

CitiDirect

citi handlowy



CitiDirect[®] Online Banking

Payments

10.2016

CitiService

Pomoc Techniczna CitiDirect

Tel. 0 801-343-978, +48 (22) 690-15-21

Poniedziałek – Piątek 8:00 – 17:00

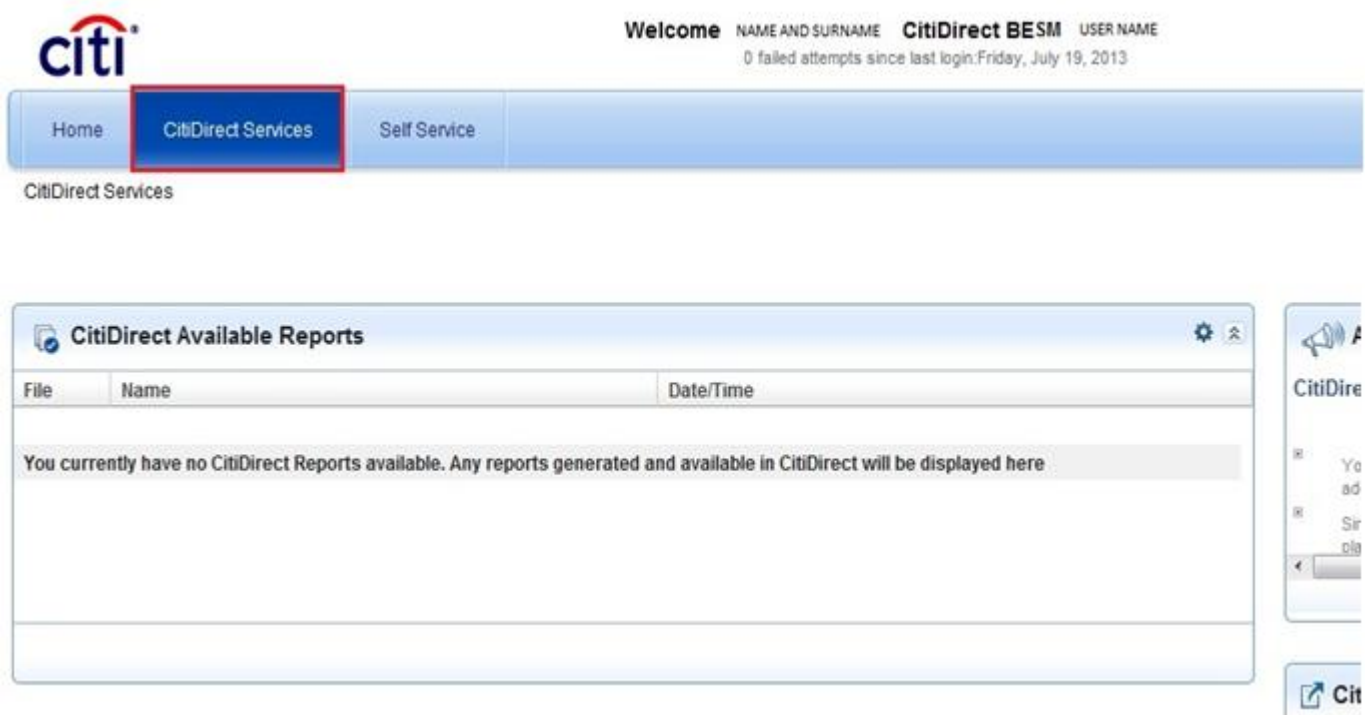
helpdesk.ebs@citi.com

Table of Contents

TABLE OF CONTENTS	2
1. HOMEPAGE	3
2. PAYMENTS	3
1.1 MAIN MENU.....	4
1.2 PAYMENT INITIATION METHODS.....	5
1.3 PAYMENT INITIATION	9
3. PAYMENT MANAGEMENT	19
3.1 TABS/"PAYMENT INITIATION" MENU FUNCTIONS.....	19
3.2 VERIFYING TRANSACTION STATUS	21
3.3 PAYMENT MODIFICATION	21
3.4 PAYMENT CONFIRMATION.....	22
3.5 TRANSACTION STATUS	28
3.6 AUTHORIZING/RELEASING PAYMENTS	29
3.6.1 <i>Transaction flow</i>	29
3.6.2 <i>Authorization/release</i>	30
3.6.3 <i>Batch Authorization/Release</i>	32
4. PREFORMATS	34
4.1 INTRODUCTION.....	34
4.2 LIBRARY OF PREFORMATS.....	34
4.3 CREATING A PREFORMAT	35
4.4 PREFORMAT GROUP	36

1. Homepage

After you log in, **Homepage** window will display on your screen. To proceed to online banking system with access to such functions as payment initiation, select **CitiDirect Services** tab.



2. Payments

CitiDirect Services allow to execute the following **payments**:

- Domestic funds transfer
- Internal Revenue transfer
- Social Security transfer
- Postal funds transfer
- Cross border funds transfer
- SEPA transfer

Payment initiation and management are available in main menu.

1.1 Main menu

To open main menu set the mouse cursor over **My Transactions & Services** tab in CitiDirect upper menu. Main menu, which gives access to basic actions related to payment execution, will be available in **Payment Initiation** section.



CitiDirect® Online Banking
PROFILE NAME
07/19/2013 14:29:08

Home My Transactions & Services Inquiries & Searches Reports Tools & Preferences

Payment Initiation
Input From Preformats
Quick Entry From Preformats
Input New Outgoing
Modify
Authorize
Batch Authorize
Repair
View All

Payment Services
Administrative Messages

File Services
Import Transactions
Export Data

Welcome to CitiDirect Online Banking For I
Need Assistance? First time using CitiDirect? The [CitiDirect](#) training, frequently asked questions and support contact info

Access to certain options and payment methods in the system depends on the authorization level of a given user.

1.2 Payment Initiation Methods

CitiDirect provides several payment initiation methods:

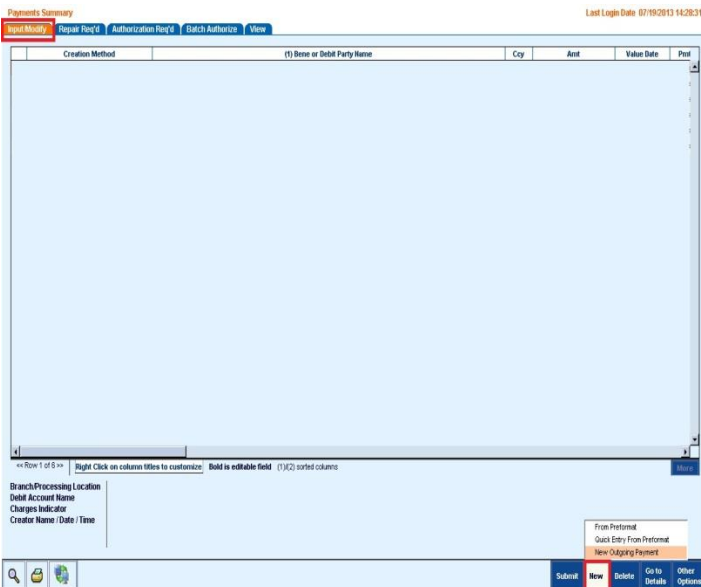
- 1) **manually** – transaction details need to be entered manually;
- 2) **from preformats** – transaction details will be automatically filled with values predefined in preformat on the basis of which the payment is being created
- 3) **payment import** – importing payments from file (details are described in the Import manual)



← To begin payment initiation select one of the options selected in the picture.

You can also use **Modify** option from main menu.

If you select **Modify** option after **Payments Summary** window is displayed, press **New** button in bottom right corner and select required option depending on the payment initiation method you wish to use.



1) **New Outgoing Payment** – select if you intend to initiate payment **manually**

On your screen a **Payment Detail** window will appear. Leave the **Preformat Code** field blank and fill the remaining fields.

