



Austin Community College – Purchasing Department

Citibank – GCMS Instructions for Budget Authorities

For more information contact:

Purchasing Department
Procurement Card Program

512-223-1059

The following instructions will help Budget Authorities to navigate around the GCMS system for P-Cards. The main functions are:

1. Approving transactions for each cardholder under a budget authority
2. Viewing or editing account codes for transactions
3. Printing individual cardholder expense reports.

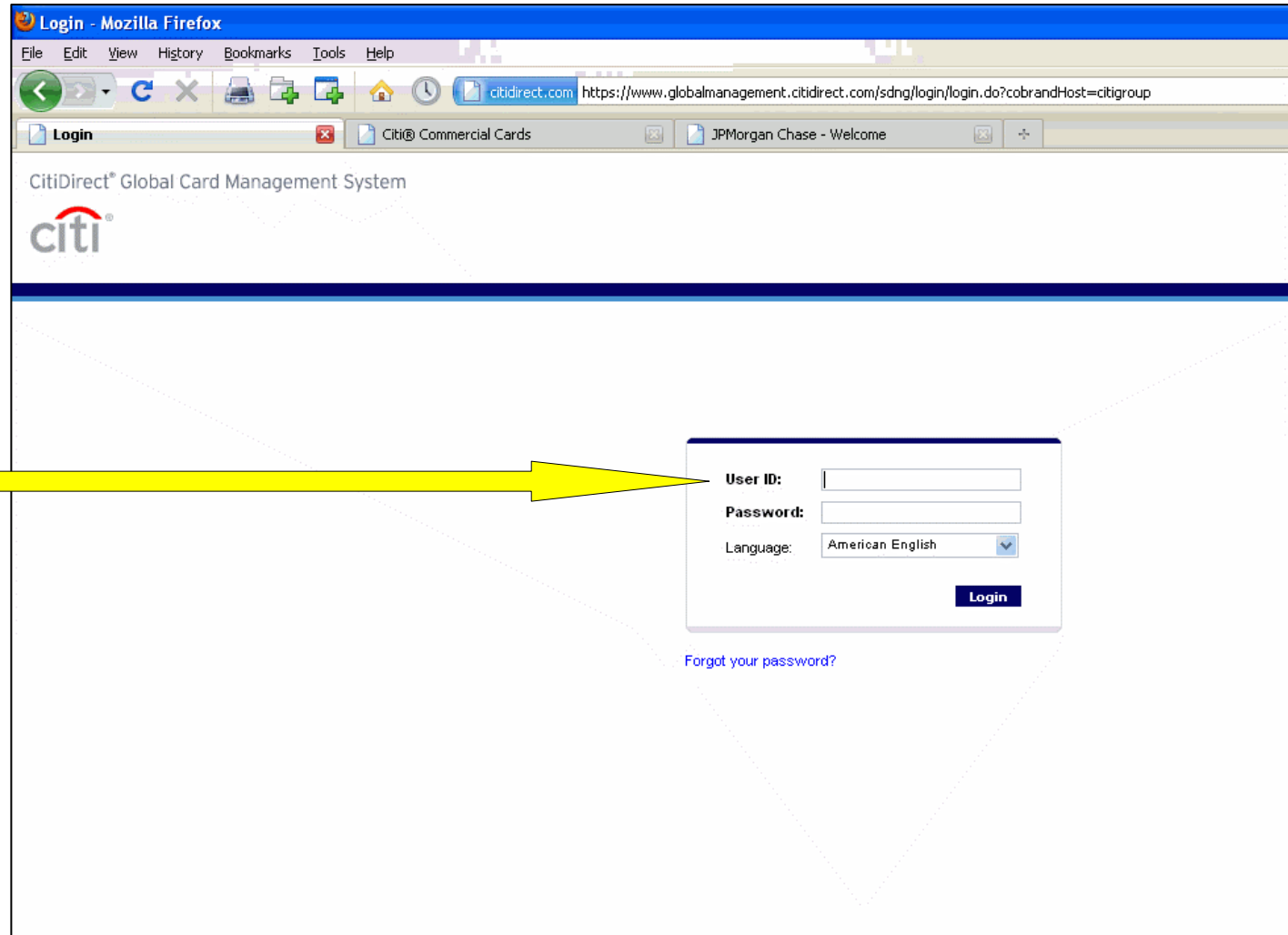
Budget Authorities will now approve their employee's transactions online instead of signing their expense reports. The cardholder will still submit a printed expense report with receipts to the Purchasing Department as back-up for auditing purposes.

For additional Assistance please contact:

Esther Sonen
P-Card Assistant
esonen@austincc.edu
223-1059

Link to GCMS: <https://www.globalmanagement.citidirect.com/sdng/login/login.do?cobrandHost=citigroup>

1. Type in user ID
2. Type in password



CitiDirect® Global Card Management System

citi

Financial Reports Accounts

Home

Welcome Back BUDGET AUTHORITY
Last Visit:

Transactions & Adjustments	
Reviewed	38
Not Reviewed	20
Approved	0
Not Approved	58

Inbox

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

No completed reports are available.

No scheduled reports are available.

Notifications (0)
No notifications are available.

Files (0)
No files are available.

