

## A short guide to using CitiDirect® reports

Access to information is crucial. Reports presenting the desired scope of information in an appropriate time and format can significantly facilitate decision-making, as well as speed up and automate financial management processes.

CitiDirect offers a comprehensive reporting solution to generate and manage reports. In the Guide you will find instructions on how to use the reporting function in the new CitiDirect® platform.

To get started, navigate to the CitiDirect landing page and click on the My Reports link available under the Recently Run Reports card.

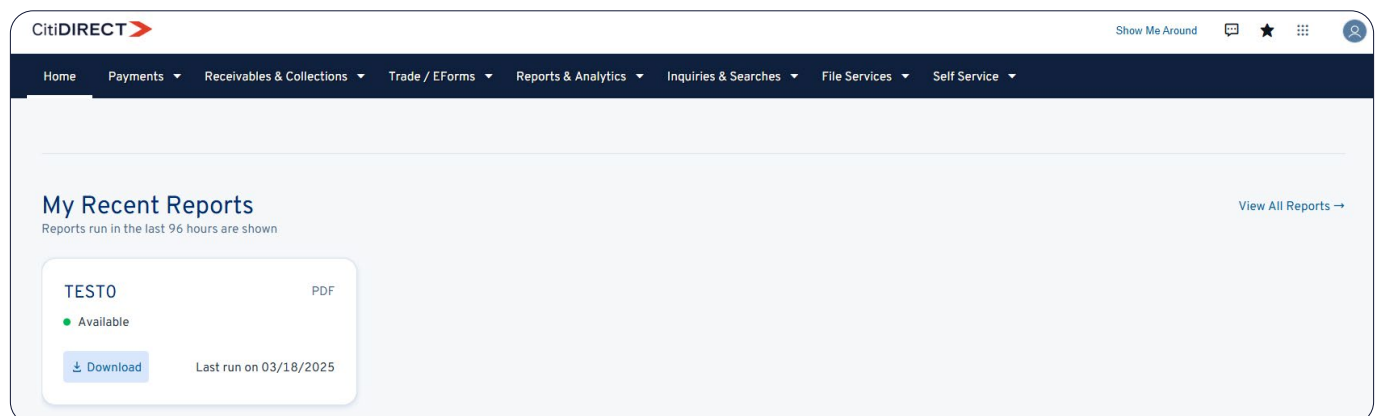
If this option is not visible to you, you may need additional permissions. Please contact Citi Service representative if you have any questions.

### Landing Page

The CitiDirect landing page provides a quick access to the [Accounts](#), [Approvals](#) and the [Recently Run Reports](#) sections.

In the [Recently Run Reports](#) section, you can directly access the last 6 Designed reports generated in the last 96 hours.

From here you can click [My Reports](#) to access full reporting features such as report templates, [Design a New Report](#), schedule management and more.



## Reports Page

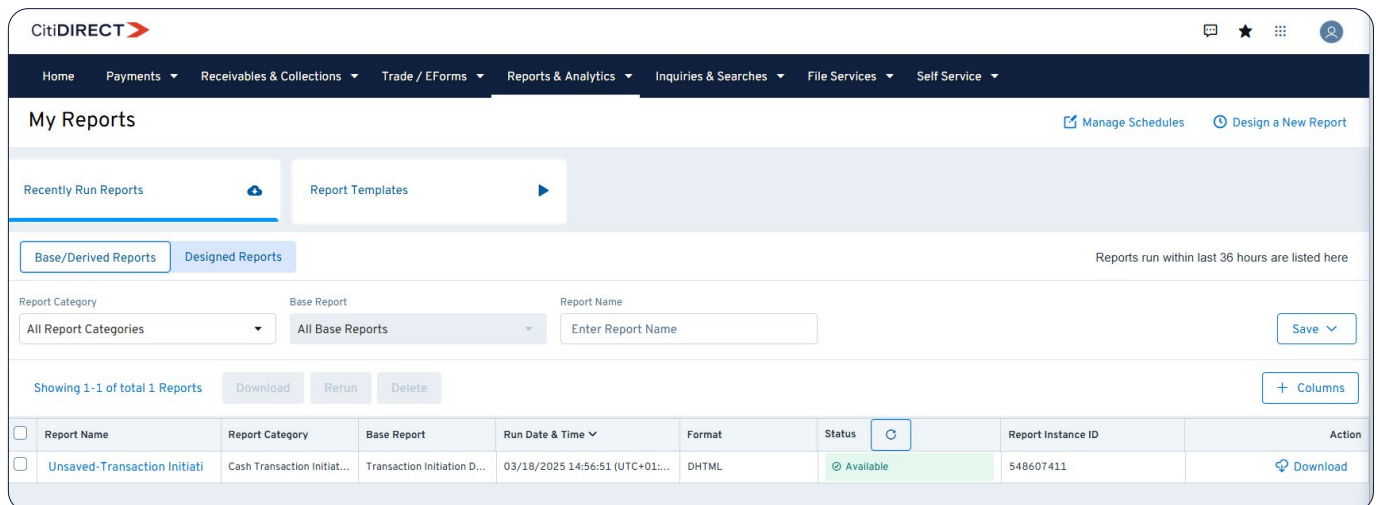
On this page, the default view is the [Recently Run Reports](#).

