



Director of Purchasing and Inventories

West Texas A&M University

Procurement Card Program

Cardholder Allocation Guide

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Account Functionality

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

ACTIVITY

- ALERTS & NOTIFICATIONS > Previous 30 days 0
- MOST RECENT POSTING DATE 09/20/2017
- TOTAL TRANSACTIONS > Previous 30 days 3
- REVIEWED TRANSACTIONS > Previous 30 days 0

REPORTS & DATA FILES

- SCHEDULED REPORTS >
- COMPLETED REPORTS >
- DATA FILES > More

REVIEW REQUIRED Total Items: 3

Merchant	Amount	Date
UNITED > 201 N. 23RD STREET - Approve	USD 110.58	09/20/2017
WH SUPERCENTER #793 > 1701 N 23RD ST - Approve	USD 12.80	09/14/2017
FELDMAN S WIRONG WAY DI > 2100 N 2ND AVE - Approve	USD 102.04	09/11/2017

SNAPSHOTS

Spend By Category
Months: Current
By: Transaction Amount

Total Spend

NEWS

AFTER SEPT 17, IT WILL BE EASIER TO RUN, CREA...
After September 17th, the process to create and run reports will cha... More

LINKS

- CITIMANAGER >
- CITIBANK CUSTOM REPORTING >

RESOURCE CENTER

- GCMS REPORTING REFERENCE GUIDE >
- HOW TO SET YOUR BROWSER TO TLS 1.1 AND HIGHER >
- ADMINISTRATOR_INSTRUCTIONS_RELEASE_13.3 >
- CARDHOLDER_SELF-REGISTRATION_INSTRUCTIONS >
- ACCOUNT USER'S GUIDE > Complete Manual

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

The screenshot displays the 'My Profile' page of a web application. The page is divided into several sections:

- Header:** A dark blue navigation bar with 'Home', 'My Profile', 'Account Activity', and 'Reports' tabs. The 'My Profile' tab is active.
- My Profile Section:** A light gray header with a home icon and 'My Profile' text. Below it is a large gray box with a question mark icon and three buttons: 'Associate Accounts', 'Save', and 'Reset'.
- USER INFORMATION Section:** A dark gray header. Below it is a form with the following fields:
 - Display Name: MICKIE SCANTLING
 - First Name: [Empty]
 - Last Name: SCANTLING
 - User ID: micketest
 - Last Password Change: 08/07/2017 14:35:14 CST
 - Change Password button
 - Security Question: Your childhood pet's name? (dropdown menu)
 - Security Answer: [Redacted]
 - E-mail Address: MSCANTLING@WTAMU.EDU
 - Confirm E-mail Address: MSCANTLING@WTAMU.EDU
 - Password for E-mailed Reports: [Redacted]
 - Phone Number: [Empty]
 - User Status: ACTIVE
- CHALLENGE QUESTION RESPONSES Section:** A dark gray header with an upward arrow.
- USER ROLE INFORMATION Section:** A dark gray header. Below it is a table:

USER ROLE INFORMATION		PREFERRED E-MAIL	
User Role:	Cardholder User	Settings for Transaction Summary E-mail	
Template:	WTAMU Cardholder		

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

The screenshot shows the 'Account Information' screen in the CitiDirect Global Card Management System. The page is divided into several sections:

- ACCOUNT INFORMATION:**
 - Account Name: MICKIE SCANTLING
 - Account Number: XXXX-XXXX-XX71-1174
 - Address Line 1: WT BOX 61001
 - City: CANYON
 - State / Province: TX
 - Postal Code: 790160001
 - Country: UNITED STATES
 - Currency:
 - Phone Number: 8066512099
 - E-mail Address: MSCANTLING@WTAMU.EDU
 - Effective Date: 07/14/2011
 - Product Type: Individual
 - Account Status: Active
 - Tax Exempt: N
- ADDITIONAL DETAIL:**
 - User ID: mickietest
 - Reports To: PURCHASING/INVENTOR
 - Reports To Org Point Number: 5131230007400285004E
 - Last Data Load Update: 08/10/2017
 - Account Manager Access Permitted: No
 - Additional Information:
 - Transfer From Account Number:
 - Transfer To Account Number:
 - Transfer Reason Code:
 - Transfer Date:
- TRANSACTION LIMITS:** (Section header visible at the bottom)
- ACCOUNTING CODE INFORMATION:** (Section header visible at the bottom)

