

NETFOCUS Unit Supply Binder - Tab 3-3

SUBJECT: Government Commercial Purchase Card Citibank Reallocation Process

PURPOSE: To inform NROTC Unit Supply Technicians of the process for reallocating Government Commercial Purchase Card transactions in Citibank.

OVERVIEW: Government Commercial Purchase Card (GCPC) transactions must be reallocated in Citibank. When GCPC transactions post to Citibank they are automatically assigned to a default Line of Accounting. In order for the transactions to be charged to the proper LOA the transactions must be reallocated from the default LOA to the correct LOA. Failure to reallocate or properly reallocate the transactions results in significant re-work at the Naval Service Training Command (NSTC) level. The instructions on the following pages show the reallocation process from beginning to end.

Note: Beginning in July 2014 the NSTC Comptroller Department began performing cost transfers in STARS from the Citibank document number to the FastData document number utilizing information contained in the notes attached to each transaction on the CitiDirect monthly statement. *NROTC Supply Techs do not perform the credit card cross reference process in FastData.*

ACTION REQUIRED: Follow the instructions on the succeeding pages.

POINT OF CONTACT: Beth Kleinschmidt
NSTC GCPC Agency Program Coordinator
847-688-4509x187
beth.kleinschmidt@navy.mil

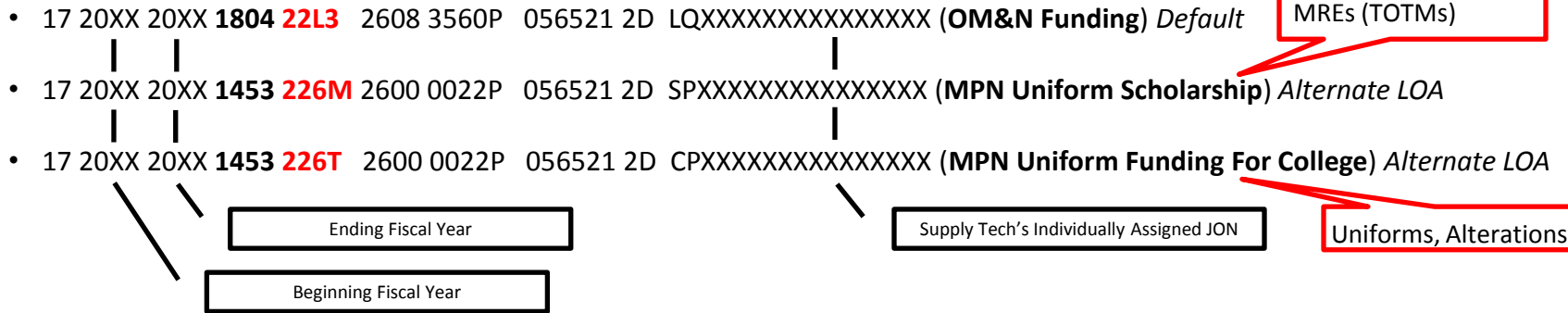
Jerry Long
N4 Logistics Director
847-688-4509x454
jerry.e.long@navy.mil

NROTC GCPC Process for CitiBank

Summary: Beginning in July 2014 the NSTC Comptroller Department began performing cost transfers in STARS from the Citibank document number to the FastData document number utilizing information contained in the note attached to each transaction on the CitiDirect monthly statement. NROTC Supply Techs do not perform the credit card cross reference process in FastData.

Reallocating Lines of Accounting in CitiDirect:

- Three Lines of Accounting (LOA) were created and added to the Citidirect LOA Assignment:



- NROTC cardholders will reallocate the transaction if:
 - the FastData obligation is for a MPN Uniform purchase or
 - the fiscal year the obligation occurred is different than the current fiscal year. For example, the purchase is properly chargeable to FY17, but it is currently FY18. These type transactions typically occur in the October/November timeframe.
- See the instructions on successive pages for reallocating in CitiDirect.

Attaching a required note on the CitiDirect monthly statement:

- Information needed for the note:
 - FastData Document Number
 - Accounting Classification Reference Number (ACRN) Amount
 - ACRN
 - Final or Partial
- See the instructions on successive pages for attaching a required note in CitiDirect.