Here you can access designed reports generated in the last 96 hours using [Design a new Report](#) (customizable format reports) and [Base/Derived Reports](#) (fixed format reports).

On the [Recently Run Reports](#) tab, you can download, rerun, or delete the generated report.

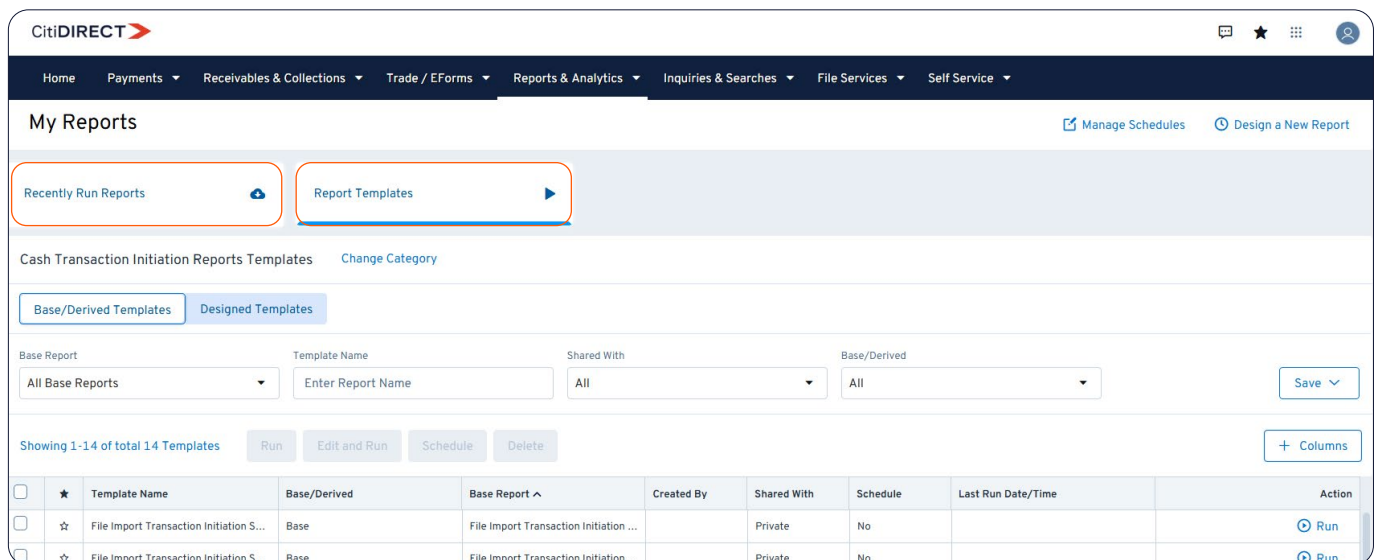
The second tab, [Report Templates](#), provides access to all report categories you are entitled to such as [Account Statements](#), [Initiated Transaction Reports](#), [Balance Reports](#) and more.

There you can run, edit or delete the template and schedule its automatic generation.



