

# Your New Citibank Card



## PCARD HOLDER FIRST TIME LOGIN TO GCMS

To activate your Purchasing Card (PCard), call the telephone number listed on the front sticker of the card. Provide the sixteen digit card number. When asked for your SSN, provide the last four digits of your employee ID, as listed on your PCard application. The employee ID is the unique eight digit number issued to all employees. If Citibank asks for a verification ID, provide them '98765xxxx.' The 4 x's are the last four digits of your employee ID. The PCard Team provides Citibank your mailing address and telephone number provided on your PCard application. Citibank may ask for that information for security purposes.

## TO VIEW TRANSACTIONS ONLINE

Go to [www.citimanager.com](http://www.citimanager.com). Click on the link called **Citibank Global Card Management System (GCMS)**.

**citi** Transaction Services

Home About Us Regions Corporations Financial Institutions Public Sector Institutional Investors

Treasury and Trade Solutions  
Citi® Commercial Cards

- Commercial Cards Home
- > Global Corporate Solutions
- > Public Sector Solutions
- ATM/Citibank Locator

» Customer Service  
» Company Contact Us

Access CitiManager® Tool here:  
**CitiManager Login**

**Web Tools:**

- >> CitiDirect® Card Management System
- >> Citi® Custom Reporting System
- >> CitiDirect® Global Card Management System

Welcome to  
**Citi® Commercial Cards**

As a leading Commercial Card issuer, Citi is committed to providing solutions that offer greater control, visibility and optimization to help our clients maximize their efficiencies and expand their opportunities. Whether your needs are local or global, Citi can customize a solution to help your organization achieve its strategic financial objectives.

With the broadest global reach, an unrivaled international network, award-winning customer service, and the industry's most advanced payment, reporting and expense management tools, Citi continues to raise the bar for commercial card programs. Citi's global infrastructure—with a vast network of countries with on-the-ground proprietary operations—allows you to manage your business and treasury functions seamlessly throughout the world. In addition to offering the most widely accepted Corporate Card—accepted at 34 million merchant locations


**Tell us what you think about our website:**  
» Please give us your feedback

**Videos**

- >> Expanding Corporate Cards to New Markets
- >> Citi's Working Capital Analytics

User ID:

Password:

Language:  

**Login**

[Forgot your password?](#)

For the user ID, enter the sixteen digit card number. For the password, enter 'purchasing00' plus the last four digits of your card number; *purchasing00xxxx*. You will be required to set up a new user ID, password, and the answers to the (3) challenge questions.

After (3) invalid attempts, GCMS users will be locked out of the system.

Password Reset for Cardholders: Call telephone number on the back of your PCard – select Option 1 and Option 1

Password Reset for Reconcilers: Contact the PCard Team at 940-369-5500.

## GCMS Home Page



[My Profile](#)


[Account Activity](#)

Home

Welcome Back Angela Byrne

Last Visit: 05/13/2011

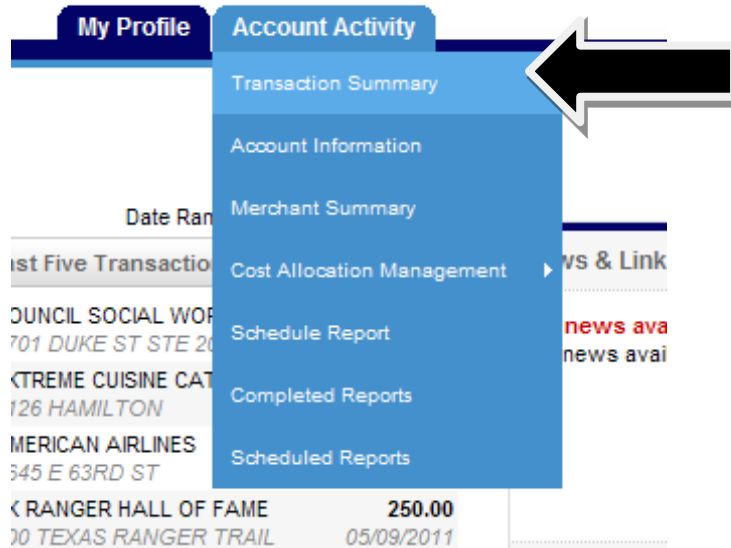
### Account Activity

Date Range:  

