



Citibank[®] Custom Reporting System
Ad hoc Reporting Tool
Attributes and Metrics Definitions
(with usage tips)

Foreword

Welcome to the Citibank® Customized Reporting Systems (CCRS) Ad hoc Reporting Tool! This guide provides a listing of all the attributes currently available in the tool. The Ad hoc reporting tool is a web-based system that allows customers access to most commonly used data elements, to produce custom queries and reports.

The tool can be accessed via the web site: <https://datatrax.trx.com>

How to use this guide

The guide is organized in three sections that correspond to the Create Report Primary Menu Option in CCRS:

Dynamic Report Builder contains the attributes in the respective windows of attributes

Account Common Attributes contains the most commonly used attributes to create an account-related report

Transaction Common Attributes contains the most commonly used attributes to create a transaction-related report

Attribute name: the name of the attribute as it appears in the system

Characteristics: where it is not intuitive (i.e., “amount” fields are clearly numeric), this will give the type of data that is stored in the field: alpha; numeric; Yes/No (Boolean); and the like

Tips & Notes: other information that may assist the user in understanding either what valid values exist for an attribute; or, where an attribute may prove useful in certain types of reports.

There are usage tips provided at the beginning of each section. These tips are intended to give some additional pointers to users, about whether to use Dynamic Report Builder or the Common Attribute Report Templates; attributes that may be required to create a report, or useful information about creating an efficient, effective report.

General Usage Tips

Some reports will require filtering on the “account type” field to limit what’s in your report to Corporate or Individual Accounts.

Remember that the ad hoc reporting system is case sensitive; “A” is not the same as “a,” for example. In some cases, they system may give you the option to ignore case. Most, but not all attributes are stored in ALL CAPS. If you receive a report stating that there is “No data returned for the view” then check that your filtering criteria is valid.

The system is designed to time out after 30 minutes of running. If the report is too large or too complex, such that it runs beyond this time, you will receive an error stating that the maximum time period has been exceeded. If such a message is received, try filtering further your filtering criteria with a shorter time period.

The system is designed to stop after 500,000 rows of data is retrieved. You will receive a message that this limit has been exceeded.

Data is generally available for 18 months.

When filtering by a using the Select (as opposed to the Qualify) method, be aware that a blank space may be a valid value.

Tips on Running Efficient Queries

Using the Dynamic Report Builder is more efficient than using the Common Attribute Report Templates. Depending upon the size of your card program, you should be able to create reports for three months of transactions. Larger reports may time out or exceed other limits set on CCRS.

Use metrics to retrieve summary data if you do not need the details.

The system has a maximum return limit of 500,000 rows. To access more data than 500,000 rows insert selection criteria, such as date ranges, to run multiple queries.

Many spreadsheet programs have a limit of about 65,000 rows. If the query exceeds that number, the data will not be captured in its entirety. Export no more than the limit allowed by the spreadsheet application.

Dynamic Report Builder

The Dynamic Report builder contains all attributes and metrics in windows. Each window contains information about either card information or transaction information.

Organization Attributes Window

Organization attributes define structure of the organization's card program.

Hierarchy Attributes	Characteristics	Tips & Notes
Agent Bank Number		
Bank		
Company Number		
Corp ID		
Hierarchy Level 1	5 digits, numeric	
Hierarchy Level 1 Name	Alpha	Name given to hierarchy level 1
Hierarchy Level 2	5 digits, numeric	
Hierarchy Level 2 Name	Alpha	Name given to hierarchy level 2
Hierarchy Level 3	5 digits, numeric	
Hierarchy Level 3 Name	Alpha	Name given to hierarchy level 3
Hierarchy Level 4	5 digits, numeric	
Hierarchy Level 4 Name	Alpha	Name given to hierarchy level 4
Hierarchy Level 5	5 digits, numeric	
Hierarchy Level 5 Name	Alpha	Name given to hierarchy level 5
Hierarchy Level 6	5 digits, numeric	
Hierarchy Level 6 Name	Alpha	Name given to hierarchy level 6
Hierarchy Level 6 Name	Alpha	Name given to hierarchy level 6
Hierarchy Level 7	5 digits, numeric	
Hierarchy Level 7 name	Alpha	Name given to hierarchy level 7

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Account Attributes Window

Account attributes define characteristics about a card account.

