

CitiManager[®] Transaction Management User Guide

Cardholder End-to-End User Guide

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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 Officers (FOs) and Finance Managers (FMs) can access the system to define one or more General Ledger record definitions and 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 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.

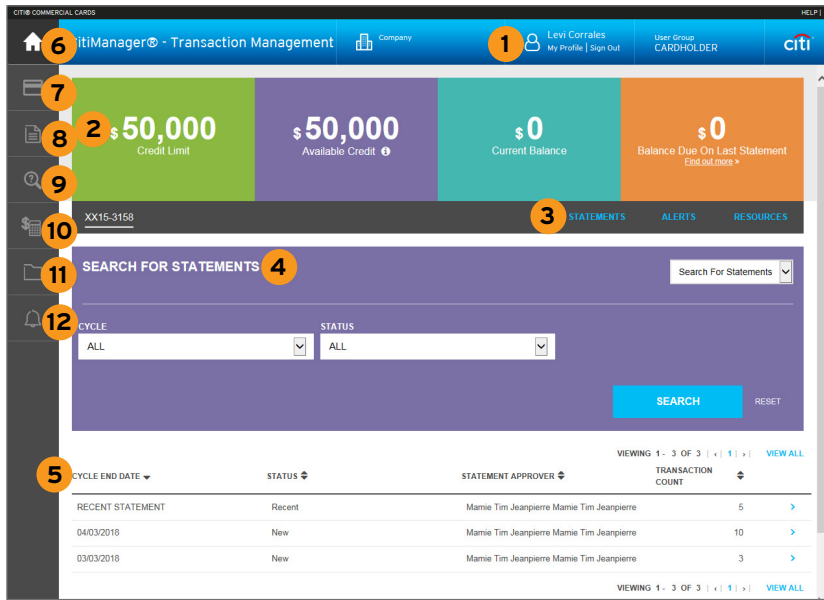
The **Home** screen acts as a dashboard and displays a high-level metric summary of your account including your credit limit, total balance and available credit.

You can search for statements that need to be reviewed or for transactions that need to be allocated.

Use the navigation options from the header and side navigation bar, as well as the quick links to navigate to additional features and preferences. You can hover your mouse over the icons on the side navigation bar to display available menu items.

Access Transaction Management

Step	Action
1.	From the CitiManager Site side navigation bar, position your mouse over the Web Tools icon and click the Transaction Management link. <i>The link to Transaction Management displays.</i>
2.	Click the appropriate Transaction Management link. <i>The Transaction Management Home screen displays.</i>

Screen	Descriptions
 <p>Home Screen</p>	<p>Header</p> <ol style="list-style-type: none"> Click the My Profile link in the header to update your profile information or click the Sign Out link to log out of Transaction Management. <p>Screen Components</p> <ol style="list-style-type: none"> The dashboard tiles display high-level metrics such as credit limit, available credit, current balance and balance due. Use the quick links displayed on the black bar to navigate to the Statements, Alerts or Resources screens. Use the search fields in the Search for Statements section to search for a specific statement to review and submit. At the bottom of the screen, you can view a list of statements within your span of control including the cycle end date, status, statement approver, and transactions count.

Screen

The screenshot displays the CitiManager Transaction Management interface. At the top, a navigation bar includes a home icon (6), the user profile 'Levi Corrales' (1), and the company name. Below this, a summary section shows four cards: Credit Limit (\$50,000), Available Credit (\$50,000), Current Balance (\$0), and Balance Due On Last Statement (\$0). A side navigation bar on the left contains icons for Home (6), View Account (7), Statements (3), Alerts (12), and Resources (11). The main content area features a 'SEARCH FOR STATEMENTS' section (4) with filters for Cycle (ALL) and Status (ALL), and a table of recent statements. The table has columns for Cycle End Date, Status, Statement Approver, and Transaction Count. The bottom of the screen shows a 'VIEWING 1 - 3 OF 3' status.

CYCLE END DATE	STATUS	STATEMENT APPROVER	TRANSACTION COUNT
RECENT STATEMENT	Recent	Mamie Tim Jeanpierre Mamie Tim Jeanpierre	5
04/03/2018	New	Mamie Tim Jeanpierre Mamie Tim Jeanpierre	10
03/03/2018	New	Mamie Tim Jeanpierre Mamie Tim Jeanpierre	3

Home Screen

Descriptions

Side Navigation Bar

- Click the **Home** icon to return to the **Home** screen.
- Click the **View Account** icon to view an overview of your card account, current balance, card contact information, and search for allocations based on the G/L record definition.
- Click the **Statements** icon to select a monthly statement to review and submit.
- Click the **Inquiry** icon to search for dispute logs, G/L Code, point of contacts, statements and transactions.
- Click the **Financial Management** icon if you are using purchase log or custom G/L maintenance.
- Click the **Resources** icon to access **Links & Help** and **Reports**.
- Click the **Alerts** icon to manage your alert subscriptions.

2. Search for Disputes, Point of Contact, Statements, and Transactions

Key Concepts

As a Cardholder, 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

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.

Status	Description
TSYS Request Initiated	Request is in line to be sent to TSYS (Citi's processor).
TSYS Processing Failed	Request that was in line to TSYS is rejected. Dispute needs to be re-initiated.
Request Pending	Request was sent to TSYS pending confirmation back from TSYS. Transaction is officially disputed.
Request Failed	Request was sent to TSYS and system did not receive confirmation that the dispute was registered within 3 days.
Disputed	Transaction is officially disputed and pending review at Citi.
Settled – Merchant favor	The dispute review is complete and dispute is found in favor of the merchant. The transaction is the Cardholder/company's responsibility to pay.
Settled – Cardholder favor	The dispute review is complete and dispute is found in favor of the Cardholder. There is a permanent dispute credit on the account.

