

Texas A&M International University

Procurement Card Training

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

Cardholder Responsibilities:

- Activate your card
- Set up your PDME/Shred-it account information
- Keep your card safe and secure, do not lend it out to anyone
- Make tax exempt purchases
- Follow up with vendors/check received orders and contact vendor in case of return
- Search for and use HUB vendors
- Use card for business purposes only
- 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
- Submit your Expense Report after the close of each cycle

Information

- **Cards must be returned to Program Administrator upon exiting the University**
- **Incorrect Expense Reports will be returned to cardholder**
- **Noncompliance will be reported to appropriate VP**
- **Keeping your card is subject to proper usage and compliance**

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 (ex: bar & grill, printers)
- TAMU 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:
women, Hispanics, African Americans, American
Indians, and Asian Americans AND that have
been acknowledged by the state as such**
- **State entities must meet set goals**

Finding a HUB

- TAMIU Website → Administration → Purchasing → HUB Vendors
- State Purchasing Website:
<http://www.window.state.tx.us/procurement/>
 - scroll down to CMBL Program (left side)
 - click on NIGP Commodity Book
 - search by 'Alphabetical Index of Commodity'
- Search for CMBL/HUB Vendors (select: ALL VENDORS)

Examples of Acceptable Purchases

- Office, educational supplies;
- Subscriptions;
- Fabrics and linens w/o text/graphics;
- Flowers;
- 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/adminis/purchasing/documents/FoodPurchasingGuidelines.pdf>

Examples of Restricted Purchases

- Advertising
- Software, licenses
- Memberships
- Controlled assets over \$500
- Embroidery, screen printing
- Printing/copying
- Promotional items
- Travel
- Alcohol
- Entertainment
- Chemicals

**See online manual for a more complete list of acceptable and restricted purchases.

Documentation

- **Receipts**
- **Meal/food forms**
- **Communication with vendors**
- **Invoices**
- **Missing receipts form (if applicable)**



Citibank Website (GCMS)

Citibank Customer Service

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

1-800-248-4553

Citimanager

- **Billing cycle closes on the 3rd of every month (unless it's a weekend)**
- **Expense Reports are due to Purchasing Office on the 13th with required signatures and paperwork**
- **Reconcile (by REPORTING CYCLE, not date range) by going to www.citimanager.com and clicking on the CitiDirect GLOBAL Card Management System**

Citi Website

www.citimanager.com

Global Transaction Services

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Treasury and Trade Solutions

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› [Public Sector Solutions](#)

[Customer Service](#)

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›› [Contact Us](#)



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.

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



My Profile

Account Activity

Home > My Profile

My Profile

General

Associate Accounts ? Save Reset

USER INFORMATION	
* User Name:	<input type="text"/>
User ID:	<input type="text"/>
User Type:	Cardholder User
Template:	Cardholder - Large Market (System Default)
* E-mail Address:	<input type="text" value="@tamiu.edu"/>
* Confirm E-mail Address:	<input type="text" value="@tamiu.edu"/>
Phone Number:	<input type="text"/>
Status Code:	ACTIVE
Account Number	XXXX-XXXX-XX -

Preferred E-mail	
Settings for Transaction Summary E-mail	
E-mail Addresses:	<input type="text"/>
(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:	<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:	<input type="text" value="What was your first school?"/> ▼
* Security Answer:	<input type="text" value="ryan"/>

CHALLENGE QUESTION RESPONSES	
* Challenge Question:	<input type="text" value="In what city were you born?"/> ▼
* Response:	<input type="text" value="....."/>
* Confirm Response:	<input type="text" value="....."/>
* Challenge Question:	<input type="text" value="What is your mother's middle name?"/> ▼
* Response:	<input type="text" value="....."/>

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](#)

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"/>		

Search Total: 3,559.38

[Expand All](#) | [Collapse All](#) [Send Email](#) [Save](#) [Reset](#)

1 - 7

Clicking on the Accounting Details icon will take you to ...

Required Fields

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

The screenshot displays a 'Transaction Summary' window with a table of search results. The table has columns for Detail, Reviewed, Posting Date, Transaction Date, Description, Transaction Amount, Tax Amount, Alternate Tax Amount, and Additional Information. The first row shows a transaction on 08/09/2011 for 'LAREDO PAINT & DECORAT LAREDO, TX -78041' with a transaction amount of 731.72. A red box highlights the 'Reviewed' checkbox in the first row. Below the table is the 'ACCOUNTING CODES INFORMATION' section, which includes several fields: Expense Description, 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, and PO #. Red boxes highlight the Expense Description field, the Accounting Code field, the Object Code field (which contains '4076(7328) - Building Supplies and Materials'), the HUB Status dropdown menu (set to '- No Description -'), and the PO # field. A 'Copy to All on Page' button is located at the bottom left of the accounting codes section.

