Citibank Purchasing Card Training
Welcome to CitiDirect’s Global Card Management System (GCMS). This system allows you to report and analyze expenses on your corporate purchasing card.

Before you start your training, please carefully read the following rules regarding P-card use:

• All P-card travel must be pre-approved by department.
• Please send your supervisor an estimate of expected expenses for approval prior to travel.
• Itemized receipts must be turned in each month with your expense report. If they are not provided, you may be held personally responsible for the purchase.
• All IT purchases like software, hardware, toner, printers, scanners, etc. must go through the IT department. Please contact IT Director Tim Murphy at 571-699-4400, or by emailing him at tim.murphy@cisco.edu.
• If these guidelines are not followed, P-card privileges will be suspended. If users continue to not follow the rules, their P-card privileges will be permanently revoked and purchases will have to be made through their supervisors or the purchasing department.
• All reports are due to accounts payable office by the 15th of the following month.
DOLLAR THRESHOLDS FOR P-CARD PURCHASES:

Up to $300
  • Does not need pre-approval

$300 to $4,999.99
  • Pre-approval documentation from your supervisor

$5,000 to $9,999.99
  • Pre-approval documentation from supervisor
  • Pre-approval documentation from director of purchasing (Beverly Massey)
  • 3 documented quotes

$10,000 to $49,999.99
  • Pre-approval documentation from supervisor
  • Pre-approval documentation from Director of Purchasing
  • Pre-approval documentation from Dean of Business Services/CFO (Audra Taylor)
  • 3 documented quotes

Over $50,000
  • Pre-approval from supervisor
  • Pre-approval from Director of Purchasing
  • Pre-approval from college President
  • Approval from Board of Regents for formal bid

Updated September 20, 2021
Setting up your account in GCMS

http://www.globalmanagement.citidirect.com
Instructions for Cardholders:

Now that you have your card, you need to create a GCMS user account the first time you log in.

1. Access the GCMS Login screen using www.globalmanagement.citidirect.com

2. Click the Cardholder Self-Registration link under the Sign-In button on the login page and enter the account number and the Company Registration Code, which is 001947.

If you are having issues, then you can contact Beverly Massey at ext. 4433, Wendy Keller at ext. 5116, or a GCMS customer service representative (phone number on card).
The First and Last Name boxes will already contain your name. Fill out the Self-Registration page and click “Register Account”. Make sure your user ID, password, and security questions are things you can remember.
Allocating Your Transactions To Your Budgets
Allocating Transactions

After you log in, you’ll see this screen. Click on “Total Transactions” to see your P-card transactions.
Select the date range you want. You can look at your current reporting cycle or any previous cycles. The reporting cycle runs from the 4th of each month to the 3rd of the next month.
Allocating Transactions

Your transactions for that date range will be displayed in order of Transaction Date (the date on the receipt). On this screen you’ll see accounting details (1), whether or not you have reviewed the transaction (2), the transaction date (3), the vendor name (4), and the transaction amount (5).

Updated September 20, 2021

<table>
<thead>
<tr>
<th>Detail</th>
<th>Reviewed</th>
<th>Posting Date</th>
<th>Transaction Date</th>
<th>Description</th>
<th>Transaction Amount</th>
<th>Tax Amount</th>
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Allocating Transactions

Click on the > to open the transaction you want. Go to Department and click on the down arrow to select your department (1). You can type in the first few letters to find it faster. Next go to GL Code and click on the down arrow to select the budget number you are using for that transaction (2). Check the Reviewed box (3). Click the Save icon after you finish each transaction, because if you go to a different page, it will erase everything you’ve done since you last clicked save (4).
Split Transactions:

If you make a purchase that has multiple items on one receipt that need to come out of different budgets, you’ll do a split transaction. Click the double-square icon on the transaction you need to split.
Allocating Transactions

Your transaction will split into two lines. Type the number of lines you’ll need for each different budget number, not each item, then click the plus sign + (1).

1. In the Amount lines, put the totals for each budget number on their own line
2. Double check the Amount on the bottom and the Transaction Amounts on top to make sure they match up.
3. Click the Save icon and it will take you to the previous screen, but now your transaction will be split into multiple lines.
Allocating Transactions

Click on the > beside the first transaction and fill in the **Department** and **GL Code**. On each transaction after that, you’ll click the >, then click on the box that says “Edit Accounting Codes”, and again fill in the **Department** and **GL Code**. Click on the “Save” icon mentioned previously to save your changes when you finish.

**You can log in and do these all at once at the end of the month, or you can do them one at a time throughout the month. Either way, PLEASE keep every single receipt so you can account for all your purchases at the end of the month.**

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### Split Information

<table>
<thead>
<tr>
<th>Description</th>
<th>Percent</th>
<th>Amount</th>
<th>Tax Amount</th>
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<tbody>
<tr>
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<td>16.99</td>
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### ACCOUNTING CODES INFORMATION

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<th>DEPARTMENT</th>
<th>GL CODE</th>
<th>INVOICE NUMBER</th>
<th>ACCOUNT NUMBER</th>
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</tbody>
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Click on the “Save” icon mentioned previously to save your changes when you finish.

Updated September 20, 2021
Creating An Expense Report
Log in to [www.globalmanagement.citidirect.com](http://www.globalmanagement.citidirect.com), answer your security question, select Reports, then Run.

Line 1, **Reporting Entry**, will display your name. Go to line 2, **Report Name**, and under **Transaction Reports**, click on **Expense Report**.
EXPENSE REPORTS

The next screen will have additional lines-do not change anything in lines 3 or 4. Click on line 5 and check the Include Split Transactions box.
The **Reporting Cycle option** (1) will be preselected. Go to the **Reporting Cycle box** and select the dates you want (2). Remember, the reporting cycle runs from the 4th-3rd of each month. You will not need to do anything with line 7, as the **System Inbox** and your email address should already be set as the default (3). Click “**Submit Request**” at the bottom of the page (4).

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**Updated September 20, 2021**
EXPENSE REPORTS

Click the Citi logo at the top of the next screen to take you to your homepage.
On the home page, you should see a new Expense Report with today’s date. Click on it to download a copy, save, and print.
Sign and date your printed copy and attach it to the receipts you have been meticulously saving in the order they appear on the report. (Please tape or staple smaller store receipts to a full-size sheet of paper to keep them from getting damaged or lost.) Staple or clip it all together and give it to your supervisor to sign, then deliver your neat, complete, and signed expense report to Wendy Keller in Accounts Payable, or to Beverly Massey on the Abilene campus to send over to the Cisco office by the 10th of each month.

It’s important to follow these procedures to the letter so that we can account for every penny at the end of each month. If you cannot do this, your P-card privileges may be suspended or revoked completely. Thank you for your cooperation.