



Attachment I

CitiDirect Procedures: Reallocating Transactions



CitiDirect Procedures: ❖ Reallocating Transactions

1. Log-in to CitiDirect.
2. Click Inbox.
3. Click Current Status.
4. Click Card Ends In to view monthly statement.

The screenshot shows the CitiDirect Card Management System interface. At the top left is the Citigroup logo with the text "corporate and investment banking". To the right is the URL "CitiGroup.com". Below the logo is the text "CitiDirect Card Management System" and the user ID "01145-VINTON M GRANT". On the right side, there are links for "What's New", "Help", "Home", and "Logout". A navigation bar contains "Inbox", "Card Management", "Inquiry", and "Assistance". Below this is the heading "Inbox - Current Status - Statement". A table displays the following data:

name	card ends in	type	c-end date	status
VINTON M GRANT	102644	Statement	02/24/2006	Auto Closed
VINTON M GRANT	102644	Statement	03/24/2006	Closed
VINTON M GRANT	102644	Statement	04/26/2006	Closed
VINTON M GRANT	102644	Statement	05/26/2006	New

An arrow points from the text "view monthly statement." in the list to the "New" status of the last row in the table. At the bottom right of the page, it says "Last Updated 06/02/2006" and "Home". At the bottom left is the Citigroup logo and "citimanager.com". At the bottom right are links for "Terms, conditions, caveats, and small print" and "Copyright © 1999 - 2006 Citigroup".



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5. Click + (plus) sign to expand transaction and display details.

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CitiDirect® Card Management System 01145-ALICIA M STEELE What's New Help Home Logout

Inbox - Current Status - Cardholder Memo Statement

Cardholder: AUGUSTA R PALIK Account Number: 00000000094783
 Product Type: PURCHASE - Centrally Billed Statement Period: 04/27/2006 - 05/26/2006
 Default ASC: 000000000000000004010000

Previous Balance	\$ 11,310.71	Total Payments	N/A	Total Amount Due	N/A
Purchases	\$ 1,136.50	Previous Disputes	N/A	Current Disputes	N/A
Other Debits	\$ 0.00	Other Credits	\$ 0.00	Statement Total	\$ 1,136.50
				Tax Total	\$ 0.00

post date	tran date	merchant	amount	status	note	type	rec ind	app ind
05/16/2006	04/21/2006	THE NEIME COMPANY	\$ 136.50		attach			
05/16/2006	04/22/2006	POHNPEI UTILITIES CORP.	\$ 1,000.00		attach			

dispute reject submit Statement print Statement close

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Inbox - Current Status - Cardholder Memo Statement

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				Tax Total	\$ 0.00

post date	tran date	merchant	amount	status	note	type	rec ind	app ind
05/16/2006	04/21/2006	THE NEIME COMPANY	\$ 136.50		attach			

bill acct: 000000000025595
 ref num: 24233426113579571250557
 tran code: 0101
 tax amt: \$ 0.00
 TDI: []

line item	discount	total tax	total vat	total
GENERAL TRANSACTION	\$ 0.00	\$ 0.00	\$ 0.00	\$ 136.50

allocation description	total	allocation
allocation detail description	\$ 136.50	000000000000000004010000

reallocate copy request save

post date	tran date	merchant	amount	status	note	type	rec ind	app ind
05/16/2006	04/22/2006	POHNPEI UTILITIES CORP.	\$ 1,000.00		attach			

dispute reject submit Statement print Statement close

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- 6. Click the radio button in the Allocation Detail field.
- 7. Click Reallocate.

Inbox Inquiry Assistance
Inbox - Current Status - Cardholder Memo Statement

Cardholder: AUGUSTA R PALIK Account Number: xxxxxxxxxxx094783
 Product Type: PURCHASE - Centrally Billed Statement Period: 04/27/2006 - 05/28/2006 Statement Status: New
 Default ASC: 00000000000000004010000

Previous Balance	\$ 11,310.71	Total Payments	N/A	Total Amount Due	N/A
Purchases	\$ 1,136.50	Previous Disputes	N/A	Current Disputes	N/A
Other Debits	\$ 0.00	Other Credits	\$ 0.00	Statement Total	\$ 1,136.50
				Tax Total	\$ 0.00

post date	tran date	merchant	amount	status	note	type	rec ind	app ind
<input type="checkbox"/> 05/16/2006	04/21/2006	THE NEIME COMPANY	\$ 136.50				<input type="checkbox"/>	<input type="checkbox"/>

bill acct	xxxxxxxxxxxx025585	merch addr	KOLONIA, 000000000 FM	orig amt	\$ 136.50
ref num	24233426113579571250557	MCC	5311	settlement	\$ 136.50
tran code	0101	MCC description	DEPARTMENT STORES	conv rate	0
tax amt	\$ 0.00	supplied by	N/A	conv date	N/A
TDI		TDD			

line item	discount	total tax	total vat	total
GENERAL TRANSACTION	\$ 0.00	\$ 0.00	\$ 0.00	\$ 136.50

allocation description	total	allocation
allocation detail description	\$ 136.50	00000000000000004010000

