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.

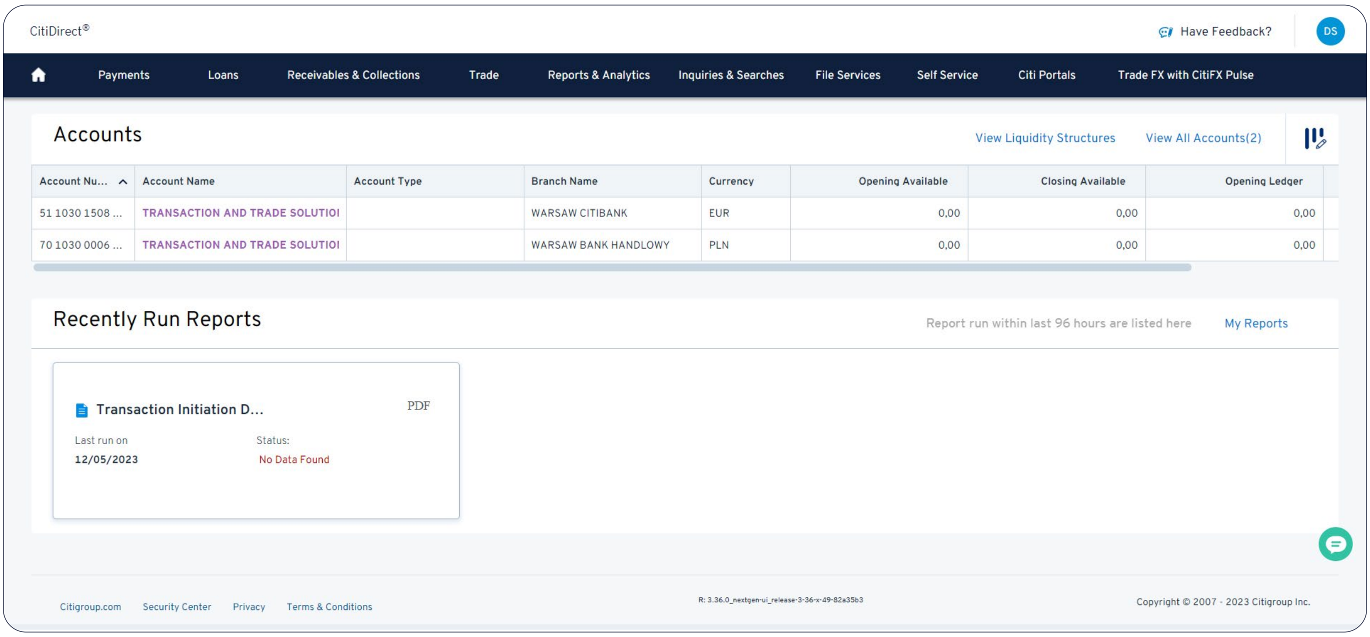
If this option is not visible to you, you may need additional permissions. Please contact Citi Service representative if you have any questions.

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

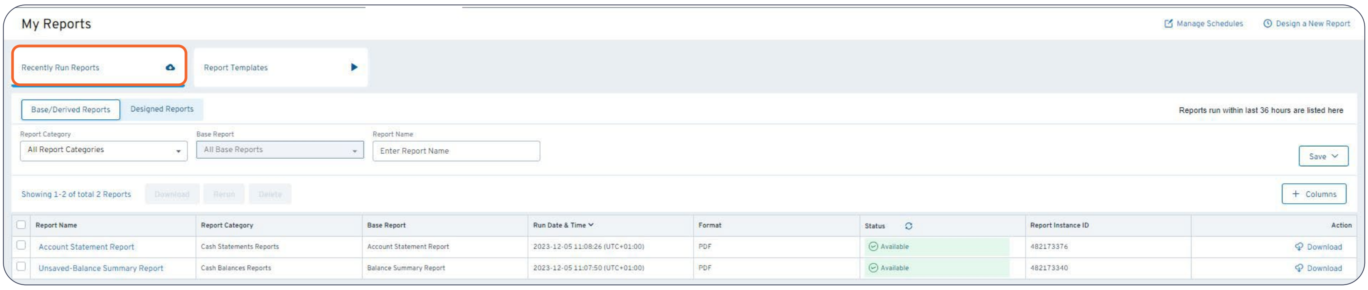
On this page, the default view is the Recently Run Reports.

