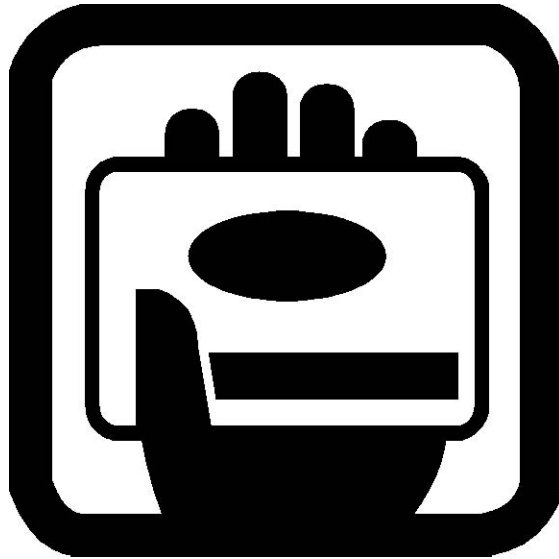


SUL ROSS STATE UNIVERSITY PURCHASING CARD PROGRAM



QUICK REFERENCE GUIDE

Sul Ross State University Procurement Card Program

CitiDirect Global Card Management System (GCMS) Quick Reference Guide

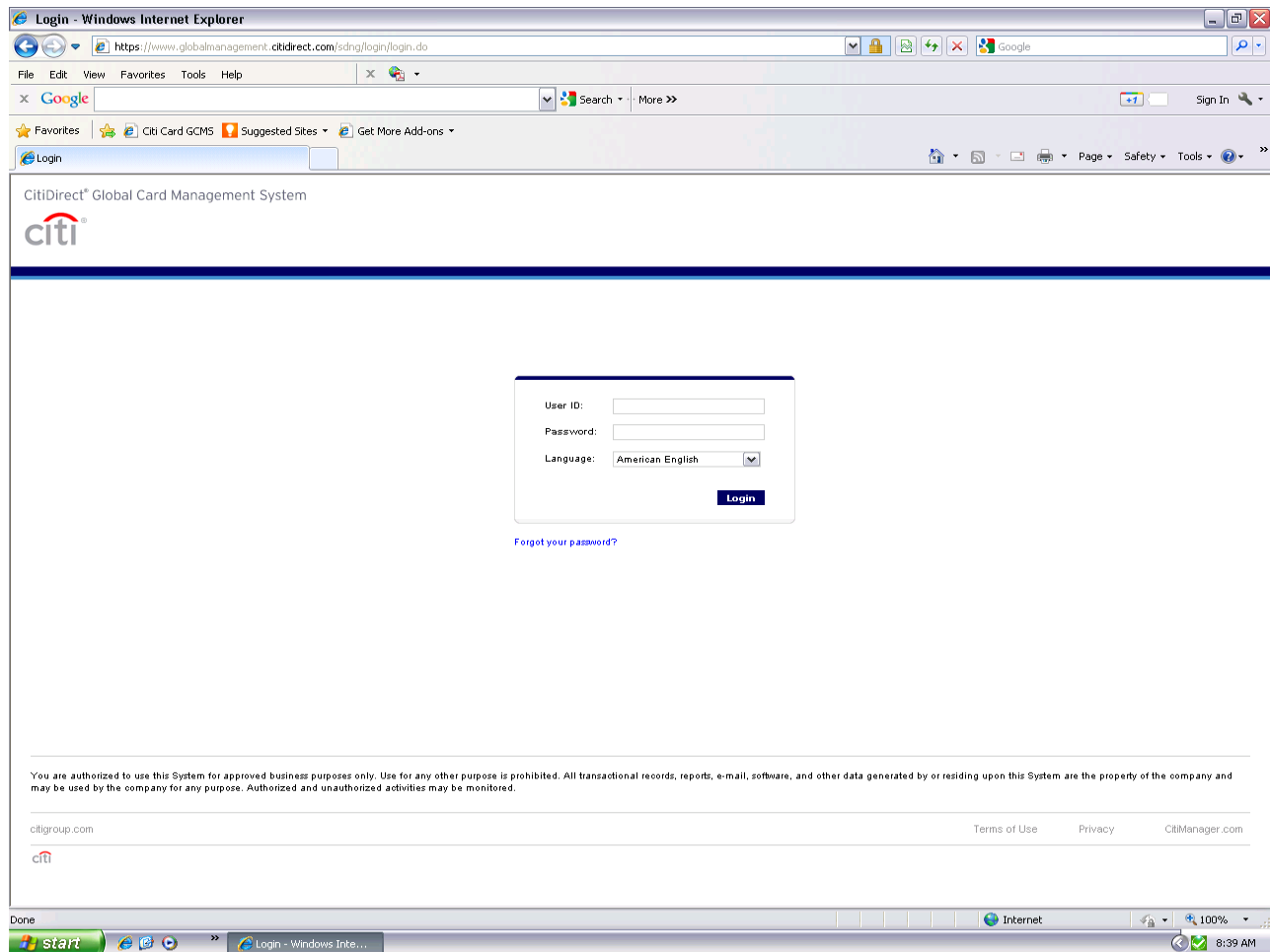
For
Cardholders

PROCUREMENT CARD ADMINISTRATOR: NOE HERNANDEZ;
OFFICE PHONE: (432) 837-8045
OFFICE FAX: (432) 837-8046
EMAIL: NOEH@SULROSS.EDU

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.

Home Page - Windows Internet Explorer

https://www.globalmanagement.citidirect.com/sdng/home/a/homepageRender.do?request.trail.token.key=671913b1ada99106c2fc40a6e958be26

File Edit View Favorites Tools Help

Google Search Sign In

Home Page

CitiDirect® Global Card Management System

Home Financial Reports Company User

Home

Welcome Back **NOE HERNANDEZ**
Last Visit: 01/18/2012

Program Activity

Date Range: Previous 30 Days

Users & Accounts		Transactions & Adjustments	
Total Users	41	Total Transactions	68
Total Inactive Users	3	Reviewed	18
Total Active Cardholder Users	34	Not Reviewed	50
Total Locked Users	1	Approved	0
Recently Added Cardholder Users	0	Not Approved	68
Cardholder Users with Activity	24		
Recently Added Accounts	7		
Total User Logins	52		

News & Links 1 of 1

No news available
No news available

Add | Edit | View All News

- CitiManager
- Citibank Custom Reporting

Resource Center

- Company User's Guide Complete Manual
- Account User's Guide Complete Manual
- Online Help By Topic

Inbox

- Completed Reports (0)
No completed reports are available.
- Scheduled Reports (0)
No scheduled reports are available.
- Notifications & Files
Notifications (0)
No notifications are available.
- Files (0)
No files are available.

