



Pulling Invoices from CitiDirect® Online Banking

Cash Management Invoice Inquiry –
User Instructions

Instructions

Pulling Invoices from CitiDirect®

1. Invoices can be pulled using the following option in CitiDirect:

Navigate to **Inquiries → Cash Management Invoice Inquiry**

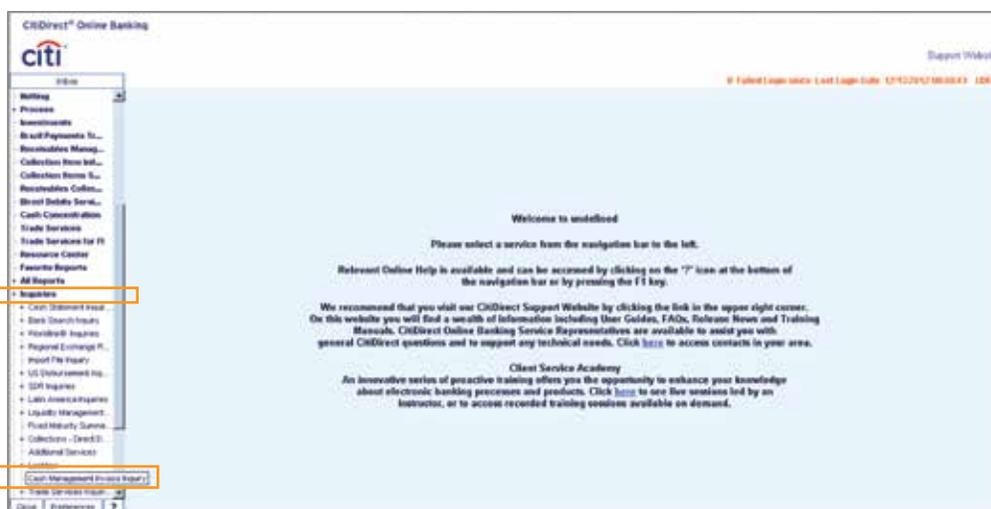
To access the invoices, users need to have **Cash Management Invoice Inquiry** service class associated to their profiles.

- The user is not automatically set up with this service class, also known as a solution package.
- The Client Security Manager needs to add the service class (see Security Manager Guide).

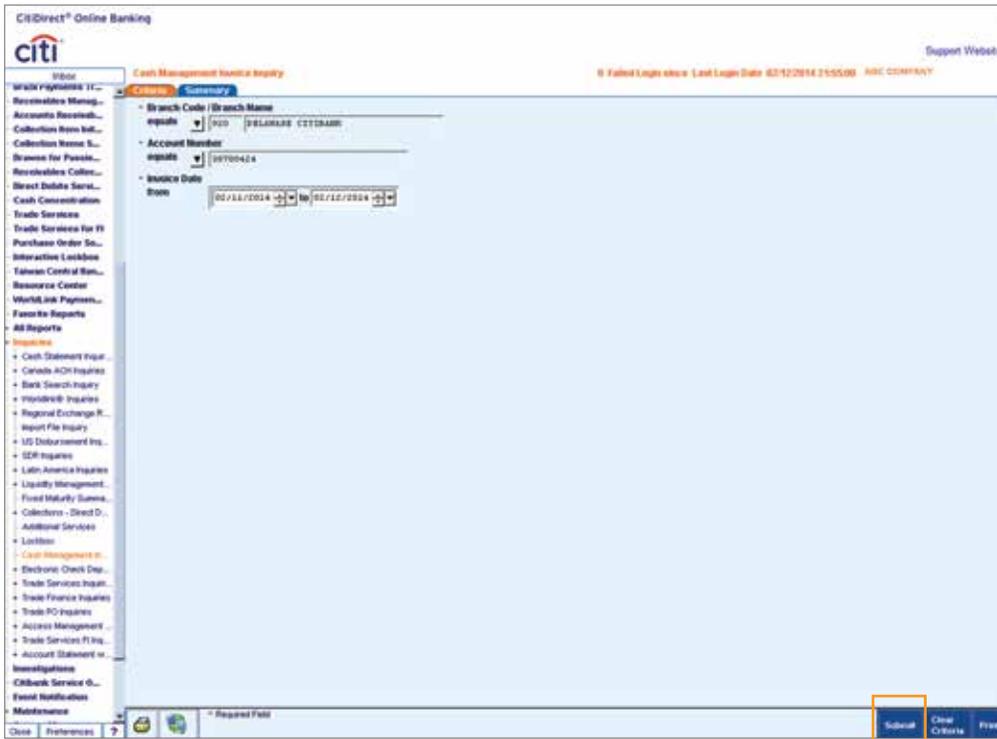
Once set up, the client will be able to see this service in CitiDirect:



