



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 September 17th changes.
- 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.

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 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), 'E-mail Address' (MSCANTLING@WTAMU.EDU), 'First Name', 'Last Name' (SCANTLING), 'User ID' (mickietest), 'Last Password Change' (08/07/2017 14:35:14 CST), 'Security Question' (Your childhood pet's name?), and 'Security Answer' (masked with dots). There is also a 'Change Password' button and a 'Password for E-mailed Reports' field with a 'Show Report Password' checkbox.
- 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 section, 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 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 with 'Transaction Summary' selected, indicated by a callout box with the text 'Select transaction summary'. The dashboard content is organized into several sections:

- ACTIVITY**: Includes Alerts (Previous), Merchant Summary, Most Recent Posting Date (09/20/2017), Total Transactions (Previous 30 days, 3), and Reviewed Transactions (Previous 30 days, 0).
- REVIEW REQUIRED**: Total Items: 3. Lists transactions for 'UNITED' (USD 110.58, 09/20/2017), 'WM SUPERCENTER #793' (USD 12.80, 09/14/2017), and 'FELDMAN S WRONG WAY DI' (USD 102.04, 09/11/2017).
- REPORTS & DATA FILES**: Includes SCHEDULED REPORTS, COMPLETED REPORTS, and DATA FILES.
- SNAPSHOTS**: Contains 'Spend By Category' (Month: Current, By: Transaction Amount) and 'Total Spend' (Bar chart showing a spend of approximately 225).
- NEWS**: A notification about a process change starting September 17th.
- LINKS**: Includes CITIMANAGER and CITIBANK CUSTOM REPORTING.
- RESOURCE CENTER**: Includes GCMS REPORTING REFERENCE GUIDE, HOW TO SET YOUR BROWSER TO TLS 1.1 AND HIGHER, ADMINISTRATOR_INSTRUCTIONS_RELEASE_13.3, CARDHOLDER_SELF-REGISTRATION_INSTRUCTIONS, and ACCOUNT USER'S GUIDE.

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

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.

* Indicates required field

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: 01/17/2016 Search

SEARCH RESULTS

Expand All | Collapse All Search Total: 313.54

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Details	Reviewed	Transaction Amount	Additional Information
	<input type="checkbox"/>	7.50	
	<input type="checkbox"/>	88.95	
	<input type="checkbox"/>	217.09	

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!

SEARCH CRITERIA

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"/>	<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: Business & Finance
Department: Purchasing/Inventories/Central Supply
Account: 11098510562 - Purchasing Office
Object Code: 6012 - Food
Goods Received: Yes

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
<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.

SEARCH RESULTS

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: Business & Finance
Department: Purchasing
Account: 11098510562 - Purchasing Office
Object Code: 6012 - Food
Goods Received: Yes

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

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
<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 MWOLSEY@VTOM, TX - 79101	217.09	

Select your Department from the drop-down menu.

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 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
HWOOLSEY@YTOW, TX - 79101 217.09

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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

Select your Account Number

5. Select the most appropriate object code.

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

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

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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

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

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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	

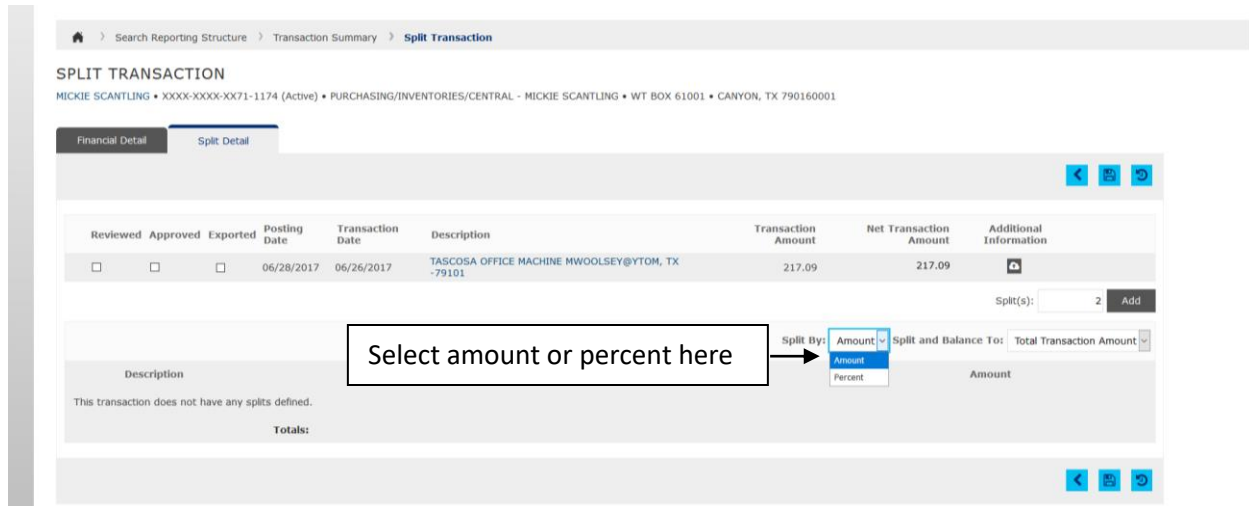
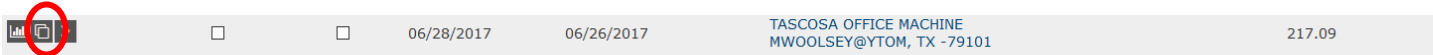
The transaction is now locked to prevent further editing. After all allocations are completed and saved, click the “send email” button and send an email to your supervisor or approver to let them know you have allocated all charges, the receipts and all supporting documentation are complete.

