

# CitiManager<sup>®</sup> – Transaction Management

E-statement Approver/E-statement Final Approver  
End-to-End User Guide

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# Table of Contents

Overview and Getting Started .....	2	7. Submit and Reject Statements .....	16
Description.....	2	Key Concepts .....	16
1. Basic Navigation .....	3	Submitting a Statement .....	16
Description.....	3	Rejecting a Statement .....	17
Access CitiManager – Transaction Management .....	3	8. Create and Maintain a Custom G/L.....	18
Basic Navigation Overview.....	4	Key Concepts .....	18
2. Search for Disputes, Points of Contact, Statements, and Transactions .....	5	Create a Custom G/L.....	18
Key Concepts .....	5	Maintain a Custom G/L.....	19
Search for Disputes Initiated Online Using the CitiManager Site or Transaction Management .....	5	Create a Copy of an Existing Custom G/L .....	19
Search for Point Of Contact.....	5	Delete a Custom G/L .....	20
Search for Statements .....	6	9. Purchase Log .....	21
Search for Transactions.....	6	Key Concepts .....	21
3. View Statements.....	7	Add a Purchase Log Entry.....	21
Key Concepts .....	7	Purchase Log Summary Fields.....	22
View Statements .....	7	Purchase Log Line Items Fields .....	24
Statement Status Workflow .....	7	Update a Purchase Log Summary.....	25
Statement Status .....	8	Update a Purchase Log Line Item .....	25
Statements Screen Overview .....	9	Delete a Purchase Log Line Item.....	26
4. Reallocate Transactions .....	10	Generate a Purchase Log Print View.....	27
Key Concepts .....	10	Void a Purchase Log .....	27
Reallocate Single Transaction.....	10	Undo Void on a Purchase Log .....	28
Reallocate Transactions In Bulk.....	11	Manually Reconcile a Purchase Log .....	28
5. Print Statement.....	12	Upload Entries in the Purchase Log.....	29
Key Concepts .....	12	View Status of Uploaded Purchase Log Files.....	29
Print Statement.....	12	Delete Uploaded Purchase Log Files .....	30
6. Manage Attachments .....	13	Providing Funding Authorization Amount.....	30
Key Concepts .....	13	10. Additional Resources/Appendix of Terminology .....	31
Attach Documents to Transactions .....	13	Key Concepts .....	31
View Documents from a Transaction .....	14	Access the Learning Center from the CitiManager Site... 31	
Delete Documents from Transaction.....	14	Access Resources from Links & Help.....	31
View Deleted File Log from a Transaction .....	15	Appendix of Terminology.....	32
		Statement Status .....	32
		Key Terms .....	33

## 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 Officials (FOs) and Finance Managers (FMs) can access the system to define one or more General Ledger Record Definitions, 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 (AO) 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.

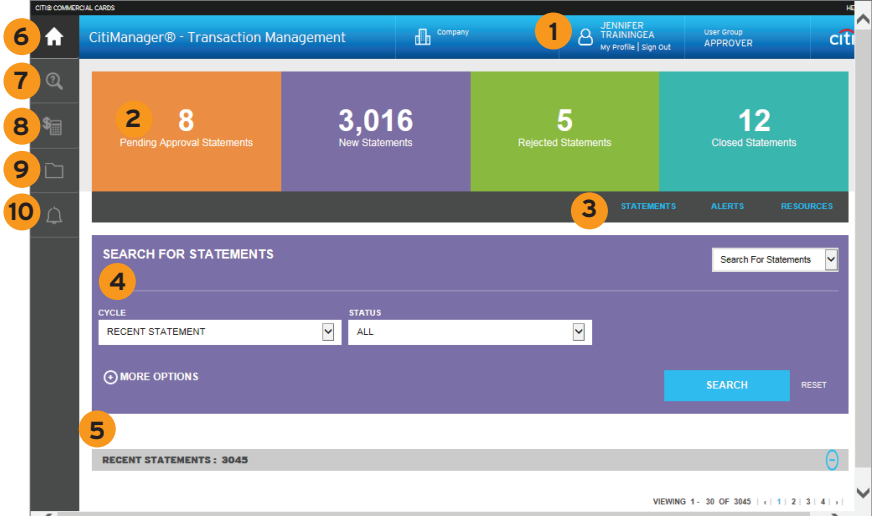
The **Home** screen acts as a dashboard and displays a high-level metric summary of the number of statements you have in different statuses, such as pending approval, new, rejected, and closed statements. You can search for statements that need to be reallocated/approved.

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

## Access CitiManager – Transaction Management

Step	Action
1.	From the <b>CitiManager Site</b> side navigation bar, position your mouse over the <b>Web Tools</b> icon and click the <b>Transaction Management</b> link. <i>The hierarchy list displays.</i>
2.	Click the appropriate <b>Transaction Management</b> 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 the user's name (JENNIFER TRAININGEA) and role (APPROVER), along with a 'My Profile' link (1) and a 'Sign Out' link. Below the header are four dashboard tiles: 'Pending Approval Statements' (2, 8), 'New Statements' (3,016), 'Rejected Statements' (5), and 'Closed Statements' (12). A black navigation bar (3) contains links for 'STATEMENTS', 'ALERTS', and 'RESOURCES'. Below this is a search section (4) with a 'SEARCH FOR STATEMENTS' field and dropdown menus for 'CYCLE' (set to 'RECENT STATEMENT') and 'STATUS' (set to 'ALL'). A 'SEARCH' button and a 'RESET' button are also present. At the bottom, there is a 'RECENT STATEMENTS' section (5) showing 3045 statements and a pagination bar indicating 'VIEWING 1 - 30 OF 3045'.</p>	<p><b>Header</b></p> <ol style="list-style-type: none"> <li>1. Click the <b>My Profile</b> link in the header to update your profile information or click the <b>Sign Out</b> link to log out of Transaction Management.</li> </ol> <p><b>Screen Components</b></p> <ol style="list-style-type: none"> <li>2. The dashboard tiles display high-level statement status metrics from the most recently closed cycle.</li> <li>3. Use the quick links displayed on the black bar to navigate to the <b>Statements</b>, <b>Alerts</b>, and <b>Resources</b> screens.</li> <li>4. Use the search field drop-down lists to narrow your search results.</li> <li>5. The bottom of the screen displays recent statements and the statement status.</li> </ol> <p><b>Side Navigation Bar</b></p> <ol style="list-style-type: none"> <li>6. Click the <b>Home</b> icon to return to the Home screen.</li> <li>7. Click the <b>Search</b> icon to search for accounts, the dispute log, point of contact, statements, and transactions.</li> <li>8. Click the <b>Financial Management</b> icon if you are using purchase log or custom G/L maintenance.</li> <li>9. Click the <b>Resources</b> icon to access <b>Links &amp; Help</b> and <b>Reports</b>.</li> <li>10. Click the <b>Alerts</b> icon to manage your alert subscriptions.</li> </ol>
<p><b>Transaction Management – Home Screen</b></p>	

## 2. Search for Disputes, Points of Contact, Statements, and Transactions

### Key Concepts

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

### Search for Point Of Contact

You can search for a Point of Contact to view contact information for your A/OPCs and Approvers. Your agency/organization configuration determines how many levels of A/OPCs and Approvers you are able to view.

