

# Expense Management Training for Business Contacts

UNIVERSITY of HOUSTON

# Training Topics

- Accessing Expense Management
- Entering Account Codes, Cost Centers, Invoice Numbers, and Purpose & Benefit Statements
- Splitting Transactions
- Running Expense Reports
- Additional Reporting Options

# Expense Management Login Access

Password Changed Notice from online application



Mastercard Worldwide <sdg2@mastercard.com>

Tue 11/30/2021 11:04 AM

To:

This is an automatically generated message. Please do not respond to this address.

This is a one-time password that will expire 01/29/2022 17:04:41 GMT.

The password is case sensitive.

Your password for the online application has been changed to:

!YP86nJ17gKA

You will be prompted to change it the next time you log into the application.

[Reply](#) | [Forward](#)

## Expense Management Access Will be Granted Upon The Following:

- Taking the current fiscal year training of SFxx03.
- CDA approval.
- Once business office training has been completed and CDA approval granted, Accounts Payable will set up your access and email you your username and link to the Expense Management Login Page.
- You will receive an email from Citibank or Mastercard Worldwide with your temporary password and a link to the Expense Management Login page.

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# Expense Management Login Access

CitiManager® - Expense Management

**citi**

Sign In to CitiManager - Expense Management

\* All fields required

User ID \*

  
  
Password/Passcode \*  
  
  
  
[Forgot Password/PIN?](#)  
[Cardholder Self-Registration](#)

American English

CitiManager® - Expense Management

**citi**

Create a New Password

\* All fields required

Current Password\*

  
  
Password Requirements:

- Cannot be the same as any of the four prior passwords
- Passwords must have between 8-20 characters
- 1 letter, 1 number or special character (ex: @, # or \$) and no more than two consecutive repeating characters.

  

New Password\*

  
  

Confirm Password\*

  
  
 

- Your username will be your last name, first name initial underscore LF (local funds) in all lowercase. Example : *robinsonc\_LF*
- Once entering your username and **temporary password** from Citibank or Mastercard Worldwide you will be prompted to change your password and create challenge questions.
- **Please note that each time you log in to Expense Management you will be prompted to enter your password, then one of the answers to your challenge questions. If you fail to correctly answer either 3 or more times, your account will be locked and will have to contact the P-Card department to unlock your account.**

# Entering Account Codes, Cost Centers, Invoice Numbers, Purpose & Benefit Statements

# Entering Account Codes, Cost Centers, Invoice #, and Purpose & Benefit Statements

CitiManager® - Expense Management



Financial Reports Accounts

Merchant Summary

Account Summary

Transaction Management >

**MOST RECENT POSTING DATE**  
No transaction found in the last 30 days.

**TOTAL USERS**  
Previous 30 days

**TOTAL LOCKED USERS >**  
Previous 30 days

Search Reporting Structure

SEARCH REPORTING STRUCTURE

SEARCH CRITERIA

Search By: -- Account Number (ends with) | 623

Search

SEARCH RESULTS

Cardholder Name 1	Cardholder Name 2	Account Number
[REDACTED]	783 UHS UH LOCAL P CARD	XXXX-XXXX-X[REDACTED]-9623

- Once you have logged into Expense Management you will be directed to the home page where you will select the financial tab and proceed to select the account summary tab to view cardholder transactions
- After selecting account summary you will be redirected to the reporting structure page where you will select “Account Number (ends with)” in the drop down menu and proceed to enter the last 4 digits of the cardholder card number and click search. Then proceed to click on the cardholder’s name once it populates.