The screenshot shows the 'My Reports' page in CitiDIRECT. The 'Recently Run Reports' tab is selected. The page displays a table of reports run within the last 36 hours. The table has columns for Report Name, Report Category, Base Report, Run Date & Time, Format, Status, Report Instance ID, and Action. One report is listed: 'Unsaved-Transaction Initiati...' with a status of 'Available' and a 'Download' action.

Report Name	Report Category	Base Report	Run Date & Time	Format	Status	Report Instance ID	Action
Unsaved-Transaction Initiati...	Cash Transaction Initiat...	Transaction Initiation D...	03/18/2025 14:56:51 (UTC+01:...	DHTML	Available	548607411	Download



The screenshot shows the 'My Reports' page in CitiDIRECT, with the 'Report Templates' tab selected. The page displays a table of report templates. The table has columns for Template Name, Base/Derived, Base Report, Created By, Shared With, Schedule, Last Run Date/Time, and Action. Two templates are listed: 'File Import Transaction Initiation S...' and 'File Import Transaction Initiation S...', both with a 'Run' action.

Template Name	Base/Derived	Base Report	Created By	Shared With	Schedule	Last Run Date/Time	Action
File Import Transaction Initiation S...	Base	File Import Transaction Initiation ...		Private	No		Run
File Import Transaction Initiation S...	Base	File Import Transaction Initiation ...		Private	No		Run

## Design a New Report Template

The [My Reports](#) view provides quick access to the [Design a New Report feature](#).

In this section you can design reports in both PDF, XLSX and CSV formats. You can also add appropriate fields after clicking [Edit](#) to customize the report. They will be visible immediately in the report preview.

Once you've designed your own report, you can run, edit, schedule, or delete it from the [Designed Reports](#) tab under [Report Templates](#).

You can also add a report template to your favorites via [Add to Favorites](#) by selecting the star icon.

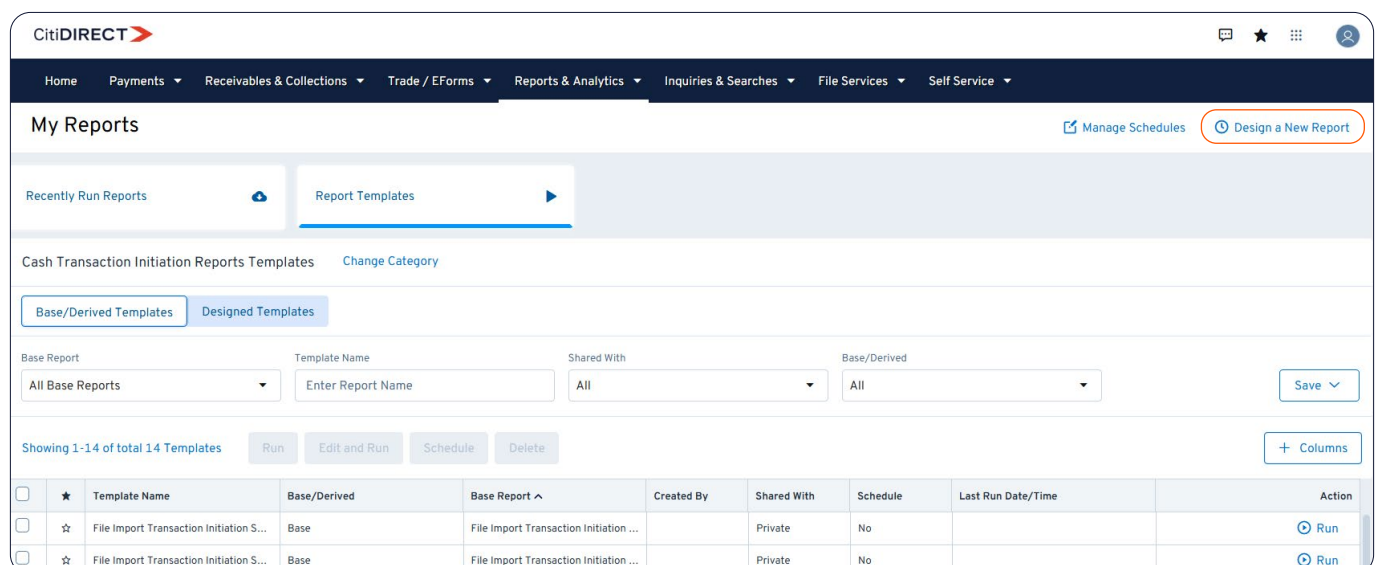
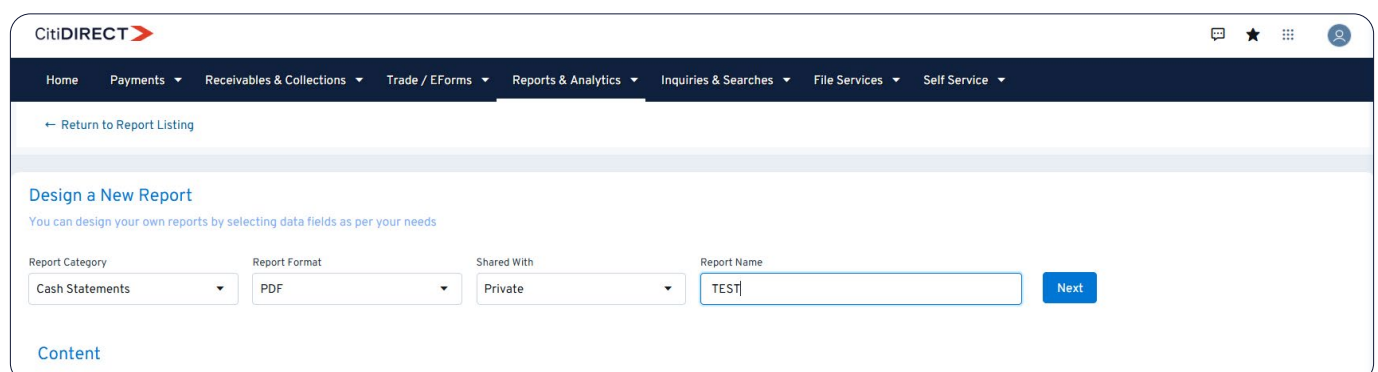
When you click the [Design a New Report](#) tab, you will be taken to the [Design a Report Template](#) page.

