ONE CARD Quick Guide for Reviewers
Due Date: 10th of every month.

Getting Started

Accessing Citibank for the First Time

You should receive two separate emails from **MasterCard Worldwide** (one containing your user ID and one containing your temporary password).
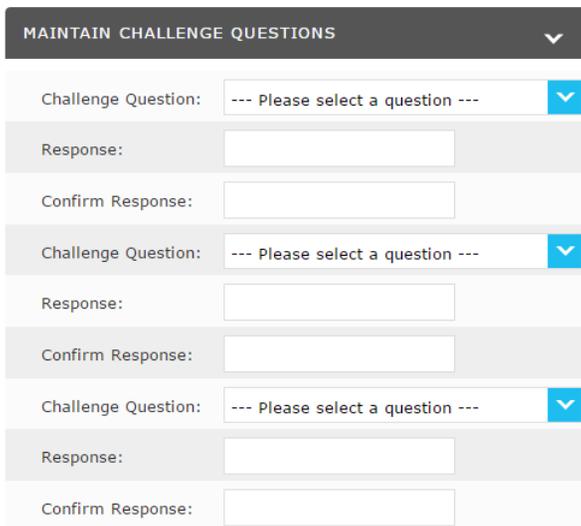
Go to www.globalmanagement.citidirect.com
Enter the ID and temporary password.

You will be prompted to set a new password

CREATE A NEW PASSWORD

CREATE PASSWORD	
* Current Password:	
* New Password:	
* Confirm Password:	
	Submit Cancel

Next you will be prompted to set up several challenge questions and confirm your responses.

MAINTAIN CHALLENGE QUESTIONS	⌄
Challenge Question:	--- Please select a question --- ⌄
Response:	
Confirm Response:	
Challenge Question:	--- Please select a question --- ⌄
Response:	
Confirm Response:	
Challenge Question:	--- Please select a question --- ⌄
Response:	
Confirm Response:	

Save

Remember your answers to these questions because you will be asked to answer one each time you log in.

Lastly, you will also be prompted to set up a security question and provide an answer.

Click **Submit** when finished.

Viewing Transactions

Log in to Citibank:

Go to www.globalmanagement.citidirect.com

When prompted, enter your user ID and password.

When prompted, respond to your question.

Where to go once you have logged in:
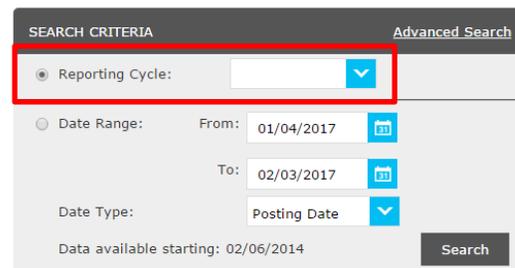
Click on the **Financial** tab

Click on **Account Summary,** search by **-All (Account),** click on the name you are working on

Select the Reporting Cycle:
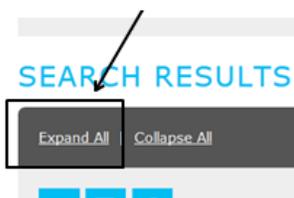The Reporting Cycle will ALWAYS have proper monthly report dates.

ACCOUNT SUMMARY

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SEARCH CRITERIA		Advanced Search
⦿ Reporting Cycle:		⌄
◯ Date Range:	From: 01/04/2017 📅	
	To: 02/03/2017 📅	
Date Type:	Posting Date ⌄	
Data available starting: 02/06/2014		Search

Click on **Search.**

Click **Expand All**

SEARCH RESULTS

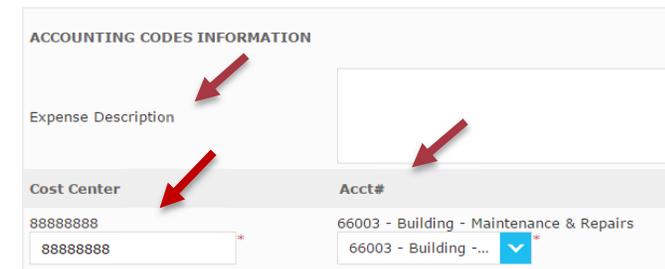| Expand All	Collapse All

Edit Information

Click on **Edit Accounting Codes.**

Select the **Acct#,** edit **Cost Center,** and **Expense Description/Business Justification** for each expense listed.

Then click on the *Save* icon: 💾

ACCOUNTING CODES INFORMATION	
Expense Description	
Cost Center	**Acct#**
88888888	66003 - Building - Maintenance & Repairs
88888888	66003 - Building -... ⌄

Explanation of Icons

There are several time saving icons available:

📊 Click on this icon to view the transaction details. Transaction reference number is here. You can use this to dispute transactions when necessary.

🗐 Click on this icon to add splits for additional cost centers / accounts. Then enter the number of splits you want to add in the **Splits** box and click **Add.** Additional lines will appear. Select "percent" or "amount" from the drop down menu (depending on whether you want to split % or $). You will enter descriptions for each line and then "save".

▣ Click on this button to button to update cost center information.

▶ Click on this icon to expand only one transaction. Click on the **Edit Accounting Codes** button and select the **Acct#, Cost Center,** and add **Expense Description.** *This is the same as Expand All, but for one transaction at a time.*