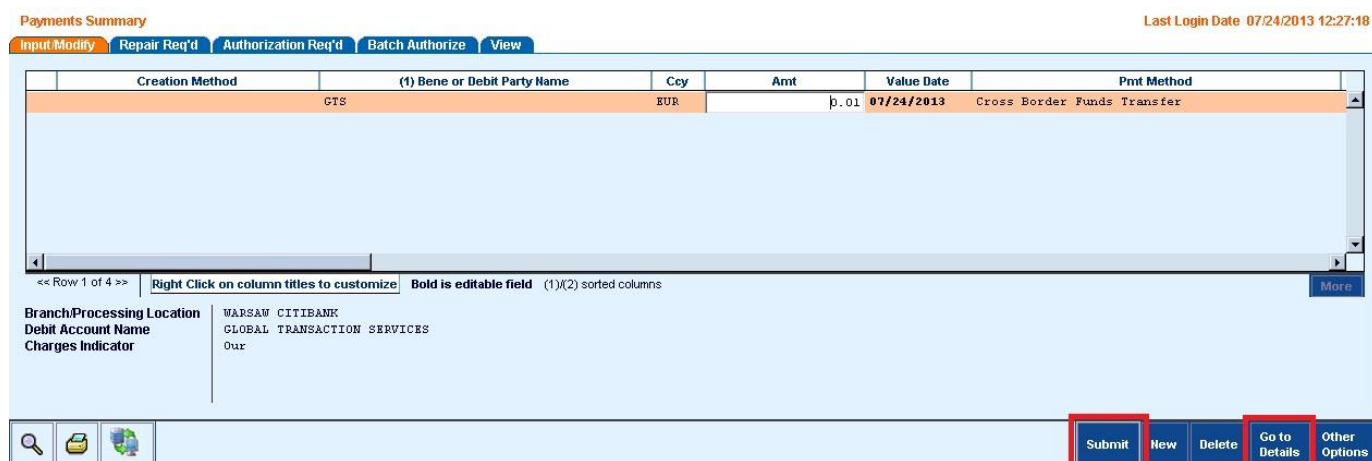
2) To initiate payment using preformat you can select any option:

- a) **From Preformat,**
- b) **Quick Entry From Preformat,**
- c) **New Outgoing Payment.**

a) Selecting **From Preformat** option will open preformat search window. Input **preformat code**, **beneficiary name** or **preformat group code** to find the preformat you wish to use to initiate payment and click **Run Search**.

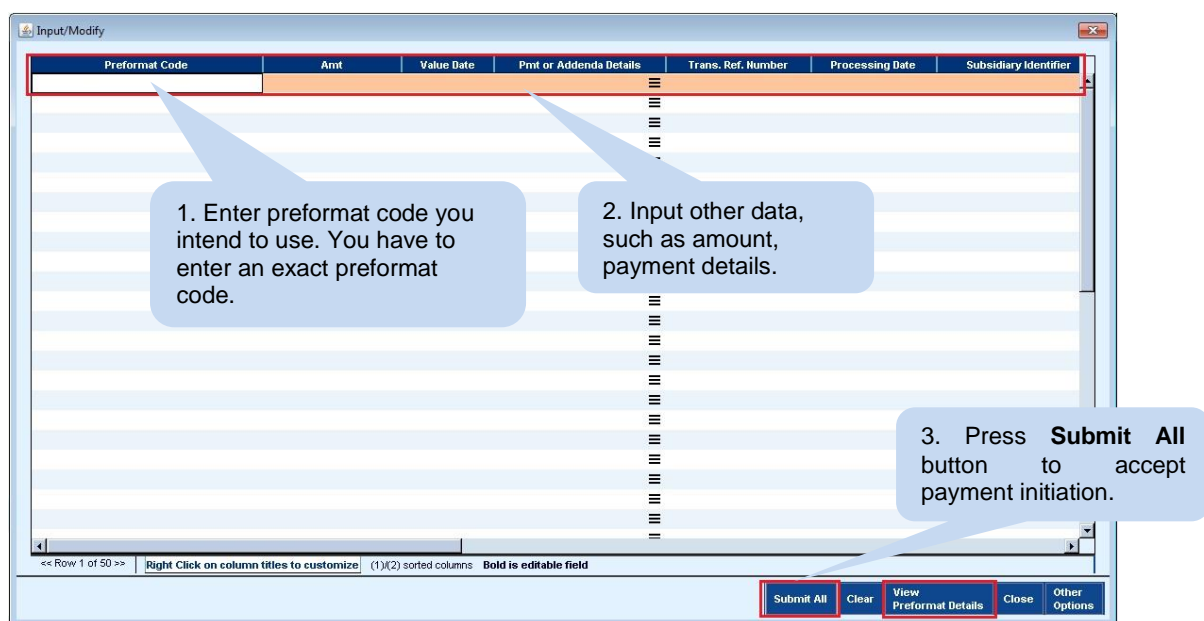
If you won't input any data, after pressing **Run Search** button system shows all the preformats containing accounts you are entitled to.

On the Payments list there will be a transaction with the same details as details contained in the preformat on the basis of which the payment was created.



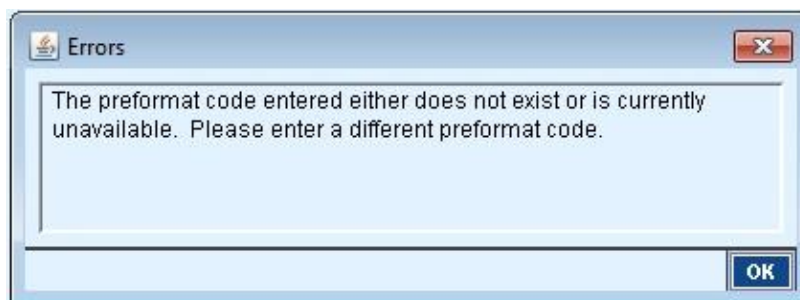
Now you may **submit** the payment or view its details to modify them (i.e. payment amount) by clicking **Go to details**.

- b) **Quick entry from preformat** – it will open **Modify** window in which you can create multiple transactions.



When using this option an **exact preformat code** must be entered. If the code is incompatible with preformat, the payment will not be saved. This is due to the fact that many payment details such as beneficiary's account are not to be modified in Modify window and come from a preformat. **If you enter an incorrect preformat code, those fields will remain blank.**

You may check if the preformat code is correct by clicking **View Preformat Details** button. If the code is incorrect an error message will appear:



If you do not specify amount or other payment details, they will be replaced with values defined in the preformat.

- c) **New Outgoing Payment** – if you chose this option to initiate payment with a preformat, you will be redirected to Payment Detail window. Enter or select preformat code by pressing an arrow next to **Preformat Code** field – remaining fields will be filled in automatically with values defined in preformat.

Payment Detail

Payment Method

Preformat Code

* Debit Account Number / Currency / Name

* Payment Currency / Amount

* Payment Method

Use This Currency For Next Payment

Payment Type

1.3 Payment Initiation

New Payment form consists of two parts: **Payment Method** (A) and **Payment Details** (B) (this part displays only after the first part is filled).

The screenshot shows the 'Payment Detail' form. The top section is 'Payment Method', which includes fields for Preformat Code, Debit Account Number / Currency / Name (with a dropdown arrow), Payment Currency / Amount, Payment Method, and Payment Type. The bottom section is 'Domestic Funds Transfer Details', which includes fields for Transaction Reference Number, Value Date, Beneficiary Account Number, Beneficiary Name / Address, Beneficiary Bank Routing Code, and Beneficiary Bank Name. A legend indicates that fields with an asterisk are required. At the bottom, there are buttons for Submit, Submit and Create Preformat, Submit and Copy, Copy, Delete, Next, Return to Summary, and Other Options.

To initiate payment you need to fill out all fields marked with an asterisk:

A) **Payment Method** part:

- Select Debit Account Number
- Select or enter Payment Currency – if you select different currency than PLN, the system will automatically set payment method as a cross-border transfer
- Select Payment Method
- Select Payment Type – if you select cross-border funds transfer, payment type field will be inactive; if you select domestic funds transfer, you will have to select one of the following options: internal revenue payment, ordinary payment and social security payment.

This annotated screenshot highlights the 'Payment Method' section of the form. Four callout boxes provide instructions: 1. 'Click on the black arrow and select Debit Account' points to the dropdown arrow on the 'Debit Account Number / Currency / Name' field. 2. 'Select or enter the currency' points to the 'Payment Currency / Amount' field. 3. 'Select Payment Method' points to the 'Payment Method' dropdown. 4. 'Select Payment Type (inactive for cross border funds transfer)' points to the 'Payment Type' dropdown. A note states 'This field will be filled automatically' pointing to the 'Preformat Code' field.

B) Payment Details part:

This part will contain different fields, depending on selected payment method and type.

