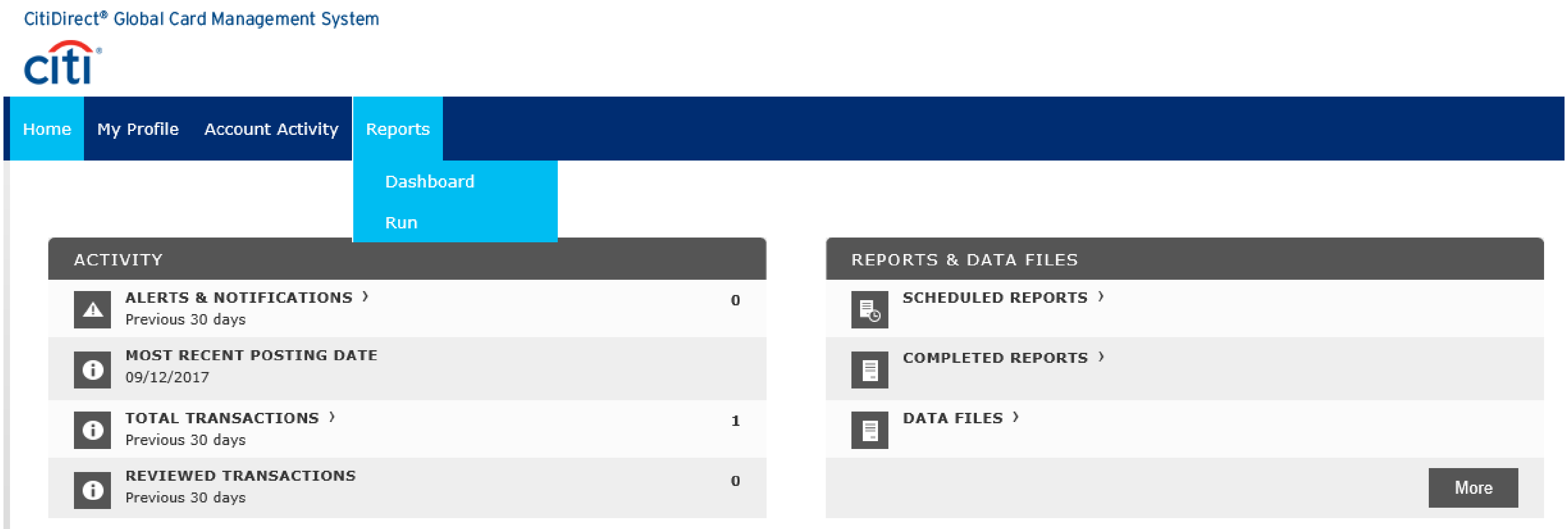
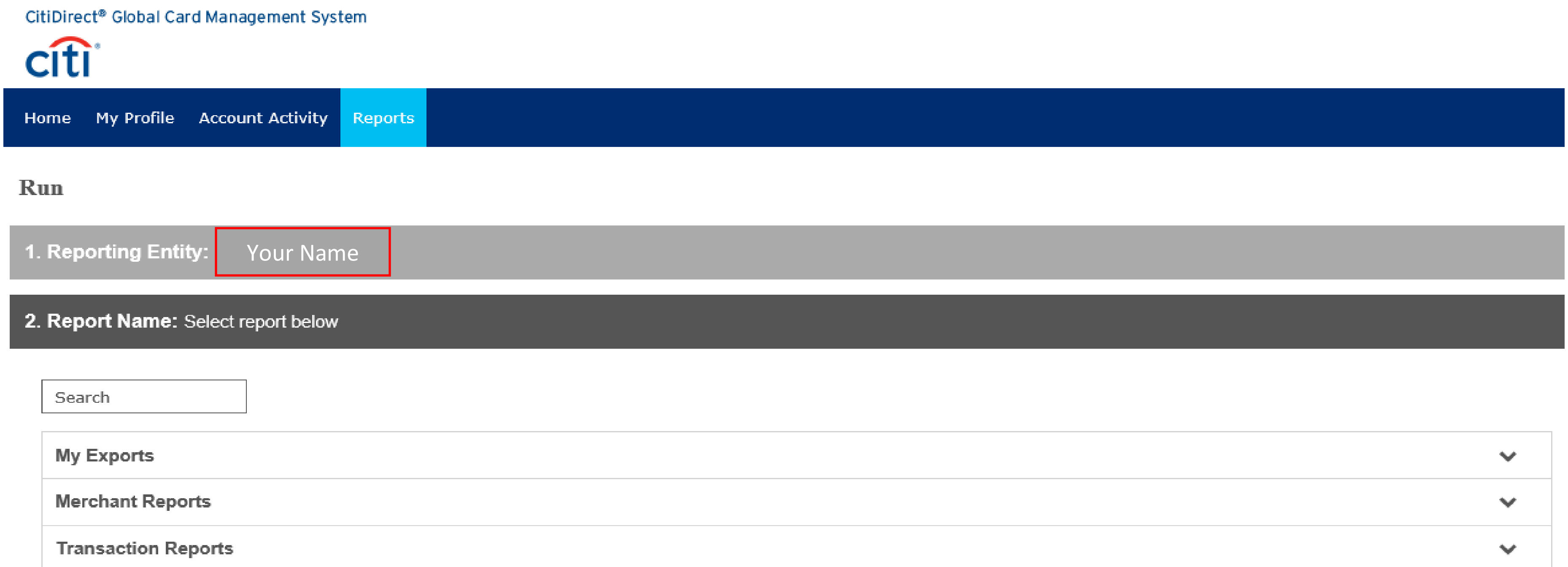
Pcard Expense Report – CitiBank System Update 09.18.17