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

## 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 <b>Transaction Management</b> side navigation bar, position your mouse over the <b>Search</b> icon and click the <b>Statement</b> link.</p> <p><b>Note:</b> You can search for statements here or by selecting the <b>Search for Statements</b> option from the drop-down list that displays on the <b>Home</b> screen.</p> <p><i>The Statement Search screen displays.</i></p>
2.	<p>To perform a search, select the desired search criteria from the <b>Cycle</b> and/or <b>Status</b> fields and click the <b>Search</b> button.</p> <p><b>Note:</b> To perform an advanced search, click the <b>More Options</b> button.</p> <p><i>The search results display.</i></p> <p><b>Note:</b> To sort the results, click the desired column header name.</p>
3.	<p>Click the <b>ellipsis (...)</b> link on the right of the desired Cardholder to view available statements.</p> <p><i>A list of all available statements displays.</i></p>
4.	<p>From the <b>Cycle End Date</b> column, click the statement date 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 by post or transaction date. The date range for the search cannot be greater than 182 days.

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

You can approve the Cardholder’s statement and dispute a transaction on behalf of the Cardholder.

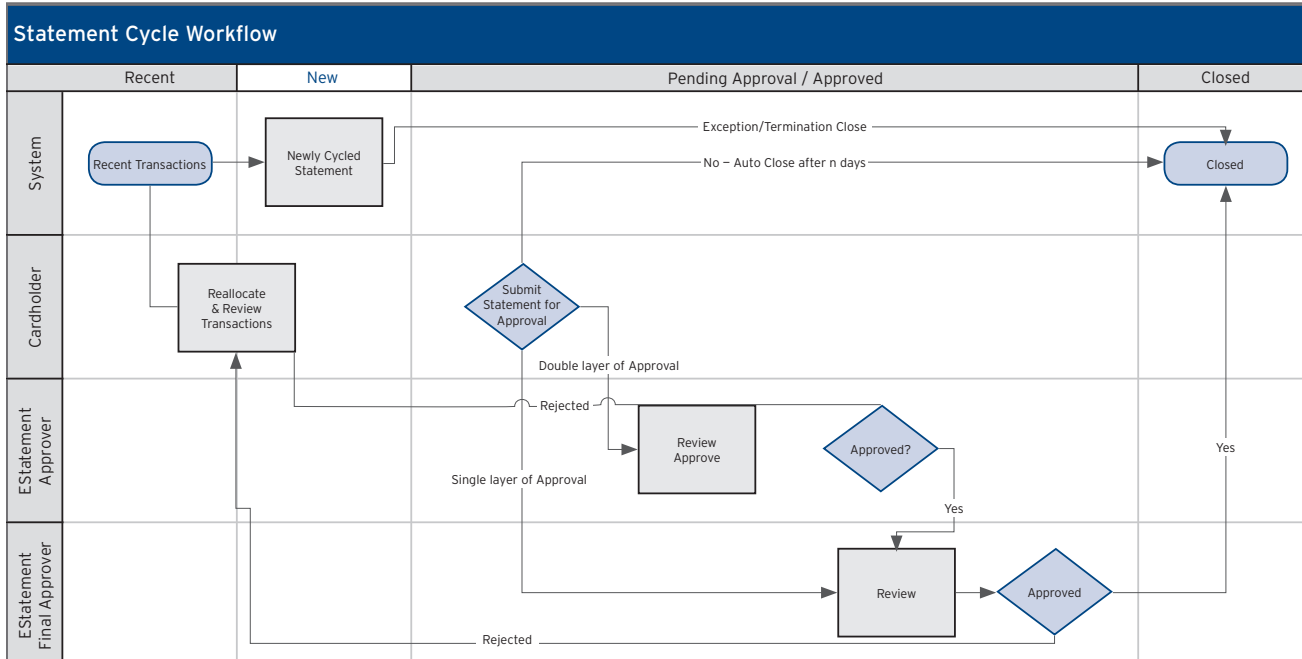
As the AO, you can also reallocate transactions, attach invoices/receipts, and approve or reject statements.

#### View Statements

You can search for specific transactions by post or transaction date. The date range for the search cannot be greater than 182 days.

Step	Action
1.	From the <b>Transaction Management Home</b> screen, select your search criteria using the <b>Cycle</b> and <b>Status</b> drop-down lists.
2.	Click the <b>Search</b> button.  <b>Note:</b> To perform an advanced search, click the <b>More Options</b> button.  <i>The Statement Search results display.</i>
3.	Click the <b>arrow (&gt;)</b> link next to the statement.  <i>The Statement Detail screen displays.</i>

#### Statement Status Workflow





## Statement Status

Step	Action
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 <b>New</b> 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.  <b>Note:</b> 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 <b>Notes</b> 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.  <b>Note:</b> 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.  <b>Note:</b> This option is based on agency/organization configuration. The statement must be in <b>New</b> status.
Termination Closed	The AO can close the statement if the Cardholder has been terminated.  <b>Note:</b> This option is based on agency/organization configuration. The statement must be in <b>New</b> status.

