



GSA SmartPay Conference

Advanced Reporting DoD Travel





Success is in the Cards

11th Annual GSA SmartPay Conference

Phoenix, Arizona
July 28th - July 30th, 2009



Advanced Reporting – DoD Travel

House Rules

To ensure the best possible learning experience for participants, please adhere to the following house rules:

- Turn cell phones and pagers to vibrate
- Hold questions to end of session
- Must be scanned to receive CLP credits
 - For each course
- Unanswered Questions
 - Q-Cards & Ballot Boxes
 - Answer to be emailed after the conference - within 45 days



Advanced Reporting – DoD Travel

Goals & Objectives

This session is designed to assist you in achieving the following goals:

- Access Citibank® Custom Reporting System (CCMS)
- Use advanced functionality within CCRS to design and run reports



Agenda

1. Add and Remove Data Columns
2. Edit Report Templates
3. Save Report Templates to My Reports
4. Export Reports to Excel
5. Update Reporting Preferences



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4. Access to CitiDirect® Card Management System

- <https://home.cards.citidirect.com>
- <http://www.citimanager.com>


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Treasury and Trade Solutions
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Citi® Commercial Cards

As a leading Commercial Card issuer, Citi is committed to providing solutions that offer greater control, visibility and optimization to help our clients maximize their efficiencies and expand their opportunities. Whether your needs are local or global, Citi can customize a solution to help your organization achieve its strategic financial objectives.

With the broadest global reach, an unrivaled international network, award-winning customer service, and the industry's most advanced payment, reporting and expense management tools, Citi continues to raise the bar for commercial card programs. Citi's global infrastructure—with a vast network of countries with on-the-ground proprietary operations—allows you to manage your business and treasury functions seamlessly throughout the world. In addition to offering the most widely accepted corporate card—accepted at 27 million merchant locations and 1,500,000 ATMs in 140 countries, Citi is also the only U.S. bankcard issuer to offer local currency card programs and local language support using our own proprietary systems and customer service operations.

As next generation card management solutions emerge, Citi, once again, is on the forefront of card technology, delivering cutting-edge payment tools and platforms to help our clients achieve greater integration, efficiency and control - locally, regionally, and globally. Our advanced suite of customizable, online reporting tools and solutions seamlessly integrates with your financial systems, providing you with the transaction details you need—when you need them—so you can manage your business more effectively.

Equipped with the industry's most powerful solutions and unmatched



WEB-BASED TOOLS

Registered users can access our Web-based tools through the following links:

- >> Access the Citi Landing Page
- >> CitiDirect® Card Management System
- >> Citibank® Custom Reporting System
- >> Citibank® Electronic Reporting System
- >> Citibank® Online Statements
- >> Citibank® Global Card Management System

LEARN MORE

- >> Transcending Borders: Setting the New Standard for Global Efficiency by Rick Hanna, Global Head of Commercial Cards, Citi
- >> Leading the Charge for Expense Control and Process Efficiency by Paul Horn, Global Product Manager, Citi Commercial Cards
- >> Does Your Commercial Card Program Have Industrial Strength? by Paul Horn, Global Product Manager, Citi Commercial Cards

Department of Defense Training Team

Interactive Learning Events

- Ten Seasoned DOD Training Professionals
 - Geographically Dispersed
- Engaging Sessions with Practical Hands-On Techniques Delivered *LIVE!*
 - Regional On-site Citi Locations
 - Norfolk
 - Washington DC
 - In-house at your Government Agency
 - World Wide DOD Locations
 - 20 participant minimum
 - Access On-Line and Virtual Classrooms
 - Webcast
 - Distance Learning - Video Conferences
 - Computer Based Training
 - <https://www.defensetravel.dod.mil/Passport>
 - Relevant Training Resource Materials
- Contact us to Schedule your Training Solutions
 - Citi Manager DoD Home page: Training Request Form
 - Email: CommCard.Traininng@citi.com

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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.





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