

# CitiDirect® Portal – Inquiries & Searches, Reports

Account history, balances, statements and transaction advice

CitiService

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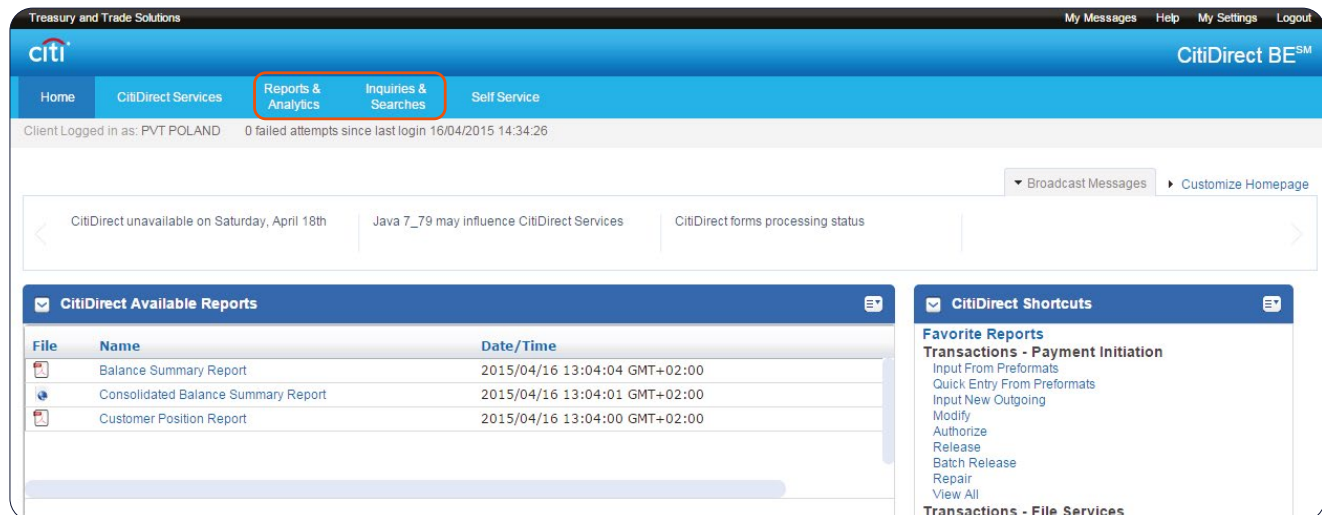
## 1. Introduction

**Inquiries & Searches** and **Reports & Analytics** are modules of the CitiDirect portal that allow you to look up account history, balances, and booked transactions and gain access to other information without launching CitiDirect services. The modules do not require a Java Runtime Environment.

**Inquiries & Searches** provide quick lookup of current operations.

**Reports & Analytics** allow you to generate advanced statements and save them as PDF documents or spreadsheets.

These options can be accessed via the top menu on the CitiDirect portal homepage.



Access to those options and the available functionality depends on user entitlements.

If you do not have access to one or both of the new modules (**Inquiries & Searches** and/or **Reports & Analytics**), please call the Bank in order to request such access.

**Inquiries & Searches and Reports allow you to generate statements for up to 18 months in the past. For reports concerning balances and transaction history data is available for up to 18 months in the past.**

## 2. Inquiries & Searches

**Inquiries & Searches**, a new module available directly in the CitiDirect portal, offers a convenient way to search for information concerning payments and accounts. The inquiries and searches are used when the user needs to quickly find required data. Their results are returned quicker than reports, as data is displayed on the screen, saving the time required for generating a file containing report data.

The range of available inquiries and searches can be different for different users depending on user entitlements.

Among others the system can perform the following inquiries:

- **Account Statement Inquiry** - displays a list of transactions booked in a selected time range for selected accounts, as well as opening and closing balances.
- **Balance Summary Inquiry** - displays a list of opening and closing balances in a selected time range for selected accounts;
- **Transaction Detail Advice Inquiry** - displays a list of transactions booked in a selected time range for selected accounts;
- **Transaction Summary Inquiry** - displays a list of transactions booked in a selected time range for selected accounts (it differs from Transaction Detail Advice Inquiry in the number of columns used to present the search results).

To enter the Inquiries & Searches module hover your mouse over the marked tab in the top menu on the main page of the CitiDirect portal:

The screenshot shows the CitiDirect BE portal interface. The top navigation bar includes 'Home', 'CitiDirect Services', 'Reports & Analytics', 'Inquiries & Searches' (highlighted with a red box), and 'Self Service'. A dropdown menu is open under 'Inquiries & Searches', listing options such as 'Bank Search Inquiry', 'Cash Statement Inquiries', and 'Cash Statement and Detail Inquiries'. The main content area is divided into several sections: 'CitiDirect Available Reports' with a table of report files, 'Account Balances' with a table of account balances, and 'CitiDirect Shortcuts' with a list of favorite reports and transactions.

**CitiDirect Available Reports**

File	Name
	Balance Summary Report
	Consolidated Balance Summary Report
	Customer Position Report

**Account Balances**

Select Account(s) [Account Lookup](#) ⓘ Balance as of 2015/04/16 14:36:13 ↻

Currency Selection (1 - 3)		Accounts (1 - 5)				
<input type="checkbox"/>	Currency (# of A/Cs)	Total Current/Closing Balance	Account Number	Currency 1 ▲	Current/Closing Ledger Balance	Current/Closing Available Balance 2 ▼
<input checked="" type="checkbox"/>	EUR (5)	-2,535,874.75	****08 0808	EUR	-422,866.48	-422,866.48
<input type="checkbox"/>	PLN (9)	-16,452,818.57	****00 0101	EUR	66,209.90	66,209.90
<input type="checkbox"/>	USD (3)	-75,440.77	****05 5555	EUR	-2,157,818.22	-2,157,818.22
			****04 4444	EUR	-21,399.95	-21,399.95
			****03 3333	EUR	0.00	0.00

**CitiDirect Shortcuts**

**Favorite Reports**

**Transactions - Payment Initiation**

- Input From Preformats
- Quick Entry From Preformats
- Input New Outgoing
- Modify
- Authorize
- Release
- Batch Release
- Repair
- View All

**Transactions - File Services**

- Import Transactions
- Export Data

**Inquiries - Cash Statement**

- Balance Summary Inquiry
- Account Statement Inquiry
- Transaction Summary Inquiry
- Transaction Detail Advice Inquiry

**Reports - Payment Reports**

- Cash Balances Reports
- Cash Transaction Initiation Reports

[Click here to customize your shortcuts](#)

The image below presents an example of the inquiry definition interface. The presented example concerns a “Balance Summary Inquiry”. All inquiry options follow the same process – you must select the fitting criteria and then launch the search by pressing the **Search** button.

