



Director of Purchasing and Inventories

West Texas A&M University

Procurement Card Program

Level/Group Manager Guide

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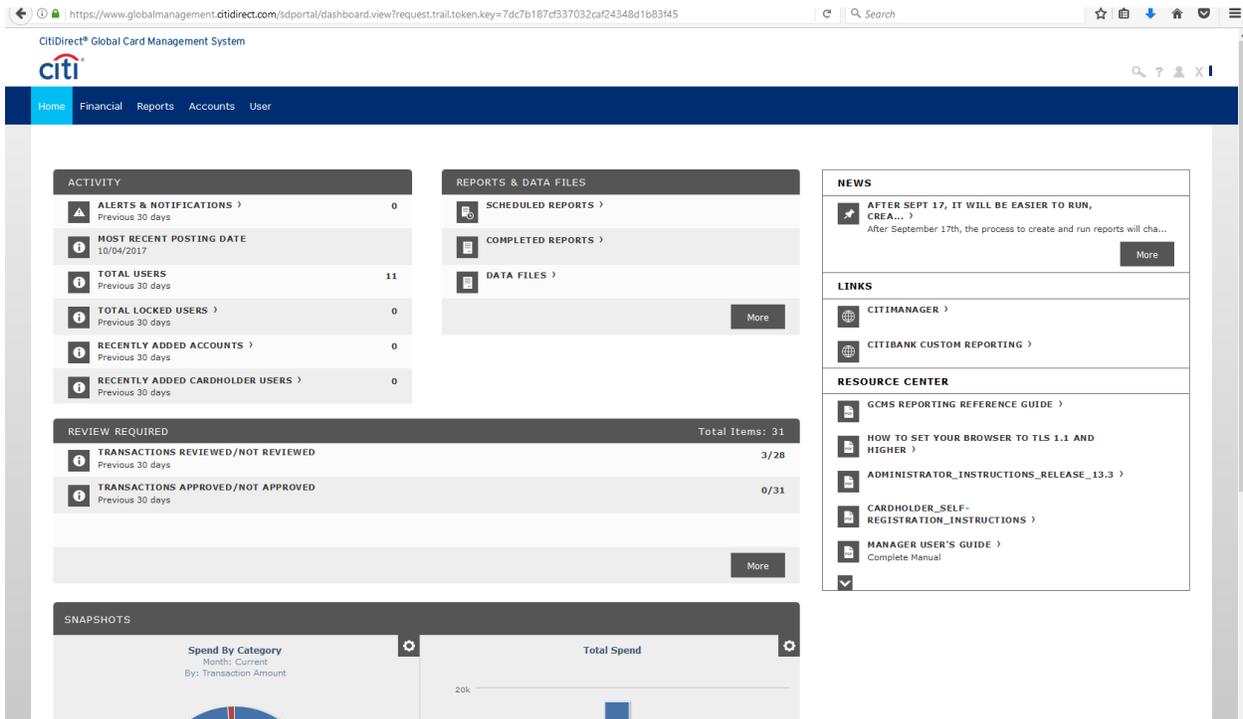
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# Home Screen

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



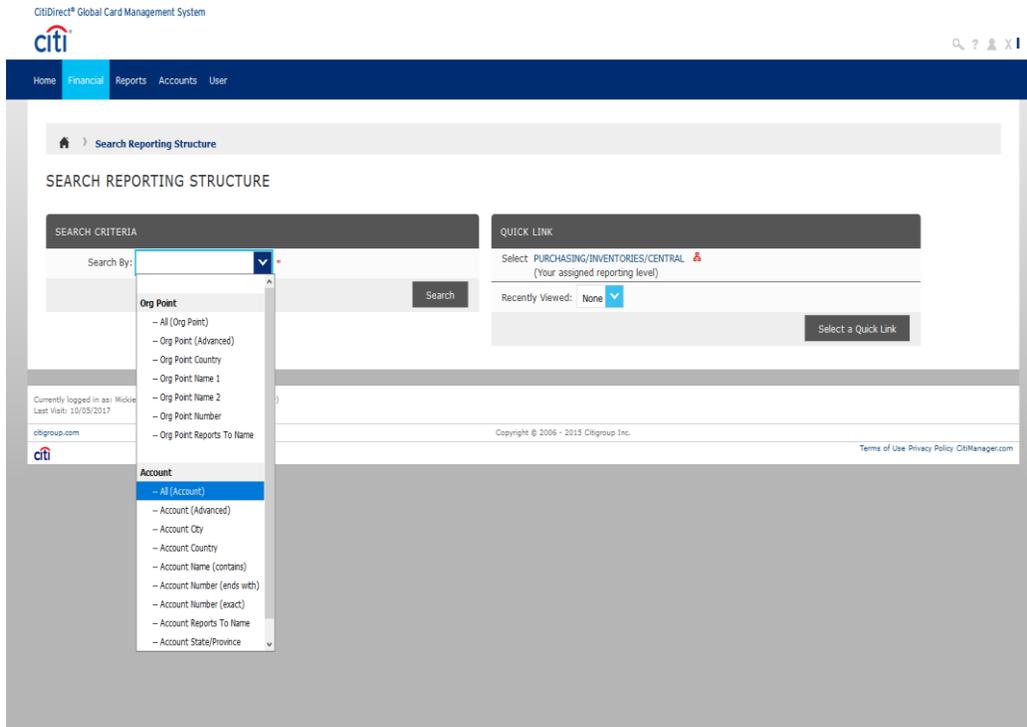
# Account Summary

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: -- All (Account) [v] Search

QUICK LINK: Select PURCHASING/INVENTORIES/CENTRAL (Your assigned reporting level) Recently Viewed: None [v] Select a Quick Link