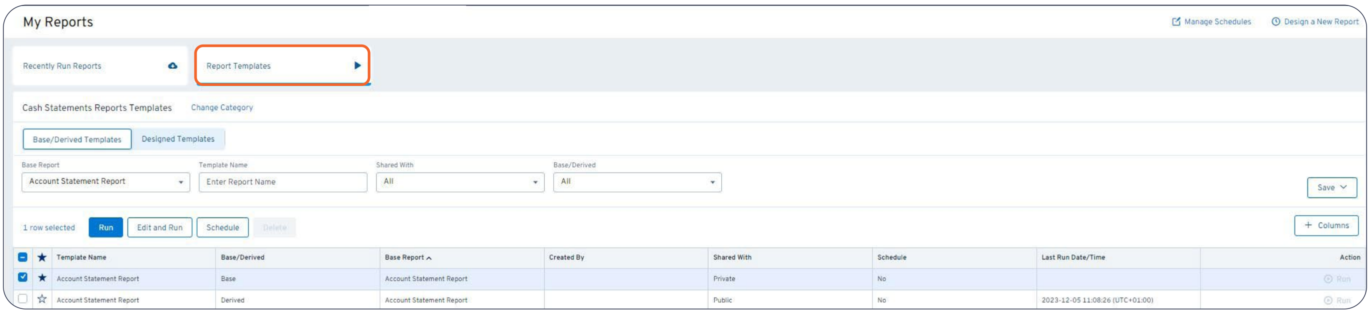
Here you can access designed reports generated in the last 96 hours using Design a new Report (customizable format reports) and Base/Derived Reports (fixed format reports).

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.

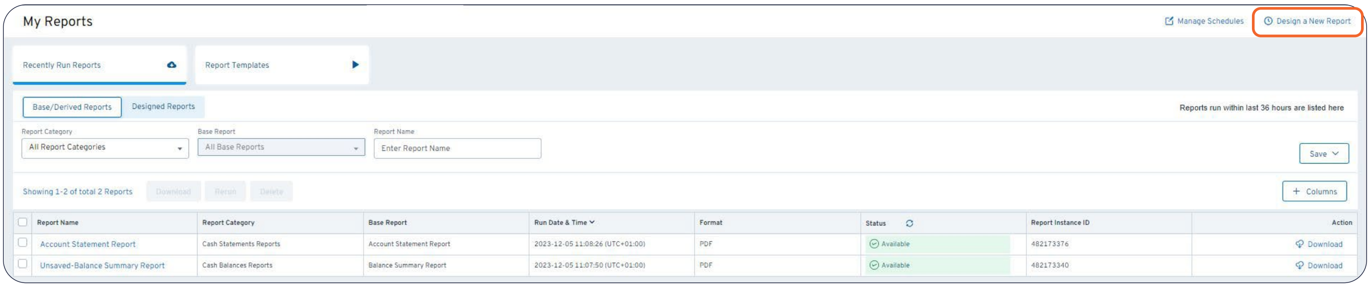
When you click the Design a New Report tab, you will be taken to the Design a Report Template page.

