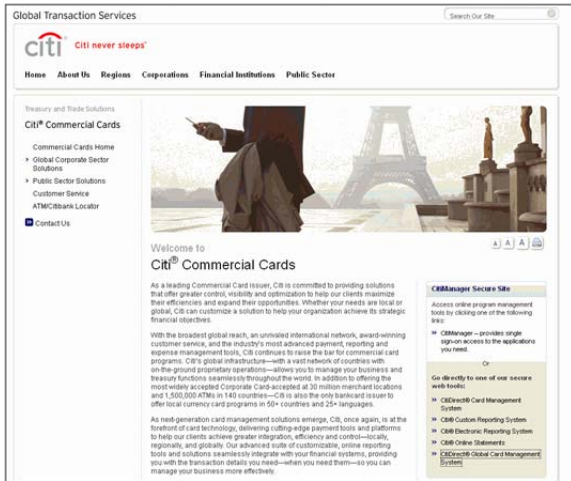


Using GCMS at ACC



Browser Requirements

Supported Browsers

The application supports the following Web browsers:

- Microsoft Internet Explorer 6.0 and higher
- Mozilla Firefox® 1.5 and higher

Pop-Up Blockers

If your browser has a pop-up blocker, you must disable it. For more information, see your browser help.

GCMS stands for Global Card Management System. It is the system for online banking that ACC will be using for the Procurement Card program. The instructions below will show you what you need to do to be compliant with the guidelines outlined in Procurement Class Training I. If you have not completed Training I, close this session and go back to the Workshops Website to register for Class I.

For questions or comments you can contact the Purchasing Department.

Table of Contents

Using GCMS at ACC	1
Browser Requirements.....	1
Supported Browsers.....	1
Pop-Up Blockers.....	1
Logging in for the First Time	1
First log in.....	1
To Create Your User ID.....	1
To Create a Password.....	1
Challenge/Response Questions.....	2
Logging In/ and Out	2
Logging In.....	2
Logging out.....	2
Forgot Your Password?	2
To receive a temporary password from Citibank.....	3
To receive a temporary password from Purchasing.....	3
Home Page	3
My Profile	4
Setting Your Password and Security Question.....	5
To set password and security question.....	5
Setting Your Challenge Question Responses.....	5
Accessing Transactions	6
Searching for Transactions.....	6
Transaction Summary Search Results.....	8
Transaction Detail.....	8
Transaction Detail Icons.....	8
To access financial detail.....	9
Splitting a Transaction.....	9
To split a transaction.....	10
To unsplit a transaction.....	10
Disputing Transactions	10

To dispute a transaction	10
To view or print dispute details	11
Cost Allocation	11
Changing Object Codes	11
Reviewing and Approving Transactions.....	12
Cardholders	12
Budget Authorities	12
The Reporting System	13
Reporting Operations	13
Reports Inbox.....	13
Progress Section.....	14
Completed Reports Section.....	14
Scheduled Reports Section	14
How to Generate a Report	14
Object Code Listing - Examples	17
Procurement Card Training Acknowledgement Form	19

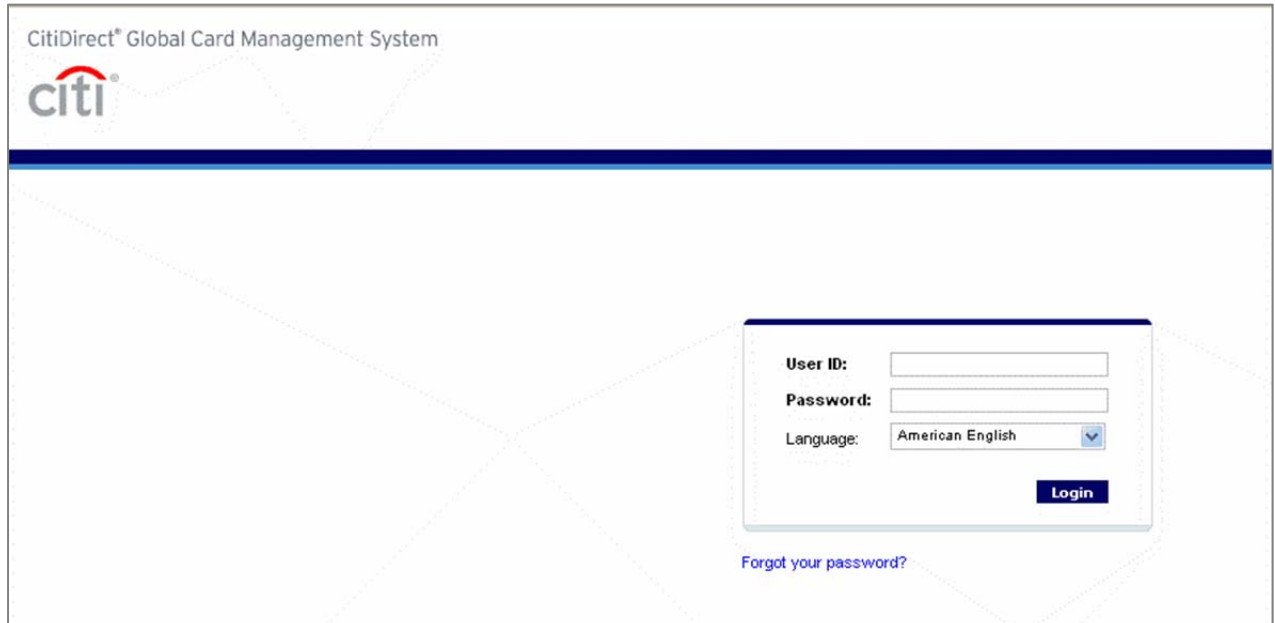
Logging in for the First Time

First log in

Launch your browser and enter the Internet address in the address line of your browser screen:

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

The **Login** page appears. Save the page to your Favorites for future reference.



