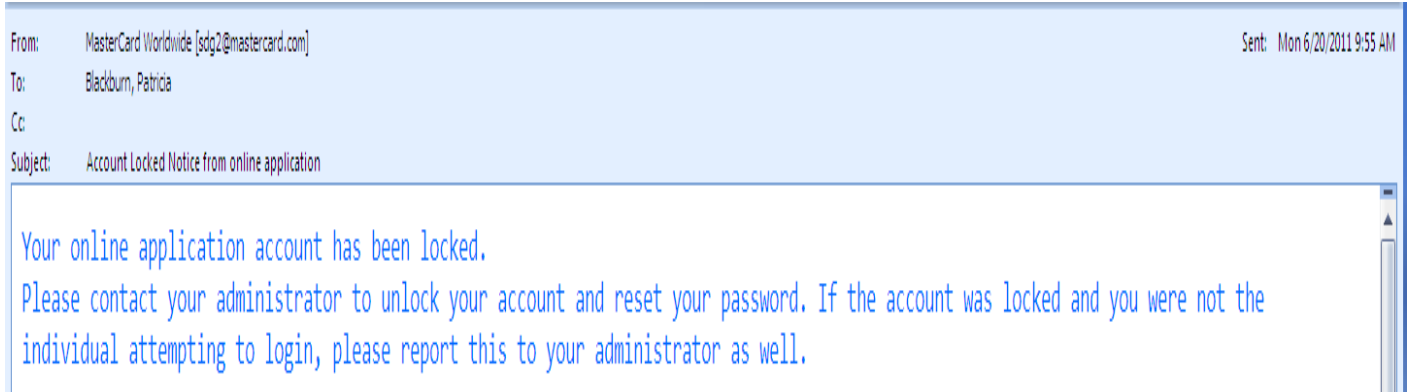


GCMS CARDHOLDER - COST ALLOCATION

Go to <https://www.globalmanagement.citidirect.com/sdportal/home.view> and enter your User ID and Password. After (6) invalid attempts, GCMS users will be locked out of the system; you will receive an email from

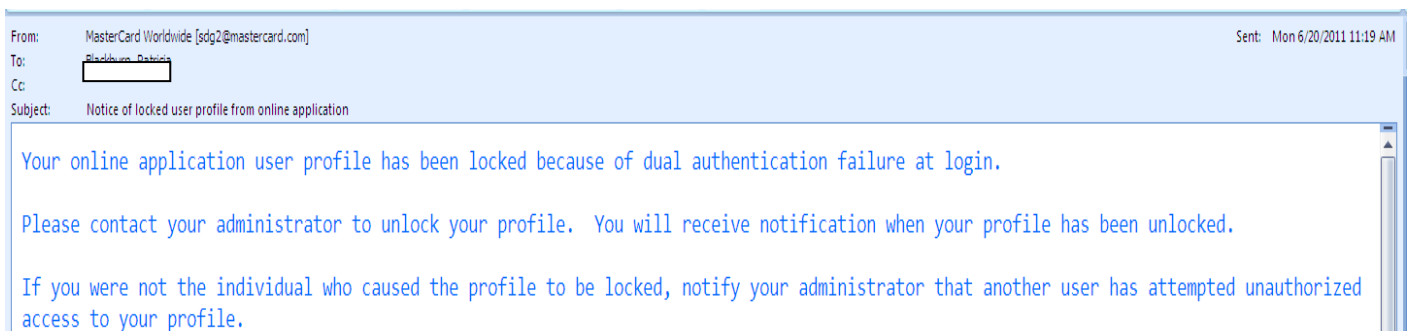
"Mastercard Worldwide" stating that your account has been locked. It will look like this:



For your convenience, you may call Citi's HELPDESK for 24-hour toll free customer service to have your password reset. The number is located on the back of your card **1-800-248-4553 (option 1) (option 1)**. Inform customer service that you have **GCMS**. Citi will send a temporary password so you can login and reset your password.

Locked out due to Dual Authentication Failure (which means wrong answer to Challenge Question).

