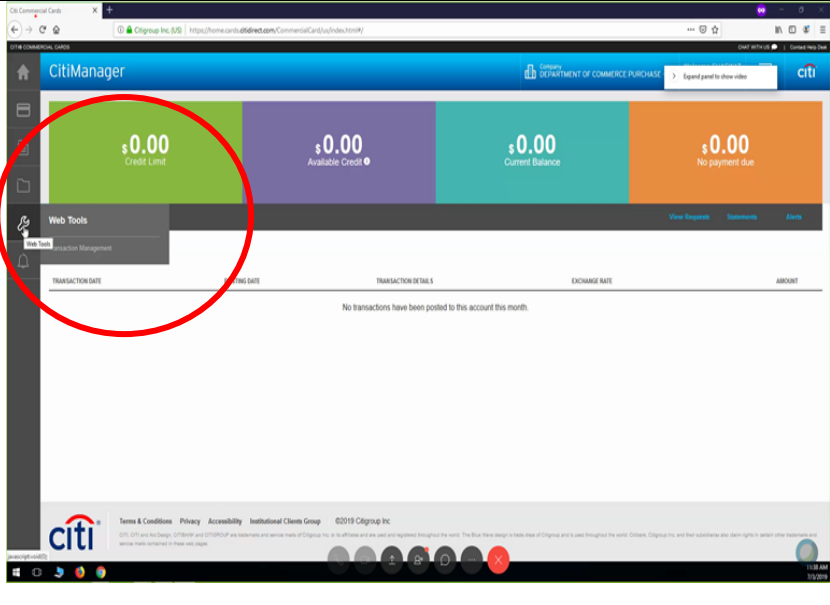




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Step	Action	Picture Diagram
1	<p>From the CitiManager site navigation bar:</p> <p>Position your mouse over the Web Tools [wrench icon] and click the Transaction Management link.</p> <p><i>The link to Transaction Management displays</i></p>	 <p>The screenshot shows the CitiManager interface for a Department of Commerce purchase card. At the top, there are four colored boxes representing account balances: Credit Limit (\$0.00), Available Credit (\$0.00), Current Balance (\$0.00), and No payment due (\$0.00). Below these, a 'Web Tools' menu is open, and the 'Transaction Management' link is highlighted with a red circle. The main content area shows a table header with columns for TRANSACTION DATE, POST DATE, TRANSACTION DETAILS, EXCHANGE RATE, and AMOUNT, with a message stating 'No transactions have been posted to this account this month.' The footer includes the Citi logo and copyright information for 2019 Citi Group Inc.</p>

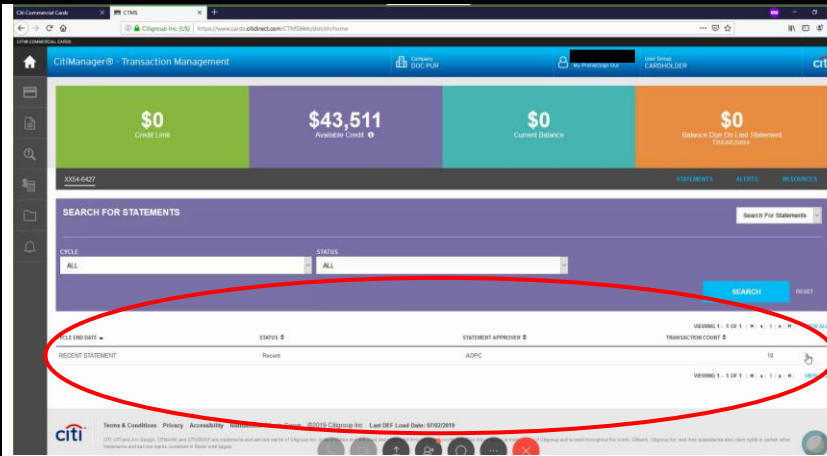


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2 At the bottom of the screen, you can view a list of statements within your span of control including: **cycle end date, status, statement approver, and transactions count.**

Click the arrow (>) link to view the statement detail information.

