

University of Houston-Victoria Commercial Travel Card Program

Global Card Management System Quick Reference Guide

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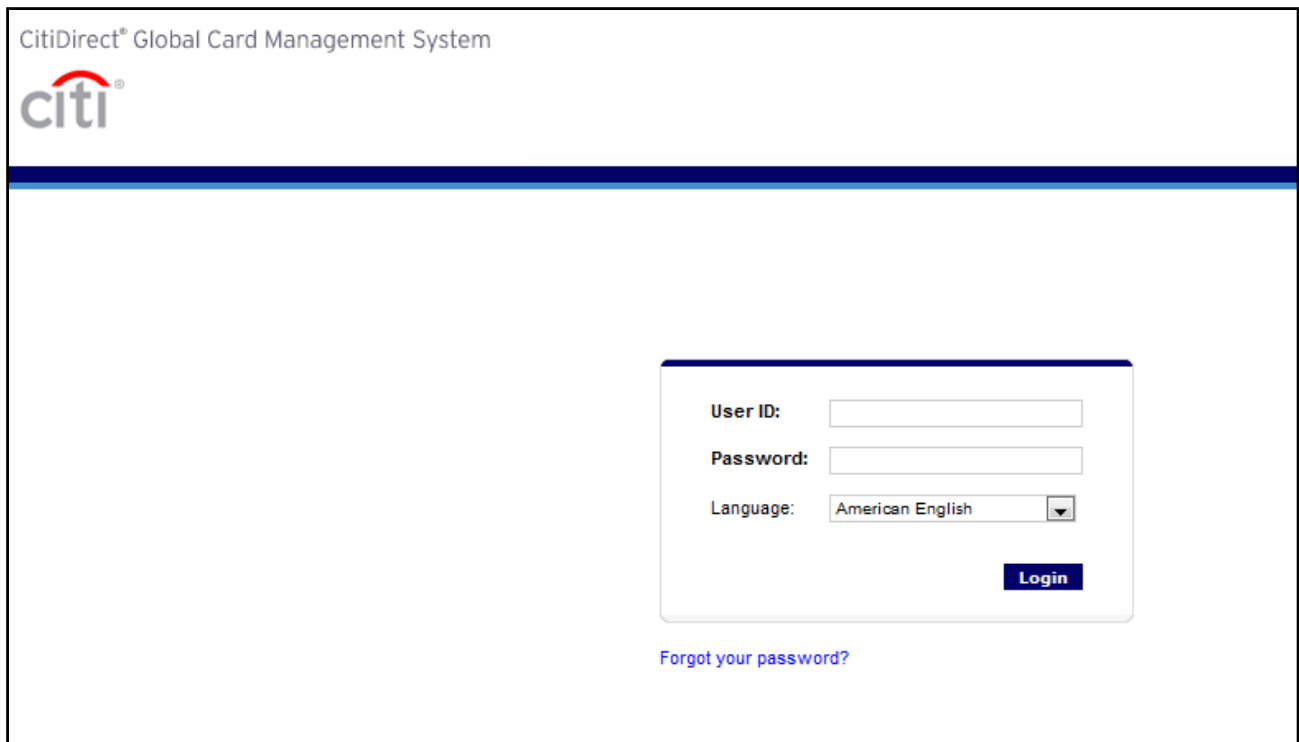
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LOG IN/ HOMEPAGE FEATURES

1. Launch your browser and type in the following URL in the address bar:
<https://www.globalmanagement.citidirect.com>
(Best to use Internet Explorer.)
2. The Global Card Management System Login page appears:



The screenshot shows the login page for the CitiDirect Global Card Management System. At the top left, it says "CitiDirect® Global Card Management System" and the Citi logo. Below this is a blue horizontal bar. The main content area is white and contains a login form with the following fields:

- User ID:
- Password:
- Language: (dropdown menu)

Below the form is a blue "Login" button and a link that says "Forgot your password?".

3. In the **User ID** field, enter your **16-digit card number** ****Enter just the numbers, no dashes**** In the **Password** field, enter **travel765** plus the last four digits of your credit card number. For example: **travel765####** (lower case as both are case sensitive)
4. Click **Login**.

LOG IN/ HOMEPAGE FEATURES

5. You will be prompted to change your **User ID** and your **Password**.

-Your new **User ID** must be at least six (6) characters long with no spaces or special characters. Once your **User ID** is established, you will not be asked to change it again.

-Your new **Password** must contain a combination of letters and numbers at least eight (8) characters long. At least two (2) of the characters must be numbers.

Note: Your Password expires at regular intervals and you will be asked to change it.

CitiDirect® Global Card Management System

Create Your User ID

Your initial User ID was your credit card number. For security reasons and ease of use, you will be required to change your user id. Your new User ID cannot be your credit card number.:

CREATE USER ID

* Current User ID:

* New User ID:

(Must contain at least 6 characters. Do not use special characters or spaces.)

* Confirm New User ID:

CitiDirect® Global Card Management System

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:

6. You will also be asked to accept a licensing agreement.


7. You will be asked to set a Security Question and a Security Answer. This is required for the automatic password function.

LOG IN/ HOMEPAGE FEATURES

8. The first time you log in, you will also be directed to **the Challenge/Response Maintenance** screen. You will be asked to select challenge questions and you will enter your personal answers.

Note: These questions will also be a part of your regular log in.

CitiDirect® Global Card Management System



MAINTAIN CHALLENGE QUESTIONS

Challenge Question:	What is your mother's middle name?	▼
Response:	*****	
Confirm Response:	*****	
Challenge Question:	In what city were you born?	▼
Response:	*****	
Confirm Response:	*****	
Challenge Question:	What is your nickname?	▼
Response:	*****	
Confirm Response:	*****	

[Save](#)

LOG IN/ HOMEPAGE FEATURES

After your successful log in, the Home page will appear:

The screenshot displays the Citibank Home page interface. At the top, there are navigation tabs for 'My Profile' and 'Account Activity'. Below this, the 'Home' section includes a welcome message and a 'Last Visit' indicator. The main content area is divided into three sections: 'Account Activity', 'Inbox', and 'News & Links'. The 'Account Activity' section shows a table of transactions with columns for 'Transactions & Adjustments' and 'Last Five Transactions'. The 'Inbox' section shows 'Completed Reports (0)' and 'Scheduled Reports (0)'. The 'News & Links' section includes a 'View All News' link and a list of links such as 'CitManager', 'Citibank Custom Reporting', and 'GCMS Classic'. The 'Resource Center' section at the bottom right provides links to 'Account User's Guide Complete Manual' and 'Online Help By Topic'.

