

PRINTING EXPENSE REPORT (CARDHOLDER)

Step 1: REPORTS -> RUN -> "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] ▼

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:

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 4: 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

Daily

Weekly

Monthly

Reporting Cycle

Reporting Cycle: [October 2017 (09/02/2017 - 10/03/2017)] ▼

Date Type: POSTING

Schedule Offset (in days): [0] ▼

Number of cycles to run: [1] ▼

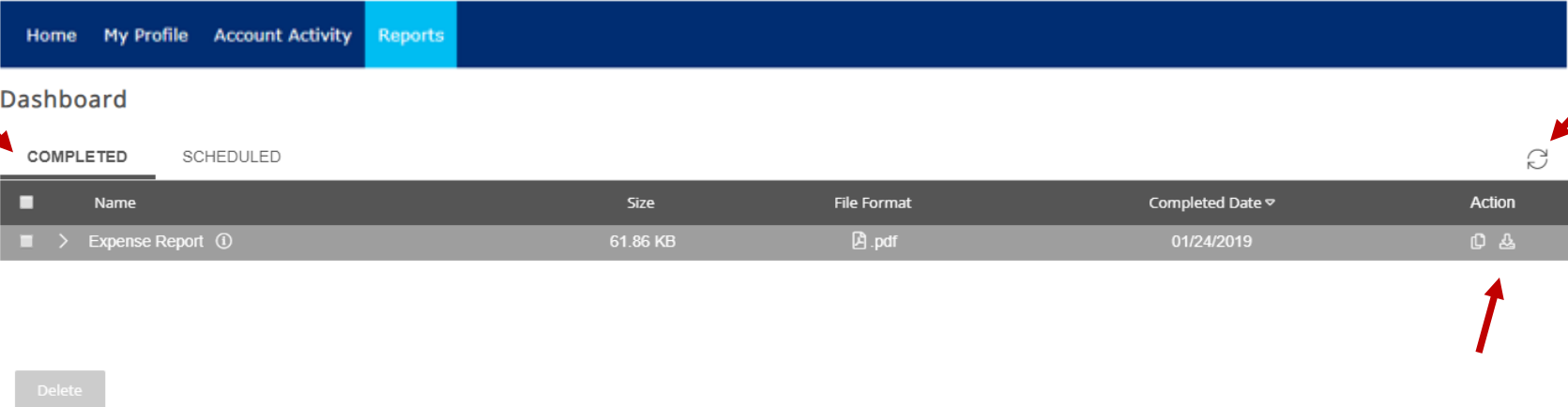
7. Delivery Options and Notifications: System Inbox & [REDACTED] ▼

Submit Request Cancel



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

The screenshot displays a user interface with a dark blue navigation bar at the top containing the following menu 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 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 left side of this notification banner. To the left of the notification banner is a grey button labeled "Delete".

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!



The screenshot shows the GCMS Reports Dashboard. At the top, there is a navigation bar with links for Home, My Profile, Account Activity, and Reports. Below this, the word "Dashboard" is displayed. There are two tabs: "COMPLETED" (selected) and "SCHEDULED". A table lists the reports, with one entry: "Expense Report" (61.86 KB, .pdf format, completed 01/24/2019). In the "Action" column for this entry, there is a "Download" button. A "Delete" button is also visible at the bottom left. Red arrows point to the "COMPLETED" tab, the "Expense Report" row, the "Download" button, and a refresh icon in the top right corner.

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

Delete