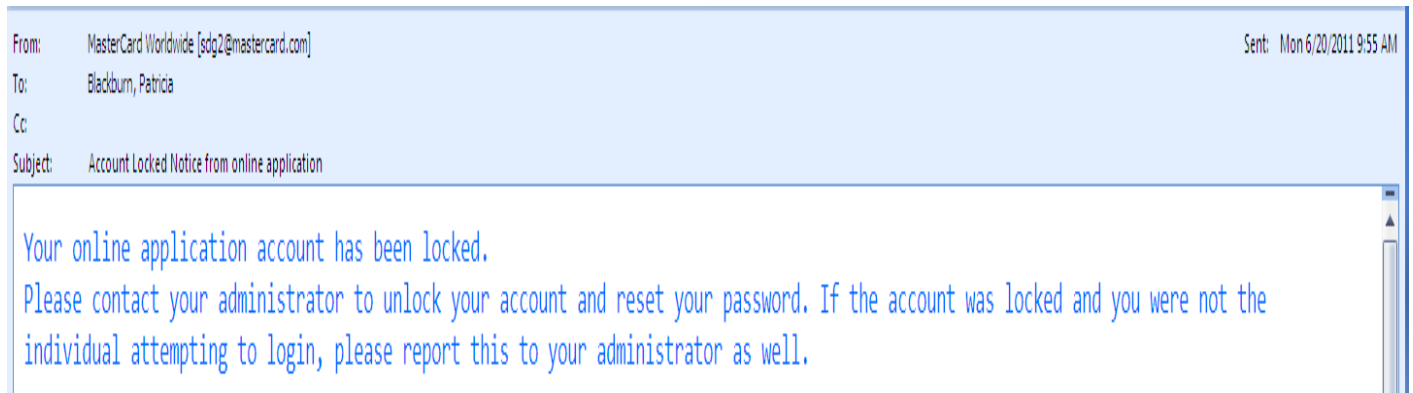


## GCMS CARDHOLDER - COST ALLOCATION

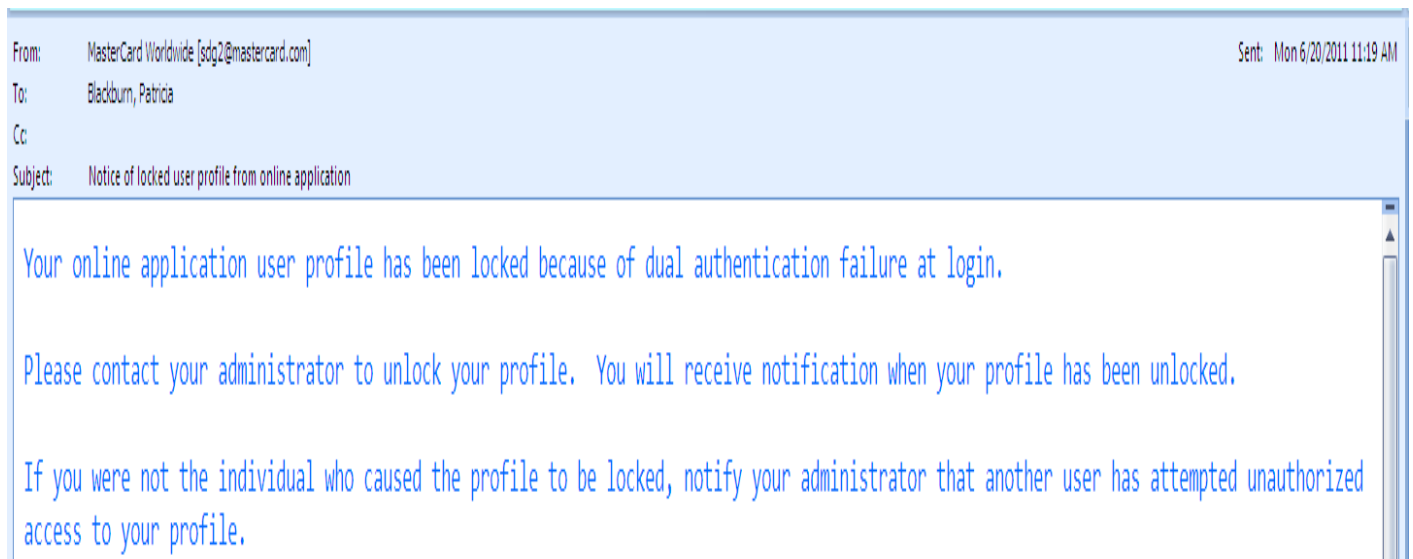
Go to <https://www.globalmanagement.citidirect.com/sdng/login/login.do> and enter your User ID and Password. After (6) invalid attempts, GCMS users will be locked out of the system; you will receive an email from “**Mastercard Worldwide**” stating that your account has been locked. It will look like this:



Please call the Citi HELPDESK to have your password reset at **1.800.248.4553** (option 1) (option 1) informing Customer Service that you have **GCMS**. (**P Card Staff are unable to reset passwords**). Citi can't send you your original password, but they can send you temporary login information so that you can log in 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:



Please call the Citi HELPDESK to have your profile unlocked at **1.800.248.4553** (option 1) (option 1) informing Customer Service that you have **GCMS**.

# 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 log in and define a new password.

**Note: The temporary password expires after 24 hours.**

The cycle dates have changed. **The Citibank cycle ends on the 3rd of the month.** If the 3<sup>rd</sup> ends on a weekend, then it is the prior Friday. Your documentation is still due in the Controller's Office by the 20<sup>th</sup> of the month. If the 20<sup>th</sup> ends on a weekend, it is due the preceding Friday.

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

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

## GCMS Home Page

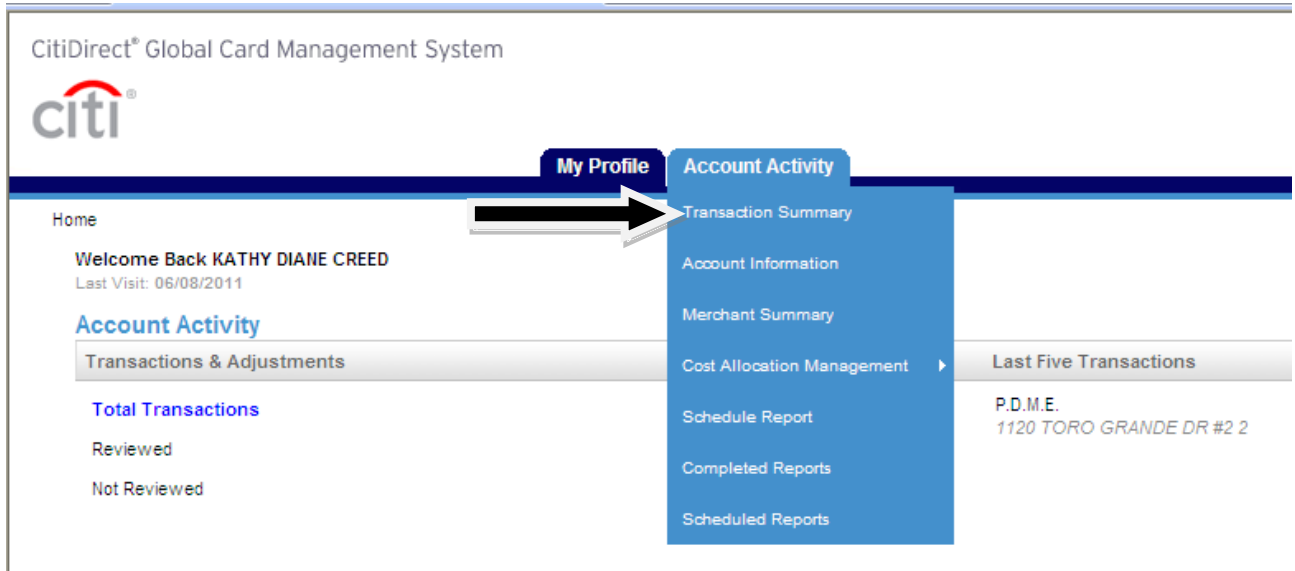


My Profile

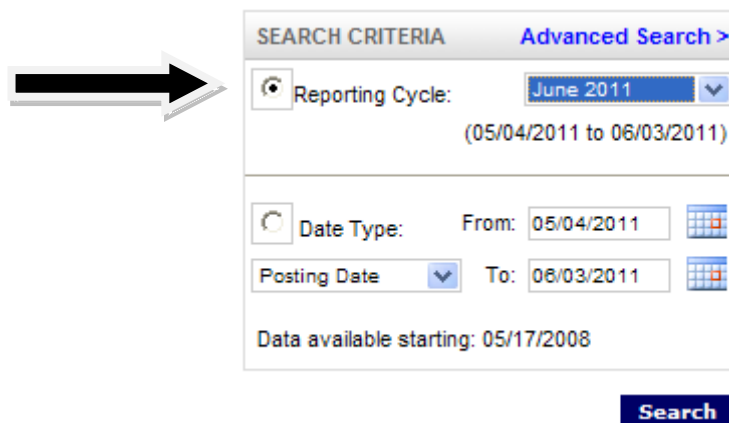
Account Activity

# GCMS CARDHOLDER - COST ALLOCATION

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



2. Choose the appropriate reporting cycle (billing cycle)



# GCMS CARDHOLDER - COST ALLOCATION

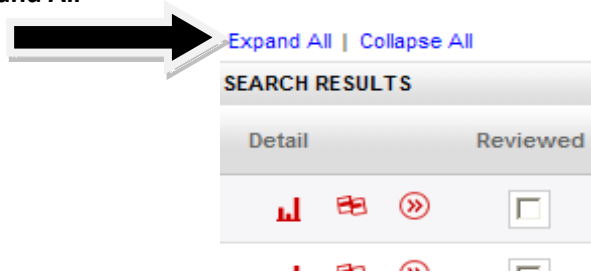
3. Transactions will appear after clicking the “Search” button

Expand All | Collapse All Send Email Save Reset

**SEARCH RESULTS** Search Total: 4,803.40

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
