



Reports and inquiries

– now also directly on the CitiDirect BE Portal

Reports & Analytics and **Inquiries & Searches** are the new modules available on the CitiDirect BE Portal. These modules offer an intuitive access directly from the homepage, **with no need to open the CitiDirect Services window**.

The above functionalities are available to the Users as dual access, which means that all services and options previously accessed on the level of the *CitiDirect Services* will be still available.

The screenshot displays the CitiDirect BE Portal interface. The navigation bar at the top includes 'Home', 'CitiDirect Services', 'Reports & Analytics', 'Inquiries & Searches', and 'Self Service'. The 'Reports & Analytics' and 'Inquiries & Searches' tabs are highlighted with a red box. Below the navigation bar, the 'CitiDirect Available Reports' section is visible, showing a table of reports. The 'Account Balances' section is also visible, showing a table of account balances. The 'CitiDirect Shortcuts' section on the right provides quick access to various reports and transactions.

File	Name	Date/Time
	Balance Summary Report	2015/04/16 13:04:04 GMT+02:00
	Consolidated Balance Summary Report	2015/04/16 13:04:01 GMT+02:00
	Customer Position Report	2015/04/16 13:04:00 GMT+02:00

Currency (# of A/Cs)	Total Current/Closing Balance
☒ EUR (5)	-2,535,874.75
☐ PLN (9)	-16,452,818.57
☐ USD (3)	-75,440.77

Account Number	Currency 1	Current/Closing Ledger Balance	Current/Closing Available Balance 2
****08 0808 ...	EUR	-422,866.48	-422,866.48
****00 0101 ...	EUR	66,209.90	66,209.90
****05 5555 ...	EUR	-2,157,818.22	-2,157,818.22
****04 4444 ...	EUR	-21,399.95	-21,399.95
****03 3333 ...	EUR	0.00	0.00

Reports & Analytics

This module allows to run selected reports in a few simple steps:

- 1) **Select the report category** from the list of available options

The screenshot shows the CitiDirect BE interface. The top navigation bar includes 'Treasury and Trade Solutions', 'My Messages', 'Help', 'My Settings', and 'Logout'. The main navigation bar has 'Home', 'CitiDirect Services', 'Reports & Analytics', 'Inquiries & Searches', and 'Self Service'. The 'Reports & Analytics' menu is open, showing a list of report categories: 'My Reports', 'Cash Reports' (with sub-items: Cash Balances Reports, Cash Statements Reports, Cash Transaction Initiation Reports), 'Operations Reports' (with sub-items: Access Management Reports, Audit Reports), 'Payment Reports' (with sub-item: Payments - CEEMEA Reports), and 'Cash Statement and Detail Reports' (with sub-item: Cash Statement and Detail Reports). The main content area shows 'CitiDirect Available Reports' with a table of reports, 'CitiDirect Shortcuts' with a list of favorite reports, and 'Account Balances'.

- 2) **Select reports you wish to generate**

The screenshot shows the 'Generate Reports' step in the CitiDirect BE interface. The top navigation bar is the same as the previous screenshot. The main navigation bar has 'Home', 'CitiDirect Services', 'Reports & Analytics', 'Inquiries & Searches', and 'Self Service'. The 'Reports & Analytics' menu is open, showing a list of report categories: 'My Reports', 'Cash Reports' (with sub-items: Cash Balances Reports, Cash Statements Reports, Cash Transaction Initiation Reports), 'Operations Reports' (with sub-items: Access Management Reports, Audit Reports), 'Payment Reports' (with sub-item: Payments - CEEMEA Reports), and 'Cash Statement and Detail Reports' (with sub-item: Cash Statement and Detail Reports). The main content area shows 'CitiDirect Available Reports' with a table of reports, 'CitiDirect Shortcuts' with a list of favorite reports, and 'Account Balances'.

Search Results - Generate Reports (1 - 7 of 7)

	Report Name	Base Report Name 1▲	Base/Derived 2▲	Report Category	Report Type
☐	Balance Summary Report	Balance Summary Report	Base	Cash Balances Reports	Private
☒	My favorite balance summary report	Balance Summary Report	Derived	Cash Balances Reports	Private
☒	Balance summary 2	Balance Summary Report	Derived	Cash Balances Reports	Private
☒	Consolidated Balance Summary Report	Consolidated Balance Summary Report	Base	Cash Balances Reports	Private
☒	My favorite Consolidated Balance Summary Report	Consolidated Balance Summary Report	Derived	Cash Balances Reports	Private
☒	Customer Position Report	Customer Position Report	Base	Cash Balances Reports	Private
☒	Customer Position Report (customized)	Customer Position Report	Derived	Cash Balances Reports	Private

Run Delete

★ = Favorite

- 3) **Complete the report criteria;** optionally, name the report, and select one of the following options: *Run, Save & Run* or *Save*.

