

Retrieving Statements in CitiManager

This section will review how to obtain CitiCard statements online, so that transactions can be reviewed for validity and accuracy. Errors must be corrected with Citibank, so that they can then be corrected on future statements. Disputes and corrections occur in the Citibank system, before flowing into the SUNY Cardholder system.

<https://home.cards.citidirect.com>, select “Self Registration for Cardholders”

CitiManager

Existing Users

Ddesouza

.....

SIGN IN CLEAR

[Forgot username?](#) | [Forgot password?](#)

New Users

[Self Registration For Cardholders](#)

[Self Registration For Non Cardholders](#)

[Apply For Card](#)

[Need Assistance?](#)

Account Reconciliation, CitiManager

- Cardholders are required to register with Citibank to access and print online statements of cardholder activity by going to:
<https://home.cards.citidirect.com>
- Cardholders should only accept charges for goods and services that the supplier has delivered.
- A Citibank email notification is sent on or about the 6th of each month to cardholders who had activity during the billing cycle. This is a routine alert that the billing cycle closed and a statement is available.
- The reconciliation must be completed by the end of the month.

Self registration

Select “Fill the Card’s Data”, then click Continue.

CITI COMMERCIAL CARDS

CitiManager

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Self Registration For Cardholders

1. Select Registration Process 2. Card and Contact Information 3. Sign on Details 4. Confirm

i Please select the proper registration process for your organization.

Registration ID/Passcode
I have my registration details and I would like to register my card.

Fill the Card's Data
I have not received registration details and I would like to register card.

CONTINUE **CANCEL**

Self registration, card number

Enter Card Number and Name as they appear on the card, then click Continue.

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Self Registration For Cardholders

1. Select Registration Process **2. Card and Contact Information** 3. Sign on Details 4. Confirm

i Enter details for self registration. The fields marked with asterisk (*) are mandatory.

CARD DETAILS

* CARD NUMBER

Enter the account number from your card with no spaces or dashes.

* ACCOUNT NAME

Enter the name that appears on your card. Please note that this must be entered exactly as it appears on your card.

CONTINUE [BACK](#) [CANCEL](#) [CLEAR](#)

Self registration, contact information

Make sure to use: 450 Clarkson Avenue, MSC 54

This Mail Stop Code is for the Accounts Payable Department.

The screenshot shows a web browser window with the URL <https://home.cards.citidirect.com/CommercialCard/us/index.html#/selfregistration/cmficarddetails/3>. The page title is "CitiManager". The form contains the following fields and instructions:

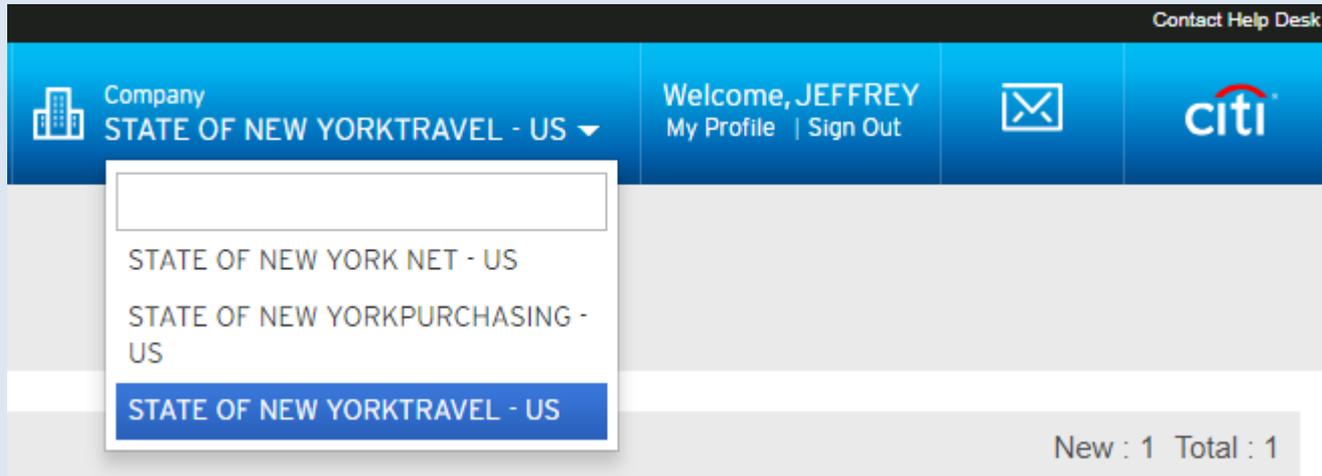
- Enter the account number from your card with no spaces or dashes.
- * ACCOUNT NAME:
- Enter the name that appears on your card. Please note that this must be entered exactly as it appears on your card.
- CONTACT DETAILS**
- Enter your billing address for your card.
- * COUNTRY:
- * ADDRESS LINE 1:
- ADDRESS LINE 2:
- * TOWN / CITY:
- * STATE/PROVINCE/REGION:
- * ZIP/POSTAL CODE [XXXXX-XXXX]:

At the bottom of the form are buttons for "CONTINUE", "BACK", "CANCEL", and "CLEAR". Below the form is the Citi logo and footer text: "Terms & Conditions Privacy Accessibility Institutional Clients Group ©2019 Citigroup Inc. ©2019 Citi and its Design, Citi Bank and CITICORP are trademarks and service marks of Citigroup Inc. or its affiliates and are used and registered throughout the world. The Blue Box icon is a trade dress mark of Citigroup Inc."

See CitiManager card statement access presentation for information on how to download monthly statements following cardholder registration.

Retrieving monthly statement

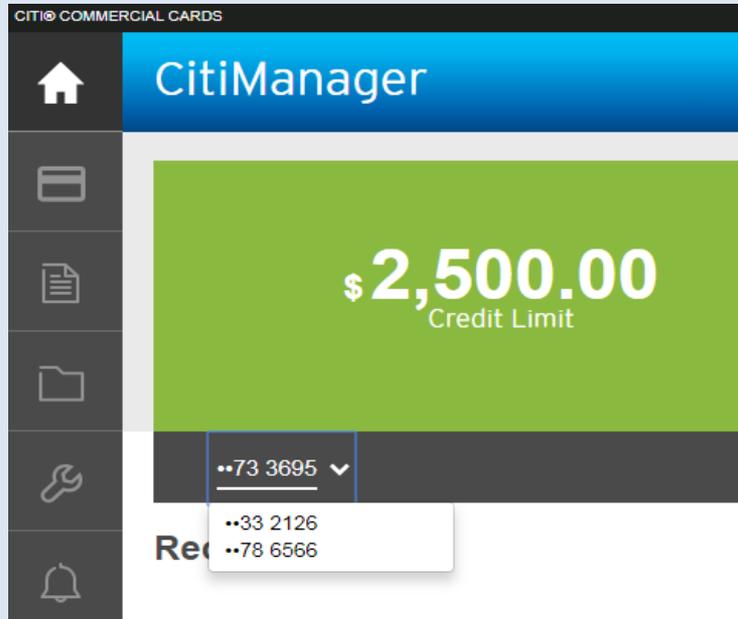
Now that self registration is complete, log into CitiManager, and in the upper right hand corner of the screen, select the appropriate card.



The screenshot displays the CitiManager user interface. At the top right, there is a "Contact Help Desk" link. The main navigation bar is blue and contains several sections: a "Company" dropdown menu currently showing "STATE OF NEW YORKTRAVEL - US", a user greeting "Welcome, JEFFREY" with links for "My Profile" and "Sign Out", a mail icon, and the Citi logo. A dropdown menu is open under the "Company" section, listing three options: "STATE OF NEW YORK NET - US", "STATE OF NEW YORKPURCHASING - US", and "STATE OF NEW YORKTRAVEL - US", which is highlighted in blue. In the bottom right corner of the interface, there is a status indicator that reads "New : 1 Total : 1".

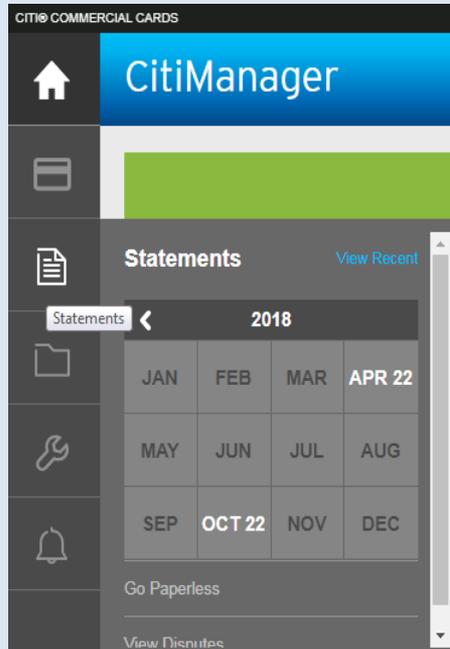
Select correct card

Toward the left hand side of the screen, click the arrow to select the correct card number



Access statements

Move the cursor slightly to the right and a calendar will appear showing months with activity. Select the month by clicking on it.



Detailed list of statement

When the month is selected, a view of statement activity will appear.

