Account Reconcilement (ARP)

Online Reporting

User Guide

June 2019

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INTRODUCTION

About Account Reconcielement Processing (ARP): Online Reporting Service

Welcome to City National Bank's Account Reconcilement Processing (ARP) Online Reports User Guide. This service provides you with the ability to receive your Full or Partial reconcilement reports electronically in a more efficient manner instead of receiving paper reports that must be physically delivered to your business. With our Online Reporting system, you can view, print, and download reconcilement reports right from your computer. You can also export a data file in CSV or XML format that can help you expedite the posting of your accounts payable.

About This User Guide

This User Guide contains the information you need to utilize this service to obtain your ARP reconcilement reports online, and will introduce you to the features and functions contained in the reporting package. Information on the reports definition, report output and other general ARP information can be found in the Account Reconcilement Product User Guide.

Important: General user administration functions including adding user, user maintenance (e.g. modifying user, deactivating user, locking/unlocking user), and service maintenance is executed from City National Online portal Administration section. Although some general functions are covered below, please refer to the System Administration User Guide to review those specific functionalities.

City National Online Portal: Browser and System Requirements

Prior to logging on to City National Online and accessing your Account Reconcilement reports, there are several important items that you need to know about the overall portal security. The security of our clients' assets and data is critical to City National Bank. City National has employed advanced security technology for the City National Online Portal. To learn more about minimum system requirements, supported browsers, and requirements about your portal passwords, please visit the City National Online Portal General Overview Quick Reference Guide.

General Reports Information
- Reconcilement reports are available online for 90 days.
- Reconcilements reports are available within five (5) business days of receipt of your final issue input (for Full ARP clients only).
- Do not use the Back or Forward buttons on your browser when using this service.
- Information on the report output and other general ARP information can be found in the separate Account Reconcilement Product User Guide.

CONTACT INFORMATION

City National Bank provides a wide range of support services with resources that have extensive training and technical expertise to assist you. If you have any questions about this service, contact Treasury Management Client Services at the numbers provided below.

Inquiry Type	Department	Telephone No.	Service Hours
• Login assistance • General questions • User Guide questions • Service maintenance	Treasury Management Client Services	(800) 599-0020 (Toll Free) (213) 673-9393	5:30 a.m. to 7 p.m. PT

ACCESSING THE ACCOUNT RECONCILEMENT ONLINE REPORTS

Access the Account Reconcilement (ARP) Online Reporting service from the City National Online home page.

1. To access the City National Online portal, go to **https://cno.cnb.com/login/**.
2. The City National Online login page displays.
3. Enter your **User ID** and **Password** and then click **Sign In**.