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# Entering Account Codes, Cost Centers, Invoice #, and Purpose & Benefit Statements

\* Indicates required field

SEARCH CRITERIA [Advanced Search >](#)

Reporting Cycle: December 2021   
 (11/04/2021 to 12/03/2021)

Date Type: Posting Date

Date Range: From:\* 11/04/2021   
 To:\* 12/03/2021

Date Type: Posting Date

Data available starting 12/01/2018

**Search**

## SEARCH RESULTS

Detail	<u>Reviewed</u>	<u>Approved</u>	<u>Posting Date</u>	<u>Transaction Date*</u>	<u>Description</u>
	<input type="checkbox"/>	<input type="checkbox"/>	11/08/2021	11/05/2021	THE HALAL GUYS DOWNTOW HOUSTON, TX -77002
	<input type="checkbox"/>	<input type="checkbox"/>	11/17/2021	11/12/2021	TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008
	<input type="checkbox"/>	<input type="checkbox"/>	11/19/2021	11/16/2021	TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008

- After clicking on the cardholder's name, you will be directed to the Transaction Summary page where you will see the **search criteria** box. Here you will select the Reporting Cycle field, then use the drop down menu to select the appropriate month and year of the reporting cycle.
- You will then press search to which the search results will populate your recent transactions and allow you to further enter account codes, cost centers, and purpose and benefit statements
- When entering information under your account summary, you will need to save after each entry in the actual accounting codes information entry page

# Entering Account Codes, Cost Centers, Invoice #, and Purpose & Benefit Statements

ACCOUNTING CODES INFORMATION

Display accounting codes from Account Level

Expense Description

Account	Business Unit	Fund	Dept ID	Program
<input type="text"/>	00730	2064	<input type="text"/>	<input type="text"/>
Enter numbers only.	00730	2064		

Budget Reference	Project/Grant	Chartfield1	Object Code	Invoice
BP2022	NA	<input type="text"/>	7300	<input type="text"/>
BP2022	NA		7300	

Copy to All on Page

- You will enter your **purpose and benefit statement under Expense Description in the large text box.**
- **Account codes** will be entered in the **Account** section and are required.
- **Cost Center information will be entered under the Fund, Dept ID, and Program section.**
  - **Fund Code – Fund Section** (must always be a local fund code. **NO** state fund codes). Fund 5 codes do not require a budget reference.
  - **Department ID – Dept ID Section**
  - **Program – Program Section**
  - **Chartfield1** – Leave blank unless there is a chartfield to the cost center
  - **Invoice** – If applicable you may enter an invoice number only if the transaction was an invoice payment.
- Once all information has been entered, remember to click the blue save button next to the mail button to save your progress as you go.



# Splitting Transactions

# Splitting Transactions

## SEARCH RESULTS

Expand All | Collapse All

Page 1 of 1

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount
	<input type="checkbox"/>	<input type="checkbox"/>	04/06/2016	04/01/2016	TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008	290.70
					Split(s) 1: Split - The purchase of office supplies for the department's everyday use. Provides supplies needed for office, meeting, and classroom use. (13.62%)	39.60
					Split(s) 2: Split - Toner purchased for the DISC Dept. Allows faculty and staff to print University documents. (86.38%)	251.10

Financial Detail | Split Detail

Select # of splits and click add

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/06/2016	04/01/2016	TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008	290.70	290.70	

Split(s): 2 Add

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

You can split by amount or percentage

Description	Percent	Amount
<input type="checkbox"/> Split - The purchase of office supplies for the department's everyday use. Provides supplies needed for office, meeting, and classroom use.	13.62	39.60
<input type="checkbox"/> Split - Toner purchased for the DISC Dept. Allows faculty and staff to print University documents.	86.38	251.10
<b>Totals:</b>	100.00	290.70

- Split function is used to pay for a transaction using multiple cost centers. To split a transaction select the symbol that resembles three documents that overlap each other.
- You are given different options to split a transaction such as:
  - 1) Choosing # of splits
  - 2) Splitting by amount or percentage
- To remove a split, select the box next to the grey arrow icon and click the remove or trashcan button.

