Summary of Transaction initiation

Quick Guide reference | CitiDirect BE®

You can view the summary of all transactions made through the platform CitiDirect BE®.

Steps to generate the report

1. Click on
   1.1 Reports and Analysis
   1.2 Transaction Initiation Reports
   1.3 Summary of Transaction Initiation
2. Complete the mandatory fields (*) and the filters that you want to apply to the report in the **Report Criteria** screen. Click on the **Binocular** icon to find the value of a specific field.
3. Select the account (s) you want to search.
4. Filter the report for accepted or rejected payments in the State section, but all the states will be shown in the report.
5. Select: Date of Entry if you want to organize the information showing the payments initiated on a date; Valid date if you want to organize by payment date value; Release date to obtain the date of departure of payments.
   Note: date ranges can be by ranges or by days. You can select future date.
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 at a specific date and time.
7. Once the report is executed, you will be redirected to the tab View Available Reports where you can access the generated report.
8. Seleccione en la columna Salida el ícono de PDF para visualizar el reporte solicitado, al descargarlo en el cuadro de diálogo, hacer clic en Aceptar.