Transactions & Adjustments		Last Five Transactions	
<b>Total Transactions</b>	<b>23</b>	COUNCIL SOCIAL WORK ED	<b>2,707.50</b>
Reviewed	15	1701 DUKE ST STE 200	05/13/2011
Not Reviewed	8	EXTREME CUISINE CATERI	<b>550.00</b>
		2126 HAMILTON	05/13/2011
		AMERICAN AIRLINES	<b>478.90</b>
		7645 E 63RD ST	05/11/2011
		TX RANGER HALL OF FAME	<b>250.00</b>
		100 TEXAS RANGER TRAIL	05/09/2011
		TSCPA	<b>345.00</b>
		14651 DALLAS PKY STE 700	05/09/2011

**Record major description category and verify the DeptID/ProjID for each transaction:**

1. Click on the Account Activity Tab, **Transaction Summary** Heading



2. Choose the appropriate reporting cycle (billing cycle)

SEARCH CRITERIA [Advanced Search >](#)

Reporting Cycle: June 2011   
(05/04/2011 to 06/03/2011)

Date Type: From: 05/04/2011 

Posting Date  To: 06/03/2011 

Data available starting: 05/17/2008

**Search**

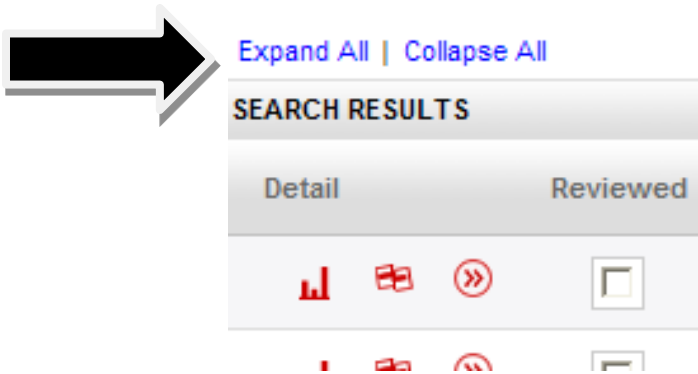
3. Transactions will appear after clicking the “Search” button

Expand All | Collapse All Send Email Save Reset

**SEARCH RESULTS** Search Total: 4,803.40

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
  	<input type="checkbox"/>	<input type="checkbox"/>	05/05/2011	05/02/2011	TLF LINWOOD-ALFORD FLO DENTON, TX -76201	73.00	
  	<input type="checkbox"/>	<input type="checkbox"/>	05/04/2011	05/03/2011	ISCB INTL SOC FOR COMP 858-8220852, CA -92093	150.00	
  	<input type="checkbox"/>	<input type="checkbox"/>	05/05/2011	05/03/2011	DENTON CHAMBER OF C DENTON, TX -76201	249.00	
  	<input type="checkbox"/>	<input type="checkbox"/>	05/09/2011	05/07/2011	TSCPA 972-687-8500, TX -75254	345.00	
  	<input type="checkbox"/>	<input type="checkbox"/>	05/09/2011	05/07/2011	TX RANGER HALL OF FAME WACO, TX -76706	250.00	
  	<input type="checkbox"/>	<input type="checkbox"/>	05/11/2011	05/10/2011	AMERICAN AIRLINES AA.COM/AA RES, TX -74063	478.90	
  	<input type="checkbox"/>	<input type="checkbox"/>	05/13/2011	05/11/2011	EXTREME CUISINE CATERI 940-3808770, TX -76226	550.00	

4. Click “Expand All”




5. This is what a single transaction looks like:

ACCOUNTING CODES INFORMATION				
Expense Description				
Business Unit	Dept I.D. (please verify)	Account Number	Description of Items Purchased	Vendor Status Check >\$500?
NT752	99999	506250		
Comments A		Comments B		
<a href="#">Edit Accounting Codes</a>				

6. Click "Edit Accounting Codes"

ACCOUNTING CODES INFORMATION				
Expense Description				
Business Unit	Dept I.D. (please verify)	Account Number	Description of Items Purchased	Vendor Status Check >\$500?
NT752	99999	506250		
Comments A		Comments B		
<a href="#">Edit Accounting Codes</a>				



