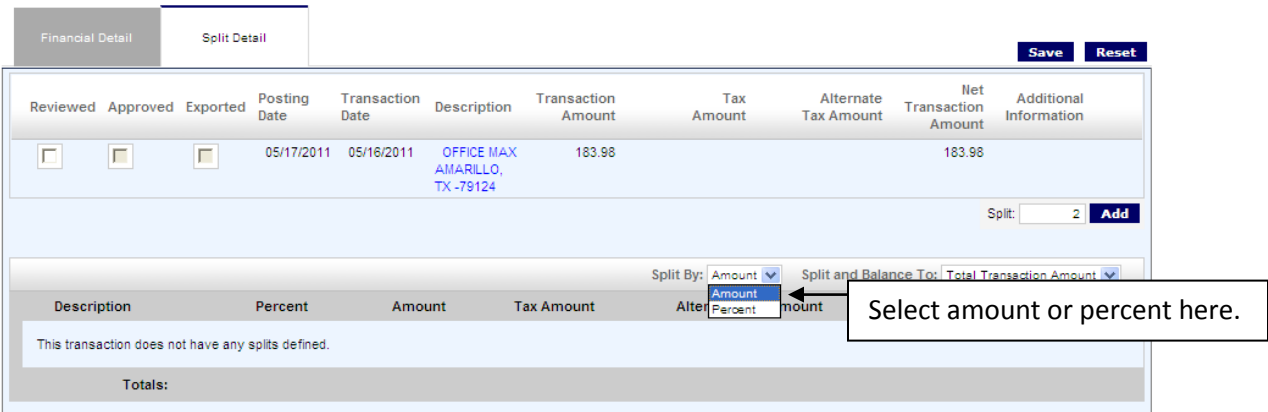
Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Additional Information
			05/17/2011	05/16/2011	OFFICE MAX AMARILLO, TX -79124	183.98			

Expand All | Collapse All Send Email Save Reset




1 - 1

Click here to split a transaction.

Transactions can be split by an amount or by a percentage of the purchase.



Financial Detail | Split Detail Save Reset

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Net Transaction Amount	Additional Information
			05/17/2011	05/16/2011	OFFICE MAX AMARILLO, TX -79124	183.98			183.98	

Split: Add

Split By: Amount | Split and Balance To: Total Transaction Amount

Description	Percent	Amount	Tax Amount	Alter	Amount
This transaction does not have any splits defined.					
Totals:					

Select amount or percent here.

You can also enter the number of splits you would like to create, and then click “add.”

Financial Detail | Split Detail

Save Reset

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05/17/2011	05/16/2011	OFFICE MAX AMARILLO	183.98			183.98	

Enter the number of splits and click “add.”

Split: Add

Description Percent Amount Tax Amount Alternate Tax Amount

This transaction does not have any splits defined.

Totals:

Enter the description for each line item as well as the amount. Then save your work.

Financial Detail | Split Detail

Next Transaction >> Save Reset

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05/17/2011	05/16/2011	OFFICE MAX AMARILLO, TX -79124	183.98			183.98	

Split: Add

Select All | Deselect All Remove Expand All | Collapse All Split By: Amount Split and Balance To: Total Transaction Amount

Description	Percent	Amount	Tax Amount	Alternate Tax Amount
<input type="checkbox"/> Toner for Ashley's Printer	50.00	<input type="text" value="91.99"/>	0.00	0.00
<input type="checkbox"/> Toner for Gwen's Printer	50.00	<input type="text" value="91.99"/>	0.00	0.00
Totals:	100.00	183.98	0.00	0.00

Enter descriptions.

Enter Amounts.

Click the  button or “expand all” to expand the line items.



Financial Detail | Split Detail

Next Transaction >> Save Reset

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05/17/2011	05/16/2011	OFFICE MAX AMARILLO, TX -79124	183.98			183.98	

Split: Add

Select All | Deselect All Remove Expand All | Collapse All Split By: Amount Split and Balance To: Total Transaction Amount

Description	Percent	Amount	Tax Amount	Alternate Tax Amount
<input type="checkbox"/>  Toner for Ashley's Printer	50.00	<input type="text" value="91.99"/>	0.00	0.00
<input type="checkbox"/>  Toner for Gwen's Printer	50.00	<input type="text" value="91.99"/>	0.00	0.00
Totals:	100.00	183.98	0.00	0.00

Click here to expand the line item.

Then click “edit accounting codes” to enter the accounts for each item.

