



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.

The screenshot shows the CitiDirect Global Card Management System Home screen. The page is divided into several sections:

- ACTIVITY:** Alerts & Notifications (0), Most Recent Posting Date (09/20/2017), Total Transactions (3), Reviewed Transactions (0).
- REPORTS & DATA FILES:** Scheduled Reports, Completed Reports, Data Files.
- REVIEW REQUIRED:** Total Items: 3. Includes transactions for UNITED (USD 110.58), WH SUPERCENTER #793 (USD 12.80), and FELDMAN S WIRONG WAY DI (USD 102.04).
- SNAPSHOTS:** Spend By Category (Donut chart) and Total Spend (Bar chart).
- NEWS:** Alert about reporting changes starting September 17th.
- LINKS:** CitiManager, CitiBank Custom Reporting.
- RESOURCE CENTER:** GCM Reporting Reference Guide, Browser settings, Administrator instructions, Cardholder self-registration, and Account User's Guide.

## 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 browser's address bar shows the URL: <https://www.globalmanagement.ctidirect.com/sdng/user/myProfileRender.do?request.trail.token.key=520848d2c605c430968c9b81ffa9362d>. The navigation menu includes 'Home', 'My Profile', 'Account Activity', and 'Reports'. The main content area is titled 'MY PROFILE' and contains several sections:

- USER INFORMATION:** A form with fields for 'Display Name' (MICKIE SCANTLING), 'First Name' (MICKIE), 'Last Name' (SCANTLING), 'E-mail Address' (MSCANTLING@WTAMU.EDU), 'Confirm E-mail Address' (MSCANTLING@WTAMU.EDU), 'Password for E-mailed Reports' (masked with dots), 'Security Question' (Your childhood pet's name?), and 'Security Answer' (masked with dots). Other fields include 'User ID' (mickietest), 'Last Password Change' (08/07/2017 14:35:14 CST), 'Phone Number', and 'User Status' (ACTIVE). A 'Change Password' button is visible.
- CHALLENGE QUESTION RESPONSES:** A section with a dropdown arrow.
- USER ROLE INFORMATION:** A section showing 'User Role' as 'Cardholder User' and 'Template' as 'WTAMU Cardholder'.
- PREFERRED E-MAIL:** A section showing 'Settings for Transaction Summary E-mail'.

At the top right of the profile area, there are buttons for 'Associate Accounts', 'Save', and 'Reset'.

**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 two main columns of information.

ACCOUNT INFORMATION	ADDITIONAL DETAIL
Account Name: MICKIE SCANTLING	User ID: mickietest
Account Number: XXXX-XXXX-XX71-1174	Reports To: PURCHASING/INVENTOR
Address Line 1: WT BOX 61001	Reports To Org Point Number: 51312300074002850046
City: CANYON	Last Data Load Update: 08/10/2017
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: MSCANTLING@WTAMU.EDU	Transfer Date:
Effective Date: 07/14/2011	
Product Type: Individual	
Account Status: Active	
Tax Exempt: N	

At the bottom of the screen, there are two tabs: 'TRANSACTION LIMITS' and 'ACCOUNTING CODE INFORMATION'.

# How to Allocate Transactions

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

The screenshot displays the CitiDirect Global Card Management System dashboard. The browser address bar shows the URL: <https://www.globalmanagement.ctidirect.com/sdportal/dashboard.view>. The dashboard header includes the Citi logo and navigation tabs: Home, My Profile, Account Activity, and Reports. The 'Account Activity' tab is selected, and a sub-menu is open, highlighting 'Transaction Summary' with a callout box that says 'Select transaction summary' and an arrow pointing to the option. The main content area is divided into several sections: 'ACTIVITY' with 'ALERTS' (0), 'MOST RECENT POSTING DATE' (09/20/2017), 'TOTAL TRANSACTIONS' (3), and 'REVIEWED TRANSACTIONS' (0); 'REVIEW REQUIRED' with a table of items; and 'SNAPSHOTS' with 'Spend By Category' and 'Total Spend' charts. The right sidebar contains 'NEWS', 'LINKS', and 'RESOURCE CENTER' sections.

REVIEW REQUIRED	Total Items: 3
UNITED > 201 N. 23RD STREET - Approve	USD 110.58 09/20/2017
WM 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

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

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 ▼

06/04/2017 to 07/03/2017

Date Type: 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.

