



Director of Purchasing and Inventories

West Texas A&M University

Procurement Card Program

Level Manager Guide

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# Home Screen

**This is the home screen for Level Manager accounts. Level Managers can view how many users and cardholder users are listed in their area. Level Managers are also able to see how many transactions have been reviewed and approved over the previous 30-day period.**

Home

Welcome Back Dept Head  
Last Visit: 05/19/2011

**Program Activity** Date Range: Previous 30 Days

Users & Accounts		Transactions & Adjustments	
Total Users	4	Reviewed	2
Total Active Cardholder Users	4	Not Reviewed	3
Total Locked Users	0	Approved	0
Recently Added Cardholder Users	4	Not Approved	5
Cardholder Users with Activity	3		
Recently Added Accounts	4		

**Inbox**

Completed Reports (0)    Scheduled Reports (0)    Notifications & Files

No completed reports are available.    No scheduled reports are available.    Notifications (0)

No notifications are available.

**News & Links** 1 of 1

No news available  
No news available

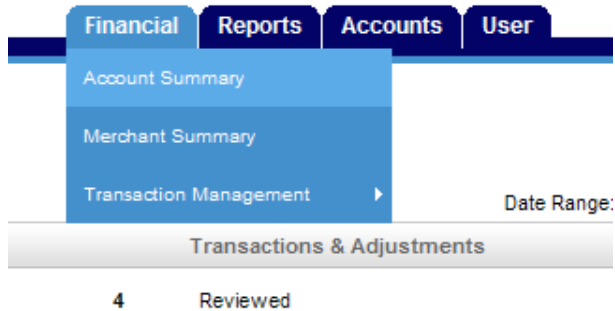
[View All News](#)

- CitiManager
- Citibank Custom Reporting
- Citibank Online Statements
- Citibank Electronic Reporting System
- GCMS Classic

Resource Center

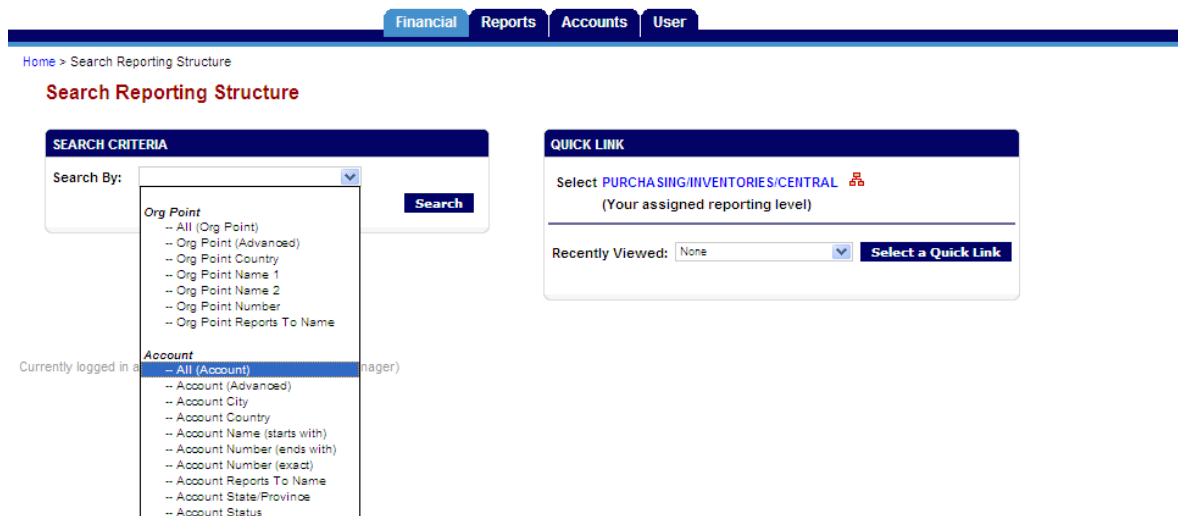
## Account Summary

The account summary provides the same information as it does for cardholders, but the level manager will be able to view the account summary for all of the cardholders in the reporting area.



When you select the account summary option, you will be sent to a screen that looks like the one shown below. There are two ways to do this.

**Option 1:** If you want to choose from a list of cardholders in your area, click on the drop-down menu and select the **All(Account)** option.