**Treasury and Trade Solutions** My Messages Help My Settings Logout

**citi** CitiDirect BE<sup>SM</sup>

Home CitiDirect Services Reports & Analytics Inquiries & Searches Self Service

Client Logged in as: PVT POLAND 0 failed attempts since last login 16/04/2015 14:34:26

Inquiries & Searches > Cash Statement Inquiries > Balance Summary Inquiry

**Balance Summary Inquiry** Save As Print

**Balance Summary Inquiry Criteria** \* = Required Fields

\* You must select at least one of the following criteria

**Account Selection**

Account Number  Account Group

Branch Customer

**Statement Date Range**

No Date Selected  Latest  Today  Yesterday  Last 7 Days  Last 14 Days  Last 30 Days  Date Range

Absolute \* From 16/04/2015 \* To 16/04/2015

\* Base Currency Account Currency

USD

Manage Default Search Options  Activity Only

**Search**

Fill the search criteria. Usually to launch a search it is enough to fill only some of the fields. Mandatory sections and fields are marked with a red asterisk (\*).

Use the additional search options and lookups (by clicking fx and the binoculars button) to define the criteria quicker.

If this option is selected, the system searches for all items that fit the selected criteria.

There are two options available for the Date Range:

Absolute – allows you to select a specific date range from a calendar.

Relative – allows you to select a relative date range, for example selecting from -00 to -30 means that the results will be generated for 30 days, where the first day will be a day two months ago from now.

The Date Range is set to the current date by default.

Selecting this option allows you to save the currently set criteria as the default ones (which allows loading them quicker later), set the current search to execute automatically or delete the previously defined default criteria.

Selecting this option will limit the results to only those accounts that have booked transactions in the selected time range.

Click here to start the search with the selected criteria. If any of the mandatory fields is left empty the system will display an appropriate message.

The system will display a screen with the search results. In some cases it will be a screen displaying general information, from which you can switch to a more detailed view.

**Treasury and Trade Solutions** My Messages Help My Settings Logout

**citi** CitiDirect BE<sup>SM</sup>

Home CitiDirect Services Payments Reports & Analytics Inquiries & Searches Self Service

Client Logged in as: TEST UI 0 failed attempts since last login 04/14/2015 17:36:04

Inquiries & Searches > Cash Statement Inquiries > Balance Summary Inquiry

**Balance Summary Inquiry** Save As Print

**Balance Summary Inquiry Criteria** \* = Required Fields

Account Number: 'Equals' 91 1234 5678 9000 0000 0000, 91 1234 5678 9000 0000 0001, 91 1234 5678 9000 000 0002 Branch: 'Equals' 889 Base Currency: EUR Statement Date Range: Absolute From 04/07/2014 To 04/15/2015

[Start New Search](#) Click to edit the search criteria.

Balance Summary (1 - 10 of 52) Page 1 of 6 PM GMT+01:00

Statement Date	Branch Name	Branch Number	Account Number	Account Currency	Opening Available Balance	Current/Closing Available Balance	Opening Ledger Balance	Current/Closing Ledger Balance
10/08/2014	WARSAW BANK HANDLOWY	889	91 1234 5678 9000 0000 0000 0000	PLN	34775632.04	34779419.85	34775632.04	34779419.85
10/15/2014	WARSAW BANK HANDLOWY	889	91 1234 5678 9000 0000 0000 0000	PLN	1262.60			
01/13/2015	WARSAW BANK HANDLOWY	889	91 1234 5678 9000 0000 0000 0000	PLN	7718890.20			
01/14/2015	WARSAW BANK HANDLOWY	889	91 1234 5678 9000 0000 0000 0001	PLN	7718890.20			
01/15/2015	WARSAW BANK HANDLOWY	889	91 1234 5678 9000 0000 0000 0001	PLN	11593658.61			
01/16/2015	WARSAW BANK HANDLOWY	889	91 1234 5678 9000 0000 0000 0001	PLN	18661921.74			
01/19/2015	WARSAW BANK HANDLOWY	889	91 1234 5678 9000 0000 0000 0001	PLN	18661921.74			
01/20/2015	WARSAW BANK HANDLOWY	889	91 1234 5678 9000 0000 0000 0001	PLN	18351982.24			
01/21/2015	WARSAW BANK HANDLOWY	889	91 1234 5678 9000 0000 0000 0002	PLN	18351982.24	16911615.86	18351982.24	16911615.86
01/22/2015	WARSAW BANK HANDLOWY	889	91 1234 5678 9000 0000 0000 0002	PLN	16911615.86	16911615.86	16911615.86	16911615.86

[View Totals](#) Click to show the totals for the displayed positions

Clicking the gear icon opens the display options window, where you can customize various settings, for example select which columns should be displayed in the table, set the order in which they appear, save the column widths, change the number of results per page, and edit other settings.

