



Texas A&M AgriLife Research
Texas A&M AgriLife Extension Service
Texas A&M Veterinary Medical Diagnostic Lab

CitiDirect Global Card Management System (GCMS) Guide

CitiDirect® Global Card Management System



GCMS - REFERENCE GUIDE

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Disbursements/Payment Card Coordinators:

Phone: 979/845-2534 or 979/845-2553

Fax: 979/845-3242

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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:

Examples:	Payment Card	Travel Card
Format for Research:	CYoung556P	CYoung556T
Format for Extension:	CYoung555P	CYoung555T
Format for TVMDL:	CYoung557P	CYoung557T

(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)

CitiDirect® Global Card Management System



User ID:

Password:

Language:

[Forgot your password?](#)

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Create a New Password

CREATE PASSWORD

* Current Password:

* New Password:

* Confirm Password:

* E-mail Address:

* Confirm E-mail Address:

Security Question and Answer:

* Security Question:

* Security Answer:

Answer to Security Question will need to be at least 4 characters.

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 _____

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MAINTAIN CHALLENGE QUESTIONS

Challenge Question:	<input type="text" value="... Please select a question ..."/>
Response:	<input type="text"/>
Confirm Response:	<input type="text"/>
Challenge Question:	<input type="text" value="... Please select a question ..."/>
Response:	<input type="text"/>
Confirm Response:	<input type="text"/>
Challenge Question:	<input type="text" value="... Please select a question ..."/>
Response:	<input type="text"/>
Confirm Response:	<input type="text"/>

Answers will need to be at least **4** characters.



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.”**

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FORGOT PASSWORD

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

CitiDirect® Global Card Management System

citi

User ID: TEST01
Password:
Language: American English

Login

[Forgot your password?](#)

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.

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Forgot your password?

If this is your first login attempt, you cannot use this feature.

PASSWORD RESET

* User ID:

* Security Question: (Select the question you chose when you first set up a User ID and Password)

* Security Answer:

Submit Cancel

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You should see this “**Home**” screen once you have successfully logged in.

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Home

Welcome Back TEST01
Last Visit:

Program Activity

Date Range: Previous 30 Days

Users & Accounts	Transactions & Adjustments
Total Users	Reviewed 23
Total Active Cardholder Users	Not Reviewed 13
Total Locked Users	Approved 0
Recently Added Cardholder Users	Not Approved 36
Cardholder Users with Activity	
Recently Added Accounts	

Inbox

- Completed Reports (0) - No completed reports are available.
- Scheduled Reports (0) - No scheduled reports are available.
- Notifications & Files - Notifications (0) - No notifications are available.
- Files (0) - No files are available.

News & Links 1 of 1

No news available

View All News

- CitiManager
- Citibank Custom Reporting
- Citibank Online Statements
- Citibank Electronic Reporting System
- GCMS Classic

Resource Center

Account User's Guide Complete Manual

**The “X” in the top right corner is how you will log out of GCMS.*

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MAKING CHANGES TO YOUR PROFILE

To access your profile, use the following steps.

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Home

Welcome Back TEST01
Last Visit:

Program Activity Date Range: Previous 30 Days

Users & Accounts		Transactions & Adjustments	
Total Users	0	Reviewed	23
Total Active Cardholder Users	0	Not Reviewed	13
Total Locked Users		Approved	0
Recently Added Cardholder Users	0	Not Approved	36
Cardholder Users with Activity	0		
Recently Added Accounts	0		

Inbox

Completed Reports (0) Scheduled Reports (0) Notifications & Files

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

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Financial Reports Accounts **User**

Home > User Summary

User Summary

SEARCH CRITERIA

Search By: and User Type **Search**

Currently logged in as: TEST01 (TEST01, Level Manager)

Select the “**Search**” button.

CitiDirect® Global Card Management System



Financial Reports Accounts **User**

Home > User Summary

User Summary

SEARCH CRITERIA

Search By: and User Type **Search**

E-mail New Password

SEARCH RESULTS

Select	User Name	User ID	User Type	Status	Last Login	Template
Select All						
<input type="checkbox"/>	TEST01	TEST01	Level Manager	Active	07/05/2011	AGRILIFE Accounting Manager

E-mail New Password

Currently logged in as: TEST01 (TEST01, Level Manager)

Select your user id, in this example that would be “**TEST01.**”

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Financial Reports Accounts **User**

Home > My Profile

My Profile

General

Save **Reset**

USER INFORMATION	
* User Name:	<input type="text" value="TEST01"/>
User ID:	TEST01
User Type:	Level Manager
Template:	AGRILIFE Accounting Manager
* E-mail Address:	<input type="text" value="candilyoung@tamu.edu"/>
* Confirm E-mail Address:	<input type="text" value="candilyoung@tamu.edu"/>
Phone Number:	<input type="text"/>
Opt Out of E-mail:	No
Status Code:	ACTIVE

USER PASSWORD	
Last Password Change:	07/05/2011 16:12:55 CST
Current Password:	<input type="password"/>
New Password:	<input type="password"/>
<small>(Must contain at least 8 characters, two of which must be numeric. Cannot be same as User ID.)</small>	
Confirm Password:	<input type="password"/>
* Security Question:	<input type="text" value="What was your first school?"/>
* Security Answer:	<input type="password"/>

Preferred E-mail	
Settings for Transaction Summary E-mail	
E-mail Addresses:	<input type="text"/>
<small>(Enter up to five e-mail addresses separated by commas)</small>	

CHALLENGE QUESTION RESPONSES	
* Challenge Question:	<input type="text" value="In what city were you born?"/>
* Response:	<input type="password" value="*****"/>
* Confirm:	<input type="password" value="*****"/>



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.

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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.

CitiDirect® Global Card Management System

Financial **Reports** **Accounts** **User**

Home

Welcome Back TEST01
Last Visit: 06/21/2011

Program Activity

Users & Accounts

Category	Count	Status	Count
Total Users	0	Reviewed	23
Total Active Cardholder Users	0	Not Reviewed	13
Total Locked Users		Approved	0
Recently Added Cardholder Users	0	Not Approved	36
Cardholder Users with Activity	0		
Recently Added Accounts	0		

Inbox

Completed Reports (0) | Scheduled Reports (0) | Notifications & Files

Next, place your cursor over the “Account” tab and select “Account Maintenance.”