**SEARCH RESULTS**

Page 1 of 1 Page [v] Go

Cardholder Name 1	Cardholder Name 2	Account Number	City	State	Country	Reports To	Status
[icon]			CANYON	TX	UNITED STATES	PURCHASING/INVENTORIES/CENTRAL	Active
[icon]			CANYON	TX	UNITED STATES	PURCHASING/INVENTORIES/CENTRAL	Inactive
[icon]			CANYON	TX	UNITED STATES	PURCHASING/INVENTORIES/CENTRAL	Inactive
[icon]			CANYON	TX	UNITED STATES	PURCHASING/INVENTORIES/CENTRAL	Active
[icon]			CANYON	TX	UNITED STATES	PURCHASING/INVENTORIES/CENTRAL	Inactive
[icon]			CANYON	TX	UNITED STATES	PURCHASING/INVENTORIES/CENTRAL	Active
[icon]			CANYON	TX	UNITED STATES	PURCHASING/INVENTORIES/CENTRAL	Inactive
[icon]			CANYON	TX	UNITED STATES	PURCHASING/INVENTORIES/CENTRAL	Active
[icon]			CANYON	TX	UNITED STATES	PURCHASING/INVENTORIES/CENTRAL	Inactive
[icon]			CANYON	TX	UNITED STATES	PURCHASING/INVENTORIES/CENTRAL	Inactive
[icon]			CANYON	TX	UNITED STATES	PURCHASING/INVENTORIES/CENTRAL	Inactive
[icon]			CANYON	TX	UNITED STATES	PURCHASING/INVENTORIES/CENTRAL	Inactive
[icon]			CANYON	TX	UNITED STATES	PURCHASING/INVENTORIES/CENTRAL	Active

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

**TRANSACTION SUMMARY**

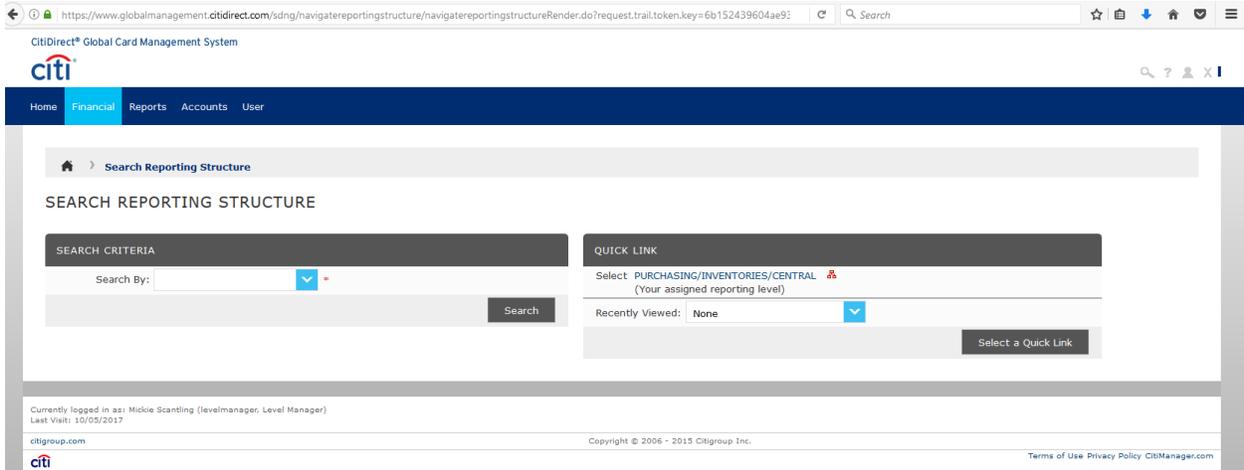
MICKIE SCANTLING • XXXX-XXXX-XX71-1174 (Active) • PURCHASING/INVENTORIES/CENTRAL - MICKIE SCANTLING • WT BOX 61001 • CANYON, TX 790160001

SEARCH CRITERIA: Reporting Cycle: August 2017 (08/04/2017 to 08/24/2017) Date Type: Posting Date Date Range: From: 08/04/2017 To: 08/24/2017 Date Type: Posting Date Data available starting: 10/05/2014 Search

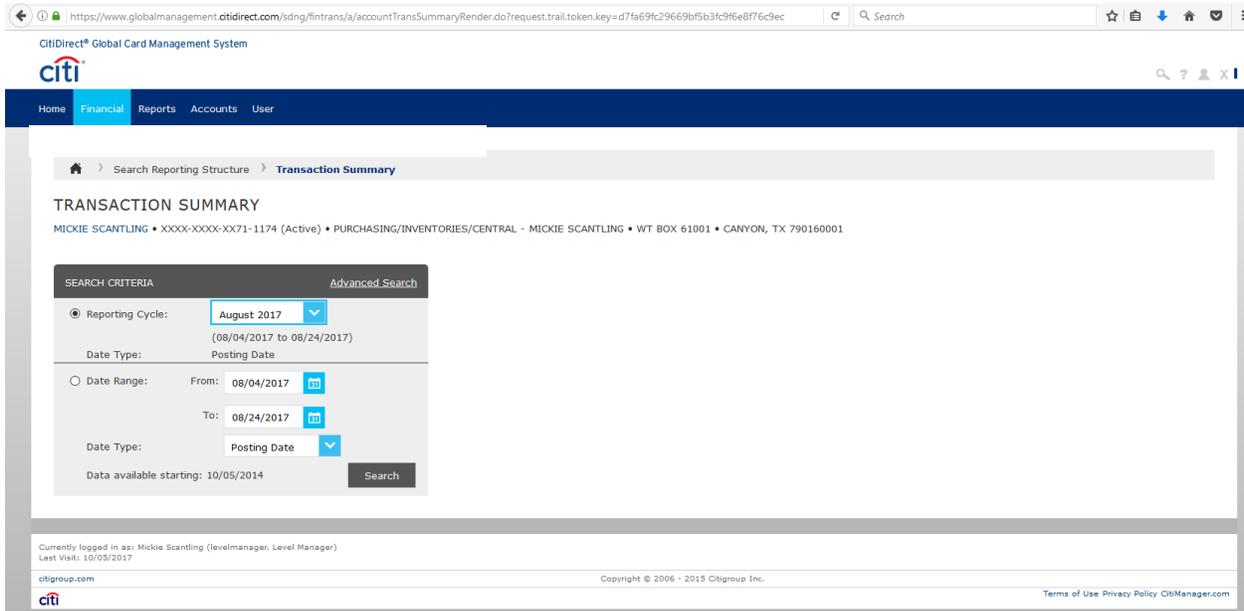
Currently logged in as: Mickie Scantling (levelmanager, Level Manager) Last Visit: 10/05/2017

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**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.



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



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.