<input type="checkbox"/> 05/16/2006	04/22/2006	POHNPEI UTILITIES CORP.	\$ 1,000.00				<input type="checkbox"/>	<input type="checkbox"/>
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8. Enter the number of transaction splits.

NOTE: Enter the number of obligation numbers (“splits”) that are associated with the transaction. Most transactions will have one (1) obligation number and therefore do not require a split of the transaction.

9. Click OK.

The screenshot shows the CitiDirect website interface. The main page is titled "Inbox - Current Status - Cardholder Memo Statement" and displays account information for AUGUSTA R PALIK. A "Reallocate" dialog box is open, showing a transaction item with an amount of \$136.50. The dialog prompts the user to "Enter the number of splits : [input field]" and states "should be between (1-100)". The dialog has "OK" and "cancel" buttons. The background page shows a table of transactions with columns for "post date", "tran date", and "merchant".

post date	tran date	merchant	amount	rec ind	app ind
05/16/2006	04/21/2006	THE NEIME C	\$ 136.50		
bill acct xxxxxxxxxxxx025585			\$ 136.50		
ref num 24233426113579571250557			\$ 136.50		
tran code 0101			0		
tax amt \$ 0.00			N/A		
TDI					
GENERAL TRANSACTION					
allocation description					
allocation detail description					
			\$ 136.50		
POHNPEI UTILITIES CORP.			\$ 1,000.00		



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10. Click C to create an Accounting String Code (ASC) and proceed to step #11.

OR

Skip to step #16 Select ASC from the drop-down list.

The screenshot shows a web browser window titled "https://www.cards.citidirect.com - Reallocate - Microsoft Internet Explorer provided by Peace Corps". The page content includes:

- Reallocate** header
- TRANSACTION ITEM
- AMOUNT \$ 136.50
- Radio buttons for "By ASC" (selected) and "By ASC Description"
- Section "accounting string code" with a sub-section "allocation detail description" containing the instruction "Click on the 'C' to create a custom ASC".
- A table with columns "dollars" and "percent". The first row shows "\$ 136.50" and "100.00 %".
- Buttons: "Submit Reallocation", "cancel", "dispute", "reject", "submit Statement", "print Statement", "close".
- Totals: \$ 136.50, 100.00 %
- Footer: "Last Updated 06/02/2006", "Home", "Terms, conditions, caveats, and small print", "Copyright© 1999 - 2006 Citigroup".

A black arrow points from the text "Click on the 'C'" in the screenshot to the instruction "Click on the 'C' to create a custom ASC" in the text above.



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- 11. Enter Obligation Number from Odyssey or FORPost.
- 12. Enter Line Number.
- 13. Enter Shipment Number.
- NOTE: Always enter 01.
- 14. Enter Description.
- 15. Click Create Custom ASC.



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16. Select ASC from the drop-down list.

https://www.cards.citidirect.com - Reallocate - Microsoft Internet Explorer provided by Peace Corps

Reallocate

TRANSACTION ITEM AMOUNT \$ 136.50

By ASC By ASC Description

accounting string code
allocation detail description dollars percent

Click on the 'C' to create a custom ASC

CHOOSE FROM LIST BELOW

accounting string code	allocation detail description	dollars	percent
00000000000000000000004010000		\$ 136.50	100.00 %
*****P.C.-401-0014630201			
*****P.C.-401-0014632301			
*****P.C.-401-0015670301			
*****P.C.-401-0016120101			
*****P.C.-401-0016641101			
*****P.C.-401-0016641601			
*****P.C.-401-0016641701			
*****P.C.-401-0016642001			
*****P.C.-401-0016642101			
*****P.C.-401-0016642201			
*****P.C.-401-0016642501			
*****P.C.-401-0016643001			
*****P.C.-401-0016740701			
*****P.C.-401-0016741001			
*****P.C.-401-0016741301			
*****P.C.-401-0017060101			
*****P.C.-401-0017060201			
*****P.C.-401-0017060301			
*****P.C.-401-0017060401			
*****P.C.-401-0017060701			
*****P.C.-401-0017060801			
*****P.C.-401-0017060901			
*****P.C.-401-0017061001			
*****P.C.-401-0017062701			
*****P.C.-401-0017062901			
*****P.C.-401-0017063001			
*****P.C.-401-0017063401			

