



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

Setting up your account in GCMS

<http://www.globalmanagement.citidirect.com>



CARDHOLDER SELF-REGISTRATION

ACCOUNT INFORMATION

* Account Number

* Company Registration Code

Next **Cancel**

citigroup.com Copyright



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.

CARDHOLDER SELF-REGISTRATION

USER INFORMATION	
* User ID	<input type="text"/>
* First Name	<input type="text"/>
* Last Name	<input type="text"/>
* E-mail Address	<input type="text"/>
* Confirm E-mail Address	<input type="text"/>
* Password	<input type="password"/> <small>(Must contain at least 8 characters, two of which must be numeric. Cannot be same as User ID.)</small>
* Confirm Password	<input type="password"/>
* Security Question	<input type="text"/>
* Security Answer	<input type="text"/>

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.

The screenshot displays the Citimanager Account Manager interface. At the top, there is a navigation bar with 'Account Manager', 'Account Activity', and 'Reports'. Below this, the 'HOME' section is visible. The interface is divided into several main areas:

- ACTIVITY:** A list of activity items. The 'TOTAL TRANSACTIONS' item, showing 'Previous 30 days' and a count of '24', is highlighted with a red border.
- REPORTS & DATA FILES:** A list of reports and data files, including 'SCHEDULED REPORTS', 'COMPLETED REPORTS', 'DATA FILES', and two 'EXPENSE REPORT' items dated 09/20/2021.
- NEWS:** A section for news updates, currently empty, with a 'More' button.
- LINKS:** A section with links to 'CITIMANAGER' and 'CITIBANK CUSTOM REPORTING TOOL'.
- RESOURCE CENTER:** A section with links to various guides and manuals, including '19.3 WHAT'S NEW CITIMANAGER - EXPENSE MANAGEMENT', 'ACCOUNT USER'S GUIDE', 'SAMPLE REPORTS GUIDE', and 'ONLINE HELP'.
- REVIEW REQUIRED:** A table listing items that require review, with a 'TOTAL ITEMS: 10' indicator. The table includes columns for item name, description, amount, and date.

REVIEW REQUIRED		TOTAL ITEMS: 10
	CHEM AQUA > 2727 CHEMSEARCH BLVD - Approve	USD 690.55 09/16/2021
	AIRGAS USA, LLC > 31 North Peoria - Approve	USD 1,988.78 09/16/2021
	NHA > 11161 OVERBROOK ROAD - Approve	USD 104.00 09/15/2021
	PRAXAIR DIST INC OAM > 2301 SE CREEKVIEW DR - Approve	USD 405.90 09/15/2021

Allocating Transactions

Account Manager Account Activity Reports

Transaction Summary

TRANSACTION SUMMARY



WENDY KELLER • XXXX-XXXX-XX47-9512 (Active) • CISCO COLLEGE ONE - RE

* Indicates required field

SEARCH CRITERIA [Advanced Search >](#)

Reporting Cycle: Sep2021 ▼
(09/04/2021 to 10/03/2021)

Date Type: Posting Date

Date Range: From:* 09/04/2021 
To:* 10/03/2021 

Date Type: Posting Date ▼































Data available starting 09/20/2018

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).














SEARCH RESULTS

Detail	Reviewed	Posting Date	Transaction Date [^]	Description	Transaction Amount	Tax Amount
   1	<input type="checkbox"/> 2	09/06/2021	09/03/2021 3	FEDEX 93867044 800-4633339, TN -38116 4	18.54 5	
  	<input type="checkbox"/>	09/14/2021	09/13/2021	NAMETAGCOUNTRY.COM CHATTANOOGA, TN -37415	13.40	
  	<input type="checkbox"/>	09/14/2021	09/13/2021	NAMETAGCOUNTRY.COM CHATTANOOGA, TN -37415	13.40	
  	<input type="checkbox"/>	09/14/2021	09/13/2021	Riddell Kollege Town C 888-681-1717, IL -44039	1,584.45	
  	<input type="checkbox"/>	09/15/2021	09/13/2021	KBR FUEL & LUBRICANTS EASTLAND, TX -76448	540.40	
  	<input type="checkbox"/>	09/14/2021	09/13/2021	ALPHAGRAPHS US 607 817-727-8939, TX -76086	40.95	
  	<input type="checkbox"/>	09/15/2021	09/14/2021	PRAXAIR DIST INC OAM 5159656633, IA -50021	405.90	
  	<input type="checkbox"/>	09/15/2021	09/14/2021	NHA 8004999092, KS -66211	104.00	
  	<input type="checkbox"/>	09/16/2021	09/15/2021	CHEM AQUA 9724380831, TX -75062	690.55	
  	<input type="checkbox"/>	09/16/2021	09/15/2021	AIRGAS USA, LLC 866-935-3370, OK -74120	1,988.78	

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).