If you do this option, a list of the cardholders will appear at the bottom of your screen. Select the cardholder whose transaction summary you would like to view.

**Search Reporting Structure**

**SEARCH CRITERIA**

Search By:

**QUICK LINK**





Select [PURCHASING/INVENTORIES/CENTRAL](#)   
(Your assigned reporting level)

---

Recently Viewed:

1 - 4

**SEARCH RESULTS**

Cardholder Name 1	Cardholder Name 2	Account Number	City	State	Country	Reports To	Status
			CANYON	TX	UNITED STATES	PURCHASING/INVENTORIES/CENTRAL	ACTIVE
			CANYON	TX	UNITED STATES	PURCHASING/INVENTORIES/CENTRAL	ACTIVE
			CANYON	TX	UNITED STATES	PURCHASING/INVENTORIES/CENTRAL	ACTIVE
			CANYON	TX	UNITED STATES	PURCHASING/INVENTORIES/CENTRAL	ACTIVE

1 - 4

Next, select the current reporting cycle and click “search.” The transaction summary will appear on the following page.

**Transaction Summary**

**SEARCH CRITERIA** [Advanced Search >](#)

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

Date Type: From:

Posting Date  To:

Data available starting: 05/25/2008

**Option 2:** If you would like to view a list of all of the accounts at the same time, you can select the Quick Link that shows the name of your department.


Home > Search Reporting Structure

**Search Reporting Structure**

SEARCH CRITERIA

Search By:

QUICK LINK

Select PURCHASING/INVENTORIES/CENTRAL   
(Your assigned reporting level)

Recently Viewed: None

Currently logged in as: Dept Head (WTDepthHead, Level Manager)

Next you will select the billing cycle, and click “search.”

Home > Search Reporting Structure > 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: 05/25/2008

The following page will show only the accounts that have had activity in the listed reporting period and the amount of those cardholders’ transactions. Click on the account number to view the transactions of each individual.

SEARCH CRITERIA [Advanced Search >](#)

Reporting Cycle:

05/01/2011 to 05/31/2011

Date Type: From:

Posting Date: To:

Data available starting: 05/23/2008

**Search**

1 - 3

SEARCH RESULTS		Search Total: 2,410.55		
Account Name	Account Number	Transaction Amount	Adjustment Amount	Total Transaction Amount
		2,119.68	0.00	2,119.68
		90.89	0.00	90.89
		199.98	0.00	199.98
SEARCH RESULTS		Search Total: 2,410.55		

1 - 3

## This is an example of an Account Summary:

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"/>	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	05/19/2011	05/17/2011	THE CAKE COMPANY OF CA CANYON, TX -79015	16.00				
SEARCH RESULTS		Search Total: 199.98								

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

1 - 2







## Approving Transactions

**Department Heads will be required to approve all cardholders' transactions online by checking the "approved" box in the account summary screen. Once the boxes have been checked, click "save" to save your work. This will need to be done for each individual cardholder.**

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"/>	<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 checked="" 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

**Once you have saved your work, the transactions will be locked to prevent further editing.**

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			
					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 checked="" type="checkbox"/>	05/19/2011	05/17/2011	THE CAKE COMPANY OF CA CANYON, TX -79015	16.00			

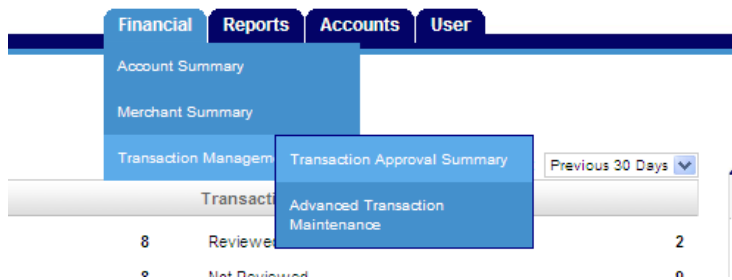
Expand All | Collapse All Send Email Save Reset

1 - 2

# Transaction Approval Summary

The Transaction Approval Summary can be used by level managers to see which transactions have been reviewed and approved for the reporting period.

From the Home Screen, you will go to the Financial menu and select “Transaction Approval Summary.”



You will be sent to a screen that looks like the one shown below. There are two different ways to view the approval summary.

**Option 1:** The first option is to search by a list of accounts. This option will give you a list of all of the accounts within your area to choose from.




