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

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All training materials are available on the Procurement Card web page at the following URL:
  http://prtl.uhcl.edu/portal/page/portal/OPR/Procurement_Payables/PCard
LOGGING ON

Via the Internet, type the following URL in the address bar: www.citimanager.com. Click on the link to the Global Card Management System on the bottom right of your screen.

![GCMS Sign-On Screen]

That will take you to the GCMS sign-on screen:

![Sign In to Global Card Management System]

Your initial User ID is assigned by the system. If you are reallocating your own charges and would like a shorter User ID, please email your request to UHCLProcurement@uhcl.edu. If you choose to use the User ID assigned by the system, please see the Cardholder Self-Registration Instructions on the Procurement Card web page.
LOGGING ON – CONTINUED…

At first login, GCMS will prompt you to create a new password and complete their password reset question.

User ID is case-sensitive and must contain at least 6 characters. This User ID will be used for all future logins to GCMS.

Note: Once you press submit, your new User ID and password are created. If you get an error message that says Entity Exists, you will need to choose some other User ID as that ID is taken.
The last step in your initial login is to answer the 3 challenge questions. These are NOT case-sensitive; however, you will be asked to randomly answer one question EVERY time you login to GCMS. Write down your answers to these questions and keep them in a safe place. If you forget the answers, they cannot be reset.

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

A notification email will be sent to your email address whenever you run a report and the report is complete.

Usually, reports are completed within a very short time. When this is the case, there is no reason to use the email notification and it can be deleted from your Inbox.

Note: If you are signed in to GCMS and you click on the link in the email (see below), it will kick you out of GCMS and you will have to log in again.

However, during times when the system is running slow, you can use the email notification as your prompt to sign into the system to download your report. An example of the email notification is shown below. The “Click Here” link will take you to the GCMS sign-in page.

From: Online Reporting [sdg2@mastercard.com]
To: Bozeman, Patti
Cc:  
Subject: Expense Report is complete.

Notice from your online reporting solution.

The report that you scheduled is ready for viewing. Click Here to login.
General Notes about Running Reports

To ensure that all transactions are captured, the final report for any reporting cycle should not be run before the 5th of the month.

Running a Report by Reporting Cycle

- All Citibank reporting cycles end on the 3rd of the month.
- If you schedule a report within GCMS using Reporting Cycle as the report frequency, the report will not run until midnight on the ending date of the reporting cycle.

![Search Criteria: Reporting Cycle](image)

Running a Report by Date

- Always use Posting Date as the date type when running reports by date.
- Reports will not run until midnight on the “To” date selected, so if you want to pull a report immediately, select the previous day’s date as the “To” date.

![Search Criteria: Date Type and Posting Date](image)
RUN THE ACCOUNT STATUS REPORT

- For reporting cycles with no transactions, a log should be prepared for that reporting cycle with “No Transactions” written across the body of the log.
- 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.
- Cardholder needs to sign only the transaction log. No other signatures are required.

Select the Account Activity tab from the menu tabs across the top of the page. Click on Schedule Report.

Click on Account Status.

Select a report from the list provided. To quickly locate the report you are looking for try the Search the Report field.
You will see the following screen. Make sure that all the options are set like this example and that your email is correct. Click Next to continue.

Select Reporting Cycle as your frequency and choose the correct period. Click Save.
After you have clicked **Save** to run your report, GCMS will take you back to the Schedule Report screen:

Choose Report:

- Account Statement
- Account Management Reports System (Adobe PDF)
- Account Code Detail
- Account Management Reports System (Adobe PDF)
- City Of San Angelo CITIBANK CORPORATE CARD (Fi...
- Account Status
- Account Management Reports System (Adobe PDF)
- Approver Summary
- Account Management Reports System (Adobe PDF)
- Expense Report
- Transaction Reports System (Adobe PDF)

Wait at this screen until you hear and/or see the pop-up notification that you have received a new email. Then click on the Home icon at the top left of your screen.
This will take you back to your Home page and you will see your report in your Inbox.

Click on the name of the report and the file download screen will pop up. You can choose to open or save your report.

Print the Account Status report. This report and the transaction log indicating “No Transactions” must be uploaded into PeopleSoft. Instructions on uploading documentation into PeopleSoft are in a separate document available on the UHCL Procurement Card web page.

A sample Account Status Report is available on the UHCL Procurement Card web page.
Review, Reallocate and Enter Data for Each Transaction

Between the 5th and the 15th of each month, each transaction should be reviewed for the reporting cycle just ended. (For example, for the reporting cycle ending 8/3/11, those transactions should be reviewed between 8/5/11 and 8/15/11.) If the transaction summary, account summary 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 transaction may be split between account numbers and/or cost centers.

Run the Expense Report

REVIEW TRANSACTIONS AND ENTER DATA:

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

Select Reporting Cycle and the desired date. Click Search.
You will then be taken to a screen that will show your transactions.