1. Domestic funds transfer – ordinary payment

The screenshot shows a web form titled "Domestic Funds Transfer Details". The form contains several fields and a "Confidential" checkbox. Callout boxes provide instructions for each field:

- Transaction Reference Number:** Enter any sequence of up to 10 characters. Multiple transactions may have the same reference number. If the automatic reference number is enabled in the system, this field is non-editable. (Example: POLK2006)
- Value Date:** The date on which the ordering party's account is charged. Transfer must be sent to the Bank before 5:30 p.m. to be booked on the order date. A transfer may be sent with a future value date (up to 30 days). (Example: 07/24/2013)
- Beneficiary Account Number:** Account number should be entered in one sequence without spaces. The system verifies if the account number is correct when submitting the transfer. (Example: 42101010100000000501123)
- Beneficiary Bank Routing Code:** Copy digits from 3rd to 10th from Beneficiary Account Number. (Example: 10101010)
- Beneficiary Name / Address:** Do not fill in manually. After filling the Beneficiary Bank Routing Code, click on the arrow and the field will be filled in automatically. (Example: Trade Company)
- Beneficiary Bank Name:** Do not fill in manually. After filling the Beneficiary Bank Routing Code, click on the arrow and the field will be filled in automatically. (Example: BANK)

Additional fields visible in the form include "Confidential" (checkbox), "Payment Details" (dropdown menu), and "Beneficiary Name" (dropdown menu).

2. Faster Payments (Express Elixir real-time transfers)

Domestic Funds Transfer Details

* **Transaction Reference Number**
TRN1548654

* **Value Date**
06/13/2014

* **Beneficiary Account Number**
42101010100000000000501123

* **Beneficiary Bank Routing Code**
0101010

Payment Details
Invoice 1/2014

Faster Payment

* **Beneficiary Name / Address**
Beneficiary Name

Beneficiary Bank Name
NBP O/OKR. W WARSZAWIE

Enter any sequence of up to 10 characters. Multiple transactions may have the same reference number. If the automatic reference number is enabled in the system, this field is non-editable.

Select the „Faster Payment” checkbox in order to send a Faster Payment (Express Elixir) transfer.

Copy digits from 3rd to 10th from Beneficiary Account Number.

Account number should be entered in one sequence without spaces. The system verifies if the account number is correct when submitting the transfer.

Do not fill in manually. After filling the Beneficiary Bank Routing Code, click on the arrow and the field will be filled in automatically.

Note:

- 1) The maximum amount of the Faster Payment (Express Elixir) transfer is 100.000 PLN.
- 2) In order to send a Faster Payment (Express Elixir) transfer this service must be available in the bank of the ordering party, as well as in the beneficiary bank – this is why during the release of the transfer CitiDirect verifies the date and time of the transfer and checks them against the table of availability of other banks in the Express Elixir system, accessible on the following website of the Polish National Clearing House:
<http://www.expresselixir.pl/banki.html>
- 3) The final status of the transfer should be known after up to two minutes.
- 4) To check the status of the transfer, please select View All from My Transactions and Services menu.
- 5) Only the “Processed” or “Rejected” status may be the final result of this payment method.

3. Domestic funds transfer – Internal Revenue Payment

Enter any sequence of up to 10 characters. Multiple transactions may have the same reference number. If the automatic reference number is enabled in the system, this field is non-editable.

The date on which the ordering party's account is charged. Transfer must be sent to the Bank before **2:30 p.m.** to be booked on the order date. A transfer may be sent with a future value date (up to 30 days).

Select account number using the arrow. The system verifies if the account number is correct and whether the entered number is an account number of a tax authority.

Enter last two digits of the year

Copy digits from 3rd to 10th from Beneficiary Account Number.

Do not fill in manually. After filling the Beneficiary Bank Routing Code press the arrow and the field will be filled in automatically

Select the type of tax you wish to pay from the list. Do not enter it manually. Available options depend on the selected account number of the tax authority.

Enter the number of selected period:

- Decade/Day** – 4 digits – day/decade number and month number, i.e. 0103, 1512
- Quarter/Month/Half of Year** – 2 digits
- Year** – leave the field empty

Enter number of the selected identifier, in one sequence, without spaces or dashes. The system verifies if it is correct.

Domestic Funds Transfer Details

* **Transaction Reference Number**

Confidenti

* **Value Date**

* **Beneficiary Account Number**

* **Beneficiary Bank Routing Code**

* **Beneficiary Name / Address**

* **Beneficiary Bank Name**

* **Identification Number**

Period Year

Period Type

Period Range

* **Form or Payment Symbol Order**

Free Text

4. Domestic funds transfer – Social Security Payment

Enter any sequence of up to 10 characters. Multiple transactions may have the same reference number. If the automatic reference number is enabled in the system, this field is non-editable.

The date on which the ordering party's account is charged. Transfer must be sent to the Bank before **2:30 p.m.** to be booked on the order date. A transfer may be sent with a future value date (up to 30 days).

Select of the three Social Insurance accounts by clicking on the arrow.

Copy digits from 3rd to 10th from Beneficiary Account Number

Do not fill in manually. After filling the Beneficiary Bank Routing Code press the arrow and the field will be filled in automatically.

Enter in one sequence.

Format: YYYY/MM

Enter number of the selected identifier, in one sequence, without spaces or dashes. The system verifies if it is correct.

Fill in this field if you selected A, B, D, E, T, U declaration type

Enter the number for selected declaration type:
 1. **A, B, D, E, T, U** – enter 01, 40, 51, 70 or 80
 2. **M, S** – enter 01-89

Domestic Funds Transfer Details

* **Transaction Reference Number**

* **Value Date**

* **Beneficiary Account Number**

* **Beneficiary Bank Routing Code**

* **Taxpayer Identification Number**

* **Other Identification Type**

* **Declaration Type**

Decision Number

Confidential

* **Beneficiary Name / Address**

* **Beneficiary Bank Name**

* **Other Identification Number**

* **Declaration Date**

* **Declaration Number**

5. Electronic Postal Order

Enter the zip code of the recipient, as one sequence, without a dash.

The date on which the ordering party's account is charged. The transfer must be sent to the Bank before **2:30 p.m.** to be booked on the order date. A transfer may be sent with a future value date (max.30 days).

Enter the account for the postal order. If the base number of your account (digits 17 to 23) is:

- 00XXXXX (opened with minimum two zeros) – enter:
47103015080000000100008939
- 0XXXXXX (opened with exactly one zero) – enter:
34103015080000000100008009

Domes Funds Transfer Det

* Transaction Reference No.

* Value Date

* Beneficiary Account Number

* Beneficiary Bank Routing Code

Beneficiary Name / Address

Beneficiary Bank Name

Payment Details

Copy digits from 3rd to 10th from Beneficiary Account Number

Provide the following details:

- line – Title
- line – First and last name of the recipient
- line – Street , building No. and apartment No., or "Poste Restante" and ID card No. or PESEL of the recipient
- line – town and "+" with the order type:
Z – Regular
ZP – Regular, receipt confirmation requested
R – Poste Restante
RP – Poste Restante, receipt confirmation requested

Enter:
Bank Handlowy w Warszawie S.A.
ul. Senatorska 16
00-923 Warszawa

Do not fill in manually. After the code of the beneficiary's bank is entered, click on the arrow and the field will be filled automatically.

6. Cross-Border Funds Transfer

The date on which the ordering party's account is charged. Transfer must be sent to the Bank before **2:30 p.m.** to be booked on the order date. A transfer may be sent with a future value date (up to 30 days).

Enter any sequence of up to 10 characters. Multiple transactions may have the same reference number. If the automatic reference number is enabled in the system, this field is non-editable.

Leave these fields empty. The system will fill them in automatically when you submit the transfer.

Enter the account number in international standard valid for a given country, e.g. IBAN for EU member states.

Transaction Reference Number
POLK2006

Confidential

Ordering Party Account Number

Ordering Party Name
Trade Company

Ordering Party Address
00-923 Warsaw

Debit Value Date
07/25/2013

Beneficiary Account Number
70103015080000000100035006

Beneficiary Is
Not a Bank

Beneficiary Name / Address
Trade Company

Beneficiary Bank Routing Method / Code
SWIFT CITIPLPX

Beneficiary Bank Name / Address
CITIBANK A.S.

Intermediary Bank Routing Method / ID

Intermediary Bank Name / Address

Bank Details

Charges Indicator
Our

Charges Account
48 1030 1508 0000 0001 0003 5014

Payment Details
INVOICE 1/2013

Other Instructions

Advise Beneficiary
No Advice Required

Advice to Beneficiary Bank

Leave this field empty.

Select the account to credit the charges. By default the system chooses the account charged with the transfer.

Define, who will be charged for the transfer:

- Beneficiary** – the recipient will bear all the costs
- Our** – the transferor will bear all the costs
- Shared** – each party will bear the costs charged by its bank

Enter Beneficiary Bank Routing Code (e.g. SWIFT). After pressing the arrow, system will automatically fill in routing method and bank name. **Do not fill in the bank name manually.**

Fill in those fields only if beneficiary provided intermediary bank details.

Field meant for other instructions for the bank. For example you can enter here following information:

- VD0** – same-day execution – the beneficiary's account will be credited on the day of execution of the payment
- VD1** – urgent – the beneficiary's account will be credited on the day after the execution of the payment
- Currency conversion** – enter negotiated exchange rate value and name of the Bank's employee with whom the contract was concluded.