CitiDirect® Global Card Management System

login

User ID:

Password:

Language: American English

Login

[Forgot your password?](#)

The User ID and Password fields are case sensitive.

1. In the **User ID** field, enter your **16-digit card number** with no dashes.
2. In the **Password** field, enter the **Password** provided by Purchasing.
3. Click **Login**.

You will be prompted to change your user ID and your password, and you may be asked to accept a licensing agreement.

To Create Your User ID

1. In the Create User ID section type in a new User ID with the following rules:
 - Your user ID must be at least six characters in length
 - No spaces or special characters
2. Click **Continue** to continue with your initial login.

To Create a Password

1. In the Create a New Password screen type in a new password with the following rules:
 - A combination of letters and numbers at least eight characters in length

- At least two of the characters must be numbers
 - Cannot be the same as your user ID
 - Cannot contain spaces
2. Complete the required fields, which are marked with an asterisk (*). Note that you cannot log in if you do not supply the required information.
 3. The **Security Question** and **Security Answer** information is required for automatic password reset.
 4. Click **Submit** to log in.

Challenge/Response Questions

The first time you log in, you will be directed to the Challenge/Response Maintenance screen. You will be prompted to select challenge questions and enter your personal responses.

You may select any of the available questions.

Logging In/ and Out

Logging In

A user profile is locked after a 90 consecutive days without a login. You should contact the P-Card Assistant if you need your profile unlocked.

1. Launch your browser.
2. Enter the Internet address in the address line of your browser screen. The Login page appears.
3. Enter your **user ID** and **Password**. Both are case sensitive.
4. Click **Login**.

Note: After six unsuccessful login attempts, a user profile is locked. Contact the P-Card Assistant to unlock it.

Logging out

When you log out, you will immediately leave the application. Once you've logged out, your next session will begin at the Home page. To log out:

- Click **Logout** at the top of the application screen.
- The system prompts you to save any changes that have not been applied. A message displays confirming that you have been logged out.
- To log back in to the application, click **Return to login screen**.



Forgot Your Password?

We can't send you your original password, but we can send you temporary login information so that you can log in and reset your password.

In order to reset your own password, you should have already set up your security question and answer in your user profile. This enables the system to verify that it's you requesting help to log in.

Note: The temporary password expires after 24 hours.

To receive a temporary password from Citibank

The screenshot shows the 'Forgot your password?' screen in the CitiDirect Global Card Management System. The page title is 'Forgot your password?' and it includes a note: 'If this is your first login attempt, you cannot use this feature.' Below this is a 'PASSWORD RESET' form with three required fields: 'User ID', 'Security Question', and 'Security Answer'. The 'Security Question' field is a drop-down menu with a note: '(Select the question you chose when you first set up a User ID and Password)'. At the bottom of the form are 'Submit' and 'Cancel' buttons. A yellow arrow points to the 'Security Question' field with the text 'Complete Information'.

1. On the Login page, click **Forgot Password**. The “Forgot your password?” screen opens.
2. In the Password Reset section:
 - a. Enter your valid **user ID**.
 - b. Select your **Security Question** from the drop-down menu.
 - c. Enter your **Security Answer** just as you entered it in your user profile.
3. Click **Submit**.

You will receive a temporary password in an e-mail message. This is a one-time password, which allows you to log in and define a new password. . The temporary password is sent to the e-mail address specified in your user profile.

To receive a temporary password from Purchasing

Send an email to the P-Card assistant asking for your password to be reset. A temporary password will be emailed back.

Home Page

The Home page appears after you log into the application. The following sample screen shows the Home page. The descriptions are below:

The screenshot displays the CitiDirect Global Card Management System interface. At the top left is the Citi logo and the text 'CitiDirect® Global Card Management System'. At the top right is the URL 'Citigroup.com' and a navigation bar with icons for home, help, user, and logout. Below the navigation bar are two tabs: 'My Profile' and 'Account Activity'. The main content area is divided into several sections:

- Home:** A welcome message for Charles Rogers, last visited on 11/13/2008.
- Account Activity:** A section with a 'Date Range' dropdown set to 'Previous 30 Days'. It contains a table of transactions and adjustments, and a summary table.
- News & Links:** A section with a 'System' message about scheduled maintenance on December 28th.
- Resource Center:** A section with links to 'Online Help By Topic' and 'Account User's Guide Complete Manual (PDF)'.
- Inbox:** A section with 'Completed Reports (0)' and 'Scheduled Reports (0)', both showing 'No reports are available'.

