

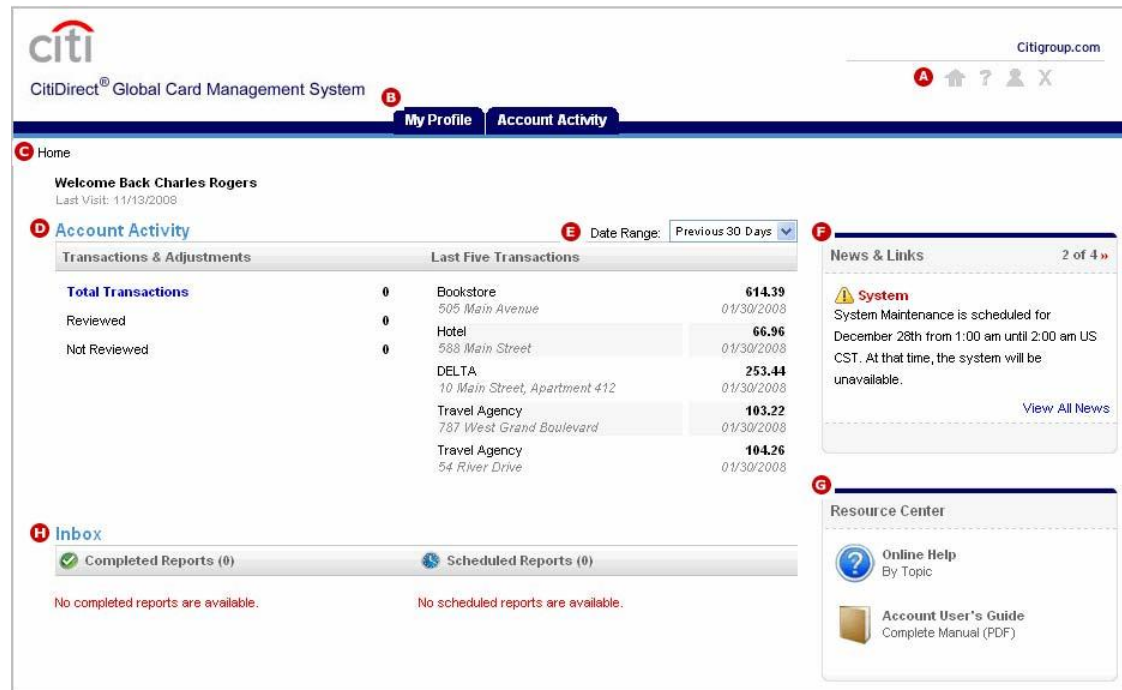
GCMS Instructions

Reconciling the monthly Procurement Card (P-Card) Expense Report requires the following:

1. Reviewing your transactions for the Reporting Cycle
2. Scheduling your Expense Report (Schedule Report)
3. Downloading your Expense Report once it is complete (Completed Reports)

HOME PAGE

- 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 Completed Reports and Scheduled Reports.



Account Activity

Transactions & Adjustments		Last Five Transactions	
Total Transactions	0	Bookstore	614.39
Reviewed	0	505 Main Avenue	01/30/2008
Not Reviewed	0	Hotel	66.96
		588 Main Street	01/30/2008
		DELTA	253.44
		10 Main Street, Apartment 412	01/30/2008
		Travel Agency	103.22
		787 West Grand Boulevard	01/30/2008
		Travel Agency	104.26
		54 River Drive	01/30/2008

Inbox

- Completed Reports (0) - No completed reports are available.
- Scheduled Reports (0) - No scheduled reports are available.

News & Links 2 of 4

System
System Maintenance is scheduled for December 28th from 1:00 am until 2:00 am US CST. At that time, the system will be unavailable.

Resource Center

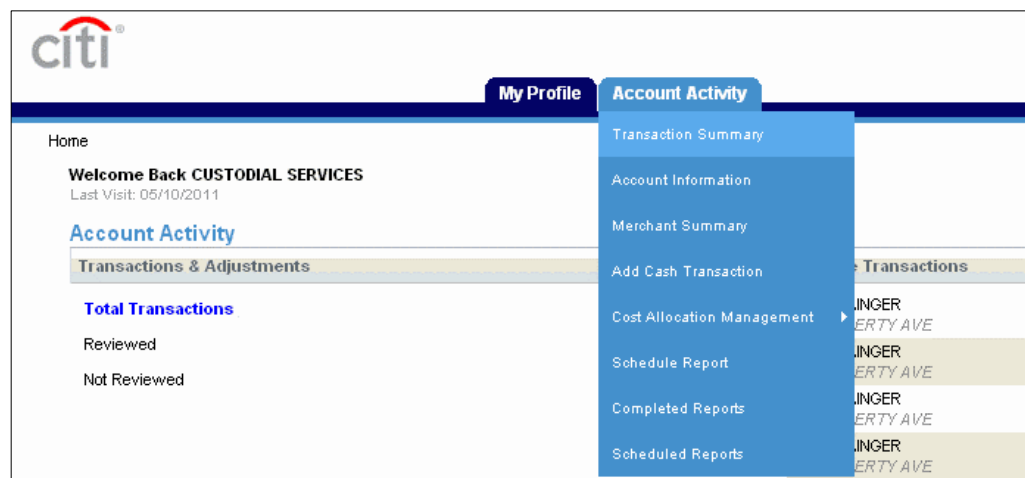
- Online Help By Topic
- Account User's Guide Complete Manual (PDF)