# Splitting Transactions

Financial Detail | Split Detail

Reviewed Approved Exported Posting Date Transaction Date Description Transaction Amount Net Transaction Amount Additional Information

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/06/2016	04/01/2016	TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008	290.70	290.70	
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Split(s):  Add

Remove Expand All | Collapse All

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

Description	Percent	Amount
<input type="checkbox"/> Split - The purchase of office supplies for the department's everyday use. Provides supplies needed for office, meeting, and classroom use.	13.62	39.60
<input type="checkbox"/> Split - Toner purchased for the DISC Dept. Allows faculty and staff to print University documents.	86.38	251.10
<b>Totals:</b>	<b>100.00</b>	<b>290.70</b>

Remove Expand All | Collapse All

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

Description	Percent	Amount
<input checked="" type="checkbox"/> Split - The purchase of office supplies for the department's everyday use. Provides supplies needed for office, meeting, and classroom use.	13.62	39.60

**ACCOUNTING CODES INFORMATION**

Account	Business Unit	Fund	Dept ID	Program
53900	00730	2063	██████	██████

Budget Reference: BP2016 Project/Grant: NA Chartfield1: 7300 Object Code:

Split - Toner purchased for the DISC Dept. Allows faculty and staff to print University documents.

Account	Business Unit	Fund	Dept ID	Program
53911	00730	4041	██████	██████

Budget Reference: BP2016 Project/Grant: NA Chartfield1: 7300 Object Code:

**Totals:** 100.00 290.70

Click here to edit transaction

Click here to edit transaction

Edit Accounting Codes

Edit Accounting Codes

- To edit a split click on the arrow button. To which you will be able to enter and edit cost center information, account codes, etc.
- When finished with your entries, **click the blue save button next to the blue arrow to save your progress.**

# Running Expense Reports

# Running Expense Reports



Dashboard

Run

Schedule Summary



Dashboard

Run

Schedule Summary

Dashboard

COMPLETED

SCHEDULED

- To run an Expense Report select Run under the Reports Tab.
- To run a report by individual account follow these steps:
  1. Select 1. Reporting Entity.
  2. Select Account tab.
  3. Selecting from the drop down option Match Last Four Digits.
  4. Enter in the last 4 digits in Account Number area only after updating the drop down menu.
  5. Select search.
  6. Select the account name in the search results
  7. Select 2. Report Name and select Expense Report.
    - Note: The name of the cardholder you are running the report for should be listed under Reporting Entity.
  8. Under 5. Criteria select to show splits in the report.
  9. Under 6. Frequency select the billing cycle that has closed.
  10. Select Submit Request.

*\* Next page shows a visual of these steps.*

# Run Report

\* Indicates required field 1

1. Reporting Entity: 783 UNIV OF HOUSTON LOCAL FUND

ORG POINT ACCOUNT GROUP **ACCOUNT** 2

Account Name

Account Number  
 4

Match Last Four Digi  3

Account Status

- All
- Account Closed
- Active
- Inactive
- Issuer Initiated

Reports To

5

Search Results:

Name ^	Account Number	City, State/Province Country
<input type="text"/>	***** <input type="text"/>	HOUSTON

2. Report Name: Select report below

Search  7

- My Exports
- Account Management Reports
  - Transaction Reports
  - Expense Report (v2)

1. Reporting Entity:

2. Report Name: Expense Report (v2)

3. Cost Allocation Scheme: Select scheme below

4. Filters: Select filters below

5. Criteria: Select criteria below

Date Type  
 8

Report Type

Number Format

Date Format

Account Status

Report Notes

Include Split Transactions

6. Frequency: Reporting Cycle

Once 9

Daily

Weekly

Monthly

Quarterly

Reporting Cycle 9.1

Reporting Cycle  
 9.2

Date Type  
POSTING

Schedule Offset (in days)

Number of cycles to run

7. Delivery Options and Notifications: System Inbox & DIRAHETA.UH@GMAIL.COM

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# Running Expense Reports

**REPORTS & DATA FILES**

- SCHEDULED REPORTS >
- COMPLETED REPORTS >**
- DATA FILES >
- EXPENSE REPORT (V2) >  
12/03/2021
- ACCOUNT GROUP LIST >  
12/03/2021

**Dashboard**

COMPLETED SCHEDULED

Name

> Expense Report (v2) ⓘ

**Action**

📄 📄

- After submitting the expense report request, you will receive an email from Online Reporting stating the report you scheduled is ready for viewing. You will then log into Expense Management and select the Completed Reports tab under Reports and Data Files on the homepage
- You will then be redirected to the dashboard, under the completed tab, proceed to download the expense report by clicking the download button under the Action section.