After 6 incorrect answers to the Challenge question you will be locked out and will receive an email from **"Mastercard Worldwide"**. It will look like this:



GCMS CARDHOLDER - COST ALLOCATION

Forgot Your Password

To receive a temporary password

1. On the login page, click **forgot your password**. The **Forgot your password?** Screen opens.
2. In the password reset section, enter the required information.
 - Enter your valid **user ID**.
 - Select your **Security Question**. (This was setup at your first login. This is not a Challenge Question. It is a Security Question).
 - Enter your **Security Answer** just as you entered it at your first login.
 - **The Security Question and the answer must be answered correctly to receive an email with a temporary password.**
3. Click **Submit**. You will receive a temporary password in an e-mail message. This is a one-time password, which allows you to login and create a new password.

Note: The temporary password expires after 60 days.

The Citibank billing cycle ends on the 3rd of every month. Your documentation is due in the Procurement & Contract Service's office by the 10th of the month. If the 10th ends on a weekend, it is due the preceding Friday.

- E-mails will be sent to cardholder by **PCard Program Administrator** using **Online Reporting** through Citibank. Please make sure you read e-mails from **Online Reporting**.

GCMS CARDHOLDER - COST ALLOCATION

When you have successfully logged in this is what the **Home Page** will look like.

GCMS Home Page

CitiDirect® Global Card Management System

citi

Home My Profile Account Activity Reports

HOME

ACTIVITY

ALERTS & NOTIFICATIONS > 0
Previous 30 days

MOST RECENT POSTING DATE
08/27/2018

TOTAL TRANSACTIONS > 10
Previous 30 days

REVIEWED TRANSACTIONS 7
Previous 30 days

REPORTS & DATA FILES

SCHEDULED REPORTS >

COMPLETED REPORTS >

DATA FILES >

More

REVIEW REQUIRED

TOTAL ITEMS: 3

ALPHAGRAPHSICS 471 >
521 S. LOOP 288 STE 145 - Approve
USD 41.94
08/27/2018

SUMMUS INDUSTRIES, INC. >
14090 SOUTHWEST FREEWAY S - Approve
USD 28.26
08/27/2018

VARIDESK >
117 WRANGLER DR - Approve
USD 445.50
08/20/2018

More

SNAPSHOTS

Spend By Category
Month: Current
By: Transaction Amount

Total Spend

2,000

1,500

NEWS

More

LINKS

CITIMANAGER >

CITIBANK CUSTOM REPORTING >

RESOURCE CENTER

GCMS REPORTING REFERENCE GUIDE >

HOW TO SET YOUR BROWSER TO TLS 1.1 AND HIGHER >

ADMINISTRATOR_INSTRUCTIONS_RELEASE_13.3 >

CARDHOLDER_SELF-REGISTRATION_INSTRUCTIONS >

ACCOUNT USER'S GUIDE >
Complete Manual (pdf)

100%

GCMS CARDHOLDER - COST ALLOCATION

Click on the **Account Activity** Tab, **Transaction Summary** Heading

CitiDirect® Global Card Management System

citi

Home My Profile **Account Activity** Reports

HOME

Transaction Summary ←

Account Information

Merchant Summary

Cost Allocation Management >

Manage Receipts >

ACTIVITY

ALERTS Previous 0

MOST R 08/27/20

TOTAL Previous 10

REVIEWED TRANSACTIONS Previous 30 days 7

REPORTS & DATA FILES

SCHEDULED REPORTS >

COMPLETED REPORTS >

DATA FILES >

More

NEWS

LINKS

CITIMANAGER >

CITIBANK CUSTOM REPORT

RESOURCE CENTER

GCMS REPORTING REFERENCE

HOW TO SET YOUR BROWSER HIGHER >

ADMINISTRATOR_INSTRUCTIONS

CARDHOLDER_SELF-REGISTRATION

ACCOUNT USER'S GUIDE > Complete Manual (pdf)

REVIEW REQUIRED TOTAL ITEMS: 3

ALPHAGRAPHS 471 > USD 41.94 08/27/2018

521 S. LOOP 288 STE 145 - Approve

SUMMUS INDUSTRIES, INC > USD 28.26 08/27/2018

14090 SOUTHWEST FREEWAY S - Approve

VARIDESK > USD 445.50 08/20/2018

117 WRANGLER DR - Approve

More

SNAPSHOTS

Spend By Category Month: Current By: Transaction Amount

Total Spend

2,000

1,500

Choose the appropriate **Reporting Cycle**.

