PRINTING EXPENSE REPORT (APPROVER)

REPORTS-> SCHEDULE REPORT
SELECT EXPENSE REPORT

PROGRESS - STEP 1

Select Report
No report selected

SCHEDULE REPORT: CHOOSE REPORT

Select a report from the list provided. To quickly locate the report you are looking for, try using the Group By and Show options above.

- Account Statement
  Account Management R... System (Adobe PDF)
  More Detail

- Active Cardholders...
  738 UNIVERSITY OF TX...
  N/A (Microsoft Excel)

- Allocation Detail Flat ...
  738 UNIVERSITY OF TX...
  N/A (Microsoft Excel)

- Copy of Cost Allocatio...
  N/A (Microsoft Excel)

- Daily Transaction Su...
  Transaction Reports System (Adobe PDF)
  More Detail

- Expense Report
  Transaction Reports System (Adobe PDF)
  More Detail

- Line Item Detail
  Transaction Reports System (Adobe PDF)
  More Detail

- SAL_UTD Transaction...
  738 UNIVERSITY OF TX...
  More Detail

- Spend Analysis by M...
  Merchant Reports System (Adobe PDF)
  More Detail

- UTD Transaction Report
  738 UNIVERSITY OF TX...
  More Detail
YOU WILL HAVE 2 OPTIONS.

- TO PRINT EACH REPORT INDIVIDUALLY. SEARCH THE PERSON BY NAME IF YOU WANT JUST ONE REPORT.
SCHEDULE REPORT: ENTITY

Use the search form below to locate the entity you wish to report against. Or, select from the Quick Links provided.

Quick Links (2):
- ACCOUNT TOTALS
- Account Balance
- Account Group

Account

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Account Number</th>
<th>Account Status</th>
<th>Account State/Province</th>
<th>Account Country</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>All</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

REPORTS TO

<table>
<thead>
<tr>
<th>Name</th>
<th>Account Number</th>
<th>City, State/Province</th>
<th>Company Name Reports To</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>211</td>
<td>XX-XX02SS2</td>
<td>738 UNIVERSITY OF TX DALLAS</td>
<td>Active</td>
</tr>
</tbody>
</table>
SELECT NONE AND HIT NEXT
HIT NEXT

PROGRESS - STEP 4 OF 6

Select Report: Expense Report
Select Entity: Inner
Select Scheme: None
Select Filters: No filters applied
Report Options: Customize your report
Run:

SCHEDULE REPORT: FILTERS
Select the field, type, and value. Click the Add button to add the filter.

Field: 
Type: 
Add

Field | Type | Value
-----|------|------

To add a filter, enter the filter criteria above and click the Add button.

Back | Next | Cancel
IF YOU HAVE ANY SPLITS, CHECK THE BOX THEN HIT NEXT
SELECT REPORTING CYCLE AND THE CORRECT MONTH. HIT SAVE

SCHEDULE REPORT: FREQUENCY

Choose the frequency and date range to use to schedule this report, then click Save to continue.

- **Run Once**
  - From Date: 02/08/2016
  - To Date: 03/08/2016
  - Schedule Offset: 0 (in days)

- **Daily**
  - Start Date: 03/09/2016
  - Days to Run: 1
  - Schedule Offset: 0 (in days)

- **Weekly**
  - From Day: Sunday
  - To Day: Sunday
  - Weeks to Run: 1
  - Schedule Offset: 0 (in days)

- **Monthly**
  - From Day: 1
  - To Day: End of Month
  - Months to Run: 1
  - Schedule Offset: 0 (in days)

**Reporting Cycle**
- Date Type: Posting Date
- Reporting Cycle: March 2016 (02/04/2016 - 03/03/2016)
- Number of Cycles to Run: 1
  - Schedule Offset: 0 (in days)

Buttons: Back, Save, Cancel
THE SCREEN WILL RETURN TO “CHOOSE REPORT”, YOU ARE DONE.

YOU WILL GET AN EMAIL FROM CITIBANK THAT SAYS YOUR REPORT IS READY.

From: Online Reporting [mailto:sdg2@mastercard.com]
Sent: Wednesday, February 10, 2016 7:43 AM
To: [redacted]@utdallas.edu
Subject: Expense Report is complete.

Notice from your online reporting solution.

The report that you scheduled is ready for viewing. Click Here to login.
GO BACK INTO CITIBANK

GO TO REPORTS -> COMPLETED REPORTS-> CLICK ON THE REPORT YOU ARE WANTING.
HIT DOWNLOAD (IT WILL DOWNLOAD IN PDF)

Report Summary
Failed Reports 0
Scheduled Reports 0

REPORT REQUESTS: COMPLETED REPORTS

<table>
<thead>
<tr>
<th>Name</th>
<th>Expense Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed</td>
<td>02/14/2016 11:07:08 CST</td>
</tr>
<tr>
<td>Scheduled</td>
<td>02/14/2016 11:06:38 CST</td>
</tr>
<tr>
<td>File Size</td>
<td>167.9 KB</td>
</tr>
<tr>
<td>Status</td>
<td>Complete</td>
</tr>
<tr>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>Created By</td>
<td>System</td>
</tr>
</tbody>
</table>

Download  Delete

NOW YOU CAN PRINT IT.
TO PRINT ALL REPORTS. SELECT IN QUICK LINKS THE ACCOUNT GROUP.
SELECT NONE THEN HIT NEXT
PROGRESS - STEP 4 OF 6

<table>
<thead>
<tr>
<th>Select Report</th>
<th>Select Entity</th>
<th>Select Scheme</th>
<th>Select Filters</th>
<th>Report Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense Report</td>
<td>testid</td>
<td>None</td>
<td>No filters applied</td>
<td>Customize your report</td>
</tr>
</tbody>
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SCHEDULE REPORT: FILTERS
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Add

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Back  Next  Cancel
HIT SAVE
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