How to Allocate Transactions

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

The screenshot shows the CitiDirect Global Card Management System dashboard. The navigation bar includes 'Home', 'My Profile', 'Account Activity', and 'Reports'. The 'Account Activity' tab is active, and a sub-menu is open showing 'Transaction Summary' (highlighted in blue) and 'Account Information'. A white box with the text 'Select transaction summary' and an arrow points to the 'Transaction Summary' option. The main content area is divided into several sections:

- ACTIVITY**: Alerts (Previous), Merchant Summary, Most Recent Posting Date (09/20/2017), Total Transactions (Previous 30 days, 3), Reviewed Transactions (Previous 30 days, 0).
- REVIEW REQUIRED**: Total Items: 3. Items include: UNITED (201 N. 23RD STREET - Approve, USD 110.58, 09/20/2017), WH SUPERCENTER #793 (1701 N 23RD ST - Approve, USD 12.80, 09/14/2017), FELDMAN S WRONG WAY DI (2100 N 2ND AVE - Approve, USD 102.04, 09/11/2017).
- SNAPSHOTS**: Spend By Category (Donut chart), Total Spend (Bar chart).
- REPORTS & DATA FILES**: Scheduled Reports, Completed Reports, Data Files.
- NEWS**: After Sept 17, it will be easier to run, CREA... (After September 17th, the process to create and run reports will cha...).
- LINKS**: CitiManager, Citibank Custom Reporting.
- RESOURCE CENTER**: GCHS Reporting Reference Guide, How to set your browser to TLS 1.1 and higher, Administrator Instructions Release 13.3, Cardholder Self-Registration Instructions, Account User's Guide Complete Manual.

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

https://www.globalmanagement.citidirect.com/sdng/fintrans/a/accountTransSummaryRender.do?request.trail.token.key=efd28fb506a4b564e4b121dd11507901

CitiDirect® Global Card Management System

Home My Profile Account Activity Reports

Transaction Summary

TRANSACTION SUMMARY

MICKIE SCANTLING • XXXX-XXXX-XX71-1174 (Active) • PURCHASING/INVENTORIES/CENTRAL - MICKIE SCANTLING • WT BOX 61001 • CANYON, TX 790160001

SEARCH CRITERIA Advanced Search

Reporting Cycle: June 2017
Date Type: 06/04/2017 to 07/03/2017 Posting Date

Date Range: From: 06/04/2017 To: 07/03/2017
Date Type: Posting Date

Data available starting: 09/25/2014

Search

Select reporting cycle

Click search

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

* Indicates required field

SEARCH CRITERIA Advanced Search

Reporting Cycle: June 2017
Date Type: 06/04/2017 to 07/03/2017 Posting Date

Date Range: From: 06/04/2017 To: 07/03/2017
Date Type: Posting Date




Data available starting: 01/17/2016

Search

SEARCH RESULTS

Expand All Collapse All Search Total: 313.54

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Detail	Reviewed				Transaction Amount	Additional Information
	<input type="checkbox"/>				7.50	
	<input type="checkbox"/>	06/26/2017	06/22/2017	CANYON, TX -79015	88.95	
	<input type="checkbox"/>	06/28/2017	06/26/2017	TASCOSA OFFICE MACHINE MWOOLSEY@YTOM, TX -79101	217.09	

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Expand All Collapse All Search Total: 313.54

Click here to edit the account codes

4. Enter the expense description - no one word descriptions please!

SEARCH CRITERIA Advanced Search

Reporting Cycle: June 2017
Date Type: 06/04/2017 to 07/03/2017
Posting Date

Date Range: From: 06/04/2017 To: 07/03/2017
Date Type: Posting Date
Data available starting: 01/18/2016 Search

SEARCH RESULTS Expand All Collapse All Search Total: 313.54

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Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>	06/05/2017	06/02/2017	SQU SQ BENJAMIN DONUT AMARILLO, TX -79109	7.50	

ACCOUNTING CODES INFORMATION

Expense Description: Donuts for Donut Day purchasing and central supply - list of who ate in back up ← Enter the expense description

Division	Department	Account	Object Code	Goods Received
Business & Finance	Purchasing/Inventories/Central Supply	11098510562 - Purchasing Office	6012 - Food	Yes
Business & Finance	Purchasing/Inventories/Central Supply	11098510562 - P...	6012 - Food	Yes

Copy to All on Page

	<input type="checkbox"/>	<input type="checkbox"/>	06/26/2017	06/22/2017	PEPITO'S MEXICAN RES CANYON, TX -79015	88.95	
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5. Select your Division from the drop-down menu.

