



**CitiDirect® Global Card Management System (GCMS)
Training Guide for Cardholders**

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- Enter expense description for every transaction.
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NOTE: Backup documentation should be scanned and submitted in the same order as the transactions appear on the Expense Report.

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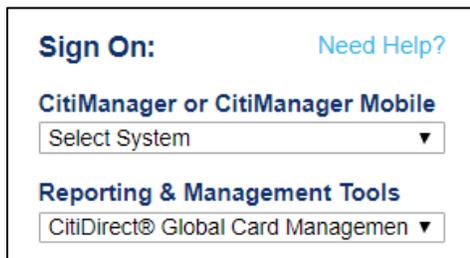
Process a journal to reallocate and upload all documentation to PeopleSoft.

The P-Card Reporting Cycle Calendar and separate instructions for backup documentation and running reports are available on the Procurement Card (P-Card) web page at the following URL:
[https://public.uhcl.edu/about/administrative-offices/procurement-payables/p-card.](https://public.uhcl.edu/about/administrative-offices/procurement-payables/p-card)

LOGGING ON

Your User ID and temporary password will be sent to you by MasterCard via two separate emails. The temporary password typically expires within a week of receipt.

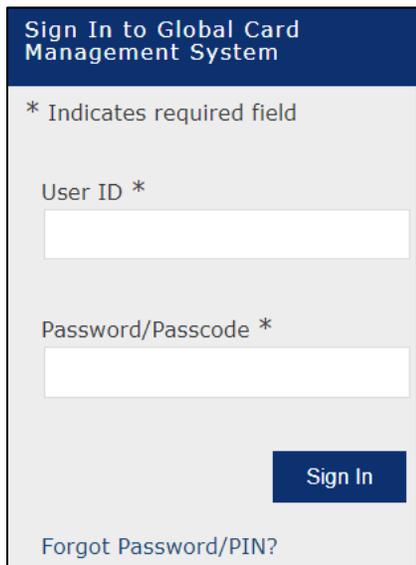
Via the Internet, type the following URL in the address bar: www.citimanager.com. Click on the arrow under Reporting & Management Tools to select CitiDirect® Global Card Management System on the left of your screen.



The screenshot shows a navigation menu with the following elements:

- Sign On:** with a [Need Help?](#) link.
- CitiManager or CitiManager Mobile:** with a dropdown menu currently set to "Select System".
- Reporting & Management Tools:** with a dropdown menu currently set to "CitiDirect® Global Card Managemen".

That will take you to the GCMS sign-on screen below, which is the url that you should bookmark or save in your browser favorites: <https://www.globalmanagement.citidirect.com/sdportal/home.view>.

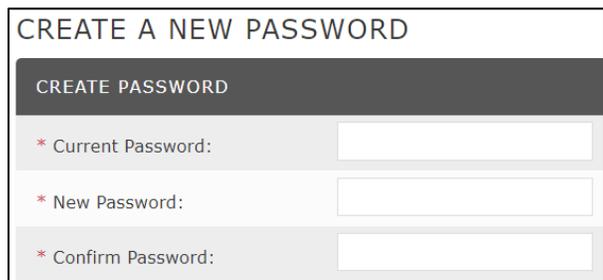


The screenshot shows the sign-in page for the Global Card Management System. It includes:

- A dark blue header with the text "Sign In to Global Card Management System".
- A note: "* Indicates required field".
- A "User ID *" field with an asterisk.
- A "Password/Passcode *" field with an asterisk.
- A blue "Sign In" button.
- A link for "Forgot Password/PIN?" at the bottom.

Alternately, you can go to the P-Card web page and click on the GCMS Log-In Page link under the Miscellaneous Information section.

At first login, all new users must create a new password, set up their challenge questions and their security question. You will be asked to randomly answer one challenge question every time you login to GCMS. You must answer the security question to reset your password.



