

## **NROTC Unit Supply Binder - Tab 3-4**

**SUBJECT:** GCPC and Convenience Check Statement Certification and Transactional Review Process within Program Audit Tool for the Approving Official

**PURPOSE:** To inform NROTC Unit Approving Officials (AO) of the process for GCPC and Convenience Check Statement Certification and Transactional Review Process within the Program Audit Tool (PAT).

**OVERVIEW:** NROTC Unit Approving Officials (AO) must, as part of their duties, certify the GCPC and Convenience Check statement and complete PAT requirements.

Card Holders (CHs) must complete certification within 5 work days from when the statement becomes available, on or about the 19th of each month. Approving Officials (AOs) have an additional 5 work days to complete the certification. **BEST PRACTICE:** In order to properly and timely certify, it is recommended that: 1) the CH's statement is ready for certification on the day of statement close, and 2) the CH and AO meet on the day of statement close (that same day) for a visual and physical purchasing-document-to-Citi-certification-statement comparison. AOs have 15 days from the statement close date to complete the PAT.

### **ACTION REQUIRED:**



--Go to the following Website:

## MONTHLY CERTIFICATION

- Website: <https://home.cards.citidirect.com/CommercialCard/Cards.html>

--Log into the Citi System using the username and password you created after you self-registered as a non-cardholder.

Citi® Commercial Cards



Choose language  
English



**Registered users**

Username

Password

[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 reading 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. Citi uses cookies on this website. By continuing to use this site, you give consent for cookies to be used in accordance with our [Privacy and Cookies Policy](#), which contains more information on our use of cookies.

--Click on Web Tools, then

--Under CitiDirect Card Management System, click on your SP2 Line of Accounting

Citi® Commercial Cards

Welcome! **RYAN T. IDEN** 12/09/2014 For assistance please contact Citi Customer Services  
DEPT OF NAVY/MARINES - US Logout

[Home](#) [Manage Card Accounts](#) [Manage User Access](#) [Manage Card Program](#) [Resources](#) [My Profile](#) [Web Tools](#)

This is your Citi Commercial Cards home page where you can access a variety of card program tasks and web tools.

Search : [Card Accounts](#) | [Users in Unit](#)

**Messages**  
No messages are available.

**Web Tools**

- ▼ CITIDIRECT CARD MANAGEMENT SYSTEM
  - DON : SP2 : 00701-00017-00022-03560-03582-00188 : NR0TCU EMBRY-RID AERO\*
  - ▶ CITI COMMERCIAL CARD LEARNING AND SYSTEM SUPPORT (CLASS)

**What's New?**

- ▶ WHAT'S NEW IN CITIMANAGER

**Quick Links**

- Manage Card Accounts
  - ▶ View Statement
- Manage User Access
  - ▶ Show More
- Manage Card Program

**My Profile**

- ▶ Update User Profile
- ▶ Manage Alerts

--Click "Inbox" then

--Click Cycle and pick the correct cycle

--Click Search

You will see your AO account

Then the CH account directly below

--Click on the CH account number (will show status of Pending Approval)

CitiDirect<sup>®</sup> Card Management System What's New Help Home Logout

00701-RYAN T. IDEN  
User Group: ESTATEMENT FINAL APPROVER  
Contact Type: APPROVING OFFICIAL

**Inbox - Current Status - Look up Statement**

cycle: <input style="width: 80px;" type="text" value="December 2014"/> (optional) last name: <input style="width: 100px;" type="text" value="starts with"/> (optional) account number: <input style="width: 100px;" type="text"/> <input style="width: 40px;" type="button" value="search"/>	status: <input style="width: 80px;" type="text" value="All"/> (optional) first name: <input style="width: 100px;" type="text" value="starts with"/> (optional) SDN/contract SDN: <input style="width: 100px;" type="text"/>
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- Review each transaction to ensure receipt and acceptance has been received (supply or service shows signature acknowledging receipt).
- Verify each transaction line of accounting (LOA) details (LOA matches obligation document).
- Verify each transaction dollar amount (sales receipt total matches amount certified on statement).
- Select each transaction (do not select "Return to Previous Screen"); then
- Select approval, certify statement for payment.
- Another screen will come up that asks "Do you want to certify"
- Selection I Certify

CitiDirect Card Management System What's New Help Home Log

00701-RYAN T. IDEN  
User Group: ESTATEMENT FINAL APPROVER  
Contact Type: APPROVING OFFICIAL

**citi**  
Inbox Reporting Inquiry Assistance

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**Inbox - Current Status - Cardholder Memo Statement**

Statement Approver: RYAN T. IDEN

Cardholder: STEPHEN B SHEAR II      Account Number: xxxxxxxx00877      [read notes](#)   [e-mail](#)  
 Product Type: PURCHASE - Centrally Billed      Statement Period: 11/20/2014 - 12/19/2014      Statement Status: Interim  
 Default LOA: 1720182015180422LW000035804008858820000003892A8C15HET

Tax Total: \$ 0.00      Statement Total: \$ 20.42

Attention: If adding data to a transaction, you must click the 'save' button prior to moving to the next transaction or your updates will not be saved.