The screenshot displays a table of transactions with the following columns: Detail, Reviewed, Posting Date, Transaction Date, Description, and Transaction Amount. The first transaction is highlighted with a red box around the 'Reviewed' checkbox, which is labeled with a red '3'. Above the table, a toolbar contains a 'Save' icon (a floppy disk) labeled with a red '4'. Below the table, there is a section for 'ACCOUNTING CODES INFORMATION' with an 'Expense Description' field. Below that, there are four dropdown menus: 'DEPARTMENT' (labeled with a red '1'), 'GL CODE' (labeled with a red '2'), 'INVOICE NUMBER', and 'ACCOUNT NUMBER'. A 'Copy to All on Page' button is located below the dropdowns. At the bottom, there are three more transaction rows, each with a 'Detail' icon (a bar chart) and a right-pointing arrow.

Detail	Reviewed	Posting Date	Transaction Date	Description	Transaction Amount
   	<input type="checkbox"/>	09/06/2021	09/03/2021	FEDEX 93867044 800-4633339, TN -38116	18.54
ACCOUNTING CODES INFORMATION					
Expense Description					
DEPARTMENT	GL CODE	INVOICE NUMBER	ACCOUNT NUMBER		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Copy to All on Page					
  	<input type="checkbox"/>	09/14/2021	09/13/2021	NAMETAGCOUNTRY.COM CHATTANOOGA, TN -37415	13.40
  	<input type="checkbox"/>	09/14/2021	09/13/2021	NAMETAGCOUNTRY.COM CHATTANOOGA, TN -37415	13.40
  	<input type="checkbox"/>	09/14/2021	09/13/2021	Riddell Kollege Town C 888-681-1717, IL -44039	1,584.45

Allocating Transactions

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.

SEARCH RESULTS

Detail	Reviewed	Posting Date	Transaction Date^	Description	Transaction Amount
 	<input checked="" type="checkbox"/>	09/06/2021	09/03/2021	CISCO LUMBER AND SUPPL CISCO, TX -76437	44.13
  Split Transaction	<input checked="" type="checkbox"/>	09/09/2021	09/08/2021	CISCO LUMBER AND SUPPL CISCO, TX -76437	72.57
				Split(s) 1: Split - (23.41%)	16.99
				Split(s) 2: Split - (76.59%)	55.58
  	<input type="checkbox"/>	09/10/2021	09/09/2021	DOLLAR-GENERAL #4311 CISCO, TX -76437	15.00
  	<input type="checkbox"/>	09/15/2021	09/14/2021	CISCO LUMBER AND SUPPL CISCO, TX -76437	105.17

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.

Reviewed	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	09/09/2021	09/08/2021	CISCO LUMBER AND SUPPL CISCO, TX -76437	72.57	5.53	67.04	

Split(s):

Split By: Amount Split and Balance To: Total Transaction Amount

Select All	Description	Percent	Amount	Tax Amount	Net Amount
<input type="checkbox"/>	Split -	23.41	16.99	1.29	15.70
<input type="checkbox"/>	Split -	76.59	55.58	4.24	51.34

Split Information Totals		Percent	Amount	Tax Amount	Net Amount
Totals:		100.00	72.57	5.53	67.04

