

Your New Citibank Card

To Activate Your New Purchasing Card:

Call the telephone number listed on the front sticker of the card. Provide the sixteen digit card number. When Citibank requests your social security number, provide the last four digits of your employee ID as the last four digits of your social security number. Your employee ID is the eight digit number that was issued to you.

To View Transactions Online:

Go to 'www.citimanager.com'. Click on the link called **Citibank Global Card Management System** (see arrow). This will take you to the Global Card Management System (GCMS) which is similar to Smart Data Online for the JP Morgan Chase card.



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Treasury and Trade Solutions

Citi® Commercial Cards

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› [Global Corporate Sector Solutions](#)

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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 programs. Citi's global infrastructure—with a vast network of countries with 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 30 million merchant locations and 1,500,000 ATMs in 140 countries—Citi is also the only bankcard issuer to offer local currency card programs in 50+ countries and 25+ languages.

As next-generation card management solutions emerge, Citi, once again, is at the forefront of card technology, delivering cutting-edge payment tools and platforms to help our clients achieve greater integration, efficiency and control—locally, regionally, and globally. Our advanced suite of customizable, online reporting tools and solutions seamlessly integrate with your financial systems, providing you with the transaction details you need—when you need them—so you can manage your business more effectively.

CitiManager Secure Site

Access online program management tools by clicking one of the following links:

›› [CitiManager](#) – provides single sign-on access to the applications you need.

Or

Go directly to one of our secure web tools:

›› [CitiDirect® Card Management System](#)

›› [Citi® Custom Reporting System](#)

›› [Citi® Electronic Reporting System](#)

›› [Citi® Online Statements](#)

›› [CitiDirect® Global Card Management System](#)



User ID:
Password:
Language: American English

[Forgot your password?](#)

For the User ID, enter the sixteen digit card number. For the password, enter 'purchasing2011' plus the last four digits of your card number; *purchasing2011xxxx*. You will be required to set up a new user i.d., password, and the answers to the (3) challenge questions.

After (3) invalid attempts, GCMS users will be locked out of the system; please call the number on the back of your purchasing card to have your password reset (1.800.248.4553) (option 1) (option 1). For now, password resets for Reconcilers will be handled by the PCard Administrator at 940.565.3204. Citibank will eventually be available to reset the passwords for Reconcilers.

GCMS Home Page



[My Profile](#)

[Account Activity](#)

Home

Welcome Back Angela Byrne

Last Visit: 05/13/2011

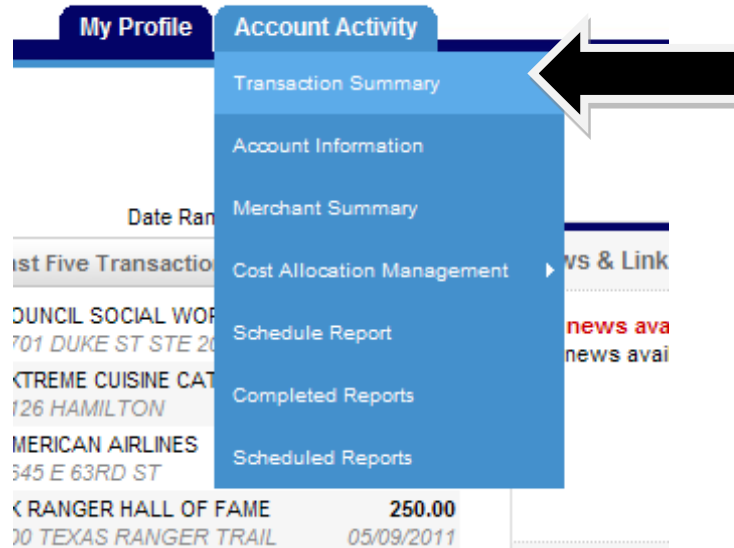
Account Activity

Date Range: Previous 30 Days

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

Recording major description category and verifying the DeptID/ProjID for the 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

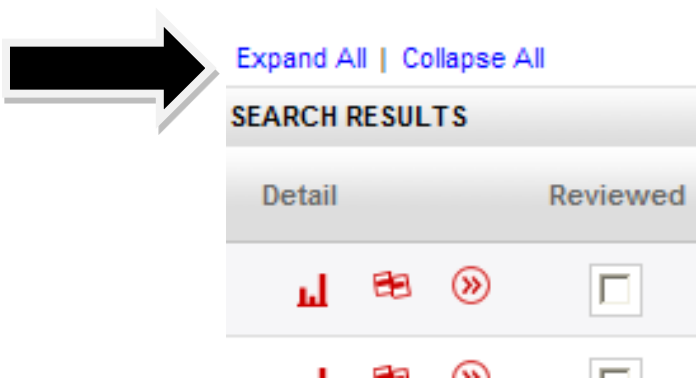
3. Transactions will appear after clicking the “Search” button