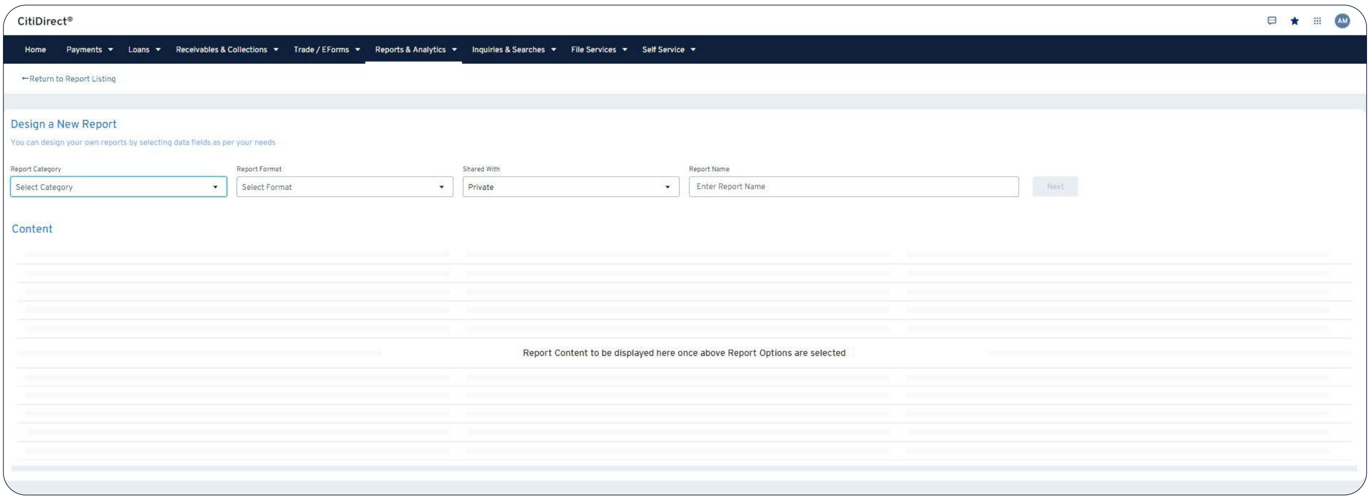
On this page you can select:

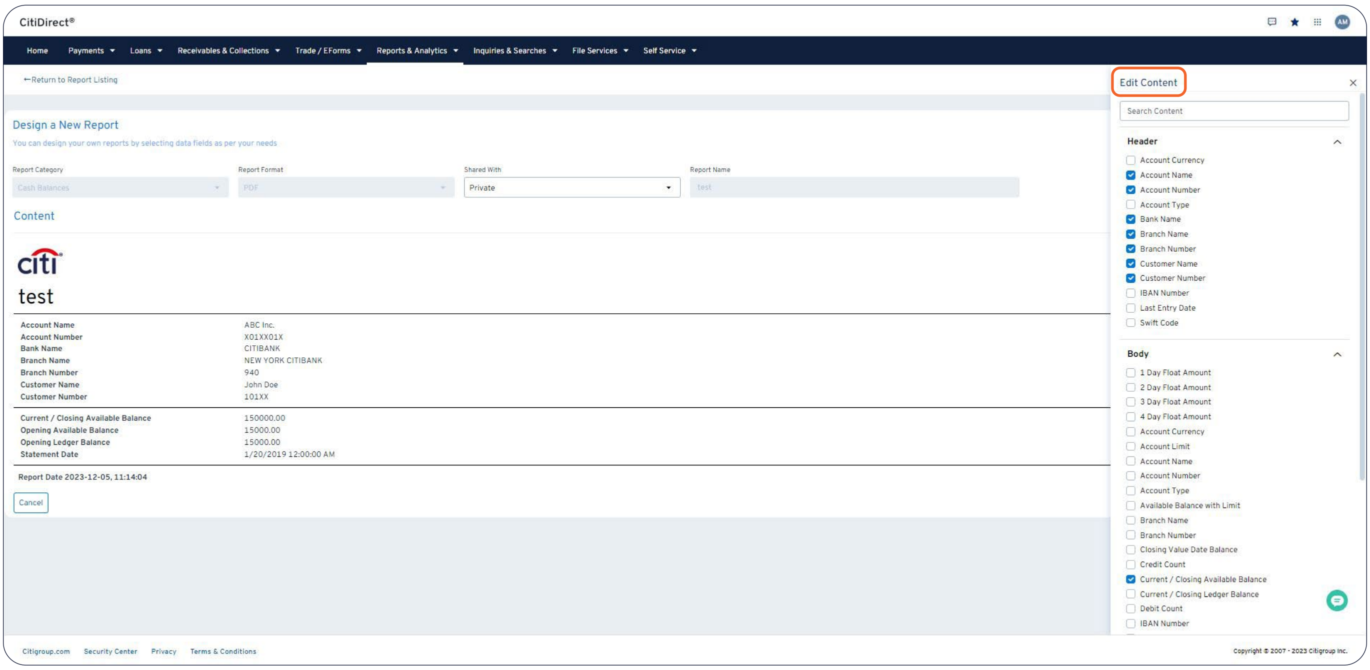
- report category
- format - currently available options are PDF, CSV and XLSX.
- availability within a company - private or public
- report name