## Statements Screen Overview

Screen	Descriptions
<p>The screenshot shows the 'Statement Detail' screen in CitiManager. At the top, there's a navigation bar with 'CitiManager@...', 'Company', user information for 'JENNIFER TRAININGEA', and 'User Group APPROVER'. Below this is a 'STATEMENTS' section with 'RECENT' and date filters for 'APR 3 2018' and 'MAR 3 2018'. A callout '1' points to these date filters. Below is an 'OVERVIEW FOR MAR 04 TO APR 03' section with a table of card details. Callout '2' points to this overview. Below that is a 'RECENT ACTIVITIES' table with columns for transaction date, posting date, merchant, amount, and reconciliation status. Callout '3' points to a 'PRINT VIEW' link, and callout '4' points to 'STATEMENT' and 'BULK ALLOCATIONS' tabs. Callout '5' points to a search field for 'Merchant, Amount or Date'. Callout '6' points to the table headers. Callout '7' points to an ellipsis menu in the table. Callout '8' points to a 'REALLOCATE' button, callout '9' to an 'ATTACH(0)' button, and callout '10' to a 'More &gt;' link. At the bottom, callout '11' points to a 'SUBMIT STATEMENT' button.</p>	<ol style="list-style-type: none"> <li>Click the statement date icons to toggle between statements.</li> <li>The overview section displays an overview of the statement, including balance and payment information, for the dates displayed. This section also displays your statement status and your default G/L.</li> <li>Click the <b>Print View</b> link to print the statement.</li> <li>Click the <b>Bulk Allocations</b> link to allocate transactions in bulk.</li> <li>Use the search field to perform a basic transaction search by the details, amount or date, or click the <b>Advanced Search</b> for more options.</li> <li>A list of transactions display 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.</li> <li>Click the ellipsis (...) link to view additional transaction details or dispute the transaction.</li> <li>Click the <b>Reallocate</b> button to change the G/L on the account. For more information on how to reallocate transactions, please refer to the <b>Reallocate Transactions</b> topic.</li> <li>Click the <b>Attach</b> button to attach up to five receipts or images.</li> <li>Click the <b>More</b> link to attach notes, dispute a transaction, modify the tax or request a receipt.</li> <li>Click the <b>Submit Statement</b> button or <b>Reject Statement</b> button to approve or reject the statement. If a transaction is rejected, the <b>Submit Statement</b> button becomes the <b>Reject Statement</b> button.</li> </ol>

Statement Detail Screen

## 4. Reallocate Transactions

### Key Concepts

Once transactions have been submitted by the Cardholder, the Approver will review the statement. Approvers may elect to correct transaction allocations, or they may reject the statement and send it back to the Cardholder for further action. When the Approver is satisfied with the statements and allocations, they may submit it and lock it. Statement information will then be sent out in mapper files.

A statement can only be submitted when it no longer has a **Recent** status. Statements have to be in a **New** status before they go through the closure process.

### Reallocate Single Transaction

Step	Action
1.	From the <b>Transaction Management Home</b> screen, search for the statement using the <b>Cycle</b> and <b>Status</b> drop-down lists.
2.	Click the <b>Search</b> button. <b>Note:</b> To perform an advanced search, click the <b>More Options</b> button. <i>The Statement Search results display.</i>
3.	Click the <b>arrow (&gt;)</b> link for the applicable statement. <i>The Statement Detail screen displays.</i>
4.	Click the <b>ellipsis (...)</b> link that displays on the right-side of the row to expand the transaction. <i>The transaction details expand.</i>
5.	Select the radio button next to the G/L code for the transaction you want to reallocate. <b>Note:</b> If you need to reset the allocation ID back to zero, select the checkbox above the radio button.
6.	Click the <b>Reallocate</b> button. <i>The Reallocate window displays.</i>
7.	From the <b>Number of Splits</b> drop-down list, select the number of times the transaction needs to be split (1-100). <b>Note:</b> If the transaction does not need to be split, leave the <b>Number of Splits</b> at 1.
8.	Click the <b>Continue</b> button. <i>The Search by G/L screen displays.</i>
9.	Select the appropriate G/L(s) by selecting the checkbox for the G/L code(s). <b>Note:</b> If you have multiple G/Ls assigned to you, you can use the search feature to find the correct G/L.
10.	Click the <b>Add to List</b> button to move the G/L(s) into the active selections list.
11.	Click the <b>Continue</b> button. <i>The Reallocate – G/L Assignment screen displays.</i>
12.	From the <b>Choose From List Below</b> drop-down list, select the appropriate G/L for each line of allocation.
13.	Click the <b>Continue</b> button. <i>The Reallocate screen displays</i>
14.	Review the details of the reallocation to verify they are correct.
15.	Click the <b>Reallocate</b> button. <i>A confirmation message displays indicating the transaction has been reallocated successfully.</i>

## Reallocate Transactions In Bulk

Step	Action
1.	From the <b>Transaction Management Home</b> screen, search for the statement using the <b>Cycle</b> and <b>Status</b> drop-down lists.
2.	Click the <b>Search</b> button.  <b>Note:</b> To perform an advanced search, click the <b>More Options</b> button.  <i>The Statement Search results displays.</i>
3.	Click the <b>arrow (&gt;)</b> link for the applicable statement.  <i>The Statement Detail screen displays.</i>
4.	Click the <b>Bulk Allocations</b> link.  <i>The Bulk Allocations screen displays.</i>
5.	To search for a G/L to be applied to all the transactions, from the <b>Search By</b> drop-down list, select either <b>G/L Description</b> or <b>G/L Code</b> and click the <b>Search</b> button.
6.	Select the radio button for the G/L to be applied to all transactions.
7.	Select the checkboxes for the applicable transactions.
8.	Click the <b>Reallocate</b> button.  <i>The Allocation window displays.</i>
9.	In the <b>Allocation detailed description</b> field, type the reason for reallocation.
10.	Click the <b>Reallocate</b> button.  <i>A confirmation message displays indicating the transactions have been reallocated successfully.</i>

## 5. Print Statement

### Key Concepts

Transaction Management allows you to print a statement overview. The information displayed on the overview includes the status of the statement, company (agency/organization) detail information, default G/L information, cycle information, transaction information, reallocation information, line item detail and notes.

Citi generated statements can be viewed from the CitiManager Site. Please refer to the [CitiManager Non-Cardholder End-to-End User Guide](#) for more information on how to download and print Citi statements.

### Print Statement

Step	Action
1.	From the <b>Transaction Management Home</b> screen, search for the statement using the <b>Cycle</b> and <b>Status</b> drop-down lists.
2.	Click the <b>Search</b> button.  <b>Note:</b> Click the <b>More Options</b> button to access additional search options.  <i>The Statement Search results display.</i>
3.	Click the <b>arrow (&gt;)</b> link for the desired statement.  <i>The Statement Detail screen displays.</i>  <b>Note:</b> From this screen, the AO can view specific transaction detail and perform various functions from the transaction. Refer to the appropriate topic in this User Guide for additional details.
4.	Click the <b>Print View</b> link.  <i>A Statement Overview – Print window displays.</i>
5.	Click the <b>Print</b> button.  <i>The Print window displays.</i>
6.	Select the desired printer and click the <b>Print</b> button.  <i>Your statement prints on the selected printer.</i>

## 6. Manage Attachments

### Key Concepts

Documents such as invoices and receipts can be attached to individual transactions in a statement. A maximum of five images may be added to each transaction. Each file should be 5MB or less. Accepted file formats are .jpg, .jpeg, .png, and .pdf.

Cardholders and Approvers are the only users who can attach documents to the transaction. Cardholders can only attach documents when the status is not closed and in a **Recent** or **New** status. For Approvers, the statement needs to be in **Pending Approval** status. You can only attach documents for recent statements and the previous two statement cycles.

The Deleted File Log provides information for attachment deletion history.

