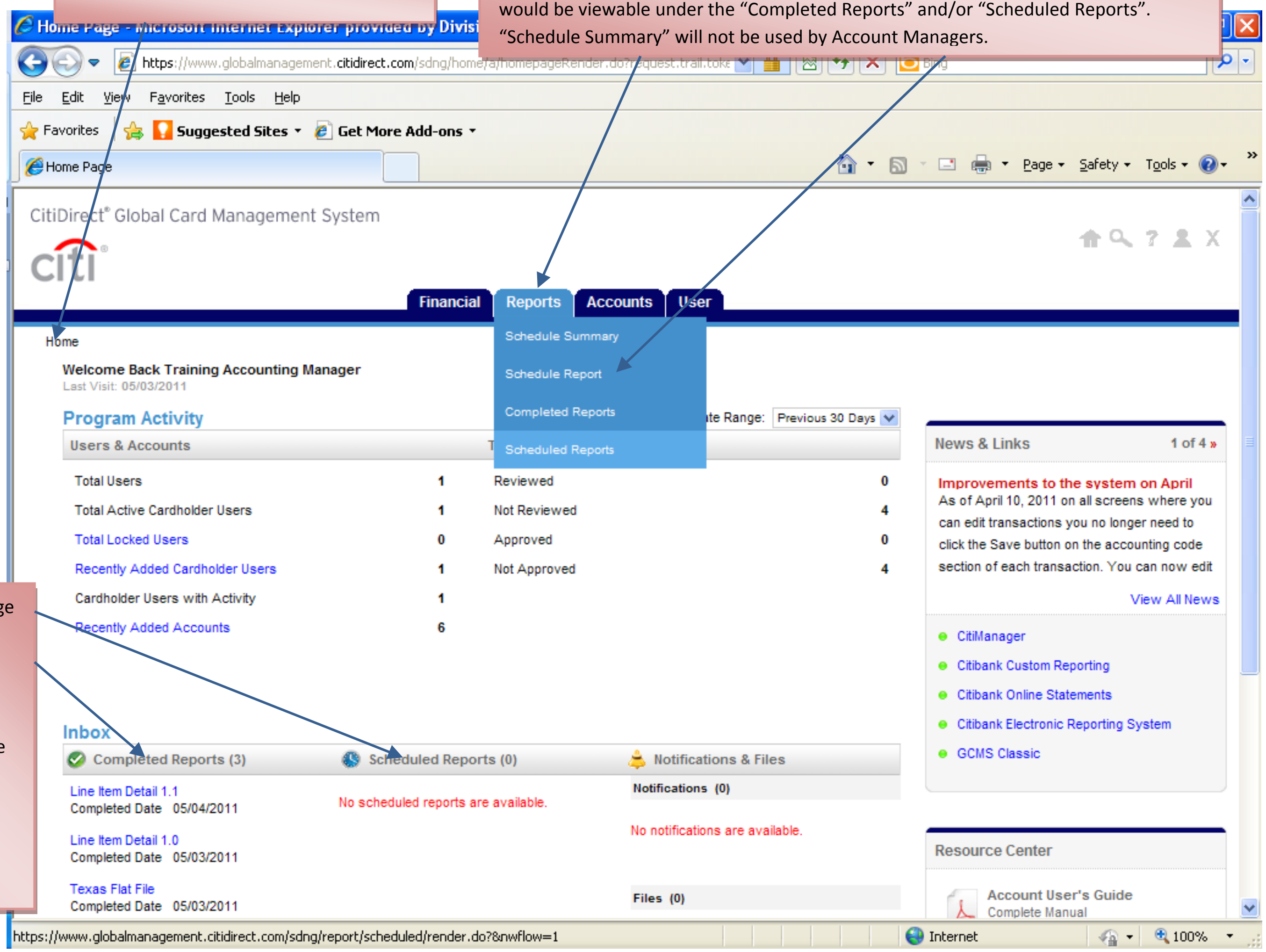
TAMU - Division of Finance

CitiDirect Reports Guide

CitiDirect Reports Guide

CitiDirect Home Page:

Reports: Under the "Reports" tab the end users has "Schedule Summary", "Schedule Report", "Completed Reports" and "Scheduled Reports" to choose from. To run one time reports or to schedule a report the end user would select "Schedule Report". After the end user has created one time or scheduled reports then those reports would be viewable under the "Completed Reports" and/or "Scheduled Reports". "Schedule Summary" will not be used by Account Managers.



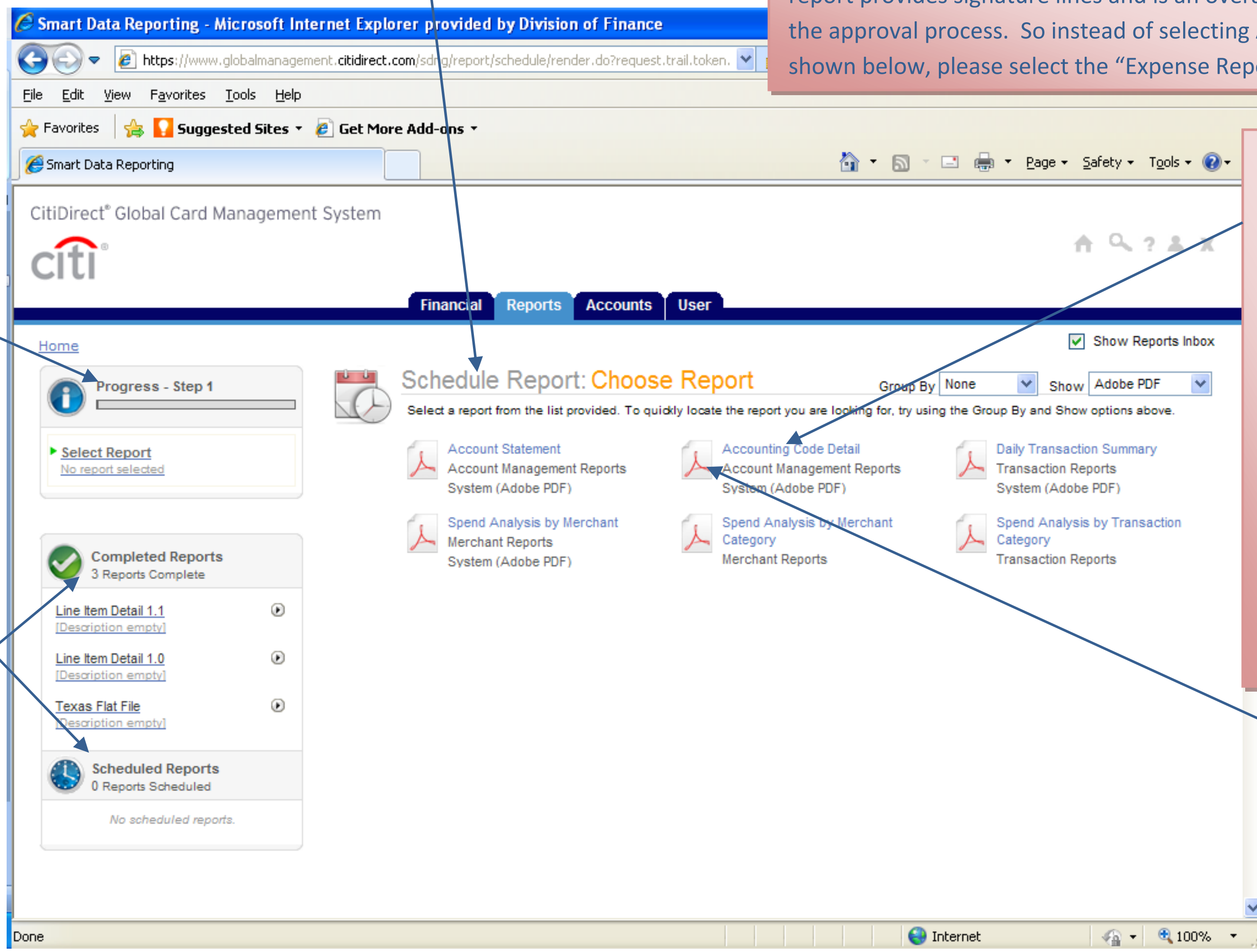
Inbox: Note that on the home page there is a "Completed Reports" and "Scheduled Reports" section that will show recently completed/scheduled reports without needing to navigate to the Reports tab and then needing to select the Completed Reports or Scheduled Reports link.

CitiDirect Reports Guide

Schedule Report: Choose Report: After clicking on the "Schedule Reports" link under the Reports tab the software will bring up the Schedule Reports page. The end user can run a onetime report or schedule a report through the "Schedule Report" section.

Note: Report titled Expense Report should be selected to schedule for cardholder signature and approver signature. The instructions show accounting detail report, however the expense report provides signature lines and is an overall better report for the approval process. So instead of selecting Accounting Detail as shown below, please select the "Expense Report".

Progress-Step 1: As the end user creates the report to run or be scheduled it will show the end user where they are in the process. The end user is in step 1 "Select Report".



Completed/Scheduled Reports: As shown on the home page the end user can see recently Completed and Scheduled reports here. The end user can also click on the title of Completed Reports or Scheduled Reports that will take the end user to view all completed or scheduled reports.