The screenshot shows a transaction split interface with two items: 'Toner for Ashley's Printer' and 'Toner for Gwen's Printer'. Each item has a callout box pointing to an 'Edit Accounting Codes' button. The callout box contains the text: 'Click here to enter account numbers.' Below each item is a table for 'ACCOUNTING CODES INFORMATION' with columns for Division, Department, Account, Object Code, and Goods Received. The data for both items is identical: Division: Business & Finance, Department: Purchasing/Inventories/Central Supply, Account: 11078500362 - Central Supply, Object Code: 7300 - Supplies (Office, Lab, Classroom), Goods Received: Yes. A 'Totals' row at the bottom shows 100.00 percent, 183.98 amount, and 0.00 tax and alternate tax amounts.

Follow the normal process of selecting accounts and object codes. When this is completed, make sure to save your work.







To navigate back to the Transaction Summary, use the “breadcrumbs” at the top of the page.

The screenshot shows a transaction summary page. At the top, there is a breadcrumb trail: 'Home > Transaction Summary > Split Transaction'. A callout box points to the 'Transaction Summary' link in the breadcrumb trail with the text: 'Use these links to return to the Transaction Summary.' Below the breadcrumb trail, there is a 'Split Transaction' section with a 'Save' button and a 'Reset' button. A table below shows transaction details for 'OFFICE MAX AMARILLO, TX -79124' with a transaction amount of 183.98. At the bottom, there is a table for 'ACCOUNTING CODES INFORMATION' with columns for Description, Percent, Amount, Tax Amount, and Alternate Tax Amount. The data for both items is identical: Description: Toner for Ashley's Printer, Percent: 50.00, Amount: 91.99, Tax Amount: 0.00, Alternate Tax Amount: 0.00.

If the split worked correctly, you will be able to view it on your Transaction Summary screen.

Expand All | Collapse All Send Email Save Reset

SEARCH RESULTS Search Total: 199.98

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Additional Information
 	<input type="checkbox"/>	<input type="checkbox"/>	05/17/2011	05/16/2011	OFFICE MAX AMARILLO, TX -79124	183.98			
					Split 1: Toner for Ashley's Printer	91.99	0.00	0.00	
					Split 2: Toner for Gwen's Printer	91.99	0.00	0.00	
  	<input type="checkbox"/>	<input type="checkbox"/>	05/19/2011	05/17/2011	THE CAKE COMPANY OF CA CANYON, TX -79015	16.00			

Expand All | Collapse All Send Email Save Reset

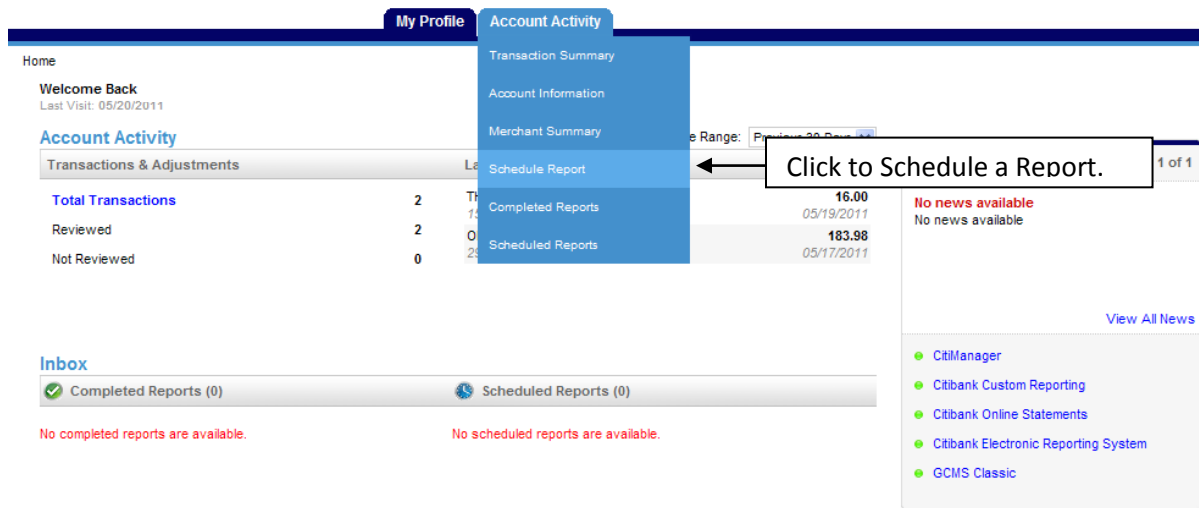
1 - 2

You will still need to click the “reviewed” box and save your work just like a normal transaction. Once you have reviewed and saved your work, no additional editing will be permitted by the system.