### Attach Documents to Transactions

Step	Action
1.	From the <b>Transaction Management Home</b> screen, search for the statement using the <b>Cycle</b> and <b>Status</b> drop-down lists.
2.	Click the <b>Search</b> button.  <b>Note:</b> To perform an advanced search, click the <b>More Options</b> button.  <i>The Statement Search results display.</i>
3.	Click the <b>arrow (&gt;)</b> link for the desired statement.  <i>The Statement Detail screen displays.</i>
4.	Click the <b>ellipsis (...)</b> link that displays on the right-side of the row to expand transaction.  <i>The transaction details expand.</i>
5.	Click the <b>Attach</b> button.  <i>The Attachments screen displays.</i>
6.	Click the <b>Upload</b> link.  <i>The Select a File to upload window displays.</i>
7.	Click the <b>Choose File</b> button.  <i>The windows browser displays.</i>
8.	Select the desired file and click the <b>Open</b> button.  <i>The attachment is displayed in the Select a File to Upload window.</i>
9.	Click the <b>Upload</b> button.  <i>The attachment has now been uploaded to the transaction and a confirmation message displays at the top of the screen.</i>  <b>Note:</b> It will take a few minutes for the attachment to upload. Once the attachment is uploaded, you are able to view a list of attachments on the <b>Attachments</b> screen. Attachments can also be viewed from the CitiManager Site.

### View Documents from a Transaction

Step	Action
1.	From the <b>Transaction Management Home</b> screen, search for the statement using the <b>Cycle</b> and <b>Status</b> drop-down lists.
2.	Click the <b>Search</b> button. <b>Note:</b> To perform an advanced search, click the <b>More Options</b> button. <i>The Statement Search results display.</i>
3.	Click the <b>arrow (&gt;)</b> link for the desired statement. <i>The Statement Detail screen displays.</i>
4.	Click the <b>ellipsis (...)</b> link that displays on the right-side of the row to expand transaction. <i>The transaction details expand.</i>
5.	Click the <b>Attach</b> button. <i>The Attachments screen displays.</i>
6.	From the <b>File Name</b> header, click the applicable attachments name link. <i>The attachment will download.</i>

### Delete Documents from Transaction

Step	Action
1.	From the <b>Transaction Management Home</b> screen, search for the statement using the <b>Cycle</b> and <b>Status</b> drop-down lists.
2.	Click the <b>Search</b> button. <b>Note:</b> To perform an advanced search, click the <b>More Options</b> button. <i>The Statement Search results display.</i>
3.	Click the <b>arrow (&gt;)</b> link for the desired statement. <i>The Statement Detail screen displays.</i>
4.	Click the <b>ellipsis (...)</b> link that displays on the right-side of the row to expand transaction. <i>The transaction details expand.</i>
5.	Click the <b>Attach</b> button. <i>The Attachments screen displays.</i>
6.	Click the <b>Delete</b> link next to the applicable attachment. <i>A confirmation screen displays.</i>
7.	Click the <b>Yes</b> button. <i>A confirmation message displays indicating the attachment has been deleted.</i> <b>Note:</b> It will take a few minutes for the deleted attachment to be removed from the list.

### View Deleted File Log from a Transaction

Step	Action
1.	From the <b>Transaction Management Home</b> screen, search for the statement using the <b>Cycle</b> and <b>Status</b> drop-down lists.
2.	Click the <b>Search</b> button. <b>Note:</b> To perform an advanced search, click the <b>More Options</b> button. <i>The Statement Search results display.</i>
3.	Click the <b>arrow (&gt;)</b> link for the desired statement. <i>The Statement Detail screen displays.</i>
4.	Click the <b>ellipsis (...)</b> link that displays on the right-side of the row to expand transaction. <i>The transaction details expand.</i>
5.	Click the <b>Attach</b> button. <i>The Attachments screen displays.</i>
6.	Click the <b>Deleted File Log</b> link. <i>The Deleted File Log screen displays with any deletion records.</i>
7.	Click the <b>Back</b> button. <i>The Attachments screen displays.</i>



## 7. Submit and Reject Statements

### Key Concepts

There are two different AO roles: E-statement Approver and E-statement Final Approver. These roles are governed by the hierarchy where they are set up. An AO may review, approve, or reject at his/her hierarchy level and below. This allows your agency/organization to set up a backup for this role. The role of the AO in general is to review statements submitted by the Cardholder, then submit the statement for eventual closure. The statement may also be rejected by the AO. If there are two levels of approval configured for your agency/organization, the E-statement Approver cannot close the statement. They can move an approved statement forward for the eStatement Final Approver's review, or they can reject the statement and send it back to the Cardholder for action. The E-Statement Final Approver will review and approve/close the statement or they may reject it back to the Cardholder for action.

If a transaction is in error, the AO may expand the transaction and reject it.

When the Approver is satisfied with the statements and allocations, they may submit it and lock it. Statement information will then be sent out in mapper files.

A statement can only be submitted when it no longer has a **Recent** status. Statements have to be in a **New** status before they go through the closure process.

### Submitting a Statement

Step	Action
1.	From the <b>Transaction Management Home</b> screen, search for the statement using the <b>Cycle</b> and <b>Status</b> drop-down lists.
2.	Click the <b>Search</b> button.  <b>Note:</b> To perform an advanced search, click the <b>More Options</b> button.  <i>The Statement Search results display.</i>
3.	Click the <b>arrow (&gt;)</b> link for the desired statement.  <i>The Statement Detail screen displays.</i>  <b>Note:</b> From this screen, an AO can drill down to view specific Transaction Detail, and perform various functions within the transaction. Refer to the applicable topics in this User Guide for additional details.
4.	Click the <b>ellipsis (...)</b> link to view additional transaction details.  <i>The Transaction Details expand.</i>
5.	Review the data that has been expanded, including the <b>G/L</b> code.  <b>Note:</b> If the <b>G/L</b> code is incorrect, please refer to the <b>Reallocate Transactions</b> topic in this User Guide. You can use the <b>Yes/No</b> slider to track which transactions have been reviewed.
6.	Click the <b>Submit Statement</b> button.  <i>The Submit Statement screen displays.</i>
7.	In the <b>Comments</b> field, type the applicable comments.
8.	Click the <b>Submit</b> button.  <i>A confirmation message displays at the top of the screen.</i>
9.	Click the <b>Close</b> button.  <i>The Statement has been approved.</i>  <b>Note:</b> If only one level of approval is established, the statement will close. If two levels of approvals are established, the statement is only closed when the E-statement Final Approver submits the statement. If you are the E-Statement Approver, you will see the statement status displayed as <b>Approved</b> . If you are the Final Approver, you will see the statement status displayed as <b>Closed</b> .

