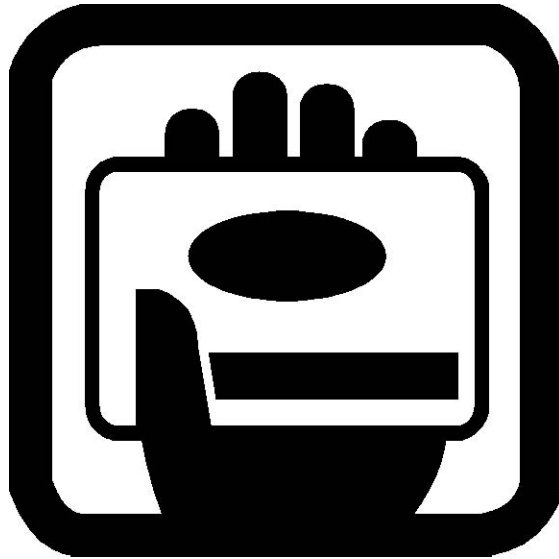# SUL ROSS STATE UNIVERSITY
PURCHASING CARD PROGRAM

QUICK REFERENCE GUIDE

Sul Ross State University Procurement Card Program

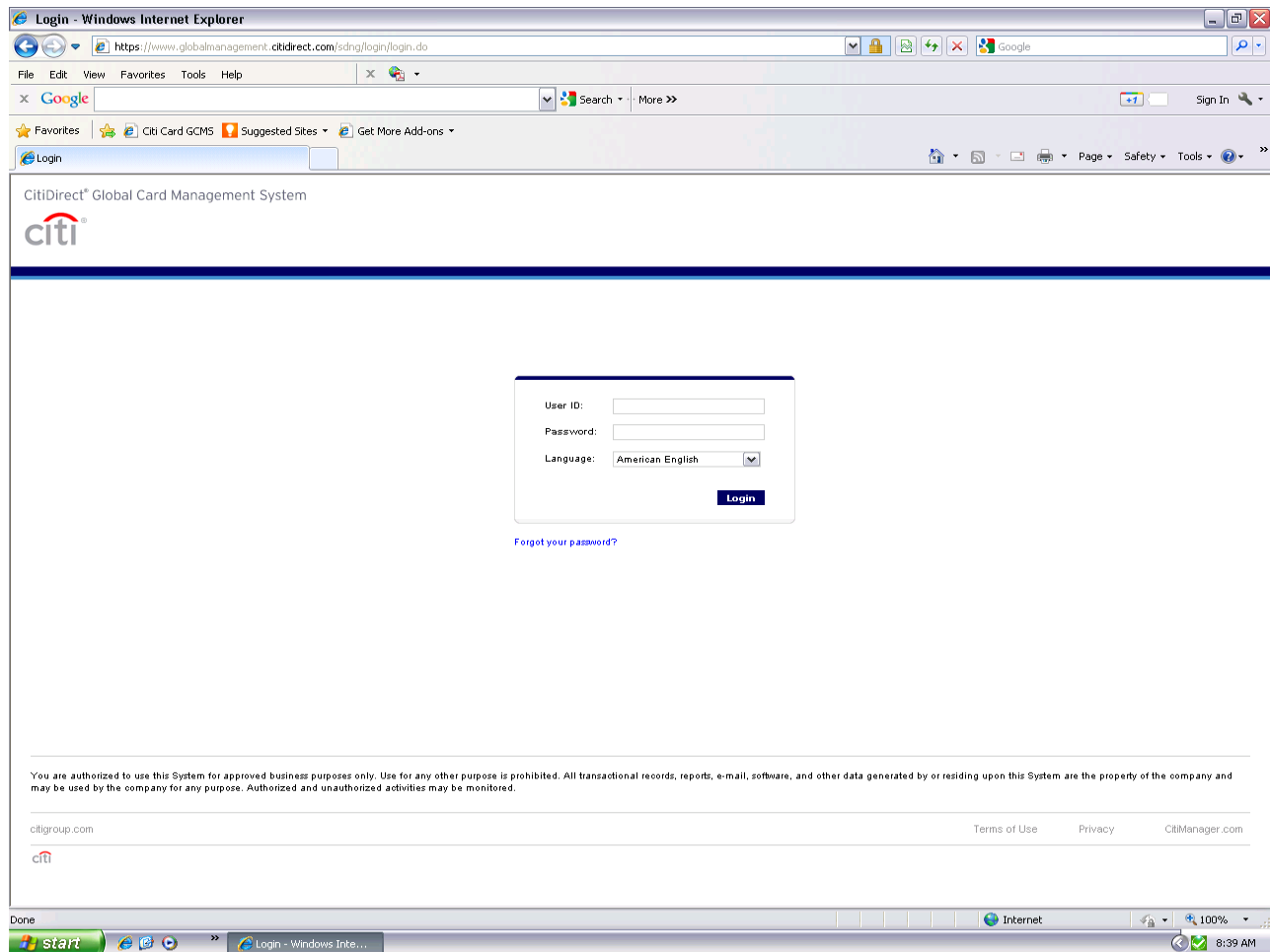# CitiDirect Global Card Management System (GCMS) Quick Reference Guide

For
Cardholders

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.

