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.

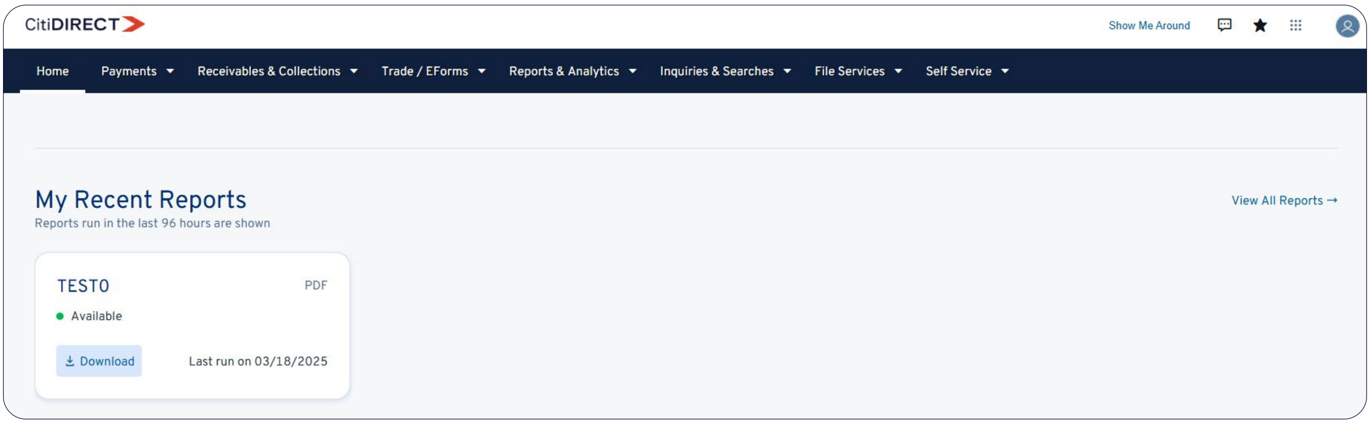
If this option is not visible to you, you may need additional permissions. Please contact Citi Service representative if you have any questions.

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

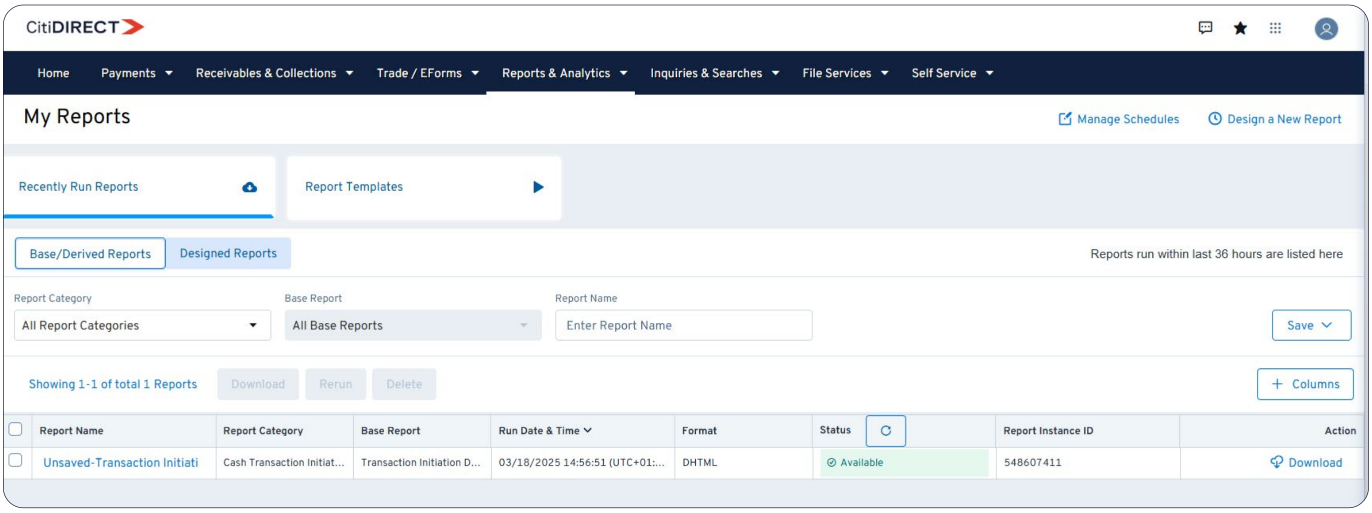
On this page, the default view is the Recently Run Reports.