The screenshot displays the CitiManager interface for a commercial card. The top navigation bar includes the CitiManager logo, company information (STATE OF NEW YORK TRAVEL - US), and user details (Welcome, JEFFREY). The main content area is titled 'Statements' and features a horizontal menu of statement dates. The selected date is '22 OCT 2018'. Below the menu, a message states: 'Your company is responsible for paying the Balance Due, please ensure you submit your expense report on time to avoid late payment.' The 'OVERVIEW FOR SEP 23 TO OCT 22' section provides a summary of card activity:

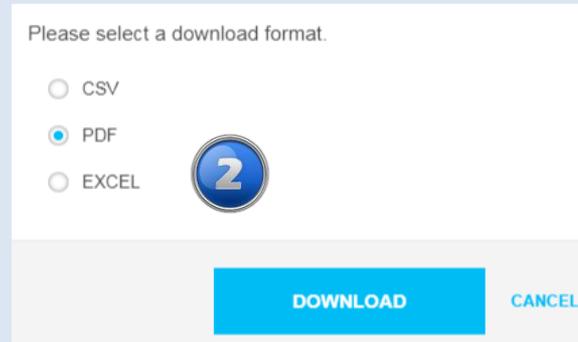
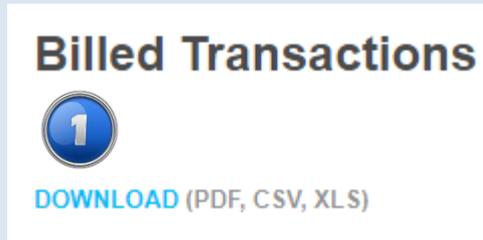
OVERVIEW FOR SEP 23 TO OCT 22		VIEW ADDITIONAL STATEMENT INFORMATION	
CARD NUMBER **** *73 3695	NAME ON CARD ALAN JEFFREY ROSEN	PREVIOUS BALANCE \$ 0.00	BALANCE DUE \$ 0.00
TRANSACTION TOTAL \$ 26.95	PAYMENTS RECEIVED \$ 0.00	AVAILABLE CREDIT \$ 2,500.00	PAYMENT DUE DATE 11/16/2018
STATEMENT DATE 01/22/2019	CREDITS \$ 0.00	NEW CHARGES \$ 0.00	

Below the overview is the 'Billed Transactions' section, which includes a search bar for transaction details and a 'DOWNLOAD (PDF, CSV, XLS)' link. A table of transactions is partially visible at the bottom:

TRANSACTION DATE	POSTING DATE	TRANSACTION DETAILS	EXCHANGE RATE	AMOUNT
10/16/2018	10/16/2018	AGENT FEE 8207747820100		1.00

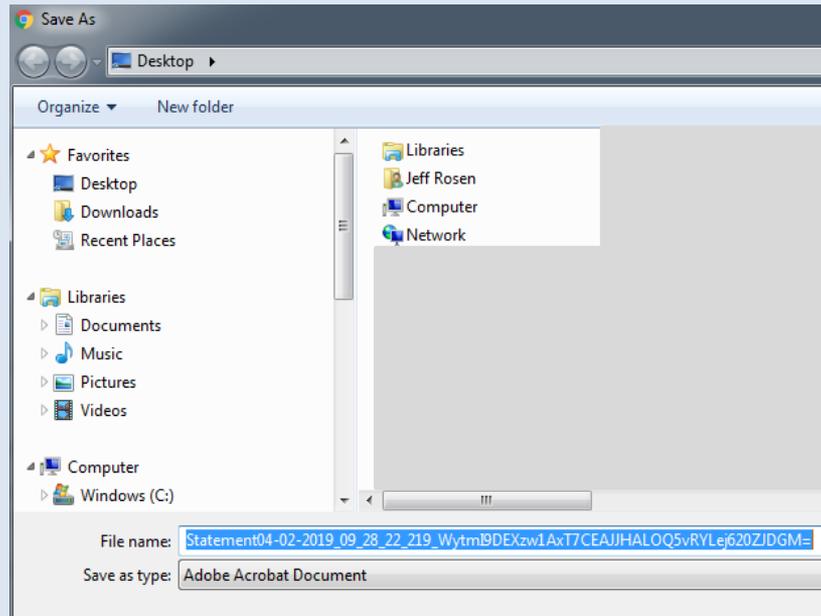
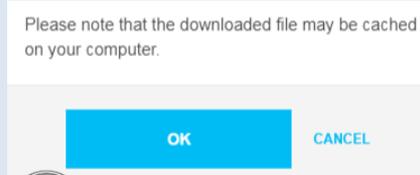
Download statement

Just above the display of detailed transactions, a blue highlighted link will appear. Click on it to download a PDF of the statement.



Download statement (continued)

Click OK. Select the download location, and you will be given the option to change the file name. Then click save, and you can retrieve the statement PDF file from the location where it was saved.



Statement review

Transactions can now be reviewed for validity and accuracy. Errors must be corrected with Citibank, so that they can then be corrected on future statements. Disputes and corrections occur in the Citibank system, before flowing into the SUNY Cardholder system.