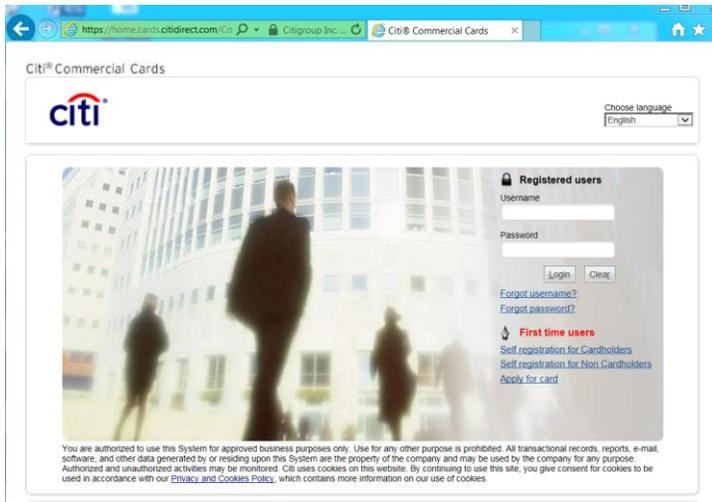
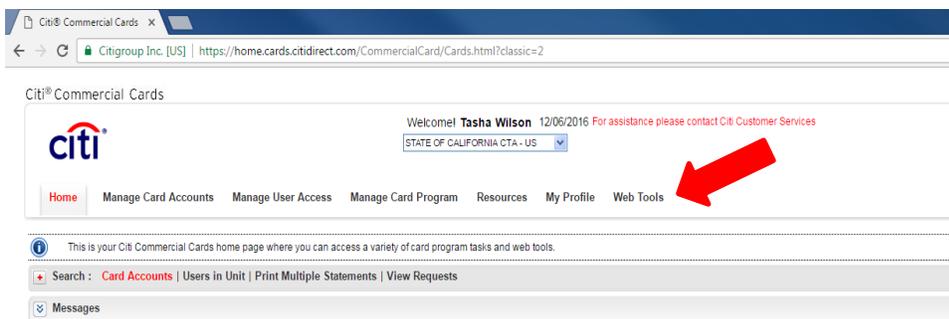


Instructions for Accessing the Reconciliation Report in the Citibank® Custom Reporting System

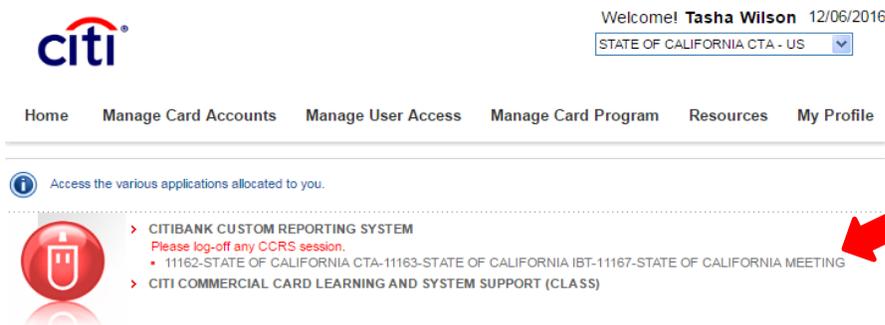
1. Log in to CitiManager using your User Id and Password



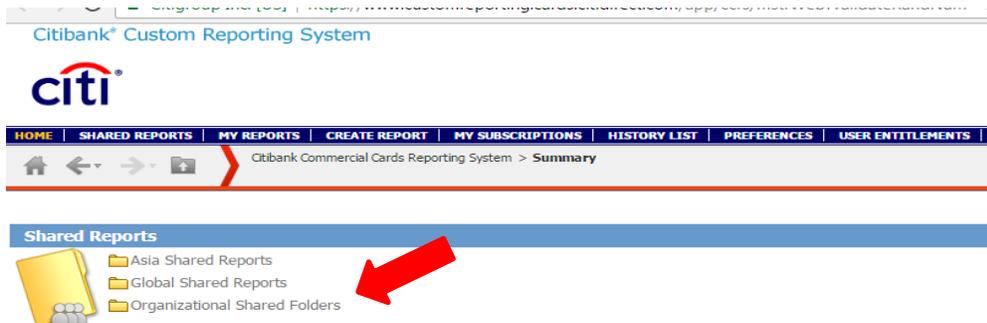
2. Once on the CitiManager home page, click on the 'Web Tools' tab.