The image below presents the view that will open if you click the Statement Date in the previous search results screen:

Treasury and Trade Solutions
My Messages Help My Settings Logout

citi
CitiDirect BE<sup>SM</sup>

Home CitiDirect Services Payments Reports & Analytics Inquiries & Searches Self Service

Client Logged in as: TEST UI 0 failed attempts since last login 04/14/2015 17:36:04

Inquiries & Searches > Cash Statement Inquiries > Balance Summary Inquiry

**Cash Statement** Save As Print

Cash Statement for Account Number 91 0000 1234 4321 0000 0000 0000 - 01/19/2015

**Customer Details**

<b>Account Number</b> 91 0000 1234 4321 0000 0000 0000	<b>Statement Date</b> 01/19/2015
<b>Branch Name</b> WARSAW BANK HANDLOWY	<b>Client Name</b> TEST UI
<b>Branch Number</b> 889	<b>Debit Count</b> 22
<b>Account Name</b> B1	<b>Credit Count</b> 3
<b>Bank Name</b> CITIBANK	<b>Calculated Balances</b> No
<b>Customer Name</b> CUSTOMER NAME	<b>IBAN Number</b> PL91000012344321000000000000
<b>Customer Number</b> 009049	

**Balance Details**

**Total Credit Amount**  
7564.51

**Current/Closing Available Balance**  
18351982.24

**Opening Ledger Balance**  
18661921.74

**Opening Available Balance**  
18661921.74

**Current/Closing Ledger Balance**  
18351982.24

**Total Debit Amount**  
175830.03

**Net Amount**  
-168265.52

Transactions (1 - 10 of 25) Selected Items: 0 (As of 04/15/2015 12:25 PM GMT+01:00)

Transaction Reference	Customer Reference	Value Date	Entry Date	Currency	Amount	Product Type
112233445566778899	1000108585	01/19/2015	01/19/2015	PLN	-51.96	Funds Transfer
112233445566778900	1000155555	01/19/2015	01/19/2015	PLN	-100.88	Funds Transfer
112233445566778901	1000108899	01/19/2015	01/19/2015	PLN	-104.00	Funds Transfer
112233445566778902	1000108509	01/19/2015	01/19/2015	PLN	-104.00	Funds Transfer
112233445566778903	1000111111	01/19/2015	01/19/2015	PLN	-216.48	Funds Transfer
112233445566778904	1000222222	01/19/2015	01/19/2015	PLN	-250.00	Funds Transfer
112233445566778905	1000123456	01/19/2015	01/19/2015	PLN	-393.60	Funds Transfer
112233445566778906	1000123457	01/19/2015	01/19/2015	PLN	-778.16	Funds Transfer
112233445566778907	1000889900	01/19/2015	01/19/2015	PLN	-958.96	Funds Transfer
112233445566778908	1000108585	01/19/2015	01/19/2015	PLN	-1906.41	Funds Transfer

[View Transaction Details](#)

[Return to Balance Summary Results](#)

Select items on the list and click here to view the transaction details.

If you select more than one transaction, you can switch between them with the navigation arrows as shown below:

Client Logged in as: TEST UI 0 failed attempts since last login 11/30/2015 16:10:33

Inquiries & Searches > Cash Statement Inquiries > Balance Summary Inquiry

**Transaction Details** Save As Print

Transaction Details For 4827087390

1 of 3 Transactions

<b>Statement Date</b> 11/23/2015	<b>Amount</b> -15429.12	<b>Currency</b> PLN
<b>Bank Name</b> CITIBANK	<b>Bank Reference</b> 4827087390	<b>Value Date</b> 11/23/2015

An example of the Transaction Details screen:

Transaction Details

Transaction Details For 45556667771

<b>Statement Date</b> 01/19/2015	<b>Amount</b> -51.96	<b>Currency</b> PLN
<b>Bank Name</b> CITIBANK	<b>Bank Reference</b> 4519085459	<b>Value Date</b> 01/19/2015
<b>Branch Name</b> WARSAW BANK HANDLOWY	<b>Branch Number</b> 889	<b>Entry Date</b> 01/19/2015
<b>Account Name</b> B1	<b>Account Number</b> 91 0000 1234 4321 0000 0000 0000	<b>IBAN Number</b> PL9100001234432100000000000000
<b>Customer Name</b> CUSTOMER NAME	<b>Customer Number</b> 009989	<b>Customer Reference</b> 1000155555

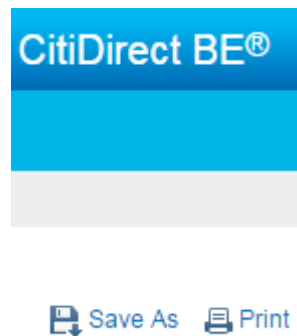
Additional Details

Field Name	Value
Product Type	Funds Transfer
Payment Details	FOR JANUARY DELIVERY
Beneficiary Account/ID	10 0000 5555 6666 7777 0000 0001
Beneficiary Name/Address	COMPANY ABC
Beneficiary Name/Address	BENEFICIARY ADDRESS 1
Beneficiary Name/Address	BENEFICIARY ADDRESS 2
Beneficiary Bank Name/Address	12402092
Beneficiary Bank Name/Address	BANK BRANCH, CITY
Beneficiary Bank Name/Address	07113312345000000088877700

