



TAMIU

2011

Procurement Card Training

Citi Website

www.citimanager.com

Global Transaction Services

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Treasury and Trade Solutions

Citi® Commercial Cards

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› [Global Corporate Sector Solutions](#)

› [Public Sector Solutions](#)

[Customer Service](#)

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Welcome to Citi® Commercial Cards

As a leading Commercial Card issuer, Citi is committed to providing solutions that offer greater control, visibility and optimization to help our clients maximize their efficiencies and expand their opportunities. Whether your needs are local or global, Citi can customize a solution to help your organization achieve its strategic financial objectives.

With the broadest global reach, an unrivaled international network, award-winning customer service, and the industry's most advanced payment, reporting and expense management tools, Citi continues to raise the bar for commercial card programs. Citi's global infrastructure—with a vast network of countries with on-the-ground proprietary operations—allows you to manage your business and treasury functions seamlessly throughout the world. In addition to offering the most widely accepted Corporate Card—accepted at 30 million merchant locations and 1,500,000 ATMs in 140 countries—Citi is also the only bankcard issuer to offer local currency card programs in 50+ countries and 25+ languages.

As next-generation card management solutions emerge, Citi, once again, is at the forefront of card technology, delivering cutting-edge payment tools and platforms to help our clients achieve greater integration, efficiency and control—locally, regionally, and globally. Our advanced suite of customizable, online reporting tools and solutions seamlessly integrate with your financial systems, providing



CitiManager Secure Site

Access online program management tools by clicking one of the following links:

›› [CitiManager](#) – provides single sign-on access to the applications you need.

Or

Go directly to one of our secure web tools:

›› [CitiDirect® Card Management System](#)

›› [Citi® Custom Reporting System](#)

›› [CitiDirect® Global Card Management System](#)

Select the CitiDirect Global Card Management System (GCMS)



First log in...

CitiDirect® Global Card Management System



User ID:

Password: (last 4 of your card)

Language: ▼

[Forgot your password?](#)

You are authorized to use this System for approved business purposes only. Use for any other purpose is prohibited. All transactional records, reports, e-mail, software, and other data generated by or residing upon this System are the property of the company and may be used by the company for any purpose. Authorized and unauthorized activities may be monitored.

Information

- The billing period has been pre-defined by the State of Texas, and will end on the 3rd of each month. If the 3rd falls on a weekend or holiday it moves back.
Example: If the 3rd is on Sunday the cycle will close on Friday the 1st. You can reconcile on the 4th when you return to the office from the weekend.
- Need to set up new account numbers and information with PDME or any other vendor that may have you set up automatically (Shred-It, etc)
- Passwords expire every 90 days. You will receive a notice 30 days before regarding the upcoming expiration.

Main Screen

CitiDirect® Global Card Management System



To logoff

My Profile

Account Activity

Home

Welcome Back

Last Visit: 09/06/2011

Account Activity

Date Range: Previous 30 Days

Transactions & Adjustments		Last Five Transactions	
Total Transactions	3	SHRED-IT SAN ANTONIO 12817 WETMORE BLVD	158.88 11/04/2011
Reviewed	1	SHRED-IT SAN ANTONIO 12817 WETMORE BLVD	17.04 11/04/2011
Not Reviewed	2	SHRED-IT SAN ANTONIO 12817 WETMORE BLVD	17.04 10/31/2011
		SHRED-IT SAN ANTONIO 12817 WETMORE BLVD	17.04 09/01/2011

Inbox

Completed Reports (0)	Scheduled Reports (0)
-----------------------	-----------------------

No completed reports are available.

No scheduled reports are available.

News & Links

1 of 1

No news available

No news available

[View All News](#)

- [CitiManager](#)
- [Citibank Custom Reporting](#)

Resource Center

[Account User's Guide Complete Manual](#)



[Online Help By Topic](#)

Currently logged in as: .