Account Attributes	Characteristics	Tips & Notes
Account Active This Cycle	Y/N	Yes/No field, indicating whether the account had any activity during the cycle period. Activity is defined as any transaction.
Account Address 1	36 alphanumeric	
Account Address 2	36 alphanumeric	
Account City	25 alphanumeric	
Account Collection Status	1 position valid value	A=past due; B=over limit; F=1-30days; G=31-60 days; H=61-90 days; I=91-120 days; J=121-150 days; K=151-180 days; L=181+ days; R=overlimit 0-10%; S=11-15%; T=overlimit 16-25%; U=overlimit 26-50%; V=overlimit 51-75%; W=overlimit 76+%; Z=acct is on for history only
Account Delete Status		
Account email Address	60 positions, alphanumeric	
Account Fax Number		
Account has Zero Balance	Y	
Account Home Phone		
Account Name (short)		Last Name\ First Name
Account Name 1	alpha	First Name, Last Name
Account Name 2	25 alphanumeric	
Account Number	16 digits, numeric	Keep in mind that this is sensitive data!
Account Number (short)	6 digits, numeric	Last 6 digits of the account number. When sorting on this field, only the last 6 digits are used on the sort. Since there may be more than 1 account that can end in the same 6 digits, it could appear as if there is an error
Account State	2 positions, alphanumeric	2 digit postal code value for states; for Canadian provinces, a 2 digit abbreviation may be placed in this field
Account Status	2 alpha number	Status codes are provided in a table at the

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Account Attributes	Characteristics	Tips & Notes
		end of this document. Blank = Active
Account Transfer Reason	1 position valid values	0,L=Lost; 1,S=Stolen; 3-8, F=Fraud; M=Miscellaneous; N=Never received; K=Bankrupt
Account Transfer Status	1 position valid value	T=account transfer from; F=new account
Account Type	Alphanumeric	I=Individual acct; D=diversion acct; C=Corporate acct, F=F/O Account (used for Citibank electronic acct , S= Super Corporate acct
Account Work Phone	10 alphanumeric	
Account Zip	10 alphanumeric	Zip code. If the country is not U.S. (840), the zip code is found on the City line
Amount Over Limit	Dollar	Amount by which the account exceeds the amount of allowed credit
AO Address 1		
AO Address 2		
AO City		
AO State		
AO Zip Code		
AOPC Name	Alpha	Contact name on the hierarchy unit to which the account is tied
Authorized User 3	25 alphanumeric	Actual values could vary by customer
Balance Charge Off	Dollar	Amount that was charged off on the account
Bill Date	Date	
Bill Type	1 position	Valid values are: I (individual account); C (corporate account)
Bill Type	1 position valid value	C=corporate; I=individual
Card Expiration Date	Date field	Expiration date of the card
Card Limit	7 positions	Maximum amount of credit that can be spent (whole dollars, no cents)
Card Request Date	Date field	Date a card was last requested
Cash Advance Limit	3 positions numeric	Maximum amount of credit limit that can be used for cash advances (whole percent)
Cell Phone Number	18 alphanumeric	