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Account

Account Maintenance

Welcome Back TEST01

REQUEST ACTIVITY		
Recent Requests		
Date	Account Name	Type
No Requests exist		
Usage Summary		
Number of Account Maintenance Requests		0
Number of Account Closure Requests		0
Number of Replacement Card Requests		0
Total Number of Requests		0

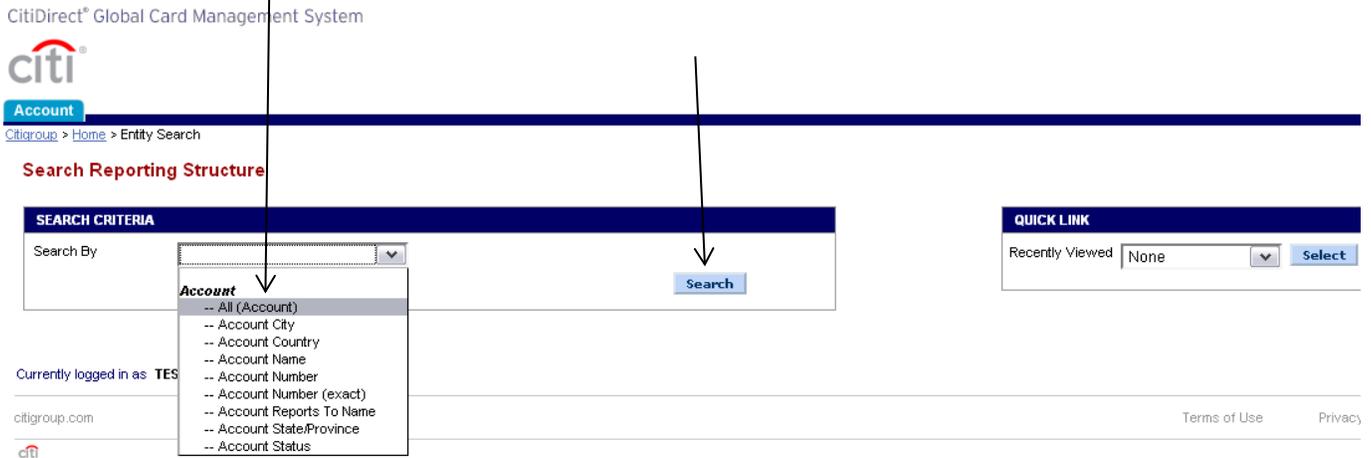
Currently logged in as **TEST01 (TEST01, Level Manager)**

citigroup.com

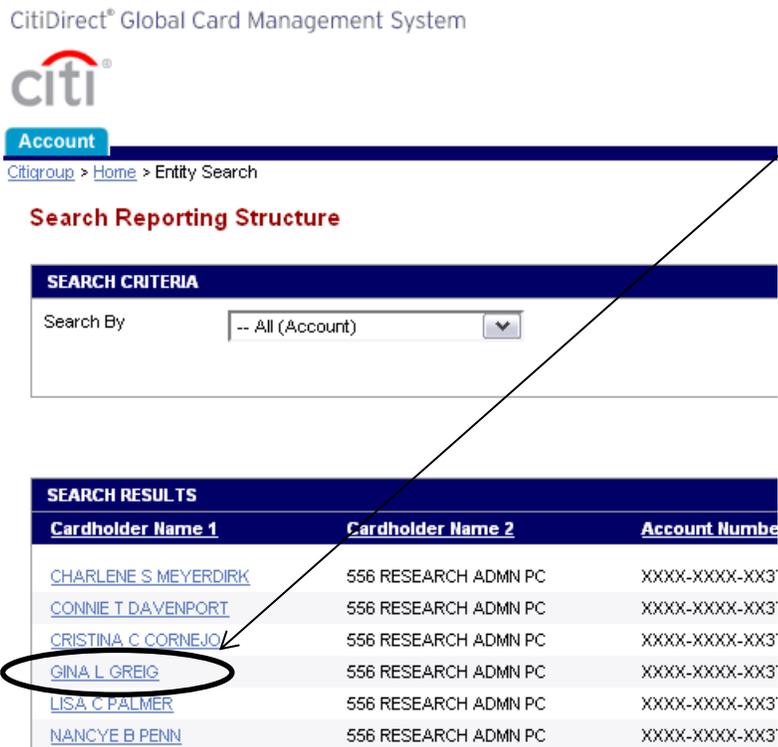
citi

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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.



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

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Account

Citigroup [Home](#) [Entity Search](#) > Account Maintenance

Account Maintenance

[Go to Account in Citigroup](#)

ACCOUNT INFORMATION	
Account Number	XXXX-XXXX-X [REDACTED]
Name 1	GINA L*GREIG
Name 2	556 RESEARCH ADMN PC*
Internal Audit Code	240020 07040 08063 6250
Home Phone Number	0000000000
Work Phone Number	9798479279
Address Line 1	2147 TAMU ADMINISTRATION
Address Line 2	
City/State	COLLEGE STATION TX
Postal Code	778430001

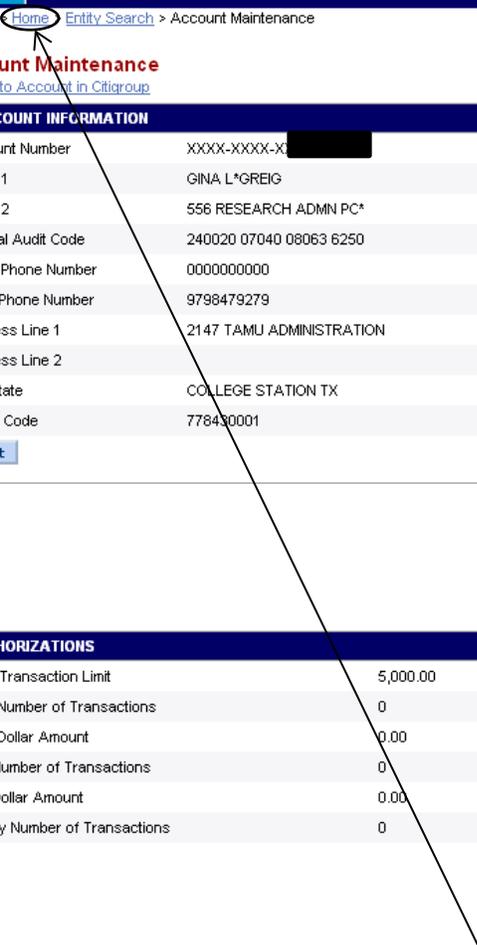
[Edit](#)

STATUS	
Processor	TS1
Account Type	Individual Account
Billing Type	Corporate
Processor Account Status	Open Account

CREDIT LIMITS	
Current Balance	552.35
Available Limit	18,064.91
Previous Balance	6,256.52
Disputed Amount	0.00
Current Amount Due	0.00
Days Past Due (Since Last Current)	0
Credit Limit	20,000
Cash Advance Limit (%)	0

AUTHORIZATIONS	
Single Transaction Limit	5,000.00
Cycle Number of Transactions	0
Cycle Dollar Amount	0.00
Daily Number of Transactions	0
Daily Dollar Amount	0.00
Monthly Number of Transactions	0

MCC GROUP LIMITS	
None Defined	



To return to the home screen, select “Home**.”

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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.

