CitiDirect® Online Banking

Delphi
File download - upload module

CitiService

CitiDirect HelpDesk

Phone No. 0 801-343-978, +48 (22) 690-15-21

Monday - Friday 8.00 – 17.00

helpdesk.ebs@citi.com

Table of Contents

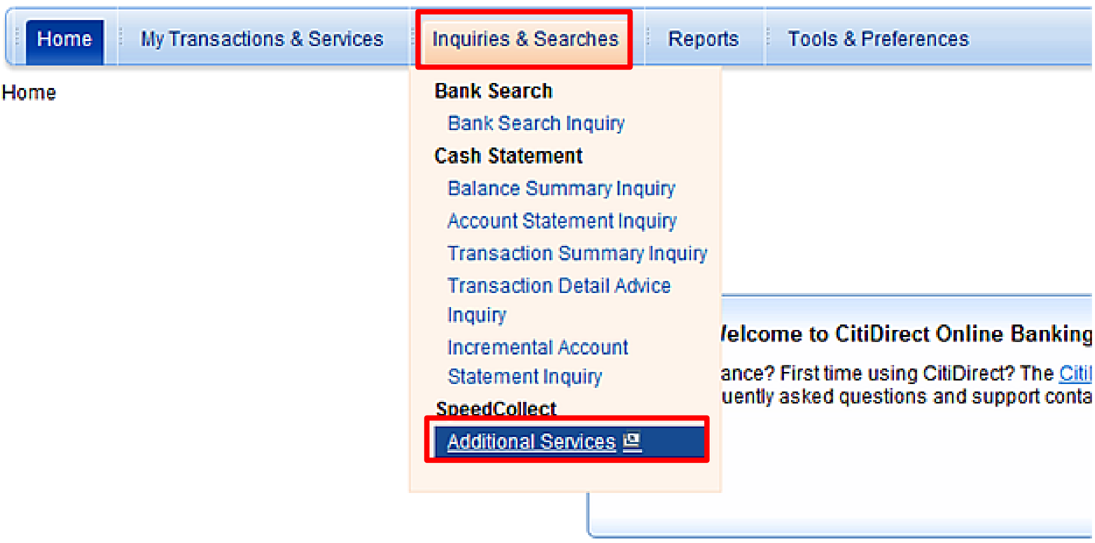
1. Delphi – File Exchange

Delphi is a module assisting with transfer (**download** and **upload)** of different types of files between the Client and the Bank.

Among most often downloaded types of files are: electronic statements in PDF, PRGSTA, MT940 formats, currency exchange rates tables, Speed Collect files and Visa statements.

Possibility to download and upload different types of files is set up on the basis of individual agreements with the Clients.

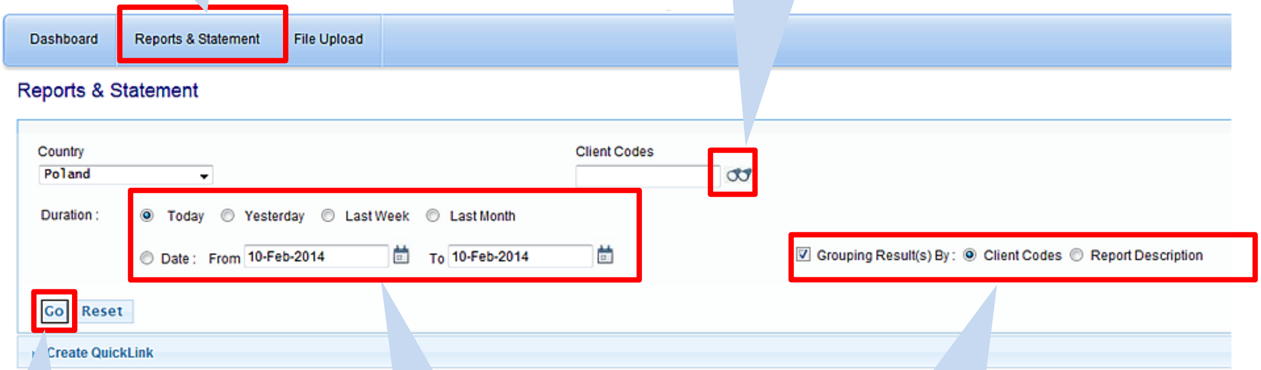
To enter the file download - upload module from CitiDirect, select **Inquiries & Searches** on the navigation bar and then click **Additional Services.**



2. File download

Select **Reports & Statements** from the navigation bar

You can use the 'Lookup' option to search for particular **Client codes.**



Click here to **search for files** available for download in the specified period of time.