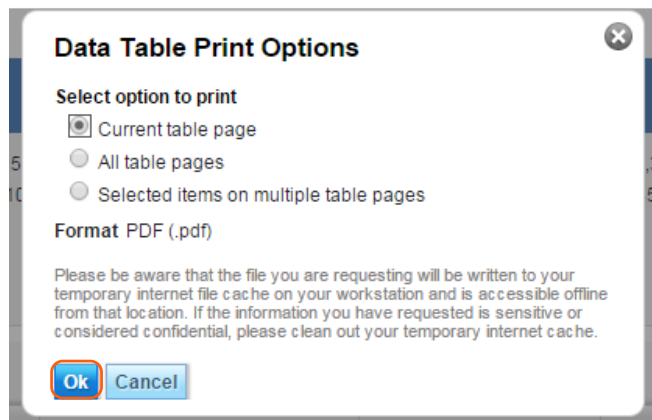
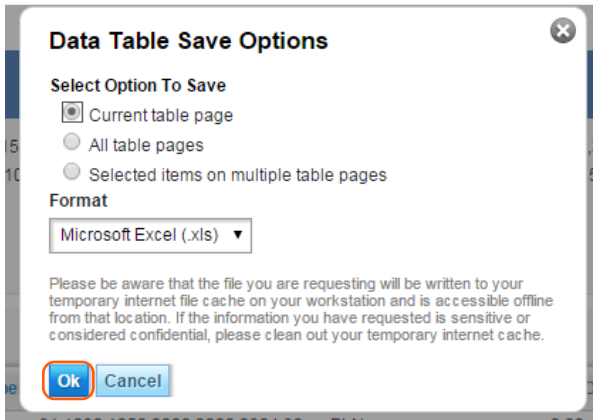
Click here to return to the previous search screen.

Return to Cash Statement

You can save and print the data from any search screen. To do that use the Save As and Print options in the upper right corner of the screen:



On some screens the system will request you to choose your preferred saving or printing option.



After you click OK the data will be saved / printed.

### Saving the default criteria and setting the search to execute automatically

The Inquiries & Searches module allows you to save your preferred default criteria for each inquiry, and provides the option to execute the search automatically with these criteria, which results in the default search executing the moment you select the option from the main menu, skipping the inquiry criteria definition screen.

To display the search options select **Manage Default Search Options**:

Inquiries & Searches > Cash Statement Inquiries > Balance Summary Inquiry

#### Balance Summary Inquiry

Save As Print

Balance Summary Inquiry Criteria \* = Required Fields

**\* You must select at least one of the following criteria**

**Account Selection**  
 Account Number  Account Group      Branch         Customer

**Statement Date Range**  
 No Date Selected  Latest  Today  Yesterday  Last 7 Days  Last 14 Days  Last 30 Days  Date Range   
 Absolute  \* From 11/27/2015  \* To 11/27/2015

\* Base Currency         Account Currency          Activity Only

**Manage Default Search Options**  
 Remove Default Criteria  Save as Default Criteria  Save as Default Criteria and Auto Execute



Using the search options you can:

- 1) Save the currently entered search criteria as the default criteria

**Manage Default Search Options**

Remove Default Criteria
  **Save as Default Criteria**
 Save as Default Criteria and Auto Execute

In that case an additional option titled **Load Default Criteria** will appear in the search header. Clicking it will replace the current search criteria with the default ones.

Inquiries & Searches > Cash Statement Inquiries > Balance Summary Inquiry

Balance Summary Inquiry Save As Print

Balance Summary Inquiry Criteria  \* = Required Fields

This button is shown if default criteria has been saved for the selected inquiry. Pressing the button will replace the values currently present in the fields with default values you have previously defined.

**\* You must select at least one of the following criteria**

**Account Selection**

Account Number
  Account Group

**Statement Date Range**

No Date Selected
  Latest
  Today
  Yesterday
  Last 7 Days
  Last 14 Days
  Last 30 Days
  Date Range

Absolute

Activity Only

**Manage Default Search Options**

Remove Default Criteria
  **Save as Default Criteria**
 Save as Default Criteria and Auto Execute

- 2) Save as Default Criteria and Auto Execute

**Manage Default Search Options**

Remove Default Criteria
  Save as Default Criteria
  **Save as Default Criteria and Auto Execute**

**Important:** If this option is selected we recommend setting the date range as relative to provide a more flexible data selection with each search execution, so we do not recommend a set date range, instead you could use the **Last 14 Days** option or enter the number of days prior to the current date to be used in your search using the **Relative** option:

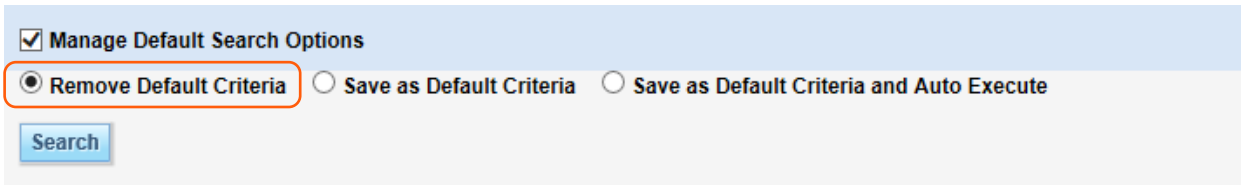
**Statement Date Range**

No Date Selected
  Latest
  Today
  Yesterday
  Last 7 Days
  Last 14 Days
  Last 30 Days
  Date Range

Relative  Days  Days

Include Business days only

### 3) Remove Default Criteria



**Manage Default Search Options**

**Remove Default Criteria**    **Save as Default Criteria**    **Save as Default Criteria and Auto Execute**

This option allows you to remove the default criteria, if any are defined. To remove the criteria select this option and execute the search with any criteria. The search execution will result in the removal of the default criteria.

## 3. Reports

The Reports & Analytics module available in the CitiDirect portal provides a wide range of functionality for the creation and generation of reports directly from the homepage. The module allows you to create reports with user defined criteria. Each created report can be saved and run, which results in the system generating a file ready for download in the user specified forma and layout. You can save the reports on your hard drive or print them.

The reports are divided into 4 main groups:

1. **Balance Summary Reports**
2. **Account Statement Reports**
3. **Transaction Initiation Reports**
4. **Transaction Advice Report**

„Balance Summary Reports” and „Account Statement Reports” are statements concerning transactions booked on accounts and can be executed for the last 18 months.

Other reports allow generation of transaction or template data available in the system for a range of 18 months for reports related to payments and for templates.