SEARCH RESULTS Expand All Collapse All Search Total: 313.54

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Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>	06/05/2017	06/02/2017	SQU SQ BENJAMIN DONUT AMARILLO, TX -79109	7.50	

ACCOUNTING CODES INFORMATION

Expense Description: Donuts for Donut Day purchasing and central supply - list of who ate in back up

Division	Department	Account	Object Code	Goods Received
Business & Finance	Purchasing		2 - Food	Yes
Business & Finance			12 - Food	Yes

Starts With...

- Academic Affairs
- Athletics
- Business & Finance
- College of ANS
- College of Business
- Education & Social Sciences
- Fine Arts & Humanities
- Information Technology
- Institutional Advancement

	<input type="checkbox"/>	<input type="checkbox"/>	06/26/2017	06/22/2017	PEPITO'S MEXICAN RES CANYON, TX -79015	88.95	
	<input type="checkbox"/>	<input type="checkbox"/>	06/28/2017	06/26/2017	TASCOSA OFFICE MACHINE MW00LSEY@YTOM, TX -79101	217.09	

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Search Total: 313.54

Select your Department from the drop-down menu.

SEARCH RESULTS

Expand All | Collapse All

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Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/05/2017	06/02/2017	SQU SQ BENJAMIN DONUT AMARILLO, TX - 79109	7.50	

ACCOUNTING CODES INFORMATION

Expense Description: Donuts for Donut Day purchasing and central supply - list of who ate in back up

Division	Department	Account	Object Code	Goods Received
Business & Finance	Purchasing/Inventories/Central Supply	11098510562 - P...		
Business & Finance	Purchasing/Inventories/Central Supply	11098510562 - P...		
	Bookstore			
	Budget			
	Buffalo Gold Card			
	Business Office			
	Personnel/Payroll			
	Physical Plant			
	Purchasing/Inventories/Central Supply			
	Risk Management			
	University Police Department			
	VP Business & Finance			

PEPITO'S MEXICAN RES
CANYON, TX - 79015 88.95

TASCOSA OFFICE MACHINE
MWOLSEY@YTOW, TX - 79101 217.09

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Expand All | Collapse All

Search Total: 313.54

Select your Department

Select the account that you will use for the purchase.

SEARCH RESULTS

Expand All | Collapse All

Page 1 of 1 Page 1 of 1

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/05/2017	06/02/2017	SQU SQ BENJAMIN DONUT	7.50	

ACCOUNTING CODES INFORMATION

Expense Description: Donuts for Donut Day purchasing and centr

Division	Department	Account	Object Code	Goods Received
Business & Finance	Purchasing/Inventories/Central Supply	11098510562 - P...	6012 - Food	Yes
Business & Finance	Purchasing/Inventories/Central Supply	11098510562 - P...		Yes

PEPITO'S MEXICAN RES
CANYON, TX - 79015 88.95

Starts With...

- 11078500362 - Central Supply
- 11078506692 - Historically Underutilized Business HUB
- 11078500392 - Trash Disposal
- 11098510562 - Purchasing Office
- 11098512962 - Lean Six Sigma - Initiatives
- 11098513962 - Central Receiving And Storage Operations
- 11098620162 - M & O - Central Receiving
- 11108525392 - Citibank P Card Clearing





Select your Account Number

5. Select the most appropriate object code.

SEARCH RESULTS

Expand All | Collapse All Search Total: 313.54

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Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
  	<input type="checkbox"/>	<input type="checkbox"/>	06/05/2017	06/02/2017	SQU SQ BENJAMIN DONUT AMARILLO, TX -79109	7.50	

ACCOUNTING CODES INFORMATION

Display accounting codes from Account Level

Expense Description: Donuts for Donut Day purchasing and central supply - list of who ate in back up

Division	Department	Account	Object Code	Goods Received
Business & Finance	Purchasing/Inventories/Central Supply	11098510562 - Purchasing Office	6012 - Food	Yes
Business & Finance	Purchasing/Inventories/Central Supply	11098510562 - P...	6012 - Food	Yes

Copy to All on Page

Select Correct Object Code

Starts With...

