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)**.

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

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

1. Click on the Account Activity Tab, **Transaction Summary** Heading
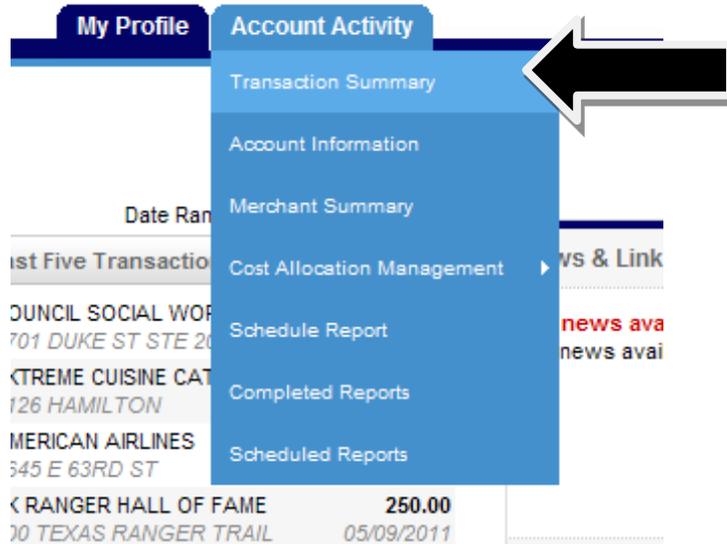
2. Choose the appropriate reporting cycle (billing cycle)

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

Detail			Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
📊 ⊞ ⊛			☐	☐	05/05/2011	05/02/2011	TLF LINWOOD-ALFORD FLO DENTON, TX -76201	73.00	
📊 ⊞ ⊛			☐	☐	05/04/2011	05/03/2011	ISCB INTL SOC FOR COMP 858-8220852, CA -92093	150.00	
📊 ⊞ ⊛			☐	☐	05/05/2011	05/03/2011	DENTON CHAMBER OF C DENTON, TX -76201	249.00	
📊 ⊞ ⊛			☐	☐	05/09/2011	05/07/2011	TSCPA 972-687-8500, TX -75254	345.00	
📊 ⊞ ⊛			☐	☐	05/09/2011	05/07/2011	TX RANGER HALL OF FAME WACO, TX -76706	250.00	
📊 ⊞ ⊛			☐	☐	05/11/2011	05/10/2011	AMERICAN AIRLINES AA.COM/AA RES, TX -74063	478.90	💼
📊 ⊞ ⊛			☐	☐	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:

6. Click "**Edit Accounting Codes**"

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.

8. Click "**Save**" at the bottom of the page

To Run Reports:

1. Click on the Account Activity Tab, **Schedule Report** Heading
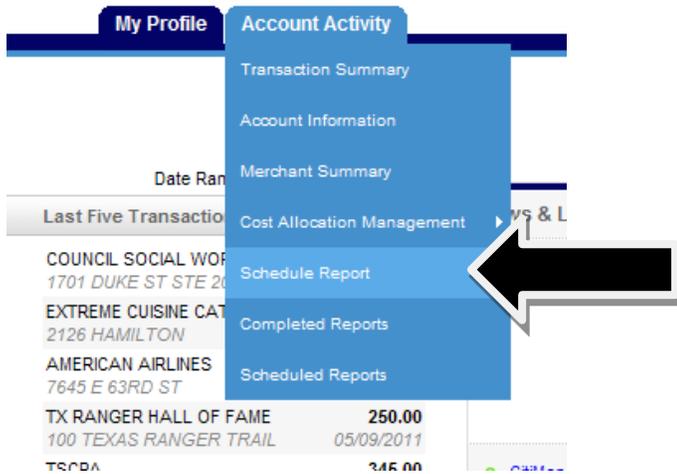
2. Choose *Accounting Code Detail* or *Expense Report*

Account Management Reports

Account Statement	Accounting Code Detail	Accounting Codes Analysis
Account Management Reports	Account Management Reports	Account Management Reports
System (Adobe PDF)	System (Adobe PDF)	System (Adobe PDF)

Merchant Reports

Merchant Detail	Spend Analysis by Merchant	Texas HUB Report
Merchant Reports	Merchant Reports	Merchant Reports
System (Adobe PDF)	System (Adobe PDF)	System (Fixed Width)

Transaction Reports

Detail Spend Analysis by Account	Expense Report
Transaction Reports	Transaction Reports
System (Adobe PDF)	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'.

