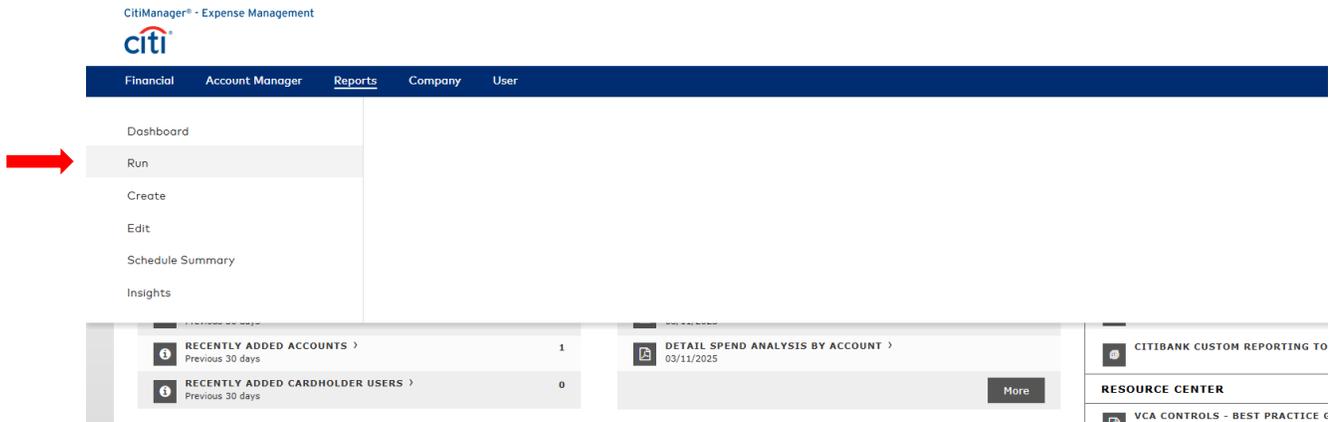
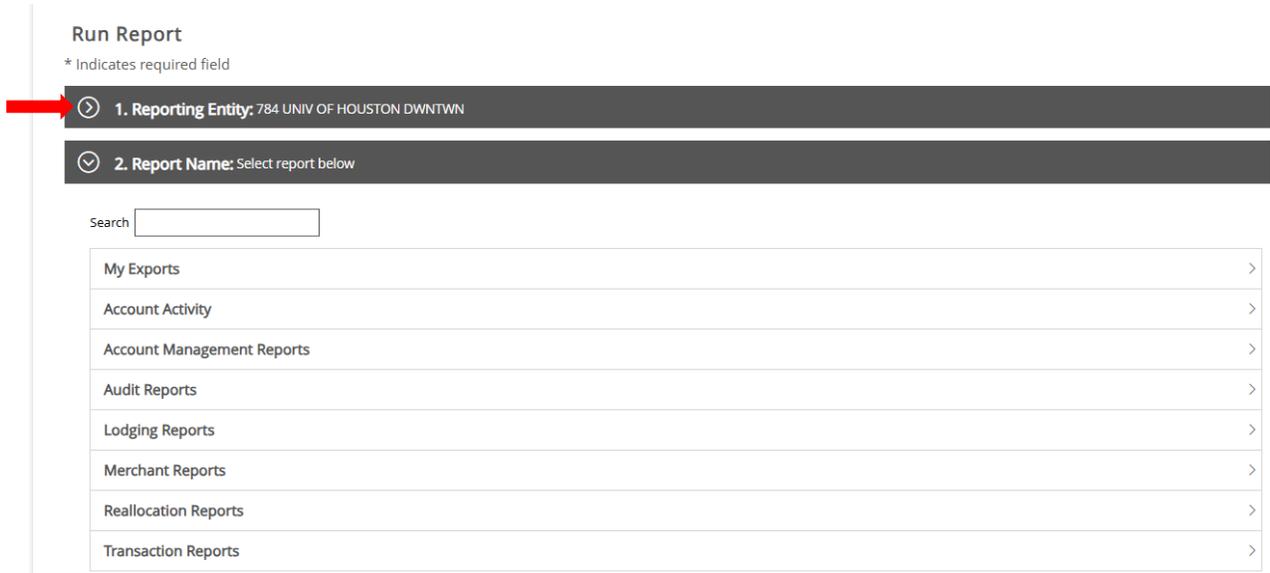


How to Run Expense Report

Log into CitiManager Expense Management. Under the **Reports** tab, select **Run**



The following screen will appear. Click **1. Reporting Entity**



Select **Account**, enter the cardholder's name in the **Account Name** box, and click **Search**

