

CitiManager[®] – Transaction Management

Agency/Organization Program Coordinator
End-to-End User Guide

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Overview and Getting Started

Description

CitiManager® – Transaction Management (Transaction Management) is a feature rich environment designed to align with your financial system and support transaction allocation, statement approvals and data delivery. The statement and transaction allocation modules have an integrated workflow that is designed to streamline transaction allocation and reallocation activities.

Finance Officers (FOs) and Finance Managers (FMs) can access the system to define one or more General Ledger Record Definitions and assign them to the proper business unit as required to align with their financial systems.

Agency/Organization Program Coordinators (A/OPCs) and Program Administrators may then assign the proper General Ledger (G/L) codes to the business unit, and assign them to the card accounts.

Cardholders and Approving Officials (AOs) may then use the G/L codes when performing transaction allocations.

Transaction Management also provides a full range of statement approval workflow options to ensure the quality and flow of data that is sent to your agency/organization.

1. Basic Navigation

Description

After you log in to Transaction Management, the **Home** screen displays.

The **Home** screen acts as a dashboard and displays a high-level metric summary of total number of accounts, Non-cardholders, number of transactions, and total recent activity.

You can search for G/L Codes, Card Accounts, Statements and Transactions. You will also be able to create additional Non-cardholders if necessary.

Use the navigation options from the header and the side navigation bar, as well as quick links to navigate to additional features and preferences.

Access CitiManager – Transaction Management

Step	Action
1.	From the CitiManager Site side navigation bar, position your mouse over the Web Tools icon and click the Transaction Management link. <i>The hierarchy list displays.</i>
2.	Click the appropriate Transaction Management hierarchy link. <i>The Transaction Management Home screen displays.</i>

Basic Navigation Overview

Screen	Descriptions
<p>The screenshot shows the CitiManager Transaction Management Home Screen. It features a header with user information and navigation links, a dashboard with four tiles for account metrics, a search bar for card accounts, and a table of account details. Numbered callouts (1-11) point to specific UI elements: 1. My Profile link; 2. Number of Accounts tile; 3. Quick links bar; 4. Search fields; 5. Account table; 6. Home icon; 7. Hierarchy icon; 8. Search icon; 9. Financial Management icon; 10. Resources icon; 11. Alerts icon.</p>	<p>Header</p> <ol style="list-style-type: none"> Click the My Profile link in the header to update your profile information or click the Sign Out link to log out of Transaction Management. <p>Screen Components</p> <ol style="list-style-type: none"> The dashboard tiles display high-level account metrics such as number of accounts, Non-cardholders, transactions, and total monthly spend. Use the quick links displayed on the black bar to navigate to the Statements, Transactions, and Reports screens. Use the search fields to narrow your search results. The accounts you have access to view are displayed at the bottom of the screen. <p>Side Navigation Bar</p> <ol style="list-style-type: none"> Click the Home icon to return to the Home screen. Click the Hierarchy icon to view the hierarchy structure and set up other Non-cardholders. Click the Search icon to search for accounts, disputes, G/L codes, point of contacts, statements, and transactions. Click the Financial Management icon to maintain G/L codes and/or templates and maintain purchase logs if applicable. Click the Resources icon to access Links & Help, user guides and Transaction Management reports. Click the Alerts icon to manage your alert subscriptions within Transaction Management.
<p>Transaction Management – Home Screen</p>	

2. Search for Disputes, G/L Code, Points of Contact, Statements, and Transactions

Key Concepts

As an A/OPC, you can search for and view disputes, G/L code, points of contact, statements and transactions. Searches for disputes, statements and transactions can be refined by date range and status. Points of contact searches are refined by name or hierarchy.

Search for Disputes Initiated Online Using the CitiManager Site or Transaction Management

You can view status updates for disputes initiated online using Transaction Management or the CitiManager Site.

In order to meet the processing window of the networks (MasterCard and Visa) and to ensure time for initiation of the dispute as required in GSA SmartPay 3, disputes must be submitted within 90 calendar days from the transaction date, unless otherwise specified by the agency/organization.

Step	Action
1.	<p>From the Transaction Management side navigation bar, position your mouse over the Search icon and click the Dispute Log link.</p> <p><i>The Dispute Log screen displays.</i></p>
2.	<p>To perform a search, select the desired search criteria from the Status, Search By, Date and Date To fields and click the Search button.</p> <p>Note: To perform an advanced search, click the More Options button. To search by hierarchy, click the Lookup Hierarchy link and click the (+) plus sign icon to expand the hierarchy if necessary. Select the radio button for the desired hierarchy and click the Select button.</p> <p><i>The search results display at the bottom of the screen.</i></p> <p>Note: To sort the results, click the desired column header name. Only disputes submitted online display. The results are view only and cannot be modified.</p>

Search for G/L Code

You can search for any G/L codes at your hierarchy level and below. From here, you are able to view if G/Ls are valid or invalid. This will list all G/Ls and templates.

Step	Action
1.	<p>From the Transaction Management side navigation bar, position your mouse over the Search icon and click the G/L Code link.</p> <p><i>The G/L Search screen displays with existing G/L codes.</i></p>
2.	<p>To perform a search, select the desired search criteria from the Search by and G/L Code and click the Search button.</p> <p>Note: To perform an advanced search, click the More Options button. This allows you to drill down to a specific G/L code based on different types and statuses.</p> <p><i>The search results display at the bottom of the screen.</i></p> <p>Note: To sort the results, click the desired column header name.</p>

Step	Action
3.	<p>To view more details for a G/L, click the ellipsis (...) link that displays on the right-side of the row to expand the G/L.</p> <p><i>The G/L code details expand.</i></p> <p>Note: You will be able to see the segments as defined by the record definition. You will also be able to see if the G/L is assigned to a Cardholder and a list of the Cardholders. You can view the G/L or the card details by clicking the arrow (>) that displays next to the additional information.</p>

Search for Point of Contact

You can search for a Point of Contact to view contact information for A/OPCs and Approvers based on hierarchy. You can view information for your hierarchy level and below.

Step	Action
1.	<p>From the Transaction Management side navigation bar, position your mouse over the Search icon and click the Point of Contact link.</p> <p><i>The Point of Contact screen displays.</i></p>
2.	<p>To perform a search, select the desired search criteria from the First Name, Last Name, Hierarchy Name and/or Hierarchy Unit and click the Search button.</p> <p>Note: You can select a desired hierarchy by clicking the Lookup Hierarchy link and clicking the radio button for the desired hierarchy. To expand the hierarchy, click the (+) plus sign icon for the hierarchy level you wish to expand. To perform an advanced search, click the More Options button.</p> <p><i>The search results display at the bottom of the screen.</i></p> <p>Note: To sort the results, click the desired column header name.</p>
3.	<p>To view more details for a contact, click the ellipsis (...) link that displays on the right-side of the row to expand the contact information.</p> <p><i>The contact information details expand.</i></p>

Search for Statements

You can search for statements based on each billing cycle and the status of the statement.