SEARCH CRITERIA [Advanced Search](#)

☒ Reporting Cycle: Sep-18 (08/04/2018 to 09/03/2018) ←

Date Type: Posting Date

☐ Date Range: From: 08/04/2018 To: 09/03/2018


Date Type: Posting Date

Data available starting: 09/06/2015

Search

GCMS CARDHOLDER - COST ALLOCATION








































Transactions will appear after clicking the **Search** button

Click the **Accounting Detail** icon  for the transaction you need to reconcile.

In the Accounting Codes Information section enter or modify the fields as needed.

NOTE: Before you can save an edited or reviewed transaction, you must correct all invalid codes and provide values for all required fields.

SEARCH RESULTS

Expand All Collapse All						
  						
Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	
  	Accounting Detail	<input type="checkbox"/>	<input type="checkbox"/>	03/04/2019	03/01/2019	AMERICAN 301589330
  		<input type="checkbox"/>	<input type="checkbox"/>	03/04/2019	03/01/2019	SUMMUS IN SUGAR LAN
  		<input type="checkbox"/>	<input type="checkbox"/>	03/04/2019	03/01/2019	AMZN MKTF AMZN.COM,
  		<input type="checkbox"/>	<input type="checkbox"/>	03/05/2019	03/01/2019	ALPHAGRAF DENTON, T
  		<input type="checkbox"/>	<input type="checkbox"/>	03/04/2019	03/02/2019	DOMINO'S 940-304-70
  		<input type="checkbox"/>	<input type="checkbox"/>	03/05/2019	03/04/2019	AMZN MKTF AMZN.COM,
  		<input type="checkbox"/>	<input type="checkbox"/>	03/06/2019	03/05/2019	PANERA BR 314984397
  		<input type="checkbox"/>	<input type="checkbox"/>	03/06/2019	03/05/2019	PANERA BR DENTON, T
  		<input type="checkbox"/>	<input type="checkbox"/>	03/06/2019	03/05/2019	PANERA BR 314984397
  		<input type="checkbox"/>	<input type="checkbox"/>	03/11/2019	03/07/2019	SUMMUS IN SUGAR LAN
  		<input type="checkbox"/>	<input type="checkbox"/>	03/11/2019	03/09/2019	SUMMUS IN SUGAR LAN
  						

GCMS CARDHOLDER - COST ALLOCATION

Expand All | Collapse All
Search Total: 467.40

Page 1 of 1

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>	10/27/2014	10/25/2014	SUMMUS INDUSTRIES, INC SUGAR LAND, TX -77478	209.09		
ACCOUNTING CODES INFORMATION								
Expense Description			<input type="text"/>					
Department			Account String		Object Code			
<input type="text"/> <input type="button" value="v"/>			<input type="text"/> <input type="button" value="v"/>		<input type="text"/> <input type="button" value="v"/>			

Enter description of items purchased in **Expense Description box**. Use the drop down to select department, account string, and object code for each transaction. When completed click **Save**.

To add or delete a Department Account String to your GCMS drop-down.

Send an e-mail to pcardacct@twu.edu including the department name in GCMS drop-down and complete account number including eight (8) digits on the end (e.g. XX.XXX.XX.XXXX.XXXXXXXXXX).

Split Transactions

If the transaction needs to be split due to using multiple object codes (i.e. 7300- consumables & 7315 food), click the **Split Transaction** icon . The split detail appears.

	<input type="checkbox"/>	<input type="checkbox"/>	03/11/2019	03/07/2019	SUMMUS IN SUGAR LAN
	<input type="checkbox"/>	<input type="checkbox"/>	03/11/2019	03/09/2019	SUMMUS IN SUGAR LAN

Create splits by specifying the required number of splits and clicking **Add**. The maximum number of splits for a transaction is 250. Wait for the screen to refresh.