Step	Action
1.	From the Transaction Management side navigation bar, position your mouse over the Search icon and click the Dispute Log link. <i>The Dispute Log screen displays.</i>
2.	To perform a search, select the desired search criteria from the Status , Search By , Date and Date To fields and click the Search button. <i>The search results display at the bottom of the screen.</i> Note: To sort the results, click the desired column header name. Only disputes submitted online display. The results are view only and cannot be modified. For any questions about your disputes, please contact Customer Service using the number on the back of your card.

Search for Point of Contact

You can search for a Point of Contact to view contact information for your A/OPCs and Approvers. You can only view two levels of contacts above your assigned hierarchy.

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

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 Transaction Management side navigation bar, position your mouse over the Search icon and click the Statement link.</p> <p>Note: You can search for statements here or by selecting the Search for Statements option from the drop-down list that displays on the Home screen.</p> <p><i>The Statement Search screen displays.</i></p>
2.	<p>To perform a search, select the desired search criteria from the Cycle or Status fields and click the Search button.</p> <p><i>The search results display at the bottom of the screen.</i></p> <p>Note: To sort the results, click the desired column header name.</p>
3.	<p>Click the arrow (>) 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 Transaction Management side navigation bar, position your mouse over the Search icon and click the Transaction link.</p> <p><i>The Transaction Search screen displays.</i></p>
2.	<p>To perform a search, select the desired date range in the From Date and To Date fields and click the Search button. You may search by Transaction Date or Post Date.</p> <p>Note: To perform an advanced search, click the More Options button.</p> <p><i>The search results display at the bottom of the screen.</i></p> <p>Note: To sort the results, click the desired column header name.</p>
3.	<p>To view more details for a particular transaction, click the ellipsis (...) link that displays on the right-side of the row to expand the transaction details.</p> <p><i>The transaction details expand.</i></p> <p>Note: This is a view only display of the transactions. If you need to reallocate or attach anything to the transaction, from the Cycle End Date column, click the Recent Statement link that displays when you expand the transaction.</p>

3. View Statements

Key Concepts

The **Statement** screen displays an overview of your current statement status.

You can view statements for a rolling 6 years (72 months).

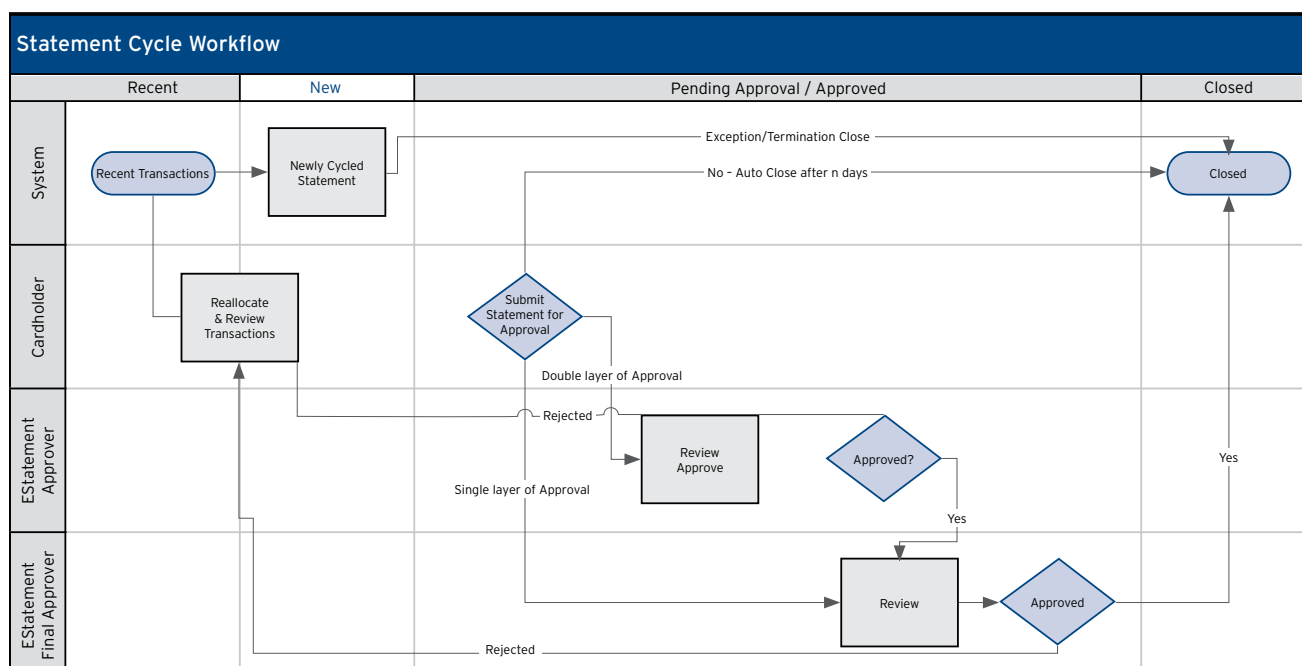
You can submit your statement for approval and dispute a transaction.

From this screen, you can also reallocate transactions and attach invoices or receipts.

View Statement

Step	Action
1.	From the Transaction Management side navigation bar, position your mouse over the Statements icon and click the link for the desired statement date. Note: Statement dates with activity will display with white text. You are not able to click on any inactive statements that are grayed out. <i>The Statement Details screen displays.</i>
2.	Individual transactions display below the Recent Activities section. Click the ellipsis (...) link that displays on the right-side of the row to expand the transaction.
3.	To view notes and statement workflow history for the statement: a. From the Overview section, click the blue Notes additional information icon. <i>The Read Notes screen displays.</i> b. Click the Cancel button to exit the Read Notes screen. <i>The Statement Detail screen displays.</i>