Reallocation Process

Statement Detail - Windows Internet Explorer
https://www.cards.citidirect.com/StmtDet.asp?inq=1&id=4046910

CitiDirect Card Management System

00701-CHARLES K WOOD
User Group: CARDHOLDER
Contact Type: Undefined

Inbox - Current Status - Cardholder Memo Statement

Statement Approver: COLES DAVID [read notes](#)

Cardholder: CHARLES K WOOD Account Number: xxxxxxxxxxxx041817
Product Type: PURCHASE - Centrally Billed Statement Period: 04/19/2014 - 05/19/2014 Statement Status: Interim
Default L.O.A.: 1720142014180422MW0000002100068662D000000002104CCWDT

Tax Total: \$ 0.00 Statement Total: \$ 6,102.95

Attention: If adding data to a transaction, you must click the 'save' button prior to moving to the next transaction or your updates will not be saved.

[expand all](#) [collapse all](#) Total Number of Transactions: 10

select	post date	tran date	last alloc date time	merchant	amount	SDN	status	note	type	rec ind	PL rec ind
<input type="checkbox"/>	04/23/2014	04/22/2014		DAPS	\$ 39.96	N0021014CCMMNQF		attach		<input type="checkbox"/>	No
<input type="checkbox"/>	04/24/2014	04/23/2014		THOMSON WEST TCD	\$ 473.80	N0021014CCMMNQF		attach		<input type="checkbox"/>	No
<input type="checkbox"/>	04/25/2014	04/24/2014		ALLSTEEL CUSTOMER SERVIC	\$ 1,147.03	N0021014CCMMNQF		attach		<input type="checkbox"/>	No
<input type="checkbox"/>	04/28/2014	04/26/2014		SCHNEIDERRELECT. IT C	\$ 216.99	N0021014CCMMNQF		attach		<input type="checkbox"/>	No
<input type="checkbox"/>	04/29/2014	04/28/2014		THE HON CO. CUST. SERVIC	\$ 593.28	N0021014CCMMNQF		attach		<input type="checkbox"/>	No
<input type="checkbox"/>	05/02/2014	04/30/2014		SIGN GIRLS	\$ 2,525.00	N0021014CCMMNQF		attach		<input type="checkbox"/>	No
<input type="checkbox"/>	05/05/2014	05/01/2014		HIGHTEK COMMUNICATIONS LL	\$ 653.90	N0021014CCMMNQF		attach		<input type="checkbox"/>	No
<input type="checkbox"/>	05/02/2014	05/01/2014		AT&T BILL PAYMENT	\$ 32.99	N0021014CCMMNQF		attach		<input type="checkbox"/>	No
<input type="checkbox"/>	05/05/2014	05/02/2014		ATT BUS PHONE PMT	\$ 120.00	N0021014CCMMNQF		attach		<input type="checkbox"/>	No
<input type="checkbox"/>	05/05/2014	05/03/2014		TERRACE INTERIOR INC	\$ 300.00	N0021014CCMMNQF		attach		<input type="checkbox"/>	No

[dispute](#) [submit Statement](#) [print Statement](#) [close](#)

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Click on the plus box to the left of the transaction to be reallocated

Reallocation Process (cont)

Statement Detail - Windows Internet Explorer
https://www.cards.citidirect.com/StmtDet.asp?inq=1&id=4046910

Statement Approver: COLES DAVID

Cardholder: CHARLES K WOOD
Product Type: PURCHASE - Centrally Billed
Default LOA: 1720142014180422MW00000021000685982D00000002104CCCWDT

Account Number: xxxxxxxxxxx041817
Statement Period: 04/19/2014 - 05/19/2014
Statement Status: Interim

Tax Total: \$ 0.00
Statement Total: \$ 6,102.95

Attention: If adding data to a transaction, you must click the 'save' button prior to moving to the next transaction or your updates will not be saved.