Cardholder)

My Profile Tab

CitiDirect® Global Card Management System



My Profile Account Activity

Home > My Profile

My Profile

General

Associate Accounts Save Reset

USER INFORMATION

* User Name:
User ID:
User Type: Cardholder User
Template: Cardholder - Large Market (System Default)
* E-mail Address:
* Confirm E-mail Address:
Phone Number:
Status Code: ACTIVE
Account Number XXXX-XXXX-XX -

Preferred E-mail

Settings for Transaction Summary E-mail

E-mail Addresses:
(Enter up to five e-mail addresses separated by commas)

REGIONAL SETTINGS

Date and Time Settings

USER PASSWORD

Last Password 07/21/2011 16:38:00 CST
Change:
Current Password:
New Password:
(Must contain at least 8 characters, two of which must be numeric. Cannot be same as User ID.)
Confirm Password:
* Security Question:
* Security Answer:

CHALLENGE QUESTION RESPONSES

* Challenge Question:
* Response:
* Confirm Response:
* Challenge Question:
* Response:

email address,
password,
challenge questions,
can be updated

Account Activity

CitiDirect® Global Card Management System



My Profile

Account Activity

Home > Transaction Summary

Transaction Summary

GUTIERREZ • XXXX-XXXX-XX

• PURC -PURCHASING DEPARTM

UNIVERSITY BLVD - PURCHX2709 • LAREDO, TX 780411920

SEARCH CRITERIA [Advanced Search >](#)

Reporting Cycle: ▼

Date Type: From:

Posting Date ▼ To:

Data available starting: 11/09/2008

Search

Transaction Summary

Account Information

Merchant Summary

Cost Allocation Management

Schedule Report

Completed Reports

Scheduled Reports

SEARCH CRITERIA [Advanced Search >](#)

Reporting Cycle: ▼

Date Type: From:

Posting Date ▼ To:

Data available starting: 11/09/2008

- May 2011
- June 2011
- September 2011
- October 2011
- November 2011
- December 2011
- January 2012
- February 2012
- March 2012
- April 2012
- May 2012
- June 2012
- July 2012
- August 2012

Transaction Screen

SEARCH CRITERIA [Advanced Search >](#)

Reporting Cycle:

Date Type: From: 07/19/2011

Posting Date: To: 08/18/2011

Data available starting: 08/18/2008

Search

1 - 7























[Expand All](#) | [Collapse All](#)

Send Email **Save** **Reset**

Accounting
Details

SEARCH RESULTS

Search Total: 3,559.38

Detail	Reviewed	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Additional Information
   	<input type="checkbox"/>	08/09/2011	08/08/2011	LAREDO PAINT & DECORAT LAREDO, TX -78041	731.72	<input type="text"/>		
  	<input type="checkbox"/>	08/09/2011	08/08/2011	ACADEMY SPORTS #120 LAREDO, TX -78045	319.97	<input type="text"/>		
  	<input type="checkbox"/>	08/11/2011	08/10/2011	COOPER'S PURCHASING LAREDO, TX -78041	1,600.00	<input type="text"/>		
  	<input type="checkbox"/>	08/12/2011	08/10/2011	1713 INSCO LAREDO 210-6908400, TX -780410000	190.82	<input type="text"/>		
 	<input type="checkbox"/>	08/12/2011	08/10/2011	THE HOME DEPOT 6540 LAREDO, TX -78041	128.47			
				Split 1: Split - ROSIN SOLDER	7.47	0.00	0.00	
				Split 2: Split - TOOL TOTE	59.00	0.00	0.00	
				Split 3: Split - 4' FG STEP	62.00	0.00	0.00	
  	<input type="checkbox"/>	08/16/2011	08/15/2011	LAREDO PAINT & DECORAT LAREDO, TX -78041	409.90	<input type="text"/>		
  	<input type="checkbox"/>	08/17/2011	08/15/2011	1713 INSCO LAREDO 210-6908400, TX -780410000	178.50	<input type="text"/>		

Split
Transaction

Search Total: 3,559.38

[Expand All](#) | [Collapse All](#)



Send Email **Save** **Reset**










1 - 7

When transactions are split automatically...

			10/12/2011	10/11/2011	LOWES #01563 LAREDO, TX -78041	219.65			
					Split 1: Split - BERNZ TS4000 MPP KIT	83.94	0.00	0.00	
					Split 2: Split - DEWALT 15PC MAGNETIC TOUGH CASE	15.97	0.00	0.00	
					Split 3: Split - ARROW T50 STAPLE GUN TACKER	17.98	0.00	0.00	
					Split 4: Split - KEY CABINET - 20 KEY	14.97	0.00	0.00	
					Split 5: Split - 15" COLLAPSIBLE TOTE	25.96	0.00	0.00	

[View All ...](#)

Notice you do not have the  icon. Use the split transaction icon  to go to the following screen and reconcile there.

