

Citibank Card – Reconcilers

To view transactions online:

Go to “citimanager.com”. Under “Reporting and Management Tools” select “Citi Direct Global Card Management”.

The screenshot shows the Citi Commercial Cards website homepage. The top navigation bar includes the Citi logo and the text "Treasury and Trade Solutions". Below the navigation bar are links for Home, About Us, Regions, Corporations, Financial Institutions, and Public Sector. The main content area features a large banner for "Citi® Commercial Cards" with the tagline "Comprehensive Solutions for Travel & Entertainment, Purchasing & B2B, and Administrative & Online Tools." The banner includes three main navigation links: "Why Choose Citi® Commercial Cards?", "Explore Corporate Solutions", and "Explore Public Sector Solutions". A "Contact Us" button is prominently displayed. To the right, there is a "Tell us what you think about our website" button. Below the banner, there are three columns of content: "TRAVEL & ENTERTAINMENT" (Learn about Citi's Travel & Entertainment Solutions), "PURCHASING & B2B" (Learn about Citi's Purchasing & B2B Solutions), and "ADMIN & ONLINE TOOLS" (Learn about Data, Reporting, Files, Analytics & Online Tools...). On the left side, there is a sidebar with a "Sign On:" section (CitiManager or CitiManager Mobile, CitiManager Login), a "Reporting & Management Tools" section (CitiDirect® Global Card Manager), and a "The Latest" section with news, case studies, and white papers.



Sign In to Global Card Management System

User ID:

Password/Passcode:

[Sign In](#)

[Forgot Password/PIN?](#)

[Cardholder Self-Registration](#)

You will be e-mailed your permanent, case sensitive User ID from the BSC Pcard Team. For the password, Citibank will be e-mailing you a temporary password. You will be required to set up a new password and to answer 3 challenge questions.

After 3 invalid attempts, GCMS reconcilers will be locked out of the system. Reconcilers should call the Pcard Team at 940-369-5500 for password resets.

A Reconciler's Look-GCMS Home Page



Home
Financial
Reports
Accounts
User

ACTIVITY

ALERTS & NOTIFICATIONS ›	0
Previous 30 days	
MOST RECENT POSTING DATE	10/28/2014
Previous 30 days	
TOTAL USERS	2
Previous 30 days	
TOTAL LOCKED USERS ›	0
Previous 30 days	
RECENTLY ADDED ACCOUNTS ›	0
Previous 30 days	
RECENTLY ADDED CARDHOLDER USERS ›	0
Previous 30 days	

REPORTS & DATA FILES

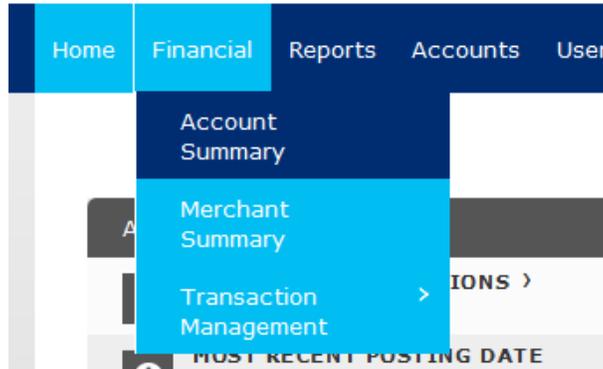
SCHEDULED REPORTS ›
COMPLETED REPORTS ›
DATA FILES ›
More

REVIEW REQUIRED Total Items: 71

TRANSACTIONS REVIEWED/NOT REVIEWED	0/37
Previous 30 days	
TRANSACTIONS APPROVED/NOT APPROVED	3/34
Previous 30 days	

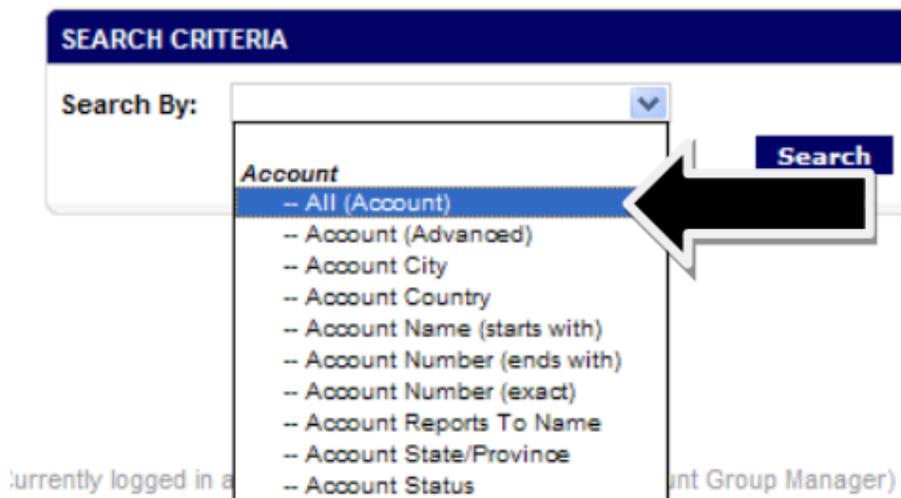
A Reconciler's Look-Review/Approve Transaction Data

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 reconcile for should 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>	<u>Status</u>
██████████	769...752932678	XXXX-XXXX-XX-██████████	DENTON	TX	UNITED STATES	GENERAL ACCOUNTS	Active
██████████	769 75-2932678	XXXX-XXXX-XX-██████████	DENTON	TX	UNITED STATES	GENERAL ACCOUNTS	Active

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4. Click the desired account by clicking the hyperlinked name.

5. Choose the appropriate reporting cycle, click **“Search”**

SEARCH CRITERIA
[Advanced Search](#)

Reporting Cycle: November 2014, Reconciliation in GC ▼
 10/04/2014 to 11/03/2014

Date Type: Posting Date

Date Range: From: 10/04/2014 📅
 To: 11/03/2014 📅

Date Type: Posting Date ▼

Data available starting: 10/30/2011 **Search**

6. Click **“Expand All”**

SEARCH RESULTS



[Expand All](#) | [Collapse All](#)
Page 1 of 2 ▶ Pag

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount
	<input type="checkbox"/>	<input type="checkbox"/>	10/07/2014	10/06/2014	ESHIPGLOBAL INC 08008161615, TX -75252	7.04	
	<input type="checkbox"/>	<input type="checkbox"/>	10/07/2014	10/06/2014	ESHIPGLOBAL INC 08008161615, TX -75252	7.04	
	<input type="checkbox"/>	<input type="checkbox"/>	10/10/2014	10/09/2014	EDUCATIONAL CATERING I 07137227773, TX -76102	214.50	
	<input type="checkbox"/>	<input type="checkbox"/>	10/14/2014	10/13/2014	ESHIPGLOBAL INC 08008161615, TX -75252	7.16	
	<input type="checkbox"/>	<input type="checkbox"/>	10/14/2014	10/13/2014	ESHIPGLOBAL INC 08008161615, TX -75252	9.67	
	<input type="checkbox"/>	<input type="checkbox"/>	10/14/2014	10/13/2014	ESHIPGLOBAL INC 08008161615, TX -75252	7.50	

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	Transaction Date	Des
	<input type="checkbox"/>	<input type="checkbox"/>	10/07/2014	10/06/2014	ESHI 080C

ACCOUNTING CODES INFORMATION

Expense Description	Freight for Payroll/TRS of T
Business Unit	DeptID (please verify)
SY769 - UNT System	62651
Comments B	BSC USE ONLY