- 6012 - Food
- 6013 - Private Use
- 6017 - Player Awards (Athletic Only)
- 6018 - Training Room Supplies (Athletic Only)
- 6105 - Athletic Equipment Consumable
- 6151 - Medical Services/Athletes
- 6160 - Clothes(Tshirts)/Uniforms
- 6241 - Team Equipment Repairs

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Expand All | Collapse All Search Total: 313.54

6. 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 Search Total: 313.54

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Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
  	<input type="checkbox"/>	<input type="checkbox"/>	06/05/2017	06/02/2017	SQU SQ BENJAMIN DONUT AMARILLO, TX -79109	7.50	

ACCOUNTING CODES INFORMATION

Display accounting codes from Account Level

Expense Description: Donuts for Donut Day purchasing and central supply - list of who ate in back up

Division	Department	Account	Object Code	Goods Received
Business & Finance	Purchasing/Inventories/Central Supply	11098510562 - Purchasing Office	6012 - Food	Yes
Business & Finance	Purchasing/Inventories/Central Supply	11098510562 - P...	6012 - Food	Yes

Copy to All on Page

Select Yes or No

Starts With...

- No
- Yes

Page 1 of 1 Page

Expand All | Collapse All Search Total: 313.54

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

Reporting Cycle: June 2017
Date Type: Posting Date
Date Range: From: 06/04/2017 To: 07/03/2017
Date Type: Posting Date
Data available starting: 01/18/2016

SEARCH RESULTS

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>	06/05/2017	06/02/2017	SQU SQ BENJAMIN DONUT AMARILLO, TX -79109	7.50	
	<input type="checkbox"/>	<input type="checkbox"/>	06/26/2017	06/22/2017	PEPITO'S MEXICAN RES CANYON, TX -79015	88.95	
	<input type="checkbox"/>	<input type="checkbox"/>	06/28/2017	06/26/2017	TASCOSA OFFICE MACHINE HWOOLSEY@YTOM, TX -79101	217.09	

Once the transactions have been allocated and the receipt & all documentation has been uploaded to the cloud icon, 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.

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/05/2017	06/02/2017	SQU SQ BENJAMIN DONUT AMARILLO, TX -79109	7.50	

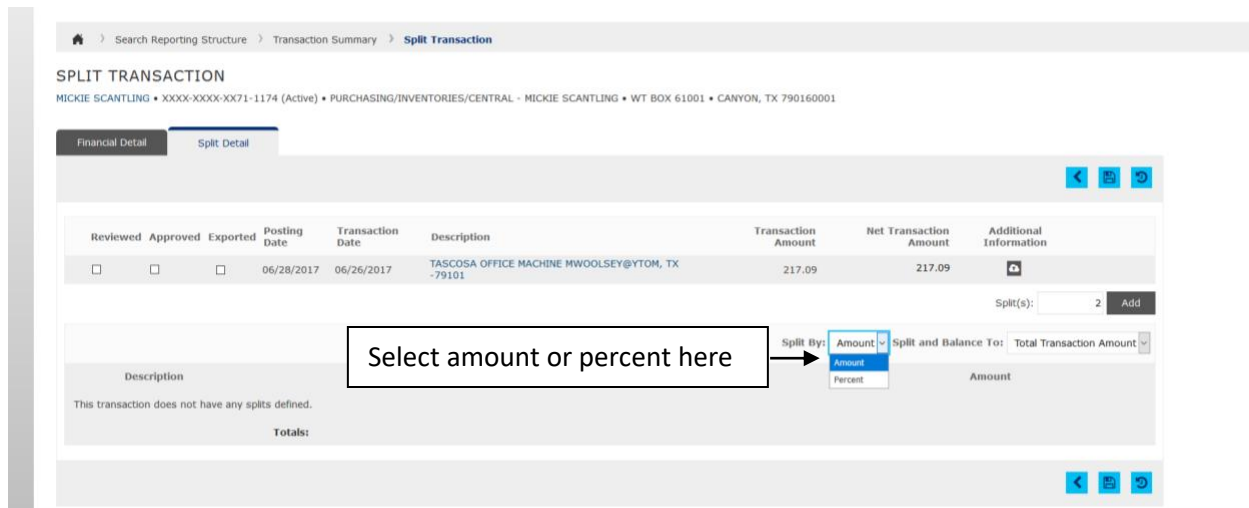
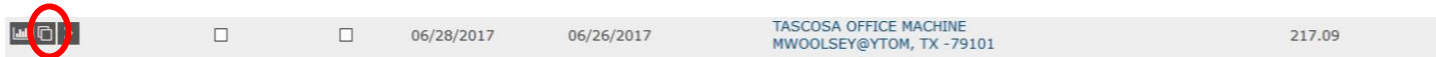
The transaction is now locked to prevent further editing. After all allocations are completed and saved, click the “send email” button and send an email to your supervisor or approver to let them know you have allocated all charges, the receipts and all supporting documentation are complete.