[expand all](#)   [collapse all](#)      Total Number of Transactions: 6

select	post date	tran date	last alloc date	time	merchant	amount	SON	status	note	type	rec ind	app ind	PL	rec ind
<input type="checkbox"/>	11/21/2014	11/20/2014			FEDEX	\$ 4.29	N8892A18CCMMNC1	attach			<input type="checkbox"/>	<input type="checkbox"/>		No
<input type="checkbox"/>	11/24/2014	11/22/2014			FEDEX	\$ 8.05	N8892A18CCMMNC1	attach			<input type="checkbox"/>	<input type="checkbox"/>		No
<input type="checkbox"/>	11/24/2014	11/22/2014			FEDEX	\$ 4.37	N8892A18CCMMNC1	attach			<input type="checkbox"/>	<input type="checkbox"/>		No
<input type="checkbox"/>	11/24/2014	11/22/2014			FEDEX	\$ 4.37	N8892A18CCMMNC1	attach			<input type="checkbox"/>	<input type="checkbox"/>		No
<input type="checkbox"/>	11/24/2014	11/22/2014			FEDEX	\$ 3.99	N8892A18CCMMNC1	attach			<input type="checkbox"/>	<input type="checkbox"/>		No
<input type="checkbox"/>	11/26/2014	11/25/2014			FEDEX	\$ 7.35	N8892A18CCMMNC1	attach			<input type="checkbox"/>	<input type="checkbox"/>		No

[dispute](#)   [reject](#)   [approve](#)   [print Statement](#)   [close](#)

--Once statement is certified for payment

--Go to the Program Audit Tool to complete your Transactional Review

The image shows the cover of a guide titled "PROGRAM AUDIT TOOL APPROVING OFFICIAL (AO) STEP-BY-STEP GUIDE". The text is centered on a dark blue background with a subtle, repeating pattern of the letters "AO".

**PROGRAM AUDIT TOOL**  
**APPROVING OFFICIAL (AO)**

**STEP-BY-STEP GUIDE**

--Click Reporting, then

--Click Program Audit Tool

--You will receive a prompt that tells you that you will be logged out of the CitiDirect Card Management System, Click OK

The screenshot displays the CitiDirect Card Management System interface. At the top, the system name and navigation links (What's New, Help, Home, Logout) are visible. The user's name (RYAN T. IDEN) and group (ESTATEMENT FINAL APPROVER) are shown in the top right. The main content area is titled 'Inbox - Current Status - Cardholder Memo Statement'. A 'Logout Confirm' dialog box is overlaid on the page, asking for confirmation to log out. Below the dialog, a table of transactions is visible, with columns for post date, tran date, last alloc, FEDEX, and amount. The table contains 10 rows of transaction data.

select	post date	tran date	last alloc	FEDEX		type	rec.Ind	app.Ind	PL rec.Ind
	10/23/2014	10/18/2014		FEDEX	\$ 4.37	NO982A1500MMBY			Na
	10/20/2014	10/18/2014		FEDEX	\$ 4.37	NO982A1500MMBY			Na
	10/24/2014	10/03/2014	10/02/2014 00:55:20 PM	ROBE'S CLEANERS	\$ 1,338.75	NO982A1500MMBY			Na
	10/27/2014	10/26/2014		FEDEX	\$ 6.74	NO982A1500MMBY			Na
	10/27/2014	10/26/2014		FEDEX	\$ 4.29	NO982A1500MMBY			Na
	10/28/2014	10/28/2014		FEDEX	\$ 33.85	NO982A1500MMBY			Na
	10/30/2014	10/29/2014		FEDEX	\$ 7.74	NO982A1500MMBY			Na
	10/30/2014	10/29/2014		FEDEX	\$ 7.74	NO982A1500MMBY			Na
	11/06/2014	11/05/2014		FEDEX	\$ 7.74	NO982A1500MMBY			Na
	11/17/2014	11/15/2014		FEDEX	\$ 4.42	NO982A1500MMBY			Na

--You will be directed to the transactional summary page

--The system will automatically select 10% of your Cardholders transaction for you to review,

--Click on the NR under Review Status

Commercial Cards Program Audit Tool Switch to Accessibility Mode

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Welcome, RYAN T. IDEN  
Reports Contact Us Help Logout

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**Transaction Summary**

Hierarchy: 00701-00017-00022-03560-03562-00188 Cycle: 11/09/2014-12/18/2014 UNIT Name: WROTCU EMBRY-RD AERO\*

Select number link to review transactions.