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Account Attributes	Characteristics	Tips & Notes
Charged Off Date	Date	Date in which the account was written off
Charged Off Reason	1 position valid value	Reason the account was written off: F=fraud; B=bad debt; K=bankrupt; D=deceased; C=chapter13 bankrupt; D=skip; A=attorney accts; M=miscellaneous
Charged Off Status	1 position valid value	A=auto; M=manual
Corp ID	4 digit numeric	Identifier that determines card processing method
Credit Available	12 numeric, Dollar	Amount available for spend (difference between credit limit and current balance)
Credit Card Type		Code value to indicate plastic type
CRV Card Activation Flag	Yes/no	Indicates whether the card was activated
Current Balance	Numeric	Balance owing as of the last statement
Cycle Day	2 numeric	Day of the month when the cycle ends (1 of 12 possible values)
Cycle Dollar Amount Limit	7 positions	Maximum amount of credit available in a cycle period (whole dollars)
Cycle Limit	Dollar	
Cycle Number	2 numeric	Account cycle day
Cycle Transactions Limit (#)	Numeric	Maximum number of transactions that an account will allow in a cycle period
Daily Dollar Amount Limit	14 numeric	Maximum dollar amount that can be spent in a given day
Daily Total Trans (#)	8 numeric	
Daily Total Trans Amount	14 numeric	Maximum dollar amount that can be spent in a given day
Daily Trans Number Limit	8 numeric	Maximum number of transactions that can be authorized in a given day
Date Account Opened	Date	Date in which the account opened
Date Card was Activated	Date	Date where the cardholder dialed in to Citibank and activated the card
Date Card was Activated	Date	
Date Credit Rating Changed	Date	Date in which the account status (credit rating) field was changed
Date Last Maintenance	Date	Date in which maintenance of any kind was performed on the account (note: a charge transaction is not considered maintenance)

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Account Attributes	Characteristics	Tips & Notes
Date of Birth	Date	6 position date CCYYMM. Field use could vary at customer's option, but typically the cardholder's date of birth
Disputed Amount	Dollar	Sum of all disputes currently open on the system for this account
Employee ID	20 Alpha numeric	Exact value varies by customer
Fourth Line of Embossing		Exact value varies by customer; this is the information that appears on the plastic
Highest Balance	Dollar	The highest dollar amount owed on the account at any one time (whole dollars)
Identification ID	12 alphanumeric	Exact value varies by customer
Last Dispute Date	Date	Date on which the last/latest dispute was recorded on an account
Last Late Chg Assessed Date	Date	Date on which the most recent late charge was posted on the account
Last Past Due Date	Date	Date on which the most recent payment was due
Last Payment Amount	Dollar	Amount of last payment posted to the account. Generally, this appears only for accounts where a "non-memo" bill is produced, such as on the corporate account in a central bill environment. Amount includes cents
Last Payment Date	Date	Date on which the last payment type transaction posted
Last Purchase Date	Date	Date the last time a purchase type transaction was posted to the account
Last Statement Date	Date	Date in which the last statement was generated
Last Transaction Date	Date	Date in which any monetary transaction was posted to the account
Master Accounting Code Aka: ASC or LOA	75 positions, alphanumeric	Also known as the "default ASC," default accounting code," or "default LOA," the general ledger code that is assigned to each posted purchase transaction on an account
MCCG 1		
MCCG 2		

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Account Attributes	Characteristics	Tips & Notes
MCCG 3		
MCCG Action 1		
MCCG Action 2		
MCCG Action 3		
Memo Balance – Cash	Dollar	Sum of cash advance transactions to “memo” accounts. “Memo” accounts are the individual accounts that roll up to a corporate/central bill. This value will be zero on a corporate bill
Memo Balance – Purchase	Dollar	Sum of purchase transactions to “memo” accounts. “Memo” accounts are the individual accounts that roll up to a corporate/central bill
Monthly Dollar Amount Limit	Dollar	Maximum amount of credit that is permissible in a month; different from cycle, since a cycle can be more frequent than a calendar month (whole dollars)
Monthly Number Trans Limit	Numeric	Maximum number of transactions permitted in a month; different from cycle, since a cycle can be more frequent than a calendar month
Number Cycles Acct Inactive	Numeric	Number of cycles where the account has reflected no activity (keep in mind that cycles are not always “months”)
Number of Cards	Numeric	Count of the number of cards issued on an account
Number of MCCG	Numeric	Number of MCCG templates assigned to the account
Other Account Number	Numeric	The Corporate Billing Account Number
Other Acct Number- Short	Numeric	Last Six digits of the Billing Account Number
Outstanding Min Payment Due	Dollar	Amount owing on the account
Over Limit Fee Charged	Dollar	Sum of over limit fees charged on the account
Past Due 120 days	Dollar	Amount owing that was due in the last 91-120 days
Past Due 150 days	Dollar	Amount owing that was due in the last 121-