Transactions & Adjustments	Last Five Transactions
Total Transactions	4
Reviewed	0
Not Reviewed	4
	EXTENDED STAY (9.90) 7979 FANNIN ST. 08/01/2011
	EXTENDED STAY (9.90) 7979 FANNIN ST. 08/01/2011
	EXTENDED STAY 193.02 7979 FANNIN ST. 07/13/2011
	EXTENDED STAY 193.02 7979 FANNIN ST. 07/13/2011

The Home page provides access to various tasks and information about your program.

You can:

- Review your account and transaction activity.
- Download reports and exports.
- Review job status.

LOG IN/ HOMEPAGE FEATURES

The screenshot shows the Citi account homepage. At the top right, a navigation bar contains icons for Home, Help, My Profile, and Logout, circled in red and labeled 'A'. Below this, a dark blue header contains 'My Profile' and 'Account Activity' tabs, with arrows pointing to them labeled 'B'. A breadcrumb trail at the top left shows 'Home' with a left-pointing arrow, labeled 'C'. The main content area is titled 'Welcome Back INFORMATION TECHNOLOGY' and 'Last Visit:'. The 'Account Activity' section is highlighted with an arrow labeled 'D'. It includes a 'Date Range' dropdown set to 'Previous 30 Days' (labeled 'E') and two sub-sections: 'Transactions & Adjustments' and 'Last Five Transactions'. The 'Last Five Transactions' table lists four 'EXTENDED STAY' transactions for '7979 FANNIN ST.' with amounts of (9.90), (9.90), 193.02, and 193.02, all dated 08/01/2011 or 07/13/2011. Below this is an 'Inbox' section (labeled 'H') with 'Completed Reports (0)' and 'Scheduled Reports (0)'. On the right, a 'News & Links' section (labeled 'F') shows 'No news available' and a list of links including CitManager, Citibank Custom Reporting, Citibank Online Statements, Citibank Electronic Reporting System, and GCMS Classic. At the bottom right, a 'Resource Center' (labeled 'G') provides links to 'Account User's Guide Complete Manual' and 'Online Help By Topic'.

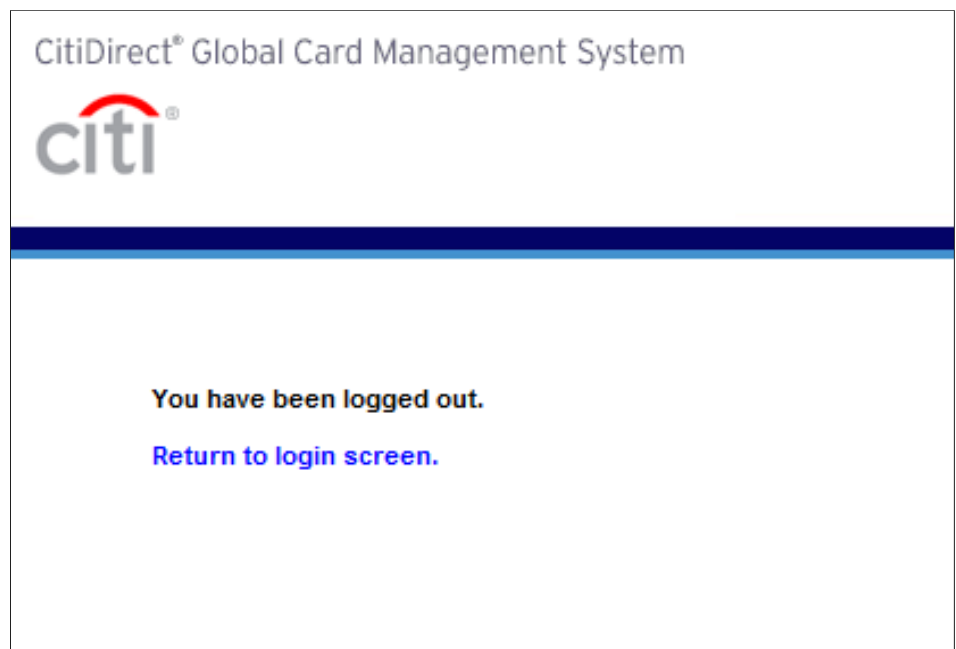
- A. **Links for Common Operations**- provides quick access to basic application services: **Home, Help, My Profile** and **Logout**.
- B. **Menus**- provides access to all screens and operations: **My Profile** will access your user information and personal settings. **Account Activity** will manage your account and reports.
- C. **Breadcrumbs**- shows where you are in the current workflow and provides links to return to previous screen. Ex: **Home > Transaction Summary > Transaction Detail |**
- D. **Activities Summaries**- provides key application information and events which include: **Transactions & Adjustments** and **Last Five Transactions**.
- E. **Data Range**- lists transactions to view in the specific time frame chosen.
- F. **News & Links**- displays messages and resources posted by Administrators.
- G. **Resource Center**- provides application documentation: **Online Help** and **User Guides**.
- H. **Inbox**- provides access to reports: **Completed Reports** and **Scheduled Reports**.

LOG IN/ HOMEPAGE FEATURES

Logging out:

1. Click on the **Logout** at the top right of the screen. It is denoted by the **X**.
2. The system will prompt you to save any changes that have not been applied if any exist. Then a message displays confirming that you have been logged out.