- A. Links for Common Operations** provide quick access to basic application services like online help and the logout operation.
- B. Menus** provide access to all screens and operations.
- C. Breadcrumbs** show where you are in the current workflow and provide links to return you to a previous screen.
- D. Activity summaries** contain important general information.
- E. Date Range** specifies the transactions to include in the activity and summary sections.
- F. News & Links** displays messages and resources posted by application administrators.
- G. Resource Center** provides application documentation.
- H. Inbox** provides access to reports, exports, and, where supported, results from operations such as transaction processing.

My Profile

Your profile contains the information and settings that define you as a user. This information is organized as two tabbed pages.

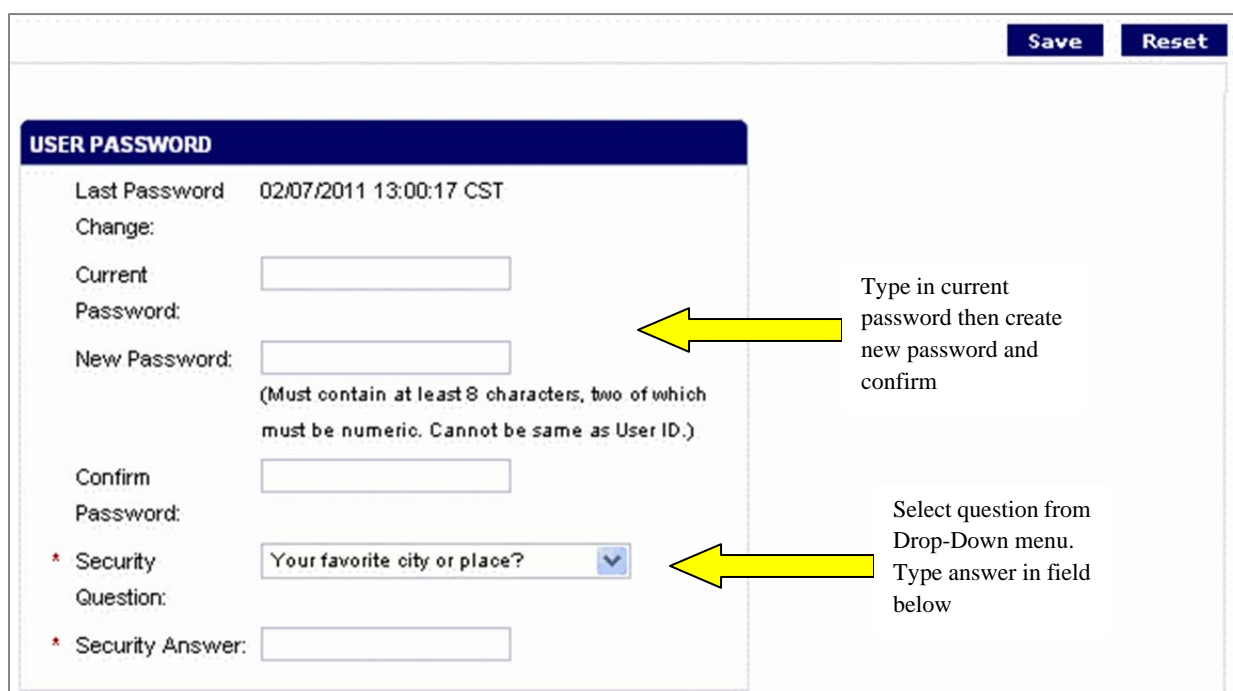
- The **General** page displays
 - Your user name and ID
 - Your password change option
 - Your contact information
 - Your preferences for viewing
- The **Report List** page lists the reports to which you have access. Clicking **Save** on this page also saves any changes made on the General page.

Setting Your Password and Security Question

Although your password expires at regular intervals, you can change your password at any time.

To set password and security question

1. Click **My Profile** to access your user information.
2. On the General page, in the User Password section do the following:
 - a. **CURRENT PASSWORD FIELD** - Type in current password
 - b. **NEW PASSWORD** – create a new password
 - c. **SECURITY QUESTION** – From the drop down menu, select a question and type the answer in the Security Answer field.
3. Click **Save**.



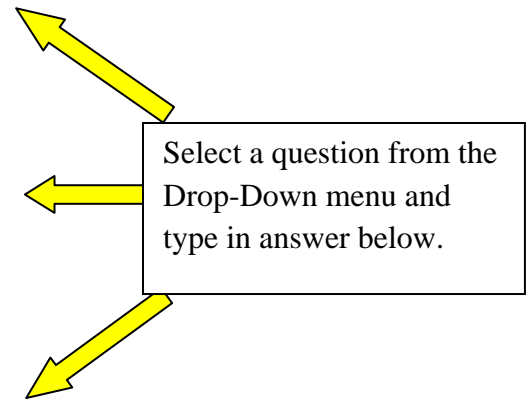
The screenshot shows a web form titled "USER PASSWORD" with a "Save" and "Reset" button in the top right. The form contains the following fields:

- Last Password: 02/07/2011 13:00:17 CST
- Change:
- Current Password:
- New Password:
(Must contain at least 8 characters, two of which must be numeric. Cannot be same as User ID.)
- Confirm Password:
- * Security Question: (with a dropdown arrow)
- * Security Answer:

Two yellow arrows point to the "Current Password" and "Security Question" fields. The first arrow is accompanied by the text: "Type in current password then create new password and confirm". The second arrow is accompanied by the text: "Select question from Drop-Down menu. Type answer in field below".