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Account Attributes	Characteristics	Tips & Notes
		150 days
Past Due 180 days	Dollar	Amount owing that was due in the last 151-180 days
Past Due 180+ days	Dollar	Amount owing that was due more than 181 days ago (including 181 days)
Past Due 30 days	Dollar	Amount owing that was due in the last 1-30 days
Past Due 60 days	Dollar	Amount owing that was due in the last 31-60 days
Past Due 90 days	Dollar	Amount owing that was due in the last 61-90 days
Past Due Amount	Dollar	Sum of the amounts due on the account in previous cycles that have not yet been paid
Payment Due Date	Date	Date on which payment is next due
Previous Balance	Dollar	Amount owing as of the last statement cycle
Previous Bill Date	Date	Date on which the last statement was generated
Purged Account	Flag	Indicates whether the account is flagged for purging
Single Purchase Limit	Dollar	Maximum amount of a single purchase type transaction permitted on the account (whole dollars)
Single Transaction Limit	Dollar	Maximum amount of a single transaction permitted on the account (whole dollars)
Spouse	Alphanumeric	Use varies by customer—generally, can be used to identify a department or other entity name important to customer
SSN	9 positions numeric	Social security number—some customers use this for other identifying information
SSN (short)	4 positions numeric	Last 4 positions of the value of SSN
Tax Indicator	Y/N	Y=taxable
Unit ID	5 positions numeric	Hierarchy unit number to which the account is tied
Unit Name	Alphanumeric	Name associated with the unit to which the account is tied
Unit Name	Alphanumeric	Name of the unit to which the account is tied

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Account Attributes	Characteristics	Tips & Notes
User Code 1		Usage varies by customer
User Code 2		Usage varies by customer
User Code 3		Usage varies by customer

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Transaction Attributes Window

Transaction attributes provide details about the transactions. More detailed transaction data is contained in the Detailed Attributes windows.

Usage Tips:

- The system has a maximum return limit of 600,000 rows. To access more data than 600,000 rows, create a filter to limit the data in smaller segments. Using a date range is the most commonly used filter to limit the transactions that are returned in your report.
- Many spreadsheet programs have a limit of about 60,000 rows. If you export to Excel in excess of that number of rows, you will receive an error message indicating that you have exceeded the limit for that type of data export.

Transaction Attributes	Characteristics	Tips & Notes
Country Currency	3 alphanumeric	Code defining currency of transaction
Dispute Code	1 position value list	D=dispute; H=advocate; O=records only draft; P=provisional credit; Q=duplicate processing
Dispute Date	Date	
Dispute Flag	Yes/No	
Dispute Reason	1 position value list	F=fraud; I=posted to wrong account; M=miscellaneous dispute; A=store purchase trans dispute; C=NSF fee dispute; L=late fee dispute; P=payment dispute; R=store credit dispute; N=finance charges; B=bankruptcy; W=write off
Dispute Settled Date	Date	
Dispute Source	4 alphanumeric	Defined by Citibank; field values vary by rep
Dispute Status	2 position numeric	00=valid; 20=dropped; 40=settled in cardholder favor; 80=settled in merchant's favor
Interchange Fee Ctrl Status	2 alphanumeric	Interchange fee status
Merchant Category Code	4 numeric	Code assigned by the association to define type of merchant. Some merchants have their own MCC code; others share a category.
Merchant Category Code Desc	25 alphanumeric	Describes what the MCC value is.
Merchant City	13 alphanumeric	City where the merchant is located
Merchant Country	3 alphanumeric	3 position country code for the merchant

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Transaction Attributes	Characteristics	Tips & Notes
Merchant Name	25 alpha	
Merchant State	2 alpha	State code
Merchant Zip	9 numeric	US Zip code
Rate per Item	5 numeric	Used to compute interchange
Rate Percent	5 numeric	Rate percentage used to compute interchange
Record Type	2 alpha	Used by Citibank only
Reference Number	23 alphanumeric	Reference number assigned to each transaction at the point of sale. Generally unique, but not 100% unique
Sales Tax	9 numeric	Sales tax amount applied to the transaction
Source Amount	11 numeric	Foreign transaction amount
Ticket Number	16 numeric	Ticket number for airline tickets
Transaction Amount	Dollar	Amount of the transaction
Transaction Code	4 numeric	4 digit transaction code
Transaction Code Desc		Describes what the transaction is
Transaction Date	Date	Date transaction was processed by merchant
Transaction Dr-Cr Indicator	1 position valid values	D=debit; C=credit
Transaction Memo Flag	1 position valid value	Blank or Y. Y means the transaction is posted against the memo account (central bill programs only)
Transaction Post Date	Date	Date the transaction actually posted to the account
Transaction Type	1 position valid values	A=cash advance; C=miscellaneous credits; D=miscellaneous debits; P=purchase; Y=payments

