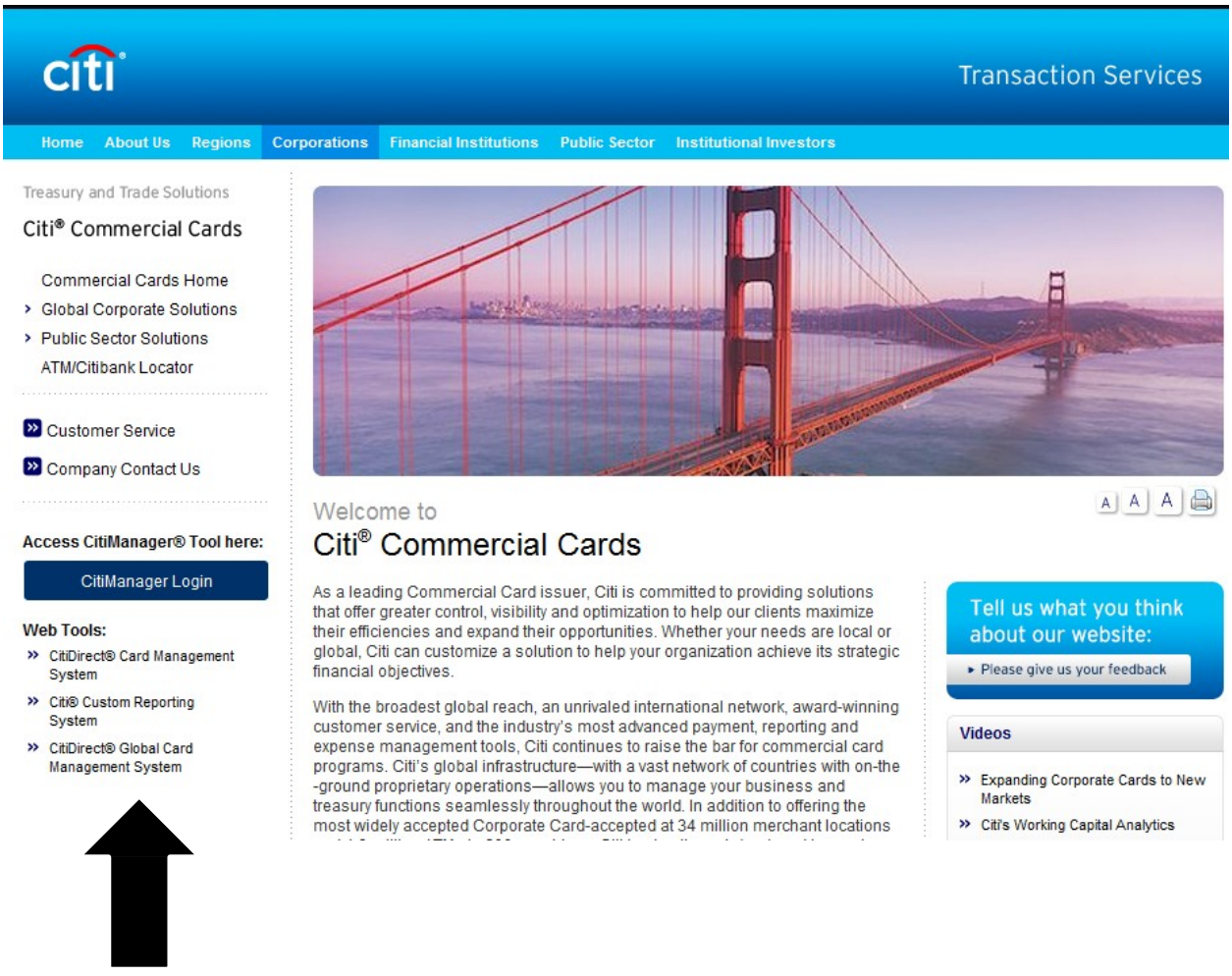
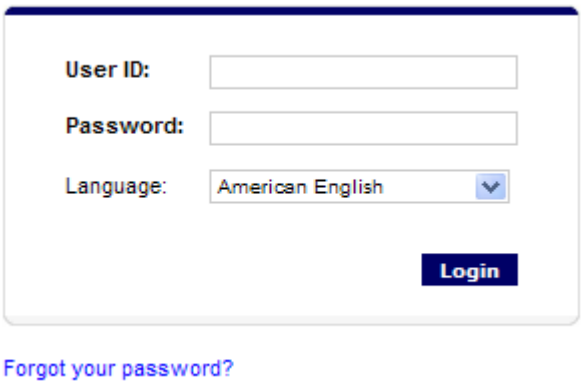
Citibank Card - Reconcilers

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).