Note: In the 'Other Instructions' field, you may enter the following details:

1. VD0 - instruction to process payment immediately
2. VD1 - instruction to process payment urgently

3. Currency conversion – please specify the negotiated exchange rate and surname of the Bank employee with whom the contract has been made.
4. TARGET2 - instruction to send TARGET2 payment.
5. Information about the potential correspondent bank, including the bank's SWIFT/BIC code.
6. Information about the equivalent.

The Bank reserves the right to charge additional fees for correcting the transfer details before the payment is sent. Completing the field "Other Instructions" with data in different format or content than advised above will result in additional fee being charged according to the Table of Fees and Commissions.

7. SEPA payments

SEPA payments enable sending money transfers in EUR between accounts of two different banks on the territory of the European Union, Iceland, Lichtenstein, Norway and Switzerland.

Note: SEPA payment method cannot be used to make internal transfers (i.e. transfers between accounts in Citi Handlowy) in EUR currency. In order to make such internal transfers please continue using the regular method, i.e. standard cross border funds transfer form.

In order to make a SEPA payment, please select SEPA form and complete it according to the instruction specified below. According to pan European SEPA guidelines, the only available charges option is "Shared" option, as a consequence the field related to charges method selection is not available at this stage of payment instruction.

Payment Method
 SEPA

Payment Type
 Credit Transfer
 Credit Transfer - Same day

Choose payment type:

- Credit Transfer - standard SEPA payment
- Credit Transfer – Same Day - urgent SEPA payment

SEPA Details

* **Transaction Reference Number**

Intra-Company

Customer Reference Number

Confidential

Ordering Party Name / Address

Ordering Party Country Code / Name

[Ordering Party Organization ID](#)

Beneficiary Name / Address

Beneficiary Country Code / Name

Beneficiary Account Number

[Beneficiary Organization ID](#)

Beneficiary Bank Routing Method / Code
 SWIFT

Beneficiary Bank Name / Address

[Central Bank Reporting Form](#)

Ultimate Debtor Name

[Ultimate Debtor Organization ID](#) [Ultimate Debtor Private ID](#)

Ultimate Beneficiary Name

[Ultimate Beneficiary Organization ID](#) [Ultimate Beneficiary Private ID](#)

Category Purpose Code

Category Purpose Description

Purpose of the Transaction

Local Instrument Code

Local Instrument Description

[Remittance Information Unstructured Sub form](#)

Value Date
 10/05/2016

Enter Name and Address of Beneficiary here. IMPORTANT: Beneficiary Name cannot exceed 35

Enter the Beneficiary Account Number in IBAN format with no spaces in-between.

Optionally type SWIFT/BIC code of the Beneficiary Bank here.

After you enter SWIFT/BIC of the Beneficiary Bank the Name of the Bank will be completed automatically.

Optionally type payment details.

8. TARGET2 payments

TARGET2 transfer can only be made in EUR currency.

Cross Border Funds Transfer Details

* Transaction Reference Number

Intra-Company

* Ordering Party Name
Global Transaction Services

* Debit Value Date
06/13/2014

* Beneficiary Is
Not a Bank

Ordering Party Account Number

Ordering Party Address

* Beneficiary Account Number
DE570822088319101165421017615113

* Beneficiary Name / Address
Beneficiary Name

Beneficiary Bank Routing Method / Code
SWIFT GENODES1ABR

* Beneficiary Bank Name / Address
ABTSCMUENDER BANK -RAIFFEISEN EG

Intermediary Bank Routing Method / ID

Intermediary Bank Name / Address

Bank Details

* Charges Indicator
Shared

Charges Account
46 1030 1247 0000 0000 0822 8219

* Payment Details
Invoice XXX/2014

Other Instructions
TARGET2

* Advise Beneficiary
No Advice Required

Advice to Beneficiary Bank
Required Field

Enter the account number in IBAN format.

Enter the BIC/SWIFT code of the bank. After selecting the black arrow the system will automatically fill in the Beneficiary Bank Routing Method / Code field and the Name / Address of the Beneficiary Bank field.

Leave these fields empty.

Select Shared as charges indicator. This way each of the parties will incur costs related to their bank.

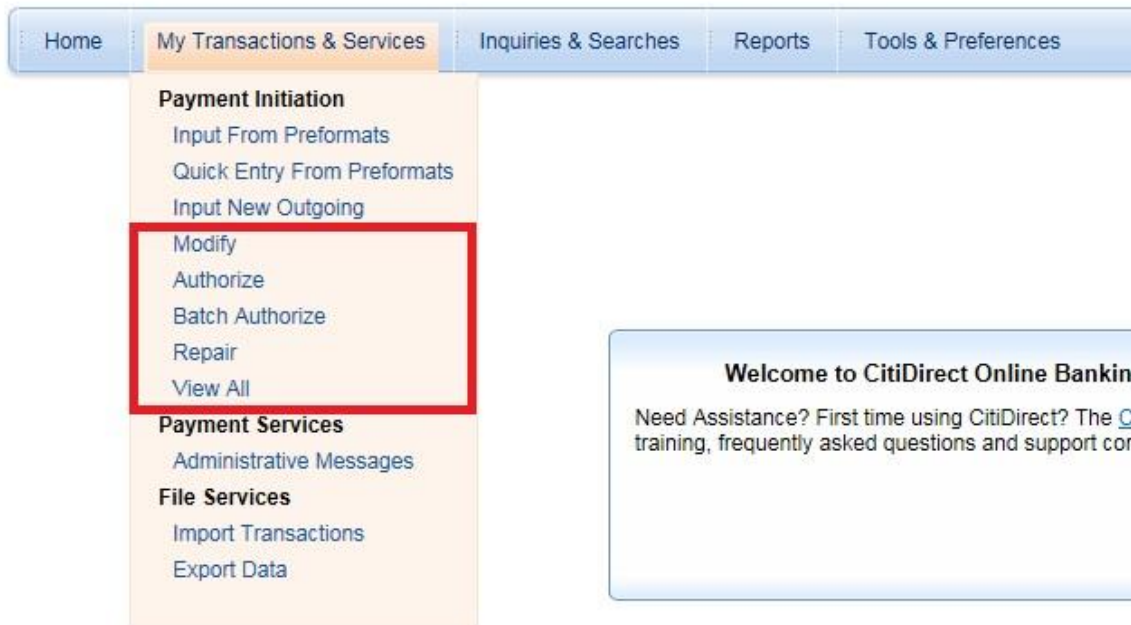
Enter the code name TARGET2 in order for the payment to be sent via the TARGET2 system.

Note: Selection of the 'Our' option in the Charges Indicator field will result in an additional fee being charged in the amount of the intermediary banks' transaction processing costs.

3. Payment Management

3.1 Tabs/"Payment Initiation" menu functions

To authorize, release, modify transaction or view its status set the mouse cursor on the **My Transactions & Services** tab in the upper CitiDirect menu.



Each option from **Payment Initiation** menu shows **Payments summary** and allows to search for payments with a specified status and to perform a certain action.

Selecting a specified option opens **Payments summary** in a relevant tab as in the picture below:



Access to menu options and tabs in Payment summary window and the option to search transfers depends on user authorization to perform specified actions and access to specified accounts.

Payments Summary Last Login Date 07/26/2013 12:00:42

Input/Modify Repair Req'd Authorization Req'd Batch Authorize View

Creation Method	(1)	Party Name	Ccy	Amt	Value Date	Pmt
<p>Tab functions:</p> <ol style="list-style-type: none"> View – it searches the payment archive, irrespective of their status, and enables the user to print details or save them in electronic format. The default setting shows the payments created today and yesterday. Input/Modify – it creates and modifies data. In order to modify a payment, the user should use the search option. The default setting shows the payments that have not been saved (status: Input) and that are incorrect (status: Invalid) and allows to search for them. Repair Required – it modifies a transfer rejected by the approver/releaser. It only shows the transfers with the Repair Required status. Authorize/Release – it authorizes or releases transactions. The approver/releaser may release/authorize a transaction, or delete it or send it for repair. It only shows the transactions with the Authorization/Release Required status. Batch Authorize/Release – it creates a list of payments for authorization/release 						

Right-click to access this menu

- Search
- Update Screen
- Clear
- Deselect All

<< Row 1 of 4 >> Right Click on column titles to customize Bold is editable field (1)(2) sorted columns

Branch/Processing Location WARSAW CITIBANK
 Debit Account Name GLOBAL TRANSACTION SERVICES
 Charges Indicator
 Creator Name / Date / Time

Update Screen
 Search
 View Error Messages
 Print Summary
 Print Detail
 View Totals
 Enter/View Comments
 View Transaction Flow
 View Transaction History

From Preformat
 Quick Entry From Preformat
 New Outgoing Payment

Submit New Delete Go to Details Other Options

Searching for transaction is done in a specified tab. You can do that using three different methods:

- 1) Right-click on the list;
- 2) Chose the **magnifying glass** at the bottom left corner;
- 3) Chose **Other options** at the bottom right corner and select **Search** from the menu

3.2 Verifying Transaction Status

By default, in the **View** tab, the system shows transactions created today and yesterday. Older transactions are hidden - they may be viewed only using search option.

