

PRINTING EXPENSE REPORT (APPROVER)

Step 1: REPORTS -> RUN -> "1. REPORTING ENTITY" -> search by Account Name -> select Cardholder Name in Search Results

Home
Financial
Account Manager
Accounts
User
Reports

Run

1. Reporting Entity: test test AR ^

ACCOUNT
RECENTLY VIEWED ENTITIES

Account Name Cardholder Name

Account Number

Match Entire Account No

Account Status

- All
- Account Closed
- Active
- Inactive
- Issuer Initiated
- Lost/Stolen

Reports To

Search Results:

Name ^	Account Number	City, State/Province Country	Company Name	Status	Issuer Name	ICA
HELEN VAN DER WOUDE	*****	RICHARDSON	738 UNIVERSITY OF TX DALLAS	INACTIVE	CITIBANK CORPORATE CARD	2764

2. Report Name: Select report below ^

Step 2: Select "2. REPORT NAME" -> TRANSACTION REPORTS -> select EXPENSE REPORT

CitiDirect® Global Card Management System



Home My Profile Account Activity **Reports**

Run

1. Reporting Entity: [REDACTED]

2. Report Name: Select report below

Search

My Exports



Account Management Reports



Transaction Reports



☆ Expense Report



☆ Expense Report (v2)



The following options will appear:



Run

1. Reporting Entity: [Redacted] ▼

2. Report Name: Expense Report ▼

3. Cost Allocation Scheme: Select scheme below ▼

4. Filters: Select filters below ▼

5. Criteria: Select criteria below ▼

6. Frequency: Once ▼

7. Delivery Options and Notifications: System Inbox & [Redacted] ▼

Submit Request Cancel

Step 3: "SELECT 3. COST ALLOCATION SCHEME" -> SELECT "NONE"

Home My Profile Account Activity **Reports**

Run

1. Reporting Entity: [Redacted] ▼

2. Report Name: Expense Report ▼

3. Cost Allocation Scheme: Select scheme below ▲

- One Card (*Cost Center, Acct#*)
- One Card* (*Cost Center, Acct#*)
- None (*Include all transactions. Accounting code fields are not available.*)

4. Filters: Select filters below ▼

5. Criteria: Select criteria below ▼

6. Frequency: Once ▼

7. Delivery Options and Notifications: System Inbox & [Redacted] ▼

Submit Request Cancel

Step 4: (OPTIONAL) If you have any splits, select "5. CRITERIA" -> check the "Include Split Transactions" box:

Home My Profile Account Activity **Reports**

Run

1. Reporting Entity: [Redacted] ▼

2. Report Name: Expense Report ▼

3. Cost Allocation Scheme: Select scheme below ▼

4. Filters: Select filters below ▼

5. Criteria: Select criteria below ▲

Date Type: Posting ▼

Account Status: 8 Selected ▼

Report Notes: [Empty text box] 0/1024

Report Type: Adobe PDF ▼

Number Format: XX,XXX.XX ▼

Date Format: MM/DD/YYYY ▼

Include Split Transactions

6. Frequency: Once ▼

7. Delivery Options and Notifications: System Inbox & [Redacted] ▼

Submit Request Cancel

Step 5: SELECT "6. FREQUENCY" -> select REPORTING CYCLE and the correct Cycle -> HIT "SUBMIT REQUEST"

Home My Profile Account Activity **Reports**

Run

1. Reporting Entity: [Redacted] ▾

2. Report Name: Expense Report ▾

3. Cost Allocation Scheme: Select scheme below ▾

4. Filters: Select filters below ▾

5. Criteria: Select criteria below ▾

6. Frequency: Reporting Cycle ▴

Once Reporting Cycle: October 2017 (09/02/2017 - 10/03/2017) ▾ Date Type: POSTING