**ACCOUNT SUMMARY**  
PURCHASING/INVENTORIES/CENTRAL • MICKIE SCANTLING • 2403 RUSSELL LONG BLVD • CANYON, TX • 79015-3184

**SEARCH CRITERIA** Advanced Search

Reporting Cycle: August 2017  
Date Type: 08/04/2017 to 08/24/2017  
Date Range: From: 08/04/2017 To: 08/24/2017  
Date Type: Posting Date  
Data available starting: 10/05/2014

**SEARCH RESULTS** Search Total: 10,426.46

Account Name	Account Number	Transaction Amount	Adjustment Amount	Total Transaction Amount
		142.00	0.00	142.00
		7,027.13	0.00	7,027.13
		35.72	0.00	35.72
		2,123.69	0.00	2,123.69
		1,297.92	0.00	1,297.92

Page 1 of 1

This is an example of an Account Summary:

Date Type: Posting Date  
Data available starting: 10/05/2014

**SEARCH RESULTS** Search Total: 2,123.69

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>	08/08/2017	07/28/2017	GRAYMAC 806-6222248, TX -79118-6130	(135.00)			
	<input type="checkbox"/>	<input type="checkbox"/>	08/04/2017	08/03/2017	PRAXAIR DISTRIBUTION I 05159656633, IA -50021	159.00			
	<input type="checkbox"/>	<input type="checkbox"/>	08/04/2017	08/03/2017	PRAXAIR DISTRIBUTION I 05159656633, IA -50021	745.77			
	<input type="checkbox"/>	<input type="checkbox"/>	08/04/2017	08/03/2017	PRAXAIR DISTRIBUTION I 05159656633, IA -50021	56.56			
	<input type="checkbox"/>	<input type="checkbox"/>	08/07/2017	08/04/2017	REPUBLIC SERVICES TRAS 08665765548, AZ -85054	504.37	86.04		
	<input type="checkbox"/>	<input type="checkbox"/>	08/10/2017	08/09/2017	WAGNER SUPPLY 08067472877, TX -79404	422.92			
	<input type="checkbox"/>	<input type="checkbox"/>	08/14/2017	08/11/2017	WAL-MART #0793 CANYON, TX -79015	9.44			
	<input type="checkbox"/>	<input type="checkbox"/>	08/17/2017	08/16/2017	WAGNER SUPPLY LUBBOCK, TX -79404	132.91			
	<input type="checkbox"/>	<input type="checkbox"/>	08/24/2017	08/22/2017	SHOPPAS MATERIAL HAN FORT WORTH, TX -76155	227.72			

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# Approving Transactions

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

Date Type: Posting Date  
Data available starting: 10/10/2014

SEARCH RESULTS

Expand All | Collapse All Search Total: 2,123.69

Page 1 of 1

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Additional Information
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/08/2017	07/28/2017	GRAYMAC 806-6222248, TX - 79118-6130	(135.00)			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/04/2017	08/03/2017	PRAXAIR DISTRIBUTION I 05159656633, IA - 50021	159.00			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/04/2017	08/03/2017	PRAXAIR DISTRIBUTION I 05159656633, IA - 50021	745.77			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/04/2017	08/03/2017	PRAXAIR DISTRIBUTION I 05159656633, IA - 50021	56.56			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/07/2017	08/04/2017	REPUBLIC SERVICES TRAS 08665765548, AZ - 85054	504.37	86.04		
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/10/2017	08/09/2017	WAGNER SUPPLY 08067472877, TX - 79404	422.92			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/14/2017	08/11/2017	WAL-MART #0793 CANYON, TX - 79015	9.44			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/17/2017	08/16/2017	WAGNER SUPPLY LUBBOCK, TX - 79404	132.91			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/24/2017	08/22/2017	SHOPPAS MATERIAL HAN FORT WORTH, TX - 76155	227.72			

Page 1 of 1

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

The screenshot displays a web browser window with a search results page. At the top, there is a search filter section with 'Date Type' set to 'Posting Date' and 'Data available starting: 10/10/2014'. Below this is a 'SEARCH RESULTS' section with a table of transactions. The table has columns for 'Detail', 'Reviewed', 'Approved', 'Posting Date', 'Transaction Date', 'Description', 'Transaction Amount', 'Tax Amount', 'Alternate Tax Amount', and 'Additional Information'. The transactions listed include entries from GRAYMAC, PRAXAIR DISTRIBUTION I, REPUBLIC SERVICES TRAS, WAGNER SUPPLY, WAL-MART #0793, and SHOPPAS MATERIAL HAN. The total search results are 2,123.69.

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Additional Information
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	08/08/2017	07/28/2017	GRAYMAC 806-6222248, TX - 79118-6130	(135.00)			
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	08/04/2017	08/03/2017	PRAXAIR DISTRIBUTION I 05159656633, IA - 50021	159.00			
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	08/04/2017	08/03/2017	PRAXAIR DISTRIBUTION I 05159656633, IA - 50021	745.77			
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	08/04/2017	08/03/2017	PRAXAIR DISTRIBUTION I 05159656633, IA - 50021	56.56			
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	08/07/2017	08/04/2017	REPUBLIC SERVICES TRAS 08665765548, AZ - 85054	504.37	86.04		
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	08/10/2017	08/09/2017	WAGNER SUPPLY 08067472877, TX - 79404	422.92			
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	08/14/2017	08/11/2017	WAL-MART #0793 CANYON, TX - 79015	9.44			
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	08/17/2017	08/16/2017	WAGNER SUPPLY LUBBOCK, TX - 79404	132.91			
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	08/24/2017	08/22/2017	SHOPPAS MATERIAL HAN FORT WORTH, TX - 76155	227.72			

# Transaction Approval Summary

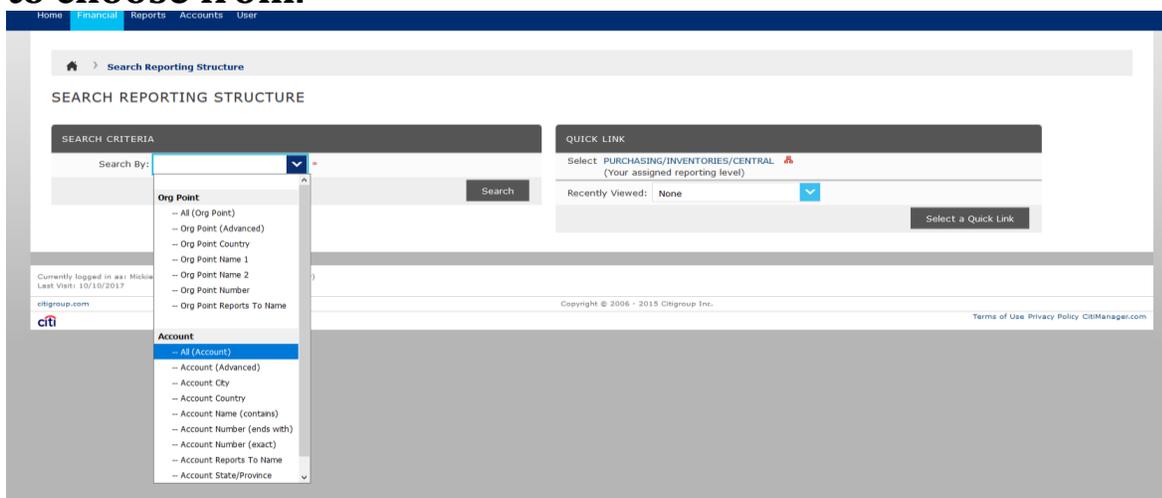
The Transaction Approval Summary can be used by Level / Group Managers to see which transactions have been reviewed and approved for the reporting period.

