

Texas A&M International University

Procurement Card Training

<http://www.tamui.edu/adminis//purchasing/purchasingcard.shtml>

Cardholder Information

- Keep your card safe and secure, do not lend it out to anyone and Use card for business purposes only.
- Making tax exempt purchases.
- Follow up with vendors & check received orders; contact vendor in case of return
- Make sure only purchases you made are charged on your card. If there are any problems:
 - 1- Try to resolve situation with vendor
 - 2- Contact Citibank and follow dispute procedures
- Search for and use HUB vendors
- Set up your PDME/Shred-it account information (if applicable)
PDME- 1-800-723-3345
- Noncompliance will be reported to appropriate VP
- Keeping your card is subject to proper usage and compliance
- Cards must be returned to Program Administrator upon exiting the University

Credit Limit

- \$5,000 per month
- Request to raise: in writing (dept. manager)
approval from VP/Dean

Freight and installation charges must fall within the card limit.

Payments may not be split.

Vendor Selection

- State restricted vendors

- TAMUS Policy

Every employee is responsible for making a good faith effort of ensuring that HUBs are afforded an equitable opportunity to compete for all procurement and contracting activities of the University.

- No discrimination

HUB

- HUB = Historically Underutilized Businesses
- Businesses owned, in majority, by: -
 - American Women*
 - Black Americans*
 - Asian Pacific Americans*
 - Hispanic Americans*
 - Native Americans*and that have been acknowledged by the state as such
- State entities must meet set goals

Finding A HUB Vendor

1. TAMIU Website:

<http://www.tamtu.edu/adminis/purchasing/hubs.shtml>

2. State Purchasing Website:

<https://mycpa.cpa.state.tx.us/tpasscmbsearch/index.jsp>

→ select: ALL VENDORS

3. If you do not have a vendor for the item(s), use this link:

http://cmbreg.cpa.state.tx.us/commodity_book/Alpha_index_inquiry.cfm

→ search by keyword (ex. Shirts)

Examples of Acceptable Purchases

- Office, educational & cleaning supplies;
- Books;
- Toners and kits for printers/copiers;
- Fabrics and linens w/o text/graphics;
- Business meals (local)*; catering and food purchases;
- Registration fees;

*Please see Food Purchasing Guidelines for a clear understanding of what is acceptable

<http://www.tamtu.edu/compliance/documents/Rules%20and%20SAPs/21.01.12.L1.01FoodPurchases.pdf>

Examples of Restricted Purchases

- Advertising
- Printing/copying
- Embroidery, screen printing
- Promotional items
- Software, licenses
- Memberships
- Travel
- Alcohol
- Entertainment
- Hazardous Chemicals
- Food Vouchers
- Gifts/Gift Cards
- Controlled assets
- Items for Personal Use

**See online manual for a more complete list of acceptable and restricted purchases. If you have any questions regarding acceptable/restricted purchases please contact the Purchasing Department.

Controlled Assets

- Fax machines
- Stereo Systems
- Cameras
- Video Recorders
- Televisions
- Projectors

If the cost of these items is under \$500 they are not controlled assets, if the cost is over \$500 then they are and must be tagged as University property and purchased through a requisition.

How to Register on Citibank



Citibank Customer Service

- Available 24/7
- Contact for questions about your account, password resets, etc.
- Call immediately if your Pro Card is lost or stolen

1-800-248-4553

Information

- **Submit your Expense Report after the close of each cycle with required backup documentation:**
 - Receipts**
 - Food Purchases Form (for all/any food purchases & catering)**
 - Missing receipts form (if applicable)**
 - Communication with vendors (if applicable)**
- **Incorrect Expense Reports will be returned to cardholder**
- **Expense Reports are due to Purchasing Office by the 13th with required signatures and paperwork; to maintain the privilege of using the P-Card, all reports must be submitted on time.**
- **If you did not have charges for the month no report is needed.**

Citi Information

REMEMBER:

- Billing cycles close on the 3rd of each month (unless the 3rd falls on a weekend or holiday)
- Reconcile *(by REPORTING CYCLE, not date range)* by going to direct link on your profile under CitiDirect GLOBAL Card Management System

www.citimanager.com

Citi Website STEP 1

Citi® Commercial Cards



Click on Self registration for card holders.

