PRINTING EXPENSE REPORT (APPROVER)

Step 1: REPORTS -> RUN -> “1. REPORTING ENTITY” -> search by Account Name -> select Cardholder Name in Search Results
Step 2: Select “2. REPORT NAME” -> TRANSACTION REPORTS -> select EXPENSE REPORT
The following options will appear:

1. Reporting Entity: 
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 &

Submit Request  Cancel
Step 3: “SELECT 3. COST ALLOCATION SCHEME” -> SELECT “NONE”
Step 4: (OPTIONAL) If you have any splits, select “5. CRITERIA” -> check the “Include Split Transactions” box:
Step 5: SELECT “6. FREQUENCY” -> select REPORTING CYCLE and the correct Cycle -> HIT “SUBMIT REQUEST”
The following page will appear - Notification that your report was “scheduled successfully” at the bottom:
Step 6: You will receive the following Email (be sure to check SPAM):

Notice from your online reporting solution.
The report that you scheduled is ready for viewing. [Click Here] to login.
Step 7: Login to Citibank, select “REPORTS” -> then “DASHBOARD” -> select your Expense Report -> click “DOWNLOAD.” Now you can print!