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 ▼

06/04/2017 to 07/03/2017

Date Type: Posting Date

Date Range: From: 06/04/2017 📅

To: 07/03/2017 📅

Date Type: Posting Date ▼

Data available starting: 09/25/2014 Search

SEARCH RESULTS

Expand All | Collapse All Search Total: 313-54

Page 1 of 1 Page Go

Detail	Reviewed	Transaction Amount	Tax Amount	Alternate Tax Amount	Additional Information
	<input type="checkbox"/>		7.50		
	<input type="checkbox"/>	06/26/2017	06/22/2017		PEPITO'S MEXICAN RES CANYON, TX - 79015
	<input type="checkbox"/>	06/28/2017	06/26/2017		TASCOSA OFFICE MACHINE MWOOLSEY@YTOM, TX - 79101

Page 1 of 1 Page Go

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!

The screenshot shows a web application interface for searching transactions. The 'SEARCH CRITERIA' section is set to 'Reporting Cycle: June 2017' and 'Date Type: Posting Date'. The 'SEARCH RESULTS' section displays a table of transactions. The first transaction is highlighted, and its 'ACCOUNTING CODES INFORMATION' section is expanded. The 'Expense Description' field contains the text 'Donuts for Donut Day purchasing and central supply - list of who ate in back up'. A callout box with an arrow points to this field, containing the text 'Enter the expense description'. Below the description field, there are dropdown menus for 'Division', 'Department', 'Account', 'Object Code', and 'Goods Received'. The 'Division' dropdown is currently set to 'Business & Finance'.

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax 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			
<b>ACCOUNTING CODES INFORMATION</b> Expense Description: Donuts for Donut Day purchasing and central supply - list of who ate in back up Division: Business & Finance Department: Purchasing/Inventories/Central Supply Account: 11098510562 - Purchasing Office Object Code: 6012 - Food Goods Received: Yes									
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/26/2017	06/22/2017	PEPITO'S MEXICAN RES CANYON, TX - 79015	88.95			

## 5. Select your Division from the drop-down menu.

This screenshot shows the same web application interface as the previous one, but with the 'Division' dropdown menu open. The dropdown menu is positioned over the 'Expense Description' field and lists several options: 'Academic Affairs', 'Athletics', 'Business & Finance', 'College of ANS', 'College of Business', 'Education & Social Sciences', 'Enrollment Management', and 'Fine Arts & Humanities'. The 'Business & Finance' option is highlighted. The background shows the same search results table, with the first transaction still selected.

## 6. Select your Department from the drop-down menu.

Date Range: From: 06/04/2017 To: 07/03/2017 Date Type: Posting Date Data available starting: 09/26/2014 Search

SEARCH RESULTS

Expand All Collapse All Search Total: 313.54

Page 1 of 1 Page Go

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax 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/Inventories/Central Supply	11098510562 - Purchasing Office	6012 - Food	Yes
Business & Finance			6012 - Food	Yes

Copy to All on Page

Starts With...

- Bookstore
- Budget
- Buffalo Gold Card
- Business Office
- Personnel/Payroll
- Physical Plant
- Purchasing/Inventories/Central Supply**
- Risk Management

Page 1 of 1 Page Go

Expand All Collapse All Search Total: 313.54

## 7. Select the account that you will use for the purchase.

Date Range: From: 06/04/2017 To: 07/03/2017 Date Type: Posting Date Data available starting: 09/26/2014 Search

SEARCH RESULTS

Expand All Collapse All Search Total: 313.54

Page 1 of 1 Page Go

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax 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/Inventories/Central Supply	11098510562 - Purchasing Office	6012 - Food	Yes
Business & Finance	Purchasing/Inven...		6012 - Food	Yes

Copy to All on Page

Starts With...

