

FSSI Office Supply Reporting



Citibank Custom Reporting for FSSI Office Supply

- **Custom Reporting**
 - Citibank EAS can be used for FSSI Office Supply Reporting
 - Access through the Citibank EAS
 - Agency/Organizations can use standard reports or build their own reports
 - FSSI specific reports launch by March 31, 2011
- **Basic Instructions for Pre-built Reports**
 - Access the Citibank EAS
 - Chose Citibank Custom Reporting System Option
 - Select
 - > Shared Reports > Global Shared Reports > Audit Compliance
 - There are several options in this folder
 - Select the report and input necessary, e.g., date range, MCC and Merchant Name
- **Basic Instructions for Customized Reports**
 - Used the Dynamic Report Builder
 - Follow the prompts to build your own customized report

Example for a Specific Office Supply MCC Code 5111

Posted Transactions with Selected Merchant Category Codes - Citibank Custom Reporting System - [1]

https://www.customreporting.citi/citireport.com/app/cor/mvt/wab?ent=3005&rc=mtWeb_3005&reportViewMode=Start

File Edit View Favorites Tools Help

Posted Transactions with Selected Merchant ...

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Citigroup Commercial Cards Reporting System > Search Reports > Global Shared reports > Audit Compliance > Transaction Based Compliance Reports - Travel and Card > Decision Mode: Posted Transactions with Selected Merchant Category Codes

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before you can edit or save this report, you must answer the following prompts:

1. Enter a list of MCC Codes * (Required)
Enter a list of MCC Codes
This prompt requires at least one selection.
[5111]
2. Enter a Beginning Date * (Required)
Enter a Beginning Date.
This prompt requires at least one selection.
[01/01/00]
3. Enter an Ending Date * (Required)
Enter an Ending Date.
This prompt requires at least one selection.
[01/01/00]
4. Hierarchy Attributes * (Required)
Choose from a list of objects.
This prompt requires at least one selection.

Available:

Hierarchy Level 2 Name	Selected:
Hierarchy Level 3 Name	Hierarchy Level 1
Hierarchy Level 4 Name	
Hierarchy Level 5 Name	
Hierarchy Level 6 Name	
Hierarchy Level 8 Name	

Enter in Design Mode Cancel

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Example of Query for a Preferred FSSI Vendor Metro Office Products

Suspect Merchant Names by Selection, Citibank® Custom Reporting System - [ie]

https://www.customreporting.citibank.com/citibank/reporting/cars/citibank.com/app/cars/metroWeb?view=30028src=msbWeb:30028a/reportView?mode=18

Identified by Verisign

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Design Mode Suspect Merchant Names by Selection

Before you can edit or save this report, you must answer the following prompts(s).

1. **Enter a Merchant Name**
No answer is required for this prompt.
METRO OFFICE PRODUCTS
2. **Enter a Beginning Date, * (Required)**
Enter a Beginning Date.
This prompt requires at least one selection.
12/1/2010
3. **Enter an Ending Date, * (Required)**
Enter an Ending Date.
This prompt requires at least one selection.
12/10/2010
4. **Hierarchy Attributes, * (Required)**
Choose from a list of objects.
This prompt requires at least one selection.
Available: Hierarchy Level 2 Name, Hierarchy Level 3 Name, Hierarchy Level 4 Name, Hierarchy Level 5 Name, Hierarchy Level 6 Name
Selected: Hierarchy Level 1 Name
5. **Enter a Value for H1.1**

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Example of Output for Metro Office Products

Suspect Merchant Names by Selection: Citibank® Custom Reporting System - [1x1]

https://www.customreporting.cards.citibank.com/app/cs/mtrWeb/rev=50058/camsWeb/report:50058/mtrWeb=CRM

Suspect Merchant Names by Selection, Citib...

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last update: 1/14/11 5:20:58 PM

REPORT FILTER

Transaction Post Date (DATE) between '12/1/2010' and '12/16/2010'

AND

Apply Compartment ('suspect_sit_compartment', #1) = 0 'Merchant Name (NAME)' 'METRO OFFICE PRODUCTS'

VIEW FILTER

The filter is empty.

ADD CONDITION

AUTO-APPLY CHANGES

PAGE BY: none

Hierarchy Level 1	Cardholder First Name	Transaction Post Date	Merchant Name	Merchant City	Merchant State	Merchant Zip	MCC	MCC Description	Transaction Amount
02700	HUD	12/7/2010	METRO OFFICE PRODUCTS	877-6387641	TN	370270000	5111	Stationery, Office Supplies, Printing 67.27	
	ROBERT	12/9/2010	METRO OFFICE PRODUCTS	877-6387641	TN	370270000	5111	Stationery, Office Supplies, Printing 177.9	

Data rows: 2 Data columns: 0

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