expand all collapse all Total Number of Transactions: 10

select	post date	tran date	last alloc date time	merchant	amount	SDN	status	note	type	rec ind	PL rec ind
<input type="checkbox"/>	04/23/2014	04/22/2014		DAPS	\$ 39.96	N0021014CCMMNQF	attach				No
<input type="checkbox"/>	04/24/2014	04/23/2014		THOMSON WEST TCD	\$ 473.80	N0021014CCMMNQF	attach				No
<input type="checkbox"/>	04/25/2014	04/24/2014		ALLSTEEL CUSTOMER SERVIC	\$ 1,147.03	N0021014CCMMNQF	attach				No
<input type="checkbox"/>	04/28/2014	04/28/2014		SCHNEIDERELECT.. IT C	\$ 216.99	N0021014CCMMNQF	attach				No
<input type="checkbox"/>	04/29/2014	04/28/2014		THE HON CO. CUST. SERVIC	\$ 593.28	N0021014CCMMNQF	attach				No
<input type="checkbox"/>	05/02/2014	04/30/2014		SIGN GIRLS	\$ 2,525.00	N0021014CCMMNQF	attach				No
<input type="checkbox"/>	05/05/2014	05/01/2014		HIGHTEK COMMUNICATIONS LL	\$ 653.90	N0021014CCMMNQF	attach				No
<input type="checkbox"/>	05/02/2014	05/01/2014		AT&T BILL PAYMENT	\$ 32.99	N0021014CCMMNQF	attach				No

bill acct: xxxxxxxxxxx047235
ref num: 24493984121002492795645
tran code: 1001
tax amt: \$ 0.00
orig SDN: N0021014CCMMNQF
TDD: 48279564
CRI: 287255417828

merch addr: 800-999-5445, TEXAS 752020000 US
MCC: 4814
MCC description: TELECOMMUNICATION SERVICE
supplied by: N/A

line item	discount	total tax	total vat	total
287255417828	\$ 0.00	\$ 0.00	\$ 0.00	\$ 32.99

select	allocation sdn	description	total	allocation sdn	description
<input type="radio"/>	N0021014CCMMNQF	1720142014180422MW00000021000685982D00000002104CCCWDT	\$ 32.99		

reallocate copy request save

<input type="checkbox"/>	05/03/2014	05/02/2014	ATT BUS PHONE PMT	\$ 120.00	N0021014CCMMNQF	attach		No
<input type="checkbox"/>	05/05/2014	05/03/2014	TERFACE INTERIOR INC	\$ 300.00	N0021014CCMMNQF	attach		No

dispute submit Statement print Statement close

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Click the radio button in the Allocation Detail Description field and click Reallocate.

Reallocation Process (cont)

Statement Detail - Windows Internet Explorer
https://www.cards.citidirect.com/StmtDet.asp?inq=1&id=4046910

Statement Approver: COLES DAVID

Cardholder: CHARLES K WOOD
Product Type: PURCHASE - Centrally Billed
Default LOA: 1720142014180422MWO000002100068566200000002104CCWDT

Account Number: xxxxxxxxxxx041817
Statement Period: 04/19/2014 - 05/19/2014
Statement Status: Interim

Tax Total: \$ 0.00
Statement Total: \$ 6,102.95

Attention: If adding data to a transaction, you must click the 'save' button prior to moving to the next transaction or your updates will not be saved.

expand all collapse all

Total Number of Transactions: 10

select	post date	tran date	last alloc date	time	merchant	amount	SDN	status	note	type	rec ind	PL	rec ind
<input type="checkbox"/>	04/23/2014	04/22/2014			DAPS	\$ 39.96	N0021014CCMMNQF	attach				No	
<input type="checkbox"/>	04/24/2014	04/23/2014			THOMSON WEST TCD	\$ 473.80	N0021014CCMMNQF	attach				No	
<input type="checkbox"/>	04/25/2014	04/24/2014			ALLSTEEL CUSTOMER SERVIC	\$ 1,147.03	N0021014CCMMNQF	attach				No	
<input type="checkbox"/>	04/28/2014	04/28/2014			SCHNEIDERELECT. IT C	\$ 216.99	N0021014CCMMNQF	attach				No	
<input type="checkbox"/>	04/29/2014	04/28/2014			THE HON CO. CUST. SERVIC	\$ 693.28	N0021014CCMMNQF	attach				No	
<input type="checkbox"/>	05/02/2014	04/30/2014			SIGN GIRLS	\$ 2,525.00	N0021014CCMMNQF	attach				No	
<input type="checkbox"/>	05/05/2014	05/01/2014			HIGHTEK COMMUNICATIONS LL	\$ 653.90	N0021014CCMMNQF	attach				No	
<input type="checkbox"/>	05/02/2014	05/01/2014			AT&T BILL PAYMENT	\$ 32.99	N0021014CCMMNQF	attach				No	