IMPORTANT! The system will notify you when your screen has been inactive for 15 minutes, asking you to either click **OK** to continue with the session or **Logout**. If you do not make a selection, the system will automatically log you out. **If you have any unsaved changes when the application automatically logs you out, those changes will be lost.**

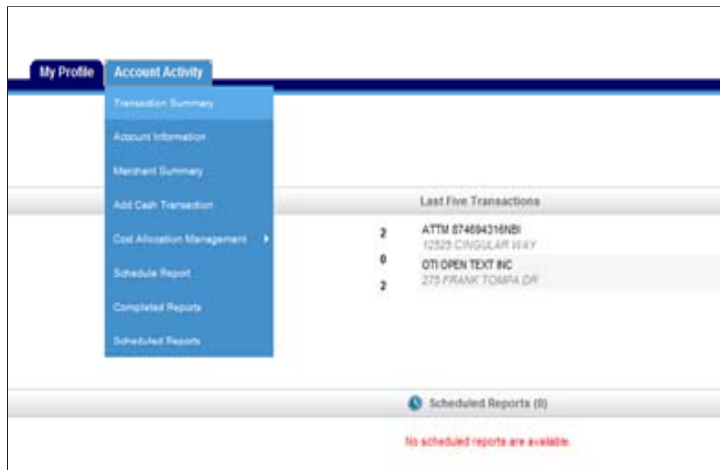


ACCESSING TRANSACTIONS

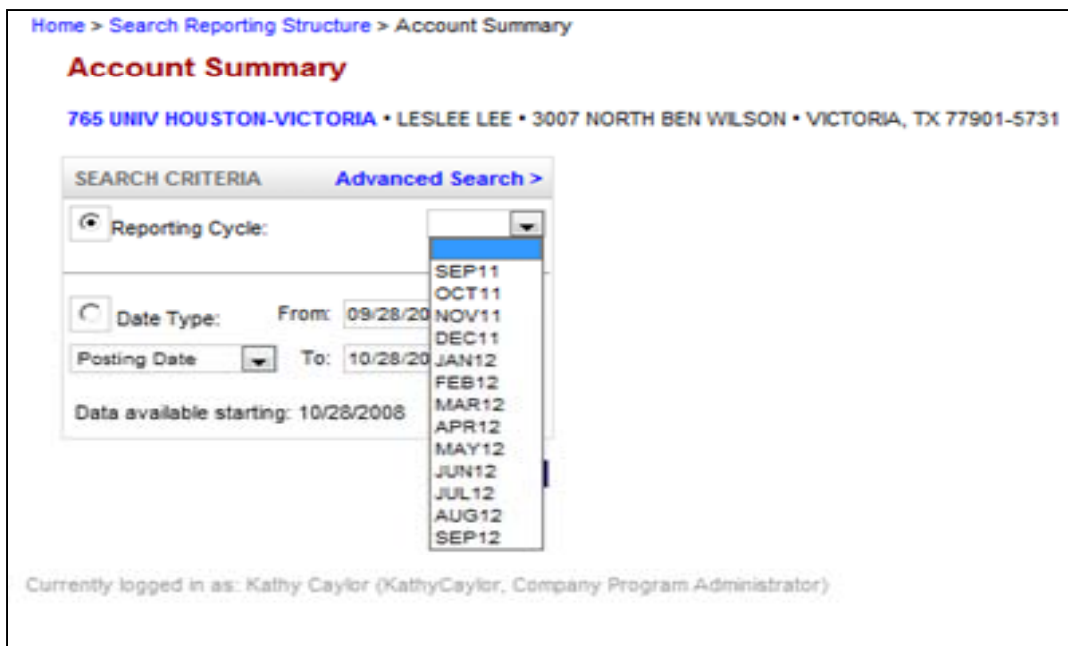
GCMS provides comprehensive data for each transaction. You can view a high-level summary of transactions or see the details of each transaction.

To Search for Transactions – There are two ways and the first way to do this as follows:

1. From the **Account Activity** menu, click on **Transaction Summary** and the screen opens.
2. Use the **Search Criteria, Reporting Cycle** to select a reporting period.
3. Select **Reporting Cycle**, then, click on the drop down arrow to right and select cycle.
4. Then, click the Search button. You may also click **Advanced Options** to display filters that you can use to narrow your search.



If you select a cycle with an end date in the future and are doing your Expense Report, the report will not produce until the end date as it is a future date. If the end date of the cycle is a current date or already past, then, this will work with your Expense Report. Otherwise, if you are doing a Transaction Summary the cycle option will always work.



ACCESSING TRANSACTIONS

The Transaction Summary screen provide access to all information relating to the transactions matching your search.

The screenshot shows the 'Transaction Summary' interface. At the top, there are tabs for 'My Profile' and 'Account Activity'. Below the navigation bar, the breadcrumb 'Home > Transaction Summary' is visible. The main heading is 'Transaction Summary' in red. Underneath, the user information is displayed: 'INFORMATION TECHNOLOGY • XXXX-XXXX-XX19-2722 • INFORMATION TECHNOLOGY - LESLEE LEE • 3007 N BEN WILSON • VICTORIA, TX 779015731'. A search criteria box contains 'Date Type:' with a 'From:' date of 07/04/2011 and a 'Posting Date' dropdown with a 'To:' date of 08/03/2011. A 'Data available starting: 08/04/2008' note is present. A 'Search' button is located below the criteria. The results section shows 'SEARCH RESULTS' with a 'Search Total: 366.24'. The table has columns for 'Detail', 'Reviewed', 'Approved', 'Posting Date', 'Transaction Date', 'Description', 'Transaction Amount', 'Tax Amount', and 'Additional Information'. Four rows of transactions are listed, all with a 'Description' of 'EXTENDED STAY HOUSTON, TX -77054'. Each row has icons for 'Detail' (bar graph), 'Reviewed' (double arrow), and 'Approved' (checkbox). Below the table, there are buttons for 'Expand All | Collapse All', 'Add Cash Transaction', 'Send Email', 'Save', and 'Reset'. A '1 - 4' indicator is at the bottom right.