From **My Transactions and Services** tab in the upper menu select **View All**, and open **Search** window using one of the methods described above.

The screenshot shows a search criteria window with the following sections:

- Sort Criteria:** Primary Sort and Secondary Sort dropdowns.
- Search Criteria:**
 - Bene or Debit Party Name:** starts with dropdown and text input.
 - Ccy:** starts with dropdown and text input.
 - Amt:** from and to text inputs.
 - Pmt Method:** equals dropdown and list of options (Cross Border Funds Transfer, Domestic Funds Transfer).
 - Value Date:** from and to date pickers.
 - Input Date:** from and to date pickers.
 - Status:** is not equal to dropdown and list of options (CB Accepted, CB Failed, CB Pending, CB Process Update, CB Rejected, Counterparty Bank Received, Deleted).
 - Sub-Status:** equals dropdown and list of options (Accepted, Advice sent to beneficiary bank, Authorized for Payment, Awaiting Funding Confirmation, Awaiting Print Confirmation, Bank Identifier Incorrect, Being Processed).
 - File Run ID/ Name /Completion Date and Time:** equals dropdown and text input.

Callouts include:

- "You may enter a full name or its part." pointing to the Bene or Debit Party Name input.
- "Value Date – date chosen as the date of payment execution when the payment is being created. Input Date – date on which the transfer was submitted to the system." pointing to the Value Date and Input Date pickers.
- "After selecting all the criteria, click here to start searching." pointing to the Run Search button.
- "Make sure to click here before selecting your criteria!" pointing to the Clear button.
- "Access to rarely used criteria:" pointing to a list of criteria: Transfer Reference Number, Debit or Credit Account Number, Account Currency, Preformat Code, Account Name, Payment Method, Creation Method.

Payments you searched for will have to match all of the entered criteria. Use only as few criteria as possible, so you will not narrow your search results more than necessary.

3.3 Payment modification

Each user who is authorized to initiate payments debited to the account from which a given transfer was made, may modify it as long as the transfer has not been submitted to the Bank.

To modify the transfer, set the mouse cursor over **My Transactions & Services** tab in the upper menu and select **Modify**. Use the search option to view the transfer you are willing to modify; select it and double click it with the left mouse button or use **Go to Details** button in the bottom right corner of the screen.

CitiDirect® Online Banking
 PROFILE NAME
 07/29/2013 11:57:32

Privacy Statement | Online Help | My Preferences | Inbox | Support Website | Close

Search CitiDirect Menu

I would like to ...

Home | **My Transactions & Services** | Inquiries & Searches | Reports | Tools & Preferences

Home >> My Transactions & Services >> Payment Initiation >> Modify

Payments Summary

Last Login Date 07/29/2013 11:57:17

Creation Method	(1) Bene or Debit Party Name	Ccy	Amt	Value Date	Pmt Method	Pmt Type
Editable Template Preformat	GTS	EUR	0.01	07/24/2013	Cross Bor...	

<< Row 1 of 1 >> Right Click on column titles to customize Bold is editable field (1)(2) sorted columns More

Branch/Processing Location: WARSAW CITIBANK
 Debit Account Name: GLOBAL TRANSACTION SERVICES
 Charges Indicator: Our
 Creator Name / Date / Time:

Submit New Delete **Go to Details** Other Options

You will be redirected to payment details – make appropriate changes and submit the transaction.

It is possible to modify the transfer that has been authorized unless it has already been sent to the Bank. In that case modification will cancel all previous authorizations and they need to be made anew.

Before submitting the payment, remember to correct the expired value date. Otherwise you will not be able to submit the payment – the system will inform about an error and prompt to correct the date.

3.4 Payment Confirmation

CitiDirect system does not print confirmations that client payment orders have been processed by the Bank. Nevertheless, it is possible to print or save in electronic format the Bank *receipt* confirmations for the payment orders placed by the client (**Transaction Advice**) as well as print the **payment details**, which may be recognized by the beneficiary as a sufficient proof of payment. Transaction Advices are available for Domestic (Ordinary Payment, Social Security Payment, Internal Revenue Payment) and Cross Border payment types in '**CB accepted**' or '**Processed**' status.

Printing Transaction Advice

- 1) Select **View**, search the payment, select it and go into details, go to **Other options** in the bottom right corner of the screen and select **View Transaction Advice** option.

CitiDirect® Online Banking - Mozilla Firefox
CitiGroup Inc. (US) | https://citidirectbeportalnam.citidirect.com/CasaSSL/AppletInPortalLandingPage.jsp
CitiDirect® Online Banking
PVT POLAND
07/14/2014 14:21:00
Search CitiDirect Menu
I would like to ...

Home >> My Transactions & Services >> Payment Initiation >> View All
Favorite Reports
Last Login Date 07/14/2014 14:20:17

Payment Method

Preformat Code
PVT-CBFT-PL0

Debit Account Number / Currency / Name
48 1030 1508 0000 0001 0003 5014 PLN GLOBAL TRANSACTION SERVICES

Payment Currency / Amount
EUR 0.01

Payment Method
Cross Border Funds Transfer

Payment Type

Cross Border Funds Transfer Details

Transaction Reference Number
PVT CBFT

Confidential

Ordering Party Account Number
48 1030 1508 0000 0001 0003 5014

Ordering Party Name
CTS

Ordering Party Address

Debit Value Date
02/17/2014

Beneficiary Account Number
PL7010300006000000100045001

Beneficiary Is
Not a Bank

Beneficiary Name / Address
CTS

Beneficiary Bank Routing Method / Code
SWIFT CITIPLPX

Beneficiary Bank Name / Address
BANK HANDLOWY W WARSZAWIE SA

Intermediary Bank Routing Method / ID

Intermediary Bank Name / Address

* Required Field

View All Errors
Enter/View Comments
View Offline Batch Details
View Standing Instruction Details
View Transaction History
View Transaction Flow
Print Detail
Services
Run TI Detail Report for Single Item
View Transaction Advice
View Error Messages
View Submission/Status Details

Next Return to Summary **Other Options**

- 2) Select **Favorite Report** to view saved **Transaction Advice**.

CitiDirect® Online Banking - Mozilla Firefox
CitiGroup Inc. (US) | https://citidirectbeportalnam.citidirect.com/CasaSSL/AppletInPortalLandingPage.jsp
CitiDirect® Online Banking
PVT POLAND
07/14/2014 14:21:00
Search CitiDirect Menu
I would like to ...

Home >> My Transactions & Services >> Payment Initiation >> View All
Favorite Reports
Last Login Date 07/14/2014 14:20:17

Payment Method

Preformat Code
PVT-CBFT-PL0

Debit Account Number / Currency / Name
48 1030 1508 0000 0001 0003 5014 PLN GLOBAL TRANSACTION SERVICES

Payment Currency / Amount
EUR 0.01

Payment Method
Cross Border Funds Transfer

Payment Type

Cross Border Funds Transfer Details

Transaction Reference Number
PVT CBFT

Confidential

Ordering Party Account Number
48 1030 1508 0000 0001 0003 5014

Ordering Party Name
CTS

Ordering Party Address

Debit Value Date
02/17/2014

Beneficiary Account Number
PL7010300006000000100045001

Beneficiary Is
Not a Bank

Beneficiary Name / Address
CTS

Beneficiary Bank Routing Method / Code
SWIFT CITIPLPX

Beneficiary Bank Name / Address
BANK HANDLOWY W WARSZAWIE SA

Intermediary Bank Routing Method / ID

Intermediary Bank Name / Address

* Required Field

Next Return to Summary Other Options

- 3) Select **Viewable Reports** and select **View Report**, to view **Advice** details.

The screenshot shows a window titled "Favorite Reports" with a sub-tab "Viewable Reports". It contains a table with the following data:

Report Name	Date/Time	Status	Base Report
PolandTransactionDet...	07/14/20...	Available	Poland - Transaction...
PolandTransactionDet...	07/14/20...	Available	Poland - Transaction...