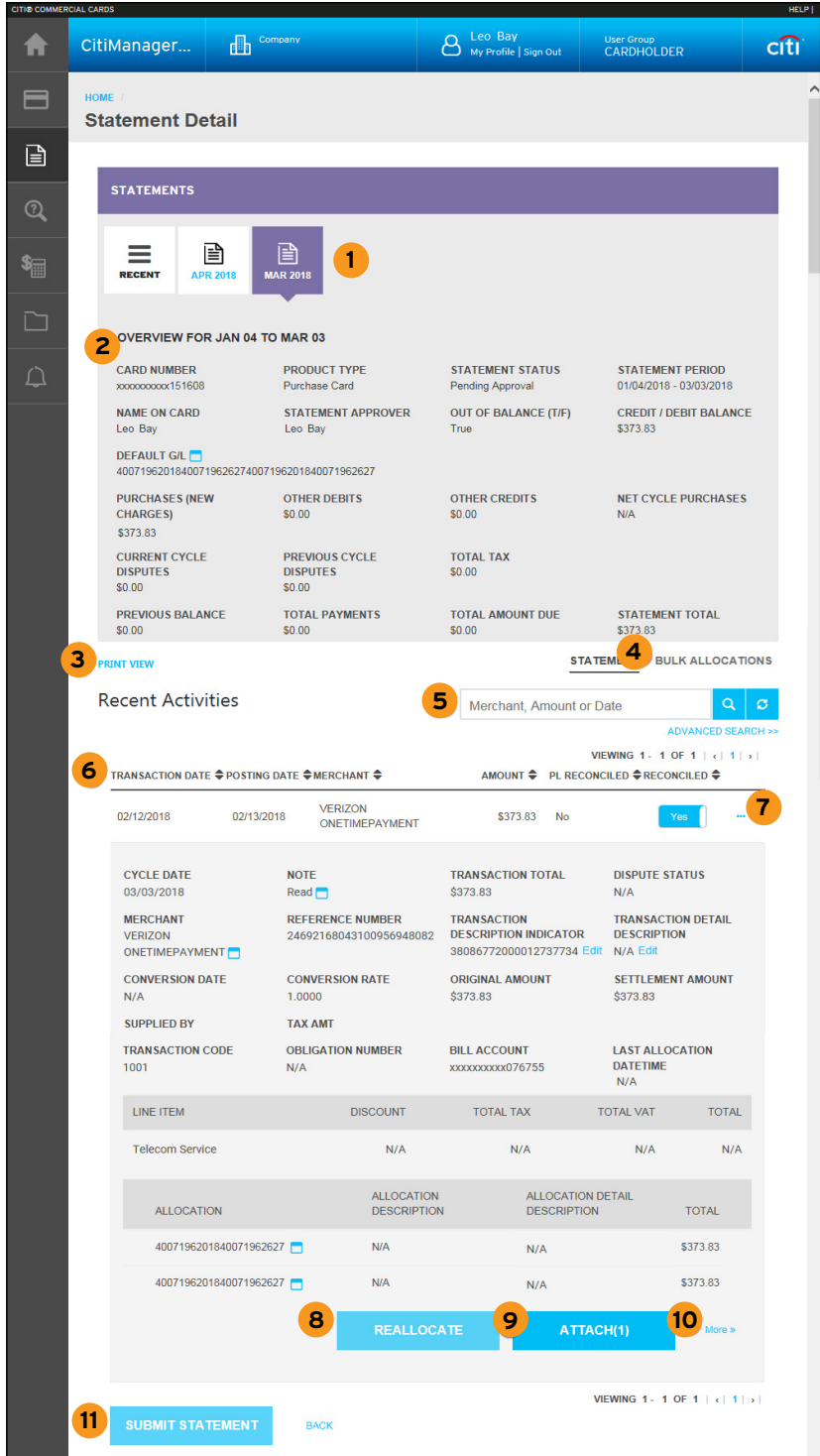
Statement Status Workflow



Statement Status

Status of Statement	Definition/Task
ALL	The system will search for all statuses of statements.
Approved	<p>The Approver has approved the statement and is waiting for the final Approver to accept and close the statement.</p> <p>Note: This will only display if you have multiple levels of approval.</p>
Auto Closed	<p>After the cycle ends, the statement can be set to auto close after a defined number of days.</p> <p>Note: 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.</p>
Closed	The statement has gone through all of the necessary approvals and the data will be transmitted to your financial system.
Exception Closed	<p>The Approving Official (A/O) can close the statement if the Cardholder and Approver are unable to close the statement themselves.</p> <p>Note: This option is based on agency/organization configuration. The statement must be in New status.</p>
New	<p>The cycle has closed and the statement transitions to a New status. The Cardholder can now submit the statement for approval.</p>
Pending Approval	The statement has been submitted by the Cardholder and is waiting to be approved.
Priority for Closure	Is the default search filter on the Statement and Transactions search screens. The statements are presented in priority order based on user login and next action. Closed statements are not listed.
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.
Rejected	The AO has rejected transaction(s) and the statement has been rejected during the approval process. The statement is only available to the Cardholder for corrections. The reason for the rejection can be viewed from the statement by clicking the blue Notes additional information icon.
Termination Closed	<p>The A/O can close the statement if the Cardholder has been terminated.</p> <p>Note: This option is based on agency/organization configuration. The statement must be in New status.</p>

Statement Screen Overview

Screen	Descriptions
 <p>The screenshot shows the 'Statement Detail' screen in CitiManager. It includes a top navigation bar with 'CitiManager...', 'Company', 'Leo Bay', and 'User Group CARDHOLDER'. The main content area is titled 'STATEMENTS' and shows a list of statements for 'RECENT', 'APR 2018', and 'MAR 2018'. Below this is an 'OVERVIEW FOR JAN 04 TO MAR 03' section with a table of summary data. Further down is a 'Recent Activities' section with a search bar and a table of transactions. At the bottom, there are buttons for 'REALLOCATE', 'ATTACH(1)', and 'More', along with a 'SUBMIT STATEMENT' button.</p>	<ol style="list-style-type: none"> Click the statement date icons to toggle between statements. The overview section displays balance and payment information for the dates displayed. It also displays your statement status and your default G/L. Click the Print View link to print the statement. Click the Bulk Allocations link to allocate transactions in bulk. Use the search field to perform a basic transaction search by the merchant, amount or date. Click the Advanced Search link to narrow your results. 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. Click the ellipsis (...) link that displays to the right of the transaction to view additional transaction detail or dispute the transaction. Click the Reallocate button to change the G/L on the account. For more information on how to reallocate transactions, please refer to the Reallocate Transactions topic Click the Attach button to attach up to five documents. Click the More link to attach notes, dispute a transaction, modify the tax, or request a receipt. Click the Submit Statement button when transactions have been reallocated and are ready for approval. <p>Note: Any transactions in the dispute process have a star next to them.</p>

