

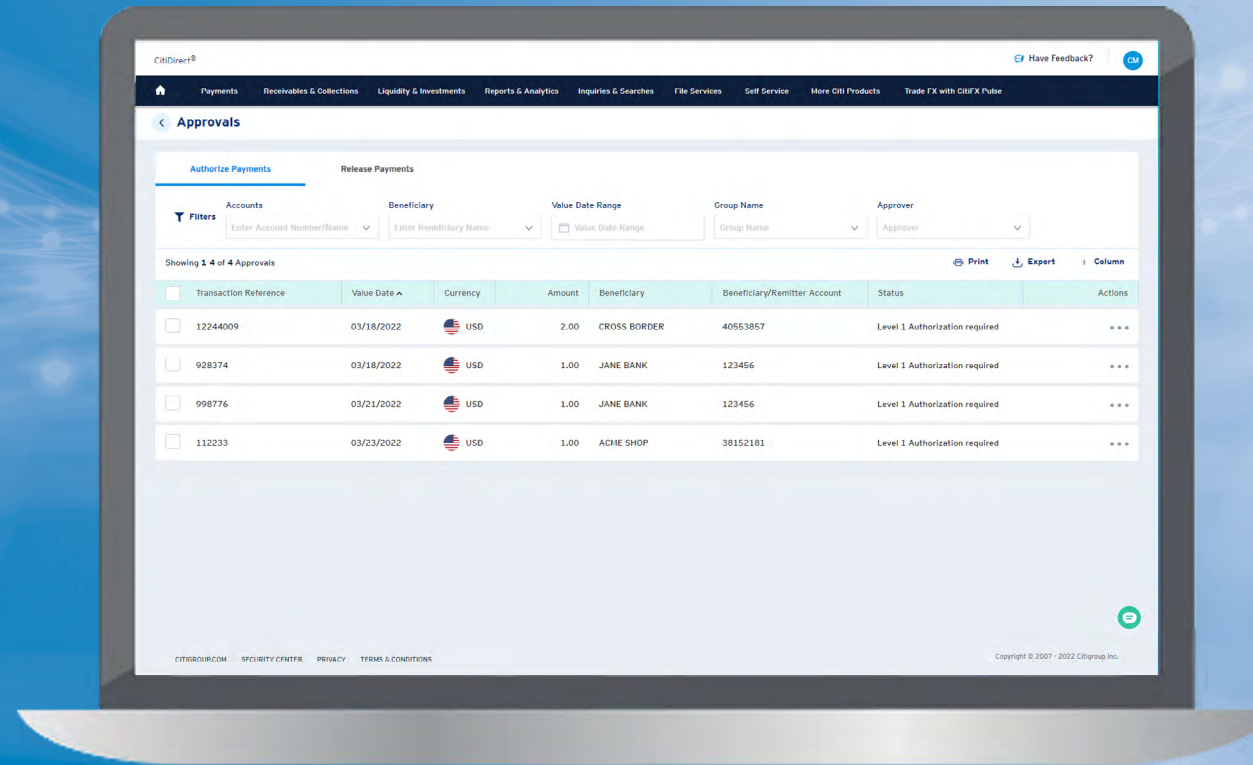
CitiDirect® Reports (Run, Manage, Schedule and View) Quick Reference Guide

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CitiDirect offers various Reporting solutions and to help make informed, global decisions. The **Run** feature allows clients to easily access their data in a predefined format and layout. The **Manage** feature provides clients with a simplified way to control how often they would like the reports to run. The **Schedule** feature allows clients to easily have the report delivered via email. And the **View** feature provides increased transparency for all reports.

This Quick Reference Guide will provide instructions to use the **Reporting** feature in the new CitiDirect® platform

To get started, navigate to the CitiDirect Landing Page – and click the **My Reports** link.

If this option is not visible to you, you may need additional permissions. Please contact your Citi Representative or Security Administrator for assistance.

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Landing Page

The CitiDirect landing page provides quick access to Accounts and Reports.