  	<input type="checkbox"/>	<input type="checkbox"/>	05/05/2011	05/02/2011	TLF LINWOOD-ALFORD FLO DENTON, TX -76201	73.00	
  	<input type="checkbox"/>	<input type="checkbox"/>	05/04/2011	05/03/2011	ISCB INTL SOC FOR COMP 858-8220852, CA -92093	150.00	
  	<input type="checkbox"/>	<input type="checkbox"/>	05/05/2011	05/03/2011	DENTON CHAMBER OF C DENTON, TX -76201	249.00	
  	<input type="checkbox"/>	<input type="checkbox"/>	05/09/2011	05/07/2011	TSCPA 972-687-8500, TX -75254	345.00	
  	<input type="checkbox"/>	<input type="checkbox"/>	05/09/2011	05/07/2011	TX RANGER HALL OF FAME WACO, TX -76706	250.00	
  	<input type="checkbox"/>	<input type="checkbox"/>	05/11/2011	05/10/2011	AMERICAN AIRLINES AA.COM/AA RES, TX -74063	478.90	
  	<input type="checkbox"/>	<input type="checkbox"/>	05/13/2011	05/11/2011	EXTREME CUISINE CATERI 940-3808770, TX -76226	550.00	







4. Click “Expand All”



5. Click “Edit Accounting Codes”

Expand All | Collapse All Send Email Save Reset

**SEARCH RESULTS** Search Total: 2,387.62

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
  	<input type="checkbox"/>	<input type="checkbox"/>	06/29/2011	06/28/2011	KROGER #0493 DENTON, TX -76201	4.98		
  	<input type="checkbox"/>	<input type="checkbox"/>	07/01/2011	06/30/2011	PROJECTOR PEOPLE 800-282-6733, FL -33634	240.00		

**ACCOUNTING CODES INFORMATION**

Expense Description

Department	Account String	Object Code

[Edit Accounting Codes](#)

Search Total: 2,387.62

Expand All | Collapse All Send Email Save Reset

[View Previous](#) 11 - 12

# GCMS CARDHOLDER - COST ALLOCATION

- The transaction “opens” for edits. Enter description of items purchased in Expense Description box. Use 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](mailto: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).

