



# CitiDirect BE Account Certification

## Getting Started User Guide

Treasury and Trade Solutions





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## What is Account Certificate?

Account Certification is a letter written by the bank to prove your ownership of the account, or a confirmation of the account balance at a specific date. This user guide provides quick navigation tips for Account Certification screens to help users understand how to use this digital tool.

### **What certificates are available to users?**

Users are able to download the following types of the account certificate:

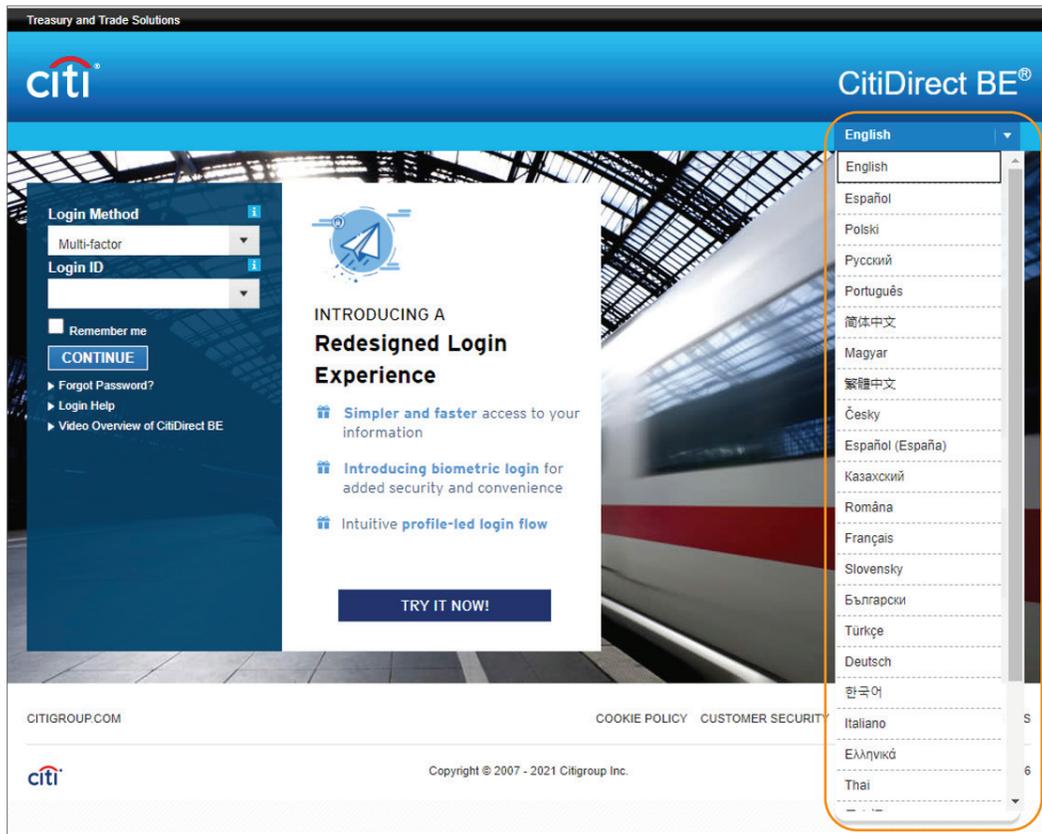
1. **Account Status Certificate:** Displays the current status of the account with respective account attributes
2. **Account Confirmation Certificate:** Certifies the ownership of the account and includes account attributes as well as the date the account was opened, current status and account currency
3. **Account Balance Certificate:** Certifies the current account balance, or the end of day balance at specific date within the past 12 months

This user guide will show you how to navigate to all of the above functionalities.

## Local Language Support

All Account Certification letters can be generated in your region's local language by following the steps below:

1. Before logging into your CitiDirect Profile, from the top right select the language you want to generate the certificate in.



2. After selecting the language, proceed with the regular log in procedure and follow the certificate navigation steps in the upcoming section below.

