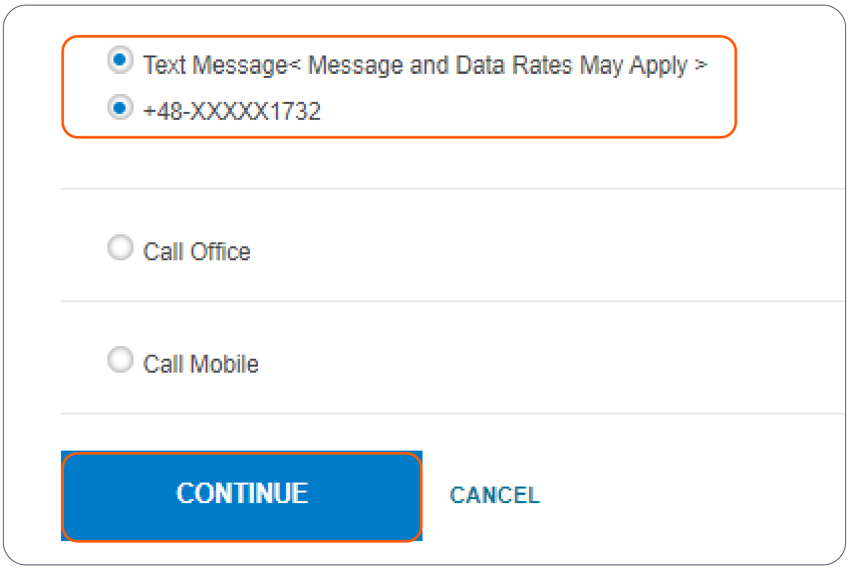
CitiManager Reporting – CCRS

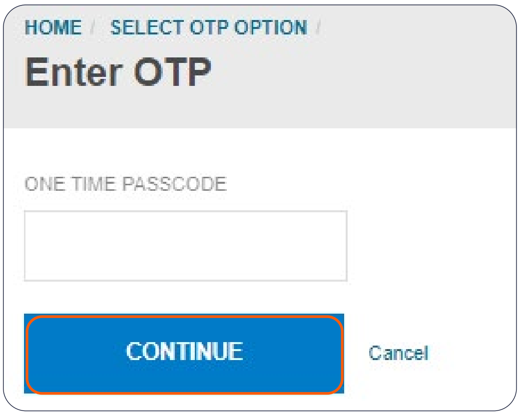
1. After logging in to CitiManager from the main menu select the tab „Resources&Tools” → Reporting.

2. Click the link that will appear on the pop-up window.

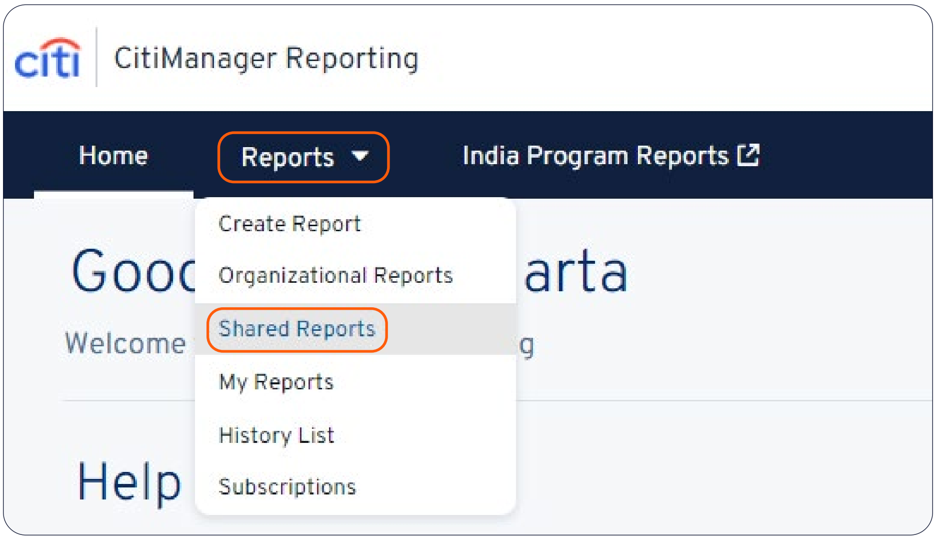
3. Select OTP option from the list. The easiest way to authorize access is text message sent to your phone number – 1st option. Click Continue.



