

Citibank® Custom Reporting System

Quick Reference Guide

Accessing the Citibank® Custom Reporting System

Single sign-on through the CitiDirect® Card Management System:

- > Under the reporting menu, click on the Citibank® Custom Reporting System sub-menu
- > You will be authenticated automatically and will not need to enter a user ID or password again

Directly:

- > Go to <https://www.customreporting.cards.citidirect.com>
- > Enter your username and password
- > Click **Login**

When you access the Custom Reporting System this way you will be prompted to change your password upon your first visit. A few things to remember:

- > Passwords must be six to twelve characters long
- > You must use both letters and numbers
- > You can change your password at any time by selecting **Preferences** from the toolbar

Home Page

On the Home Page you will find shortcuts to four main areas:

- > **Shared Reports** — reports saved by others for your use
- > **My Reports** — reports created by you and accessible only by you
- > **History List** — reports you have recently generated
- > **My Subscriptions** — reports you have scheduled to run automatically



continued >>



Shared Reports

Global Shared Reports — global reports created by Citigroup

Organizational Shared Reports — reports created by you or others, accessible by all users in your organization

Lodged Reports

Run Reports

To run a report from one of these folders, select the folder and click on the icon or report name

Create Reports

Dynamic Report Builder

Step 1:

Select **Dynamic Report Builder** under **Create Reports**. Click **Next**.

Step 2:

The data elements, called attributes, are grouped together in like categories. Pick the data elements you want from each attribute category. To select more than one, hold the CTRL key when selecting the data fields.

Step 3:

Some data elements can serve dual purposes — as single elements, as well as summary elements. These summary elements are called metrics. Select the metrics for your report in the same way you select data elements.

The screenshot shows the Citigroup Custom Reporting System interface. The top navigation bar includes links for HOME, SHARED REPORTS, MY REPORTS, CREATE REPORT, MY SUBSCRIPTIONS, HISTORY LIST, and PREFERENCES. The current page is titled 'Dynamic Report Builder' and includes buttons for 'Edit in Design Mode', 'Save Report', and 'Cancel'. A notice regarding currency conversion functionality is displayed. Below the notice, there are two prompts for selecting data elements. The first prompt, 'Hierarchy Attributes Object Prompt', shows a list of available objects including Hierarchy Level 1 through 5, with 'Corp ID' selected. The second prompt, 'Account Attributes Object Prompt', shows a list of available objects including Account Address 1 and Account Address 2, both of which are selected.

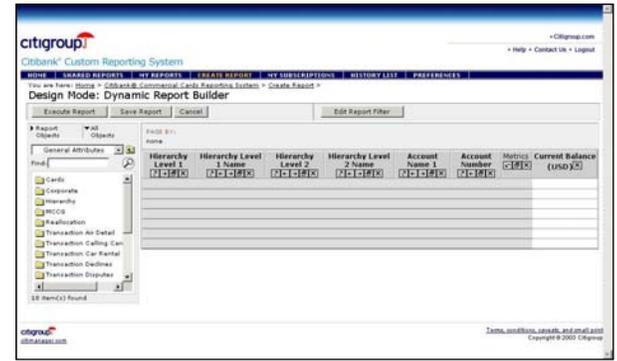
continued >>



Create Reports *(continued)*

Step 4:

Click **Edit in Design Mode**. If you wish to select additional data elements, click on the **All Objects** tab, **View Objects** folder, **General Attributes** folder and the attribute type you want. This will display a list of attributes. You can select additional data elements from the list shown on the left side either by single clicking on the field name, or by dragging the field name to the grid. Continue selecting until all elements you want are on the grid.



Step 5:

You can edit filters for the query by selecting **Edit Report Filters** to display current filters. To create a report filter either click on or drag the field you want to use as a filter to the grid area. It is not required that the field be included in the report itself. Enter the conditions for the query, and click the check mark. To remove a filter, click the "X" next to the filter.

Step 6:

Click **Execute Report**. If the report runs too long, you can choose to move the report to the work queue, by selecting **Add to My History List**.

My Subscriptions

The subscriptions feature allows you to schedule reports to run at specific times. Select **My Subscriptions** from the Primary Menu and follow the instructions to select the time period and other parameters, then click **OK**. To unsubscribe a report, simply choose the report you no longer want from the list under **My Subscriptions** and click **Delete**.

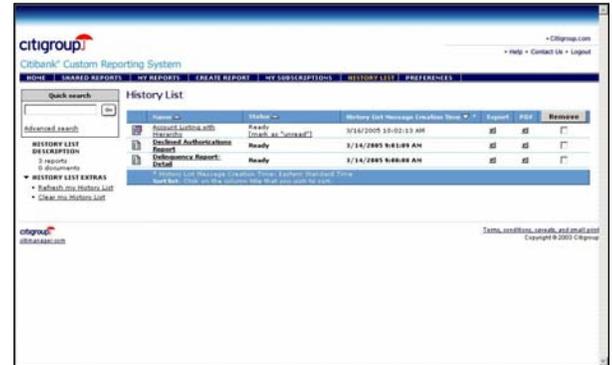


continued >>

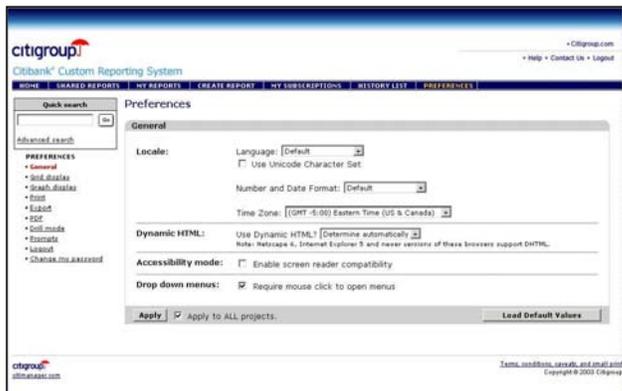


History List

This feature is useful when a report is tying up your system or taking too long to run. By clicking **Add to My History List**, the report will run in the background and allow you to exit the system or perform other tasks. You can check your history list to see the status or view other reports recently generated.



Preferences



Use **Preferences** to change the way you interact with the system. The navigation bar on the left will present several options you can set, such as how you prefer reports to print, language and number formats, as well as the way you want exported information to be structured.

Note: You can change the preferences on a case-by-case basis as well.

Navigating through the System

Use the toolbar icons to navigate through the Citibank Custom Reporting System quickly.

Compass: Returns you to the edit mode

Graph: Changes the format to a graph display

Grid and Graph: Changes a report format to graph and grid display

Printer: Sends the report to your default printer

Export: Downloads information in text, spreadsheet or HTML format

PDF: Exports the report into portable document format (PDF)

Refresh: Runs query again, using the same query values already entered

Diskette: Saves the report to a file