



User Guide

CitiDirect BE® Reports

Account Statement Details Report

Citibank Kazakhstan

December 2016




Overview

CitiDirect BE® (hereinafter – “CitiDirect”) provides rest of account reports including account statement details report. Reports can be generated in both English and Russian depending on CitiDirect language.

Reports can be generated manually directly in CitiDirect, or generated automatically and sent to clients via email. To set automatic delivery please liaise with CitiDirect helpdesk of Citibank.

Sample of the details report is provided below. The report may contain information on account in Citibank Kazakhstan and in foreign Citibank offices.

		CitiDirect® Online Banking
Account Statement Details Report		
Bank Name	CITIBANK	
Customer Number / Name	700000	1/PVT (PRODUCT VERIFICATION TEST)
Branch Number / Name	881	ALMATY CITIBANK
Account Number / Name	700000000	1/PVT (PRODUCT VERIFICATION TEST)
IBAN Number	KZ6383201T0700000000	
Account Currency / Type	KZT	
Statement Date	12/05/2016	
Opening Ledger Balance		123.00
Current / Closing Ledger Balance		123.00
Opening Available Balance		123.00
Current / Closing Available Balance		123.00
<hr/>		
Bank Reference	3340000046	
Customer Reference	1	
Value Date	12/05/2016	
Entry Date	12/05/2016	
Transaction Amount	1.00	
Product Type	Funds Transfer	
Transaction Description	Internal Transfer	
Payment Details	USA	
Beneficiary Account/ID	KZ2083201T0700000095	
Name/Address	TEST MESSAGE	
Beneficiary Bank Account/ID		
Name/Address	CITIKZKA АО СИТИБАНК КАЗАХСТАН АЛМАТЫ KZ2083201T0700000095	



Step 1: Report setup

Report does require setup only once and then retrieved in daily work. To setup the report please do next actions indicated below for step 1.

Home CitiDirect Ser 1 Reports & Analytics Inquiries & Searches File Services Self Service

Client Logged in as: PRODUCT VERIFICATION TEST - KZ 0 failed attempts since last login 05/12/2016 03:29:37

Reports & Analytics

Reports

My Reports

Schedule Reports

Create Schedule

View All Schedules

Cash Reports

Cash Balances Reports

Cash Statements Reports

Cash Transaction Initiation Reports

Operations Reports

Access Management Reports

Audit Reports

Automated File and Report Delivery Reports

Payment Reports

Payments - CEEMEA Reports

Payments - Europe Reports

1. Click **Reports & Analytics** in main menu; submenu will open below the main menu;
2. Click **Cash Statements Reports** in **Cash Reports** section.



Home CitiDirect Services **Reports & Analytics** Inquiries & Searches File Services Self Service

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Reports & Analytics > Cash Reports > Cash Statements Reports

Hide Applied Search Criteria

Report Category: Cash Statements Reports Report Type: All Reports

[Start New Search](#)

[Generate Reports](#) [View Available Reports](#)

Search Results - Generate Reports (1 - 14 of 14) Selected Items: 0 (As of 06/12/2016 3:39 PM GMT+06:00)

	Report Name	Base Report Name 1 ▲	Base/Derivec 2 ▲	Re
1	Account Statement Details Report	Account Statement Details Report	Base	Cash Statements
<input type="checkbox"/>	test for mm	Account Statement Details Report	Derived	Cash Statements
<input type="checkbox"/>	Детальная выписка	Account Statement Details Report	Derived	Cash Statements
<input type="checkbox"/>	Account Statement Details Report - Condensed	Account Statement Details Report - Condensed	Base	Cash Statements
<input type="checkbox"/>	Account Statement Report	Account Statement Report	Base	Cash Statements
<input type="checkbox"/>	Back Value Transaction Detail Advice Report - Condensed	Back Value Transaction Detail Advice Report - Condensed	Base	Cash Statements
<input type="checkbox"/>	Incremental Account Statement Details Report	Incremental Account Statement Details Report	Base	Cash Statements
<input type="checkbox"/>	Incremental Account Statement Details Report - Condensed	Incremental Account Statement Details Report - Condensed	Base	Cash Statements
<input type="checkbox"/>	Incremental Account Statement Report	Incremental Account Statement Report	Base	Cash Statements
<input type="checkbox"/>	Proof of Payment Report	Proof of Payment Report	Base	Cash Statements
<input type="checkbox"/>	Statement Delivery Status Report	Statement Delivery Status Report	Base	Cash Statements
<input type="checkbox"/>	Transaction Detail Advice Report	Transaction Detail Advice Report	Base	Cash Statements
<input type="checkbox"/>	Transaction Detail Advice Report - Condensed	Transaction Detail Advice Report - Condensed	Base	Cash Statements
<input type="checkbox"/>	Transaction Summary Report	Transaction Summary Report	Base	Cash Statements

[Run](#) [Delete](#) ★ = Favori

1. Click **Account Statement Details Report**, the system will open window to setup new report.



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

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Reports & Analytics > Cash Reports > Cash Statements Reports