Setting Your Challenge Question Responses

In the Challenge Question Response section, you can select the questions you will answer at login, and you can enter your responses. Challenge questions are not related to the Security Question used to reset a forgotten password.



Your responses must comply with the following rules:

- Responses must be at least four (4) characters in length.
- The allowed characters are uppercase and lowercase letters (A-Z, a-z), digits (0-9), and the space character. No punctuation or special characters are allowed.
- A response may not contain more than two (2) identical characters in a row.
- A given response may not be used for more than one question.
- Responses are not case sensitive.

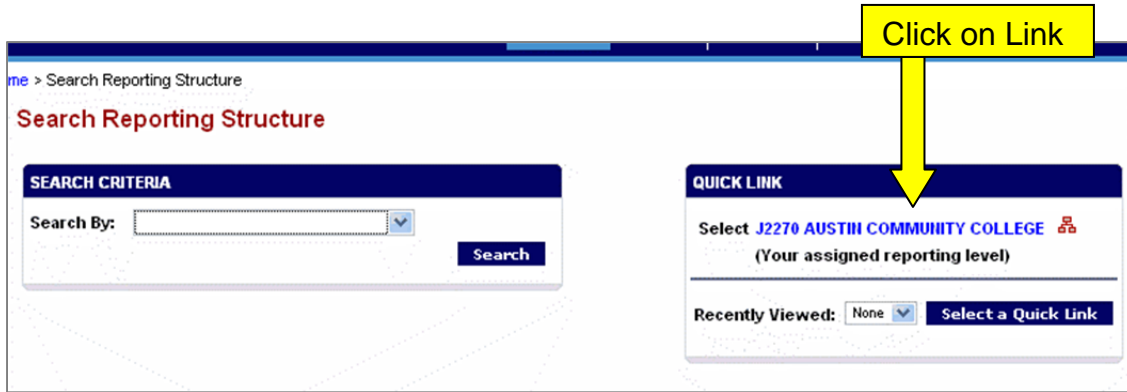
Accessing Transactions

Searching for Transactions

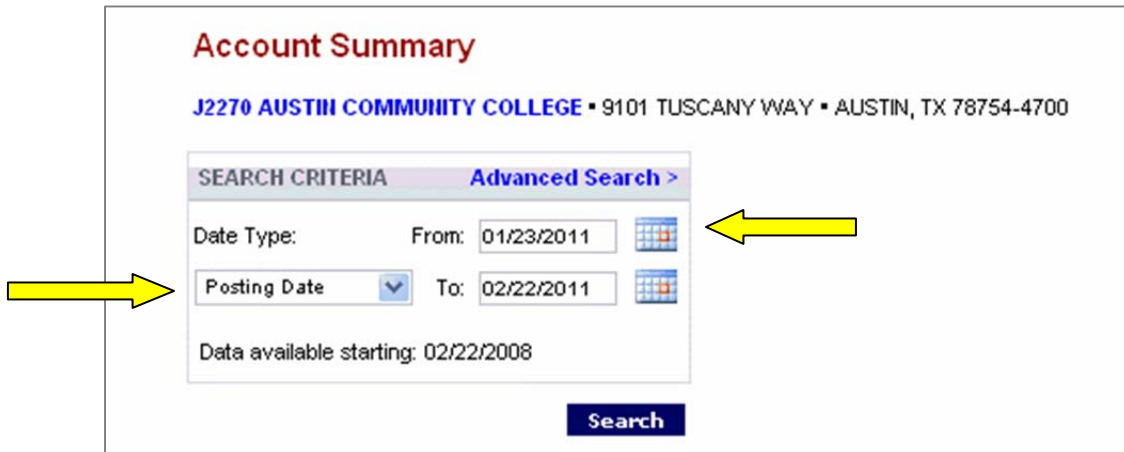
The Transaction Summary search option allows you to look up your transaction data. To look up transactions, you need to know the date of the transactions.

To search for transactions

1. From the **Account Activity** menu, select **Transaction Summary**. The Transaction Summary screen opens.
2. Use the **Quick Link** to select an entity.

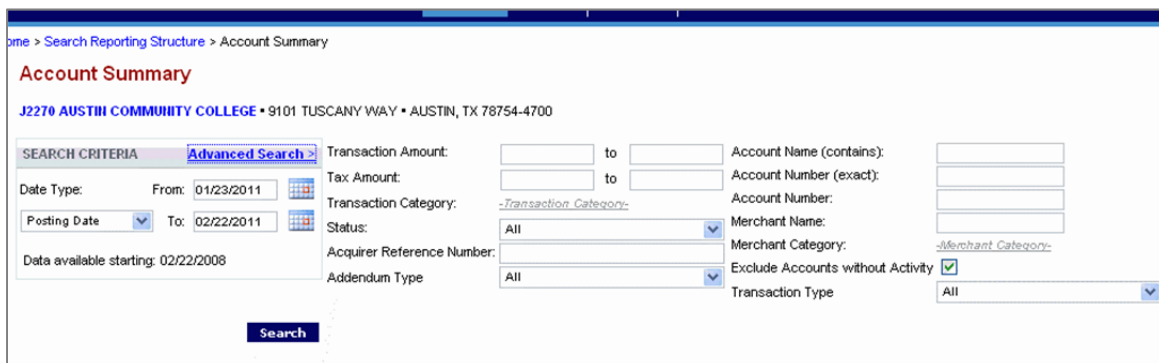


3. The Account Summary screen opens.



4. In the Search Criteria section, specify the date range to search by.

Transaction Summary Advanced Search Options



5. Click **Search**. A list of transactions displays under Search Results.

Click **Expand All** to display the Accounting Codes for all the transactions. Click **Collapse All** to hide the Accounting Codes.

