

Citibank Card - Reconcilers

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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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 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 forefront of card technology, delivering cutting-edge payment tools and platform 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:	<input type="text"/>
Password:	<input type="password"/>
Language:	<input type="text" value="American English"/>
<input type="button" value="Login"/>	

[Forgot your password?](#)



You will be emailed with your temporary User ID. 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 Reconcilers will be locked out of the system. 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.

***Cardholders will need to call the Citi HELPDESK to have passwords reset at **1.800.248.4533** (option 1) (option 1).

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

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

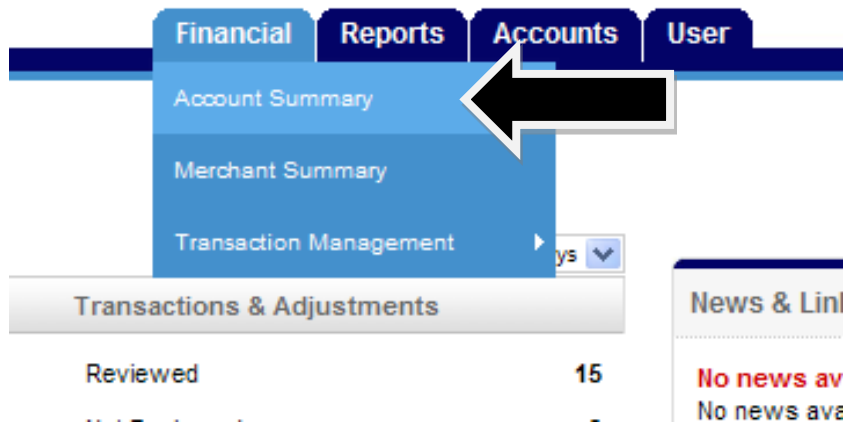
Inbox

✓ Completed Reports (0)
🕒 Scheduled Reports (0)
🔔 Notifications & Files

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

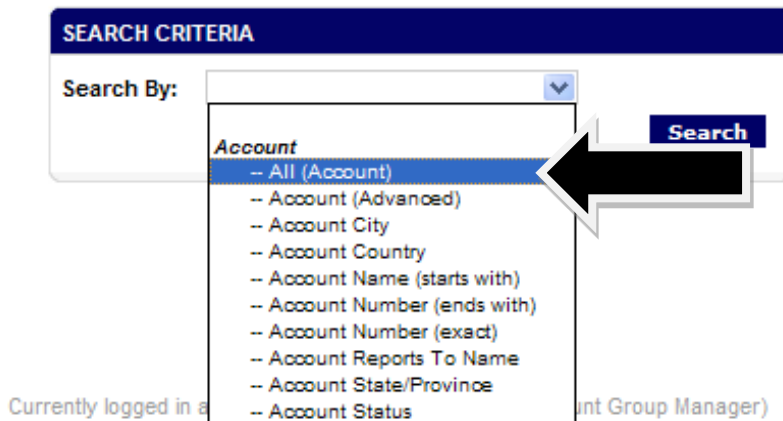
A Reconciler's Look – Review/Approve Transaction Data

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



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

Search Reporting Structure

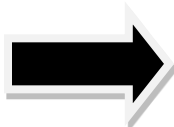


3. Everyone that you are able to reconcile for will appear.

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

- 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										
  	<input type="checkbox"/>	<input type="checkbox"/>	05/05/2011										
<p>ACCOUNTING CODES INFORMATION</p> <table border="1"> <tr> <td colspan="2">Expense Description</td> </tr> <tr> <td>Business Unit</td> <td>Dept I.D. (please verify)</td> </tr> <tr> <td>NT752</td> <td>99999</td> </tr> <tr> <td>Food & Beverage Form Completed?</td> <td>Vendor Status Check >\$500?</td> </tr> <tr> <td></td> <td></td> </tr> </table>				Expense Description		Business Unit	Dept I.D. (please verify)	NT752	99999	Food & Beverage Form Completed?	Vendor Status Check >\$500?		
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:

UNT, UNT Dallas and UNT System Administration:

Billing Address: University of North Texas System
1112 Dallas Dr. Ste. 400
Denton, TX 76205 USA

Billing Telephone Number: 940.369.5500

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 817.735.2679. 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