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Line Item Detail Window

For purchase card programs this window provides attributes at “level 3”, the detail information that is supplied by the merchant with a transaction. This data is not edited by Citibank, so it may reflect odd or unexpected values.

Line Item Detail Attributes	Characteristics	Tips & Notes
Addendum Pointer		Locates the original transaction to its corresponding addenda record. Not needed by customers.
Bus Disadvantage	1 position numeric	0= not disadvantaged; 1=disadvantaged
Bus Owner Type	1 position numeric	(MC only) woman; minority; veteran;
Bus Racial Ethnic	1 position numeric	Indicates racial ethnicity (MC only)
Business Type	1 position numeric	Indicates incorporation status (MC only)
Commodity Code	4 alphanumeric	National standard coding structure for the description of goods and services
Customer VAT	13 alphanumeric	Customer VAT registration number
Destination Country Code	3 alphanumeric	Country to which goods were sent
Destination Zip	9 numeric	(US only) zip code where goods were sent
Disc Amt	Dollar	Amount of discount within transaction amt
Duty Amount	Dollar	Amount of duty within transaction amt
Freight Amount	Dollar	Amount of freight charge within transaction amt
Item Commodity Code	15 alpha	National standard coding structure for the description of goods and services
Item Debit Credit Ind	1 position	D=debit; C=credit
Item Desc	35 alphanumeric	Description of item purchased
Item Disc Amt	Dollar	Amount of discount applied
Item Disc Ind	1 position	Indicates whether discount was applied
Item Net Gross	1 position	Indicates whether item amount inc's tax
Item Prod Code	12 alphanumeric	Product code of individual item purchased
Item Quant	11 positions	Quantity of item purchased
Item SEQ	3 Numeric	Line number
Item Tax Amt	Dollar	Amount of tax applied
Item Tax Rate	7 numeric	Tax rate applied

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Line Item Detail Attributes	Characteristics	Tips & Notes
Item Unit Cost	Dollar	Cost per unit
Item VAT Type	4 alphanumeric	Type of VAT applied
Line Item Total	11 numeric	Line item total amount
Local Tax Amt	Dollar	
Merch Order Number	25 alphanumeric	Merchant's order reference
Merchant VAT	20 alphanumeric	Merchant VAT registration number
Natl Tax Amt	Dollar	National Tax applied to transaction
Natl Tax Indicator	1 position	Indicates whether national tax was applied
Order Date	Date	Date of order
Origin Zip	9 numeric	Zip code from which goods were shipped
Other Tax	Dollar	Additional tax field available
Purchase ID		Used only by Citibank
Record Type		Used only by Citibank
Sequence Number	3 numeric	Used only by Citibank
Signed Item Tax Amt	1 position	Sign of amount; blank or -
Supplier State	2 positions	State where supplier is located
Supplier Zip	9 numeric	Zip code (US only) where supplier is located
Unit Meas Code	12 alphanumeric	Unit of measure code (e.g., EACH, LB, etc)
VAT TAX AMT Ship	Dollar	Tax amount for shipping
VAT TAX RATE Ship	5 numeric	Tax rate used for shipping

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Airline Details Window

The Airline Details View contains level 3 information for airline purchases. Use data here for reports that require information about the transactions where the merchant is an airline. The data will appear where the information is supplied by the merchant. Because each merchant's ability to provide data is different, data can vary from transaction to transaction. For example, few, if any, details are generally provided on credit type transactions.