The screenshot shows the 'Report Criteria' form for a 'Balance Summary Report'. The form includes fields for 'Derived Report Name', 'Base Report Name' (set to 'Balance Summary Report'), and 'Format' (set to 'Adobe(PDF)requires Acrobat Reader (5.0 or higher)'). There are checkboxes for 'Share' (Private/Public), 'Favorite', 'Sign with Citibank Certificate', and 'Compress with Winzip'. A section titled 'Report Specific Field Details' contains fields for 'Branch', 'Account Currency', 'Customer', 'Layout' (set to 'CitiDirect Standard Report'), 'Account Number', and 'Account Group'. Below this, a message states 'You can select one of the following criteria'. The 'Date Range Selection' section has radio buttons for 'Statement Date' and 'Latest', and a 'Date Range' section with 'Relative' and 'From'/'To' date pickers. The 'Group By' dropdown is set to 'Account'. At the bottom, there are checkboxes for 'Show Available Balance', 'Print Citibank China Stamp', and 'Activity Only'. A row of buttons at the bottom includes 'Run', 'Save & Run', 'Save', 'Schedule', and 'Reset To Defaults'. The 'Run', 'Save & Run', and 'Save' buttons are highlighted with a red box.

- 4) **Open the ready report;** if you have chosen one of the *Run* options in the previous step, the system will automatically take you to the section with available reports. After a moment the status of the report will change from *Running* to *Available*. To view your report, click the file icon in the *Output* column.

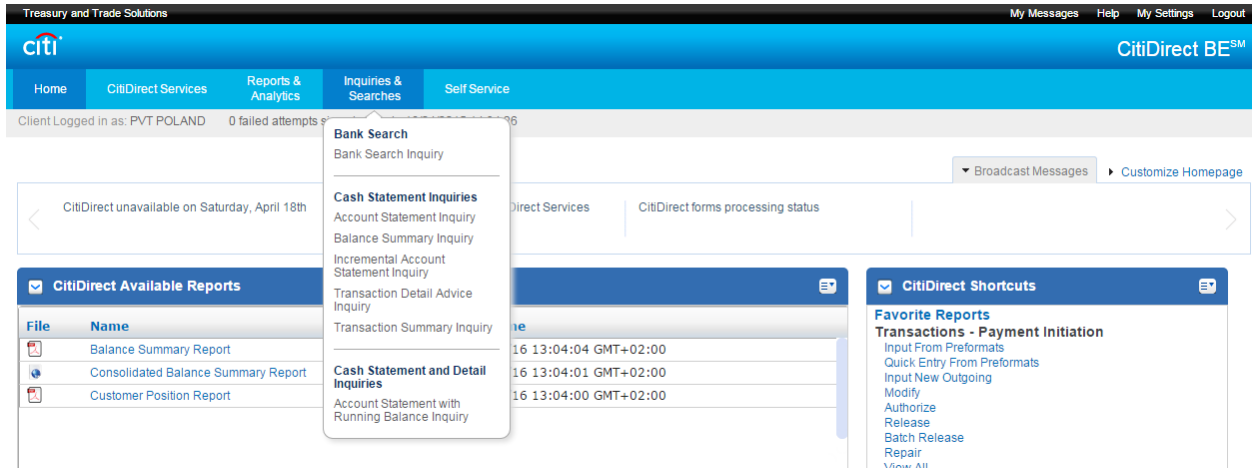
The screenshot shows the 'View Available Reports' table. The table has columns: 'Report Name', 'Report Category', 'Creation Date/Time', 'Output', 'Status', 'Base Report Name', and 'Report Instance ID'. The 'Output' column contains file icons, and the 'Status' column shows 'Available'. The table lists three reports: 'Balance Summary Report', 'Consolidated Balance Summary Report', and 'Customer Position Report'. The 'Output' column for the 'Customer Position Report' is highlighted with a red box. Below the table, there is a 'Delete' button and a legend for icons: '★ = Favorite', '▲ = Error Message', '🔄 = Incremental Run', and '⚙️ = Processing'.

Report Name	Report Category	Creation Date/Time	Output	Status	Base Report Name	Report Instance ID
Balance Summary Report	Cash Balances Reports	16/04/2015 01:04:20 PM		Available	Balance Summary Report	222012721
Consolidated Balance Summary Report	Cash Balances Reports	16/04/2015 01:04:31 PM		Available	Consolidated Balance Summary Report	222012723
Customer Position Report	Cash Balances Reports	16/04/2015 01:04:28 PM		Available	Customer Position Report	222012724

Inquiries & Searches

This module allows you to find the needed information in a few simple steps:

- 1) **Select the inquiry category** from the list of available options



- 2) **Complete the inquiry criteria and click Search**

The screenshot shows the 'Balance Summary Inquiry' form. The top navigation bar includes 'Treasury and Trade Solutions', 'My Messages', 'Help', 'My Settings', and 'Logout'. The main navigation bar has 'Home', 'CitiDirect Services', 'Reports & Analytics', 'Inquiries & Searches', and 'Self Service'. The 'Inquiries & Searches' menu is open, showing options: 'Bank Search', 'Cash Statement Inquiries', and 'Cash Statement and Detail Inquiries'. The 'Cash Statement and Detail Inquiries' option is highlighted. The main content area shows the 'Balance Summary Inquiry Criteria' form. The form includes fields for 'Account Selection' (Account Number, Account Group, Branch, Customer), 'Statement Date Range' (No Date Selected, Latest, Today, Yesterday, Last 7 Days, Last 14 Days, Last 30 Days, Date Range), 'Base Currency' (USD), 'Account Currency', and 'Activity Only'. A 'Search' button is highlighted with a red box.