The screenshot shows a form titled "CREATE A NEW PASSWORD" with the following fields:

- CREATE PASSWORD** (header)
- * Current Password: [input field]
- * New Password: [input field]
- * Confirm Password: [input field]



MAINTAIN CHALLENGE QUESTIONS ▾

| | |
|---------------------|---|
| Challenge Question: | <input type="text" value="--- Please select a question ---"/> |
| Response: | <input type="text"/> |
| Confirm Response: | <input type="text"/> |
| Challenge Question: | <input type="text" value="--- Please select a question ---"/> |
| Response: | <input type="text"/> |
| Confirm Response: | <input type="text"/> |
| Challenge Question: | <input type="text" value="--- Please select a question ---"/> |
| Response: | <input type="text"/> |
| Confirm Response: | <input type="text"/> |

Save

PERSONAL INFORMATION

PLEASE UPDATE THE REQUIRED INFORMATION.

* Security Question
The above field is required.

* Security Answer
The above field is required.

Submit **Cancel**

Once you have successfully logged in, you will see the screen below. Now you are ready to begin reviewing your transactions.

CitiDirect® Global Card Management System



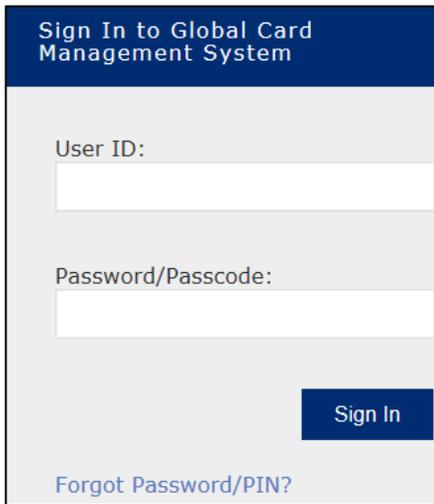
Home My Profile Account Activity Reports

HOME

ACTIVITY **RE**

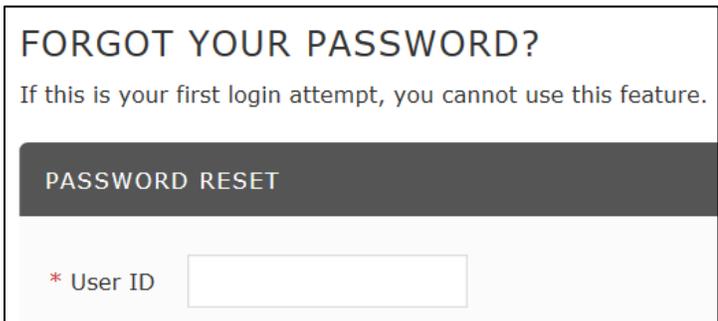
If you forget your password or user id

If you forget your password, you can reset your own password by clicking on the Password/PIN? link on the GCMS sign in screen. However, for the password reset feature to work, **you must only have used two** of your three failed sign-in attempts. If you have three fails, you will have to contact the P-Card Administrator via email at UHCLProcurement@uhcl.edu or at extension 2150 so that your password can be reset.



The screenshot shows the login interface for the Global Card Management System. It features a dark blue header with the text "Sign In to Global Card Management System". Below the header, there are two input fields: "User ID:" and "Password/Passcode:". A blue "Sign In" button is positioned to the right of the password field. At the bottom left, there is a blue link that says "Forgot Password/PIN?".

The following screen will pop up. Follow the prompts and a temporary password will be sent to your UHCL email address.



The screenshot displays a "FORGOT YOUR PASSWORD?" screen. At the top, it reads "FORGOT YOUR PASSWORD?" in large, bold letters. Below this, a message states: "If this is your first login attempt, you cannot use this feature." A dark grey bar with the text "PASSWORD RESET" is visible. At the bottom, there is a label "* User ID" followed by an empty input field.



NOTE: For the password reset feature to work, the user must have previously entered GCMS and entered the security question response. If the password reset does not work you will have to contact the P-Card Administrator via email at UHCLProcurement@uhcl.edu or at extension 2150.

In the event that you forget your User ID, you will have to contact the P-Card Administrator via email at UHCLProcurement@uhcl.edu or at extension 2150.

MONTHS WITHOUT TRANSACTIONS

For reporting cycles with no transactions, a transaction log should be prepared for that reporting cycle with “No Transactions” written across the body of the log. (Sample is provided on the p-card web page.)