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. ******

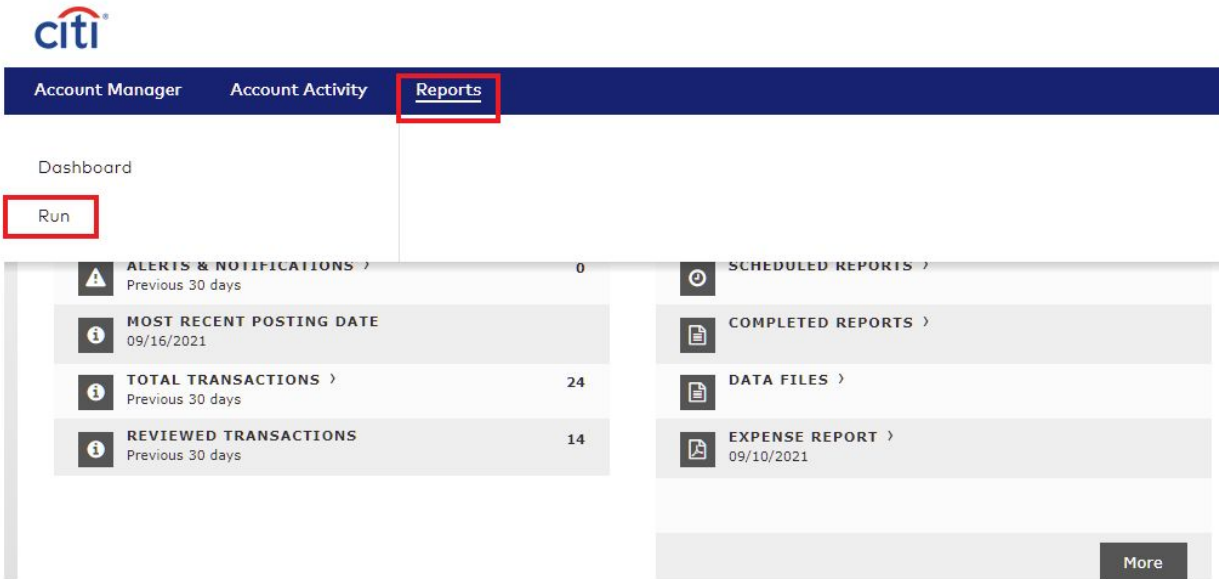
Split Information

Description	Percent	Amount	Tax Amount	
<input type="checkbox"/> Split -	23.41	16.99	1.29	
ACCOUNTING CODES INFORMATION Display accounting codes from Account Level ▾				
DEPARTMENT	GL CODE	INVOICE NUMBER	ACCOUNT NUMBER	PO NUMBER
PLANT O & M PLANT O & M ▾	1-0910-0-666 - PLANT O & M FLAGS/LIGHTS 1-0910-0-666 - PLANT O & M FLAG ▾			
<input type="button" value="Copy to All on Page"/>				
<input type="checkbox"/> Split -	76.59	55.58	4.24	
ACCOUNTING CODES INFORMATION				
DEPARTMENT	GL CODE	INVOICE NUMBER	ACCOUNT NUMBER	PO NUMBER
PLANT O & M	1-0910-0-620 - PLANT O & M SUPPLIES			
				<input type="button" value="Edit Accounting Codes"/>

Creating An Expense Report

Expense Reports

Log in to 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**

Run Report

* Indicates required field

1. Reporting Entity: WENDY KELLER

2. Report Name: Expense Report

Search

My Exports

Account Management Reports

Audit Reports

Lodging Reports

Merchant Reports

Transaction Reports

- Cash Transaction Detail
- Daily Transaction Summary
- Detail Spend Analysis by Account
- Expense Report
- Line Item Detail
- Spend Analysis by Transaction Category

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.

1. Reporting Entity: WENDY KELLER

2. Report Name: Expense Report

3. Cost Allocation Scheme: Select scheme below

4. Filters: Select filters below

5. Criteria: Select criteria below

Date Type	Account Status	Report Notes
Posting	8 Selected	
Report Type		
Adobe PDF		
Number Format		
XX,XXX.XX		
Date Format		
MM/DD/YYYY		

Include Split Transactions

0/200

6. Frequency: Reporting Cycle

7. Delivery Options and Notifications: System Inbox & WENDY.KELLER@CISCO.EDU

EXPENSE REPORTS

The **Reporting Cycle option (1)** will be preselected. Go to the **Reporting Cycle box (2)** 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).