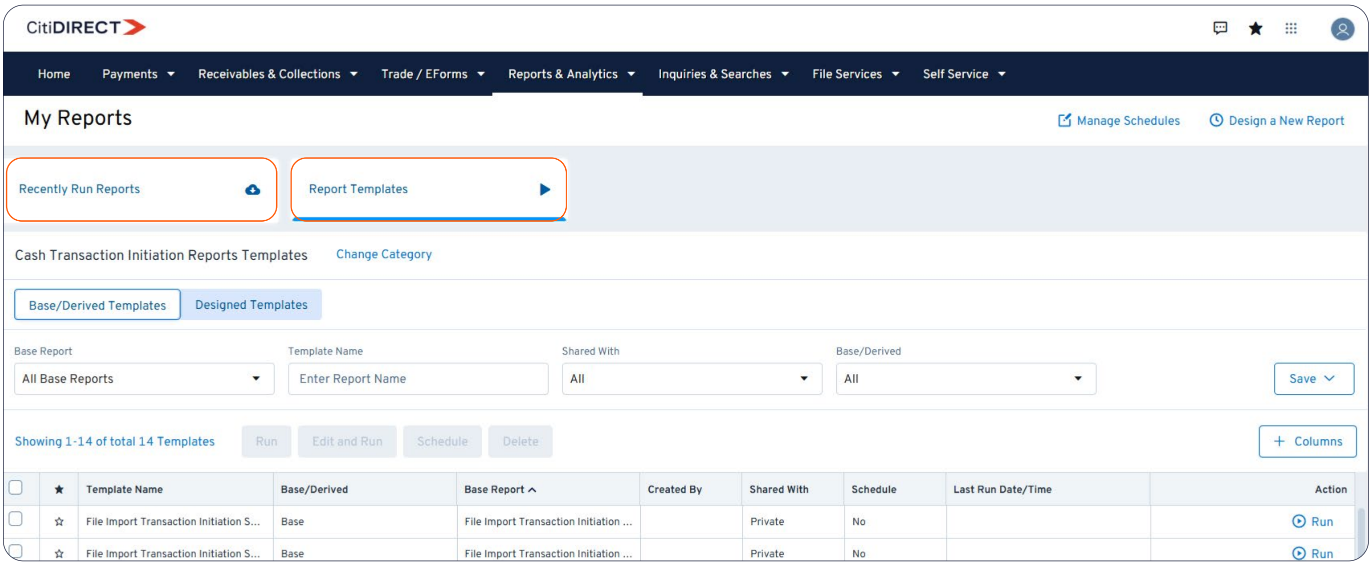
Here you can access designed reports generated in the last 96 hours using Design a new Report (customizable format reports) and Base/Derived Reports (fixed format reports).

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.





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.