bill acct: xxxxxxxxxxx047235
ref num: 24493984121002492795645
tran code: 1001
tax amt: \$ 0.00
orig SDN: N0021014CCMMNQF
TDD: 49279664
CRI: 287255417828

merch addr: 800-999-5445, TEXAS 752020000 US
MCC: 4814
MCC description: TELECOMMUNICATION SERVICE
supplied by: N/A

line item	discount	total tax	total vat	total
287255417828	\$ 0.00	\$ 0.00	\$ 0.00	\$ 32.99

select allocation description total allocation sdn allocation detail description

select	allocation description	total	allocation sdn	allocation detail description
<input checked="" type="radio"/>		\$ 32.99	1720142014180422MWO00000210006856620000	00002104CCWDT
			N0021014CCMMNQF	

reallocate copy request save

<input type="checkbox"/>	05/05/2014	05/02/2014			ATT BUS PHONE PMT	\$ 120.00	N0021014CCMMNQF	attach		No	
<input type="checkbox"/>	05/05/2014	05/03/2014			TERRACE INTERIOR INC	\$ 300.00	N0021014CCMMNQF	attach		No	

dispute submit Statement print Statement close

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Done
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10:17
5/15/2014

Reallocate

TRANSACTION ITEM AMOUNT \$ 32.99

Enter the number of splits should be between (1-100) :

OK cancel

In the Enter the number of splits field, enter the number of transaction splits and click OK.

Reallocation Process (cont)

Statement Detail - Windows Internet Explorer
https://www.cards.citidirect.com/Stmtdet.asp?inq=1&tid=4046910

Statement Approver: COLES DAVID
Cardholder: CHARLES K WOOD
Product Type: PURCHASE
Default LOA: 172014
Account Number: xxxxxxxxxxxx041817
Tax Total: \$ 0.00

Attention: If adding data to a transaction, please use the 'add data' button.

expand all collapse all
select post date tran date
04/23/2014 04/22/2014
04/24/2014 04/23/2014
04/25/2014 04/24/2014
04/28/2014 04/28/2014
04/29/2014 04/28/2014
05/02/2014 04/30/2014
05/05/2014 05/01/2014
05/02/2014 05/01/2014

bill acct xxxxxxxxxxxx047235
ref num 244939841210024927
tran code 1001
tax amt \$ 0.00
orig SDN N0021014CCMMNQF
TDI 49278504
CRI 287255417828

line of accounting
allocation detail description dollars percent
_ 1720132013180422MW00000021000885662000000002103CCWDT \$ 32.99 100.00 %

Submit Reallocation cancel Totals \$ 32.99 100.00 %

05/05/2014 05/02/2014 ATT BUS PHONE PMT \$ 120.00 N0021014CCMMNQF attach No
05/05/2014 05/03/2014 TERRACE INTERIOR INC \$ 300.00 N0021014CCMMNQF attach No

dispute submit Statement print Statement close

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From the dropdown list pick the Line of Accounting (LOA) that matches your FastData document. Then click **Submit Reallocation**.

