RUNNING REPORTS in GCMS

(BCs and ACCOUNT MANAGERS)

<mark>RUNNING THE EXPENSE REPORT</mark>

GENERAL NOTES ON RUNNING REPORTS:

1. All Citibank reporting cycles end on the 3rd of the month. To ensure that all transactions are captured, the final report for any reporting cycle should not be run before the 5th of the month

2. Always use Posting Date as the date type when running reports by date.

3. Reports will not run until midnight on the "To" date selected, so if you want to pull a report immediately, select the previous day's date as the "To" date.

4. A notification email will be sent to your email address whenever you run a report and the report is complete. Usually, reports are completed within a very short time. When this is the case, there is no reason to use the email notification and it can be deleted from your Inbox. Note: If you are signed in to GCMS and you click the link in the email, it will kick you out of GCMS and you will have to log in again. However, during times when the system is running slow, you can use the email notification as your prompt to sign into the system to download your report. There is a link within the email that will take you to the GCMS log-in page.

NAVIGATION IS REPORTS > RUN.

To select the reporting criteria, click on the arrow on the right side of the page [▼] **for each section.**
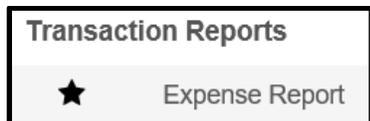
1. REPORTING ENTITY: You can run by either Account Name or Account Number. If by account number, select the drop down to change from entire account number to last four digits. Click on the check mark in the Account Status box to clear the selections and then pick "Active" to see only the active cards.

1. Reporting Entity: Training for BC and AM

ACCOUNT

Account Name

Account Number

Match Last Four Digits [▼]

Account Status
- [ ] All
- [ ] Account Closed
- [✓] Active
- [ ] Inactive
- [ ] Issuer Initiated
- [ ] Lost/Stolen

Reports To

Search

Search Results:

Name ▲

APRIL D HARRIS

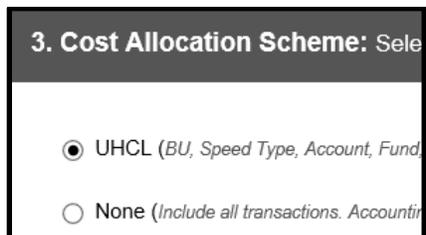Click "Search."   Then click on the account name to select.
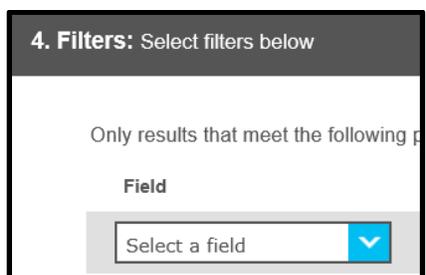
2.   REPORT NAME:

The Expense Report is in the Transaction Reports section. If you click on the star in front of the report name, it will add the report to your Favorites. After it is set as a favorite, click on the report name under the Favorite tab to run the report.

Transaction Reports

★   Expense Report

3:      COST ALLOCATION SCHEME: Leave the default at "UHCL."

3. Cost Allocation Scheme: Sele

⦿ UHCL (*BU, Speed Type, Account, Fund,*

◯ None (*Include all transactions. Accountir*

4.   FILTERS: Leave the default at "Select a field."

4. Filters: Select filters below

Only results that meet the following p

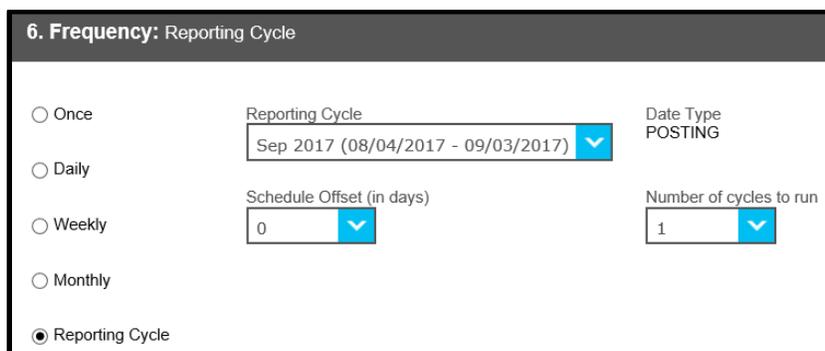**Field**

Select a field ▼

5:      CRITERIA: Leave the defaults, but be sure to check the split transaction box under Report Notes if you have split your reallocation between cost centers.