At the bottom of the window, there are several buttons: "View Report" (highlighted with a red box), "Go To Report", "Delete Output", "Update Screen", and "Details". The status bar at the bottom indicates "<< Row 1 of 2 >> | (1)/(2) sorted columns".

The screenshot shows the same "Favorite Reports" window, but with a "Report Summary" dialog box overlaid. The dialog box contains the following text:

Please be aware that the report you are requesting will be written to your temporary internet file cache on your workstation and is accessible offline from that location. If the information you have requested is sensitive or considered confidential, please clean out your temporary internet cache.

ID: WA_NonNativeReport

At the bottom of the dialog box, there is an "OK" button. The background window shows the same table as in the previous screenshot, and the "View Report" button is still highlighted.

Advice will be printed in the following form:



Citi Handlowy
 Bank Handlowy w Warszawie S.A.
 Ul. Senatorska 16
 00-923 Warszawa
 tel: 48 (22) 657 72 00
 tel: 48 (22) 690 40 00
 tel: 48 (22) 692 50 23
www.citihandlowy.pl

Poland - Transaction Advice Report

Transaction Advice Bank Handlowy w Warszawie S.A. acknowledge receiving the following transfer to be processed.		Issue Date And Time 07/14/2014 2:24:53PM	
Customer Details (WE HAVE DEBITED YOUR ACCOUNT)			
Customer Name	TRANSACTION AND TRADE SOLUTIONS	Debit or Credit Account Number / Account Currency	48 1030 1508 0000 0001 0003 5014 / PLN
Counterparty Details (THIS ACCOUNT HAS BEEN CREDITED)			
Beneficiary Name	GTS	Beneficiary Bank Name	BANK HANDLOWY W WARSZAWIE SA
Beneficiary Address	SENATORSKA WARSZAWA	Beneficiary Bank Address	16, SENATORSKA WARSZAWA, POLAND 00-923 SWIFT
Beneficiary Account Number	PL7010300006000000100045001	Beneficiary Bank Routing Method	CITIPLPX
Transaction Details			
Transaction Reference Number	PVT CBFT	Payment Method/Type	Cross Border Funds Transfer
Payment Details	BANK HANDLOWY W WARSZAWIE TEST PAYMENT. PLS DELETE FROM FLEX ON MONDAY MORNIG 10.11.08 IN CASE	Payment Amount/Currency	0.01 / EUR
		Value Date	02/17/2014

This document is only the electronically generated confirmation of receiving the transfer for processing. A document is prepared in accordance with Article. 7 of the Banking Law (Dz.U.Nr 140, 1997, as amended pos.939). It does not require a signature or stamp. Bank Handlowy w Warszawie S.A. with registered office in Warsaw, 16 Senatorska Street, 00-923 Warsaw, registered by District Court for the Capital City of Warsaw 12th Commercial Division of the National Court Register under KRS No. 000 000 1538; NIP 526-030-02-91; fully paid-up capital of the company amounts to 522,638,400 zlotys.

Printing transfer details

- 1) Select **View**, search the payment, select it, go to **Other options** in the bottom right corner of the screen and select **Print details** option.

Payments Summary Last Login Date 08/20/2013 13:29:43

Input/Modify Repair Req'd Authorization Req'd Batch Authorize **View**

Status	(1) Creation Method	Bene or Debit Party Name	Ccy	Amt	Value Date	Pmt Method	Pr
Level 1 Authorization Required	Editable Template Preformat	GTS	EUR	0.01	04/26/2013	Cross Border Funds Transfer	
Level 1 Authorization Required	Editable Template Preformat	GTS	PLN	3.00	04/26/2013	Domestic Funds Transfer	Ordinary Paymer
Level 1 Authorization Required	Editable Template Preformat	GTS	PLN	200.00	04/26/2013	Domestic Funds Transfer	Ordinary Paymer
Level 1 Authorization Required	Input	GTS	PLN	2.00	04/26/2013	Domestic Funds Transfer	Ordinary Paymer

<< Row 4 of 4 >> Right Click on column titles to customize (1),(2) sorted columns

Branch/Processing Location	WARSAW CITIBANK
Debit Account Name	GLOBAL TRANSACTION SERVICES
Charges Indicator	
Creator Name / Date / Time	TOMASZ NOWAK 04/26/2013 12:39:59

- Update Screen
- Search
- View Error Messages
- Print Summary
- Print Detail**
- View Totals
- Enter/View Comments
- View Transaction Flow
- View Transaction History
- View Offline Batch Details
- Resend Beneficiary Advice

Go to Details Services **Other Options**

Payment confirmation will be printed in the following form:

Payment 11630KE3UUE Details

Preformat Code	
Debit Account Number	48 1030 1508 0000 0001 0003 5014
Account Currency	PLN
Account Name	GLOBAL TRANSACTION SERVICES
Payment Currency	PLN
Payment Amount	2.00
Payment Method	Domestic Funds Transfer
Payment Type	Ordinary Payment
Transaction Reference Number	11630KE3UUE
Confidential	No
Value Date	04/26/2013
Faster Payment	No
Beneficiary Account Number	48103015080000000100035014
Beneficiary Name / Address	GTS
Beneficiary Bank Routing Code	10301508
Beneficiary Bank Name	BH REGIONALNE CENTRUM ROZLICZEN
Payment Details	tst
Submitted By	TOMASZ NOWAK
Submission Date/Time	04/26/2013 12:39:59
Status	Level 1 Authorization Required
Sub-Status	

2) Saving details as PDF

Select **View All**, search the payment, select it, and click **Go to Details** in the bottom right corner of the screen.

Status	Creation Method	Bene or Debit Party Name	Ccy	Amt	Value Date	Pmt Method	Pmt c
Released	Input	Odbiorca 1	PLN	1,000.00	05/30/2011	Domestic Fun...	xxx
Released	Input	Odbiorca 2	PLN	2,000.00	05/30/2011	Domestic Fun...	xxx
Released	Input	Odbiorca 3	PLN	3,000.00	05/30/2011	Domestic Fun...	xxx

<< Row 1 of 3 >> Right Click on column titles to customize (1)(2) sorted columns More

Branch/Processing Location: WARSAW CITIBANK
 Debit Account Name: 0 5 00154XXX XXXXXX XX.X X.X.
 Charges Indicator:
 Creator Name / Date / Time: MICHAŁ GDAŃSKI 05/30/2011 13:04:08

Go to Details Services Other Options

- The payment details window will open – click on **Other options** in the bottom right corner and select **Run TI Detail Report for a Single Item**.

Payment Detail Last Login Date 05/26/2011 10:06:20 NAZWA FIRMY

Payment Method

Preformat Code: []

* Debit Account Number / Currency / Name: 40 1030 1508 0000 0005 0015 4047 PLN 0 5 00154XXX XXXXXX XX.X X.X.

* Payment Currency / Amount: PLN 1,000.00

* Payment Method: Domestic Funds Transfer Payment Type: Ordinary Payment

Domestic Funds Transfer Details

* Transaction Reference Number: 5010053KRI Confidential

* Value Date: 05/30/2011

* Beneficiary Account Number: 12103000190109851001202581

* Beneficiary Name / Address: Odbiorca 1

* Beneficiary Bank Routing Code: 10300019 Beneficiary Bank Name: BH SEKTOR BANKOWOSCI DETALICZNEJ

* Required Field

Next Return to Summary Other Options

- View All Errors
- Enter/View Comments
- View Offline Batch Details
- View Transaction History
- View Transaction Flow
- Print Detail
- Services
- Run TI Detail Report for Single Item
- View Error Messages
- View Submission/Status Details

It will generate a report which may be saved as a PDF.

Transaction Initiation Payment Details Report

Branch Number / Name	815	WARSAW CITIBANK
Customer Number / Name	100035	TRANSACTION AND TRADE SOLUTIONS
Debit or Credit Account Number / Name / Account	48 1030 1508 0000 0001	
Currency	0003 5014 / GLOBAL TRANSACTION SERVICES / PLN	
Payment Currency/Payment Amount	PLN /	2.00
Payment Type	Ordinary Payment	
Payment Method	Domestic Funds Transfer	
Processing Date	04/26/2013	
Confidential Payment	No	
Beneficiary or Debit Party Name	GTS	
Beneficiary or Debit Party Account Number	481030150800000000100035014	
Status	Level 1 Authorization required	
Original Input User Name	TOMASZ NOWAK	
Update User Name	TOMASZ NOWAK	
Date/Time Of Last Change	04/26/2013 12:39:59	
Payment Details	tst	
Creation Method	Input Transaction	
Transaction Reference Number	11630KE3UUE	
Value Date	04/26/2013	
Beneficiary Bank Name	BH REGIONALNE CENTRUM ROZLICZEN	
Beneficiary Bank Routing Code	10301508	
Beneficiary Name	GTS	
Beneficiary Account Number	481030150800000000100035014	
Faster Payment	No	

3.5 Transaction Status

Status is an important parameter which allows to track transfer execution progress.