Choose language
English



Select the Self
Registration for Card
Holders link

Registered users

Username

Password

Login Clear

[Forgot username?](#)
[Forgot password?](#)

First time users

[Self registration for Cardholders](#)
[Self registration for Non Cardholders](#)
[Apply for card](#)

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.

citigroup.com

Terms of Use

Privacy

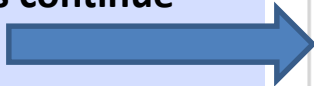
Institutional Clients Group

<https://home.cards.citidirect.com/CommercialCard/Cards.html?classic=2>

STEP 2

Enter account information exactly as it appears in the delivery envelope. The account information marked with an asterisk identifies required fields.

Please Select the second option and press continue



Citi® Commercial Cards



Self registration for Cardholders

 Please select the proper registration process for your organization.

Registration ID/Passcode

I have my registration details and I would like to register my card.

Fill the card's data

I have not received registration details and I would like to register card.

[Continue](#)


[Cancel](#)

***Remember that you are still responsible to call the number provided in the front of your card for activation.


STEP 3

Fill in all the appropriate information as shown on your card

Citi® Commercial Cards



Self registration for Cardholders

 Enter details for self registration. The fields marked with asterisk (*) are mandatory to proceed.

Card Details

* Card number *****	* Account name Laura Martinez
------------------------	----------------------------------

Enter the account number from your card with no spaces or dashes. Enter the name that appears on your card. Please note that this must be entered exactly as it appears on your card.

Contact details

* Address line 1 5201 Univeristy Blvd	Address line 2	* Town / City TX
* Country UNITED STATES OF AMERICA	* State/Province/Region TX	* Zip/Postal code [XXXXX-XXXX] 78041

Enter your billing address for your card.

[Continue](#) [Cancel](#) [Clear](#)

If the account information is entered incorrectly or if the card has already been registered, you'll receive an error message: *"The card detail provided does not exist or the card has already been registered. Please verify the details provided or contact Customer Support for further assistance."*

STEP 4

The screenshot shows a web browser window with the Citibank logo and 'Citibank® Commercial Cards' text. In the top right corner, there are links for 'Citigroup.com', 'Privacy', and 'Global Transaction Services'. Below the header is a 'Recap' section with a yellow arrow icon and the text 'Confirm the details that you entered.'. The recap details are as follows:

User name TEST CARDHOLDER	
Card number XXXXXXXXXX050191	
Account name NAME1 L3	
Contact details	
Address line 1 701 E 60TH ST N	Country UNITED STATES OF AMERICA
Address line 2 MC 2145	State/Province SD
Town / City SIOUX FALLS	Zip/Postal code 57104-0432

At the bottom of the recap section, there are two buttons: 'Confirm' and 'Cancel', both with a red 'X' icon.

At the bottom of the browser window, the Citibank logo and 'Citimanager.com' are on the left, and 'Terms and Conditions' and 'Copyright © 2008-2009 Citigroup' are on the right.

- Once your User Name and Password have been established, you will see a confirmation screen indicating your registration is complete.
- Click OK then continue with your first log in and set up your challenge questions as part of Citi's dual authentication security procedures.

STEP 5

Click SAVE to complete your challenge question set up and access the CitiManager Cardholder Home screen.

citi Citibank® Commercial Cards

[Citigroup.com](#) [Privacy](#)
[Global Transaction Services](#)

Set challenge questions

i Select challenge questions and set answers.

Challenge Question 1
What is your mother's middle name?

Answer 1
Smith

Challenge Question 2
In which city were you born?

Answer 2
Smithville

Challenge Question 3
What is your nickname?

Answer 3
Smitty

» Save **» Cancel** **» Clear**

citi
CitiManager.com

[Terms and Conditions](#)
Copyright © 2008-2009 Citigroup

STEP 6

After you have successfully completed all of the steps, you will have to follow these steps to access your account:

- Resources tab
- Links/Help
- Choose Option 11
- Log in using you username and password
- You will have access after about 15 minutes, allowing you to have direct link access to a single-sign-on in your next login.