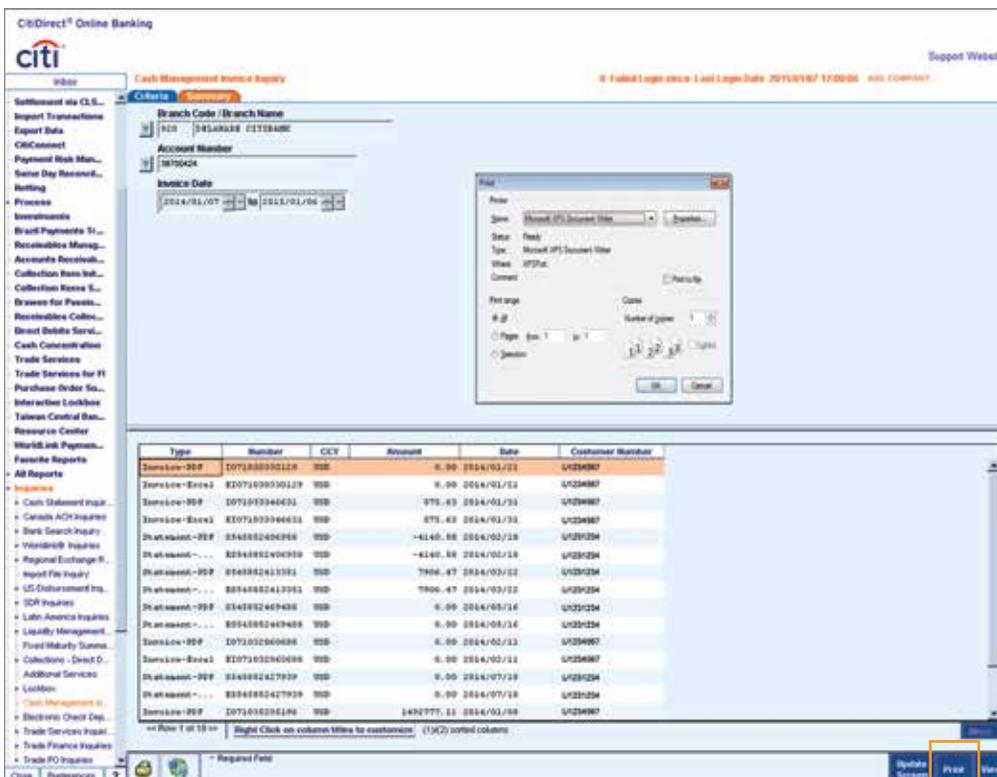
2. Invoices are pulled by navigating to: Inquiries → Cash Management Invoice Inquiry.



- Provide the Branch Code, Branch Name, Account Number and select the date range for any account that is part of the invoice you would like to view. Then click submit.



- The search results will appear as seen below. To print the invoice in PDF format, select Invoice – PDF and click on the Print button at the bottom right.



- In addition to printing the invoice, you have the option to View the invoice by clicking on the View button.

The screenshot shows the CitiDirect Online Banking interface. The main area displays a table of transactions with columns for Type, Number, DCC, Amount, Date, and Customer Number. The first row is highlighted in orange. At the bottom right of the table area, there are buttons for 'Update Screen', 'Print', and 'View', with the 'View' button being highlighted by a red box.

Type	Number	DCC	Amount	Date	Customer Number
Statement-PPF	1071000001129	USD	0.00	2014/05/21	U1234567
Statement-Trans1	10710000000129	USD	0.00	2014/05/21	U1234567
Statement-Trans1	10710000000129	USD	879.68	2014/05/21	U1234567
Statement-PPF	10710000000129	USD	879.68	2014/05/21	U1234567
Statement-PPF	10710000000129	USD	-4349.88	2014/05/19	U1231234
Statement-PPF	10710000000129	USD	-4349.88	2014/05/19	U1231234
Statement-PPF	10710000000129	USD	7994.47	2014/05/22	U1231234
Statement-PPF	10710000000129	USD	7994.47	2014/05/22	U1231234
Statement-PPF	10710000000129	USD	0.00	2014/05/14	U1231234
Statement-PPF	10710000000129	USD	0.00	2014/05/14	U1231234
Statement-PPF	10710000000129	USD	0.00	2014/05/14	U1231234
Statement-PPF	10710000000129	USD	0.00	2014/05/14	U1231234
Statement-PPF	10710000000129	USD	0.00	2014/05/14	U1231234
Statement-PPF	10710000000129	USD	1491777.11	2014/05/09	U1234567

- Once you click the View button, the PDF version of the invoice will appear like the example below.