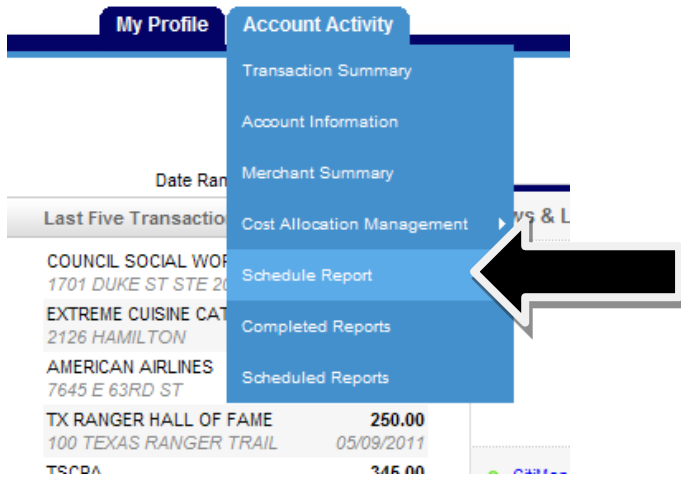
7. The transaction "opens" for edits. Be sure to verify the DeptID/ProjID and to change accordingly for each transaction. Use the drop down feature to record the "Description of Items Purchased." Enter any departmental specific comments or clarifying information in the Comment A or B field.

ACCOUNTING CODES INFORMATION				
Expense Description				
Business Unit	Dept I.D. (please verify)	Account Number	Description of Items Purchased	Vendor Status Check >\$500?
NT752 NT752 * <input type="button" value="v"/>	99999 99999	506250 506250 *	<input type="button" value="v"/> *	<input type="button" value="v"/>
Comments A		Comments B		
<input type="text"/>		<input type="text"/>		
<a href="#">Copy to All on Page</a>				

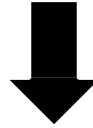
8. Click "Save" at the bottom of the page

## To Run Reports:

1. Click on the Account Activity Tab, **Schedule Report** Heading



2. Choose *Accounting Code Detail* or *Expense Report*



### Account Management Reports



Account Statement  
Account Management Reports  
System (Adobe PDF)



Accounting Code Detail  
Account Management Reports  
System (Adobe PDF)



Accounting Codes Analysis  
Account Management Reports  
System (Adobe PDF)

### Merchant Reports



Merchant Detail  
Merchant Reports  
System (Adobe PDF)



Spend Analysis by Merchant  
Merchant Reports  
System (Adobe PDF)



Texas HUB Report  
Merchant Reports  
System (Fixed Width)

### Transaction Reports



Detail Spend Analysis by Account  
Transaction Reports  
System (Adobe PDF)



Expense Report  
Transaction Reports  
System (Adobe PDF)



3. Modify any of the report options to fit your needs. Include your email address in the “Notify Me At....” Box. If split transactions need to be reflected in the report, be sure to select the box, ‘Include Splits’.



## Schedule Report: Options

Specify the schedule report options below, then click Next or Save to continue.

Date Type

Report Format

Number Format

Date Format

Additional Options  Include Splits

Description

Notify Me At   
Enter up to five e-mail addresses separated by commas



[Back](#) [Next](#) [Save](#) [Cancel](#)

4. Select the **Reporting Cycle** from the Scheduled Report page. Choose the reporting cycle.

## Schedule Report: Frequency

Choose the frequency and date range to use to schedule this report, then click Save to continue.

Run Once  
From Date  To Date  Schedule Offset  (in days)

Daily  
Start Date  Days to Run  Schedule Offset  (in days)

Weekly  
From Day  Weeks to Run   
To Day  Schedule Offset  (in days)

Monthly  
From Day  Months to Run   
To Day  Schedule Offset  (in days)


Reporting Cycle  
Date Type: Posting Date  
Reporting Cycle   
Number of Cycles to Run  Schedule Offset  (in days)



[Back](#) [Save](#) [Cancel](#)

5. Click “Save.” Note that you are returned to the original report screen, but on the left hand side, you will see that the report you’ve ordered has been scheduled.

CitiDirect® Global Card Management System



[Home](#) **My Profile** **Account Activity**

**Progress - Step 1**  
No report selected

**Schedule Report: Choose**  
Select a report from the list provided. To quit


- [Account Statement](#)  
Account Management Reports System (Adobe PDF)
- [Line Item Detail](#)  
Transaction Reports System (Adobe PDF)
- [Spend Analysis by Merchant](#)  
Merchant Reports System (Adobe PDF)

**Completed Reports**  
1 Reports Complete

- [Account Statement](#)  
[Description empty]

**Scheduled Reports**  
1 Reports Scheduled

- [Account Statement](#)  
[Description empty]



6. You will receive an email telling you that your report is ready for viewing.

**Account Statement is complete.**

Online Reporting [sdg2@mastercard.com]

Sent: Tue 5/10/2011 3:55 PM

To: Long, Sherene; Sims, Renee



**Notice from your online reporting solution.**


The report that you scheduled is ready for viewing. [Click Here](#) to login.



