

Pcard Expense Report – CitiBank System Update 09.18.17

After logging in, select **Reports**, then **Run**.

CitiDirect® Global Card Management System



Home My Profile Account Activity **Reports**

Dashboard
Run

ACTIVITY		
	ALERTS & NOTIFICATIONS › Previous 30 days	0
	MOST RECENT POSTING DATE 09/12/2017	
	TOTAL TRANSACTIONS › Previous 30 days	1
	REVIEWED TRANSACTIONS Previous 30 days	0

REPORTS & DATA FILES	
	SCHEDULED REPORTS ›
	COMPLETED REPORTS ›
	DATA FILES ›
More	

- ❖ 1. **Reporting Entity** – **Cardholders** will see their name here:



Run

1. Reporting Entity: Your Name

2. Report Name: Select report below

Search

My Exports



Merchant Reports



Transaction Reports



Allocators will be able to select their **Account Group**, or, click on **Account** to search by the **Account Name** (Cardholder's name):

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Home Financial Account Manager **Reports** Company User

Run

1. Reporting Entity: 739 TX TECH UNIV HEALTH SCI CN

ORG POINT ACCOUNT GROUP **ACCOUNT**

Account Name

Account Number

Match Entire Account Nu 

Account Status

- All
- Account Closed
- Active
- Inactive
- Issuer Initiated
- Lost/Stolen

Reports To

Search

❖ 2. **Report Name** – Click on **Transaction Reports**, then click **Expense Report (v2)**.

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Home My Profile Account Activity **Reports**

Run

1. Reporting Entity:

2. Report Name: Select report below

My Exports ▼

Merchant Reports ▼

Transaction Reports ▲

★ Expense Report (v2) ⓘ

❖ **Skip #3 and #4**

❖ 5. Criteria – If you have Splits, check the **Include Split Transactions** box:

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Home My Profile Account Activity **Reports**

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

Date Type

Posting

Report Type

Adobe PDF

Number Format

XX,XXX.XX

Date Format

MM/DD/YYYY

Account Status

8 Selected

Report Notes

Report Notes text area



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.



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

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.

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Home My Profile Account Activity **Reports**

Dashboard

Dashboard

Run

COMPLETED SCHEDULED

Name	Size	File Format	Completed Date	Expense Report (v2) ⓘ
Expense Report (v2)	8.23 KB	.pdf	09/18/2017	Download

Entity Name: Your Name

From Date: 08/04/2017

To Date: 09/01/2017

Frequency: Custom

Created By: System

Size: 8.23 KB

Start Date: 09/18/2017 14:11 CDT

End Date: 09/18/2017 14:11 CDT

Duration: 1 seconds

Last Run Date: 09/18/2017 14:11 CDT