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	

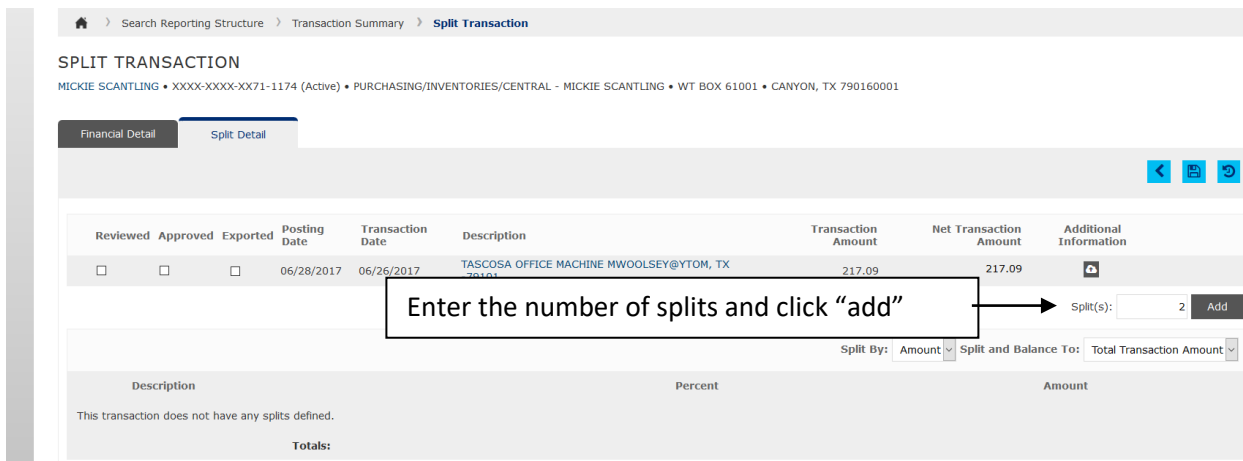
Splitting Transactions

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.

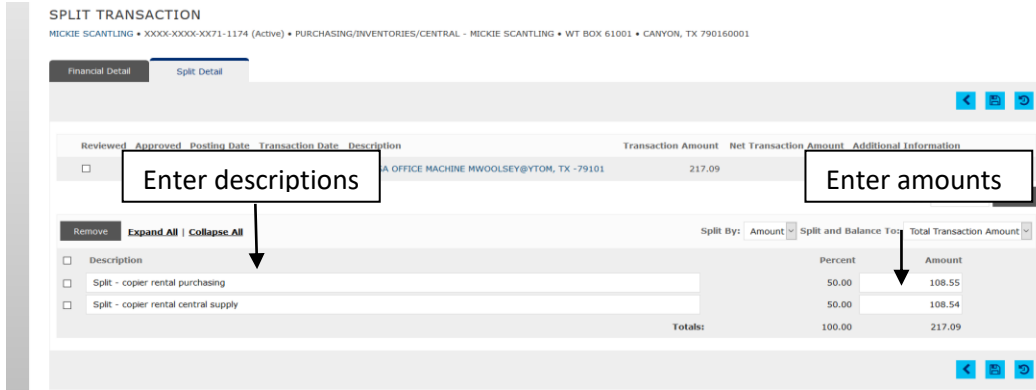


Transactions can be split by an amount or by a percentage of the purchase.