Accessing Transactions

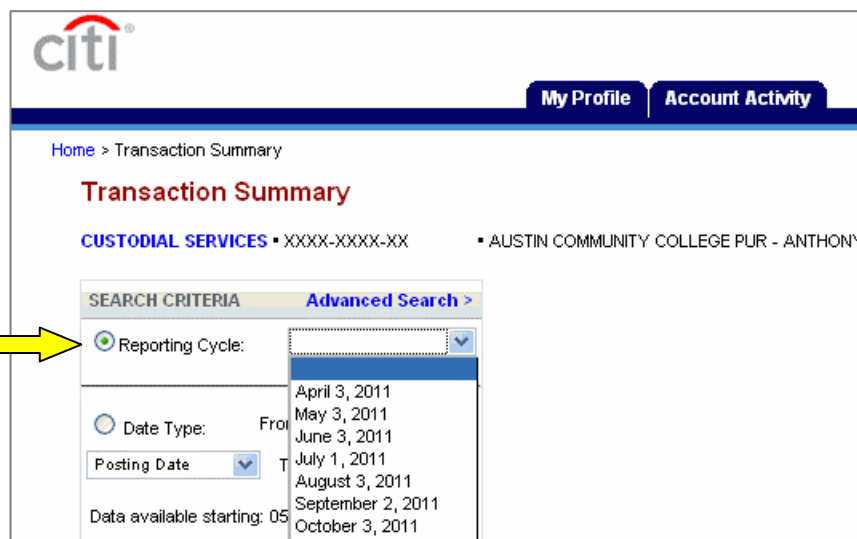
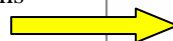
Reviewing your transactions requires adding Expense Descriptions to all transactions, changing object does if required, and checking the “Reviewed” box for each transaction. Below are the instructions.

Searching for Transactions

1. Place cursor on the **Account Activity** tab, select **Transaction Summary** from the drop-down menu.
2. A Search Criteria Box opens.



3. In the Search Criteria section, click on the **Reporting Cycle** button.
4. From the drop-down menu, select the appropriate cycle date.
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.

SEARCH CRITERIA [Advanced Search >](#)

Reporting Cycle: June 3, 2011
05/04/2011 to 06/03/2011

Date Type: From: 05/04/2011 To: 06/03/2011
Posting Date

Data available starting: 05/25/2008

[Expand All](#) | [Collapse All](#)

SEARCH RESULTS

Detail	Reviewed	Approved	Posting Date	Transaction Date
			05/05/2011	04/26/2011

To Change Object Codes

- Make sure you have clicked on the **Expand All** link.
- In the *Accounting Codes Information* section, click **Edit Accounting Codes**.

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

SEARCH RESULTS Search Total: 7,622.47

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
			05/05/2011	04/26/2011	YWW GRANGER 877-2022594, TX -76262	(32.00)	

ACCOUNTING CODES INFORMATION

Expense Description


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

[Edit Accounting Codes](#)

3. In the **Object Code** field click on the drop-down menu to select the correct object code.
4. In the **Expense Description** field, enter a description of the purchase. This is a required field.
5. Click **Save** to apply.

Reviewed	Approved	Posting Date	Transaction Date	Description	Amount	Info
<input type="checkbox"/>	<input type="checkbox"/>	05/05/2011	04/26/2011	VWV GRAINGER 877-2022594, TX -76262	(32.00)	
ACCOUNTING CODES INFORMATION						
Expense Description						
FUND	ELEMENT	UNIT	OBJECT	LOC		
70	8	DISTRICTWIDE	6301*Consumable Supplies 6301*Consumable Supplies	00		
Copy to All on Page						
<input type="checkbox"/>	<input type="checkbox"/>	05/10/2011	04/29/2011	2779 2780 6301*Consumable Supplies 6302*Instructional Supplies 6303*Food & Refreshments		
<input type="checkbox"/>	<input type="checkbox"/>	05/04/2011	05/03/2011			
<input type="checkbox"/>	<input type="checkbox"/>	05/05/2011	05/04/2011	VWV GRAINGER 877-2022594, TX -76262		

