The University of Texas at Austin

CitiDirect® Global Card Management System
Cardholder Quick Reference Guide
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Initial Login
1. Launch your browser.
2. Type the URL (https://www.globalmanagement.citidirect.com) in the address line of your browser screen. The CitiDirect Global Card Management System (GCMS) login page appears.
3. Click on Cardholder Self Registration.
4. Account Information Screen will open. Input 16-digit card number in the Account Number box. Do not include hyphens. Input Company Registration Code of 2323464 and click Next.
5. User Information Screen will open. Cardholder First and Last Name will be pre-populated. Complete the User Information Screen and click Register Account.
6. Newly created User ID and password will be used for all future logins.

Passwords
The first time you log in, the Create a New Password screen opens.

To Create a New Password
1. In the Create Password section, complete the required fields, which are marked with an asterisk (*). You cannot log in if you do not supply the required information. The completion of the Security Question and Answer section is required for automatic password reset. **Note:** The security question and answer are different from the challenge questions you will answer later.
2. Click Submit to log in.
3. Select three challenge questions and answer each question and then confirm each response.
4. Click Save.

**Note:** After six unsuccessful login attempts or 90 days without a login, a user profile is locked. Contact the UT card program administrator in Purchasing to unlock your profile.
Password Requirements
1. Passwords must contain a combination of letters and numbers at least eight characters in length. At least two of the characters must be numbers.
2. Passwords cannot:
   a. be the same as your user ID
   b. be used more than once
   c. contain spaces

Forgot Your Password?
In the event that you forget your password, the Global Card Management System (GCMS) has an electronic user reset password feature that will allow you to reset your password based on the challenge questions you answered when you logged in the first time.

To reset your password:
1. Click Forgot Password from the Login page. The Forgot your password? screen displays.
2. Type your user ID in the User ID field.
3. Answer the security question using the answer you provided when you logged in the first time.
4. Click Submit. If you answer the question correctly, you will receive an e-mail with a temporary password you can use to log in. The temporary password is sent to the e-mail address specified in your user profile and expires after 24 hours.
5. You will then be prompted to change your password.

Note: If you have not set up challenge questions and answers, contact the UT card program administrator in Purchasing for help.

Home Page
The Home page appears after you log into the application, and it provides access to various task and information about your program. The sections displayed vary depending on the user type and the options enabled in the application.

You can:
• Review user, account, and transaction activity.
• Download reports and exports.
• Review job status.
• Read application.
• Access links to issuer resources.
• Read application documentation.

The following sample screen shows the home page for cardholders.
Viewing Transaction Information

Searching for Transactions
The Transaction Summary search option allows you to look up your transaction data. To search for a transaction, you must know the date of the transaction.

To search for transactions:
1. From the Account Activity menu, select Transaction Summary. The Transaction Summary screen displays.
2. Use the Search Criteria or Quick Link to select an entity. The Account Summary screen displays.
3. In the Search Criteria section, specify the date range to search by. The system looks for all accounts having transactions within the date range.
4. In the Search Criteria section, click Advanced Options to display filters that you can use to refine your search. Advanced search options appear only if supported by user permissions and site configuration.
Search criteria can be selected for up to a six-month range. Select a search range and click **Search**.

Here is a sample screen shot of a transaction view screen.
Transaction Detail Icons

- Transaction has been exported. You cannot change an exported transaction. Contact your manager or UT card program administrator in Purchasing for more information.

- Merchant transaction. Click icon to access transaction detail.

- Adjustment (such as a payment, card fee, etc.). Click icon to access transaction detail.

- Click to split the transaction or view split details.

- Click to access accounting detail.

Transaction Detail Screen

The Transaction Detail screen provides access to all information associated with a transaction, whether gathered by the merchant or added by your card issuer or university. The Transaction Detail screen is organized by tabs. The Financial Detail page displays essential transaction information, expense description, customer code, accounting codes, purchase detail, custom data fields, and standard fields from transaction addenda. The Split Detail page displays essential transaction information, controls for splitting transactions, managing splits, and cost allocating splits.

To Access Financial Details:
1. Open the Transaction Summary screen.
2. Search for the transaction. The Transaction Summary screen displays.
3. In the Detail column, click the icon indicating the transaction type.
4. In the Transaction Detail screen, click the tab for the Financial Detail page.
5. Modify financial details as needed. Not all details can be modified.
Accounting Codes Information Screens

Click Accounting Detail to see the accounting codes information associated with the transaction.

The default account number is pre-populated. The account number can be changed and accounting codes can be entered in the Code fields. Then click Save.
Splitting Transactions

A transaction can be split into a maximum of 10 parts, so that each part can be cost allocated to a different accounting code. Each split has its own accounting details, which may include purchase details, expense descriptions, and accounting codes. All splits in a transaction must add up to the totals for the transaction. Your transactions may already be split based on corporate card line item and global invoice addenda.

To split a transaction or to modify a transaction that has already been split:

1. Find the transaction in the Transaction Summary screen, and click the Split Transaction icon located on the left side of the Transaction Summary for the transaction. **Note:** The icon appears only next to transactions that can be edited or that have already been split.

2. The Split Transaction screen displays. In the **Split By** drop-down menu, indicate whether you will be specifying split amounts in currency units (Amount) or percentages (Percent). You can change this selection at any time by modifying the field and clicking **Save.**
3. In the Split and Balance To drop-down menu, indicate whether you need splits to add up to the Total Transaction Amount or to the Net Transaction Amount. You can change this selection at any time by modifying the field and clicking Save.

4. Create splits by one of the following:
   a. Specify the required number of splits and click Add Split, or
   b. If the line item detail is present in the transaction addenda, click Split by Line Item. The screen will refresh. Note: If you click Split by Line Item, balancing entries will be created automatically if the line item amounts do not add up to the transaction totals.

5. Edit each split as needed.

6. After entering or changing an amount, percent, or tax, click outside of the field to update the Totals and Balance rows.

7. Review the Totals and Balance rows and balance the splits. The Totals row shows the totals for all splits in this transaction. The Balance row shows the difference between the total and the required value. The total for the Amounts column must equal the Amount for the parent transaction. The Percent total must be 100.00. Adjust the splits until they balance. When they balance, the Balance row disappears.

8. Click Save. Once the new splits have been saved, you can click the Accounting Detail icon to access purchase detail, expense description, and accounting codes.

Split Transactions Screen
Specify the required number of splits. If the split is by amount or percent, click Add Split. In this example, there are two splits by amount.
**View of Splits**
This splits the transaction into two transactions of the same amount with the same accounting codes. Click **Save**. The same process applies for creating split transactions with different accounting codes.

**To Add Splits to a Split Transaction:**
2. Create splits by specifying the required number of splits and clicking **Add Split**. The screen will refresh. **Note:** A transaction can be split into a maximum of 10 parts.
3. Edit the splits as needed. Make sure the **Totals** balance.
4. Click **Save**.
5. If necessary, click the Accounting Detail icon to access purchase detail, expense description, or accounting codes for each split.
6. Click **Save** and return to the Transaction Summary screen.

**To Unsplit a Transaction:**
2. Click **Unsplit**. The split details are deleted, and the Split Transaction screen displays with the original transaction restored. You can then create a different split transaction if necessary.
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