On this page you can select:

- report category
- format - currently available options are PDF, CSV and XLSX.
- availability within a company - private or public
- report name

The next step is to select the report content. In the case of the PDF format, you can select fields for the [Header](#), [Body](#) and [Footer](#) sections. For CSV and XLSX formats, you can select the fields in the [Content](#) section.

Finally, you need to set report filters. They will be the basis for the subsequent preparation of a report.

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Design a New Report

You can design your own reports by selecting data fields as per your needs

Report Category

Cash Statements

Report Format

PDF

Shared With

Private

Report Name

TEST

Content

citi

TEST

Statement Date	MM/DD/YYYY
Account Number	XX00XX00XX
Account Name	Sample Account Name
Account Currency	USD
Branch Name	Citibank
Opening Available Balance	15000
Current / Closing Available Balance	15000
Opening Ledger Balance	15000
Current / Closing Ledger Balance	15000

Transaction Description	Sample Transaction Description
Transaction Currency	USD
Cheque Amount/Transaction Amount	15000
Debit/Credit	Debit/Credit
Value Date	MM/DD/YYYY
Customer Reference	XXXXXXXXXX
Bank Reference	XXXXXXXXXX
Beneficiary Name/Address	Beneficiary Address
Beneficiary Account/ID	XXXXXXXXXX
Payment Details	Details of Your Payment
Extra Information	XXXXXXXXXX
Product Type	Fund Transfers
Posted Time	MM/DD/YYYY
Remitter Reference	Sample-Remitter-Ref
By Order Of Account/ID	XXXXXXXXXX
By Order Of Name/Address	Sample-Order-Of-Name
Ordering Bank Account/ID	XXXXXXXXXX
Ordering Bank Name/Address	Ordering Bank Name

Edit Content

Search Content

Header

Statement Date

Account Number

Account Name

Account Currency

Branch Name

Opening Available Balance

Current / Closing Available Balance

Opening Ledger Balance

Current / Closing Ledger Balance

Account Limit

Account Type

Availablebalancewithlimit

Bank Name

Beneficiary Name

Branch Number

Cheque Count

Collected Balance

Credit Count

Credit Count (LATAM Branches)

