PRINTING EXPENSE REPORT (CARDHOLDER)

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

Run

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]

Submit Request  Cancel
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:

- Reporting Entity: [Redacted]
- Report Name: Expense Report
- Cost Allocation Scheme: [Select scheme below]
- Filters: [Select filters below]
- Criteria: [Select criteria below]
- Date Type: Posting
- Report Type: Adobe PDF
- Number Format: [XX,XXX,XX]
- Date Format: [MM/DD/YYYY]
- Account Status: [Selected]
- Report Notes: [/redacted]
- Frequency: Once
- Delivery Options and Notifications: [System Inbox &]

[Submit Request] [Cancel]
Step 4: 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:

<table>
<thead>
<tr>
<th>COMPLETED</th>
<th>SCHEDULED</th>
</tr>
</thead>
</table>

You currently have no completed reports.
Step 5: You will get an email from Citibank stating “Expense Report is completed.” Login to GCMS, select “REPORTS” -> then “DASHBOARD” -> select your Expense Report -> click “DOWNLOAD.” Now you can print!

### Dashboard

<table>
<thead>
<tr>
<th>Name</th>
<th>Size</th>
<th>File Format</th>
<th>Completed Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense Report</td>
<td>61.86 KB</td>
<td>pdf</td>
<td>01/24/2019</td>
<td></td>
</tr>
</tbody>
</table>

Delete