4. Reallocate Transactions and Submit Statements for Approval

Key Concepts

The Financial Managers and A/OPCs will assign a default G/L code to your card account. They may also assign G/L templates or alternate G/L codes that can be used during reallocation activities. When the transaction posts, the default G/L code is attached to the transaction. You may choose to reallocate one or more transactions within the statement.

Transactions can be reallocated individually or in bulk.

Your agency/organization may also be using the **Transaction Description Indicator** (TDI) or **Transaction Description Detail** (TDD) fields to populate additional information such as invoice numbers. You can populate that information in the expanded details of each transaction.

Once transactions have been reallocated and any applicable receipts or documents have been attached, you can submit the statement for approval. Only statements that have a status of **New** can be submitted for approval. Check with your agency/organization for specific statement submission policies.

You may be able to create a custom G/L if the G/L is not displayed. There are three types of **G/L Subfield Value Types**.

G/L Subfield Value Type	Description
Validation Values	Drop-down field with applicable G/L subfield segments
Text Box(es)	Free-form text entry field
Commonly Used Values	Combination of validation values and text box. This field displays valid values from a list but also allows you to type in a different value if needed.

When using **Commonly Used Values** to create a custom G/L, you can either:

- Type in a new value – The value will be validated against the G/L code. The value is not saved.
- Type in a new value and click the **Star** icon – The value will be validated against the G/L code and it will be saved in your personal listing for that field so you can use it again.
- Select an existing value – Select an existing value so you do not need to keep entering the values.
- Delete a value in the list – Select a value then click the **X** next to the drop-down list when the value displays on the top part of the field. This will remove it from your list.

Reallocate Single Transaction

Step	Action
1.	<p>From the side navigation bar, position your mouse over the Statements icon and click the link for the desired statement date.</p> <p>Note: Statements are also accessible from the Home screen.</p> <p><i>The Statement Details screen displays.</i></p>
2.	<p>Click the ellipsis (...) link that displays on the right-side of the row to expand the transaction.</p> <p><i>The transaction details expand.</i></p> <p>Note: The Transaction Description Indicator and Transaction Description Detail may be available to edit as well.</p>
3.	<p>Select the radio button for the transaction you want to reallocate.</p> <p>Note: If you need to reset the allocation ID back to zero, select the checkbox above the radio button.</p>
4.	<p>Click the Reallocate button.</p> <p><i>The Reallocate window displays.</i></p>
5.	<p>From the Number of Splits drop-down list, select the number of times the transaction needs to be split (1-100).</p> <p>Note: If the transaction does not need to be split, leave the Number of Splits at 1.</p>
6.	<p>Click the Continue button.</p> <p><i>The Search by G/L screen displays.</i></p>
7.	<p>Select the appropriate G/L(s) by selecting the checkbox for the G/L code(s).</p> <p>Note: If you have multiple G/Ls assigned to you, you can use the search feature to find the correct G/L. You may also be able to create a custom G/L.</p>
8.	<p>Click the Add to List button.</p> <p><i>The G/L code will display in the Selected G/L section.</i></p>
9.	<p>Click the Continue button.</p> <p><i>The G/L Assignment screen displays.</i></p>
10.	<p>From the Choose From List Below drop-down list, select the appropriate G/L for each line of allocation.</p>
11.	<p>Click the Continue button.</p> <p><i>The Reallocate screen displays.</i></p>
12.	<p>Review the details of the reallocation to verify they are correct.</p> <p>Note: The division of the transaction amount will automatically split equally. You can change the dollar amount or the percent amount by typing it in either field. If you enter a different dollar amount or percent amount, the screen will automatically update the Total Allocation amount at the bottom of the screen. The splits must add up to 100% in order for reallocation to save.</p>
13.	<p>Click the Reallocate button.</p> <p><i>The transaction has been successfully reallocated.</i></p>

Create a Custom G/L While Reallocating

By default, when a custom G/L is created, it is set up as a favorite on the account. You will be able to create this value once and use it repeatedly.

In this circumstance, the G/L code and G/L description must be uniquely assigned to each other. You cannot set-up another custom G/L of the same value with a different G/L description. The same G/L code cannot have two different descriptions, such as "Office Supplies" and "Supplies".

The reverse is also true; you cannot have a description, such as "Office Supplies" and give this name to two different Custom G/L values.

The rules are different for one-time-use custom G/L codes.

If your agency/organization is set-up to allow one-time-use G/L codes, then you may re-use a description or code, as long as it wasn't previously saved to your account as a favorite.

For example, if there is already a favorite custom G/L code saved on the account with the G/L description "Office Supplies", you cannot re-use this description for a one-time-use custom G/L.

Step	Action
1.	From the side navigation bar, position your mouse over the Statements icon and click the link for the desired statement date. Note: Statements are also accessible from the Home screen. <i>The Statement Details screen displays.</i>
2.	Click the ellipsis (...) link that displays on the right-side of the row to expand the transaction. <i>The transaction details expand.</i>
3.	Select the radio button for the transaction you want to reallocate. Note: If you need to reset the allocation ID back to zero, select the checkbox above the radio button.
4.	Click the Reallocate button. <i>The Reallocate window displays.</i>
5.	From the Number of Splits drop-down list, select the number of times the transaction needs to be split (1-100). Note: If the transaction does not need to be split, leave the Number of Splits at 1.
6.	Click the Continue button. <i>The Search by G/L screen displays.</i>
7.	From the Search by G/L Record Definition section, click the Create Custom G/L link. <i>The Create Custom G/L screen displays.</i> Note: This option is only available if your agency/organization has assigned a template to you and custom G/Ls are allowed by your agency/organization.
8.	From the Choose an G/L Template section, select a G/L Template from the drop-down list. Note: You can search by G/L Code or G/L Description by selecting either option from the Choose By drop-down list.