The PDF invoice displays the following information:

Customer: U1234567
ABC COMPANY
 Period: 01-Jan-2014 - 31-Jan-2014
 Invoice Date: 11-Feb-2014
 Invoice No.: 1430416525717
 Page 1 of 20

940 US
 Citibank NA
 308 Greenwich Street
 New York, NY 10013

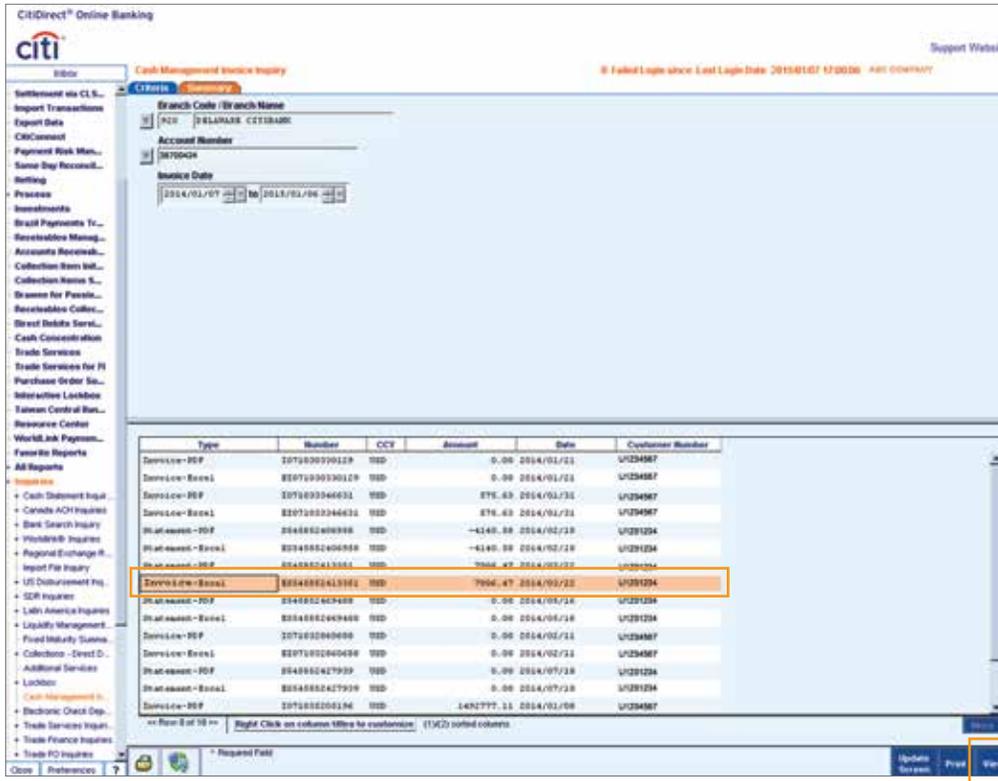
INVOICE SUMMARY

Previous Charge Due	6,752.26	USD
Payments in Current Period	3,362.33	USD
Net Opening Position	3,389.93	USD
Current Period Charges	3,071.88	USD
Earnings Credits	67.03	USD
Adjustments	0.00	USD
Total Charges Due	6,364.78	USD

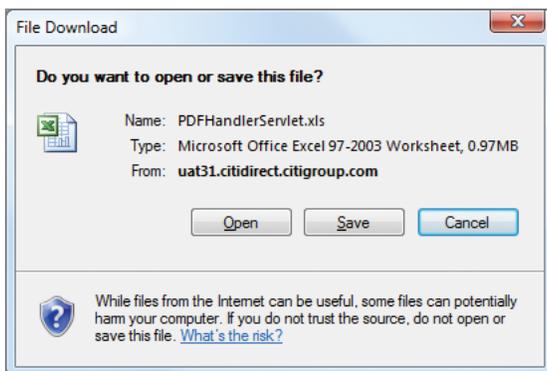
ABC COMPANY
 308 Greenwich St.
 New York, NY 10013
 ATTN:

PAYMENT INSTRUCTIONS:
 Fees for this invoice in the amount of 3,004.85 USD will be debited from your account 30588167 on 2014-03-21. Please contact your Citibank representative with questions regarding your account.

- You also have the option to print and view the invoice in Excel format. To view the invoice in Excel format, select **Invoice – Excel** and click on the View button at the bottom right.



- Click Open when the below prompt appears.



Instructions

Pulling Invoices from CitiDirect BESM

1. Invoices can be pulled using the following option in CitiDirect BE:

Navigate to **Inquiries & Searches** → **Cash Management Invoice Inquiry**

To access the invoices, users need to have Cash Management Invoice Inquiry service class associated to their profiles.

- The user is not automatically set up with this service class, also known as a solution package.
- The Client Security Manager needs to add the service class (see Security Manager Guide).

Once set up, the client will be able to see this service in CitiDirect BE.