The screenshot shows a configuration page for Expense Reports with the following sections and callouts:

- 1. Reporting Entity:** WENDY KELLER
- 2. Report Name:** Expense Report
- 3. Cost Allocation Scheme:** Select scheme below
- 4. Filters:** Select filters below
- 5. Criteria:** Select criteria below
- 6. Frequency:** Reporting Cycle
 - Radio buttons for: Once, Daily, Weekly, Monthly, Quarterly
 - 1** Reporting Cycle
 - 2** Reporting Cycle dropdown menu: Aug2021 (08/04/2021 - 09/03/2021)
 - Date Type: POSTING
 - Schedule Offset (in days): 0
 - Number of cycles to run: 1
- 7. Delivery Options and Notifications:** System Inbox & WENDY.KELLER@CISCO.EDU
- 3** (Callout pointing to the email address)
- 4** Submit Request button
- Cancel button

EXPENSE REPORTS

Click the Citi logo at the top of the next screen to take you to your homepage.

CitiManager® - Expense Management

citi

Account Manager Account Activity Reports

Dashboard

COMPLETED **SCHEDULED**

<input type="checkbox"/>	Name	Frequency	From Date	To Date
<input type="checkbox"/>	> Expense Report ⓘ	Custom	08/04/2021	09/03/2021

EXPENSE REPORTS





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.


CitiManager® - Expense Management



Account Manager Account Activity Reports

HOME

ACTIVITY	
 ALERTS & NOTIFICATIONS › Previous 30 days	0
 MOST RECENT POSTING DATE 09/16/2021	
 TOTAL TRANSACTIONS › Previous 30 days	24
 REVIEWED TRANSACTIONS Previous 30 days	14

REPORTS & DATA FILES	
 SCHEDULED REPORTS ›	
 COMPLETED REPORTS ›	
 DATA FILES ›	
 EXPENSE REPORT › 09/20/2021	

EXPENSE REPORTS



Expense Report

Posting Date: 08/04/2021 - 09/03/2021

Run Date: 09/10/2021
Report ID: ad10017

WENDY KELLER, CISCO COLLEGE

101 COLLEGE HTS
CISCO, TX 76437190001 USA

Card Transactions

Posting Date	Transaction Date	Description	Receipt Amount	Posted Amount	Expense Amount	Reviewed	Approved
08/26/2021	08/25/2021	NAMETAGCOUNTRY.COM-CHATTANOOGA,TN,37415	29.80 USD	29.80 USD	19.88 USD	✓	
Expense Description: Split -							
Accounting Codes							
DEPARTMENT:		VP-STUDENT SERVICES	GL CODE:		2-0443-0-620	INVOICE NUMBER:	
ACCOUNT NUMBER:			PO NUMBER:				
08/26/2021	08/25/2021	NAMETAGCOUNTRY.COM-CHATTANOOGA,TN,37415	29.80 USD	29.80 USD	9.94 USD	✓	
Expense Description: Split -							
Accounting Codes							
DEPARTMENT:		ENGLISH ABILENE	GL CODE:		2-0725-6-620	INVOICE NUMBER:	
ACCOUNT NUMBER:			PO NUMBER:				
08/27/2021	08/28/2021	NAMETAGCOUNTRY.COM-CHATTANOOGA,TN,37415	21.60 USD	21.60 USD	10.80 USD	✓	
Expense Description: Split -							
Accounting Codes							
DEPARTMENT:		ENGLISH	GL CODE:		2-0725-1-620	INVOICE NUMBER:	
ACCOUNT NUMBER:			PO NUMBER:				
08/27/2021	08/28/2021	NAMETAGCOUNTRY.COM-CHATTANOOGA,TN,37415	21.60 USD	21.60 USD	10.80 USD	✓	
Expense Description: Split -							
Accounting Codes							
DEPARTMENT:		SPEECH ABILENE	GL CODE:		2-0725-8-620	INVOICE NUMBER:	
ACCOUNT NUMBER:			PO NUMBER:				
09/03/2021	09/02/2021	WILLIS SUPPLY CO.-ABILENE,TX,79602	662.10 USD	662.10 USD	662.10 USD	✓	
Expense Description:							
Accounting Codes							
DEPARTMENT:		CUSTODIAL CISCO	GL CODE:		1-0931-0-620	INVOICE NUMBER:	
ACCOUNT NUMBER:			PO NUMBER:				
Card Subtotal					11,739.22		
Grand Total					11,739.22		

You sign here:

_____	_____
Signed	Date

Your supervisor signs here:

_____	_____
Authorized	Date

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.