Step	Action
9.	<p>From the Custom Template section, select the existing value options from each segment.</p> <p>Note: There are different segment types to populate. More information about each type is available from the Key Concepts of Reallocate Transactions and Submit Statement for Approval.</p> <p>Note: Click the Star icon to save favorite values. You can save favorites for either validation values or commonly used values.</p>
10.	<p>In the Description field, type a description.</p> <p>Note: Select the Use this Custom G/L Only for this Reallocation checkbox when you want a one-time use G/L code.</p>
11.	<p>Once the custom G/L has been fully populated, click the Add Custom G/L button.</p> <p><i>The Reallocate screen displays.</i></p> <p>Note: The custom G/L is located in the Selected G/L list.</p>
12.	<p>Click the Continue button.</p> <p><i>The G/L Assignment screen displays.</i></p>
13.	<p>From the Choose From List Below drop-down, select the appropriate G/L for each line of allocation.</p>
14.	<p>Click the Continue button.</p> <p><i>The Reallocate screen displays.</i></p>
15.	<p>Review the details of the reallocation to verify they are correct.</p> <p>Note: The division of the transaction amount will automatically split equally. You can change the dollar amount or the percent amount by typing it in either field. If you enter a different dollar amount or percent amount, the screen will automatically update the Total Allocation amount at the bottom of the screen. The splits must add up to 100% in order for reallocation to save.</p>
16.	<p>Click the Reallocate button.</p> <p><i>The transaction has been successfully reallocated.</i></p>

Reallocate Transactions in Bulk

Step	Action
1.	<p>From the side navigation bar, position your mouse over the Statements icon and click the link for the desired statement date.</p> <p>Note: Statement dates with activity will display with white text. You will not be able to click on any inactive statements that are grayed out.</p> <p><i>The Statement Detail screen displays.</i></p>
2.	<p>Click the Bulk Allocations link.</p> <p><i>The Search for G/L Record Definition and Transaction Details sections display.</i></p>
3.	<p>From the Search By drop-down list, select either G/L Code or G/L Description and then type either the code or description in the search field. Click the Search button.</p>
4.	<p>Select the radio button for the appropriate G/L to be applied to all the transactions.</p> <p>Note: If you have multiple G/Ls assigned to you, you can use the search feature to find the correct G/L. You may also be able to create a custom G/L.</p>

Step	Action
5.	Select the checkboxes for the transactions you would like to reallocate.
6.	Click the Reallocate button. <i>The Allocation window displays.</i>
7.	In the Allocation detail description text field, type the description for the reallocation.
8.	Click the Reallocate button. <i>The selected transactions are reallocated.</i>

Submit Statement for Approval

Step	Action
1.	From the side navigation bar, position your mouse over the Statements icon and click the link for the statement date you wish to view. Note: Statement dates with activity will display with white text. You will not be able to click on any inactive statements that are grayed out. <i>The Statement Detail screen displays.</i>
2.	At the bottom of the screen, click the Submit Statement button. Note: You may need to ensure all transactions are reconciled before submitting the statement. To reconcile a statement, click the slider bar under the Reconciled column to display Yes . <i>The Submit Statement screen displays.</i>
3.	In the Comments text field, type your comments.
4.	Click the Submit button.
5.	Click the Close button. <i>The Statement has been submitted for approval.</i>

5. Print Statement

Key Concepts

Transaction Management allows you to print your statement overview. The information displayed on the overview includes the status of the statement, company 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 Cardholder End-to-End User Guide** for more information on how to download and print Citi statements.

Print Statement

Step	Action
1.	<p>From the Transaction Management side navigation bar, position your mouse over the Statements icon and click the link for the desired statement date.</p> <p>Note: Statement dates with activity will display with white text. You are not able to click on any inactive statements that are grayed out.</p> <p><i>The Statement Detail screen displays.</i></p>
2.	<p>Click the Print View link.</p> <p><i>A Statement Overview – Print window displays.</i></p>
3.	<p>Click the Print button.</p> <p><i>The Print window displays.</i></p>
4.	<p>Select the desired printer and click the Print button.</p> <p><i>Your statement prints on the selected printer.</i></p>

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. Attachments can only be attached when the status is not closed and in a **Recent** or **New** status. You can only attach documents for the previous two statement cycles.

The Deleted File Log provides information for attachment deletion history.

Attach Documents to Transactions

Step	Action
1.	<p>From the Transaction Management side navigation bar, position your mouse over the Statements icon and click the link for the statement date you wish to view.</p> <p>Note: Statements are also accessible from the Home screen.</p> <p>Note: Statement dates with activity will display with white text. You are not able to click on any inactive statements that are grayed out.</p> <p><i>The Statement Details screen displays.</i></p>
2.	<p>Click the ellipsis (...) link that displays on the right-side of the row to expand the transaction.</p> <p><i>The transaction details expand.</i></p>
3.	<p>Click the Attach button.</p> <p><i>The Attachments screen displays.</i></p> <p>Note: You may also click the radio button to the left of the transaction before clicking the Attach button.</p>
4.	<p>Click the Upload link.</p> <p><i>The Select a File to upload window displays.</i></p>
5.	<p>Click the Choose File button.</p> <p><i>The windows browser displays.</i></p>
6.	<p>Select the desired file and click the Open button.</p> <p><i>The attachment is displayed in the Select a File to Upload window.</i></p>
7.	<p>Click the Upload button.</p> <p><i>The attachment has now been uploaded to the transaction and a confirmation message displays at the top of the screen.</i></p> <p>Note: 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 Attachments screen. Attachments can also be viewed from the CitiManager Site.</p>

