

PRINTING EXPENSE REPORT (Travel Advance Card)

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" -> It should automatically be on "RUN ONCE" -> SELECT THE DAYS THAT CORRESPOND WITH YOUR TRANSACTIONS POSTING DATES -> Select "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: Once ▲

Once From (MM/DD/YYYY) 08/29/2017 [31] To (MM/DD/YYYY) 09/06/2017 [31]

Daily

Weekly Schedule Offset (in days) 0 ▼

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:



Dashboard

COMPLETED

SCHEDULED



You currently have no completed reports.

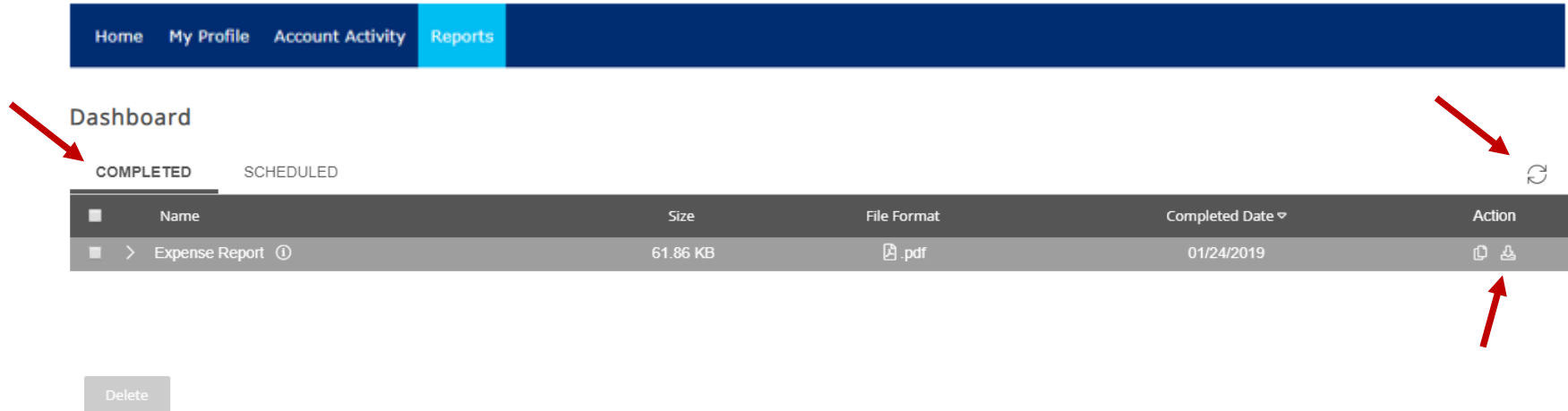
Delete



Expense Report scheduled successfully. ✕

Step 5: Select "COMPLETED" and keep selecting the refresh tab () until your Expense Report appears. Select your Expense Report -> click the Download button () under ACTION.



Note: You will **NOT** get an email from Citibank.



Home My Profile Account Activity Reports

Dashboard

COMPLETED SCHEDULED

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

Delete