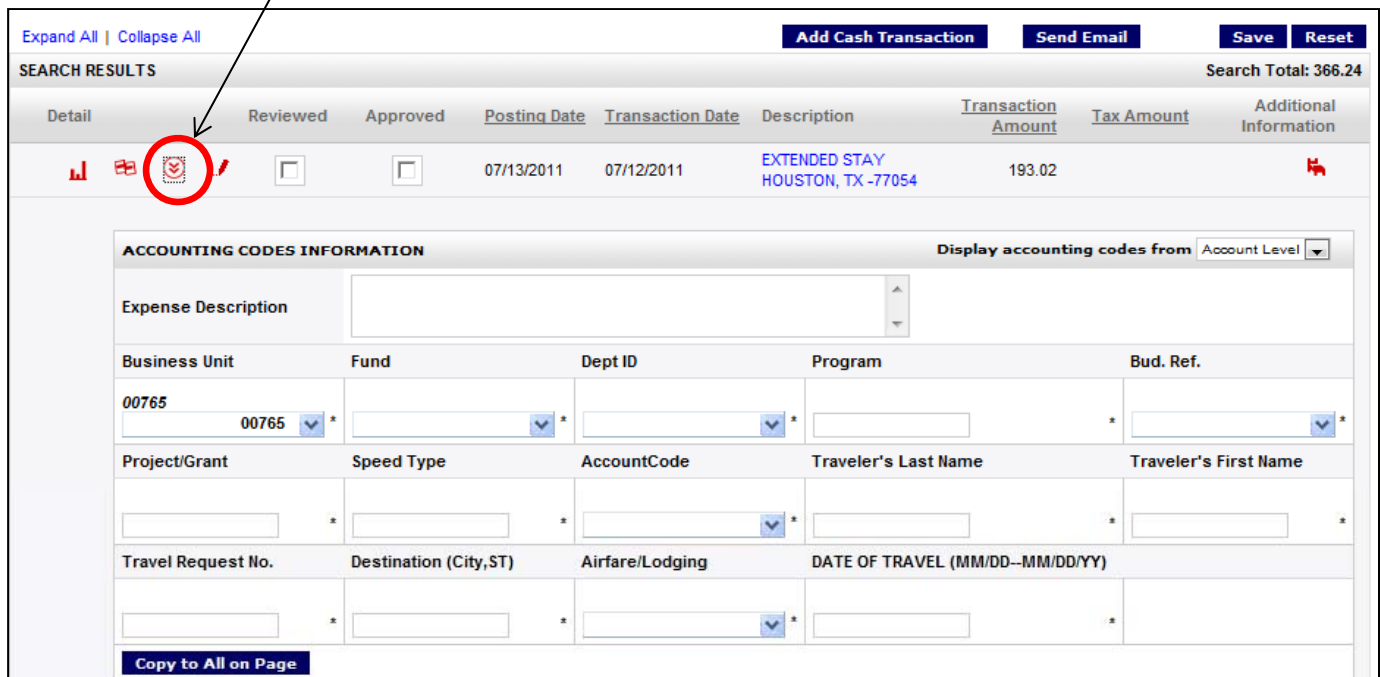
-
- Use the **double-arrow** icon to expand a transaction in order to allocate or assign values to the account coding fields established by your entity.
 - Use the **bar** graph icon to view transaction details and/or view and assign values to the account coding fields established by your entity.
 - Use the **split** icon to split or code the transaction to multiple account code values.

CODING TRANSACTIONS

You will need to code your transactions with the correct accounting information and enter an expense description for each transaction.

NOTE!! The billing cycle runs from the 4th of the month to the 3rd of the following month.

To expand a single transaction click on the **double-arrow** icon for the listed transaction. This will open the Account Codes for that transaction.



The screenshot displays a web application interface for managing transactions. At the top, there are buttons for 'Expand All | Collapse All', 'Add Cash Transaction', 'Send Email', 'Save', and 'Reset'. Below this is a 'SEARCH RESULTS' section with a 'Search Total: 366.24'. A table lists transactions with columns for 'Detail', 'Reviewed', 'Approved', 'Posting Date', 'Transaction Date', 'Description', 'Transaction Amount', 'Tax Amount', and 'Additional Information'. One transaction is highlighted: 'EXTENDED STAY HOUSTON, TX -77054' with a 'Transaction Amount' of 193.02. A red circle highlights a double-arrow icon in the 'Detail' column of this row. Below the table, the 'ACCOUNTING CODES INFORMATION' form is expanded, showing fields for 'Expense Description', 'Business Unit' (00765), 'Fund', 'Dept ID', 'Program', 'Bud. Ref.', 'Project/Grant', 'Speed Type', 'AccountCode', 'Traveler's Last Name', 'Traveler's First Name', 'Travel Request No.', 'Destination (City,ST)', 'Airfare/Lodging', and 'DATE OF TRAVEL (MM/DD--MM/DD/YY)'. A 'Copy to All on Page' button is at the bottom of the form.

NOTE: You will **not** be able to tab from one Accounting Code field to another and will have to use your mouse to navigate from one accounting code field to another to enter data or use the drop down list.

CODING TRANSACTIONS

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
			07/13/2011	07/12/2011	EXTENDED STAY HOUSTON, TX -77054	193.02		
			08/01/2011	07/29/2011	EXTENDED STAY HOUSTON, TX -77054	(9.90)		
			08/01/2011	07/29/2011	EXTENDED STAY HOUSTON, TX -77054	(9.90)		

Search Total: 366.24

[Expand All](#) [Collapse All](#) [Add Cash Transaction](#) [Send Email](#) [Save](#) [Reset](#) 1-4

To expand all the transactions, click on the **Expand All** hyperlink. This will open up the Account Codes for all the transactions listed in the Search Results. Once expanded, you can begin coding the transaction with the most appropriate values based on your purchase.

- Use the drop-down boxes for fields that have a list of values.
- Type information for those fields which require detailed explanation.

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
			07/13/2011	07/12/2011	EXTENDED STAY HOUSTON, TX -77054	193.02		

ACCOUNTING CODES INFORMATION Display accounting codes from Account Level

Expense Description ← Detailed explanation.