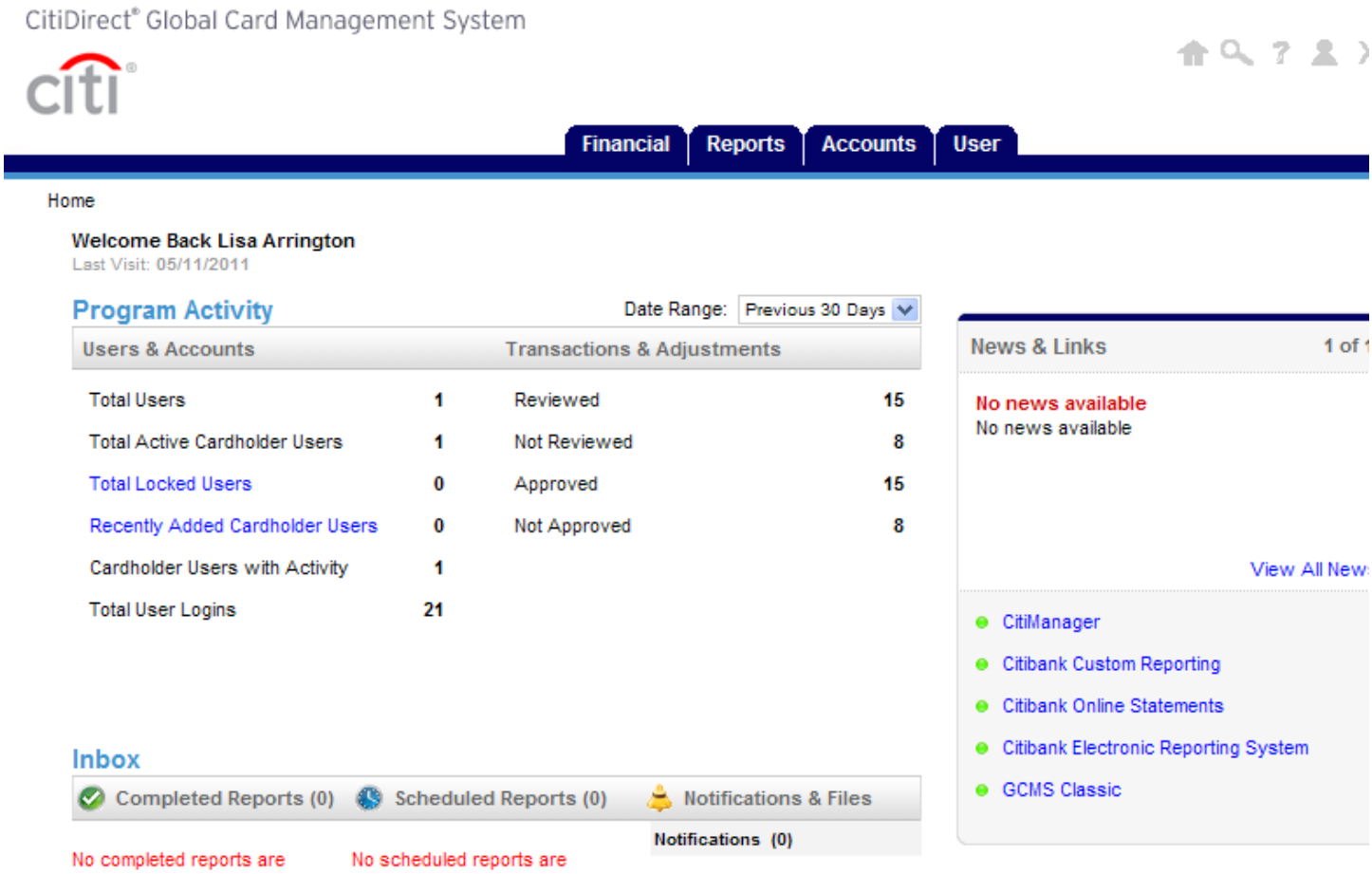




You will be emailed your permanent User ID from the BSC, PCard Team. For the password, enter 'purchasing00'. You will be required to set up a new password, and the answers to the (3) challenge questions.

