

## PRINTING EXPENSE REPORT (REVIEWER)

**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 <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <small>0/1024</small>
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

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] ▾

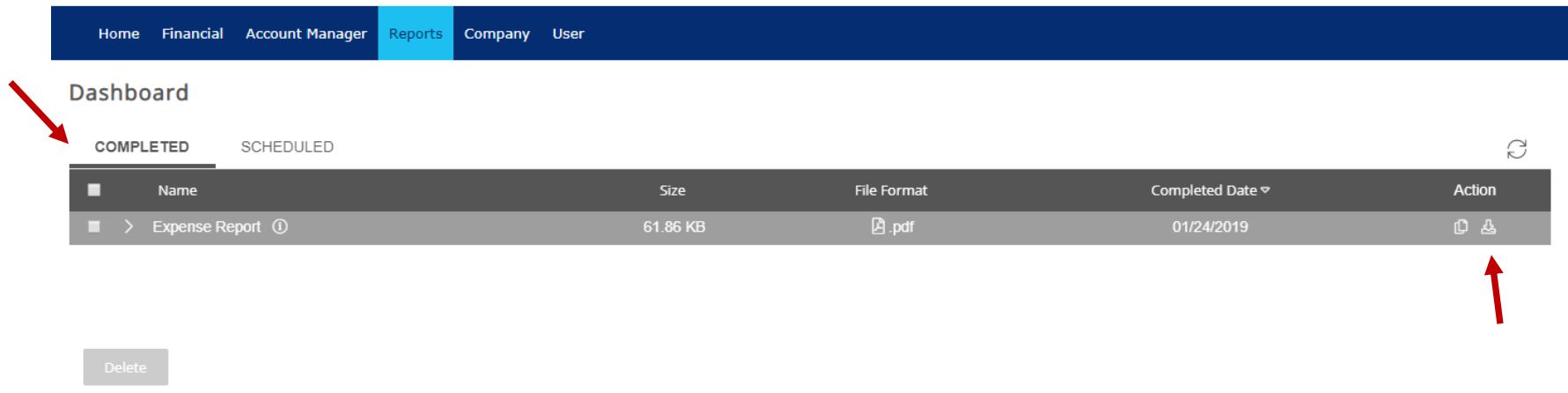
7. Delivery Options and Notifications: System Inbox & [Redacted] ▾

**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 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 red arrow points to the "COMPLETED" tab, and another red arrow points to the download icon. A "Delete" button is visible at the bottom left.

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