Airline Detail Attributes	Characteristics	Tips & Notes
Conjunction Ticket Number	14 alphanumeric	When there are more than 4 legs of travel, there will be an entry in this field
Coupon Number	1 numeric	From the airline ticket, the coupon number. On a basic round-trip, the outbound ticket is coupon #1; the return is coupon #2
Currency	3 numeric	Currency used to value the fare
Depart Travel Date	Date	Date of departure
Dest City	5 alphanumeric	Destination City, expressed as the 3 position standard airline city code
Exch Tkt Amt	Dollar	For tickets where an exchange occurred, the amount of the exchanged ticket
Exch Tkt Number	Numeric	For tickets where an exchange occurred, the ticket number of the exchanged ticket
Fare Base	15 alphanumeric	Fare basis used to issue the ticket
Internet Indicator	Yes/No	Y= fare booked over internet; N= not
Issue Carrier	4 alphanumeric	Carrier who issued the ticket
Issue Date	Date	Date ticket was issued
Orig City	5 positions alpha	Originating city of travel, using the 3 digit common airport code
Passenger Name	30 Alphanumeric	Name of passenger who appears on the ticket
Service Class	2 position	Class of service (coach, first, etc)
Service ID	6 position	
Stop Over	1 position	Stop over for the ticket
Ticket Number	15 Numeric	Ticket number
Tot Fare Amount	Dollar	Total amount of the fare
Tot Fee Amt	Dollar	Total amount of fees

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Airline Detail Attributes	Characteristics	Tips & Notes
Tot Tax Amt	Dollar	Total amount of taxes
Trvl Agy	Numeric	Travel agency code
Transaction Post Date	Date	Posting date of the transaction
True Tkt Number	15 numeric	

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Reallocation Window

The Reallocation Attributes are available only when using the electronic workflow within the CitiDirect® Card Management System. Data is fed directly to the system from CitiDirect®.

Usage Tips

Data is fed daily, but is behind the transaction. For example, reallocation performed on Monday is not visible in the system until Wednesday morning.

All original transactions will have an allocation ID equal to 0000. As the user reallocates transactions, the value will increment by 1. Transactions can be split as well. To tie allocations back to the original amount of the transaction, use the combination of PUID (the unique transaction ID) and Allocation ID.

If your organization allows tax modification by users, the tax supplied by fields will be populated.

Field Name	Characteristics	Tips & Notes
Accounting Code	75 alphanumeric	New allocated accounting code
Allocation Date	Date	Date of the allocation
Allocation	Dollar	Amount of the current allocation
Allocation Orig	Dollar	Original amount of the allocation
Allocation ID	4 numeric	Current allocation ID. Original transaction has an allocation ID = 0000. As transactions are reallocated, the allocation ID increments by 1
Allocation ID Orig	4 numeric	Original allocation ID
Allocation ID Previous	4 numeric	Previous allocation ID
Billing Acct	16 numeric	Current account that rolls up for billing
Billing Acct Orig	16 numeric	Original billing account number
Cert Date	Date	Date statement was certified
Cert Date Orig	Date	Original date statement was certified
Certifier Name	12 alphanumeric	Name of user who certified statement
Certifier Name Orig	12 alphanumeric	Original user who certified statement
Process Date	Date	
Process Date Orig		
PUID	Numeric	Unique number used to identify the transaction.
SDN	15 alphanumeric	Standard Document Number (DoN only)
SDN Orig	15 alphanumeric	Original SDN (DoN only)
SDN Date	Date	Date SDN created (DoN only)

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Field Name	Characteristics	Tips & Notes
SDN Date Orig	Date	Original date SDN created (DoN only)
Split_Default Flag	1 position valid value	S=split; D=default transaction
Tax Amt	Dollar	Current amount of tax applied to transaction
Tax Amt Orig	Dollar	Original amount of tax applied to transaction
Tax Sup By	10 alphanumeric	Username of person who entered current tax amount
Tax Sup By Orig	10 alphanumeric	Original value of tax supplier (values will be blank; N/A; MERCHANT)
TDD	75 alphanumeric	Current Transaction Detail Description
TDD Orig	75 alphanumeric	Original value of Transaction Detail Description
TDD ID	4 numeric	Current sequence number of TDD
TDD ID Orig	4 numeric	Original sequence number of TDD
Transaction Posting Date	Date	
Transaction Reference Number	25 alphanumeric	Transaction reference number supplied by the merchant
Trans Amt Split	Dollar	Amount of the transaction split
Trans Amt Orig	Dollar	Original transaction amount

Hotel Detail Window

Hotel Detail Attributes	Characteristics	Tips & Notes

Temp Services Detail Window

Temp Services Attributes	Characteristics	Tips & Notes
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Temp Services Attributes	Characteristics	Tips & Notes

Account Metrics

A *metric* is used when you want to measure or summarize data. Often it is a summarized value of an attribute.