The screenshot shows a web interface for GCMS search results. At the top, there are links for 'Expand All' and 'Collapse All', and buttons for 'Send Email', 'Save', and 'Reset'. The search results table has columns for 'Detail', 'Reviewed', 'Approved', 'Posting Date', 'Transaction Date', 'Description', 'Transaction Amount', 'Tax Amount', and 'Additional Information'. Two transactions are listed: one for 'KROGER #0493 DENTON, TX -76201' with a transaction amount of 4.98, and another for 'PROJECTOR PEOPLE 800-282-6733, FL -33634' with a transaction amount of 240.00. Below the table is an 'ACCOUNTING CODES INFORMATION' section with a text box for 'Expense Description' and three dropdown menus for 'Department', 'Account String', and 'Object Code'. A 'Copy to All on Page' button is also present. The search total is 2,387.62.

## Split Transactions

- To add splits to a transaction.
  - In the Transaction Summary screen, click the Split Transaction icon. The Split Transaction screen opens.

The screenshot shows the CitiDirect Global Card Management System interface. The top navigation bar includes 'Home', 'Financial', 'Reports', 'Company', and 'User'. The breadcrumb trail is 'Home > Search Reporting Structure > Transaction Summary'. The main heading is 'Transaction Summary'. Below this, there is a close-up of the transaction details table. A large black arrow points to the 'Split Transaction' icon (a red circle with a white diagonal line) in the 'Detail' column of the table.

# GCMS CARDHOLDER - COST ALLOCATION

- b. 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.

CitiDirect® Global Card Management System



My Profile Account Activity

Home > Transaction Summary > Split Transaction

## Split Transaction


PAT ZIMMERER • XXXX-XXX-XXXX • SOTX TEXAS WOMANS UNIV - LORR\CANTRELL • PO BOX 425439 • DENTON, TX 762045439

Financial Detail		Split Detail				Next Transaction >>		Save	Reset
Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/13/2011	06/11/2011	CVS PHARMACY #5962 Q03 DENTON, TX -76210	9.99		9.99	
							Split: <input type="text" value="2"/>		Add
				Split By: <input type="text" value="Amount"/>		Split and Balance To: <input type="text" value="Total Transaction Amount"/>			
Description	Percent	Amount	Tax Amount						
This transaction does not have any splits defined.									
Totals:									

# GCMS CARDHOLDER - COST ALLOCATION

- c) 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.

CitiDirect® Global Card Management System

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**My Profile** **Account Activity**

Home > Transaction Summary > Split Transaction

**Split Transaction**

PAT ZIMMERER • XXXX-XXX-XXXX SOTX TEXAS WOMANS UNIV - LORICANTRELL • PO BOX 425439 • DENTON, TX 762045439

Next Transaction >> **Save** **Reset**


Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/13/2011	06/11/2011	CVS PHARMACY #5962 Q03 DENTON, TX -76210	9.99		9.99	

Split:  **Add**

Select All | Deselect All **Remove** **Expand All** | Collapse All

Description	Percent	Amount	Tax Amount
<input type="checkbox"/> Split - Batteries	50.05	5.00	0.00
<input type="checkbox"/> Split - Batteries	49.95	4.99	0.00
<b>Totals:</b>	100.00	9.99	0.00

CitiDirect® Global Card Management System

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**Home** **Financial** **Reports** **Company** **User**

Home > Search Reporting Structure > Transaction Summary > Split Transaction > Transaction Detail

**Transaction Detail**

PAT ZIMMERER • XXX-XXXX-XXXX SOTX TEXAS WOMANS UNIV - LORICANTRELL • PO BOX 425439 • DENTON, TX 762045439

<< Previous Transaction Next Transaction >> **Save** **Reset**


Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	07/29/2011	07/28/2011	P.D.M.E. 05123357173, TX 78613	147.57		147.57	

Cust:  Expense Description: Office Supplies

# GCMS CARDHOLDER - COST ALLOCATION

8. 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**.