start Home Page - Window... Internet 100% 4:34 PM

Viewing Transactions

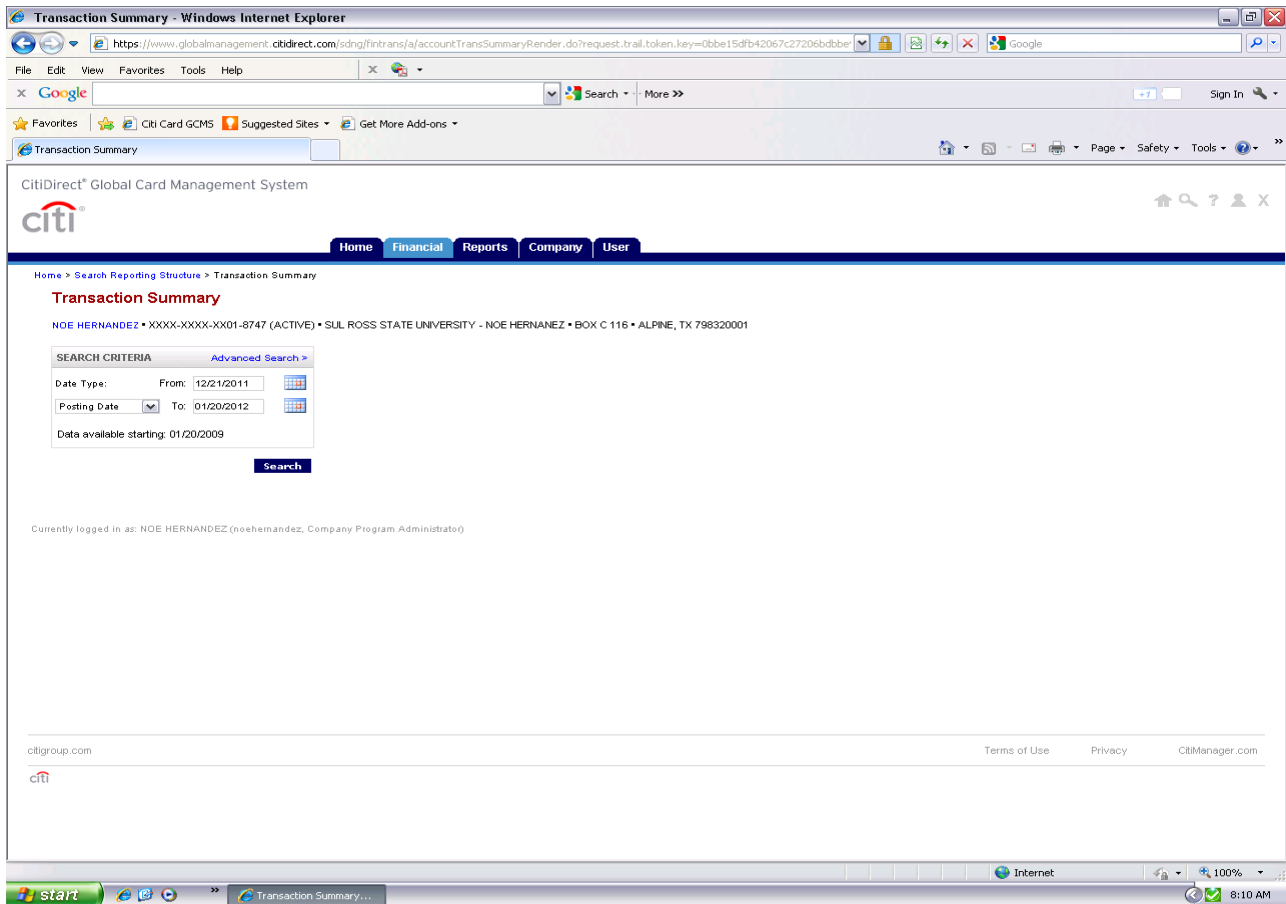
The Financial Tab allows you to query any subset or all of your transaction data based on a specific date range and other filtering criteria that you select. Transactions will be available for you to view within Citi's GCMS webpage the day after the charge posts to your account, enabling you to view

The screenshot displays the CitiDirect Global Card Management System interface. The top navigation bar includes tabs for Home, Financial, Reports, Company, and User. The Financial tab is selected, and a dropdown menu is open, showing options for Account Summary, Merchant Summary, and Transaction Management. The main content area is divided into two columns: Users & Accounts and Transactions & Adjustments. The Transactions & Adjustments section shows a table of transaction data for the previous 30 days.