## How to Navigate to Account Certificate

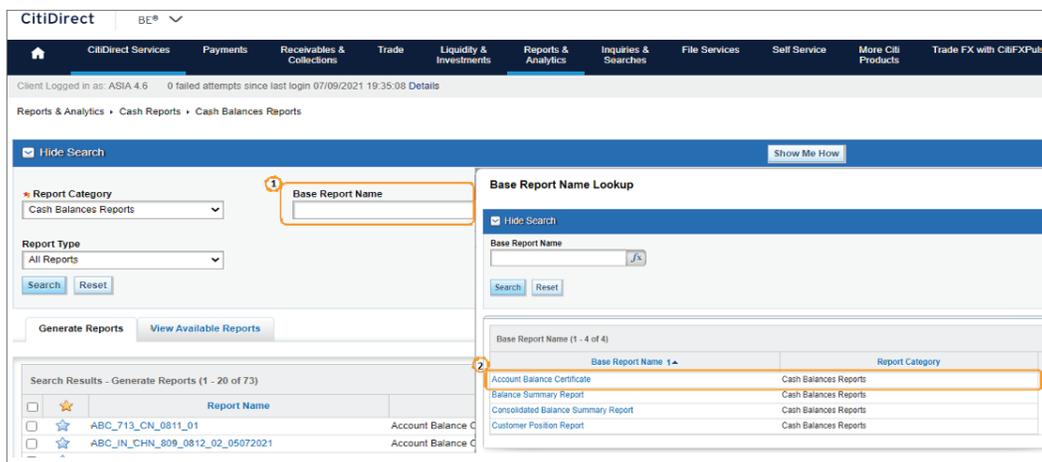
From the CitiDirect BE Homepage Screen, navigate to Reports & Analytics and proceed to the “Cash Reports” section:

- Select “Cash Statements” for Account Status or Account Confirmation certificates
- Select “Cash Balances” for Account Balance certificate



Reports & Analytics	Inquiries & Searches	File Services	Self Service	More Citi Products	Trade FX with CitiFXPulse
<b>Analytics</b> Inquiries Analytics Payments Analytics Payments Risk Manager Receivable Analytics Agency Receivables Analytics Account Analytics Private Reports Public Reports Scheduled Reports <hr/> <b>Reports</b> My Reports Favorite Reports	<b>Netting Reports</b> Netting - Accounting Reports Netting - Internal User Reports Netting - Manager Reports Netting - Participant Reports Netting - Reconciliation Reports Netting - Sub-Center Reports Netting - IATA Manager Reports Netting - IATA Participant Reports Netting Reconciliation <hr/> <b>Liquidity Reports</b> Liquidity Reports	<b>...Trade Reports</b> Trade Services - Offline Authorization Reports Trade Services - Payable Reports Trade Services - Receivable Reports Trade Services - Standby Letter of Credit Reports Trade Services - Transaction Reports Taiwan Digital Signatures Reports - Trade <hr/> <b>Cash Reports</b> Cash Balances Reports Cash Statements Reports	<b>...Operations Reports</b> Client Definition and Linkage Reports Continuity of Business Contact Information Map Governance Reports <hr/> <b>Brazil Reports</b> Brazil Account Information <hr/> <b>Canada Reports</b> Canada Lockbox Reports Canada ACH Reports <hr/> <b>Collection Reports</b> Collections – Direct Debits		

Upon clicking “Start New Search”, below screen will appear. Click the “binocular” button next to the “Base Report Name” and select the required report from the dropdown menu. Click “Search” upon selection.



Client Logged in as: ASIA 4.6 0 failed attempts since last login 07/09/2021 19:35:08 Details

Reports & Analytics > Cash Reports > Cash Balances Reports

Hide Search Show Me How

Report Category: Cash Balances Reports

Report Type: All Reports

Search [Reset]

Generate Reports View Available Reports

Search Results - Generate Reports (1 - 20 of 73)

Report Name	Account Balance C
ABC_713_CN_0811_01	Account Balance C
ABC_JN_CHN_809_0812_02_05072021	Account Balance C

Base Report Name Lookup

Hide Search

Base Report Name [binocular]

Search [Reset]

Base Report Name (1 - 4 of 4)	Report Category
Account Balance Certificate	Cash Balances Reports
Balance Summary Report	Cash Balances Reports
Consolidated Balance Summary Report	Cash Balances Reports
Customer Position Report	Cash Balances Reports

CitiDirect BE

Client Logged in as: ASIA 4.6 0 failed attempts since last login 07/09/2021 19:35:08 Details

Reports & Analytics > Cash Reports > Cash Balances Reports

Hide Search Show Me How

\* Report Category: Cash Balances Reports

Base Report Name:

Derived Report Name:

Report Type: All Reports

Upon clicking “Search”, the list of all previously generated reports within the selected category will appear. To generate a new report, click on the Report Name as a Base. A new screen with the report specific selection criteria will open up.