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/05/2017	06/02/2017	SQU SQ BENJAMIN DONUT AMARILLO, TX -79109	7.50	

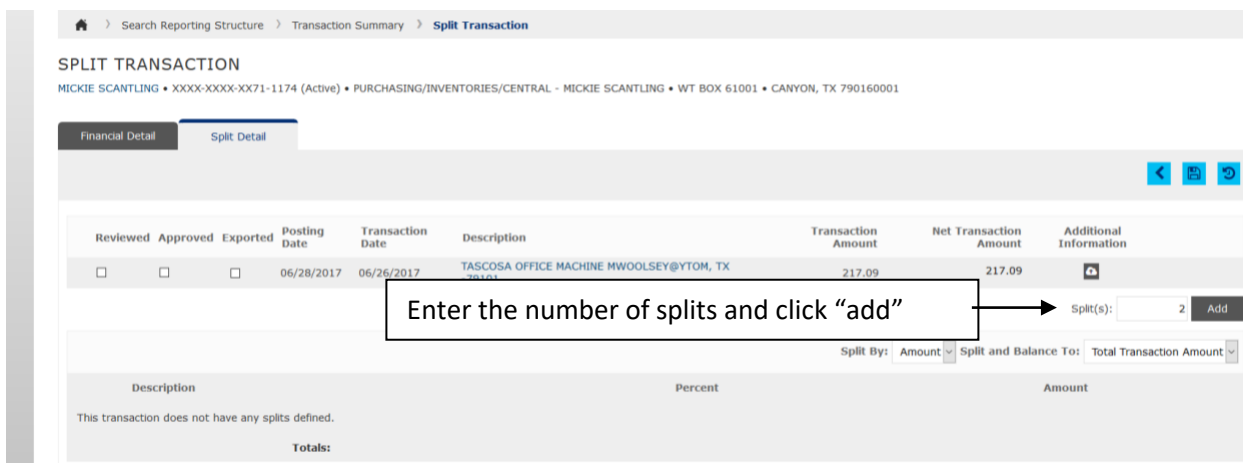
Splitting Transactions

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

2. Click the split icon  to create a split.

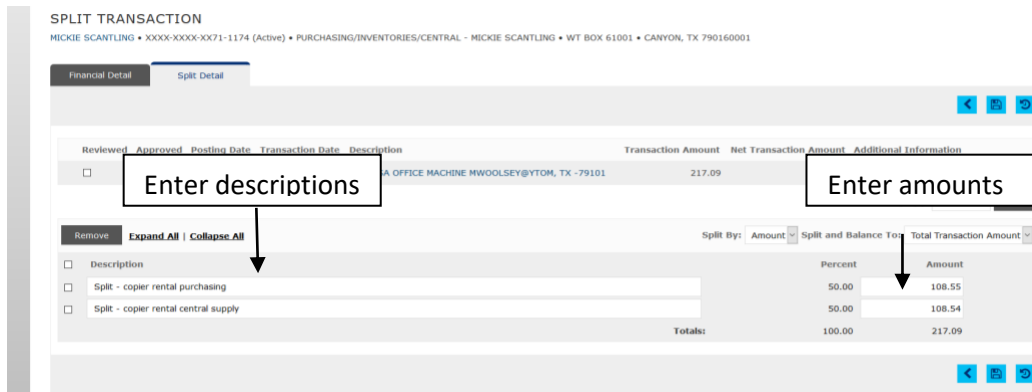


Transactions can be split by an amount or by a percentage of the purchase.

