

Citibank Card - Reconcilers



To View Transactions Online:

Go to 'www.citimanager.com'. Click on the link called **Citibank Global Card Management System**. This will take you to the Global Card Management System (GCMS).

The screenshot shows the Citibank Transaction Services website. The navigation menu includes Home, About Us, Regions, Corporations, Financial Institutions, Public Sector, and Institutional Investors. The main content area features a large image of the Golden Gate Bridge and a 'Welcome to Citi Commercial Cards' section. A sidebar on the left lists 'Web Tools' including 'CitiDirect Global Card Management System', which is highlighted with a black arrow. A 'CitiManager Login' button is also visible.



User ID:

Password:

Language:


[Forgot your password?](#)

You will be emailed your permanent User ID from the BSC, PCard Team. For the password, enter 'purchasing00'. You will be required to set up a new password, and the answers to the (3) challenge questions.

After (3) invalid attempts, GCMS Reconcilers will be locked out of the system. For now, password resets for Reconcilers will be handled by the PCard Team at 940-369-5500.

A Reconciler's Look – GCMS Home page

CitiDirect® Global Card Management System



Home

Welcome Back Lisa Arrington
Last Visit: 05/11/2011

Financial Reports Accounts User

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

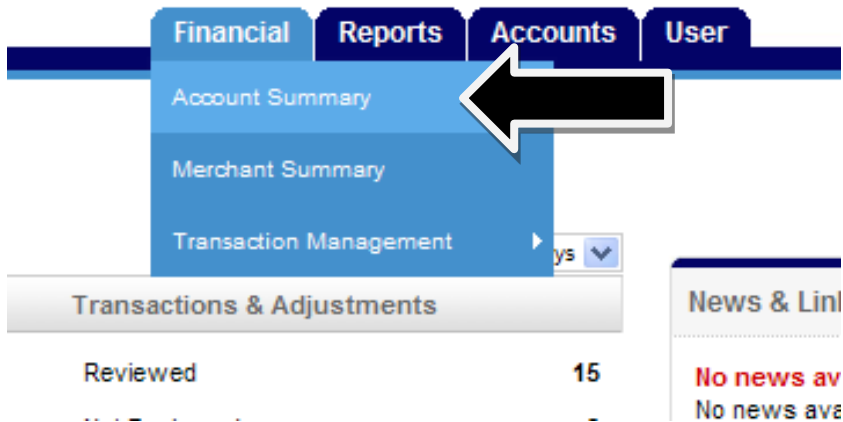
Inbox

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

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

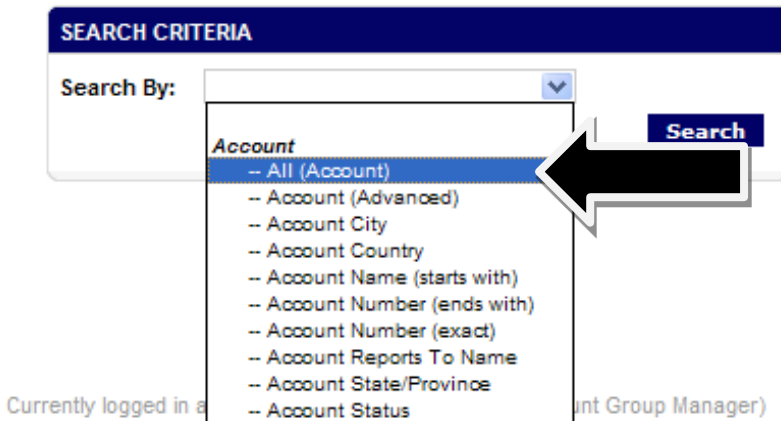
A Reconciler's Look – Review/Approve Transaction Data

1. Click on the Financial Tab, **Account Summary** Heading



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

Search Reporting Structure




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> | <u>City</u> | <u>State</u> | <u>Country</u> | <u>Reports To</u> |
| ANGELA BYRNE | 752 75-6002149 | XXXX-XXXX-XX | 49313 | 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:
04/02/2011 to 05/03/2011

Date Type: From:

Posting Date To:

Data available starting: 05/11/2008







6. Click "Expand All"



[Expand All](#) | [Collapse All](#)

SEARCH RESULTS







Detail

| | |
|---|---|
|  |  |
|  |  |
|  |  |

7. Review the transaction data. Make sure that a DeptID or ProjID has been indicated for each transaction.
8. 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.

[Expand All](#) | [Collapse All](#)

SEARCH RESULTS

| Detail | Reviewed | Approved | Posting Date |
|---|-----------------------------|--------------------------|--------------|
|    | <input type="checkbox"/> | <input type="checkbox"/> | 05/05/2011 |
| ACCOUNTING CODES INFORMATION | | | |
| Expense Description | | | |
| Business Unit | Dept I.D. (please verify) | | |
| NT752 | 99999 | | |
| Food & Beverage Form Completed? | Vendor Status Check >\$500? | | |
| | | | |
|    | <input type="checkbox"/> | <input type="checkbox"/> | 05/04/2011 |

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