View Documents From a Transaction

Step	Action
1.	<p>From the Transaction Management side navigation bar, position your mouse over the Statements icon and click the link for the statement date you wish to view.</p> <p>Note: Statements are also accessible from the Home screen.</p> <p>Note: Statement dates with activity will display with white text. You are not able to click on any inactive statements that are grayed out.</p> <p><i>The Statement Details screen displays.</i></p>
2.	<p>Click the ellipsis (...) link that displays on the right-side of the row to expand the transaction.</p> <p><i>The transaction details expand.</i></p>
3.	<p>Click the Attach button.</p> <p><i>The Attachments screen displays.</i></p>
4.	<p>From the File Name header, click the applicable attachments name link.</p> <p><i>The attachment will download.</i></p>

Delete Documents From a Transaction

Step	Action
1.	<p>From the Transaction Management side navigation bar, position your mouse over the Statements icon and click the link for the statement date you wish to view.</p> <p>Note: Statements are also accessible from the Home screen.</p> <p>Note: Statement dates with activity will display with white text. You are not able to click on any inactive statements that are grayed out.</p> <p><i>The Statement Details screen displays.</i></p>
2.	<p>Click the ellipsis (...) link that displays on the right-side of the row to expand the transaction.</p> <p><i>The transaction details expand.</i></p>
3.	<p>Click the Attach button.</p> <p><i>The Attachments screen displays.</i></p>
4.	<p>Click the Delete link for the applicable attachment.</p> <p><i>A confirmation screen displays.</i></p>
5.	<p>Click the Yes button.</p> <p><i>The attachment has been deleted and a confirmation message displays at the top of the screen.</i></p> <p>Note: It will take a few minutes for the deleted attachment to be removed from the list.</p>

View Deleted File Log From a Transaction

Step	Action
1.	<p>From the Transaction Management side navigation bar, position your mouse over the Statements icon and click the link for the statement date you wish to view.</p> <p>Note: Statements are also accessible from the Home screen.</p> <p>Note: Statement dates with activity will display with white text. You are not able to click on any inactive statements that are grayed out.</p> <p><i>The Statement Details screen displays.</i></p>
2.	<p>Click the ellipsis (...) link that displays on the right-side of the row to expand the transaction.</p> <p><i>The transaction details expand.</i></p>
3.	<p>Click the Attach button.</p> <p><i>The Attachments screen displays.</i></p>
4.	<p>Click the Deleted File Log link.</p> <p><i>The Deleted File Log screen displays with any deletion records.</i></p>
5.	<p>Click the Back button.</p> <p><i>The Attachments screen displays.</i></p>

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

Maintain a Custom G/L

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

Create a Copy of an Existing Custom G/L

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

Step	Action
6.	From the Description section, update the description if necessary.
7.	Click the Copy Custom G/L button. <i>A confirmation message displays.</i>

Delete a Custom G/L

Step	Action
1.	From the Transaction Management side navigation bar, position your mouse over the Financial Management icon and click the Custom G/L Maintenance link. <i>The Custom G/L Maintenance screen displays.</i>
2.	To perform a search, select the desired search criteria from the Search By and Custom G/L Code fields and click the Search button. Note: To perform an advanced search, click the More Options button. <i>The search results display at the bottom of the screen.</i> Note: To sort the results, click the desired column header name.
3.	Select the checkbox for the custom G/L code(s) you wish to delete. Note: Select the checkbox that displays to the left of the Custom G/L Code header to delete all custom G/L codes.
4.	Click the Delete button. <i>The Confirm Delete confirmation message displays.</i>
5.	Click the Confirm button. <i>A confirmation message displays.</i>

Delete All G/Ls

All G/L(s) must be unassigned from all accounts before you can delete them.

Step	Action
1.	From the Transaction Management side navigation bar, position your mouse over the Financial Management icon and click the G/L Maintenance link. <i>The G/L Maintenance screen displays.</i>
2.	Click the Delete All link. <i>The Confirm Delete window displays.</i>
3.	Click the Confirm button. <i>A confirmation message displays indicating the G/Ls have been deleted successfully.</i>

8. 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 Transaction Management side navigation bar, position your mouse over the Financial Management icon and click the Purchase Log link. <i>The Purchase Log Search screen displays.</i>
2.	From the Search for Purchase Log section, click the Add Purchase Log link. <i>The Purchase Log Add screen displays.</i>
3.	In the Purchase Log Summary section, complete the necessary fields. Note: Fields with asterisks (*) are required fields. Refer to the Purchase Log Summary Fields table in this topic for additional information about these fields.
4.	From the Purchase Log Line Items section, click the Add Line Items link. Note: 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 Item screen displays.</i>
5.	In the Purchase Log Line Item section, complete the necessary fields. Note: Refer to the Purchase Log Line Items Fields table in this topic for additional information about these fields.

Step	Action
6.	Click the Save button. <i>The Purchase Log Add screen displays.</i>
7.	Repeat Steps 4-6 until all line items have been added.
8.	Click the Submit button. <i>The Purchase Log Search screen displays.</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 Transaction Date .
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"> • N/A (This is the default value) • Yes • No
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 Select 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.

Purchase Log Field	Description/Validation
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.
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"> • Merchant (This is the default value) • Convenience Check • Method of Payment (This value is configurable by agency/organization and may not be displayed)
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 Property Booked Item 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.

