CitiDirect Global Card Management System (GCMS) Guide
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logging On</td>
<td>3</td>
</tr>
<tr>
<td>Forgot Password</td>
<td>6</td>
</tr>
<tr>
<td>Making Changes to Your Profile</td>
<td>8</td>
</tr>
<tr>
<td>Viewing Cardholder Information</td>
<td>11</td>
</tr>
<tr>
<td>Viewing/Reallocating Transactions: Account Summary Method</td>
<td>14</td>
</tr>
<tr>
<td>Viewing/Reallocating Transactions: Advanced Transaction Maintenance Method</td>
<td>25</td>
</tr>
<tr>
<td>Mass Update Controls in Advanced Transaction Maintenance</td>
<td>30</td>
</tr>
<tr>
<td>Splitting Transactions</td>
<td>31</td>
</tr>
<tr>
<td>Running Reports</td>
<td>34</td>
</tr>
<tr>
<td>Scheduling Reports</td>
<td>41</td>
</tr>
</tbody>
</table>

Disbursements/Payment Card Coordinators:
Phone: 979/845-2534 or 979/845-2553
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E-Mail: lori.maxey@ag.tamu.edu or LSU@ag.tamu.edu
LOGGING ON

Via your internet browser, please log in to:

https://www.globalmanagement.citidirect.com/sdng/login/login.do

(You will want to bookmark this page)

Your user id will be in one or more of the following formats:

<table>
<thead>
<tr>
<th>Examples:</th>
<th>Payment Card</th>
<th>Travel Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>Format for Research:</td>
<td>CYoung556P</td>
<td>CYoung556T</td>
</tr>
<tr>
<td>Format for Extension:</td>
<td>CYoung555P</td>
<td>CYoung555T</td>
</tr>
<tr>
<td>Format for TVMDL:</td>
<td>CYoung557P</td>
<td>CYoung557T</td>
</tr>
</tbody>
</table>

(Initial of first name capitalized, Last name with first letter capitalized, Agency number followed by capital “P” for payment card OR “T” for central billed travel card)
At first login, the system will prompt you to choose a new password, confirm your e-mail address and answer a security question to continue. Password must be at least 8 characters and requires that two of those characters be a number. Passwords are case sensitive and will expire every 90 days. Your User Name will always remain the same. Once this is done, select “Submit.”

*You will have 6 attempts to log in before GCMS will lock you out. Please see section titled “Forgot Password.”

*If you do not log in during the 90 day time frame, on your next log in attempt you will receive an error message that your user id is invalid. You will need to contact your program coordinator to reactivate your user id.

User Name ______________________________

Temporary Password _____________________
Answer the 3 challenge questions. Answers must be 4 characters or more. Use the drop down box and select a question. GCMS will ask you to answer one of these challenge questions before logging into the system each time.

Click “Save.”
If you have forgotten your password, you can click on the “Forgot your password?” link:

Once you click that link the next page will allow you to enter your user id, pick your security question and type the answer. Once you have finished, select “Submit.” Upon successfully answering the question it will e-mail you a new temporary password. If you are not able to login after 3 or 4 attempts, please try using this link. If you still are not able to log in, please e-mail the program coordinator.
You should see this “Home” screen once you have successfully logged in.

*The “X” in the top right corner is how you will log out of GCMS.*
To access your profile, use the following steps.

1. Select “User Summary” from the “User” tab.
Select the “Search” button.

Select your user id, in this example that would be “TEST01.”
This will take you to your profile where you can change your e-mail address, password and security/challenge questions/answers. Once you are done making any changes, select “Save.”

Note: Passwords must be at least eight characters (two characters must be a number) and can be any combination of numbers, letters and characters. Passwords are case sensitive and will expire every 90 days.
VIEWING CARDHOLDER INFORMATION

To view the information for your cardholders (card limits, etc), please put your cursor over the “Accounts” tab and select “Account Manager.” GCMS may ask you to accept an agreement, go ahead and accept this agreement.