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.

Logging On Continued

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.
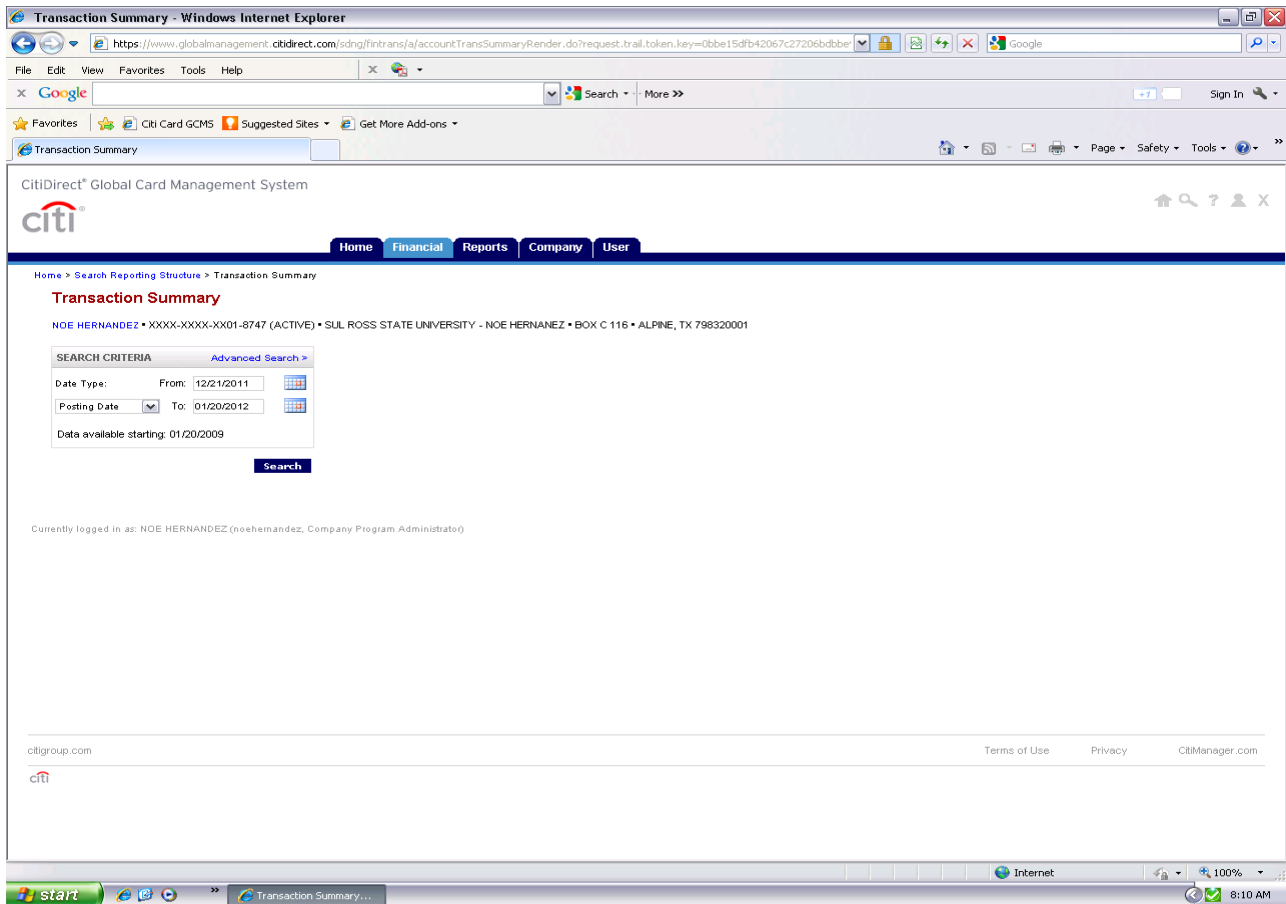
Viewing Transactions