Purchase Log Line Items Fields

Purchase Log Line Item Field	Description/Validation
Manufacturer Name	Maximum length of 25 characters. At least one of the following fields needs to be entered to create a line item: Manufacturer Name, Part Number, Item Description.
Part Number	Maximum length of 25 characters. At least one of the following fields needs to be entered to create a line item: Manufacturer Name, Part Number, Item Description.
Item Description	Maximum length of 30 characters. At least one of the following fields needs to be entered to create a line item: Manufacturer Name, Part Number, Item Description.
Unit of Measure	Select the value from the drop-down list that contains the following options: <ul style="list-style-type: none"> • Each (this is the default) • Box • Carton • Case • Dozen • Pack • Set • Roll • Other

Purchase Log Line Item Field	Description/Validation
Quantity Ordered	Enter quantity of items purchased in this field. Maximum length of 15 digits. This can be used to calculate the Total Line Item Price .
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 Total Line Item price.
Total Line Item Price	<p>If both Quantity Ordered and Item Unit Price are populated, then this field will be calculated by multiplying the Quantity Ordered value with the Item Unit Price value.</p> <p>If the Quantity Ordered 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.	<p>From the Transaction Management side navigation bar, position your mouse over the Financial Management icon and click the Purchase Log link.</p> <p><i>The Purchase Log Search screen displays.</i></p>
2.	<p>To perform a search, select the desired search criteria from the Status, Search By and Date fields and click the Search button.</p> <p>Note: To perform an advanced search, click the More Options button.</p> <p><i>The search results display at the bottom of the screen.</i></p> <p>Note: To sort the results, click the desired column header name.</p>
3.	<p>To view details of each purchase log, click the ellipsis (...) link to expand the purchase log details.</p> <p><i>The purchase log details expand.</i></p>
4.	<p>Click the Update button.</p> <p><i>The Purchase Log Update screen displays.</i></p> <p>Note: If the log entry status is Un-Reconciled, all fields can be edited. If the status is Reconciled, only certain fields can be edited. Fields that cannot be edited display in gray. Voided entries cannot be edited and display in gray.</p>
5.	In the Purchase Log Summary section, update the applicable fields.
6.	<p>Click the Submit button.</p> <p><i>The Search for Purchase Log screen displays.</i></p>

Update a Purchase Log Line Item

Step	Action
1.	From the Transaction Management side navigation bar, position your mouse over the Financial Management icon and click the Purchase Log link. <i>The Purchase Log Search screen displays.</i>
2.	To perform a search, select the desired search criteria from the Status , Search By and Date fields and click the Search button. Note: To perform an advanced search, click the More Options button. <i>The search results display at the bottom of the screen.</i> Note: To sort the results, click the desired column header name.
3.	To view details of each purchase log, click the ellipsis (...) link to expand the purchase log details. <i>The purchase log details expands.</i>
4.	Click the Update button. <i>The Purchase Log Update screen displays.</i> Note: If the log entry status is Un-Reconciled , all fields can be edited. If the status is Reconciled , 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 Purchase Log Line Items section, click the ellipsis (...) link to expand the applicable line item.
6.	Click the Update button. <i>The Purchase Log Update screen displays.</i>
7.	In the Purchase Log Line Item section, update the necessary fields.
8.	Click the Save button. <i>The Purchase Log Update screen displays.</i>
9.	Click the Submit button. <i>The Search for Purchase Log screen displays.</i>

Delete a Purchase Log Line Item

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

Step	Action
3.	To view details of each purchase log, click the ellipsis (...) link to expand the purchase log details. <i>The purchase log details expands.</i>
4.	Click the Update button. <i>The Purchase Log Update screen displays.</i> Note: If the log entry status is Un-Reconciled , all fields can be edited. If the status is Reconciled , 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 Purchase Log Line Items section, select the checkbox for the applicable line item.
6.	Click the Delete Line Items link. <i>The Purchase Log Line Items confirmation message displays.</i>
7.	Click the Confirm button. <i>The Purchase Log Line Item has now been deleted.</i>
8.	Click the Submit button. <i>The Search for Purchase Log screen displays.</i>

Generate a Purchase Log Print View

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

Void a Purchase Log

Step	Action
1.	From the Transaction Management side navigation bar, position your mouse over the Financial Management icon and click the Purchase Log link. <i>The Purchase Log Search page displays.</i>
2.	To perform a search, select the desired search criteria from the Status , Search By and Date fields and click the Search button. Note: To perform an advanced search, click the More Options button. <i>The search results display at the bottom of the screen.</i> Note: To sort the results, click the desired column header name.
3.	Select the checkbox(es) for the applicable purchase log you wish to void. Note: If the purchase log has been reconciled or partially reconciled, the checkbox is grayed out and you cannot void that entry.
4.	Click the Undo Void link. <i>The Purchase log void confirmation screen displays.</i>
5.	Click the Confirm button. <i>A confirmation message displays and the entry or entries have been voided.</i>

Undo Void On a Purchase Log

Step	Action
1.	From the Transaction Management side navigation bar, position your mouse over the Financial Management icon and click the Purchase Log link. <i>The Purchase Log Search screen displays.</i>
2.	To perform a search, select the desired search criteria from the Status , Search By and Date fields and click the Search button. To search for voided purchase logs, from the Status drop-down list, select Voided . Note: To perform an advanced search, click the More Options button. <i>The search results display at the bottom of the screen.</i> Note: To sort the results, click the desired column header name.
3.	Select the checkbox(es) for the applicable purchase log you wish to undo the void. Note: You can only undo a void on a voided purchase log.
4.	Click the Undo Void link. <i>The Purchase log undo void confirmation screen displays.</i>
5.	Click the Confirm button. <i>A confirmation message displays and the entry or entries have been updated.</i>

