Sam Houston State University
Procurement Card Program

Citi Card GCMS On-Line
Cardholder Reference Guide

COMMERCIAL CARD ADMINISTRATOR: KATHY ROBERTS
OFFICE FAX: 936-294-1997
EMAIL: PUR_KJR@SHSU.EDU
TABLE OF CONTENTS

LOGGING ON

-CITI CARD GCMS ON-LINE URL

-USER ID, PASSWORD AND PASSWORD RESET

VIEWING TRANSACTIONS

ALLOCATING TRANSACTIONS

SPLITTING TRANSACTIONS

RUNNING EXPENSE REPORTS
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 Citi Card GCMS On-Line sign on screen will appear:

3. In the **User ID** field enter the User ID generated to you by the Program Administrator.

4. In the **Password** field, enter the password generated by Master Card which you received via e-mail. You will need to copy and paste the password from the email to the Password/Passcode area. Click **Sign In.**
5. **Creating a New Password.** (Expires after 60 days.) Must contain a combination of letters and numbers at least eight characters in length. At least two of the characters must be numbers. Cannot be the same as your User ID, used more than once, or contain spaces. Complete the required fields. Choose **Security Question** and submit **Answer.** Click **Submit.**
6. **Answer the 3 challenge questions.** These are NOT case-sensitive. You will be asked to randomly answer one question each time you login to Smart Data On Line. The answers must be at least four characters.

This is the **Home** screen. The screen shows cardholder account activity, news and links, scheduled reports, and completed reports.
The “My Profile” tab allows the user to edit their name, password, challenge questions, and email address.
VIEWING TRANSACTIONS

The **Account Activity** tab allows you to query all of your transaction data based on a specific date range or other optional filters that you select.

Select the **Reporting Cycle** to view transactions for the billing cycle you are working on. After you have selected your criteria, click “**Search**”. **Your Transactions** will appear at the bottom of the screen.
**Allocating Transactions**

Enter the **Expense Description.** The description is limited to 24 characters.

Select your **Department** from the drop-down menu.
Select the most appropriate **Object (Account) Code**.

Enter the **Departmental Subdivision** if applicable. Enter the **FOP (Fund/Org/Program)** that you will use for the purchase. (No spaces or dashes should be included.)
Is the **Vendor** a HUB? Indicate “Yes” or “No”.

Is the transaction in **Formal Dispute?** Indicate “Yes” or “No”.
Is the transaction being paid with a Grant Account? Indicate “Yes” or “No”? If appropriate, what is the Activity Code used for the Grant Account? This will be a six digit numerical number given to the grant holder by Contracts and Grants.

Make sure to save your work so that no data is lost. Once transactions have been allocated, check the “Reviewed” box, and save. The transaction is now locked to prevent further editing.
**SPLITTING TRANSACTIONS**

**Splitting a transaction** is done when a cardholder needs to separate a purchase between more than one FOP or Object (Account) Code. Transactions must be split before you expand all to allocate funds. **Click the split icon** to create a split.

Transactions can be split by an amount or by a percentage of the purchase.
You will enter the **number of splits** you would like to create, and then click "add."

Enter the **Description** of each line item as well as the **Amount.** Then **Save** your work.
Click the “expand all” to expand the line items.

Then click “Edit Accounting Codes” to enter the FOP for each item.
Follow the normal process of selecting FOP’s and object codes. When this is completed, make sure to **Save** your work. To navigate back to the **Transaction Summary**, use the links at the top of the page.

If the split worked correctly, you will be able to view it on your **Transaction Summary** Screen.
You will still need to **click** the “reviewed” box and save your work just like a normal transaction. Once you have **reviewed** and **saved** your work, no additional editing will be permitted by the system. E-mail the Program Administrator to have your reviewed transactions “approved”. Once the transactions are approved, you may go back into the system and generate your Expense Report.
Creating a Report

After all transactions are allocated, the Primary and/or Secondary Delegate will run a report of their transactions. From your Home screen go to the Account Activity Menu and select “Schedule Report.”

Select “Expense Report”
Leave everything as it is, and click “next.”
Check the box by “include splits.” Click “next”

Select the appropriate Reporting Cycle. Then click Save.
Return to the home screen. When the report is done, you should see it in the “completed reports” section on your home screen.

Click on **Completed Reports** to open your report.
Click “Download” to open your report in Adobe Reader.

This is an example of how the report should look.