

# Transaction Initiation Payments Detail Report

## Quick Guide Reference | CitiDirect BE®

### Steps to generate the report

- Click on:
  - 1.1 Reports and Analysis
  - 1.2 Transaction Initiation Reports
  - 1.3 Detail report of transactions initiation payments

- On the Report Criteria screen, complete the required fields (\*) and other filters that you want to apply to the report. Click on the Binocular icon to find the value of a specific field. If you want a report of only checks, choose in the field Method of Payment, the option Check (RCH).

If you want to organize the information showing the payments initiated on a date, choose the option Date of Admission; If you want to organize by payment date, select Valid Date.

**Note:** Dates can be relative or absolute.

- 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.

- 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.

- Select in the Output column the PDF icon to view the requested payment report; When you download it, a dialog box will appear, click on OK to continue with your visualization.

The screenshots illustrate the following steps:

- Step 1.1:** Navigating to 'Informes y análisis' in the top menu.
- Step 1.2:** Selecting 'Informes de operaciones' and then 'Informes de Pago' in the left sidebar.
- Step 1.3:** Choosing 'Informe de detalle de pagos de iniciación de transacciones' from the list of reports.
- Step 2:** Configuring the report criteria on the 'Informe de detalle de pagos de iniciación de transacciones' screen. Key fields include:
  - Nombre derivado del Reporte
  - Nombre de reporte
  - Formato (DHTML)
  - Designated Owner (LUIS IZQUIERDO)
  - Compartir (Privado/Público)
  - Reportar los Detalles del Campo Especifico
  - Cliente, Tipo de Pago, Moneda de Pago, Método de Pago (Moneda Base USD)
  - Número de Cuenta de Financiación o no administrada por Citibank
  - Método de Pago (Check/RCH)
  - Método de Creación
  - Ejecutar ID, Subordinario, Pago más rápido
  - Fecha de ingreso (Intervalo de fechas)
  - Fecha Válida (Intervalo de fechas)
  - Clasificar por (Fecha Valor)
  - Cortes de Página (NINGUNO)
- Step 3:** Clicking the 'Ejecutar' button to run the report.
- Step 4:** Viewing the 'Ver Reportes Disponibles' screen.
- Step 5:** Selecting the PDF icon in the report output table to download the report.