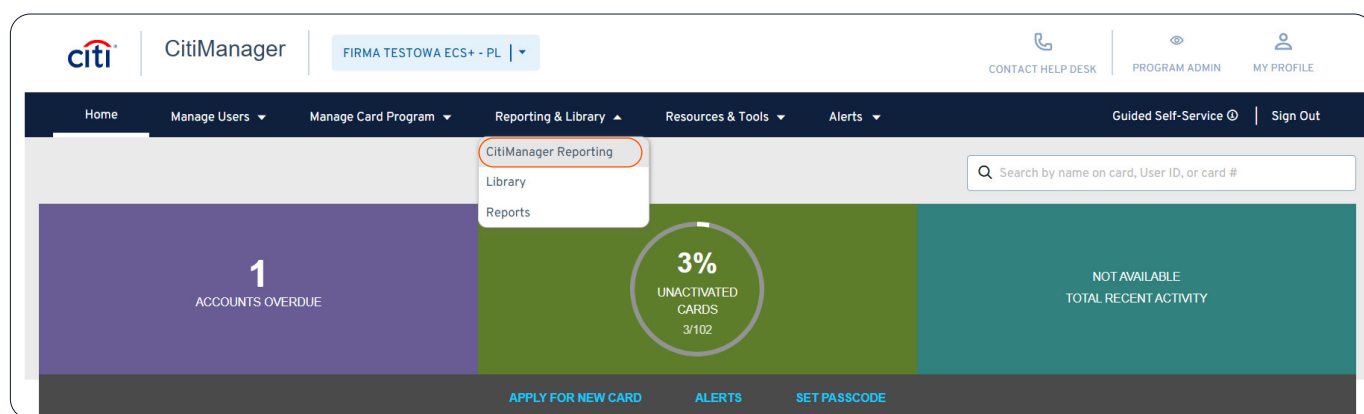


Module CitiManager Reporting – CCRS

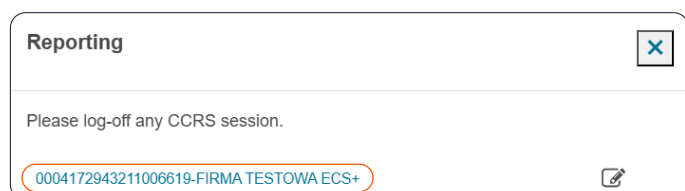
1. To go to the reporting module, log in to the CitiManager platform. After logging in, select **Reporting & Library** -> **CitiManager Reporting** in the menu bar.



NOTE: If you don't see the module, please submit the request [Appendix no. 2 Form of Business Cards Program Administrators](#) available in Program Administrator Zoon on <https://www.citibank.pl/poland/karty-biznes/en/admin-panel.html>

No.	Name and Surname	Country of birth	Nationality	PESEL (Personal ID No.) / date of birth for individuals without PESEL No.	Type of ID (ID card or passport)	ID card or passport series and number	Email address	Mobile telephone number	Basic access to CitiManager	Issuance and Cards management in CitiManager	Access to Reporting Module	Authorization to collect cards (one person only)	Address for cards delivery
1.									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

2. A window will appear with a hyperlink redirecting you to the reporting module session. Click on that hyperlink.



3. Select an access authorization method from the list. The fastest option is the first one – a one-time code sent in a text message.

Text Message< Message and Data Rates May Apply >
 +48-XXXXX1337

Call Office

Call Mobile

CONTINUE CANCEL

4. In the next step, enter the code received in the text message and click on [Continue](#).

HOME / SELECT OTP OPTION /

Enter OTP

ONE TIME PASSCODE

CONTINUE Cancel

5. The reports module will open.

Reports

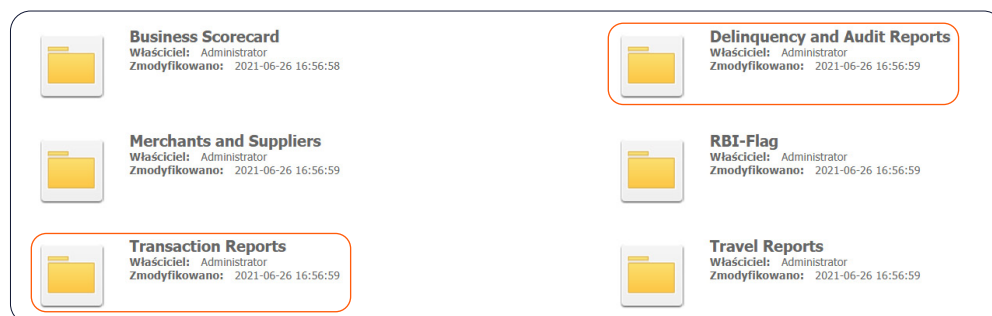
Shared Reports ⓘ

- Asia Shared Reports >
- Dashboards >
- Global Shared Reports >
- GSA SmartPay Conference Reports >
- Organizational Shared Folders >
- Standard Reports >**
- Citi Internal Folder >
- EMEA Shared Reports >
- Government Standard Reports >
- LATAM Shared Reports >
- Program Dashboards >
- Working folder >

[View Fewer Shared Reports](#)