## Rejecting a Statement

Step	Action
1.	From the <b>Transaction Management Home Screen</b> , search for the statement using the <b>Cycle</b> and <b>Status</b> drop-down lists.
2.	Click the <b>Search</b> button.  <b>Note:</b> To perform an advanced search, click the <b>More Options</b> button.  <i>The Statement Search results displays.</i>
3.	Click the <b>arrow (&gt;)</b> link for the desired statement.  <i>The Statement Detail screen displays.</i>  <b>Note:</b> From this screen, an AO can drill down to view specific Transaction Detail, and perform various functions within the transaction. Refer to the applicable topics in this User Guide for additional details.
4.	Click the <b>ellipsis (...)</b> link to view additional transaction details.  <i>The Transaction Details expand.</i>
5.	Review the data that has been expanded, including the <i>G/L</i> code.  <b>Note:</b> If the <i>G/L</i> code is incorrect, please refer to the <b>Reallocate Transactions</b> topic in this User Guide. You can use the <b>Yes/No</b> slider to track which transactions have been reviewed.
6.	To reject the transaction, click the <b>More &gt;&gt;</b> link.  <i>The Statement Actions window displays.</i>
7.	Select the <b>Reject Transaction</b> radio button and click the <b>Submit</b> button.  <i>The Statement Detail screen displays and the Submit Statement button changes to Reject Statement.</i>  <b>Note:</b> You may continue to review other transactions.
8.	Click the <b>Reject Statement</b> button.  <i>The Submit Statement screen displays.</i>
9.	In the <b>Comments</b> field, type the applicable comments.  <b>Note:</b> Comments are required when you are rejecting a statement.
10.	Click the <b>Submit</b> button.  <i>A confirmation message displays at the top of the screen.</i>
11.	Click the <b>Close</b> button.  <i>The Statement has been rejected.</i>  <b>Note:</b> The <b>Statement Status</b> is changed to <b>Rejected</b> and the Cardholder may edit the transaction and resubmit the statement.

## 8. Create and Maintain a Custom G/L

### Key Concepts

Prior to reallocating transactions, custom G/Ls can be set-up. This topic is only applicable if your agency/organization allows you to create custom G/Ls for reallocation.

After creating custom G/Ls, you can update, copy, and delete them. In order to create or maintain custom G/Ls, your A/OPC needs to have a template assigned to the Cardholder you are creating the custom G/L for. The custom G/L has to be unique in both value and description. The same value and description cannot be used more than once. Please note that the G/L code value and description is saved and cannot be used as a one-time-use code during reallocation.

### Create a Custom G/L

Step	Action
1.	From the <b>Transaction Management</b> side navigation bar, position your mouse over the <b>Financial Management</b> icon and click the <b>Custom G/L Maintenance</b> link.  <i>The Custom G/L Maintenance screen displays.</i>
2.	From the <b>Custom G/L Maintenance</b> section, click the <b>Create Custom G/L</b> link.  <i>The Create Custom G/L screen displays.</i>
3.	Select the radio button for the desired Cardholder and click the <b>Continue</b> button.  <b>Note:</b> Using the <b>Custom G/L – Card Search</b> fields, you are able to search for a specific Cardholder before proceeding.  <i>The Create New Custom G/L screen displays.</i>
4.	From the <b>Choose a G/L Template</b> section, select a <b>G/L template</b> from the drop-down list.  <b>Note:</b> You can display the G/L template by code or description. Select the desired option from the <b>Choose By</b> drop-down list.
5.	From the <b>Custom Template</b> section, select the existing value options for each segment.  <b>Note:</b> There are different input types governing data entry based on your agency/organization setup. More information about each type is available from the <b>Key Concepts</b> of the <b>Reallocate Transactions and Submit Statement for Approval</b> topic of this User Guide.  <b>Note:</b> Click the <b>Star</b> icon to save favorite values. You can save favorites for either validation values or commonly used values.
6.	In the <b>Description</b> field, type a description.  <b>Note:</b> The custom G/L has to be unique in both value and description. The same value and description cannot be used more than once.
7.	Once the custom G/L segments have been populated, click the <b>Add Custom G/L</b> button.  <i>A confirmation message displays indicating the custom G/L has been created.</i>

## Maintain a Custom G/L

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

## Create a Copy of an Existing Custom G/L

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

Step	Action
7.	<p>Click the <b>Copy Custom G/L</b> button.</p> <p><b>Note:</b> The custom G/L has to be unique in both value and description. The same value and description cannot be used more than once.</p> <p><i>A confirmation message displays indicating the G/L has been copied successfully.</i></p>

#### Delete a Custom G/L

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

## 9. Purchase Log

### Key Concepts

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

You can add to purchase log entries online or via file upload.

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, you are still able to manually reconcile a purchase log to a transaction.

Your agency/organization may also require that you provide the funding authorization amount. This allows you to enter document reference information and will calculate the remaining funding available based on the purchase log entries.

### Add a Purchase Log Entry

Step	Action
1.	From the <b>Transaction Management</b> side navigation bar, position your mouse over the <b>Financial Management</b> icon and click the <b>Purchase Log</b> link. <i>The Purchase Log screen displays.</i>
2.	From the <b>Search for Purchase Log</b> section, click the <b>Add Purchase Log</b> link. <i>The Purchase Log Add screen displays.</i>
3.	Select the radio button for the desired Cardholder and click the <b>Continue</b> button. <b>Note:</b> You can use the <b>Card Search</b> fields to search for a Cardholder. <i>The Purchase Log Add screen displays.</i>
4.	In the <b>Purchase Log Summary</b> section, complete the necessary fields. <b>Note:</b> Fields with asterisks (*) are required fields. Refer to the <b>Purchase Log Summary Fields</b> table in this topic for additional information about these fields.
5.	From the <b>Purchase Log Line Items</b> section, click the <b>Add Line Items</b> link. <b>Note:</b> In order to save the purchase log, there needs to be at least one line item that adds up to the total amount of the purchase log. <i>The Purchase Log Line Items screen displays.</i>
6.	In the <b>Purchase Log Line Item</b> section, complete the necessary fields. <b>Note:</b> Refer to the <b>Purchase Log Line Items Fields</b> table in this topic for additional information about these fields.
7.	Click the <b>Save</b> button. <i>The Purchase Log Add screen displays.</i>

Step	Action
8.	Repeat Steps 5-7 until all line items have been added.
9.	Click the <b>Submit</b> button. <i>A confirmation message displays indicating the entry has been updated successfully.</i>