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.







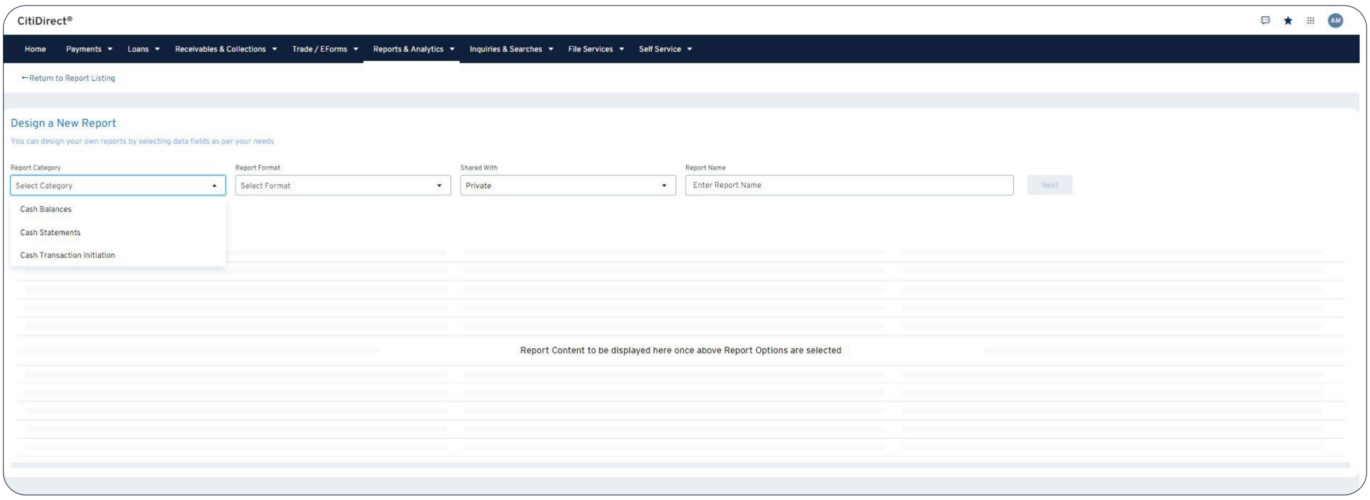
Run report

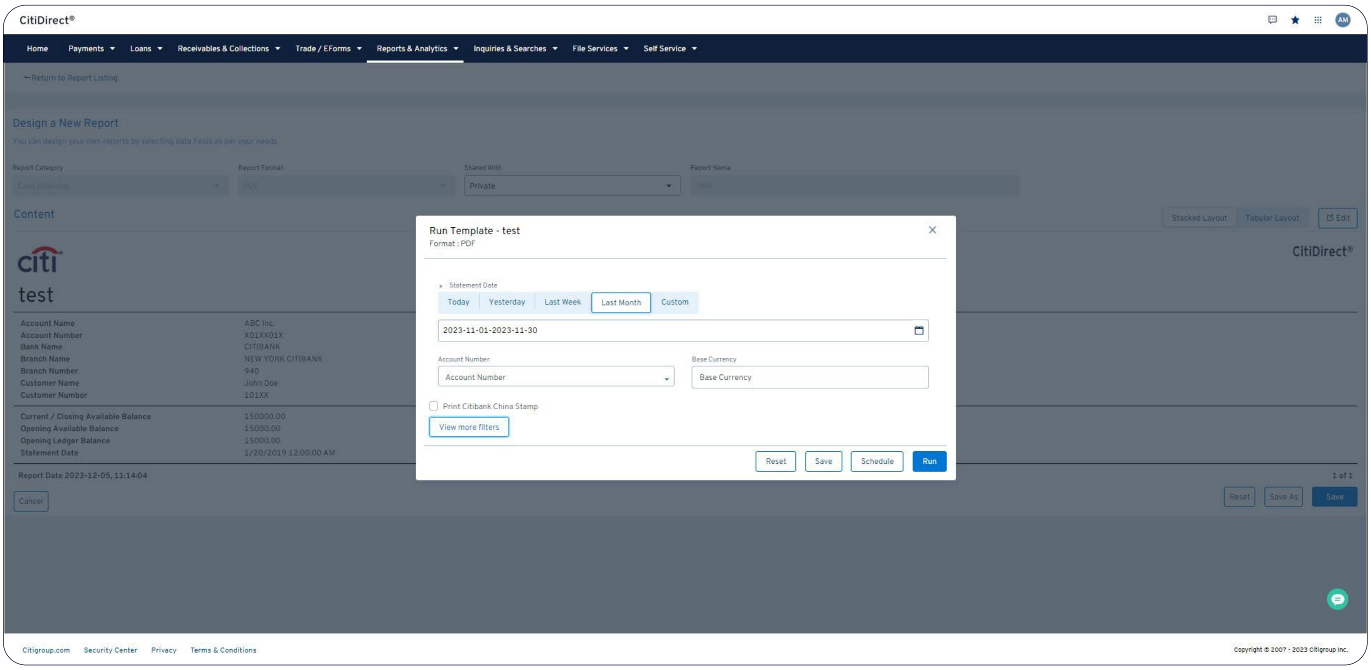
You can generate a report on the Report Templates tab. There you can select the report category.

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.