Reallocation Process (cont)

Statement Detail - Windows Internet Explorer
https://www.cards.citidirect.com/StmtDet.asp?inq=1&id=4046910

Statement Approver: COLES DAVID

Cardholder: CHARLES K WOOD
Product Type: PURCHASE - Centrally Billed
Default LOA: 1720142014180422MW0000002100085662D000000002104CCWDT

Account Number: xxxxxxxxxxx041817
Statement Period: 04/19/2014 - 05/19/2014
Statement Status: Interim

Tax Total: \$ 0.00
Statement Total: \$ 6,102.95

Attention: If adding data to a transaction, you must click the 'save' button prior to moving to the next transaction or your updates will not be saved.

expand all collapse all
Total Number of Transactions: 10

select	post date	tran date	last alloc date	time	merchant	amount	SDN	status	note	type	rec ind	PL rec ind
<input type="checkbox"/>	04/23/2014	04/22/2014			DAPS	\$ 39.96	N0021014CCMMNQF		attach		<input type="checkbox"/>	No
<input type="checkbox"/>	04/24/2014	04/23/2014			THOMSON WEST TCD	\$ 473.80	N0021014CCMMNQF		attach		<input type="checkbox"/>	No
<input type="checkbox"/>	04/26/2014	04/24/2014			ALLSTEEL CUSTOMER SERV	\$ 1,147.03	N0021014CCMMNQF		attach		<input type="checkbox"/>	No
<input type="checkbox"/>	04/28/2014	04/28/2014			SCHNEIDERLECT. IT C	\$ 216.99	N0021014CCMMNQF		attach		<input type="checkbox"/>	No
<input type="checkbox"/>	04/29/2014	04/28/2014			THE HON CO. CUST. SERV	\$ 599.98	N0021014CCMMNQF		attach		<input type="checkbox"/>	No
<input type="checkbox"/>	05/02/2014	04/30/2014			SIGN GIRLS	\$ 2,625.00	N0021014CCMMNQF		attach		<input type="checkbox"/>	No
<input type="checkbox"/>	05/05/2014	05/01/2014			HIGHTEK COMMUNICATIONS LL	\$ 653.90	N0021014CCMMNQF		attach		<input type="checkbox"/>	No
<input type="checkbox"/>	05/02/2014	05/01/2014	05/15/2014	11:21:22 AM	AT&T BILL PAYMENT	\$ 32.99	N0021013CCMMNQF		attach		<input checked="" type="checkbox"/>	No

bill acct: xxxxxxxxxxx047235
ref num: 24489984121002492795845
tran code: 1001
tax amt: \$ 0.00
orig SDN: N0021014CCMMNQF

merch addr: 800-999-5445, TEXAS 752020000 US
MCC: 4814
MCC description: TELECOMMUNICATION SERVICE
supplied by: N/A

orig amt: \$ 32.99
settlement: \$ 32.99
conv rate: 0
conv date: N/A

line item	discount	total tax	total vat	total
287255417828	\$ 0.00	\$ 0.00	\$ 0.00	\$ 32.99

select	allocation description	total	allocation
sdn	allocation detail description		
<input type="radio"/>	\$ 32.99	1720132013180422MW0000002100085662D000000002103CCWDT	
<input type="radio"/>		N0021013CCMMNQF	

Buttons: reallocate, copy request, save

<input type="checkbox"/>	05/05/2014	05/02/2014			ATT BUS PHONE PMT	\$ 120.00	N0021014CCMMNQF		attach		<input type="checkbox"/>	No
<input type="checkbox"/>	05/05/2014	05/03/2014			TERRACE INTERIOR, INC	\$ 300.00	N0021014CCMMNQF		attach		<input type="checkbox"/>	No

Buttons: dispute, submit Statement, print Statement, close

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From the screen you can see the **orig SDN** that was posted to the **Default LOA**. When reallocation is complete you can see the new SDN and LOA in the **Allocation Description** field.

Process for attaching the required note to each transaction

Statement Detail - Windows Internet Explorer
https://www.cards.citidirect.com/StmtDet.asp?inq=1&id=4046910

CitiDirect® Card Management System

00701-CHARLES K WOOD
User Group: CARDHOLDER
Contact Type: Undefined

Inbox - Current Status - Cardholder Memo Statement

Statement Approver: COLES DAVID

Cardholder: CHARLES K WOOD
Product Type: PURCHASE - Centrally Billed
Default LOA: 1720142014180422MW0000002100068562D000000002104CCWDT

Account Number: xxxxxxxxxxx041817
Statement Period: 04/19/2014 - 05/19/2014
Statement Status: Interim

Tax Total: \$ 0.00
Statement Total: \$ 6,102.95

Attention: If adding data to a transaction, you must click the 'save' button prior to moving to the next transaction or your updates will not be saved.