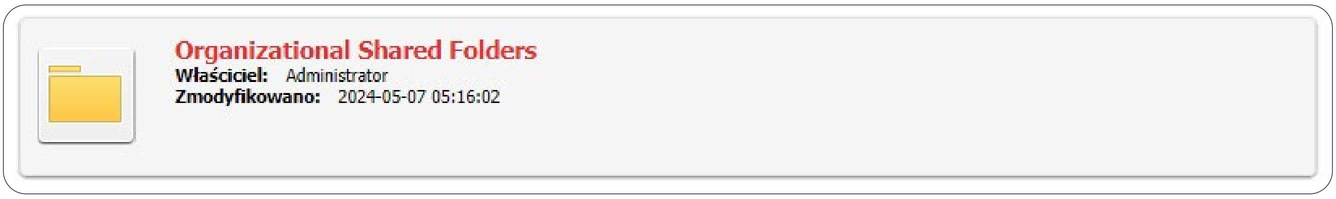
4. Provide OTP from message and click Continue.



5. The new window will open. From the main menu please select Reports → Shared Reports.

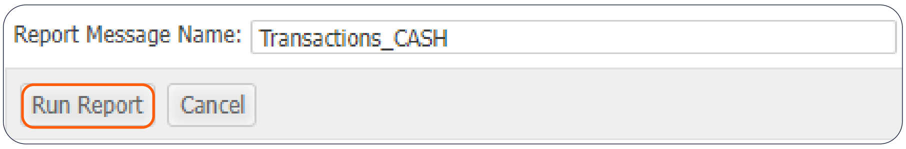


6. Select a folder named: Organizational Shared Folders.

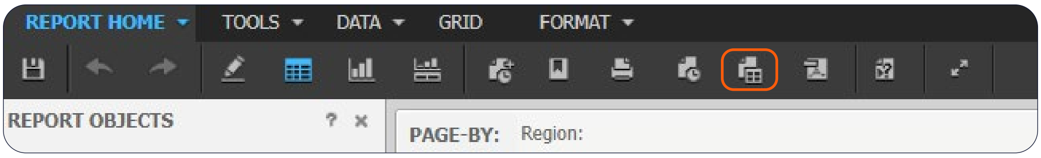


7. Select folder with the name of your company. Next select report you are interested in, there are available 3 basic reports:
   - Balances and debts Report – Informs about the total amount of debt to be repaid and the current balance. It can be generate in any time during billing cycle.
   - Transaction Report – Provides the spend details for al cards including Merchant details and Transaction amount. Informs about cards usages.
   - Regression report - Informs about the amount that has been collected for card debt that was not pay off on time

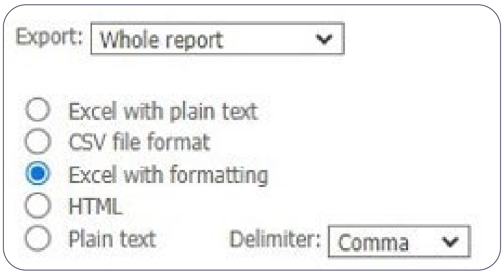
8. A new window will appear, in the bottom left corner click Run Raport.



9. Generated report can be downloaded to the device's disk - to do this simply select the icon as below.



10. Select the file format that suits you best, i.e. CSV or Excel.



11. In the bottom right corner click Export.

You have successfully downloaded the report!

If you do not have access to this module (reporting), please contact with your CitiService representative in order to request such access.