

# Citibank<sup>®</sup> Custom Reporting System (CCRS) Tips

---

**For Department of Defense Travel**

**November 2008**

## CCRS Tips: Key DoD Travel Shared Reports

Report	Description	Recommended Prompts
Account Activity Text File CD 100T  (Transaction Activity) *	Provides detailed information regarding transaction detail at the individual account level. Update Frequency: Daily.	Unit Number and Name (Required) Select desired hierarchy level (s) Enter Start Date (Required) <ul style="list-style-type: none"> <li>• Select or Enter Start date not to exceed 36 months prior to today's date. Start date must be a date prior to end date</li> </ul> Enter End Date (Required) <ul style="list-style-type: none"> <li>• Select or Enter End date not to exceed 36 months prior to today's date</li> <li>• Click: Run Report</li> </ul>
Account Listing  (Account Listing) *	Lists all accounts within an agency and includes information necessary to identify and contact the account holder. Provides summary account information for account holders, such as credit limits, cash limits, past due amounts, and payment information. Update Frequency: Daily.	Hierarchy Attributes Prompt (Required) <ul style="list-style-type: none"> <li>• Select desired hierarchy level (s)</li> </ul> Choose an Account Status <ul style="list-style-type: none"> <li>• Select: Open</li> <li>• Click: Run Report</li> </ul>
Aging Analysis  (Aging Analysis) *	Provides summary information for delinquent and charged-off accounts. Provides delinquency percentage for delinquency categories. Information is sorted into categories of 30, 60, 90, 120, 150, and 180+ days past due. Provides grand totals for each account status. Does not provide individual account or transaction information. Update Frequency: Daily.	Hierarchy Attributes Prompt (Required) <ul style="list-style-type: none"> <li>• Select desired hierarchy level (s)</li> <li>• Click: Run Report</li> </ul>
ATM Cash  (ATM/Cash Activity) *	Provides a list of all ATM and cash withdrawals within a specified hierarchy level and time frame. Update Frequency: User Selected Dates.	Qualify on Transaction Post Date Prompt Required) <ul style="list-style-type: none"> <li>• Select the "Between (enter value 1; value 2)" qualifier from the IS droplist</li> <li>• Click the Calendar next to the Value field. Select a Start date not to exceed 36 months prior to today's date. Start date must be a date prior to end date</li> <li>• Click the Calendar next to the Value field. Select an End date not to exceed 36 months prior to today's date</li> <li>• Click: Run Report</li> </ul>

\* Corresponding Report Name from previous provider.

## CCRS Tips: Key DoD Travel Shared Reports (Cont'd)

Report	Description	Recommended Prompts
Blocked MCC  (New Report)	Provides detail information on transactions made at merchants that fall outside of an agency approved merchants list. (Blocked MCCs). Update Frequency: User Selected Dates.	Hierarchy Attributes Prompt (Required) <ul style="list-style-type: none"> <li>• Select desired hierarchy level (s)</li> </ul> Choose the Blocked MCC's (Required) <ul style="list-style-type: none"> <li>• Select MCC's from list</li> </ul> Transaction Date Range from (Date) (Required) <ul style="list-style-type: none"> <li>• Select or Enter Start date not to exceed 36 months prior to today's date. Start date must be a date prior to end date</li> </ul> Transaction Date Range from to (Date) (Required) <ul style="list-style-type: none"> <li>• Select or Enter End date not to exceed 36 months prior to today's date</li> <li>• Click: Run Report</li> </ul>
Declined Authorizations  (Authorization Decline) *	Lists all transactions attempted against an account and details reasons for decline and type of purchase (mail order, ATM, purchase, cash). Update Frequency: User Selected Dates.	Declined Authorization Start Date (Required) <ul style="list-style-type: none"> <li>• Select or Enter Start date not to exceed 36 months prior to today's date. Start date must be a date prior to end date</li> </ul> Declined Authorization End Date (Required) <ul style="list-style-type: none"> <li>• Select or Enter End date not to exceed 36 months prior to today's date</li> <li>• Click: Run Report</li> </ul>
Delinquency–Hierarchy Level  (Delinquency–Hierarchy Level) *	Provides a list of all account balances that are in a state of delinquency (accounts with past due balances of 30, 60, 90, 120, 150, 180+ days). Shows account-specific and cardholder detail. Does not show transaction details. Update Frequency: Daily.	Hierarchy Attributes Prompt (Required) <ul style="list-style-type: none"> <li>• Select desired hierarchy level (s)</li> <li>• Click: Run Report</li> </ul>
Non-Travel Activity  (Non-Travel Activity) *	Provides information to identify accountholders with transaction activity (such as cash, fuel, or food) occurring without other associated travel activity (such as airline, car rental, or lodging). This report is designed to point out potential opportunities of account misuse on travel accountholders who may be using their government card during non-official travel periods. Update Frequency: User Selected Dates.	Hierarchy Attributes Prompt (Required) <ul style="list-style-type: none"> <li>• Select desired hierarchy level (s)</li> </ul> Transaction Date Range from (Date) (Required) <ul style="list-style-type: none"> <li>• Select or Enter Start date not to exceed 36 months prior to today's date. Start date must be a date prior to end date</li> </ul> Transaction Date Range from to (Date) (Required) <ul style="list-style-type: none"> <li>• Select or Enter End date not to exceed 36 months prior to today's date</li> <li>• Click: Run Report</li> </ul>
Mission Critical  (New Report)	Provides summary information on account in a mission critical status. Update Frequency: Daily.	Hierarchy Attributes Prompt (Required) <ul style="list-style-type: none"> <li>• Select desired hierarchy level (s)</li> <li>• Click: Run Report</li> </ul>