- 11078506692 - Historically Underutilized Business HUB
- 11078508392 - 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

Page 1 of 1 Page Go

Expand All Collapse All Search Total: 313.54

## 8. Select the most appropriate object code.

The screenshot shows a search results page with the following data:

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax 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 - Purchasing Office	6012 - Food	Yes
Business & Finance	Purchasing/Inven...		6012 - Food	Yes

The dropdown menu for 'Object Code' is open, showing the following options:

- 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

## 9. 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.**

The screenshot shows the same search results page as above, but with the 'Goods Received' field set to 'No' and a dropdown menu open for the 'Object Code' field. The dropdown menu shows the following options:

- No
- Yes

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax 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			
<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	06/28/2017	06/26/2017	TASCOSA OFFICE MACHINE MWOOLSEY@YTOM, TX - 79101	217.09			

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

Search Results

Expand All | Collapse All

Search Total: 313.54

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Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>	06/05/2017	06/02/2017	SQU SQ BENJAMIN DONUT AMARILLO, TX -79109	7.50			
<b>ACCOUNTING CODES INFORMATION</b>									
Expense Description: Donuts for Donut Day purchasing and central supply - list of who ate in back up									
<b>Goods Received</b>									
Division: Business & Finance	Department: Purchasing/Inventories/Central Supply	Account: 11098510562 - Purchasing Office	Object Code: 6012 - Food	Goods Received: Yes					
Business & Finance	Purchasing/Inven...	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			
	<input type="checkbox"/>	<input type="checkbox"/>	06/28/2017	06/26/2017	TASCOSA OFFICE MACHINE MWOOLSEY@YTOM, TX -79101	217.09			

Page 1 of 1

Expand All | Collapse All

Search Total: 313.54

## 11. 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.

Search Results

Expand All | Collapse All

Search Total: 313.54

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"/>	06/05/2017	06/02/2017	SQU SQ BENJAMIN DONUT AMARILLO, TX -79109	7.50			

Page 1 of 1

**12. 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.**



The screenshot shows a software interface with a table of transaction records. At the top left, there are buttons for 'Expand All' and 'Collapse All'. At the top right, it says 'Search Total: 313.54'. Below this is a navigation bar with 'Page 1 of 1', a 'Page' input field, and a 'Go' button. The table has columns: Detail, Reviewed, Approved, Posting Date, Transaction Date, Description, Transaction Amount, Tax Amount, Alternate Tax Amount, and Additional Information. A single row is visible with the following data: Detail (with a lock icon), Reviewed (checkbox), Approved (checkbox), Posting Date (06/05/2017), Transaction Date (06/02/2017), Description (SQU SQ BENJAMIN DONUT AMARILLO, TX - 79109), Transaction Amount (7.50), Tax Amount, Alternate Tax Amount, and Additional Information.