Main Screen

CitiDirect® Global Card Management System



Home My Profile Account Activity

ACTIVITY

- ALERTS & NOTIFICATIONS** > 0
Previous 30 days
- MOST RECENT POSTING DATE**
No transaction found in the last 30 days.
- TOTAL TRANSACTIONS** > 0
Previous 30 days
- REVIEWED TRANSACTIONS** 0
Previous 30 days

REPORTS & DATA FILES

- SCHEDULED REPORTS** >
- COMPLETED REPORTS** >
- EXPENSE REPORT (V2)** > 01/05/2015
- EXPENSE REPORT (V2)** > 01/05/2015

More

REVIEW REQUIRED

Total Items: 5

- P.D.M.E.** > USD 10.08
1120 TORO GRANDE DR #2 2 - Approve 12/04/2014
- P.D.M.E.** > USD 33.16
1120 TORO GRANDE DR #2 2 - Approve 11/20/2014

NEWS

No data available

More

LINKS

- CITIMANAGER** >
- CITIBANK CUSTOM REPORTING** >

RESOURCE CENTER

- 14.3 WHAT'S NEW** >
- 14.2 WHAT'S NEW** >
- ADMINISTRATOR_INSTRUCTIONS_RELEASE_13.3**
- CARDHOLDER_SELF-**

My Profile Tab

My Profile Account Activity

Home > My Profile

My Profile

*email address, password, challenge questions can be updated

General

USER INFORMATION

*User Name:	<input type="text" value="GUTIERREZ"/>	*E-mail Address:	<input type="text" value="@TAMU.E"/>
User ID:	<input type="text"/>	* Confirm E-mail Address:	<input type="text" value="@TAMU.E"/>
Last Password:	08/28/2012 11:29:09 CST	Phone Number:	<input type="text" value="956328"/>
Change:		Status Code:	ACTIVE
Current Password:	<input type="text"/>		
New Password:	<input type="text"/>		
(Must contain at least 8 characters, two of which must be numeric. Cannot be same as User ID.)			
Confirm Password:	<input type="text"/>		
Security Question:	Your mother's maiden name? <input type="text"/>		
Security Answer:	<input type="text"/>		

CHALLENGE QUESTION RESPONSES

USER ROLE INFORMATION

User Role: Cardholder User
Template: SOT Cardholder
Account Number: XXXX-XXXX-XX80-
Account Status: ACTIVE

Preferred E-mail

Settings for Transaction Summary E-mail

E-mail Addresses:

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

ADDITIONAL INFORMATION

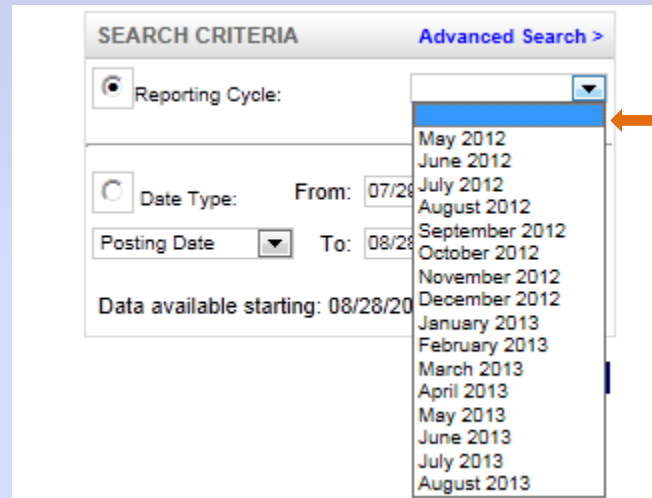
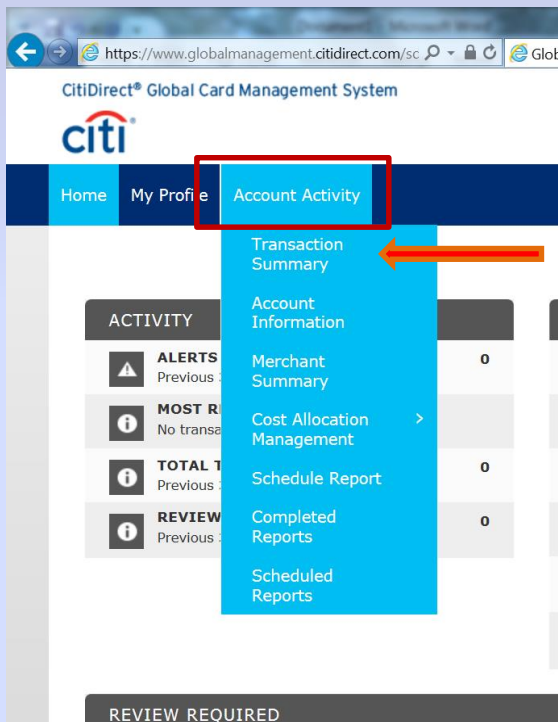
Additional Information:

REGIONAL SETTINGS

Date and Time Settings

Date Style: MM/DD/YYYY

Account Activity Tab






























Transaction Screen

SEARCH RESULTS

Expand All | Collapse All Search Total: 2,063.29

Page 1 of 1

Detail	Reviewed	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Additional Information
	<input type="checkbox"/>	12/04/2014	12/03/2014	P.D.M.E. 05123357173, TX -78613	73.76			
	<input type="checkbox"/>	12/04/2014	12/03/2014	P.D.M.E. 05123357173, TX -78613	11.39			
	<input type="checkbox"/>	12/05/2014	12/03/2014	TAMU BOOKSTORE LAREDO, TX -78041	86.04			
	<input type="checkbox"/>	12/05/2014	12/04/2014	AMAZON.COM AMZN.COM/BILL, WA -98101	279.66			
	<input type="checkbox"/>	12/08/2014	12/06/2014	AMAZON.COM AMZN.COM/BILL, WA -98101	199.50			
	<input type="checkbox"/>	12/10/2014	12/09/2014	PAYPAL ALLIANCEHIS 4029357733, CA -95131	300.00			
	<input type="checkbox"/>	12/10/2014	12/09/2014	PAYPAL ALLIANCEHIS 4029357733, CA -95131	300.00			
	<input type="checkbox"/>	12/11/2014	12/10/2014	AMAZON.COM AMZN.COM/BILL, WA -98101	199.86			
	<input type="checkbox"/>	12/12/2014	12/11/2014	AMAZON.COM AMZN.COM/BILL, WA -98101	79.80			
	<input type="checkbox"/>	12/12/2014	12/12/2014	AMAZON.COM AMZN.COM/BILL, WA -98109	39.90			
	<input type="checkbox"/>	12/15/2014	12/12/2014	AMAZONPRIME MEMBERSHIP AMZN.COM/PRME, NV -89450	53.04			
	<input type="checkbox"/>	12/15/2014	12/14/2014	AMAZON.COM AMZN.COM/BILL, WA -98101	240.12			
	<input type="checkbox"/>	12/15/2014	12/14/2014	AMAZON.COM AMZN.COM/BILL, WA -98101	39.90			
	<input type="checkbox"/>	12/16/2014	12/16/2014	AMAZON.COM AMZN.COM/BILL, WA -98101	79.80			
	<input type="checkbox"/>	12/17/2014	12/17/2014	AMAZON.COM AMZN.COM/BILL, WA -98101	80.52			

Page 1 of 1

Expand All | Collapse All Search Total: 2,063.29

Accounting
Details

Split
Transaction

Clicking on the Accounting Details icon will expand your transaction to look like...

Required Fields




Your transaction information is expanded so that you can enter the required fields (boxed in red).

After all of the required information has been entered save using the middle icon.

SEARCH RESULTS

Expand All | Collapse All | Search Total: 2,063.29

Page 1 of 1 Page Go

Detail	Reviewed	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Additional Information
  	<input type="checkbox"/>	12/04/2014	12/03/2014	P.D.M.E. 05123357173, TX -78613	73.76			
ACCOUNTING CODES INFORMATION								
Expense Description <input type="text"/>								
Dept/Sub-Dept <input type="text"/>	Accounting Code <input type="text"/>	Object Code <input type="text"/>	Invoice # <input type="text"/>	Document # <input type="text"/>				
Asset # <input type="text"/>	Recipient Info <input type="text"/>	Order Date <input type="text"/>	Delivery Date <input type="text"/>	Reconciled Date <input type="text"/>				
Reconciler <input type="text"/>	Original Account <input type="text"/>	REF A <input type="text"/>	REF B <input type="text"/>	Expensing PGM Code <input type="text"/>				
HUB Status <input type="text"/>	PO # <input type="text"/>							

Copy to All on Page


After entering all information, click the 'Reviewed' box. Clicking this box will lock all of the information so that you will no longer be able to edit the transaction. Make sure this is selected before you run your report.