\* Corresponding Report Name from previous provider.

## CCRS Tips: Key DoD Travel Shared Reports (Cont'd)

<b>Report</b>	<b>Description</b>	<b>Recommended Prompts</b>
Pre-Suspension Detail  (Pre-Suspension Detail) *	Lists accounts that are 45-60 days past due and are eligible for suspension during the next cycle. Identifies account name, account number, status, balance past due, and number of days past due. Update Frequency: Fifteen (15) days from cycle close date.	Hierarchy Attributes Prompt (Required) <ul style="list-style-type: none"> <li>• Select desired hierarchy level (s)</li> <li>• Click: Run Report</li> </ul>
Salary Offset Detail  (Salary Offset) *	Lists all accounts in Salary Offset. Update Frequency: Weekly.	Hierarchy Attributes Prompt (Required) <ul style="list-style-type: none"> <li>• Select desired hierarchy level (s)</li> <li>• Click: Run Report</li> </ul>
Weekend/Holiday Activity  (Weekend/Holiday Activity) *	Provides information on accounts with car rentals and/or lodging activity when checkout is on a Sunday, Monday, or a Federal holiday. Update Frequency: User Selected Date.	Hierarchy Attributes Prompt (Required) <ul style="list-style-type: none"> <li>• Select desired hierarchy level (s)</li> </ul> Transaction Date Range From (Date) (Required) <ul style="list-style-type: none"> <li>• Select or Enter Start date not to exceed 36 months prior to today's date. Start date must be a date prior to end date</li> </ul> Transaction Date Range from to (Date) (Required) <ul style="list-style-type: none"> <li>• Select or Enter End date not to exceed 36 months prior to today's date</li> <li>• Click: Run Report</li> </ul>

\* Corresponding Report Name from previous provider.

© 2008 Citibank, N.A. All rights reserved. Citi and Citi and Arc Design are trademarks and service marks of Citigroup Inc. or its affiliates and are used and registered throughout the world.

In January 2007, Citi released a Climate Change Position Statement, the first US financial institution to do so. As a sustainability leader in the financial sector, Citi has taken concrete steps to address this important issue of climate change by: (a) targeting \$50 billion over 10 years to address global climate change; includes significant increases in investment and financing of alternative energy, clean technology, and other carbon-emission reduction activities; (b) committing to reduce GHG emissions of all Citi owned and leased properties around the world by 10% by 2011; (c) purchasing more than 52,000 MWh of green (carbon neutral) power for our operations in 2006; (d) creating Sustainable Development Investments (SDI) that makes private equity investments in renewable energy and clean technologies; (e) providing lending and investing services to clients for renewable energy development and projects; (f) producing equity research related to climate issues that helps to inform investors on risks and opportunities associated with the issue; and (g) engaging with a broad range of stakeholders on the issue of climate change to help advance understanding and solutions.

Citi works with its clients in greenhouse gas intensive industries to evaluate emerging risks from climate change and, where appropriate, to mitigate those risks. efficiency, renewable energy & mitigation

Global Transaction Services

[www.transactionservices.citi.com](http://www.transactionservices.citi.com)

© 2008 Citibank, N.A. All rights reserved. Citi and Arc Design is a trademark and service mark of Citigroup Inc., used and registered throughout the world.

441497 GTS25123 11/08

