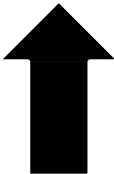


# Citibank Card - Reconcilers

## 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 website's Commercial Cards page. The header includes the Citibank logo and 'Transaction Services'. The navigation menu lists: Home, About Us, Regions, Corporations, Financial Institutions, Public Sector, and Institutional Investors. The left sidebar contains 'Treasury and Trade Solutions', 'Citi® Commercial Cards', and 'Access CitiManager® Tool here:' with a 'CitiManager Login' button. The 'Web Tools' section lists: CitiDirect® Card Management System, Citi® Custom Reporting System, and CitiDirect® Global Card Management System. A large black arrow points to the 'CitiDirect® Global Card Management System' link. The main content area features a Golden Gate Bridge image, a 'Welcome to Citi® Commercial Cards' heading, and a 'Tell us what you think about our website:' feedback box. The 'Videos' section lists: Expanding Corporate Cards to New Markets and Citi's Working Capital Analytics.



User ID:

Password:

Language:  ▼

**Login**



[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 940.565.3204.

## 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](#)

- CitiManager
- Citibank Custom Reporting
- Citibank Online Statements
- Citibank Electronic Reporting System
- GCMS Classic

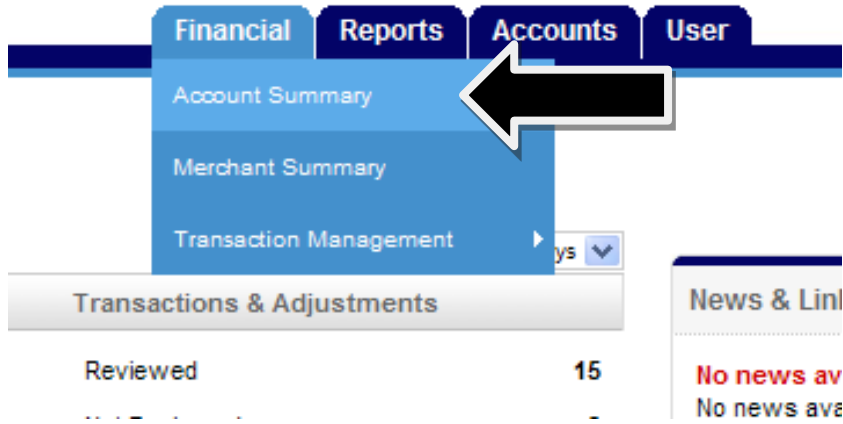
**Inbox**

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

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

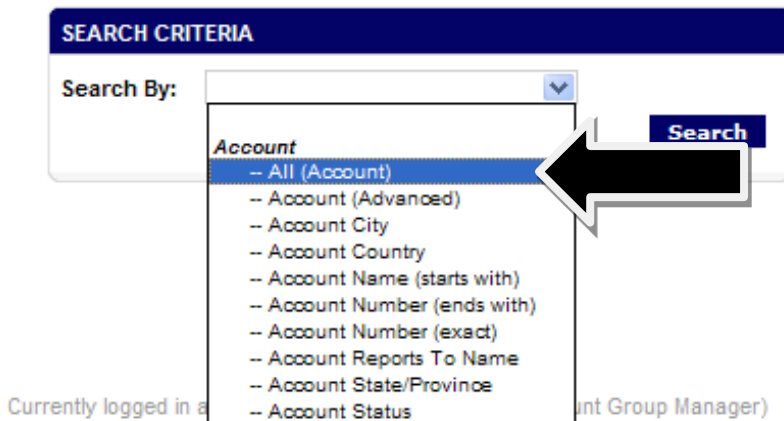
## A Reconciler's Look – Review/Approve Transaction Data

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_ J-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:    
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](#)

Detail	Reviewed	Approved	Posting Date
  	<input type="checkbox"/>	<input type="checkbox"/>	05/05/2011
<b>ACCOUNTING CODES INFORMATION</b>			
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