Reports & Analytics > Cash Reports > Cash Balances Reports

Hide Applied Search Criteria Show Me How

Base Report Name: Account Balance Certificate Report Category: Cash Balances Reports Report Type: All Reports

Search Results - Generate Reports (1 - 20 of 22) Page 1 of 2

<input type="checkbox"/>	<input type="checkbox"/>	Report Name	Base Report Name	Base/Derived	Report Category
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Account Balance Certificate	Account Balance Certificate	Base	Cash Balances Reports
<input type="checkbox"/>	<input checked="" type="checkbox"/>	abc_850_phi	Account Balance Certificate	Derived	Cash Balances Reports
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABC_712_HK_0804_11	Account Balance Certificate	Derived	Cash Balances Reports
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABC_809_IN_CHN_0508_01	Account Balance Certificate	Derived	Cash Balances Reports
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABC_809_IN_CHN_0508_02	Account Balance Certificate	Derived	Cash Balances Reports
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABC_809_IN_CHN_0508_03	Account Balance Certificate	Derived	Cash Balances Reports
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABC_809_IN_CHN_0508_04	Account Balance Certificate	Derived	Cash Balances Reports
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABC_SG_760_0810_01	Account Balance Certificate	Derived	Cash Balances Reports
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABC_809_IN_CHN_0810_01	Account Balance Certificate	Derived	Cash Balances Reports

The report configuration page will open up. Ensure **not to select** the checkbox for “Sign with Citibank Certificate” unless you are setup for the S/MIME tool or any other tool to verify the signed report output and have obtained the public verification key for this purpose shared with you by Citi to allow opening of the encrypted files. This option generates the file in the P7M file format and the file contents will be encrypted.

Account Confirmation Certificate

Derived Report Name:

Base Report Name: Account Confirmation Certificate

Designated Owner: HARDIK,RAVAL

Format: Adobe(PDF)requires Acrobat Reader (5.0 or higher)

Delivery Options:

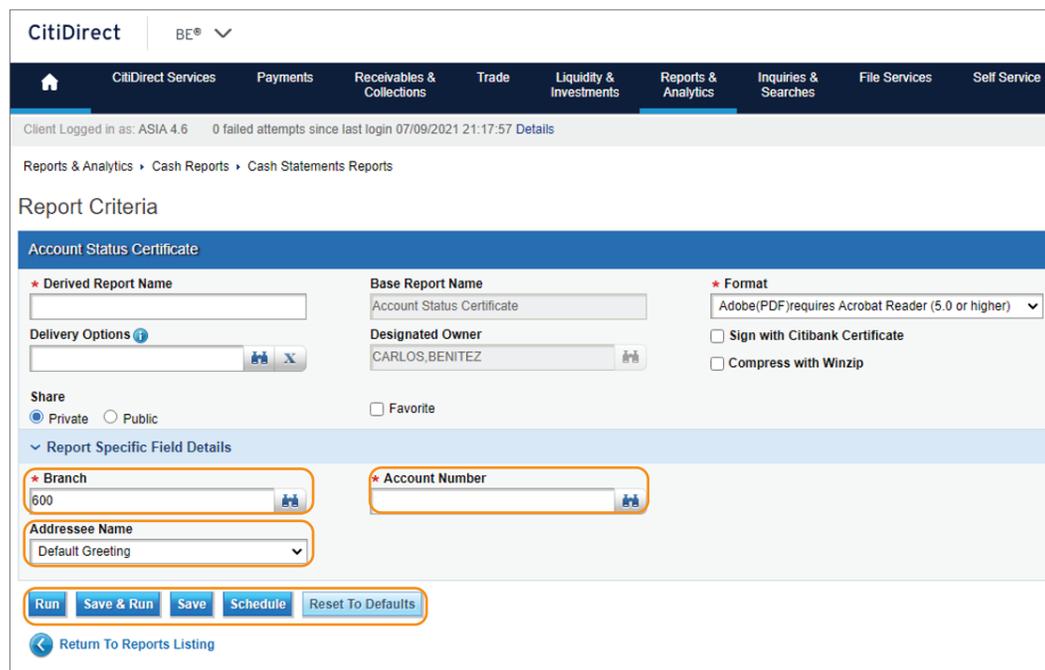
Sign with Citibank Certificate

Compress with Winzip

# Account Certificate Types

## Account Status Certificate

Account Status certificate is available under “Cash Statements Reports” section. Upon clicking *Account Status Certificate* from the Generate Reports screen, the user will be directed to the Account Status Certificate report criteria screen.



The screenshot displays the 'Report Criteria' screen for an 'Account Status Certificate'. The top navigation bar includes 'CitiDirect Services', 'Payments', 'Receivables & Collections', 'Trade', 'Liquidity & Investments', 'Reports & Analytics', 'Inquiries & Searches', 'File Services', and 'Self Service'. The 'Reports & Analytics' section is active, showing a breadcrumb trail: 'Reports & Analytics > Cash Reports > Cash Statements Reports'. The main form area is titled 'Report Criteria' and contains several sections:

- Account Status Certificate** (Section Header)
- Derived Report Name**: A text input field.
- Base Report Name**: A dropdown menu with 'Account Status Certificate' selected.
- Designated Owner**: A dropdown menu with 'CARLOS, BENITEZ' selected.
- Format**: A dropdown menu with 'Adobe(PDF)requires Acrobat Reader (5.0 or higher)' selected.
- Delivery Options**: A text input field with a search icon and a close icon.
- Share**: Radio buttons for 'Private' (selected) and 'Public', and a 'Favorite' checkbox.
- Report Specific Field Details** (Expanded Section):
  - Branch**: A dropdown menu with '600' selected.
  - Account Number**: A dropdown menu.
  - Addressee Name**: A dropdown menu with 'Default Greeting' selected.
- Action Buttons**: 'Run', 'Save & Run', 'Save', 'Schedule', and 'Reset To Defaults'.
- Return To Reports Listing**: A link with a back arrow icon.

Select the Branch and Account Number which you would like the report to be generated for. The selection of available branches and accounts will be driven by user’s entitlements.

Once Branch is selected, user will have another option called Addressee Name which will change the greeting that will appear on the certificate:

- **Default Greeting:** the generic greeting set by the Citi Branch (typically “To Whom it May Concern”)
- **Name of Client:** will address the letter to the legal entity of the account
- **Custom Greeting:** user can enter their own greeting that is to be displayed

Then select how you would like the report to be generated:

- **Run:** run the report one time with the selected report criteria
- **Save & Run:** the Save and Run button saves the report criteria (for future running use) and runs the report now
- **Save:** the Save button saves the report criteria, but will not run the report now
- **Schedule:** the Schedule button is a part of CitiDirect BE’s automation capabilities. A Delivery Option library needs to be created and authorized before scheduling may occur.