7. You can access the report from your home page

**Inbox**

 **Completed Reports (3)**
 **Scheduled Reports (0)**



[Account Statement](#)  
 Completed Date 05/12/2011


[Account Statement](#)  
 Completed Date 05/10/2011

[Account Statement](#)  
 Completed Date 05/06/2011

[View All >](#)

No scheduled reports are available.


8. All transaction supporting documentation should be attached to the resulting report. This pdf statement should then be signed by the Cardholder, Reconciler, and Accountholder. There is not an official place for a signature, but rather it should be signed within the white space.



**Account Statement**  
Posting Date: 04/02/2011 - 05/03/2011

**ANGELA BYRNE**  
752 75-6002149  
XX 9313

1155 UNION CIRCLE 310499  
DENTON, TX 762035017 USA



**Account Statement**  
Posting Date: 04/02/2011 - 05/03/2011

**ANGELA BYRNE**  
752 75-6002149  
1155 UNION CIRCLE 310499  
DENTON, TX 762035017 USA

1155 UNION CIRCLE 310499  
DENTON, TX 762035017 USA

Account Name	Transaction Count	Transaction Amount	Payment Count	Payment Amount	Total Count	Total Amount
ANGELA BYRNE 752 75-6002149	21	18,765.63	0	0.00	21	18,765.63
<b>Report Totals</b>	<b>21</b>	<b>18,765.63</b>	<b>0</b>	<b>0.00</b>	<b>21</b>	<b>18,765.63</b>

Signatures Here

Address	Amount
336-5470607 NC USA	100.00
NACOGDOCHES TX USA	5,000.00
ALEXANDRIA VA USA	145.00
08003214267 RI USA	260.00
9037716334 TX USA	230.00
02028612500 DC USA	1,564.00
202-408-8600 DC USA	190.00
COLLEGE STATI TX USA	5,974.30
DENTON TX USA	95.23
ALEXANDRIA VA USA	145.00
928-532-2875 AZ USA	500.00
COLLEGE STATI TX USA	458.00
DENTON TX USA	241.00
785-5325717 KS USA	55.00
785-5325717 KS USA	55.00
785-5325717 KS USA	55.00
DENTON TX USA	248.00
NEW YORK NY USA	2,270.10
COLLEGE STATI TX USA	661.00
08002583826 TX USA	22.00
214-3666485 TX USA	497.00
<b>Total Amount</b>	<b>18,765.63</b>

Run Date: 05/10/2011  
Angela Byrne (ambyrne, Cardholder User)

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Page 2 of 2

Run Date: 05/10/2011  
Angela Byrne (ambyrne, Cardholder User)

## A Reconciler's Look – GCMS Home page

CitiDirect® Global Card Management System



Financial Reports Accounts User

Home

Welcome Back Lisa Arrington

Last Visit: 05/11/2011

### Program Activity

Date Range: Previous 30 Days

Users & Accounts		Transactions & Adjustments	
Total Users	1	Reviewed	15
Total Active Cardholder Users	1	Not Reviewed	8
Total Locked Users	0	Approved	15
Recently Added Cardholder Users	0	Not Approved	8
Cardholder Users with Activity	1		
Total User Logins	21		

News & Links 1 of 1

No news available  
No news available

[View All News](#)

- [CitiManager](#)
- [Citibank Custom Reporting](#)
- [Citibank Online Statements](#)
- [Citibank Electronic Reporting System](#)
- [GCMS Classic](#)

### Inbox

Completed Reports (0) Scheduled Reports (0) Notifications & Files

No completed reports are No scheduled reports are Notifications (0)

## A Reconciler's Look – Review/Approve Transaction Data

1. Click on the Financial Tab, Account Summary Heading

The screenshot shows the navigation menu with 'Accounts' selected. A dropdown menu is open, showing 'Account Summary', 'Merchant Summary', and 'Transaction Management'. A large black arrow points to the 'Account Summary' option. Below the menu, the 'Transactions & Adjustments' table is partially visible, showing 'Reviewed' with a count of 15.