Next, place your cursor over the “Account” tab and select “Account Maintenance.”
Next, select “All (Account)” from the drop down box in the “Search Criteria” section. Then click on “Search.”

This next screen will bring up a list of cardholders where you can select one cardholder to see their information. Select the card that you would like to look at by selecting their name.
GCMS - REFERENCE GUIDE

The final screen will show you the address, single transaction limit, monthly transaction limit, current balance, available balance and credit limit.

**To return to the home screen, select “Home.”**
**VIEWING/REALLOCATING TRANSACTIONS: ACCOUNT SUMMARY METHOD**

**IMPORTANT:** Texas A&M AgriLife’s statement cycle begins on the 4th and ends on the 3rd of each month.

Your cards are already programmed with default cost allocation information. You will need to edit the transactions that you want to change the account/support account and object class code so that they more appropriately reflect what was charged.

*Note: All transactions must be reallocated by the 20th of each month after the cycle statement date. If the 20th is on a weekend/holiday then the deadline will be the next business day.*

Transactions will be available for you to view in GCMS one or two days after the charge posts to your account, enabling you to view and reallocate throughout the month before the end of the cycle date.

- Move your cursor over the “Financial” tab, and then select “Account Summary”. This allows you to see a portion or all of your transaction data based on specific search criteria that you select.
**Your screen will not look exactly as the one below does as you will only see the departments that you have access to. You should see your department name instead of TAES-TAES ADMINISTRATION.**

**Search Options:**

1. You can use the drop down box and search by “All (Account)” to show each cardholder.
2. You can use the drop down box and search by “Account Name (starts with)” to search by the first name of the cardholder.
3. You can select your department name, in this example you would select TAES-TAES ADMINISTRATION and view a list of cards with transactions for your department.
Select which option (#1-3) you would like to search by and either click on the name of your department (option #3), or select “search” for options #1-2. This example we will chose option 1 “All (Account).”
From the screen below you would select the name of the card that you need to reallocate.

If you are viewing transactions **BEFORE** the statement has closed, manually choose your dates. The latest date you can choose for the “To” field would be the current date. If you try to enter a date that is in the future you will receive an error message.

Example: If today’s date is 07/22/2011, you can enter 07/22/2011

Select “Search.”
AFTER the statement has closed, you can select the "Reporting Cycle" that you would like to view and click on “Search” as pictured below:
1. To reallocate, select the symbol that looks like a red graph:

This symbol opens the transaction up to allow edits on the same screen and is another option.
Required Fields for Payment Card Transactions (circled above):

- **Accounting Code** – Default code will display.
- **Object Code** - Default object code will display.
- **Reconciled Date** – Date the receipt was reconciled to the statement.
- **Reconciler** – Person who reconciled the receipt to the statement.

*See page 24 for required CBT fields.

**New accounts/support accounts created in FAMIS are sent to CitiBank routinely. An e-mail to the program coordinator is not needed to notify the coordinator of any new accounts.**

*Also, see “Mass Update Controls” Section.*
Additional Fields:

**Expense Description field** – If the description field is not filled in by the reallocator, a default description will automatically be added based on the object class code that was chosen.

*If you have a business meal, this is where you should enter the IRS 5W’s (Who, What, When, Where, Why).

**Order Date** – Date the goods were ordered from the vendor.

**Delivery Date** – Date the goods were actually received from the vendor.

**Asset #** – Inventory Tag Number

**Document #** - Reallocate to the appropriate object class code and document the Q-doc number here for all controlled preliminary fixed asset purchases. The Q-doc procedure is located in the Payment Card Guide in section 3.4.2.

**You can check the “Reviewed” and/or “Approved” box to track which transactions you have reallocated. If you need to make a change to the information entered simply uncheck the “Approved” and/or “Reviewed” box and click on “Save.”**

Checking “Reviewed” and “Approved” will **not** be required by Texas A&M AgriLife.
Click “Save” once all updates to the fields are complete.