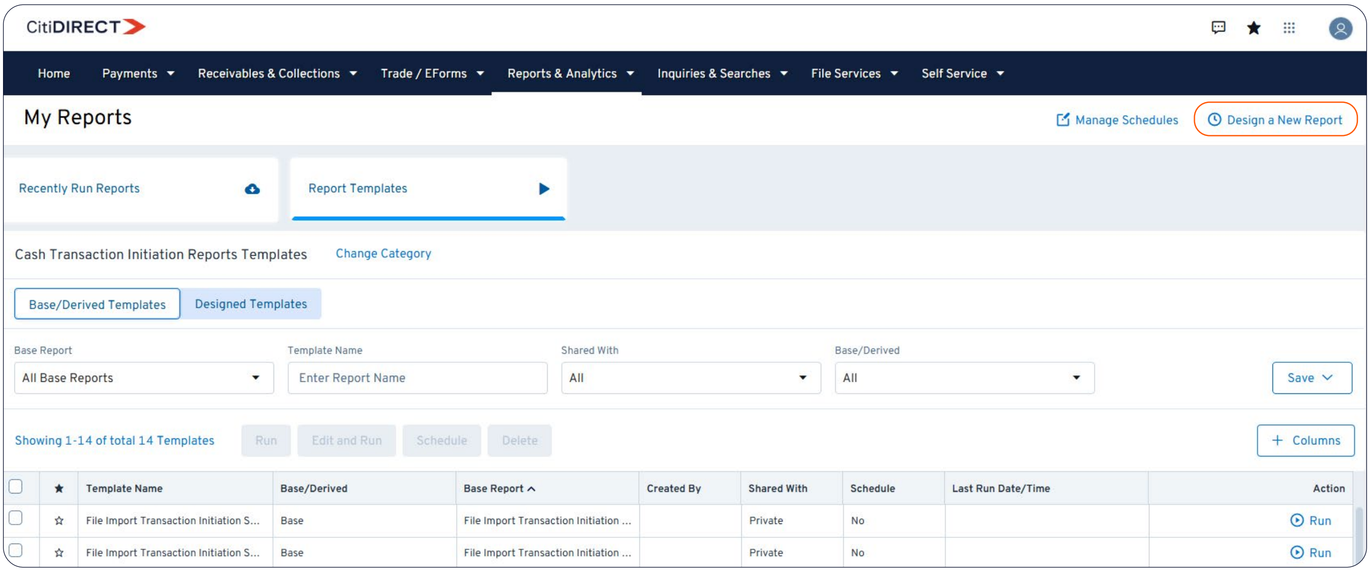
When you click the Design a New Report tab, you will be taken to the Design a Report Template page.

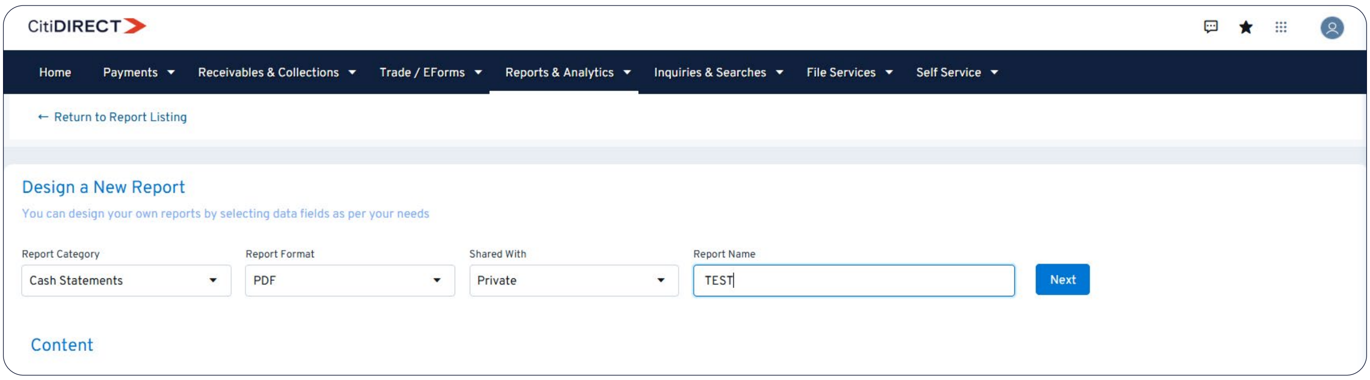
On this page you can select:

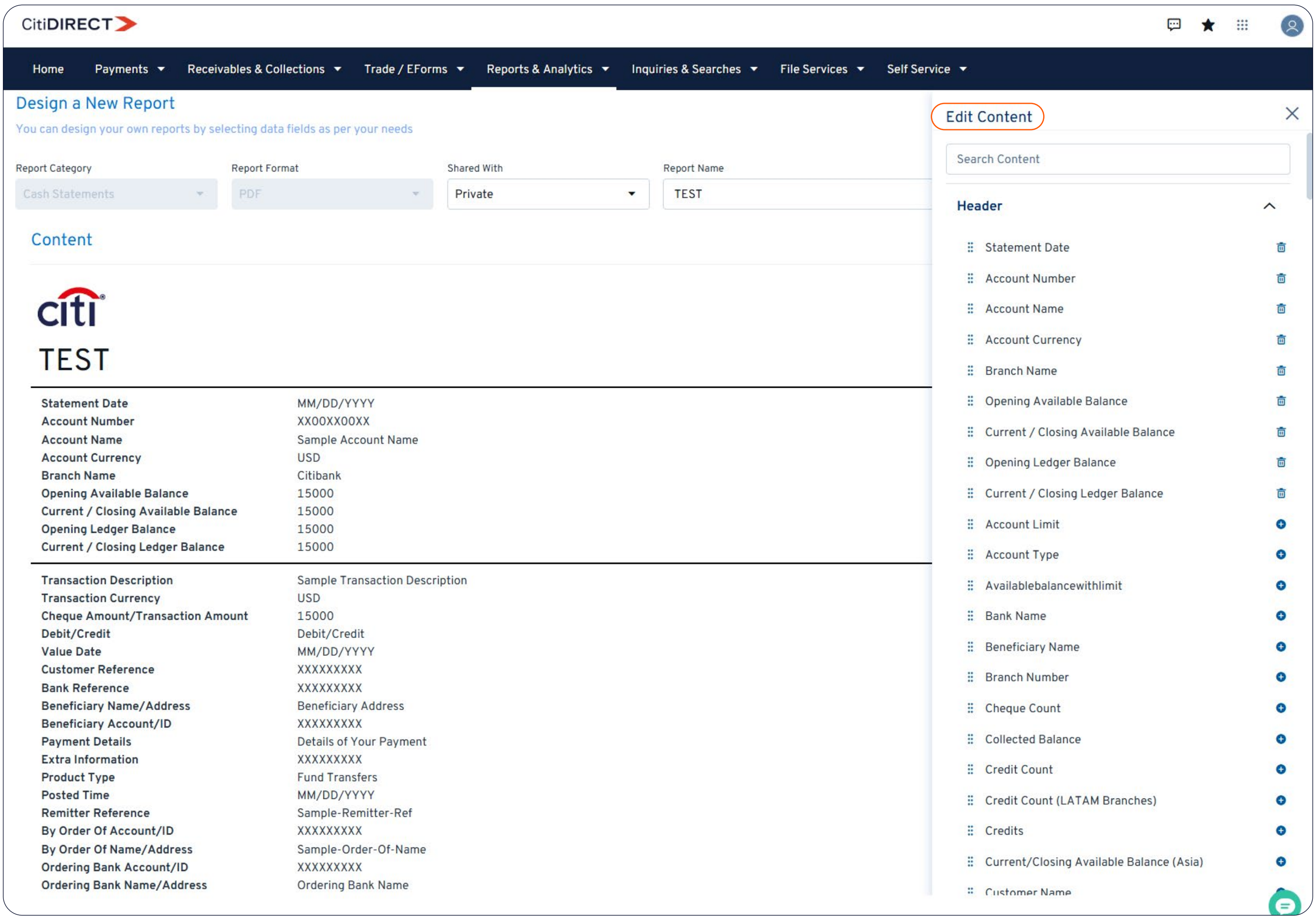
- report category
- format – currently available options are PDF, CSV and XLSX.
- availability within a company – private or public
- report name

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.






CitiDIRECT
Home
Payments
Receivables & Collections
Trade / EForms
Reports & Analytics
Inquiries & Searches
File Services
Self Service
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 XXXXXXXXX
Bank Reference XXXXXXXXX
Beneficiary Name/Address Beneficiary Address
Beneficiary Account/ID XXXXXXXXX
Payment Details Details of Your Payment
Extra Information XXXXXXXXX
Product Type Fund Transfers
Posted Time MM/DD/YYYY
Remitter Reference Sample-Remitter-Ref
By Order Of Account/ID XXXXXXXXX
By Order Of Name/Address Sample-Order-Of-Name
Ordering Bank Account/ID XXXXXXXXX
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