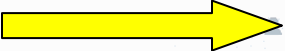
News & Links 1 of 1
No news available
[View All News](#)

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

Resource Center

Account User's Guide Complete Manual

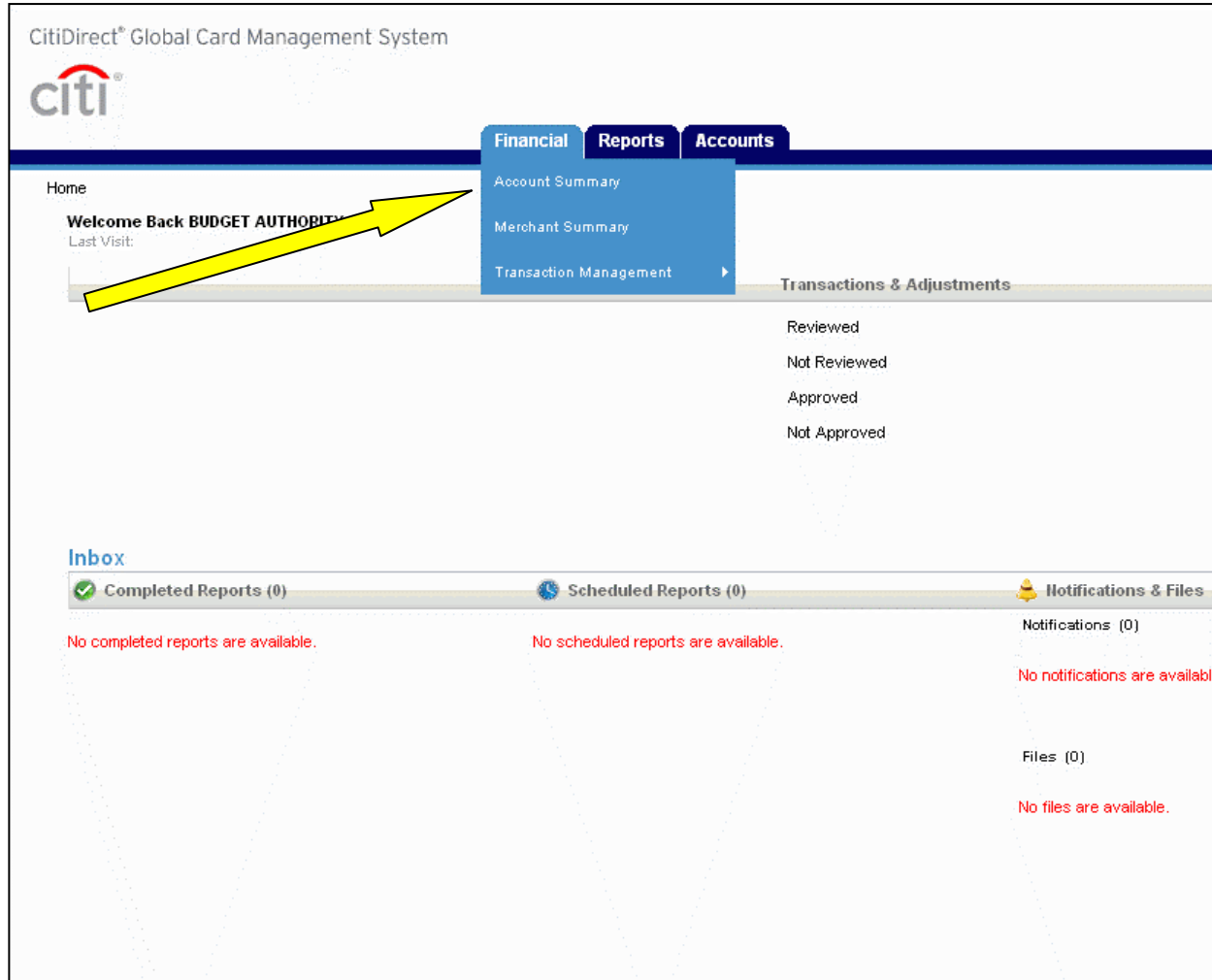
Online Help By Topic

"X" is Sign Off/Exit. 

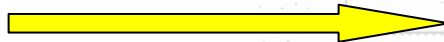
The Home Page will populate the screen

APPROVING TRANSACTIONS


1. Place cursor over the Financial tab and a drop down menu will appear.
2. Click on Account Summary



1. A search box will appear
2. Click on the drop down arrow for a drop-down menu.
3. Click on All Accounts to get a list of all employee P-Cards.



CitiDirect® Global Card Management System



Financial Reports Accounts

Home > Search Reporting Structure

Search Reporting Structure

SEARCH CRITERIA

Search By:

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


Search

QUICK LINK

Recently Viewed:

Currently logged in as [Name] (Account Group Manager)

CitiDirect® Global Card Management System



Financial Reports Accounts

Home > Search Reporting Structure

Search Reporting Structure

SEARCH CRITERIA

Search By: -- All (Account) ▾ **Search**

QUICK

Recent

SEARCH RESULTS

Cardholder Name 1	Cardholder Name 2	Account Number
██████████	J2270 ACC DISTRICT	XXXX-XXXX-XX
██████████	J2270 ACC DISTRICT	XXXX-XXXX-XX
CUSTODIAL SERVICES	J2270 ACC DISTRICT	XXXX-XXXX-XX
██████████	J2270 ACC DISTRICT	XXXX-XXXX-XX
██████████	J2270 ACC DISTRICT	XXXX-XXXX-XX
██████████	J2270 ACC DISTRICT	XXXX-XXXX-XX

A list of all employees with p-cards will show.