### Purchase Log Summary Fields

Purchase Log Field	Description/Validation
Purchase Order Number	Maximum length of 25 characters. This will be matched to the TDI.
Purchase Date	This is a required field and can be entered manually in MM/DD/YYYY format or by using the calendar picker to select the date. This will be matched to the <b>Transaction Date</b> .
Funding Source	Optional field with maximum length of 25 characters.
Invoice Number	Optional invoice number can be entered. This has a maximum length of 25 characters.
Total Amount	This is a read-only field that is calculated based on merchandise/service amount plus shipping/handling amount plus tax.
Requisitioner Name	Optional field with maximum length of 25 characters.
Foreign Currency ID and Amount	This is a required field. The currency of the purchase needs to be selected from a valid list of currency codes. The maximum length is 15 digits including the decimal. Only numbers and decimal allowed.
Procurement Screening	This is a required field. Select the value from the drop-down list that contains the following options: <ul style="list-style-type: none"> <li>• N/A (This is the default value)</li> <li>• Yes</li> <li>• No</li> </ul>
Anticipated Delivery Date	This is an optional field. It can be entered manually in MM/DD/YYYY format or by using the calendar picker to select the date.
Merchant Name	This is a required field. You may type the merchant name in this field or select it from the merchant list by clicking on the <b>Select</b> link. The merchant list is based on previous entries. It has a maximum length of 50 characters.
Merchant City	Optional field with maximum length of 25 characters.
Merchant State	Optional field with a drop-down list of valid states.
Country	Required field with a drop-down list of valid countries.
Merchant Phone Number	Optional phone number field with maximum length of 25 characters. This field can accept dashes and extensions entered with brackets.
Merchandise Point of Contact	Optional field with maximum length of 30 characters.
Merchandise Received By	Optional field with maximum length of 25 characters.
Merchandise Receive Date	This is an optional field. It can be entered manually in MM/DD/YYYY format or by using the calendar picker to select the date. This date needs to be greater than the purchase date field.
Transaction Detail Description (TDD)	Optional field with a maximum length of 75 characters.

Purchase Log Field	Description/Validation
Transaction Type	This is a required field. Select the value from the drop-down list that contains the following options: <ul style="list-style-type: none"> <li>• Merchant (This is the default value)</li> <li>• Convenience Check</li> <li>• Method of Payment (This value is configurable by agency/organization and may not be displayed)</li> </ul>
Property Booked Item	Optional checkbox to indicate if a purchase log entry pertains to a property booked item.
Property Book Item Notes	This field is editable if <b>Property Booked Item</b> is checked. This field has a maximum length of 255 characters.
Mandatory Sources Screened	Optional checkbox to indicate if mandatory sources were screened.
Notes	Optional field with maximum length of 255 characters.
Manufacturer Name	Maximum length of 25 characters. At least one of the following fields needs to be entered to create a line item: <b>Manufacturer Name, Part Number, Item Description.</b>
Part Number	Maximum length of 25 characters. At least one of the following fields needs to be entered to create a line item: <b>Manufacturer Name, Part Number, Item Description.</b>
Item Description	Maximum length of 30 characters. At least one of the following fields needs to be entered to create a line item: <b>Manufacturer Name, Part Number, Item Description.</b>
Unit of Measure	Select the value from the drop-down list that contains the following options: <ul style="list-style-type: none"> <li>• Each (this is the default)</li> <li>• Box</li> <li>• Carton</li> <li>• Case</li> <li>• Dozen</li> <li>• Pack</li> <li>• Set</li> <li>• Roll</li> <li>• Other</li> </ul>
Quantity Ordered	Enter quantity of items purchased in this field. Maximum length of 15 digits. This can be used to calculate the <b>Total Line Item Price.</b>
Quantity Received	Maximum length of 15 digits.
Item Unit Price	Required field. Maximum length of 15 digits including the decimal. There should be a maximum of two digits after the decimal. This can be used to calculate the <b>Total Line Item price.</b>
Total Line Item Price	If both <b>Quantity Ordered</b> and <b>Item Unit Price</b> are populated, then this field will be calculated by multiplying the <b>Quantity Ordered</b> value with the <b>Item Unit Price</b> value.  If the <b>Quantity Ordered</b> is not entered, you can type in a maximum length of 15 digits including the decimal. There should be a maximum of two digits after the decimal.



### Purchase Log Line Items Fields

Purchase Log Field	Description/Validation
Manufacturer Name	<p>Maximum length of 25 characters. At least one of the following fields needs to be entered to create a line item: <b>Manufacturer Name, Part Number, Item Description.</b></p> <p><b>Note:</b> The custom G/L has to be unique in both value and description. The same value and description cannot be used more than once.</p>
Part Number	<p>Maximum length of 25 characters. At least one of the following fields needs to be entered to create a line item: <b>Manufacturer Name, Part Number, Item Description.</b></p> <p><b>Note:</b> The custom G/L has to be unique in both value and description. The same value and description cannot be used more than once.</p>
Item Description	<p>Maximum length of 30 characters. At least one of the following fields needs to be entered to create a line item: <b>Manufacturer Name, Part Number, Item Description.</b></p>
Unit of Measure	<p>Select the value from the drop-down list that contains the following options:</p> <ul style="list-style-type: none"> <li>• Each (this is the default)</li> <li>• Box</li> <li>• Carton</li> <li>• Case</li> <li>• Dozen</li> <li>• Pack</li> <li>• Set</li> <li>• Roll</li> <li>• Other</li> </ul>
Quantity Ordered	<p>Enter quantity of items purchased in this field. Maximum length of 15 digits. This can be used to calculate the <b>Total Line Item Price.</b></p>
Quantity Received	<p>Maximum length of 15 digits.</p>
Item Unit Price	<p>Required field. Maximum length of 15 digits including the decimal. There should be a maximum of two digits after the decimal. This can be used to calculate the <b>Total Line Item price.</b></p>
Total Line Item Price	<p>If both <b>Quantity Ordered</b> and <b>Item Unit Price</b> are populated, then this field will be calculated by multiplying the <b>Quantity Ordered</b> value with the <b>Item Unit Price</b> value.</p> <p>If the <b>Quantity Ordered</b> is not entered, you can type in a maximum length of 15 digits including the decimal. There should be a maximum of two digits after the decimal.</p>

### Update a Purchase Log Summary

Step	Action
1.	From the <b>Transaction Management</b> site side navigation bar, position your mouse over the <b>Financial Management</b> icon and click the <b>Purchase Log</b> link. <i>The Purchase Log screen displays.</i>
2.	To perform a search, select the desired search criteria from the <b>First Name</b> , <b>Last Name</b> , and <b>Card Number</b> fields and click the <b>Search</b> button. <b>Note:</b> To perform an advanced search, click the <b>More Options</b> button. <i>The search results display at the bottom of the screen.</i> <b>Note:</b> To sort the results, click the desired column header name.
3.	To view details of each purchase log, click the <b>ellipsis (...)</b> link to expand the purchase log details. <i>The purchase log details expands.</i>
4.	Click the <b>arrow (&gt;)</b> link. <i>The Purchase Log Update screen displays.</i> <b>Note:</b> If the log entry status is <b>Un-Reconciled</b> , all fields can be edited. If the status is <b>Reconciled</b> , only certain fields can be edited. Fields that cannot be edited display in gray. Voided entries cannot be edited and display in gray.
5.	In the <b>Purchase Log Summary</b> section, update the applicable fields.
6.	Click the <b>Update</b> button. <i>A confirmation message displays indicating the entry has been updated successfully.</i>

