



CitiDirect[®] Online Banking
Electronic banking system for businesses

User Manual

“Inquiries and Reports”
Account History, Balance and Statement View

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Inquiries and **Reports** enable the user to view the account history, balances and operations recorded in an account.

Inquiries are used for the fast view of current operations.

Reports enable the user to generate advanced statements and save them as PDF or spreadsheet files.



Figure 1. Main Menu.

Access to Inquiries & Reports depends on the user's entitlements.

A person who has access to Inquiries **but not to Reports** may request the Bank to activate the latter by telephone.

Inquiries and Reports may be generated for the current month and 3 months backwards!

The following inquiries may be executed in the system:

- **Balance Summary Inquiry** – it shows the list of opening and closing balances of selected accounts in a determined period.
- **Transaction Summary Inquiry** – it shows the list of accounting operations on selected accounts in a determined period.
- **Account Statement Summary** – it shows the list of accounting operations on selected accounts and their opening and closing balances in a determined period.

The screenshot displays the CitiDirect Online Banking interface for a Transaction Summary Inquiry. The interface includes a left-hand navigation menu with 'Inquiries' expanded to show 'Transaction Summary Inquiry' selected. The main content area has three tabs: 'Criteria', 'Summary', and 'Details', with 'Criteria' currently active. The form contains several fields:

- Branch Number:** A dropdown menu set to '889' and a text field containing 'WARSAW BANK HANDLOWY'.
- Customer Number:** A dropdown menu.
- Account Number:** A dropdown menu.
- Account Group:** A dropdown menu.
- Value Date:** Two date pickers set to '20/06/2011'.
- Entry Date:** Two date pickers set to '20/06/2011'.
- Amount:** Two text input fields for 'from' and 'to'.
- Transaction Description:** A dropdown menu.
- Debit/Credit:** A dropdown menu set to 'Both'.
- Transaction Currency:** A dropdown menu.
- Bank Reference:** A dropdown menu set to 'starts with'.
- Customer Reference:** A dropdown menu set to 'starts with'.
- Cheques:** A dropdown menu set to 'Include Cheques'.
- Base Currency:** A dropdown menu set to 'USD'.
- By Order Of/Beneficiary:** A text input field.

 At the bottom of the form are buttons for 'Submit', 'Clear Criteria', 'Default Search Criteria Options', 'Print', and 'Split View'. A status bar at the very bottom indicates '* Required Field ** At least one required field'.

Callouts:

- Choose the relevant inquiry type from this menu.** (Points to the 'Transaction Summary Inquiry' option in the left menu.)
- Choose the relevant inquiry type from this menu.** (Points to the 'Criteria' tab.)
- Tabs:**
 - Criteria** – choose the account and period for which you want to generate the inquiry and click on **Submit**.
 - Summary** – it shows the contents of the generated Inquiry.
 - Details** – it shows an additional description of the selected item from the Summary.
- If you want to prepare a statement for all accounts that are available to you, select only the Branch of the Bank by clicking on the arrow.** (Points to the Branch Number dropdown.)
- Set the date range. By default, it is 'as of today'. In a Transaction Summary Inquiry you need to select Value Date and Entry Date. Enter the same date range for both types.** (Points to the Value Date and Entry Date pickers.)
- For a Transaction Summary Inquiry you may choose: credit or debit or all entries.** (Points to the Debit/Credit dropdown.)

Figure 2. Inquiry – selecting criteria.

Having selected the criteria, click on **Submit** to generate the Inquiry.

This function clears the selected criteria.

You may permanently save the criteria you have selected. Remember that the date range will also be saved.

An Inquiry may be generated for the current month and up to 3 months backwards!

3. Reports

There are 3 main groups of reports:

- 1. Cash Balances Reports
- 2. Cash Account Statements Reports
- 3. Cash Transaction Initiation Reports

Balance Reports and Account Statements Reports are summaries of accounting operations on accounts and may be produced for the current month and up to 3 months backwards.

Transaction Initiation Reports enable the user to generate summaries containing payments or preformats saved in the system and may cover up to 18 months for the payments archive and indefinitely for preformats.