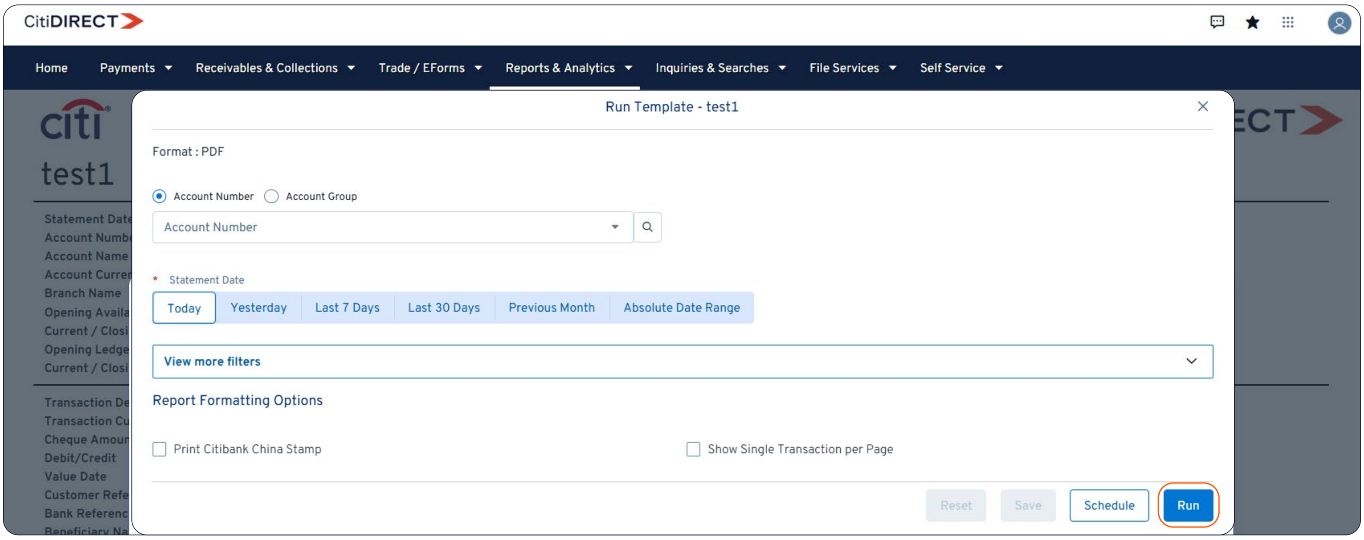
Run report

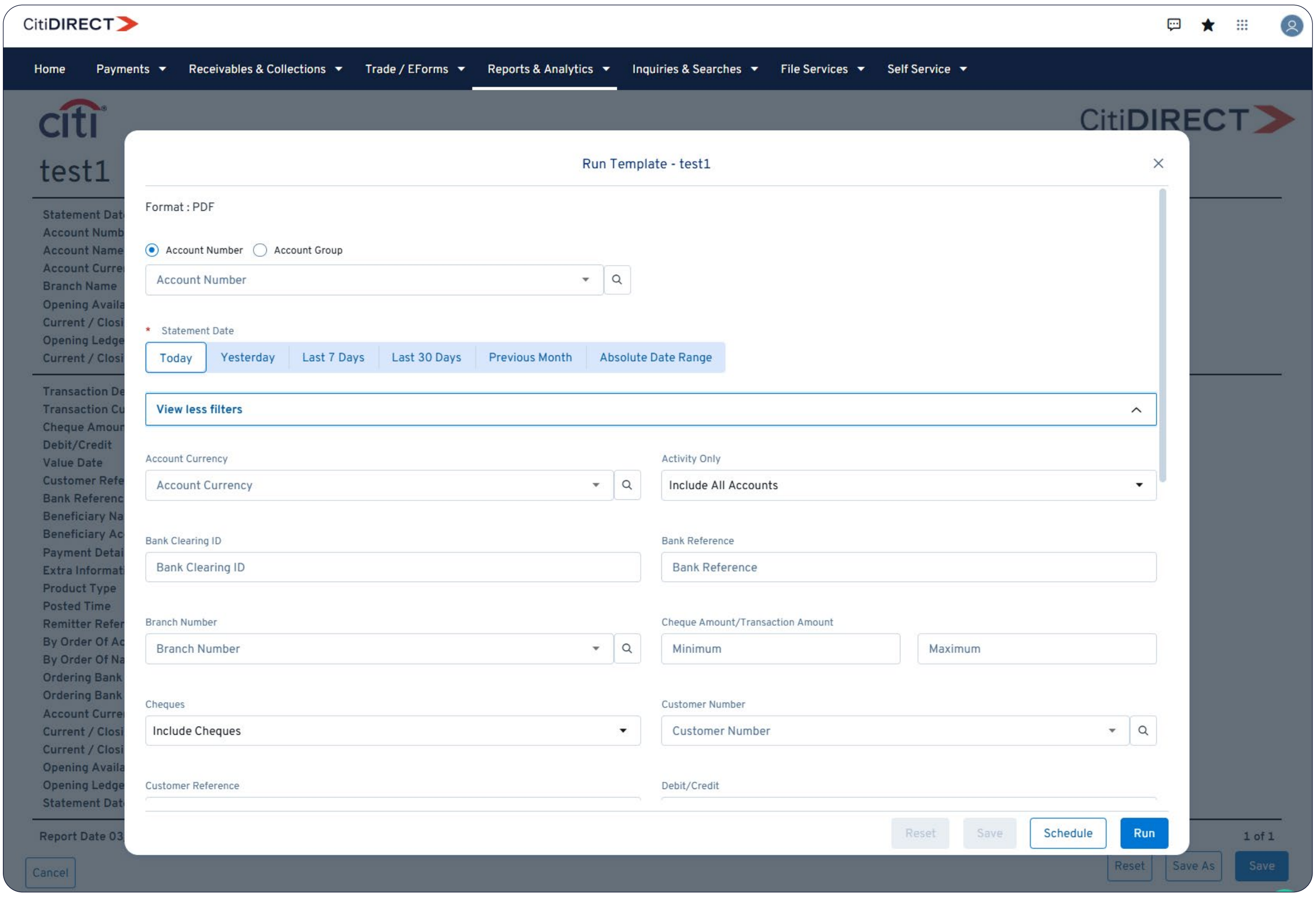
You can generate a report on the Report Templates tab. There you can select the report category.

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.

