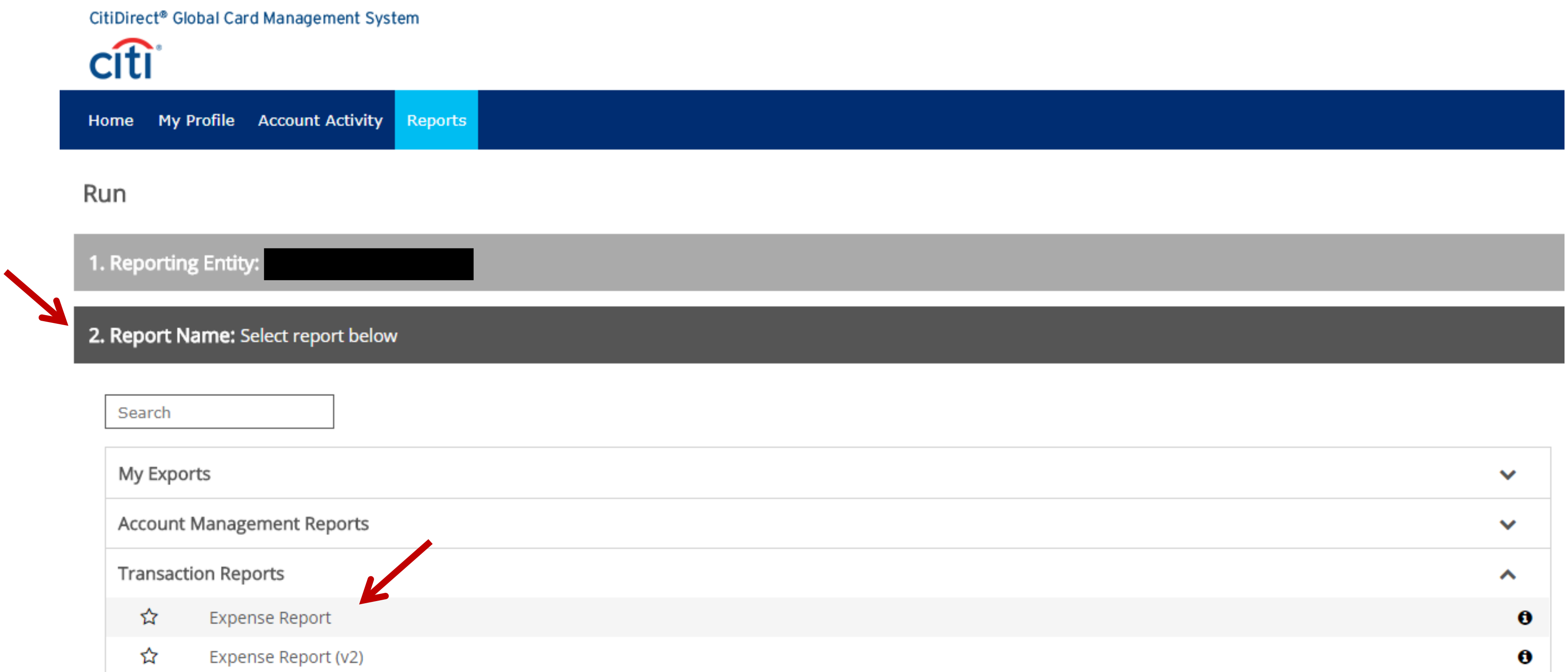
Revised: Jan 2019

PRINTING EXPENSE REPORT (CARDHOLDER)

Step 1: REPORTS -> RUN -> “2. REPORT NAME” -> TRANSACTION REPORTS -> select EXPENSE REPORT



The following options will appear:

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:** Once

7. **Delivery Options and Notifications:** System Inbox & [redacted]