To check the status, go to **View**. Use the search option if necessary to display the transfer you are looking for.

The list of possible transaction statuses:

STATUS	DESCRIPTION
Input data	The payment has not been submitted. The system keeps it in memory and it may be further edited in Input/Modify tab.
Invalid	The system did not allow to save the payment as it has detected some errors. To view the errors, go to Other Options -> View All Errors . Invalid payments can be repaired in Input/Modify tab.
Authorization Level ... required	The payment is saved and waiting for authorization (level 1 – 9 in accordance with company's authorization scheme).
Release required	The payment is saved and waiting for release in accordance with authorization scheme. Release may occur directly after submitting or after last required authorization level.
Released	The payment is released. Such status persists for about 60s after release until system confirms that the transfer has been accepted for execution.
CB accepted	The payment is sent to the Bank. The system has confirmed that the payment is accepted for execution.
Processed	The payment has been processed – booked in the ordering party's account.

Deleted	The person responsible for entering, authorizing or releasing a payment deleted it. Deleted payments are hidden by default. You may find them in View tab.
Repair required	The person responsible for entering, authorizing or releasing a payment rejected it for repair. Repair is possible in Repair Transaction tab.
Rejected	The company's profile is blocked, which makes impossible to accept a payment for processing. Contact the Electronic Banking Systems Unit to resolve the problem.

3.6 Authorizing/Releasing Payments

In accordance with the acceptance model adopted by the Customer, a payment – after submitting, but before release – may be required to pass one of the schemes listed below:

- 1) Release
- 2) Authorization of one or more levels
- 3) Authorization of one or more levels + Release.

Release – if required by the system, it is performed individually as the last step, after which a payment is sent to the Bank.

A person authorized to create and release may release payments he/she created.

A person authorized to authorize and release may release payments she/he authorized.

Authorization – it is an acceptance of a payment created by **another** user. It may be done at one or more levels. If release was not defined for a company, a payment is sent to the Bank by the top level of authorization.

User may be authorized to create and to authorize at all authorization levels.

A person authorized to create and authorize may perform ONLY ONE of those actions – either create a payment or authorize it only at one of the levels.

It is also possible to define global amount limits for a given authorization scheme or for a given user.

E.g.:

1. The system may require only release up to a defined amount and authorization above that amount.
2. User may be authorized to release payments up to a defined amount. Payments above that amount will be unavailable to such user and he/she will not be able to release them.

3.6.1 Transaction flow

If a transaction has not been sent to the Bank yet, it is possible to verify what actions are required to send it.

In order to do that select **View All** from **My transactions & Services** tab, search the transaction, select it, click **Other options** in bottom right corner and select **View Transaction Flow**.

Payments Summary Last Login Date 05/26/2011 10:06:20 NAZWA FIRMY

[Authorization Req'd](#) [Batch Authorize](#) [Fund FX Payments](#) [Release Req'd](#) [Batch Release](#) [View](#)

[Input/Modify](#) [Repair Req'd](#)

Status	Sub-Status	Creation Method	(1) Br
Release Required		Input	Odbiorca 1
CB Accepted		Input	Odbiorca 2
CB Accepted		Input	Odbiorca 3

Transaction Flow

Release: Pending

<< Row 1 of 3 >> [Right Click](#) [More](#)

Branch/Processing Location
 Debit Account Name
 Charges Indicator
 Creator Name / Date / Time

Update Screen
 Search
 View Error Messages
 Print Summary
 Print Detail
 View Totals
 Enter/View Comments
View Transaction Flow
 View Transaction History
 View Offline Batch Details

[Go to Details](#) [Services](#) [Other Options](#)

3.6.2 Authorization/release

From **My Transactions & Services** tab in the upper menu select **Authorize** – it will display a list of all transactions you may authorize/release.

By default the list contains up to 400 transactions. In order to view more items on the list, double-click **More** button below the transaction list – when the button becomes inactive, it will mean that the list shows all the transactions you may authorize/release.

Payments Summary Last Login Date 08/20/2013 13:29:43

[Input/Modify](#) [Repair Req'd](#) [Authorization Req'd](#) [Batch Authorize](#) [View](#)

Creation Method	(1) Bene or Debit Party Name	Bene or Debit Party Acct Number	Ccy	Amt	Value Date	Pmt Method	...	Debit or Credit Account Numb
Editable Template Preformat	CTS	48103015080000000100035014	EUR	0.01	08/13/2013	Cross Borde...		48 1030 1508 0000 0001 0003

<< Row 1 of 1 >> [Right Click on column titles to customize](#) (1)(2) sorted columns [More](#)

Highlight the transaction you wish to authorize/release (you can select multiple transactions by holding Ctrl button while highlighting them. If you want to select all the transactions from the list, highlight the first one and – while pressing SHIFT – the last one).

Payments Summary Last Login Date 08/20/2013 13:29:43

Input/Modify Repair Req'd Authorization Req'd Batch Authorize View

Creation Method	(1) Bene or Debit Party Name	Bene or Debit Party Acct Number	Ccy	Amt	Value Date	Pmt Method	Debit or Credit Account Number
Editable Template Preformat	CTS	48103015080000000100035014	EUR	0.01	08/13/2013	Cross Borde...	48 1030 1508 0000 0001 0003

<< Row 1 of 1 >> Right Click on column titles to customize (1)(2) sorted columns More

Branch/Processing Location: WARSAW CITIBANK
 Debit Account Name: GLOBAL TRANSACTION SERVICES
 Charges Indicator: Our
 Creator Name / Date / Time: JAN KOMLASKI 08/13/2013 16:30:59

Authorize Send to Repair Delete Go to Details Other Options

Click **Release/Authorize** in the bottom right corner.

You may also go to payment details by clicking **Go to Details** in the bottom right corner.

Authorizing may be done also from payment details level by clicking **Release/Authorize** in the bottom right corner.

If you believe that the transfer was made incorrectly, you may send it to repair by clicking **Send to Repair**. You may also remove the transaction by clicking **Delete**.

Payments Summary Last Login Date 05/26/2011 10:06:20 NAZWA FIRMY

Authorization Req'd Batch Authorize Fund FX Payments Release Req'd Batch Release View

Input/Modify Repair Req'd

Creation Method	Bene or Debit Party Name	Ccy	(1) Amt	Value Date	Pmt Method	Pmt T
Input	Odbiorca 1	PLN	1,000.00	05/30/2011	Domestic Fu...	Ordinary Payment
Input	Odbiorca 2	PLN	2,000.00	05/30/2011	Domestic Fu...	Ordinary Payment
Input	Odbiorca 3	PLN	3,000.00	05/30/2011	Domestic Fu...	Ordinary Payment

<< Row 1 of 3 >> Right Click on column titles to customize (1)(2) sorted columns More

Branch/Processing Location: WARSAW CITIBANK
 Debit Account Name: 0 5 00154XXX XXXXXX XX.X X.X.
 Charges Indicator:
 Creator Name / Date / Time: MICHAŁ GDAŃSKI 05/30/2011 13:29:03

Release Send to Repair Delete Go to Details Other Options

If you perform authorizing/releasing as a second person, right after authorizing by the first user, wait a few minutes before transaction status changes. Otherwise you may not be able to see all the positions on the list.

User entitled to authorization will be able to see all the payments he may authorize at all levels. It may happen that the only person in the company authorized to authorization level 2 will authorize a payment which requires authorization level 1. In such case, you need to ask the person who created the payment to save it again. Saving the payment again will cancel the authorization.

3.6.3 Batch Authorization/Release

When you need to authorize or release a significant number of transactions, you may use Batch Authorize/Release option. In appropriate section in **My Transactions & Services** tab in the upper menu (**Batch Authorize/Release**) click **New List** – it will open a window **Select criteria for Authorize batches**:

Select appropriate criteria for payments you want to release/authorize. **Remember that only the payments matching all the criteria will be released/authorized.**

The dialog box contains the following fields and callouts:

- File Run ID/ Name /Completion Date and Time**: A dropdown menu. Callout: "Here you may select a file from which transfers were".
- Account Number**: A multi-select dropdown menu. Callout: "You may select one or more debit accounts."
- Payment Currency**: A multi-select dropdown menu. Callout: "You may select one or more currencies denominating the payments."
- Payment Value Date**: A date range selector with two date fields and a 'to' separator.
- Status**: A list box containing six items: "Level 1 Authorization Required", "Level 2 Authorization Required", "Level 3 Authorization Required", "Level 4 Authorization Required", "Level 5 Authorization Required", and "Level 6 Authorization Required". Callout: "In authorization criteria you may select authorization levels."
- OK** and **Cancel** buttons at the bottom.