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Receivables & Collections
Trade / EForms
Reports & Analytics
Inquiries & Searches
File Services
Self Service
Design a New Report
Content
test
Account Name
Account Number
Bank Name
Branch Name
Branch Number
Customer Name
Customer Number
ABC Inc.
CITIBANK
NEW YORK CITIBANK
940
John Doe
Current / Closing Available Balance
Opening Available Balance
Opening Ledger Balance
Statement Date
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1/20/2019 12:00:00 AM
Report Date 2023-12-05, 11:14:04
Cancel
Run Template - test
Format : PDF
Statement Date
Today
Yesterday
Last Week
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2023-11-01-2023-11-30
Account Number
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Base Currency
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Print Citibank China Stamp
View more filters
Reset
Save
Schedule
Run
Stacked Layout
Tabular Layout
Edit
CitiDirect®
1 of 1
Reset
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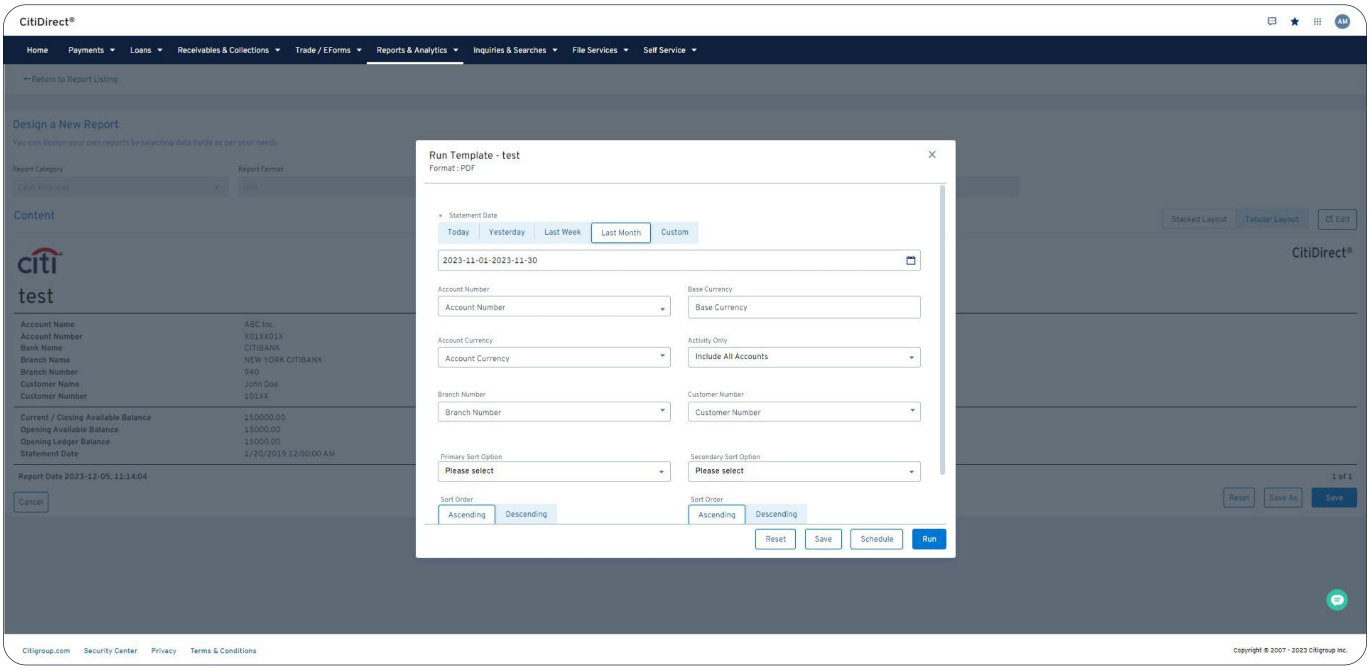
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Design a New Report
Content
test
Run Template - test
Format : PDF
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Account Number
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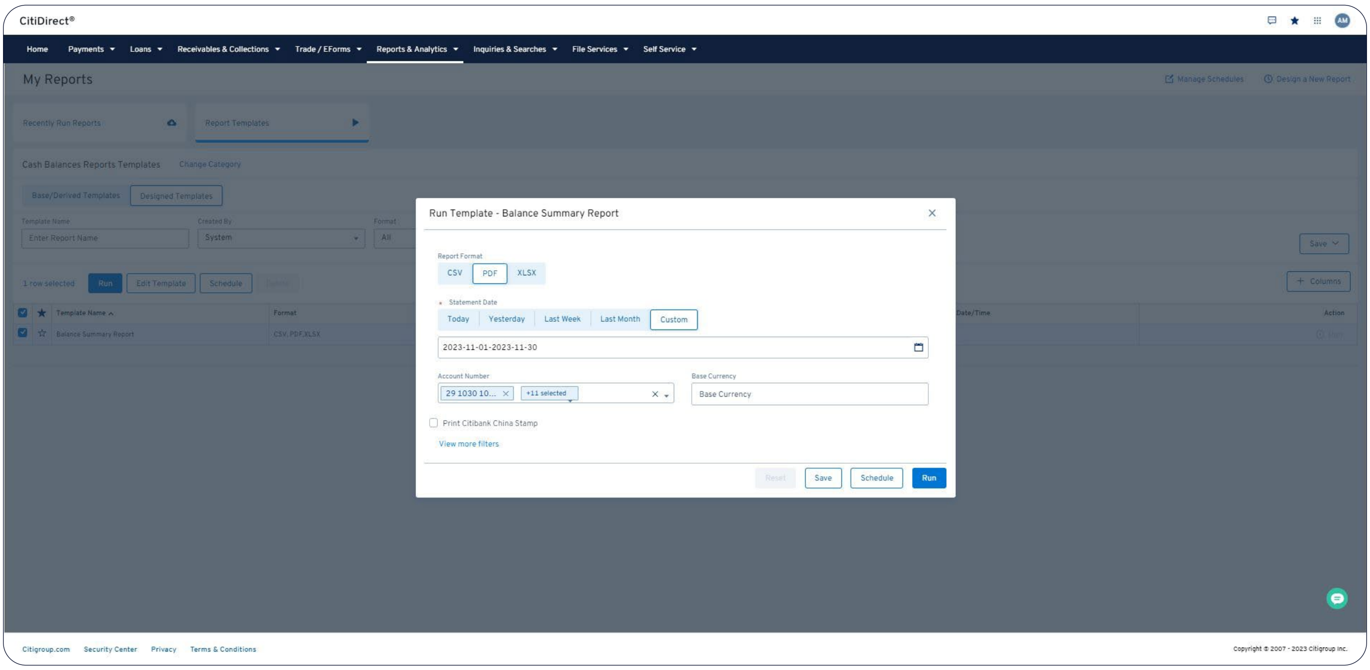
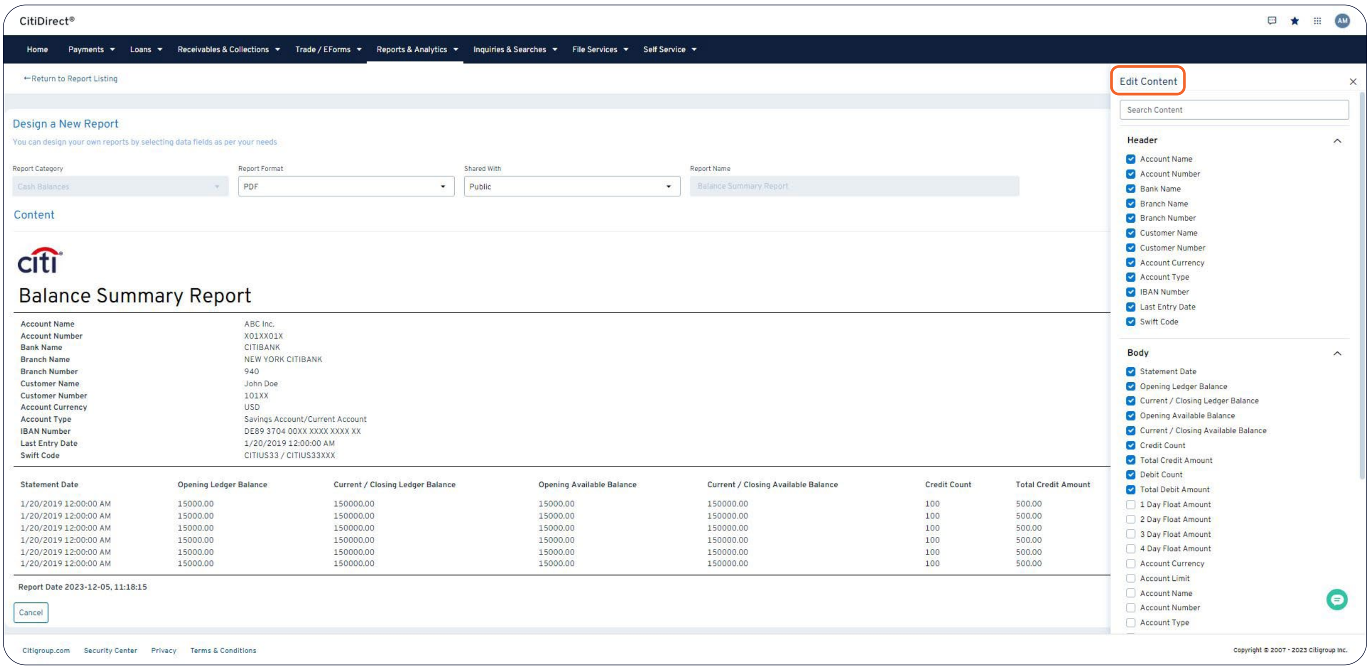


