

Your New Citibank Card

PCARD HOLDER FIRST TIME LOGIN TO GCMS

To activate your Purchasing Card (PCard), call the telephone number listed on the front sticker of the card. Provide the sixteen digit card number. When asked for your SSN, provide the last four digits of your employee ID, as listed on your PCard application. The employee ID is the unique eight digit number issued to all employees. If Citibank asks for a verification ID, provide them '98765xxxx.' The 4 x's are the last four digits of your employee ID. The PCard Team provides Citibank your mailing address and telephone number provided on your PCard application. Citibank may ask for that information for security purposes.

TO VIEW TRANSACTIONS ONLINE

Go to www.citimanager.com. Click on the link called **Citibank Global Card Management System (GCMS)**.

The screenshot shows the Citibank website interface. At the top left is the Citi logo. The top right header says "Transaction Services". Below this is a navigation bar with links: Home, About Us, Regions, Corporations, Financial Institutions, Public Sector, and Institutional Investors. On the left side, there is a sidebar menu with "Treasury and Trade Solutions" and "Citi® Commercial Cards". Under "Citi® Commercial Cards", there are links for "Commercial Cards Home", "Global Corporate Solutions", "Public Sector Solutions", and "ATM/Citibank Locator". Below these are "Customer Service" and "Company Contact Us" links. A "CitiManager Login" button is also present. The main content area features a large image of the Golden Gate Bridge. Below the image is the heading "Welcome to Citi® Commercial Cards" and a paragraph of introductory text. To the right of the main text is a "Tell us what you think about our website:" section with a "Please give us your feedback" button. Below that is a "Videos" section with two video links: "Expanding Corporate Cards to New Markets" and "Citi's Working Capital Analytics".



User ID:

Password:

Language: 

Login

[Forgot your password?](#)

For the user ID, enter the sixteen digit card number. For the password, enter 'purchasing00' plus the last four digits of your card number; *purchasing00xxxx*. You will be required to set up a new user ID, password, and the answers to the (3) challenge questions.

After (3) invalid attempts, GCMS users will be locked out of the system.

Password Reset for Cardholders: Call telephone number on the back of your PCard – select Option 1 and Option 1

Password Reset for Reconcilers: Contact the PCard Team at 940-369-5500.

GCMS Home Page



[My Profile](#)

[Account Activity](#)

Home

Welcome Back Angela Byrne

Last Visit: 05/13/2011

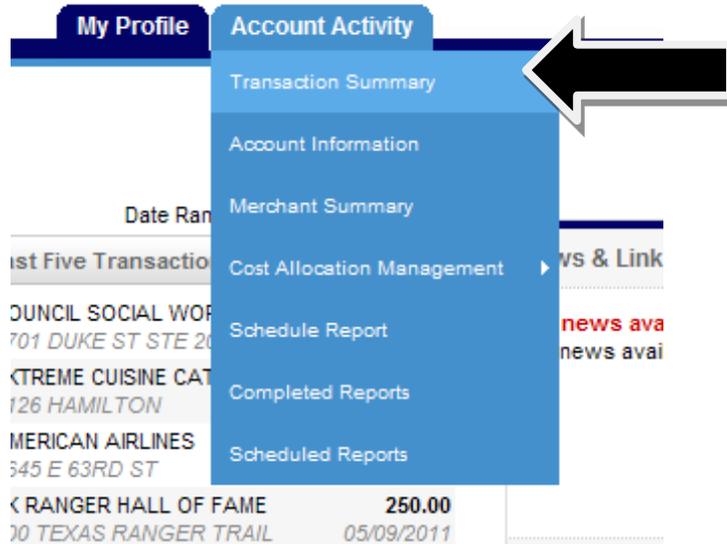
Account Activity

Date Range: 

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

Record major description category and verify the DeptID/ProjID for each 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

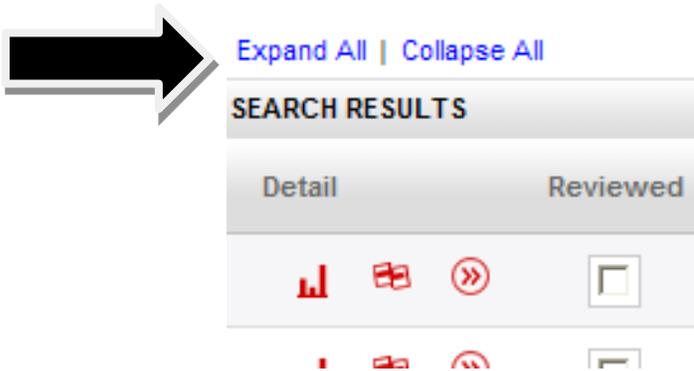
3. Transactions will appear after clicking the "Search" button

[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 C				



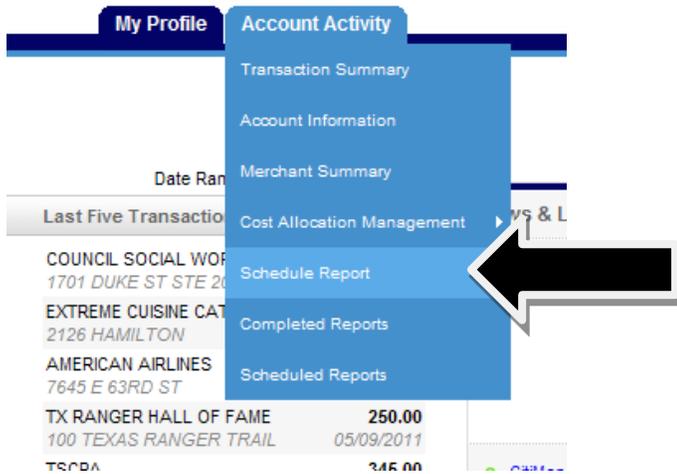
7. The transaction "opens" for edits. Be sure to verify the DeptID/ProjID and to change accordingly for each transaction. Use the drop down feature to record the "Description of Items Purchased." Enter any departmental specific comments or clarifying information in the Comment A or B field.