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

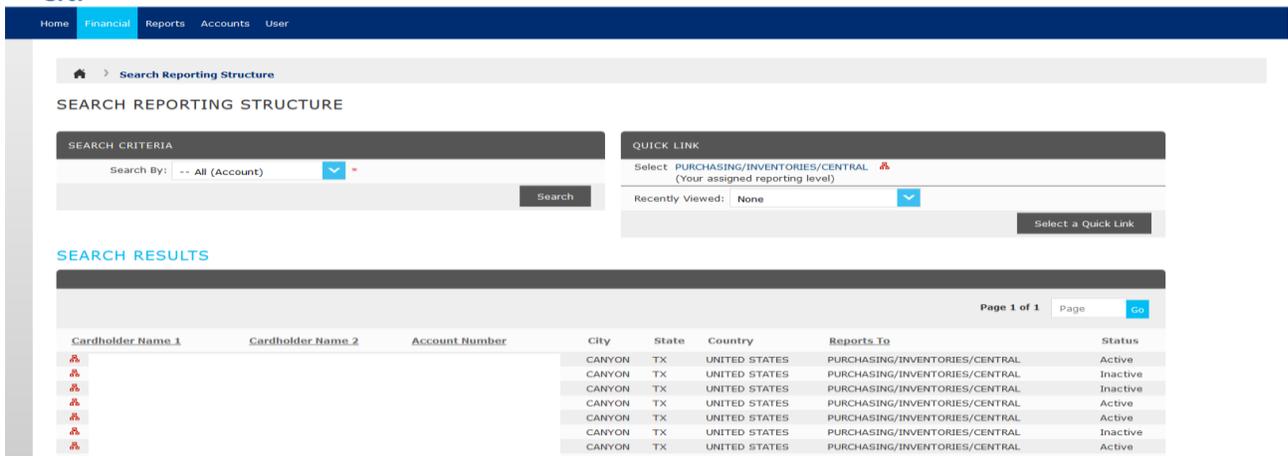


You will be sent to a screen that looks like the one shown below. There are two different ways to view the approval summary.

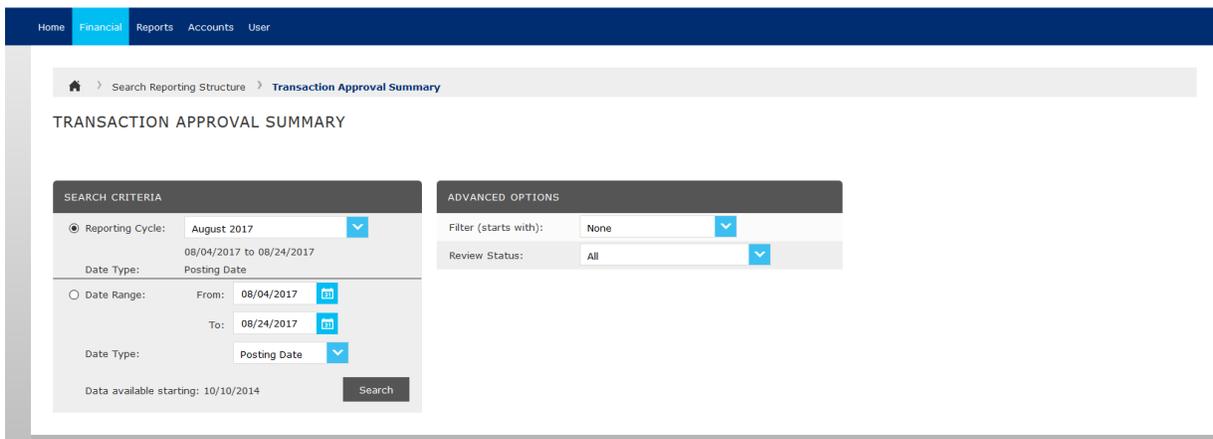
**Option 1:** The first option is to search by a list of accounts. This option will give you a list of all of the accounts within your area to choose from.



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.



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.



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

**TRANSACTION APPROVAL SUMMARY**  
 ----- XX10-8498 (Active) • PURCHASING/INVENTORIES/CENTRAL - MICKIE SCANTLING • WT BOX 61001 • CANYON, TX 790160001

Accounts:	1
Transactions & Adjustments:	9
Reviewed:	9
Not Reviewed:	0
Approved:	9
Not Approved:	0

**SEARCH CRITERIA**

Reporting Cycle: August 2017  
 08/04/2017 to 08/24/2017  
 Date Type: Posting Date

Date Range: From: 08/04/2017 To: 08/24/2017  
 Date Type: Posting Date  
 Data available starting: 10/10/2014 Search

**ADVANCED OPTIONS**

Filter (starts with): None  
 Review Status: All

**SEARCH RESULTS** Page Total: 2,123.69 Search Total: 2,123.69

Account Name	Transactions Adjustments	Reviewed	Not Reviewed	Approved	Total	Net
RANDY BROWN	9 0	9 0	0 0	9 0	2,123.69 0.00	2,123.69
<b>Total</b>	9 0	9 0	0 0	9 0	2,123.69 0.00	2,123.69

Page 1 of 1 Page Go

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

The screenshot shows the 'Search Reporting Structure' page in the CitiDirect Global Card Management System. The page has a dark blue header with the Citi logo and navigation links for Home, Financial, Reports, Accounts, and User. Below the header, there is a breadcrumb trail: Home > Search Reporting Structure. The main content area is titled 'SEARCH REPORTING STRUCTURE' and contains two panels. The left panel, 'SEARCH CRITERIA', has a 'Search By:' dropdown menu and a 'Search' button. The right panel, 'QUICK LINK', has a dropdown menu with the selected option 'PURCHASING/INVENTORIES/CENTRAL (Your assigned reporting level)' and a 'Recently Viewed:' dropdown menu with the selected option 'None'. There is also a 'Select a Quick Link' button at the bottom right of the right panel.