There are multiple ways to access account code fields for your transactions:

- Click on the **Accounting Detail** icon to view transactions, enter expense descriptions and change (reallocate) accounting codes.
- Click on the **Adjustment** icon to view transactions, enter expense descriptions and change (reallocate) accounting codes.
- Click on the **Transaction Detail** icon to view transactions, enter expense descriptions and change (reallocate) accounting codes. This view displays much information that is not needed.
- Click on the **Expand All** icon to view accounting code information for more than one transaction.
- Click on the **Split Transaction** icon to view or define splits for a transaction.

The quickest way to access both the Expense Description and the Accounting Codes Information fields is to click on the Accounting Detail icon.

The search results table shows the following details for transactions:

<table>
<thead>
<tr>
<th>Detail</th>
<th>Reviewed</th>
<th>Approved</th>
<th>Posting Date</th>
<th>Transaction Date</th>
<th>Description</th>
<th>Transaction Amount</th>
<th>Tax Amount</th>
<th>Alternate Tax Amount</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>07/11/2011</td>
<td>07/07/2011</td>
<td>COMMERCIAL CLAIMS INC</td>
<td>99.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>07/13/2011</td>
<td>07/12/2011</td>
<td>SKILLPATH SEMINARS MAI</td>
<td>599.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
This will put the transaction in edit mode indicated by a pencil icon.

An expense description and benefit or purpose statement must be entered for every transaction. However, the size of the field in GCMS is limited. 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 on the receipt or invoice.

In the above screen shot, the cardholder’s default cost center data is shown. Each field shows the information in bold along with an editable box under the bold number. Account and cost center reallocations can be made by changing the date in the editable box and clicking Save. The Save feature works only for the accounting codes—not for the expense description field.

If you do not see the editable box, click on Edit Accounting Codes in the bottom right of the transaction box.

Be sure to Click Save before exiting this screen.

NOTE: Since an expense description is required for every transaction, reallocations cannot be made unless an expense description is entered.
The account number on every transaction must be changed from the 20109 default.

To change the account number from the 20109 default, double click in the editable box and highlight “20109.” Enter the correct account number. Click **Save**.

Then click the “Reviewed” box. A check mark will appear.

Click **Save** and a red lock will appear. See “Review by Business Coordinator” instructions.

**NOTE:** Once the red lock appears, the transaction cannot be changed unless it is unlocked by either an account manager or business coordinator, Accounts Payable or the program administrator.
The cost center can be changed from the cardholder’s default cost center.

To reallocate the transaction to a different cost center, double click in the editable box under the bold number and highlight the number in that field. Enter the new number. The feature works only for the accounting codes—not for the expense description field.

NOTE:
- The speed type field does NOT cause the other accounting code fields to auto populate.
- Each field must be entered separately.
- GCMS is not PeopleSoft - Invalid cost centers can be entered.
- Please use caution when entering cost center data to ensure that a valid cost center is entered.

Once you have entered an account code, tab out of that field. Once all account code fields are changed to reflect the new cost center, click Save. Then click the “Reviewed” box. A check mark will appear.

Click Save and a red lock will appear. See “Review by Business Coordinator” instructions.

NOTE: Once the red lock appears, the transaction cannot be changed unless it is unlocked by either an account manager or business coordinator, Accounts Payable or the program administrator.
The transaction can 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 (see instructions on previous pages in this guide.)

To split the transaction 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.
Transactions can be split by Amount or by Percent. Enter the split description if desired and change the amounts.

NOTE: Always leave the “Split and Balance To” at the default setting of “Total Transaction Amount.”

Click **Save**. The Accounting Detail icon will appear beside each split line. Click on the icon.
Click on **Edit Accounting Codes** to enter the edit mode.

Once in edit mode, double click in the editable box under the bold number and highlight the number in that field. Enter the new number.

**NOTE:**
- The speed type field does NOT cause the other accounting code fields to auto populate.
- Each field must be entered separately.
- GCMS is not PeopleSoft - Invalid cost centers can be entered.
- Please use caution when entering cost center data to ensure that a valid cost center is entered.

Once you have updated the accounting code fields, click **Save**. Then click the Accounting Detail icon on the 2nd split line and change those codes in the same way. Click **Save**.
When you have finished updating the accounting code fields for all split lines and saved those changes, click Transaction Summary at the top of the page in the navigation line.

Once you have returned to the Transaction Summary screen, click the “Reviewed” box for your transaction. A check mark will appear.

Click Save and a red lock will appear. See “Review by Business Coordinator” instructions.

NOTE: Once the red lock appears, the transaction cannot be changed unless it is unlocked by either an account manager or business coordinator, Accounts Payable or the program administrator.
REVIEW BY BUSINESS COORDINATOR

Transactions must be reviewed and reallocated by the department by the 20th of the month. The backup documentation for each cardholder must also be uploaded into PeopleSoft by the 20th of the month.

Viewing of the backup documentation must be coordinated within each department so that business coordinators can check the documentation of each transaction before approving the transaction within GCMS.

