FAMIS CitiBank Transaction Processing

With the change from JP Morgan Chase to CitiBank, the processing of Purchasing Card and Travel transactions will be handled differently.

FAMIS will be pulling the transactions from CitiBank and automatically processing the transactions. The process has the ability to split Travel transactions from PCard transactions.

In addition, the FAMIS process will split the transactions into state and local transactions. This process can be accomplished by either using the State Fund flag on Screen 6, or the Default Bank on the account.

If the default bank option is used, the default bank for support accounts will first be checked. If the default bank on the SA is blank, the default bank on the SL will be used.
FAMIS CitiBank Transaction Processing (cont’d)

The current FAMIS process provides the ability to use an extended format. The extended format will be created by the FAMIS programs. This extended format provides additional fields to help identify transactions. These details include:

- Description from the transaction
- Identification of the card holder (the UIN with the middle ‘00’ removed)
- Last 14 characters of the transaction code for the state invoice number

In order to implement the new processes, FAMIS additional values are needed. You will need to identify new clearing accounts for CitiBank. We recommend a clearing account for Travel and one for the PCard. If you plan to implement Concur for travel, a separate clearing account for travel is a must.

In addition, a default account needs to be identified for transactions that may come in with a blank account. If the original account has been specified in the account set up for the credit card, this account will be used should the transaction not be re-allocated in the GCMS application for CitiBank before the pull.