Edit report Content

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.

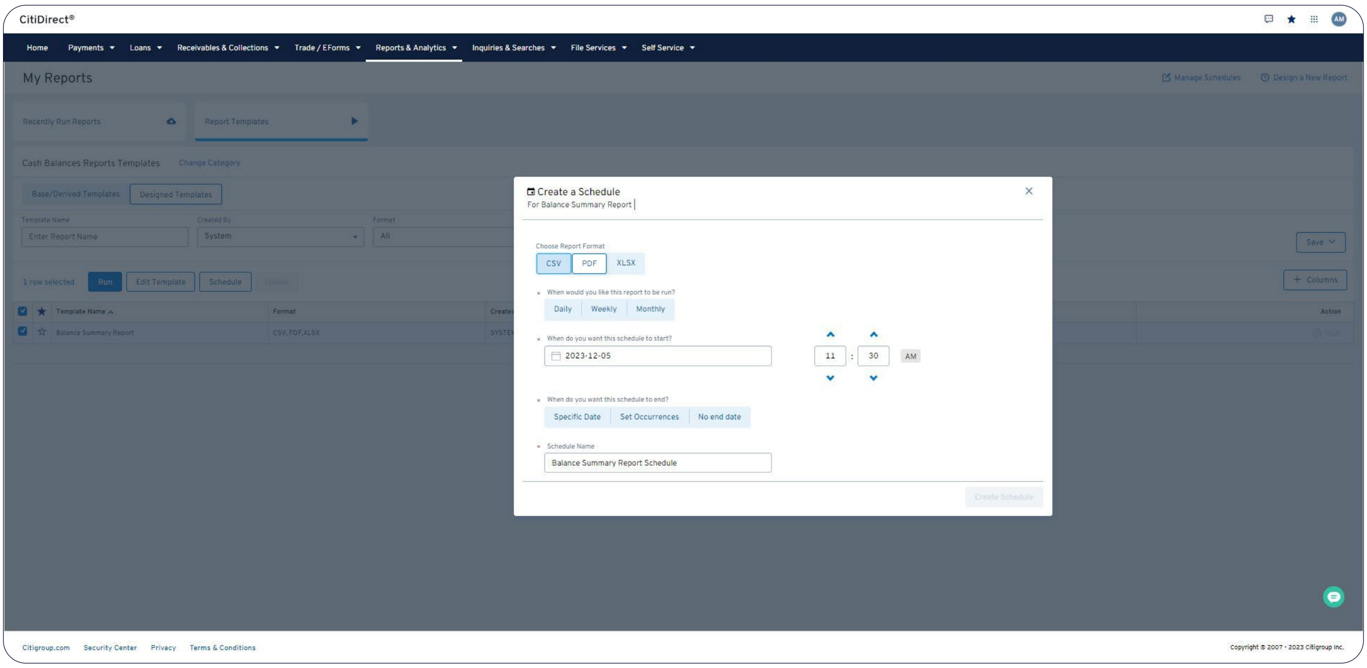
After selecting a report template, click the Edit Template tab. After clicking it, you will go to the next screens where you can make the necessary changes to the report template.



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.

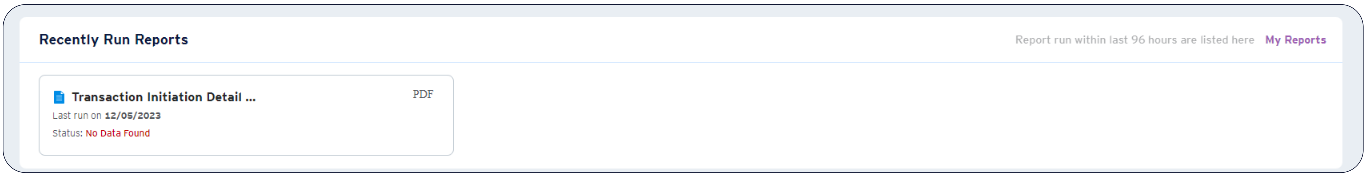


Download the report

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.



More useful tips about CitiDirect can be found HERE>>