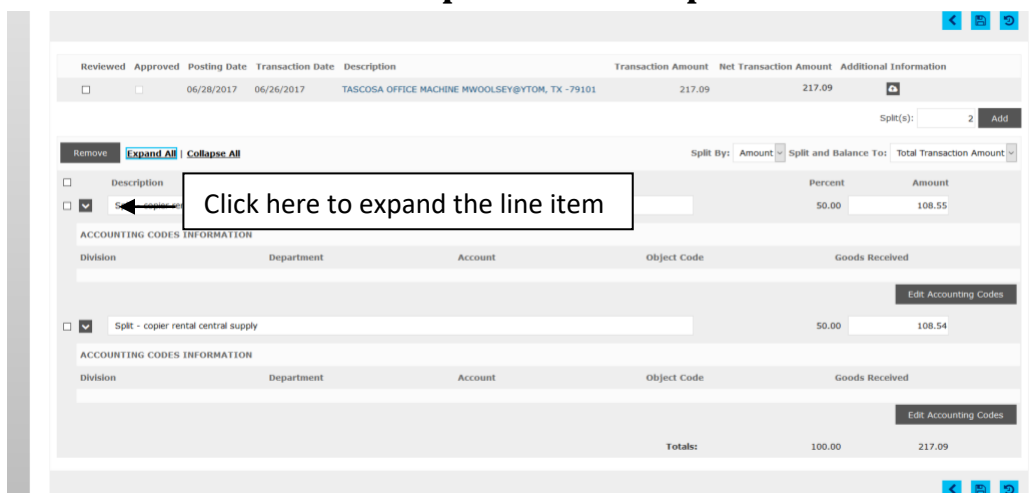


3. You can also enter the number of splits you would like to create, and then click "add."

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



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



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

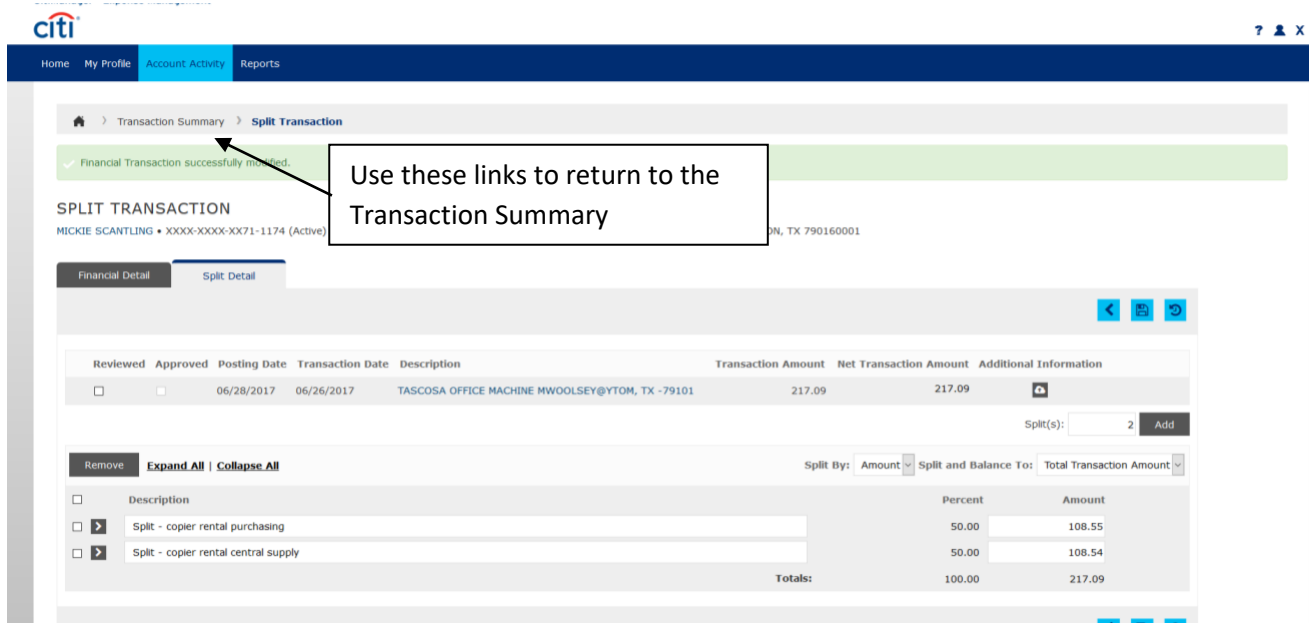
The screenshot displays a transaction split interface. At the top, a table shows transaction details: Reviewed, Approved, Posting Date (06/28/2017), Transaction Date (06/26/2017), Description (TASCOSA OFFICE MACHINE MWOOLSEY@YTOM, TX - 79101), Transaction Amount (217.09), and Net Transaction Amount (217.09). Below this, there are controls for 'Split(s): 2' and 'Add'. A section titled 'Remove Expand All Collapse All' includes a 'Split By: Amount' dropdown and 'Split and Balance To: Total Transaction Amount' dropdown. The main area contains two split items:

Description	Percent	Amount
<input checked="" type="checkbox"/> Split - copier rental purchasing	50.00	108.55
ACCOUNTING CODES INFORMATION		
Division	Department	Account
		Goods Received
		<input type="button" value="Edit Accounting Codes"/>
<input checked="" type="checkbox"/> Split - copier rental central supply	50.00	108.54
ACCOUNTING CODES INFORMATION		
Division	Department	Account
		Goods Received
		<input type="button" value="Edit Accounting Codes"/>
Totals:		100.00 217.09

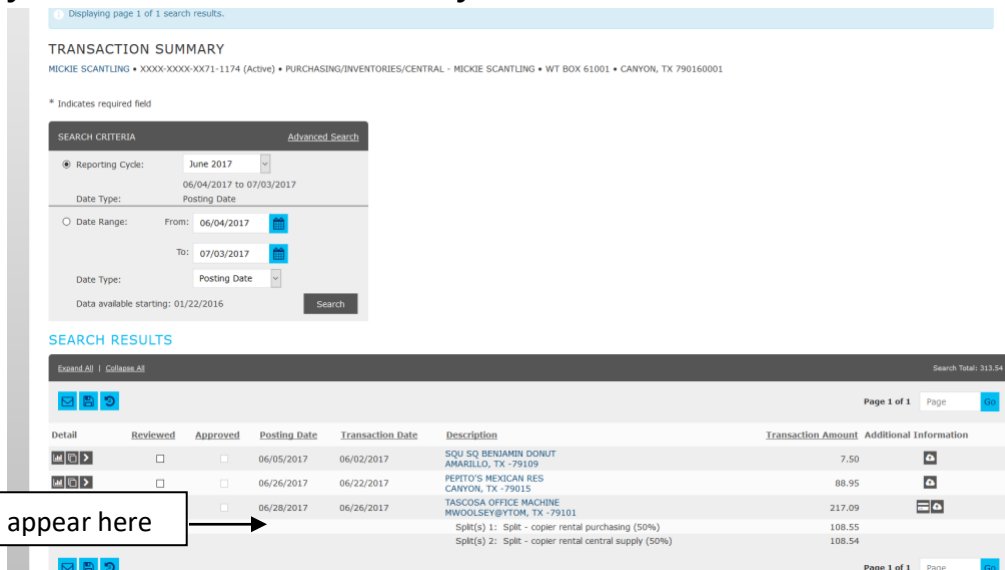
A callout box with the text 'Click here to enter account numbers' has an arrow pointing to the 'Edit Accounting Codes' button for the first split item.

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

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



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

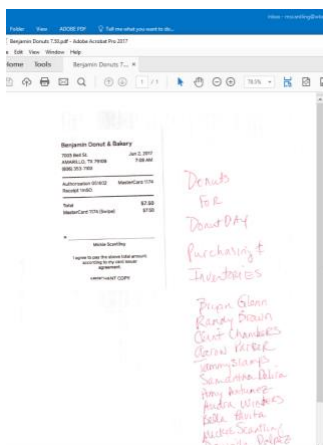
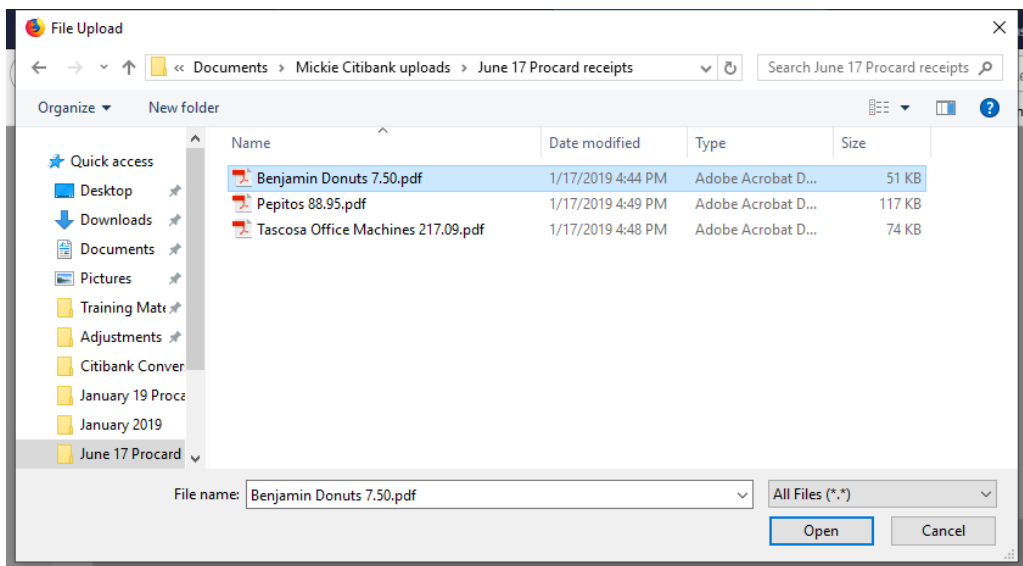