Hierarchy Level	Assigned	NR	Not Reviewed	In Process	PFA	Pending Approval	Rejected	Exempt	Completed
00701-00017-00022-03560-03562-00188	1	1	0	0	0	0	0	0	0

Select Review Status link for review: View All

Cardholder Acct Nbr	Cardholder Name	Transaction Date	Transaction Amount	Merchant Name	Review Status	Notes
XXXXXXXXXX005877	STEPHEN SHEAR II	11/25/2014	\$7.33	FEDEX 77189752472	NR	

**Transaction Details:**

Transaction Information		Cardholder Detail	
Transaction Date:	11/25/2014	Account Number:	XXXXXXXXXX005877
Transaction Amount:	\$7.33	Name:	STEPHEN SHEAR II
Merchant Name:	FEDEX 77189752472	Web Name:	
Merchant Category Code:	4218	E-mail Address:	SHEARII@ERAU.EDU
Tax Amount:	\$0.00	Hierarchy Level:	00701-00017-00022-03560-03562-00188

Approving Official Detail (Group Link)		Account Status Code:	
Name:	RYAN T. IDEN	Account Status Code:	
SLE Name:	WROTCU EMBRY-RD AERO*	Single Transaction Limit:	\$1.00
AO E-mail:	IDENR@ERAU.EDU		

[Add Transactions](#)

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--Additional details will open up about that transaction

--Review Item/Service Description; add information in that block if it is blank. If there is a description and you would like to further clarify, add additional comments in the clarification block directly below it.

--Answer questions 2, with contract, supply or service, once answered question 3 will appear:

- (1) For DAPS or Training – check Supply, question 3 will appear, answer questions about file documentation, question 4 will appear, check either DAPS or Training; both have a \$25K transaction limit.
- (2) For Services not applicable to the Service Contract Act, services that fall under the \$2,500 micro-purchase authority and were not under contract.
- (3) For Services that are applicable to the Service Contract Act, services that were over the \$2,500 micro-purchase authority and a contract would be required to be in place.

Commercial Cards Program Audit Tool 09/20/2014 10:48:00 AM EDT

Username: RYAN T. IDEN  
[Reports](#) [Contact Us](#) [Help](#) [Logout](#)

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**Transaction Review Questionnaire**

**Transaction Details:**

Transaction Information		Cardholder Detail	
Transaction Date:	11/25/2014	Account Number:	XXXXXXXXXXXX5577
Transaction Amount:	\$7.35	Name:	STEPHEN SHEAR II
Merchant Name:	FEDEX 77187522472	Work Phone:	
Merchant Category Code:	4215	E-mail Address:	SHEARII@BERAU.EDU
Tax Amount:	\$0.00	Hierarchy Level:	00701.00017.00002038R00152-00189
<b>Approving Official Detail ( <a href="#">View Info</a> )</b>		Account Status Code:	
Name:	RYAN T. IDEN	Single Transaction Limit:	\$1.00
HSA Name:	MRSTOU EMBRY-RID A&AO		
AO E-mail:	IDENRT@BERAU.EDU		

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**QUESTION 1:** List items/services purchased in this transaction, if not already displayed.

Item/Service Description:

Clarification of Level 3 data detail, if needed:

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**QUESTION 2:** Was this transaction ...

- Contract
- Supply
- Service NOT applicable to the [Service Contract Act](#)
- Service applicable to the [Service Contract Act](#)
- Construction NOT applicable to the [Davis-Bacon Act](#)
- Construction applicable to the [Davis-Bacon Act](#)
- [Compromised Card](#)
- [Disputable Transaction](#)



--If the transaction just reviewed is Valid, ensure that Valid is checked, then

--Click Review Complete

--You have completed your Transactional Review within the PAT

**Point of Contact:** Beth Kleinschmidt  
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N4 Logistics Director  
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