Manually Reconcile a Purchase Log

Step	Action
1.	From the Transaction Management side navigation bar, position your mouse over the Financial Management icon and click the Purchase Log link. <i>The Purchase Log Search screen displays.</i>
2.	To perform a search, select the desired search criteria from the Status , Search By and Date fields and click the Search button. Note: To perform an advanced search, click the More Options button. <i>The search results display at the bottom of the screen.</i> Note: To sort the results, click the desired column header name.
3.	To view details of each purchase log, click the ellipsis (...) link to expand the purchase log details. <i>The purchase log details expand.</i>
4.	Click the Reconcile button. <i>The Reconcile screen displays.</i>
5.	Select the checkbox(es) for the applicable transactions.
6.	Click the Confirm link. <i>The Reconcile Preview displays.</i> Note: If you want to save your changes but not fully reconcile, you can click the Save button so you can add more transactions to the purchase log later.
7.	Click the Submit button. <i>The Purchase Log Search screen displays.</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 Transaction Management side navigation bar, position your mouse over the Financial Management icon and click the Purchase Log - Upload link. <i>The Purchase Log Upload screen displays.</i>
2.	From the Search for Purchase Log - Upload section, click the blue box icon. <i>The Purchase Log Upload window displays.</i>
3.	Click the Browse button.
4.	Navigate to where the file is saved on your computer and select it. Note: The upload will only accept .txt or .xls formats.
5.	Click the Upload button. Note: To reset the file upload, click the Reset link. To cancel the upload, click the Cancel link. <i>The Purchase Log Upload screen displays.</i>

View Status of Uploaded Purchase Log Files

Step	Action
1.	From the Transaction Management side navigation bar, position your mouse over the Financial Management icon and click the Purchase Log – Upload link. <i>The Purchase Log Upload screen displays.</i>
2.	To perform a search, select the desired search criteria from the Status , Search By and Date fields and click the Search button. Note: To perform an advanced search, click the More Options button. <i>The search results display at the bottom of the screen.</i> Note: To sort the results, click the desired column header name.
3.	From the Status column, click the status for the applicable upload. <i>The Purchase Log Upload window displays.</i> Note: This screen displays information about how many records have been added, updated, voided, as well as an output file if there are any errors.
4.	Click the OK button. <i>The Purchase Log Upload screen displays.</i>

Delete Uploaded Purchase Log Files

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

Providing Funding Authorization Amount

Step	Action
1.	From the Transaction Management side navigation bar, position your mouse over the Financial Management icon and click the Purchase Log – Funding Authorization Amount link. <i>The Fund Authorization Amount screen displays.</i>
2.	In the Amount field, type the authorized amount.
3.	In the Document Reference field, type the applicable document reference.
4.	Click the Submit button. <i>A confirmation message displays.</i>

9. Run and Download Purchase Log Report

Key Concepts

If your agency/organization has configured the purchase log, you can generate and download the purchase log report. This report provides details from purchase logs that you have created. Reports will be available from the **Reports** screen until you choose to delete the report.

Generate Purchase Log Report

Step	Action
1.	From the Transaction Management side navigation bar, position your mouse over the Resources icon and click the Reports link. <i>The Reports screen displays.</i>
2.	From the Reports header, click the Generate Reports link. <i>The Generate Reports screen displays.</i>
3.	From the Report Name drop-down list, select the Purchase Log Report . <i>The Generate Reports screen expands.</i>
4.	From the Date Range field, click the blue box icon. <i>The Date Range window displays.</i>
5.	From the Purchase Log Entry Start Date field, type or select the desired date.
6.	From the Purchase Log Entry End Date field, type or select the desired date.
7.	Click the OK button. <i>The Generate Reports screen displays with dates selected.</i>
8.	From the Report Format drop-down list, select the desired report format. Note: The options are .txt or .xlsx.
9.	From the Download As drop-down list, select the desired compression option. Note: The options are either a compressed (.zip) file or an uncompressed format.
10.	Click the Submit button. <i>The Reports screen displays.</i> Note: Reports start to generate immediately. There will be a few minutes delay depending on the amount of data in the report.

Download Purchase Log Report

Step	Action
1.	<p>From the Transaction Management side navigation bar, position your mouse over the Resources icon and click the Reports link.</p> <p><i>The Reports screen displays.</i></p>
2.	<p>To perform a search, select the desired search criteria from the Status, Created Date From, and Created Date To fields and click the Search button.</p> <p>Note: The system automatically pulls three months of reports.</p>
3.	<p>From the Status column, click the Download link.</p> <p><i>A download message displays stating that the downloaded file may be cached on your computer.</i></p>
4.	<p>Click the OK button.</p> <p><i>The document opens.</i></p>

10. Additional Resources/Appendix of Terminology

Key Concepts

Additional resources and guides are available including quick start guides, user guides, and the purchase log template.

Access Resources

Step	Action
1.	From the Transaction Management side navigation bar, position your mouse on the Resources icon and click the Links & Help link.

Appendix of Terminology

Statement Status

Status of Statement	Definition/Task
ALL	The system will search for all statuses of statements.
Approved	The Approver has approved the statement and is waiting for the final Approver to accept and close the statement. Note: This will only display if you have multiple levels of approval.
Auto Closed	After the cycle ends, the statement can be set to auto close after a defined number of days. Note: 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.
Closed	The statement has gone through all of the necessary approvals and the data will be transmitted to your financial system.
Exception Closed	The Approving Official (A/O) can close the statement if the Cardholder and Approver are unable to close the statement themselves. Note: This option is based on agency/organization configuration. The statement must be in New status.
New	The cycle has closed and the statement transitions to a New 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.
Priority for Closure	Is the default search filter on the Statement and Transactions search screens. The statements are presented in priority order based on user login and next action. Closed statements are not listed.

Status of Statement	Definition/Task
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.
Rejected	The AO has rejected transaction(s) and the statement has been rejected during the approval process. The statement is only available to the Cardholder for corrections. The reason for the rejection can be viewed from the statement by clicking the blue Notes additional information icon.
Termination Closed	The A/O can close the statement if the Cardholder has been terminated. Note: This option is based on agency/organization configuration. The statement must be in New status.

Key Terms

Additional Key Terms	Definition/Task
Allocation Detail Description (ADD) or Transaction Detail Description (TDD)	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. Note: If the statement is closed, the Transaction Detail Description is not editable.
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.

Additional Key Terms	Definition/Task
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 <>) 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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