



Online Review and Approve Cardholder

March 31, 2020

OLRA – Cardholder Review



Search by first or last name or card # Card Accounts

1% OUTSTANDING REQUESTS

104 ACCOUNTS OVERDUE | REPORTING >> 0

NOT AVAILABLE TOTAL CREDIT REMAINING

3% UNACTIVATED CARDS 1370/52664

\$ 5,691,253.06 TOTAL RECENT ACTIVITY

CREATE USER APPLY FOR NEW CARD ALERTS SET PASSCODE

Web Tools

- Transaction Management
- Reporting
- Learning Center

REQUEST ID	STATUS	REQUEST TYPE
6127150016	Waiting for approval	Individual online application >
6127146600	Waiting for approval	Individual online application >

Maintenance Request

REQUEST ID	STATUS	REQUEST TYPE
There are no pending Maintenance requests that are waiting your approval		

- Log into CitiManager
- Select Webtools>Transaction Management

OLRA – Cardholder Review



CitiManager

Company DEPARTMENT OF THE INTERIOR TRAVEL IB ...

Welcome, KENNETH
My Profile | Sign Out

\$8,000.00 Credit Limit

\$8,000.00 Available Credit

\$0.00 Current Balance

\$0.00 No payment due

Transaction Management

DOI-TIB : SP3 : 2900004 : DOI TRAVEL IBT

DOI-TIB : SP3 : 2900004-2900091-3106850-4106877-5106891-6106890 : OS T ACQUISITION MGT DIV

View Requests Statements Alerts

Recent Activity

TRANSACTION DATE POSTING DATE TRANSACTION DETAILS EXCHANGE RATE AMOUNT

Select the hierarchy for which you are a cardholder

OLRA – Cardholder Review



CitiManager® - Transaction Management

Company DOI-TIB

KENNETH CASEY
My Profile | Sign Out

User Group
CARDHOLDER

\$ 8,000
Available Credit ⓘ

\$ 0
Current Balance

\$ 0
Balance Due On Last Statement
[Find out more»](#)

Statements [View Recent](#)

2020

JAN	FEB	MAR	APR
MAY	JUN	JUL	AUG
SEP	OCT	NOV	DEC

Search For Statements ▾

CYCLE: ALL ▾ STATUS: ALL ▾

[+ MORE OPTIONS](#) [SEARCH](#) [RESET](#)

Select the appropriate statement

OLRA – Cardholder Review



CitiManager® - Transaction Management Company DOI-TIB KENNETH CASEY My Profile | Sign Out User Group CARDHOLDER

STATEMENTS

RECENT | **MAR 2020** | FEB 2020 | JAN 2020 | DEC 2019 | NOV 2019 | OCT 2019 | SEP 2019 | VIEW MORE

OVERVIEW FOR FEB 20 TO MAR 19

CARD NUMBER xxxxxxxxxx433938	PRODUCT TYPE Travel Card	STATEMENT STATUS New	STATEMENT PERIOD 02/20/2020 - 03/19/2020
NAME ON CARD KENNETH CASEY	STATEMENT APPROVER OS AOPC	OUT OF BALANCE N/A	CREDIT / DEBIT BALANCE N/A
DEFAULT G/L <input type="checkbox"/>			NOTES Read <input type="checkbox"/>
PURCHASES (NEW CHARGES) \$2,228.49	OTHER DEBITS \$0.00	OTHER CREDITS \$0.00	NET CYCLE PURCHASES N/A
CURRENT CYCLE DISPUTES \$0.00	PREVIOUS CYCLE DISPUTES \$0.00	TOTAL TAX \$0.00	
PREVIOUS BALANCE \$0.00	TOTAL PAYMENTS \$0.00	TOTAL AMOUNT DUE \$0.00	STATEMENT TOTAL \$2,228.49

[PRINT VIEW](#) [STATEMENT](#) [BULK ALLOCATIONS](#)

Recent Activities

Merchant, Amount or Date

TRANSACTION DATE	POSTING DATE	MERCHANT	AMOUNT	REALLOCATED	PL RECONCILED	RECONCILED
03/13/2020	03/16/2020	PP DULLES AIRPORT TAXI	\$72.70	No	No	No

View your transactions



OLRA – Cardholder Review



CitiManager® - Transaction Management

Company: DOI-TIB | User: KENNETH CASEY (My Profile | Sign Out) | User Group: CARDHOLDER

NAME ON CARD KENNETH CASEY	STATEMENT APPROVER OS AOPC	OUT OF BALANCE N/A	CREDIT / DEBIT BALANCE N/A
DEFAULT G/L			NOTES Read
PURCHASES (NEW CHARGES) \$90.00	OTHER DEBITS N/A	OTHER CREDITS N/A	NET CYCLE PURCHASES N/A
CURRENT CYCLE DISPUTES N/A	PREVIOUS CYCLE DISPUTES N/A	TOTAL TAX \$0.00	
PREVIOUS BALANCE N/A	TOTAL PAYMENTS N/A	TOTAL AMOUNT DUE N/A	STATEMENT TOTAL \$90.00

PRINT VIEW | STATEMENT | BULK ALLOCATIONS

Recent Activities

Merchant, Amount or Date [Search] [Refresh] | ADVANCED SEARCH >>

TRANSACTION DATE	POSTING DATE	MERCHANT	AMOUNT	REALLOCATED	PL RECONCILED	RECONCILED	
02/26/2020	02/27/2020	GROOME TRANSPORTATION O	\$90.00	No	No	No	...

