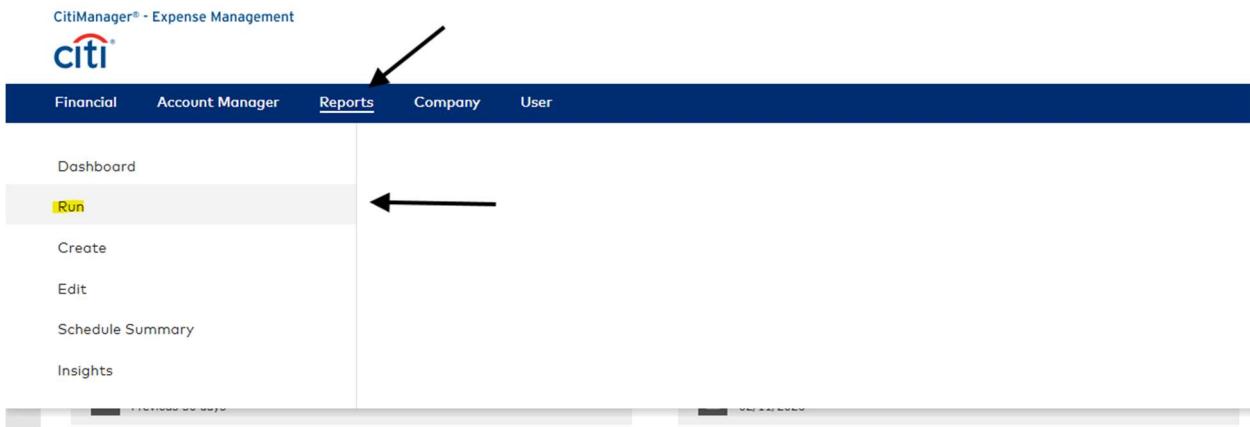
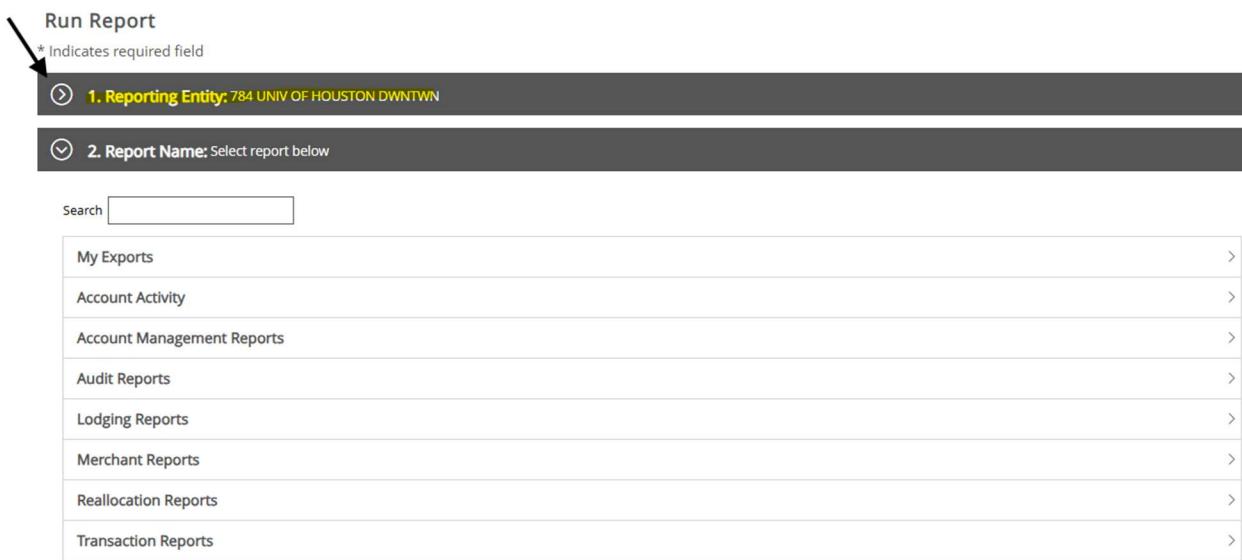


How to Run Expense Report

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
<input type="text"/>		
<input type="text"/>		
<input type="checkbox"/> Match Entire Account Number		
Account Status		
<input checked="" type="checkbox"/> All		
<input checked="" type="checkbox"/> Account Closed		
<input checked="" type="checkbox"/> Active		
<input checked="" type="checkbox"/> Inactive		
<input type="checkbox"/> Issuer Initiated		
<input type="text"/>		
<input type="button" value="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
PAUL J LIPP	*****421500	HOUSTON	784 UNIV OF HOUSTON DWNTWN	ACTIVE	CITIBANK CORPORATE CARD	19192

Select **2. Report Name** and type “Expense Report” in the search box. Then select Expense Report once it appears.

2. Report Name: Select report below

Search	expense report
Transaction Reports	
<input checked="" type="checkbox"/> Expense Report	

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

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: Feb. 2026 (01/03/2026 - 02/03/2026)

Date Type: POSTING

Schedule Offset (in days): 0

Number of cycles to run: 1

Reporting Cycle

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

Delivery Options
System Inbox

Suppress Email Notifications

Email Notifications

Send email notification to:

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

The screenshot shows the CitiManager Expense Management interface. At the top, there is a navigation bar with the Citi logo and links for Financial, Account Manager, Reports, Company, and User. An arrow points to the Reports link. Below the navigation bar is a sidebar with links for Dashboard, Run, Create, Edit, Schedule Summary, and Insights. The main content area is titled 'Dashboard' and shows a table of completed reports. The table has columns for Name, Size, File Format, Completed Date, and Action. One report is listed: 'Expense Report' (Size: 94.56 KB, File Format: pdf, Completed Date: 02/11/2026). An arrow points to the 'Action' column for this report, specifically to the download icon.

Completed	Scheduled	Name	Size	File Format	Completed Date	Action
<input checked="" type="checkbox"/>		Expense Report	94.56 KB	pdf	02/11/2026	

Sample Report:



Expense Report

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

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

DERORA 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:			