

Domestic Funds Transfer – Local Payment

1. In the main menu, select the tab **Payments**.
2. In the tab Payments, select the option **Input New Outgoing**.
3. Select **Account** to be debited.
4. Select **Domestic Funds Transfer**.
5. Select **Local Payment**.
6. Enter **Payment Amount**.
7. You can select “Remember these Selections” - this way these parameters will be entered automatically. Otherwise, select **Continue**.
8. Enter **Payment Details**:
 - **Transaction Reference Number** - if this option is available, enter any sequence up to 10 characters.
 - **Value Date**.
 - **Payment Details**: 4 lines, 35 characters each.
 - **Faster Payment** - select this option to send an Express Elixir transfer (up to the maximum amount of PLN 100,000; this service has to be available both at the sender’s and recipient’s bank. The table of banks’ availability in the Express Elixir system can be found on the website www.expresselixir.pl).
 - **Mark this Payment as Important** - in the item Payments -> Show all payments. The transaction will be displayed as first.
 - **Sorbnet**.
9. Enter **Beneficiary Details**:
 - **Beneficiary Name**.
 - **Beneficiary Account Number** should be entered in a single sequence, without spaces, in a 26-digit or IBAN format.
10. If you wish to save a payment as a template, tick the option **Save As Template** and complete the details.
11. Select **Submit** in order to enter the transaction.

The screenshot shows the CitiDirect main menu. At the top, there is a header with 'CitiDirect' and a user profile 'BE'. Below this is a navigation bar with tabs: 'CitiDirect Services', 'Payments', 'Receivables & Collections', and 'Trade / eForms'. The 'Payments' tab is selected. Under 'Payments', there are three main sections: 'Payment Initiation' (with sub-options: 'Pay Using Templates', 'Quick Entry From Templates', 'Input New Outgoing'), 'Template Management' (with sub-options: 'Create New Outgoing', 'To Submit/Modify', 'To Authorize'), and 'Client Logged in as: DEMO POLAND'. A red circle with the number '1' highlights the 'Payments' tab, and another red circle with the number '2' highlights the 'Input New Outgoing' option.

The screenshot shows the 'Payment Method' selection screen. It has a blue header with 'Payment Method' and 'Select Template'. Below the header, there are three main sections: 'Debit Account' (with a dropdown menu showing '48 1030 1508 0000 0001 0003 5014 - Demo'), 'Payment Currency' (set to 'PLN - POLISH ZLOTY'), and 'Payment Amount' (with an input field). The 'Debit Account' section is highlighted with a yellow background and a red circle with the number '3'. The 'Payment Method' dropdown is set to 'Domestic Funds Transfer' and is highlighted with a red circle with the number '4'. The 'Payment Type' dropdown is set to 'Local Payment' and is highlighted with a red circle with the number '5'. There are also buttons for 'Continue' and 'Clear All' at the bottom, with a red circle with the number '7' highlighting the 'Continue' button.

The screenshot shows the 'Domestic Funds Transfer' form. It has a blue header with 'Domestic Funds Transfer'. Below the header, there are several sections: 'Payment Details' (with fields for 'Transaction Reference Number', 'Value Date', 'Faster Payment', 'Confidential', 'Mark this Payment as Important', and 'Sorbnet'), 'Beneficiary Details' (with fields for 'Beneficiary Name', 'Beneficiary Address Line 1', 'Beneficiary Address Line 2', 'Beneficiary Bank Routing Code', 'Beneficiary Bank Name', and 'Beneficiary Account Number'), and 'Add Recurring Payment Instruction' (with a 'Save As Template' checkbox). The 'Save As Template' checkbox is checked and highlighted with a red circle with the number '10'. At the bottom, there are buttons for 'Submit', 'Submit and Copy', 'Copy', 'Save As Draft', 'Cancel', and 'Clear Entered Data', with a red circle with the number '11' highlighting the 'Submit' button.

More useful tips on how to use CitiDirect BE can be found [HERE >>](#)