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.

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

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

1. Click on the Account Activity Tab, **Transaction Summary** Heading
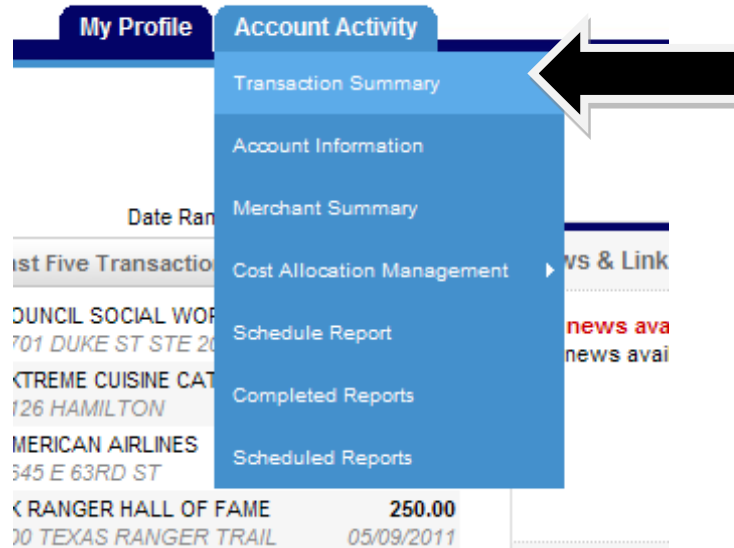
2. Choose the appropriate reporting cycle (billing cycle)

3. Transactions will appear after clicking the "**Search**" button

Expand All | Collapse All   Send Email   Save   Reset

SEARCH RESULTS   Search Total: 4,803.40

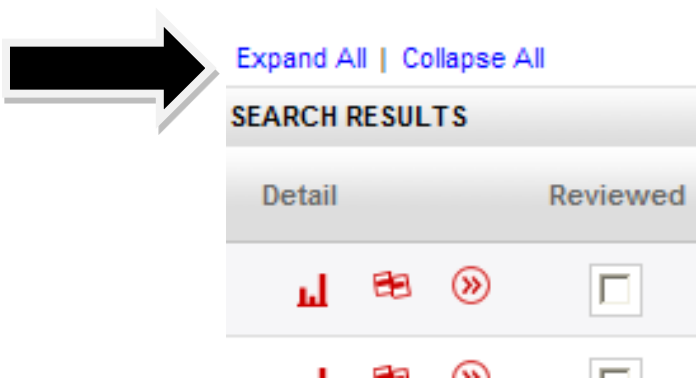| Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
📊 🔀 ⑨	☐	☐	05/05/2011	05/02/2011	TLF LINWOOD-ALFORD FLO DENTON, TX -76201	73.00	
📊 🔀 ⑨	☐	☐	05/04/2011	05/03/2011	ISCB INTL SOC FOR COMP 858-8220852, CA -92093	150.00	
📊 🔀 ⑨	☐	☐	05/05/2011	05/03/2011	DENTON CHAMBER OF C DENTON, TX -76201	249.00	
📊 🔀 ⑨	☐	☐	05/09/2011	05/07/2011	TSCPA 972-687-8500, TX -75254	345.00	
📊 🔀 ⑨	☐	☐	05/09/2011	05/07/2011	TX RANGER HALL OF FAME WACO, TX -76706	250.00	
📊 🔀 ⑨	☐	☐	05/11/2011	05/10/2011	AMERICAN AIRLINES AA.COM/AA RES, TX -74063	478.90	🧳
📊 🔀 ⑨	☐	☐	05/13/2011	05/11/2011	EXTREME CUISINE CATERI 940-3808770, TX -76226	550.00	

4. Click "**Expand All**"

Expand All | Collapse All

SEARCH RESULTS

Detail	Reviewed
📊 🔀 ⑨	☐
📊 🔀 ⑨	☐

5. This is what a single transaction looks like:

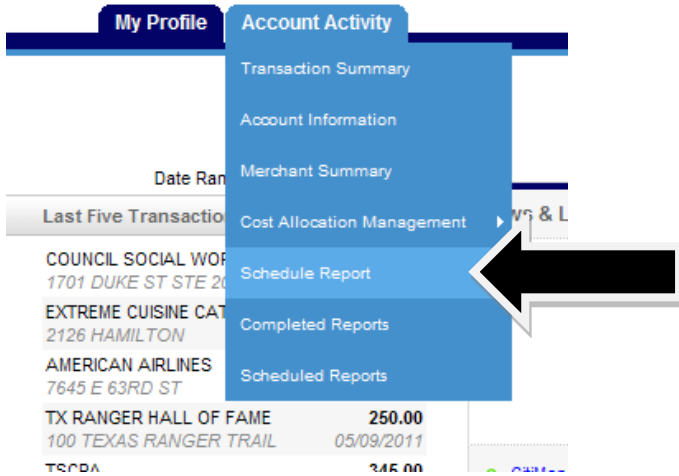
6. Click "E**dit Accounting Codes**"

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.