The account list will populate at the bottom of the screen. From here, you can select the cardholder’s summary that you would like to view.

**Search Reporting Structure**

**SEARCH CRITERIA**

Search By:

**QUICK LINK**





Select [PURCHASING/INVENTORIES/CENTRAL](#)   
(Your assigned reporting level)

---

Recently Viewed:

1 - 4

**SEARCH RESULTS**

Cardholder Name 1	Cardholder Name 2	Account Number	City	State	Country	Reports To	Status
			CANYON	TX	UNITED STATES	PURCHASING/INVENTORIES/CENTRAL	ACTIVE
			CANYON	TX	UNITED STATES	PURCHASING/INVENTORIES/CENTRAL	ACTIVE
			CANYON	TX	UNITED STATES	PURCHASING/INVENTORIES/CENTRAL	ACTIVE
			CANYON	TX	UNITED STATES	PURCHASING/INVENTORIES/CENTRAL	ACTIVE

1 - 4

The next screen will ask you to select the date range for the approval summary. You can choose either the reporting cycle or select a date range. You will not be able to select a “to” date that is in the future, so keep that in mind when picking the date range.

**Transaction Approval Summary**

**SEARCH CRITERIA**

Reporting Cycle:

Date Type:  From:    
To:

Data available starting: 05/30/2008

**ADVANCED OPTIONS**

Filter (starts with):

Review Status:

The Transaction Approval Summary will be shown on the next screen. You can click on the cardholder's name to view their transaction summary.

SEARCH RESULTS						
Account Name	Transactions Adjustments	Reviewed	Not Reviewed	Approved	Total	Net
	2	2	0	2	199.98	199.98
	0	0	0	0	0.00	
<b>Total</b>	2	2	0	2	199.98	199.98
	0	0	0	0	0.00	

Page Total: 199.98                      Search Total: 199.98                      1 - 1

**Option 2:** Select the Quick Link for your reporting level to view all of the accounts within your department.

**Search Reporting Structure**

**SEARCH CRITERIA**

Search By:

**QUICK LINK**

Select **PURCHASING/INVENTORIES/CENTRAL**

(Your assigned reporting level)

---

Recently Viewed:

The next screen will ask you to select the date range. You can choose either the reporting cycle or select a date range. You will not be able to select a “to” date that is in the future, so keep that in mind when picking the date range.

**Transaction Approval Summary**

**SEARCH CRITERIA**

Reporting Cycle:

Date Type:      From: 05/01/2011

Posting Date       To: 05/27/2011

Data available starting: 05/30/2008

**ADVANCED OPTIONS**

Filter (starts with):

Review Status:

**The transaction approval summary will appear for all cardholders who have had activity in the date range you specified. You can click on the individual's name to view their transaction summary.**

SEARCH RESULTS						
<u>Account Name</u>	Transactions	Reviewed	Not Reviewed	Approved	Total	Net
	Adjustments					
	7	0	7	0	9,019.06	9,019.06
	0	0	0	0	0.00	
	2	0	2	0	331.09	331.09
	0	0	0	0	0.00	
	2	2	0	2	199.98	199.98
	0	0	0	0	0.00	
<b>Total</b>	<b>11</b>	<b>2</b>	<b>9</b>	<b>2</b>	<b>9,550.13</b>	<b>9,550.13</b>
	0	0	0	0	0.00	