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

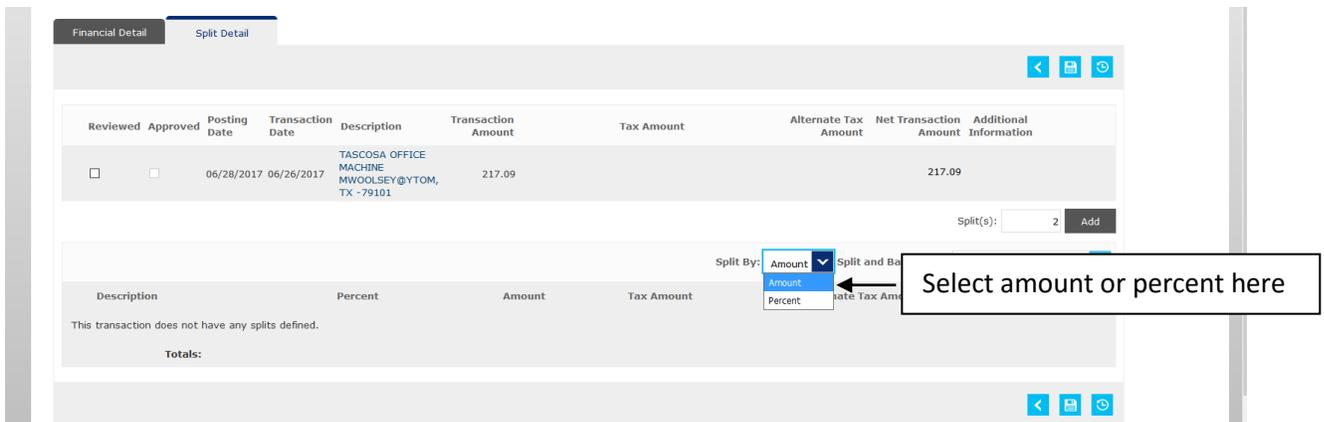
# Splitting Transactions

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

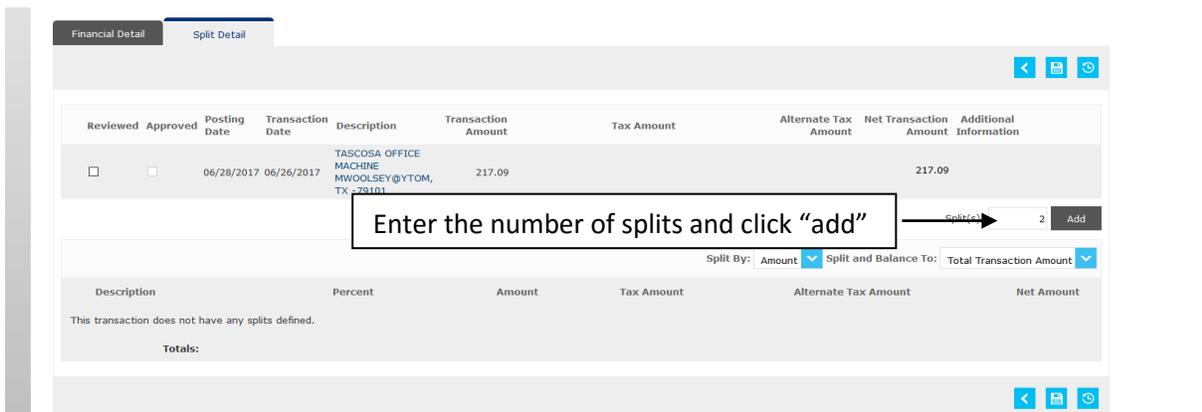
2. Click the split icon  to create a split.



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



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



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

Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>					217.09			217.09	

Split(s): 2 Add

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

Description	Percent	Amount	Tax Amount	Alternate Tax Amount	Net Amount
<input type="checkbox"/> Split - copier rental purchasing	50.00	108.55	0.00	0.00	108.55
<input type="checkbox"/> Split - copier rental central supply	50.00	108.54	0.00	0.00	108.54
<b>Totals:</b>	<b>100.00</b>	<b>217.09</b>	<b>0.00</b>	<b>0.00</b>	<b>217.09</b>

**6. Click the  button or "expand all" to expand the line items.**

Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	06/28/2017	06/26/2017	TASCOSA OFFICE MACHINE MWOOLSEY@YTOM, TX - 79101	217.09			217.09	

Split(s): 2 Add

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

Description	Percent	Amount	Tax Amount	Alternate Tax Amount	Net Amount
<input checked="" type="checkbox"/>  Split - copier rental purchasing	50.00	108.55	0.00	0.00	108.55
ACCOUNTING CODES INFORMATION					
Division	Department	Account	Object Code	Goods Received	
					<a href="#">Edit Accounting Codes</a>
<input checked="" type="checkbox"/> Split - copier rental central supply	50.00	108.54	0.00	0.00	108.54
ACCOUNTING CODES INFORMATION					
Division	Department	Account	Object Code	Goods Received	
					<a href="#">Edit Accounting Codes</a>
<b>Totals:</b>	<b>100.00</b>	<b>217.09</b>	<b>0.00</b>	<b>0.00</b>	<b>217.09</b>

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

The screenshot shows a 'Split Detail' view of a transaction. At the top, there are tabs for 'Financial Detail' and 'Split Detail'. Below this is a table with columns: Reviewed, Approved, Posting Date, Transaction Date, Description, Transaction Amount, Tax Amount, Alternate Tax Amount, Net Transaction Amount, and Additional Information. A single transaction is listed with a net amount of 217.09.

