



Defense Travel Management Office



Instructions for Accessing Government Travel Charge Card Central Account Numbers

APCs can access a Central Account Number through the Citibank Custom Reporting System (CCRS) by following the instruction below.

Instructions

1. Go to the EAS Landing Page and Login.
2. Click on Applications.
3. Click on CCRS (Citibank Custom Reporting System).
4. In CCRS, click on Create Report.
5. Click on Dynamic Report Builder.
6. Go to Section 2, "Account Attributes Object Prompt" and add the following:
 - a. Click on "Add Account Number" to add the transacting account number to your report.
 - b. Click on "Add Other Account Number" to add the central account number to your report.
7. Go to Section 17, "All Elements of Account Type" and add the following:
 - a. Click on "I" to add the indicator for transacting account number.
 - b. Click on "S" to add the indicator for central account number.
8. Select "Edit" in Design Mode.
9. Select "Run Report."
10. This report will pull all the transacting account numbers and the corresponding central account numbers in which they are tied.