

TRAVEL ADVANCE CARD QUICK GUIDE Viewing Transactions

Rev 7/2017

Getting Started

Accessing Citibank for the First Time

Go to www.globalmanagement.citidirect.com
Enter the preset User ID and password - found in TAC envelope.

You will be prompted to set up three challenge questions and confirm your responses.

MAINTAIN CHALLENGE QUESTIONS

Challenge Question: --- Please select a question ---

Response: [Text Input]

Confirm Response: [Text Input]

Challenge Question: --- Please select a question ---

Response: [Text Input]

Confirm Response: [Text Input]

Challenge Question: --- Please select a question ---

Response: [Text Input]

Confirm Response: [Text Input]

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.

PLEASE UPDATE THE REQUIRED INFORMATION.

* Security Question [Dropdown] The above field is required.

* Security Answer [Dropdown] The above field is required.

Submit Cancel

Click **Submit** when finished.

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 **Account Activity** tab

Click on **Transaction Summary**

Select the Date Range:

Be sure the "To" date is at least 6 days after the travel end date.

ACCOUNT SUMMARY [Redacted]

738 UNIVERSITY OF TX DALLAS • JOEL WILSON • 800 W CAMPBELL ROAD A

SEARCH CRITERIA Advanced Search

Reporting Cycle: Aug 2017

Date Type: Posting Date

Date Range: From: 06/20/2017 To: 07/20/2017

Date Type: Posting Date

Data available starting: 07/20/2014

Search

Click on **Search**.

Click **Expand All**

SEARCH RESULTS

Expand All Collapse All

[Envelope] [Save] [Refresh]

Edit Information

Click on **Edit Accounting Codes**. Note: Not all transactions may be allowed for edits, if the previous billing cycle has closed.

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: 88888888

Acct#: 66003 - Building - Maintenance & Repairs

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 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.*