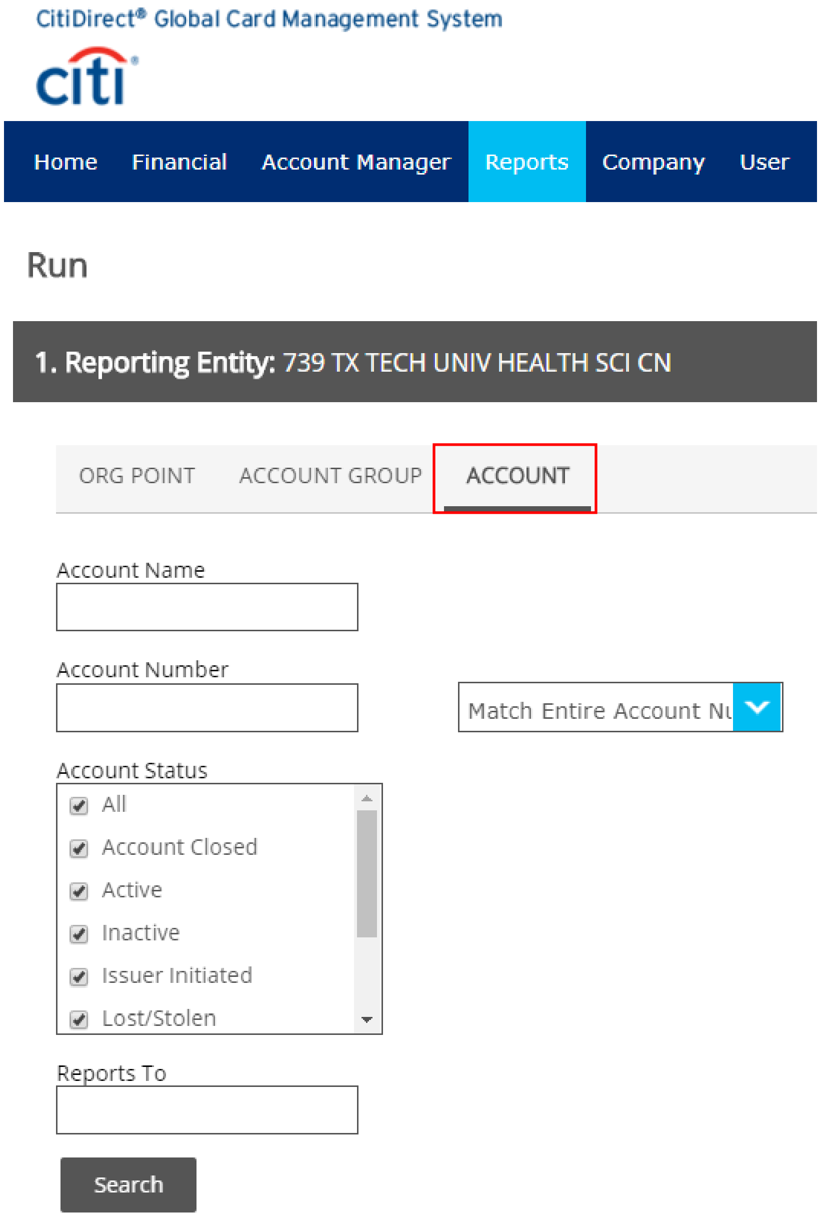
After logging in, select Reports, then Run.