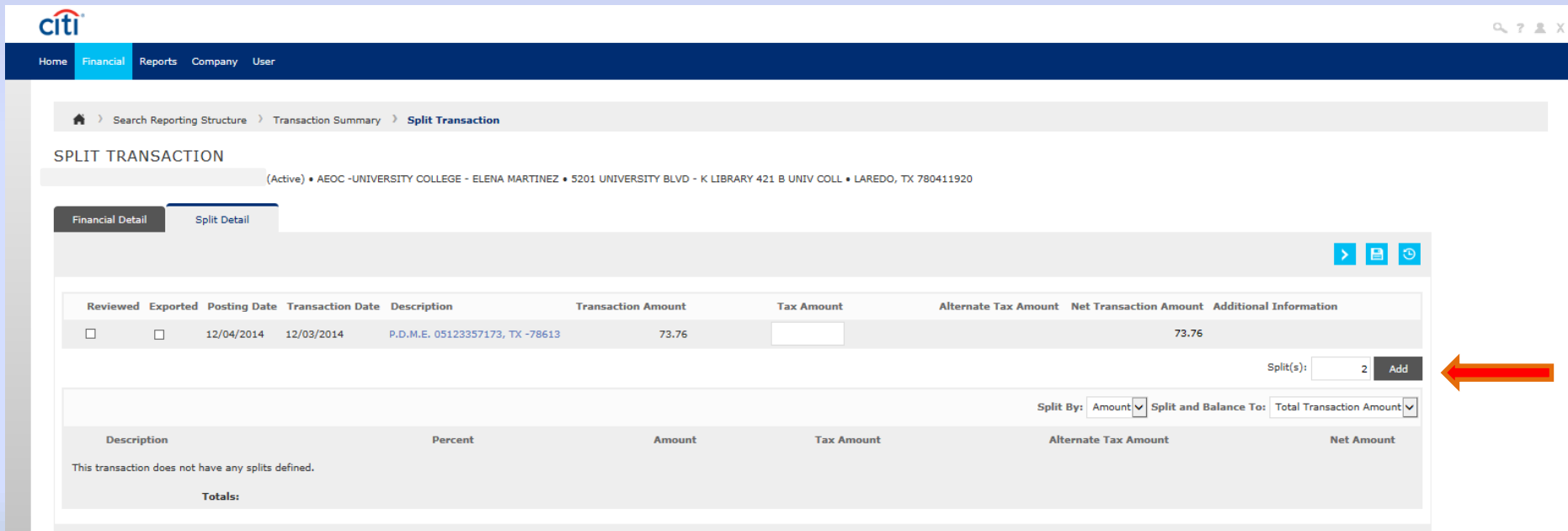
Splitting Transactions

1- When you buy items in a single transaction that have different object codes; or

2- When you are paying for items with more than one account

** The number of splits depends on the number of object codes/accounts you will be using.

-Click the icon  to add the splits. This will take you to the following screen, where you will enter the number of splits you need.



Home Financial Reports Company User

Search Reporting Structure > Transaction Summary > Split Transaction

SPLIT TRANSACTION

(Active) • AEOC -UNIVERSITY COLLEGE - ELENA MARTINEZ • 5201 UNIVERSITY BLVD - K LIBRARY 421 B UNIV COLL • LAREDO, TX 780411920

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"/>	12/04/2014	12/03/2014	P.D.M.E. 05123357173, TX -78613	73.76			73.76	