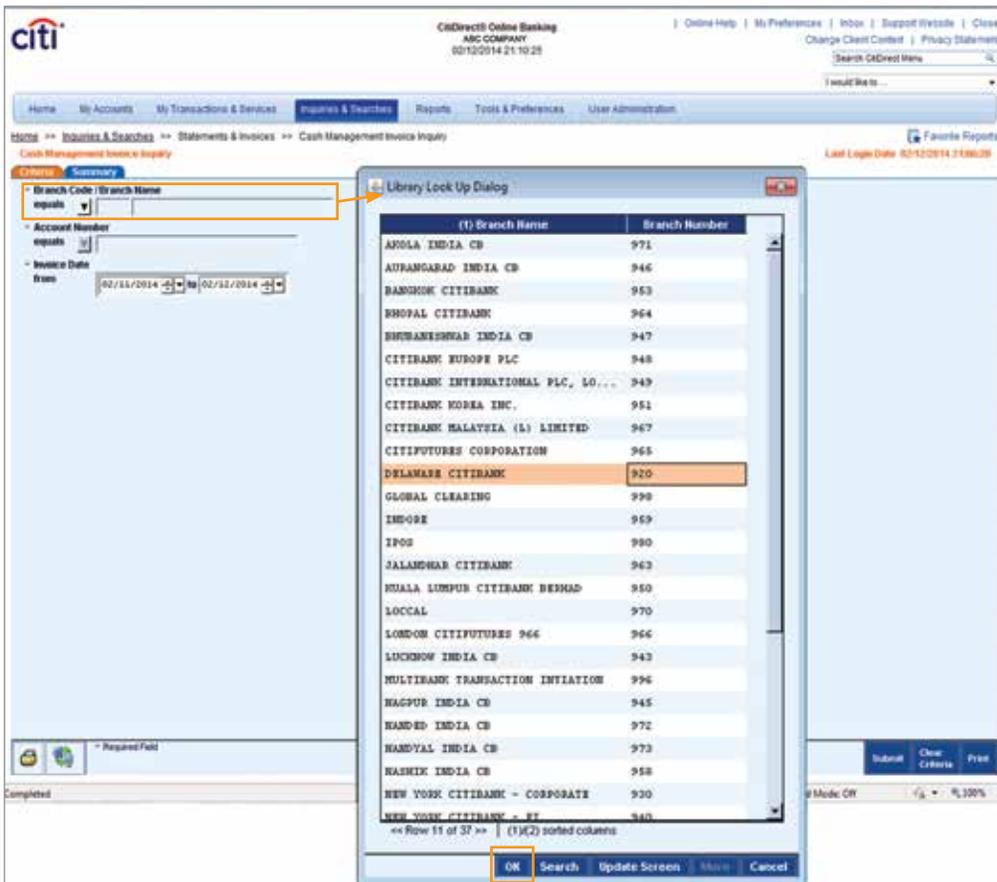
2. Invoices are pulled by navigating to: **Inquiries & Searches** → **Cash Management Invoice Inquiry**.



3. Then the below main screen will appear.



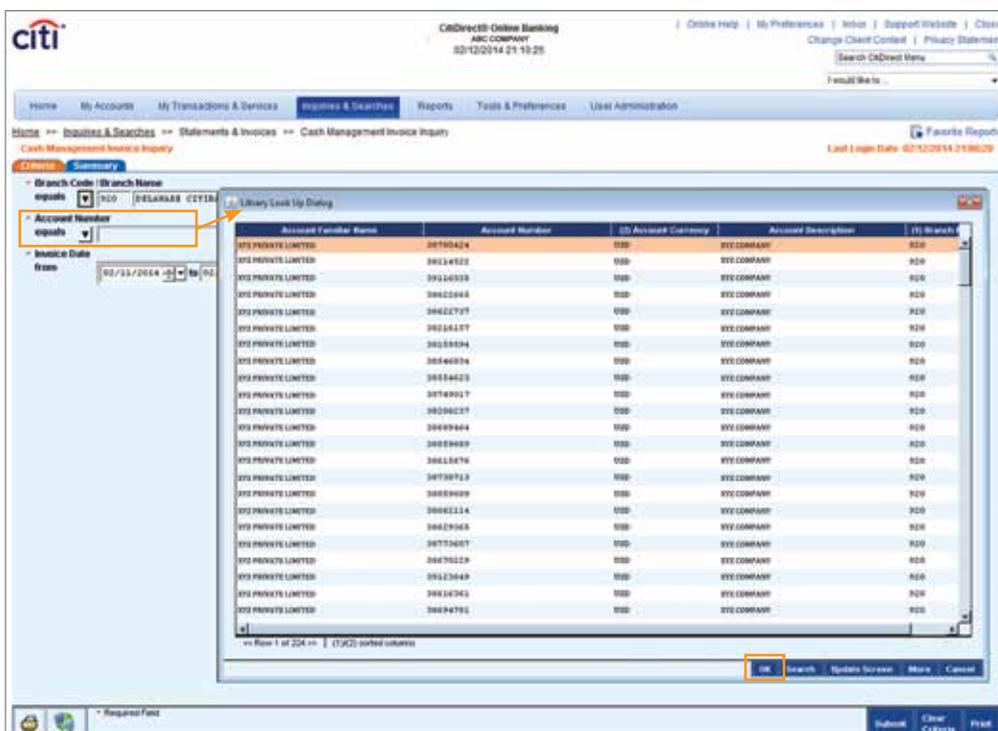
4. Select the dropdown arrow for the "Branch Code/Branch Name equals" field. Choose the branch number from the Library Look Up Dialog box and then click OK.