1. Reporting Entity: 784 UNIV OF HOUSTON DWNTWN

ORG POINT ACCOUNT GROUP **ACCOUNT**

Account Name

Account Number

Match Entire Account Number

Account Status

- All
- Account Closed
- Active
- Inactive
- Issuer Initiated

Reports To

Search

Click the cardholder's name under **Search Results**

Search Results:

Name	Account Number	City, State/Province Country/Territory	Company Name	Status	Issuer Name	ICA
DEBORA EVANS	*****	HOUSTON	784 UNIV OF HOUSTON DWNTWN	ACTIVE	CITIBANK CORPORATE CARD	19192

Select **2. Report Name** and type "Expense Report" in the search box

2. Report Name: Select report below

Search

My Exports	>
Account Activity	>
Account Management Reports	>
Audit Reports	>
Lodging Reports	>
Merchant Reports	>
Reallocation Reports	>
Transaction Reports	>

More options will appear. Skip **3. Cost Allocation Scheme** and **4. Filters**, no changes are necessary within these fields. Select **5. Criteria** and select the **Include Split Transactions** box

PLEASE NOTE THAT IF YOU DO NOT SELECT THE "INCLUDE SPLIT TRANSACTIONS" BOX, ANY SPLIT TRANSACTIONS WILL NOT APPEAR

Run Report

* Indicates required field

➤ **1. Reporting Entity:** 784 UNIV OF HOUSTON DWNTWN

➤ **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 & NAPOLEONJ@UHD.EDU

Submit Request

Cancel

☑ **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

0/200

Include Split Transactions

Select **6. Frequency**, click the Reporting Cycle box, click the Reporting Cycle drop down, and select the month you want to run the report for

6. Frequency: Reporting Cycle

Once

Daily

Weekly

Monthly

Quarterly

Reporting Cycle

Reporting Cycle: Mar. 2025 (02/04/2025 - 03/03/2025)

Date Type: POSTING

Schedule Offset (in days): 0

Number of cycles to run: 1

View **7. Delivery Options and Notifications**: System Inbox and your email address should appear. Click **Submit Request**

7. Delivery Options and Notifications: System Inbox & NAPOLEONJ@UHD.EDU

Submit Request Cancel

You will receive an email notification once the report is ready. To retrieve your report, under the **Reports** tab, select **Dashboard**. The most recent report will appear on the top of the list. Select the box next to the expense report then click the Download icon on the far right-hand side.

CitiManager® - Expense Management

Financial Account Manager **Reports** Company User

Dashboard

Run

Create

Edit

Schedule Summary

Insights

RECENTLY ADDED ACCOUNTS > Previous 30 days 1

RECENTLY ADDED CARDHOLDER USERS > Previous 30 days 0

EXPENSE REPORT > 03/05/2025 More

Name	Size	File Format	Completed Date	Action
Expense Report	89.87 KB	pdf	03/12/2025	

The report should look like this:



Expense Report

Run Date: 03/12/2025
Report ID: sd10017

Posting Date: 02/04/2025 - 03/03/2025

DEBORA EVANS, 784-UHD
1 MAIN ST STE 970-S
HOUSTON, TX 77002101401 USA

Card Transactions

Posting Date	Transaction Date	Description	Receipt Amount	Posted Amount	Expense Amount	Reviewed	Approved
02/10/2025	02/07/2025	FEDEX33605529-MEMPHIS,TN,38116	12.09 USD	12.09 USD	12.09 USD		
Expense Description: Accounting Codes Account: 52800 Business Unit: 00784 Fund: 2060 Dept. ID: D0073 Program: F0643 Budget: BP2025 Project ID: NA Object Code: 7291 Reference: Chartfield 1:							
02/24/2025	02/21/2025	USPS.COM CLICKNSHIP-800-3447779,DC,20260	17.85 USD	17.85 USD	17.85 USD		
Expense Description: Accounting Codes Account: 52800 Business Unit: 00784 Fund: 2060 Dept. ID: D0073 Program: F0643 Budget: BP2025 Project ID: NA Object Code: 7291 Reference: Chartfield 1:							
02/27/2025	02/26/2025	UPS BILLING CENTER-800-811-1648,GA,30328	110.40 USD	110.40 USD	110.40 USD		
Expense Description: Accounting Codes Account: 52800 Business Unit: 00784 Fund: 2060 Dept. ID: D0073 Program: F0643 Budget: BP2025 Project ID: NA Object Code: 7291 Reference: Chartfield 1:							

The last page of the report will have signature lines at the bottom

Signed

Date

Authorized

Date