Account Statement inquiry

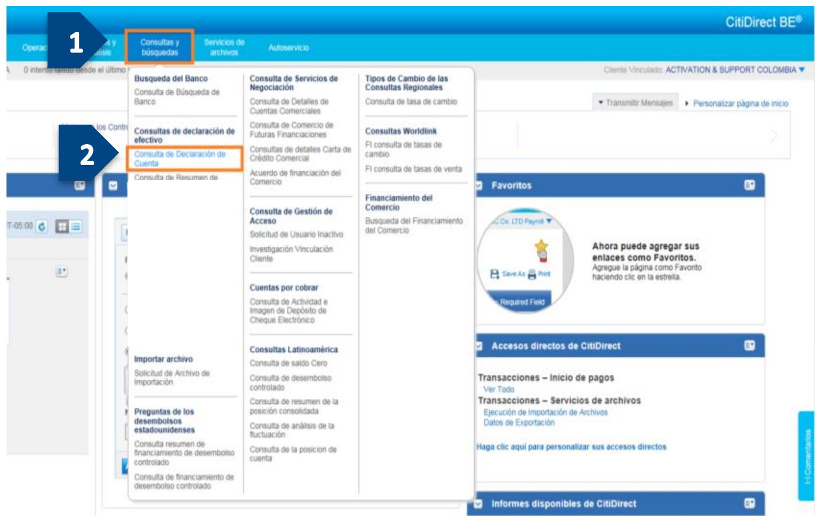
Quick Guide Reference | CitiDirect BE®

Allows you to make inquiries of your Account Statements

Steps to generate the query

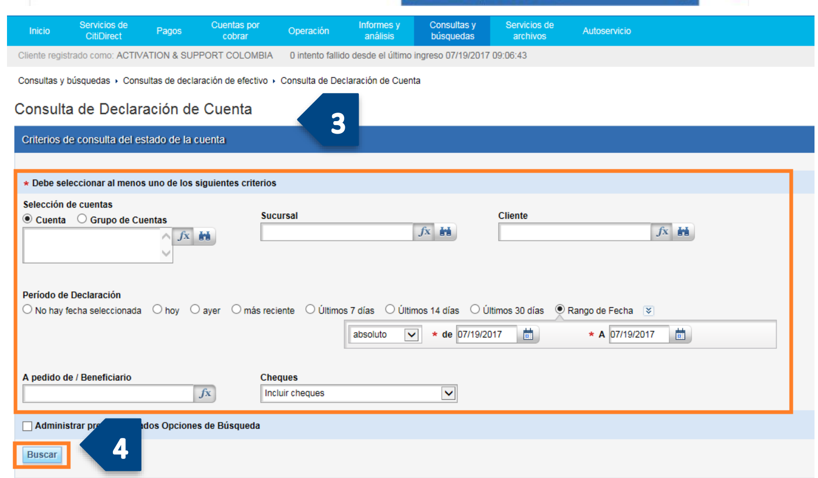
1. Click on **Queries and Searches** in the CitiDirect BE®. Menu

2. Select **Account Statement Query** within the Cash Declaration Queries category.



3. Complete the mandatory fields (*) and the filters that are required to be applied so that the Consultation of the **Account Statement** is effective. You can rely on **the Binocular** icon to find the value of a specific field and add to the selection. To check the status of checks only, choose the option Checks - **"Checks only".**

4. Click on Search to execute the query.



5. Click on View Transaction Details.

6. Select Save as or Print as required.

Note: If more than one account movement has been selected, you can navigate along the list using the buttons located at the top of the query.