5. You will then be returned to the main screen.



6. Next, select the drop down arrow under the "Account Number" field. Select the needed account and click OK.

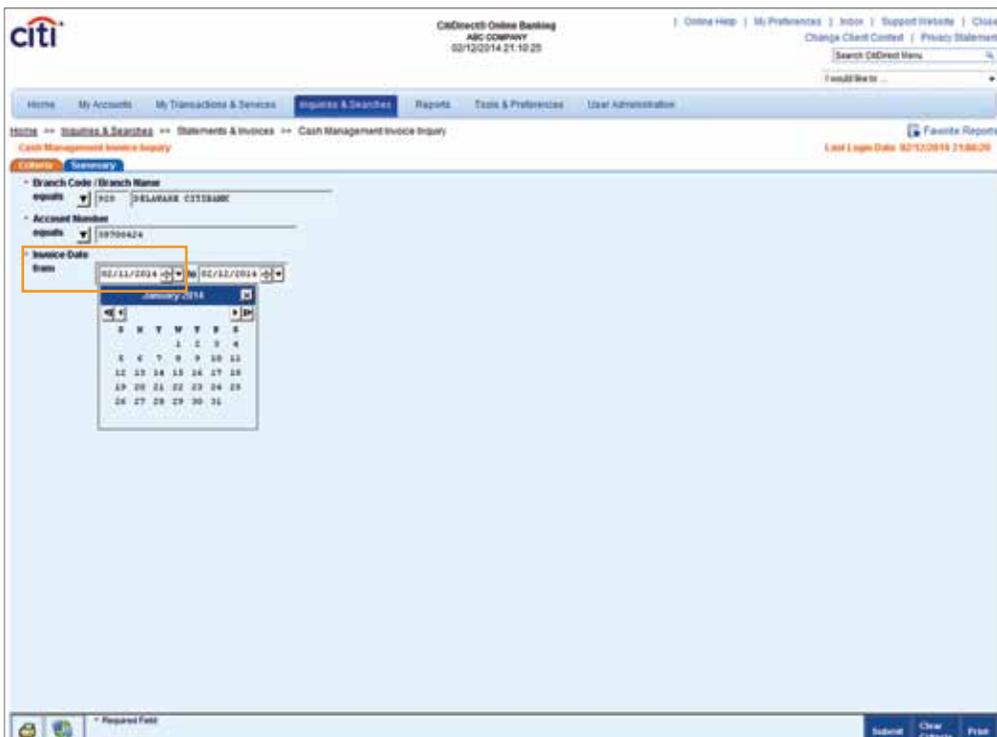


7. You will then be returned to the main screen.



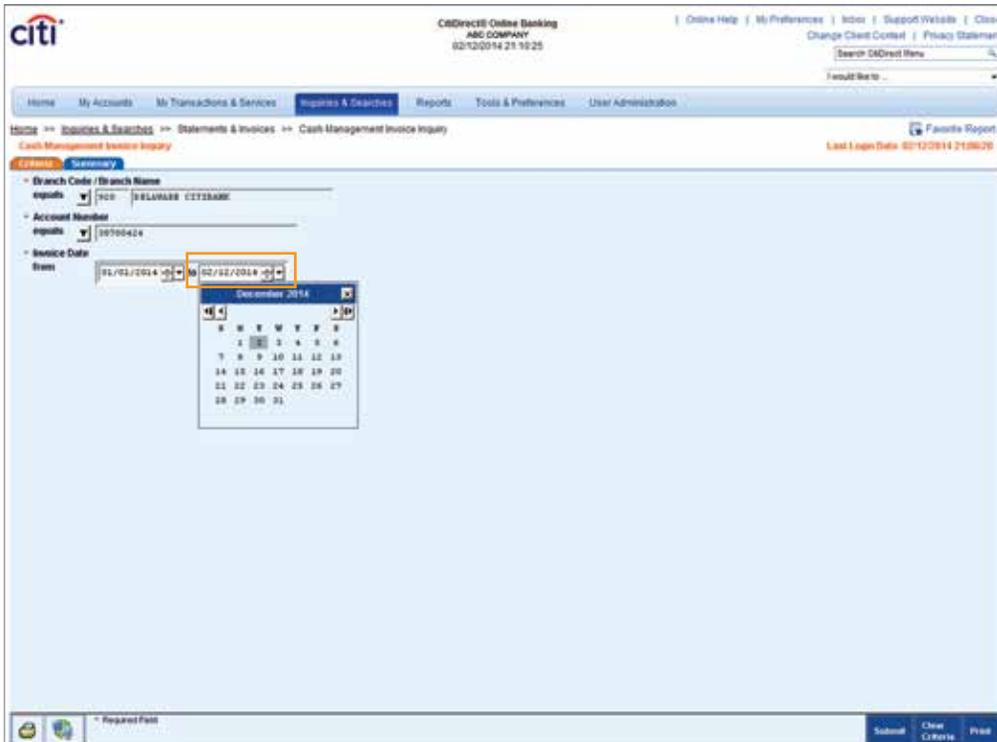
The screenshot shows the CitiDirect Online Banking interface. At the top, it displays 'CitiDirect Online Banking', 'ABC COMPANY', and the date '02/12/2014 21:13:25'. There are navigation links for 'Online Help', 'My Preferences', 'Home', 'Support Website', and 'Close'. Below this is a search bar and a 'Find My Info' dropdown. The main navigation bar includes 'Home', 'My Accounts', 'My Transactions & Services', 'Inquiries & Searches', 'Reports', 'Tools & Preferences', and 'User Administration'. The breadcrumb trail is 'Home >> Inquiries & Searches >> Statements & Invoices >> Cash Management Invoice Inquiry'. The page title is 'Cash Management Invoice Inquiry' with a 'Favorite Reports' icon. The 'Invoice Date' field is highlighted with a red box, showing a date range from 02/11/2014 to 02/11/2014. The 'Branch Code / Branch Name' is '020 DELAWARE CITIBANK' and the 'Account Number' is '19700424'. At the bottom, there are 'Submit', 'Clear', and 'Print' buttons.

8. Next, select the Invoice Date by clicking on the larger arrow to the right of the “from” field. Select the “from” date on the calendar that appears.



This screenshot is similar to the previous one, but with a calendar open for January 2014. The 'Invoice Date' field is highlighted with a red box, and the calendar shows the date 02/11/2014 selected. The calendar is a standard grid with days of the week (S, M, T, W, T, F, S) and dates from 1 to 31. The 'Invoice Date' field now shows a date range from 02/11/2014 to 02/11/2014. The rest of the interface remains the same as in the previous screenshot.

