

Citi Custom Reporting System (CCRS) CitiManager Report Templates

Within CCRS, users have the option to run/create reports:

- **New Report** – users create their own reports from picking any combination of the available data fields within CCRS (**See:** CCRS Data Dictionary document)
- **Shared Report → Global Shared Reports** – these are report “templates”. These reports already have data fields and information prompts (if applicable). Users would see all the same report formats, but the data would vary dependent on the user data authority level in CitiManager.

List of CitiManager Report Templates:

- Shared Reports
 - Global Shared Reports
 - **Account Management Reports**
 - **Account Listing with Hierarchy** – Account level detail with hierarchy names
 - **Account Profile** (select a card limit) – Account level detail [w/card limit prompt]
 - **Card Summary** – Account level count of transactions [w/date range prompt]
 - **Cardholders by Division** – Account name w/hierarchy and master accounting code information
 - **Count of Cards by Hierarchy** – Number of cards by hierarchy
 - **Credit Limit Review Report** – Cardholders and transactions to date with credit limit. It can be used to determine who is approaching the account credit limit.
 - **CRV Activation** – Accounts w/CRV activation
 - **Current Balance by Hierarchy** – Summary of card accounts with current balance
 - **Detail Account Listing** – Account level detail for hierarchies 1-6
 - **Direct Debit Flag** – Account level details with direct debit flag
 - **Hierarchy 1-6 Levels and Names** – Lists available Hierarchy 1-6 Levels and Names that User has Access to
 - **Hierarchy Structure Report** – Lists Organization Structure available to users: Hierarchy Numbers and Hierarchy Names
 - **Hierarchy Summary** – Count of cards for hierarchy level 1
 - **Audit Compliance Reports**
 - **Account Based Compliance Reports – Travel and PCard**
 - **Inactive Card Accounts for Number of Days** – Number of inactive accounts – no activity on the account for “X” number of days [user defined prompt]
 - **Inactive New Card Accounts** – 30 Days from Issue Date – Number of accounts not activated with 30 days of open date
 - **Inactive New Card Accounts for Number of Months from Issue Date** – Number of accounts not used within “X” month from open date [user defined prompt]
 - **Number of Card Accounts with History of Reoccurring Non-Sufficient Funds** – Number of accounts with repeated NSF payments (NSF = Non-Sufficient Funds) for client [defined date range]
 - **Number of Cardholders Exceeding Cash Limit** – Number of accounts with

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Commercial Card Manual

- accounts cash limits in excess of standard [user defined prompt]
- **Number of Cardholders Exceeding Credit Limits** – Number of accounts with credit limit in excess of standard [user defined prompt]
- **Number of Cardholders Exceeding Single Transaction Limit** – Number of accounts with single transaction limit in excess of standard [user defined prompt]
- **Number of Declined Transactions** – Posted transactions causing over cardholder's credit limit status
- **Number of Payments Returned due to Non-Sufficient Funds** – Number of accounts with NSF payment (NSF = Non-Sufficient Funds) for client defined date range
- **Number of Posted Transactions on Closed Account** – Posted transaction on closed account
- **Percentage of Cash Advance in Total Account Credit Limit** – Number of accounts with cash limits in excess of standard of Total Account Credit Limit [user defined prompt]
- **Delinquency Reports**
 - **Delinquent Card Accounts with Balance** – Number of Accounts with delinquency and outstanding balance
 - **Delinquent Card Accounts with Balance and Last Transaction Date** – Number of accounts with outstanding balance and last transaction date
 - **Delinquent Card Accounts with Balance by Status Code** – Number of accounts with status code and outstanding balance
- **Transaction Based Compliance Reports – Travel and PCard**
 - **Accounts over Single Credit Limit** – Transaction amount in excess of account Single Credit Limit
 - **Cardholder's Frequent and Sizable Spend with same Merchant** - <x>% of trans dollars with same merchant and # of trans over <y> days [user defined prompt]
 - **Gasoline Transactions** – Gasoline spend over a set amount [user defined prompt]
 - **Grocery Transactions** – Grocery/Candy store spend over a set amount [user defined prompt]
 - **Highest Transaction Amounts**- Top Transaction amounts [user defined prompt]
 - **Highest Transaction Counts** – Top Transaction counts [user defined prompt]
 - **Internet Transactions** – Transactions generated on the internet [user defined for .like. MCC names defaulted to a few internet like names]
 - **Merchant City equals Cardholder Account City** – Merchant city = cardholder account city
 - **Merchant Name Equals Cardholder's Last Name** – Merchant name = last name of cardholder
 - **Number Cash Advances Withdrawn at Cardholder's Home Address** – Number of accounts with cash advances withdrawn at the cardholder's zip code
 - **Number of Air Tickets Booked in Premium Class** – Number of accounts that purchases air tickets [user defined prompt above defaults]
 - **Number of Cash Advances non-related to Travel** – Number of accounts where cash advances are withdrawn by cardholder without taking a trip within "X" days of cash withdrawal [user defined prompt]
 - **PAYPAL Transaction** – Merchant name = PAYPAL