Business Unit	Fund	Dept ID	Program	Bud. Ref.
00765	00765 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Project/Grant	Traveler's Last Name	Traveler's First Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Travel Request No.	DATE OF TRAVEL (MM/DD--MM/DD/YY)
<input type="text"/>	<input type="text"/>

[Copy to All on Page](#)

			07/13/2011	07/12/2011	EXTENDED STAY HOUSTON, TX -77054	193.02		
			08/01/2011	07/29/2011	EXTENDED STAY HOUSTON, TX -77054	(9.90)		
			08/01/2011	07/29/2011	EXTENDED STAY HOUSTON, TX -77054	(9.90)		

Search Total: 366.24

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

See next page for detailed explanation of Travel Card Accounting Codes for above.

CODING TRANSACTIONS

Accounting Codes in GCMS Citibank for Travel Cards

(FOR CONSISTENCY FOR DATA ENTRY AND SUBMITTAL OF EXPENSE REPORT FORM FOR ALL DEPARTMENTS PLEASE ENTER IN ALL INFORMATION BELOW IN ALL CAPS.)

1. **Expense Description:** (255 characters)
 - a, should be (name of function/conference); P/B: (benefit to the University for this trip/travel expense)
 - b. if no conference or meeting, etc.; then enter as if the words "TO ATTEND" were already there as to reason why traveler was attending training; P/B: (benefit to University for this trip/travel expense)**ex.:** "Global Knowledge Identify, Assess and Manage Typical Projects; P/B: Benefits University for staff to stay abreast of latest technology available."
2. **Business Unit:** "00765" (default, no entry needed);
3. **Fund:** drop down list (if yours is missing, please notify Kathy Caylor to have it added);
4. **DeptID:** drop down list of department IDs (if yours is missing, please notify Kathy Caylor to have it added);
5. **Program:** (5 characters) enter your program code;
6. **Bud Ref:** drop down list of current and future Bud. Ref.;
7. **Project/Grant:** (15 characters) enter information needed;
8. **Speed Type:** (5 characters) enter information needed;
9. **AccountCode:** drop down list of currently used travel account codes;
10. **Traveler's Last Name:** (26 characters) you will enter traveler's last name only;
11. **Traveler's First Name:** (20 characters) enter traveler's first name only;
12. **Travel Request No.:** (14 characters) enter travel request numbers for this expense;
13. **Destination (city,ST):** (32 characters) enter city and state with no space between city and state, ex.: "Victoria,TX";
14. **Airfare/Lodging:** drop down list for expense as an airfare or lodging charges, rental vehicle, parking, or credit towards any of these charges;
15. **Date of Travel (MM/DD—MM/DD/YY):** (15 characters) enter dates of travel in this format, i.e., travel dates are 07/29/11 through 08/04/11 should be entered as "07/22—08/04/11"; Or travel dates are 07/25/11 through 07/30/11, should be entered as "07/25—30/11";
16. **Chartfield:** optional field.

CODING TRANSACTIONS

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
			07/13/2011	07/12/2011	EXTENDED STAY HOUSTON, TX -77054	193.02		
ACCOUNTING CODES INFORMATION Display accounting codes from Account Level <input type="text"/>								
Expense Description <input type="text"/>								
Business Unit	Fund	Dept ID	Program	Bud. Ref.				
00765	00765 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
Project/Grant	Speed Type	AccountCode	Traveler's Last Name	Traveler's First Name				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
Travel Request No.	Destination (City,ST)	Airfare/Lodging	DATE OF TRAVEL (MM/DD--MM/DD/YY)					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					
Copy to All on Page								
			07/13/2011	07/12/2011	EXTENDED STAY HOUSTON, TX -77054	193.02		
			08/01/2011	07/29/2011	EXTENDED STAY HOUSTON, TX -77054	(9.90)		
			08/01/2011	07/29	EXTENDED STAY HOUSTON, TX -77054	(9.90)		
						Save		
						Search Total: 366.24		
Expand All Collapse All						Add Cash Transaction	Send Email	Save Reset

When you are finished coding the transactions, you must click on the **Save** button.

Important!!! GCMS does not mark the transaction with a check mark (✓) once it has been completed. You will have to keep track of all the completed transactions as you are coding them.

SPLITTING TRANSACTIONS

When a transaction requires costs to be split or coded to multiple accounts, click on the **split** icon:

*(**Suggestion:** In order to copy all Accounting Codes and the Description to the other split functions, you should enter all information first before splitting, Save information entered, then, go into the Split function for that same expense. Then, all you will need to change is the accounting code for each additional Split function expense.)*

Expand All | Collapse All | Add Cash Transaction | Send Email | Save | Reset

SEARCH RESULTS Search Total: 366.24

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>	07/13/2011	07/12/2011	EXTENDED STAY HOUSTON, TX -77054	193.02		
	<input type="checkbox"/>	<input type="checkbox"/>	07/13/2011	07/12/2011	EXTENDED STAY HOUSTON, TX -77054	193.02		

The following screen appears:

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"/>	07/13/2011	07/12/2011	EXTENDED STAY HOUSTON, TX -77054	193.02		193.02	

Split: **Add**

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

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

Enter how many lines are needed to split the transaction, and then click the **Add** button. The following screen appears:

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"/>	07/13/2011	07/12/2011	EXTENDED STAY HOUSTON, TX -77054	193.02		193.02	

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 type="checkbox"/> Split -	50.00	96.51	0.00
<input type="checkbox"/> Split -	50.00	96.51	0.00
Totals:			

SPLITTING TRANSACTIONS

Enter the correct dollar amounts to the split transaction, then click **Save**. The **double-arrow** icon will appear next to each split:

Financial Detail | Split Detail

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"/>	08/01/2011	07/30/2011	EMBASSY SUITES HOUSTON, TX -77056	119.83		119.83	

Please remove "Split -" in Description.

