Report Detailed Transaction Advice

Quick Guide Reference | CitiDirect BE®

Shows the debits and / or credits made in the selected account with detailed information of rejections and returns

Steps of general the report

1. Click on **Reports and Analysis** in the CitiDirect BE. Menu
2. Select Account Statement Reports and choose:
   2.1 Detailed Transaction Notice Report
   2.2 Running
3. Criteria of the Report: Complete the mandatory fields (*) and the filters that are required to apply to the report on the screen. Click on the Binocular icon to find the value of a specific field.
4. If you require a detailed report of checks, choose the option Checks - Checks only.
5. Select the range of dates.
6. Click on: Run to execute the report; Record and Run to save the selected criteria and execute the report; Save to keep the selected criteria without running the report; o Schedule to execute the report on a specific date and time.
7. Once the report has been executed, you will be redirected to the View Available Reports tab where you can access the report once downloaded.
8. Select in the Output column the PDF icon to view the report. When the dialog box appears click on Accept to obtain the information.
9. Click on: Run to execute the report; Record and Run to save the selected criteria and execute the report; Save to keep the selected criteria without running the report; o Schedule to execute the report at a specific date and time.