4. Click **Accounts** from the main navigation menu and then select **ARP Reports**

5. The Account Reconciliation Package (ARP) home screen appears.
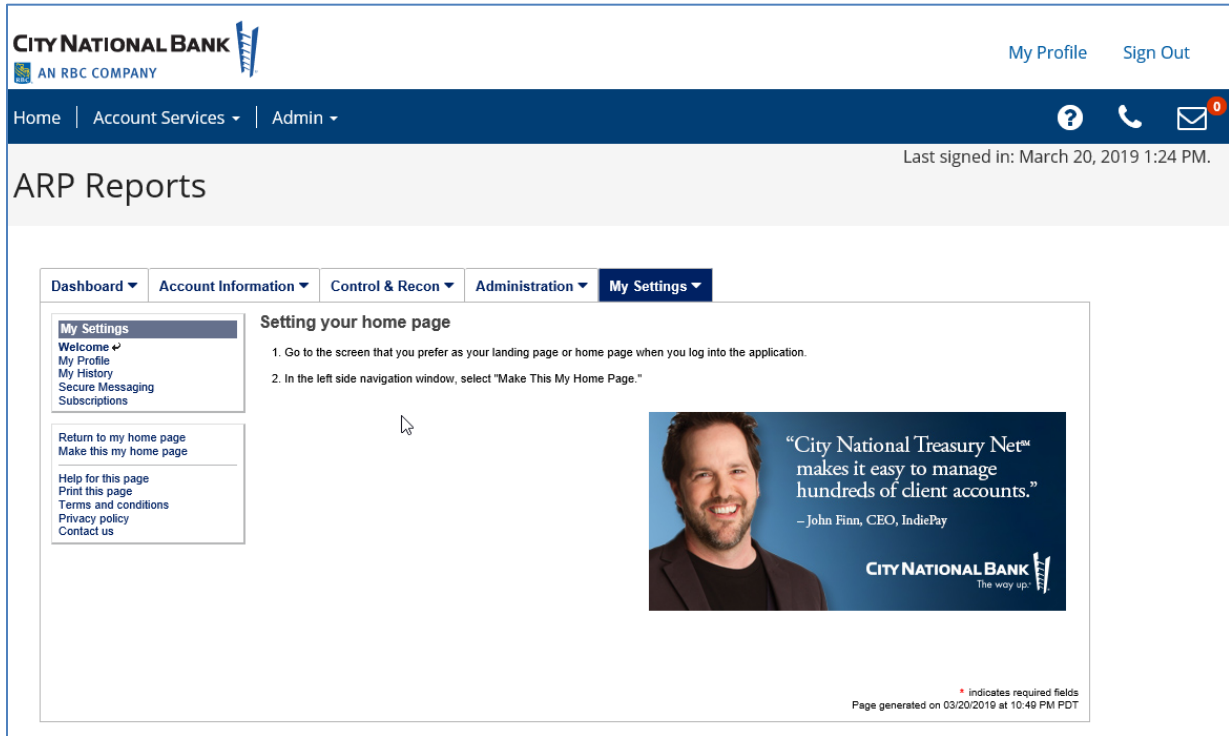
SETTING YOUR HOMEPAGE

Once you have successfully accessed Account Reconcilement Online Reporting for the first time, a screen as shown below displays. You may change your Account Reconcilement Online Reporting dashboard home page by following the steps below:

1. From the left side of the screen, select **Account Recon Reports**.
2. From the left side of the screen, select **Make This My Home Page**.
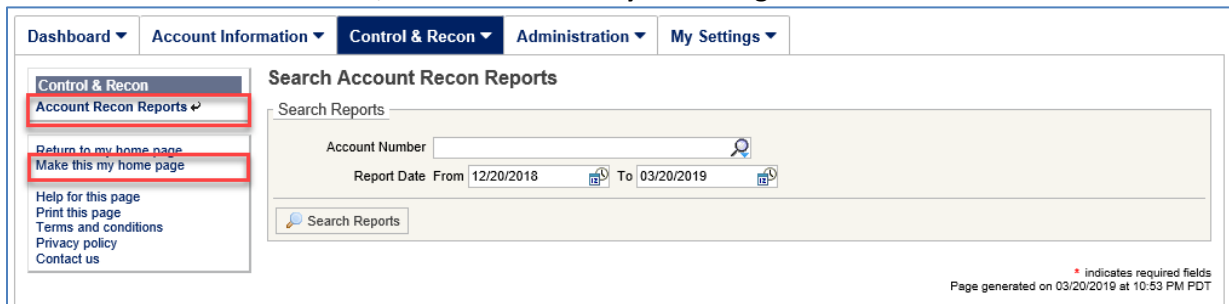

3. Your home page is now set.

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ADMINISTRATION PROCEDURES

Important: General user administration functions including adding user, user maintenance (e.g. modifying user, deactivating user, locking/unlocking user), and service maintenance is executed from City National Online portal Administration section. Although some general functions are covered below, please refer to the System Administration User Guide to review those specific functionalities.

