

# GCMS Approver – Cost Allocation

## GCMS Home page

CitiDirect® Global Card Management System



Home Financial Reports Accounts User

### ACTIVITY

- ALERTS & NOTIFICATIONS** > 0  
Previous 30 days
- MOST RECENT POSTING DATE**  
10/31/2014
- 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** >

More

### NEWS

- BROWSER REQUIREMENTS REMINDER** >  
GCMS supports the following Web browsers on Windows® operating syste...  
More

### LINKS

- CITIMANAGER** >
- CITIBANK CUSTOM REPORTING** >

### RESOURCE CENTER

- 14.3 WHAT'S NEW** >
- 14.2 WHAT'S NEW** >
- ADMINISTRATOR\_INSTRUCTIONS\_RELEASE**
- CARDHOLDER\_SELF-REGISTRATION\_INSTRUCTIONS** >

### REVIEW REQUIRED

Total Items: 16

- TRANSACTIONS REVIEWED/NOT REVIEWED** Previous 30 days 0/8
- TRANSACTIONS APPROVED/NOT APPROVED** Previous 30 days 0/8

## Review/Approve Transaction Data

Click on the Financial Tab, Account Summary Heading

CitiDirect® Global Card Management System



Home Financial Reports Accounts User

Account Summary

Merchant Summary

Transaction Management >

### ACTIVITY

- ALERTS & NOTIFICATIONS** > 0  
Previous 30 days
- MOST RECENT POSTING DATE**  
10/31/2014
- 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** >

More

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### RESOURCE CENTER

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- 14.2 WHAT'S NEW** >
- ADMINISTRATOR\_INSTRUCTIONS\_RELEASE**
- CARDHOLDER SELF-**

### REVIEW REQUIRED

Total Items: 16

- TRANSACTIONS REVIEWED/NOT REVIEWED** Previous 30 days 0/8
- TRANSACTIONS APPROVED/NOT APPROVED** Previous 30 days 0/8

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2. Choose **All Accounts** from the drop down items, click “**Search**”.

The screenshot shows the 'Search Reporting Structure' page. The 'Search Criteria' dropdown menu is open, displaying a list of search options: -- All (Account), -- Account (Advanced), -- Account City, -- Account Country, -- Account Name (starts with), -- Account Number (ends with), -- Account Number (exact), -- Account Reports To Name, -- Account State/Province, and -- Account Status. The 'All (Account)' option is highlighted. The 'Quick Link' section includes a 'Select' dropdown, a 'Recently Viewed' dropdown set to 'None', and a 'Select a Quick Link' button.

3. Everyone that you are able to reconcile will appear.

The screenshot shows the 'Search Reporting Structure' page with search results. The 'Search Criteria' dropdown is set to '-- All (Account)'. The 'Quick Link' section is visible. Below the search criteria, the 'SEARCH RESULTS' section displays a table with the following data:

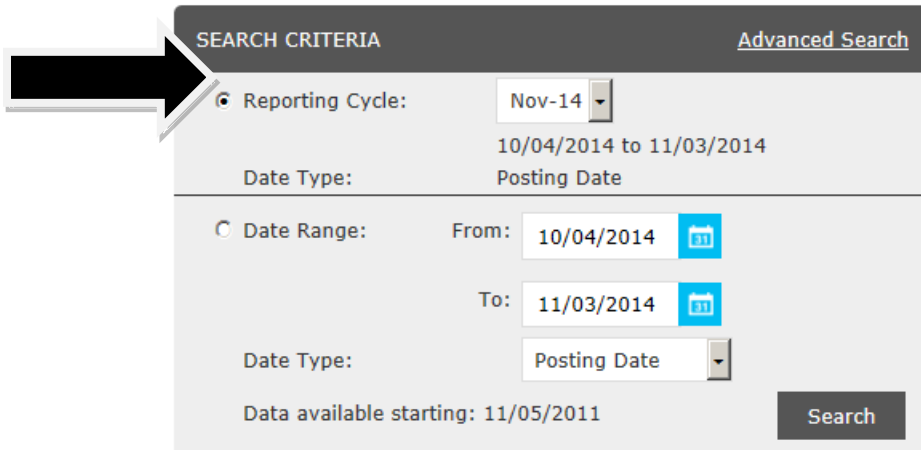
Cardholder Name 1	Cardholder Name 2	Account Number	City	State	Country	Reports To	Status
[Redacted]	00731TWU	XXXX-XXXX-XX [Redacted]	DENTON	TX	UNITED STATES	SOTX TEXAS WOMANS UNIV	Active
[Redacted]	00731 TWU	XXXX-XXXX-XX [Redacted]	DENTON	TX	UNITED STATES	SOTX TEXAS WOMANS UNIV	Active

A large black arrow points to the first row of the table. The page number 'Page 1 of 1' and a 'Go' button are visible at the bottom right of the table.