Creating a Report

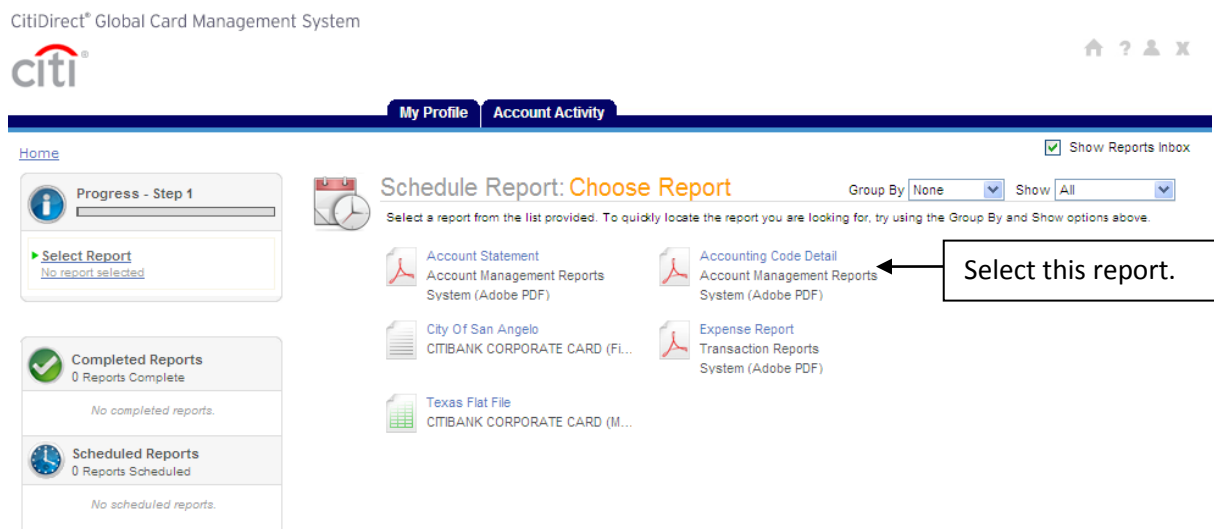
After all transactions are allocated, the cardholder will run a report of their transactions for the month. This report should be submitted to Purchasing in the procurement card log along with all receipts and other necessary documentation.

From your Home screen, go to the Account Activity menu and select “Schedule Report.”



The screenshot shows the 'Account Activity' menu in the CitiDirect system. The 'Schedule Report' option is highlighted in blue. A callout box with an arrow points to this option, containing the text 'Click to Schedule a Report.' Below the menu, there is a table with columns for 'Total Transactions', 'Reviewed', and 'Not Reviewed'. The 'Total Transactions' row shows 2 transactions with a total amount of 16.00. The 'Reviewed' row shows 2 transactions with a total amount of 183.98. The 'Not Reviewed' row shows 0 transactions. To the right of the table, there is a 'No news available' message and a 'View All News' link. Below the table, there is an 'Inbox' section with 'Completed Reports (0)' and 'Scheduled Reports (0)'. A message below the inbox states 'No completed reports are available.' and 'No scheduled reports are available.'

Choose the “Accounting Code Detail” report.



The screenshot shows the 'Schedule Report: Choose Report' screen in the CitiDirect system. The 'Accounting Code Detail' report is selected, and a callout box with an arrow points to it, containing the text 'Select this report.' The screen displays a list of reports with their respective icons and descriptions. The reports listed are: 'Account Statement', 'Account Management Reports System (Adobe PDF)', 'Accounting Code Detail', 'Account Management Reports System (Adobe PDF)', 'City Of San Angelo', 'CITIBANK CORPORATE CARD (Fi...', 'Expense Report', 'Transaction Reports System (Adobe PDF)', and 'Texas Flat File', 'CITIBANK CORPORATE CARD (M...'. The 'Accounting Code Detail' report is highlighted in blue. The screen also shows a 'Progress - Step 1' indicator, a 'Select Report' button, and a 'Show Reports Inbox' checkbox.

Leave everything as it is, and click “next.”

Home Show Reports Inbox

Progress - Step 2 of 5

Schedule Report: Select Cost Allocation Scheme

Select the cost allocation scheme that you wish to report against.

Schemes Defined for Entity **ASHLEY PARKEY**

- WTAMU Accounting Scheme (ACTIVE)
Division, Department, Account, Object Code, Goods Received
- None
Include all transactions. Accounting code fields are not available.

Next **Cancel**

Leave everything as it is, and click “next.”

Home Show Reports Inbo

Progress - Step 3 of 5

Schedule Report: Filters

Select the field, type, and value Click the Add button to add the filter.

Field Type

Add

Field	Type	Value
To add a filter, enter the filter criteria above and click the Add button.		

[Select All](#) | [Deselect All](#) **Delete**

Back **Next** **Cancel**

Check the box by “include splits.” You may enter a description or additional email addresses that will receive a notification when a report has completed. When you are finished entering information, click “next.”