Add User

1. From the main navigation menu click **Admin** and then select **Users**.
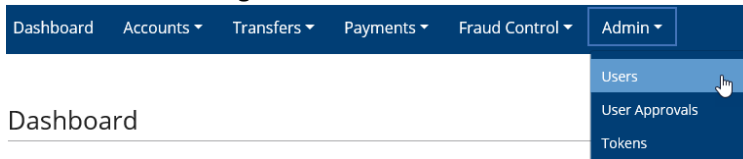
2. Manage Users screen displays. Click **Create User** button.
3. Enter User ID information and complete all the required fields. Click **Next**.
4. Select **ARP Reports** from the **Assign Roles and Services** section. Click **Next**.
5. Click **Complete** on the **Service Permissions** section.
6. On the **Review** section review all the user information and service permissions and click **Submit**.

Entitle Services (Reports)

1. The **Company Details** screen displays each user. To add the reports to be entitled to the user, click on the **Actions** button to the right of the user and click on **Services** from the drop down menu.
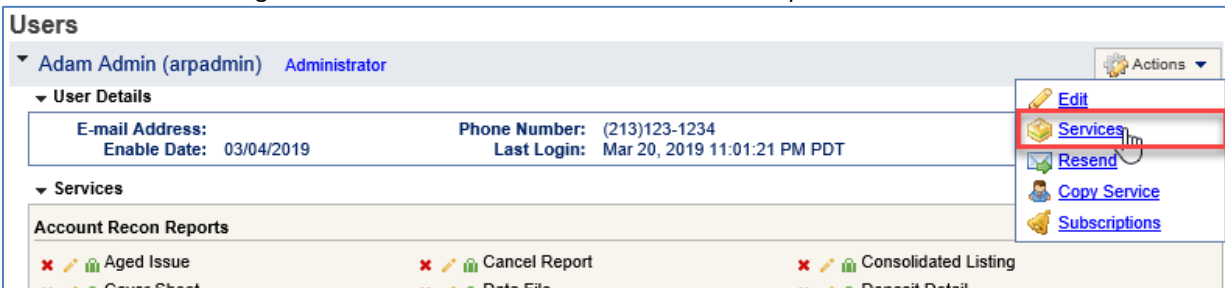
2. Click on the check box next to the report(s) to be entitled to the user. You may also click on **Select All** to entitle all reports with one click.
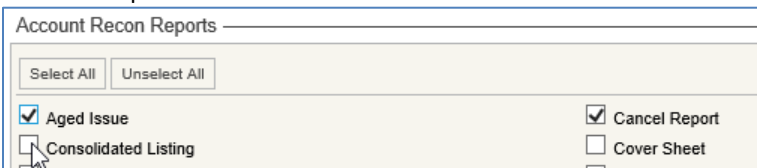
3. Click **Save** to save your changes. The entitled Services (Reports) are now assigned to the user.

Entitle Accounts for Services

1. To add the accounts to be entitled to the report for the user, click on the green briefcase icon next to the report. All available accounts will appear.

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2. Click on the check box next to the account(s) to be entitled to the report for the user. Or, click on **Select All** if appropriate.

3. Click **Save** to save your changes. Repeat steps for each report to entitle it to the user.

USER PROCEDURES

Important: General user administration functions including add user, user maintenance, and service maintenance is execute via City National Online portal. Although some general functions are covered below, always refer to the System Administration User Guide for latest updates or changes.

View Reports

1. To view your Full Reconciliation or Partial Reconciliation reports, select **Account Recon Reports** from the **Control & Recon** tab, or from the left side navigation menu.

2. If you have multiple accounts, click on the drop down menu in the **Account Number** field and select the desired account.

3. Select **From** and **To** date range by clicking in the date range fields then click **Search Reports** to display them.