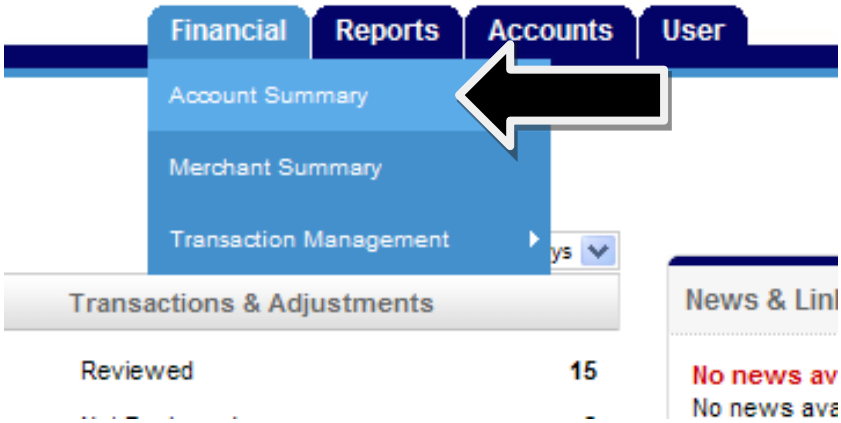
After (3) invalid attempts, GCMS Reconcilers will be locked out of the system. For now, password resets for Reconcilers will be handled by the PCard Team at 940.565.3204.

A Reconciler's Look – GCMS Home page

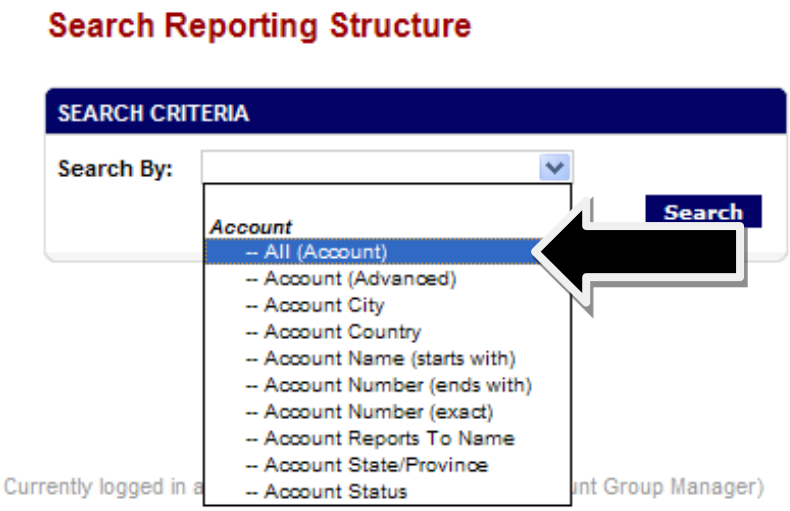


A Reconciler's Look – Review/Approve Transaction Data

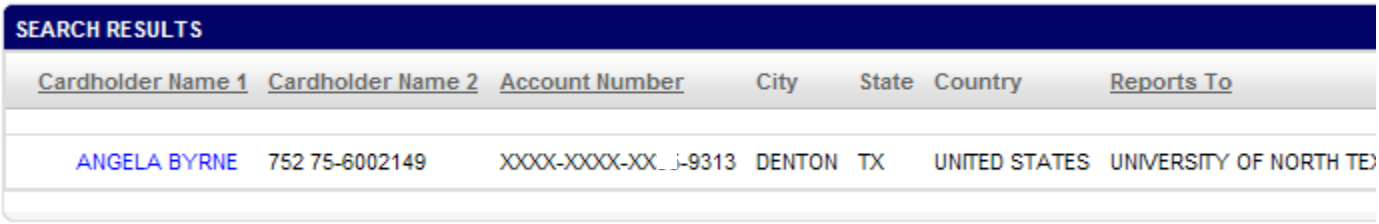
1. Click on the Financial Tab, **Account Summary** Heading