Expense Report/Account Code Detail: This report will contain all transactions and accounting code detail for a particular reporting period. This report will replace what is known now as Report 121. The Accounting Code Detail Report will be the report used to reconcile to and get approvals, as was done with the Report 121. This report does not have "signature" lines like the report 121, so cardholder and approver will just need to sign and date in the open space towards the bottom. The reconciler will need to write "Reconciled" then sign and date

To run or Schedule a Report: Hover over the report and then select the report. This will take you to Step 2 of 4 and this step is named "Entity".

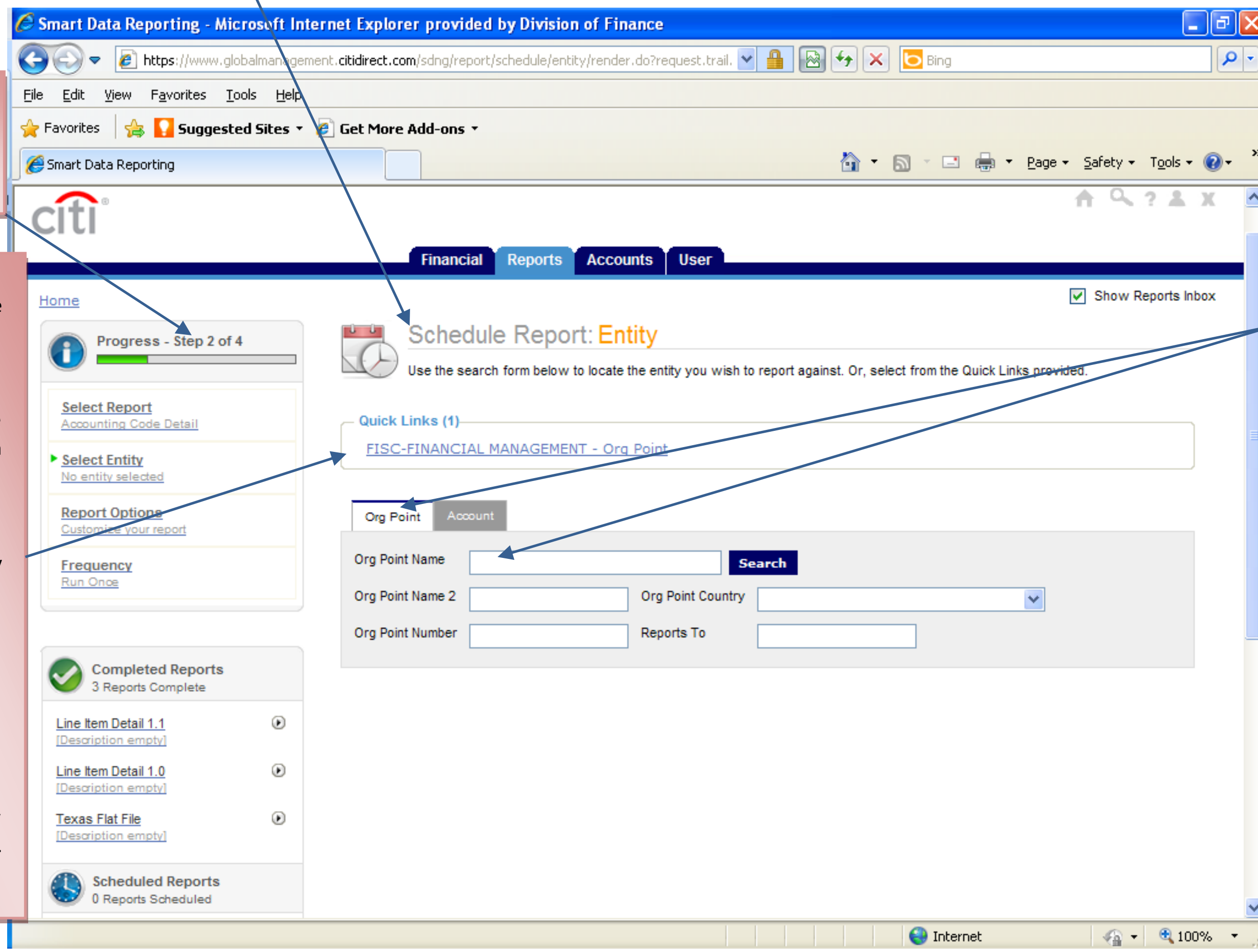
CitiDirect Reports Guide

Schedule Report: Entity on Org Point: After choosing the report the end user must now select the unit/hierarchy or individual account/card that the report should run for. If selecting the unit/hierarchy (Org Point) it will run all accounts/cards in that unit. If an individual card is selected the report will only be for that individual card.

Progress-Step 2 of 4: First Step was Select Report, now the end user is on Select Entity.

Quick Links: After an end user runs their first report the org point (college, dept or sub-dept) or account will appear here. If this is an end users first report there will be no Quick Links. Clicking on an Org Point link (like the one shown here under Quick Links) will run the report for all card/accounts with activity for the time period specified for that particular unit or hierarchy (dept/sub-dept). Clicking this link will take the end user to Step 3.

As an end user runs reports on different org points or accounts, those used recently will appear under Quick Links.



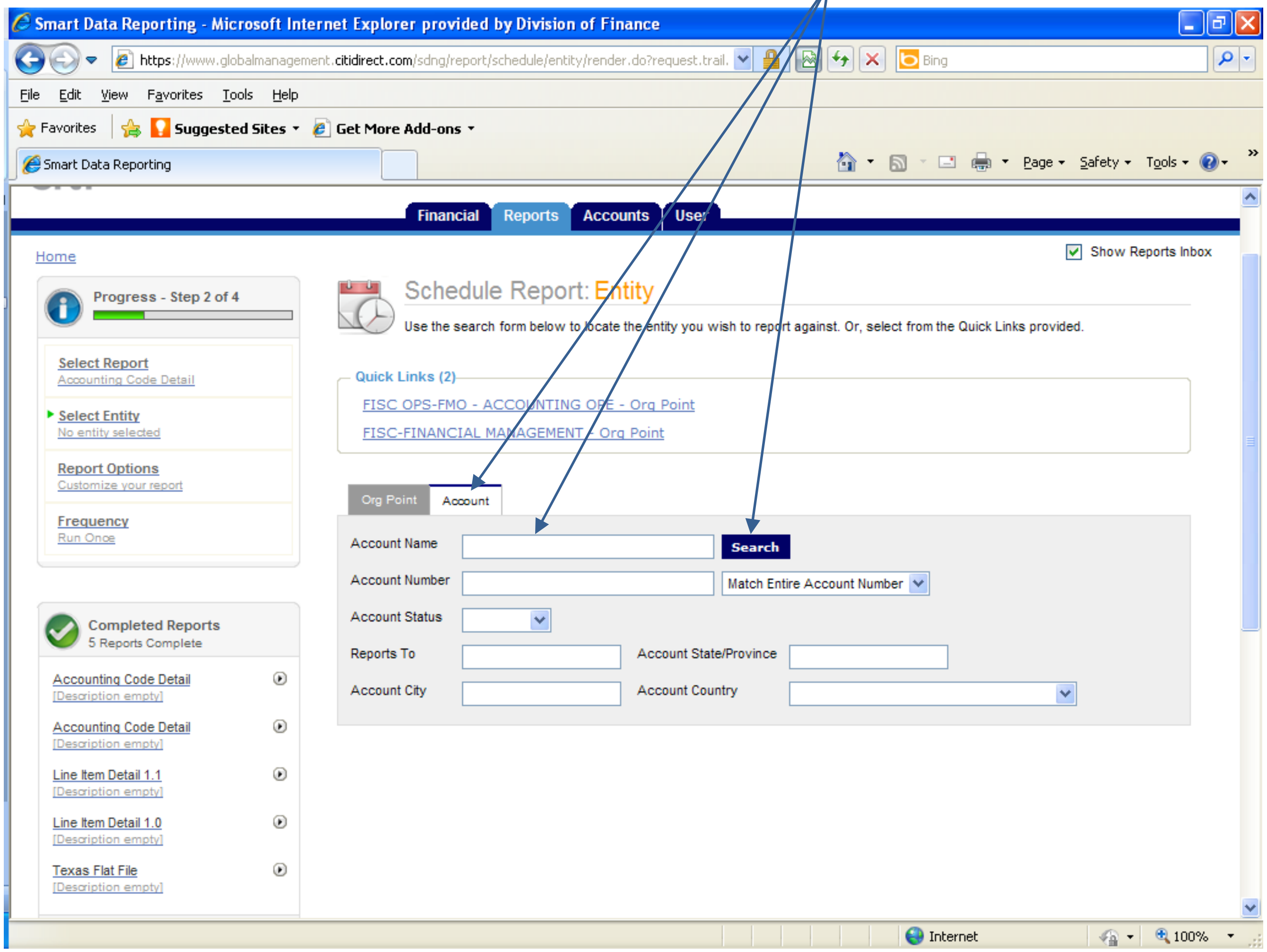
Org Point: If this is the first report run, the end user will need to search for the department here. Use the FAMIS 4 digit department code for the search. Click on the search button then select the appropriate department.

Note: The search will pull up the department and all sub-departments. Click on the dept if wanting all cards in that dept. If only want cards in a particular sub-dept then click on that sub-dept.