2. Choose **All Accounts** from the drop down items, click **“Search.”**

## Search Reporting Structure

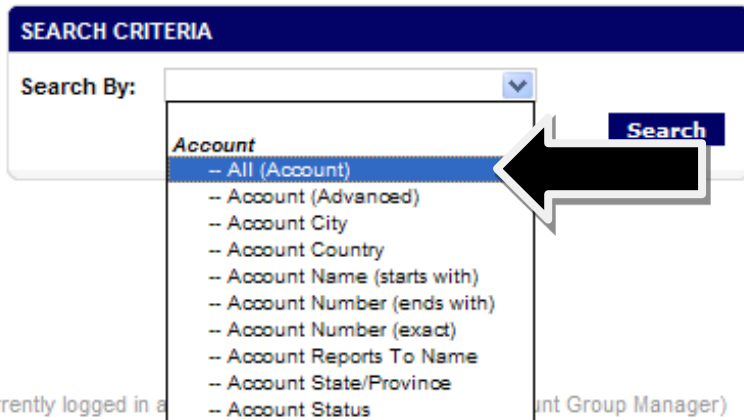
**SEARCH CRITERIA**

Search By:

- Account
- All (Account)
- Account (Advanced)
- Account City
- Account Country
- Account Name (starts with)
- Account Number (ends with)
- Account Number (exact)
- Account Reports To Name
- Account State/Province
- Account Status

Search

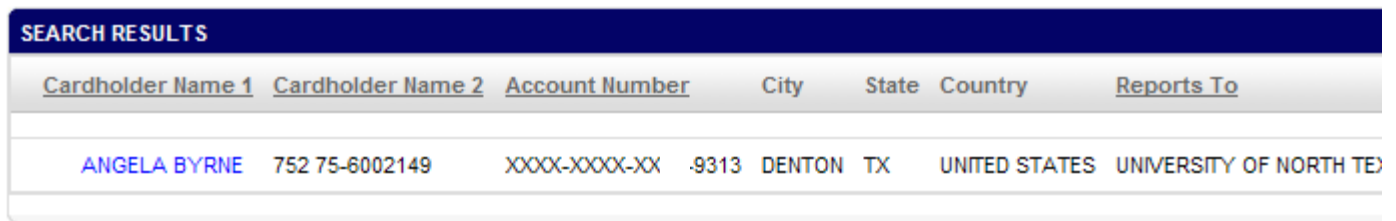
Currently logged in as [Name] (Account Group Manager)



3. Everyone that you are able to reconcile for will appear.

**SEARCH RESULTS**

<u>Cardholder Name 1</u>	<u>Cardholder Name 2</u>	<u>Account Number</u>	City	State	Country	<u>Reports To</u>
ANGELA BYRNE	752 75-6002149	XXXX-XXXX-XX	9313	DENTON TX	UNITED STATES	UNIVERSITY OF NORTH TEXAS



4. Choose the desired account by clicking on the hyperlinked name.
5. Choose the appropriate reporting cycle, click **“Search.”**

**SEARCH CRITERIA** [Advanced Search >](#)

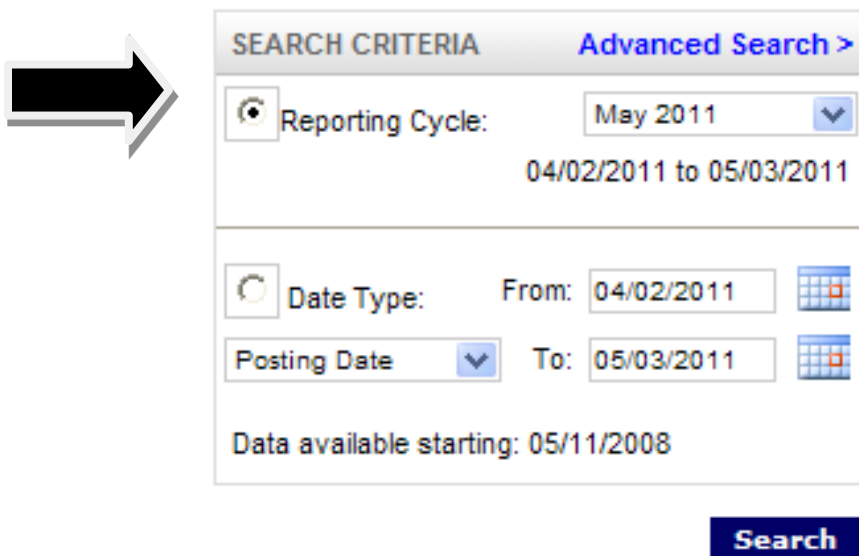
Reporting Cycle:

Date Type: From:

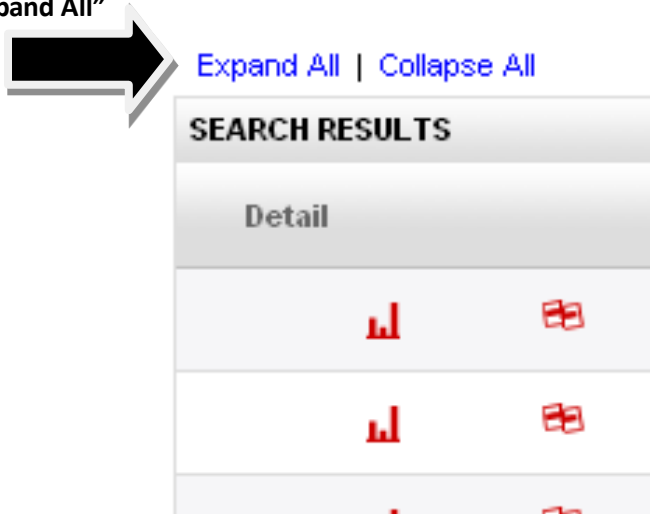
Posting Date  To:

Data available starting: 05/11/2008

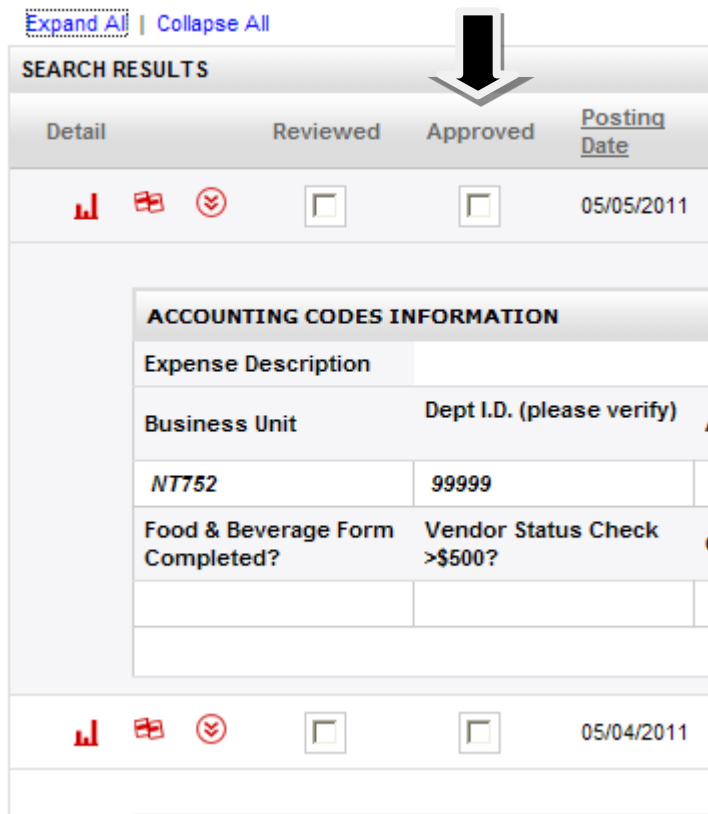
Search



6. Click "Expand All"



6. Review the major description category. Make sure that the receipt most accurately reflects the category selected. If you are satisfied with the information entered by the cardholder, or if you have entered the appropriate information as the reconciler, check the "Approved" box to prevent further editing.



## Important Information

- **Billing Address: Departmental Mailing Address provided on PCard Application**  
GCMS>My Profile>click on Credit Card Number>view Billing Address Associated with Credit Card
- **Billing Telephone Number: Departmental Telephone number provided on PCard Application**  
GCMS>My Profile>click on Credit Card Number>view Telephone Number Associated with Credit Card
- **For Lost/Stolen/Compromised Cards: 800.248.4553**  
UNT System PCard Assistance: 940.369.5500, or toll free 855-868-4357