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citi

Home

Welcome Back TEST01
Last Visit:

Program Activity

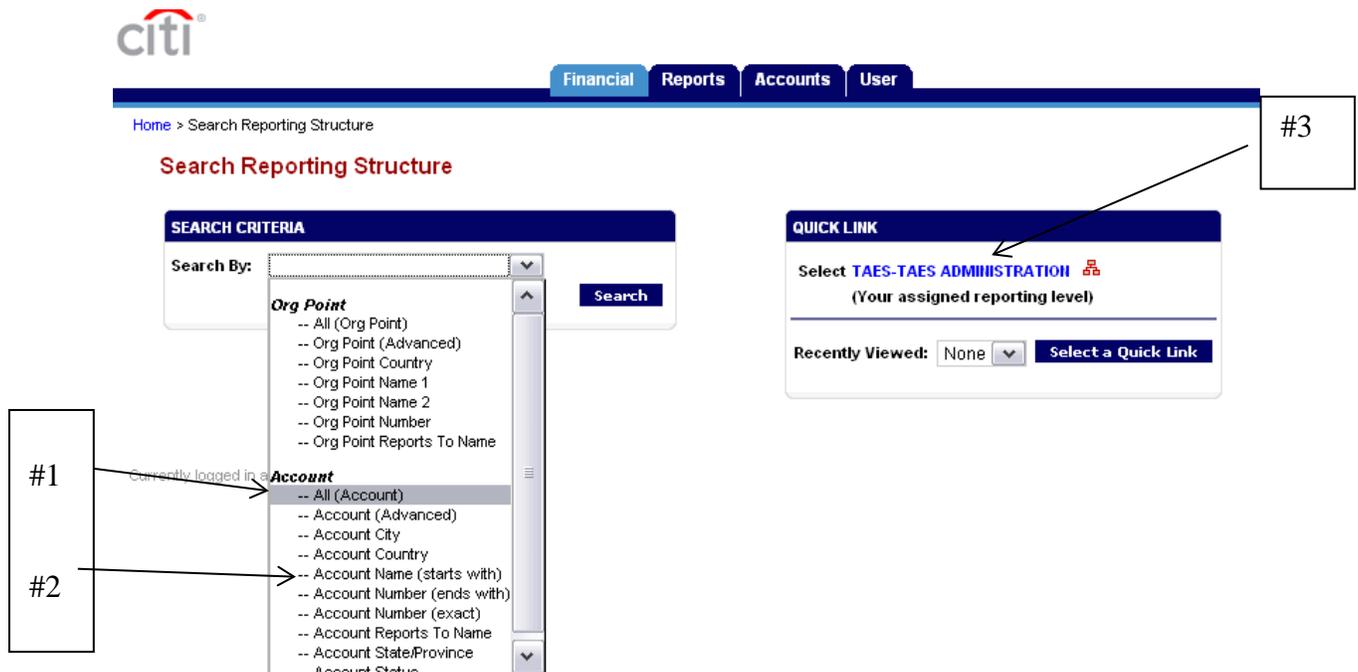
Users & Accounts		Transactions & Adjustments
Total Users	0	Reviewed
Total Active Cardholder Users	0	Not Reviewed
Total Locked Users		Approved
Recently Added Cardholder Users	0	Not Approved
Cardholder Users with Activity	0	
Recently Added Accounts	0	

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****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.



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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).**”

The screenshot displays the CitiDirect Global Card Management System interface. At the top, the Citi logo and the text "CitiDirect® Global Card Management System" are visible. Below this is a navigation bar with tabs for "Financial", "Reports", "Accounts", and "User". The current page is "Search Reporting Structure", indicated by the breadcrumb "Home > Search Reporting Structure".

The main content area is titled "Search Reporting Structure" and contains two primary sections:

- SEARCH CRITERIA:** This section features a "Search By:" dropdown menu. The dropdown is open, showing a list of search options. The "Account" section is expanded, and the option "-- All (Account)" is circled in red. Other options include "Org Point" (with sub-options like "All (Org Point)", "Advanced", "Country", "Name 1", "Name 2", "Number", "Reports To Name") and "Account" (with sub-options like "Advanced", "City", "Country", "Name (starts with)", "Number (ends with)", "Number (exact)", "Reports To Name", "State/Province", "Status"). A "Search" button is located to the right of the dropdown.
- QUICK LINK:** This section prompts the user to "Select TAES-TAES ADMINISTRATION (Your assigned reporting level)". Below this, there is a "Recently Viewed:" section with a dropdown menu currently set to "None" and a "Select a Quick Link" button.

Two arrows from the introductory text point to the "Search" button and the "All (Account)" option, respectively.

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From the screen below you would select the name of the card that you need to reallocate.

SEARCH RESULTS			
Cardholder Name 1	Cardholder Name 2	Account Num:	
 CHARLENE S MEYERDIRK	556 RESEARCH ADMN PC	XXXX-XXXX-XX	
 CONNIE T DAVENPORT	556 RESEARCH ADMN PC	XXXX-XXXX-XX	
 CRISTINA C CORNEJO	556 RESEARCH ADMN PC	XXXX-XXXX-XX	
 GINA L GREIG	556 RESEARCH ADMN PC	XXXX-XXXX-XX	
 LISA C PALMER	556 RESEARCH ADMN PC	XXXX-XXXX-XX	
 NANCYE B PENN	556 RESEARCH ADMN PC	XXXX-XXXX-XX	
 ORA M NELSON	556 RESEARCH ADMN PC	XXXX-XXXX-XX	
 SHEILA M DOTSON	556 RESEARCH ADMN PC	XXXX-XXXX-XX	
 STEPHANIE A PAYTON	556 RESEARCH ADMN PC	XXXX-XXXX-XX	

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

SEARCH CRITERIA [Advanced Search >](#)

Reporting Cycle:

Date Type: From: 06/22/2011

Posting Date To: 07/22/2011

Data available starting: 07/22/2008

Select “**Search.**”

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AFTER the statement has closed, you can select the “**Reporting Cycle**” that you would like to view and click on “**Search**” as pictured below:

The screenshot displays the Citi GCMS interface. At the top left is the Citi logo. A navigation bar contains buttons for "Financial", "Reports", "Accounts", and "User". Below this is a breadcrumb trail: "Home > Search Reporting Structure > Transaction Summary". The main heading is "Transaction Summary" in red. Below it, the user information is displayed: "GIIIA GREIG • XXXX-XXXX-XX [REDACTED] • TAES-TAES ADMINISTRATION - KIM PAYNE • 2147 TAMU ADMINISTR".

The "SEARCH CRITERIA" section is titled "Advanced Search >". It contains the following fields:

- Reporting Cycle: [Dropdown menu]
- Date Type: [Dropdown menu]
- Posting Date: [Dropdown menu]
- From: [Dropdown menu]
- To: [Dropdown menu]
- Data available starting: 07/2

The "Reporting Cycle" dropdown menu is open, showing the following options: June 2011, July 2011, August 2011, September 2011, October 2011, November 2011, and December 2011. A blue "Search" button is located below the search criteria. At the bottom of the page, it says "Currently logged in as: TEST01 (TEST01, Level Manager)".