Step	Action
1.	<p>From the Transaction Management side navigation bar, position your mouse over the Search icon and click the Statement link.</p> <p>Note: You can search for statements here or by selecting the Search for Statements option from the drop-down list that displays on the Home screen.</p> <p><i>The Statement Search screen displays.</i></p>
2.	<p>To perform a search, select the desired search criteria from the Cycle and/or Status fields and click the Search button.</p> <p>Note: To perform an advanced search, click the More Options button.</p> <p><i>The search results display at the bottom of the screen.</i></p> <p>Note: To sort the results, click the desired column header name.</p>
3.	<p>Click the ellipsis (...) link on the right of the desired Cardholder to view available statements.</p> <p><i>A list of all available statements display.</i></p>
4.	<p>From the Cycle End Date column, click the Recent Statement link to view the statement detail information.</p> <p><i>The Statement Detail screen displays.</i></p>

Search for Transactions

You can search for specific transactions to view transaction information. The date range for the search cannot be greater than 182 days.

Step	Action
1.	<p>From the Transaction Management side navigation bar, position your mouse over the Search icon and click the Transaction link.</p> <p>Note: You may also search for transactions by selecting the Search for Transactions option from the drop-down list that displays on the Home screen.</p> <p><i>The Transaction Search screen displays.</i></p>
2.	<p>To perform a search, select the desired date range in the From Date and To Date fields and click Search. You may search by Transaction Date or Post Date.</p> <p>Note: To perform an advanced search, click the More Options button.</p> <p><i>The search results display at the bottom of the screen.</i></p> <p>Note: To sort the results, click the desired column header name.</p>
3.	<p>To view more details for a particular transaction, click the ellipsis (...) link that displays to the right-side of the row to expand the transaction details.</p> <p><i>The transaction details expand.</i></p>
4.	<p>To view statement detail information, from the Cycle End Date column, click the statement date link.</p> <p><i>The Statement Detail screen displays.</i></p> <p>Note: You will be able to view the entire statement that contains the statement. You can search for the transaction within the statement.</p>

3. View Statements

Key Concepts

The **Statements** screen displays an overview of your Cardholder’s current statements and statuses. You can view statements for a rolling six years (72 months).

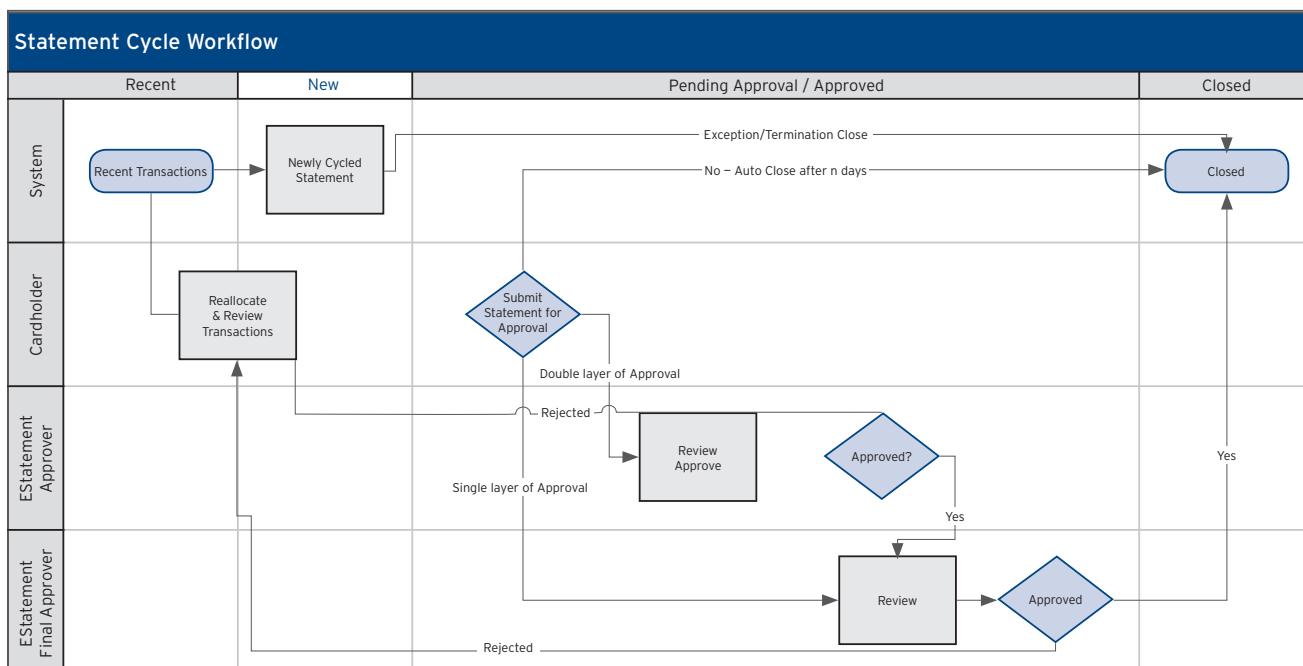
As an A/OPC you can print a statement and view transaction information.

You can also view allocation details, documents attached to the transaction, and any notes provided by the Cardholder or EA/EFA.

View Statements

Step	Action
1.	From the Transaction Management Home screen, from the search drop-down list that displays on the right side of the screen, select Search for Statements . <i>The Statement Search screen displays.</i> Note: You can also click the Search icon from the side navigation bar and select Statement .
2.	In the available search fields, enter your search criteria and click the Search button. Note: To perform an advanced search, click the More Options button. <i>The Search results display at the bottom of the screen.</i>
3.	Click the ellipsis (...) link to expand the statement details. <i>The details expand.</i>
4.	From the Cycle End Date column, click the link for the statement you wish to view. <i>The Statement Detail screen displays.</i>

Statement Status Workflow



Statement Status

Status of Statement	Definition/Task
ALL	The system will search for all statuses of statements.
Recent	This is the list of recent transactions as the cycle builds to a close. More transactions may be added to this statement. The statement cannot be submitted while in this status.
New	The cycle has closed and the statement transitions to a New status. The Cardholder can now submit the statement for approval.
Pending Approval	The statement has been submitted by the Cardholder and is waiting to be approved.
Approved	The Approver has approved the statement and is waiting for the final Approver to accept and close the statement. Note: This will only display if you have multiple levels of approval.
Rejected	The statement has been rejected during the approval process. The statement is available to the Cardholder for corrections. The reason for the rejection can be viewed from the statement by clicking the blue Notes additional information icon.
Closed	The statement has gone through all of the necessary approvals and the data will be transmitted to your financial system.
Auto Closed	After the cycle ends, the statement can be set to auto close after a defined number of days. Note: This option is based on agency/organization configuration. When auto closed is enabled, any statement that has not received final approval will be closed and the data will be transmitted to your financial system.
Exception Closed	The AO can close the statement if the Cardholder and Approver are unable to close the statement themselves. Note: This option is based on agency/organization configuration. The statement must be in New status.
Termination Closed	The AO can close the statement if the Cardholder has been terminated. Note: This option is based on agency/organization configuration. The statement must be in New status.