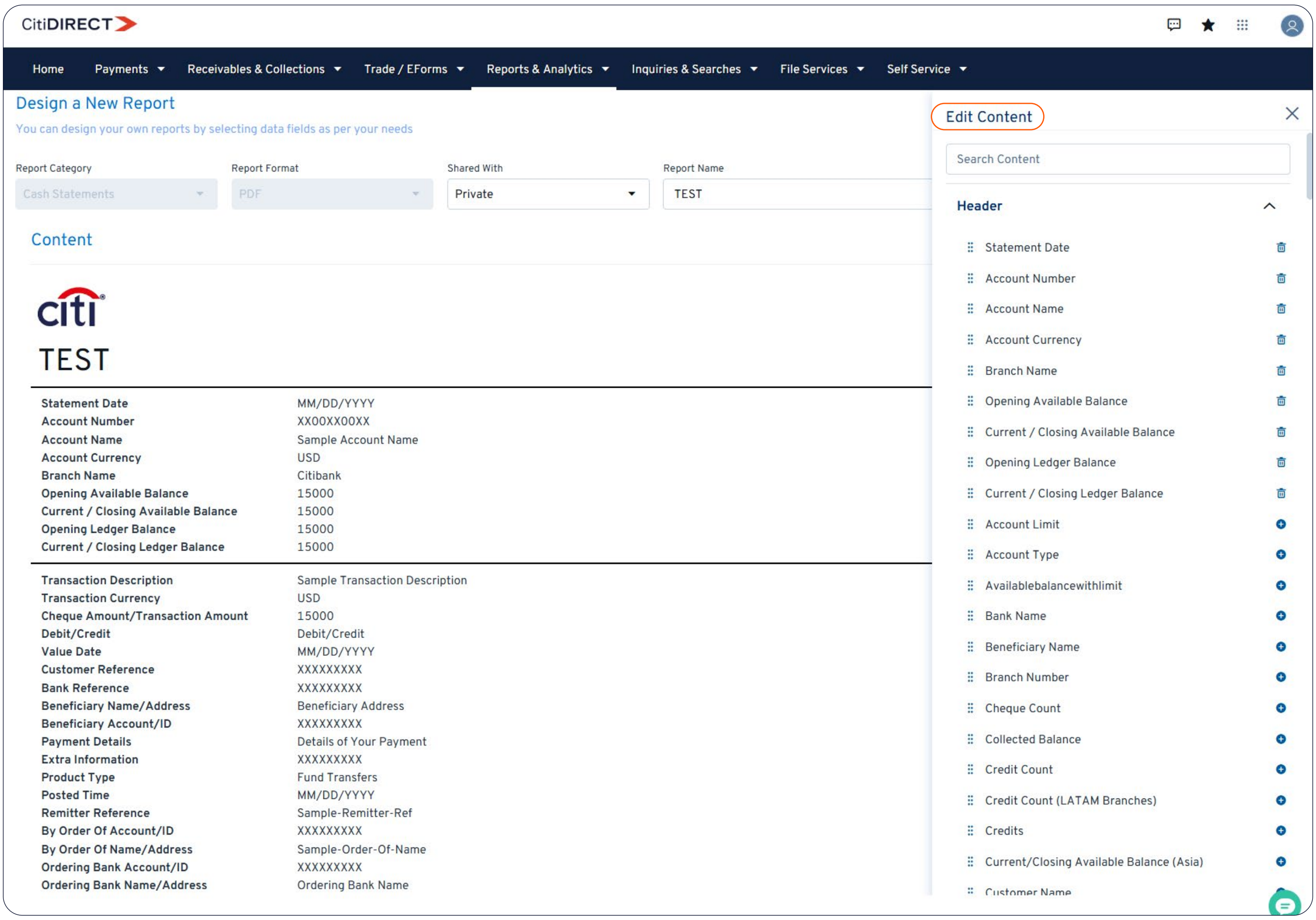




Edit report Content

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.