There will be two departments one that reports to “College Filler” (ignore this one)

CitiDirect Reports Guide

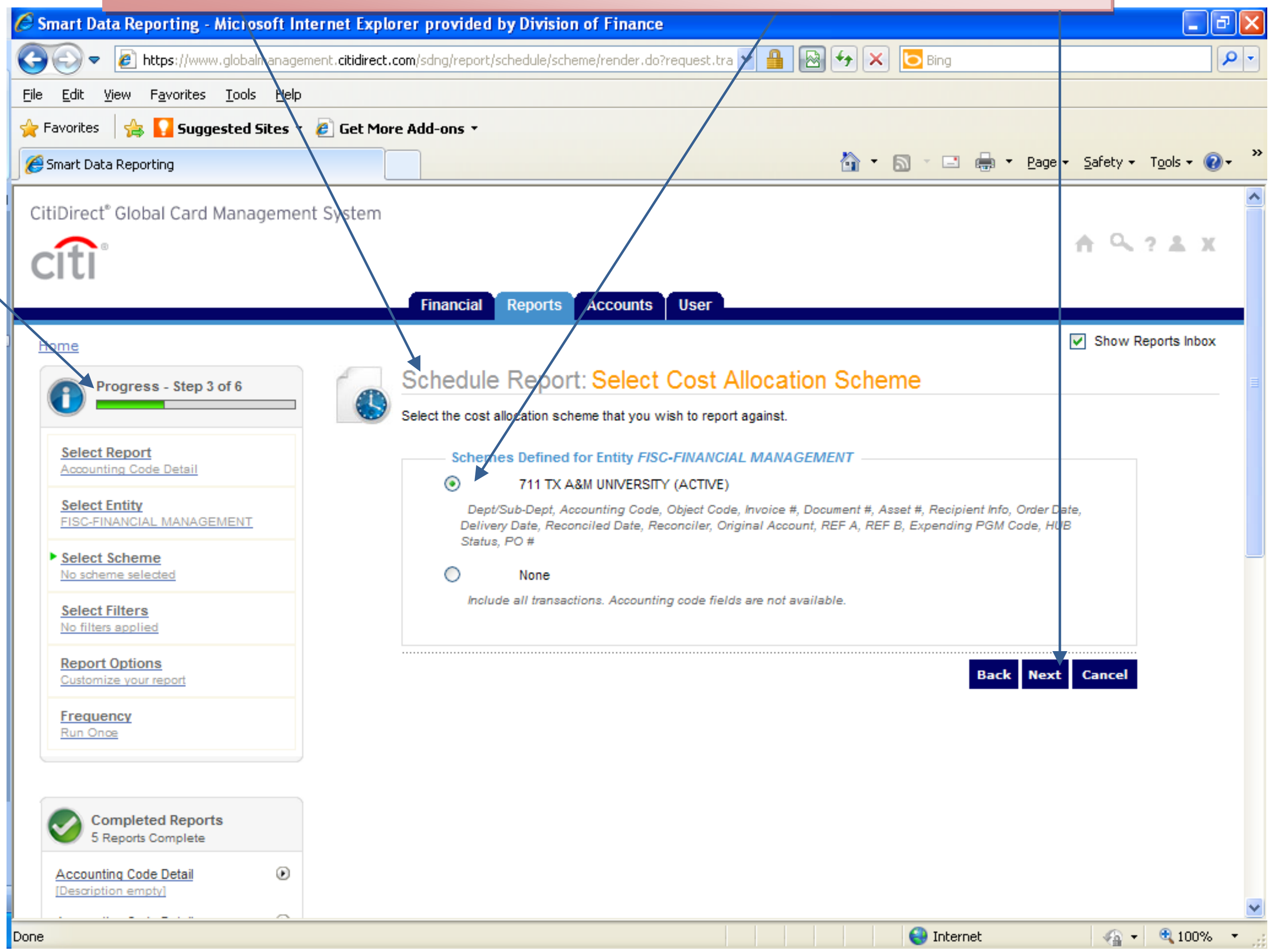
Schedule Report: Entity on Specific Account: If wanting a specific account or card, then click on Account. After clicking on the account tab the "Account" search shown below will appear. Enter the card name (first or last name) and hit search. It will bring up the card or cards to select. Not shown, but to select the card just hover over the account/card and click. That will take you to the next step.



CitiDirect Reports Guide

Schedule Report: Select Cost Allocation Scheme: After selecting the org point (hierarchy level or dept/sub-dept) or account the type of report will bring the end user to select a cost allocation scheme. This is the accounting detail and should be defaulted as shown below on 711 TX A&M University (Active). The agency number should be reflected for your particular agency. If the scheme is not defaulted as shown below, please select the appropriate scheme and then select "Next".

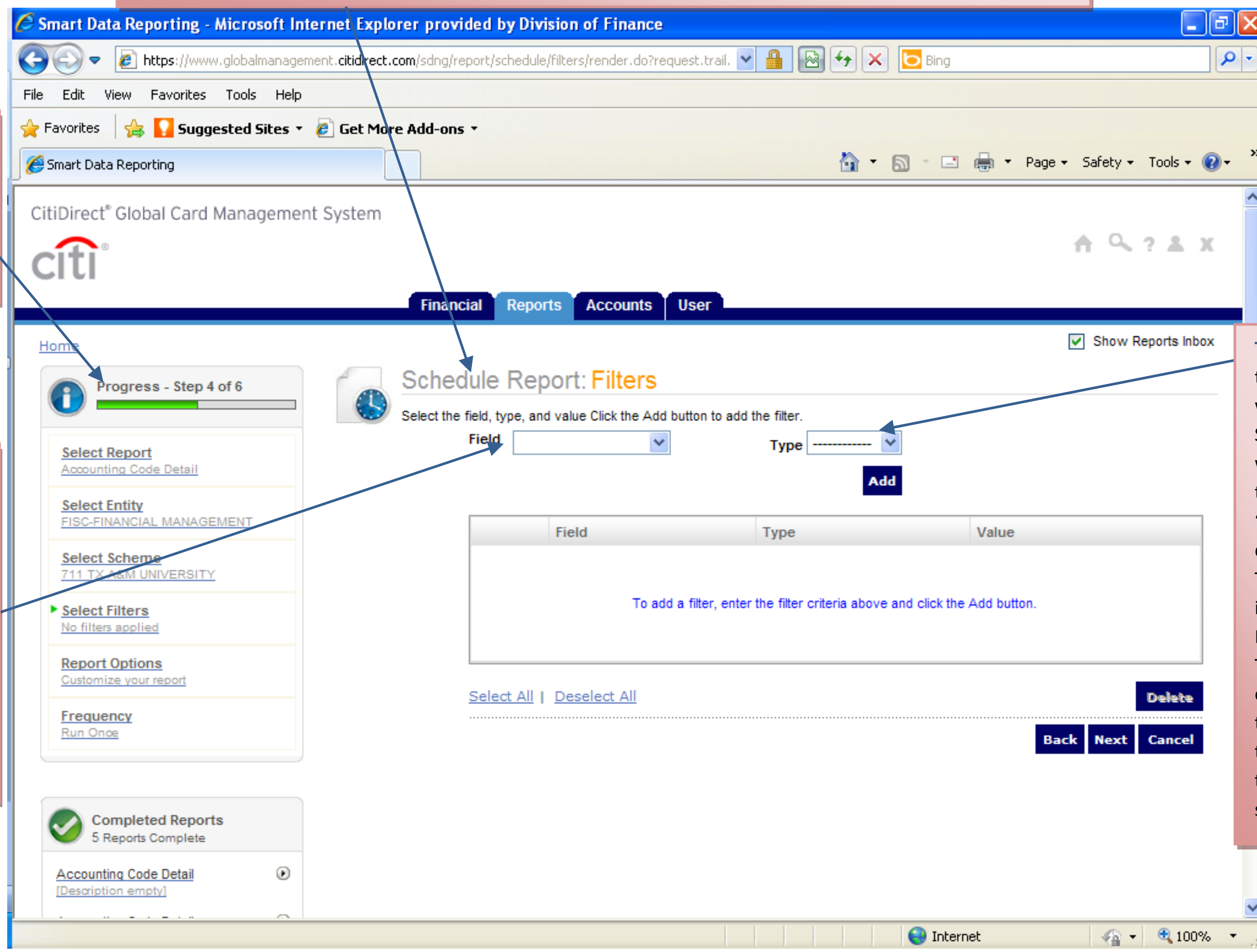
Progress-Step 3 of 6: Notice how the steps increase from 4 to 6. The selected report requires a cost allocation scheme (Accounting Detail) and filters to be selected. This is the Select Scheme step. The next step is Select Filters.



Schedule Report: Filters: After selecting the Cost Allocation Scheme and clicking next the system will take the end user to the Filters step. For Accounting Detail Report we do not want any filters, as we want all transactions that would appear on an actual statement. For this step the field should be blank and the type should be null (with --------- in the drop down). Verify these fields and click "Next".

Progress – Step 4 of 6: The end user is on Select Filters step with Report Options as the next step

Field: The filters available (although they will not be used for this report) are "Approved Status" "Reviewed Status" and "Transaction Type". It is possible an end user may, at some point for a particular report, want to filter only on reviewed or approved transactions. To do so select reviewed or approved status in this box. Transaction type would never be used.