Statement Screen Overview

Screen	Descriptions
<p>The screenshot shows the 'Statement Detail' screen in CitiManager. It includes a navigation sidebar on the left, a top header with user information, and a main content area. Callouts 1-9 highlight specific features: 1. Statement date icons (RECENT, APR 3 2018, MAR 3 2018); 2. Overview section for the current statement period; 3. Print View link; 4. Search field for transactions; 5. Search input field; 6. Transaction list table; 7. Transaction detail view; 8. Reallocate button; 9. Attach button.</p>	<ol style="list-style-type: none"> 1. Click the statement date icons to toggle between statements. 2. The overview section displays balance and payment information for the dates displayed. This section also displays the statement status and the Cardholder's default G/L. 3. Click the Print View link to print the statement. 4. Click the Bulk Allocations link to allocate transactions in bulk. 5. Use the search field to perform a basic transaction search by the details, amount or date. Click the Advanced Search link to narrow your results. 6. A list of transactions displays at the bottom of the screen including the transaction date, posting date, merchant name and amount and if it has been reallocated and reconciled or not. 7. Click the ellipsis (...) link that displays to the right of the transaction to view additional transaction detail or dispute a transaction. 8. Click the Attach button to view receipts/images. 9. Click the More >> link to submit a dispute for a Cardholder if you are entitled.

Statement Detail Screen

4. Emulate Cardholders

Key Concepts

You can emulate a Cardholder's profile to view Transaction Management as they do. You will not be able to perform Cardholder actions, such as submitting a statement or reallocations. However, you can assist Cardholders with navigation using this option.

This option needs to be enabled for your agency/organization and the entitlement needs to be enabled in the CitiManager Site already.

While in **Emulation Mode**, the following buttons display at the top of the screen:

Option	Description
End Emulation	Return to A/OPC role and close emulation screen.
Toggle Window	Minimize the emulation screen to the bottom-left of your screen. You can then choose to maximize the emulation again at any point during this active session.
Refresh	Refresh the emulation mode screen, if necessary.

Emulate a Cardholder

Step	Action
1.	From the Transaction Management Home screen, type the First Name , Last Name or Card Number for the desired Cardholder. Note: To perform an advanced search, click the More Options button.
2.	Click the Search button. <i>The search results display.</i>
3.	Click the arrow (>) for the Cardholder account you wish to emulate. <i>The Card Details screen displays.</i>
4.	From the Card Information section header, click the Emulate Cardholder link. <i>The Cardholder Emulation window displays.</i>
5.	Click the Accept button. <i>The Emulation Mode for Card screen displays indicating you can now emulate the Cardholder.</i> Note: Use the buttons that display at the top of the screen to end the emulation, minimize the emulated screen or refresh the screen.

5. G/L Maintenance

Key Concepts

Transaction Management is used by A/OPCs to maintain G/L codes and templates and assign them to accounts.

A/OPCs must use a two-step process to manage G/Ls. They must first create the G/L code in the proper business unit (hierarchy), then access the account and attach the proper G/L code.

Before a G/L can be assigned to an account, the FO/FM needs to create the record definition(s) and assign them to the proper business unit.

Once a G/L or template is assigned, a Cardholder can reallocate transactions. Cardholders may also be able to create custom G/Ls. A template has to be assigned to a Cardholder in order for them to create a custom G/L.

G/L Maintenance Screen

Screen	Descriptions
<p>The screenshot shows the G/L Maintenance interface. At the top, there's a navigation bar with 'CitiManager® - Transaction Management' and user information. Below that, a sidebar contains navigation icons. The main content area is titled 'G/L MAINTENANCE CREATE NEW G/L'. It features a search section with a 'SEARCH BY' dropdown set to 'G/L Code' and a text input field for 'G/L CODE'. A 'SEARCH' button and a 'RESET' button are also present. Below the search is a table with columns: G/L CODE, G/L DESCRIPTION, G/L RECORD DEFINITION, STATUS, and NO. OF CARDS ASSIGNED. The table contains five rows of G/L entries. A 'DELETE' button is located at the bottom left of the screen.</p>	<ol style="list-style-type: none"> 1. Click the Create New G/L link to create new G/L strings. 2. Use the Search By drop-down list to select how you are going to search for the G/L. You can search by G/L Code or G/L Description. 3. The G/L Code column displays the General Ledger code, otherwise known as an accounting string code (ASC), which is used for allocation purposes. Once a G/L is created, it can be assigned to a Cardholder. 4. The G/L Description column displays the description for the G/L. 5. A G/L Record Definition column defines the overall structure of the G/L string: the segments that are within your G/L, number of characters, what type of field it will be, etc. This is set up by the FO/FM. 6. The Status column displays the status of the G/L code as Assigned or Unassigned to Cardholders. If the G/L is invalid the status will display as Invalid. Invalid G/Ls cannot be used for reallocation. 7. The No. of Cards Assigned column displays the number of cards currently assigned to the G/L. You can click the blue box icon to view the accounts that are currently assigned. 8. Click the ellipsis (...) link to expand the G/L details to display the segments of the G/L string as defined by the record definition.

G/L Maintenance Screen

Screen	Descriptions
	9. Click the Delete button to delete G/Ls that have been selected. Only unassigned G/Ls will be able to be deleted.

Card Details Screen

Screen	Descriptions
<p>The screenshot displays the 'Card Details' screen. At the top, there's a navigation bar with 'CitiManager® - Transaction Management' and user information. Below that, a breadcrumb trail shows 'HOME / HIERARCHY / CARD ACCOUNTS / Card Details'. The main content is divided into sections: 'CARD INFORMATION' (with an 'Emulate Cardholder' button and ID 'XX98-1742'), 'CARD OVERVIEW' (a table with fields like NAME ON CARD, CARD NUMBER, ACCOUNT STATUS, EMPLOYEE ID, CREDIT LIMIT, CURRENT BALANCE, PRODUCT TYPE, ACCOUNT TYPE, HIERARCHY, VIEW, BILL TYPE, CORP ID, and BILLING ACCOUNT NUMBER), and 'CARD CONTACT INFO' (a table with fields like FIRST NAME, LAST NAME, ADDRESS LINE 1, ADDRESS LINE 2, CITY, STATE, COUNTRY, PHONE NUMBER, MOBILE PHONE NUMBER, FAX NUMBER, EMAIL ADDRESS, and ZIP/POSTAL CODE). Below the contact info is a search section for 'G/L Code or Template' with an 'Assign G/L' link (1). The search results table has columns for 'G/L CODE', 'G/L DESCRIPTION', and 'G/L TYPE' (2, 3, 4). A row is selected, showing details like '02-2019-B5A54TY555-63389462561543835588-64985222-49874-4' (5). An 'ASSIGN AS DEFAULT' button (6) is visible. At the bottom, there's an 'UNASSIGN' button (7) and a 'CANCEL' button.</p>	<ol style="list-style-type: none"> 1. Click the Assign G/L link to assign a G/L or template. 2. The G/L Code displays the G/L or template string that is currently assigned to the Cardholder. 3. The G/L Description column displays the description for the applicable G/L or template. 4. The G/L Type column displays whether the G/L is a default, alternate, template, or custom. A default G/L is assigned to new transactions that are posted. An alternate G/L is another G/L code to which the Cardholder can reallocate. A template allows a Cardholder to create custom G/Ls. A custom is a G/L that the Cardholder or AO has created and saved as a favorite. 5. Click the ellipsis (...) link to expand the G/L to display the segments as defined by the record definition. 6. The Assign As Default button displays for alternate G/Ls. This allows you to change an alternate G/L to a default G/L. 7. The Unassign button unassigns the G/L or template from the Cardholder so they are no longer able to reallocate to the G/L. The default G/L cannot be unassigned.