4. Choose the desired account by clicking on the hyperlinked name.

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5. Choose the appropriate reporting cycle, click **“Search”**.



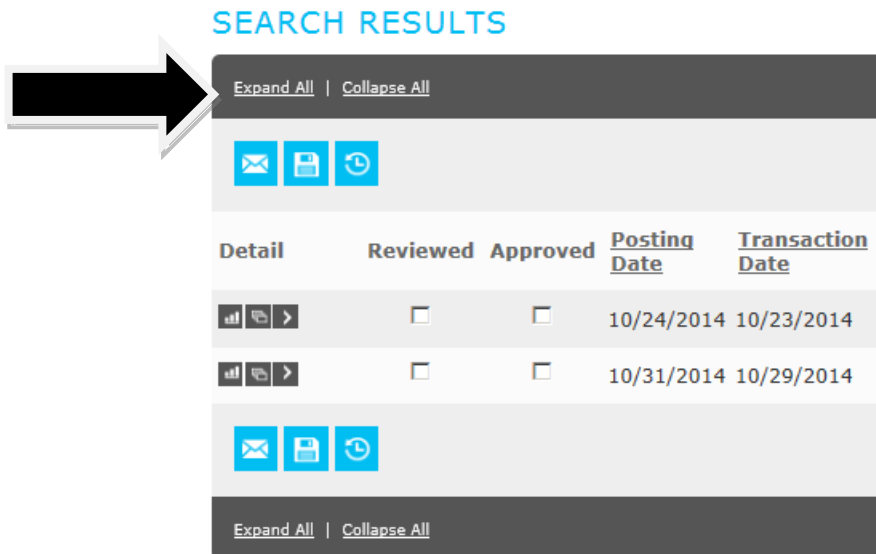
SEARCH CRITERIA [Advanced Search](#)

Reporting Cycle: Nov-14  
10/04/2014 to 11/03/2014  
Date Type: Posting Date

Date Range: From: 10/04/2014 To: 11/03/2014  
Date Type: Posting Date

Data available starting: 11/05/2011

6. Click **“Expand All”**



SEARCH RESULTS

[Expand All](#) | [Collapse All](#)

Detail	Reviewed	Approved	Posting Date	Transaction Date
<input type="button" value="Chart"/> <input type="button" value="Print"/> <input type="button" value="Expand"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/24/2014	10/23/2014
<input type="button" value="Chart"/> <input type="button" value="Print"/> <input type="button" value="Expand"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/31/2014	10/29/2014

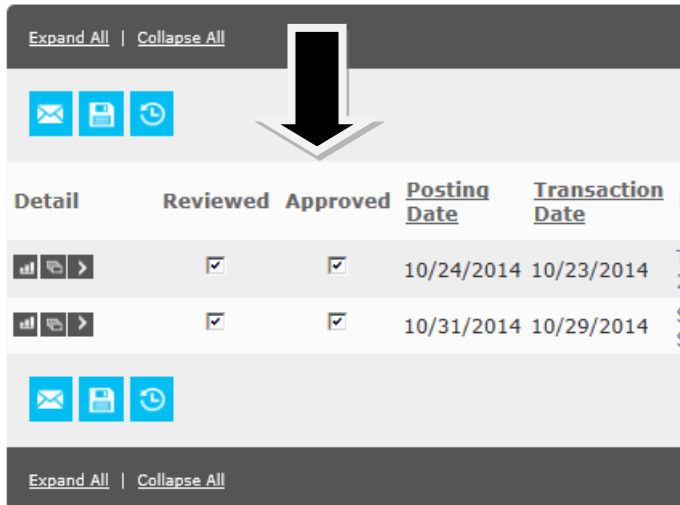
[Expand All](#) | [Collapse All](#)







7. Review the transaction data in the **Accounting Codes Information**. Make sure to review the Expense Description, Account String, and that the receipt most accurately

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reflects the Object Code selected. If you are satisfied with the information entered by the cardholder, or if you've entered the appropriate information as the approver, verify that the **“Reviewed”** box is checked and then check **“Approved”** box to prevent further editing. Click **“Save”**

