Texas A&M International University

Procurement Card Training

http://www.tamiu.edu/adminis//purchasing/purchasingcard.shtml

Cardholder Information

- Keep your card safe and secure, do not lend it out to <u>anyone and</u> Use card for business purposes <u>only</u>
- Make 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:

  women   *Hispanics*

  African Americans   *American Indians*

  Asian Americans

  and that have been acknowledged by the state as such
- State entities must meet set goals

Finding a HUB

- 1. TAMIU Website→ Administration → Purchasing→ HUB Vendors

- 2. State Purchasing Website: http://www.window.state.tx.us/procurement/

  a. Search for CMBL/HUB vendors (right side, blue box)

  → select: ALL VENDORS

  b. NIGP Commodity Book (left top section)

  →"Search the Commodity Book Alpha Index'

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.tamiu.edu/adminis/purchasing/documents/FoodPurchasingGuidelines.pdf

Examples of Restricted Purchases

- Advertising

- Printing/copying

- Embroidery, screen printing

- Promotional items

- Software, licenses

- Memberships

- Travel

-Alcohol

- Entertainment

- Chemicals

- Controlled assets

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

Controlled Assets

- Fax machines

- Stereo Systems

- Cameras

- Video Recorders

- Televisions

- Projectors

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

Citibank Website (GCMS)

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 paperwork

- 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

- If you did not have charges for the month no report is needed

Citi Information

- Billing cycle closes on the 3rd of every month (unless 3rd falls on a weekend or holiday)

- Reconcile (by REPORTING CYCLE, not date range) by going to www.citimanager.com

- CitiDirect GLOBAL Card Management System

Citi Website

www.citimanager.com

Select the CitiDirect Global Card Management System (GCMS) link

First log in...

CitiDirect® Global Card Management System

Global Card Management System

citi®

American English ▼

Sign In to
Global Card Management
System

USER ID:

16 digit card number

PASSWORD:

761tamiuXXXX (last 4 of your card)

Sign In   Forgot
Password?

---

citigroup.com   Copyright © 2006 - 2012 Citigroup Inc.   Terms of Use   Privacy   CitiManager.com

citi

Main Screen

CitiDirect® Global Card Management System

To logoff

My Profile   **Account Activity**

Home

Welcome Back
Last Visit: 11/09/2011

Account Activity

Date Range: Previous 30 Days

Transactions & Adjustments		Last Five Transactions	
Total Transactions	1	SHRED-IT SAN ANTONIO	**17.37**
Reviewed	0	*12817 WETMORE BLVD*	*08/06/2012*
Not Reviewed	1		

News & Links — 1 of 1

No news available
No news available

View All News

• CitiManager
• Citibank Custom Reporting

Inbox

✓ Completed Reports (0)	🕐 Scheduled Reports (0)
No completed reports are available.	No scheduled reports are available.

Resource Center

GCMS Release 12.2
Release Notes

Account User's Guide
Complete Manual

Online Help
By Topic

Currently logged in as: GUTIERREZ (, Cardholder)

citigroup.com   Terms of Use   Privacy   CitiManager.com

citi

My Profile Tab

CitiDirect® Global Card Management System

citi®

My Profile | Account Activity

Home > My Profile

My Profile

General

*email address, password, challenge questions can be updated

USER INFORMATION

*User Name:	GUTIERREZ	* E-mail Address:	@TAMIU.E
User ID:		* Confirm E-mail Address:	@TAMIU.E
Last Password Change:	08/28/2012 11:29:09 CST	Phone Number:	956326
Current Password:		Status Code:	ACTIVE
New Password:			
	(Must contain at least 8 characters, two of which must be numeric. Cannot be same as User ID.)		
Confirm Password:			
Security Question:	Your mother's maiden name?		
Security Answer:			

CHALLENGE QUESTION RESPONSES

USER ROLE INFORMATION

			Preferred E-mail
User Role:	Cardholder User		
Template:	SOT Cardholder		**Settings for Transaction Summary E-mail**
Account Number	XXXX-XXXX-XX80-		E-mail Addresses: @tamiu.edu
Account Status	ACTIVE		

ADDITIONAL INFORMATION

Additional Information:	

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

REGIONAL SETTINGS

Date and Time Settings

Date Style: MM/DD/YYYY

Account Activity

Transaction Screen

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

Required Fields

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

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 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.

- After you enter the number of splits you 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 you would on an unsplit transaction.

