



SUNY
DOWNSTATE
Health Sciences University

Procurement, Travel, and NETCard Citibank

Monthly Statement Access

Presented by:
Department of Finance

Main points in this presentation

- ❖ Instruction for set up of Citibank, CitiManager online access
- ❖ Instruction on downloading monthly activity statements



- ❖ Note: NETCard is for Non Employee Travel

Set up CitiManager online access

<https://home.cards.citidirect.com>

Cardholders select the first link on the right hand side: “Self Registration For Cardholders”

The screenshot shows the CitiManager website interface. At the top, there is a navigation bar with the CitiManager logo and a language selector set to English. Below the navigation bar, there are two main sections: "Existing Users" and "New Users".

The "Existing Users" section contains a login form with a text input field containing "Ddesouza", a password input field with masked characters, and a blue "SIGN IN" button. A "CLEAR" link is located to the right of the "SIGN IN" button. Below the form, there are links for "Forgot username?" and "Forgot password?".

The "New Users" section contains three registration options, each with a corresponding text input field: "Self Registration For Cardholders", "Self Registration For Non Cardholders", and "Apply For Card". Below these fields, there is a link for "Need Assistance?".

At the bottom of the page, there is a footer with the Citi logo, a list of links: "Terms & Conditions", "Privacy", "Accessibility", "Institutional Clients Group", and "©2019 Citigroup Inc.", and a small disclaimer: "Citi, Citi and Any Design, CITIMANAGER and CITIDIRECT are trademarks and service marks of Citigroup Inc. or its affiliates and are used and registered throughout the world. The Blue Wave design is a trademark of Citigroup and is used throughout the world. Citigroup Inc. and/or its subsidiaries also claim rights in certain other trademarks and service marks.

Self registration

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

← → ↻ CitiGroup Inc. [US] | https://home.cards.citidirect.com/CommercialCard/ux/index.html#/selfregistration/chregistrationhome

Apps DMC Mail Page Not Available - Capital One | Account - Capital One | Account

CITIBANK COMMERCIAL CARDS

CitiManager

LOGIN /

Self Registration For Cardholders

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

1 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

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Self registration, card number

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

Apps DMC Mail Page Not Available Capital One | Account Capital One | Account

CITI COMMERCIAL CARDS

CitiManager

LOGIN /

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
1111111111111111
Enter the account number from your card with no spaces or dashes.

* ACCOUNT NAME
Diane DeSouza
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

← → ↻ CitiGroup Inc. [US] | https://home.cards.citidirect.com/CommercialCard/ux/index.html#/selfregistration/chfillcarddetails/3

Apps DMC Mail Page Not Available Capital One | Account Capital One | Account

CITI COMMERCIAL CARDS

CitiManager

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

* ACCOUNT NAME

Shirley Ingram

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

UNITED STATES OF AMERICA

* ADDRESS LINE 1

450 Clarkson Avenue

ADDRESS LINE 2

MSC 54

* TOWN / CITY

Brooklyn


* STATE/PROVINCE/REGION

NY

* ZIP/POSTAL CODE [XXXXX-XXXX]

11203 -

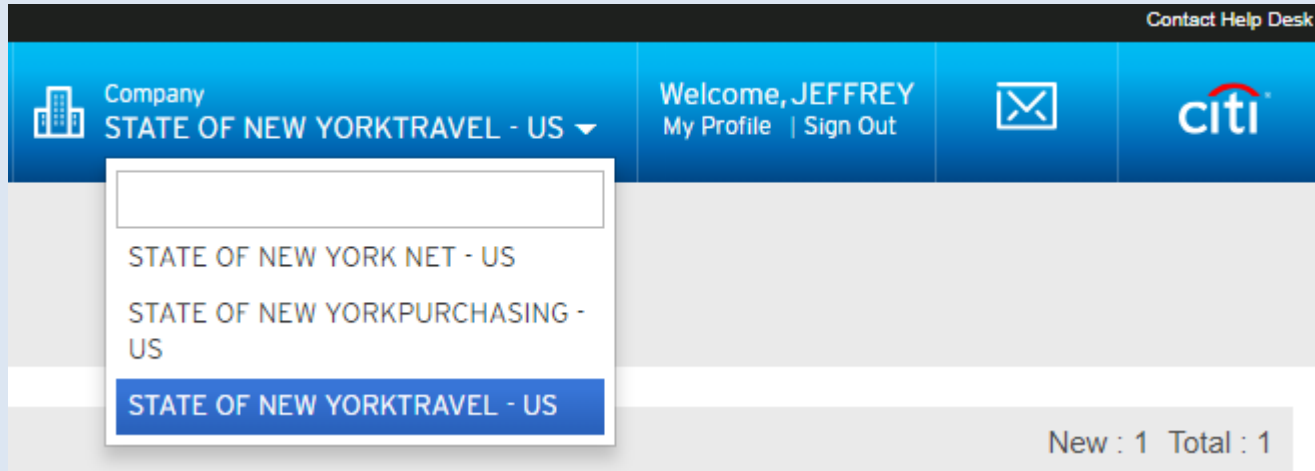
[CONTINUE](#) [BACK](#) [CANCEL](#) [CLEAR](#)