Split(s): **Add**

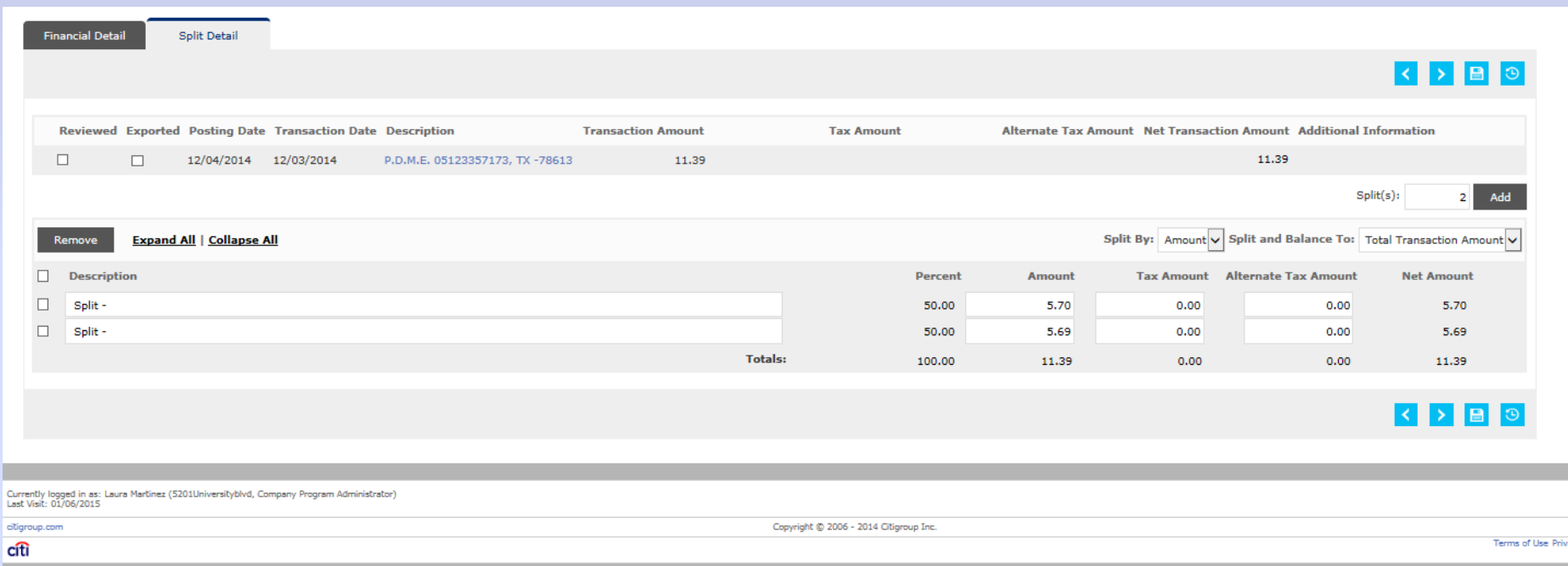
Split By: Amount Split and Balance To: Total Transaction Amount

Description	Percent	Amount	Tax Amount	Alternate Tax Amount	Net Amount
This transaction does not have any splits defined.					
Totals:					

- After you enter the number of splits click “Add” and ...

Splitting Transactions

You will see the Accounting Details icon for each split, you can then expand the transactions by clicking the  icon and reconcile as previously indicated.



The screenshot displays a financial system interface with two tabs: "Financial Detail" and "Split Detail". The "Split Detail" tab is active, showing a table of transaction splits. The main table has columns for Reviewed, Exported, Posting Date, Transaction Date, Description, Transaction Amount, Tax Amount, Alternate Tax Amount, Net Transaction Amount, and Additional Information. Below this, there are controls for "Split(s)" (set to 2) and "Add". A "Remove" button and "Expand All | Collapse All" options are also present. The "Split By" dropdown is set to "Amount", and "Split and Balance To" is set to "Total Transaction Amount". A detailed table shows the split amounts for two splits, with a "Totals" row at the bottom. The interface includes navigation icons (back, forward, print, refresh) and a footer with user information, copyright notice, and the Citi logo.


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"/>	12/04/2014	12/03/2014	P.D.M.E. 05123357173, TX -78613	11.39			11.39	

Split(s):

Expand All | **Collapse All**

Split By: Split and Balance To:

Description	Percent	Amount	Tax Amount	Alternate Tax Amount	Net Amount
<input type="checkbox"/> Split -	50.00	5.70	0.00	0.00	5.70
<input type="checkbox"/> Split -	50.00	5.69	0.00	0.00	5.69
Totals:	100.00	11.39	0.00	0.00	11.39

After you have completed all of the fields save the information by clicking the  icon.

Running Reports

From the Account Activity tab, select 'Schedule Report'

CitiDirect® Global Card Management System

Home My Profile Account Activity

Transaction Summary
Account Information
Merchant Summary
Cost Allocation
Schedule Report
Completed Reports
Scheduled Reports

ACTIVITY

ALERTS
Previous

MOST R
No trans

TOTAL
Previous

REVIE
Previous

RECENT REPORTS

REPORT NAME	DATE
SCHEDULED REPORTS	
COMPLETED REPORTS	
EXPENSE REPORT (V2)	01/05/2015
EXPENSE REPORT (V2)	01/05/2015

NEWS

No data available

LINKS

- CITIMANAGER
- CITIBANK CUSTOM REPORTING

RESOURCE CENTER

- 14.3 WHAT'S NEW
- 14.2 WHAT'S NEW
- ADMINISTRATOR_INSTRUCTIONS_RELEASE_13.3
- CARDHOLDER_SELF-

group by: None show: All

Total Items: 5

REPORT NAME	DATE
USD 10.08	12/04/2014
USD 33.16	11/20/2014

Select the Expense Report

AABS Report
TAMU FAMIS SERVICES...