Transaction Summary Search Results

The Transaction Summary columns contain basic transaction information as well as links to screens where you can view transaction details and perform a variety of operations such as transaction splitting and cost allocation.

Transaction Summary Columns

Column	Description
Detail	Click these icons to access detailed information about the transaction.
Reviewed Approved	These fields indicate whether the transaction, including its accounting codes, have been reviewed by the cardholder and approved by the manager or administrator. Once the Reviewed field has been checked, the transaction cannot be changed without first being unlocked by a manager the P-Card Assistant.
Posting Date	The date on which the transaction was applied to the account balance.
Transaction Date	The date on which the transaction occurred.
Description	Merchant name and location. Click the merchant name to see merchant details.
Transaction Amount	Taken from original transaction record.

Transaction Detail




The Transaction Detail screen provides access to all information associated with a transaction. It also provides access to the transaction dispute feature. The Transaction Detail screen is organized as two tabbed pages.

- The Financial Detail page displays essential transaction information, expense description, accounting codes, and purchase detail.
- The Split Detail page displays essential transaction information, controls for splitting transactions, managing splits, and cost allocating splits.

Transaction Detail Icons

From the Transaction Summary screen, you can access detailed transaction information and related operations by clicking the icons in the Detail column on the far left.

Transaction Detail Icons

Icon	Description
	Merchant transaction. Click icon to access transaction detail.
	Click to split the transaction or view split details.
	Click to access accounting detail. This icon does not appear if accounting codes are not used at your company or if there is no scheme assigned to the displayed account.

To access financial detail

1. Open the Transaction Summary screen.
2. Search for the transaction. The Transaction Summary screen opens.
3. In the **Detail** column, click the icon indicating the transaction type.

Transaction Detail Columns


Column	Description
Posting Date, Transaction Date, Description, Transaction Amount	Recorded by merchant at time of transaction.
Expense Description	Description.
Reviewed	Reviewed status.
Approved	Approved status. Enabled only for users above the level of cardholder.

Transaction Detail Sections



Section	Description
Accounting Codes Information	Provides access to accounting codes.
Purchase Detail Information	Provides access to line item data.
Merchant & Processing Information	Provides information about the merchant where the transaction originated.
Audit Information	Date, time, and user ID of transaction creation and last modification.

Splitting a Transaction


A transaction can be split into parts so that each part can be cost allocated to a different Accounting Code. Each split has its own accounting details, which may include purchase details, expense descriptions, and accounting codes. All splits in a transaction must add up to the totals for the transaction.

To split a transaction or to modify a transaction that has already been split, click the Split Transaction icon  found in the Detail column located on the left side of the Transaction Summary screen.

To split a transaction

1. Display the transaction in the Transaction Summary screen.
2. Click the Split Transaction icon  for the transaction. The Split Transaction screen opens.
3. In the **Split By** field, indicate whether you will be specifying split amounts in currency units (**Amount**) or percentages (**Percent**).
4. Edit each split as needed.
5. After entering an amount, or percent, click outside of the field to update the **Totals** and **Balance** rows.
6. The **Totals** row shows the totals for all splits in this transaction.
7. The **Balance** row shows the difference between the total and the required value. The total for the **Amounts** column must equal the **Amount** for the parent transaction. The **Percent** total must be **100.00**. Adjust the splits until they balance. When they balance, the **Balance** row disappears.
8. Click **Save**. Once the new splits have been saved, you can click the Accounting Detail icon  to access purchase detail, expense description, and accounting codes. Change the Object Code for the transaction as appropriate.

To unsplit a transaction

1. In the Transaction Summary screen, click the Split Transaction icon . The Split Transaction screen opens.
2. Click **Unsplit**. The split details are deleted, and the Split Transaction screen opens.

Disputing Transactions

You can dispute a transaction if the **transaction posting date** satisfies the **Dispute Basis** criteria specified in the company site configuration.

The dispute process involves opening the dispute form for a transaction, filling in the fields, selecting a dispute reason, and submitting the form. You should also print the form and follow any instructions specified there by the card issuer.

Once you have submitted a dispute, you cannot retract or change the dispute. The transaction will be permanently marked as disputed. In the Transaction Detail screen, the Disputed column will indicate that the transaction has been disputed.

To dispute a transaction

1. Open the Transaction Detail screen for the transaction you need to dispute.
2. Click **Dispute**. The Create Financial Transaction Dispute screen opens.

3. In the Dispute Instructions section, read the instructions and proceed as indicated.
4. In the Dispute Details section, select a **Dispute Reason**. Wait for additional fields, including **Reason Legal Text**, to appear.
5. Read the **Reason Legal Text** to confirm that you have selected the most appropriate reason. Select a different reason if required.
6. Fill in any remaining fields. The selection of fields depends on the reason that you selected. These fields are required.
7. Confirm that all information on the screen is correct.
8. ***IMPORTANT!*** Once you click Save, the transaction is permanently marked as disputed.
9. Click **Save**. After the confirmation prompt, a confirmation message and the View Financial Transaction Dispute screen display.
10. Review the **Dispute Instructions** to confirm that you have followed them correctly.