This transaction log—along with a GCMS Account Status Report showing a zero count and a zero amount of transactions for that reporting cycle—should be uploaded into PeopleSoft and the original kept with the department records.

The cardholder needs to sign only the transaction log. No other signatures are required.

The P-Card Reporting Cycle Calendar and separate instructions for backup documentation and running reports are available on the Procurement Card (P-Card) web page at the following URL:
<https://public.uhcl.edu/about/administrative-offices/procurement-payables/p-card>.

MONTHS WITH TRANSACTIONS**Overview for Reallocators**

Those with numerous transactions to reallocate are encouraged to reallocate transactions in GMCS as they are posted instead of waiting until the end of the reporting cycle.

➤ **Review, Reallocate and Enter Data for Each Transaction**

Between the 5th and the reallocation deadline of each month, all transactions should be reviewed for the reporting cycle just ended. (For example, for the reporting cycle ending 11/3/17, transactions that posted on 10/4/17 through 11/3/17 should be reviewed and reallocated.) **NOTE:** If the transaction summary, account status report or expense report is pulled before the 5th of the month, some transactions may not be captured for that reporting cycle.

- An expense description should be entered for EVERY transaction.
 - The account number on EVERY transaction MUST be changed from the 20109 default.
 - The cost center may be changed from the cardholder's default cost center.
 - The reallocation of a transaction may be split between account numbers and/or cost centers.
 - Documentation for each transaction should indicate that all Procurement and Accounts Payable policies and procedures have been followed.
- Run the Expense Report and obtain signatures.
- Upload documentation to PeopleSoft.
- Email business coordinator and AccountsPayable@uhcl.edu that documentation has been uploaded and is ready to be audited. The last four digits of the card and the cardholder's name should be in the subject line of the email.

The P-Card Reporting Cycle Calendar and separate instructions for backup documentation and running reports are available on the Procurement Card (P-Card) web page at the following URL:

<https://public.uhcl.edu/about/administrative-offices/procurement-payables/p-card>.

Review, Reallocate and Enter Data for Each Transaction

Select the Financial tab from the menu tabs across the top of the page and then click Transaction Summary.



Select Reporting Cycle and the desired date. The default is the current reporting cycle. Click Search.

SEARCH CRITERIA
[Advanced Search](#)

Reporting Cycle: Nov 2017 (10/04/2017 to 11/03/2017)
 Date Type: Posting Date

Date Range: From: 10/04/2017

To: 11/03/2017
 Date Type: Posting Date ▼

Data available starting: 11/28/2014
Search

The cardholder's transactions will be shown. Click on the Accounting Detail icon .

Expand All
Collapse All

| Detail | Reviewed | Approved | Posting Date | Transaction Date | Description | Transaction Amount |
|--------|--------------------------|--------------------------|--------------|------------------|--|--------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | 06/05/2017 | 06/01/2017 | HARRIS COUNTY TX-BAY A FORT WORTH, TX -76102 | 1.11 |
| | <input type="checkbox"/> | <input type="checkbox"/> | 06/05/2017 | 06/01/2017 | HARRIS COUNTY TX-BAY A HOUSTON, TX -77002 | 28.50 |
| | <input type="checkbox"/> | <input type="checkbox"/> | 06/08/2017 | 06/07/2017 | SAGE WEST OFFICE SUPPL SUSIE@SAGEWES, TX -77055 | 264.32 |

Clicking on the Accounting Detail icon puts the transaction into edit mode indicated by a pencil icon to the right of the Accounting Detail icon. The cardholder's default cost center data is shown with an editable box underneath.