ACC-TRNS - DW - Fixed
TAMU FAMIS SERVICES...

Account Activity Spe...
Audit Reports
System (Adobe PDF)
More Detail

Account Fields - DW
TAMU FAMIS SERVICES...

Account Statement
Account Management R...
System (Adobe PDF)
More Detail

Account Status
Account Management R...
System (Adobe PDF)
More Detail

Accounting Code Detail
TAMU FAMIS SERVICES...

Accounting Code Detail
Account Management R...
System (Adobe PDF)
More Detail

Accounting Codes An...
Account Management R...
System (Adobe PDF)
More Detail

Airline Summary
Travel Reports
System (Adobe PDF)
More Detail

Allocation Detail Flat...
N/A (Microsoft Excel)

Backup JK Excel with...
TAMU FAMIS SERVICES...

Cash Transaction Det...
Transaction Reports
System (Adobe PDF)
More Detail

Concur Banking Report
TAMU FAMIS SERVICES...

Copy of Copy of FAMI...
761 TX A&M INTERNATI...

Copy of Cost Allocati...
N/A (Microsoft Excel)

Copy of JK Merchant...
TAMU FAMIS SERVICES...

Credit Limit Report
TAMU FAMIS SERVICES...

DW MCH EMR 1.1.0
TAMU FAMIS SERVICES...

Daily Transaction Su...
Transaction Reports
System (Adobe PDF)
More Detail

Expense Report (v2)
Transaction Reports
System (Adobe PDF)
Expense Report (v2)
Transaction Reports
System (Adobe PDF)

Detail Spend Analysi...
Transaction Reports
System (Adobe PDF)
More Detail

EC Card Holder 1.0.0
TAMU FAMIS SERVICES...

Expense Report
Transaction Reports
System (Adobe PDF)
More Detail

FAMIS Monthly Prod...
TAMU FAMIS SERVICES...

FAMIS Monthly Prod...
TAMU FAMIS SERVICES...

FAMIS Monthly Trans...
TAMU FAMIS SERVICES...

FAMIS Monthly Trans...
TAMU FAMIS SERVICES...

FAMIS Monthly Trans...
TAMU FAMIS SERVICES...

FindMe
TAMU FAMIS SERVICES...

JK Account Fields - D...
TAMU FAMIS SERVICES...

JK - Monthly Trans (c...
TAMU FAMIS SERVICES...

Do not change anything on this screen, just click Next



PROGRESS - STEP 3 OF 6

Select Report Expense Report (v2)	Select Entity 761 TX A&M INTERNATIONAL UNIV	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 761 TX A&M INTERNATIONAL UNIV

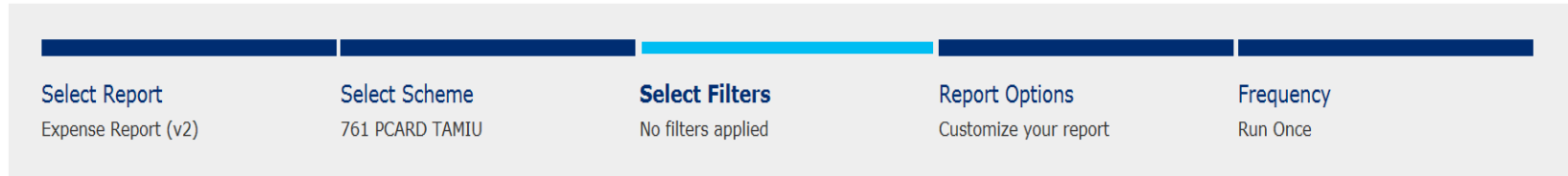
- 761 PCARD TAMIU (ACTIVE)**
Dept/Sub-Dept, Accounting Code, Object Code, Invoice #, Document #, Asset #, Recipient Info, Order Date, Delivery Date, Reconciled Date, Reconciler, Original Account, REF A, REF B, Expensing PGM Code, HUB Status, PO #
- None**
Include all transactions. Accounting code fields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

Back **Next** Cancel





PROGRESS - STEP 3 OF 5



SCHEDULE REPORT: FILTERS

Select **Financial** the Add button to add the filter.

Field **Approved Status**
Reviewed Status Type Equals

Value No

Always select Reviewed Status

<input type="checkbox"/>	Field	Type	Value
To add a filter, enter the filter criteria above and click the Add button.			