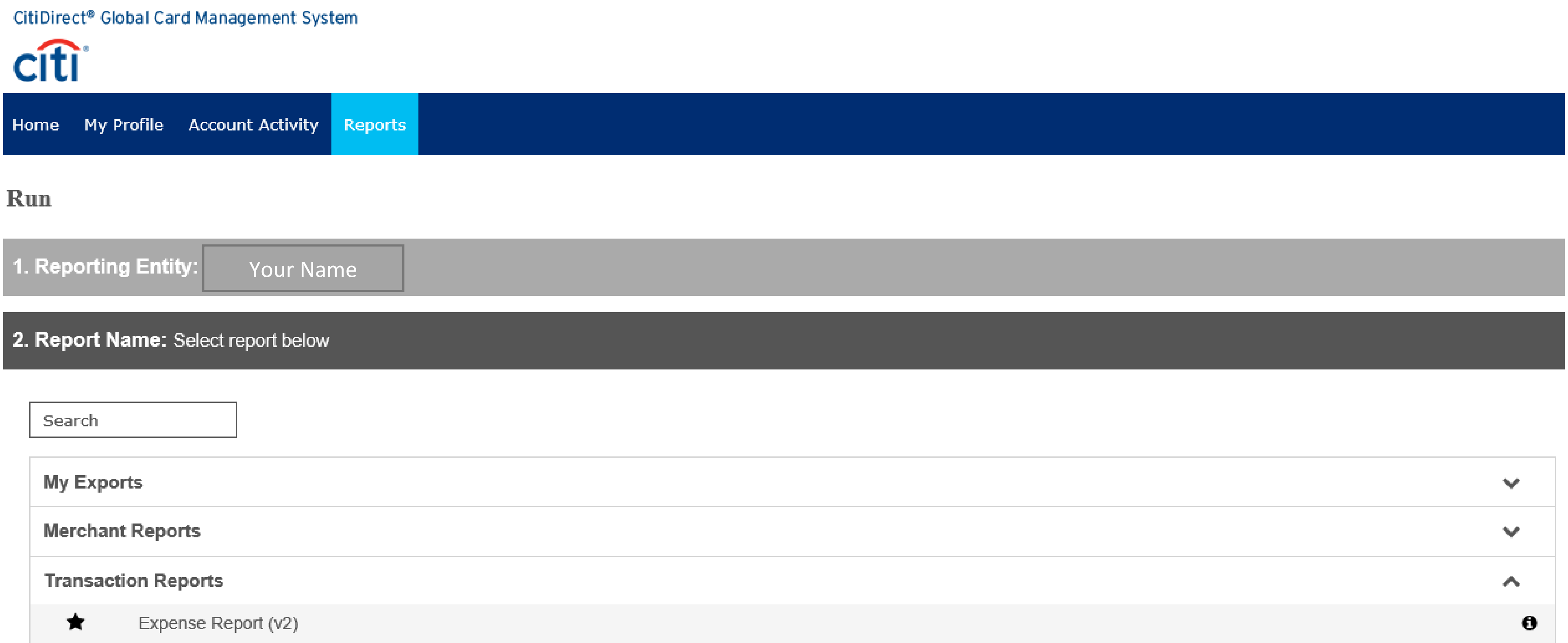
❖ 1. **Reporting Entity** – ***Cardholders*** will see their name here:



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

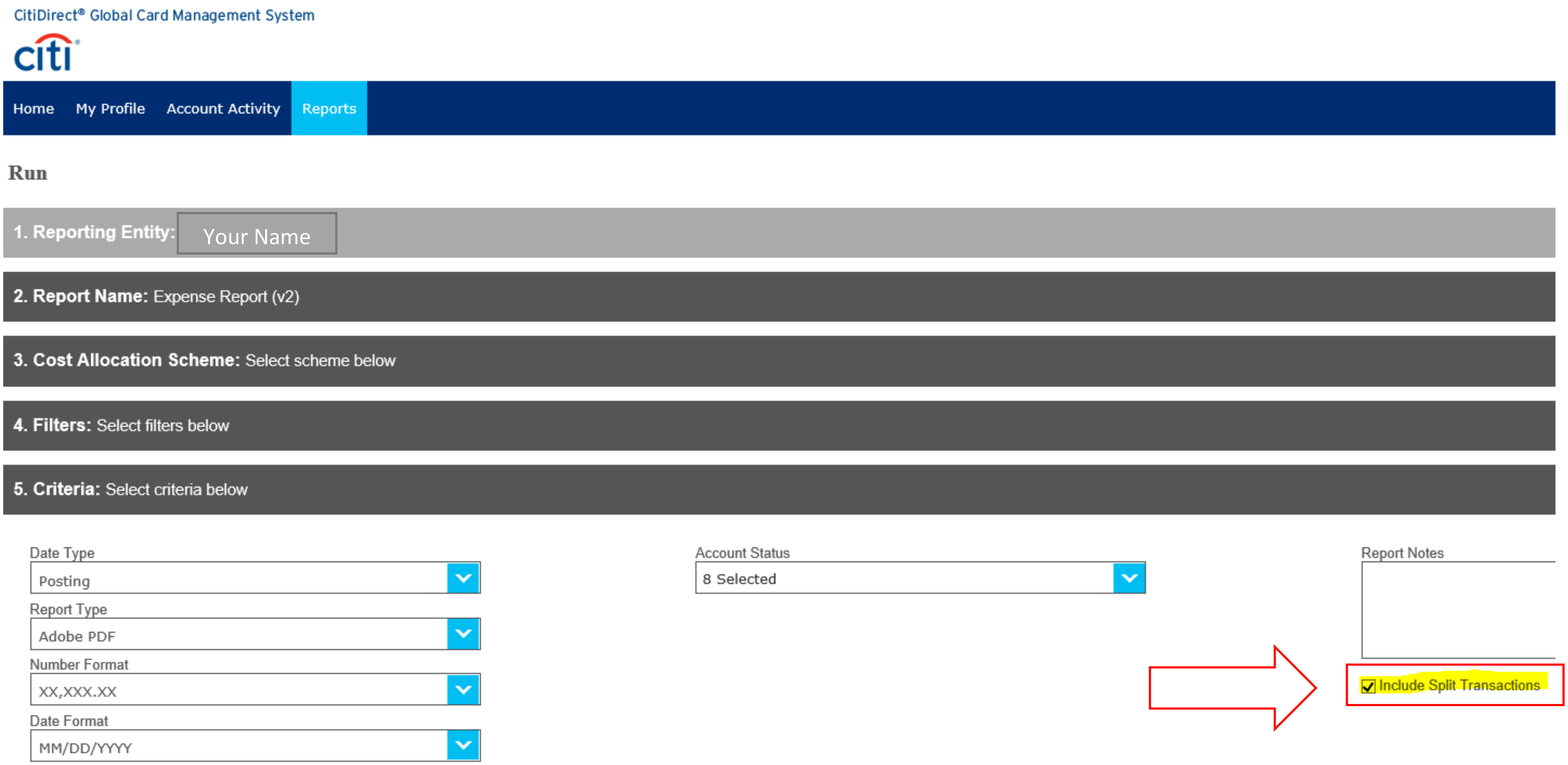


❖ 2. <u>Report Name</u> – Click on **Transaction Reports**, then click **Expense Report (v2).**