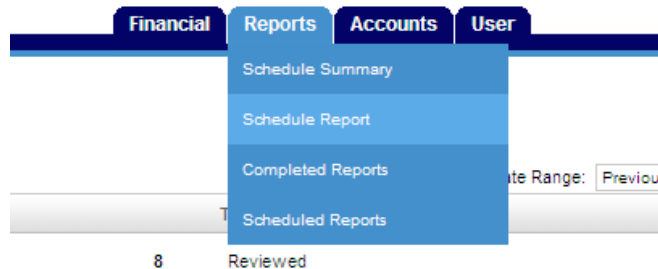
Page Total: 9,550.13

Search Total: 9,550.13

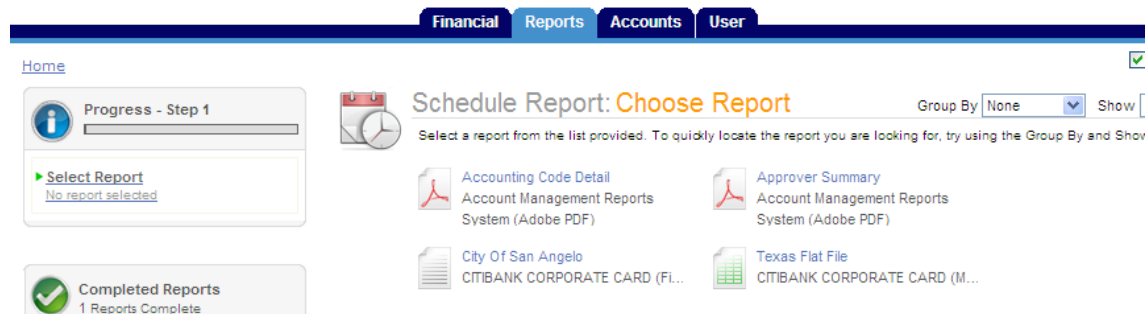
1 - 3

## Running Reports

To run a report for a cardholder, select “Schedule Report” from the Reports tab in the Home Screen.



On the next page, select the “Accounting Code Detail” report.



Next, you can select the org point (department) to run a report for all cardholders in the department, or you can click the “search” button to view the individual accounts within the department to run the report for one person.

Quick Links (1)

[PURCHASING/INVENTORIES/CENTRAL - Org Point](#)

Org Point Account

Account Name


Account Number  Match Entire Account Number

Account Status

Reports To  Account State/Province

Account City  Account Country

**On this screen, leave everything as it is and click “next.”**

 **Schedule Report: Select Cost Allocation Scheme**


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

Schemes Defined for Entity *PURCHASING/INVENTORIES/CENTRAL*

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

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

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

 **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 to include the splits, and 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


Description:

Notify Me At:

Enter up to five e-mail addresses separated by commas

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

Select the date range for the report. Choose the reporting cycle for the month and click “save.” Note that the report will not run until the day after the reporting cycle ends. (Example: a report ending on May 31<sup>st</sup> will run on June 1<sup>st</sup>)

 Schedule Report: **Frequency**

Choose the frequency and date range to use to schedule this report, then click Save to continue.

Run Once

From Date:  To Date:  Schedule Offset:  (in days)

Daily

Start Date:  Days to Run:  Schedule Offset:  (in days)

Weekly

From Day:  Weeks to Run:   
To Day:  Schedule Offset:  (in days)

Monthly

From Day:  Months to Run:   
To Day:  Schedule Offset:  (in days)

Reporting Cycle

Date Type: Posting Date



Reporting Cycle:

Number of Cycles to Run:  Schedule Offset:  (in days)

Once you have saved your report, return to the Home screen. When the report is finished running, you should see it in the “Completed Reports” section. The report may take a while to run depending on how many transactions you have.

Click on the name of the report to open it.

**Inbox**

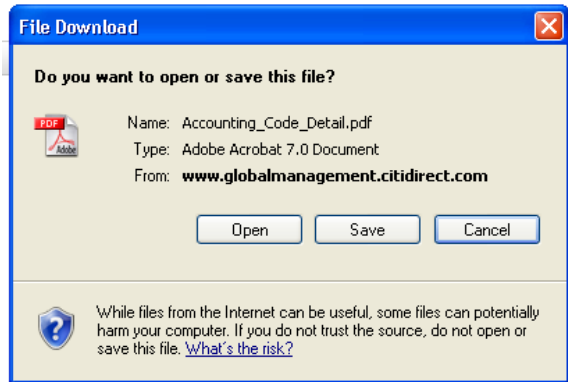
 Completed Reports (1)	 Scheduled Reports (0)
---	---

[Accounting Code Detail](#)  
Completed Date: 05/30/2011

[View All >](#)

No scheduled reports are available.