- Next, select the Invoice Date by clicking on the larger arrow to the right of the “to” field. Select the “to” date on the calendar that appears.



- Once you have completed Steps 4-9, click the “Submit” button in the bottom right corner of the screen.



- The search results will appear as seen below. You have the option to Print and View your invoice. To view the invoice in PDF format, select Invoice – PDF and click on the “View” button at the bottom right.

The screenshot shows the CitiDirect Online Banking interface. At the top, it displays 'CitiDirect Online Banking' and 'ABC COMPANY' with the date '02/12/2014 21:19:25'. Below this is a navigation menu with options like 'Home', 'My Accounts', 'My Transactions & Services', 'Invoices & Statements', 'Reports', 'Tools & Preferences', and 'User Administration'. The main content area shows 'Cash Management Invoice Inquiry' with search filters for Branch Code (020), Branch Name (DELAWARE CITIBANK), Account Number (10700424), and Invoice Date (02/02/2014 to 02/12/2014). Below the filters is a table of transactions:

Type	Number	CCY	Amount	Date	Customer Number
Invoice-PDF	1430416525717	USD	6364.78	12/02/2014	01424008
Invoice-PDF	1430417094720	USD	4363.87	21/07/2014	01424008
Invoice-PDF	1430411183435	USD	969.56	10/07/2014	01424008
Invoice-PDF	1430411763431	USD	8225.13	14/08/2014	01424008
Invoice-PDF	1430416939044	USD	974.23	13/09/2014	01424008
Invoice-PDF	1430414957689	USD	144.01	06/03/2014	01424008
Invoice-PDF	1430413040331	USD	721.85	13/04/2014	01424008

At the bottom right of the table, there are buttons for 'Refresh', 'Print', and 'View'. The 'View' button is highlighted with an orange box and an arrow pointing to it.

- Once you click the View button, the PDF version of the invoice will appear like the example below.