Daily

Weekly Schedule Offset (in days): 0 ▾ Number of cycles to run: 1 ▾

Monthly

Reporting Cycle

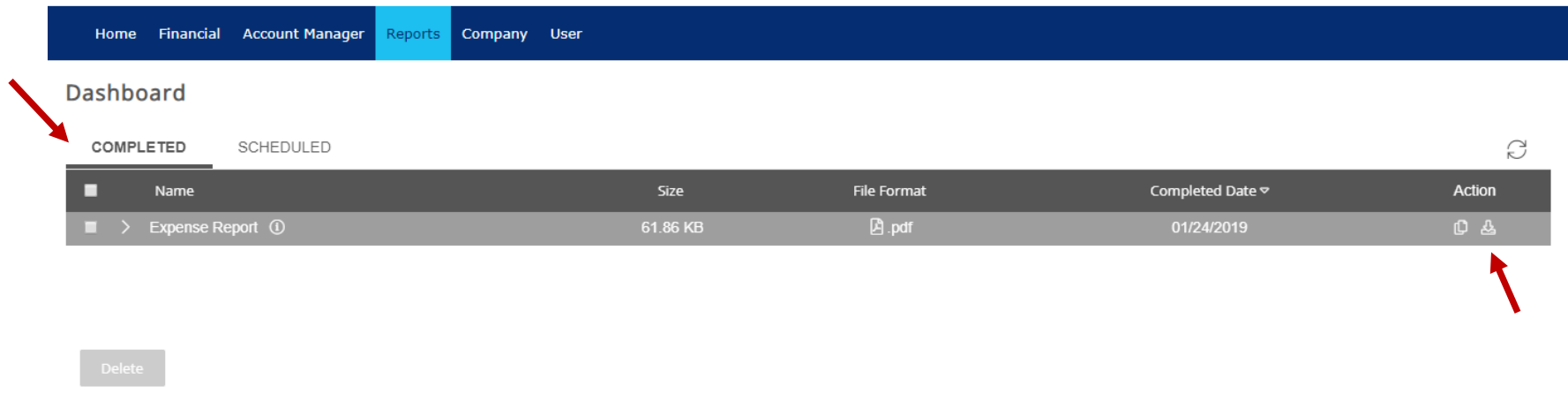
7. Delivery Options and Notifications: System Inbox & [Redacted] ▾

Submit Request Cancel


The following page will appear - Notification that your report was “scheduled successfully” at the bottom:

The screenshot shows a user interface with a dark blue navigation bar at the top containing the following items: Home, My Profile, Account Activity, and Reports. Below the navigation bar is a section titled "Dashboard". Under "Dashboard", there are two tabs: "COMPLETED" and "SCHEDULED". The "COMPLETED" tab is currently selected, indicated by a thick black underline. To the right of the tabs is a refresh icon. Below the tabs, the text reads "You currently have no completed reports." At the bottom of the page, there is a green notification banner with the text "Expense Report scheduled successfully." and a close button (an 'x' icon) on the right. A red arrow points to the top-left corner of this notification banner. To the left of the notification banner is a grey button labeled "Delete".

Step 6: You will get an email from Citibank stating “Expense Report is completed.” Login to GCMS, select “REPORTS” -> then “DASHBOARD” -> select your Expense Report -> click “DOWNLOAD.”  Now you can print!



The screenshot shows the GCMS Reports Dashboard. At the top, there is a navigation bar with links for Home, Financial, Account Manager, Reports (highlighted), Company, and User. Below the navigation bar, the page title is "Dashboard". There are two tabs: "COMPLETED" (selected) and "SCHEDULED". A table lists the reports, with one entry: "Expense Report" (61.86 KB, .pdf, 01/24/2019). The "Action" column for this entry contains a download icon. A "Delete" button is located below the table. A red arrow points to the "COMPLETED" tab, and another red arrow points to the download icon.

Name	Size	File Format	Completed Date	Action
> Expense Report ⓘ	61.86 KB	.pdf	01/24/2019	

Delete