G/L Assignment Screen

Screen	Descriptions
<p>G/L Assignment Screen</p>	<ol style="list-style-type: none"> Click the Create G/L link to create a G/L code if it does not already exist. Use the search fields to search for existing G/Ls or template by G/L code or description. The G/L Code column displays the G/L or template string. The G/L Description column displays the applicable description of the G/L or template. A G/L Record Definition defines the overall structure of the G/L string: the segments that are within your G/L, number of characters, what type of field it will be, etc. This was set up by the FO/FM. The Status column indicates if this G/L or template is currently assigned or unassigned to the selected Cardholder. The Validity column defines whether the G/L or template is valid or invalid. A Cardholder cannot reallocate to an invalid G/L. Click the ellipsis (...) link to expand the G/L to display the segments as defined by the record definition. The Assign button allows you to assign the selected G/Ls and/or templates.

Create a New G/L

Step	Action
1.	From the Transaction Management side navigation bar, position your mouse over the Financial Management icon and click the G/L Maintenance link. <i>The G/L Maintenance screen displays.</i>

Step	Action
2.	From the G/L Maintenance section, click the Create New G/L link. <i>The Create New G/L screen displays.</i>
3.	To assign the new G/L to a lower hierarchy level, click the Lookup Hierarchy link and complete Steps 4 and 5. Otherwise, continue to Step 6. Note: If you do not assign the G/L to a hierarchy, it will be assigned to the hierarchy that you are assigned to and flow to any hierarchy below that. This is an optional step. <i>The Select Hierarchy screen displays.</i>
4.	Click the (+) plus sign icon to expand the hierarchy and select the radio button for the desired hierarchy.
5.	Click the Select button. <i>The Create New G/L screen displays.</i>
6.	From the G/L Record Definition drop-down list, select the correct G/L record definition, if applicable. Note: The G/L is assigned to only one record definition.
7.	In the G/L Code section, select or enter values for the appropriate segments for each G/L. Notes: Commonly used and validation type values have drop-down lists which contain options with stars next to them. Clicking the star makes that a favorite value. In the future, this favorite will populate at the top of your results for quick access. The commonly used values allow you to add a custom value. To add a value, type the new value and then click the (+) plus sign icon next to the field.
8.	In the GL Description section, type the description for the new G/L in the Description field. Note: The description must be unique. It cannot have the same description as an existing G/L.
9.	Click the Save button. <i>A confirmation message displays indicating the G/L has been added successfully.</i>

Update a G/L

The G/L must be unassigned from all accounts before it can be updated.

Step	Action
1.	From the Transaction Management side navigation bar, position your mouse over the Financial Management icon and click the G/L Maintenance link. <i>The G/L Maintenance screen displays.</i>
2.	To search for a G/L, from the Search By drop-down list, select either G/L Code or G/L Description and enter the G/L code or description in the text field. Click the Search button. Note: To perform an advanced search, click the More Options button. <i>The search results display at the bottom of the screen.</i> Note: To sort the results, click the desired column header name.
3.	Click the ellipsis (...) link to expand the G/L code. <i>The G/L code details expand.</i> Note: When the details expand, you can view the G/L based on the record definition assigned to your hierarchy.

Step	Action
4.	<p>Click the Update button.</p> <p><i>The Update G/L screen displays.</i></p> <p>Note: Only unassigned G/Ls can be updated.</p>
5.	From the G/L Code section, update the necessary segments.
6.	<p>In the GL Description section, update the description for the G/L in the Description field if necessary.</p> <p>Note: The description must be unique. It cannot have the same description as an existing G/L.</p>
7.	<p>Select the applicable Status radio button as Invalid or Valid.</p> <p>Note: Cardholders cannot reallocate to an invalid G/L.</p>
8.	<p>Click the Save button.</p> <p><i>A confirmation message displays indicating the G/L has been updated.</i></p>

Copy a G/L

Step	Action
1.	<p>From the Transaction Management side navigation bar, position your mouse over the Financial Management icon and click the G/L Maintenance link.</p> <p><i>The G/L Maintenance screen displays.</i></p>
2.	<p>To search for a G/L, from the Search By drop-down list, select either G/L Code or G/L Description and enter the G/L code or description in the text field. Click the Search button.</p> <p>Note: To perform an advanced search, click the More Options button.</p> <p><i>The search results display at the bottom of the screen.</i></p> <p>Note: To sort the results, click the desired column header name.</p>
3.	<p>Click the ellipsis (...) link to expand the G/L code.</p> <p><i>The G/L code details expand.</i></p> <p>Note: When the details expand, you can view the G/L based on the record definition assigned to your hierarchy.</p>
4.	<p>Click the Copy button.</p> <p><i>The Copy G/L screen displays.</i></p>
5.	From the G/L Code section, update the necessary segments.
6.	<p>In the GL Description section, type the description for the new G/L in the Description field.</p> <p>Note: The description must be unique. It cannot have the same description as an existing G/L.</p>
7.	<p>Click the Save button.</p> <p><i>A confirmation message displays indicating the G/L has been copied successfully.</i></p>

Delete a Single G/L

The G/L must be unassigned from all accounts before it can be deleted.

Step	Action
1.	From the Transaction Management side navigation bar, position your mouse over the Financial Management icon and click the G/L Maintenance link. <i>The G/L Maintenance screen displays.</i>
2.	To search for a G/L, from the Search By drop-down list, select either G/L Code or G/L Description and enter the G/L code or description in the text field. Click the Search button. Note: To perform an advanced search, click the More Options button. <i>The search results display at the bottom of the screen.</i> Note: To sort the results, click the desired column header name.
3.	Click the ellipsis (...) link to expand the G/L code. <i>The G/L code details expand.</i> Note: When the details expand, you can view the G/L based on the record definition assigned to your hierarchy.
4.	Click the Delete button. <i>The Confirm Delete window displays.</i>
5.	Click the Confirm button. <i>A confirmation message displays indicating the G/L has been deleted successfully.</i>

Delete Multiple G/Ls

All G/L(s) must be unassigned from all accounts before you can delete them.