You can choose one of the default periods or select **Date** option and enter the desired date range into the "From" and "To" fields.

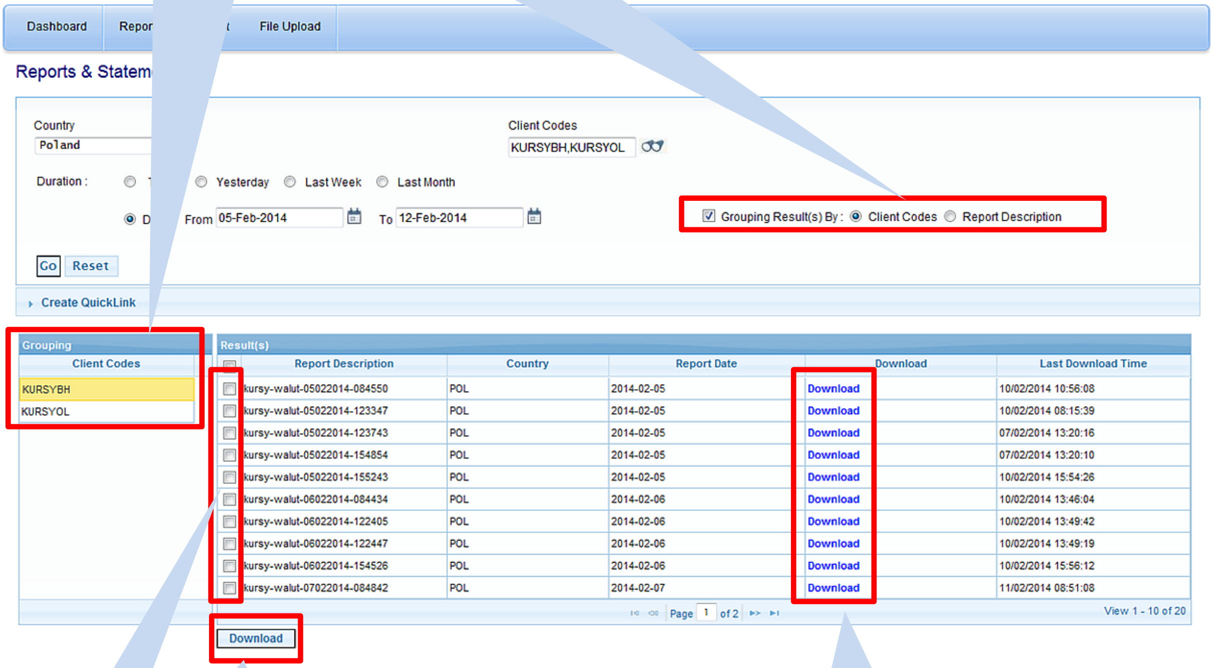
You can group the search results according to two criteria:

1) select **Client Codes** option if you want to search the specified period of time for files with different names. This option is selected by default.

2) select **Report Description** if you want to search the specified period of time for files with the same name.

The search results will be displayed according to the selected search criteria and grouping options.

The **view of search results** (grouped according to one of the available criteria) can be further adjusted by clicking the Client Codes displayed in the **Grouping** window. To change the grouping criteria select a different grouping option and click **Go**.



The results can be downloaded in a bulk just select the items you wish to download and click the **Download** button below.

Each available report can be downloaded by clicking on the **Download** link in the Download column.

New! Grouping the search results according to the report names and Client codes.