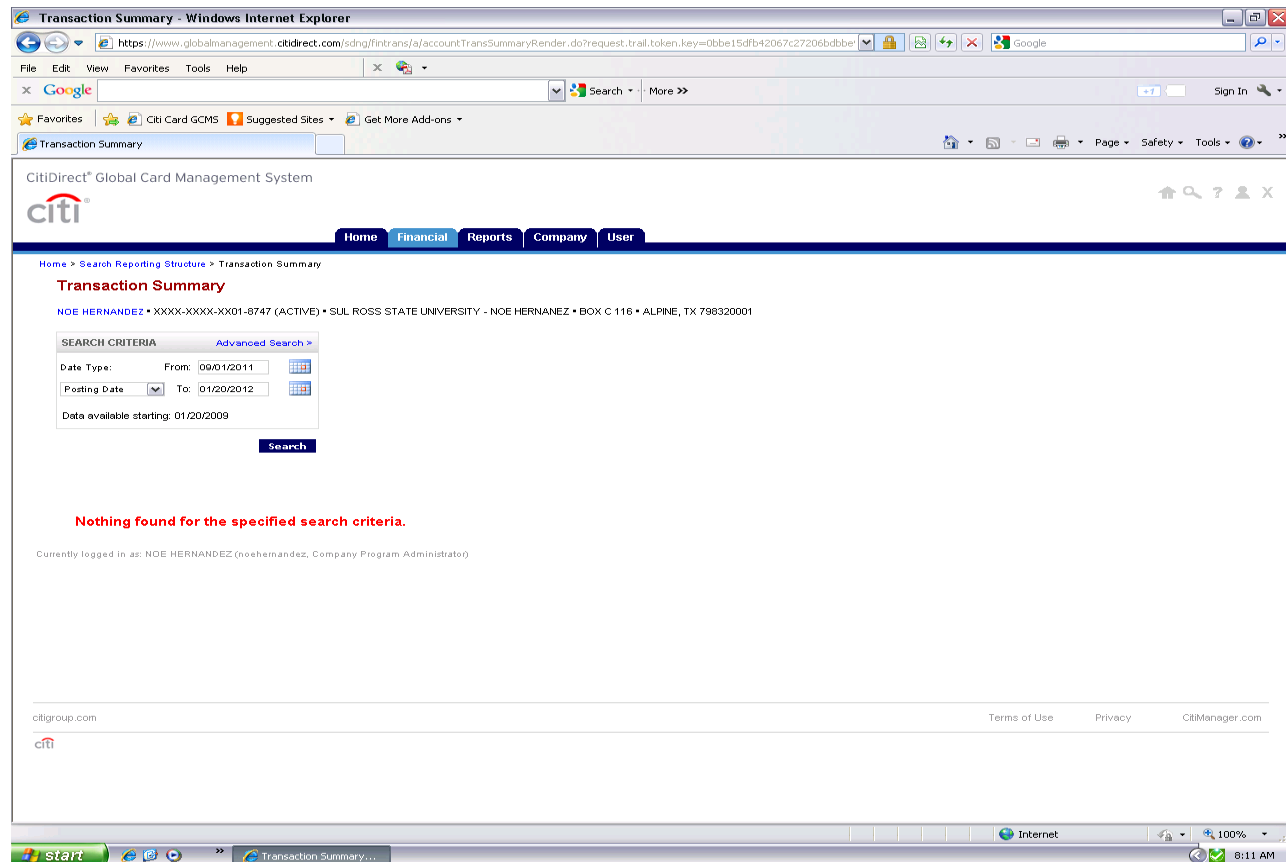
Users & Accounts		Transactions & Adjustments	
Total Users	41	Total Transactions	68
Total Inactive Users	3	Reviewed	18
Total Active Cardholder Users	34	Not Reviewed	50
Total Locked Users	1	Approved	0
Recently Added Cardholder Users	0	Not Approved	68
Cardholder Users with Activity	21		
Recently Added Accounts	7		
Total User Logins	52		

The interface also includes an Inbox section with three categories: Completed Reports (0), Scheduled Reports (0), and Notifications & Files (0). A News & Links section on the right indicates that no news is available. A Resource Center section provides links to the Company User's Guide, Account User's Guide, and Online Help.

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.

Transaction Summary - Windows Internet Explorer

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

Transaction Summary

ASTER TREVINO • XXXX-XXXX-XX54-0045 (ACTIVE) • ALPINE - NOE HERNANDEZ • BOX C 119 • ALPINE, TX 798320001

SEARCH CRITERIA [Advanced Search >](#)

Date Type: From: 09/01/2011

Posting Date To: 01/20/2012

Data available starting: 01/20/2009

[Search](#)

1 - 10 [View Next >>](#)

[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
		<input checked="" type="checkbox"/>	09/14/2011	09/14/2011	EPSON STORE 800-873-7766, CA -90609	227.88		
		<input checked="" type="checkbox"/>	09/30/2011	09/27/2011	TBC-SRSU 115 ALPINE, TX -79832	67.66		
		<input checked="" type="checkbox"/>	09/29/2011	09/28/2011	WAL-MART #0897 FT. STOCKTON, TX -79735	44.14	2.16	
		<input checked="" type="checkbox"/>	10/05/2011	10/03/2011	QUILL CORPORATION 08007898965, IL -60009	536.87	40.90	
		<input checked="" type="checkbox"/>	10/04/2011	10/04/2011	AMAZON MKTPLACE PMTS AMZN.COMBILL, WA -98108	501.40		
		<input checked="" type="checkbox"/>	10/04/2011	10/04/2011	AMAZON MKTPLACE PMTS AMZN.COMBILL, WA -98108	504.48		
		<input checked="" type="checkbox"/>	10/05/2011	10/04/2011	TBC-SRSU 115 ALPINE, TX -79832	610.43		
		<input checked="" type="checkbox"/>	10/05/2011	10/05/2011	AMAZON MKTPLACE PMTS AMZN.COMBILL, WA -98108	490.99		
		<input checked="" type="checkbox"/>	10/07/2011	10/06/2011	AMAZON MKTPLACE PMTS AMZN.COMBILL, WA -98108	505.49		
		<input checked="" type="checkbox"/>	10/07/2011	10/06/2011	AMAZON MKTPLACE PMTS AMZN.COMBILL, WA -98108	25.23		

[Expand All](#) | [Collapse All](#) [Send Email](#) [Save](#) [Reset](#)

1 - 10 [View Next >>](#)

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

Internet 100% 8:12 AM

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.