The Statement Detail screen displays



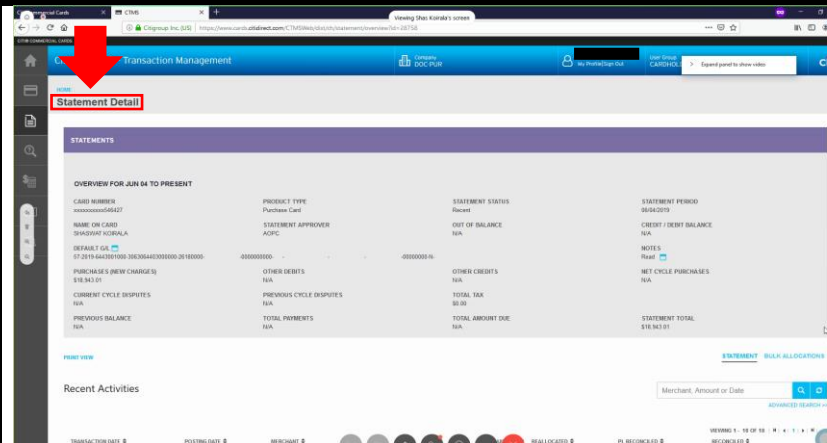
3 Select the statements icon from the Transaction Management navigation bar and click the link for the desired statement date.

Note: Statement dates with activity will display with white text. You are not able to click on any inactive statements that are grayed out.

The Statement Details screen displays.

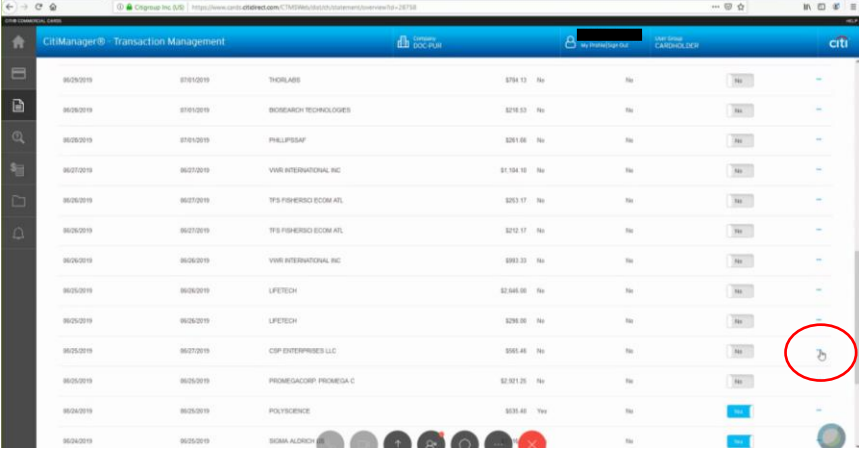
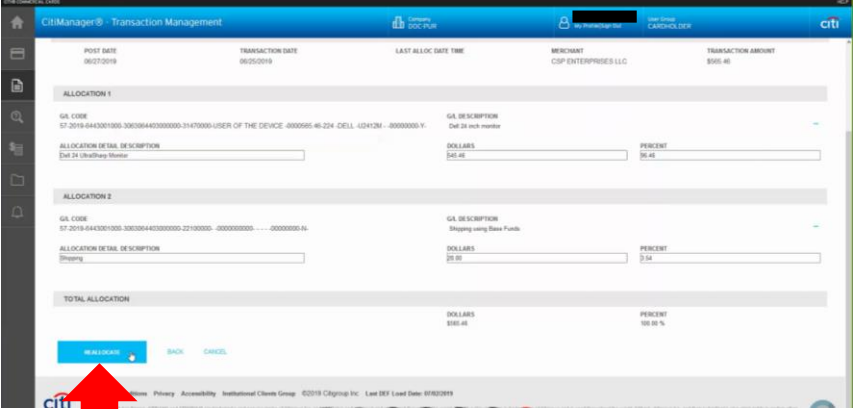
The Statement Detail screen displays an overview of your current statement status.

Individual transactions display below *Recent Activities*.





