Citibank Card – Reconcilers

To view transactions online:

Go to "citimanager.com". Under "Reporting and Management Tools" select "**Citi Direct Global Card Management**".

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 attemps, 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

A Reconciler's Look-Review/Approve Transaction Data

1. Click on the Financial Tab, **Account Summary** Heading
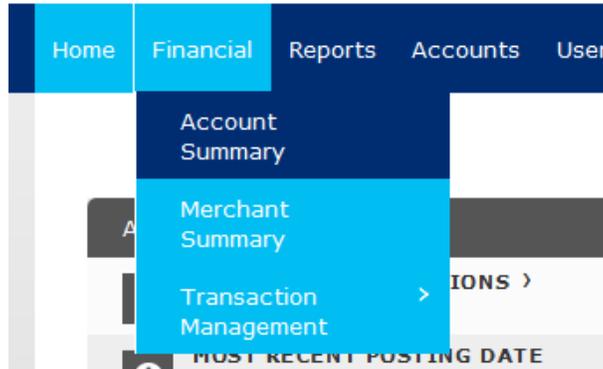
2. Choose **All Accounts** from the drop down items, click **Search**
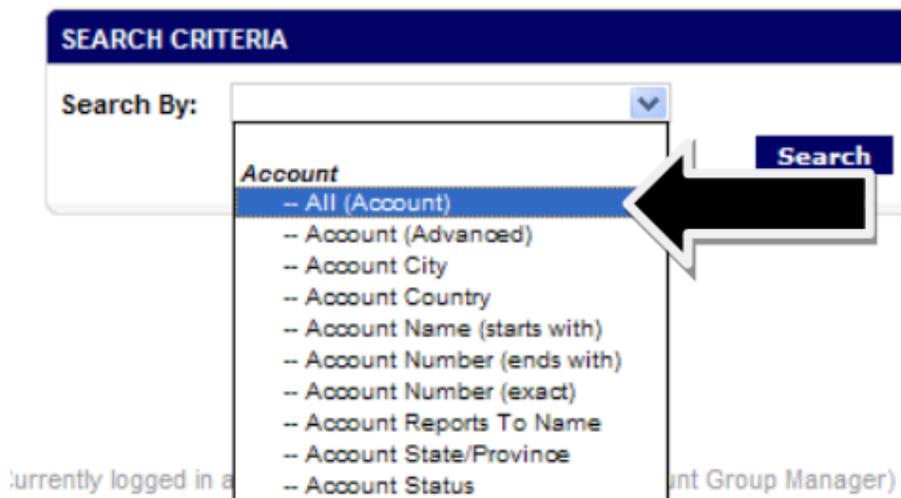
3. Everyone that you reconcile for should appear.

SEARCH RESULTS

Cardholder Name 1	Cardholder Name 2	Account Number	City	State	Country	Reports To	Status
████████	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 desiered account by clicking 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 accuratley 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 reonciler, check the "**APPROVED**" box to prevent further editing.

Expand All | Collapse All

Detail	Reviewed	Approved	Posting Date	Transaction Date	Des
▪ ▤ ❯	☐	☐	10/07/2014	10/06/2014	ESHI 0800

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