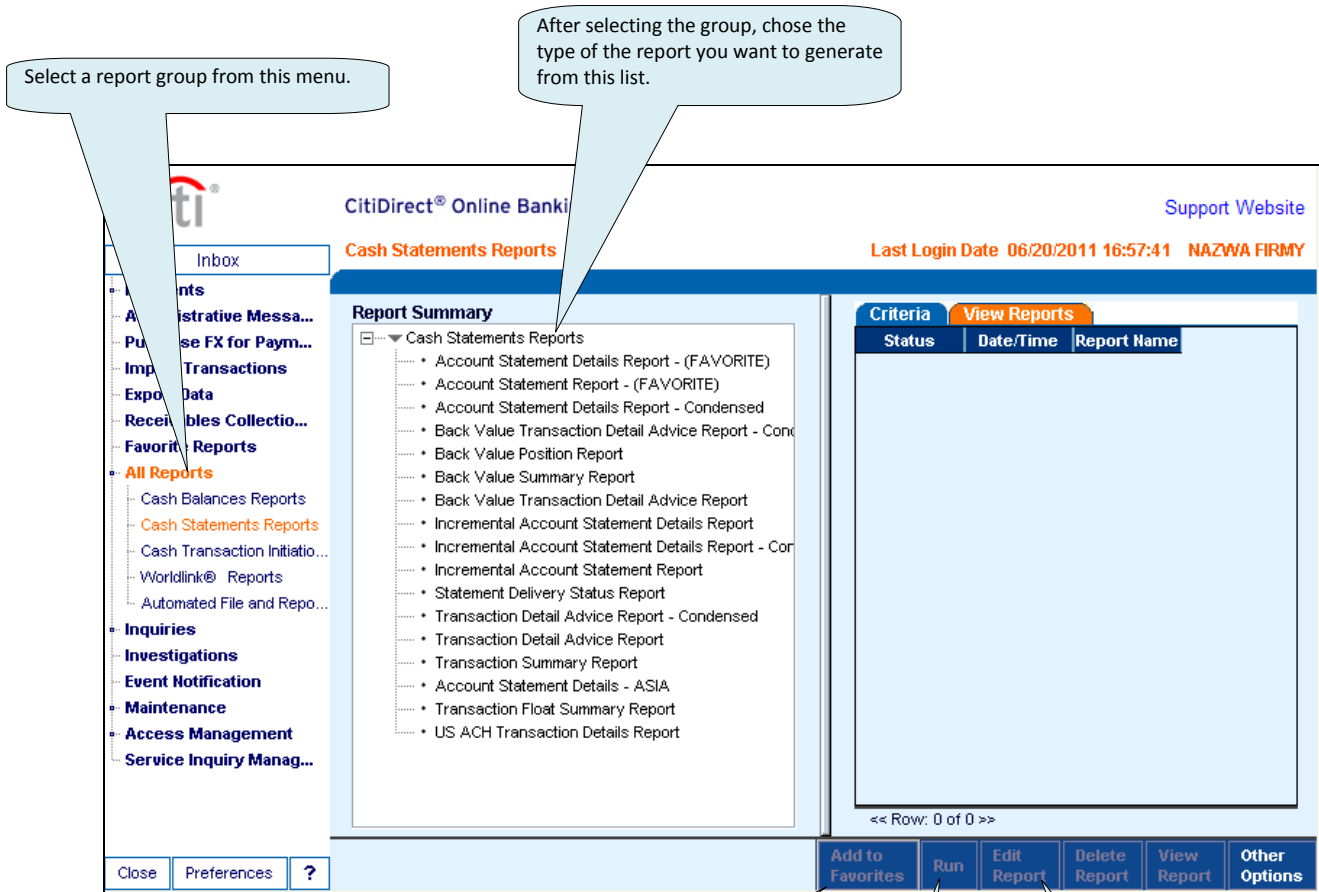


Figure 3. Reports – Main Menu selecting a report.

You may add a report to Favorites. You will gain faster access to the report in the menu to the left.

Press to start generating the selected report.

This button opens the criteria edit window.

Editing Report Criteria

Select a report and click on **Edit Report** (see the previous page)

The screenshot shows the 'Edit Report' window with two main sections: 'Fields' on the left and 'Report Content' on the right. Below these sections are two rows of buttons: 'Add', 'Delete', 'Reset', 'Reset To Defaults' and 'Save and Run', 'Run', 'Save', 'Print', 'Schedule', 'Return to Summary'.

Fields:

- * Format
- Layout
- * Share
- * Favorite
- Branch
- Customer
- Account Number
- Account Group
- * Statement Date
- Value Date
- Account Currency
- * Activity Only
- * Cheques
- * Page Breaks
- * Sort By
- By Order Of/Beneficiary
- Bank Reference
- Customer Reference
- Transaction Description
- Amount
- * Show Extended Payment Details
- Run in Incremental Mode
- Print Selection Criteria

Report Content:

- Show Extended Payment Details
 - No
- Activity Only
 - No
- Statement Date
 - +0 to +0
- Sort By
 - Transaction Amount - Descending
- Favorite
 - Yes
- Page Breaks
 - Yes
- Cheques
 - Include Cheques
- Print Selection Criteria
 - Yes
- Format
 - DHTML Report
- Share
 - Private

Buttons:

- Add, Delete, Reset, Reset To Defaults
- Save and Run, Run, Save, Print, Schedule, Return to Summary

Callout Boxes:

- Top Left:** The default format (DHTML) enables to generate the report in the browser window and save it as a PDF document. If you want to save the report as a spreadsheet, select CSV format.
- Top Middle:** This window includes the list of all criteria that can be edited. To change a mandatory item, double click on it. After edition, the resulting change will be shown in the right-hand window, at the bottom of the list.
- Top Right:** This window shows the list of current criteria of the report being edited.
- Middle Left:** If you select no account, the report will include all accounts that are accessible to you.
- Bottom Left:** In the date selection window, select the absolute date if you generate a one-time report. For a report that is to be generated on a regular basis choose a relative date range and define the period in relation to today's date.
- Bottom Middle:** Modified criteria may be saved under a user-defined name. The report with modified criteria can be chosen from the list of reports without the need to edit it again.
 1. **Save and Run** saves the criteria and starts generating the report.
 2. **Run** starts the report without saving the criteria.
 3. **Save** saves the criteria.
- Bottom Right:** Managing items in the **Report Content** window:
 1. **Add** opens the window to edit the selected item.
 2. **Delete** deletes the selected item.
 3. **Reset** resets the selected item.
 4. **Rest to Defaults** resets all contents of the report.

Figure 4. Report – editing criteria.

Description of Selected Reports

1. **Balance Report** – list of opening and closing balances.
2. **Account Statement Report** – list of opening and closing balances and accounting operations for each day in the selected period. Each accounting entry is briefly described and contains one line in the statement.
3. **Account Statement Details Report** includes the same data as the account statement, but each accounting entry is described, including all available information. This report contains 3 items per page.
4. **Transaction Report** – list of accounting entries.
5. **Transaction Initiation Report** – list of payment instructions created in the system.
6. **Transaction Initiation Details Report** – list of payment instructions created in the system. Each item is described in detail and the report contains 3 items per page.
7. **Template Details Report** – summary based on the list of recipients added to the preformat base.



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