Go to [www.citimanager.com](http://www.citimanager.com)
Select “CitiDirect Global Card Manager” from the “Reporting and Management Tools” drop down menu.
At the login screen enter your User Id and Password. Select “Sign in”.
You will be prompted for a response to one of your security questions. You must respond before the system will allow you to proceed.
Choose “Financial” and “Account Summary”.
Choose “All (Account)” from the drop down items.
Click “Search”
All accounts that you review should be listed.

Click the desired account by clicking the hyperlinked name.
Enter the date range you are looking for, then click “search”. The date range will allow a maximum of six months.

Hint: you can use the “reporting cycle” drop down menu to speed up the process.
Search results will pop up underneath the search box.

<table>
<thead>
<tr>
<th>Detail</th>
<th>Approved</th>
<th>Posting Date</th>
<th>Transaction Date</th>
<th>Description</th>
<th>Transaction Amount</th>
<th>Tax Amount</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>01/07/2016</td>
<td>01/06/2016</td>
<td>LAKEVIEW CAMP/LR CAMP 08172844856, TX - 75167</td>
<td>2,553.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>01/20/2016</td>
<td>01/09/2016</td>
<td>NAFSA ASSOCIATION OF I 202-2373699, DC - 20005</td>
<td>(5.00)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>01/13/2016</td>
<td>01/12/2016</td>
<td>LAKEVIEW CAMP/LR CAMP 08172844856, TX - 75167</td>
<td>300.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>01/28/2016</td>
<td>01/26/2016</td>
<td>NAPCP MINNETONKA, MN - 55343</td>
<td>99.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note the icons here. Hover over them to determine their function. The cardholder will use the icons listed to view and allocate their transactions.
Use this icon to look at the detailed transaction. This is the detail that will show:

<table>
<thead>
<tr>
<th>Accounting Codes Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Center</td>
</tr>
<tr>
<td>Acct#</td>
</tr>
<tr>
<td>69029</td>
</tr>
<tr>
<td>69029</td>
</tr>
</tbody>
</table>

Financial Information:

- **Processing Date:** 01/07/2016
- **Billing Date:** 01/07/2016
- **Posted Currency Code:** USD (U.S. DOLLAR)
- **Original Currency:** 2,553.75 USD (U.S. DOLLAR)
- **Billing Currency:** 2,553.75 USD (U.S. DOLLAR)
- **Billing Conversion Rate:** 1.00
- **National Currency:** 0.00
- **National Conversion Rate:** 1.00
- **Memo Indicator:** Yes
- **Matched Indicator:**

**Tax Information:**

- **Tax Amount:**
- **Tax Source:** System Estimated
- **Estimated Tax Indicator:** Tax Exempt (6)
- **Tax Collected:**
- **Tax Exempt Indicator:**
- **Original Tax Amount:**
- **Original Tax Source:** System Estimated
- **Original Tax Indicator:**
- **Update Date:**
- **Tax Last Edited By:**

**NOTE:** Transaction reference number is here. You can use that to dispute transactions.
Use this icon to add splits for additional cost centers/accounts.

Enter the number of ‘splits’ that are needed and select the ‘Add’ button.
Enter the description.
Enter the “description” for each split.

Enter the “amount” for splits.

Choose $ or %

Click “save”
This icon is used to enter the expense description (business justification), the cost center and edit the account information. All of these fields are required.
You can also get a list of all of your transactions to edit by clicking “Expand All” at the top of the Search Results.
To change the account code, click “Edit Accounting Codes”.
When you are complete, save using this icon.

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<td>2,553.75</td>
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ACCOUNTING CODES INFORMATION
Once you have completed reconciling all transactions, click on the “X” in the right hand corner to log out.