Once you have completed reallocating, and saved your information, select “Transaction Summary” to take you back to the prior screen.
Transactions will be available for you to view in GCMS one or two days after the charge posts to your account, enabling you to view and reallocate throughout the month before the end of the cycle date.

- Move your cursor over the “Financial” tab, “Transaction Management” and then select “Advanced Transaction Maintenance”. This allows you to see a portion or all of your transaction data based on specific search criteria that you select.
Either click on your department’s name to bring up a list of all transactions, or search by “All (Account)” to search for one card’s transactions. This example we will chose option 1 “All (Account).”

From the screen below you would select the name of the card that you need to reallocate.
Select the “Reporting Cycle” that you would like to view and click on “Search” as pictured below:

You can view the entire page in GCMS by scrolling up and down to view all transactions on this next screen:
1. To reallocate, select the symbol that looks like a red graph:
**All fields that are REQUIRED are circled above.**

Reviewing and approving are not a requirement. Please see note on page 22.

Update the description here.
Under the heading labeled “Mass Update Controls” you can fill in transaction information and update several transactions at one time.

1. Check the box beside each transaction you need to update.
2. Enter the information into the fields you are updating (Reconciled Date, Reconciler, accounting code, object code etc).
3. Select “Save.” This will update each transaction that you have checked.

The box you need to check is located next to the red graph symbol beside each transaction.
GCMS - REFERENCE GUIDE

SPLITTING TRANSACTIONS

A transaction may require costs to be split between more than one account/support account and/or object code.

**Step#1**: Select the “Split” tab at the top of the “Transaction Detail” screen.
On the Split Transaction screen below, please update the number of splits you need. It will already be set to split by amount. Once that is updated select “Add.”

From the screen below you will update the amount of each split and description and click “Save.”
Select the **red double arrow** icon beside each split. By clicking this icon it will expand the screen to allow updates to the object code, accounting code, etc. When you are through, select **“save.”**

To remove any splits, select the **box** beside the split and select **“Remove”** for each one you want to delete. When done select **“Save.”**
RUNNING REPORTS

To run reports choose the “Reports” tab and select “Schedule Report.”

Select “Expense Report.” This will serve as the cardholder statement.
Select “Search” to bring up a list of all cardholders, otherwise enter the first name of the cardholder you would like to print the statement for and then select “Search.”

Select the name of the person you would like to print the report for by clicking on the actual name.
Select “Next.”

Schedule Report: Select Cost Allocation Scheme

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

Schemes Defined for Entity: GINA L. GREGG

555 TX AGRICULTURAL RESEARCH (ACTIVE)

None

- Include all disbursements. Accounting code fields are not available.

Back Next Cancel

Select “Next.”

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

Back Next Cancel
Check the box to “Include Splits” and select “Next.”

Select “Reporting Cycle” and choose the correct statement dates and select “Save.”
Once the file is ready it will show up under “Completed Reports” and the name of the file will appear as a link that you can select. You may need to click on “Completed Reports” a few times to refresh the screen. Click on “Expense Report.”

Select “Download” to open the report in a PDF file.
The following message will appear, choose “OK” to open the report.

Opening Expense_Report.pdf

You have chosen to open

Expense_Report.pdf

which is a: Adobe Acrobat Document
from: https://www.globalmanagement.citicdirect.com

What should Firefox do with this file?

- [ ] Open with Adobe Reader 8.1 (default)
- [ ] Save File
- [ ] Do this automatically for files like this from now on.

[OK] [Cancel]
This is what your Expense Report will look like. Please print this report once all reallocations have been completed and submit to your approver for signature.

**Be sure to number each transaction and the receipts/invoices/supporting documentation. Notice that the transactions on the statement marked with #2 are one transaction that was split.**
To begin, follow all of the steps listed in the previous section until you get to the screen “Schedule Report: Frequency.” Instead of selecting “Reporting Cycle” you will want to select “Daily”, “Weekly” or “Monthly” and enter your date parameters. When you are through, select “Save.”

The reports will appear under “Completed Reports” based upon the dates you entered when you scheduled them. GCMS will also e-mail you when the scheduled report is ready.