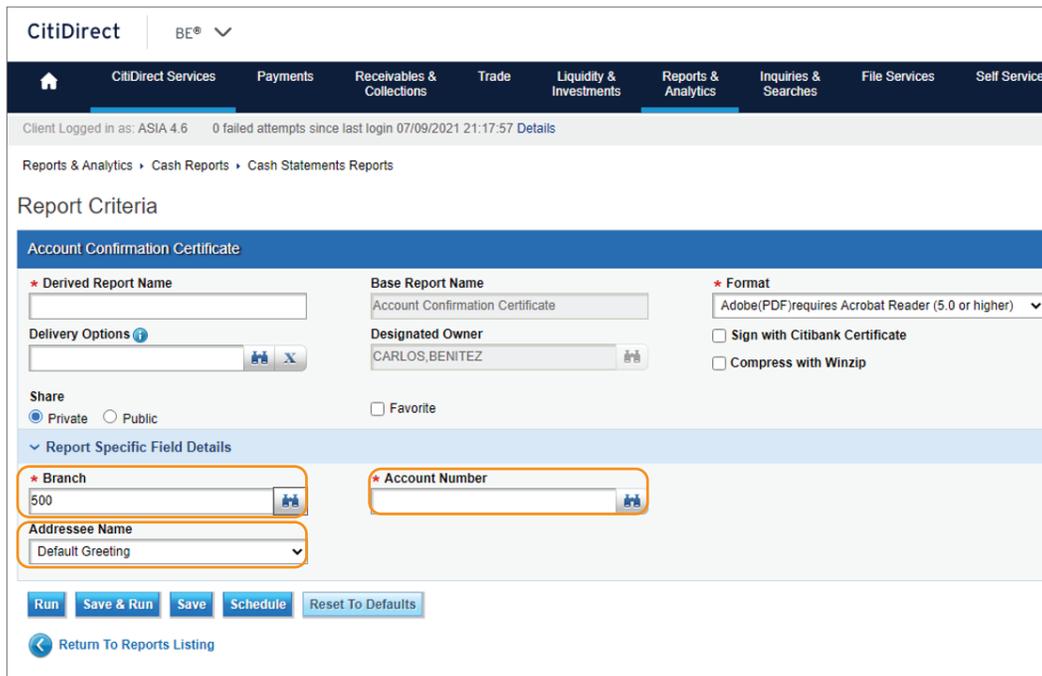
## Report Output

Account Status Certificate will produce the information on the current account status including company's address, account open date, SWIFT Code and corresponding account details such as local Tax ID where applicable.

<b>Branch Address/Contact Information:</b> AO Citibank, St.Petersburg Italianskaya str. 5, St.Petersburg, 191011, Russia tel.+7812 718-3696		
<b>DATE</b> - 22/01/2021		
<b>To whom It May Concern:</b>		
<u>Account Status Certificate</u>		
This is to certify that the account below is OPEN with ST. PETERSBURG CITIBANK		
<b>Name of Company</b>	John Smith Company	
<b>Company Address</b>	123 Main Avenue, Petersburg, Russia	
<b>Account Open Date</b>	15/10/1998	
<b>Account</b>	xxxxxxx	
<b>Account Name</b>	John Smith Account	
<b>Currency</b>	RUB	
<b>Swift Code</b>	CITIRUMX	
<b>Tax ID</b>	xxxxxxx	
We thank you for banking with us.		
<b>With regards,</b>		
Ekaterina Bobkova		
		
CitiService Department		
		

## Account Confirmation Certificate

Account Confirmation certificate is available under “Cash Statements Reports” section. Upon clicking *Account Confirmation Certificate* from the Generate Reports screen, the user will be directed to the Account Confirmation Certificate report criteria screen.



Select the Branch and Account Number which you would like the report to be generated for. The selection of available branches and accounts will be driven by user's entitlements.

Once Branch is selected, user will have another option called Addressee Name which is the greeting that will appear on the certificate:

- **Default Greeting:** the generic greeting set by the Citi Branch (typically “To Whom it May Concern”)
- **Name of Client:** will address the letter to the legal entity of the account
- **Custom Greeting:** user can enter their own greeting that is to be displayed

Then select how you would like the report to be generated:

- **Run:** run the report one time with the selected report criteria
- **Save & Run:** the Save and Run button saves the report criteria (for future running use) and runs the report now
- **Save:** the Save button saves the report criteria, but will not run the report now
- **Schedule:** the Schedule button is a part of CitiDirect BE's automation capabilities. A Delivery Option library needs to be created and authorized before scheduling may occur.

## Report Output

Account Confirmation Certificate will display the client's accounts that are held with Citi along with details on the date account was opened, currency, and account status.

**Branch Address/Contact Information:**



AO Citibank, St.Petersburg  
 Italianskaya str, 5, St.Petersburg,  
 191011, Russia  
 tel. +7812 718-3696

**DATE - 22/01/2021**

**To whom It May Concern:**

**Account Confirmation Certificate**

We certify that **John Smith Company** holds the below list of accounts with **ST. PETERSBURG CITIBANK**

**Name of Company** John Smith Company  
**Company Address** 123 Main Avenue, Petersburg, Russia  
**Citibank Branch** ST. PETERSBURG CITIBANK  
**Swift Code** CITIRUMX  
**Tax ID** XXXXXXX

Account	Account Name	IBAN Number/ ABA Number	Date Opened	Currency	Status
XXXXXX	John Smith Account	XXXXXXXXXXXXXX	27/06/1996	RUB	OPEN