You can generate the following reports, among others:

1. **Balance Summary Report** – information about opening and closing balances;
2. **Account Statement Report** – statements containing opening and closing balances as well as transactions booked for every day in the selected range. Each booked transaction is briefly described and takes up one line in the statement;
3. **Account Statement Details Report** – contains the same data as Account Statement Report, but each booked transaction is fully described. One page of the report may contain up to 3 transaction items.
4. **Transaction Summary Report** – a list of booked transactions;
5. **Transaction Initiation Summary Report** – a list of payments initiated in the system;
6. **Transaction Initiation Detail Report** – a list of payments initiated in the system. but each transaction is fully described. One page of the report may contain up to 3 transaction items;
7. **Preformat Library Detail Report** – information about the recipients (beneficiaries) added to the library of templates (preformats);
8. **Poland - Transaction Advice Report** – confirmation of releasing the payment for processing by the Bank.

**Important:** Poland - Transaction Advice Report generation function is available under Reports & Analytics -> Payments Reports -> Payments – CEEMEA Reports.

To generate a report hover the mouse cursor over the Reports & Analytics tab in the top menu and then select a report group.

The screenshot shows the CitiDirect BE interface. The top navigation bar includes 'Home', 'CitiDirect Services', 'Reports & Analytics' (highlighted with a red box), 'Inquiries & Searches', and 'Self Service'. A dropdown menu is open under 'Reports & Analytics', listing categories: 'My Reports', 'Cash Reports', 'Operations Reports', 'Payment Reports', and 'Cash Statement and Detail Reports'. A blue callout box points to 'Payments - CEEMEA Reports' with the text: 'Important: Here you can generate the Transaction Advice Report.' Below the menu, there are sections for 'CitiDirect Available Reports', 'Account Balances', and 'CitiDirect Shortcuts'. The 'Account Balances' section shows a table of accounts with columns for Currency, Account Number, Current/Closing Ledger Balance, and Current/Closing Available Balance.

Currency	Total Current/Closing Balance	Account Number	Currency	Current/Closing Ledger Balance	Current/Closing Available Balance 2
EUR (5)	-2,535,874.75	****08 0808 ...	EUR	-422,866.48	-422,866.48
PLN (9)	-16,452,818.57	****00 0101 ...	EUR	66,209.90	66,209.90
USD (3)	-75,440.77	****05 5555 ...	EUR	-2,157,818.22	-2,157,818.22
		****04 4444 ...	EUR	-21,399.95	-21,399.95
		****03 3333 ...	EUR	0.00	0.00

A list of reports available in the selected category will appear. Reports marked as “Base” are empty report templates that you can use to define reports with your desired criteria. User created reports will be displayed as “Derived” on the list. There are two actions available on this screen:

- 1) Generate an existing report with previously defined criteria
- 2) Create a new report with the selected criteria

## Generating a report with previously defined criteria

In that case select a previously created report you would like to generate from the list and click Run. You can select more than one report.

„Private” reports are only visible to the current user. „Public” reports are available to all users in the CitiDirect client definition.

Report Name	Base Report Name	Base/Derived	Report Category	Report Type
Balance Summary Report	Balance Summary Report	Base	Cash Balances Reports	Private
My favorite balance summary report	Balance Summary Report	Derived	Cash Balances Reports	Private
Balance summary 2	Balance Summary Report	Derived	Cash Balances Reports	Private
Consolidated Balance Summary Report	Consolidated Balance Summary Report	Base	Cash Balances Reports	Private
My favorite Consolidated Balance Summary Report	Consolidated Balance Summary Report	Derived	Cash Balances Reports	Private
Customer Position Report	Customer Position Report	Base	Cash Balances Reports	Private
Customer Position Report (customized)	Customer Position Report	Derived	Cash Balances Reports	Private

Reports currently being run and available (already generated) reports appear under the **View Available Reports** tab:

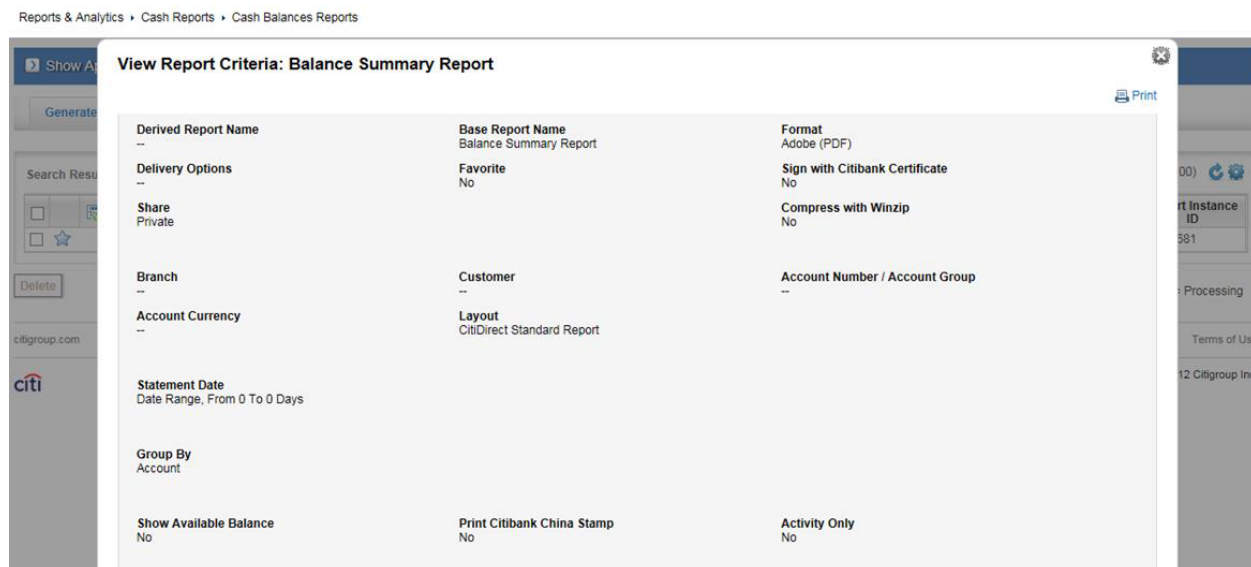
The icon and status "Running" means that the report is being generated.