CitiDirect® Global Card Management System

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**My Profile** | **Account Activity**

Home > Transaction Summary > Split Transaction

**Split Transaction**

PAT ZIMMERER • XXXX [REDACTED] | SOTX TEXAS WOMANS UNIV - LORIPCANTRELL • PO BOX 425439 • DENTON, TX 762045439


Financial Detail | **Split Detail** Next Transaction >> **Save** **Reset**

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/13/2011	06/11/2011	CVS PHARMACY #5962 Q03 DENTON, TX -76210	9.99		9.99	

Split:  **Add**

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

Description	Percent	Amount	Tax Amount
<input checked="" type="checkbox"/> Split - Batteries	50.05	<input type="text" value="5.00"/>	0.00
<input checked="" type="checkbox"/> Split - Batteries	49.95	<input type="text" value="4.99"/>	0.00
<b>Totals:</b>	100.00	9.99	0.00



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

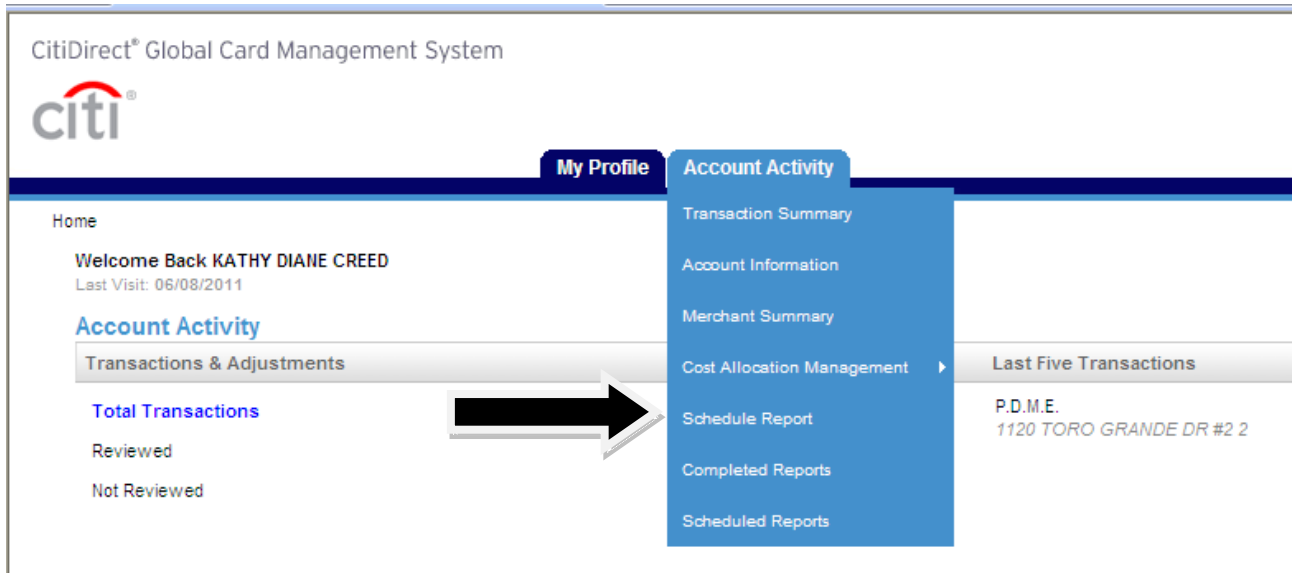
To unlock a line the approver will need to take the check mark off **Approved** box then “**Save**” then take check mark off **Reviewed** box then “**Save**”. This will enable you to make changes to the transactions. When complete check **Reviewed** again then “**Save**” and check **Approved** again and “**Save**”.