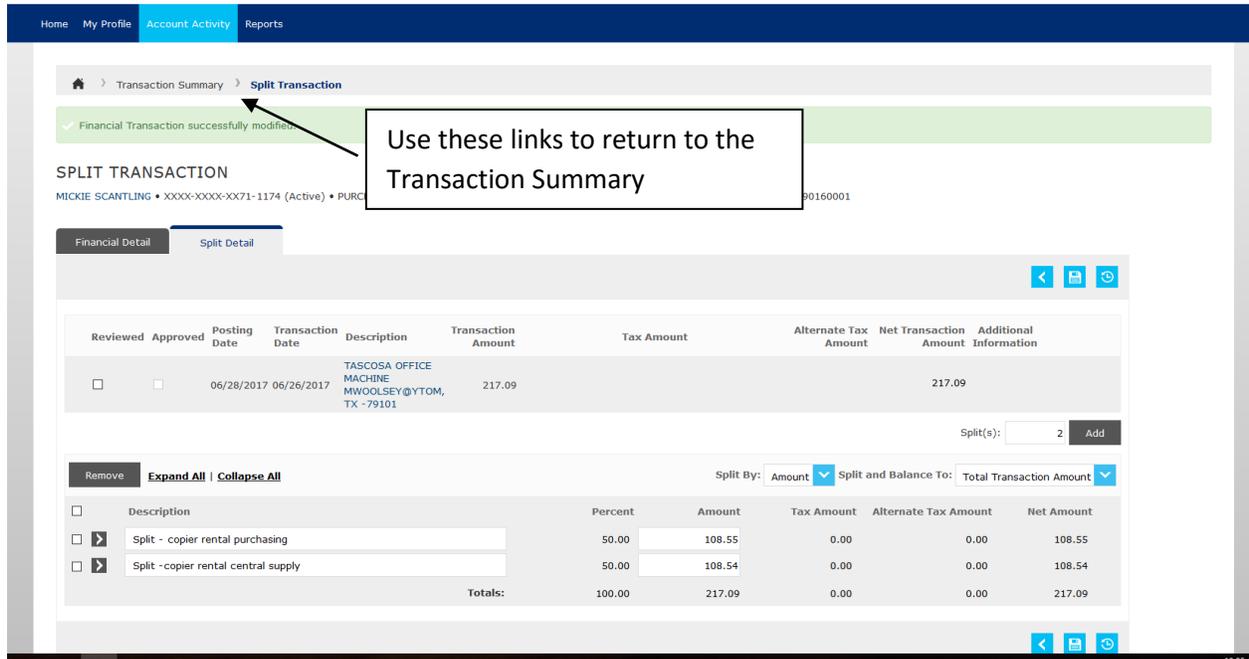
Below the transaction list, there are controls for 'Split(s):' (set to 2) and 'Add'. There are also buttons for 'Remove', 'Expand All', and 'Collapse All'. The 'Split By' is set to 'Amount' and 'Split and Balance To' is set to 'Total Transaction Amount'.

The main table below has columns: Description, Percent, Amount, Tax Amount, Alternate Tax Amount, and Net Amount. It lists two split items:

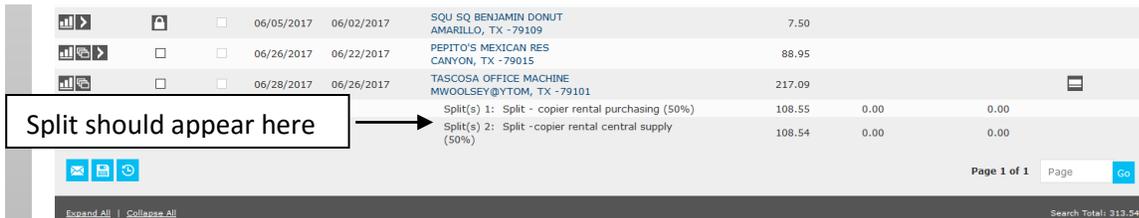
Description	Percent	Amount	Tax Amount	Alternate Tax Amount	Net Amount	
<input type="checkbox"/> Split - copier rental purchasing	50.00	108.55	0.00	0.00	108.55	
<b>ACCOUNTING CODES INFORMATION</b>						
Division	Department	Account	Object Code	Goods Received		
<div style="border: 1px solid black; padding: 2px; display: inline-block;">Click here to enter account numbers</div> <span style="margin-left: 20px;">→</span> <span style="background-color: #444; color: white; padding: 2px 5px; border-radius: 3px;">Edit Accounting Codes</span>						
<input type="checkbox"/> Split - copier rental central supply	50.00	108.54	0.00	0.00	108.54	
<b>ACCOUNTING CODES INFORMATION</b>						
Division	Department	Account	Object Code	Goods Received		
<span style="background-color: #444; color: white; padding: 2px 5px; border-radius: 3px;">Edit Accounting Codes</span>						
<b>Totals:</b>		100.00	217.09	0.00	0.00	217.09