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<p>4</p>	<p>Click the ellipsis [...] that displays on the right-side of the row to display the transaction information.</p>	 <p>The screenshot shows the CitiManager Transaction Management interface. It displays a table of transactions with columns for POST DATE, TRANSACTION DATE, MERCHANT, TRANSACTION AMOUNT, and PERCENT. A red circle highlights the ellipsis button on the right side of a row.</p> <table border="1"><thead><tr><th>POST DATE</th><th>TRANSACTION DATE</th><th>MERCHANT</th><th>TRANSACTION AMOUNT</th><th>PERCENT</th></tr></thead><tbody><tr><td>8/25/2019</td><td>8/25/2019</td><td>THORLABS</td><td>\$76.13</td><td>No</td></tr><tr><td>8/28/2019</td><td>8/28/2019</td><td>BIOSOURCE TECHNOLOGIES</td><td>\$28.53</td><td>No</td></tr><tr><td>8/28/2019</td><td>8/28/2019</td><td>PHILIPS&P</td><td>\$26.88</td><td>No</td></tr><tr><td>8/27/2019</td><td>8/27/2019</td><td>VWR INTERNATIONAL INC</td><td>\$1,124.10</td><td>No</td></tr><tr><td>8/28/2019</td><td>8/27/2019</td><td>YFS FISHERS ECON AIL</td><td>\$23.17</td><td>No</td></tr><tr><td>8/28/2019</td><td>8/27/2019</td><td>YFS FISHERS ECON AIL</td><td>\$12.17</td><td>No</td></tr><tr><td>8/28/2019</td><td>8/28/2019</td><td>VWR INTERNATIONAL INC</td><td>\$83.23</td><td>No</td></tr><tr><td>8/25/2019</td><td>8/25/2019</td><td>LPTECH</td><td>\$2,648.00</td><td>No</td></tr><tr><td>8/25/2019</td><td>8/25/2019</td><td>LPTECH</td><td>\$28.00</td><td>No</td></tr><tr><td>8/25/2019</td><td>8/27/2019</td><td>CSP ENTERPRISES LLC</td><td>\$93.46</td><td>No</td></tr><tr><td>8/25/2019</td><td>8/25/2019</td><td>PROMEGACORP PROMEGA C</td><td>\$2,921.25</td><td>No</td></tr><tr><td>8/24/2019</td><td>8/25/2019</td><td>POLYSCIENCE</td><td>\$13.40</td><td>No</td></tr><tr><td>8/24/2019</td><td>8/25/2019</td><td>BIOBA ALDRICH</td><td></td><td>No</td></tr></tbody></table>	POST DATE	TRANSACTION DATE	MERCHANT	TRANSACTION AMOUNT	PERCENT	8/25/2019	8/25/2019	THORLABS	\$76.13	No	8/28/2019	8/28/2019	BIOSOURCE TECHNOLOGIES	\$28.53	No	8/28/2019	8/28/2019	PHILIPS&P	\$26.88	No	8/27/2019	8/27/2019	VWR INTERNATIONAL INC	\$1,124.10	No	8/28/2019	8/27/2019	YFS FISHERS ECON AIL	\$23.17	No	8/28/2019	8/27/2019	YFS FISHERS ECON AIL	\$12.17	No	8/28/2019	8/28/2019	VWR INTERNATIONAL INC	\$83.23	No	8/25/2019	8/25/2019	LPTECH	\$2,648.00	No	8/25/2019	8/25/2019	LPTECH	\$28.00	No	8/25/2019	8/27/2019	CSP ENTERPRISES LLC	\$93.46	No	8/25/2019	8/25/2019	PROMEGACORP PROMEGA C	\$2,921.25	No	8/24/2019	8/25/2019	POLYSCIENCE	\$13.40	No	8/24/2019	8/25/2019	BIOBA ALDRICH		No
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<p>5</p>	<p>Click the Reallocate button. <i>The Reallocate window displays</i></p>	 <p>The screenshot shows the CitiManager Reallocate window. It displays transaction details for CSP ENTERPRISES LLC with a transaction amount of \$93.46. The window is divided into two allocation sections, each with a GA CODE, GA DESCRIPTION, ALLOCATION DETAIL, DOLLARS, and PERCENT. A red arrow points to the REALLOCATE button at the bottom left.</p> <table border="1"><thead><tr><th>POST DATE</th><th>TRANSACTION DATE</th><th>LAST ALLOC DATE TIME</th><th>MERCHANT</th><th>TRANSACTION AMOUNT</th></tr></thead><tbody><tr><td>8/27/2019</td><td>8/25/2019</td><td></td><td>CSP ENTERPRISES LLC</td><td>\$93.46</td></tr></tbody></table> <p>ALLOCATION 1</p> <table border="1"><thead><tr><th>GA CODE</th><th>GA DESCRIPTION</th></tr></thead><tbody><tr><td>87-2019-8443041000-3003004402000000-31470000-USER OF THE DEVICE -0000000-46-224-CELL-42412M - 00000000-Y</td><td>Cell 24 Intel server</td></tr></tbody></table> <p>ALLOCATION DETAIL: Description: Cell 24 UltraBay Storage DOLLARS: \$93.46 PERCENT: 100%</p> <p>ALLOCATION 2</p> <table border="1"><thead><tr><th>GA CODE</th><th>GA DESCRIPTION</th></tr></thead><tbody><tr><td>87-2019-8443041000-3003004402000000-22100000-0000000000-00000000-FL</td><td>Shipping using State Funds</td></tr></tbody></table> <p>ALLOCATION DETAIL: Description: Shipping DOLLARS: \$0.00 PERCENT: 0%</p> <p>TOTAL ALLOCATION</p> <table border="1"><thead><tr><th>DOLLARS</th><th>PERCENT</th></tr></thead><tbody><tr><td>\$93.46</td><td>100.00 %</td></tr></tbody></table> <p>REALLOCATE BACK CANCEL</p>	POST DATE	TRANSACTION DATE	LAST ALLOC DATE TIME	MERCHANT	TRANSACTION AMOUNT	8/27/2019	8/25/2019		CSP ENTERPRISES LLC	\$93.46	GA CODE	GA DESCRIPTION	87-2019-8443041000-3003004402000000-31470000-USER OF THE DEVICE -0000000-46-224-CELL-42412M - 00000000-Y	Cell 24 Intel server	GA CODE	GA DESCRIPTION	87-2019-8443041000-3003004402000000-22100000-0000000000-00000000-FL	Shipping using State Funds	DOLLARS	PERCENT	\$93.46	100.00 %																																																
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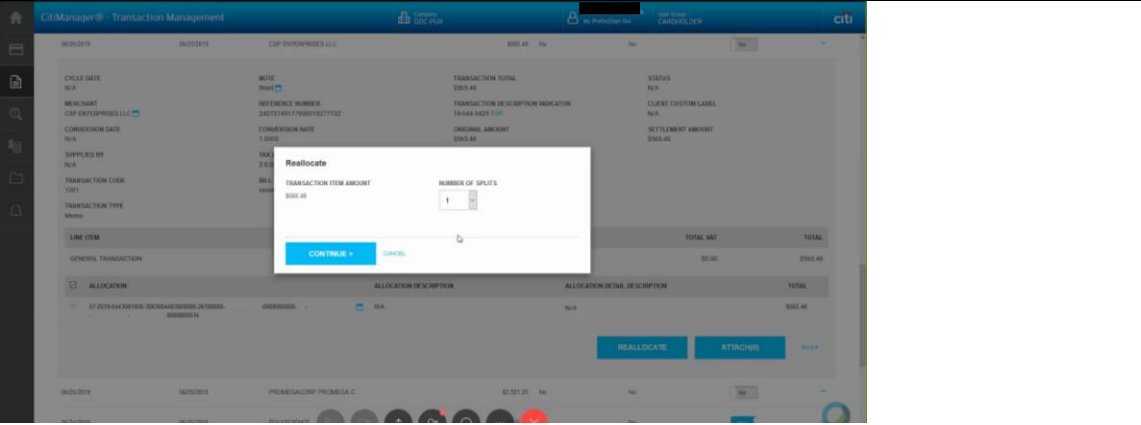