### Update a Purchase Log Line Item

Step	Action
1.	From the <b>Transaction Management</b> side navigation bar, position your mouse over the <b>Financial Management</b> icon and click the <b>Purchase Log</b> link. <i>The Purchase Log screen displays.</i>
2.	To perform a search, select the desired search criteria from the <b>First Name</b> , <b>Last Name</b> , and <b>Card Number</b> fields and click the <b>Search</b> button. <b>Note:</b> To perform an advanced search, click the <b>More Options</b> button. <i>The search results display at the bottom of the screen.</i> <b>Note:</b> To sort the results, click the desired column header name.
3.	To view details of each purchase log, click the <b>ellipsis (...)</b> link to expand the purchase log details. <i>The purchase log details expands.</i>
4.	Click the <b>arrow (&gt;)</b> link. <i>The Purchase Log Update screen displays.</i> <b>Note:</b> If the log entry status is <b>Un-Reconciled</b> , all fields can be edited. If the status is <b>Reconciled</b> , only certain fields can be edited. Fields that cannot be edited display in gray. Voided entries cannot be edited and display in gray.
5.	From the <b>Purchase Log Line Items</b> section, click the <b>ellipsis (...)</b> link next to the applicable line item.
6.	Click the <b>Update</b> button. <i>The Purchase Log Update screen displays.</i>

Step	Action
7.	In the <b>Purchase Log Line Item</b> section, update the necessary fields.
8.	Click the <b>Save</b> button. <i>The Purchase Log Update screen displays.</i>
9.	Click the <b>Update</b> button. <i>A confirmation message displays indicating the entry has been updated successfully.</i>

### Delete a Purchase Log Line Item

Step	Action
1.	From the <b>Transaction Management</b> side navigation bar, position your mouse over the <b>Financial Management</b> icon and click the <b>Purchase Log</b> link. <i>The Purchase Log screen displays.</i>
2.	To perform a search, select the desired search criteria from the <b>First Name</b> , <b>Last Name</b> , and <b>Card Number</b> fields and click the <b>Search</b> button. <b>Note:</b> To perform an advanced search, click the <b>More Options</b> button. <i>The search results display at the bottom of the screen.</i> <b>Note:</b> To sort the results, click the desired column header name.
3.	To view details of each purchase log, click the <b>ellipsis (...)</b> link to expand the purchase log details. <i>The purchase log details expand.</i>
4.	Click the <b>arrow (&gt;)</b> link. <i>The Purchase Log Update screen displays.</i> <b>Note:</b> If the log entry status is <b>Un-Reconciled</b> , all fields can be edited. If the status is <b>Reconciled</b> , only certain fields can be edited. Fields that cannot be edited display in gray. Voided entries cannot be edited and display in gray.
5.	From the <b>Purchase Log Line Items</b> section, select the checkbox for the applicable line item.
6.	Click the <b>Delete Line Items</b> link. <i>The Purchase Log Line Items confirmation message displays.</i>
7.	Click the <b>Confirm</b> button. <i>The Purchase Log Line Item has now been deleted.</i>
8.	Click the <b>Update</b> button. <i>A confirmation message displays indicating the entry has been updated successfully.</i>

### Generate a Purchase Log Print View

Step	Action
1.	From the <b>Transaction Management</b> side navigation bar, position your mouse over the <b>Financial Management</b> icon and click the <b>Purchase Log</b> link. <i>The Purchase Log screen displays.</i>
2.	To perform a search, select the desired search criteria from the <b>First Name</b> , <b>Last Name</b> , and <b>Card Number</b> fields and click the <b>Search</b> button. <b>Note:</b> To perform an advanced search, click the <b>More Options</b> button. The search results display at the bottom of the screen. <b>Note:</b> To sort the results, click the desired column header name.
3.	To view details of each purchase log, click the <b>ellipsis (...)</b> link to expand the purchase log details. <i>The purchase log details expands.</i>
4.	Click the <b>arrow (&gt;)</b> link. <i>The Purchase Log Update screen displays.</i>
5.	From the <b>Purchase Log Line Items</b> section, click the <b>Print View</b> link. <i>The Add Purchase Log – Print screen displays.</i>
6.	Click the <b>Print</b> button. <i>The Print window displays and allows you to choose a printer.</i>
7.	Select the desired printer and click the <b>Print</b> button. <i>The document prints on the selected printer.</i>

### Void a Purchase Log

Step	Action
1.	From the <b>Transaction Management</b> side navigation bar, position your mouse over the <b>Financial Management</b> icon and click the <b>Purchase Log</b> link. <i>The Purchase Log screen displays.</i>
2.	To perform a search, select the desired search criteria from the <b>First Name</b> , <b>Last Name</b> , and <b>Card Number</b> fields and click the <b>Search</b> button. <b>Note:</b> To perform an advanced search, click the <b>More Options</b> button. <i>The search results display at the bottom of the screen.</i> <b>Note:</b> To sort the results, click the desired column header name.
3.	To view details of each purchase log, click the <b>ellipsis (...)</b> link to expand the purchase log details. The purchase log details expands.
4.	Click the <b>arrow (&gt;)</b> link. <i>The Purchase Log Update screen displays.</i>
5.	From the <b>Purchase Log Line Items</b> section, click the <b>Void</b> link. <i>The Purchase log void confirmation screen displays.</i> <b>Note:</b> If the purchase log has been reconciled or partially reconciled, you cannot void that entry.