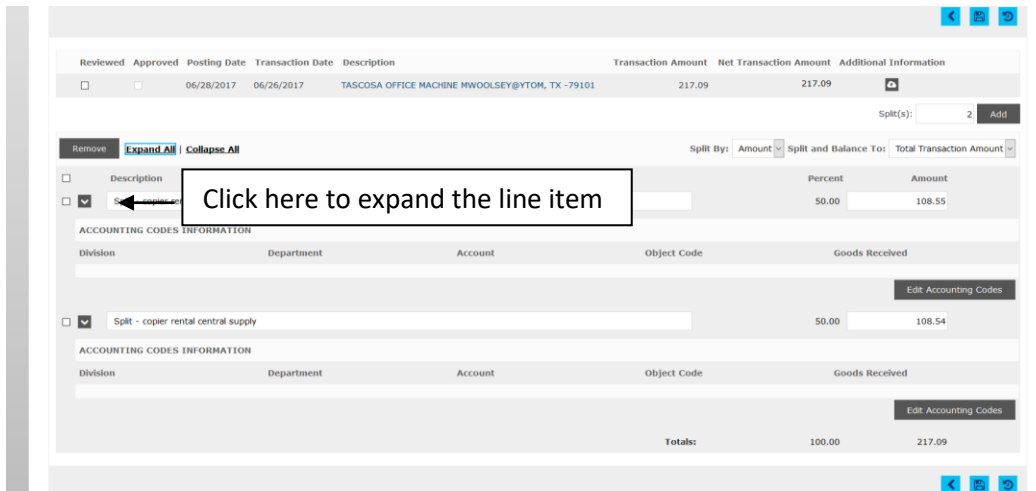


3. You can also enter the number of splits you would like to create, and then click "add."

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.

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

Split(s): 2 Add

Remove Expand All Collapse All

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

Description	Percent	Amount
<input checked="" type="checkbox"/> Split - copier rental purchasing	50.00	108.55

ACCOUNTING CODES INFORMATION

Division	Department	Account	Object Code	Goods Received

Click here to enter account numbers → Edit Accounting Codes

Description	Percent	Amount
<input checked="" type="checkbox"/> Split - copier rental central supply	50.00	108.54