Running Reports

Account Activity tab, then select 'Schedule Report'
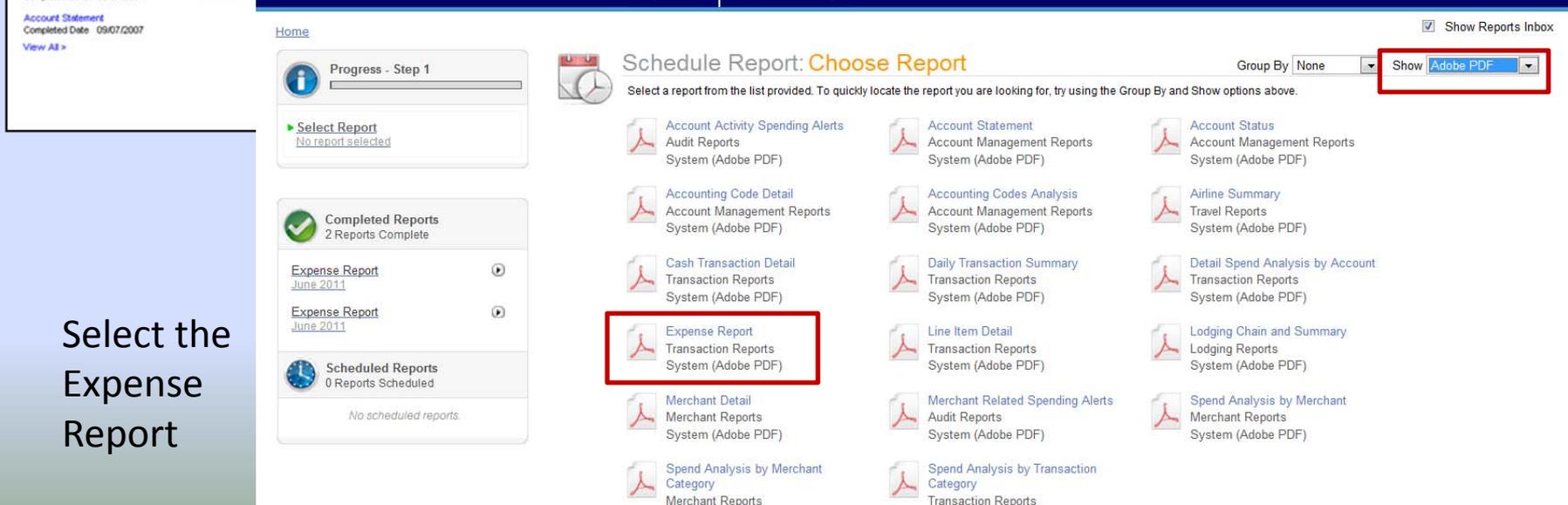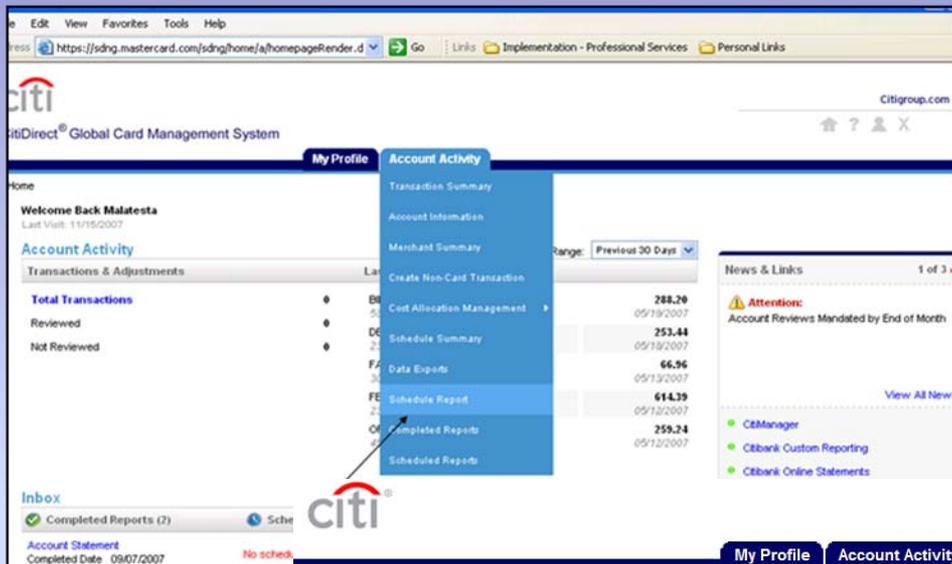
Select the Expense Report

CitiDirect® Global Card Management System

My Profile | **Account Activity**

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

⦿ 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**

Completed Reports
0 Reports Complete

No completed reports.

Scheduled Reports
1 Reports Scheduled

Expense Report
[Description empty]

Do not change anything on this screen, just click Next

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 [Reviewed Status ▼]   Type [Equals ▼]

Value *Financial*   **Add**
          Approved Status
          Reviewed Status

Field	Type	Value

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

Select 'Reviewed Status'

Select All | Deselect All   **Delete**

Back **Next** **Cancel**

Home

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

Notify Me At

Enter up to five e-mail addresses separated by commas

Back   Next   Save   Cancel

CitiDirect® Global Card Management System

My Profile   **Account Activity**

Home

☑ Show Reports Inbox

Progress - Step 5 of 5

Select Report
Expense Report

Select Scheme
761 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 ▼]   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   [May 2011 (04/04/2011 - 05/03/2011) ▼]
Number of Cycles to Run [1 ▼]   Schedule Offset [0 ▼] (in days)

Back   **Save**   **Cancel**

ALWAYS use the Reporting Cycle option

Make sure you change the cycle to the correct month

To print your report:

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

For questions contact:

Laura Gamez

X2343

Annie Gutierrez

X2346