CitiManager

CCMS User Entitlements

as of 01/11/12

Entitlement Model	Job Function	Navigation Menus	Submenu
*Program Administrator	A Program Administrator has update access to Card Management functions, update Hierarchy, ASC/Template Maintenance, request/view Reports and view access in Inquiry. A PA also has Statement approval rights.	Inbox	Current Status-Final Approver
			Report Log
			Exception Close
			Termination Close
			Statement Approval
		Card Management	New/Modify/View Account
			Maintenance Log
			Account Templates
		Financial Management	ASC/Template Maintenance
		Hierarchy	View/Edit/Create
		Reporting	Reports
		Inquiry	Statement/Transaction/Dispute Log
		Assistance	Guides/Tutorial/Password/Change Email Address
PA READ ONLY	A Program Administrator with no update capability, but view capability in Card Management and Hierarchy. No statement approval rights.	Inbox	Current Status-Read Only
			Report Log
			Exception Close
			Termination Close
		Card Management	View Account
			Maintenance Log
		Financial Management	ASC/Template Maintenance
		Hierarchy	View Unit/View Accounts
		Reporting	Reports
		Inquiry	Statement/Transaction/Dispute Log
		Assistance	Guides/Tutorial/Password/Change Email Address
PA ADHOC	A PA with access to the Citibank Custom Reporting System.	Inbox	Current Status-Final Approver
			Report Log
			Exception Close
			Termination Close
			Statement Approval
		Card Management	New/Modify/View Account
			Maintenance Log
			Account Templates
		Financial Management	ASC/Template Maintenance
		Hierarchy	View/Edit/Create
		Reporting	Reports
			Citibank Custom Reporting System (CCRS Ad Hoc Only)
		Inquiry	Statement/Transaction/Dispute Log
		Assistance	Guides/Tutorial/Password/Change Email Address

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PA ADHOC READ ONLY	A PA READ ONLY with access to the Citibank Custom Reporting System. No statement approval rights.	Inbox	Current Status-Read Only
			Report Log
			Exception Log
			Termination Log
		Card Management	View Account
			Maintenance Log
		Financial Management	ASC/Template Maintenance
		Hierarchy	View Unit/View Accounts
		Reporting	Reports
			Citibank Custom Reporting System (CCRS Ad Hoc Only)
		Inquiry	Statement/Transaction/Dispute Log
		Assistance	Guides/Tutorial/Password/Change Email address
ESTATEMENT APPROVER	First level of statement approval when multiple approvals are desired. User has acess to past Statements and transactions for cardholder he/she manages, but does not have access to Card Management functions, Reports, or	Inbox	Current Status-Approver
			Statement Approval
		Inquiry	Statement/Transaction/Dispute Log
		Assistance	Guides/Tutorial/Password/Change Email Address
ESTATEMENT FINAL APPROVER	A user who makes the final approval of statements, can create custom ASCs, and has access to past Statements and transactions for those cardholders he/she manages, but does not have access to Card Management functions, Reports, or Hierarchy.	Inbox	Current Status-Final Approver
			Exception Close
			Termination Close
			Statement Approval
		Inquiry	Statement/Transaction/Dispute Log
		Assistance	Guides/Tutorial/Password/Change Email Address
CARDHOLDER	A cardholder can submit, review, reconcile his or her past statement, inquire on past statements or transactions, as well as their own account information.	Inbox	Current Status
		Card Management	View Account
		Inquiry	Statement/Transaction/Dispute Log
		Assistance	Guides/Tutorial/Password/Change Email Address
Finance Official	A Finance Official has update access to ASC Sub-field Definition and Maintenance, ASC/Template Maintenance,Reports, and the Citibank Custom Reporting System link. Also has read-only access to Hierarchy.	Inbox	Current Status-No Approval (nothing ever there)
			Report Log
			Exception Close
			Termination close
		Financial Management	Subfield Definitions
			ASC/Template Maintenance
		Hierarchy	View Unit/View Accounts
		Reporting	Reports

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Entitlement Model	Job Function	Navigation Menus	Submenu
			Citibank Custom Reporting System (CCRS Standard Reports and CCRS Ad Hoc, if the user has been set up for Ad Hoc access by their Client Account Manager)
		Inquiry	Statement/Transaction/Dispute Log
		Assistance	Guides/Tutorial/Password/Change Email Address
Finance Manager	A Finance Manager has limited Card Management access to permit the creation and assignment of default ASCs and ASC templates. All other access to Card Management and Hierarchy is Read Only. They have access to Reports, and the Citibank Custom Reporting System link.	Inbox	Current Status-No Approval (nothing ever there)
			Report Log
		Card Management	Modify/View Account (create/assign default ASC and ASC templates ONLY)
			Maintenance Log
		Financial Management	ASC/Template Maintenance
		Hierarchy	View (Read Only)
		Reporting	Reports
			Citibank Custom Reporting System (CCRS Standard Reports and CCRS Ad Hoc, if the user has been set up for Ad Hoc access by their Client Account Manager)
		Inquiry	Statement/Transaction/Dispute Log
		Assistance	Guides/Tutorial/Password/Change Email Address
Finance Official Restricted	A Finance Official who has limited read only access to Card Management and Hierarchy. The limited access means that this user will not see any restricted data such as account number, SSN, and verification information .	Inbox	Current Status
		Inquiry	Statement (Search for statement, Display statement, Print statement, View statement notes, View merchant detail, View transaction detail, View transaction notes)
			Transaction (Search for transaction, View merchant detail, View transaction detail)
			Dispute Log (Search for disputes)
		Assistance	Guides/Tutorial/Password/Change Email Address