In the **Available Reports** section, you can directly access Reports run in the last 96 hours. In the **Available Reports** section, you can also click the **My Reports** link to access the full reporting functionality (i.e. recently run reports, report templates, design a new report, schedule reports and more).

The screenshot displays the CitiDirect interface. At the top, there is a navigation bar with various menu items: Payments, Receivables & Collections, Trade, Liquidity & Investments, Reports & Analytics, Inquiries & Searches, File Services, Self Service, More Citi Products, and Trade FX with CitiFX Pulse. Below the navigation bar, there are two tabs: 'Authorize Payments' and 'Release Payments'. The 'Release Payments' tab is active, showing a table of transactions. The table has columns for Transaction Reference, Value Date, Currency, Amount, Beneficiary, Beneficiary/Remitter Account, Type, Status, Priority Indi, and Actions. Below the table, there is a section titled 'Available Reports' with a 'My Reports' link. A report titled 'Cash Statements_PDF_Report_3' is shown, with a 'Run Report' button and an 'Edit Report' link.

Transaction Reference	Value Date	Currency	Amount	Beneficiary	Beneficiary/Remitter Account	Type	Status	Priority Indi	Actions
JYMXGXNVEGG595U	29/11/2021	ARS	0.01	IP1111111111	0168888100008195480135	084	Level 1 Authorization required		...
SDFSF	29/11/2021	THB	78.00	IP2222222222	IN... 8109300040		Level 1 Authorization required		...
BND2018-161	30/11/2021	BDT	1.00	IP3333333333	e bene acct no		Level 1 Authorization required		...
BND2019-158	30/11/2021	BDT	1.00	IP4444444444	e bene acct no		Level 1 Authorization required		...
BILUSD211130B01	30/11/2021	USD	1.01	IP5555555555	2800701018	072	Level 1 Authorization required		...
ROLUSD211130I01	30/11/2021	USD	1.03	IP6666666666	0168888100028007010183	084	Level 1 Authorization required		...

Available Reports [My Reports](#)

Cash Statements_PDF_Report_3
Last run on 23/02/2022
Status: No Data Found
[Run Report](#)
[Edit Report](#)

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On this page, you will see the default view – **View Available Reports**. This view provides access to all reports run in the last 96 hours. The additional tab – **Run Reports** – provides access to available and recently created report templates (i.e. Cash Statement, Cash Balance, Account Summary, etc.).

On the **View Available Reports** tab, you can **Download**, **Rerun** or **Delete** a Report.

On the **Run Reports** tab, you can **Run**, **Edit** and **Run, Edit Template**, **Schedule** or **Delete** a Report.

The screenshot displays the CitiDirect Reports Page. At the top, there is a navigation bar with various menu items: Payments, Receivables & Collections, Trade, Liquidity & Investments, Reports & Analytics, Inquiries & Searches, File Services, Self Service, More Citi Products, and Trade FX with CitiFX Pulse. Below the navigation bar, the page title is 'My Reports'. There are two tabs: 'View Available Reports' (selected) and 'Run Reports'. Under the 'View Available Reports' tab, there are two sub-tabs: 'Modified Reports' and 'Designed Reports'. Below these sub-tabs, there are two input fields: 'Report Category' (with a dropdown menu) and 'Report Name' (with a text input field). Below the input fields, there are three buttons: 'Download', 'Rerun', and 'Delete'. Below the buttons, there is a table with the following columns: Report Name, Run Date & Time, Format, Status, and Action. The table contains one row with the following data: Report Name: Cash Statements_PDF_Report_3, Run Date & Time: 23/02/2022, 03:34 PM GMT, Format: PDF, Status: No Data Found, and Action: Download. There is also a '+ Columns' button on the right side of the table.

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Report Run-time Options

By selecting your report on the Run Reports tab, select the report and click “Edit Template” then click on “Set Report Criteria” and make your updates. Once the Set Report Criteria page, please make any needed changes and Save your updates.