NOTE: The “Approved” check mark is NOT required on the uploaded Expense Report.

Accounts Payable will audit uploaded documentation between the 21st and the 25th of the month or as notified of uploaded documents by cardholders, account managers or business coordinators. A 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.

It is suggested that an email be sent to AccountsPayable@uhcl.edu as soon as the reallocations have been completed in GCMS and the backup documentation uploaded into PeopleSoft so that the documentation can be audited by Accounts Payable as soon as possible.

⚠️ WARNING ⚠️

Any transaction that has not been reallocated within GCMS by the deadline will be processed using the cardholder’s default cost center and default account number 20109. The reallocation will have to be processed with a journal entry.

Any corrections that have not been made by the deadline will have to be processed with a journal entry.

Instructions for making corrections and uploading documentation into PeopleSoft are in separate documents available on the Procurement Card web page.
RUN THE EXPENSE REPORT:

NOTE: Cardholders will NOT receive a paper statement from Citibank. The Expense Report must be run each reporting cycle to document transactions.

Select the Account Activity tab from the menu tabs across the top of the page. Click on Schedule Report.

Click on Expense Report.

You will be taken to the following screen. If the UHCL scheme is not chosen, select it and then click Next.
Click Next. You do not want to add any report filters.

You will see the following screen. Make sure that all the options are set like this example and make sure that your email is correct. Click Next to continue.
Select Reporting Cycle as your frequency and choose the correct period. Click **Save**.

- **Run Once**:
  - From Date: 06/11/2011
  - To Date: 07/10/2011
  - Schedule Offset: 0d

- **Daily**:
  - Start Date: 07/11/2011
  - Days to Run: 1
  - Schedule Offset: 0d

- **Weekly**:
  - From Day: Sunday
  - To Day: Sunday
  - Weeks to Run: 1
  - Schedule Offset: 0d

- **Monthly**:
  - From Day: 1
  - To Day: End of Month
  - Months to Run: 1
  - Schedule Offset: 0d

After you have clicked **Save** to run your report, GCMS will take you back to the Schedule Report screen:

- **Reporting Cycle**:
  - Date Type: Posting Date
  - Reporting Cycle: Jul 2011 (06/06/2011 - 07/03/2011)
  - Number of Cycles to Run: 1
  - Schedule Offset: 0d

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**Schedule Report: Choose Report**

Select a report from the list provided. To quickly locate the report you are looking for, try typing the report name above.

- **Account Statement**
- **Account Management Reports System** (Adobe PDF)
- **Accounting Code Detail**
- **Account Management Reports System** (Adobe PDF)
- **City Of San Angelo CITIBANK CORPORATE CARD** (Adobe PDF)
- **Expense Report**
- **Transaction Reports System** (Adobe PDF)
Wait at this screen until you hear and/or see the pop-up notification that you have received a new email. Then click on the Home icon at the top left of your screen.

This will take you back to your Home page and you will see your report in your Inbox.

Click on the name of the report and the file download screen will pop up. You can choose to either open or save your report.

The cardholder should print, sign & date the Expense Report. The cardholder’s immediate supervisor (or department head) should also sign & date the Expense Report. This report along with the corresponding transaction log and a receipt or invoice for each transaction must be uploaded into PeopleSoft. Instructions on uploading documentation into PeopleSoft are in a separate document available on the UHCL Procurement Card web page.

A sample Expense Report is available on the UHCL Procurement Card web page.
IF YOU MISS THE REALLOCATION DEADLINE

PROCESS A JOURNAL:

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. Instructions on uploading documentation into PeopleSoft are in a separate document available on the Procurement Card web page.

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 PCard 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:
  - PCard monthly Transaction Log by card
  - Expense Report by card
  - Actual receipts / invoices by card
  - These documents should be the same supporting documentation as required for a voucher. The benefit or purpose statement should be entered into the Expense Description field in GCMS. However, the size of that field is limited. If you feel there is any doubt that the benefit or purpose statement entered into GCMS would not satisfy an audit, you should put a more detailed statement on the receipt or invoice.
  - Vendor Tax Status document, if applicable

A sample PCard journal entry is available from the Procurement Card web page.

All training materials are available on the Procurement Card web page at the following URL: http://prt1.uhcl.edu/portal/page/portal/OPR/Procurement_Payables/PCard.
IF YOU FORGET YOUR PASSWORD OR USER ID

In the event that you forget your password, click on the link on the GCMS sign in screen.

The following screen will pop up. Fill in the blanks for your User ID, Security Question and Security Answer and click Submit. A temporary password will be sent to your UHCL email address.

NOTE: For the password reset feature to work, the user must have previously entered GCMS and entered the challenge question response. If the password reset does not work (you will not receive an email), contact Patti Bozeman or Debbie Carpenter via email or at extension 2150.

In the event that you forget your User ID, you should contact Patti Bozeman or Debbie Carpenter via email or at extension 2150.