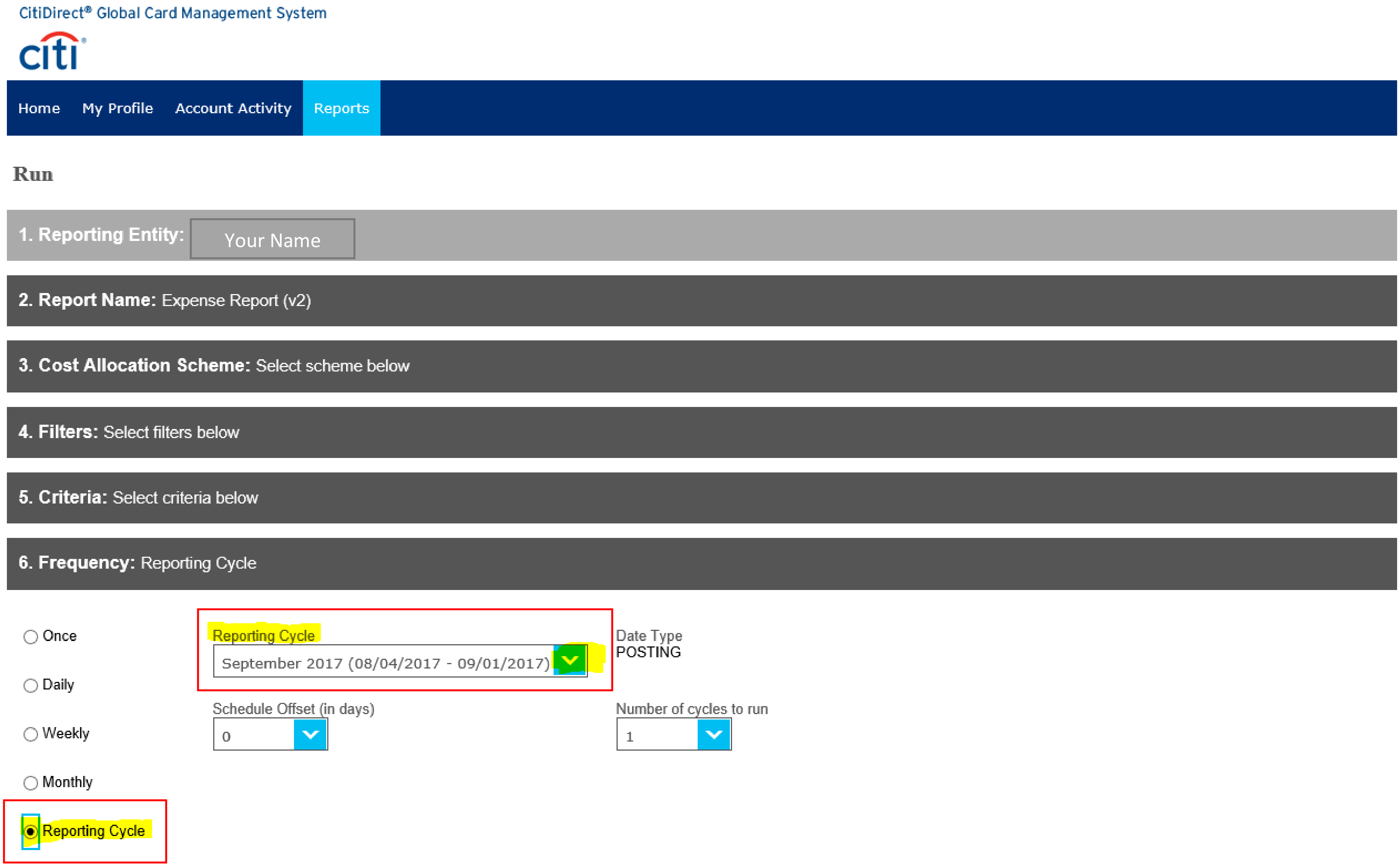


❖ **Skip #3 and #4**

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



- 6. **<u>Frequency: Reporting Cycle</u>** – Select the dial for **<u>Reporting Cycle</u>**, for the correct cycle you need; this will ensure the dates on your report are always correct.



- 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.