Credits

Current/Closing Available Balance (Asia)

Customer Name

4

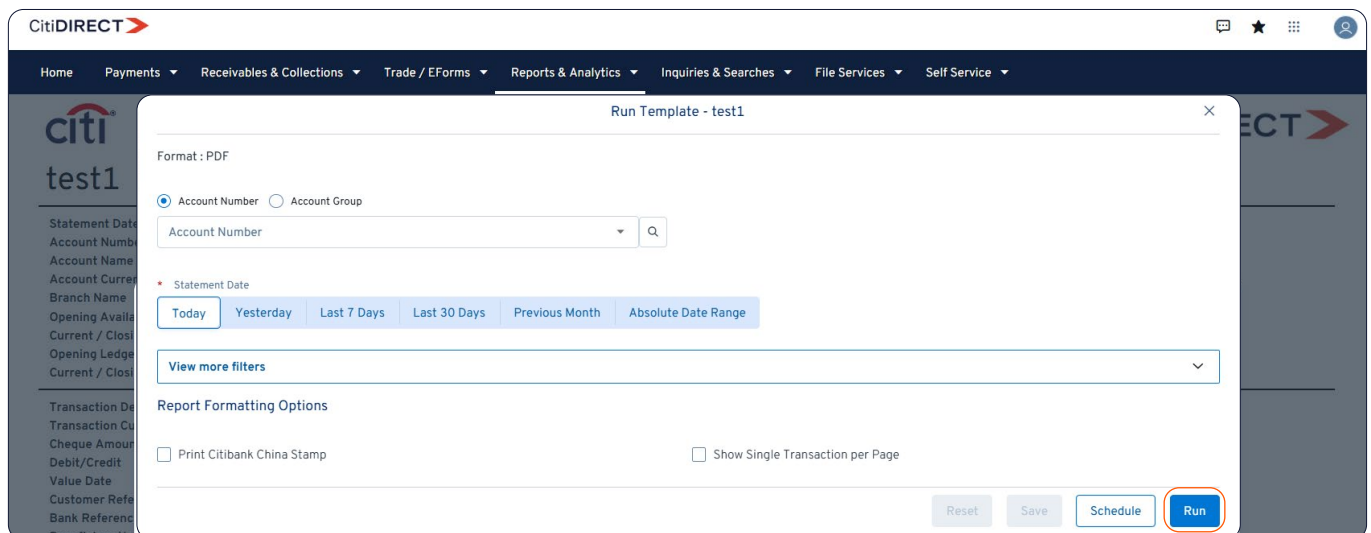
## Run report

You can generate a report on the [Report Templates](#) tab. There you can select the report category.

Alternatively, you can also search for a specific report name using the [Report Name](#) field in the [Designed Reports](#) section.

After selecting the report template, click [Run](#). In the pop-up window, you can select the appropriate filters to run the report. You can also save the filters by selecting [Save](#).

Once a report has been generated, it is available under [Recently run reports](#). You can do the following – [Download](#), [Rerun Report](#) and [Delete](#).