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Retrieving monthly statement

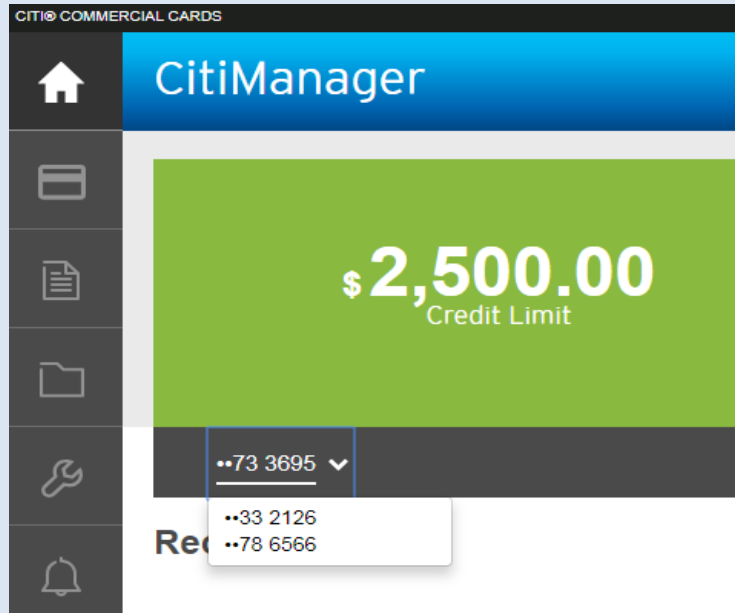
Now that self registration is complete, log into CitiManager, and in the upper right hand corner of the screen, select the appropriate card.



The screenshot displays the CitiManager interface. At the top right, there is a "Contact Help Desk" link. The main header is blue and contains several sections: a "Company" section with a building icon and the text "STATE OF NEW YORKTRAVEL - US" with a dropdown arrow; a "Welcome, JEFFREY" section with "My Profile" and "Sign Out" links; an envelope icon; and the Citi logo. A dropdown menu is open over 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 bar showing "New : 1 Total : 1".

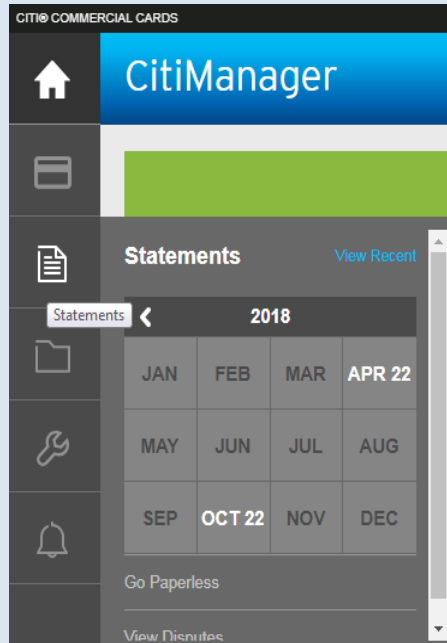
Select correct card

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.

CitiManager | Company: STATE OF NEW YORK TRAVEL - US | Welcome, JEFFREY | My Profile | Sign Out | Contact Help Desk

Statements

STATEMENTS | 73 3695

RECENT | 22 OCT 2018 | 22 APR 2018 | 22 DEC 2017 | 22 MAY 2017 | 22 APR 2017 | 22 DEC 2016 | 22 NOV 2016 | VIEW MORE

Your company is responsible for paying the Balance Due, please ensure you submit your expense report on time to avoid late payment.