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6 Select the radio button for the transaction you want to reallocate

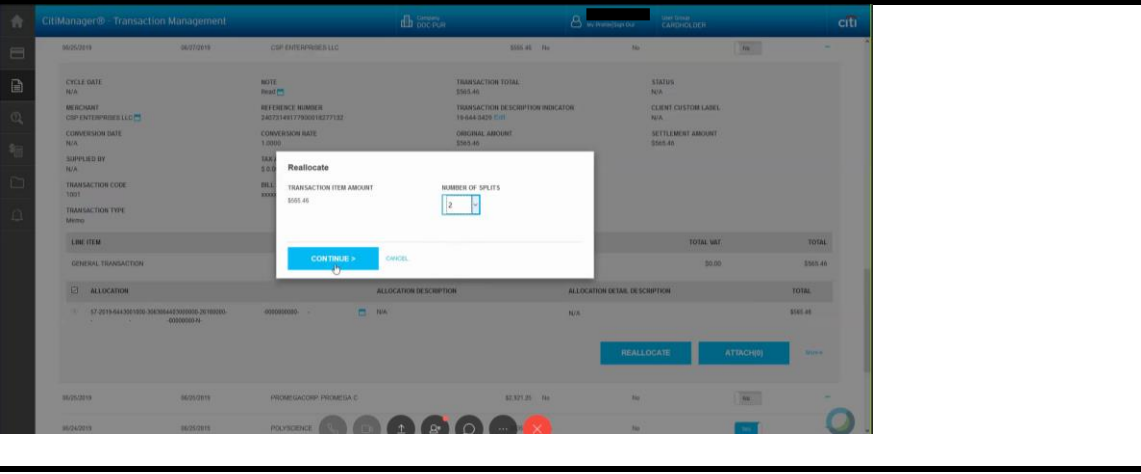
From the *Number of Splits* drop-down list, select the number of times the transaction needs to be split (1-100).