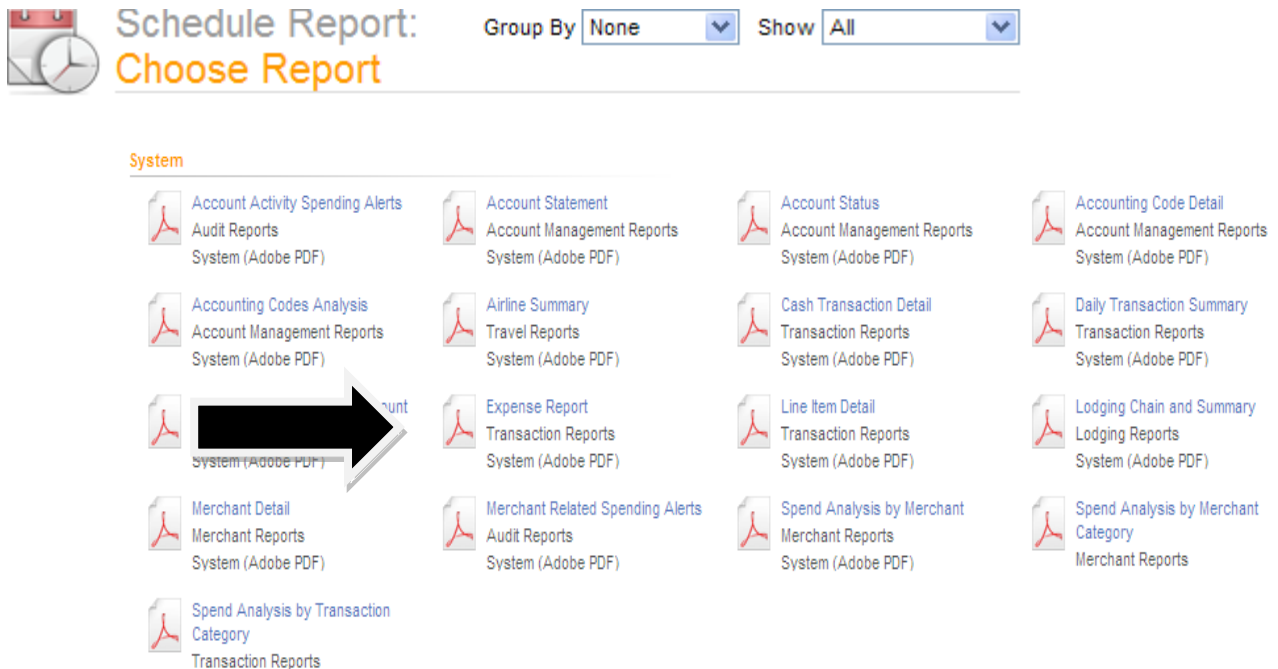
# GCMS CARDHOLDER - COST ALLOCATION

The only report you are required to run and turn in is The Expense Report. You do not need to have the Expense report signed. You do not need to send the Account Statement Report.

1. To run the Expense Report click on the **Account Activity Tab, Schedule Report** Heading.



2. Choose the Expense Report



# GCMS CARDHOLDER - COST ALLOCATION

3. Choose Next.

CitiDirect® Global Card Management System

**citi**

My Profile Account Activity

Home

Progress - Step 2 of 5

**Schedule Report: Select Cost Allocation Scheme**

Select the cost allocation scheme that you wish to report against.

Schemes Defined for Entity **KATHY DIANE CREED**

- Texas Woman's University (ACTIVE)  
*Department, Account String, Object Code*
- None  
*Include all transactions. Accounting code fields are not available.*

Next Cancel

4. Choose Next.

CitiDirect® Global Card Management System

**citi**

My Profile Account Activity

Home

Progress - Step 3 of 5

**Schedule Report: Filters**

Select the field, type, and value. Click the Add button to add the filter.

Field  Type

Add

Field	Type	Value
To add a filter, enter the filter criteria above and click the Add button.		