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You can view the entire page in GCMS by scrolling up and down to view all transactions on this next screen:

Home > Search Reporting Structure > Transaction Summary

Transaction Summary

GHIA GREIG • XXXX-XXXX-X [REDACTED] TAES-TAES ADMINISTRATION - KIM PAYNE • 2147 TAMU ADMINISTRATION • COLLEGE STATION, TX 778430001

SEARCH CRITERIA [Advanced Search >](#)

Reporting Cycle: []

Date Type: From: 06/22/2011 To: 07/22/2011

Posting Date: [] To: 07/22/2011

Data available starting: 07/22/2008

[Search](#)

1 - 10 [View Text >>](#)

[Expand All](#) | [Collapse All](#) [Send Email](#) [Save](#) [Reset](#)

SEARCH RESULTS Search Total: 7,577.12

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Additional Information
  	<input type="checkbox"/>	<input type="checkbox"/>	06/22/2011	06/20/2011	OFFICE EXPRESS BRYAN, TX -77801	54.96			
  	<input type="checkbox"/>	<input type="checkbox"/>	06/22/2011	06/20/2011	B.L.U.E. MICROPHONES WESTLAKE VILL., CA -91362	37.00			
 	<input type="checkbox"/>	<input type="checkbox"/>	06/23/2011	06/21/2011	WILTON OFFICEWORKS LTD BRYAN, TX -77802	246.48			
					Split 1: trash can liners	36.52	0.00	0.00	
					Split 2: folders, paper & laminating pouches	59.97	0.00	0.00	
					Split 3: umbrella holder	149.99	0.00	0.00	
  	<input type="checkbox"/>	<input type="checkbox"/>	06/22/2011	06/20/2011	OFFICE EXPRESS	54.96			

1. To reallocate, select the symbol that looks like a **red graph**:

[Expand All](#) | [Collapse All](#) [Send Email](#) [Save](#) [Reset](#)

SEARCH RESULTS Search Total: 7,577.12

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Additional Information
  	<input type="checkbox"/>	<input type="checkbox"/>	06/22/2011	06/20/2011	OFFICE EXPRESS BRYAN, TX -77801	54.96			
  	<input type="checkbox"/>	<input type="checkbox"/>	06/22/2011	06/20/2011	B.L.U.E. MICROPHONES WESTLAKE VILL., CA -91362	37.00			
 	<input type="checkbox"/>	<input type="checkbox"/>	06/23/2011	06/21/2011	WILTON OFFICEWORKS LTD BRYAN, TX -77802	246.48			
					Split 1: trash can liners	36.52	0.00	0.00	
					Split 2: folders, paper & laminating pouches	59.97	0.00	0.00	
					Split 3: umbrella holder	149.99	0.00	0.00	

This symbol opens the transaction up to allow edits on the same screen and is another option.

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Home > Search Reporting Structure > Transaction Summary > Transaction Detail

Transaction Detail

SINA GREIG • XXXX-XXXX-XX • TAES-TAES ADMINISTRATION - KIM PAYNE • 2147 TAMU ADMINISTRATION • COLLEGE STATION, TX 778430001

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/22/2011	06/20/2011	OFFICE EXPRESS BRYAN, TX 77801	54.96			54.96	

Customer Code: 06104156 Expense Description: pens - BUSBY

Dept./Sub-Dept	Accounting Code	Object Code	Invoice #	Document #
	203063-07001-08063 - VC OF AGRICULTURE-DES/ADMIN 203063-07001-080	4010(7300) - Supplies - Office General 4010(7300) - Supplies - Office		

Asset #	Recipient Info	Order Date	Delivery Date	Reconciled Date
				07/11/2011 07/11/2011

Reconciler	Original Account	REF A	REF B	Expending PGM Code
MSM MSM				

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

Can add a description here.

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.

* Both are searchable text boxes and will automatically display a drop down box of pre-populated values once you begin typing.

*Also, see “Mass Update Controls” Section.

**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.

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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.”*

The screenshot shows a web-based interface for managing transactions. At the top, there are tabs for 'Financial Detail' and 'Split Detail'. On the right, there are navigation links: '<< Previous Transaction', 'Next Transaction >>', and a 'Save' button. Below this is a table with the following columns: Reviewed, Approved, Exported, Posting Date, Transaction Date, Description, Transaction Amount, Tax Amount, Alternate Tax Amount, Net Transaction Amount, and Additional Information. A single transaction is listed with the following data: Reviewed (checked), Approved (unchecked), Exported (unchecked), Posting Date (07/11/2011), Transaction Date (07/07/2011), Description (OFFICE EXPRESS BRYAN, TX 77801), Transaction Amount (55.85), Tax Amount, Alternate Tax Amount, and Net Transaction Amount (55.85). Below the table, there are input fields for 'Customer Code' (07160243) and 'Expense Description' (index tabs - Beatbox). Two arrows from the text above point to the 'Reviewed' and 'Approved' checkboxes in the table.

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Net Transaction Amount	Additional Information
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	07/11/2011	07/07/2011	OFFICE EXPRESS BRYAN, TX 77801	55.85			55.85	

Customer Code: 07160243 Expense Description: index tabs - Beatbox

Checking “Reviewed” and “Approved” will not be required by Texas A&M AgriLife.

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Click “Save” once all updates to the fields are complete.

Home > Search Reporting Structure > Transaction Summary > Transaction Detail

Transaction Detail

GIHA GREIG • XXXX-XXXX-XX-XXXX • TAES-TAES ADMINISTRATION - KIM PAYNE • 2147 TAMU ADMINISTRATION • COLLEGE STATION, TX 778430001

Financial Detail | Split Detail

Next Transaction >> Save Reset

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/22/2011	06/20/2011	OFFICE EXPRESS BRYAN, TX 77801	54.96			54.96	

Customer Code: 06164156 Expense Description: pens - Hussey

ACCOUNTING CODES INFORMATION

Display accounting codes from Account Level

Dept/Sub-Dept	Accounting Code	Object Code	Invoice #	Document #
	203063-07001-08063 - VC OF AGRICULTURE-DES/ADMIN 203063-07001-080	4010(7300) - Supplies - Office General 4010(7300) - Supplies - Office		

Asset #	Recipient Info	Order Date	Delivery Date	Reconciled Date
				07/11/2011 07/11/2011

Reconciler	Original Account	REF A	REF B	Expending PGM Code
MSM MSM				

HUB Status PO #

- No Description -

Once you have completed reallocating, and saved your information, select “Transaction Summary” to take you back to the prior screen.

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VIEWING/REALLOCATING TRANSACTIONS: ADVANCED TRANSACTION MAINTENANCE METHOD

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.