Step	Action
6.	Click the <b>Confirm</b> button. <i>A confirmation message displays indicating the entry has been voided.</i>

### Undo Void on a Purchase Log

Step	Action
1.	From the <b>Transaction Management</b> side navigation bar, position your mouse over the <b>Financial Management</b> icon and click the <b>Purchase Log</b> link. <i>The Purchase Log screen displays.</i>
2.	To perform a search, select the desired search criteria from the <b>First Name</b> , <b>Last Name</b> , and <b>Card Number</b> fields and click the <b>Search</b> button. To search for voided purchase logs, from the <b>Status</b> drop-down list, select <b>Voided</b> . <b>Note:</b> To perform an advanced search, click the <b>More Options</b> button. <i>The search results display at the bottom of the screen.</i> <b>Note:</b> To sort the results, click the desired column header name.
3.	To view details of each purchase log, click the <b>ellipsis (...)</b> link to expand the purchase log details. <i>The purchase log details expands.</i>
4.	Click the <b>arrow (&gt;)</b> link. <i>The Purchase Log Update screen displays.</i>
5.	From the <b>Purchase Log Line Items</b> section, click the <b>Undo Void</b> link. The Purchase log undo void confirmation screen displays. <b>Note:</b> You can only undo a void on a voided purchase log.
6.	Click the <b>Confirm</b> button. <i>A confirmation message displays indicating the entry has been updated.</i>

### Manually Reconcile a Purchase Log

Step	Action
1.	From the <b>Transaction Management</b> side navigation bar, position your mouse over the <b>Financial Management</b> icon and click the <b>Purchase Log</b> link. <i>The Purchase Log screen displays.</i>
2.	To perform a search, select the desired search criteria from the <b>First Name</b> , <b>Last Name</b> , and <b>Card Number</b> fields and click the <b>Search</b> button. <b>Note:</b> To perform an advanced search, click the <b>More Options</b> button. <i>The search results display at the bottom of the screen.</i> <b>Note:</b> To sort the results, click the desired column header name.
3.	To view details of each purchase log, click the <b>ellipsis (...)</b> link to expand the purchase log details. <i>The purchase log details expand.</i>
4.	Click the <b>arrow (&gt;)</b> link. <i>Purchase Log Update screen displays.</i>

Step	Action
5.	From the <b>Purchase Log Line Items</b> section, click the <b>Reconcile</b> button. <i>The Reconcile screen displays.</i>
6.	Select the checkbox(es) for the applicable transactions.
7.	Click the <b>Confirm</b> link. <i>The Reconcile Preview displays.</i> <b>Note:</b> If you want to save your changes but not fully reconcile, you can click the <b>Save</b> button so you can come back to add more transactions to the purchase log later.
8.	Click the <b>Submit</b> button. <i>A confirmation message displays indicating the entry is currently manually reconciled.</i>

### Upload Entries in the Purchase Log

Before you can upload entries in the purchase log, you 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 <b>Transaction Management</b> side navigation bar, position your mouse over the <b>Financial Management</b> icon and click the <b>Purchase Log – Upload</b> link. <i>The Purchase Log Upload window displays.</i>
2.	From the <b>Search for Purchase Log – Upload</b> section, click the blue box icon. <i>The Purchase Log Upload screen displays.</i>
3.	Click the <b>Browse</b> button.
4.	Navigate to where the file is saved on your computer and select it. <b>Note:</b> The upload will only accept .txt or .xls formats.
5.	Click the <b>Upload</b> button. <b>Note:</b> To reset the file upload, click the <b>Reset</b> link. To cancel the upload, click the <b>Cancel</b> link. <i>A confirmation message displays indicating the files have uploaded successfully.</i>

### View Status of Uploaded Purchase Log Files

Step	Action
1.	From the <b>Transaction Management</b> side navigation bar, position your mouse over the <b>Financial Management</b> icon and click the <b>Purchase Log – Upload</b> link. <i>The Purchase Log Upload screen displays.</i>
2.	To perform a search, select the desired search criteria from the <b>Status</b> , <b>Search By</b> and <b>Date</b> fields and click the <b>Search</b> button. <b>Note:</b> To perform an advanced search, click the <b>More Options</b> button. <i>The search results display at the bottom of the screen.</i> <b>Note:</b> To sort the results, click the desired column header name.

Step	Action
3.	<p>From the <b>Status</b> column, click the status for the applicable upload.</p> <p><i>The Purchase Log Upload window displays.</i></p> <p><b>Note:</b> This screen displays information about how many records have been added, updated, voided, as well as an output file if there are any errors.</p>
4.	<p>Click the <b>OK</b> button.</p> <p><i>The Purchase Log Upload screen displays.</i></p>

### Delete Uploaded Purchase Log Files

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

### Providing Funding Authorization Amount

Step	Action
1.	<p>From the <b>Transaction Management</b> side navigation bar, position your mouse over the <b>Financial Management</b> icon and click the <b>Purchase Log – Funding Authorization Amount</b> link.</p> <p><i>The Fund Authorization Amount screen displays.</i></p>
2.	<p>Select the radio button for the desired Cardholder and the <b>Continue</b> button.</p> <p><b>Note:</b> You can use the <b>Card Search</b> fields to search for a Cardholder.</p> <p><i>The Fund Authorization Amount screen displays.</i></p>
3.	<p>In the <b>Amount</b> field, type the authorized amount.</p>
4.	<p>In the <b>Document Reference</b> field, type the applicable document reference.</p>
5.	<p>Click the <b>Submit</b> button.</p> <p><i>A confirmation message displays.</i></p>

## 10. 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 <b>CitiManager</b> side navigation bar, position your mouse over the <b>Web Tools</b> icon and click the <b>Learning Center</b> link. <i>The Learning Center Home screen displays.</i>

### Access Resources from Links & Help

Step	Action
1.	From the <b>Transaction Management</b> side navigation bar, position your mouse over the <b>Resources</b> icon and click the <b>Links &amp; Help</b> link.



## Appendix of Terminology

### 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 <b>New</b> 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. <b>Note:</b> 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 <b>Notes</b> 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. <b>Note:</b> 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. <b>Note:</b> This option is based on agency/organization configuration. The statement must be in <b>New</b> status.
Termination Closed	The AO can close the statement if the Cardholder has been terminated. <b>Note:</b> This option is based on agency/organization configuration. The statement must be in <b>New</b> 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 you want to enter a message, you can enter a maximum of 75 alphanumeric characters. If you perform 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 you split/reallocate.</p> <p><b>Note:</b> If the statement is closed, the <b>Transaction Detail Description</b> is not editable.</p>
Alternate G/L	An Alternate G/L is assigned to you by your A/OPC. This G/L string can be used to reallocate to if your 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 you can provide certain parts of your G/L string segments.
Default G/L	A Default G/L is assigned to you by your A/OPC. This default G/L string is assigned to each new transaction and may need to be reallocated depending on your 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 you by your A/OPC.
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.
Template	You may be assigned templates in order to allow you 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.
Transaction Description Indicator (TDI)	<p>The Cardholder-defined purchase identifier that is input by the merchant at the point of sale.</p> <p>You can modify this field unless the statement is closed. If the statement is closed, the TDI is not editable. When modifying the TDI, you can enter a maximum of 25 alphanumeric and/or special (except &lt;&gt;") characters. You can also include blanks.</p>
Validation Values	A type of sub-field value that will display a list of pre-populated values.

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