Step	Action
1.	From the Transaction Management side navigation bar, position your mouse over the Financial Management icon and click the G/L Maintenance link. <i>The G/L Maintenance screen displays.</i>
2.	Select the checkboxes for the G/L codes you wish to delete. Note: To delete all G/L codes that display, select the checkbox that displays to the left of the G/L Code column header.
3.	Click the Delete button on the bottom of the screen. <i>The Confirm Delete window displays.</i>
4.	Click the Confirm button. <i>A confirmation message displays indicating the G/Ls have been deleted successfully.</i>

Create a New G/L Template

Step	Action
1.	<p>From the Transaction Management side navigation bar, position your mouse over the Financial Management icon and click the Template Maintenance link.</p> <p><i>The G/L Template Maintenance screen displays.</i></p>
2.	<p>From the G/L Template Maintenance section, click the Create New G/L Template link.</p> <p><i>The Create New G/L Template screen displays.</i></p>
3.	<p>To assign the new G/L template to a lower hierarchy level, click the Lookup Hierarchy link and complete Steps 4 and 5. Otherwise, continue to Step 6.</p> <p>Note: If you do not assign the G/L template to a hierarchy, it will be assigned to the hierarchy that you are set up for and flow to any hierarchy below. This is an optional step.</p> <p><i>The Select Hierarchy screen displays.</i></p>
4.	<p>Click the (+) plus sign icon to expand the hierarchy and select the radio button for the desired hierarchy.</p>
5.	<p>Click the Select button.</p> <p><i>The Create New G/L Template screen displays.</i></p>
6.	<p>From the G/L Record Definition drop-down list, select the correct G/L record definition, if applicable.</p> <p>Note: The G/L is assigned to only one record definition.</p>
7.	<p>In the G/L Code section, select or enter values for the appropriate segments for each G/L.</p> <p>Notes: You will only be able to populate segments as defined in your agency/organization's G/L record definition as defined by the FM/FO.</p> <p>Segments populated with the # (number signs) are completed by the Cardholder or AO when reallocating the transaction.</p> <p>Commonly used and validation type values have drop-down lists which contain options with stars next to them. Clicking the star makes that a favorite value. In the future, this favorite will populate at the top of your results for quick access.</p> <p>The commonly used values allow you to add a custom value. To add a value, type the new value and then click the (+) plus sign icon next to the field.</p>
8.	<p>In the GL Description section, type the description for the new G/L template in the Description field.</p> <p>Note: The description must be unique. It cannot have the same description as an existing template.</p>
9.	<p>Click the Save button.</p> <p><i>A confirmation message displays indicating the G/L template has been created successfully.</i></p>

Update a G/L Template

G/L template(s) must be unassigned from all accounts before they can be updated.

Step	Action
1.	From the Transaction Management side navigation bar, position your mouse over the Financial Management icon and click the Template Maintenance link. <i>The G/L Template Maintenance screen displays.</i>
2.	To search for a G/L, from the Search By drop-down list, select either G/L Code or G/L Description and enter the G/L code or description in the text field. Click the Search button. Note: To perform an advanced search, click the More Options button. <i>The search results display at the bottom of the screen.</i> Note: To sort the results, click the desired column header name.
3.	Click the ellipsis (...) link to expand the G/L template. <i>The G/L template details expand.</i> Note: When the details expand, you can view the G/L template based on the record definition assigned to your hierarchy.
4.	Click the Update button. <i>The Update G/L Template screen displays.</i>
5.	From the G/L Code section, update the necessary segments. Note: Segments populated with # (number signs) are completed by the Cardholder or AO when reallocating the transaction.
6.	In the GL Description section, update the description for G/L template in the Description field if necessary. Note: The description must be unique. It cannot have the same description as an existing template.
7.	Select the applicable Status radio button as Invalid or Valid . Note: Cardholders cannot reallocate to an invalid template.
8.	Click the Save button. <i>A confirmation message displays indicating the G/L template has been updated successfully.</i>

Copy a G/L Template

Step	Action
1.	From the Transaction Management side navigation bar, position your mouse over the Financial Management icon and click the Template Maintenance link. <i>The G/L Template Maintenance screen displays.</i>
2.	To search for a G/L, from the Search By drop-down list, select either G/L Code or G/L Description and enter the G/L code or description in the text field. Click the Search button. Note: To perform an advanced search, click the More Options button. <i>The search results display at the bottom of the screen.</i> Note: To sort the results, click the desired column header name.

Step	Action
3.	<p>Click the ellipsis (...) link to expand the G/L template.</p> <p><i>The G/L template details expand.</i></p> <p>Note: When the details expand, you can view the G/L template based on the record definition assigned to your hierarchy.</p>
4.	<p>Click the Copy button.</p> <p><i>The Copy G/L Template screen displays.</i></p>
5.	<p>From the G/L Code section, update the necessary segments.</p> <p>Note: Segments populated with # (number signs) are completed by the Cardholder or AO when reallocating the transaction.</p>
6.	<p>In the GL Description section, type the description for the new G/L template in the Description field.</p> <p>Note: The description must be unique. It cannot have the same description as an existing template.</p>
7.	<p>Click the Save button.</p> <p><i>A confirmation message displays indicating the template has been copied successfully.</i></p>

Delete a Single G/L Template

G/L template(s) must be unassigned from all accounts before it can be deleted.

Step	Action
1.	<p>From the Transaction Management side navigation bar, position your mouse over the Financial Management icon and click the Template Maintenance link.</p> <p><i>The G/L Template Maintenance screen displays.</i></p>
2.	<p>To search for a G/L, from the Search By drop-down list, select either G/L Code or G/L Description and enter the G/L code or description in the text field. Click the Search button.</p> <p>Note: To perform an advanced search, click the More Options button.</p> <p><i>The search results display at the bottom of the screen.</i></p> <p>Note: To sort the results, click the desired column header name.</p>
3.	<p>Click the ellipsis (...) link to expand the G/L template.</p> <p><i>The G/L template details expand.</i></p> <p>Note: When the details expand, you can view the G/L template based on the record definition assigned to your hierarchy.</p>
4.	<p>Click the Delete button.</p> <p><i>The Confirm Delete window displays.</i></p>
5.	<p>Click the Confirm button.</p> <p><i>A confirmation message displays indicating the template has been deleted.</i></p>

Delete Multiple G/L Templates

All G/L template(s) must be unassigned from all accounts before you can delete them.

Step	Action
1.	From the Transaction Management side navigation bar, position your mouse over the Financial Management icon and click the Template Maintenance link. <i>The G/L Template Maintenance screen displays.</i>
2.	Select the checkboxes for the G/L codes you wish to delete. Note: To delete all G/L codes that display, select the checkbox that displays to the left of the G/L Code column header.
3.	Click the Delete button on the bottom of the screen. <i>The Confirm Delete window displays.</i>
4.	Click the Confirm button. <i>A confirmation message displays indicating the templates have been deleted.</i>

Assign Existing G/L(s) or Template(s) to a Cardholder

Step	Action
1.	From the Transaction Management Home screen, type the First Name , Last Name , or Card Number for the desired Cardholder. Note: Click the More Options button to include hierarchy in your search.
2.	Click the Search button. <i>The search results display.</i>
3.	Click the arrow (>) to access card account details. <i>The Card Details screen displays.</i>
4.	From the Search for G/L Code or Template section, click the Assign G/L link. <i>The G/L Assignment screen displays.</i>
5.	Select the checkbox for the applicable G/L code(s). Note: You can search for the G/L code/template by G/L Code or G/L Description using the Search By drop-down list and then entering a code or description in the text field. If the G/L code/template is not displaying in the list, then you can create the G/L by clicking the Create G/L link from the G/L Assignment header.
6.	Click the Assign button. <i>The Assign G/L window displays.</i>
7.	Click the OK button. <i>A confirmation message displays indicating the G/L has been assigned.</i> Note: Any newly assigned G/L will automatically become an alternate G/L unless you choose to assign it as the default.