10. You will still need to click the “reviewed” box and save your work just like a normal transaction. Once you have reviewed and saved your work, no additional editing will be permitted by the system.

Uploading receipts on the GCMS Cloud

It is recommended when you do your allocation that you upload the receipt on the cloud icon in GCMS at the same time, including the who ate list, flyer, missing receipt form, gift card form and any other information needed for the transaction.

Create a receipt folder for your receipts. It is recommended that you save the receipts by month. Scan the receipts to a folder for the month and year that is being reported. This includes: who ate list, any forms and any other information that is needed for that particular transaction.



SEARCH RESULTS

Expand All Collapse All Search Total: 313.54

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Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>	06/05/2017	06/02/2017	SQU SQ BENJAMIN DONUT AMARILLO, TX - 79109	7.50	
	<input type="checkbox"/>	<input type="checkbox"/>	06/26/2017	06/22/2017	PEPITO'S MEXICAN RES CANYON, TX - 79015	88.95	
	<input type="checkbox"/>	<input type="checkbox"/>	06/28/2017	06/26/2017	TASCOSA OFFICE MACHINE MWOOLSEY@YTOM, TX - 79101	217.09	
					Split(s) 1: Split - copier rental athletics (50%)	108.55	
					Split(s) 2: Split - copier rental central supply (50%)	108.54	

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Expand All Collapse All Search Total: 313.54

Date Type: Posting Date

Date Range: From: 06/04/2017 To: 07/03/2017

Date Type: Posting Date

Data available starting: 03/25/2016 Search

SEARCH RESULTS

Expand All Collapse All Search Total: 313.54

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Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>	06/05/2017	06/02/2017	SQU SQ BENJAMIN DONUT AMARILLO, TX - 79109	7.50	
	<input type="checkbox"/>	<input type="checkbox"/>	06/26/2017	06/22/2017	PEPITO'S MEXICAN RES CANYON, TX - 79015	88.95	
	<input type="checkbox"/>	<input type="checkbox"/>	06/28/2017	06/26/2017	TASCOSA OFFICE MACHINE MWOOLSEY@YTOM, TX - 79101	217.09	
					Split(s) 1: Split - copier rental athletics (50%)	108.55	
					Split(s) 2: Split - copier rental central supply (50%)	108.54	

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Expand All Collapse All Search Total: 313.54

Add Receipt

Select a file:

Select a file to Upload

Supported image file types: JPG, PDF and PNG.

Date Type: Posting Date

Date Range: From: 06/04/2017 To: 07/03/2017

Date Type: Posting Date

Data available starting: 03/25/2016 Search

SEARCH RESULTS

Expand All Collapse All Search Total: 313.54

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Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>	06/05/2017	06/02/2017	SQU SQ BENJAMIN DONUT AMARILLO, TX - 79109	7.50	
	<input type="checkbox"/>	<input type="checkbox"/>	06/26/2017	06/22/2017	PEPITO'S MEXICAN RES CANYON, TX - 79015	88.95	
	<input type="checkbox"/>	<input type="checkbox"/>	06/28/2017	06/26/2017	TASCOSA OFFICE MACHINE MWOOLSEY@YTOM, TX - 79101	217.09	
					Split(s) 1: Split - copier rental athletics (50%)	108.55	
					Split(s) 2: Split - copier rental central supply (50%)	108.54	

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Click on the cloud icon. A box will come open browse: click the folder and the correct receipt and information and click add and the receipt has now been uploaded to the cloud. After the purchase has been allocated and the receipt is attached, the cardholder clicks the review button. The supervisor/approver will then go in and approved the purchase, making sure all the information is there – tax refunds, who ate, missing receipt form, object codes. All purchases must be correct for audit purposes.

The supervisor/approver is responsible to make sure all information is on the cloud and correct.

These uploads to the cloud have to be done one transaction at a time with all required forms, lists, missing receipt forms, tax receipts, etc.