With regards,  
 Ekaterina Bobkova

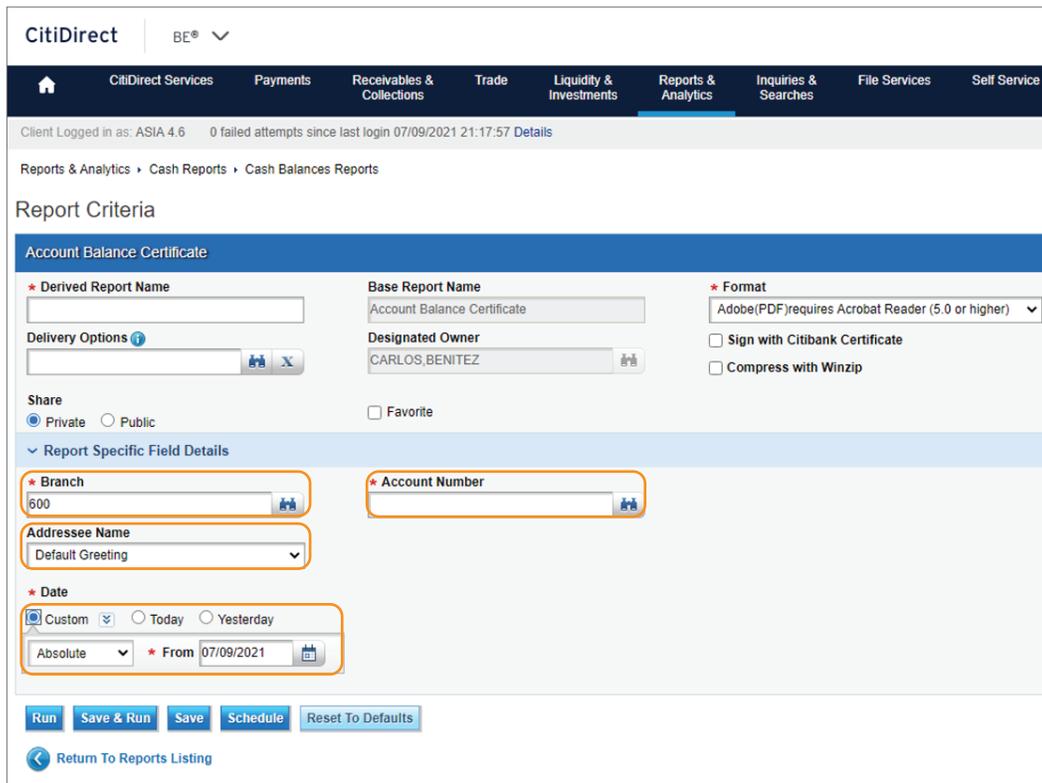


CitiService Department



## Account Balance Certificate

Account Balance certificate is available under “Cash Balances Reports” section. Upon clicking *Account Balance Certificate* from the Generate Reports screen, the user will be directed to the Account Balance Certificate report criteria screen.



The screenshot displays the 'Report Criteria' screen for an 'Account Balance Certificate'. The interface includes a navigation bar with 'CitiDirect' and 'BE' dropdown, and a menu with options like 'CitiDirect Services', 'Payments', 'Receivables & Collections', 'Trade', 'Liquidity & Investments', 'Reports & Analytics', 'Inquiries & Searches', 'File Services', and 'Self Service'. The user is logged in as 'ASIA 4.6' with 0 failed attempts since the last login on 07/09/2021 at 21:17:57. The breadcrumb trail is 'Reports & Analytics > Cash Reports > Cash Balances Reports'. The main title is 'Report Criteria' and the sub-section is 'Account Balance Certificate'. The form contains several sections: 'Derived Report Name' (text input), 'Base Report Name' (text input, value: 'Account Balance Certificate'), 'Format' (dropdown menu, value: 'Adobe(PDF)requires Acrobat Reader (5.0 or higher)'), 'Delivery Options' (text input), 'Designated Owner' (text input, value: 'CARLOS,BENITEZ'), 'Share' (radio buttons for 'Private' and 'Public', and a 'Favorite' checkbox), 'Report Specific Field Details' (expanded section with 'Branch' dropdown, 'Account Number' dropdown, 'Addressee Name' dropdown, and 'Date' section with 'Custom', 'Today', and 'Yesterday' radio buttons, and a date range selector set to 'Absolute' from '07/09/2021'). At the bottom, there are buttons for 'Run', 'Save & Run', 'Save', 'Schedule', and 'Reset To Defaults', along with a 'Return To Reports Listing' link.