PROGRESS - STEP 4 OF 5

Select Report
Expense Report (v2)

Select Scheme
761 PCARD TAMIU

Select Filters
No filters applied

SCHEDULE REPORT: OPTIONS

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

Date Type	Posting Date	<input type="checkbox"/>
Report Format	Adobe PDF	<input type="checkbox"/>
Number Format	XX,XXX.XX	<input type="checkbox"/>
Date Format	MM/DD/YYYY	<input type="checkbox"/>
Additional Options	<input checked="" type="checkbox"/> Include Splits	<input checked="" type="checkbox"/>
Description	<input type="text" value="Entering a Description is for your information only"/>	
Notify Me At	<input type="text" value="NGAONA@TAMIU.EDU"/>	

Enter up to five e-mail addresses separated by commas

← Always select this box

Back **Next** Save Cancel

PROGRESS - STEP 5 OF 5

Select Report
Expense Report (v2)

Select Scheme
761 PCARD TAMJU


Select Filters
No filters applied

Report Options
Customize your report

 SCHEDULE REPORT: FREQUENCY

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


Run Once

From Date 12/08/2014  To Date 01/06/2015  Schedule Offset 0   (in days)

Daily

Start Date 01/07/2015  Days to Run 1   Schedule Offset 0   (in days)







Weekly




From Day Sunday   Weeks to Run 1  
To Day Sunday   Schedule Offset 0   (in days)

Monthly

From Day 1   Months to Run 1  
To Day End of Month   Schedule Offset 0   (in days)

Reporting Cycle

Date Type: Posting Date
Reporting Cycle  
Number of Cycles to Run 1   Schedule Offset 0   (in days)

ALWAYS use the Reporting Cycle option

Make sure to change the cycle to the correct month

Printing the Expense Report

Click on the link to your completed report and either Open or Save your report.

The screenshot displays the Citi website's 'Account Activity' page. The navigation bar includes 'Home', 'My Profile', and 'Account Activity'. The main content area is divided into several sections:

- ACTIVITY:** Alerts & Notifications (0), Most Recent Posting Date (No transaction found in the last 30 days), Total Transactions (0), and Reviewed Transactions (0).
- REPORTS & DATA FILES:** Scheduled Reports, Completed Reports (highlighted in blue), Expense Report (V2) (01/05/2015), and another Expense Report (V2) (01/05/2015).
- NEWS:** No data available.
- LINKS:** Citimanager and Citibank Custom Reporting.
- REVIEW REQUIRED:** A list of transactions for approval, including 'P.D.M.E.' and 'LOWES #01563'.
- SNAPSHOTS:** A bar chart titled 'Spend By Category' showing 'No data for selected period'.


A 'File Download' dialog box is overlaid on the screen, asking 'Do you want to open or save this file?'. The file details are:

- Name: Expense_Report.pdf
- Type: Adobe Acrobat Document
- From: www.globalmanagement.citidirect.com

The 'Open' button is highlighted with a red box. Below the dialog box, a security warning states: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)'

Reports stay in your inbox for 30 days

This is what your report will look like, with complete transaction information. Signatures are required by both the cardholder and the department supervisor.



Expense Report (v2)
Posting Date: 12/04/2014 - 01/02/2015

NORA U GAONA 761 TAMIU
X [REDACTED]
Internal Accounting Code:

5201 UNIVERSITY BLVD
PURCHASINGX2350
LAREDO, TX 780411920 USA

Card Transactions

Posting Date	Transaction Date	Description	Receipt Amount	Posted Amount	Expense Amount	Reviewed	Approved
12/04/2014	12/03/2014	P.D.M.E.-05123357173,TX,78613	10.08 USD	10.08 USD	10.08 USD	✓	
		Expense Description: Pencil, Letter opener					
Accounting Codes							
Accounting Code: 120005-00000 - PURCHASING DEPARTMENT Object Code: 4010(7300) - Supplies - Office General Invoice #: 02UK3360							
Document #: Asset #: Recipient Info: Delivery Date: Reconciled Date: Reconciler: REF A: REF B: HUB Status: YES PO #:							
Card Subtotal						10.08	
Grand Total						10.08	

Signed

Date

Authorized

Date

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Run Date: 01/05/2015
NORA U GAONA (1987gerardo05, Cardholder User)

For questions contact:

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x2343

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