4. Select the **Reporting Cycle** from the Scheduled Report page. Choose the reporting cycle.

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.

6. You will receive an email telling you that your report is ready for viewing.

7. You can access the report from your home page

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.

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"**

Expand All | Collapse All

SEARCH RESULTS

Detail
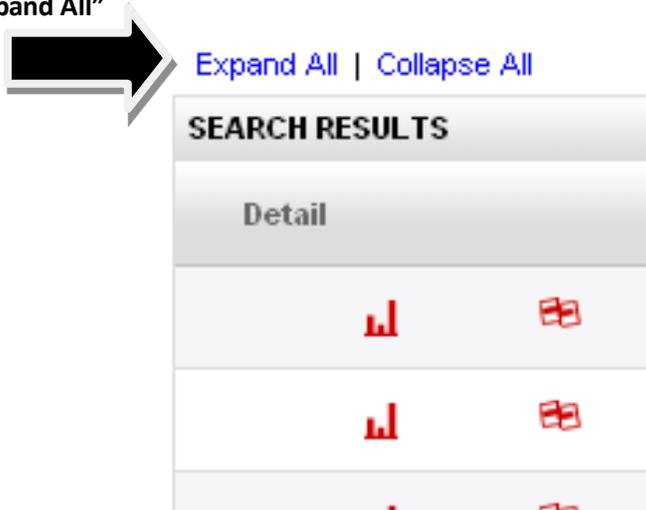
6. Review the major description category. Make sure that the receipt most accurately reflects the category selected. If you are satisfied with the information entered by the cardholder, or if you have entered the appropriate information as the reconciler, check the "**Approved**" box to prevent further editing.

Expand All | Collapse All

SEARCH RESULTS

Detail			Reviewed	Approved	Posting Date
			☐	☐	05/05/2011

ACCOUNTING CODES INFORMATION

Expense Description	
Business Unit	Dept I.D. (please verify)
NT752	99999
Food & Beverage Form Completed?	Vendor Status Check >$500?

			☐	☐	05/04/2011
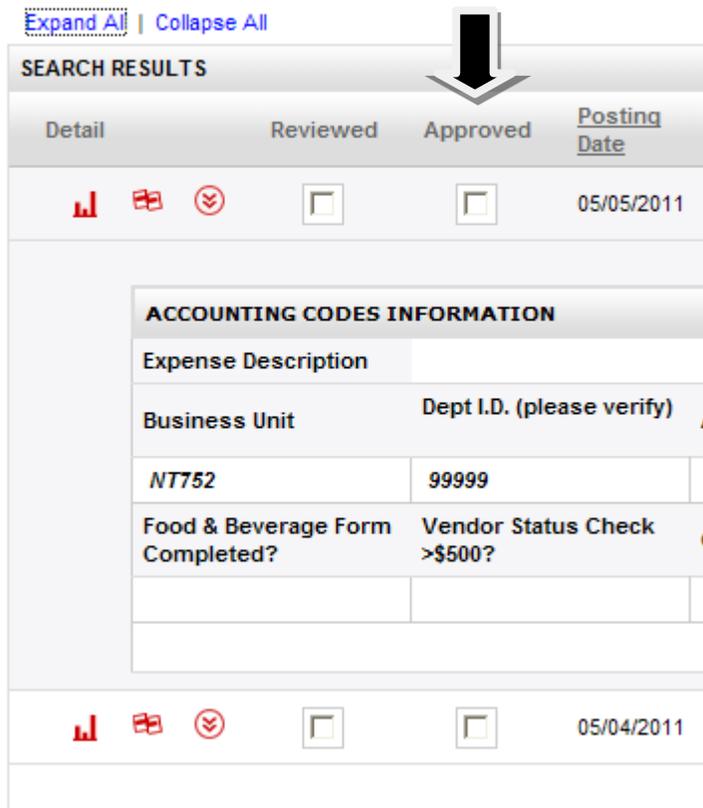
Important Information

- **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