**Run Template - test1**

Format : PDF

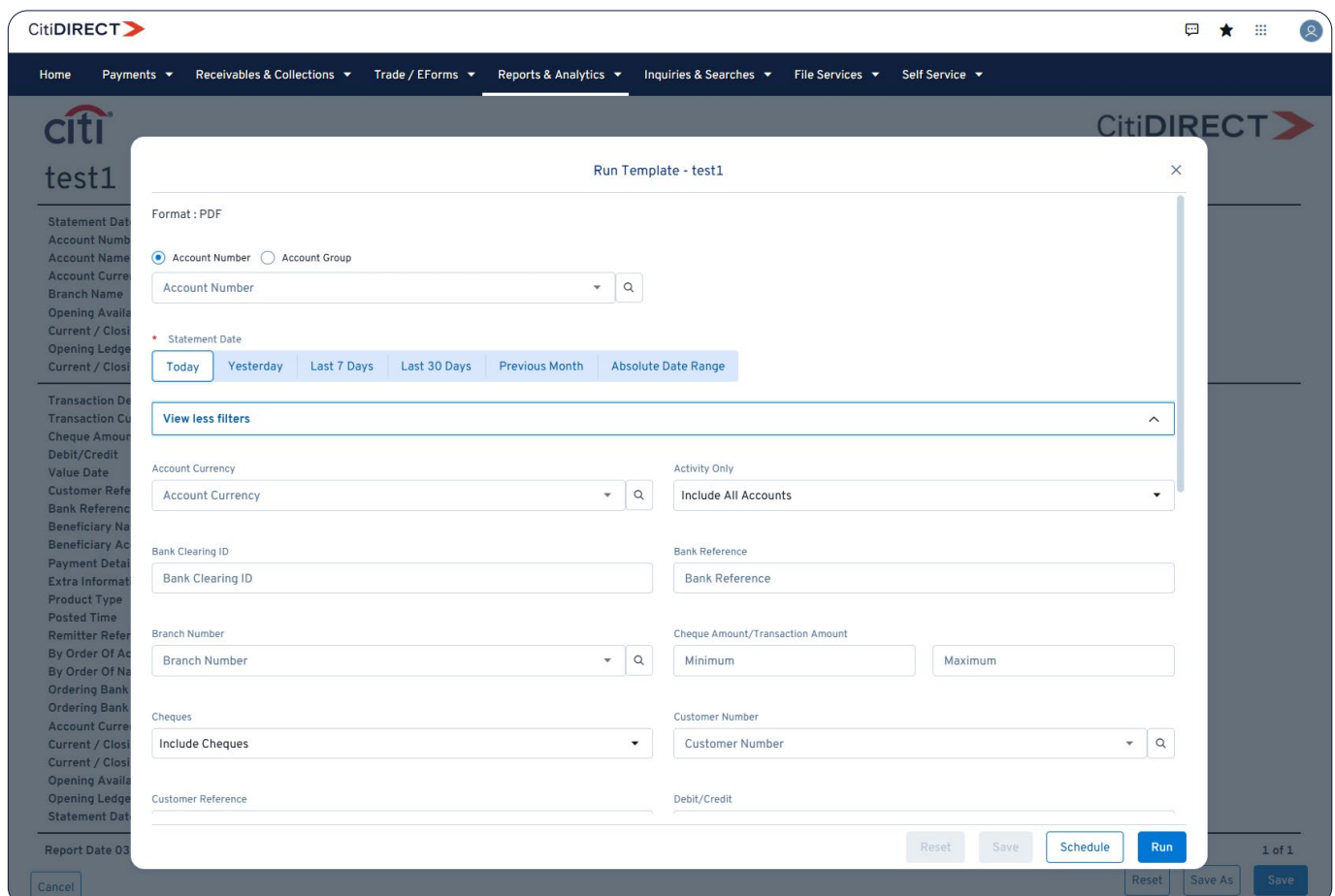
☒ Account Number ☐ Account Group

Account Number

Statement Date

Report Formatting Options

☐ Print Citibank China Stamp ☐ Show Single Transaction per Page



**Run Template - test1**

Format : PDF

☒ Account Number ☐ Account Group

Account Number

Statement Date

Account Currency

Activity Only

Include All Accounts

Bank Clearing ID

Bank Reference

Branch Number

Cheque Amount/Transaction Amount

Minimum  Maximum

Cheques

Customer Number

Customer Reference

Debit/Credit

## Edit report Content

You can edit the report template in the [Designed Reports](#) tab. There you will be able to select the report template you want to edit. Alternatively, you can also search for a specific template name using the [Report Name](#) option.

After selecting a report template, click the [Edit Template](#) tab. After clicking it, you will go to the next screens where you can make the necessary changes to the report template.

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Design a New Report

You can design your own reports by selecting data fields as per your needs

Report Category

Cash Statements

Report Format

PDF


Shared With

Private

Report Name

TEST

Content



TEST

Statement Date	MM/DD/YYYY
Account Number	XX00XX00XX
Account Name	Sample Account Name
Account Currency	USD
Branch Name	Citibank
Opening Available Balance	15000
Current / Closing Available Balance	15000
Opening Ledger Balance	15000
Current / Closing Ledger Balance	15000