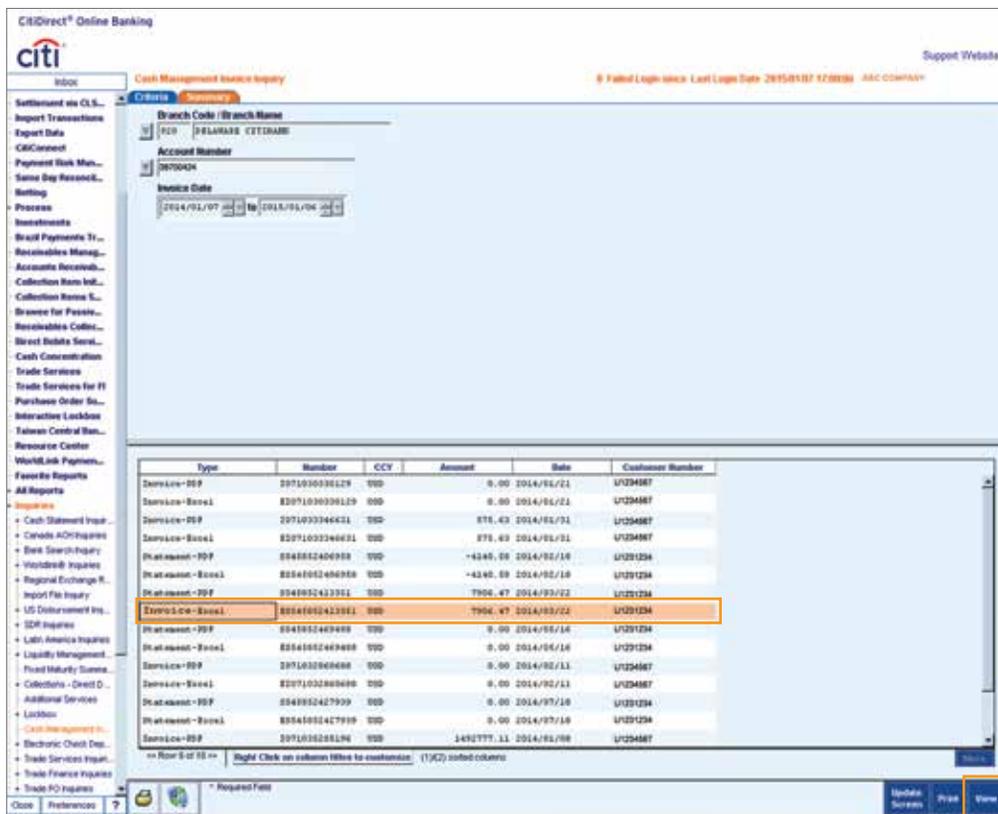
The screenshot shows a PDF version of an invoice. At the top left is the Citi logo. At the top right, it displays 'Customer# U1234567', 'ABC COMPANY', 'Period: 01-Jan-2014 - 31-Jan-2014', 'Invoice Date: 11-Feb-2014', 'Invoice No.: 1430416525717', and 'Page 1 of 20'. Below this is the address: '940 US, Citibank NA, 308 Greenwich Street, New York, NY 10013'. The main section is titled 'INVOICE SUMMARY' and contains the following information:

This invoice does not require a signature.

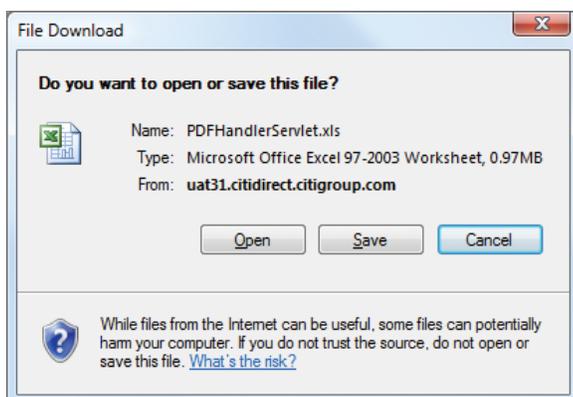
Previous Charge Due	6,752.26	USD
Payments in Current Period	3,382.33	USD
Net Opening Position	3,369.93	USD
Current Period Charges	3,071.88	USD
Earnings Credits	67.03	USD
Adjustments	0.00	USD
Total Charges Due	6,364.78	USD

At the bottom right, it displays 'ABC COMPANY', '308 Greenwich St, New York, NY 10013', and 'ATTN:'. Below this is the 'PAYMENT INSTRUCTIONS' section, which states: 'Fees for this invoice in the amount of 3,004.85 USD will be debited from your account 30588167 on 2014-03-21. Please contact your Citibank representative with questions regarding your account.'

- You also have the option to print and view the invoice in Excel format. To view the invoice in Excel format, select Invoice – Excel and click on the View button at the bottom right.



- Click Open when the below prompt appears.