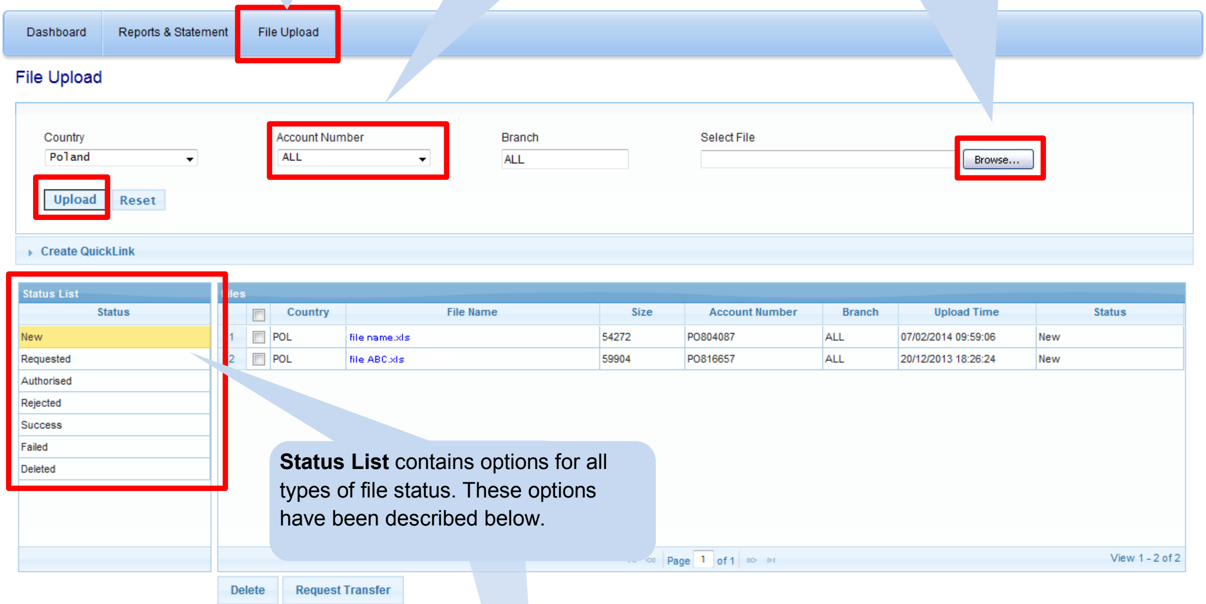
3. File upload

To upload a file select **File Upload** from the Delphi XP navigation bar.

Click here to go to the **File Upload** part of the module.

Select **Account Number (Client Code)** from the drop down menu.

Click **Browse** to select a file you wish to upload and then click **Upload** to upload this file into the system.

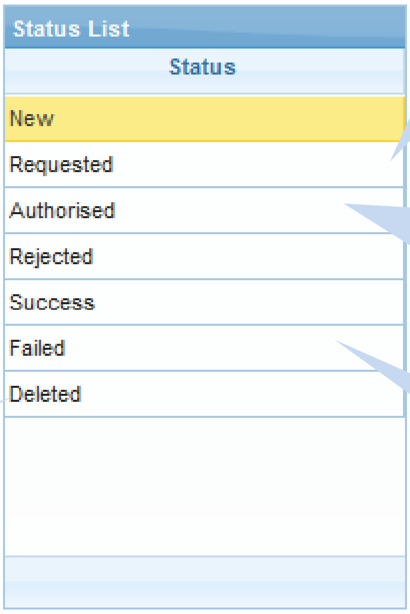


Status List contains options for all types of file status. These options have been described below.

Presented below is the list of status types of the processed files together with descriptions of options available to the User under each of these statuses.

Click **New** to display a list of files that have been uploaded into the system. Possible options for this status:
1) **Request Transfer**: sends the file to authorisation.
2) **Delete**: deletes the file from the system

Click **Requested** to display **files that have been sent to authorisation.** Possible options for this status:
1) **Authorise Request:** sends the file to the Bank for processing.
2) **Cancel Request:** withdraws the file from authorisation and moves it to the list of files displayed under **New.**
3) **Reject Request:** rejects authorisation and moves the file to the list displayed under **Rejected.**



Click **Rejected** to display a list of **files that have been rejected during authorisation process.** Possible options for this status:

1) **Delete:** deletes the file from the system

Click **Authorised** to display **files waiting to be sent to the Bank for processing.**
Possible options for this status:

1) **Cancel Transfer**: enables the User to cancel transfer of the file to the Bank **already after the file has been authorised,** provided, that the file has not yet been sent to the Bank by the system.

Click **Success** to display **files successfully sent to the Bank** for processing.

Click **Deleted** to display **files that have been deleted** from the system.

Click **Failed** to display a list of **files that have not been correctly sent to the Bank**. Possible options for this status:

1) **Retry:** This option allows to move the file into the list of files displayed under **Authorised**.
2) **Delete:** Deletes the file from the system.

4. Quick links

Creating **Quick Links** enables the User to save the selected search criteria and set them to be automatically executed. Moreover the User can choose to set the selected search criteria as default Home Screen.