Assign an Alternate G/L as a Default G/L

Step	Action
1.	From the Transaction Management Home screen, type the First Name, Last Name, or Card Number for the desired Cardholder. Note: Click the More Options button to include hierarchy in your search.
2.	Click the Search button. <i>The search results display.</i>
3.	Click the arrow (>) to access card account details. <i>The Card Details screen displays.</i>
4.	Click the ellipsis (...) link to expand the G/L you wish to assign as default. <i>The G/L code expands.</i> Note: You can only assign an alternate G/L code as a default.
5.	Click the Assign as Default button. <i>A confirmation message displays indicating the selected G/L has been assigned as default.</i>

Unassign Existing G/L(s) or Template(s)

Step	Action
1.	From the Transaction Management Home screen, type the First Name, Last Name, or Card Number for the desired Cardholder. Note: Click the More Options button to include hierarchy in your search.
2.	Click the Search button. <i>The search results display.</i>
3.	Click the arrow (>) to access card account details. <i>The Card Details screen displays.</i>
4.	Select the checkbox(es) for the G/Ls or templates that you wish to unassign from the Cardholder. Note: You cannot unassign a default G/L code. Another G/L code needs to be set as the default before the G/L code can be unassigned.
5.	Click the Unassign button. <i>The Unassign window displays.</i>
6.	Click the OK button. <i>A confirmation message displays indicating the data has been unassigned.</i>

6. Manage Users

Key Concepts

A/OPCs can add, update or remove Non-cardholders as needed. A Non-cardholder is any user who is not a Cardholder such as Approvers and A/OPCs.

This will provide Non-cardholder access to the CitiManager Site, Transaction Management, as well as Citi's verification database so the user can call into Citi's customer service and helpdesk.

User groups define what a user can do in Transaction Management.

User Groups

User Group	Definition/Tasks
AOPC	User can view account information and create G/L accounts and G/L templates. The user can also view statements, transactions and attachments. They can also view G/Ls, reports, purchase and dispute logs and create additional Non-cardholders.
AOPC-Read Only	User can view statements, transactions, and attachments. They can also view G/L codes, view account information, reports, purchase and dispute logs.
AOPC/FO	User can authorize and modify G/L codes, view account information and update sub-field definitions. They can view statements, transactions and attachments. They can also view G/Ls, reports, purchase and dispute logs.
Estatement Approver	User can view account information. They can also view and update statements, transactions allocations, attachments and purchase logs.
Estatement Final Approver	User can view account information. They can view and update statements, transactions allocations, attachments and purchase logs. This approver is a second level approver who can approve the statements once approved by the Estatement Approver.
Finance Official	User can view, create and update G/L codes, record definitions, sub-field definitions, G/L valid values and G/L templates. They can also create G/L cross validation lists and access the business unit/hierarchy to create/update G/L values for business units.
Finance Manager	User can view, create and update G/L codes, record definitions, sub-filed definitions, G/L valid values and G/L templates. They can create G/L cross validation lists and access the business unit/hierarchy to create/update G/L values for business units. They can also access card accounts to create and update G/L values to card accounts.

Contact Types

Contact types determine what kind of assistance customer service can provide to a user. Contact types are different for each agency/organization so check with your Citi representative. Available options include:

- Alternate AOPC/PA
- Alternate AO
- Agency Program Coordinator
- Program Administrator
- AOPC/PA Inquire
- AOPC/PA Referral
- Approving Official
- Authorized To Inquire

Hierarchy Screen Overview

To access the Hierarchy screen, from the Transaction Management side navigation bar, click the Hierarchy icon.

Screen	Descriptions
<p>Hierarchy Screen</p>	<ol style="list-style-type: none"> You can search by Hierarchy Name, Hierarchy Level, or Hierarchy Unit. You can also sort results by Hierarchy Name or Hierarchy Unit. In the Accounts section, you can view users in specific hierarchies by clicking (+) plus sign icon next to the available hierarchies. Click the links in the Accounts – Unit column to view a Cardholder’s contact information and assign and unassign G/Ls to a selected account. Click the links in the Non Cardholder – Unit column to add new Non-cardholders to the system. You can also view current Non-cardholders in that hierarchy.

Add a New User

Step	Action
1.	From the Transaction Management side navigation bar, click the Hierarchy icon. <i>The Hierarchy screen displays.</i>
2.	Click the (+) plus sign icon to expand the appropriate hierarchy if applicable.
3.	From the Non Cardholder column, click the link the under Unit column to access the Manage Users screen. <i>The Manage Users screen displays.</i>
4.	Click the Add New Contact link. <i>The Add screen displays.</i>
5.	Complete the necessary information in the Personal Details and Contact Details sections. Note: The user’s Last Name is the first field that displays in the Personal Details section.
6.	From the User Group drop-down list, select the appropriate user group. Note: The User Group determines the type of user you are setting up (e.g. PA and A/OPC).
7.	From the Contact Type drop-down list, select the appropriate contact type.
8.	Click the Submit button. <i>A confirmation message displays indicating the user has been added. Two separate e-mails with the Registration ID and Passcode are sent to the new user.</i> Note: If the user already exists in the CitiManager Site, and you are only adding the Transaction Management entitlement, the entitlement will automatically link to the existing ID based on e-mail, phone number, and zip code matching criteria.

Update an Existing User

Step	Action
1.	From the Transaction Management side navigation bar, click the Hierarchy icon. <i>The Hierarchy screen displays.</i>
2.	Click the (+) plus sign icon to expand the appropriate hierarchy if applicable.
3.	From the Non Cardholder column, click the link the under Unit column to access the Manage Users screen. <i>The Manage Users screen displays.</i>
4.	From the Contact Name column, click the ellipsis (...) link to view additional contact details for the desired user. <i>The contact information expands.</i>
5.	Click the Update button. <i>The Update screen displays.</i>
6.	Update the necessary information and click the Submit button. Note: If you need to change the Non-cardholder's user type, use the User Group drop-down list to select the new user group for the user. <i>A confirmation screen displays indicating the user information has been updated.</i>

Delete User

Step	Action
1.	From the Transaction Management side navigation bar, click the Hierarchy icon. <i>The Hierarchy screen displays.</i>
2.	Click the (+) plus sign icon to expand the appropriate hierarchy if applicable.
3.	From the Non Cardholder column, click the link the under Unit column to access the Manage Users screen. <i>The Manage Users screen displays.</i>
4.	Select the checkbox for the applicable user(s) you would like to delete and scroll to the bottom of the screen.
5.	Click the Delete button. <i>A confirmation message displays indicating the user(s) have been deleted.</i>

7. Purchase Log

Key Concepts

The purchase log is used to enter invoice information and to reconcile that information to transactions.

Cardholders and AOs can add to purchase log entries online or via file upload. A/OPCs will be able to view the purchase log information.