To split a transaction

1. Click the Split Transaction icon  for the transaction. The Split Transaction screen opens.
2. Type in how many ways you wish to split the transaction, then click on **Add**

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05/05/2011	04/26/2011	VWV GRAINGER 877-2022594, TX -76262	(32.00)	(29.56)	
Split By: Amount Split and Balance To: Total Transaction Amount								
Description Percent Amount								
This transaction does not have any splits defined.								
Totals:								

3. Enter a description and the amount for each line. It must add up to the transaction amount.
4. Click **Save**.
5. Click on the **Expand All** link.
6. Click on **Edit Accounting Codes** to change object codes.
7. Click **Save**.

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Net Transaction Amount	Additional Information	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05/05/2011	04/26/2011	VWV GRAINGER 877-2022594, TX -76262	(32.00)	(29.56)		
Split: 2 Add									
Select All Deselect All Remove Expand All Collapse All									
Description Percent Amount									
<input type="checkbox"/>	Split - ADD DESCRIPTION HERE				50.00	(16.00)			
<input type="checkbox"/>	Split - ADD DESCRIPTION HERE				50.00	(16.00)			
Totals:									
					100.00	(32.00)			

8. Click on the **Financial Detail** tab.
9. Type in a Description of the Purchase.
10. Click **Save**.

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

Financial Detail | Split Detail | Next Transaction >> | Save | Reset

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05/05/2011	04/26/2011	VWV GRAINGER 877-2022594, TX 76262	(32.00)	(29.56)	

Customer Code: 110419-517009 * Expense Description:

To Review Transactions

Cardholders are to review all transactions. 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

In the **Reviewed** column, check the check box next to each transaction. Click **Save**.

Lapse All | Add Cash Transaction | Send Email | Save

TS | Search To

Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	05/05/2011	04/26/2011	VWV GRAINGER 877-2022594, TX -76262	(32.00)	

ACCOUNTING CODES INFORMATION

Expense Description | DESCRIPTION OF PURCHASE |

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.

Reports

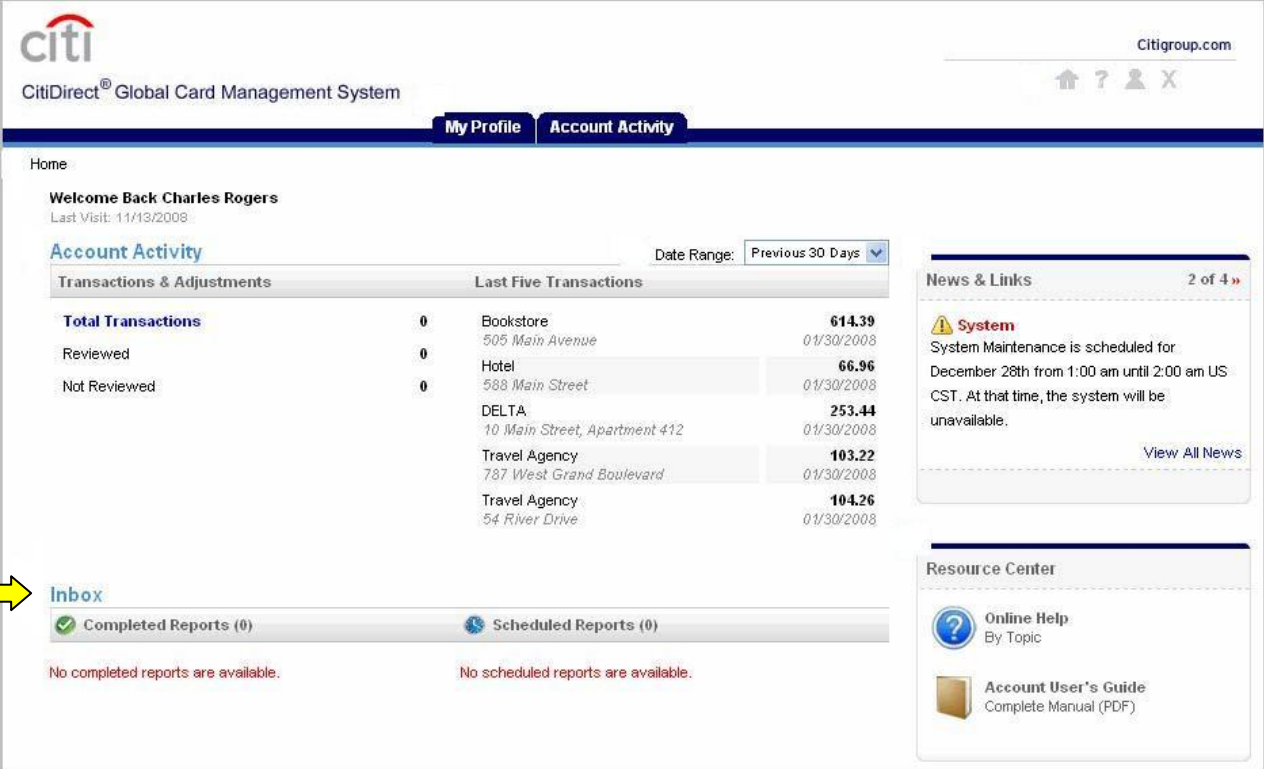
The Inbox shows you Completed and Scheduled Reports. (See below)