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.

The screenshot shows the 'Transaction Approval Summary' page in the CitiDirect Global Card Management System. The page has a dark blue header with the Citi logo and navigation links for Home, Financial, Reports, Accounts, and User. Below the header, there is a breadcrumb trail: Home > Search Reporting Structure > Transaction Approval Summary. The main content area is titled 'TRANSACTION APPROVAL SUMMARY' and contains two panels. The left panel, 'SEARCH CRITERIA', has a 'Reporting Cycle:' dropdown menu with the selected option 'August 2017' and a 'Date Type:' dropdown menu with the selected option 'Posting Date'. Below this, there is a 'Date Range:' section with 'From:' and 'To:' date pickers, both set to '08/04/2017' and '08/24/2017' respectively, and a 'Date Type:' dropdown menu with the selected option 'Posting Date'. At the bottom of this panel, there is a 'Data available starting: 10/10/2014' and a 'Search' button. The right panel, 'ADVANCED OPTIONS', has a 'Filter (starts with):' dropdown menu with the selected option 'None' and a 'Review Status:' dropdown menu with the selected option 'All'.

**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.**

**TRANSACTION APPROVAL SUMMARY**  
 8498 (Active) • PURCHASING/INVENTORIES/CENTRAL - MICKIE SCANTLING • WT BOX 61001 • CANYON, TX 790160001

Accounts:	1
Transactions & Adjustments:	9
Reviewed:	9
Not Reviewed:	0
Approved:	9
Not Approved:	0

**SEARCH CRITERIA**

Reporting Cycle: August 2017

Date Range: From: 08/04/2017 To: 08/24/2017

Date Type: Posting Date

Data available starting: 10/10/2014

[Search](#)

**ADVANCED OPTIONS**

Filter (starts with): None

Review Status: All

**SEARCH RESULTS**

Page Total: 2,123.69 Search Total: 2,123.69

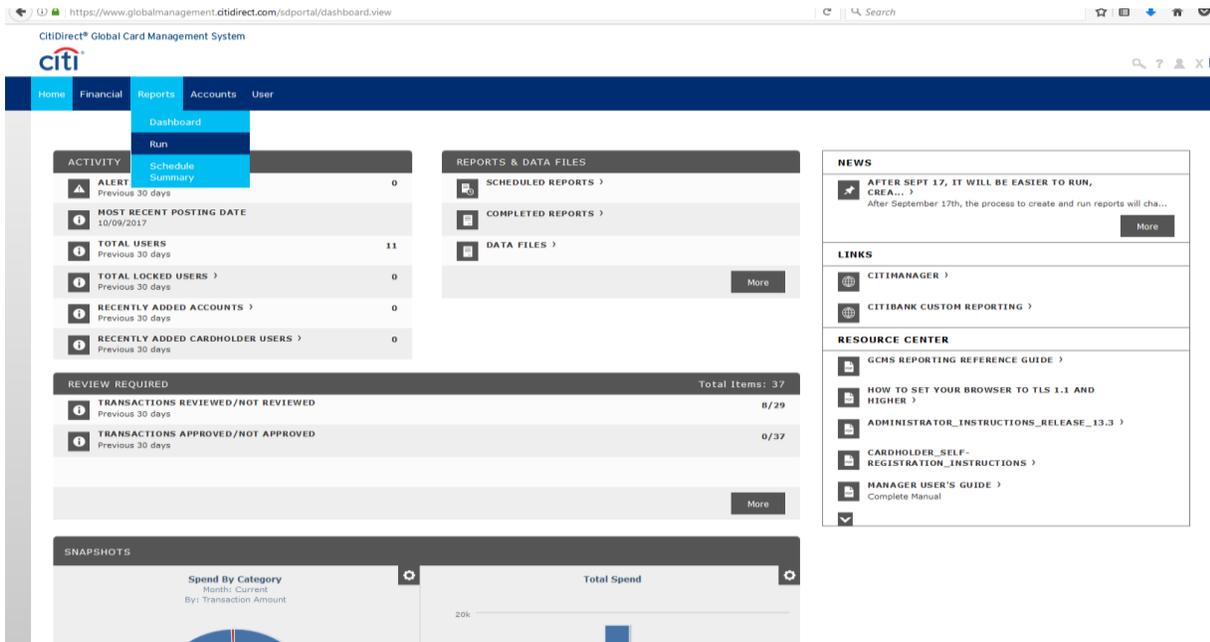
Page 1 of 1 [Page](#) [Go](#)

Account Name	Transactions Adjustments	Reviewed	Not Reviewed	Approved	Total	Net
RANDY BROWN	9 0	9 0	0 0	9 0	2,123.69 0.00	2,123.69
<b>Total</b>	9 0	9 0	0 0	9 0	2,123.69 0.00	2,123.69

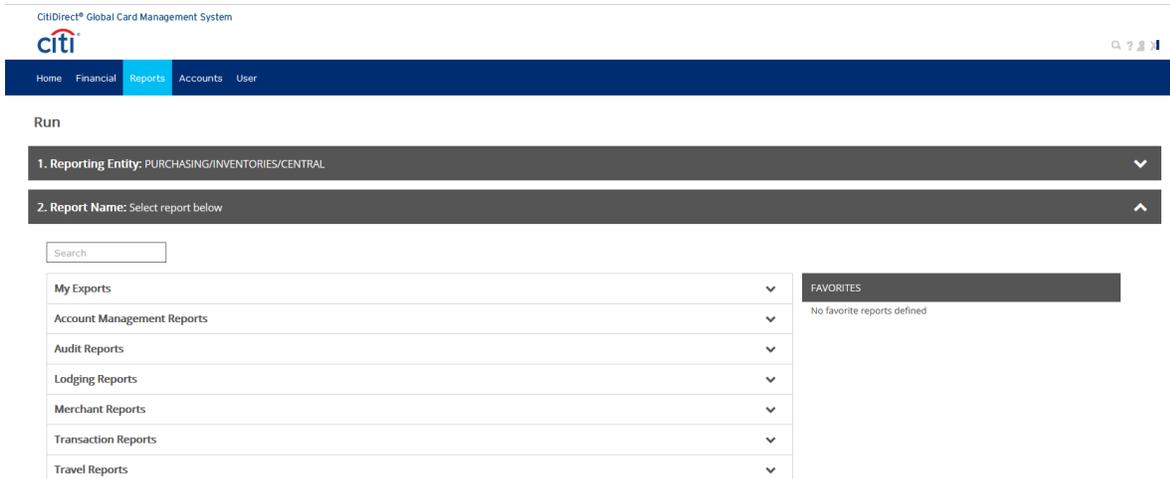
Page 1 of 1 [Page](#) [Go](#)