The screenshot displays a web browser window titled "Transaction Summary - Windows Internet Explorer". The address bar shows a URL from "globalmanagement.citigroup.com". The page content includes a table of transactions and an "ACCOUNTING CODES INFORMATION" pop-up window.

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
		<input type="checkbox"/>	09/14/2011	09/14/2011	EPSON STORE 800-873-7766, CA -00500	227.88		
		<input type="checkbox"/>	09/30/2011	09/27/2011	TBC-SRSU 115 ALPINE, TX -79832	67.66		
		<input type="checkbox"/>	09/29/2011	09/28/2011	WAL-MART #0897 FT. STOCKTON, TX -79735	44.14	2.16	
		<input type="checkbox"/>	10/05/2011	10/03/2011	QUILL CORPORATION 08007888965, IL -80069	536.87	40.90	
		<input type="checkbox"/>	10/04/2011	10/04/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108	501.49		
		<input type="checkbox"/>	10/04/2011	10/04/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108	504.48		
		<input type="checkbox"/>	10/05/2011	10/04/2011	TBC-SRSU 115 ALPINE, TX -79832	610.43		
		<input type="checkbox"/>	10/05/2011	10/05/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108	490.99		
		<input type="checkbox"/>	10/07/2011	10/06/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108	505.49		

ACCOUNTING CODES INFORMATION

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

Starts With: 112000-120211-50 - VP for Enrollment Management
With: 112000-120411-40 - Formula Alp-Dean of ANRS
112000-120441-10 - Formula Alp-Animal

Close

Transaction Summary - Windows Internet Explorer

https://www.globalmanagement.citdirect.com/sdngjfntrns/a/accountTransSummaryRender.do?request.trail.token.key=0bbe15dfb42067c27206bdbbe

SEARCH RESULTS

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/14/2011	09/14/2011	EPSON STORE 800-873-7766, CA -90509	227.88		
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/30/2011	09/27/2011	TBC-SRSU 115 ALPINE, TX-79832	67.66		
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/29/2011	09/28/2011	WAL-MART #0907 FT. STOCKTON, TX-79735	44.14	2.16	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/05/2011	10/03/2011	QUILL CORPORATION 09007898965, IL-60069	536.87	40.90	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/04/2011	10/04/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108	501.49		
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/04/2011	10/04/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108	504.48		
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/05/2011	10/04/2011	TBC-SRSU 115 ALPINE, TX-79832	610.43		
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/05/2011	10/05/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108	490.99		
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/07/2011	10/06/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108	505.49		

ACCOUNTING CODES INFORMATION

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

FOAP Numbers: A00011164 - Louis A Harveson
A00011170 - Robert Kinucan
A00011209 - Aster Trevino
A00011216 - Barbara Vega
A00011219 - Bonnie J Wernock

		<input type="checkbox"/>	<input type="checkbox"/>	11	10/06/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108	25.23		
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Transaction Summary - Windows Internet Explorer

https://www.globalmanagement.citdirect.com/sdngjfntrns/a/accountTransSummaryRender.do?request.trail.token.key=0bbe15dfb42067c27206bdbbe

SEARCH RESULTS

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/14/2011	09/14/2011	EPSON STORE 800-873-7766, CA -90509	227.88		
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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/29/2011	09/28/2011	WAL-MART #0907 FT. STOCKTON, TX-79735	44.14	2.16	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/05/2011	10/03/2011	QUILL CORPORATION 09007898965, IL-60069	536.87	40.90	
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/04/2011	10/04/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108	501.49		
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/04/2011	10/04/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108	504.48		
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/05/2011	10/04/2011	TBC-SRSU 115 ALPINE, TX-79832	610.43		
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/05/2011	10/05/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108	490.99		
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/07/2011	10/06/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108	505.49		

ACCOUNTING CODES INFORMATION

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

FOAP Numbers: 7203 - Registration Fees
7210 - Fees & Other Charges
7201 - Advertisements
7209 - Contracted Services
7300 - Non-marketing Supplies

		<input type="checkbox"/>	<input type="checkbox"/>		10/07/2011	10/06/2011	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98108		
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