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

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



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



**11. 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.**

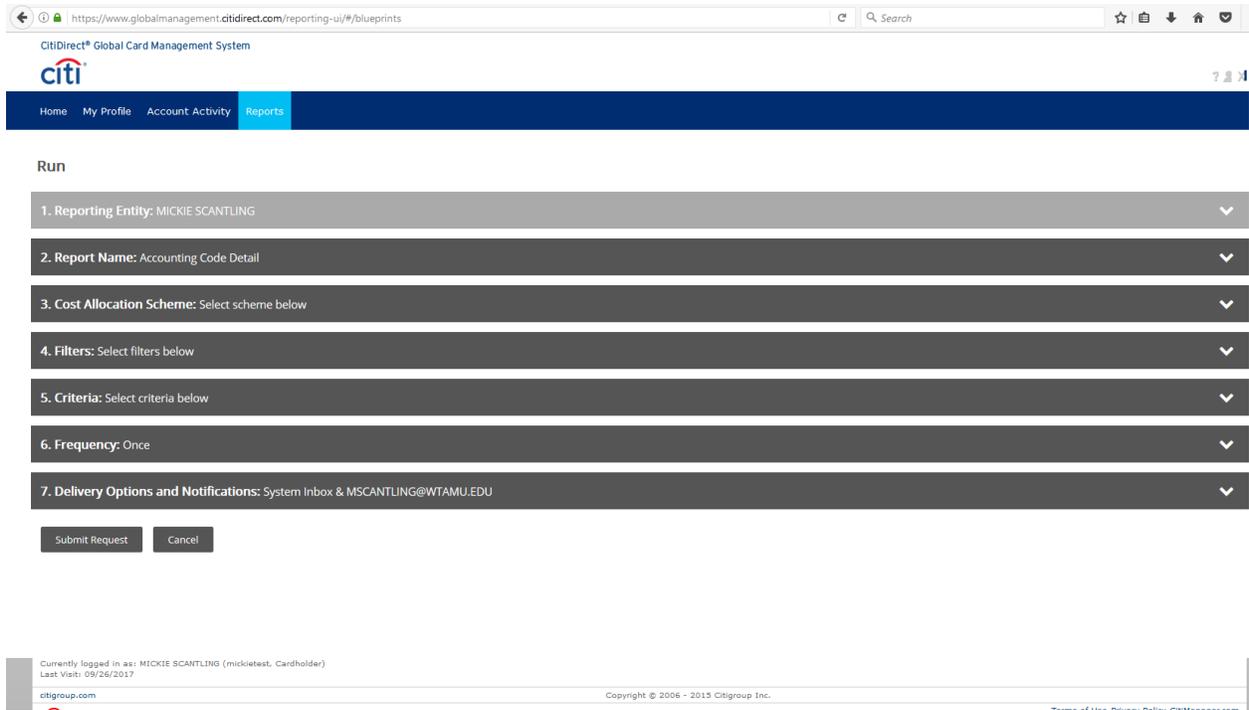
# Creating a Report

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.