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

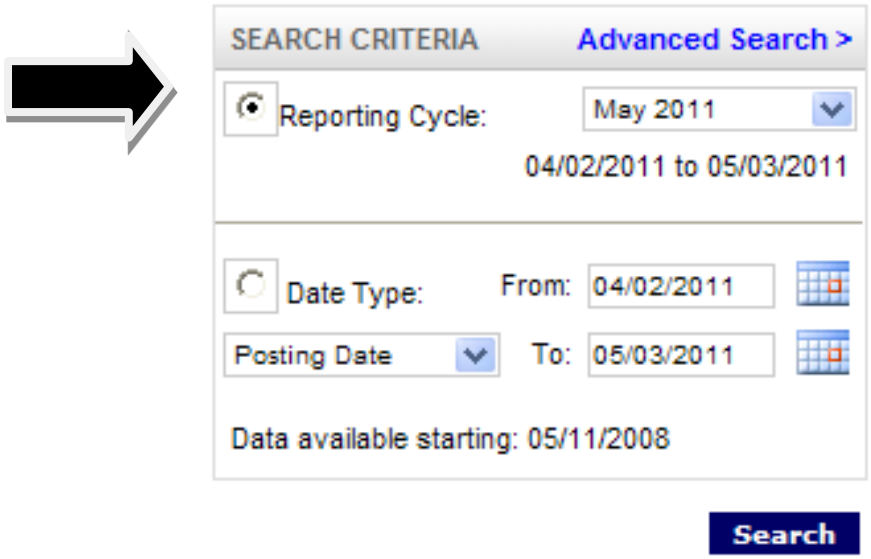


3. Everyone that you are able to reconcile for will appear.

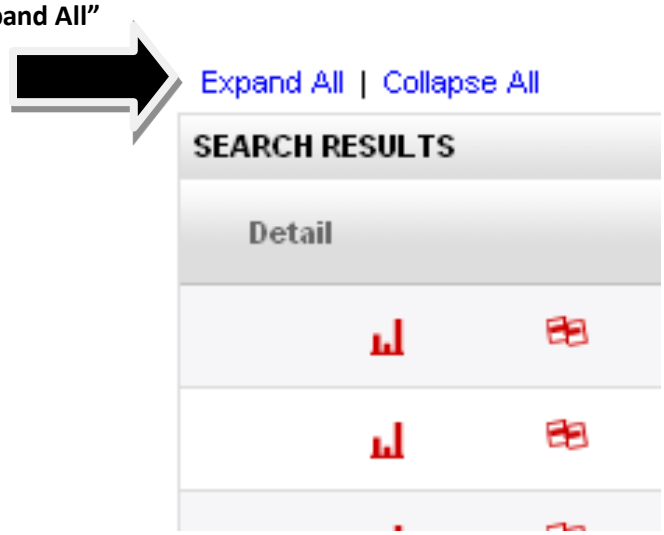


4. Choose the desired account by clicking on the hyperlinked name.

5. Choose the appropriate reporting cycle, click "**Search**".

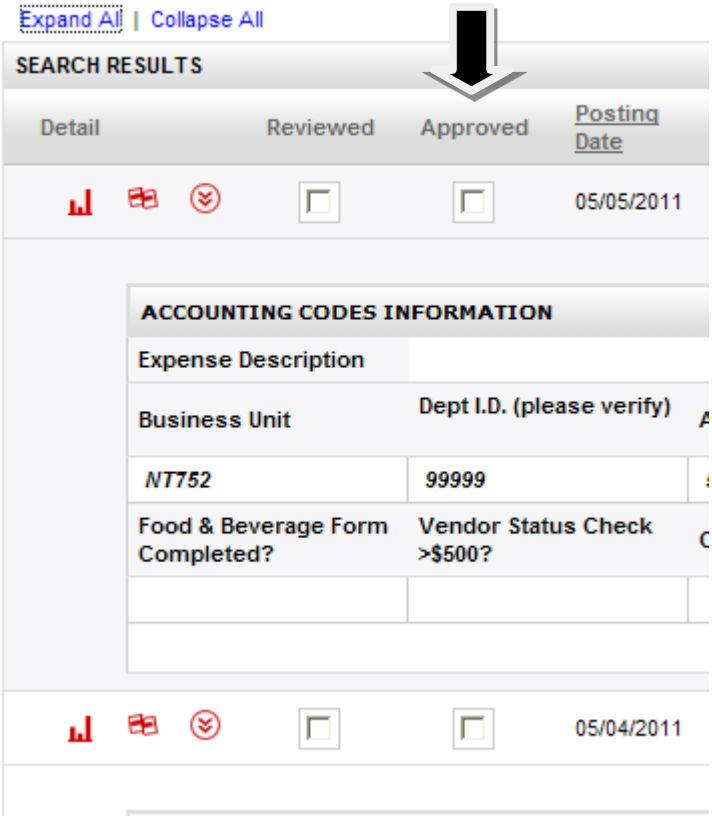


6. Click **"Expand All"**



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.



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