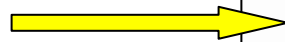
Approval will need to be done by card – one at a time.

1. Click on the name of the cardholder

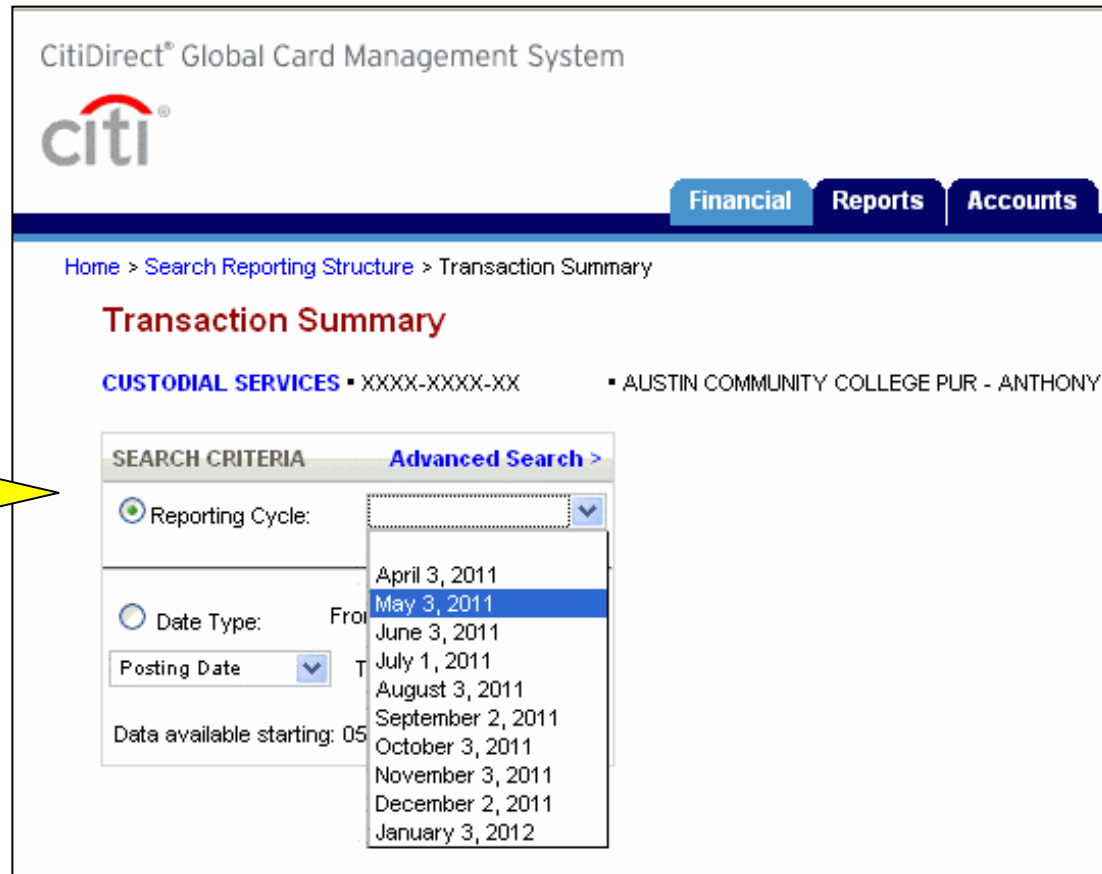


A Search box will appear asking for dates.

1. Click on the Reporting Cycle button



2. From the drop-down menu select the correct billing cycle date.



CitiDirect® Global Card Management System

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Financial Reports Accounts

Home > Search Reporting Structure > Transaction Summary

Transaction Summary

CUSTODIAL SERVICES • XXXX-XXXX-XX • AUSTIN COMMUNITY COLLEGE PUR - ANTHONY C

SEARCH CRITERIA [Advanced Search >](#)

Reporting Cycle:

Date Type: From

Posting Date

Data available starting: 05

- April 3, 2011
- May 3, 2011**
- June 3, 2011
- July 1, 2011
- August 3, 2011
- September 2, 2011
- October 3, 2011
- November 3, 2011
- December 2, 2011
- January 3, 2012

The list of transactions will appear.

To approve transactions:

1. Check the Box under approvals
2. Click on Save

After all transactions for all cardholders have been approved, it is complete. You may exit the website.