3. Click on the link 'Citibank Custom Reporting System'.
4. Choose your hierarchy listed below 'Citibank Custom Reporting System'.

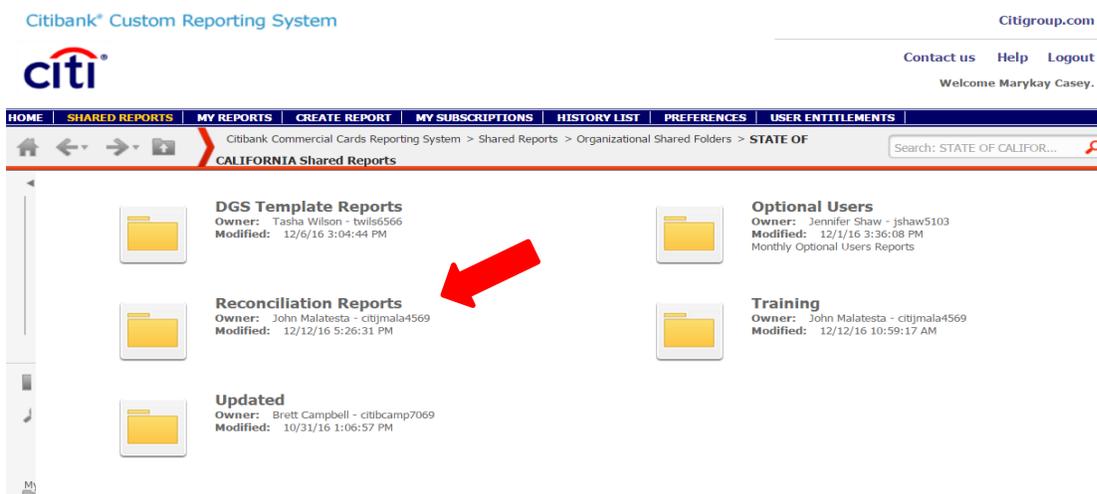


- You will now be on the landing page for the Reporting System. Click on the icon entitled 'Organizational Shared Folder'.

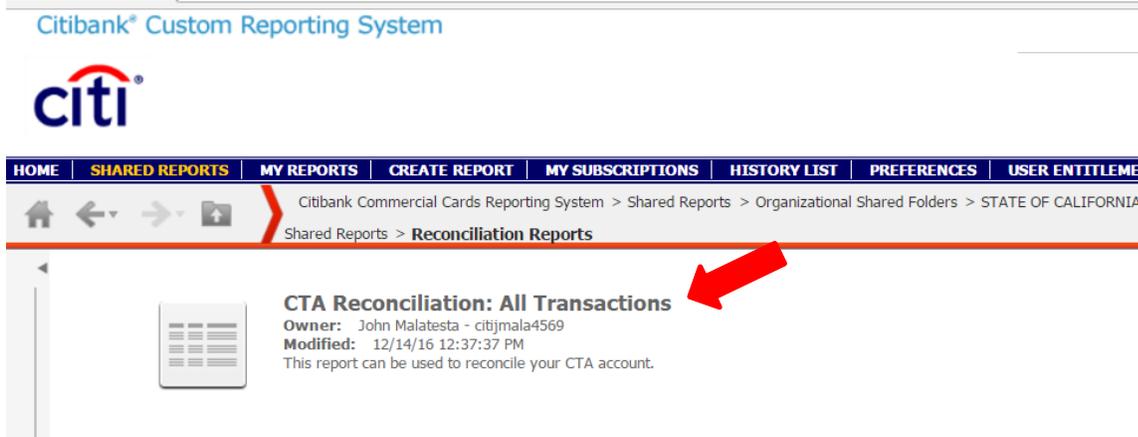


- Click on the folder entitled 'State of California Shared Reports'

- Within that folder, you will see another folder entitled 'Reconciliation Reports'. Click on the folder and you will see a report entitled 'CTA Reconciliation: All Transactions'.



- Click on the report name to run.



