Sul Ross State University
Procurement Card Program

CitiDirect Global Card
Management System (GCMS)
Quick Reference Guide

For
Cardholders

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CITIDIRECT GLOBAL CARD MANAGEMENT SYSTEM
QUICK REFERENCE GUIDE

Logging On

1. Via the Internet type the following URL in the address bar:
   https://www.globalmanagement.citidirect.com/sdng/login/login.do

2. The OnLine sign on screen will appear.

   ![Logging On Screen](image)

   Your temporary User ID is your 16-digit card number.
   Your temporary password is 756sulross plus the last four digits of your credit card number.
   At first login, the system will prompt you to choose a permanent password to continue. Your password must be at least 8 characters of which at least 2 must be numbers. You will also need to select and create a password reset question.

   Both your temporary and permanent Passwords are case sensitive. Please record your permanent password in a secure place being sure to write it EXACTLY as you typed it.

   Once you have successfully reset your password you will be prompted to create a user id to replace your 16-digit account number for access to the system.
3. After successfully logging in, the system will take you to the home page/inbox. You will use the tabs at the top of this page to navigate through the system.
Viewing Transactions

The Financial Tab allows you to query any subset or all of your transaction data based on a specific date range and other filtering criteria that you select. Transactions will be available for you to view within Citi’s GCMS webpage the day after the charge posts to your account, enabling you to view

On this page, you will select criteria for the transactions that you would like to view, including date criteria and review status. Hint: Always use the Billing Cycle to ensure you get the right transactions.
After you have selected your criteria, press “SEARCH” to see your transactions.
Reallocating Transactions

Reallocating
You will be required to code or reallocate your transactions online. You will see your default codes assigned to each transaction. You will be able to select the information in the field by choosing a new value from the dropdown menus. You are required to enter a freeform expense description for each transaction. Press “SAVE” to save your work.
Splitting Transactions

A transaction may require costs to be divided between two or more accounts numbers or object codes. To split a transaction, press the Split icon associated with the transaction you want to split. Estimate how many splits to create and press the create button.