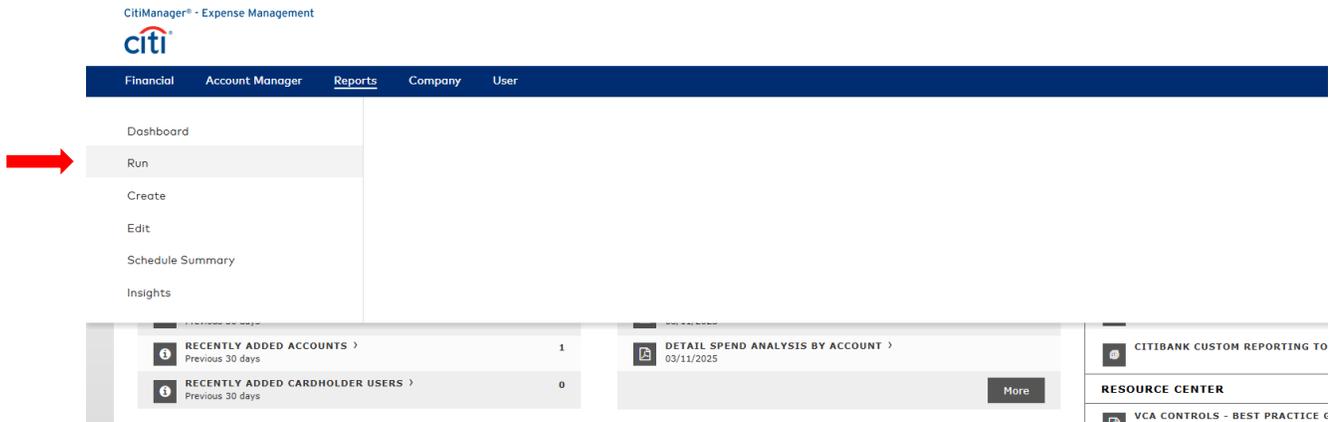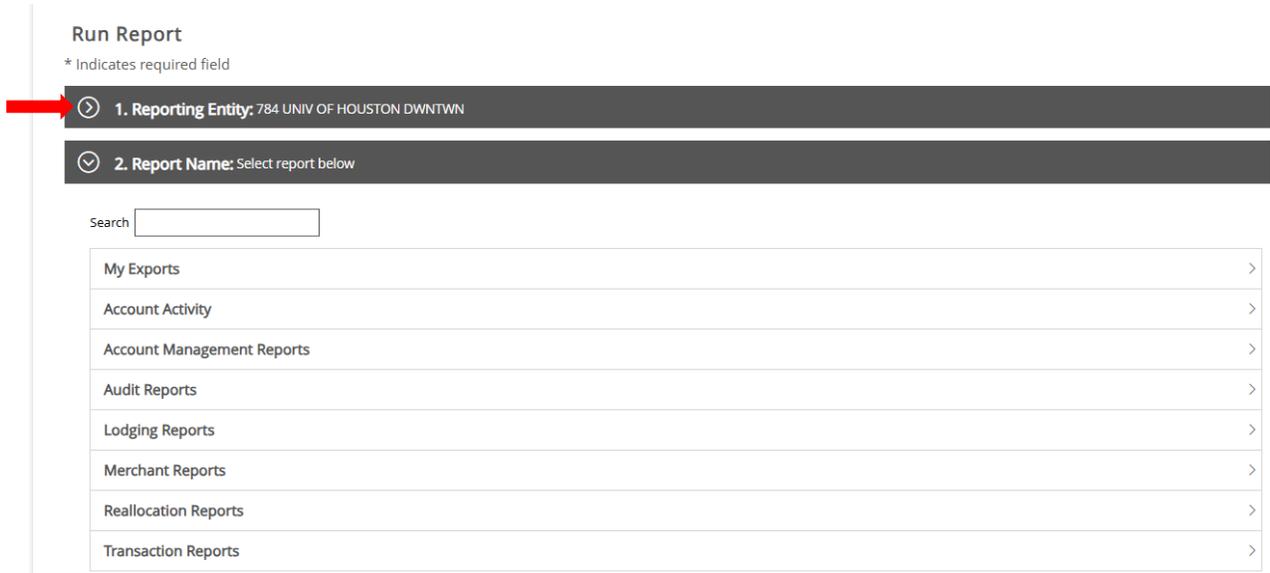# How to Run Expense Report

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**

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

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

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	Account Status	Report Notes
Posting	8 Selected	
Report Type		
Adobe PDF		
Number Format		0/200
XX,XXX.XX		➡ ☑ Include Split Transactions
Date Format		
MM/DD/YYYY		

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

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

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.

COMPLETED   SCHEDULED

	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 Reference:	BP2025	
Project ID:	NA	Object Code:	7291	Chartfield 1:		

Posting Date	Transaction Date	Description	Receipt Amount	Posted Amount	Expense Amount	Reviewed	Approved
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 Reference:	BP2025	
Project ID:	NA	Object Code:	7291	Chartfield 1:		

Posting Date	Transaction Date	Description	Receipt Amount	Posted Amount	Expense Amount	Reviewed	Approved
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 Reference:	BP2025	
Project ID:	NA	Object Code:	7291	Chartfield 1:		

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

_____   _____   _____   _____
Signed   Date   Authorized   Date