VIEWING 1 - 1 OF 1 | [Navigation icons]

SUBMIT STATEMENT | BACK

Select the three dots to see transaction details

OLRA – Cardholder Review



CitiManager® - Transaction Management

Company DOI-TIB

KENNETH CASEY My Profile | Sign Out

User Group CARDHOLDER

HOME / STATEMENT DETAIL / Attachments

Maximum of 5 images may be added to the transaction. Each file should be 5 MB or less. Only .jpg, .jpeg, .png and .pdf are allowed upload. There may be a short delay before you can access the uploaded file.

TRANSACTION DETAILS

TRANSACTION DATE	POSTING DATE	MERCHANT NAME	AMOUNT
02/26/2020	02/27/2020	GROOME TRANSPORTATION O	\$90.00

ATTACHMENTS

FILE NAME	FILE SIZE	UPLOADED DATE	UPLOADED BY	STATUS	ACTIONS
					Upload

[BACK](#) DELETED FILE LOG

Select Upload to upload a receipt



OLRA – Cardholder Review



The screenshot displays the CitiManager Transaction Management interface. At the top, the user is identified as KENNETH CASEY, My Profile | Sign Out, with a User Group of CARDHOLDER. The main content area is titled 'Attachments' and includes a notification: 'Maximum of 5 images may be added to the transaction. Each file should be 5 MB or less. Only .jpg, .jpeg, .png and .pdf are allowed upload. There may be a short delay before you can access the uploaded file.' Below this, 'TRANSACTION DETAILS' are shown: TRANSACTION DATE 02/26/2020, POSTING DATE 02/27/2020, MERCHANT NAME GROOME TRANSPORTATION O, and AMOUNT \$90.00. An 'ATTACHMENTS' table is visible with columns for FILE NAME, FILE SIZE, STATUS, and ACTIONS. A modal dialog box titled 'Select File To Upload' is open, showing a text input field with 'Shuttle Receipt Mar 8_13 2020 Tri' and a 'BROWSE' button. Below the input field are 'UPLOAD', 'RESET', and 'CANCEL' buttons. Red arrows point from the 'BROWSE' button in the dialog to the 'Upload' button in the table, and from the 'UPLOAD' button in the dialog to the 'Upload' button in the table.

FILE NAME	FILE SIZE	STATUS	ACTIONS
			Upload

Select Browse to find the receipt file, then Upload to attach the receipt

OLRA – Cardholder Review



cards.citidirect.com/CTMSWeb/dist/ch/statement/attach?id=1072812&tid=1216556&transactionDate=02%2F26%2F2020&postingDate=02%2F27%2F2020&vender_name=GROOME%20TRANSPORTATION%20O&settlement...

Citi COMMERCIAL CARDS

CitiManager® - Transaction Management

Company: DOI-TIB

User: KENNETH CASEY (My Profile | Sign Out)

User Group: CARDHOLDER

HOME / STATEMENT DETAIL /

Attachments

Maximum of 5 images may be added to the transaction. Each file should be 5 MB or less. Only .jpg .jpeg, .png and .pdf are allowed upload. There may be a short delay before you can access the uploaded file.

TRANSACTION DETAILS

TRANSACTION DATE	POSTING DATE	MERCHANT NAME	AMOUNT
02/26/2020	02/27/2020	GROOME TRANSPORTATION O	\$90.00

ATTACHMENTS

FILE NAME	FILE SIZE	UPLOADED DATE	UPLOADED BY	STATUS	ACTIONS
1 shuttle receipt mar 8_13 2020 trip.pdf	148 KB	03/03/2020	KENNETH CASEY	Pending	Delete

Verify receipt uploaded correctly

OLRA - Cardholder



CitiManager® - Transaction Management

Company DOI-TIB

KENNETH CASEY My Profile | Sign Out

User Group CARDHOLDER

citi

OVERVIEW FOR FEB 20 TO PRESENT

CARD NUMBER xxxxxxxxxx433938	PRODUCT TYPE Travel Card	STATEMENT STATUS Recent	STATEMENT PERIOD 02/20/2020
NAME ON CARD KENNETH CASEY	STATEMENT APPROVER OS AOPC	OUT OF BALANCE N/A	CREDIT / DEBIT BALANCE N/A
DEFAULT G/L			NOTES Read
PURCHASES (NEW CHARGES) \$90.00	OTHER DEBITS N/A	OTHER CREDITS N/A	NET CYCLE PURCHASES N/A
CURRENT CYCLE DISPUTES N/A	PREVIOUS CYCLE DISPUTES N/A	TOTAL TAX \$0.00	
PREVIOUS BALANCE N/A	TOTAL PAYMENTS N/A	TOTAL AMOUNT DUE N/A	STATEMENT TOTAL \$90.00