# Running Reports

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



2. On the next page select “Reporting Entity”.



3. Next, you can select the org point (department/account group) 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.

CitiDirect® Global Card Management System

**citi** ? X

Home Financial **Reports** Accounts User

Run

1. Reporting Entity: PURCHASING/INVENTORIES/CENTRAL ^

ACCOUNT GROUP ACCOUNT RECENTLY VIEWED ENTITIES

Account Group Name

2. Report Name: Select report below ^

My Exports	▼	FAVORITES No favorite reports defined
Account Management Reports	▼	
Audit Reports	▼	
Lodging Reports	▼	
Merchant Reports	▼	
Transaction Reports	▼	
Travel Reports	▼	



Run

1. Reporting Entity: PURCHASING/INVENTORIES/CENTRAL

ACCOUNT GROUP ACCOUNT

RECENTLY VIEWED ENTITIES

Account Name

mickie

Account Number

Match Entire Account

Account Status

- All
- Account Closed
- Active
- Inactive
- Issuer Initiated
- Lost/Stolen

Reports To

Search

Search Results:

Name	Account Number	City, State/Province Country	Company Name	Status	Issuer Name	ICA
MICKIE SCANTLING	*****711174	CANYON	757 WEST TEXAS A&M UNIVERSITY	ACTIVE	CITIBANK CORPORATE CARD	2764



Run

1. Reporting Entity: MICKIE SCANTLING

2. Report Name: Select report below

Search

- My Exports
- Account Management Reports
- Audit Reports
- Lodging Reports
- Merchant Reports
- Transaction Reports
- Travel Reports

FAVORITES

No favorite reports defined



Run

1. Reporting Entity: MICKIE SCANTLING

2. Report Name: Select report below

account

Type the word account

- Account Management Reports
  - Account Statement
  - Account Status
  - Accounting Code Detail
  - Accounting Codes Analysis
- Audit Reports
  - Account Activity Spending Alerts
- Transaction Reports
  - Detail Spend Analysis by Account

FAVORITES  
No favorite reports defined



Run

1. Reporting Entity: MICKIE SCANTLING

2. Report Name: Accounting Code Detail

account

- Account Management Reports
  - Account Statement
  - Account Status
  - Accounting Code Detail
  - Accounting Codes Analysis
- Audit Reports
  - Account Activity Spending Alerts

FAVORITES  
★ Accounting Code Detail

Save to your favorites

Select this report

3. Cost Allocation Scheme: Select scheme below

4. Filters: Select filters below

5. Criteria: Select criteria below

## 4. Leave everything as it is on Number 3 & 4

Run

1. Reporting Entity: MICKIE SCANTLING

2. Report Name: Accounting Code Detail

3. Cost Allocation Scheme: Select scheme below

4. Filters: Select filters below

5. Criteria: Select criteria below

6. Frequency: Once

7. Delivery Options and Notifications: System Inbox & MSCANTLING@WTAMU.EDU

Submit Request Cancel

## 5. Check the box by “include splits” - ALWAYS – split or not!

Run

1. Reporting Entity: MICKIE SCANTLING

ACCOUNT GROUP ACCOUNT PURCHASING/INVENTORIES/CENTRAL

RECENTLY VIEWED ENTITIES

MICKIE SCANTLING Account

Account Group Name

Search

2. Report Name: Accounting Code Detail

3. Cost Allocation Scheme: Select scheme below

4. Filters: Select filters below

4. Filters: Select filters below

5. Criteria: Select criteria below

Date Type: Posting

Report Type: Adobe PDF

Number Format: XX,XXX.XX

Date Format: MM/DD/YYYY

Account Status: 8 Selected

Report Notes

Include Split Transactions 0/1024

6. Frequency: Once

7. Delivery Options and Notifications: System Inbox & MSCANTLING@WTAMU.EDU

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

The screenshot shows a web application interface for configuring a report. The interface is divided into several sections:

- 4. Filters:** Select filters below.
- 5. Criteria:** Select criteria below.
- 6. Frequency: Reporting Cycle:** This section contains the following fields:
  - Date Type:** Posting
  - Account Status:** 8 Selected
  - Report Type:** Adobe PDF
  - Number Format:** XX,XXX.XX
  - Date Format:** MM/DD/YYYY
  - Report Notes:** A text area with the value 0/1024.
  - include Split Transactions:** A checked checkbox.
- 7. Delivery Options and Notifications:** System Inbox & MSCANTLING@WTAMU.EDU

A callout box with the text "Select the appropriate reporting cycle" points to the "Reporting Cycle" dropdown menu, which is currently set to "August 2017 (08/04/2017 - 08/24/2017)". The "Submit Request" button is circled in red.

**Note: The report will not run until the day after the cycle is over. For example, a report for the June 2017 billing cycle will not run until July 4<sup>th</sup>.**

## 7. Return to the Home screen

CitiDirect® Global Card Management System

Home Financial Reports Accounts User

HOME

Dashboard  
Run  
Schedule  
Summary

ACTIVITY

ALERTS & NOTIFICATIONS >  
Previous 30 days 0

MOST RECENT POSTING DATE  
10/13/2017

TOTAL USERS  
Previous 30 days 11

TOTAL LOCKED USERS >  
Previous 30 days 0

RECENTLY ADDED ACCOUNTS >  
Previous 30 days 0

RECENTLY ADDED CARDHOLDER USERS >  
Previous 30 days 0

REVIEW REQUIRED TOTAL ITEMS: 36

TRANSACTIONS REVIEWED/NOT REVIEWED  
Previous 30 days 6/30

TRANSACTIONS APPROVED/NOT APPROVED  
Previous 30 days 0/36

More

REPORTS & DATA FILES

SCHEDULED REPORTS >

COMPLETED REPORTS >

DATA FILES >

More

NEWS

OCT 15: GCMS 17.3 MAINTENANCE RELEASE >  
The system will be unavailable due to the GCMS 17.3 system maintenance...