To view or print dispute details

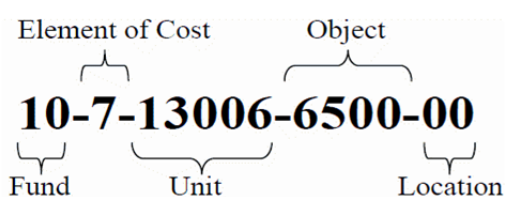
1. Display the Transaction Detail for the disputed transaction.
2. Click **View Dispute**. The View Financial Transaction Dispute screen opens.

Cost Allocation

In cost allocation, accounting codes representing general ledger numbers are associated with expenses. Each department has their own 11 digit GL# (see image below). The P-Cards are all assigned a default Object Code. Most departments have a default object code of: 6301 Consumable Supplies, or 6302 Instructional Supplies.



Cardholders are to verify the object code for each transaction. If the item purchased does not fall into the default Object Code category, then the code must be changed. For a list of Object Codes, see the [Budget Manual](#) or you can see some examples at the end of this document.

Budget authorities are to verify the correct object code for each transaction. Changes to Object Codes should be made before the final Expense Report is printed out and sent to the Purchasing Department.



Changing Object Codes

1. Use the **Transaction Summary** screen to search for the transaction.
2. Click **Expand All** to display the Accounting Codes for all the transactions.
3. In the Accounting Codes Information section, click **Edit Accounting Codes**.

4. In the Object Code field click on the drop-down menu to select the correct object code.
5. If you want to change the Object Codes by transaction, then you can click on the following icons:
 - a. If the transaction has been split, click the Split Transaction icon .
 - b. Or click the Accounting Detail icon .
6. Click **Save Accounting Codes** to apply.

Reviewing and Approving Transactions

The **Reviewed** option on the financial screens allows cardholders to indicate that you have reviewed and accepted a transaction. The **Approved** option allows Budget Authorities to review and approve a transaction.

Cardholders

Cardholders are to review all transactions and make changes to the Object Codes when appropriate. Once all changes have been made, the transactions are to be marked as Reviewed before the Expense Report is submitted to the Purchasing Department.

To review a transaction

1. Access the transactions that you need to review on the Transaction Summary screen (**Account Activity > Transaction Summary**).
2. Click **Expand All** to display the Accounting Codes and verify the Object Code is correct for the transaction. Change the Object Codes as appropriate.
3. In the **Reviewed** column, check the check box next to the transaction. The **Reviewed** check box will be disabled if a transaction has already been reviewed. If the transaction has been both reviewed and approved, the check box is replaced with a lock (🔒). If you need a transaction unlocked, contact the P-Card Assistant.
4. Click **Save**.

Budget Authorities

Budget Authorities are to access GCMS to review and approve the cardholder's transactions. They are to verify whether the purchase was appropriate and the Correct Object code has been applied. Budget Authorities are responsible for ensuring that P-Card transactions do not overdraw the department budget.

To review a transaction

1. Log in to GCMS.
2. Access the transactions that you need to approve on the Transaction Summary screen (**Account Activity > Transaction Summary**).
3. Click **Expand All** to display the Accounting Codes and verify the correct Object Codes have been applied. Change Object Codes as appropriate.

- In the **Approved** column, check the check box next to the transaction. The **Approved** check box will be disabled if a transaction has already been approved. If the transaction has been both reviewed and approved, the check box is replaced with a lock (🔒).
- Click **Save**.

The Reporting System

P-Card Expense Reports are due in Purchasing by the 15th of each Month. Cardholders and Budget Authorities are to have reviewed and approved transactions before an expense report can be sent to the Purchasing Department. Reports are to be printed at the start of the new billing cycle.

Citibank Billing Cycle dates run from the 4th of the month through the 3rd of the next month.

Reporting Operations

The following report-related operations appear in the **Account Activity** menu:

- Schedule Summary
- Schedule Report
- Completed Reports
- Scheduled Reports

Reports Inbox

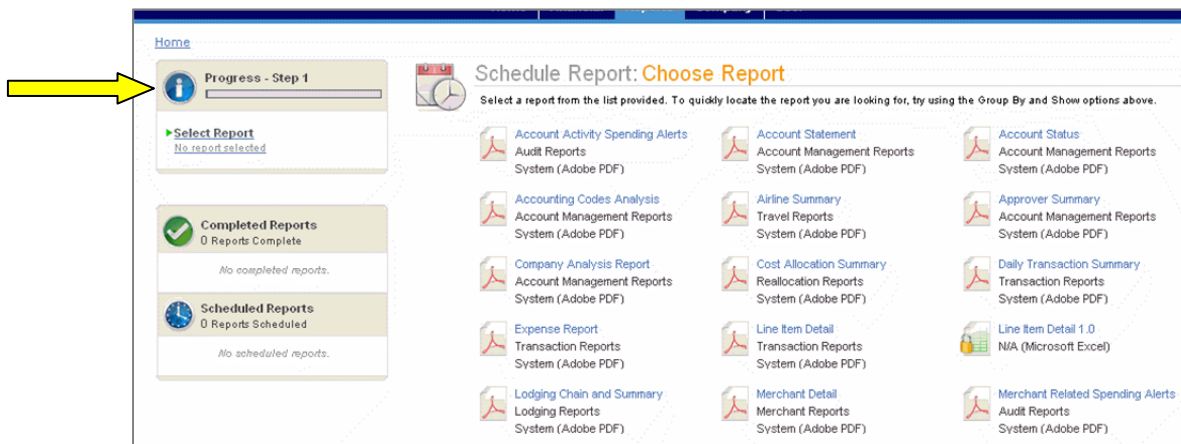
When you invoke a reporting operation, the Reports Inbox appears on the left side of the screen.