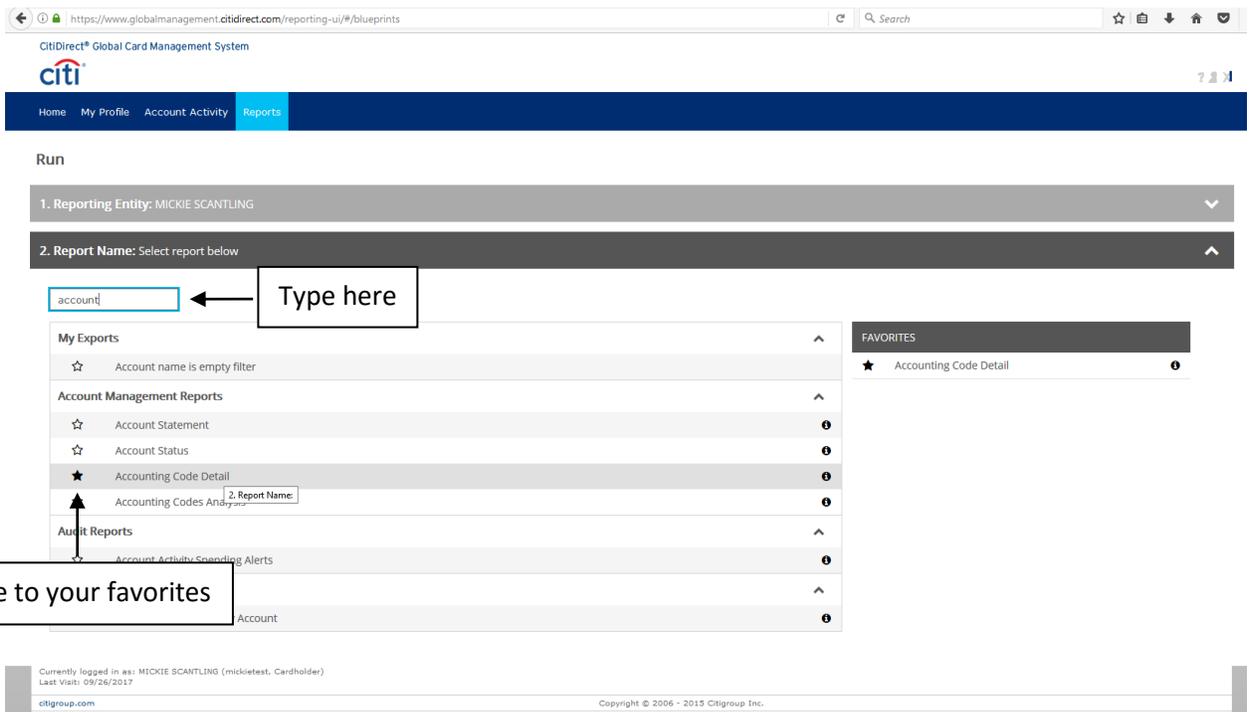
## 1. From your Home screen, go to the Reports menu and select “RUN.”

The screenshot displays the CitiDirect Global Card Management System dashboard. The navigation menu at the top includes Home, My Profile, Account Activity, and Reports. The Reports menu is expanded, showing options for Dashboard and Run. A callout box with an arrow points to the 'Run' option, containing the text 'Click to Schedule a Report'. The main content area is divided into several sections: 'ACTIVITY' with metrics for Alerts & Notifications (0), Most Recent Posting Date (09/20/2017), Total Transactions (3), and Reviewed Transactions (0); 'REVIEW REQUIRED' with a table of items for approval; and 'SNAPSHOTS' with two charts: 'Spend By Category' (a donut chart) and 'Total Spend' (a bar chart). The right sidebar contains 'NEWS', 'LINKS', and 'RESOURCE CENTER' sections.

REVIEW REQUIRED	Total Items: 3
<b>UNITED</b> > 201 N. 23RD STREET - Approve	USD 110.58 09/20/2017
<b>WH SUPERCENTER #793</b> > 1701 N 23RD ST - Approve	USD 12.80 09/14/2017
<b>FELDMAN S WRONG WAY DI</b> > 2100 N 2ND AVE - Approve	USD 102.04 09/11/2017



## 2. Type “Accounting Code Detail” report in the search box and click on the star to save to your favorites.



### 3. Click on Accounting Code Detail

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

★ Accounting Code Detail

Select this report

### 4. Leave everything as it is on Number 3 & 4 – nothing required

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

Currently logged in as: MICKIE SCANTLING (mickietest, Cardholder)  
Last Visit: 09/26/2017

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

The screenshot shows the CitiDirect Global Card Management System reporting interface. The browser address bar shows the URL: https://www.globalmanagement.citidirect.com/reporting-ui/#/blueprints. The page title is "CitiDirect® Global Card Management System". The navigation menu includes Home, My Profile, Account Activity, and Reports. The main content area is titled "Run" and contains several sections for configuring a report:

- 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

The "5. Criteria" section is expanded and contains the following fields:

- Date Type: Posting
- Report Type: Adobe PDF
- Number Format: XX,XXX.XX
- Date Format: MM/DD/YYYY
- Account Status: 8 Selected
- Report Notes: (Empty text area)
- Include Split Transactions:  (This checkbox is circled in red)

At the bottom of the form, there are two buttons: "Submit Request" and "Cancel".