Financial Detail		Split Detail								
Reviewed	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Net Transaction Amount	Additional Information	
<input type="checkbox"/>	<input type="checkbox"/>	10/12/2011	10/11/2011	LOWES #01563 LAREDO, TX -78041	219.65			219.65		
Split: <input type="text" value="2"/> Add										
Select All Deselect All Remove Expand All Collapse All				Split By: <input type="text" value="Amount"/>		Split and Balance To: <input type="text" value="Total Transaction Amount"/>				
Description	Percent	Amount	Tax Amount	Alternate Tax Amount						
<input checked="" type="checkbox"/>  Split - BERNZ TS4000 MPP KIT	38.22	83.94	0.00	0.00						
<input type="checkbox"/>  Split - DEWALT 15PC MAGNETIC TOUGH	7.27	15.97	0.00	0.00						
<input type="checkbox"/>  Split - ARROW T50 STAPLE GUN TACKER	8.19	17.98	0.00	0.00						
<input type="checkbox"/>  Split - KEY CABINET - 20 KEY	6.82	14.97	0.00	0.00						
<input type="checkbox"/>  Split - 15" COLLAPSIBLE TOTE	11.82	25.96	0.00	0.00						
<input type="checkbox"/>  Split - 11 OZ FLUORESCENT YELLOW SF	4.53	9.96	0.00	0.00						
<input type="checkbox"/>  Split - 11OZ SP GREEN FLUORESCENT f	2.27	4.98	0.00	0.00						
<input type="checkbox"/>  Split - 3/8 ONE HOLE BX STRAP 10 BAG	1.67	3.66	0.00	0.00						
<input type="checkbox"/>  Split - 3/8" T50 STAPLE 5000CT	5.14	11.28	0.00	0.00						
<input type="checkbox"/>  Split - BIT,AUGER,QUICK CHANGE 3/4A C	4.54	9.97	0.00	0.00						
<input type="checkbox"/>  Split - DREMEL EZ LOCK CUT OFF WHEEL	9.53	20.98	0.00	0.00						

Required Fields

SEARCH RESULTS Search Total: 3,559.38

Detail	Reviewed	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Additional Information
				<input type="checkbox"/>	08/09/2011	08/08/2011	LAREDO PAINT & DECORAT LAREDO, TX -78041	731.72 <input type="text"/>

ACCOUNTING CODES INFORMATION Display accounting codes from

Expense Description

Dept/Sub-Dept	Accounting Code	Object Code	Invoice #	Document #
<input type="text"/>	<input type="text"/>	4076(7328) - Building Supplies and Materials 4076(7328) - Building Supplies an <input type="text"/>	<input type="text"/>	<input type="text"/>

Asset #	Recipient Info	Order Date	Delivery Date	Reconciled Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Reconciler	Original Account	REF A	REF B	Expending PGM Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

HUB Status
- No Description -
- No Description -

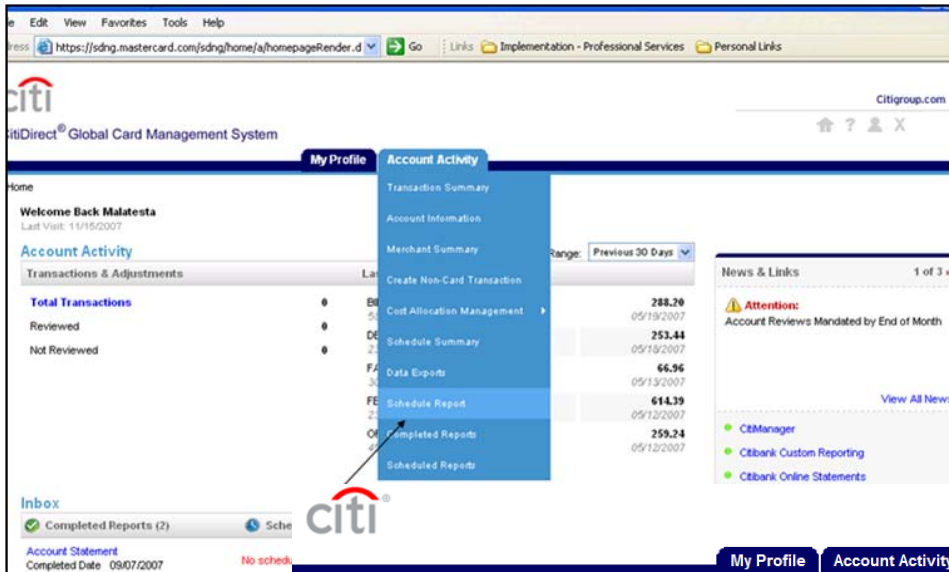
PO #

[Copy to All on Page](#)