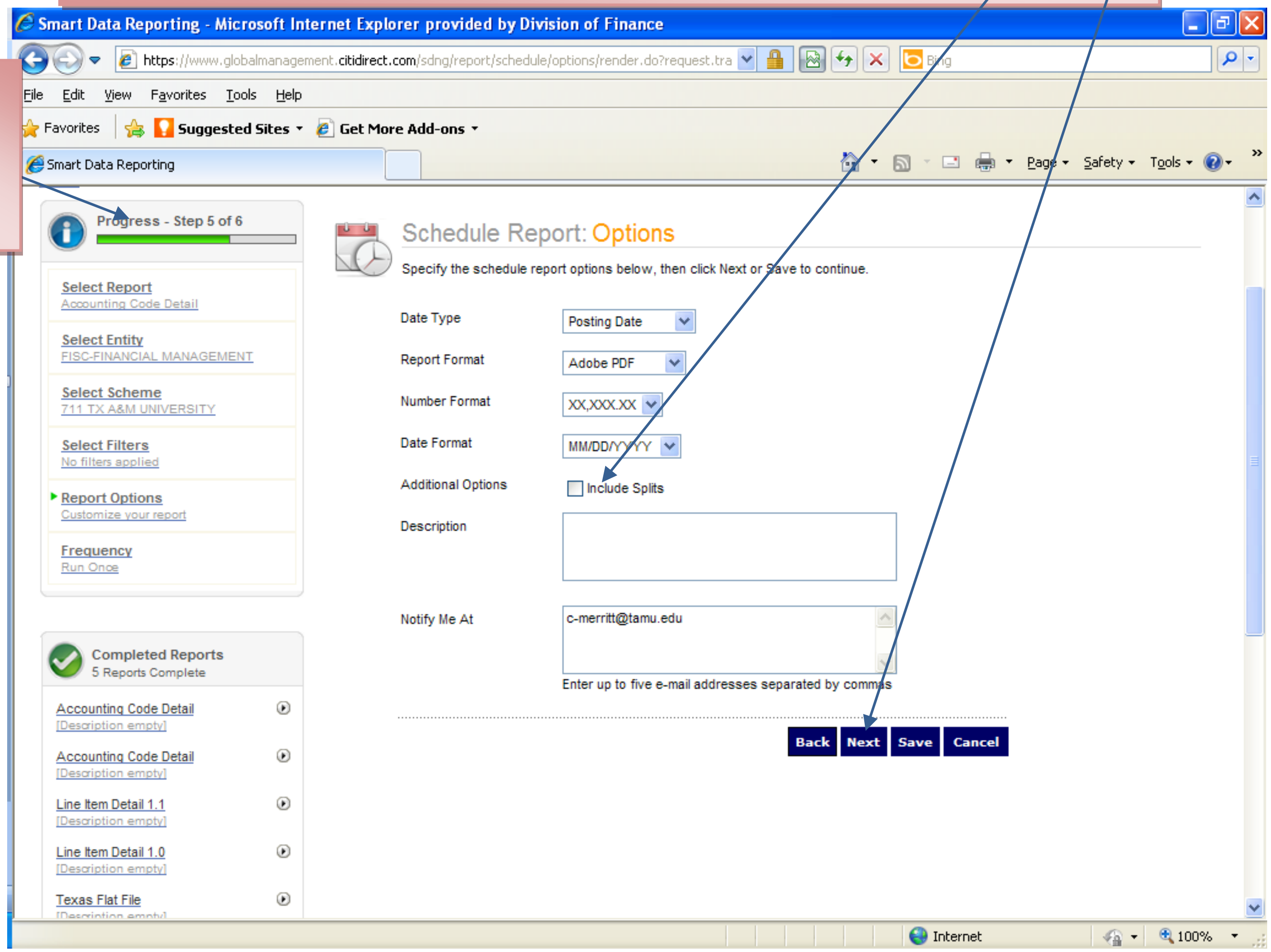


Type: If a filter is selected, the type must be selected. Type would be "equals" or "not equals". So if an end user wanted a report with only reviewed transactions, the end user would select "Reviewed Status" in the Field dropdown and "Equals" in the Type dropdown. Not shown here is an additional selection when the Field and Type are select is Value. The selection would be yes in this example. Then click "Add" and then "Next". The report would then only show reviewed transactions for the time period selected.

CitiDirect Reports Guide

Schedule Report: Options: All options for this particular report should be kept at the defaults listed below with the exceptions of Additional Options: Include Splits, Description and Notify Me At. Include Splits should be checked, so that any splits appear on the report so the approver can review all accounts on a particular transaction. The Description and Notify Me at are optional. After selecting the "Include Splits" box click the "Next" button.

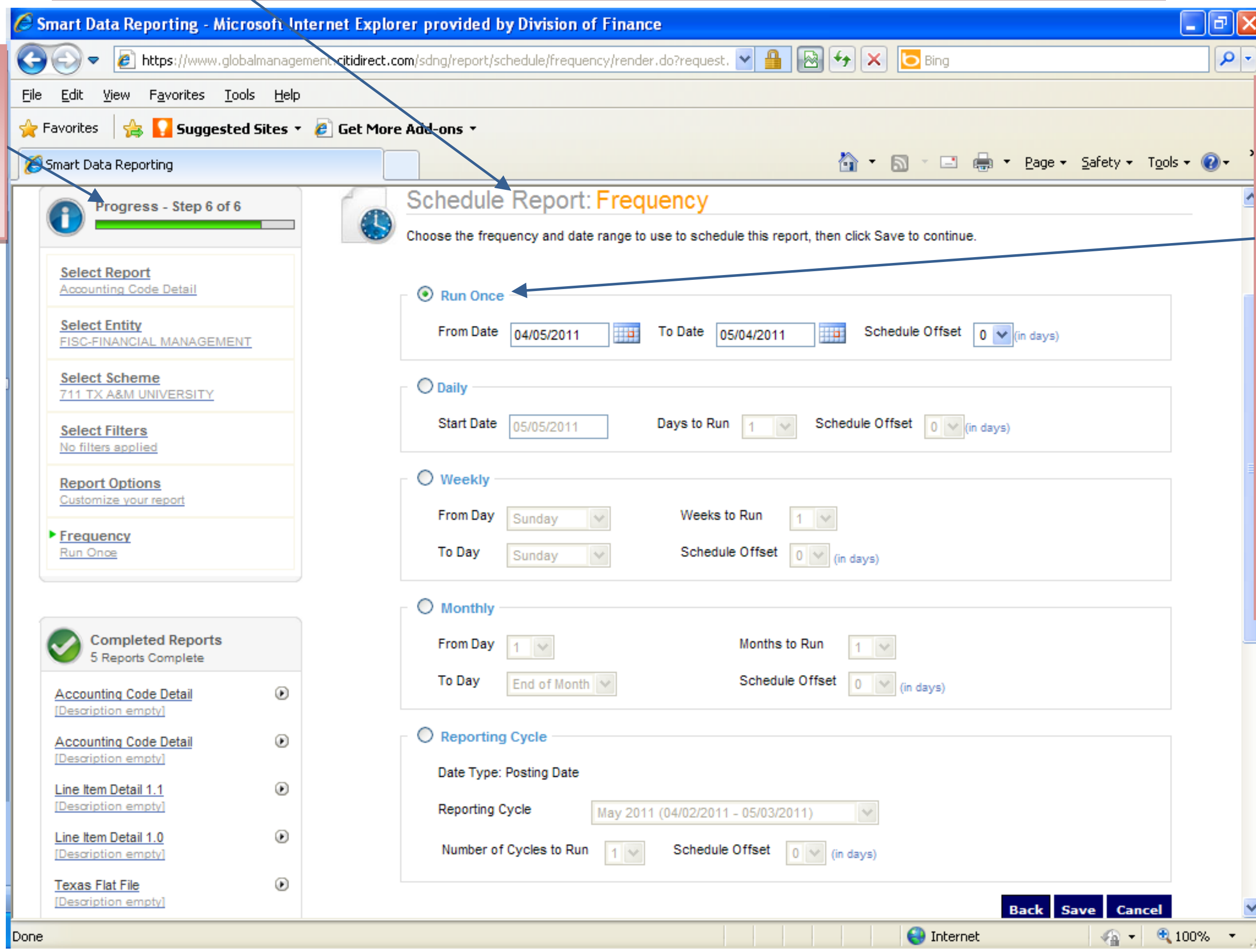
Progress – Step 5 of 6: The end user is on Report Options with the next step Frequency.



CitiDirect Reports Guide

Schedule Report: Frequency: This section allows the end user to select the frequency of the report. It can be run once, daily, weekly, monthly or on the reporting cycle. The most common will be Run Once and based on the Reporting Cycle. We will cover those two types.