06/08/2017
06/07/2017
SAGE WEST OFFICE SUPPL
SUSIE@SAGEWES, TX -77055
264.32

ACCOUNTING CODES INFORMATION Display accounting codes fro

Expense Description: CONVERTIBLE KEYBOARD WITH ARM AND MOUSE FOR DESK. OFFICE SUPPLIES

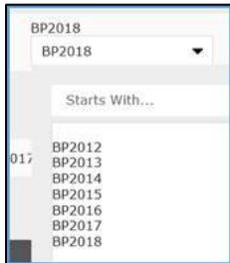
| BU | Speed Type | Account | Fund | Dept ID |
|--|--|---|---|--|
| 00759 | 14695 | 54361 | 2064 | C0013 |
| 00759 | 14695 | 54361 | 2064 | C0013 |
| Program | Project/Grant | BR | Chartfield1 | |
| G0361 | NA | BP2017 | | |
| G0361 | NA | BP2017 | | |

An expense description and benefit or purpose statement must be entered for every transaction, the same as when processing a voucher. However, the size of the expense description field in GCMS is limited to 255 characters. If you feel there is any doubt that the benefit or purpose statement entered into GCMS would not satisfy an audit, a more detailed statement should be put in the transaction log or on the receipt or invoice. If you get the following error message, too many characters have been entered in the expense description field. You must delete some text before you can continue.



The account number on every transaction must be changed from the 20109 default. Account and cost center reallocations can be made by changing the data in the editable boxes and clicking the floppy disk icon . To change the reallocation from the default, double click in the editable box and highlight the existing data. Enter the correct data. Then click the floppy disk icon . Please be aware that:

- When changing the cost center, the speed type field does not auto populate the other accounting code fields. Data in each field must be entered manually.
- Letters in all cost center fields must be entered in uppercase. PeopleSoft does not recognize lowercase letters and this will cause the vouchers to fail budget check.
- The budget period reference must be removed if the transaction is reallocated to a grant cost center to avoid budget errors on the vouchers. To clear the budget period reference, click on the drop-down arrow on the right side of the budget reference (BR) field. The window below will show. Click on the blank space above BP2012. That will empty the BR field, which is what is required for a grant cost center string.



- If you do not see editable boxes under the cost center string, click on **Edit Accounting Codes** in the bottom right of the transaction box.
- The **Copy to All on Page** feature works only for the accounting codes—not for the expense description field.
- Be sure to click the floppy disk icon  before exiting the Transaction Summary screen.

The reallocation of a transaction may be split between account numbers and/or cost centers. **NOTE:** Before the transaction can be split, the expense description must be entered and the account number must be changed from 20109 on the transaction.

To split the reallocation between cost centers and/or account numbers, click on the Split Transaction icon  to view or define splits for a transaction. Indicate the number of split lines that are needed 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"/> | 02/14/2017 | 02/13/2017 | KROGER #300 HOUSTON, TX -77062 | 44.96 | 44.96 | |

Split(s): **Add**

Split By: Split and Balance To:

Transactions can be split by Amount or by Percent. Enter the split description if desired and change the amounts. Always leave the "Split and Balance To" on the default setting of "Total Transaction Amount."

| Reviewed | Approved | Exported | Posting Date | Transaction Date | Description | Transaction Amount | Net Transaction Amount | Additional Information |
|--------------------------|--------------------------|--------------------------|--------------|------------------|--------------------------------|--------------------|------------------------|------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 02/14/2017 | 02/13/2017 | KROGER #300 HOUSTON, TX -77062 | 44.96 | 44.96 | |

Split(s):

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

| Description | Percent | Amount |
|--|---------|------------------------------------|
| <input type="checkbox"/> Split - Refreshments for office; BENEFIT: PROVIDE HOSPITALITY TO GUESTS | 44.48 | <input type="text" value="20.00"/> |
| <input type="checkbox"/> Split - Office supplies; BENEFIT: EFFICIENCY OF OFFICE | 55.52 | <input type="text" value="24.96"/> |
| Totals: | 100.00 | 44.96 |

Click the floppy disk icon . The Accounting Detail icon  will appear beside each split line. Click on the icon. This will show the editable boxes for data entry. Enter the cost center data and click the floppy disk icon .