**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 “save.”**

The screenshot shows the CitiDirect Global Card Management System reporting interface. The page title is "Run". The form contains the following fields:

- 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: Reporting Cycle

Under the Frequency section, there are radio buttons for:

- Once
- Daily
- Weekly
- Monthly
- Reporting Cycle

The Reporting Cycle section includes:

- Reporting Cycle: June 2017 (06/04/2017 - 07/03/2017)
- Date Type: POSTING
- Schedule Offset (in days): 0
- Number of cycles to run: 1

A callout box with the text "Select the appropriate reporting cycle" points to the Reporting Cycle dropdown menu.

At the bottom, there is a field for "7. Delivery Options and Notifications: System Inbox & MSCANTLING@WTAMU.EDU" and two buttons: "Submit Request" and "Cancel".

**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.

The screenshot shows the Citidirect Global Card Management System dashboard. The 'Home' link in the top navigation bar is circled in red. The dashboard is divided into several sections:

- 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
- REVIEW REQUIRED** Total Items: 3
  - UNITED > 201 N. 23RD STREET - Approve USD 110.58 09/20/2017
  - WM 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
- 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... 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
- SNAPSHOTS**
  - Spend By Category: Month: Current, By: Transaction Amount (Donut chart)
  - Total Spend: Amount (Bar chart)

**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”.

The screenshot shows the CitiDirect Global Card Management System interface. The top navigation bar includes 'Home', 'My Profile', 'Account Activity', and 'Reports'. The 'Reports' section is active, displaying a 'Dashboard' with two tabs: 'COMPLETED' and 'SCHEDULED'. A table lists completed reports:

Name	Size	File Format	Completed Date
Accounting Code Detail	63.30 KB	pdf	09/25/2017
Accounting Code Detail	63.32 KB	pdf	09/22/2017
Accounting Code Detail	61.75 KB	pdf	09/22/2017
Accounting Code Detail	61.39 KB	pdf	09/19/2017

A 'Download' button is visible next to the first report. A callout box with the text 'Click here to open the report' points to the 'Accounting Code Detail' report name. To the right, a detailed view of the report is shown, including fields for 'Entity Name' (MICKIE SCANTLING), 'From Date' (06/04/2017), 'Created By' (System), 'Size' (63.30 KB), 'Start Date' (09/25/2017 11:26 CDT), 'End Date' (09/25/2017 12:16 CDT), 'Duration' (50 minutes 47 seconds), and 'Last Run Date' (09/25/2017 12:16 CDT).

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

The screenshot shows the CitiDirect Global Card Management System interface. A report titled 'Accounting Code Detail' is displayed with a 'Download' button. A dialog box is open over the report, titled 'Opening Accounting Code Detail.pdf'. The dialog box contains the following text: 'You have chosen to open: Accounting Code Detail.pdf which is: PDF file (63.3 KB) from: https://www.globalmanagement.citidirect.com'. Below this, it asks 'What should Firefox do with this file?'. There are two radio buttons: 'Open with' (selected) and 'Save File'. The 'Open with' dropdown is set to 'TWINUI (default)'. There is also a checkbox for 'Do this automatically for files like this from now on.' and a note: 'Settings can be changed using the Applications tab in Firefox's Options.' The dialog box has 'OK' and 'Cancel' buttons.

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

**citi** Accounting Code Detail Run Date: 09/25/2017  
Report ID: sd10020

Posting Date: 06/04/2017 - 07/03/2017

MICKIE SCANTLING, 757 WTAMU  
XX-711174  
WT BOX 61001  
CANYON, TX 790160001 USA

Posting Date	Transaction Date	Description	Expense Amount
06/05/2017	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
Object Code:	6012 - Food	Goods Received: Yes	Incidental Fee
06/28/2017	06/22/2017	PERITO'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: 11078002392 - EPML
Object Code:	6012 - Food	Goods Received: Yes	Study Abroad Nicaragua
06/28/2017	06/26/2017	TASCOSA OFFICE MACHINEMWOOLSEY@YTOM,TX-79101	108.56
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: 11078500362 - 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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