PRINT VIEW

STATEMENT BULK ALLOCATIONS

Recent Activities

Merchant, Amount or Date

ADVANCED SEARCH >>

TRANSACTION DATE	POSTING DATE	MERCHANT	AMOUNT	REALLOCATED	PL RECONCILED	RECONCILED
02/26/2020	02/27/2020	GROOME TRANSPORTATION O	\$90.00	No	No	<input type="checkbox"/> Yes

VIEWING 1 - 1 OF 1 | | | |

VIEWING 1 - 1 OF 1 | | | |

SUBMIT STATEMENT BACK

Move the slider from No to Yes

Once all receipts are uploaded and marked Yes, click Submit Statement

OLRA – Cardholder with Rejected Statement



The cardholder will receive an email telling them they have a rejected statement.

To: Mr. Cardholder

Subject: [EXTERNAL] Citimanager Transaction Management System - PURCHASE - Centrally Billed - Statement rejected

The CitiDirect electronic statement you submitted has been rejected by Mr. Approving Official on Mar 30 2020 2:08PM. Please review your statement and resubmit.

View your Citi® Commercial Card account information on the CitiManager® site at www.citimanager.com/login, then navigate to Web Links and access the Citimanager® Transaction Management System. You may modify your email settings under the Assistance menu.

The cardholder can then log into CitiManager, navigate to Transaction Management, and then see the rejected statement.

CYCLE END DATE ▾	STATUS ⚡	STATEMENT APPROVER ⚡	TRANSACTION COUNT ⚡
RECENT STATEMENT	Recent	IBC AOPC	2 >
03/19/2020	Rejected	KENNETH CASEY	5 >

OLRA – Cardholder with Rejected Statement



At this time CTMS does not identify the transactions that were rejected, so the cardholder must select the 3 dots on each transaction to find the rejected transactions.

02/28/2020	03/04/2020	HILTON HOTELS KNOX AIRPOR	\$145.40 (Cr) No	No	Yes
CYCLE DATE 03/19/2020	NOTE Read <input type="checkbox"/>	TRANSACTION TOTAL \$145.40	STATUS Rejected 		
MERCHANT HILTON HOTELS KNOX AIRPOR <input type="checkbox"/>	REFERENCE NUMBER 74755420063170603326429	TRANSACTION DESCRIPTION INDICATOR 1017977 Edit	CLIENT CUSTOM LABEL N/A		
CONVERSION DATE N/A	CONVERSION RATE 1.0000	ORIGINAL AMOUNT \$145.40	SETTLEMENT AMOUNT \$145.40 (Cr)		
SUPPLIED BY N/A	TAX AMT \$ 0.00				
TRANSACTION CODE 1006	BILL ACCOUNT xxxxxxxxxx066517	LAST ALLOCATION DATETIME N/A			
TRANSACTION TYPE Memo					

OLRA – Cardholder with Rejected Statement



TRANSACTION DATE	POSTING DATE	MERCHANT	AMOUNT	REALLOCATED	PL RECONCILED	RECONCILED
03/10/2020	03/12/2020	OFFICE DEPOT	0		No	Yes
02/28/2020	03/04/2020	HILTON HOTELS	0		No	Yes
02/27/2020	02/28/2020	FEDEX	0		No	Yes
02/27/2020	03/02/2020	HILTON HOTELS	0		No	Yes

Read Notes

CARDHOLDER DEWEY BIVENS
 ACCOUNT NUMBER xxxxxxxxxxx084778
 STATEMENT PERIOD 02/20/2020 - 03/19/2020

The following notes have been attached to this account:

None of the three attached documents constitutes a final receipt. Please add a final receipt reflecting the final cost.

CANCEL

CYCLE DATE	NOTE	TRANSACTION TOTAL	STATUS
03/19/2020	Read <input type="checkbox"/>	\$738.61	Rejected

MERCHANT	REFERENCE NUMBER	TRANSACTION DESCRIPTION INDICATOR	CLIENT CUSTOM LABEL
HILTON HOTELS KNOX AIRPOR	24755420059160595834820	1017977 Edit	N/A

CONVERSION DATE	CONVERSION RATE	ORIGINAL AMOUNT	SETTLEMENT AMOUNT
N/A	1.0000	\$738.61	\$738.61

- The cardholder can select Read under NOTE, and the notes the Approving Official made can be seen.
- The cardholder will add the documents requested and resubmit the statement. Then the cardholder’s statement will be routed back to the approving official and reflect a “pending approval status.”

CYCLE END DATE	STATUS	STATEMENT APPROVER	TRANSACTION COUNT
RECENT STATEMENT	Recent	IBC AOPC	2
03/19/2020	Pending Approval	IBC AOPC	5