Select the Branch and Account Number which you would like the report to be generated for. The selection of available branches and accounts will be driven by user’s entitlements.

Once Branch is selected, user will have another option called Addressee Name which will change the greeting that will appear on the certificate:

- **Default Greeting:** the generic greeting set by the Citi Branch (typically “To Whom it May Concern”)
- **Name of Client:** will address the letter to the legal entity of the account
- **Custom Greeting:** user can enter their own greeting that is to be displayed

Then select the business date you would like to see account balance:

- **Custom:** option to select any date within past 12 months of current business date
- **Today:** current business date
- **Yesterday:** T-1 current business date

Then select how you would like the report to be generated:

- **Run:** run the report one time with the selected report criteria
- **Save & Run:** the Save and Run button saves the report criteria (for future running use) and runs the report now
- **Save:** the Save button saves the report criteria, but will not run the report now
- **Schedule:** the Schedule button is a part of CitiDirect BE’s automation capabilities. A Delivery Option library needs to be created and authorized before scheduling may occur.

## Report Output

Account Balance Certificate will produce the information on the current date balance or the end of day balance of a specific date depending on the Date which was selected. In addition, it will also display other details such as the date account was opened and the date the latest transaction occurred on the account when applicable.

### Current Balance Certificate

**Branch Address/Contact Information:**  
 Citibank N.A  
 Citibank House  
 Upper Hill Road Swift: CITIKENA  
 P.O. Box 30711-00100  
 GPO Nairobi, Kenya  
 T el: 254-20-2754000 / 0711 014000  
 Fax: 254-20-2714811 / 254-20-2714810



**DATE** - 22/01/2021

Dear Sir /Madam,

Account Balance Certificate

We certify that the balances of **John Smith Company** with NAIROBI CITIBANK as of 22/01/2021 are as below at 2:57:31PM

Name of Company	John Smith Company						
Company Address	123 Main Avenue, Nairobi, Kenya						
Account	Account Name	Currency	Open Available Balance	Open Ledger Balance	Current Ledger Balance	Current Available Balance	Latest Transaction Date and Time
xxxxxx	John Smith Account	USD	1,364,345.98	1,364,345.98	1,645,235.56	1,645,235.56	13-Jan-2021 09.03.23 PM

Please contact us at Kenya.citisevice@citi.com for any further clarification.

We thank you for banking with us.

**Yours faithfully,**  
 Grace Waweru Esther Motogwa

Client Service Manager Client Service Officer



Citibank, N.A. Kenya Branch is licensed and regulated as a commercial bank by the Central Bank of Kenya.

**EOD Balance Certificate**

**Branch Address/Contact Information:**  
 Citibank N.A  
 Citibank House  
 Upper Hill Road Swift: CITIKENA  
 P.O. Box 30711-00100  
 GPO Nairobi, Kenya  
 T el: 254-20-2754000 / 0711 014000  
 Fax: 254-20-2714811 / 254-20-2714810



**DATE** - 22/01/2021

**Dear Sir /Madam,**

**Account Balance Certificate**

We certify that the balances of **John Smith Company** with **NAIROBI CITIBANK** as of **15/01/2021** are as below

Name of Company	John Smith Company						
Company Address	123 Main Avenue, Nairobi, Kenya						
Account	Account Name	Currency	Open Available Balance	Open Ledger Balance	Closing Ledger Balance	Closing Available Balance	Latest Transaction Date and Time
XXXXXX	John Smith Account	USD	1,265,324.08	1,265,324.08	1,365,235.56	1,365,235.56	13-Jan-2021 07.03.23 PM

Please contact us at [Kenya.citIService@citi.com](mailto:Kenya.citIService@citi.com) for any further clarification.

We thank you for banking with us.

**Yours faithfully,**  
 Grace Waweru Esther Motogwa

  
 Client Service Manager

  
 Client Service Officer



Citibank, N.A. Kenya Branch is licensed and regulated as a commercial bank by the Central Bank of Kenya.

