After logging in, select **Reports**, then **Run**.
1. **Reporting Entity** – **Cardholders** will see their name here:

<table>
<thead>
<tr>
<th>Run</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Reporting Entity:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Report Name: Select report below</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search</td>
</tr>
<tr>
<td>My Exports</td>
</tr>
<tr>
<td>Merchant Reports</td>
</tr>
<tr>
<td>Transaction Reports</td>
</tr>
</tbody>
</table>

Allocators will be able to select their **Account Group**, or, click on **Account** to search by the **Account Name** (Cardholder's name):
2. **Report Name** – Click on *Transaction Reports*, then click *Expense Report (v2).*

- **Skip #3 and #4**

CitiDirect® Global Card Management System

![CitiDirect Global Card Management System interface](image)

**Run**

1. **Reporting Entity**: Your Name

2. **Report Name**: Select report below

   - **Search**
   - **My Exports**
   - **Merchant Reports**
   - **Transaction Reports**
     - Expense Report (v2)
5. **Criteria** – If you have Splits, check the **Include Split Transactions** box:

- **Date Type**: Posting
- **Report Type**: Adobe PDF
- **Number Format**: XX,XXX.XX
- **Date Format**: MM/DD/YYYY

**Account Status**: 8 Selected

**Report Notes**

**Include Split Transactions**
6. **Frequency: Reporting Cycle** – Select the dial for **Reporting Cycle**, for the correct cycle you need; this will ensure the dates on your report are always correct.

---

**CitiDirect® Global Card Management System**

**Run**

1. **Reporting Entity**: Your Name
2. **Report Name**: Expense Report (v2)
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**

September 2017 (08/04/2017 - 09/01/2017)

**Date Type**

**POSTING**

**Schedule Offset (in days)**

0

**Number of cycles to run**

1
7. **Delivery Options and Notifications:**

Your email address should be listed here to notify you when your report is ready. Click **Submit Request**.

A **green bar notification** at the bottom of the screen will briefly appear to let you know your request was submitted.

Once your email notification has arrived, go to **Reports**, **Dashboard**, and then click **Download** to print your report.