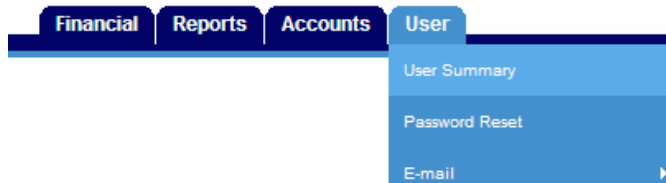
**A box should pop up on your screen asking if you would like to open or save the report. Click “open” to view the report.**



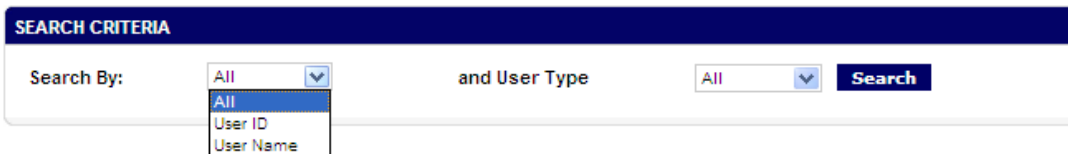
**The report will appear in an Adobe Acrobat document. Each cardholder’s transactions will be listed on their own page within the document. Only the allocated transactions will appear on the report.**

## User Summary

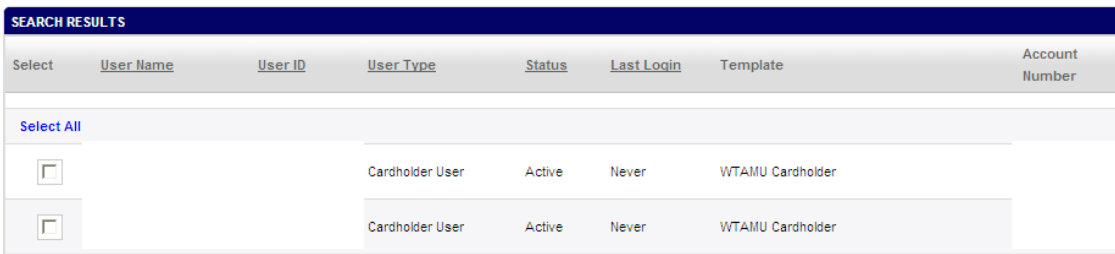
The User Summary screen is used to show a list of all of the users within a department.



You can search by User ID, User Name, and/or User Type.

A screenshot of a search criteria form. It has a dark blue header with the text 'SEARCH CRITERIA'. Below the header, there is a 'Search By:' label followed by a dropdown menu with 'All' selected. To the right of this is the text 'and User Type' followed by another dropdown menu with 'All' selected. A 'Search' button is located to the right of the second dropdown menu. A third dropdown menu is open below the first one, showing 'All', 'User ID', and 'User Name' as options.

The next page will show a list of users in your department.



Select	User Name	User ID	User Type	Status	Last Login	Template	Account Number
<a href="#">Select All</a>							
<input type="checkbox"/>			Cardholder User	Active	Never	WTAMU Cardholder	
<input type="checkbox"/>			Cardholder User	Active	Never	WTAMU Cardholder	

You can click on the link under their user ID to view their information such as the User ID, password, and email address.

You can also select the option to “email new password” if you need to reset a password for the cardholder. The cardholder will receive an email with a temporary password in order to log in. Temporary passwords are only valid for 24 hours.

**USER INFORMATION**

\* User Name

User ID

User Type Cardholder User

\* Template WTAMU Cardholder

Entity Name

Last Password Change 05/09/2011 15:33:59  Clear Security Question [E-mail New Password](#)

E-mail Address

Confirm E-mail Address

Phone Number

\* Status Code ACTIVE [Clear Dual Authentication Lock](#)

Account Number

**REGIONAL SETTINGS**

**Date and Time Settings**

\* Date Style MM/DD/YYYY

\* Time Zone Central Standard Time (CST)

**Number Settings**

\* Decimal Digits 2

\* Display Format XX,XXX.XX

**ADDITIONAL INFORMATION**

Additional Information:

**Preferred E-mail**

Settings for Transaction Summary E-mail

E-mail Addresses

(Enter up to five e-mail addresses separated by commas)

**From the user summary list, you can also click on the “account number” field to view account information.**

**SEARCH RESULTS**

Select	User Name	User ID	User Type	Status	Last Login	Template	Account Number
<a href="#">Select All</a>							
<input type="checkbox"/>			Cardholder User	Active	Never	WTAMU Cardholder	
<input type="checkbox"/>			Cardholder User	Active	Never	WTAMU Cardholder	

**This screen shows some user information, as well as the user’s transaction limits.**

**Account Information**

ACCOUNT INFORMATION		ADDITIONAL DETAIL	
Account Name:		User ID:	
Account Number:		Reports To:	
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		