Report Name	Report Category	Creation Date/Time	Output	Status	Base Report Name	Report Instance ID
Balance Summary Report	Cash Balances Reports	11/27/2015 06:08:02 PM ...		Running	Balance Summary Report	34683681

Reports ready for download will be available in the Output column. To download them click the file icons.

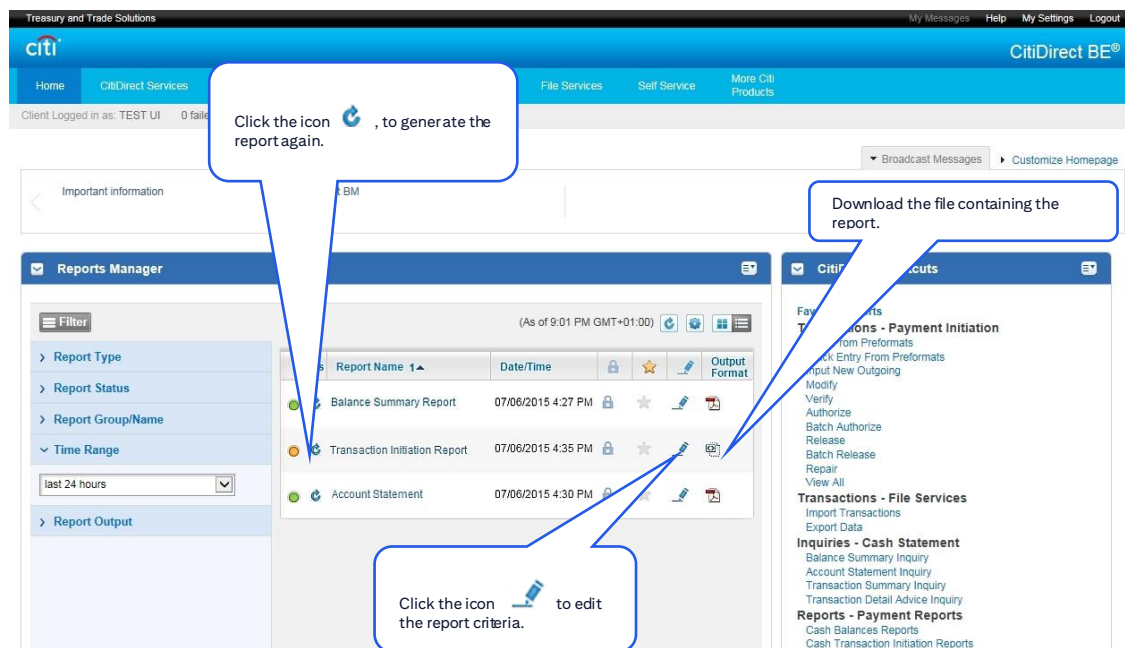
Report Name	Report Category	Creation Date/Time	Output	Status	Base Report Name	Report Instance ID
Balance Summary Report	Cash Balances Reports	16/04/2015 01:04:20 PM ...		Available	Balance Summary Report	222012721
Consolidated Balance Summary Report	Cash Balances Reports	16/04/2015 01:04:31 PM ...		Available	Consolidated Balance Summary Report	222012723
Customer Position Report	Cash Balances Reports	16/04/2015 01:04:28 PM ...		Available	Customer Position Report	222012724

You can view the report criteria from the View Available Reports tab by clicking the name of a report:

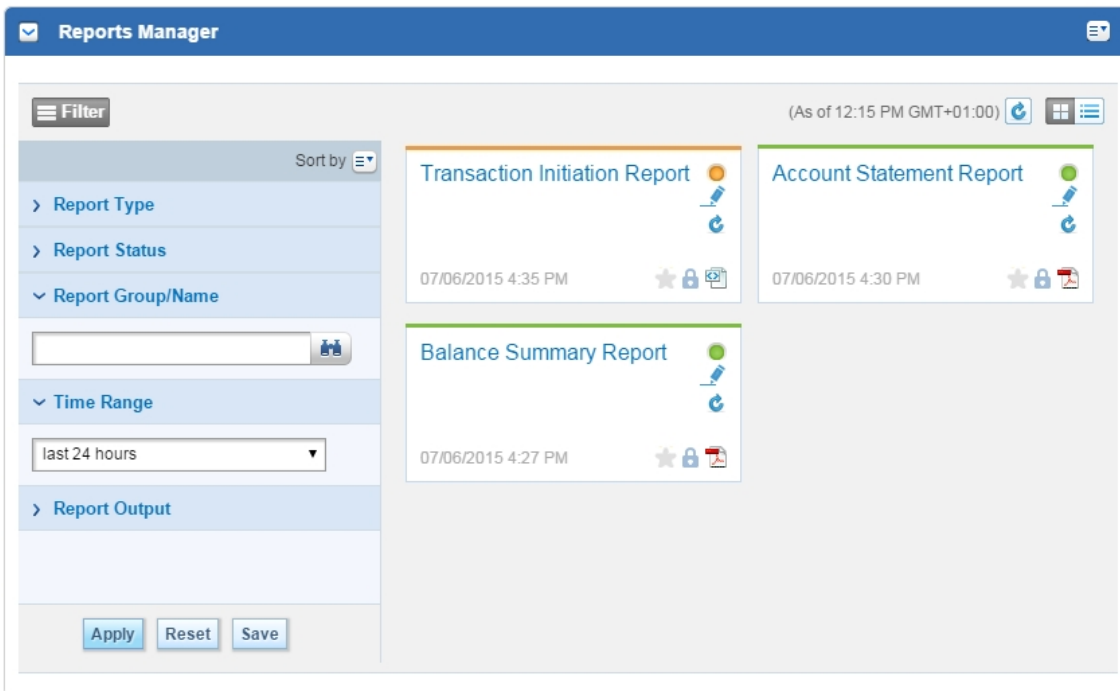


Generated reports also appear in the convenient widget named Reports Manager on the homepage of the CitiDirect portal. The widget is available in two modes: List view or Card view.