It is also possible to reconcile purchases according to the card statement. Some agencies/organizations have the option to turn on the purchase log by product type if it meets the needs of their program and management objectives.

When transactions are loaded, the system will attempt to automatically reconcile the purchase log based on the following criteria:

Purchase Log Data Element	Posted Transaction Data Element
Card Number	Card Number
Total Amount	Transaction Settlement Amount
Purchase Date	Transaction Date
Merchant Name	Merchant Name
Purchase Order Number	Transaction Description Indicator (TDI)

If the transaction cannot be automatically reconciled, the Cardholder and AO can still manually reconcile a purchase log to a transaction.

Search For and View a Purchase Log

Step	Action
1.	From the Transaction Management site side navigation bar, position your mouse over the Financial Management icon and click the Purchase Log link. <i>The Purchase Log Search screen displays.</i>
2.	To perform a search, complete the necessary fields and click the Search button. Note: To perform an advanced search, click the More Options button. <i>The search results display at the bottom of the screen.</i> Note: By default, all Cardholders within your hierarchy and below display. To sort the results, click the desired column header name.
3.	To view purchase logs for the Cardholder, click the ellipsis (...) link to expand the Cardholder details. <i>The Cardholder details expand.</i>
4.	From the expanded details, click the arrow (>) link for the applicable purchase log. <i>The Purchase Log Update screen displays.</i> Note: If you need to view line item details, you can click the ellipsis (...) link for the applicable line item.

Upload Entries in the Purchase Log

Before you can upload entries in the purchase log, you will need to download and complete the template first. Navigate to the **Purchase Log Upload** template by positioning your mouse over the **Resources** icon and clicking **Links & Help**.

Step	Action
1.	From the Transaction Management side navigation bar, position your mouse over the Financial Management icon and click the Purchase Log – Upload link. <i>The Purchase Log Upload screen displays.</i>
2.	From the Search for Purchase Log – Upload section, click the blue box icon. <i>The Purchase Log Upload window displays.</i>
3.	Click the Browse button.
4.	Navigate to where the file is saved on your computer and select it. Note: The upload will only accept .txt or .xls formats.
5.	Click the Upload button. Note: To reset the file upload, click the Reset link. To cancel the upload, click the Cancel link. <i>A confirmation screen displays indicating the upload was successful.</i>

View Status of Uploaded Purchase Log Files

Step	Action
1.	From the Transaction Management side navigation bar, position your mouse over the Financial Management icon and click the Purchase Log – Upload link. <i>The Purchase Log Upload screen displays.</i>
2.	To perform a search, select the desired search criteria from the Status , Search By and Date fields and click the Search button. Note: To perform an advanced search, click the More Options button. <i>The search results display at the bottom of the screen.</i> Note: To sort the results, click the desired column header name.
3.	From the Status column, click the status for the applicable upload. <i>The Purchase Log Upload screen displays.</i> Note: This screen provides information about how many records have been added, updated, voided, as well as an output file if there are any errors.
4.	Click the OK button. <i>The Purchase Log Upload screen displays.</i>

Delete Uploaded Purchase Log Files

Step	Action
1.	<p>From the Transaction Management side navigation bar, position your mouse over the Financial Management icon and click the Purchase Log – Upload link.</p> <p><i>The Purchase Log Upload page displays.</i></p>
2.	<p>To perform a search, select the desired search criteria from the Status, Search By and Date fields and click the Search button.</p> <p>Note: To perform an advanced search, click the More Options button.</p> <p><i>The search results display at the bottom of the screen.</i></p> <p>Note: To sort the results, click the desired column header name.</p>
3.	<p>From the Uploaded Date column, select the checkbox(es) for the applicable uploads.</p>
4.	<p>Click the Delete Selected button.</p> <p><i>The purchase log upload has been deleted.</i></p>
5.	<p>Click the Confirm button.</p> <p><i>A confirmation message displays indicating the file has been deleted.</i></p>

8. Reports

Key Concepts

There are reports available from Transaction Management to help you better manage your reallocation and G/L process. There will be a rolling six years (72 months) of data available.

From the **Reports** screen, reports generated within the last three months are automatically available. You are able to change the dates to include older reports. The reports stay in your inbox until you delete them.

The reports available depend on your agency/organization configuration.

Report Name	Definition/Task
Auto Close Dates	This report provides the cycle close date and the auto close date based on your agency/organization configuration. This is only applicable if you are using auto close dates.
Cardholder User Access	This report allows you to see which Cardholders have access to Transaction Management. This report shows the last login date, role, and name of the Cardholders.
G/L Listing	This report lists which G/Ls and templates are assigned to Cardholders. This helps identify which Cardholders may need a G/L or template assigned to them for reallocation purposes. This report is hierarchy specific and can be filtered to show only Cardholders without a default G/L or without a template assigned.
Multiple Business Unit Contact	This report provides the hierarchy and contact information for Non-cardholders. This report also includes the primary contact for each hierarchy.
Non-Cardholder User Access	This report provides a listing of Non-cardholders (A/OPC, FO, FM, AO) who have access to Transaction Management. This report shows the last login date, role, and name of the Non-cardholders.
Purchase Log Monthly Statistics	This report can be used if your agency/organization uses the purchase log. It provides a summary of purchase log statuses by hierarchy levels.
Purchase Log Report	This report can be used if your agency/organization uses the purchase log. This report provides a detailed view of purchase log information run based on the purchase log entry date.
Reallocation Activity by Posting Date	This report provides detailed transaction and G/L information for each transaction, as well as reallocation date. This report is run based on the posting date.
Reallocation Activity by Reallocation Date	This report provides detailed transaction and G/L information for each transaction, as well as reallocation date. This report is run based on the reallocation date.
Sales Tax Report	This report is an estimated tax file based on manual entry both at the point of sale and by uses of Transaction Management.
Statement Status Report	This report will provide the status of the statements within a specified date range.

Generate a Report

Step	Action
1.	From the Transaction Management side navigation bar, position your mouse over the Resources icon and click the Reports link. <i>The Reports screen displays.</i>

Step	Action
2.	From the Reports header, click the Generate Reports link. <i>The Generate Reports screen displays.</i>
3.	From the Report Name drop-down list, select the desired report. <i>The Generate Reports refreshes and additional report options display.</i> Note: The options displayed are based on the report selected. You can choose to leave the defaults or update them if necessary. You may be able to choose a specific hierarchy for the report or specific dates.
4.	From the Report Format drop-down list, select the desired report format. Note: The options are .txt or .xlsx.
5.	From the Download As drop-down list, select the desired compression option. Note: The options are either a compressed (.zip) file or an uncompressed format.
6.	Click the Submit button. <i>The Reports screen displays.</i> Note: Reports start to generate immediately. There will be a few minute delay depending on the amount of data in the report.