4. Click **Search Reports** to display the entitled reconcilement reports.

5. Click on the individual report link below the **Statement** column to view the report.

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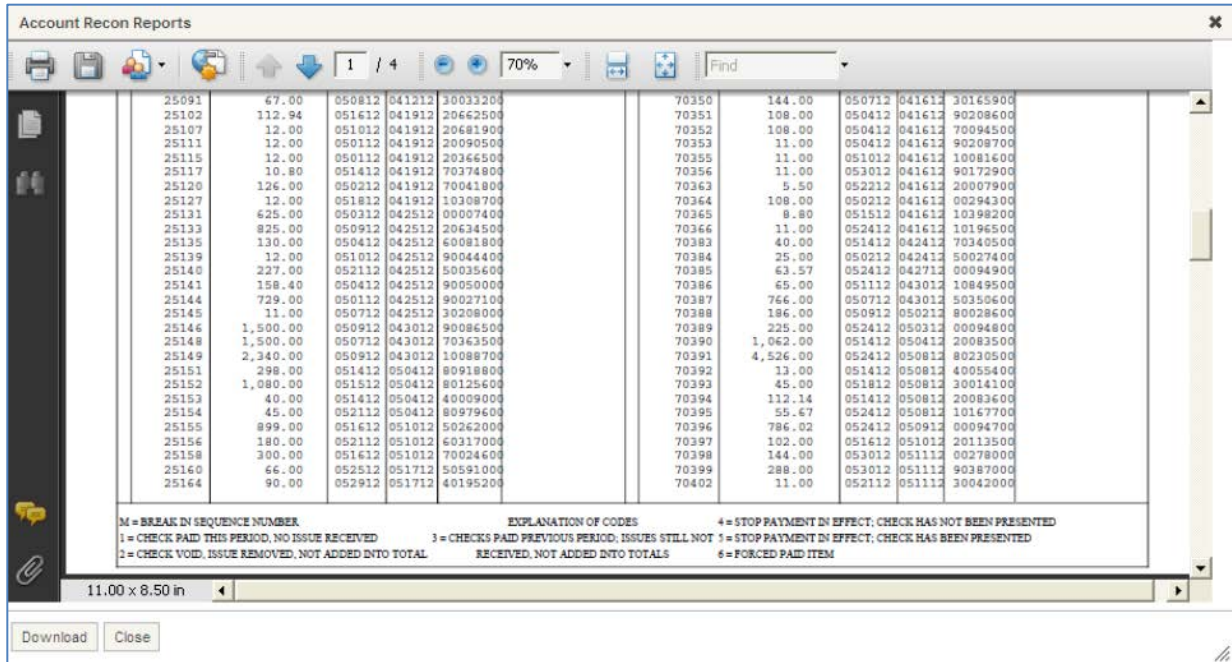
File Viewer Features

When using the file viewer pop-up window application, the following functions are available to assist in viewing your reports:

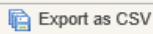|	
🖨	Print – Prints your report
💾	Save – Saves a PDF copy to your computer or other location.
⬆ ⬇	Page Navigation – Click up or down arrows to go to next or previous page.
2 / 5	Page Navigation – Type in page number to go to in the report.
⊖ ⊕	Zoom – Click to increase or decrease the magnification of the page.
70% ▾	Zoom – Type in the desired magnification or click the drop down for other options.

