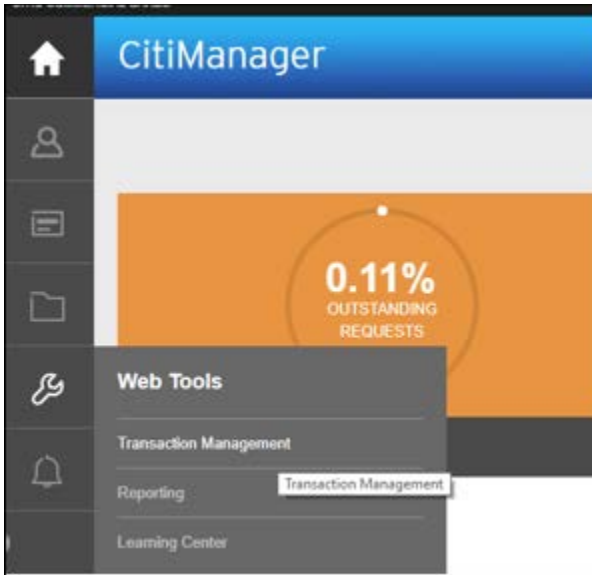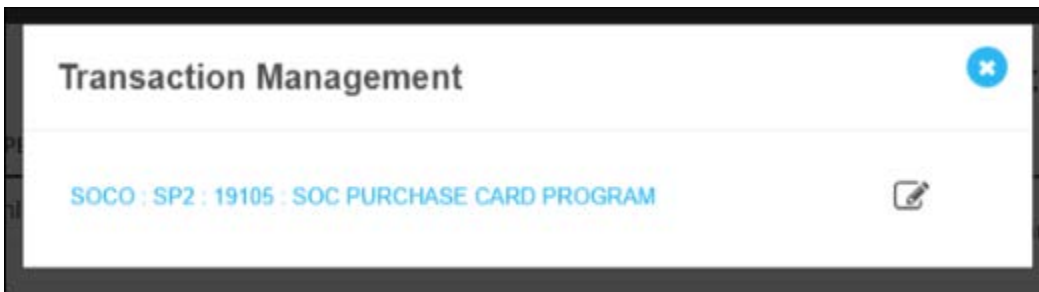How to assign a default ASC:

1. Log into CitiManager, go to Web Tools > Transaction Management:

2. A screen will pop-up giving you a blue link to click on:

3. This will take you into CCMS. Once there, go to Card Management > Account Management > Modify Account:

4. Search for your cardholder and click on their name. Once in their account, you are first going to want to assign the ASC Template. Go to the ASC Template Assignment box and click the Reassign button:

5. A box will pop-up and you will see Choose Unassigned ASC Template. The drop-down menu is already populated with CORE, so you just need to click the Assign button:

ASC Template Assignment

CARDHOLDER	SUSAN CHU
ACCOUNT NUMBER	xxxxxxxxxx715134

Choose Unassigned ASC Template

Choose from the list of available ASC Templates that are not currently assigned to this cardholder. Click here for an explanation of the ASC Template status indicator, which appears in the first column.

Display list by: Description ▼

u CORE ▼

assign

7. A new screen will pop-up allowing you to choose an existing ASC or create a new ASC. If you choose an ASC that has already been created under Choose Unassigned ASC, simply click on Assign as Default:

Choose Unassigned ASC

Choose from the list of available ASCs that are not currently assigned to this cardholder. Click here for an explanation of the ASC status indicator, which appears in the first column.

ASC Search:

[   ] search   reset

Display list by: FUND - REQUIRED ▼

u 1000- -MDAA-MDAA- -MGFCC4010-4100- - - - - - - - - - - - - -578-N/A - -   - - ▼

assign as alternate   assign as default

If you Create ASC, you will fill out all of the required information, give the ASC a unique description and click Create and Assign ASC as Default:

Create ASC

If the ASC you wish to assign does not exist, you may create it now.
Create and Assign ASC as Alternate button and Create and Assign ASC as Default button both create the ASC and assign it to the current cardholder.

Click here to view the sub-field definition for "CORE".

FUND - REQUIRED		SUB FUND
1000- ▼		

DEPARTMENT - REQUIRED	UNIT - REQUIRED	SUB UNIT	APPR UNIT - REQUIRED	OBJECT - REQUIRED	SUB OBJECT	DEPARTMENT OBJECT	LOCATION	SUB LOCATION	ACTIVITY
MDAA- ▼	MDAA		MGFCC4010	4100					

SUB ACTIVITY	FUNCTION	SUB FUNCTION	TASK	SUB TASK	TASK ORDER	PROGRAM	PHASE	PROGRAM PERIOD

COMMODITY - REQUIRED
578-MISCELLANEOUS PRODUCTS (NOT OTHERWISE CLASSIFIED) ▼

AWARD CODE - REQUIRED	AWARD DEPT	AWARD ID	AWARD LINE #	INVOICE #
N/A -NOT APPLICABLE ▼				

Description: MDAAPCAR
Choose business unit to create ASC for: 20020 MDA P STATE AUDITOR ▼

clear all fields   create and assign ASC as alternate   create and assign ASC as default

8. You will be taken back to the main Modify Account screen. Click Submit at the bottom of the page.