



GSA SmartPay Conference

Advanced Reporting Civilian





Success is in the Cards

11th Annual GSA SmartPay Conference

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



Advanced Reporting – Civilian

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



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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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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

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