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.
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.

Next, select the current reporting cycle and click “search.” The transaction summary will appear on the following page.
**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.
This is an example of an Account Summary:
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.

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

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.

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

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

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Check the box to include the splits, and click next.
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 31st will run on June 1st)

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.
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.

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

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

This screen shows some user information, as well as the user’s transaction limits.
### Account Information

<table>
<thead>
<tr>
<th>ACCOUNT INFORMATION</th>
<th>ADDITIONAL DETAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Name:</td>
<td>User Id:</td>
</tr>
<tr>
<td>Account Number:</td>
<td>Reports To:</td>
</tr>
<tr>
<td>Address Line 1:</td>
<td>Reports To Org Point Number:</td>
</tr>
<tr>
<td>City:</td>
<td>Additional Information:</td>
</tr>
<tr>
<td>State / Province:</td>
<td></td>
</tr>
<tr>
<td>Postal Code:</td>
<td></td>
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<td>Country:</td>
<td></td>
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<tr>
<td>Currency:</td>
<td></td>
</tr>
<tr>
<td>Phone Number:</td>
<td></td>
</tr>
<tr>
<td>E-mail Address:</td>
<td></td>
</tr>
<tr>
<td>Effective Date:</td>
<td></td>
</tr>
<tr>
<td>Product Type:</td>
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</tr>
<tr>
<td>Account Status:</td>
<td></td>
</tr>
<tr>
<td>Tax Exempt:</td>
<td></td>
</tr>
</tbody>
</table>

### Transaction Limits

| Credit Limit:                     | 8,000.00                        |
| 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                               |