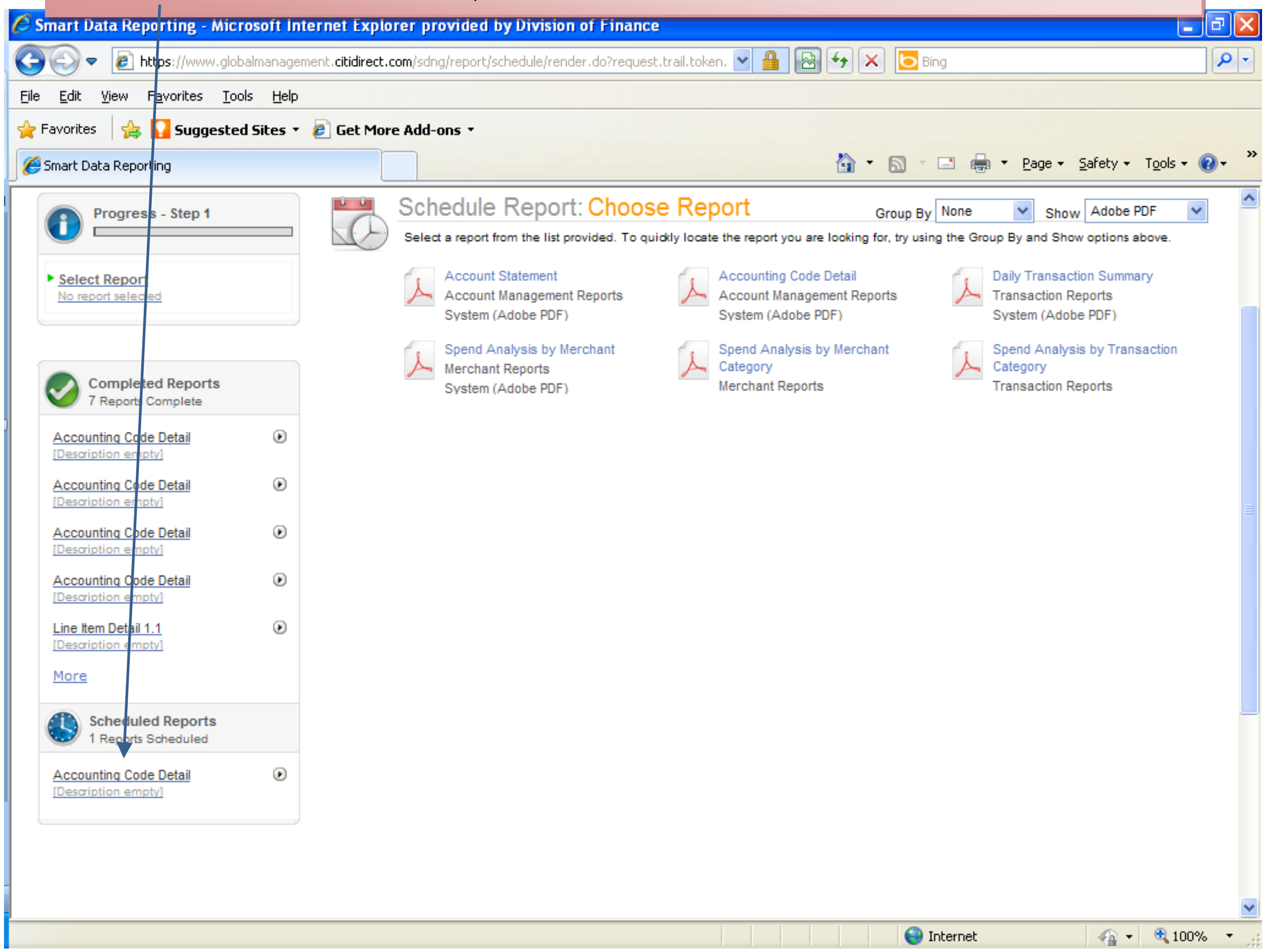
Progress – Step 6 of 6: The end user is on Frequency step the final step. Once Save is clicked after determining the Frequency the report will run or be scheduled to run.



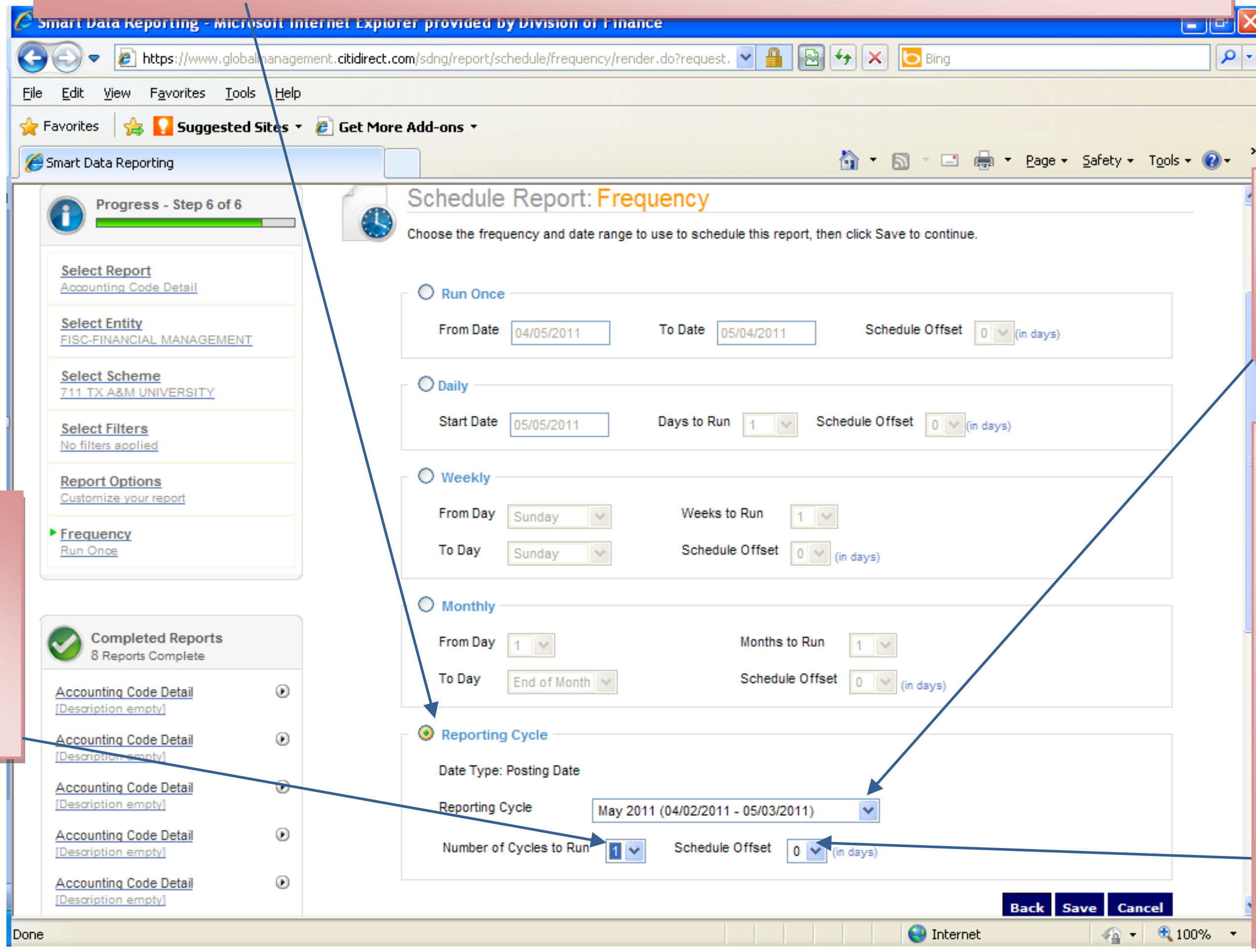
Run Once: If this option is selected, the end user specifies the date parameters for the report and then the number of days to delay the report from today (if any). That is what function "Schedule Offset" performs, however when wanting to run the report once usually it is needed now so that would need to remain with the default of zero. If it needs to be run 5 days from today then the Schedule Offset would be 5. After setting the date parameters, then click on the "Save" button to run the report now (if Offset is set to zero).

CitiDirect Reports Guide

Reports: After clicking save from the Schedule Reports: Frequency step it will direct the end user back to the Schedule Report home page, as if the end user is to schedule another report. Note that the report just saved to run is in the "Scheduled Reports" section on this page. However it will only be there a short time since this particular example was set to run once (now). After the system processes the report it will move from Scheduled to Completed Reports. The system will also send an email notification to the end user who created the report.



Schedule Report: Frequency Scheduling: Reports can be scheduled using the Daily, Weekly, and Monthly or Reporting Cycle selections. This guide will highlight the “Reporting Cycle” selection as this will be the type of scheduled report Accounting Managers will run most of the time and particularly for the Accounting Detail Statement Report. To schedule a report for Reporting Cycle select the button next to “Reporting Cycle”. Then select the starting reporting cycle month, the number of cycles to run and the number of days to delay running the report after the last day of the reporting cycle (schedule offset). Then click “Save” to schedule report.



Number of Cycles to Run: Recommend selecting 60, so this report will not have to be scheduled again for 5 years. The system only allows 60 reporting cycles to be created, so after 5 years this report will need to be scheduled again.