15. Once you click Open the excel version of the invoice will appear like the example below.

Region	Branch	Invoice No.	Invoice Date	Account	Customer #	Customer Name	Period	Service Code	Service Description
North America	042 US	71038648206	18-Nov-2013	12345678	11234567	ABC COMPANY	01-Oct-2013 - 31-Oct-2013	60231	Domestic Funds Transfer
North America	042 US	71038648206	18-Nov-2013	12345678	11234567	ABC COMPANY	01-Oct-2013 - 31-Oct-2013	60236	ACH Services
North America	042 US	71038648206	18-Nov-2013	12345678	11234567	ABC COMPANY	01-Oct-2013 - 31-Oct-2013	60003	Account Services
North America	042 US	71038648206	18-Nov-2013	12345678	11234567	ABC COMPANY	01-Oct-2013 - 31-Oct-2013	60003	Account Services
North America	042 US	71038648206	18-Nov-2013	12345678	11234567	ABC COMPANY	01-Oct-2013 - 31-Oct-2013	60004	Disbursements
North America	042 US	71038648206	18-Nov-2013	12345678	11234567	ABC COMPANY	01-Oct-2013 - 31-Oct-2013	60004	Disbursements
North America	042 US	71038648206	18-Nov-2013	12345678	11234567	ABC COMPANY	01-Oct-2013 - 31-Oct-2013	60004	Disbursements
North America	042 US	71038648206	18-Nov-2013	12345678	11234567	ABC COMPANY	01-Oct-2013 - 31-Oct-2013	60004	Disbursements
North America	042 US	71038648206	18-Nov-2013	12345678	11234567	ABC COMPANY	01-Oct-2013 - 31-Oct-2013	60130	Account Reconciliation
North America	042 US	71038648206	18-Nov-2013	12345678	11234567	ABC COMPANY	01-Oct-2013 - 31-Oct-2013	60130	Account Reconciliation
North America	042 US	71038648206	18-Nov-2013	12345678	11234567	ABC COMPANY	01-Oct-2013 - 31-Oct-2013	60450	Channel Services
North America	042 US	71038648206	18-Nov-2013	12345678	11234567	ABC COMPANY	01-Oct-2013 - 31-Oct-2013	60450	Channel Services
North America	042 US	71038648206	18-Nov-2013	12345678	11234567	ABC COMPANY	01-Oct-2013 - 31-Oct-2013	60450	Channel Services
North America	042 US	71038648206	18-Nov-2013	12345678	11234567	ABC COMPANY	01-Oct-2013 - 31-Oct-2013	60003	Account Services
North America	042 US	71038648206	18-Nov-2013	12345678	11234567	ABC COMPANY	01-Oct-2013 - 31-Oct-2013	60236	ACH Services
North America	042 US	71038648206	18-Nov-2013	12345678	11234567	ABC COMPANY	01-Oct-2013 - 31-Oct-2013	60236	ACH Services
North America	042 US	71038648206	18-Nov-2013	12345678	11234567	ABC COMPANY	01-Oct-2013 - 31-Oct-2013	60004	Disbursements
North America	042 US	71038648206	18-Nov-2013	12345678	11234567	ABC COMPANY	01-Oct-2013 - 31-Oct-2013	60004	Disbursements
North America	042 US	71038648206	18-Nov-2013	12345678	11234567	ABC COMPANY	01-Oct-2013 - 31-Oct-2013	60130	Account Reconciliation
North America	042 US	71038648206	18-Nov-2013	12345678	11234567	ABC COMPANY	01-Oct-2013 - 31-Oct-2013	60003	Account Services
North America	042 US	71038648206	18-Nov-2013	12345678	11234567	ABC COMPANY	01-Oct-2013 - 31-Oct-2013	60026	ACH Services
North America	042 US	71038648206	18-Nov-2013	12345678	11234567	ABC COMPANY	01-Oct-2013 - 31-Oct-2013	60236	ACH Services
North America	042 US	71038648206	18-Nov-2013	12345678	11234567	ABC COMPANY	01-Oct-2013 - 31-Oct-2013	60130	Account Reconciliation
North America	042 US	71038648206	18-Nov-2013	12345678	11234567	ABC COMPANY	01-Oct-2013 - 31-Oct-2013	60130	Account Reconciliation
North America	042 US	71038648206	18-Nov-2013	12345678	11234567	ABC COMPANY	01-Oct-2013 - 31-Oct-2013	60236	ACH Services
North America	042 US	71038648206	18-Nov-2013	12345678	11234567	ABC COMPANY	01-Oct-2013 - 31-Oct-2013	60236	ACH Services
North America	042 US	71038648206	18-Nov-2013	12345678	11234567	ABC COMPANY	01-Oct-2013 - 31-Oct-2013	60236	ACH Services
North America	042 US	71038648206	18-Nov-2013	12345678	11234567	ABC COMPANY	01-Oct-2013 - 31-Oct-2013	60004	Disbursements
North America	042 US	71038648206	18-Nov-2013	12345678	11234567	ABC COMPANY	01-Oct-2013 - 31-Oct-2013	60004	Disbursements
North America	042 US	71038648206	18-Nov-2013	12345678	11234567	ABC COMPANY	01-Oct-2013 - 31-Oct-2013	60004	Disbursements
North America	042 US	71038648206	18-Nov-2013	12345678	11234567	ABC COMPANY	01-Oct-2013 - 31-Oct-2013	60130	Account Reconciliation

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