PRINTING EXPENSE REPORT (CARDHOLDER)

Step 1: REPORTS -> RUN -> “2. REPORT NAME” -> TRANSACTION REPORTS -> select EXPENSE REPORT
The following options will appear:

1. Reporting Entity: [Redacted]
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 & [Redacted]
Step 2: “SELECT 3. COST ALLOCATION SCHEME” -> SELECT “NONE”
Step 3: (OPTIONAL) If you have any splits, select “5. CRITERIA” -> check the “Include Split Transactions” box:
Step 4: SELECT “6. FREQUENCY” -> select REPORTING CYCLE and the correct Cycle -> HIT “SUBMIT REQUEST”
## Dashboard

### SCHEDULED

<table>
<thead>
<tr>
<th>Name</th>
<th>Frequency</th>
<th>From Date</th>
<th>To Date</th>
<th>Next Run Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense Report</td>
<td>Custom</td>
<td>02/04/2021</td>
<td>03/03/2021</td>
<td>03/10/2021 07:35 CST</td>
<td></td>
</tr>
</tbody>
</table>
Step 5: You will get the following Email:

Notice from your online reporting solution.

The report that you scheduled is ready for viewing. [Click Here] to login.
Step 6: Login to Citibank, select “REPORTS” -> then “DASHBOARD” -> select your Expense Report -> click “DOWNLOAD.” Now you can print!