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		
Edit Accounting Codes				

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		
Edit Accounting Codes				



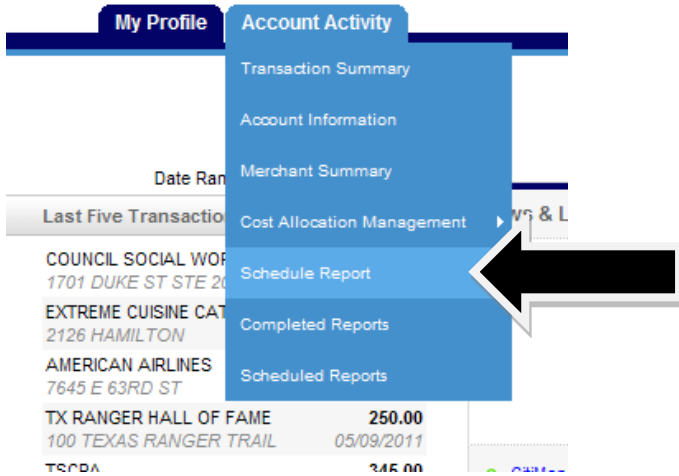
7. The transaction "opens" for edits. Be sure to verify the DeptID/ProjID and to change accordingly for each transaction. Use the drop down feature to record the "Description of Items Purchased." Enter any departmental specific comments or clarifying information in the Comment A or B field.

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

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

To Run Reports:

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



The screenshot shows a navigation menu with 'My Profile' and 'Account Activity' tabs. The 'Account Activity' dropdown menu is open, listing options: Transaction Summary, Account Information, Merchant Summary, Cost Allocation Management, Schedule Report, Completed Reports, and Scheduled Reports. A large black arrow points to the 'Schedule Report' option. Below the menu, a table of transactions is visible, including entries for 'COUNCIL SOCIAL WORK', 'EXTREME CUISINE CATERING', 'AMERICAN AIRLINES', and 'TX RANGER HALL OF FAME'.

2. Choose the **Account Statement Report**



The screenshot displays the 'Schedule Report: Choose Report' interface. At the top, there is a calendar icon, the title 'Schedule Report: Choose Report', and two dropdown menus: 'Group By' set to 'None' and 'Show' set to 'All'. Below the title, a text box instructs: 'Select a report from the list provided. To quickly locate the report you are looking for, try using the Group By and Show options above.' A large black arrow points to the 'Account Statement' report option in the list.

 Account Statement Account Management Reports System (Adobe PDF)	 Account Status Account Management Reports System (Adobe PDF)
 City Of San Angelo CITIBANK CORPORATE CARD (Fi...	 Daily Transaction Summary Transaction Reports System (Adobe PDF)
 Detail Spend Analysis by Account Transaction Reports System (Adobe PDF)	 Expense Report Transaction Reports System (Adobe PDF)
 Line Item Detail Transaction Reports System (Adobe PDF)	 Merchant Detail Merchant Reports System (Adobe PDF)
 PCard Account Summary 752 UNIVERSITY OF NORTH TEX...	 Spend Analysis by Merchant Merchant Reports

3. Modify any of the report options to fit your needs. Include **your email** address in the “**Notify Me At....**” Box.



Schedule Report: Options

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

Date Type	<input type="text" value="Posting Date"/>
Report Format	<input type="text" value="Adobe PDF"/>
Number Format	<input type="text" value="XX,XXX.XX"/>
Date Format	<input type="text" value="MM/DD/YYYY"/>
Additional Options	<input type="checkbox"/> Include Splits
Description	<input type="text"/>
Notify Me At	<input type="text" value="angela.byrne@unt.edu"/> 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




My Profile **Account Activity**


[Home](#)

 **Progress - Step 1**


▶ **Select Report**
[No report selected](#)

 **Completed Reports**
1 Reports Complete




[Account Statement](#)
[Description empty]

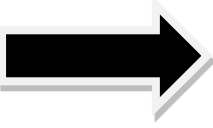
 **Scheduled Reports**
1 Reports Scheduled

[Account Statement](#)
[Description empty]

 **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)



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

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
Report Totals	21	18,765.63	0	0.00	21	18,765.63

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
214-3686485 TX USA	497.00
Total Amount	18,765.63

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

Copyright © 2010 Citigroup Inc. 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](#)

- [CitManager](#)
- [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 'Accounts' tab selected in the navigation bar. A dropdown menu is open, listing '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 visible, showing 'Reviewed' transactions with a count of 15. To the right, the 'News & Links' section displays 'No news available'.