[expand all](#) [collapse all](#) Total Number of Transactions: 10

select	post date	tran date	last alloc date	time	merchant	amount	SDN	status	note	type	rec ind	PL	rec ind
<input type="checkbox"/>	04/23/2014	04/22/2014			DAPS	\$ 39.96	N0021014CCMMNQF		attach		<input type="checkbox"/>	No	
<input type="checkbox"/>	04/24/2014	04/23/2014			THOMSON WEST TCD	\$ 473.80	N0021014CCMMNQF		attach		<input type="checkbox"/>	No	
<input type="checkbox"/>	04/25/2014	04/24/2014			ALLSTEEL CUSTOMER SERVIC	\$ 1,147.03	N0021014CCMMNQF		attach		<input type="checkbox"/>	No	
<input type="checkbox"/>	04/28/2014	04/28/2014			SCHNEIDERLECT. IT C	\$ 216.99	N0021014CCMMNQF		attach		<input type="checkbox"/>	No	
<input type="checkbox"/>	04/29/2014	04/28/2014			THE HON CO. CUST. SERVIC	\$ 593.28	N0021014CCMMNQF		attach		<input type="checkbox"/>	No	
<input type="checkbox"/>	05/02/2014	04/30/2014			SIGN GIRLS	\$ 2,525.00	N0021014CCMMNQF		attach		<input type="checkbox"/>	No	
<input type="checkbox"/>	05/05/2014	05/01/2014			HIGHTEK COMMUNICATIONS LL	\$ 653.90	N0021014CCMMNQF		attach		<input type="checkbox"/>	No	
<input type="checkbox"/>	05/02/2014	05/01/2014	05/15/2014	11:21:22 AM	AT&T BILL PAYMENT	\$ 32.99	N0021013CCMMNQG		attach		<input checked="" type="checkbox"/>	No	
<input type="checkbox"/>	05/05/2014	05/02/2014			ATT BUS PHONE PMT	\$ 120.00	N0021014CCMMNQF		attach		<input type="checkbox"/>	No	
<input type="checkbox"/>	05/05/2014	05/03/2014			TERRACE INTERIOR INC	\$ 300.00	N0021014CCMMNQF		attach		<input type="checkbox"/>	No	

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Click on **attach**.

Process for attaching the required note to each transaction (cont)

Statement Detail - Windows Internet Explorer
https://www.cards.citidirect.com/StmtDet.asp?inq=1&id=4046910

CitiDirect Card Management System

00701-CHARLES K WOOD
User Group: CARDHOLDER
Contact Type: Undefined

Inbox - Current Status - Cardholder Memo Statement

Statement Approver: COLES DAVID
Cardholder: CHARLES K WOOD
Product Type: PURCHASE - Centrally Billed
Default LOA: 1720142014180422MW0000002100088562D00000002104CCWDT
Account Number: xxxxxxxxxxx041817
Statement Period: 04/19/2014 - 05/19/2014
Statement Status: Interim
Tax Total: \$ 0.00
Statement Total: \$ 6,102.95

Attention: If adding data to a transaction, you must click the 'save' button prior to moving to the next transaction or your updates will not be saved.