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 >

MANAGER USER'S GUIDE >  
Complete Manual (pdf)

SNAPSHOTS

Spend By Category  
Month: Current  
By: Transaction Amount

Total Spend

20k

**Note: 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.**

8. Click **“DASHBOARD”** under Reports to see completed reports. You will also receive an email if you requested one.
9. Click on the name of the report to retrieve it and click **“Download”**.

CitiDirect® Global Card Management System

Home Financial **Reports** Accounts User

Dashboard

COMPLETED SCHEDULED

Name	Size	File Format	Completed Date
Accounting Code Detail	53.43 KB	pdf	10/16/2017

Accounting Code Detail

Download

Entity Name MICKIE SCANTLING

From Date 08/04/2017

To Date 08/31/2017

Size 53.43 KB

Start Date 10/16/2017 15:34 CDT

End Date 10/16/2017 15:38 CDT

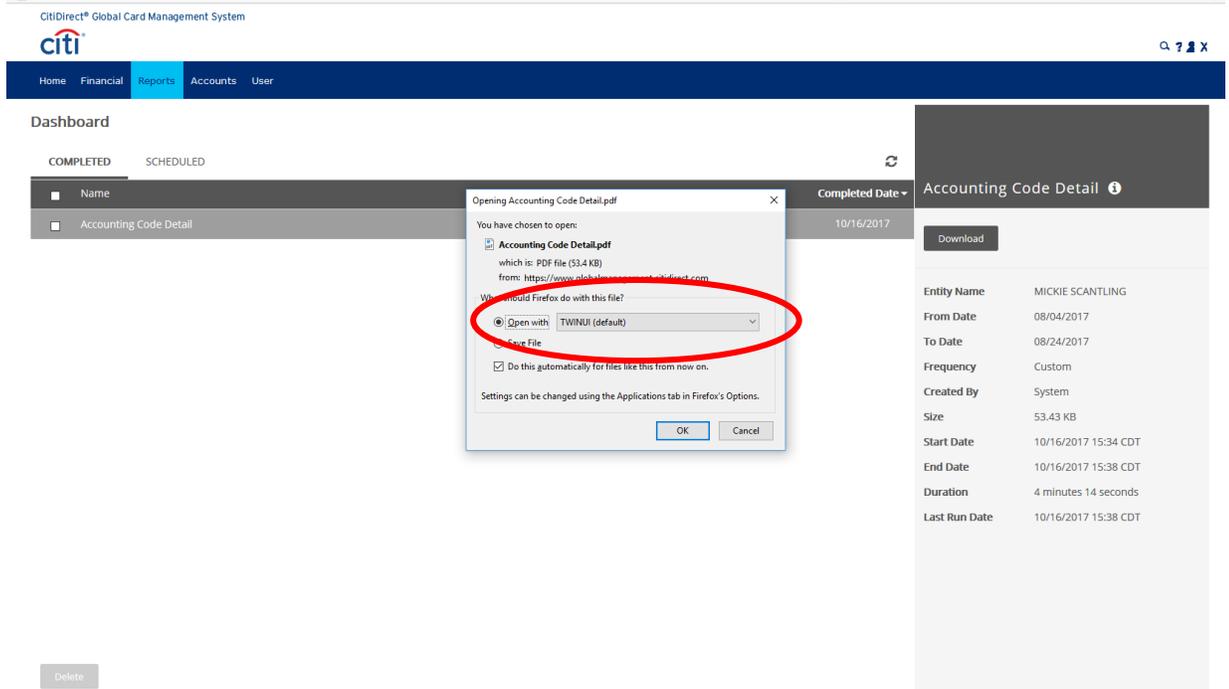
Duration 4 minutes 14 seconds

Last Run Date 10/16/2017 15:38 CDT

Delete

Click here to open the report

## 10. "Open with" to open your report as pdf.



**The report may take a while to run depending on how many transactions you have.**

**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.**

# 11. This is an example of how the report should look.

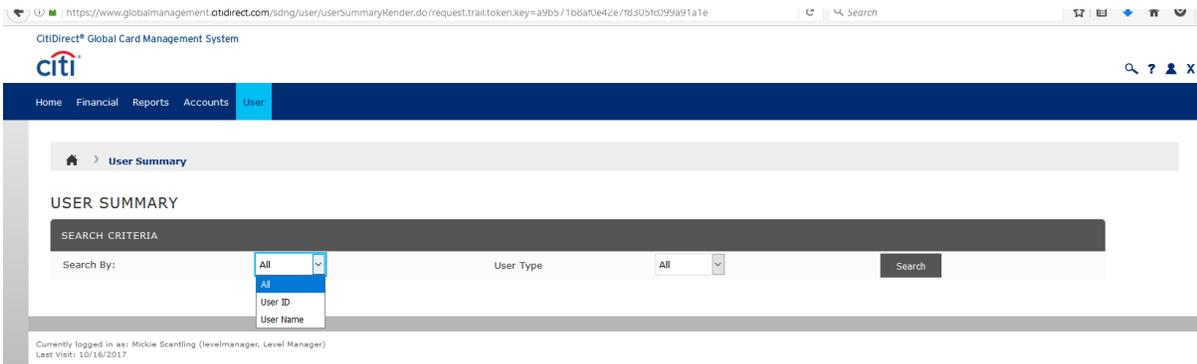
citi		Accounting Code Detail			Run Date: 06/25/2017	
		Posting Date: 06/04/2017 - 07/03/2017			Report ID: sd10020	
MICKIE SCANTLING, 757 WTAMU XX-711174 WT BOX 61001 CANYON, TX 790160001 USA						
Posting Date	Transaction Date	Description			Expense Amount	
06/06/2017	06/02/2017	SQU SQ BENJAMIN DONUTAMARILLO, TX-79109			7.50	
Expense Description: Donuts for Donut Day purchasing and central supply - list of who ate in back up						
Accounting Codes						
Division:	Fine Arts & Humanities	Department:	English, Philosophy, Modern Languages	Account:	11078001892 - EPML Incidental Fee	
Object Code:	6012 - Food	Goods Received:	Yes			
06/26/2017	06/22/2017	PEPITO'S MEXICAN RESCANYON, TX-79015			88.96	
Expense Description: Lunch for staff - cleaning Old Ed room - list and meal form attached						
Accounting Codes						
Division:	Fine Arts & Humanities	Department:	English, Philosophy, Modern Languages	Account:	11078827392 - EPML Study Abroad Nicaragua	
Object Code:	6012 - Food	Goods Received:	Yes			
06/28/2017	06/26/2017	TASCOSA OFFICE MACHINEMWOOLSEY@YTOM, TX-79101			108.55	
Expense Description: Split - copier rental purchasing						
Accounting Codes						
Division:	Business & Finance	Department:	Purchasing/Inventories/Central Supply	Account:	11098510562 - Purchasing Office	
Object Code:	7406 - Equipment Rental	Goods Received:	Yes			
06/28/2017	06/26/2017	TASCOSA OFFICE MACHINEMWOOLSEY@YTOM, TX-79101			108.54	
Expense Description: Split - copier rental central supply						
Accounting Codes						
Division:	Business & Finance	Department:	Purchasing/Inventories/Central Supply	Account:	11078800362 - Central Supply	
Object Code:	7406 - Equipment Rental	Goods Received:	Yes			
					Total	313.54
Report Run By: MICKIE SCANTLING (mickiest, Cardholder User)			Page 1 of 1			
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# 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.