Totals \$ 136.50 100.00 %

cancel

dispute reject submit Statement print Statement close

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17. Click Submit Reallocation.

https://www.cards.citidirect.com - Reallocate - Microsoft Internet Explorer provided by Peace Corps

Reallocate

TRANSACTION ITEM
AMOUNT \$ 136.50

By ASC By ASC Description

accounting string code
allocation detail description dollars percent
Click on the 'C' to create a custom ASC

accounting string code	allocation detail description	dollars	percent
PC-401-0017063401		\$ 136.50	100.00 %

Submit Reallocation cancel

Totals \$ 136.50 100.00 %

Done

05/18/2006 04/22/2006 PORNPEUTILITIES CORP. \$ 1,000.00 attach

dispute reject submit Statement print Statement close

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18. A red check mark indicates the transaction has been reallocated.

19. Click Submit Statement after all transactions have been reallocated.

The screenshot shows the CitiDirect Card Management System interface for user 01145-ALICIA M STEELE. It displays a 'Cardholder Memo Statement' for DANIA M SAN MIGUEL, Account Number 000000000006278, with a Statement Period of 04/27/2006 - 05/26/2006. The statement status is 'Pending Approval'. A summary table shows a Total Amount Due of \$446.76. Below this is a table of transactions with columns for post date, tran date, merchant, amount, status, note, type, rec ind, and app ind. The first transaction from HESPERIAN FOUNDATION has a red checkmark in the 'rec ind' column. At the bottom, there are buttons for 'dispute', 'reject', 'submit Statement', 'print Statement', and 'close'. Arrows from the text on the left point to the red checkmark and the 'submit Statement' button.

post date	tran date	merchant	amount	status	note	type	rec ind	app ind
05/01/2006	04/28/2006	HESPERIAN FOUNDATION	\$ 81.19		attach		✓	<input type="checkbox"/>
05/02/2006	04/28/2006	WWW.INGENTA.COM	\$ 7.65		attach		✓	<input type="checkbox"/>
05/01/2006	04/29/2006	AMZ SUPERSTORE	\$ 82.85		attach		✓	<input type="checkbox"/>
05/04/2006	05/03/2006	AMZ SUPERSTORE	\$ 132.03		attach		✓	<input type="checkbox"/>
05/08/2006	05/05/2006	AMZ SUPERSTORE	\$ 143.04		attach		✓	<input type="checkbox"/>



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20. Click Proceed with Submission.

Submit Statement

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

Comments

Proceed with Submission Cancel Submission

post_date	tran_date	merchant	amount	status	note	type	rec ind	app ind
05/01/2006	04/28/2006	HESPERIAN FOUNDATION	\$ 81.19		attach		✓	<input type="checkbox"/>
05/02/2006	04/28/2006	WWW.INGENTA.COM	\$ 7.85		attach		✓	<input type="checkbox"/>
05/01/2006	04/29/2006	AMZ SUPERSTORE	\$ 82.85		attach		✓	<input type="checkbox"/>
05/04/2006	05/03/2006	AMZ SUPERSTORE	\$ 132.03		attach		✓	<input type="checkbox"/>
05/08/2006	05/05/2006	AMZ SUPERSTORE	\$ 143.04		attach		✓	<input type="checkbox"/>

dispute reject submit Statement print Statement close

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CitiDirect Procedures: ❖ Reallocating Transactions

21. The system displays a “Statement has been submitted” message.

The screenshot shows the CitiDirect Card Management System interface. At the top, the Citigroup logo and 'corporate and investment banking' are visible. The user is identified as '01145-ALICIA M STEELE'. The page title is 'CitiDirect Card Management System'. Below the title, there are navigation links: 'Inbox', 'Inquiry', and 'Assistance'. The main content area displays the following information:

CARDHOLDER	DANIA M SAN MIGUEL	PRODUCT TYPE	PURCHASE - Centrally Billed
ACCOUNT NUMBER	xxxxxxxx006278	STATEMENT STATUS	Closed
STATEMENT PERIOD	04/27/2006 - 05/26/2006		

Below the table, a message states: **Statement has been submitted.** A 'close' button is located below the message. At the bottom of the page, there is a 'read notes' button and a 'close' button. The footer includes the Citigroup logo, 'citimanager.com', and the text 'Last Updated 05/29/2006' and 'Home'. There are also links for 'Terms, conditions, caveats, and small print' and 'Copyright© 1999 - 2006 Citigroup'.