Download a Report

Step	Action
1.	From the Transaction Management side navigation bar, position your mouse over the Resources icon and click the Reports link. <i>The Reports screen displays.</i>
2.	To perform a search, select the desired search criteria from the Status , Created Date From , and Created Date To fields and click the Search button. Note: The system by default pulls three months of reports.
3.	From the Status column, click the Download link. <i>A download message displays indicating that the downloaded file may be cached on your computer.</i>
4.	Click the OK button. <i>The document opens.</i>

Delete a Report

Step	Action
1.	From the Transaction Management side navigation bar, position your mouse over the Resources icon and click the Reports link. <i>The Reports screen displays.</i>
2.	From the Requested Date column, select the checkboxes for the reports you wish to delete.
3.	Click the Delete button. <i>A confirmation message appears.</i>
4.	Click the Confirm button. <i>The report is now deleted.</i>

9. Additional Resources/Appendix of Terminology

Key Concepts

You can access Computer Based Trainings (CBTs), quick start guides, user guides, and sign up for training from the **Learning Center**.

Quick start guides, user guides and the purchase log template are also available from **Links & Help**.

Access the Learning Center from the CitiManager Site

Step	Action
1.	From the CitiManager side navigation bar, position your mouse over the Web Tools icon and click the Learning Center link. <i>The Learning Center Home screen displays.</i>

Access Resources from Links & Help

Step	Action
1.	From the Transaction Management side navigation bar, position your mouse on the Resources icon and click the Links & Help link.

Appendix of Terminology

User Groups

User Group	Definition/Task
AOPC	User can view account information and create G/L accounts and G/L templates. The user can also view statements, transactions and attachments. They can also view G/Ls, reports, purchase and dispute logs and create additional Non-cardholders.
AOPC-READ ONLY	User can view statements, transactions, and attachments. They can also view G/L codes, view account information, reports, purchase and dispute logs.
AOPC/FO	User can authorize and modify G/L codes, view account information and update sub-field definitions. They can view statements, transactions and attachments. They can also view G/Ls, reports, purchase and dispute logs.
ESTATEMENT APPROVER	User can view account information. They can also view and update statements, transactions allocations, attachments and purchase logs.
ESTATEMENT FINAL APPROVER	User can view account information. They can view and update statements, transactions allocations, attachments and purchase logs. This approver is a second level approver who can approve the statements once approved by the Estatement Approver.
FINANCE OFFICIAL	User can view, create and update G/L codes, record definitions, sub-field definitions, G/L valid values and G/L templates. They can also create G/L cross validation lists and access the business unit/hierarchy to create/update G/L values for business units.
FINANCE MANAGER	User can view, create and update G/L codes, record definitions, sub-filed definitions, G/L valid values and G/L templates. They can create G/L cross validation lists and access the business unit/hierarchy to create/update G/L values for business units. They can also access card accounts to create and update G/L values to card accounts.

Contact Types

Contact types determine what kind of assistance customer service can provide to a user. Contact types are different for each agency/organization so check with your Citi representative. Available options include:

- Alternate AOPC/PA
- Alternate AO
- Agency Program Coordinator
- Program Administrator
- AOPC/PA Inquire
- AOPC/PA Referral
- Approving Official
- Authorized To Inquire

Statement Status

Status of Statement	Definition/Task
ALL	The system will search for all statuses of statements.
Recent	This is the list of recent transactions as the cycle builds to a close. More transactions may be added to this statement. The statement cannot be submitted while in this status.
New	The cycle has closed and the statement transitions to a New status. The Cardholder can now submit the statement for approval.
Pending Approval	The statement has been submitted by the Cardholder and is waiting to be approved.
Approved	The Approver has approved the statement and is waiting for the final Approver to accept and close the statement. Note: This will only display if you have multiple levels of approval.
Rejected	The statement has been rejected during the approval process. The statement is available to the Cardholder for corrections. The reason for the rejection can be viewed from the statement by clicking the blue Notes additional information icon.
Closed	The statement has gone through all of the necessary approvals and the data will be transmitted to your financial system.
Auto Closed	After the cycle ends, the statement can be set to auto close after a defined number of days. Note: This option is based on agency/organization configuration. When auto closed is enabled, any statement that has not received final approval will be closed and the data will be transmitted to your financial system.
Exception Closed	The AO can close the statement if the Cardholder and Approver are unable to close the statement themselves. Note: This option is based on agency/organization configuration. The statement must be in New status.
Termination Closed	The AO can close the statement if the Cardholder has been terminated. Note: This option is based on agency/organization configuration. The statement must be in New status.

Key Terms

Additional Key Terms	Definition/Task
Allocation Detail Description (ADD) or Transaction Detail Description (TDD)	<p>A TDD is a text message associated with the transaction. If a Cardholder or AO wants to enter a message, they can enter a maximum of 75 alphanumeric characters. If a Cardholder or AO performs a split/reallocation on a transaction with a TDD, the TDD field value will be copied to the ADD. In this case, the TDD will not be editable after the Cardholder or AO splits/reallocates.</p> <p>Note: If the statement is closed, the Transaction Detail Description is not editable.</p>
Alternate G/L	An alternate G/L is assigned to Cardholders by an A/OPC or FM. This G/L string can be used to reallocate to if the Cardholder's default is not applicable to the transaction
App. Ind.	This is the approval indicator that shows when an Approver has reviewed and approved the Cardholder's transaction.
Commonly Used Values	A type of sub-field value that allows you to pick from a pre-defined list of values or enter your own applicable value. Requirements for valid entries are defined by your agency/organization.
Custom G/L	A custom G/L can be created and Cardholders and AOs can provide certain parts of the G/L string segments as defined by the G/L record definition.
Default G/L	A default G/L is assigned to Cardholders by an A/OPC or FM. This default G/L string is assigned to each new transaction and may need to be reallocated depending on the transaction.
G/L	A G/L is a general ledger code, otherwise known as an accounting string code (ASC), which is used for allocation purposes. This is assigned to Cardholders by an A/OPC or FM.
G/L Record Definition	The G/L record definition needs to be set up first. This defines the overall structure of the G/L string: the segments that are within your G/L, number of characters, what type of field it will be, etc.
PL Reconciled	If your organization uses the purchase log, then this column will display when viewing a statement. This automatically updates if a transaction has a purchase log reconciled to it, whether automatically or manually.
Reallocated	This column within the statement view will change automatically if the G/L has been changed from the default G/L by a Cardholder or Approver.
Reconciled Indicator	This is an icon that indicates when a Cardholder has reviewed and reconciled their transaction.
Sub-Field	A sub-field value is defined by the FO/FM. It is the possible values available in the a drop-down list (validation values) or commonly used values for each segment in a G/L record definition.
Template	Your Cardholders may be assigned templates in order to allow them to reallocate to a custom G/L.
Text Box	A type of sub-field value that allows free-form text into the text field. Requirements for this field are defined by your agency/organization.

Additional Key Terms	Definition/Task
Transaction Description Indicator (TDI)	<p>The Cardholder-defined purchase identifier that is input by the merchant at the point of sale.</p> <p>A Cardholder or AO can modify this field unless the statement is closed. If the statement is closed, the TDI is not editable. When modifying the TDI, a Cardholder or AO can enter a maximum of 25 alphanumeric and/or special (except <>") characters. They can also include blanks.</p>
Validation Values	<p>A type of sub-field value that will display from a drop-down list of pre-populated values.</p>

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