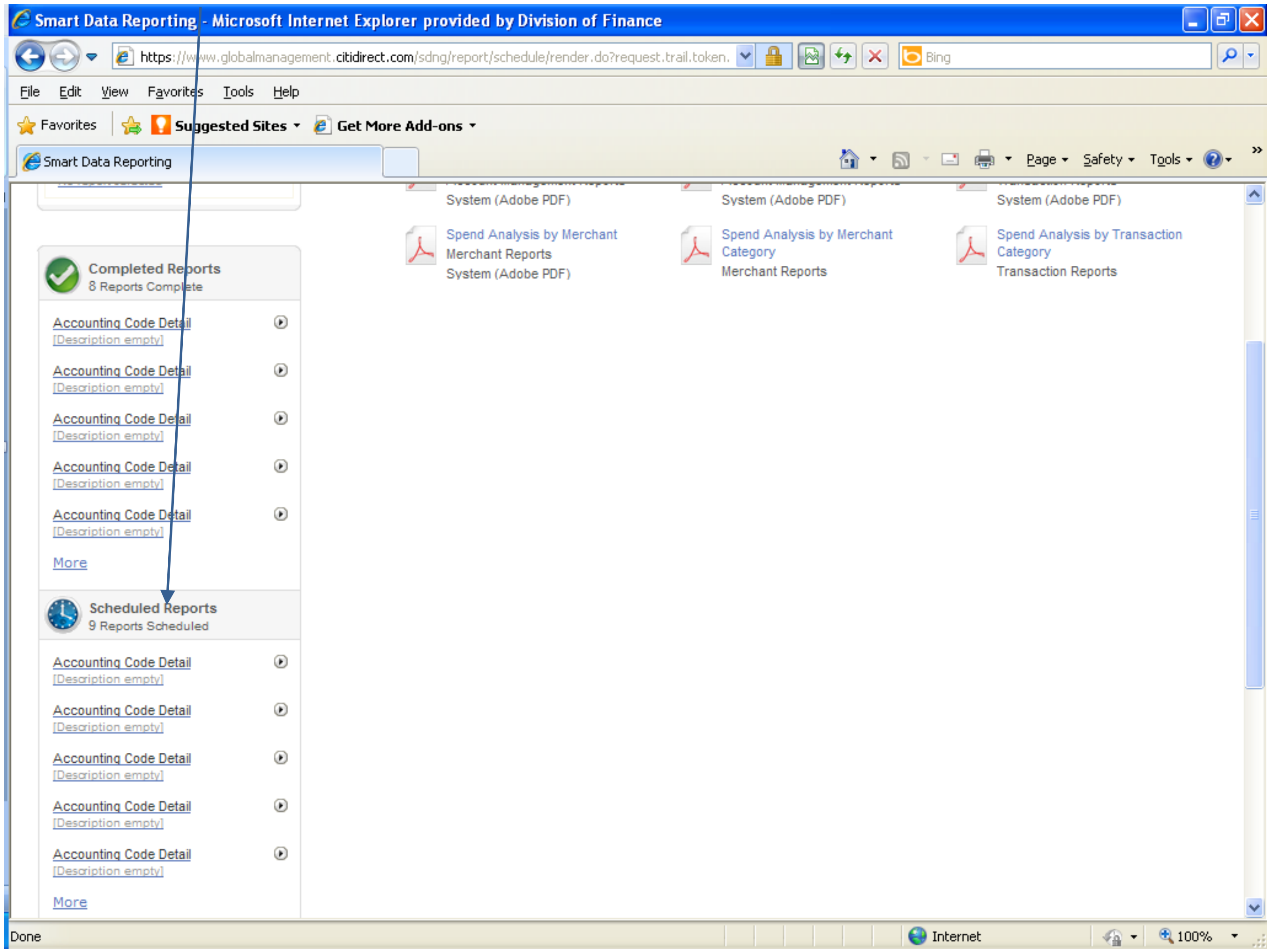
Reporting Cycle: Select the current reporting cycle. A reporting cycle is created to match a statement’s begin and ending dates for that particular month.

Schedule Offset: If an account manager would like X number of days to complete allocations prior to this report running after the last day of the reporting cycle, then enter that number here. If 7 were entered it would allow the account manager 7 days after the last day of the reporting cycle to complete allocations.

Some account managers may prefer to schedule two Accounting Detail Reports. One at the end of the reporting cycle to help gather receipts and one after x days to include any new allocations.

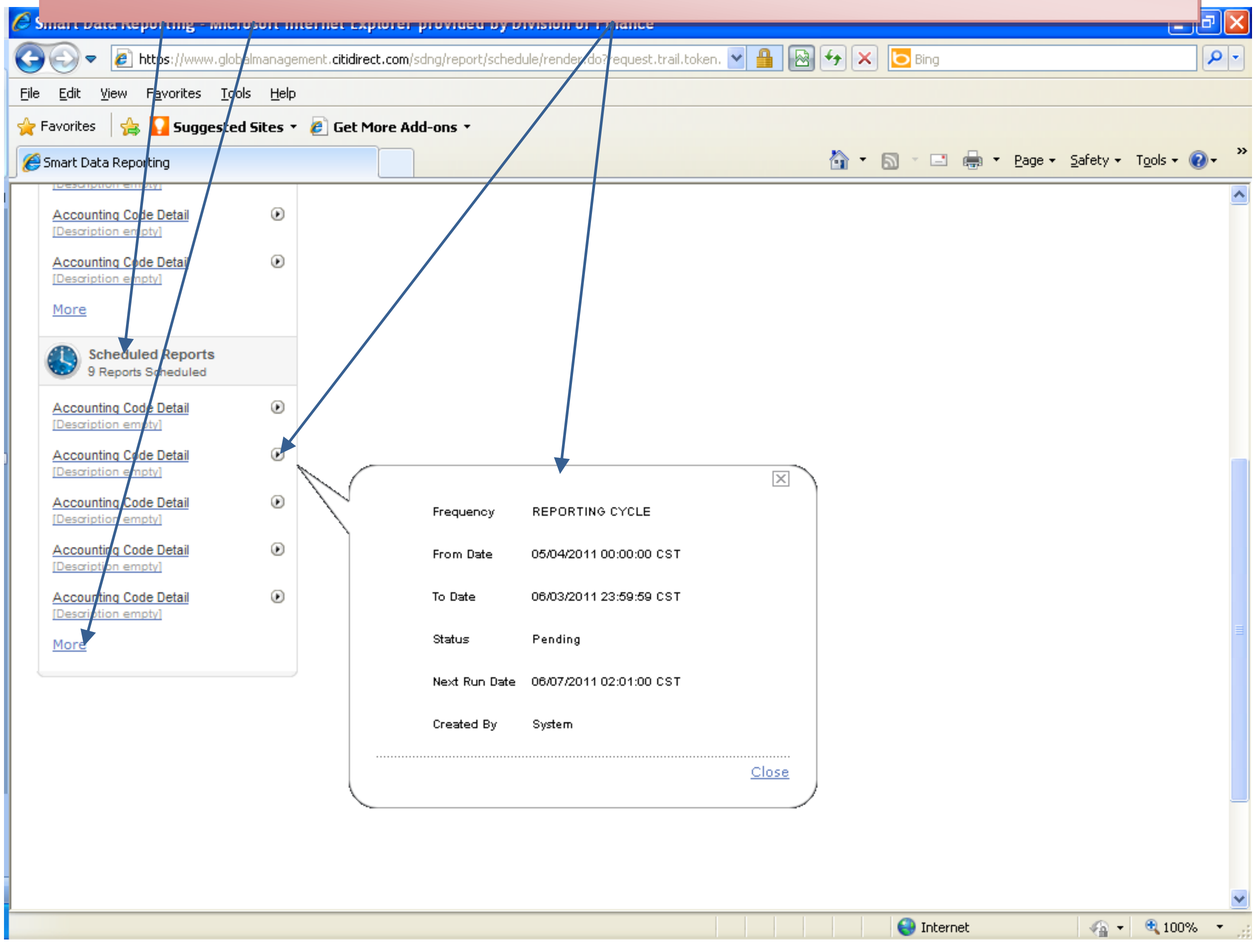
CitiDirect Reports Guide

Reports: Scheduled Reports: After clicking save to schedule the report, the system will bring the end user back to the Schedule Reports home page. Notice that it now shows the instances of the scheduled reports below.