Report Criteria

Account Statement Details Report * = Required Field

1 * **Derived Report Name**

Base Report Name

Delivery Options * **Designated Owner**

Share
 Private Public Favorite

Format

Sign with Citibank Certificate
 Compress with Winzip

Report Specific Field Details

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

Bank Reference **Customer Reference**

Account Currency **Transaction Description**

By Order Beneficiary **Layout**

Amount
 From To

*** Cheques**

Beneficiary Tax Code

*** Statement Date**
 Latest Today Yesterday Last 7 Days Last 14 Days Last 30 Days **Date Range**

2 *** From** **Days** *** To** **Days**
 Include Business days only

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

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

*** Sort By**
 3 Ascending Descending

Show Extended Payment Details **Page Breaks** Print Selection Criteria
 Print Citibank Stamp Activity Only Run In Incremental Mode
 Show Statement Per Page

4

Run **Save & Run** **Save** **Schedule** **Reset To Defaults**

[Return To Reports Listing](#)

1. Name the report;
2. Indicate previous business day to automatic definition of report dates in reports daily generation;
3. Tick **Page Breaks**, statements on each account will start from separate page;
4. Click **Save & Run** button to save and run the report.



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

Client Logged in as: PRODUCT VERIFICATION TEST - KZ 0 failed attempts since last login 05/12/2016 03:29:37

Reports & Analytics > Cash Reports > Cash Statements Reports

Hide Applied Search Criteria

Report Category: Cash Statements Reports Report Type: All Reports

Start New Search

Generate Reports View Available Reports

Search Results - View Available Reports (1 - 1 of 1) Selected Items: 0 (As of 03:52 PM 0)

	Report Name	Report Category	Creation Date/Time	Output	Status
<input type="checkbox"/>	Details Statement	Cash Statements Reports	06/12/2016 03:52:14 PM ...		Available

Delete

★ = Favorite ▲ = Error Message 🔄 = Incremental Run ⚙️ = Processing

1. Wait when the report will receive **Available** status;
2. Click an icon to retrieve the report.



Step 2: Daily usage of the report

Report does not require setup only once and then retrieved in daily work. To setup the report please do the actions indicated for step 1. Below are steps for daily operations.

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

Client Logged in as: PRODUCT VERIFICATION TEST - KZ 0 failed attempts since last login 05/12/2016 03:29:37

Reports & Analytics > Cash Reports > Cash Statements Reports

Hide Applied Search Criteria

Report Category: Cash Statements Reports Report Type: All Reports

[Start New Search](#)

3

[Generate Reports](#) [View Available Reports](#)

Search Results - Generate Reports (1 - 15 of 15) Selected Items: 1 (As of 06/12/2016 3:56 PM GMT+06)

<input type="checkbox"/>	<input type="checkbox"/>	Report Name	Base Report Name 1▲	Base/De
<input type="checkbox"/>	<input type="checkbox"/>	Account Statement Details Report	Account Statement Details Report	Base
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Details Statement	Account Statement Details Report	Derived
<input type="checkbox"/>	<input type="checkbox"/>	Детальная выписка	Account Statement Details Report	Derived
<input type="checkbox"/>	<input type="checkbox"/>	test for mm	Account Statement Details Report	Derived
<input type="checkbox"/>	<input type="checkbox"/>	Account Statement Details Report - Condensed	Account Statement Details Report - Condensed	Base
<input type="checkbox"/>	<input type="checkbox"/>	Account Statement Report	Account Statement Report	Base
<input type="checkbox"/>	<input type="checkbox"/>	Back Value Transaction Detail Advice Report - Condensed	Back Value Transaction Detail Advice Report - Condensed	Base
<input type="checkbox"/>	<input type="checkbox"/>	Incremental Account Statement Details Report	Incremental Account Statement Details Report	Base
<input type="checkbox"/>	<input type="checkbox"/>	Incremental Account Statement Details Report - Condensed	Incremental Account Statement Details Report - Condensed	Base
<input type="checkbox"/>	<input type="checkbox"/>	Incremental Account Statement Report	Incremental Account Statement Report	Base
<input type="checkbox"/>	<input type="checkbox"/>	Proof of Payment Report	Proof of Payment Report	Base
<input type="checkbox"/>	<input type="checkbox"/>	Statement Delivery Status Report	Statement Delivery Status Report	Base
<input type="checkbox"/>	<input type="checkbox"/>	Transaction Detail Advice Report	Transaction Detail Advice Report	Base
<input type="checkbox"/>	<input type="checkbox"/>	Transaction Detail Advice Report - Condensed	Transaction Detail Advice Report - Condensed	Base
<input type="checkbox"/>	<input type="checkbox"/>	Transaction Summary Report	Transaction Summary Report	Base

1

2

[Run](#) [Delete](#)

1. Select required report;
2. Click **Run** button;
3. Navigate to **View Available Reports** tab.



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Client Logged in as: PRODUCT VERIFICATION TEST - KZ 0 failed attempts since last login 05/12/2016 03:29:37

Reports & Analytics > Cash Reports > Cash Statements Reports

Hide Applied Search Criteria

Report Category: Cash Statements Reports Report Type: All Reports

Start New Search

Generate Reports View Available Reports

Search Results - View Available Reports (1 - 1 of 1) Selected Items: 0 (As of 06/12/2016 03:57:59 PM (UTC+06:00))

	Report Name	Report Category	Creation Date/Time	Output	Status
<input type="checkbox"/>	Details Statement	Cash Statements Reports	06/12/2016 03:57:59 PM ...		Available

Delete

= Favorite = Error Message = Incremental Run = Processing

1. Wait when the report will receive **Available** status;
2. Click an icon to retrieve the report.