- When viewing your expense report, it should appear with all transactions complete with proper account codes, cost centers, purpose and benefit statements, and invoice numbers. Once the expense report is downloaded or printed, upload t appropriate reporting structure with corroborating documentation.

**Expense Report (v2)**  
Posting Date: 11/03/2021 - 12/02/2021

**783 UHS UH LOCAL P CARD**

Internal Accounting Code: [REDACTED]

**Card Transactions**

Posting Date	Transaction Date	Description	Receipt Amount	Posted Amount	Expense Amount	Reviewed	Approved
11/15/2021	11/12/2021	WATER - COFFEE DELIVER-800-4928377,GA, 30339-8577	36.99 USD	36.99 USD	36.99 USD		
<b>Expense Description</b>							
<b>Accounting Codes</b>							
Account: 20109 Business Unit: 00730 Fund: 2064 Dept ID: [REDACTED] Program: [REDACTED] Budget Reference: BP2022 Project/Grant: NA							
Chartfield1: Object Code: 7300 Invoice: test1234							
11/15/2021	11/12/2021	WATER - COFFEE DELIVER-800-4928377,GA, 30339-8577	20.99 USD	20.99 USD	20.99 USD		
<b>Expense Description</b>							
<b>Accounting Codes</b>							
Account: 20109 Business Unit: 00730 Fund: 2064 Dept ID: [REDACTED] Program: [REDACTED] Budget Reference: BP2022 Project/Grant: NA							
Chartfield1: Object Code: 7300 Invoice: test5678							

# Best Practices

- When creating a password and selecting challenge questions or answers, **ensure that it is something you will remember as you will be prompted to enter this information every time you sign in. If this information is incorrectly entered 3 or more times your account will be locked and you will need to contact the P-Card office to reset your account.**
- Account Codes can be found on the Account List posted on the Accounts Payable website: [References - University of Houston \(uh.edu\)](#) other questions in regards to account Codes may be directed towards Cissy Bean, [mlbean@central.uh.edu](mailto:mlbean@central.uh.edu)
- The billing cycle closes on the 3<sup>rd</sup> of every month. You should wait until after the closing date before running the report to make sure all of your transactions get posted. If you wish to view transactions in an open cycle, you would select the “Run Once” option and specify dates. If you select the 4<sup>th</sup> of last month until today, the report will run and be available the next business day. Make sure to select the 4<sup>th</sup> of last month until the day prior to today (yesterday’s date).



# Additional Reporting Options



## 2. Report Name: Select report below

Search

### My Exports

- ☆ AP\_MGR\_REVIEW
- ☆ Account Group List
- ☆ Allocation Detail Flat File
- ☆ DEPT EXCEL REPORT
- ☆ IAD PCARD AUDIT LEVEL 3
- ☆ JC Test

### Account Management Reports

### Transaction Reports

**DEPT EXCEL REPORT** Is a great department auditing report and will contain the following information for all accounts you have access to:

- Cardholder information (name, last 4 digits).
- Transaction information (dates, amount, merchant name, MCC description).
- Account Code and Cost Center fields.
- Invoice field (FIN.Accounting Code 10 Value).

The frequency can be changed to meet your individual and department auditing and reporting needs.

**Account Group List** Will provide a list of all business contacts listed on an account by listing:

- Cardholder account name and last 4 digits.
- Business Contact names with access to the listed account.

### *Quick Tip!*

Like the Expense Report, these reports are located in the Reports and Run area.

# P-Card Contacts

- P-Card Department Email: [ap@uh.edu](mailto:ap@uh.edu)
- P-Card Department Number: 713-743-8700
  
- Randy Reich, A/P Manager  
713-743-4478, [rdreich@central.uh.edu](mailto:rdreich@central.uh.edu)
- Danny Nguyen, Program Administrator  
713-743-6677, [ddnguy42@central.uh.edu](mailto:ddnguy42@central.uh.edu)
- Ed Smith, Program Administrator  
713-743-8715, [esmith@central.uh.edu](mailto:esmith@central.uh.edu)
- Amany Elneklawy, Program Administrator  
713-743-9942, [aelnekla@central.uh.edu](mailto:aelnekla@central.uh.edu)