expand all collapse all

	select	post date	tran date	last alloc date	time	merchant	amount	SDN	status	note	type	rec ind	PL	rec ind	Total Number of Transactions: 10
<input type="checkbox"/>		04/23/2014	04/22/2014			DAPS	\$ 39.98	N0021014CCMMNQF		attach				No	
<input type="checkbox"/>		04/24/2014	04/23/2014			THOMSON WEST TCD	\$ 473.80	N0021014CCMMNQF		attach				No	
<input type="checkbox"/>		04/25/2014	04/24/2014			ALLSTEEL CUSTOMER SERVIC	\$ 1,147.03	N0021014CCMMNQF		attach				No	
<input type="checkbox"/>		04/28/2014	04/28/2014			SCHNEIDERRELECT...IT C	\$ 216.99	N0021014CCMMNQF		attach				No	
<input type="checkbox"/>		04/29/2014	04/28/2014			THE HON CO. CUST. SERVIC	\$ 593.28	N0021014CCMMNQF		attach				No	
<input type="checkbox"/>		05/02/2014	04/30/2014			SIGN GIRLS	\$ 2,025.00	N0021014CCMMNQF		attach				No	
<input type="checkbox"/>		05/05/2014	05/01/2014			HIGHTEK COMMUNICATIONS LL	\$ 653.90	N0021014CCMMNQF		attach				No	
<input type="checkbox"/>		05/02/2014	05/01/2014	05/15/2014	11:21:22 AM	AT&T BILL PAYMENT	\$ 32.99	N0021013CCMMNQG		attach		✓		No	
<input type="checkbox"/>		05/05/2014	05/02/2014			ATT BUS PHONE PMT	\$ 120.00	N0021014CCMMNQF		attach				No	
<input type="checkbox"/>		05/05/2014	05/03/2014			TERRACE INTERIOR INC	\$ 300.00	N0021014CCMMNQF		attach				No	

dispute submit Statement print Statement close

Attach Note

CARDHOLDER: CHARLES K WOOD
ACCOUNT NUMBER: xxxxxxxxxxx041817
STATEMENT PERIOD: 04/19/2014 - 05/19/2014

You may attach a note to this statement by writing your comments below (255 Characters Max).

Comments

N0021013MDA006
\$32.99
ACRN AA
FINAL

OK cancel

Last Updated 05/14/2014

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10:24 5/15/2014

Enter the following mandatory elements: FastData Document Number, ACRN Amount, ACRN, and Final or Partial. Click OK.

Process for attaching the required note to each transaction (cont)

Statement Detail - Windows Internet Explorer
https://www.cards.citidirect.com/Stmtdet.asp?inq=1&id=4046910

CitiDirect® Card Management System

00701-CHARLES K WOOD
User Group: CARDHOLDER
Contact Type: Undefined

Inbox - Current Status - Cardholder Memo Statement

Statement Approver: COLES DAVID
Cardholder: CHARLES K WOOD
Product Type: PURCHASE - Centrally Billed
Default LOA: 1720142014180422MW00000021000085062000000002104CCWDT
Account Number: xxxxxxxxxxx041817
Statement Period: 04/19/2014 - 05/19/2014
Statement Status: Interim
Tax Total: \$ 0.00
Statement Total: \$ 6,102.95

read notes

Attention: If adding data to a transaction, you must click the 'save' button prior to moving to the next transaction or your updates will not be saved.

expand all collapse all
Total Number of Transactions: 10

select	post date	tran date	last alloc date	time	merchant	amount	SDN	status	note	type	rec ind	PL	rec ind
<input type="checkbox"/>	04/23/2014	04/22/2014			DAPS	\$ 39.96	N0021014CCMMNQF	attach					No
<input type="checkbox"/>	04/24/2014	04/23/2014			THOMSON WEST TCD	\$ 473.80	N0021014CCMMNQF	attach					No
<input type="checkbox"/>	04/25/2014	04/24/2014			ALLSTEEL CUSTOMER SERVIC	\$ 1,147.03	N0021014CCMMNQF	attach					No
<input type="checkbox"/>	04/28/2014	04/28/2014			SCHNEIDERLECT. IT C	\$ 216.99	N0021014CCMMNQF	attach					No
<input type="checkbox"/>	04/29/2014	04/28/2014			THE HON CO. CUST. SERVIC	\$ 593.28	N0021014CCMMNQF	attach					No
<input type="checkbox"/>	05/02/2014	04/30/2014			SIGN GIRLS	\$ 2,525.00	N0021014CCMMNQF	attach					No
<input type="checkbox"/>	05/05/2014	05/01/2014			HIGHTEK COMMUNICATIONS LL	\$ 653.90	N0021014CCMMNQF	attach					No
<input type="checkbox"/>	05/02/2014	05/01/2014	05/19/2014	11:21:22 AM	AT&T BILL PAYMENT	\$ 32.99	N0021013CCMMNQG	attach			✓		No
<input type="checkbox"/>	05/05/2014	05/02/2014			ATT BUS PHONE PMT	\$ 120.00	N0021014CCMMNQF	attach					No
<input type="checkbox"/>	05/05/2014	05/03/2014			TERRACE INTERIOR INC	\$ 300.00	N0021014CCMMNQF	attach					No

dispute submit Statement print Statement close

Attach Note

CARDHOLDER: CHARLES K WOOD
ACCOUNT NUMBER: xxxxxxxxxxx041817
STATEMENT PERIOD: 04/19/2014 - 05/19/2014

The following note will be attached:

N0021013MDAA006
\$32.99
ACRN AA
FINAL

OK cancel

Click OK again to attach the note.

Process for attaching the required note to each transaction (cont)

Statement Detail - Windows Internet Explorer
https://www.cards.citidirect.com/StmDet.asp?inq=1&id=4046910

CitiDirect® Card Management System
What's New Help Home Logout
00701-CHARLES K WOOD
User Group: CARDHOLDER
Contact Type: Undefined

Inbox Card Management Reporting Inquiry Assistance

Inbox - Current Status - Cardholder Memo Statement

Statement Approver: COLES DAVID
Cardholder: CHARLES K WOOD Account Number: xxxxxxxxxxxx041817 [read notes](#)
Product Type: PURCHASE - Centrally Billed Statement Period: 04/19/2014 - 05/19/2014 Statement Status: Interim
Default LOA: 1720142014180422MW00000021000685682D000000002104CCWDT
Tax Total: \$ 0.00 Statement Total: \$ 6,102.95

Attention: If adding data to a transaction, you must click the 'save' button prior to moving to the next transaction or your updates will not be saved.

[expand all](#) [collapse all](#) Total Number of Transactions: 10

select	post date	tran date	last alloc date	time	merchant	amount	SDN	status	note	type	rec ind	PL	rec	ind
<input type="checkbox"/>	04/23/2014	04/22/2014			DAPS	\$ 39.96	N0021014CCMMNQF		attach		<input type="checkbox"/>	No		
<input type="checkbox"/>	04/24/2014	04/23/2014			THOMSON WEST TCD	\$ 473.80	N0021014CCMMNQF		attach		<input type="checkbox"/>	No		
<input type="checkbox"/>	04/25/2014	04/24/2014			ALLSTEEL CUSTOMER SERVIC	\$ 1,147.03	N0021014CCMMNQF		attach		<input type="checkbox"/>	No		
<input type="checkbox"/>	04/28/2014	04/28/2014			SCHNEIDERLECT. IT C	\$ 216.99	N0021014CCMMNQF		attach		<input type="checkbox"/>	No		
<input type="checkbox"/>	04/29/2014	04/28/2014			THE HON CO. CUST. SERVIC	\$ 693.28	N0021014CCMMNQF		attach		<input type="checkbox"/>	No		
<input type="checkbox"/>	05/02/2014	04/30/2014			SIGN GIRLS	\$ 2,625.00	N0021014CCMMNQF		attach		<input type="checkbox"/>	No		
<input type="checkbox"/>	05/05/2014	05/01/2014			HIGHTEK COMMUNICATIONS LL	\$ 653.90	N0021014CCMMNQF		attach		<input type="checkbox"/>	No		
<input type="checkbox"/>	05/02/2014	05/01/2014	05/15/2014	11:21:22 AM	AT&T BILL PAYMENT	\$ 32.99	N0021013CCMMNQG		attach		<input checked="" type="checkbox"/>	No		
<input type="checkbox"/>	05/05/2014	05/02/2014			ATT BUS PHONE PMIT	\$ 120.00	N0021014CCMMNQF		attach		<input type="checkbox"/>	No		
<input type="checkbox"/>	05/05/2014	05/03/2014			TERRACE INTERIOR INC	\$ 300.00	N0021014CCMMNQF		attach		<input type="checkbox"/>	No		

[dispute](#) [submit Statement](#) [print Statement](#) [close](#)

> Citi Manager Last Updated 05/14/2014 Home

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The note is attached and the transaction was reallocated.

Process complete