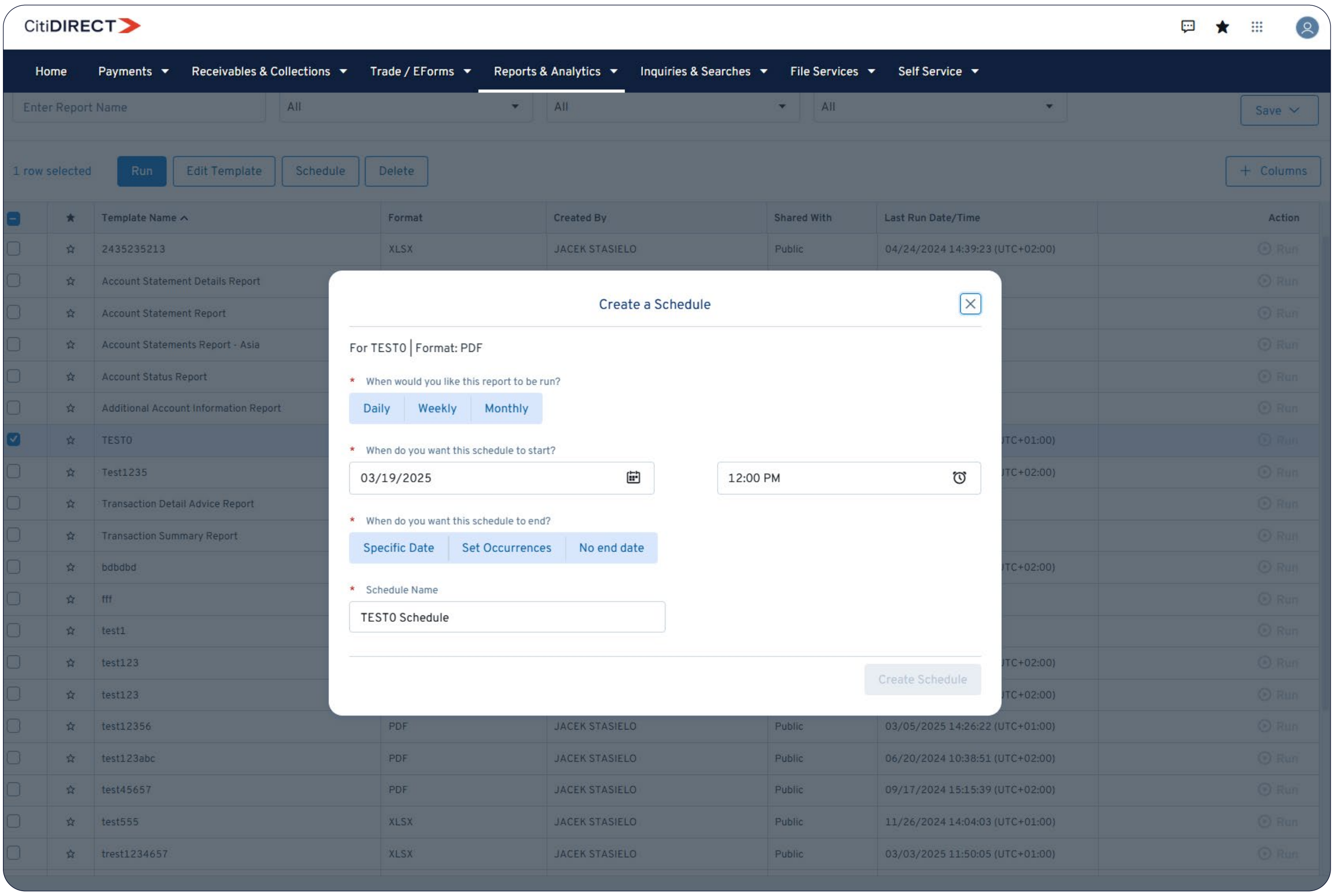
After selecting a report template, click the Edit Template tab. After clicking it, you will go to the next screens where you can make the necessary changes to the report template.



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.

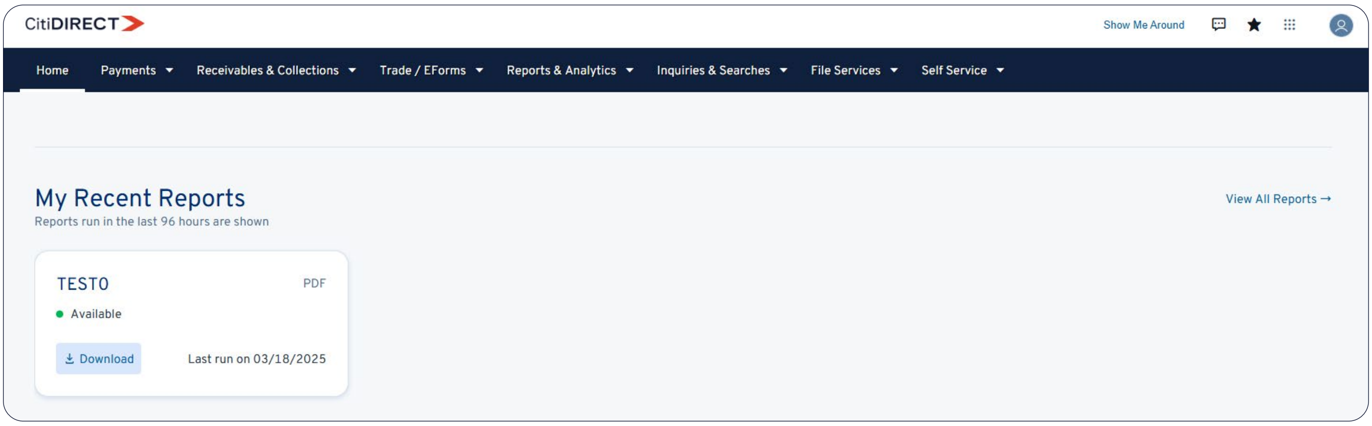


Download the report

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.



If you have any questions, please contact the CitiDirect Technical Support >>