

CitiDirect Global Card Management System (GCMS)

Running the Expense Report

Login to GCMS

CitiDirect® Global Card Management System

American English

Sign In to Global Card Management System

User ID:

Password/Passcode:

Sign In

[Forgot Password/PIN?](#)

[Cardholder Self-Registration](#)

You are authorized to use this System for approved business purposes only. Use for any other purpose is prohibited. All transactional records, reports, e-mail, software, and other data generated by or residing upon this System are the property of the company and may be used by the company for any purpose. Authorized and unauthorized activities may be monitored.

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

Reports > Click **Run**

The screenshot shows a web browser window with the URL <https://www.globalmanagement.citidirect.com>. The page title is "CitiDirect® Global Card Management System" and the Citi logo is visible. The navigation menu includes "Home", "My Profile", "Account Activity", "Reports", and "Run". The "Reports" menu is expanded, showing "Dashboard" and "Run". A red arrow points to the "Run" option. Below the navigation menu, there are two main sections: "ACTIVITY" and "REPORTS & DATA FILES".

ACTIVITY

- ALERTS & NOTIFICATIONS** > 0
Previous 30 days
- MOST RECENT POSTING DATE**
No transaction found in the last 30 days.
- TOTAL TRANSACTIONS** > 0
Previous 30 days
- REVIEWED TRANSACTIONS** 0
Previous 30 days

REPORTS & DATA FILES

- SCHEDULED REPORTS** >
- COMPLETED REPORTS** >
- DATA FILES** >
- [More](#)

Click on the Transaction Report carrot > Click on **Expense Report**

CitiDirect® Global Card Management System



Home My Profile Account Activity **Reports**

Run

1. Reporting Entity: SARA ROBERTSON

2. Report Name: Select report below

Search

My Exports



Account Management Reports



Transaction Reports



Expense Report



FAVORITES

No favorite reports defined



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

CitiDirect® Global Card Management System



Home My Profile Account Activity **Reports**

Run

1. Reporting Entity: SARA ROBERTSON

2. Report Name: Select report below

Search

My Exports	▼
Account Management Reports	▼
Transaction Reports	▲
★ Expense Report	ⓘ

FAVORITES	
★ Expense Report	ⓘ

Click 5. Criteria > Click Include Split Transactions Checkbox

CitiDirect® Global Card Management System



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

Include Split Transactions

0/1024

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

5. Criteria: Select criteria below

Date Type

Posting

Account Status

8 Selected

Report Notes

Report Type

Adobe PDF

Number Format

XX,XXX.XX

Date Format

MM/DD/YYYY

Include Split Transactions

0/1024

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

Include Split Transactions

0/1024

6. Frequency: Reporting Cycle

Once

Reporting Cycle

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

Date Type
POSTING

Daily

Weekly

Schedule Offset (in days)

0

Number of cycles to run

1

Monthly

Reporting Cycle

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

Submit Request

Cancel



The report will appear on the Dashboard

CitiDirect® Global Card Management System

 ? X

[Home](#) [My Profile](#) [Account Activity](#) [Reports](#)

Dashboard

COMPLETED [SCHEDULED](#) 

You currently have no completed reports.



Expense Report scheduled successfully. 

Click to select the Expense Report > Click Download

CitiDirect® Global Card Management System



Home My Profile Account Activity Reports

Dashboard

COMPLETED

SCHEDULED



<input checked="" type="checkbox"/>	Name	Size	File Format	Completed Date
<input checked="" type="checkbox"/>	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