Note: If the transaction does not need to be split, leave the Number of Splits at 1.



7 Click the Continue button.

The *Search by G/L* screen displays





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Click the Continue button.

The Reallocate screen displays

The screenshot shows the CitiManager Transaction Management interface. The 'Reallocate' screen is displayed with the following details:

- Transaction Date: 06/25/2019
- Posting Date: 06/27/2019
- Merchant Name: CIP ENTERPRISES LLC
- Amount: \$55.46

There are two allocation sections:

- ALLOCATION 1:** Choose by Code: 57-2019-6443001000-3063064403000000-31470000-USER OF THE DEVICE -0000565.46-224 -DELL -02412M - -00000000-Y-. GL Description: Dell 24 inch monitor.
- ALLOCATION 2:** Choose by Code: 57-2019-6443001000-3063064403000000-22100000- -0000000000- - - -00000000-N-. GL Description: Shipping using Base Funds.

At the bottom, there are buttons for 'CONTINUE', 'STOP', and 'CANCEL'. The 'CONTINUE' button is circled in red.

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Review the details of the reallocation to verify they are correct.

Note: The division of the transaction amount will automatically split equally. You can change the dollar amount or the percent amount by typing it in either field. If you enter a different dollar amount or percent amount; the screen will *automatically update* the **Total Allocation** amount at the bottom of the screen.

The splits must add up to **100%** for reallocation to save.

The screenshot shows the CitiManager Transaction Management interface. The 'Reallocate' screen is displayed with the following details:

- Transaction Date: 06/25/2019
- Posting Date: 06/25/2019
- Last Alloc Date Time: 06/25/2019 10:00:00 AM
- Merchant: CIP ENTERPRISES LLC
- Transaction Amount: \$55.46

There are two allocation sections:

- ALLOCATION 1:** GL Code: 57-2019-6443001000-3063064403000000-31470000-USER OF THE DEVICE -0000565.46-224 -DELL -02412M - -00000000-Y-. GL Description: Dell 24 inch monitor. DOLLARS: 54.46, PERCENT: 98.45.
- ALLOCATION 2:** GL Code: 57-2019-6443001000-3063064403000000-22100000- -0000000000- - - -00000000-N-. GL Description: Shipping using Base Funds. DOLLARS: 10.00, PERCENT: 18.54.

At the bottom, there is a 'TOTAL ALLOCATION' section showing a total of 100.00%.



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Click the Reallocate button.
The transaction has been
successfully reallocated.

The screenshot displays the CitiManager Transaction Management interface. At the top, a green banner indicates "Reallocation Submitted Successfully...". Below this, a table lists transactions with columns for date, merchant, amount, and status. The transaction for CSP ENTERPRISES LLC on 06/27/2019 is highlighted, showing a status of "Yes".

DATE	MERCHANT	AMOUNT	STATUS
06/26/2019	VWR INTERNATIONAL INC	\$993.32	No
06/26/2019	LPFETECH	\$2,648.00	No
06/26/2019	LPFETECH	\$298.00	No
06/26/2019	CSP ENTERPRISES LLC	\$565.46	Yes

Transaction Details for CSP ENTERPRISES LLC:

FIELD	VALUE
CYCLE DATE	N/A
NOTE	Reall
TRANSACTION TOTAL	\$565.46
STATUS	N/A
MERCHANT	CSP ENTERPRISES LLC
REFERENCE NUMBER	3407314917700018277132
TRANSACTION DESCRIPTION INDICATOR	19-444-0429 E
CLIENT CUSTOM LABEL	N/A
CONVERSION DATE	N/A
CONVERSION RATE	1.0000
ORIGINAL AMOUNT	\$565.46
SETTLEMENT AMOUNT	\$565.46
SUPPLIER BY	N/A
TAX AMT	\$ 0.00
TRANSACTION CODE	1001
BILL ACCOUNT	XXXXXXXXX271980
LAST ALLOCATION DATETIME	07/03/2019 12:08:55 PM
TRANSACTION TYPE	Memo

LINE ITEM	DISCOUNT	TOTAL TAX	TOTAL VAT	TOTAL
GENERAL TRANSACTION	\$0.00	\$0.00	\$0.00	\$565.46

Allocation Summary:

ALLOCATION	ALLOCATION DESCRIPTION	ALLOCATION DETAIL DESCRIPTION	TOTAL
<input type="checkbox"/>			