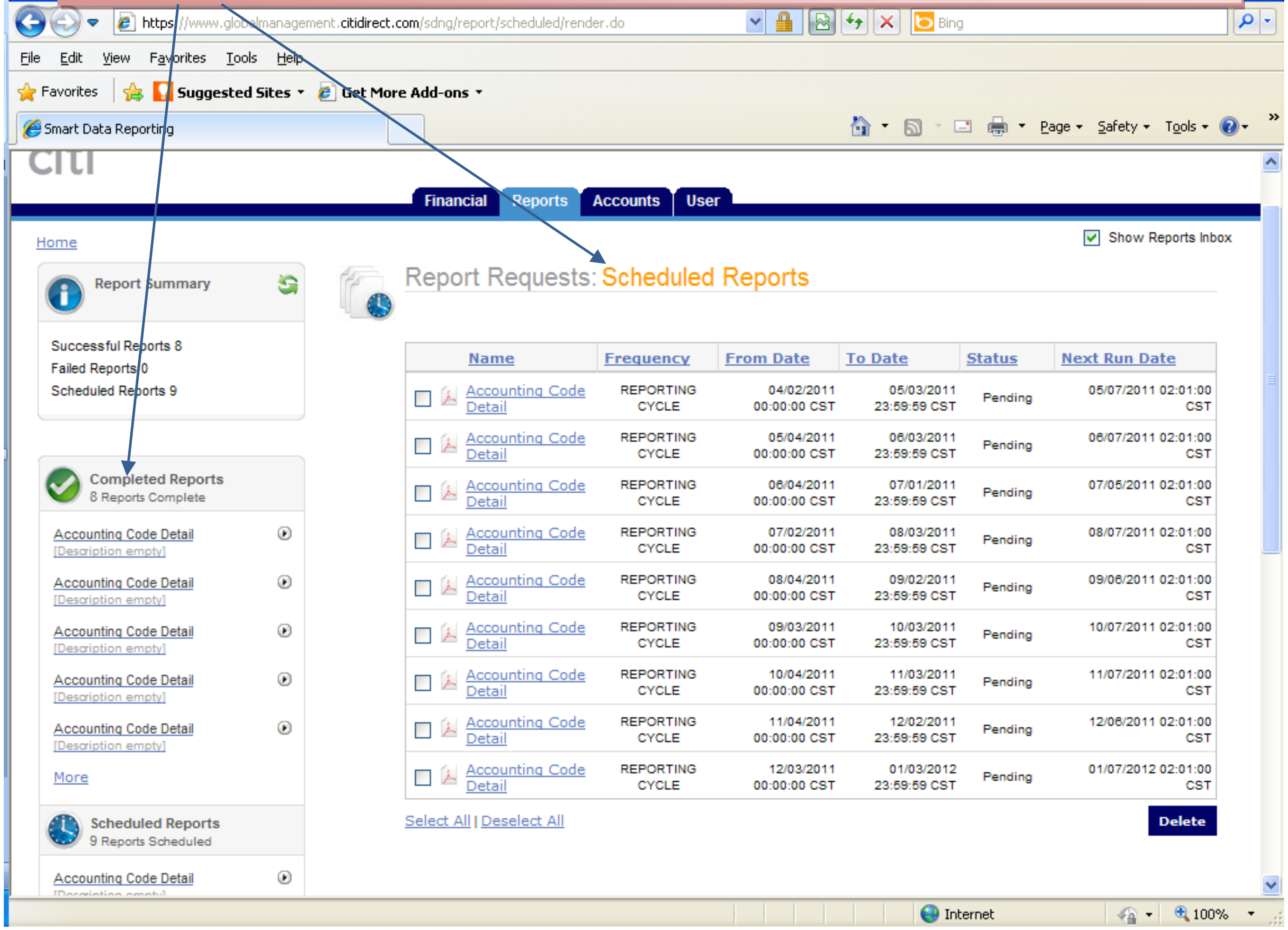
CitiDirect Reports Guide

Reports: Scheduled Reports: If the end user needs more information about one of those schedule reports, then click on the circled arrow. This will provide a pop up box providing the period of time this report will run for and the run date. Notice the ending date is 06/03 and the run date is 06/07. 4 days was selected as the schedule offset. To view all of the “Schedule Reports", click on either the “More” link or the “Schedule Reports” header. Another way to view scheduled reports would be to click on the “Reports” tab and select “Scheduled Reports”.



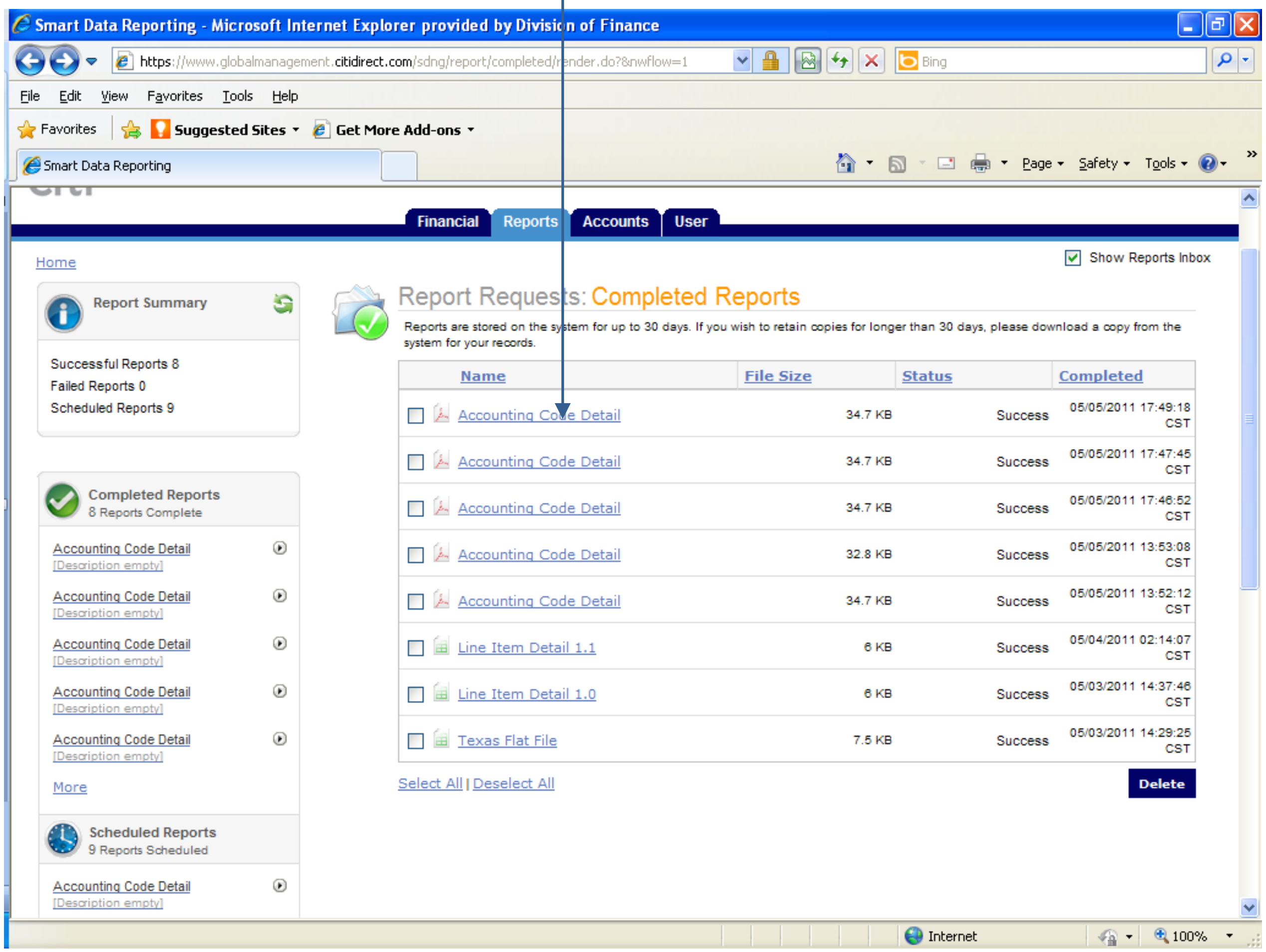
CitiDirect Reports Guide

Reports: Scheduled Reports: After clicking on one of the methods to get to scheduled reports the “Scheduled Reports” page will be shown. The end user can now view all scheduled reports, including the reporting periods and run dates. End users can also delete any scheduled reports no longer needed by selecting the report and clicking the “Delete” button. An end user may also edit scheduled report parameters by clicking on the report “Name”. To view completed reports and to download completed reports click on the “Completed Reports” header below. This can also be accessed from the home page or via the Reports tab selecting “Completed Reports”.



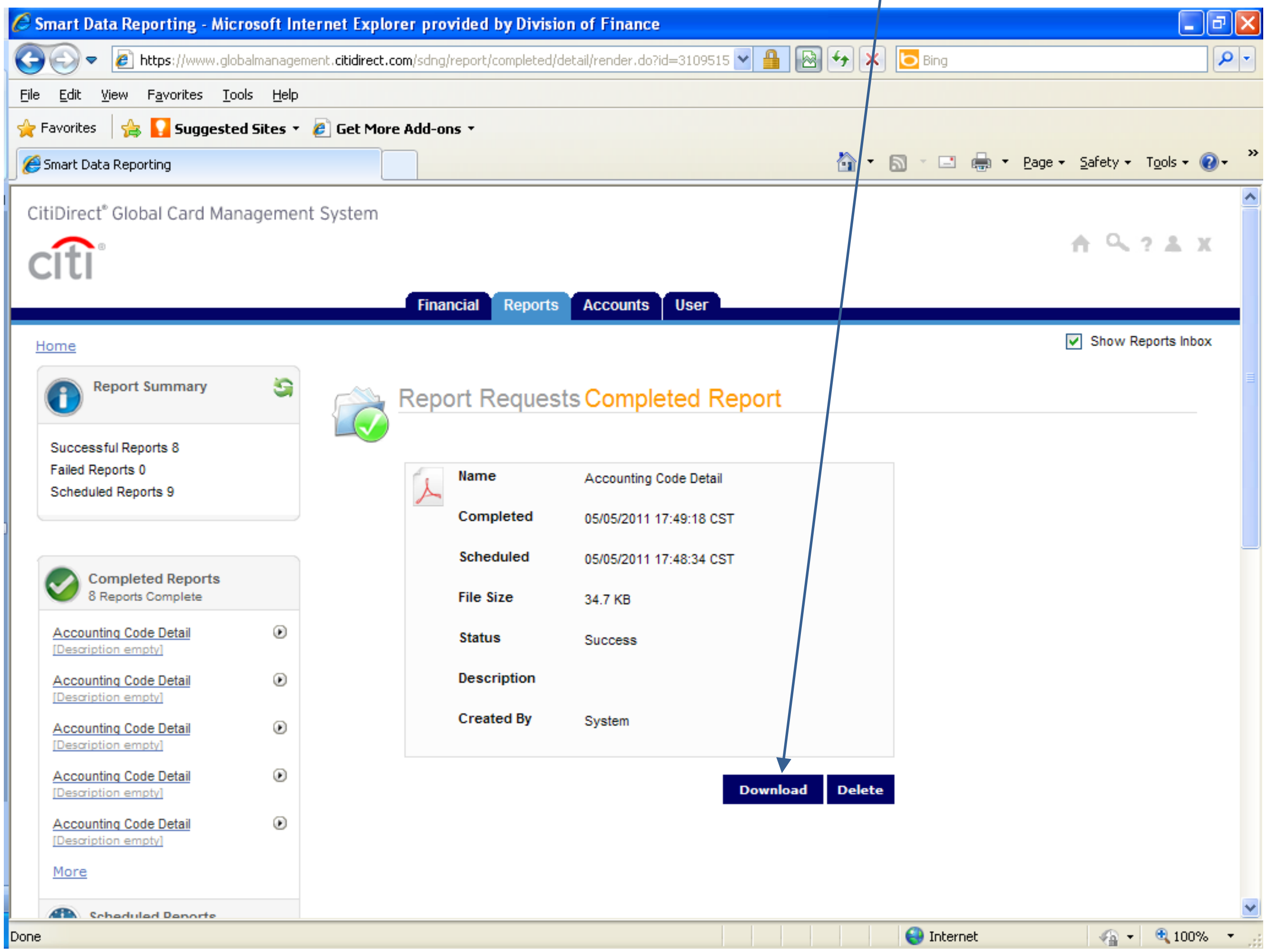
CitiDirect Reports Guide

Reports: Completed Reports: After selecting one of the methods to navigate to the “Complete Reports” page the end user will be able to view all completed reports within the last 30 days. After 30 days the reports are automatically deleted from the system. End users can select the report and then click delete or just wait for the system to delete the report automatically. To view a report, click on the “Name” of the report. By doing this it will open up the report details to download.

