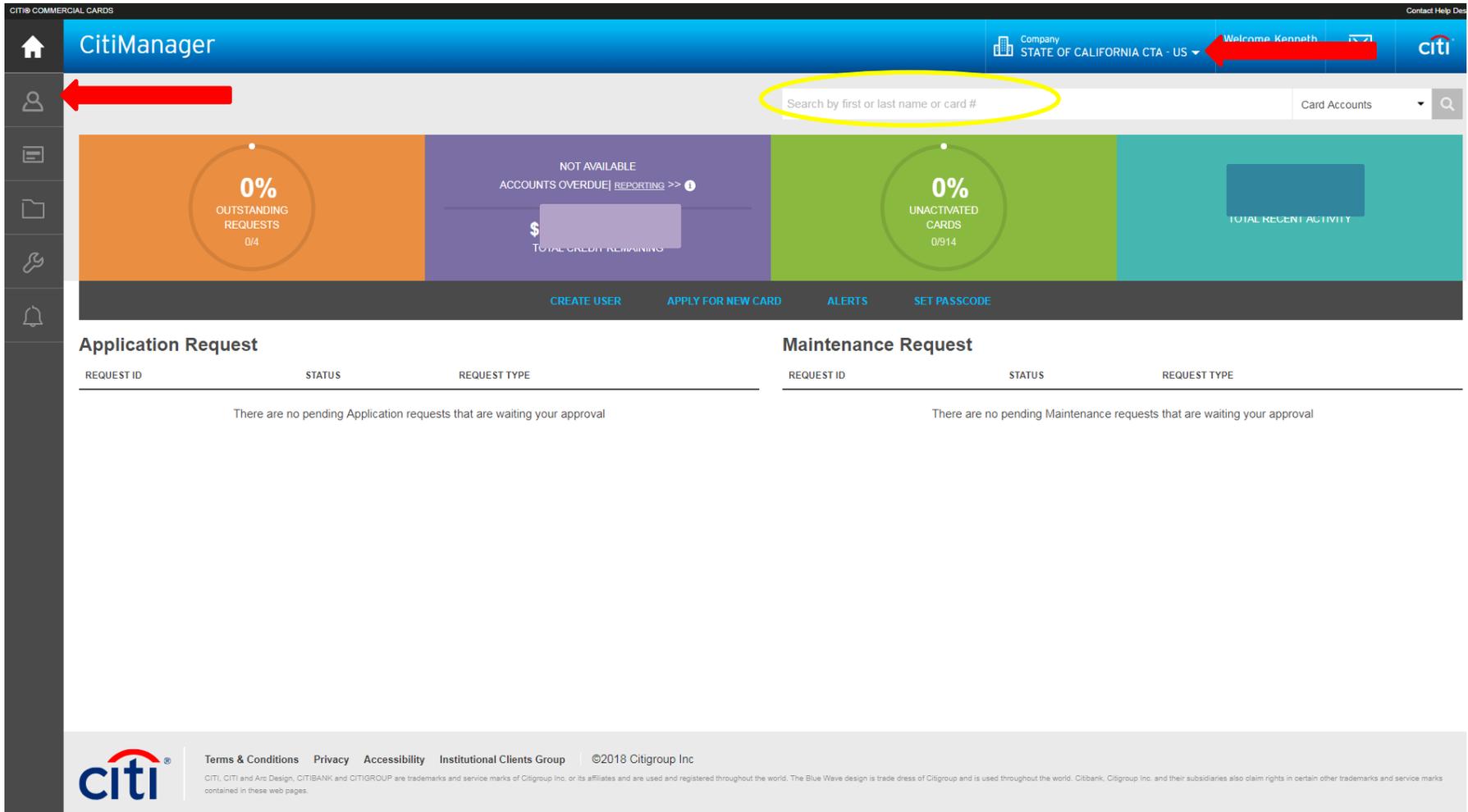


Downloading Statements on CitiManager

1. Log into CitiManager and select the CTA card program.
2. Type the department name or last six of the account number in the search box. Alternatively, you can hover over the head and shoulders icon and select “Card Accounts”.



- Accounts can be searched for by account number in the “Card Number” field, or by Department name in the “Hierarchy Name” field.
- Click on the blue “Search” button.

CitiManager

Company: STATE OF CALIFORNIA CTA - US

Welcome, Kenneth
My Profile | Sign Out

HOME / Search

Search by first or last name or card #

Card Accounts

BASIC SEARCH >>

SEARCH FOR CARDS

Card Accounts

CARD FIRST NAME

CARD LAST NAME

CARD NUMBER

BILL TYPE: --Select--

COUNTRY: All Countries

USERNAME

HIERARCHY DETAILS
[LOOKUP HIERARCHY](#)

HIERARCHY NAME

HIERARCHY UNIT

NAME LINE 1

LESS OPTIONS

SEARCH RESET

5. Locate the correct account and click the blue “Card Number” account on the left side associated with the “Centrally billed card” or “Centrally billed account”. If you are looking for the statement, select the account number corresponding to the centrally billed account.