The screenshot displays the CitiDirect Global Card Management System interface. At the top, the Citi logo and the text "CitiDirect® Global Card Management System" are visible. Below this is a navigation bar with tabs for "Financial", "Reports", "Accounts", and "User". The "Financial" tab is active, and a dropdown menu is open, showing options: "Account Summary", "Merchant Summary", "Transaction Management", and "Advanced Transaction Maintenance". An arrow points from the text above to the "Advanced Transaction Maintenance" option. Below the navigation bar, the main content area is titled "Home" and includes a "Welcome Back TEST01" message. The "Program Activity" section is divided into "Users & Accounts" and "Transactions & Adjustments". The "Transactions & Adjustments" section contains a table with the following data:

Total Users	0	Reviewed	23
Total Active Cardholder Users	0	Not Reviewed	13
Total Locked Users		Approved	0
Recently Added Cardholder Users	0	Not Approved	36
Cardholder Users with Activity	0		
Recently Added Accounts	0		

Below the table, there is an "Inbox" section with three items: "Completed Reports (0)", "Scheduled Reports (0)", and "Notifications & Files". Each item has a status message below it: "No completed reports are available.", "No scheduled reports are available.", and "Notifications (0)".

GCMS - REFERENCE GUIDE

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)."

CitiDirect® Global Card Management System

citi

Financial Reports Accounts User

Home > Search Reporting Structure

Search Reporting Structure

SEARCH CRITERIA
Search By:
Org Point
-- All (Org Point)
-- Org Point (Advanced)
-- Org Point Country
-- Org Point Name 1
-- Org Point Name 2
-- Org Point Number
-- Org Point Reports To Name
Account
-- 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
-- Account Status

QUICK LINK
Select **TAES-TAES ADMINISTRATION**
(Your assigned reporting level)
Recently Viewed: None

Currently logged in as

From the screen below you would select the name of the card that you need to reallocate.

GCMS - REFERENCE GUIDE

CitiDirect® Global Card Management System

Home > Search Reporting Structure

Search Reporting Structure

SEARCH CRITERIA
Search By: -- All (Account) [v] [Search]

QUICK LINK
Select **TAES-TAES ADMINISTRATION** [icon]
(Your assigned reporting level)
Recently Viewed: None [v] [Select a Quick Link]

1 - 9

SEARCH RESULTS

Cardholder Name 1	Cardholder Name 2	Account Number	City	State	Country	Reports To	Status
[icon] CHARLENE S MEYERDIRK	556 RESEARCH ADMN PC	XXXX-XXXX-X	COLLEGE STATION	TX	UNITED STATES	TAES-TAES ADMINISTRATION	ACTIVE
[icon] CONNIE T DAVENPORT	556 RESEARCH ADMN PC	XXXX-XXXX-X	COLLEGE STATION	TX	UNITED STATES	TAES-TAES ADMINISTRATION	ACTIVE
[icon] CRISTINA C CORNEJO	556 RESEARCH ADMN PC	XXXX-XXXX-X	COLLEGE STATION	TX	UNITED STATES	TAES-TAES ADMINISTRATION	ACTIVE
[icon] GINA L GREIG	556 RESEARCH ADMN PC	XXXX-XXXX-X	COLLEGE STATION	TX	UNITED STATES	TAES-TAES ADMINISTRATION	ACTIVE
[icon] LISA C PALMER	556 RESEARCH ADMN PC	XXXX-XXXX-X	COLLEGE STATION	TX	UNITED STATES	TAES-TAES ADMINISTRATION	ACTIVE
[icon] NANCY B PENN	556 RESEARCH ADMN PC	XXXX-XXXX-X	COLLEGE STATION	TX	UNITED STATES	TAES-TAES ADMINISTRATION	ACTIVE

Select the “Reporting Cycle” that you would like to view and click on “Search” as pictured below:

CitiDirect® Global Card Management System

Home > Search Reporting Structure > Scheme Selection > Advanced Transaction Maintenance

Advanced Transaction Maintenance

GINA L GREIG • XXXX-XXXX-XX [redacted] • TAES-TAES ADMINISTRATION - KIM PAYNE • 2147 TAMU ADMINISTRATION • COLLEGE STATION, TX 778430001

Scheme Name: 556 TX AGRILIFE RESEARCH

SEARCH CRITERIA

Reporting Cycle: [dropdown menu]
Date Type: [radio] From: [dropdown menu]
Posting Date: [dropdown menu] To: [dropdown menu]
Data available starting: 07/05/2008

OPTIONAL FILTERS

Accounting Codes [Include Empty Fields]

Dept/Sub-Dept: [input] [checkbox]
Accounting Code: [input] [checkbox]
Object Code: [input] [checkbox]
Invoice #: [input] [checkbox]
Document #: [input] [checkbox]
Asset #: [input] [checkbox]
Recipient Info: [input] [checkbox]
Order Date: [input] [checkbox]
Delivery Date: [input] [checkbox]

[Search]

You can view the entire page in GCMS by scrolling up and down to view all transactions on this next screen:

GCMS - REFERENCE GUIDE

CitiDirect® Global Card Management System



1

Financial Reports Accounts User

Home > Search Reporting Structure > Scheme Selection > Advanced Transaction Maintenance

Advanced Transaction Maintenance

GINA L GREIG • XXXX-XXXX-XX [REDACTED] TAES-TAES ADMINISTRATION - KIM PAYNE • 2147 TAMU ADMINISTRATION • COLLEGE STATION, TX 778430001

Scheme Name: 556 TX AGRILIFE RESEARCH

SEARCH CRITERIA

OPTIONAL FILTERS

Search

Save Reset

MASS UPDATE CONTROLS

Dept/Sub-Dept	Accounting Code	Object Code	Invoice #	Document #	Asset #
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recipient Info	Order Date	Delivery Date	Reconciled Date	Reconciler	Original Account
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REF A	REF B	Expending PGM Code	HUB Status	PO #	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> - No Description -	<input type="checkbox"/>	

Ship-to State/Province:

Ship-to Postal Code:

1 - 3

SEARCH RESULTS

Expand All | Collapse All Page Total: 73.67 Search Total: 73.67

Select	Detail	Split	Reviewed	Approved	Exported	Account Name	Account Number	Posting Date	Transaction Date	Description	City	State / Province	Postal Code	Transaction Amount	Tax Amount	Alternate Tax Amount
--------	--------	-------	----------	----------	----------	--------------	----------------	--------------	------------------	-------------	------	------------------	-------------	--------------------	------------	----------------------

Select All

<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	GINA L GREIG XXXX-XXXX-XX [REDACTED]		05/25/2011	05/24/2011	SAMSCLUB #6338	COLLEGE STAT	TX	77840	45.30		
--------------------------	--	--	-------------------------------------	-------------------------------------	-------------------------------------	--------------------------------------	--	------------	------------	----------------	--------------	----	-------	-------	--	--

