

Proof of payment

Quick Reference Guide | CitiDirect BE®

Shows, in certification format, the detail of the payments sent through New York accounts.

Steps to generate the report

1. Select **Reports and Analysis** in the CitiDirect BE Menu.
2. Click on 2.1 Account Statement Reports, and choose 2.2 Proof of Payment Report.
3. On the Report Criteria screen, fill in the required fields (*) and the filters you want to apply to the report. Click on the **Binocular** icon to find the value of a specific field. If you know the payment reference, enter the digits in **Bank Reference**
4. Click on: Run to execute the report; Record and Run to save the selected criteria and execute the report; Save to save the selected criteria without running the report; o Schedule to execute the report on a specific date and time.
5. Once the report has been executed, it will be redirected to the View Available Reports tab where you can access the report, once it is available.
6. Select the PDF icon in the Output column to display the requested Proof of Payment; When you download it, a dialog box will appear, click on OK to continue with your visualization.