Split: 2 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 type="checkbox"/> Split -	90.96	109.00	0.00
<input type="checkbox"/> Split -	9.04	10.83	0.00
Totals:	100.00	119.83	0.00

Click on the **double-arrow** icon to expand the accounting code detail for the split. Click **Edit Accounting Codes** and enter the correct information. Click on the **Save** button:

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"/>	08/01/2011	07/30/2011	EMBASSY SUITES HOUSTON, TX -77056	119.83		119.83	

Split: 2 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 type="checkbox"/> Split -	90.96	109.00	0.00
ACCOUNTING CODES INFORMATION			
Expense Description			
Business Unit	Fund	Dept ID	Program
00765			
00765			
Project/Grant	Speed Type	AccountCode	Traveler's Last Name
Travel Request No.	Destination (City,ST)	Airfare/Lodging	DATE OF TRAVEL (MM/DD--MM/DD/YY)
Edit Accounting Codes			
<input type="checkbox"/> Split -	9.04	10.83	0.00
Totals:	100.00	119.83	0.00

RUNNING REPORTS

To run an expense report, go to the **Account Activity** tab and click on **Schedule Report**. The following screen will appear:

Schedule Report: Choose Report Group By

Select a report from the list provided. To quickly locate the report you are looking for, try us

Account Activity Spending Alerts Audit Reports System (Adobe PDF)	Account Statement Account Management Reports System (Adobe PDF)
Account Status Account Management Reports System (Adobe PDF)	Accounting Code Detail Account Management Reports System (Adobe PDF)
Accounting Codes Analysis Account Management Reports System (Adobe PDF)	Airline Summary Travel Reports System (Adobe PDF)
Approver Summary Account Management Reports System (Adobe PDF)	Cash Transaction Detail Transaction Reports System (Adobe PDF)
City Of San Angelo CITIBANK CORPORATE CARD (FL...	Company Analysis Report Account Management Reports System (Adobe PDF)
Cost Allocation Summary Reallocation Reports System (Adobe PDF)	Daily Transaction Summary Transaction Reports System (Adobe PDF)
Detail Spend Analysis by Account Transaction Reports System (Adobe PDF)	Expense Report Transaction Reports System (Adobe PDF)
Line Item Detail Transaction Reports	Lodging Chain and Summary Lodging Reports

Click on **Expense Report** and the following screen appears:

Schedule Report: Select Cost Allocation Scheme

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

Schemes Defined for Entity AcctGroupTest

UHV-TRAVEL (ACTIVE)
Business Unit, Fund, Dept ID, Program, Bud. Ref., Project/Grant, Speed Type, AccountCode, Traveler's Last Name, Traveler's First Name, Travel Request No., Destination (City,ST), Airfare/Lodging, DATE OF TRAVEL (MMDD--MMDD/YY), Chartfield

None
Include all transactions. Accounting code fields are not available.

Back **Next** **Cancel**

Click **None** option and then the **Next** button. (This option allows all transactions (coded or not coded) to appear on the Expense Report for a given cycle.)

RUNNING REPORTS

After clicking **Next**, the following page appears:

Schedule Report: **Filters**

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

Field Type

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

[Select All](#) | [Deselect All](#)

Leave the **Field** and **Type** boxes blank, click **Next**. The following screen appears:

Schedule Report: **Options**

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

Date Type

Report Format

Number Format

Date Format

Additional Options Include Splits

Description

Notify Me At

Enter up to five e-mail addresses separated by commas

RUNNING REPORTS

Make sure that:

- Date Type is Posting Date
- Report Format is Adobe PDF
- Number Format includes cents
- Date Format is MM/DD/YYYY
- Additional Options should always be checked to include splits
- Notify Me as it should have your email address

After reviewing the information, click **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: MM/DD/YYYY

Additional Options: Include Splits

Description:

Notify Me At: CORTEE@UHV.EDU

Enter up to five e-mail addresses separated by commas

Back Next Save C

RUNNING REPORTS

Click the **Reporting Cycle** option. Select the **Cycle** desired for your report. Click 0 for the **Schedule Offset** button. Click **Save**.

The screenshot shows the 'Schedule Report: Frequency' form. The 'Reporting Cycle' option is selected and highlighted with a red box. A dropdown menu is open, showing a list of reporting cycles with their start and end dates. The 'Save' button at the bottom right is also highlighted with a red box.

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

Run Once
From Date: 11/15/2011 To Date: 12/14/2011 Schedule Offset: 0 (in days)

Daily
Start Date: 12/15/2011 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 Schedule Offset: 0 (in days)

Reporting Cycle
Date Type: Posting Date
Reporting Cycle: SEP11 (09/04/2011 - 09/03/2011) [dropdown menu open]

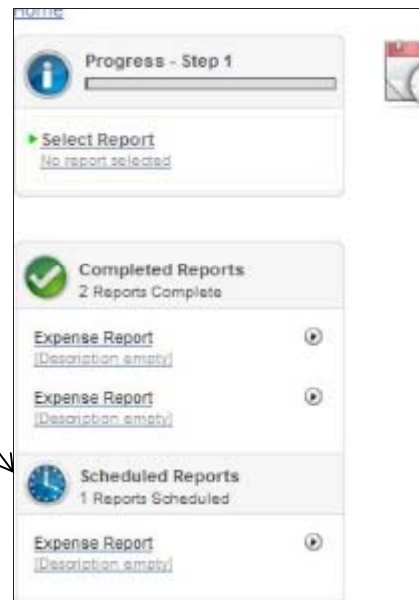
Number of Cycles to Run: 1 Schedule Offset: 0 (in days)