ACCOUNTING CODES INFORMATION

Dept/Sub-Dept	Accounting Code	Object Code	Invoice #	Document #
	212001-07040-08063 - DIR OFF-UNRESTRICTED-FISCAL	4011(7300) - Supplies - Paper Goods & Janitorial		
Asset #	Recipient Info	Order Date	Delivery Date	Reconciled Date
				06/09/2011
Reconciler	Original Account	REF A	REF B	Expending PGM Code
MSM				
HUB Status	PO #			
- No Description -				

<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	GINA L GREIG XXXX-XXXX-XX [REDACTED]		06/02/2011	06/01/2011	TARGET 00024281 : Tylenol & Band-aids - Payne	BRYAN	TX	77802	19.42	0.00	0.00
--------------------------	--	--	-------------------------------------	-------------------------------------	-------------------------------------	--------------------------------------	--	------------	------------	---	-------	----	-------	-------	------	------

ACCOUNTING CODES INFORMATION

Dept/Sub-Dept	Accounting Code	Object Code	Invoice #	Document #
	212001-07040-08063 - DIR OFF-UNRESTRICTED-FISCAL	4045(7312) - Medical Supplies		

Transaction #1
Accounting Detail Box for transaction #1.
Transaction #2
Accounting Detail Box for transaction #2.

1. To reallocate, select the symbol that looks like a red graph:



GCMS - REFERENCE GUIDE

ACCOUNTING CODES INFORMATION				
Dept/Sub-Dept	Accounting Code	Object Code	Invoice #	Document #
		6250 - P-card Default Object Class Code		
Asset #	Recipient Info	Order Date	Delivery Date	Reconciled Date
Reconciler	Original Account	REF A	REF B	Expending PGM Code
HUB Status	PO #			
- No Description -				

Home > Search Reporting Structure > Scheme Selection > Advanced Transaction Maintenance > Transaction Detail

Transaction Detail

GINA GREIG • XXXX-XXXX-XX [REDACTED] AES-TAES ADMINISTRATION - KIM PAYNE • 2147 TAMU ADMINISTRATION • COLLEGE STATION, TX 778430001

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/30/2011	06/30/2011	CRUCIAL.COM 800-336-8915, ID 83642	63.78			63.78	

Customer Code: Expense Description:

PURCHASE DETAIL INFORMATION

Ship-to State Province: Ship-to Postal Code: Use Tax:

ACCOUNTING CODES INFORMATION

Dept/Sub-Dept	Accounting Code	Object Code	Invoice #	Document #
		6250 - P-card Default Object Class Code		
Asset #	Recipient Info	Order Date	Delivery Date	Reconciled Date
Reconciler	Original Account	REF A	REF B	Expending PGM Code
HUB Status	PO #			
- No Description -				

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

Update the description here.

****All fields that are REQUIRED are circled above.**

GCMS - REFERENCE GUIDE

MASS UPDATE CONTROLS IN ADVANCED TRANSACTION MAINTENANCE

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.

MASS UPDATE CONTROLS

Dept/Sub-Dept	Accounting Code	Object Code	Invoice #	Document #	Asset #
<input type="checkbox"/> <input style="width: 80%;" type="text"/>					
Recipient Info	Order Date	Delivery Date	Reconciled Date	Reconciler	Original Account
<input type="checkbox"/> <input style="width: 80%;" type="text"/>					
REF A	REF B	Expending PGM Code	HUB Status	PO #	
<input type="checkbox"/> <input style="width: 80%;" type="text"/>	<input type="checkbox"/> <input style="width: 80%;" type="text"/>	<input type="checkbox"/> <input style="width: 80%;" type="text"/>	<input type="checkbox"/> - No Description -	<input type="checkbox"/> <input style="width: 80%;" type="text"/>	

Ship-to State/Province:

Ship-to Postal Code:

SEARCH RESULTS

Expand All | Collapse All Page Total: 6,256.52 Search Total: 6,256.52

Select	Detail	Split	Reviewed	Approved	Exported	Account Name	Account Number	Posting Date	Transaction Date	Description	City	State / Province Code	Postal Code	Transaction Amount	Tax Amount
Select All <input type="checkbox"/>						GINA L GREIG	XXXX-XXXX-X	06/09/2011	06/08/2011	OFFICE MAX	COLLEGE STATI	TX	77840	32.37	

ACCOUNTING CODES INFORMATION

Dept/Sub-Dept	Accounting Code	Object Code	Invoice #	Document #
	203063-07000-08063 - VICE CHANCELLOR OF AGRIC DESIGNATED	4085(733-0) - Furnishings & Equipment (non-inven)		
Asset #	Recipient Info	Order Date	Delivery Date	Reconciled Date

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.

CitiDirect® Global Card Management System



Financial Reports Accounts User

Home > Search Reporting Structure > Scheme Selection > Advanced Transaction Maintenance > Transaction Detail

Transaction Detail

GIWA GREIG • XXXX-XXXX-X [REDACTED] • TAES-TAES ADMINISTRATION - KIM PAYNE • 2147 TAMU ADMINISTRATION • COLLEGE STATION, TX 778430001

Financial Detail Split Detail

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/30/2011	06/30/2011	CRUCIAL.COM 800-336-8915, ID 83642	63.78	

Customer Code: Expense Description:

PURCHASE DETAIL INFORMATION

Ship-to State/Province	Ship-to Postal Code
<input type="text"/>	<input type="text"/>

GCMS - REFERENCE GUIDE

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.”

CitiDirect® Global Card Management System

citi

Financial Reports Accounts User

Home > Search Reporting Structure > Scheme Selection > Advanced Transaction Maintenance > Transaction Detail > Split Transaction

Split Transaction

MIIA L GREIG • XXXX-XXXX-XX-XXXX • TAES-TAES ADMINISTRATION - KIM PAYNE • 2147 TAMU ADMINISTRATION • COLLEGE STATION, TX 778430001

Financial Detail Split Detail Save Reset

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/30/2011	06/30/2011	CRUCIAL.COM 800-336-8915, ID -83642	63.78			63.78	

Split: Add

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

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

From the screen below you will update the **amount** of each split and **description** and click “Save.”

CitiDirect® Global Card Management System

citi

Financial Reports Accounts User

Home > Search Reporting Structure > Scheme Selection > Advanced Transaction Maintenance > Transaction Detail > Split Transaction

Split Transaction

MIIA L GREIG • XXXX-XXXX-XX-XXXX • TAES-TAES ADMINISTRATION - KIM PAYNE • 2147 TAMU ADMINISTRATION • COLLEGE STATION, TX 778430001

Financial Detail Split Detail Save Reset

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/30/2011	06/30/2011	CRUCIAL.COM 800-336-8915, ID -83642	63.78			63.78	

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	Alternate Tax Amount
<input type="checkbox"/> Split- <input type="text" value=""/>	50.00	<input type="text" value="31.89"/>	0.00	0.00
<input type="checkbox"/> Split- <input type="text" value=""/>	50.00	<input type="text" value="31.89"/>	0.00	0.00
Totals:	100.00	63.78	0.00	0.00

Currently logged in as: TEST01 (TEST01, Level Manager)

GCMS - REFERENCE GUIDE

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.”