After all the criteria have been selected, click OK to create a batch.

A batch created as presented in the picture is displayed as one line:

Payments Summary Last Login Date 08/20/2013 13:29:43

Input.Modify Repair Req'd Authorization Req'd **Batch Authorize** View

Branch	Account Number	(1) Payment Method	(2) Payment Type	Pmt CCY	Value Date	Conf Ind	Total# Trans	Total Amount	Batch Creation Date / Time
815	48 1030 1508 0000 0001 0003 5014	Domestic Funds Transfer	Ordinary Payment	PLN	04/26/2013	N	2	203.00	04/27/2013 06:36

<< Row 1 of 1 >> Right Click on column titles to customize (1)/(2) sorted columns More

Authorize New Batches Delete Show Transactions Update Screen Other Options

Using buttons in the bottom right corner you may authorize/release selected batches without verifying what transactions are in the batch (**Release**), create new batch (**New Batch**), delete batches (not payments! – **Delete**), refresh the page (**Update Screen** – does not refresh the contents of the list!), and also verify, what transactions are in the batch (**Show Transactions**).

Remember that a batch (list) contains transactions matching all the criteria selected while creating it was created. Once created, a batch cannot be updated. Create a batch only after all planned transactions have been saved in the system.

4. Preformats

4.1 Introduction

In order to avoid re-entering details in transfer fields, you may save it as a preformat to use in the future. A preformat contains, in addition to recipient's details, the currency, debited account, payment type and class.

4.2 Library of Preformats

To open Library of preformats set mouse cursor over Tools and Preferences in the upper menu and select Library Maintenance. From the library that has opened, select a library for Payments: Preformat. Double-click it or confirm your choice by clicking OK in the bottom right corner.

The screenshot shows the 'Tools & Preferences' menu open. The 'Library Maintenance' option is highlighted. Below the menu, a table lists various service classes and descriptions. The 'Preformat' row is highlighted in red.

(1) Service Class	(2) Description
Export Profile	File Export Account Output Format Libr
Import Map Definition	File Import Map Definition Rule Set
Messages	Admin Messages
Payments	Account Familiar Name
Payments	Account Grouping
Payments	Ordering Party
Payments	Preformat
Payments	Preformat Group

There should appear a list of preformats that are available for you – i.e. those, that have defined debit accounts you are entitled to.

The screenshot shows the 'Preformat Summary' table. The table has columns for Beneficiary Name, Preformat Group Code, Preformat Code, Pmt Method, Status, and Last Used Date. Two rows of data are visible.

Beneficiary Name	(1) Preformat Group Code	(2) Preformat Code	Pmt Method	Status	Last Used Date
GTS	Default	PRZELEW ZAGRANICZNY	Cross Bor...	Processed	07/24/2013
GTS	Default	PRZELEW ZWYKLY	Domestic ...	Processed	04/29/2013

Using buttons in the bottom right corner you may create new preformats and edit or delete the old ones.

Activities concerning list of preformats you may perform depend on your authorization level.

4.3 Creating a Preformat

Preformats can be created in two ways:

1) Creating a preformat directly in the library

As described above, go to Preformat Library.

Click **New** button in the bottom right corner.

Select the group to which the template is to be added. By default, the system will choose the **Default** group.

Define a unique name to be used to search for the template.

Define the preformat type:
 1. **Editable Preformat** – all fields in that transfer can be modified.
 2. **Predefined Beneficiary** – only the amount and payment details will be editable in a transfer created on that template.
 3. **Full – Limited Modifications** – only the amount and payment details will be editable in a transfer created on that template.

The only difference between the **Predefined Beneficiary** and **Full** templates is for a **cross border transfer**. In a transfer created on the basis of the Predefined Beneficiary template the intermediary bank details can still be edited.

The system will not let you to create a transfer for an amount exceeding the amount specified in this field. **This field is optional.**

You do not need to save the amount or payment details in the template.

Once selected, the currency can be changed neither in the template, nor in any transfer created on its basis.

Required Field

Submit Delete Next Return to Summary View Error Messages Print Edit Account Number View Transaction History

Once selected the currency cannot be changed neither in the preformat nor in any transfer created on its basis.

Do not save the amount and payment details in a preformat – you will avoid sending the transfer with outdated details and/or incorrect amount by mistake.

Users who create payments are usually authorized to create preformats. Preformats are active and may be used immediately after being created. There are also alternative settings which limit access to the preformat create function and/or add a requirement to authorize them.

2) Creating a preformat while saving the funds transfer

While creating a transfer, after filling in all the fields, click on **Submit and Create Preformat**.

The screenshot shows a 'Save Preformat' dialog box with the following fields and options:

- * Preformat Type**: A text input field containing 'Editable Template'. Callout: 'Define the preformat type: 4. **Editable Preformat** – all fields in that transfer can be modified. 5. **Predefined Beneficiary** – only the amount and payment details will be editable in a transfer created on that template. 6. **Full – Limited Modifications** – only the amount and payment details will be editable in a transfer created on that template. The only difference between the **Predefined Beneficiary** and **Full** templates is for a **cross border transfer**. In a transfer created on the basis of the Predefined Beneficiary template the intermediary bank details can still be edited.'
- * Preformat Code**: An empty text input field. Callout: 'Define a unique name to be used to search for the'.
- * Preformat Group**: A dropdown menu showing 'Default'. Callout: 'Select the group to which the template is to be added. By default, the system will choose the **Default** group.'
- Maximum Allowable Amount**: An empty text input field. Callout: 'The system will not let you to create a transfer for an amount exceeding the amount specified in this field. **This field is optional.**'
- Save Amount**: A checkbox, currently unchecked. Callout: 'You do not need to save the amount or payment details in the template.'
- Save Payment/Addenda Details**: A checkbox, currently unchecked. Callout: 'You do not need to save the amount or payment details in the template.'
- * Required Field**: A legend for the asterisk symbol.
- Save** and **Cancel** buttons.

Callout for the Save button: 'Click on this button and, at the same time, the transfer will be saved and the template added to the library.'

Do not save the amount and payment details in the preformat – you will avoid submitting a transfer with outdated details and/or incorrect amount by mistake.

Users who create payments are usually authorized to create preformats. Preformats are active and may be used immediately after being created. There are also alternative settings which limit access to preformat create function and/or add a requirement to authorize them.

4.4 Preformat Group

Preformats may be grouped for easier management and more effective searching.

Each preformat is assigned to the **Default** group.

Users may create their own groups.

Set the mouse cursor over **Tools & Preferences** in the upper menu and select **Library Maintenance**. A library list will open – select a library for Payments: **Preformat Group**. Double-click it or confirm your choice with **OK** button in the bottom right corner.

Home >> Tools & Preferences >> Maintenance >> Library Maintenance

Library Maintenance

Last Login Date 07/31/2013 13:33:33

(1) Service Class	(2) Description
Export Profile	File Export Account Output Format Libr
Import Map Definition	File Import Map Definition Rule Set
Messages	Admin Messages
Payments	Account Familiar Name
Payments	Account Grouping
Payments	Ordering Party
Payments	Preformat
Payments	Preformat Group

<< Row 8 of 8 >> | (1)/(2) sorted columns

More

OK Search Update Screen

A list of preformat groups will open. Click **New** in the bottom right corner to create a new group. There will appear a window with two fields to fill in: **Preformat Group Code** and **Preformat Group Description**. In the first field enter code of the group, in the second – its description.

Preformat Group Detail

Last Login Date 07/31/2013 13:33:33

* Preformat Group Code
any code

* Preformat Group Description
any description

* Required Field

Submit Next Return to Summary Other Options

Click **Submit** in the bottom right corner to save new preformat group.

Niniejszy materiał został wydany jedynie w celach informacyjnych i nie stanowi oferty w rozumieniu art. 66 Kodeksu Cywilnego.

Bank Handlowy w Warszawie S.A. z siedzibą w Warszawie, ul. Senatorska 16, 00-923 Warszawa, zarejestrowany w rejestrze przedsiębiorców Krajowego Rejestru Sądowego przez Sąd Rejonowy dla m.st. Warszawy w Warszawie, XII Wydział Gospodarczy Krajowego Rejestru Sądowego, pod nr. KRS 000 000 1538; NIP 526-030-02-91; wysokość kapitału zakładowego wynosi 522.638.400 złotych, kapitał został w pełni opłacony.

Citi Handlowy, CitiDirect Online Banking oraz CitiDirect EB są zastrzeżonymi znakami towarowym należącym do podmiotów z grupy Citigroup Inc.