CitiDirect Global Card Management System (GCMS)

Running the Expense Report

Login to GCMS

https://www.globalmanagement.citidirect.com/sdng/login/login.do

Reports > Click Run

Click on the Transaction Report carrot > Click on Expense Report

You can click on the star icon to add the report to your Favorites List

Click 5. Criteria > Click Include Split Transactions Checkbox

CitiDirect® Global Card Management System

citi

Home   My Profile   Account Activity   **Reports**

Run

1. Reporting Entity: SARA ROBERTSON

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

Report Type
Adobe PDF

Number Format
XX,XXX.XX

Date Format
MM/DD/YYYY

Account Status
8 Selected

Report Notes

0/1024

☑ Include Split Transactions

Click 6. Frequency > Click Reporting Cycle > Select Current Month from Reporting Cycle drop down list

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
[   ]
0/1024
☑ Include Split Transactions

6. Frequency: Reporting ⌃

○ Once

○ Daily

○ Weekly

○ Monthly

● Reporting Cycle

APR 17 (FY17) (03/04/2017 - 04/03/2017)
MAY 17 (FY17) (04/04/2017 - 05/03/2017)
JUN 17 (FY17) (05/04/2017 - 06/03/2017)
JUL 17 (FY17) (06/04/2017 - 07/03/2017)
AUG 17 (FY17) (07/04/2017 - 08/03/2017)
SEP 17 (YEAR END FY17) (08/04/2017 - 08/31/2017)
OCT 17 (FY18) (09/01/2017 - 10/03/2017)
NOV 17 (FY18) (10/04/2017 - 11/03/2017)
DEC 17 (FY18) (11/04/2017 - 12/01/2017)
JAN 18 (FY18) (12/02/2017 - 01/03/2018)
FEB 18 (FY18) (01/04/2018 - 02/02/2018)
MAR 18 (FY18) (02/03/2018 - 03/02/2018)

Date Type
POSTING

Number of cycles to run
[1 ⌄]

7. Delivery Options and Notifications: System Inbox & SARA.ROBERTSON@TAMUK.EDU ⌄

[Submit Request] [Cancel]

Click Submit Request

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
0/1024
☑ Include Split Transactions

6. Frequency: Reporting Cycle ⌃

○ Once

○ Daily

○ Weekly

○ Monthly

◉ Reporting Cycle

Reporting Cycle
OCT 17 (FY18) (09/01/2017 - 10/03/2017) ⌄

Schedule Offset (in days)
0 ⌄

Date Type
POSTING

Number of cycles to run
1 ⌄

7. Delivery Options and Notifications: System Inbox & SARA.ROBERTSON@TAMUK.EDU ⌄

Submit Request   Cancel

The report will appear on the Dashboard

Click to select the Expense Report > Click Download

CitiDirect® Global Card Management System

citi®

Home   My Profile   Account Activity   Reports

Dashboard

COMPLETED   SCHEDULED

	Name	Size	File Format	Completed Date ▼
☑	Expense Report	53.18 KB	📄 .pdf	10/02/2017

Expense Report ⓘ

[Download]

Entity Name	SARA ROBERTSON
From Date	09/02/2017
To Date	10/01/2017
Frequency	Once
Created By	System
Size	53.18 KB
Start Date	10/02/2017 17:51 CDT
End Date	10/02/2017 18:47 CDT
Duration	56 minutes 1 seconds
Last Run Date	10/02/2017 18:47 CDT

Click OK