The screenshot shows the 'Split Detail' view for a transaction on 06/30/2011. The main table lists a split with a description 'CRUCIAL.COM 800-336-8915, ID -83642' and a total amount of 63.78. Below this, the split is expanded into two rows, each for 50.00. The 'ACCOUNTING CODES INFORMATION' section contains several fields: Dept/Sub-Dept, Accounting Code, Object Code (6250 - P-card Default Object Class Code), Invoice #, Document #, Asset #, Recipient Info, Order Date, Delivery Date, Reconciled Date, Reconciler, Original Account, REF A, REF B, Expending PGM Code, HUB Status, and PO #. A callout box highlights the 'Edit Accounting Codes' button and provides instructions: 'Update these fields after clicking the red double arrow icon and clicking on “Edit Accounting Codes.”'

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

This screenshot shows the same 'Split Detail' view but with two split rows. The 'Remove' button in the top navigation bar is circled. A red box is circled next to the first split row, indicating it has been selected for removal. The 'Totals' row at the bottom shows a 100.00 percent split totaling 63.78.

GCMS - REFERENCE GUIDE

RUNNING REPORTS

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

CitiDirect® Global Card Management System



Users & Accounts		Transactions & Adjustments	
Total Users	0	Reviewed	23
Total Active Cardholder Users	0	Not Reviewed	13
Total Locked Users		Approved	0
Recently Added Cardholder Users	0	Not Approved	36
Cardholder Users with Activity	0		
Recently Added Accounts	0		

Inbox

- Completed Reports (0)
- Scheduled Reports (0)
- Notifications & Files

Select “Expense Report.” This will serve as the cardholder statement.

CitiDirect® Global Card Management System



Schedule Report: Choose Report

Select a report from the list provided. To quickly locate the report you are looking for, try using the Group By and Show options above.

ACC-TRNS - DW - Fixed TAMU FAMIS SERVICES (Fixed Wic	Account Fields - DW TAMU FAMIS SERVICES (Microsoft	Backup JK Excel with PUR2 - Merchant TAMU FAMIS SERVICES (Microsoft
City Of San Angelo CITIBANK CORPORATE CARD (Fixe	Copy of JK Fixed with PUR2 - Merchant TAMU FAMIS SERVICES (Microsoft	Expense Report Transaction Reports System (Adobe PDF)
JK Account Fields - DW Fixed Width TAMU FAMIS SERVICES (Fixed Wic	JK - Monthly Transaction Pull TAMU FAMIS SERVICES (Fixed Wic	JK Fixed with PUR TAMU FAMIS SERVICES (Fixed Wic
JK Fixed with PUR2 - Merchant TAMU FAMIS SERVICES (Fixed Wic	JK Merchant - DW Excel TAMU FAMIS SERVICES (Microsoft	JK Merchant - DW Fixed Width TAMU FAMIS SERVICES (Fixed Wic
Texas Flat File CITIBANK CORPORATE CARD (Mici		

GCMS - REFERENCE GUIDE

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.**”

The screenshot shows the 'Schedule Report: Entity' page. At the top, there are navigation tabs for 'Financial', 'Reports', 'Accounts', and 'User'. Below the navigation is a 'Home' link and a progress indicator for 'Step 2 of 4'. The main content area includes a 'Select Report' section with 'Expense Report' selected, a 'Select Entity' section with 'No entity selected', and 'Report Options' and 'Frequency' sections. On the right, there is a search form with fields for 'Account Name', 'Account Number', 'Account Status', 'Reports To', 'Account City', 'Account State/Province', and 'Account Country'. A 'Search' button is highlighted with a red circle, and an arrow points from the text above to it. Below the search form, there is a 'Quick Links (1)' section with a link to 'TAES-TAES ADMINISTRATION - Org Point'.

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

The screenshot shows the 'Schedule Report: Entity' page with search results. The search form is filled with 'gina' in the 'Account Name' field, and the 'Search' button is highlighted with a red circle. Below the search form, there is a 'Quick Links (1)' section with a link to 'TAES-TAES ADMINISTRATION - Org Point'. Below the search form, there is a '1 Results Found' section with a 'Page 1 of 1' indicator. A table displays the search results:

Name	Account Number	City, State/Province Country	Company Name Reports To
GINA L GREIG	XX-XX [REDACTED]	COLLEGE STATION,	556 TX AGRILIFE RESEARCH

GCMS - REFERENCE GUIDE

Select "Next."

[Home](#)

Progress - Step 3 of 6

- Select Report**
[Expense Report](#)
- Select Entity**
[GINA L GREIG](#)
- Select Scheme**
No scheme selected
- Select Filters**
No filters applied
- Report Options**
[Customize your report](#)
- Frequency**
[Run Once](#)



Schedule Report: **Select Cost Allocation Scheme**

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

Schemes Defined for Entity [GINA L GREIG](#)

- 556 TX AGRILIFE RESEARCH (ACTIVE)**
Dept/Sub-Dept, Accounting Code, Object Code, Invoice #, Document #, Asset #, Recipient Info, Order Date, Delivery Date, Reconciled Date, Reconciler, Original Account, REF A, REF B, Expending PGM Code, HUB Status, PO #
- None**
Include all transactions. Accounting code fields are not available.

[Back](#) [Next](#) [Cancel](#)

Select "Next."

[Home](#)

Progress - Step 4 of 6

- Select Report**
[Expense Report](#)
- Select Entity**
[GINA L GREIG](#)
- Select Scheme**
[556 TX AGRILIFE RESEARCH](#)
- Select Filters**
No filters applied
- Report Options**
[Customize your report](#)
- Frequency**
[Run Once](#)



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](#)

Completed Reports
0 Reports Complete

No completed reports.

GCMS - REFERENCE GUIDE

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

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,XXX.XX
Date Format: MMDD/YYYY
Additional Options: Include Splits
Description:
Notify Me At: candiyoung@tamu.edu
Enter up to five e-mail addresses separated by commas

Back Next Save Cancel

Select “Reporting Cycle” and choose the correct statement dates and select “Save.”

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

Run Once
From Date: 06/06/2011 To Date: 07/05/2011 Schedule Offset: 0 (in days)

Daily
Start Date: 07/06/2011 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: June 2011 (05/04/2011 - 06/03/2011)
Number of Cycles to Run: 1 Schedule Offset: 0 (in days)

Back Save Cancel

GCMS - REFERENCE GUIDE

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.**”

The screenshot shows the GCMS interface with the 'Reports' tab selected. On the left, there are three summary boxes: 'Report Summary' (1 Successful, 0 Failed, 0 Scheduled), 'Completed Reports' (1 Complete, 'Expense Report' link), and 'Scheduled Reports' (0 Scheduled). The main area is titled 'Report Requests: Completed Reports' and contains a table with one row: 'Expense Report' (40.9 KB, Success, 07/06/2011 11:13:57 CST). A 'Delete' button is at the bottom right. A red circle highlights the 'Expense Report' link in the table, and an arrow points from the text above to this link.

