

Payment Initiation

Creation Date

Payment Currency

Payment Amount

From 06/06/2022 🛗 To 06/07/2022 🛗

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Trade / eForms

CitiDirect Services

Client Logged in as: DEMO POLAND

Value Date

Beneficiary Name

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То

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Modifying payments

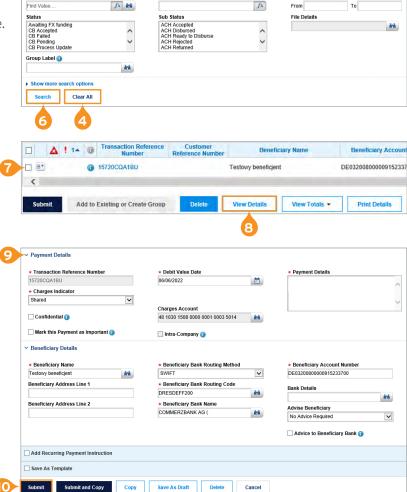
- 1. In the main menu, select the tab Payments.
- In the tab Payments, select the option To Submit/Modify.
- Select Start New Search.
- Pay Using Templates Quick Entry From Templates Input New Outgoing Choose faster and easier logi Simple Payment To Submit/Modify To Authorize Hide Applied Search Criteria Value Date From: 06/01/2022 Value Date To: 08/29/2022 Start New Search Note: You must search by at least 1 of these 3 search crit

Transaction Reference Number

Debit or Credit Account Number

Payment Method

- 4. In the Start New Search window, click Clear All.
- 5. Fill in at least one of the available options. If you select a search criterion other than the Reference Number, please remember that it is mandatory to select Value Date or Creation Date.
- 6. Click the Search button.
- 7. On the list, find the payment you wish to modify and tick it.
- 8. Click the button View Details.
- 9. Modify your payment.
- 10. Select Submit to approve changes.



Note:

Modifications can be made at any moment during the submission or release of payment; however, each change will require the payment to be submitted or released again.

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