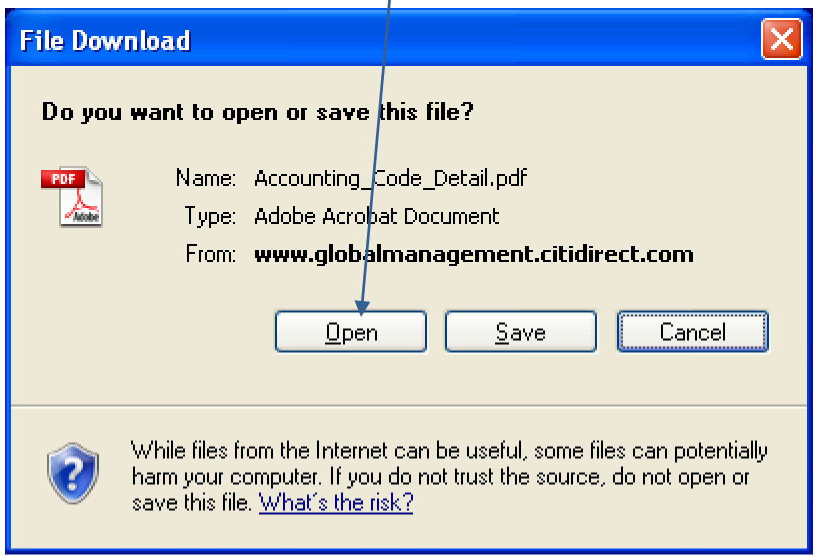


CitiDirect Reports Guide

Reports: Completed Report: To view the actual report it must now be downloaded. To download the report for viewing, click on the download button shown here.

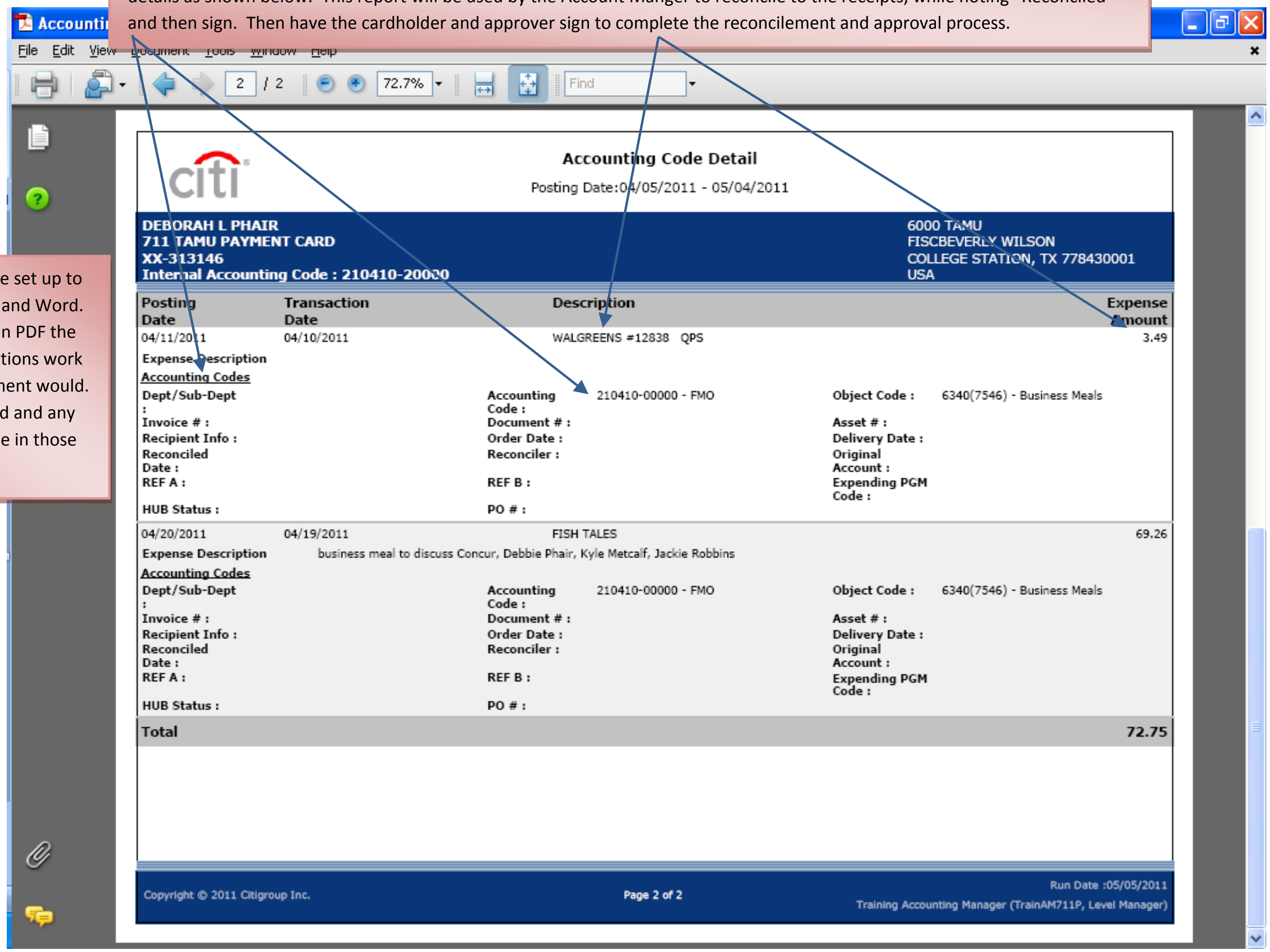


Reports: Completed Report: After clicking the download button the below will appear. Click on open to view the report immediately or click on save to save to a folder and then open.



Reports: Completed Report: After clicking on open it will bring up the report. This report was scheduled as a PDF and is recommended for this particular report. This report will provide not only the transaction details, but also all Accounting Code details as shown below. This report will be used by the Account Manger to reconcile to the receipts, while noting "Reconciled" and then sign. Then have the cardholder and approver sign to complete the reconcilement and approval process.

Reports: Reports can be set up to download in PDF, Excel and Word. Now that this report is in PDF the PDF save and print functions work as any other PDF document would. Same for excel and word and any other functions available in those applications.



Accounting Code Detail

Posting Date:04/05/2011 - 05/04/2011

DEBORAH L PHAIR
711 TAMU PAYMENT CARD
XX-313146
Internal Accounting Code : 210410-20000

6000 TAMU
FISCBEVERLY WILSON
COLLEGE STATION, TX 778430001
USA

Posting Date	Transaction Date	Description	Expense Amount
04/11/2011	04/10/2011	WALGREENS #12838 QPS	3.49

Expense Description

Accounting Codes

Dept/Sub-Dept :		Accounting Code :	210410-00000 - FMO	Object Code :	6340(7546) - Business Meals
Invoice # :		Document # :		Asset # :	
Recipient Info :		Order Date :		Delivery Date :	
Reconciled Date :		Reconciler :		Original Account :	
REF A :		REF B :		Expending PGM Code :	
HUB Status :		PO # :			

Posting Date	Transaction Date	Description	Expense Amount
04/20/2011	04/19/2011	FISH TALES	69.26

Expense Description business meal to discuss Concur, Debbie Phair, Kyle Metcalf, Jackie Robbins

Accounting Codes

Dept/Sub-Dept :		Accounting Code :	210410-00000 - FMO	Object Code :	6340(7546) - Business Meals
Invoice # :		Document # :		Asset # :	
Recipient Info :		Order Date :		Delivery Date :	
Reconciled Date :		Reconciler :		Original Account :	
REF A :		REF B :		Expending PGM Code :	
HUB Status :		PO # :			

Total **72.75**

Copyright © 2011 Citigroup Inc. Page 2 of 2 Run Date :05/05/2011
Training Accounting Manager (TrainAM711P, Level Manager)

CitiDirect Reports Guide

Home: As noted earlier in the training all recently completed and scheduled reports will show on the Home page and can be accessed quickly by clicking on the Completed Reports or Scheduled Reports header or the “View All” link. This concludes the Reports Guide.