GCMS CARDHOLDER - COST ALLOCATION

Financial Detail

Reports

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"/>	08/27/2018	08/24/2018	ALPHAGRAPHS 471 DENTON, TX -76205	41.94	41.94	

Split(s):

Add

Split By:

Amount

Split and Balance To:

Total Transaction Amount

Description	Percent	Amount
This transaction does not have any splits defined.		
Totals:		

←

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🔄

Click **Expand All** to edit the splits as needed. Make sure the **Totals** balance. Click **Save**. You will also need to click on the **Financial Detail** and add an **Expense Description** and **Save**. If this expense description is not added it will give you an **"Expense Description is Required"** error message when you check reviewed and save.

Financial Detail		Split Detail											
Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information					
<input type="checkbox"/>	<input type="checkbox"/>	10/27/2014	10/25/2014	SUMMUS INDUSTRIES, INC SUGAR LAND, TX -77478	209.09		209.09						
								Split(s):	2	Add			
Remove		Expand All Collapse All				Split By:	Amount	Split and Balance To:	Total Transaction Amount				
<input type="checkbox"/>	Description		Percent	Amount	Tax Amount	Net Amount							
<input type="checkbox"/>	Split -		50.00	104.55	0.00	104.55							
<input type="checkbox"/>	Split -		50.00	104.54	0.00	104.54							
Totals:			100.00	209.09	0.00	209.09							

GCMS CARDHOLDER - COST ALLOCATION

Financial Detail
Split Detail

☐
☐
10/27/2014
10/25/2014
SUMMUS INDUSTRIES, INC SUGAR LAND, TX -77478
209.09
Tax Amount
Net Transaction Amount
209.09
Additional Information

Split(s): 2 Add

Remove Expand All Collapse All

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

Description	Percent	Amount	Tax Amount	Net Amount
<input checked="" type="checkbox"/> Split - toner	97.61	204.09	0.00	104.55
<input checked="" type="checkbox"/> Split - stapler	2.39	5.00	0.00	104.54
Totals:	100.00	209.09	0.00	209.09

If there is a split transaction in your charges that should not be split, click on split transaction icon, check the splits that you do not want split and click **Remove** and **Save**. If all transactions should not be split for this charge click **Select All**, click **Remove** and **Save**. Make sure to click **Save**.

When entire report is completed check **Reviewed** and click **Save**.

To unlock a line the approver or Program Administrator (Becky) will need to take the check mark off Approved box then "Save" then take check mark off Reviewed box then "Save". This will enable you to make changes to the transactions. When complete check Reviewed again then "Save" and check Approved again and "Save".

GCMS CARDHOLDER - COST ALLOCATION

To run the Expense Report click on the **Account Activity Tab, Run** Heading. **** **this is optional not mandatory to turn into Procurement & Contract Services**

CitiDirect® Global Card Management System



[Home](#) [My Profile](#) [Account Activity](#)

[Transaction Summary](#)
[Account Information](#)
[Merchant Summary](#)
[Cost Allocation Management](#) >
[Schedule Report](#)
[Completed Reports](#)
[Scheduled Reports](#)

ACTIVITY	
ALERTS Previous :	0
MOST R 10/27/20	
TOTAL T Previous :	5
REVIEW Previous :	0

REPORTS & DATA FILES
 SCHEDULED REPORTS >
 COMPLETED REPORTS >
 EXPENSE REPORT >
10/16/2014
 EXPENSE REPORT >
October 2014 - 10/16/2014
[More](#)


GCMS CARDHOLDER - COST ALLOCATION


1. Choose the **Expense Report**

Run

1. Reporting Entity: 731 TEXAS WOMANS UNIVERSITY

2. Report Name: Expense Report

<input type="text" value="Search"/>	Request report on behalf of <input type="text" value="Myself"/> 
My Exports	
Account Activity	
Account Management Reports	
Audit Reports	
Lodging Reports	
Merchant Reports	
Reallocation Reports	
Transaction Reports	
☆	Cash Transaction Detail
☆	Daily Transaction Summary
☆	Detail Spend Analysis by Account
☆	Expense Report
☆	Expense Report (v2)
☆	Line Item Detail
☆	Spend Analysis by Transaction Category



2. If you have split transactions click on the “ **Include split transaction box**” to include in expense report.
3. Choose Next

GCMS CARDHOLDER - COST ALLOCATION

4.