Schedule Report: Options

Specify the schedule report options below, then click Next or Save to continue.

Date Type:

Report Format:

Number Format:

Date Format:

Additional Options: Include Splits Check this box.

Description:

Notify Me At:

Enter up to five e-mail addresses separated by commas

Back **Next** **Save** **Cancel**

The next step is to select the frequency and date range for the report. You want the report to be run according to the reporting cycle that you just allocated for. Then click “save.”

The report will not run until the day after the cycle is over. For example, a report for the May 2011 billing cycle will not run until June 1st.

The screenshot displays the 'Schedule Report: Frequency' configuration page. On the left, a progress sidebar shows 'Progress - Step 5 of 5' and lists steps: 'Select Report', 'Select Scheme', 'Select Filters', 'Report Options', and 'Frequency'. Below this are sections for 'Completed Reports' (0 Reports Complete) and 'Scheduled Reports' (0 Reports Scheduled). The main content area has a title 'Schedule Report: Frequency' and a sub-header 'Choose the frequency and date range to use to schedule this report, then click Save to continue.' There are four radio button options for frequency: 'Run Once', 'Daily', 'Weekly', and 'Monthly'. The 'Run Once' option is selected. Below these are fields for 'From Date', 'To Date', and 'Schedule Offset'. The 'Reporting Cycle' section is at the bottom, with 'Date Type: Posting Date' and a dropdown menu currently set to 'May 2011 (05/01/2011 - 05/18/2011)'. A callout box with an arrow points to this dropdown, containing the text 'Select the appropriate reporting cycle.' At the bottom right, there are three buttons: 'Back', 'Save', and 'Cancel'.

Return to the home screen.

The home screen is where you will check on the progress of your report. The report may take a while to run, depending on the number of transactions it covers.

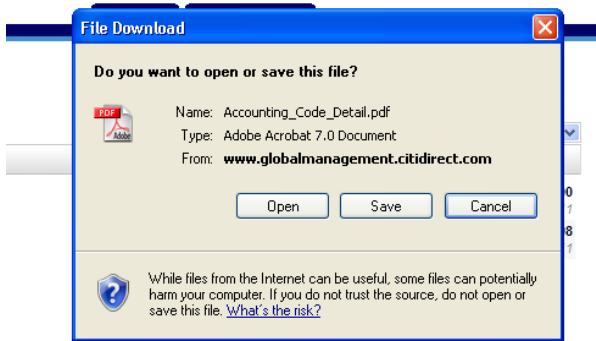
When the report is done, you should see it in the “completed reports” section on your home screen. You will also receive an email if you requested one.

Click on the name of the report to retrieve it.

The screenshot shows a web application interface with a dark blue header containing 'My Profile' and 'Account Activity' tabs. Below the header, the page is titled 'Home' and includes a 'Welcome Back' message with the last visit date '05/20/2011'. The 'Account Activity' section features a 'Date Range' dropdown set to 'Previous 30 Days'. It contains two tables: 'Transactions & Adjustments' and 'Last Five Transactions'. The 'Last Five Transactions' table lists three entries: 'THE CAKE COMPANY OF CA' for 16.00, 'OFFICE MAX' for 183.98, and '2912 S SONCY RD' for 05/17/2011. Below this, the 'Inbox' section shows 'Completed Reports (1)' and 'Scheduled Reports (0)'. A report titled 'Accounting Code Detail' is listed with a 'Completed Date' of '5/20/2011' and a 'View All >' link. A red message states 'No scheduled reports are available.'

Click here to open the report.

Click “open” to open your report in Adobe Reader.



This is an example of how the report should look.

Posting Date	Transaction Date	Description	Expense Amount
05/19/2011	05/17/2011	THE CAKE COMPANY OF CA	16.00
Expense Description Cupcakes for Gwen's birthday. Staff members in attendance were Gwen Simpson, Lou Berger, Mickie Scantling, Kiesha Shultz, and Ashley Parkey.			
Accounting Codes			
Division :	Business & Finance	Department :	Purchasing/Inventories/Central Supply
Object Code :	6012 - Food	Goods Received :	Yes
05/17/2011	05/16/2011	OFFICE MAX	91.99
Expense Description Toner for Ashley's Printer			
Accounting Codes			
Division :	Business & Finance	Department :	Purchasing/Inventories/Central Supply
Object Code :	7300 - Supplies (Office, Lab, Classroom)	Goods Received :	Yes
05/17/2011	05/16/2011	OFFICE MAX	91.99
Expense Description Toner for Gwen's Printer			
Accounting Codes			
Division :	Business & Finance	Department :	Purchasing/Inventories/Central Supply
Object Code :	7300 - Supplies (Office, Lab, Classroom)	Goods Received :	Yes
Total			199.98