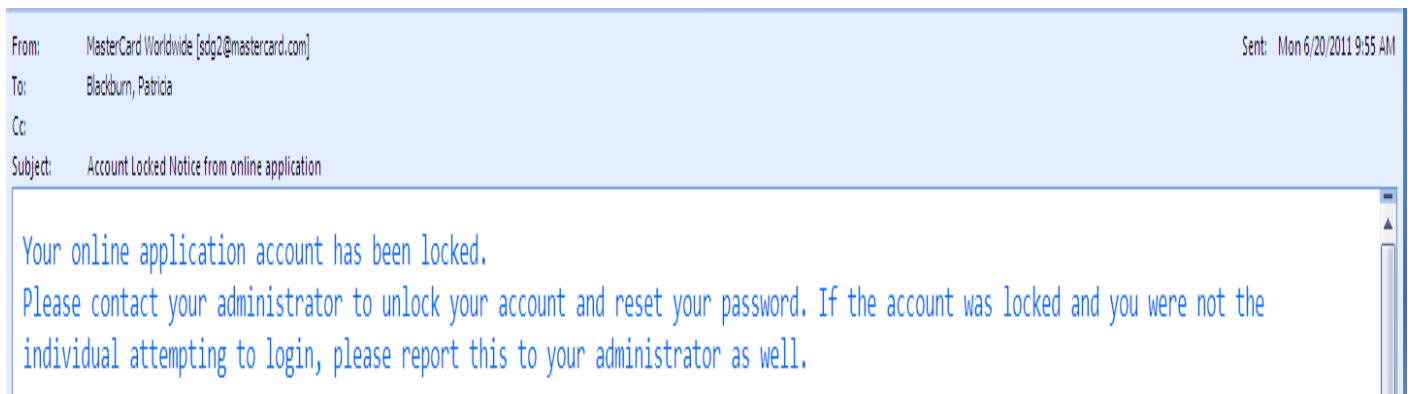
### SEARCH RESULTS



Detail	Reviewed	Approved	Posting Date	Transaction Date
  	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10/24/2014	10/23/2014
  	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10/31/2014	10/29/2014

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.

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:



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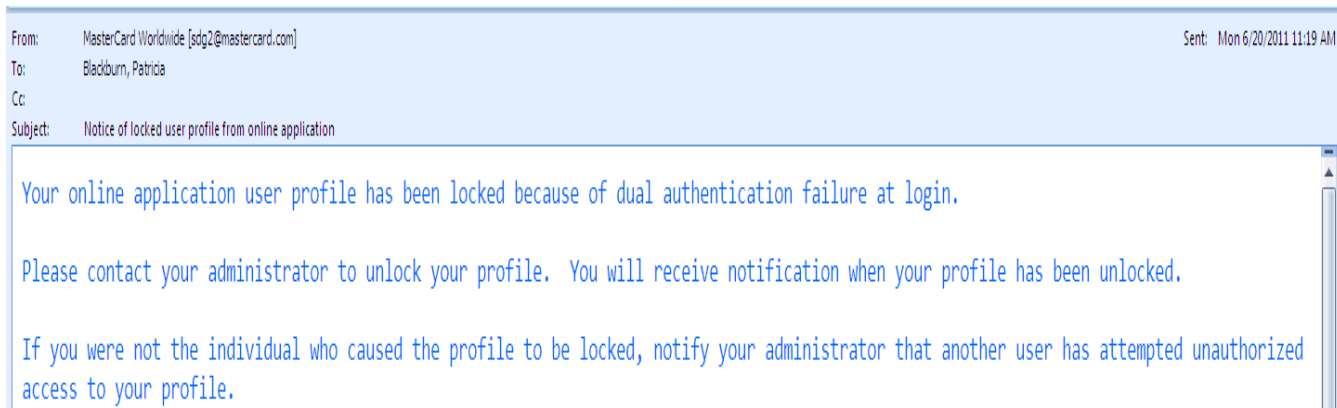
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For your convenience, you may call Citi’s HELPDESK for 24-hour toll free customer service to have your password reset at number on back of your card - **1.800.248.4553 (option 1) (option 1)** informing Customer Service that you have **GCMS**. Citi will send you temporary password so 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:



For your convenience, you may call Citi’s HELPDESK for 24-hour toll free customer service to have your profile unlocked at number on the back of your card - **1.800.248.4553 (option 1) (option 1)** informing Customer Service that you have **GCMS**.

### **Forgot Your Password/Pin**

#### **To receive a temporary password**

1. On the Sign In page, click **Forgot password/pin?** The **Forgot password/pin** 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. You will not receive an email if question is not answered correctly.**

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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. If question or answer was incorrect, you will not receive an email.

**Note: The temporary password expires after 60 days.**

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

**Website to login:**

<https://www.globalmanagement.citidirect.com/sdportal/home.view>