			<input type="checkbox"/>	08/09/2011	08/08/2011	ACADEMY SPORTS #120 LAREDO, TX -78045	319.97	<input type="text"/>		
			<input type="checkbox"/>	08/11/2011	08/10/2011	COOPER'S PURCHASING LAREDO, TX -78041	1,600.00	<input type="text"/>		
			<input type="checkbox"/>	08/12/2011	08/10/2011	1713 INSCO LAREDO 210-8908400, TX -780410000	190.82	<input type="text"/>		
			<input type="checkbox"/>	08/12/2011	08/10/2011	THE HOME DEPOT 6540 LAREDO, TX -78041	128.47	<input type="text"/>		
						Split 1: Split - ROSIN SOLDER	7.47	0.00	0.00	
						Split 2: Split - TOOL TOTE	59.00	0.00	0.00	
						Split 3: Split - 4' FG STEP	62.00	0.00	0.00	
			<input type="checkbox"/>	08/16/2011	08/15/2011	LAREDO PAINT & DECORAT LAREDO, TX -78041	409.90	<input type="text"/>		
			<input type="checkbox"/>	08/17/2011	08/15/2011	1713 INSCO LAREDO 210-8908400, TX -780410000	178.50	<input type="text"/>		

Running Reports

Account Activity
tab, then select
'Schedule Report'



Home

Progress - Step 1

Select Report
No report selected

Completed Reports
2 Reports Complete

- Expense Report
June 2011
- Expense Report
June 2011

Scheduled Reports
0 Reports Scheduled

No scheduled reports.

Schedule Report: Choose Report

Group By: None | Show: Adobe PDF

Select a report from the list provided. To quickly locate the report you are looking for, try using the Group By and Show options above.

- Account Activity Spending Alerts Audit Reports System (Adobe PDF)
- Account Statement Account Management Reports System (Adobe PDF)
- Account Status Account Management Reports System (Adobe PDF)
- Accounting Code Detail Account Management Reports System (Adobe PDF)
- Accounting Codes Analysis Account Management Reports System (Adobe PDF)
- Airline Summary Travel Reports System (Adobe PDF)
- Cash Transaction Detail Transaction Reports System (Adobe PDF)
- Daily Transaction Summary Transaction Reports System (Adobe PDF)
- Detail Spend Analysis by Account Transaction Reports System (Adobe PDF)
- Expense Report Transaction Reports System (Adobe PDF)
- Line Item Detail Transaction Reports System (Adobe PDF)
- Lodging Chain and Summary Lodging Reports System (Adobe PDF)
- Merchant Detail Merchant Reports System (Adobe PDF)
- Merchant Related Spending Alerts Audit Reports System (Adobe PDF)
- Spend Analysis by Merchant Merchant Reports System (Adobe PDF)
- Spend Analysis by Merchant Category Merchant Reports
- Spend Analysis by Transaction Category Transaction Reports

Select the
Expense
Report



[Home](#)

Progress - Step 2 of 5

Select Report
[Expense Report](#)

Select Scheme
[No scheme selected](#)

Select Filters
[No filters applied](#)

Report Options
[Customize your report](#)

Frequency
[Run Once](#)



Schedule Report: **Select Cost Allocation Scheme**

Select the cost allocation scheme that you wish to report against.

Schemes Defined for Entity GUTIERREZ

- 761 PCARD TAMIU (ACTIVE)**
Dept/Sub-Dept, Accounting Code, Object Code, Invoice #, Document #, Asset #, Recipient Info, Order Date, Delivery Date, Reconciled Date, Reconciler, Original Account, REF A, REF B, Expending PGM Code, HUB Status, PO #
- None**
Include all transactions. Accounting code fields are not available.

Back **Next** **Cancel**




Do not change anything on this screen, just click Next

Completed Reports
0 Reports Complete

No completed reports.

Scheduled Reports
1 Reports Scheduled

Expense Report 
[\[Description empty\]](#)

[Home](#)

Progress - Step 3 of 5

Select Report

[Expense Report](#)

Select Scheme

[FAMIS](#)

Select Filters

[No filters applied](#)

Report Options

[Customize your report](#)

Frequency

[Run Once](#)

Completed Reports

0 Reports Complete

No completed reports.

Scheduled Reports

1 Reports Scheduled

[Expense Report](#)

[\[Description empty\]](#)



Schedule Report: Filters

Select the field, type, and value Click the Add button to add the filter.