The screenshot shows the CitiManager search interface. The search form is titled "SEARCH FOR CARDS" and includes fields for Card First Name, Card Last Name, Card Number, Bill Type, Country, Username, Hierarchy Name (containing "general"), and Hierarchy Unit. A "SEARCH" button is visible. Below the form is a table of search results with columns: CARD NUMBER, USERNAME, CARD NAME, STATUS, and BILL TYPE. A red box highlights the CARD NUMBER column, and a red arrow points to the first row.

CARD NUMBER	USERNAME	CARD NAME	STATUS	BILL TYPE
.....		GENERAL SERVICES	Activated	Centrally billed card
.....		GENERAL SVCS DSA	Activated	Centrally billed card
.....		INSPECTOR GENERAL	Activated	Centrally billed card
.....		INSPECTOR GENERAL	Activated	Centrally billed account
.....		GENERAL SERVICES/DSA	Activated	Centrally billed account
.....		GENERAL SERVICES	Activated	Centrally billed account

6. Find the corresponding month for the statement you wish to download/print.

The screenshot displays the CitiManager interface for a credit card account. The top navigation bar includes the CitiManager logo and the company name 'STATE OF CALIFORNIA'. The main content area is divided into several sections:

- CARD INFORMATION | EDIT >>**: Shows the card number as ****99 4803**.
- CARD OVERVIEW**: Displays the **CURRENT BALANCE** as \$ 13.39 and the **CREDIT LIMIT** as \$ 1,000.00.
- PAYMENTS**: Shows the **LAST PAYMENT RECEIVED** as \$ 100.00 (07/20/2018) and the **NEXT PAYMENT DUE** as \$ 13.39 (08/19/2018).
- STATEMENTS**: A horizontal list of statement thumbnails for **RECENT**, **JUL 2018**, **JUN 2018**, **MAY 2018**, **APR 2018**, and **JAN 2018**, along with a **VIEW MORE** link. A red arrow points to the **JUL 2018** statement.
- AGING OF BALANCE**: A bar chart showing the distribution of the balance across different aging periods: **1-30 DAYS** (\$ 0.00), **31-60 DAYS** (\$ 0.00), **61-90 DAYS** (\$ 0.00), **91-120 DAYS** (\$ 0.00), and **> 121 DAYS** (\$ 0.00).
- CARD CONTACT INFO**: A form containing fields for **CARD NUMBER**, **ADDRESS LINE 1**, **STATE** (CA), **PHONE NUMBER**, **ZIP/POSTAL CODE**, **ACCOUNT STATUS** (Open), **ADDRESS LINE 2**, **COUNTRY** (UNITED STATES OF AMERICA), **MOBILE PHONE NUMBER** (00000000000000000000), **FIRST NAME**, **CITY** (SACRAMENTO), **HIERARCHY**, and **FAX NUMBER** (00000000000000000000).

7. Under the "Billed Transactions" header, click the blue download link.

HOME / SEARCH RESULTS / CARD DETAILS / Statements

STATEMENTS

••99 9117

RECENT JUL 2018 JUN 2018 MAY 2018 APR 2018 MAR 2018 FEB 2018 JAN 2018 VIEW MORE

OVERVIEW FOR JUN 26 TO JUL 25 [VIEW ADDITIONAL STATEMENT INFORMATION](#)

BILLING ACCOUNT NUMBER	BILLING ACCOUNT NAME	PREVIOUS BALANCE	BALANCE DUE
TRANSACTION TOTAL	PAYMENTS RECEIVED	AVAILABLE CREDIT	PAYMENT DUE DATE
			08/19/2018
STATEMENT DATE	CREDITS	NEW CHARGES	
07/25/2018		\$ 0.00	

Billed Transactions

Transaction details, amount or date

[ADVANCED SEARCH >>](#)

[DOWNLOAD \(PDF, CSV, XLS\)](#)

TRANSACTION DATE	POSTING DATE	TRANSACTION DETAILS	EXCHANGE RATE	AMOUNT
06/28/2018	06/29/2018	PAYMENT - THANK YOU		-3289.19
07/16/2018	07/17/2018	IA PAYMENT THANK YOU!		-93960.47

- After you select the download link, another box will pop-up giving you 3 options of how you would like to download the statement. Select the preferred format and click the blue download button.

Please select a download format.

CSV

PDF

EXCEL

DOWNLOAD CANCEL