Back Save Cancel

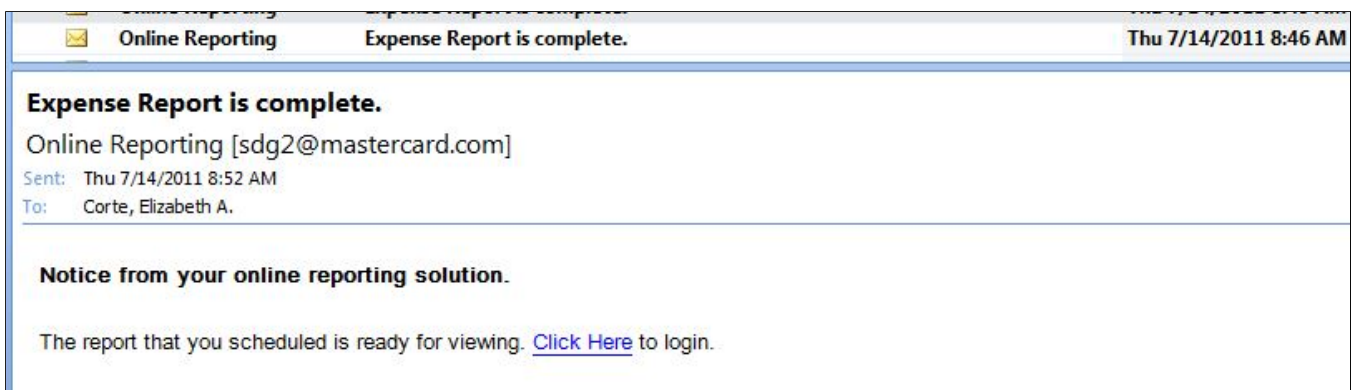
Reporting Cycle	Start Date	End Date
SEP11	09/04/2011	09/03/2011
OCT11	09/04/2011	10/03/2011
NOV11	10/04/2011	11/03/2011
DEC11	11/04/2011	12/03/2011
JAN12	12/04/2011	01/03/2012
FEB12	01/04/2012	02/03/2012
MAR12	02/04/2012	03/03/2012
APR12	03/04/2012	04/03/2012
MAY12	04/04/2012	05/03/2012
JUN12	05/04/2012	06/03/2012
JUL12	06/04/2012	07/03/2012
AUG12	07/04/2012	08/03/2012
SEP12	08/04/2012	09/03/2012

RUNNING REPORTS

After you click **Save**, it takes you back to the **Schedule Report** screen. To the lower right of the screen, you will see that you have one report scheduled.



You will receive an email when your report is ready to be viewed. If you are not logged into CITI, you can hit the **Click Here** link to login.



RUNNING REPORTS

If you are logged in to CITI, click on the **Home** link. You will see that under the Inbox, your report is ready. Click on **Expense Report**.

The screenshot shows the CITI Home interface. At the top, it says 'Home' and 'Welcome Back ELIZABETH CORTE' with a last visit date of 07/14/2011. Below this is the 'Account Activity' section with a sub-link for 'Transactions & Adjustments'. It shows 'Total Transactions' with 'Reviewed' and 'Not Reviewed' counts. At the bottom, there is an 'Inbox' section with a green checkmark icon and the text 'Completed Reports (2)'. Two items are listed: 'Expense Report' with a 'Completed Date' of 07/14/2011. A blue arrow points from the text in the first block to the 'Expense Report' link in the inbox.

The following is what your **Expense Report** should look like:

citi		Expense Report					
		Posting Date: 07/04/2011 - 08/03/2011					
HOTEL LODGING ACCT 765-UHV XX-192714				3007 N BEN WILSON VICTORIA, TX 779015731 USA			
Card Transactions							
Posting Date	Transaction Date	Transaction Description	Expense Description	Receipt Amount	Posted Amount	Expense Reviewed Amount	Approved
08/01/2011	07/30/2011	EMBASSY SUITES-HOUSTON,TX,77056	TRAINING ON HIRING PROCESS FOR NEW SECURITY OFFICERS FOR UHV; P/B: TO LEARN HIRING PROCESS FOR SECURITY OFFICERS FOR UHV CAMPUS.	119.83 USD	119.83 USD	109.00 USD	
Accounting Codes		Business Unit : 00765	Fund : 2064	Dept ID : V0013	Program : G0280		
Bud. Ref. : BP2011		Project/Grant : NA	Speed Type : 11703	AccountCode : 56403*Hotel-Local/Actual-TX			
Traveler's Last Name : CORTEZ		Traveler's First Name : GENARD	Travel Request No. : T110251	Destination (City,ST) : HOUSTON,TX			
Airfare/Lodging : LODGING		DATE OF TRAVEL (MM/DD--MM/DD/YY) : 07/28--29/11					
08/01/2011	07/30/2011	EMBASSY SUITES-HOUSTON,TX,77056	TRAINING ON HIRING PROCESS FOR NEW SECURITY OFFICERS FOR UHV; P/B: TO LEARN HIRING PROCESS FOR SECURITY OFFICERS FOR UHV CAMPUS.	119.83 USD	119.83 USD	10.83 USD	
Accounting Codes		Business Unit : 00765	Fund : 2064	Dept ID : V0013	Program : G0280		
Bud. Ref. : BP2011		Project/Grant : NA	Speed Type : 11703	AccountCode : 56404*HotelTaxes-Local/State-TX			
Traveler's Last Name : CORTEZ		Traveler's First Name : GENARD	Travel Request No. : T110251	Destination (City,ST) : HOUSTON,TX			
Airfare/Lodging : LODGING TAXES FOR LODGING		DATE OF TRAVEL (MM/DD--MM/DD/YY) : 07/28--29/11					

RUNNING REPORTS

After reviewing the expense report for correctness, preparer must sign and date here.

Then you must have the proper cost center authority sign and date here.

Note: You can add lines to this section if you have more than one cost center authority.

The image shows a portion of an expense report form. It features two sets of lines for signatures and dates. The first set is labeled 'Signed' and 'Date', and the second set is labeled 'Authorized' and 'Date'. Arrows from the text boxes above point to these lines. At the bottom of the form, there is a blue footer bar containing the following text: 'Copyright © 2011 Citigroup Inc.', 'Page 2 of 2', 'Run Date :07/14/2011', and 'ELIZABETH CORTE (Cortee, Cardholder User)'.