Completed Reports Section

This section lists reports that are ready to be downloaded. Reports are removed from the Inbox after 30 days. To keep a report longer than 30 days, download the report.

Scheduled Reports Section

This section lists reports that are not yet available for download, but are on a cue.



The screenshot displays the CitiDirect Global Card Management System interface. At the top, the Citi logo and 'CitiDirect® Global Card Management System' are visible. Navigation tabs for 'My Profile' and 'Account Activity' are present. The main content area is titled 'Home' and includes a welcome message for Charles Rogers. The 'Account Activity' section features a table with columns for 'Transactions & Adjustments' and 'Last Five Transactions'. A date range selector is set to 'Previous 30 Days'. The 'Inbox' section at the bottom is highlighted with a yellow arrow and contains two categories: 'Completed Reports (0)' and 'Scheduled Reports (0)', both with messages stating 'No completed reports are available.' and 'No scheduled reports are available.' respectively. On the right side, there are sections for 'News & Links' (showing a system maintenance notice) and 'Resource Center' (with links to 'Online Help' and 'Account User's Guide').

Transactions & Adjustments	Last Five Transactions
Total Transactions 0	Bookstore 614.39 505 Main Avenue 01/30/2008
Reviewed 0	Hotel 66.96 588 Main Street 01/30/2008
Not Reviewed 0	DELTA 253.44 10 Main Street, Apartment 412 01/30/2008
	Travel Agency 103.22 787 West Grand Boulevard 01/30/2008
	Travel Agency 104.26 54 River Drive 01/30/2008

How to Generate a Report

1. Place cursor over the **Account Activity Tab** and select **Schedule Report** from the drop down menu.

CitiDirect® Global Card Management System

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Home

Welcome Back CUSTODIAL SERVICES
Last Visit: 05/25/2011

Account Activity

Transactions & Adjustments

Total Transactions

Reviewed

Not Reviewed

My Profile **Account Activity**

- Transaction Summary
- Account Information
- Merchant Summary
- Add Cash Transaction
- Cost Allocation Management
- Schedule Report**
- Completed Reports
- Scheduled Reports

Transactions

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2. Select the **Expense Report** from the listing.

My Profile **Account Activity**

Schedule Report: Choose Report Group By: None Show

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.

- CARDHOLDERS DO NOT USE:: ACC P-CARD TRANSACTIONS J2270 AUSTIN COMMUNITY COLLEGE
- CARDHOLDERS DO NOT USE:: Custom Import for PCard J2270 AUSTIN COMMUNITY COLLEGE
- City Of San Angelo
- Expense Report Transaction Reports System (Adobe PDF)
- Texas Flat File CITIBANK CORPORATE CARD (Micro)

A yellow arrow points to the "Expense Report Transaction Reports System (Adobe PDF)" option.

3. Click the **Next** button for the page titled “Select Cost Allocation Scheme” and the next page titled “Filters.”

Schedule Report: Select Cost Allocation Scheme

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

Schemes Defined for Entity J2270 AUSTIN COMMUNITY COLLEGE

- GL# (ACTIVE)**
FUND, ELEMENT, UNIT, OBJECT, LOC
- None**
Include all transactions. Accounting code fields are not available.

Back **Next** **Cancel**

4. The Options page populates the screen after Filters.

5. Click **Next**.

NOTE: If you created Splits for your transactions, click on the **Include Splits** box and 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

Include Splits

Description: [Empty text box]

Notify Me At: esonen@austincc.edu

Enter up to five e-mail addresses separated by commas

Back **Next** **Save**

6. The page Frequency comes next. Click on the **Reporting Cycle** button.
7. Select the date from the drop-down menu.
8. Click **Save** to schedule the report. Your report has been placed on a queue to go to the **Completed Reports**.
9. Monitor the **Completed Reports** section of the Reports Inbox on the Home Page.
10. When the report appears in Completed Reports, download the report.

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:

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