9. You will then be prompted to enter the Beginning and End Dates of your cycle. The beginning date should always be the 26th of the previous month and the end date should always be the 25th of the cycle month. [For example, 10/26/2016 and 11/25/2016] Dates may be entered either by clicking on the calendar and choosing the date desired or by simply typing in your date in the mm/dd/yyyy format.

Citibank® Custom Reporting System

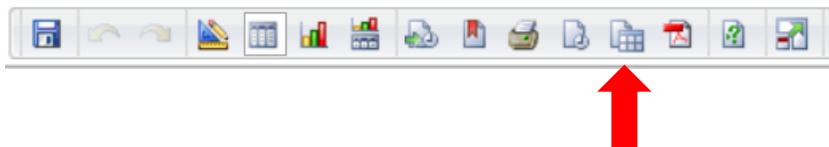
The screenshot shows the '1. Enter Start Date (Required)' and '2. Enter End Date (Required)' sections. The start date field is empty. The end date field has a calendar pop-up for December 2016. The calendar shows the following dates:

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

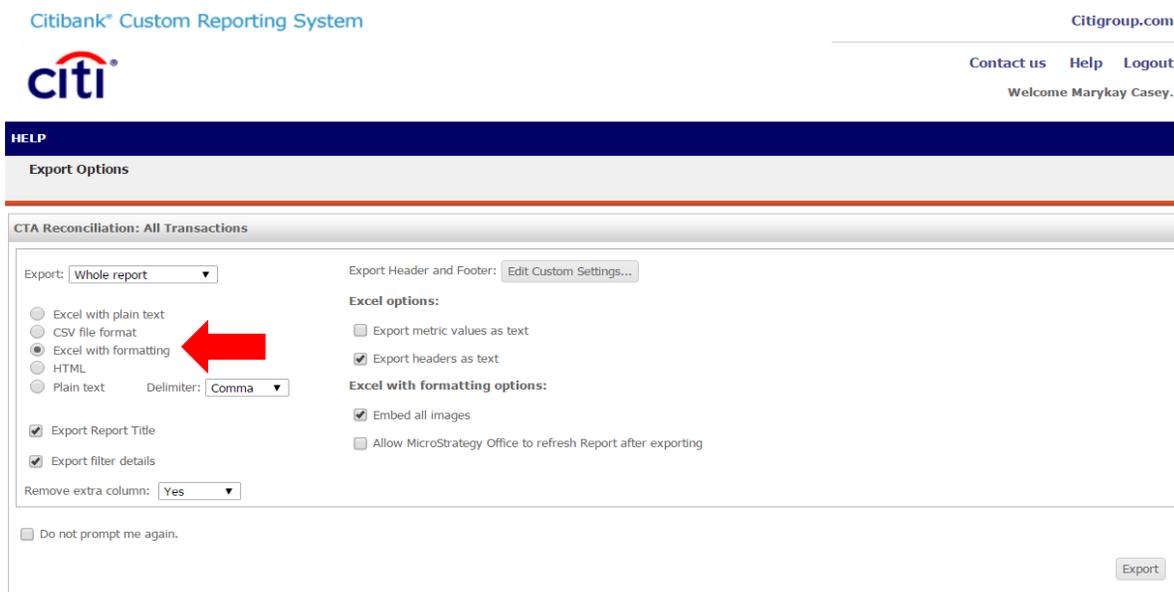
Click on 'Run Report' in lower left hand corner.

The screenshot shows the '1. Enter Start Date (Required)' and '2. Enter End Date (Required)' sections. The start date field contains '10/26/2016' and the end date field contains '11/25/2016'. At the bottom, the 'Report Message Name' field contains 'CTA Reconciliation: All Transactions'. The 'Run Report' button is highlighted with a red arrow.

10. Once the results have been returned to you, download them in Excel to be able to better manipulate the worksheet. Along the top, you will see icons. Choose the icon to 'Export' your results and follow the prompts. You can hover your cursor over the icons and you will see the names of the icons.



11. Recommend Export with formatting. Then click the "Export" button on the lower right hand corner.



12. The report will now open in Excel and you can sort, filter or move/delete columns as you so desire.

Any questions or difficulties can be directed to the Citibank Technical Help Desk at 1-855-241-0728, option 1.