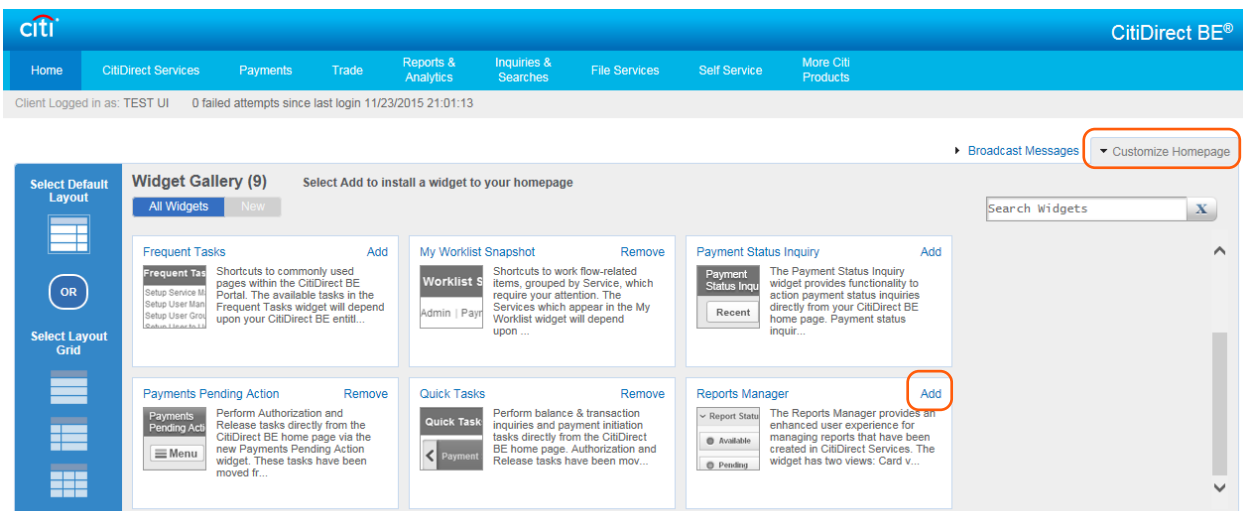
The Reports Manager in „List” mode:



The Reports Manager in „Card” mode:



**Important:** To add the Reports Manager widget to the home screen go to the Customize Homepage tab and click Add next to that widget:



## Creating new reports with the selected criteria

In the Generate Reports tab, click a selected “Base” report. Base reports are empty report templates serving as a base for creating new reports. Each report created based on them appears on the list as a new “Derived” report, and does not replace the used template.

Search Results - Generate Reports (1 - 7 of 7)

Report Name	Base Report Name	Base/Derived	Report Category	Report Type
Balance Summary Report	Balance Summary Report	Base	Cash Balances Reports	Private
My favorite balance summary report	Balance Summary Report	Derived	Cash Balances Reports	Private
Balance summary 2	Balance Summary Report	Derived	Cash Balances Reports	Private
Consolidated Balance Summary Report	Consolidated Balance Summary Report	Base	Cash Balances Reports	Private
My favorite Consolidated Balance Summary Report	Consolidated Balance Summary Report	Derived	Cash Balances Reports	Private
Customer Position Report	Customer Position Report	Base	Cash Balances Reports	Private
Customer Position Report (customized)	Customer Position Report	Derived	Cash Balances Reports	Private

You can now edit the report criteria. Usually to run a report it is enough to only fill only some of the fields. Mandatory fields and sections are marked with a red asterisk (\*).

**Report Criteria**

**Balance Summary Report**

**Derived Report Name** (Required Field)

**Base Report Name**: Balance Summary Report

**Format** (Required Field): Adobe(PDF)requires Acrobat Reader (5.0 or higher)

**Delivery Options**

**Share**:  Private  Public

**Report Specific Field Details**

**Branch**

**Customer**

**Layout**: CitiDirect Standard Report

**Account Number** (Required Field)  **Account Group**

**Date Range Selection** (Required Field):  Statement Date  Latest

No Date Selected  Latest  Today  Yesterday  Last 7 Days  Last 14 Days  Last 30 Days  Date Range

**Date Range**: Relative  \* From 0 Days \* To 0 Days  Include Business days only

**Group By** (Required Field): Account

Show Available Balance  Activity Only

**Buttons**: Run, Save & Run, Save, Schedule, Reset To Defaults

**Callouts:**

- The user defined report name under which it will be displayed in the report list.
- Select the file format for the generated report.
- Check to mark the report as a favorite in the report list.
- Use the lookup (by clicking the binoculars button) to define the criteria quicker.
- There are two options available for the Date Range:
  - Absolute – allows you to select a specific date range from a calendar.
  - Relative – allows you to select a relative date range, for example selecting from -60 to -30 means that the results will be generated for 30 days, where the first day will be a day two months ago.
- The Date Range is set to the current date by default.
- Changes the report's layout.
- Clears the entered criteria.
- Select if you would like your report to be available to you only (Private) or to all company users (Public).

When you have defined the desired criteria, use one of the options at the bottom of the screen: Run, Save & Run or Save.

If you select Run or Save & Run you will be transported to the View Available Reports tab, where you can view the status of the report that is being generated for you:

Report Name	Report Category	Creation Date/Time	Output	Status	Base Report Name	Report Instance ID
Balance Summary Report	Cash Balances Reports	11/27/2015 06:08:02 PM ...		Running	Balance Summary Report	34683681

## 4. Useful Interface Options

### Layout customization

Most tables available in the CitiDirect portal allow convenient data layout customization according to user preferences.