Print All Reports

1. To print all reports at once, click **Print All** button on the right side of the screen.
   Note: Depending on the size of the reports, this may take a few minutes to load.
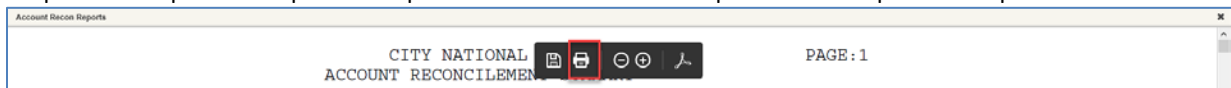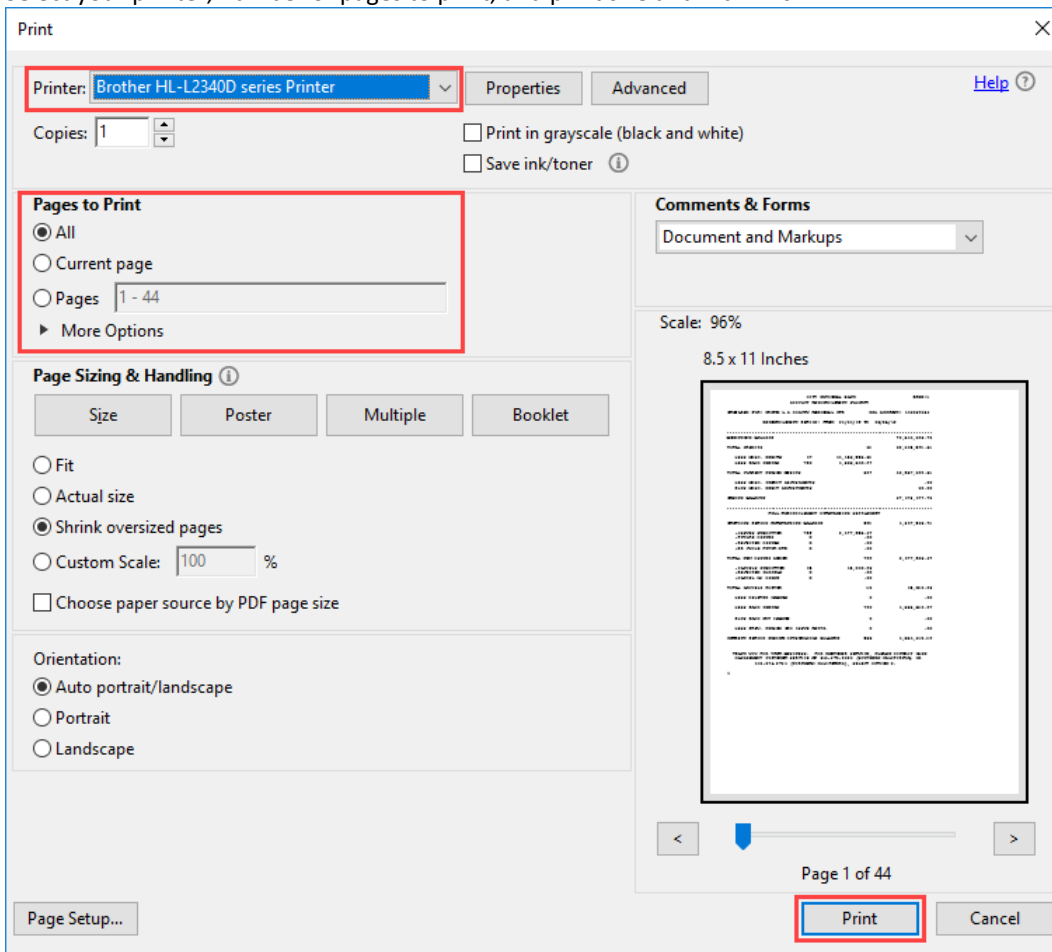
2. The printable reports will open in a separate window. Click on the printer icon to print the reports.
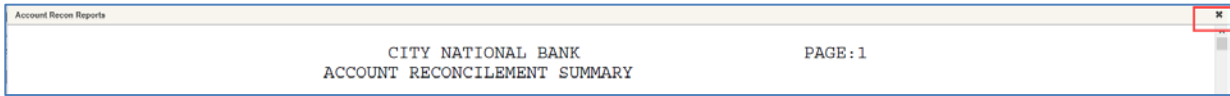