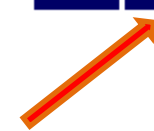
Field Type
Value

Field	Type	Value
Reviewed Status	Equals	Financial

To add a filter, enter the filter criteria above and click the Add button.

Select 'Reviewed Status'

[Select All](#) | [Deselect All](#)





Progress - Step 4 of 5

Select Report

[Expense Report](#)

Select Scheme

[FAMIS](#)

Select Filters

[No filters applied](#)

Report Options

[Customize your report](#)

Frequency

[Run Once](#)



Completed Reports

0 Reports Complete

No completed reports.



Scheduled Reports

1 Reports Scheduled

Expense Report

[\[Description empty\]](#)



Schedule Report: Options

Specify the schedule report options below, then click Next or Save to continue.

Date Type

Report Format

Number Format

Date Format

Additional Options



Include Splits



Check Box

Description

Entering a Description is for your information only, it will not print on the report.

Notify Me At

Enter up to five e-mail addresses separated by commas

Back

Next

Save

Cancel





[Home](#)

Progress - Step 5 of 5

Select Report
[Expense Report](#)

Select Scheme
781 TX A&M INTERNATIONAL UNIV

Select Filters
[No filters applied](#)

Report Options
[Customize your report](#)

Frequency
[Run Once](#)

Completed Reports
4 Reports Complete

- [Expense Report](#)
[\[Description empty\]](#)
- [Expense Report](#)
[\[Description empty\]](#)
- [Expense Report](#)
June 2011
- [Expense Report](#)
June 2011

Scheduled Reports
0 Reports Scheduled

No scheduled reports.



Schedule Report: **Frequency**

Choose the frequency and date range to use to schedule this report, then click Save to continue.

Run Once

From Date: To Date: Schedule Offset: (in days)

Daily

Start Date: Days to Run: Schedule Offset: (in days)

Weekly

From Day: Weeks to Run:
To Day: Schedule Offset: (in days)

Monthly

From Day: Months to Run:
To Day: Schedule Offset: (in days)

Reporting Cycle

Date Type: Posting Date

Reporting Cycle:

Number of Cycles to Run: Schedule Offset: (in days)

ALWAYS use the **Reporting Cycle** option

[Back](#) [Save](#) [Cancel](#)

E-mail Notification

Today

Expense Report is complete.
Online Reporting

9:45 AM

Expense Report is complete.

Online Reporting [sdg2@mastercard.co...



Actions

To:

[Redacted]

Thursday, July 28, 2011 9:45 AM

Notice from your online reporting solution.

The report that you scheduled is ready for viewing. [Click Here](#) to login.

Once you receive your notification you can log in print your report.

To print your report:

- Log in and go to your Inbox, select your needed report.
- Download and either Open or Save your report.

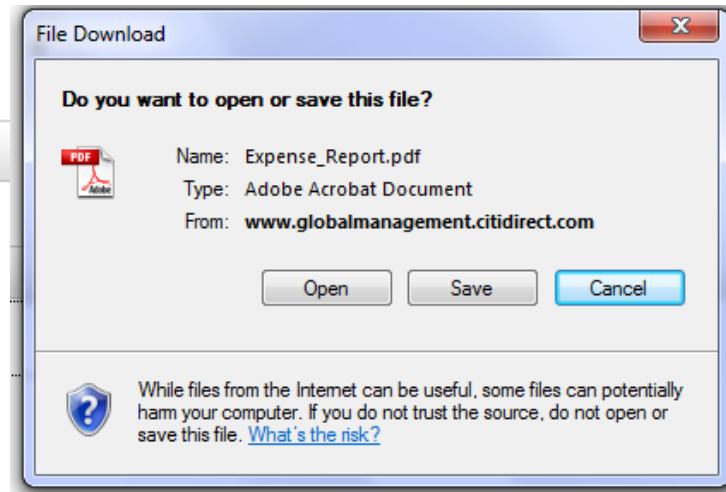
Account Activity

Transactions & Adjustments	Last Five Transactions
Total Transactions	0
Reviewed	0
Not Reviewed	0

Inbox

Reports stay in your inbox for 30 days

Completed Reports (3)
Expense Report Completed Date 07/28/2011
Expense Report Completed Date 07/28/2011 June 2011
Expense Report Completed Date 07/28/2011 June 2011
View All >





Expense Report

Posting Date:04/04/2011 - 05/03/2011

No data available.

- This is what your report should look like, with transaction information

For questions contact:

Laura Gamez

X2343

Annie Gutierrez

X2709