Submit Request | Cancel

Step 2: "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

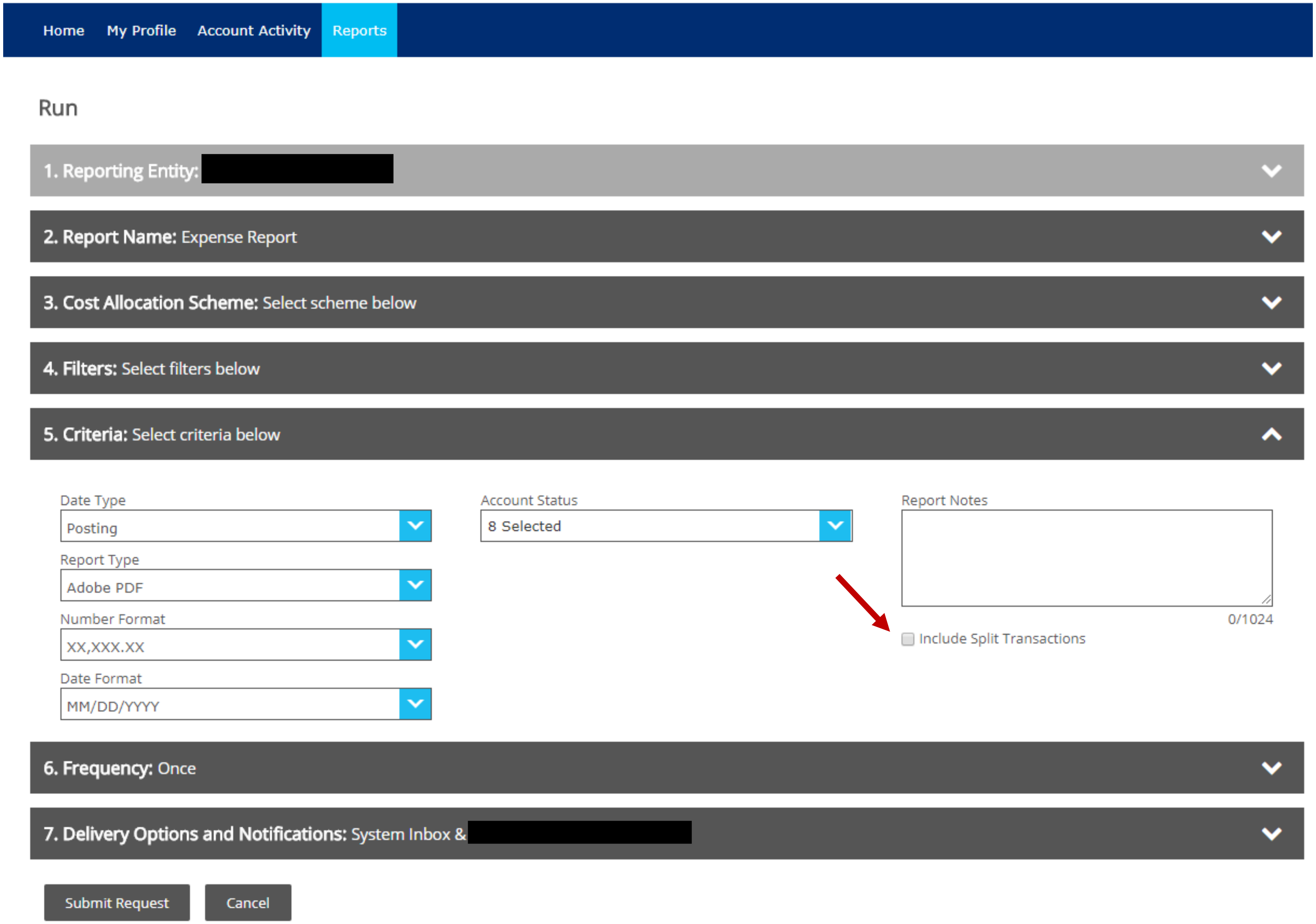
5. Criteria: Select criteria below

6. Frequency: Once

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

Submit Request Cancel

Step 3: (OPTIONAL) If you have any splits, select “5. CRITERIA” -> check the “Include Split Transactions” box:



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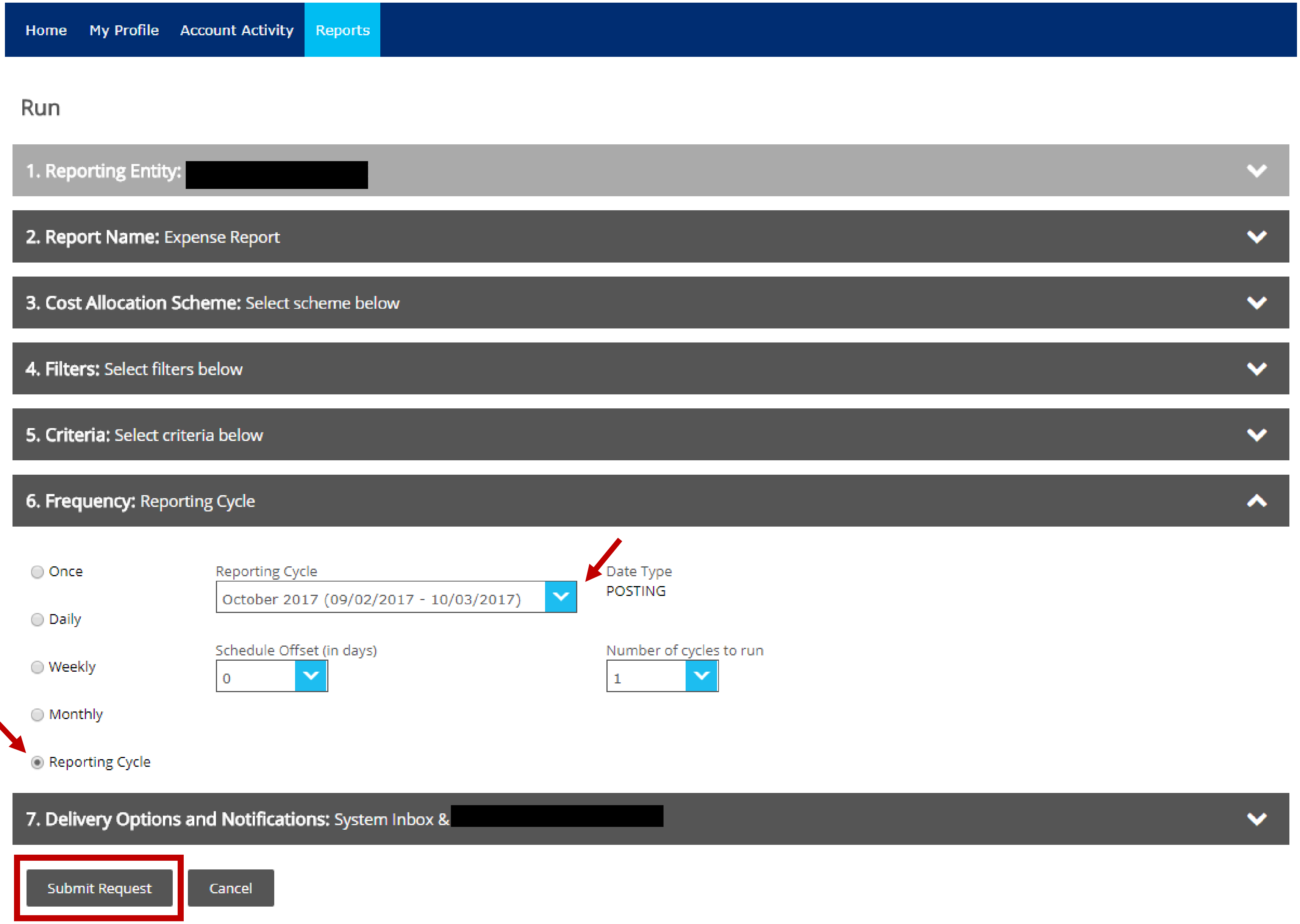
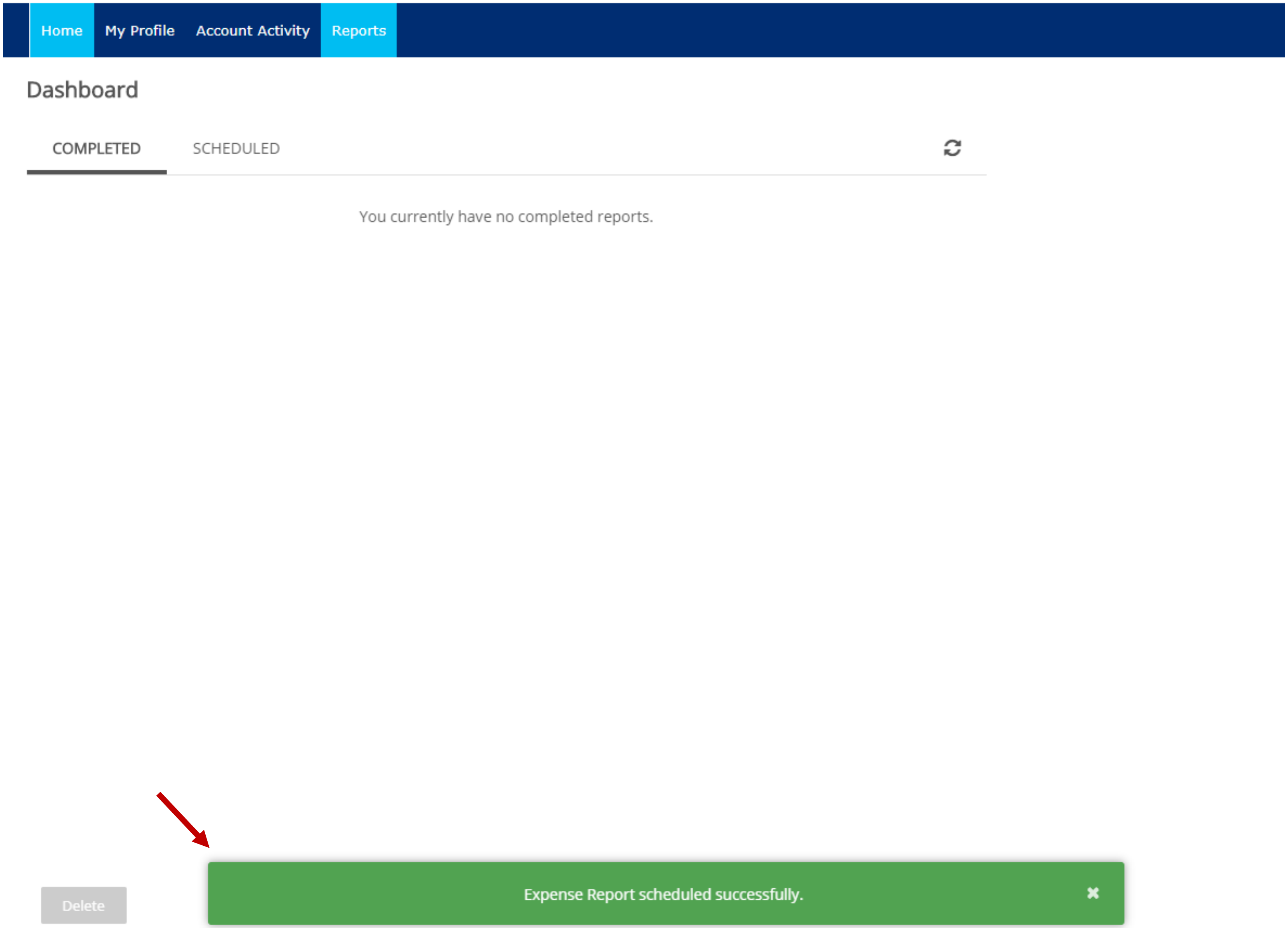
Step 4: SELECT “6. FREQUENCY” -> select REPORTING CYCLE and the correct Cycle -> HIT “SUBMIT REQUEST”



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



Step 5: 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!**