3. Select your printer, number of pages to print, and print size and hit **Print**.

4. Click **Close** in the bottom left corner of the page, or the "**X**" on the top right corner to close the viewer window.
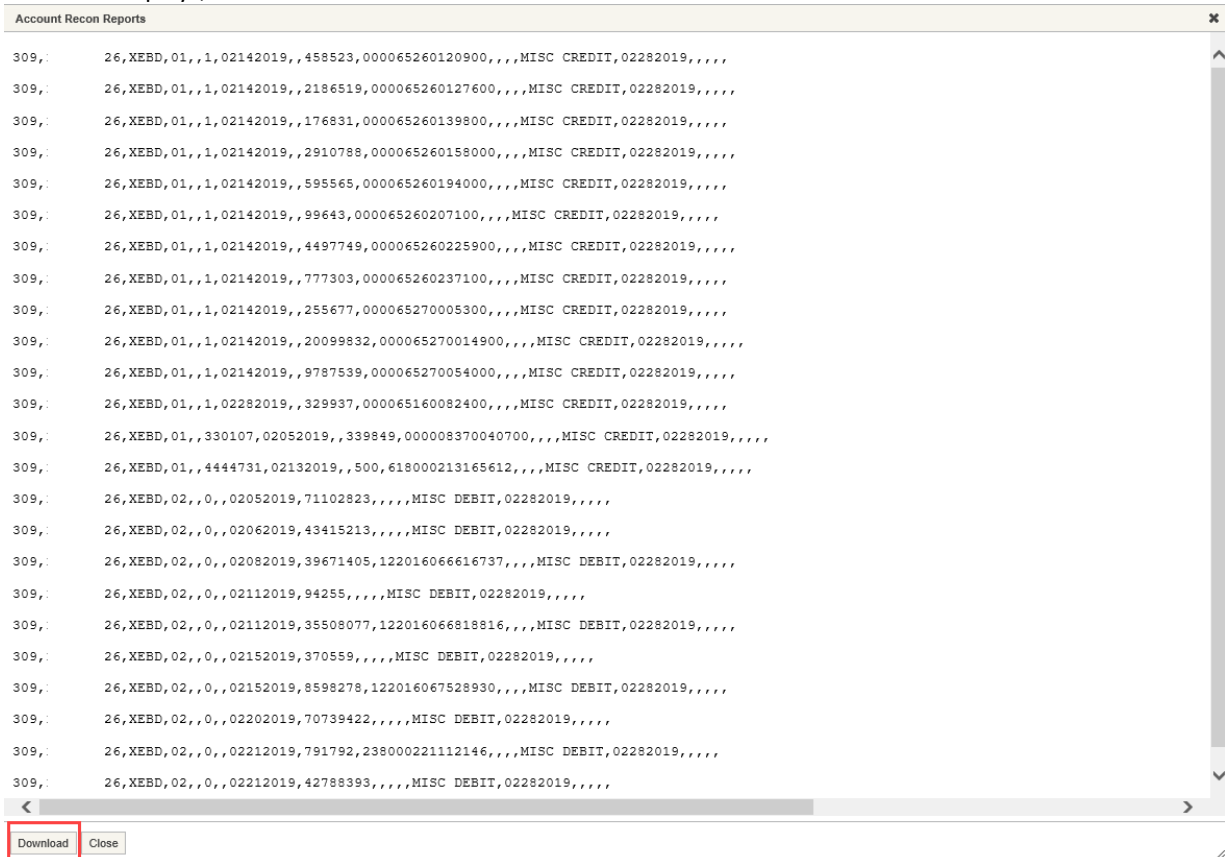
Export Report Data as CSV File

1. Click on the **Export as CSV** button on the right side of the screen.

2. When file displays, click on the **Download** button in the lower left corner.

3. Select **Save** to save the file to the desired directory/location on your computer.

4. Click **Close** in the bottom left corner, or the **"X"** mark in the top right corner to close the viewer window.

Export Report Data as XML File (For Advanced Clients)

1. Click on the **Export as CSV** button on the right side of the screen.

2. When file displays, click on the **Download** button in the lower left corner.

3. Select **Save** to save the file to the desired directory/location on your computer.

Do you want to open or save **ARDF-190228.xml** from **cnb.olbanking.com**?   Open   Save ▾   Cancel   ✕

4. Click **Close** in the bottom left corner, or the **"X"** mark in the top right corner to close the viewer window.