Click the gear of a table of your choice to set your preferred options. This allows you to, among other things:

- change the number of items per page;
- remove some of the columns from the table if they are unnecessary;
- change the order of columns;
- sort the data;
- save the currently set column width;

**Important:** After selecting your desired options click Save.

**Customize: Balance Summary**

Display Number of Rows: 10

Select Columns to Display

Available Columns (0)

Displayed Columns (16): Statement Date +, Branch Number, Branch Name, Account Currency, Opening Available Balance, Current/Closing Available Balance, Opening Ledger Balance, Current/Closing Ledger Balance, Calculated Balances, Account Name, Account Type

Primary Sort Column: Account Number (Ascending/Descending)

Secondary Sort Column: Statement Date (Ascending/Descending)

Select Column Widths:
 

- Use current column widths
- Use default column widths

Buttons: Save, Cancel, Reset to Default Settings

Callouts:
 

- "If you believe some columns unnecessary, remove them from the table (select them on the list and then click the arrow pointing left)." - points to the column selection arrows.
- "Here you can edit the order in which the columns are displayed." - points to the column list.
- "Save currently set column widths" - points to the 'Use current column widths' radio button.

### Choosing data from the library („Lookups”)

Most of the data in the Inquiries module does not need to be entered manually. Instead you can choose it from a lookup. Fields that allow such selection are marked with a „binoculars” symbol



### Balance Summary Inquiry

Balance Summary Inquiry Criteria [Load Default Criteria](#) \* = Required Fields

\* You must select at least one of the following criteria

**Account Selection**  
 Account Number  Account Group

**Statement Date Range**  
 No Date Selected  Latest  Today  Yesterday  Last 7 Days  Last 14 Days  Last 30 Days  Date Range   
 Absolute  \* From 11/27/2015  \* To 11/27/2015

\* Base Currency      Click the binoculars to open the library of available values for this field.

Manage Default Search Options  
 Remove Default Criteria  Save as Default Criteria  Save as Default Criteria and Auto Execute

Mark the desired items on the list, add them to selection and then verify and confirm your choice by clicking the OK button:

**Branch Lookup**

Show Search Click here if you want to mark all the items on the list.

Branch (1 - 6 of 6)

<input type="checkbox"/>	Branch Name 1 ▲	Branch Number 2 ▲
<input type="checkbox"/>	CITIBANK NA LONDON	600
<input type="checkbox"/>	CITIGROUP GL. MARKETS DEUTSCHL. AG	721
<input type="checkbox"/>	DELAWARE CITIBANK	
<input type="checkbox"/>	LUSAKA CITIBANK	
<input checked="" type="checkbox"/>	WARSAW BANK HANDLOWY	

After marking the desired items, click Add To Selection.

⚠ You must select at least one record, then click the 'Add to Selection' button to continue.

Selected Rows (1 - 1 of 1)

Branch Name	Branch Number	
WARSAW BANK HANDLOWY	889	<input type="button" value="Remove"/>

If you added an item by mistake you can remove it.

Make sure that you want to add the items listed in the table to the selection and then confirm your choice by clicking the OK button at the bottom of the window.

Lookups also enable the user to additionally search for data within the library of available items – in order to quickly locate the needed criteria:

ish Statement Inquiries > Balance Summary Inquiry

**Account Currency Lookup**

Show Search

Account Currency (1 - 200 of 207) Page 1 of 2

Currency Code 1 ▲	Currency Name 2 ▲
PLN	POLISH ZLOTY
PTE	PORTUGUESE ESCUDO
PYG	PARAGUAYAN GUARANI
QAR	QATARI RIYAL
ROL	ROMANIAN LEU

Statement Inquiries > Balance Summary Inquiry

**Account Currency Lookup**

Hide Search

Currency Code

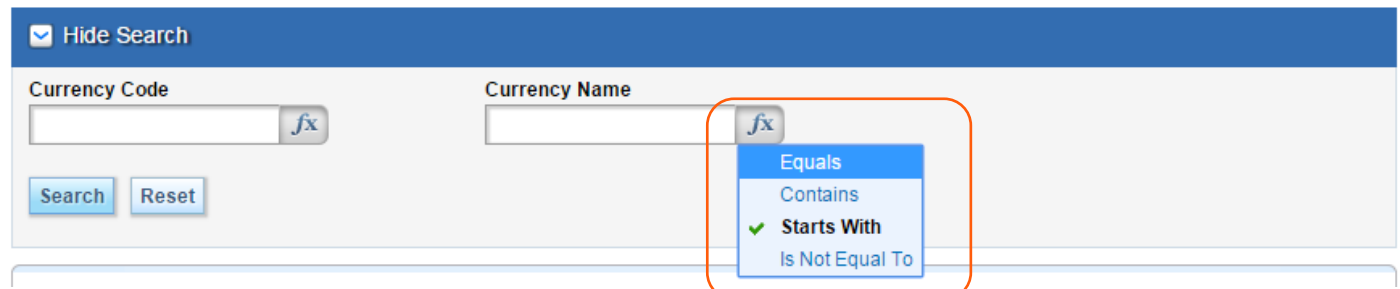
Currency Name

Account Currency (1 - 200 of 207) Page 1 of 2

Currency Code 1 ▲	Currency Name 2 ▲
PLN	POLISH ZLOTY
PTE	PORTUGUESE ESCUDO
PYG	PARAGUAYAN GUARANI
QAR	QATARI RIYAL
ROL	ROMANIAN LEU

## Defining precise criteria (functional buttons - „fx”)

Searching for data is further facilitated by the functional buttons which enable the users to execute very precise searches:



The screenshot shows a search interface with a blue header containing a checkbox labeled "Hide Search". Below the header, there are two search fields: "Currency Code" and "Currency Name". Each field has a small "fx" button to its right. A dropdown menu is open from the "fx" button of the "Currency Name" field, listing four options: "Equals", "Contains", "Starts With" (which is highlighted with a green checkmark), and "Is Not Equal To". Below the search fields are "Search" and "Reset" buttons.

Just like the lookups, these buttons appear all across the CitiDirect portal interface.