Home > Search Reporting Structure > Transaction Summary

Transaction Summary

CUSTODIAL SERVICES • XXXX-XXXX-XX • AUSTIN COMMUNITY COLLEGE PUR - ANTHONY OWENS • 9101 TUSCANY WAY • AUSTIN, TX 787544700

SEARCH CRITERIA [Advanced Search >](#)

Reporting Cycle: May 3, 2011
04/04/2011 to 05/03/2011

Date Type: From: 04/04/2011

Posting Date: To: 05/03/2011

Data available starting: 05/10/2008

[Search](#)

Check Approved

Save Button

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

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

SEARCH RESULTS Search Total: 29,042.45

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04/13/2011	04/12/2011	VWV GRAINGER 877-2022594, TX -78741	1,896.19	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04/14/2011	04/13/2011	VWV GRAINGER 877-2022594, TX -78758	200.29	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04/14/2011	04/13/2011	VWV GRAINGER 877-2022594, TX -78758	654.61	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04/15/2011	04/14/2011	VWV GRAINGER 877-2022594, TX -78741	1,422.27	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04/18/2011	04/15/2011	VWV GRAINGER 877-2022594, TX -78741	404.28	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04/19/2011	04/18/2011	VWV GRAINGER 877-2022594, TX -78741	848.08	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04/20/2011	04/19/2011	VWV GRAINGER 877-2022594, TX -78741	1,671.49	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04/20/2011	04/19/2011	VWV GRAINGER 877-2022594, TX -78758	1,626.48	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04/20/2011	04/19/2011	VWV GRAINGER 877-2022594, TX -78758	309.82	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04/20/2011	04/19/2011	VWV GRAINGER 877-2022594, TX -78758	1,455.21	

Search Total: 29,042.45

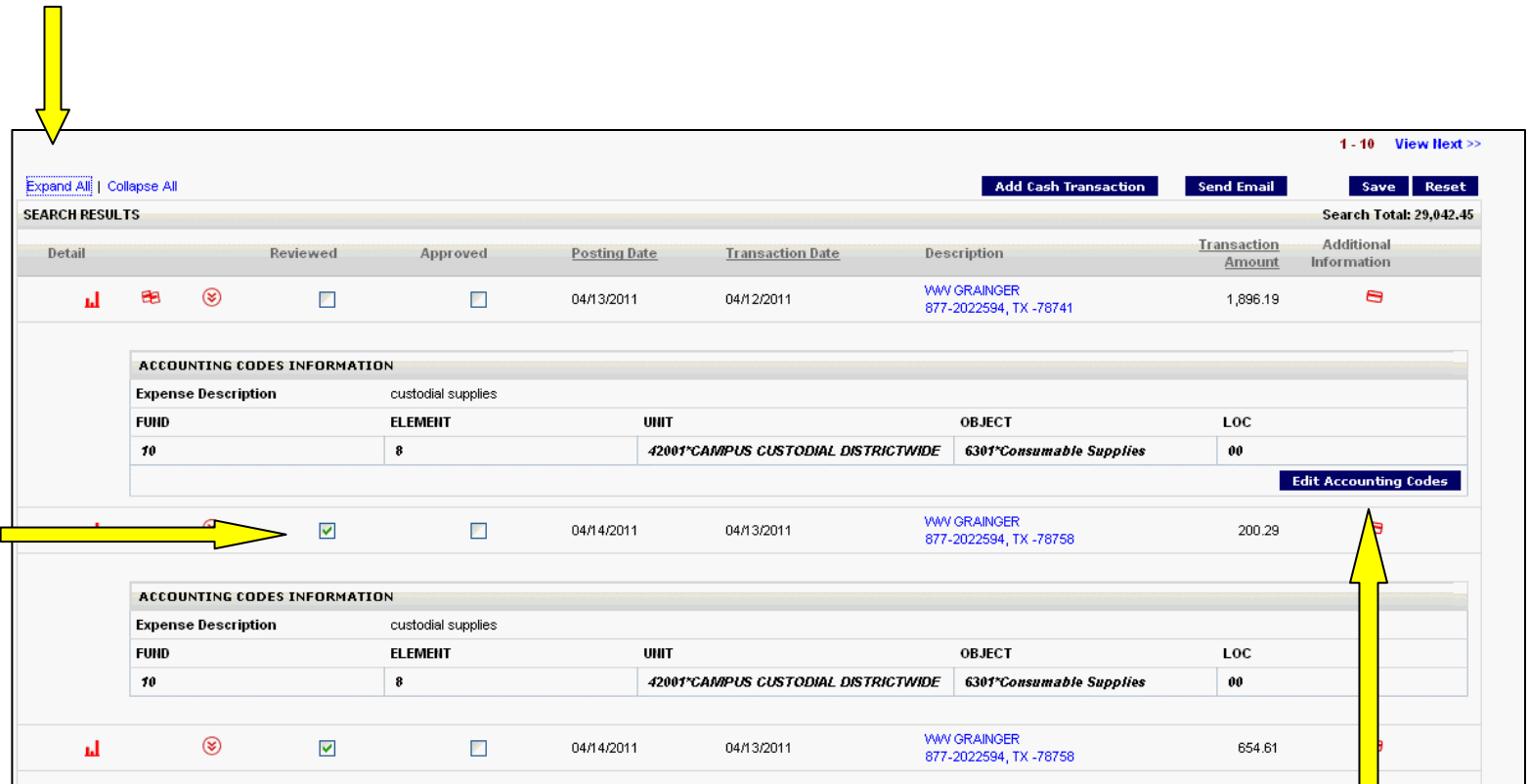
[Expand All](#) | [Collapse All](#) [Add Cash Transaction](#) [Send Email](#) [Save](#) [Reset](#)

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

Done

To view or edit details of the transaction:













1. Click on the Expand All link
2. If you want to edit the Object Code, first remove the check mark from the "Reviewed" box and Click Save.
3. Click Edit Accounting Codes