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

Search Reporting Structure

SEARCH CRITERIA

Search By:

- 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 [username] (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:

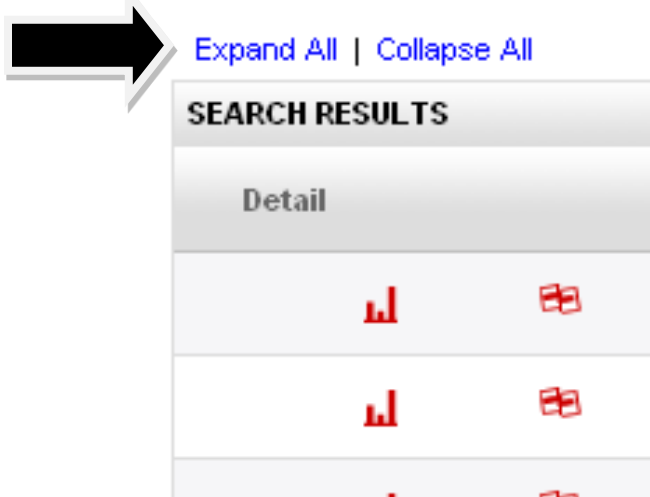
Date Type: From:

Posting Date

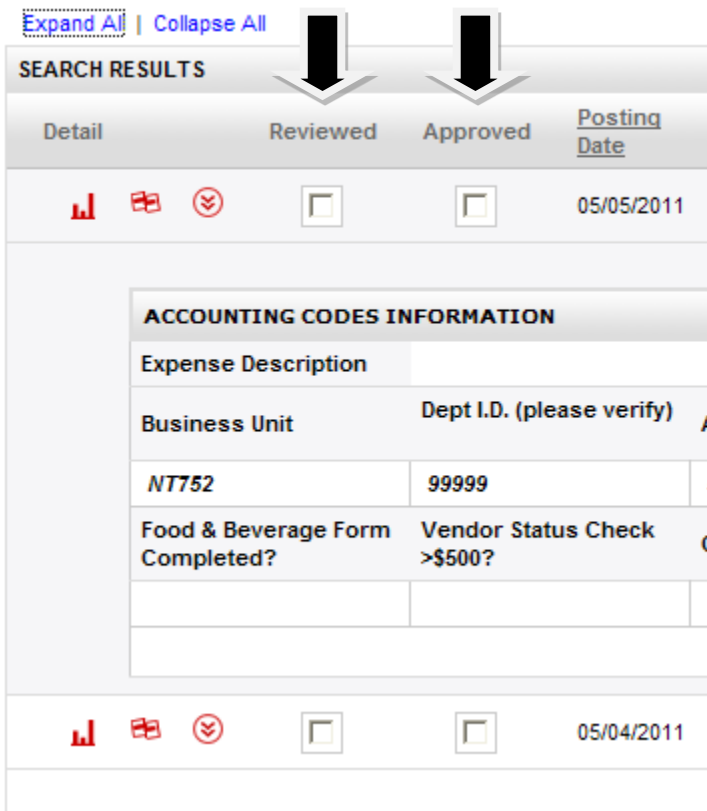
Data available starting: 05/11/2008

Search

6. Click "Expand All"



7. Review the transaction data. Make sure that a DeptID or ProjID has been indicated for each transaction. 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've entered the appropriate information as the reconciler, check the "Reviewed" and "Approved" box to prevent further editing.



Important Information:

UNT, UNT Dallas and UNT System Administration:

Billing Address: University of North Texas
11)) r o 0
Denton, TX 7620 y0

Billing Telephone Number: 940. 6 . 00

Password Reset for Reconcilers: Call the PCard Administrator at 940.565.3204. In the future, Citibank will be available to reset the passwords for Reconcilers.

UNT Health Science Center:

Billing Address: University of North Texas Health Science Center at Fort Worth
3500 Camp Bowie Blvd
Fort Worth, TX 76107-2644

Billing Telephone Number: 817.735.2679

Password Reset for Reconcilers: Call the PCard Administrator at 855.868.4537. In the future, Citibank will be available to reset the passwords for Reconcilers.

ALL INSTITUTIONS:

For Lost/Stolen/Compromised Cards: 800.248.4553

**Password Reset for Cardholders: 1.800.248.4553 – (option 1 and option 1)
(BSC STAFF ARE UNABLE TO RESET CARDHOLDER PASSWORDS)**

Website: www.citimanager.com