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.
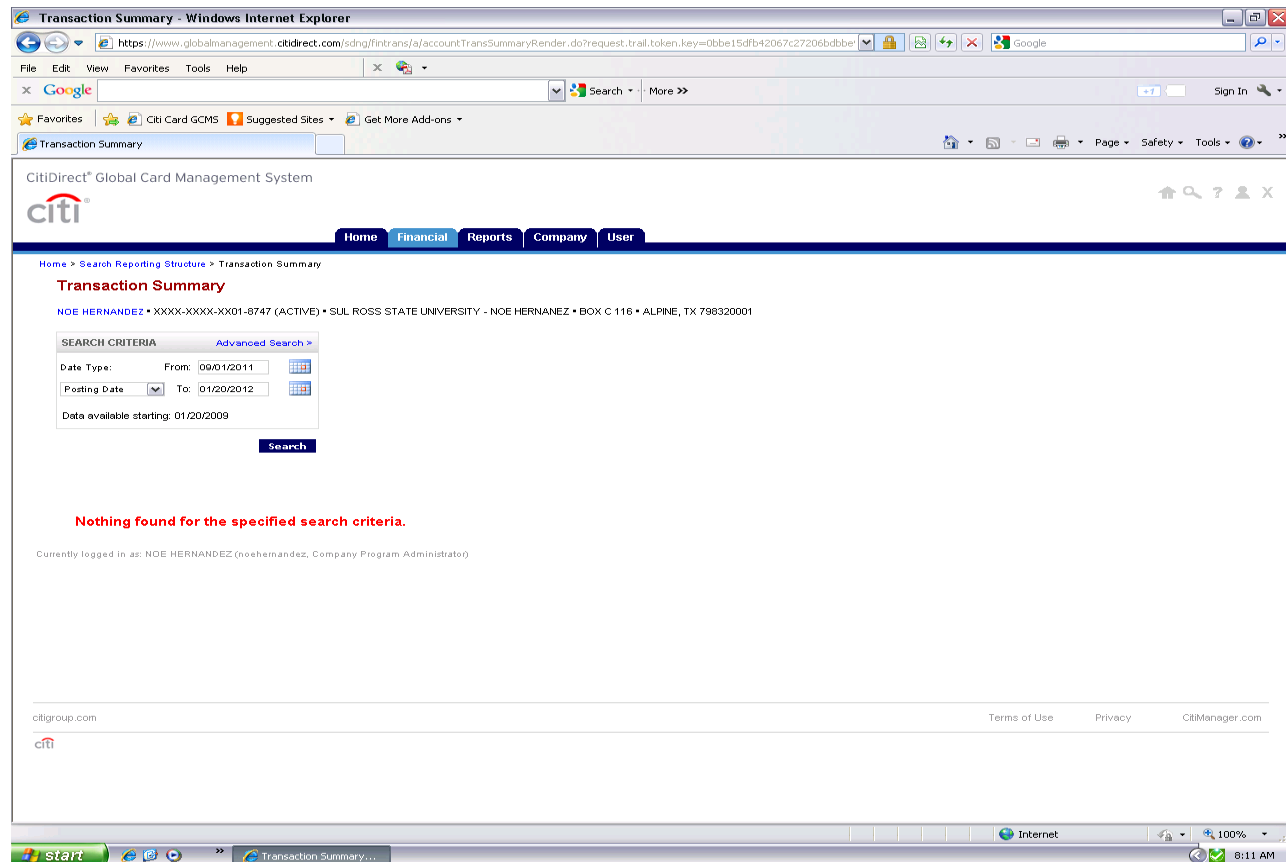
Reallocating Transactions

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.

QUICK REFERENCE GUIDE

Splitting Transactions

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.

https://www.globalmanagement.citidirect.com/sdng/fintrans/a/accountTransSummaryRender.do?request.trail.token.key=0bbe15dfb42067c27206bdbbe

File   Edit   View   Favorites   Tools   Help

Google   Search ▼   More »   Sign In ▼

Favorites   Citi Card GCMS   Suggested Sites ▼   Get More Add-ons ▼

Transaction Summary   Page ▼   Safety ▼   Tools ▼

Expand All | Collapse All   Send Email   Save   Reset

SEARCH RESULTS   Search Total: 10,507.49

Detail			Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
			☑	☐	09/14/2011	09/14/2011	EPSON STORE 800-873-7766, CA -90509	227.88		
			☑	☐	09/30/2011	09/27/2011	TBC-SRSU 115 ALPINE, TX -79832	67.66		
			☑	☐	09/29/2011	09/28/2011	WAL-MART #0897 FT. STOCKTON, TX -79735	44.14	2.16	
			☑	☐	10/05/2011	10/03/2011	QUILL CORPORATION 08007898965, IL -60069	536.87	40.90	
			☑	☐	10/04/2011	10/04/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108	501.49		
			☑	☐	10/04/2011	10/04/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108	504.48		
			☑	☐	10/05/2011	10/04/2011	TBC-SRSU 115 ALPINE, TX -79832	610.43		
			☑	☐	10/05/2011	10/05/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108	490.99		
			☐	☐	10/07/2011	10/06/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108	505.49		

ACCOUNTING CODES INFORMATION   Display accounting codes from Account Level ▼

FOAP Numbers   User "A" Number   Description of Purchase   Account Code

Copy to All on Page

Starts With:
A00011164 - Louis A Harveson
A00011170 - Robert Kinucan
A00011209 - Aster Trevino
A00011216 - Barbara Vega
A00011219 - Bonnie J Warnock
Close

| | | | ☐ | | 11 | 10/06/2011 | AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108 | 25.23 | | |

Search Total: 10,507.49

Expand All | Collapse All   Send Email   Save   Reset

1 - 10   View Next »

Currently logged in as: NOE HERNANDEZ (noehernandez, Company Program Administrator)

citigroup.com   Terms of Use   Privacy   CitiManager.com

citi

Done   Internet   100%

start   Transaction Summary...   8:14 AM