Name	File Size	Status	Completed
Expense Report	40.9 KB	Success	07/06/2011 11:13:57 CST

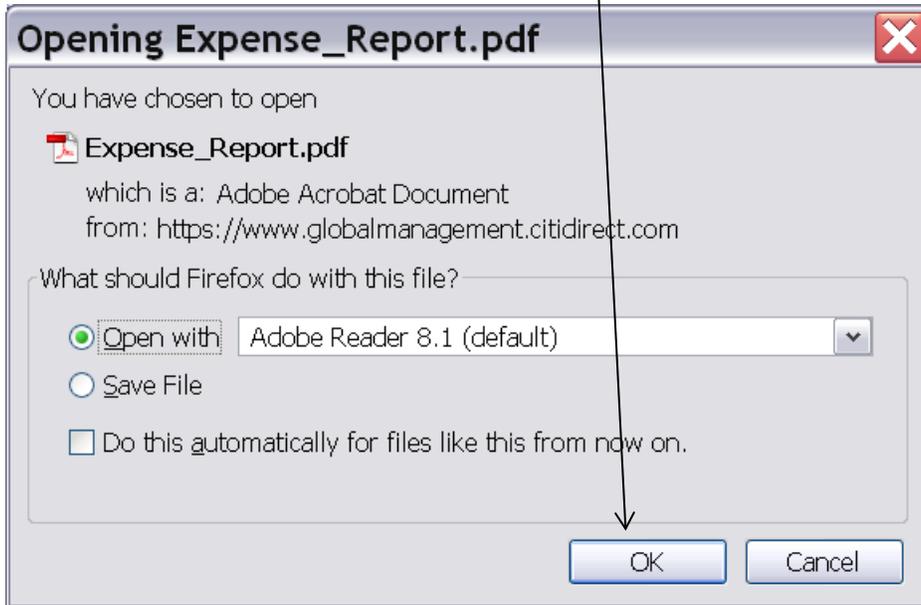
Select “**Download**” to open the report in a PDF file.

The screenshot shows the GCMS interface with the 'Reports' tab selected. On the left, there are three summary boxes: 'Report Summary' (1 Successful, 0 Failed, 0 Scheduled), 'Completed Reports' (1 Complete, 'Expense Report' link), and 'Scheduled Reports' (0 Scheduled). The main area is titled 'Report Requests: Completed Report' and contains a details box for the 'Expense Report' with the following information: Name: Expense Report, Completed: 07/06/2011 11:13:57 CST, Scheduled: 07/06/2011 11:13:36 CST, File Size: 40.9 KB, Status: Success, Description: [empty], Created By: System. Below the details box are 'Download' and 'Delete' buttons. A red arrow points from the text above to the 'Download' button.

Name	Expense Report
Completed	07/06/2011 11:13:57 CST
Scheduled	07/06/2011 11:13:36 CST
File Size	40.9 KB
Status	Success
Description	[empty]
Created By	System

GCMS - REFERENCE GUIDE

The following message will appear, choose “OK” to open the report.



GCMS - REFERENCE GUIDE

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.

Expense Report
Posting Date: 05/04/2011 - 06/03/2011

GINA L GREIG 556 RESEARCH ADMN PC
XX- [REDACTED]
Internal Accounting Code : 240020 07040 08063 6250

2147 TAMU ADMINISTRATION
COLLEGE STATION, TX 778430001
USA

Posting Date	Transaction Date	Description	Expense Description	Receipt Amount	Posted Amount	Expense Reviewed	Approved
05/25/2011	05/24/2011	SAMSClub #6338-COLLEGE STAT, TX, 77840	plates, cups, soap & kleenex - Ko	45.30 USD	45.30 US D	45.30 USD	✓
Accounting Codes		Dept/Sub-Dept :	Accounting Code : 212001-07040-08 063	Object Code : 4011(7300)	Invoice # :	#1	
Document # :		Asset # :	Reconciled Date : 06/09/2011	Recipient Info : MSM	Order Date :	Original Account :	
Delivery Date :		REF A :	REF B :	Expensing PGM Code :	HUB Status :		
PO # :							
06/02/2011	06/01/2011	TARGET 00024281-BRYAN, TX, 77802	soap & tissue - Payne	28.37 USD	28.37 US D	8.95 USD	✓
Accounting Codes		Dept/Sub-Dept :	Accounting Code : 212001-07040-08 063	Object Code : 4011(7300)	Invoice # :	#2	
Document # :		Asset # :	Reconciled Date : 06/09/2011	Recipient Info : MSM	Order Date :	Original Account :	
Delivery Date :		REF A :	REF B :	Expensing PGM Code :	HUB Status :		
PO # :							
06/02/2011	06/01/2011	TARGET 00024281-BRYAN, TX, 77802	Tylenol & Band-aids - Payne	28.37 USD	28.37 US D	19.42 USD	✓
Accounting Codes		Dept/Sub-Dept :	Accounting Code : 212001-07040-08 063	Object Code : 4045(7312)	Invoice # :	#2	
Document # :		Asset # :	Reconciled Date : 06/09/2011	Recipient Info : MSM	Order Date :	Original Account :	
Delivery Date :		REF A :	REF B :	Expensing PGM Code :	HUB Status :		
PO # :							
Card Subtotal						73.67	
Grand Total						73.67	

Signed _____ Date _____

Authorized _____ Date _____

Copyright © 2011 Citigroup Inc. Page 1 of 1 Run Date : 06/14/2011 TEST01 (TEST01, Level Manager)

Optional Cardholder Signature

Required Approver 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.****

GCMS - REFERENCE GUIDE

SCHEDULING REPORTS

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 screenshot displays the 'Schedule Report: Frequency' screen. On the left, a sidebar shows a progress indicator for 'Step 6 of 6' and a list of report configuration options: 'Select Report' (Expense Report), 'Select Entity' (GINA L GREIG), 'Select Scheme' (556 TX AGRILIFE RESEARCH), 'Select Filters' (No filters applied), 'Report Options' (Customize your report), and 'Frequency' (Run Once). Below this, there are sections for 'Completed Reports' (1 Reports Complete, including an 'Expense Report') and 'Scheduled Reports' (0 Reports Scheduled). The main area is titled 'Schedule Report: Frequency' and contains instructions: 'Choose the frequency and date range to use to schedule this report, then click Save to continue.' There are five radio button options: 'Run Once', 'Daily', 'Weekly', 'Monthly' (which is selected), and 'Reporting Cycle'. Each option has associated input fields for dates, days, weeks, or months, and a 'Schedule Offset' dropdown. At the bottom right, there are three buttons: 'Back', 'Save', and 'Cancel'. A large arrow points from the 'Completed Reports' section in the sidebar to the 'Monthly' option, and another arrow points from the 'Save' button to the text below.

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.