Usage Tips:

Use metrics when you want a summary instead of the Totaling function.

Account Metrics	Characteristics	Tips & Notes
Current Balance	Dollar	Totals the current balance
Count of Card Accounts	Numeric	Totals the number of cards

Transaction Metrics

A *metric* is used when you want to measure or summarize data. Often it is a summarized value of an attribute.

Usage Tips:

Use metrics when you want a summary instead of the Totaling function.

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Transaction Metrics	Characteristics	Tips & Notes
Total Transaction Amount	Dollar	Totals individual transaction amounts
Count of Transaction	Numeric	Totals the number of transactions

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Account Type Prompt

Usage Tips:

Selecting a value here will limit your report to only those account types that you want on your report. Selecting nothing will search for All values.

Account Prompt	Characteristics	Tips & Notes
C	Corporate Account	
D	Diversion Account	
F	F/O Account (Citibank Electronic Account	
I	Individual Cardholder Account	
S	Super Corporate Accou	

Transaction Date Prompt

Usage Tips:

If you are running Transaction data, you should use a Transaction Date Prompt to limit the amount of data that is returned for your report.

Transaction Prompt	Characteristics	Tips & Notes
Date Prompt	Date	Choose a date range or qualifier

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Account Common Attribute Report

The Account Common Attributes report includes the most commonly used account attributes. It does not include transaction data or detail transaction data. Use this to create Account profile reports.

Account Common Attributes	Characteristics	Tips & Notes
Account Address 1	36 alphanumeric	
Account Address 2	36 alphanumeric	
Account City	25 alphanumeric	
Account Name (short)		Last Name, First Name
Account Name 1	alpha	First Name, Last Name
Account Name 2	25 alphanumeric	
Account Number	16 digits, numeric	Keep in mind that this is sensitive data!
Account Number (short)	4 digits, numeric	Last 4 digits of the account number. When sorting on this field, only the last 4 digits are used on the sort. Since more than 1 account can end in the same 4 digits, it could appear as if there is an error
Account State	2 positions, alphanumeric	2 digit postal code value for states; for Canadian provinces, a 2 digit abbreviation may be placed in this field
Account Status	2 alpha number	Status codes are provided in a table at the end of this document. Blank = active
Account Zip	10 alphanumeric	Zip code. If the country is not U.S. (840), the zip code is found on the City line
Bill Date	Date	
Bill Type	1 position	Valid values are: I (individual account); C (corporate account)
Card Expiration Date	Date field	Date this
Card Limit	7 positions	Credit limit; the maximum amount of credit available on an account (whole dollars)
Cash Advance Limit	3 positions numeric	Maximum amount of credit limit that can be used for cash advances (whole percent)
Corp ID	4 digit numeric	Corporate ID to which the account is tied, Identifies the corporate billing account
Credit Available	12 numeric, Dollar	Amount available for spend (difference between credit limit and current balance)