Select All | Deselect All

Delete

Back Next Cancel

# GCMS CARDHOLDER - COST ALLOCATION

5.

- Click **Include Splits** box.
- In the description box enter a name for the report you are scheduling to run. **(Example: Jun-11 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.

My Profile Account Activity

Home

Progress - Step 4 of 5

**Select Report**  
Expense Report

**Select Scheme**  
Texas Woman's University

**Select Filters**  
No filters applied

**Report Options**  
Customize your report

**Frequency**  
Run Once

**Completed Reports**  
2 Reports Complete

Account Statement  
Account Statement Report

Account Statement  
June 11 Statement

**Scheduled Reports**  
0 Reports Scheduled

### Schedule Report Options

Specify the schedule report options below, then click Next or Save to continue.

Date Type: Posting Date

Report Format: Adobe PDF

Number Format: XX,XXXX

Date Format: MM/DD/YYYY

Additional Options:  Include Splits

Description: [Empty text box]

Notify Me At: KCREED@MAIL.TWU.EDU  
Enter up to five e-mail addresses separated by commas

Back Next Save Cancel

# GCMS CARDHOLDER - COST ALLOCATION

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

Home

Progress - Step 5 of 5

Select Report  
Expense Report

Select Scheme  
Texas Woman's University

Select Filters  
No filters applied

Report Options  
Customize your report

Frequency  
Run Once

Completed Reports  
2 Reports Complete

Account Statement  
Account Statement Report

Account Statement  
June 11 Statement

Scheduled Reports  
0 Reports Scheduled

No scheduled reports.

### Schedule Report: Frequency

Choose the frequency and date range to use to schedule this report, then click Save to continue.

Run Once  
From Date: 05/10/2011 To Date: 06/08/2011 Schedule Offset: 0 (in days)

Daily  
Start Date: 06/09/2011 Days to Run: 1 Schedule Offset: 0 (in days)

Weekly  
From Day: Sunday To Day: Sunday Weeks to Run: 1 Schedule Offset: 0 (in days)

Monthly  
From Day: 1 To Day: End of Month Months to Run: 1 Schedule Offset: 0 (in days)

Reporting Cycle  
Date Type: Posting Date  
Reporting Cycle: Jun-11 (05/04/2011 - 06/03/2011)  
Number of Cycles to Run: 1 Schedule Offset: 0 (in days)

Back Save Cancel

7. Click **"Save."** Note that you are returned to the original report screen, but on the left hand side, you will see that the report you've ordered has been scheduled.

# 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, June 09, 2011 12:58 PM

**To:** Creed, Kathy

**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 Login screen.**

# GCMS CARDHOLDER - COST ALLOCATION

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. On the upper left side of page click Home or there is a house shape on the upper right side. Click on the completed report and print.

CitiDirect® Global Card Management System

**citi**

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

Home

Welcome Back KATHY DIANE CREED  
Last Visit: 06/09/2011

### Account Activity

Transactions & Adjustments	Last Five Transactions	
<b>Total Transactions</b>	0	P.D.M.E.
Reviewed	0	1120 TORO GRANDE DR #2 2
Not Reviewed	0	

### Inbox

Completed Reports (3)  Scheduled Reports (0)

[Expense Report](#)  
Completed Date 06/09/2011

[Account Statement](#)  
Completed Date 06/08/2011 Account Statement Report

[Account Statement](#)  
Completed Date 06/07/2011 June 11 Statement

[View All >](#)

No scheduled reports are available.

10. To unlock a line the approver 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. Send the Expense Report (Expense Report does not need to be signed) and all documentation to the Controller’s Office. At this time you are no longer required to send the Account Statement.
12. Online Electronic Approval, Expense Report and Supporting Documentation **MUST** be received in the Coordinator’s office by the 20<sup>th</sup> of the month (*if the 20<sup>th</sup> falls on a weekend, documentation MUST be received by the preceding Friday*). Documentation received after the deadline will result in an automatic 30-day suspension for the first offense.