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Commercial Card Manual

- **Posted Transaction Amounts over Selected Amount** – Posted Transaction Amounts over Selected Amount
- **Posted Transactions with Selected Merchant Category Codes** – Posted transactions with MCC of “X” [user defined prompt]
- **Selected Merchant Category Codes with Cardholder’s Account City** – If MCC is <X> and Merchant city = cardholder account city [user defined prompt]
- **Split Ticket I** – Split ticket - - multiple trans from same merchant, same tran date
- **Split Ticket II** – Total greater than single transaction limit – Split ticket—multiple trans from same merchant, same tran date with total greater than single transaction limit
- **Suspect Merchant Names by Selection** – Single transaction amount within <X>% of credit limit [user defined prompt]
- **Transaction in Adult Entertainment** – Transaction s relevant to Gentlemen’s club or adult entertainment [user defined prompt for .like. MCC names defaulted to a few merchant like names]
- **Weekend Transactions** – If Transaction Post Date is Saturday or Sunday
- **CTA Reports**
 - **CTA Full Reconciliation Data Report**
 - **CTA Match Rate Report** – Provides matched and unmatched transaction totals, values and percentages at account level
 - **CTA Solution: All Transactions** – This report contains all financial transactions, both enhanced with additional travel data, and unenhanced
 - **CTA Solution: Matched Transactions** – This report contains all financial transactions that have not been enhanced with additional travel data
- **Declined Authorization Reports**
 - **Declined Authorizations Report** – Date prompted report listing information related to declined authorizations
- **Delinquency Reports**
 - **Delinquency Report** – Delinquent Accounts – Detail Report
 - **Delinquency Reporting** – Europe
- **Merchant Reports**
 - **All transactions by Merchant Name** – Transaction level detail by merchant name w/date range prompt
 - **MCC Summary** – Merchant level detail with total transaction amount
- **Reallocation Reports**
 - **Allocation Summary** – The allocation summary report is available only when using the electronic workflow within the Global Card management System. Data is fed directly to the system from the Global Card Management System
 - **CitiDirect® Reallocation Summary** – The CitiDirect® reallocation Summary report is available only when using the electronic workflow within the CitiDirect® Card Management System. Data is fed directly to the system from CitiDirect®.
- **Transaction Reports**
 - **Account Transaction Summary** – Total transaction amount with account number
 - **All transaction Report** – Transaction level detail by hierarchy w/date range prompt
 - **Amount by Transaction Code** – Transaction amount by transaction code w/date range prompt
 - **Buyer Initiated Card Transactions and Invoice Detail** – Detailed transactions report

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Commercial Card Manual

with details of Item description and Invoice details

- **Finance Charge Activity** – US And Canada – Lists finance Charge Activity for US and Canadian Cards by Currency Code
- **Late Charge Activity** – US and Canada – Lists Late Charge Activity for US and Canadian Cards by Currency Code
- **Prompt Payment Interest**
- **Spend by Division** – Level 3 sort with total spend and # of transactions [date prompt]
- **Summary Cost Centre Report** – Transaction amount by cost center
- **Transaction Search** – Total Transaction Level - Citibank® Commercial Cards Reporting System Adhoc View
- **Transaction Summary** – Total transaction information by transaction date
- **Transaction Summary View** – Account level transaction totals by hierarchy
- **Travel Reports**
 - **Air Travel Transactions** – Air travel transaction detail [w/date range prompt]
 - **O&D Segment Air Spend by Carrier** – This report provides time period comparison of O&D air spend and segments volume grouped by carrier
 - **O&D Segment Air Spend by Carrier and City Pair** – This report provides time period comparison of O&D air spend and segments volume grouped by carrier and city pair (bi-directional)
 - **O&D Segment Air Spend by City Pair** – This report provides time period comparison of O&D air spend and segments volume grouped by city pair (bi-directional)
 - **O&D Segment Air Spend by City Pair paged by Carrier** – This report provides time period comparison of O&D air spend and segments volume grouped by city pair (bi-directional) and paged by carrier
 - **O&D Segment Air Spend by City Pair and Carrier** – This report provides time period comparison of O&D air spend and segments volume grouped by city pair (bi-directional) and carrier
 - **Spending Analysis by Organization** – Designed for Program Administrators to have an overview of the amount each traveler has spent in specified spend categories. This report can be run on a statement cycle or on any given post date range.
 - **Summary by Hierarchy** – This report provides time period comparison of total spend and transaction volume grouped by hierarchy
 - **Summary by Hierarchy and Major Industry** – This report provides time period comparison of total spend and transaction volume grouped by hierarchy and major industry
 - **Summary by Industry Detail** – This report provides time period comparison of total spend and transaction volume grouped by industry detail
 - **Top Airline Report** – Transaction amount by airline
 - **Top Car Rental Report** – Transaction amount by car rental agency
 - **Top Hotel Report** – Transaction amount by hotel
 - **Top Hotel Report By Property Location** – Transaction amount by hotel location
 - **Top Air Spend by Hierarchy** – This report provides time period comparison of total air spend and transaction volume grouped by hierarchy
 - **Total Air Spend by Validating Carrier** – This report provides time period comparison of total air spend and transaction volume grouped by validating carrier
 - **Total Car Spend by Chain** – This report provides time period comparison of total car spend and transaction volume grouped by car rental chains

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Commercial Card Manual

- **Total Hotel Spend by Chain** – This report provides time period comparison of total hotel spend and transaction volume grouped by hotel chains
- **Total Hotel Spend by Property** – This report provides time period comparison of total hotel spend and transaction volume grouped by hotel property
- **Travel Services Report**