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



2. Choose *Accounting Code Detail* or *Expense Report*



Account Management Reports



Account Statement
Account Management Reports
System (Adobe PDF)



Accounting Code Detail
Account Management Reports
System (Adobe PDF)



Accounting Codes Analysis
Account Management Reports
System (Adobe PDF)

Merchant Reports



Merchant Detail
Merchant Reports
System (Adobe PDF)



Spend Analysis by Merchant
Merchant Reports
System (Adobe PDF)



Texas HUB Report
Merchant Reports
System (Fixed Width)

Transaction Reports



Detail Spend Analysis by Account
Transaction Reports
System (Adobe PDF)



Expense Report
Transaction Reports
System (Adobe PDF)



3. Modify any of the report options to fit your needs. Include your email address in the “Notify Me At....” Box. If split transactions need to be reflected in the report, be sure to select the box, ‘Include Splits’.



Schedule Report: Options

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

Date Type

Report Format

Number Format

Date Format

Additional Options Include Splits

Description

Notify Me At
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



[Home](#) **My Profile** **Account Activity**

Progress - Step 1
No report selected

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)

Completed Reports
1 Reports Complete

- [Account Statement](#)
[Description empty]

Scheduled Reports
1 Reports Scheduled

- [Account Statement](#)
[Description empty]



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
214-3666485 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](#)

- [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

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 as 15. To the right, the 'News & Links' section shows 'No news available'.

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

Search Reporting Structure

SEARCH CRITERIA

Search By:

- 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 as [Name] (Account Group Manager)

Search

- 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

- Choose the desired account by clicking on the hyperlinked name.
- Choose the appropriate reporting cycle, click **Search.**



SEARCH CRITERIA [Advanced Search >](#)

Reporting Cycle:

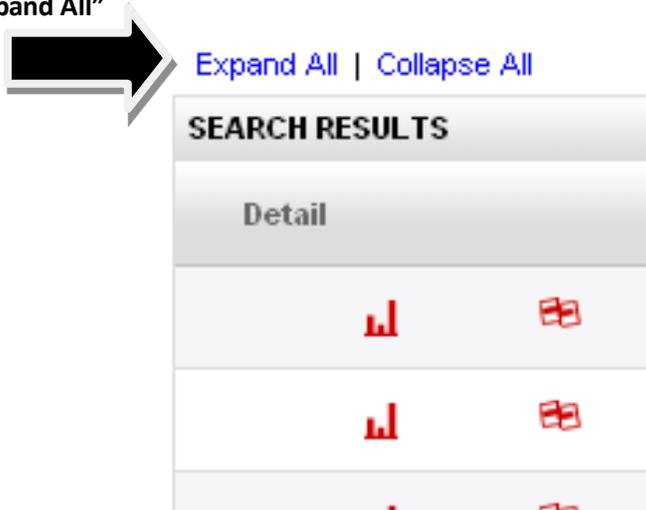
Date Type: From:

Posting Date To:

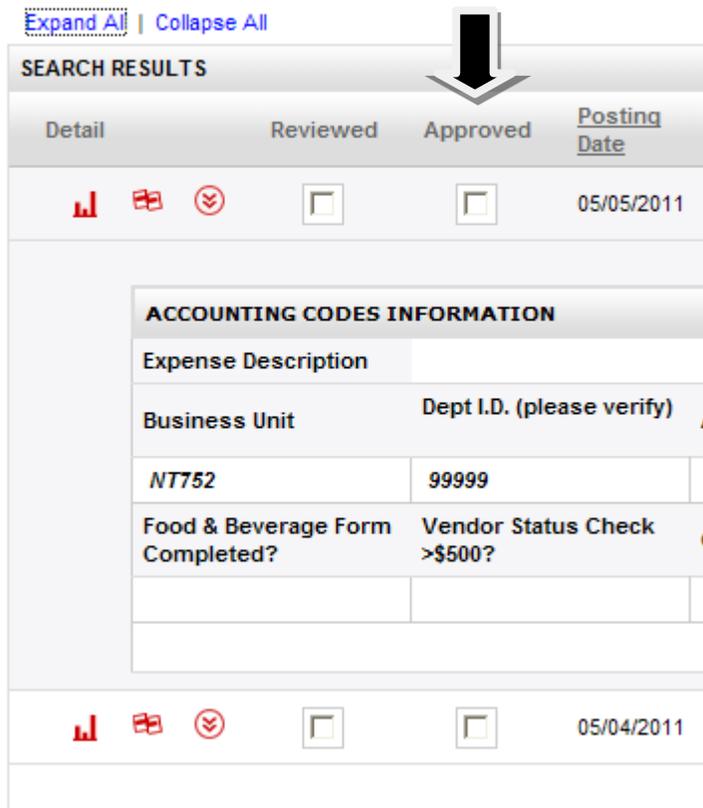
Data available starting: 05/11/2008

Search

6. Click "Expand All"



6. 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