1 - 10 View Next >>

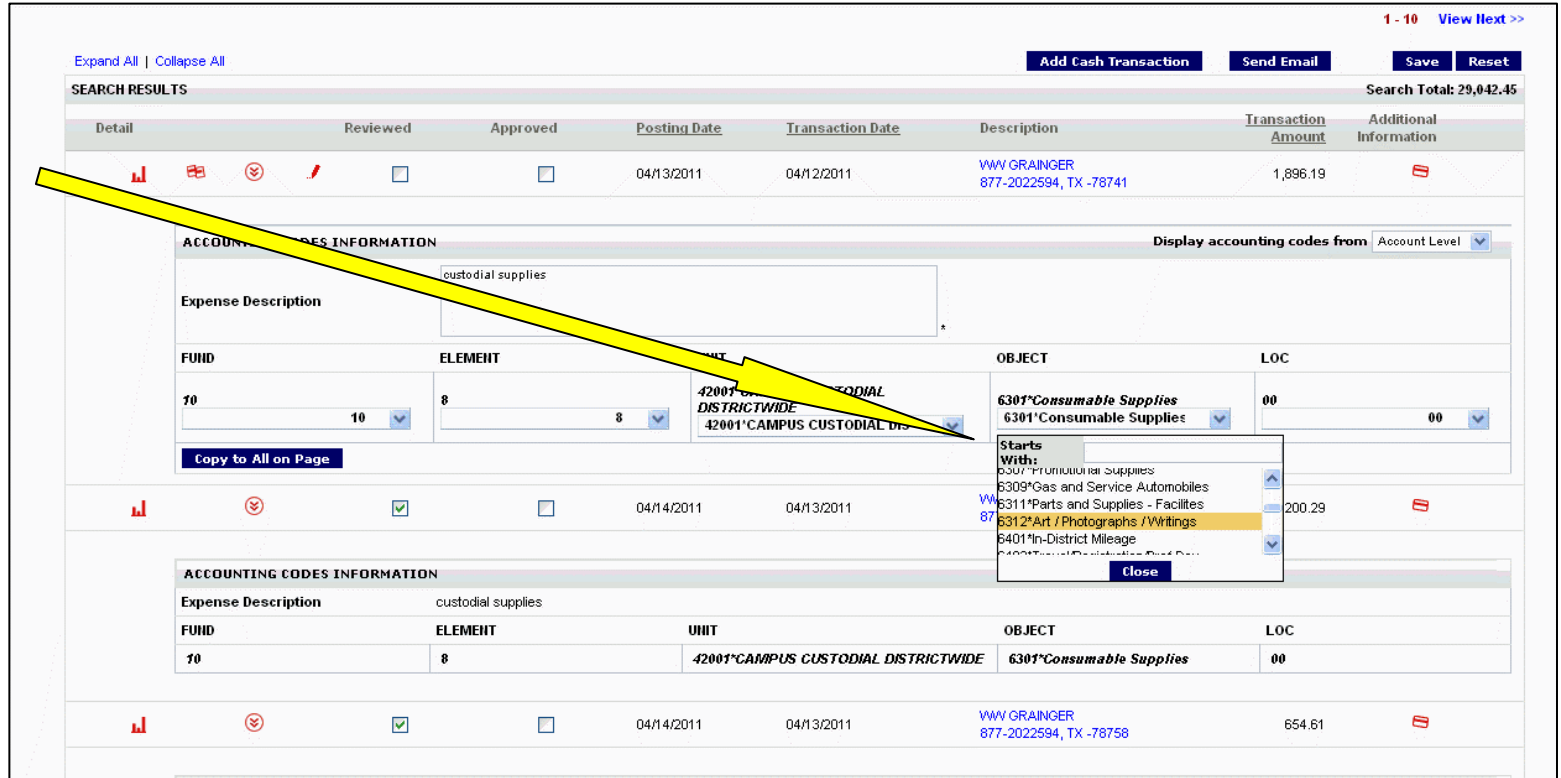
[Expand All](#) | [Collapse All](#) **Add Cash Transaction** **Send Email** **Save** **Reset**

SEARCH RESULTS Search Total: 29,042.45

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
  	<input type="checkbox"/>	<input type="checkbox"/>	04/13/2011	04/12/2011	YVW GRAINGER 877-2022594, TX -78741	1,896.19	
ACCOUNTING CODES INFORMATION							
Expense Description custodial supplies							
FUND	ELEMENT	UNIT	OBJECT	LOC			
70	8	42001*CAMPUS CUSTODIAL DISTRICTWIDE	6301*Consumable Supplies	00	Edit Accounting Codes		
  	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04/14/2011	04/13/2011	YVW GRAINGER 877-2022594, TX -78758	200.29	
ACCOUNTING CODES INFORMATION							
Expense Description custodial supplies							
FUND	ELEMENT	UNIT	OBJECT	LOC			
70	8	42001*CAMPUS CUSTODIAL DISTRICTWIDE	6301*Consumable Supplies	00			
  	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04/14/2011	04/13/2011	YVW GRAINGER 877-2022594, TX -78758	654.61	

Edit Accounting Codes Button

1. Select the Correct Object Code from the drop-down menu
2. Place a check in the box under Approved
3. Do this for each transaction you want to edit.
4. Click Save when all edits have been completed.