The screenshot displays the CitiDirect Global Card Management System interface. The user is logged in as Charles Rogers. The main content area shows the 'Account Activity' section with a table of transactions and a summary of total, reviewed, and not reviewed transactions. A yellow arrow points to the 'Reports Inbox' section on the left side of the screen, which shows 'Completed Reports (0)' and 'Scheduled Reports (0)'. The 'News & Links' section on the right contains a system maintenance notice for December 28th. The 'Resource Center' section includes links for 'Online Help' and the 'Account User's Guide Complete Manual (PDF)'.

Progress Section


For the Schedule Report, this section displays a progress bar and a summary of the steps you have completed in the operation. Click a step to return to it.

Shows Progress




Completed Reports Section

This section lists reports that have run. Reports are removed from the Inbox after 30 days. To keep a report longer than 30 days, download the report. .

1. Click the Completed Reports section title or select **Reports > Completed Reports** to open the Completed Reports screen, which lists details including name, file size, status, and completion time.
2. From the Inbox click View All> to see a list of completed reports and options. From the left side of the Completed Reports page:
 - a. Click the arrow icon (▶) to view execution details and to download the report.
 - b. Click on the clock icon  to see scheduled reports.

Scheduled Reports Section

This section lists reports that have not yet run.

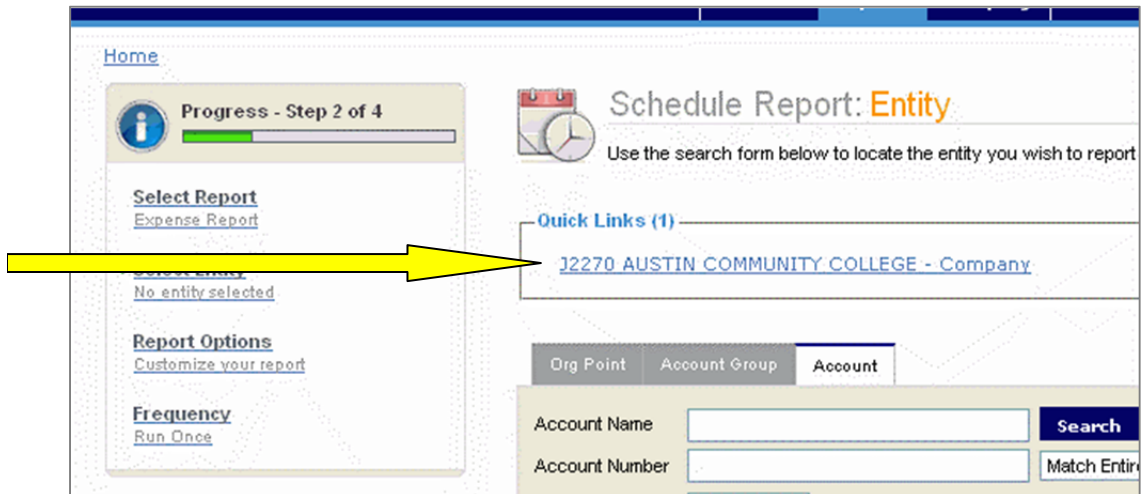
1. Click the report name to view execution details, to edit the report, and to delete the report.
2. Click the arrow button to view execution details.
3. Click the Scheduled Reports section title or select **Reports > Scheduled Reports** to open the Scheduled Reports screen, which lists details including name, frequency, from date, to date, status, and next run date. The Scheduled Reports screen features a **Refresh** icon , which you can click to update the display.

How to Generate a Report

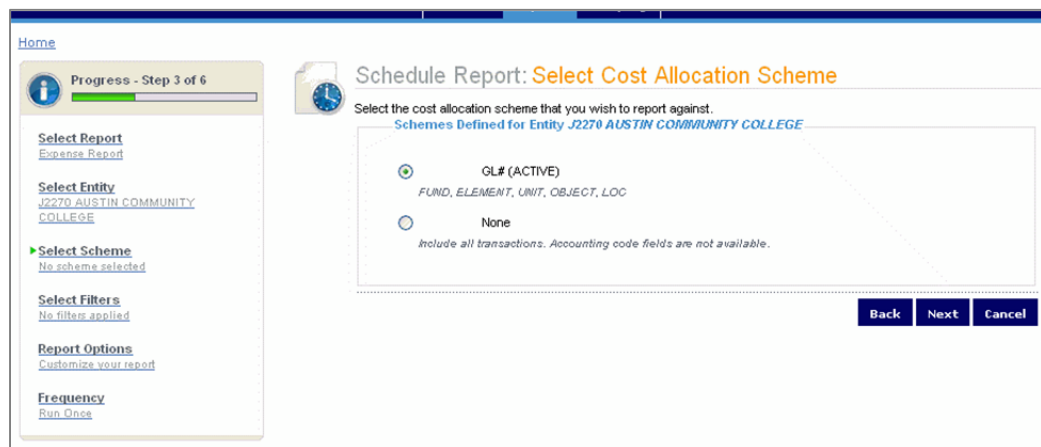
Generating a report involves selecting the required report and scheduling it. To generate a report do this:

1. Select **Account Activity > Schedule Report**.
2. Select the Expense Report from the listing.
3. Select Entity by clicking on the ACC link.

Click
ACC Link



4. Make sure the GL# button is selected then click Next



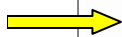
5. The next page is Filters. Filters are not required so click Next.
6. The Options page populates the screen.

From the Date Type
Select Billing Cycle



7. Go to the Drop-Down menu for Date Type and select Posting Date.
8. The page Frequency comes next. Click on the Billing Cycle button. Select the date from the drop-down menu.

Select Billing
Cycle Button



9. Click Save to schedule the report.
10. Monitor the Completed Reports section of the Reports Inbox.
11. When the report appears in the Completed Reports section, download the report.

Object Code Listing - Examples

6301 Consumable Supplies	6543 Instructional Software
6302 Instructional Supplies	6544 Instructional Subscriptions
6303 Food & Refreshments	6547 Accreditation Costs
6306 Books/Publication/Subscriptions	6548 Electronic Databases & Books
6307 Promotional Supplies	6551 Rentals
6309 Gas and Service Automobiles	6555 Instructional Media Materials
6311 Parts and Supplies - Facilities	6557 Off-Site Storage
6312 Art / Photographs / Writings	6558 Software & Software Licenses
6401 In-District Mileage	6561 Printing
6402 Travel/Registration/Prof Development	6563 Duplication - External
6403 Student Travel	6564 Postage
6516 Bank/Credit Card Fees	6567 Cellular Phones/Pagers
6518 Consultants	6568 Production Costs
6521 Testing Fees	6569 Telecommunications Link
6527 Memberships	6571 Repair and Maintenance of Equipment
6528 Staff Development	6572 Facilities Maintenance and Repairs
6529 License Fees (Occupational)	6579 Laundry/Rag Service
6532 Graduation Expense	6581 Professional Services
6535 Moving Expense	6701 Furniture/Equipment/Computers < \$500
6536 Advertising	6801 Furniture/Equipment/Computers> \$500
6537 News Clipping Service	7708 Library Books
6538 Film Processing/Photography	7712 E-Books
6542 Student Books and Supplies	

Object Code	Description	Method	Examples
6301	Consumable Supplies		Batteries Boxes Calendars Ink (cartridges, toner) Cleaning supplies DVDs (blank) Envelopes Folders Glue Ice Labels Markers Paper clips Pens, pencils Rubber bands Staples Tape White out
6302	Instructional Supplies		Science posters Science lab supplies Pamphlets Computer parts for instruction Auto parts for instruction Instructional videos
6303	Food & Refreshments		Food Drinks
6306	Books/Publication/Subscriptions		Magazines Magazine subscriptions Newspaper subscriptions Electronic graphics Reference books Manuals Dictionaries Books
6307	Promotional Supplies		With ACC Logo T-shirts Cups

			Pens, pencils	Give-a-ways
6309	Gas and Service Automobiles	No P-Card		
6312	Art / Photographs / Writings		Electronic graphics	
6401	In-District Mileage	No P-Card (Except for parking)		
6402	Travel/Registration/Prof Development	No P-Card (Except for Registrations)	<u>Travel Related Expenses</u> Hotel Airfare Meals Mileage Conference or meeting registrations <u>Professional Development</u> Trainings Webinars	
6403	Student Travel	No P-Card		
6518	Consultants	No P-Card		
6521	Testing Fees		Student testing fees	
6527	Memberships	No P-Card	Institutional only (college account only)	
6528	Staff Development		Webinars Local training classes Training materials	
6536	Advertising		newspaper postings postings in publications	
6548	Electronic Databases & Books		access to online databases access to online books	
6551	Rentals		Equipment rental Usage fees Costume rental Conference, ,meeting room space Exhibit space	
6558	Software & Software Licenses	No P-Card	Computer software licenses Upgrades	
6561	Printing	No P-Card	Customized forms Business cards Printing of material with ACC logo	
6563	Duplication - External		Off-site copies	
6567	Cellular Phones/Pagers	No P-Card (Except iPads)	Cell phone activation charges Monthly cell phone charges Monthly iPad charges	
6581	Professional Services	No P-Card		
6701	Furniture/Equipment/Computers < \$500	(No P-Card over \$500)	Computer keyboards Computer monitors Computer mouse Printers Card readers Flash drives Computer hardware Servers Modems Memory upgrades Scanners	Bookcases Carts Chairs Desks Sofas Shelves Tables Appliances File cabinets Microscopes Vacuum cleaners
6801	Furniture/Equipment/Computers > \$500	No P-Card		