## Scheduling the Account Certificate Report

1. Create a record in Delivery option in library. Navigate to "Library Maintenance" under Self Service menu options.

Payments	Receivables & Collections	Trade	Liquidity & Investments	Reports & Analytics	Inquiries & Searches	File Services	Self Service
	<b>Maintenance</b> Template Library Standing Instruction Library Netting Import Map Netting Import Run Netting FX Rates <b>Library Maintenance</b>	<b>...Client Administration Service</b> Create Product Package Product Package Worklist View All Product Packages Create Client Client Worklist	<b>...Client Administration Service</b> Entitlement Tool Exceptions Clients Solution Packager Toolkit Change Security Questions	<b>...WorldLink® Libraries</b> Cheque Number Maintenance Library WorldLink® Same Day Account Library WorldLink® Credit Account Library Cheque Stock Maintenance			

Select "Delivery Options".

Self Service > Maintenance > Library Maintenance

### Library Maintenance

Show Filter

Disabled libraries are not available to manage on CitiDirect BE. Go to [CitiDirect](#) to manage the libraries.

Library Maintenance (1 - 200 of 212) Page 1 of 2

Description 2 ▲	Service Class 1 ▲
Delivery Options	Automated File and Report Delivery
Drawee/Payer	Collection Item Initiation
BAI Currency Code Library	Export Profile

2. Select delivery option type as an email while creating the record. Select Security Method as "Citi Secure Email". Provide all the necessary details. Delivery option name will be the file name. Authorize the record.

### Create Library

Submit Clear

▼ Delivery Options Detail

\* Delivery Option Name

\* Delivery Option Description

\* Delivery Option Type

\* Security Method

▼ Email and Format Detail

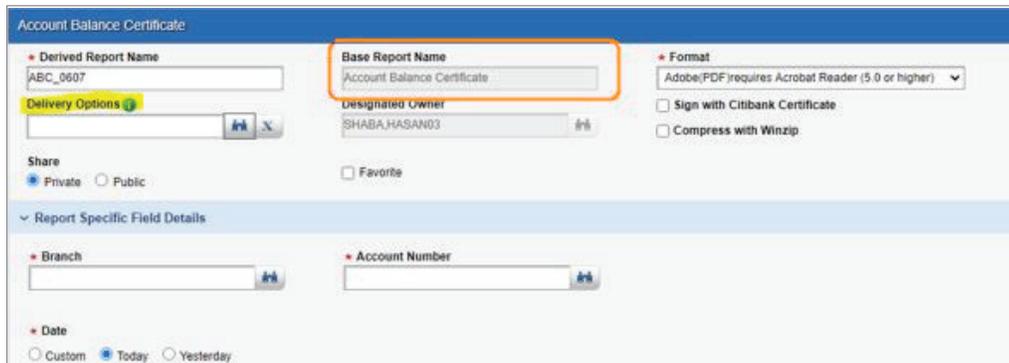
\* Email Address

Message Subject

Message

\* File Name

3. You will be able to see the record once authorized in the report screen in the delivery options lookup. Select the required certificate type under Base Report Name field.



The screenshot shows the 'Account Balance Certificate' configuration interface. It includes several sections:

- Derived Report Name:** A text field containing 'ABC\_0607'.
- Delivery Options:** A dropdown menu with a yellow highlight.
- Share:** Radio buttons for 'Private' (selected) and 'Public'.
- Report Specific Field Details:**
  - Branch:** A text field.
  - Account Number:** A text field.
  - Date:** Radio buttons for 'Custom', 'Today' (selected), and 'Yesterday'.
- Base Report Name:** A text field containing 'Account Balance Certificate', highlighted with an orange box.
- Designated Owner:** A text field containing 'SHABAHASAN03'.
- Format:** A dropdown menu set to 'Adobe/PDF (requires Acrobat Reader (5.0 or higher))'.
- Sign with Citibank Certificate:** An unchecked checkbox.
- Compress with Winzip:** An unchecked checkbox.
- Favorite:** An unchecked checkbox.

4. Run or schedule the report by selecting the delivery option. Report output will be delivered to the email provided in step 2.

Treasury and Trade Solutions  
[citi.com/treasuryandtradesolutions](https://citi.com/treasuryandtradesolutions)

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