

PCPN# FY04-41 Standard Reports in CitiDirect

Note: Level 3 APCs - IT IS YOUR RESPONSIBILITY TO GIVE THIS NOTICE WIDEST DISSEMINATION TO PROGRAM PARTICIPANTS TO INCLUDE APCs, AOs AND CHs IN YOUR HIERARCHY.

The following notice has been provided by Citibank:



**Citibank[®] Commercial Cards
Client Information Bulletin**

For all GSA SmartPay Government Agencies

August 23, 2004

Introducing the new STANDARD REPORTS

Citibank is pleased to announce that the current government-based reports in CitiDirect are being moved to the new Citibank[®] Custom Reporting System. Effective August 29, 2004 the reports currently available through CitiDirect will be available by clicking on the "Citibank Custom Reporting System" submenu.

Here is a summary of the changes taking place:

- Users who can run reports today will now see a link under the REPORTS menu option called Citibank[®] Custom Reporting System.
- When this menu option is selected, the user will see a listing of the reports.
- All existing report names and numbers will remain the same as they are today. For example: CD200 Delinquency Report; CD100 Account Activity Report, etc.
- When users are in Custom Reporting they will see a section on the screen with the heading of SHARED REPORTS and within that section is a folder titled STANDARD REPORTS. When users click on the Standard Reports folder they are presented with the menu of Standard Reports. The user may then click on the report name (or the paper icon next to the name) they desire. They will be prompted to select the date range and hierarchy level they want to report on, just as they do now.

- The report will run in the background, however, the user may click ADD TO MY HISTORY LIST to designate that the completed report should be placed in “My History List”. This will allow the user to continue on with other report queries or log off of the system.
- The user may go to the MY HISTORY LIST at any time to view the report creation status or to retrieve completed reports.
- From the MY HISTORY LIST, the user can choose to view the report on the screen or download it in an HTML format for archival on their computer hard drive.
- Text reports are also available and can be found in a separate folder within the Standard Reports folder.

FAQ for the New CitiDirect Government Reports

- Will all of the same reports be available?
Yes, the 20 reports continue to be available through CCRS Standard Reports.
- Will the reports have the same name and the same number?
Yes, each report is clearly identified with the same report number and report name as it is today so there should be no trouble selecting the reports you've used previously.
- If I already have a user ID for the new reporting system, will I have to get yet another user ID?
No, there will not be a need for new or additional user IDs to access the Standard Reports. All AOPCs that currently have access to the Reports sub menu to request and view the CitiDirect reports will automatically be given access to the new reporting system.
- If I am in CitiDirect and need to run a report, will I have to log in to the new system again?
No, when you click on the 'Citibank Custom Reporting System' submenu to access the new Standard Reports the system will remind you that you are leaving CitiDirect. If you click OK you will be taken directly into the CCRS Home page. No additional user authentication or log in is required.

- Can I change reports that I run?

These Standard Reports are predefined queries and predefined for format and layout. The hierarchy and date range continue to be variables that can be changed when requesting the report. It is possible for an AOPC that has ad hoc reporting entitlement to modify the queries when output in Text..

- I have several CitiDirect ID's. How do I know which one to use to access reports?

For your ease and benefit, Citibank has the ability to define your multiple CitiDirect IDs so that any of them will gain you access into the CCRS Standard Reports menu. Once there, you may designate the specific hierarchy units your desire for the report. If you find that you are not able to access the multiple units of hierarchy that your CitiDirect user IDs entitle you to, contact our Help Desk for corrective action.

- Can I run text reports?

In the CCRS Shared Reports – Standard Reports folder is a Text Report folder. The user can click on this folder to open up the menu of text reports available.

- Can I modify or customize any of these reports?

The Standard Reports are pre-formatted reports available for viewing or exporting in HTML format. They are not easily manipulated. However, the Text Reports can be exported in a text format, saved to your hard drive and opened using spreadsheet software where they can be manipulated and re-sorted. Those AOPCs with ad hoc privileges in the Custom Reporting System do have the ability to edit the Text File query similarly to the way they edit in the design mode for ad hoc queries.

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