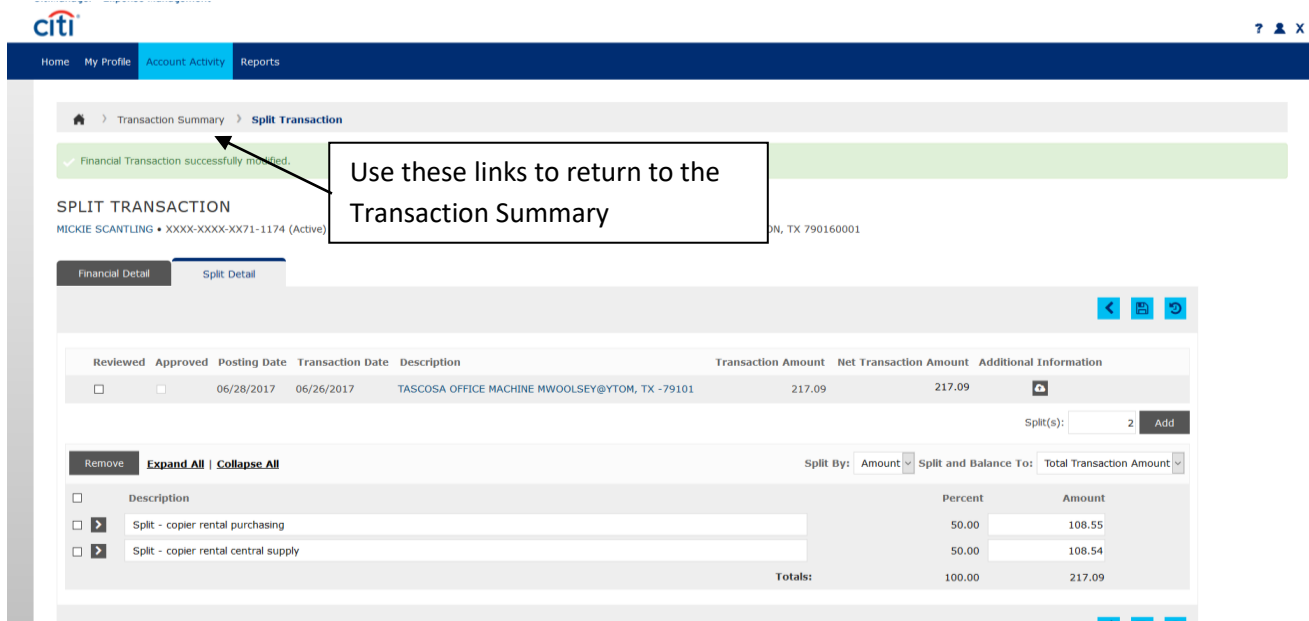
ACCOUNTING CODES INFORMATION

Division	Department	Account	Object Code	Goods Received

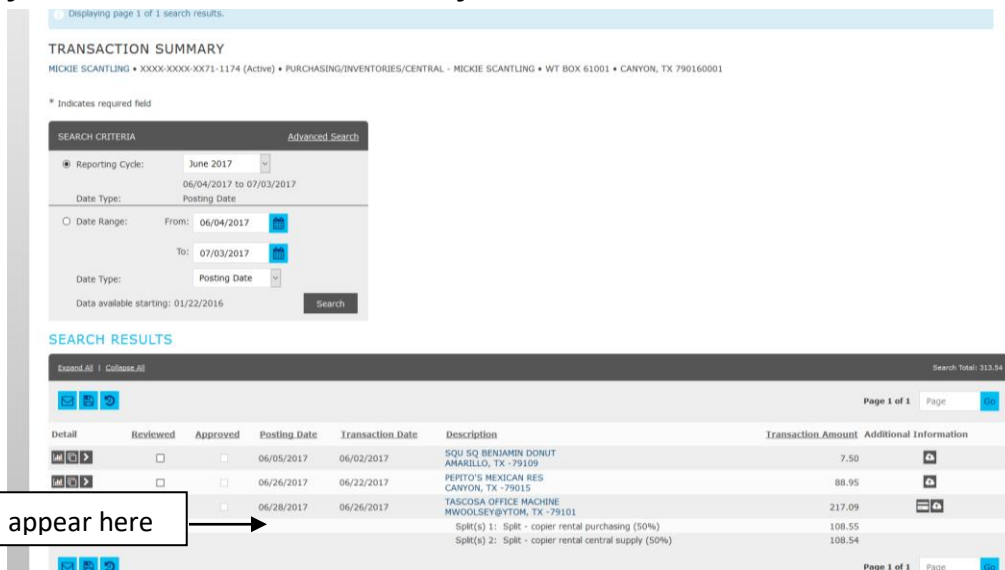
Totals: 100.00 217.09

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.

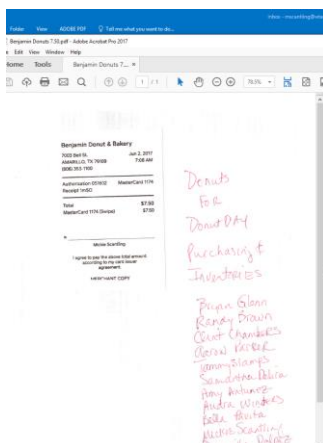
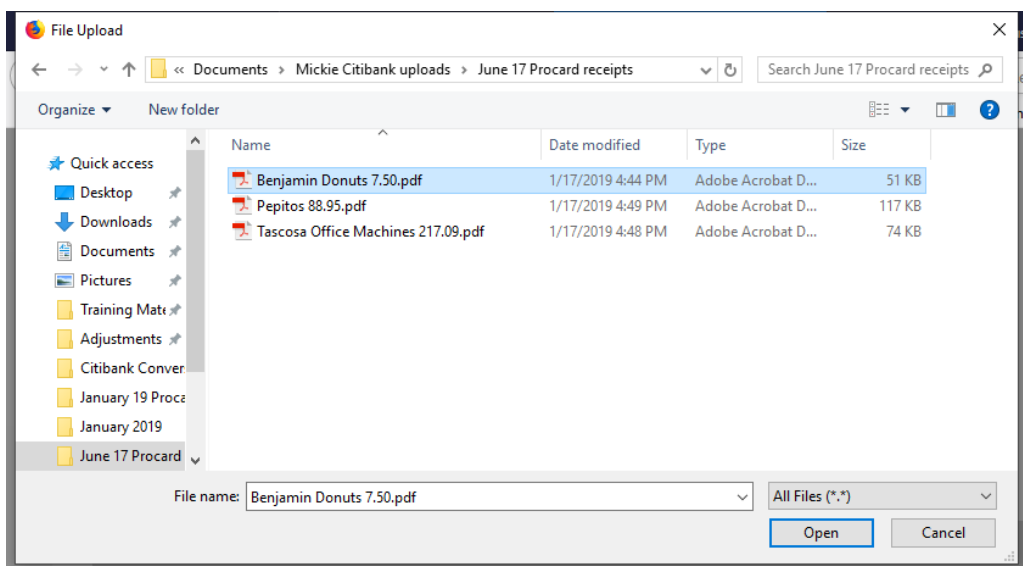


10. You will still need to click the “reviewed” box and save your work just like a normal transaction. Once you have reviewed and saved your work, no additional editing will be permitted by the system.

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 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 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.