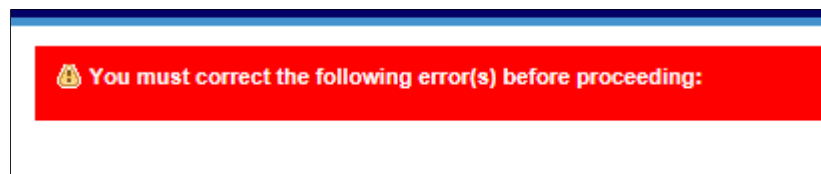
Once the **Expense Report** has been signed, it must be uploaded into PeopleSoft and you may review this job aid at:

http://www.uhv.edu/peoplesoft/pdf/Misc/Scanned_ExpenseReport.pdf

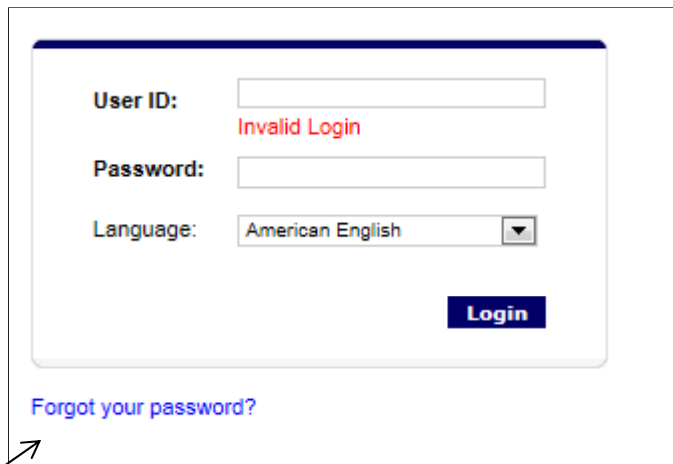
FORGET YOUR PASSWORD?

If you ever forget your password, **GCMS** has an electronic reset password feature that allows you to reset your password based on the **Security Question** and **Security Answer** that was registered when you first logged in to this account.

-When you log in with an incorrect password, the following screen appears letting you know that your password is invalid.



IMPORTANT! GCMS allows you only 6 attempts to log in before your account is locked out. You will have to contact your program administrator to unlock your account.

A screenshot of a login form. It contains three input fields: "User ID:" with a text box, "Password:" with a text box, and "Language:" with a dropdown menu set to "American English". Below the fields is a blue "Login" button. At the bottom of the form, there is a blue link that says "Forgot your password?".

Click on the **Forgot your password?** link.

FORGET YOUR PASSWORD?

After clicking on the link, the following page appears:

Forgot your password?

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

Enter your **User ID**, select your **Security Question** and enter your **Security Answer**. Click **Submit** after everything has been entered.

PASSWORD RESET

* **User ID:**

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

* **Security Answer:**

The following message appears:

Upon verification, an email will be sent to the address specified in your user configuration.
Click [here](#) to log back in.

The system will verify your information and send you an email with your temporary password to the email address listed in your profile under **User Information**. The email will come from **MasterCard Worldwide** at sdg2@mastercard.com

Once you received your temporary password, click the **here** link to log back in. Log in using your temporary password and follow the instructions to **Create a New Password**. If you need some help, please refer to page 6 of this manual.

Note: Receiving your temporary password via email usually only takes minutes but it can take longer depending on your technical environment. If you never received your temporary password, contact your program administrator.

HELP DESK

If you forget your User ID or are having problems with the website, please contact the Help Desk 1-800-248-4553.

**The number is also located on the back of your TravelCard.

ACCOUNT GROUP HOME SCREEN

For the backups for departmental Citi Travel Cards, Account Groups have been setup so that they can also access their departmental Travel Card/s in GCMS.

The only difference will be the tabs at the top of their Home page as to the name/s of the tabs. The paths will essentially be the same in order to input data and run their Expense Report for a given time frame.

Tabs for “Account Group” logins are as follows:

Financial Tab – this one gets you to “Transaction Summary”; and:
User will follow the manual from this point on in order to see the current monthly charges for an individual Travel Card/s for their department; and, Also, where a user will be inputting data for each charge on their statement for their department. After #1 on Page 9 of the Travel Card Manual begin following the Travel Card Manual.

The screenshot displays the Citi Account Group Home Screen. At the top left is the Citi logo. Navigation tabs for 'Financial', 'Reports', and 'Accounts' are visible. The 'Financial' tab is selected, showing a dropdown menu with options: 'Account Summary', 'Merchant Summary', and 'Transaction Management'. The main content area shows a 'Welcome Back AcctGroupTest01' message with a 'Last Visit: 08/16/2011' timestamp. Below this is a table with columns for 'Reviewed', 'Not Reviewed', 'Approved', and 'Not Approved', each with a corresponding count (0, 6, 0, 6). An 'Inbox' section at the bottom shows 'Completed Reports (0)', 'Scheduled Reports (0)', and 'Notifications & Files' (0), all with red text indicating no items are available. A 'News & Links' sidebar on the right shows '1 of 1' news items, with a 'No news available' message and a 'View All News' link. A list of links is visible at the bottom right, including 'CitManager', 'Citibank Custom Reporting', 'Citibank Online Statements', 'Citibank Electronic Reporting System', and 'GCMS Classic'.

ACCOUNT GROUP HOME SCREEN

Reports tab – this one gets you to “Schedule Report” as does the “Account Activity” tab on Page 17 of Travel Card Manual. After this, follow the Travel Card Manual to run your Expense Report for your department card.

The screenshot displays the Citi Account Group Home Screen. The top navigation bar includes the Citi logo, a search icon, a help icon, and a user profile icon. The main navigation tabs are Financial, Reports, and Accounts. The Reports tab is selected, and its dropdown menu is open, showing options: Schedule Summary, Schedule Report, Completed Reports, and Scheduled Reports. Below the menu, a summary table shows the status of reports:

Status	Count
Scheduled Reports	0
Not Reviewed	6
Approved	0
Not Approved	6

The page also features an 'Inbox' section with three items: Completed Reports (0), Scheduled Reports (0), and Notifications & Files. Each item has a corresponding status message: 'No completed reports are available.', 'No scheduled reports are available.', and 'No notifications are available.' On the right side, there is a 'News & Links' section with a 'View All News' link and a list of links including CitManager, Citibank Custom Reporting, Citibank Online Statements, Citibank Electronic Reporting System, and GCMS Classic.

Accounts tab – ignore as it is not a function that User may do in GCMS, but had to leave it in order for the User to complete their functions.