<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Picture Diagram</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>From the CitiManager site navigation bar: Position your mouse over the <strong>Web Tools</strong> [wrench icon] and click the <strong>Transaction Management</strong> link. The link to Transaction Management displays</td>
<td></td>
</tr>
</tbody>
</table>

![Picture Diagram](image-url)
2. At the bottom of the screen, you can view a list of statements within your span of control including: **cycle end date, status, statement approver, and transactions count.**

   Click the arrow (>) link to view the statement detail information.

   *The Statement Detail screen displays*

3. Select the statements icon from the Transaction Management navigation bar 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.

   *The Statement Details screen displays*

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

   Individual transactions display below **Recent Activities.**
<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>4</td>
<td>Click the ellipsis [...] that displays on the right-side of the row to display the transaction information.</td>
</tr>
</tbody>
</table>
| 5 | Click the Reallocate button.  
*The Reallocate window displays* |
Select the radio button for the transaction you want to reallocate

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.

Click the Continue button.

*The Search by G/L screen displays*
There are two ways to input General Ledger (G/L) account information:

a. Search by G/L or
b. Create Custom G/L

For step-by-step guidance on the Department’s G/L process, please refer to the DOC OFMS CBS Reconciliation Guide

From the Choose From List Below drop-down, select the appropriate G/L for each line of allocation.
10 Click the Continue button.

The Reallocate screen displays

11 Review the details of the reallocation to verify they are correct.

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% for reallocation to save.
Click the Reallocate button. The transaction has been successfully reallocated.