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

To Run Reports:

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

2. Choose the **Account Statement Report**

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

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

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.

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

7. You can access the report from your home page

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.

A Reconciler's Look – GCMS Home page

CitiDirect® Global Card Management System

citi®

| 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

| Financial | Reports | Accounts | User |

Account Summary ⬅

Merchant Summary

Transaction Management ▶ ys ▼

Transactions & Adjustments   News & Lin

Reviewed   15   No news av
                                      No news ava

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

Search Reporting Structure

SEARCH CRITERIA

Search By: [▼]

Search

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

Currently logged in a ... unt Group Manager)

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

SEARCH RESULTS

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

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: May 2011   [▼]
                      04/02/2011 to 05/03/2011

○ Date Type: From: 04/02/2011   🗓
Posting Date [▼]   To: 05/03/2011   🗓

Data available starting: 05/11/2008

Search

6. Click **"Expand All"**

Expand All | Collapse All

SEARCH RESULTS

Detail
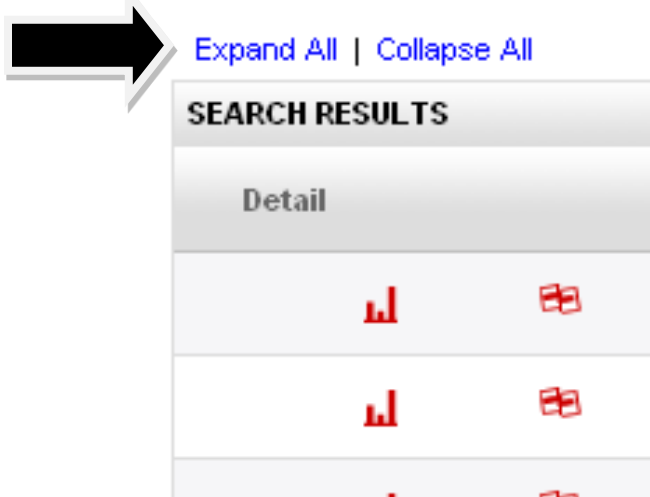
7. Review the transaction data. Make sure that a DeptID or ProjID has been indicated for each transaction. Review the major description category. Make sure that the receipt most accurately reflects the category selected. If you are satisfied with the information entered by the cardholder, or if you've entered the appropriate information as the reconciler, check the "**Reviewed**" and "**Approved**" box to prevent further editing.

Expand All | Collapse All

SEARCH RESULTS

Detail	Reviewed	Approved	Posting Date
			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?

| | | | 05/04/2011 |
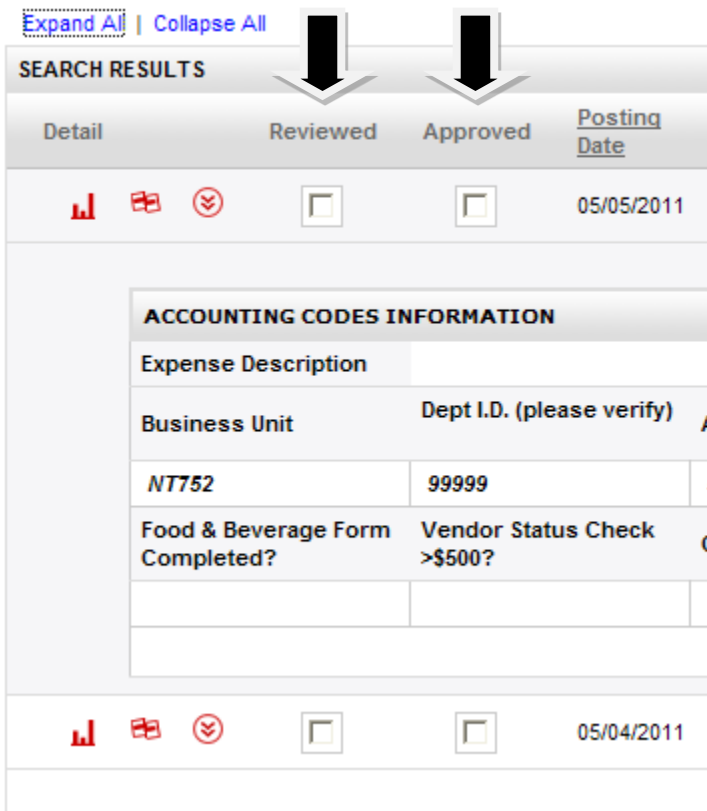
Important Information:

UNT, UNT Dallas and UNT System Administration:

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

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