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Account Common Attributes	Characteristics	Tips & Notes
Current Balance	Numeric	Balance owing as of the last statement
Cycle Day		Day of the month when the cycle ends (1 of 12 possible values)
Date Account Opened	Date	Date in which the account opened
Date Last Maintenance	Date	Date in which maintenance of any kind was performed on the account (note: a charge transaction is not considered maintenance)
Date of Birth	Date	6 position date CCYYMM. Field use could vary at customer's option, but typically the cardholder's date of birth
Employee ID	20 Alpha numeric	Exact value varies by customer
Hierarchy Level 1	5 digits, numeric	
Hierarchy Level 1 Name	Alpha	Name given to hierarchy level 1
Hierarchy Level 2	5 digits, numeric	
Hierarchy Level 2 Name		Name given to hierarchy level 2
Hierarchy Level 3	5 digits, numeric	
Hierarchy Level 3 Name		Name given to hierarchy level 3
Hierarchy Level 4	5 digits, numeric	
Hierarchy Level 4 Name		Name given to hierarchy level 4
Hierarchy Level 5	5 digits, numeric	
Hierarchy Level 5 Name		Name given to hierarchy level 5
Hierarchy Level 6	5 digits, numeric	
Hierarchy Level 6 Name		Name given to hierarchy level 6
Hierarchy Level 7	5 digits, numeric	
Hierarchy Level 7 Name		Name given to hierarchy level 7
Master Accounting Code	75 positions, alphanumeric	Also known as the "default ASC," default accounting code," or "default LOA," the general ledger code that is assigned to each posted purchase transaction on an account
Memo Balance – Cash	Dollar	Current amount owing, as a sum of all cash type transactions, on a memo account. This value will be zero on a corporate bill
Memo Balance – Purchase	Dollar	Current amount owing, as a sum of all purchase type transactions, on a memo account. This value will be zero on a

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Account Common Attributes	Characteristics	Tips & Notes
		corporate bill
Outstanding Min Payment Due	Dollar	Amount owing on the account
Payment Due Date	Date	Date on which the last payment was due
SSN	9 positions numeric	Social security number—some customers use this for other identifying information
SSN (short)	4 positions numeric	Last 4 positions of the value of SSN
Unit ID	5 positions numeric	Hierarchy unit number to which the account is tied
Unit Name	Alphanumeric	Name of the unit to which the account is tied

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Transaction Common Attributes Report

Transaction Common Attributes	Characteristics	Tips & Notes
Field Name	Characteristics	Tips & Notes
Account Name (short)		
Account Name 1		
Account Number		
Account Number (short)		
Account Status		
Account Type		
Corp ID		
Hierarchy Level 1		
Hierarchy Level 1 Name		
Hierarchy Level 2		
Hierarchy Level 2 Name		
Hierarchy Level 3		
Hierarchy Level 3 Name		
Hierarchy Level 4		
Hierarchy Level 4 Name		
Hierarchy Level 5		
Hierarchy Level 5 Name		
Hierarchy Level 6		
Hierarchy Level 6 Name		
Hierarchy Level 7		
Hierarchy Level 7 Name		
Merchant Category Code	4 numeric	4 digit category codes assigned by the associations for the merchant
Merchant Category Code Desc	25 alphanumeric	Describes what the MCC value is.
Merchant City	13 alphanumeric	City where the merchant is located
Merchant Country	3 alphanumeric	3 position country code for the merchant
Merchant Name	25 alpha	
Merchant State	2 alpha	State code
Merchant Zip	9 numeric	US Zip code

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Transaction Common Attributes	Characteristics	Tips & Notes
Reference Number	23 alphanumeric	Reference number assigned to each transaction at the point of sale. Generally unique, but not 100% unique
Transaction Amount	Dollar	Amount of the transaction
Transaction Code	4 numeric	4 digit transaction code
Transaction Code Desc		Describes what the transaction is
Transaction Date	Date	Date transaction was processed by merchant
Transaction Post Date	Date	Date the transaction actually posted to the account
Transaction Type	1 position valid values	A=cash advance; C=miscellaneous credits; D=miscellaneous debits; P=purchase; Y=payments
Unit ID	5 numeric	Billing unit number associated to account
Unit Name		Description of billing unit number

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Account Status (aka, Credit Rating) Values

Blank	Open
G1	45 days past due
G3	Suspend
G5	Cancel
G4	Pre-cancel
B3	Bankrupt
B4	Bankrupt, Chapter 13
B5	Collection agency
B6	Collections write off
B7	Partial payment arrangement
B9	Deceased
F1	Lost
M9	Closed –Citibank request
N9	Card revoked and returned
T1	Closed, employee terminated
T2	Returned mail
T3	Fraud application
T4	Never received card
T5	Stolen card
T6	Fraud Early Warning Block
V9	Closed, company request
V8	Closed, individual's request

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