3) View the required information on the preferred level of detail

Treasury and Trade Solutions My Messages Help My Settings Logout

citi CitiDirect BE™

Home CitiDirect Services Payments Reports & Analytics Inquiries & Searches Self Service

Client Logged in as: TEST UI 0 failed attempts since last login 04/14/2015 17:36:04

Inquiries & Searches • Cash Statement Inquiries • Balance Summary Inquiry

Cash Statement

[Save As](#) [Print](#)

Cash Statement for Account Number 91 0000 1234 4321 0000 0000 0000 - 01/19/2015

Customer Details

Account Number
91 0000 1234 4321 0000 0000 0000

Branch Name
WARSAW BANK HANDLOWY

Branch Number
889

Account Name
B1

Bank Name
CITIBANK

Customer Name
CUSTOMER NAME

Customer Number
006049

Statement Date
01/19/2015

Client Name
TEST UI

Debit Count
22

Credit Count
3

Calculated Balances
No

IBAN Number
PL9100001234432100000000000000

Balance Details

Total Credit Amount
7564.51

Current/Closing Available Balance
18351982.24

Opening Ledger Balance
18661921.74

Opening Available Balance
18661921.74

Current/Closing Ledger Balance
18351982.24

Total Debit Amount
175830.03

Net Amount
-106295.52

Transactions (1 - 10 of 25) Page 1 of 3 Selected Items: 0 (As of 04/15/2015 12:25 PM GMT+01:00)

Transaction Reference	Customer Reference	Value Date	Entry Date	Currency	Amount	Product Type
112233445566778899	1000108585	01/19/2015	01/19/2015	PLN	-51.96	Funds Transfer
112233445566778900	1000155555	01/19/2015	01/19/2015	PLN	-100.88	Funds Transfer
112233445566778901	1000108899	01/19/2015	01/19/2015	PLN	-104.00	Funds Transfer
112233445566778902	1000108509	01/19/2015	01/19/2015	PLN	-104.00	Funds Transfer
112233445566778903	1000111111	01/19/2015	01/19/2015	PLN	-216.48	Funds Transfer
112233445566778904	1000222222	01/19/2015	01/19/2015	PLN	-250.00	Funds Transfer
112233445566778905	1000123456	01/19/2015	01/19/2015	PLN	-393.60	Funds Transfer
112233445566778906	1000123457	01/19/2015	01/19/2015	PLN	-778.16	Funds Transfer
112233445566778907	1000889900	01/19/2015	01/19/2015	PLN	-958.96	Funds Transfer
112233445566778908	1000123456	01/19/2015	01/19/2015	PLN	-1906.41	Funds Transfer

[View Transaction Details](#)

[Return to Balance Summary Results](#)

Treasury and Trade Solutions My Messages Help My Settings Logout

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Home CitiDirect Services Payments Reports & Analytics Inquiries & Searches Self Service

Client Logged in as: TEST UI 0 failed attempts since last login 04/15/2015 17:07:40

Inquiries & Searches • Cash Statement Inquiries • Balance Summary Inquiry

Transaction Details

[Save As](#) [Print](#)

Transaction Details For 45556667771

Statement Date
01/19/2015

Bank Name
CITIBANK

Branch Name
WARSAW BANK HANDLOWY

Account Name
B1

Customer Name
CUSTOMER NAME

Amount
-51.96

Bank Reference
4519085459

Branch Number
889

Account Number
91 0000 1234 4321 0000 0000 0000

Customer Number
009889

Currency
PLN

Value Date
01/19/2015

Entry Date
01/19/2015

IBAN Number
PL9100001234432100000000000000

Customer Reference
1000155555

Additional Details

Field Name	Value
Product Type	Funds Transfer
Payment Details	FOR JANUARY DELIVERY
Beneficiary AccountID	10 0000 5555 6666 7777 0000 0001
Beneficiary Name/Address	COMPANY ABC
Beneficiary Name/Address	BENEFICIARY ADDRESS 1
Beneficiary Name/Address	BENEFICIARY ADDRESS 2
Beneficiary Bank Name/Address	12402092
Beneficiary Bank Name/Address	BANK BRANCH, CITY
Beneficiary Bank Name/Address	071133123450000000088877700

Legal Text
We have Debited your Account.

[Return to Cash Statement](#)

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Bank Handlowy in Warsaw S.A. with its registered office in Warsaw, ul. Senatorska 16, 00-923 Warsaw, entered into the Register of Entrepreneurs of the National Court Register by the District Court for the Capital City of Warsaw in Warsaw, 12th Commercial Division of the National Court Register, under no. KRS 000 000 1538; NIP 526-030-02-91; share capital of PLN 522,638,400, fully paid up.

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