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	

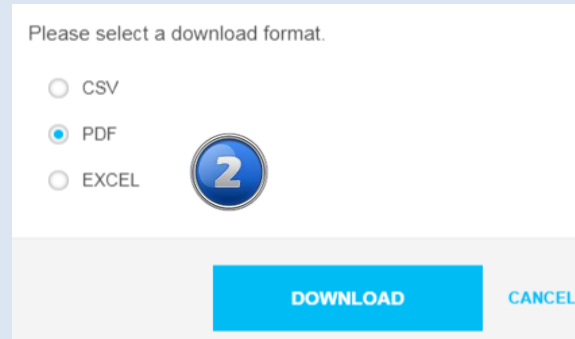
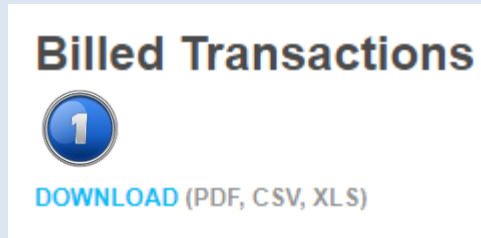
Billed Transactions | | [ADVANCED SEARCH >>](#)

[DOWNLOAD \(PDF, CSV, XLS\)](#)

TRANSACTION DATE	POSTING DATE	TRANSACTION DETAILS	EXCHANGE RATE	AMOUNT
06/06/2018	06/18/2018	AGENT FEE 8207747820100		4.00

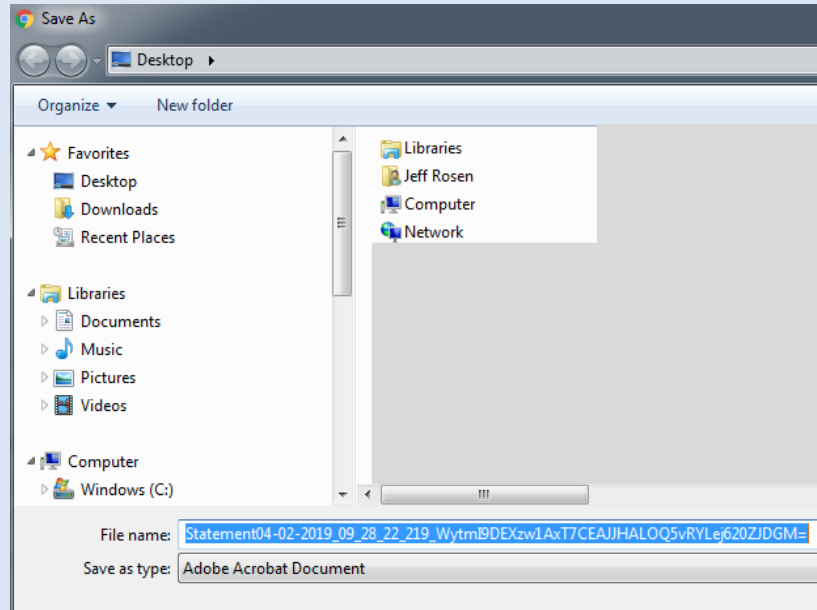
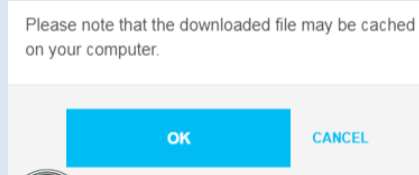
Download statement

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.

Required monthly submission package

On the 10th of the month following statement cycle end date, submission of a complete, approved package is due.

Package contents, check list, in this order:

- Certification Page, signed and dated by both Cardholder and Cardholder's Supervisor
- Citibank Statement
- Purchase requisition, approved and dated prior to the purchase of the item, with all applicable required documents, such as quote, invoice, proof of receipt
- Requisitions with support must be ordered to match the order that the transactions appear on the Citibank Statement

Packages must be scanned and emailed to

PCardMonthlyCertification@downstate.edu with the subject line formatted:

“PCard”, [Cardholder Name], Statement Cycle Dates

Example subject line: PCard, John Smith, 1/7/19-2/6/19

Main take-aways

What is the first step in CitiManager?

- ❖ register as a Cardholder at <https://home.cards.citidirect.com>, select “Self Registration for Cardholders”



Main take-aways

How are statements downloaded?

- ❖ Make sure that the correct card type (Procurement, Travel or Net Card) and that the correct Card Number are selected.
- ❖ Click on the Statement link on the right and then select download.



Contact Information

DIANE DESOUZA
PROCUREMENT CARD / TRAVEL CARD
ADMINISTRATOR
EXT. 2799

OMOLARA JONES
PROCUREMENT CARD / TRAVEL CARD
COORDINATOR
EXT. 3056

Citibank Help Desk: 800-248-4553, option 1
or email: CCJAXL1HelpDesk@citi.com
IT/Hardware Issues: Downstate Help Desk, ext. 4357