☑ Include Split Transactions

6.   FREQUENCY: For the reporting cycle reports, choose "Reporting Cycle" and the criteria will default to the most current reporting cycle. Use the drop-down arrow to select a different reporting cycle.

6. Frequency: Reporting Cycle

◯ Once

Reporting Cycle
Sep 2017 (08/04/2017 - 09/03/2017) ▼

Date Type
POSTING

◯ Daily

Schedule Offset (in days)
0 ▼

Number of cycles to run
1 ▼

◯ Weekly

◯ Monthly

⦿ Reporting Cycle

If you need to pull a report for specific dates, choose "Once" and then set the dates manually.

7. DELIVERY OPTIONS: The default is set for the report to appear in the Completed section of the Reports Dashboard section of GCMS and to send a notification of the report completion to your UHCL email. You can add a notification by inserting another email address in the "Send email notification to:" field.

Click "Submit Request."

If you receive email notification that the report is complete while still logged into GCMS, click the refresh button to see the completed report. If signing back into GCMS, the navigation to see the completed report is Reports > Dashboard. Completed reports also appear in the Reports & Data Files section on the home page.

To print the report, check the box next to the report and then click "Download" on the right side of the screen.

Then click either "Open" or "Save" and save to your computer.

RUNNING THE ACCOUNT STATUS REPORT

Navigation is Reports > Run.

To select the reporting criteria, click on the arrow on the right side of the page [⌄] for each section.

1. REPORTING ENTITY: You can run by either Account Name or Account Number. If by account number, select the drop down to change from entire account number to last four digits. Click on the check mark in the Account Status box to clear the selections and then pick "Active" to see only the active cards.

Click "Search."

Then click on the account name to select.

2. REPORT NAME:

    The Account Status report is in the Account Management Reports section. If you click on the star in front of the report name, it will add the report to your Favorites. After it is set as a favorite, click on the report name under the Favorite tab to run the report.
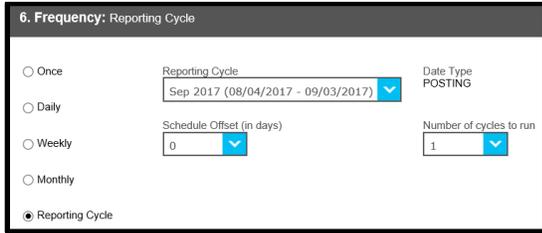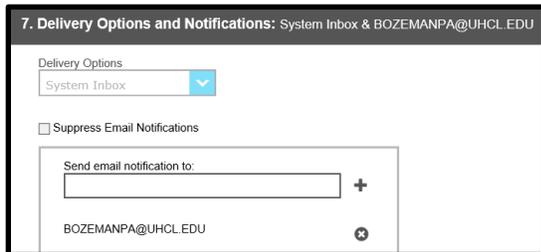

3: CRITERIA: Leave the defaults. No selection is required.

4. FREQUENCY: Choose "Reporting Cycle" and the criteria will default to the most current reporting cycle. Use the drop-down arrow to select a different reporting cycle.
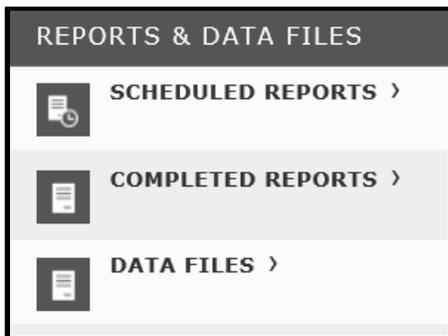

5. DELIVERY OPTIONS: The default is set for the report to appear in the Completed section of the Reports Dashboard section of GCMS and to send a notification of the report completion to your UHCL email. You can add a notification by inserting another email address in the "Send email notification to:" field.
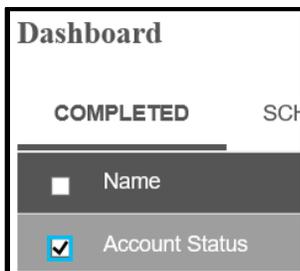

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