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			


ACCOUNTING CODES INFORMATION Display accounting codes from Account Level

Expense Description					
Dept/Sub-Dept	Accounting Code	Object Code	Invoice #	Document #	
		4076(7328) - Building Supplies and Materials 4076(7328) - Building Supplies an			
Asset #	Recipient Info	Order Date	Delivery Date	Reconciled Date	
Reconciler	Original Account	REF A	REF B	Expending PGM Code	
HUB Status	PO #				
- No Description - - No Description -					

Copy to All on Page

You will NEED to select the 'Reviewed' box once all of your transaction information is inputted. 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 begin running your report.

Splitting Transactions

- 1- When you buy items, in a single transaction, that have different object codes
- 2- When you are paying for items with more than one account
- ** The number of splits transaction 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.



Split Transaction

Financial Detail | Split Detail

<< Previous Transaction | Next Transaction >> Save Reset

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: 2 Add

- Once you click "Add" you will see this:



Split Transaction

Financial Detail | Split Detail


<< Previous Transaction | Next Transaction >> Save Reset

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: 2 Add

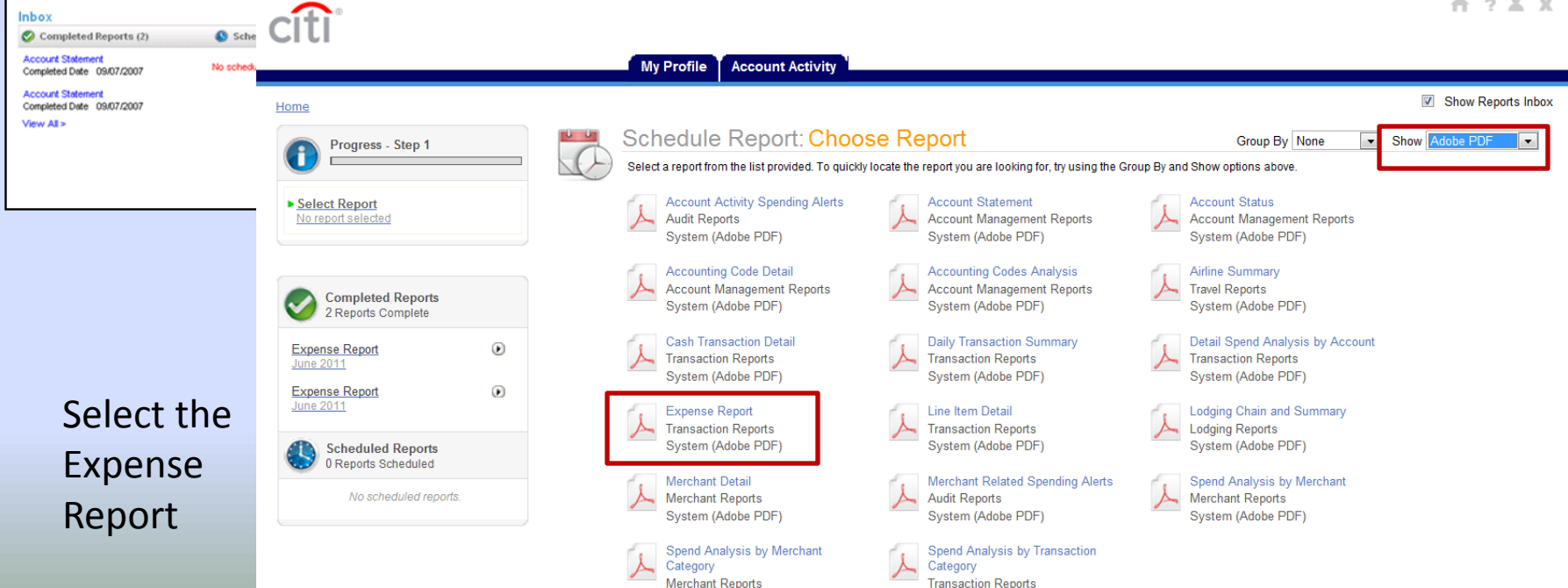
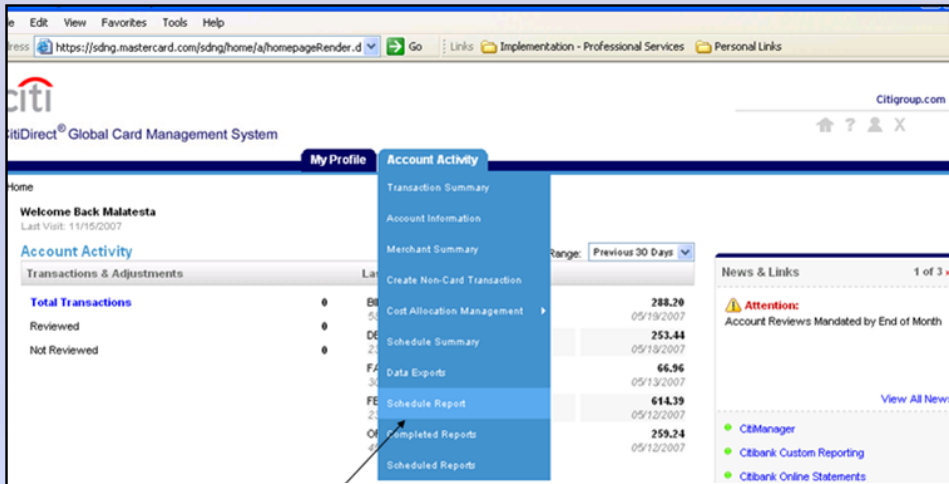
Select All | Deselect All Remove Expand All | Collapse All Split By: Amount Split and Balance To: Total Transaction Amount