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

| Description | Percent | Amount |
|---|---------|------------------------------------|
| <input checked="" type="checkbox"/>  Split - Refreshments for office; BENEFIT: PROVIDE HOSPITALITY TO GUESTS | 44.48 | <input type="text" value="20.00"/> |

ACCOUNTING CODES INFORMATION Display accounting codes from

| BU | Speed Type | Account | Fund | Dept ID |
|------------------------------------|------------------------------------|------------------------------------|-----------------------------------|------------------------------------|
| 00759 | 13282 | 53950 | 2078 | C0046 |
| <input type="text" value="00759"/> | <input type="text" value="13282"/> | <input type="text" value="53950"/> | <input type="text" value="2078"/> | <input type="text" value="C0046"/> |

| Program | Project/Grant | BR | Chartfield1 |
|------------------------------------|---------------------------------|-------------------------------------|-------------------------------|
| D0484 | NA | BP2017 | |
| <input type="text" value="D0484"/> | <input type="text" value="NA"/> | <input type="text" value="BP2017"/> | <input type="text" value=""/> |

Once the reallocation is complete, next steps are:

1. Run expense report. The cardholder and their immediate supervisor sign the report.
2. Scan the documents and upload them into PeopleSoft. They should be oriented correctly and scanned in the following order:
 - a. Expense report
 - b. Transaction Log
 - c. Invoices and/or receipts with any necessary backup documentation for each transaction – **NOTE:** Backup documentation for cardholder transactions should be scanned and submitted in the same order as they appear on the Expense Report.
3. Email your business coordinator and AccountsPayable@uhcl.edu to tell them that the documents have been uploaded and are ready to be audited. The last four digits of the card and the cardholder's name should be in the subject line of all emails to avoid confusion during the audit process.

REVIEW BY BUSINESS COORDINATOR

Reallocators should send an email to AccountsPayable@uhcl.edu and their business coordinator as soon as the reallocations have been completed in GCMS and the the backup documentation is uploaded into PeopleSoft so that the documentation can be audited as soon as possible.

Transactions should be reviewed, reallocated, and backup documentation uploaded into PeopleSoft by the Departmental Reallocation Due Date stated on the Reporting Cycle Calendar.

Accounts Payable will audit uploaded documentation as A/P receives notification of uploaded documentation by department reallocators. Notification of any necessary corrections will be emailed to either the account manager or the cardholder. Business coordinators will be copied on each email notification. Audit of backup documentation must be completed by the A/P Audit/Processing Due Date so that the University's bill pay due date can be met.

Business coordinators should check the backup documentation and cost reallocation of each transaction. The documentation for each transaction should indicate that all Procurement and Accounts Payable policies and procedures have been followed. Business coordinators should go into GCMS to compare the transactions in the backup documentation with the transactions that have posted in the GCMS database.



Any transaction that has not been reallocated within GCMS and backup documentation uploaded to PeopleSoft by the Departmental Reallocation Due Date will be paid using the cardholder's default cost center and default account number 20109. Any corrections that have not been made by the deadline will have to be processed with a journal entry.

The P-Card Reporting Cycle Calendar and separate instructions for backup documentation and running reports are available on the Procurement Card (P-Card) web page at the following URL:
<https://public.uhcl.edu/about/administrative-offices/procurement-payables/p-card>.

IF YOU MISS THE REALLOCATION DEADLINE, PROCESS A JOURNAL

A separate journal for each cardholder must be processed for the following transactions:

- transactions that have not been reallocated by the deadline.
- reallocated transactions that have no uploaded documentation by the deadline.
- transactions for which documentation is submitted too late to be audited before the University's payment must be made.
- transactions that fail the voucher budget check.

Once the journal has been completed, the Journal Entry Detail sheet, the Expense Report, Transaction Log, and the invoices/receipts for each transaction must be uploaded into PeopleSoft.

Information on processing p-card reallocation journals:

The information in this section is NOT to take the place of Journal Entry Workflow training but rather to serve as a quick reference for p-card journal entries.

- Long Description should begin with PCD.
- Approval Route/Path is Dept/Coll/Div – AP – Accounting Office.
- Required backup documents that should be scanned and uploaded to journal:
 - Expense Report
 - Transaction Log
 - Actual receipts / invoices and any other required documentation - These documents should be the same supporting documentation as required for a voucher.

A sample p-card journal entry is available on the Procurement Card web page.

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for backup documentation and running reports are available
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