- Click **Include Splits** box.
- In the description box enter a name for the report you are scheduling to run. (**Example: Nov-14 Expense Report**)
- Check in the Notify Me At box to make sure your email address is correct. This is how you will get the notification your report is ready.
- Click next

Run

1. Reporting Entity: 731 TEXAS WOMANS UNIVERSITY			▼
2. Report Name: Expense Report			▼
3. Cost Allocation Scheme: Select scheme below			▼
4. Filters: Select filters below			▼
5. Criteria: Select criteria below			▲
Date Type Posting	Account Status 8 Selected	Report Notes <div>0/1024</div>	
Report Type Adobe PDF		<input checked="" type="checkbox"/> Include Split Transactions	
Number Format XX,XXX.XX			
Date Format MM/DD/YYYY			
6. Frequency: Reporting Cycle			▼
7. Delivery Options and Notification Settings (New & Cancelled)			▼

5. Select **Reporting Cycle** from the Scheduled Report page. Choose the **Reporting Cycle** you are working on from the drop down.

GCMS CARDHOLDER - COST ALLOCATION

2. Report Name: Expense Report (v2)

3. Cost Allocation Scheme: Select scheme below

4. Filters: Select filters below

5. Criteria: Select criteria below

6. Frequency: Reporting Cycle

☐ Once

Reporting Cycle

Sep-18 (08/04/2018 - 09/03/2018) ▼

Date Type

POSTING

☐ Daily

Schedule Offset (in days)

0 ▼

Number of cycles to run

1 ▼

☐ Weekly

☐ Monthly

☒ Reporting Cycle

6. Click **"Save."** Note that you are returned to the original report screen.

7. Click on **Home** and the report will show up under **Reports & Date Files**

Home Financial Reports Accounts User

ACTIVITY

- ALERTS & NOTIFICATIONS** > 0
Previous 30 days
- MOST RECENT POSTING DATE**
11/05/2014
- TOTAL USERS** 2
Previous 30 days
- TOTAL LOCKED USERS** > 0
Previous 30 days
- RECENTLY ADDED ACCOUNTS** > 0
Previous 30 days
- RECENTLY ADDED CARDHOLDER USERS** > 0
Previous 30 days

REPORTS & DATA FILES

- SCHEDULED REPORTS** >
- COMPLETED REPORTS** >
- DATA FILES** >
- EXPENSE REPORT** > 11/07/2014

More

GCMS CARDHOLDER - COST ALLOCATION

8. You will receive an email telling you that your report is ready for viewing.

From: Online Reporting [\[mailto:sdg2@mastercard.com\]](mailto:sdg2@mastercard.com)

Sent: Thursday, Nov 07, 2014 12:58 PM

To:

Subject: Expense Report is complete.

Notice from your online reporting solution.

The report that you scheduled is ready for viewing. [Click Here](#) to login.

Clicking the Click Here above will take you to the Log In screen.

If you have not already logged out of GCMS you can go to your Home Page to retrieve the report.

9. You can access the report from your home page.
10. **To unlock a line the approver or the PCard Administrator (Becky) will need to take the check mark off Reviewed box then "Save" then take check mark off Approved box then "Save". This will enable you to make changes to the transactions. When complete check Reviewed again then "Save" and check Approved again and "Save".**
11. **Scan the Expense Report (Expense Report does not need to be signed or submitted to Procurement & Contract Services optional only) and all documentation to yourself then forward to pcardlog@twu.edu. Or upload the receipts into GCMS instead of emailing the pcardlog. Instructions on how to attach receipts to transactions in GCMS can be found at this link: [How to Attach Receipts in GCMS](#).**
12. **Online Electronic Approval and Supporting Documentation MUST be received in the Coordinator's office by the 10th of the month (*if the 10th falls on a weekend, documentation MUST be received by the preceding Friday*). Documentation received after the deadline may result in an automatic 30-day suspension for the first offense.**