Description	Percent	Amount	Tax Amount	Alternate Tax Amount
<input type="checkbox"/> Split - BERUZ TS4000 MPF 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

- From here you will click the  icon for each split and reconcile as you would on a regular/unsplit transaction.

Running Reports

Account Activity tab, then select 'Schedule Report'



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](#)



Schedule Report: Filters

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

Field Type

Value

Field	Type	Value

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

Select 'Reviewed Status'

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

Completed Reports
0 Reports Complete

No completed reports.

Scheduled Reports
1 Reports Scheduled

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



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

Posting Date

Report Format

Adobe PDF

Number Format

XX,XXX.XX

Date Format

MM/DD/YYYY

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: 07/05/2011 To Date: 08/03/2011 Schedule Offset: 0 (in days)

Daily

Start Date: 08/04/2011 Days to Run: 1 Schedule Offset: 0 (in days)

Weekly

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

Monthly

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

Reporting Cycle

Date Type: Posting Date

Reporting Cycle: May 2011 (04/04/2011 - 05/03/2011)

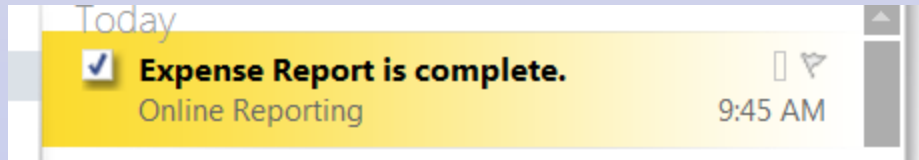
Number of Cycles to Run: 1 Schedule Offset: 0 (in days)

ALWAYS use the Reporting Cycle option

Make sure you change the cycle to the correct month

Back Save Cancel

E-mail Notification



Expense Report is complete.

Online Reporting [sdg2@mastercard.co...    Actions ▾

To: [redacted]

Thursday, July 28, 2011 9:45 AM

Notice [redacted] online reporting solution.

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

**You do not need to log out of GCMS, your report should only take a couple of minutes to be ready.

To print your report:

- Click on the link to your report 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

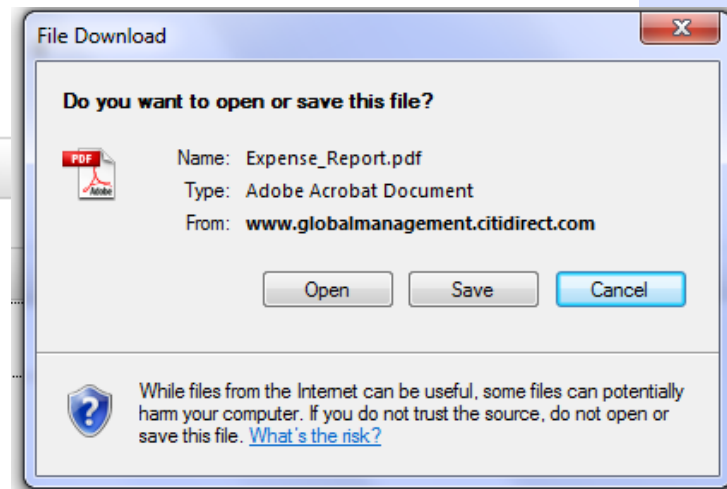
[Expense Report](#)

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