The screenshot displays the GCMS system interface with search results and accounting codes information. A yellow arrow points to the object code dropdown menu.

SEARCH RESULTS

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>	04/13/2011	04/12/2011	WW GRAINGER 877-2022594, TX -78741	1,896.19	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04/14/2011	04/13/2011	WW GRAINGER 877-2022594, TX -78758	200.29	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	04/14/2011	04/13/2011	WW GRAINGER 877-2022594, TX -78758	654.61	

ACCOUNTING CODES INFORMATION

Expense Description: custodial supplies

FUND	ELEMENT	UNIT	OBJECT	LOC
10	8	42001* DISTRICTWIDE	6301*Consumable Supplies	00

ACCOUNTING CODES INFORMATION

Expense Description: custodial supplies

FUND	ELEMENT	UNIT	OBJECT	LOC
10	8	42001*CAMPUS CUSTODIAL DISTRICTWIDE	6301*Consumable Supplies	00

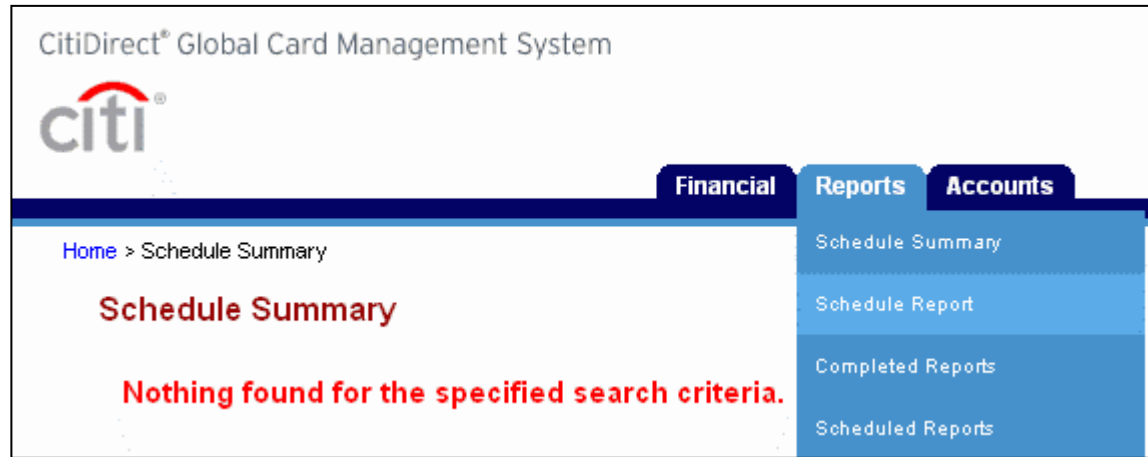
The dropdown menu for the object code is open, showing the following options:

- 6301*Consumable Supplies
- 6309*Gas and Service Automobiles
- 6311*Parts and Supplies - Facilities
- 6312*Art / Photographs / Writings
- 6401*In-District Mileage

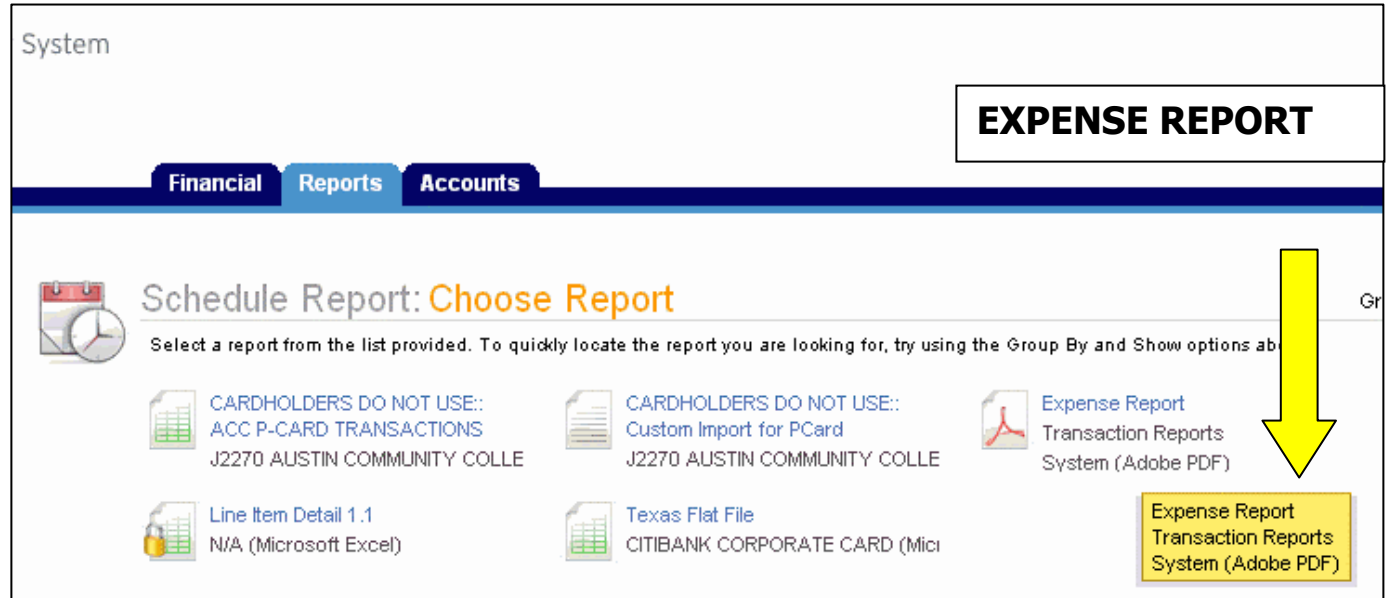
PRINTING REPORTS

If you wish to print an employee's report do the following:

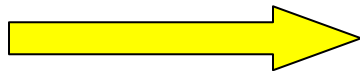
1. Place the cursor on the Report Tab



2. Click on the report titled "EXPENSE REPORT"



3. Type the name of the employee in the "Account Name" field.
4. Click on the "Search" button



Financial **Reports** **Accounts**

Schedule Report: Entity

Use the search form below to locate the entity you wish to report against. Or, select from the Quick Links provided.

Quick Links (1)

[Purchasing - Account Group](#)

Account

Account Name

Account Number Match Entire Account Number


Account Status

Reports To Account State/Province

Account City Account Country

5. Search results will populate under the table.
6. Click on the name of the employee

Financial
Reports
Accounts



Schedule Report: Entity

Use the search form below to locate the entity you wish to report against. Or, select from the

Quick Links (1)

[Purchasing - Account Group](#)

Account

Account Name Search

Account Number Match Entire Account Number

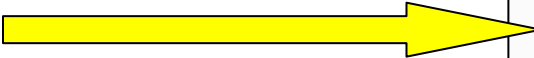
Account Status

Reports To Account State/Province

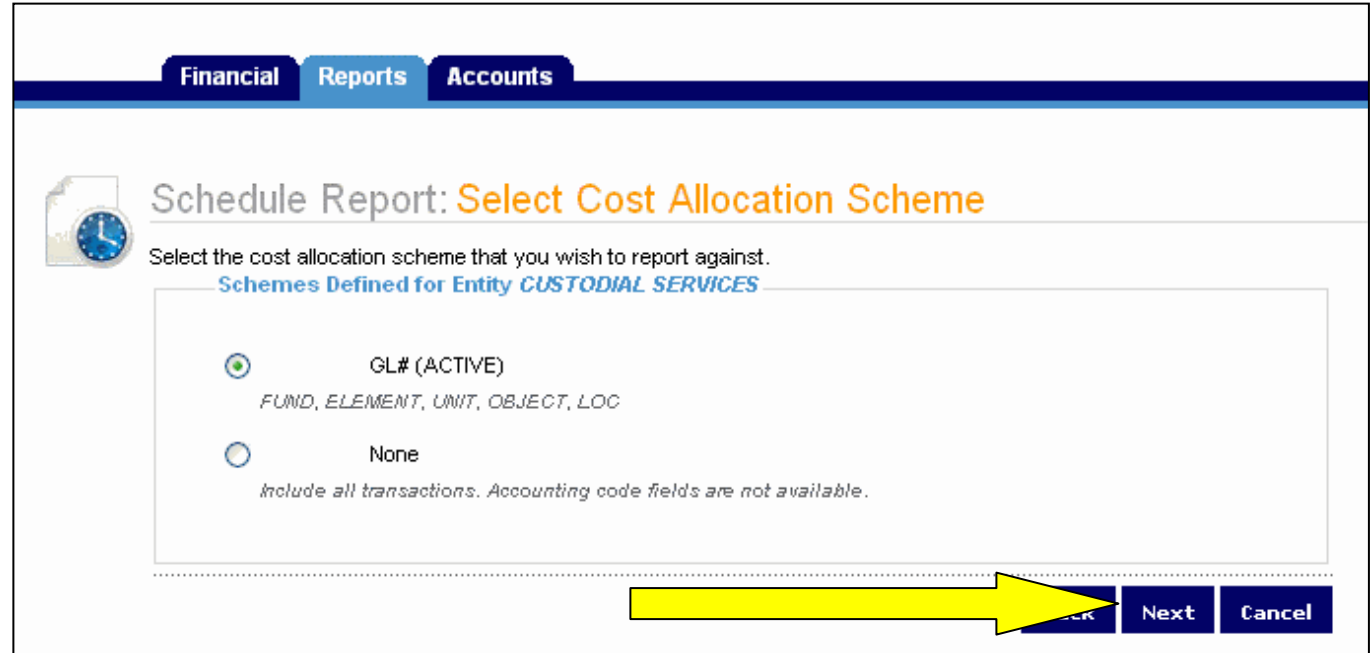
Account City Account Country

1 Results Found Page 1 of 1


Name	Account Number	City, State/Province Country
CUSTODIAL SERVICES	XX-XX388346	AUSTIN,



7. Click the **"Next"** button for the the next 3 pages until you get to a page entitled "FREQUENCY"



Financial **Reports** **Accounts**

 **Schedule Report: Select Cost Allocation Scheme**

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

Schemes Defined for Entity CUSTODIAL SERVICES


GL# (ACTIVE)
FUND, ELEMENT, UNIT, OBJECT, LOC

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

Back **Next** **Cancel**

8. Click on the "Reporting Cycle" button
9. From the drop-down menu, select the correct Reporting Cycle
10. Click Save
11. Your report has now been schedule to download.