6. Select the **Standard Reports** folder – these are standard reports prepared by the Citi group.

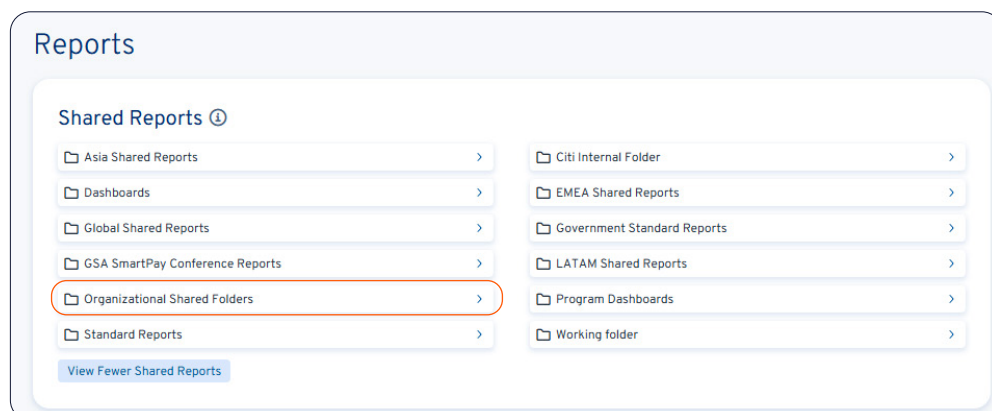
- To obtain a card transaction report, select **Transaction Reports -> All Transaction Reports**
- To obtain a report containing cardholder data (name, status, card limit), select **Delinquency and Audit Reports -> Cardholder List and Profiles**



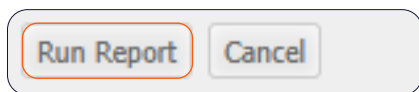
7. If any data you require is not available in the reports mentioned above, you can use additional reports listed below. To do so, please contact CitiService.

- Raport Poleceń Zapłaty oraz zasileń – this report presents card repayments: transfers, manual payments, and direct debits
- Raport odrzuconych transakcji – this report contains information about declined transactions, including the reason for decline
- Raport sald i zadłużeń – this report provides information on the total outstanding amount on cards (non- overdue) and any overdue balances
- Raport statusów kart – this report shows a list of all cards and their Direct Debit status
- Raport niespłaconych kart – this report contains information about the current balance and outstanding debt on each card
- Raport z wykonanego regresu – this report contains chargeback data
- Raport transakcji (bez opłat i zasileń) – this report includes cashless and cash transactions with details, excluding fees and top-ups
- Raport transakcji (z opłatami i zasileniami) – this report includes cashless and cash transactions, including fees and top-ups
- Raport statusów kart (z informacją nt. Poleceń Zapłaty) – this report contains a list of all active, blocked, and inactive cards along with cardholder details

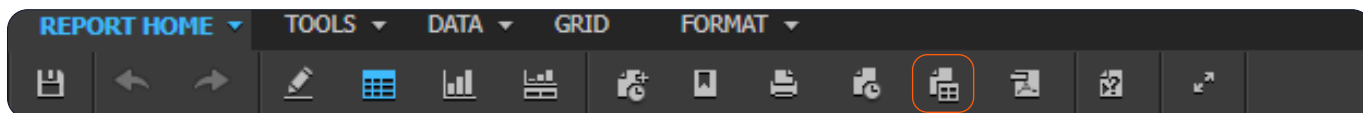
8. After obtaining access to the above reports, return to the Reports module and select **Organizational Shared Folders**.



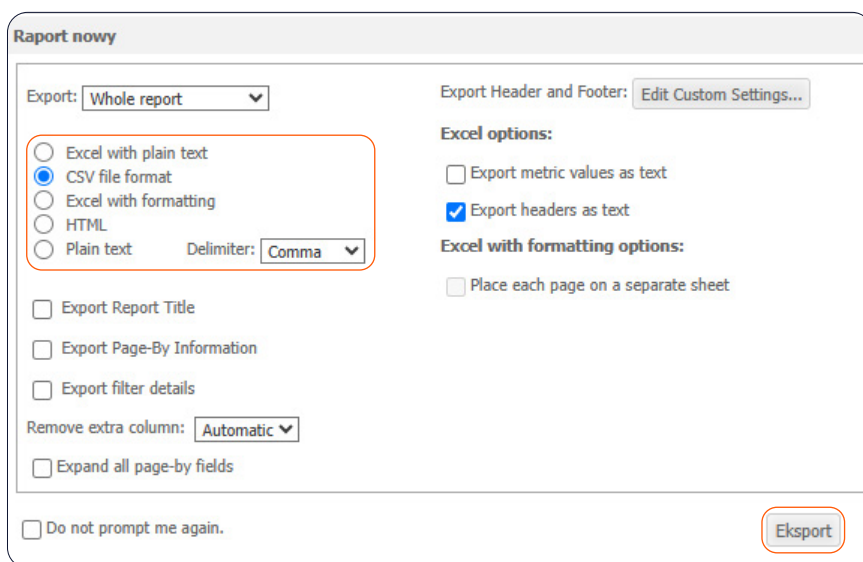
9. After selecting a report from point 5 or 8, a new window will appear. In the bottom left corner, click on [Run Report](#).



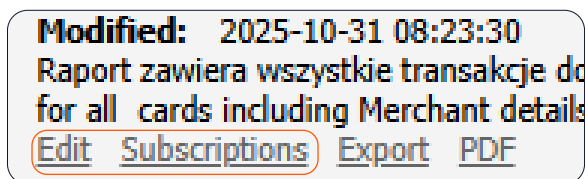
10. The report can be downloaded to your device – simply click on this icon .



11. In the next window, choose the report format: [Excel file](#), [CSV](#), [HTML](#), or [plain text](#). In the bottom right corner, click [Export](#).



12. To set up a subscription or to edit, select [Subscriptions](#) or [Edit](#) before running the report.



If you have any questions, please contact CitiService: +48 22 690 19 81 citIService.polska@citi.com or your individual CitiService account manager.