Transaction Description	Sample Transaction Description
Transaction Currency	USD
Cheque Amount/Transaction Amount	15000
Debit/Credit	Debit/Credit
Value Date	MM/DD/YYYY
Customer Reference	XXXXXXXXXX
Bank Reference	XXXXXXXXXX
Beneficiary Name/Address	Beneficiary Address
Beneficiary Account/ID	XXXXXXXXXX
Payment Details	Details of Your Payment
Extra Information	XXXXXXXXXX
Product Type	Fund Transfers
Posted Time	MM/DD/YYYY
Remitter Reference	Sample-Remitter-Ref
By Order Of Account/ID	XXXXXXXXXX
By Order Of Name/Address	Sample-Order-Of-Name
Ordering Bank Account/ID	XXXXXXXXXX
Ordering Bank Name/Address	Ordering Bank Name

Edit Content

Search Content

Header

Statement Date

Account Number

Account Name

Account Currency

Branch Name

Opening Available Balance

Current / Closing Available Balance

Opening Ledger Balance

Current / Closing Ledger Balance

Account Limit

Account Type

Availablebalancewithlimit

Bank Name

Beneficiary Name

Branch Number

Cheque Count

Collected Balance

Credit Count

Credit Count (LATAM Branches)

Credits

Current/Closing Available Balance (Asia)

Customer Name

Schedule report

You can access report scheduling options by selecting the [Schedule](#) tab (button) from [Report Templates](#) in the [My Reports](#) section.

On the [Create Schedule](#) tab, you can select the appropriate options to schedule the report: frequency (daily, monthly, and weekly), start date/time, end date, and occurrences.

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Inquiries & Searches

File Services

Self Service

Enter Report Name

All

All

All

Save

1 row selected

Run

Edit Template

Schedule

Delete

+ Columns

	★	Template Name	Format	Created By	Shared With	Last Run Date/Time	Action
<input type="checkbox"/>	☆	2435235213	XLSX	JACEK STASIELO	Public	04/24/2024 14:39:23 (UTC+02:00)	Run
<input type="checkbox"/>	☆	Account Statement Details Report					Run
<input type="checkbox"/>	☆	Account Statement Report					Run
<input type="checkbox"/>	☆	Account Statements Report - Asia					Run
<input type="checkbox"/>	☆	Account Status Report					Run
<input type="checkbox"/>	☆	Additional Account Information Report					Run
<input checked="" type="checkbox"/>	☆	TEST0					Run
<input type="checkbox"/>	☆	Test1235					Run
<input type="checkbox"/>	☆	Transaction Detail Advice Report					Run
<input type="checkbox"/>	☆	Transaction Summary Report					Run
<input type="checkbox"/>	☆	bdbdbd					Run
<input type="checkbox"/>	☆	fff					Run
<input type="checkbox"/>	☆	test1					Run
<input type="checkbox"/>	☆	test123					Run
<input type="checkbox"/>	☆	test123					Run
<input type="checkbox"/>	☆	test12356	PDF	JACEK STASIELO	Public	03/05/2025 14:26:22 (UTC+01:00)	Run
<input type="checkbox"/>	☆	test123abc	PDF	JACEK STASIELO	Public	06/20/2024 10:38:51 (UTC+02:00)	Run
<input type="checkbox"/>	☆	test45657	PDF	JACEK STASIELO	Public	09/17/2024 15:15:39 (UTC+02:00)	Run
<input type="checkbox"/>	☆	test555	XLSX	JACEK STASIELO	Public	11/26/2024 14:04:03 (UTC+01:00)	Run
<input type="checkbox"/>	☆	test1234657	XLSX	JACEK STASIELO	Public	03/03/2025 11:50:05 (UTC+01:00)	Run

Create a Schedule

For TEST0 | Format: PDF

When would you like this report to be run?

DailyWeeklyMonthly

When do you want this schedule to start?

03/19/202512:00 PM

When do you want this schedule to end?

Specific DateSet OccurrencesNo end date

Schedule Name

TEST0 Schedule

Create Schedule

## Download the report

Reports can be downloaded from the [Recently Run Reports](#) tab in the [My Reports](#) section.

This can be done in two ways:

- by selecting [Download](#) for the appropriate report template in the Action section.
- selecting [Download](#) above the table for the selected report template.

You can also restart or delete any report generated in the last 96 hours by selecting [Restart](#) or [Delete](#).