Financial
Reports
Accounts



Schedule Report: Frequency

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

Run Once

From Date: To Date: Schedule Offset: (in days)

Daily

Start Date: Days to Run: Schedule Offset: (in days)

Weekly

From Day: To Day: Weeks to Run: Schedule Offset: (in days)

Monthly

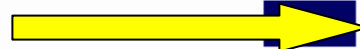
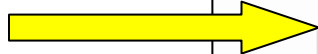
From Day: To Day: Months to Run: Schedule Offset: (in days)

Reporting Cycle

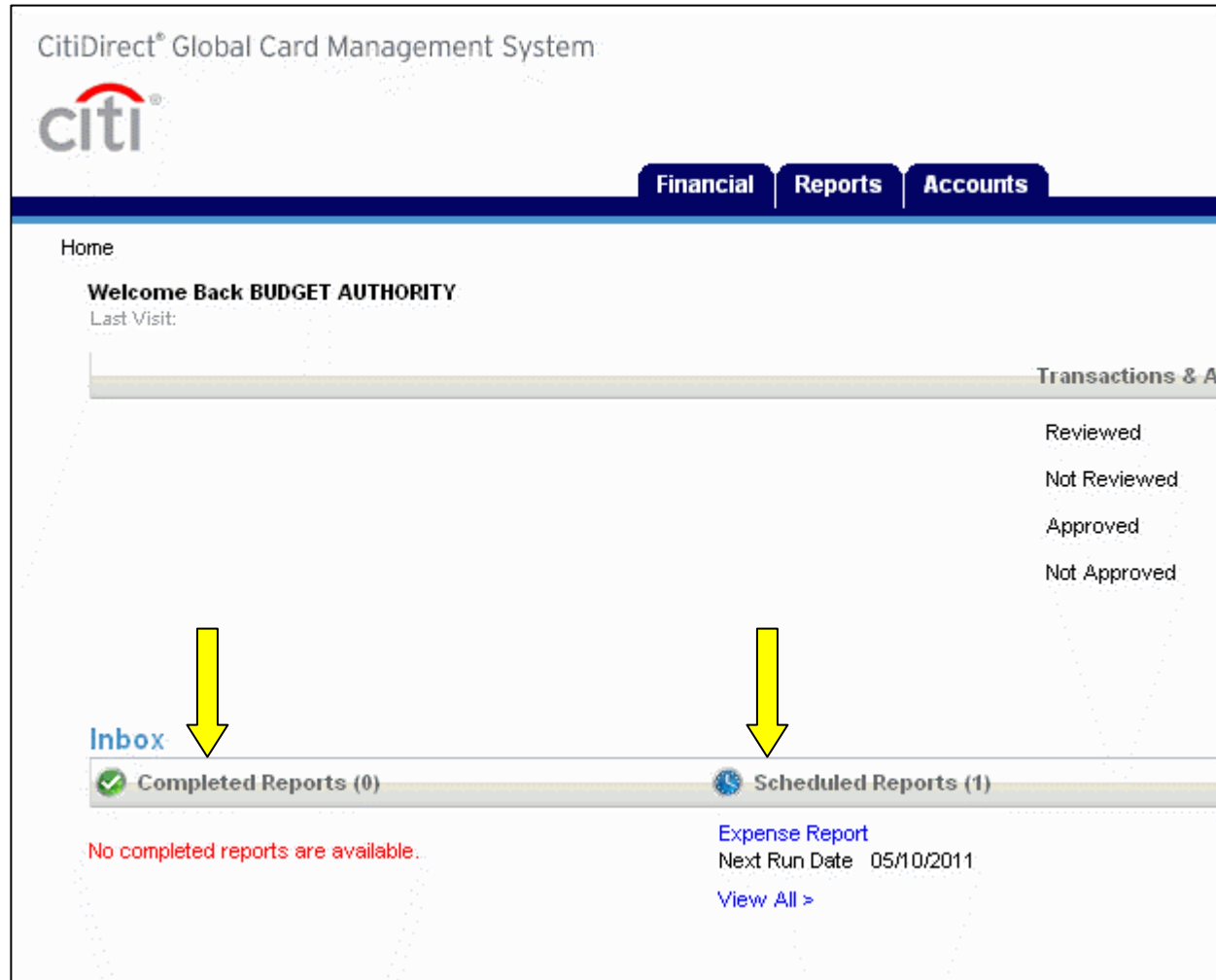
Date Type: Posting Date

Reporting Cycle: (dropdown)

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



12. Your Report will be in the Scheduled Report section until it is ready.
13. When your report is ready to be printed, it will appear in the Completed Report section. You will also receive an email notifying you the report is ready.
14. Click on the report to download and print.



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Financial Reports Accounts

Home

Welcome Back BUDGET AUTHORITY
Last Visit:

Transactions & A

Reviewed
Not Reviewed
Approved
Not Approved

Inbox

✓ Completed Reports (0)
🕒 Scheduled Reports (1)

No completed reports are available.

Expense Report
Next Run Date 05/10/2011
[View All >](#)