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

Displaying page 1 of 1 search results.

**USER SUMMARY**

SEARCH CRITERIA

Search By: All User Type All Search

**SEARCH RESULTS**

<input type="checkbox"/>	Display Name	User ID	User Type	User Status	Last Login	Template	Two-Factor Authentication	Account Number
<input type="checkbox"/>						WTAMU Cardholder	No	XXXX-XXXX-XXXX-3130
<input type="checkbox"/>						WTAMU Cardholder	No	XXXX-XXXX-XXXX-7486
<input type="checkbox"/>						WTAMU Cardholder	No	XXXX-XXXX-XXXX-6655
<input type="checkbox"/>						WTAMU Cardholder	No	XXXX-XXXX-XXXX-5960
<input type="checkbox"/>						WTAMU Cardholder	No	XXXX-XXXX-XXXX-4603
<input type="checkbox"/>						WTAMU Level Manager	No	
<input type="checkbox"/>						WTAMU Cardholder	No	XXXX-XXXX-XXXX-1174
<input type="checkbox"/>						WTAMU Cardholder	No	XXXX-XXXX-XXXX-8498
<input type="checkbox"/>						WTAMU Cardholder	No	XXXX-XXXX-XXXX-7395
<input type="checkbox"/>						WTAMU Cardholder	No	XXXX-XXXX-XXXX-3122
<input type="checkbox"/>						WTAMU Cardholder	No	XXXX-XXXX-XXXX-8500
<input type="checkbox"/>						WTAMU Cardholder	No	XXXX-XXXX-XXXX-5747

**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 INFORI

USER INFORMATION

\* Display Name: [REDACTED] Phone Number: [REDACTED]

\* First Name: [REDACTED] \* Status Code: ACTIVE

\* Last Name: [REDACTED] Clear Dual Authentication Lock

User ID: [REDACTED]

Last Password Change: 08/07/2017 14:35:14 CST  Clear Security Question

E-mail New Password

\* E-mail Address: MSCANTLING@WTAMU.I

\* Confirm E-mail Ad: iG@WTAMU.I

USER ROLE INFORMATION

User Role: Cardholder User REGIONAL SETTINGS

\* Template: WTAMU Cardholder \* Date and Time Settings

Entity Name: [REDACTED] \* Date Style: MM/DD/YYYY

Account Number: XXXX-XXXX-XX71-1174 \* Time Zone: Central Standard Time (

Account Status: Active

ADDITIONAL INFORMATION

\* Decimal Digits: 2

Additional Information: [REDACTED] \* Display Format: XX,XXX.XX

PREFERRED E-MAIL

Settings for Transaction Summary E-mail

E-mail Addresses: [REDACTED]

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

Global Card Management System

Home Financial Reports Accounts User

User Summary

Displaying page 1 of 1 search results.

USER SUMMARY

SEARCH CRITERIA

Search By: All User Type: All Search

SEARCH RESULTS

Page 1 of 1 Page

<input type="checkbox"/>	Display Name	User ID	User Type	User Status	Last Login	Template	Two-Factor Authentication	Account Number
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	WTAMU Cardholder	No	XXXX-XXXX-XX86-3130
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	WTAMU Cardholder	No	XXXX-XXXX-XX55-7486
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	WTAMU Cardholder	No	XXXX-XXXX-XX94-6655
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	WTAMU Cardholder	No	XXXX-XXXX-XX23-5960
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	WTAMU Cardholder	No	XXXX-XXXX-XX83-4603
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	WTAMU Level Manager	No	
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	WTAMU Cardholder	No	XXXX-XXXX-XX71-1174
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	WTAMU Cardholder	No	XXXX-XXXX-XX10-8498
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	WTAMU Cardholder	No	XXXX-XXXX-XX55-7395
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	WTAMU Cardholder	No	XXXX-XXXX-XX86-3122
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	WTAMU Cardholder	No	XXXX-XXXX-XX46-8500
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	WTAMU Cardholder	No	XXXX-XXXX-XX37-5747

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

Home > User Summary > Account Information

### ACCOUNT INFORMATION

ACCOUNT INFORMATION		ADDITIONAL DETAIL	
Account Name:		User ID:	
Account Number:	XXXX-XXXX-XX46-8500	Reports To:	PURCHASING/INVENTORIES/C
Address Line 1:	WT BOX 61001	Reports To Org Point Number:	5131230007400285004€
City:	CANYON	Last Data Load Update:	03/25/2016
State / Province:	TX	Account Manager Access Permitted:	No
Postal Code:	790160001	Additional Information:	<input type="text"/>
Country:	UNITED STATES	Transfer From Account Number:	
Currency:		Transfer To Account Number:	
Phone Number:	8066512099	Transfer Reason Code:	
E-mail Address:	TSTAMPS@WTAMU.EDU	Transfer Date:	
Effective Date:	08/19/2015		
Product Type:	Individual		
Account Status:	Active		
Tax Exempt:	N		

TRANSACTION LIMITS		ACCOUNTING CODE INFORMATION	
Credit Limit:	10,000.00		
Single Transaction Amount:	5,000.00		
Daily Limit Amount:	0.00		
Daily Transaction Limit:	0		

Click here to see the cardholders single transaction limit and the monthly transaction limit