

Pulling Invoices from CitiDirect[®] Online Banking

Cash Management Invoice Inquiry – User Instructions



Treasury and Trade Solutions



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.

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3. 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.

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4. 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.

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

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

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Current Period Charges Earnings Credits Adjustments	3.071.88 U6D 67.03- U5D 0.00 USD	
Total Charges Due	6,364.78 USD	
	ABC COMPANY 308 Greenwich St. New York, NY 10013 ATTN:	
	ABC COMPANY 309 Greenwich St. New Yark, NY 10013 ATTN:	



7. 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.

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8. Click Open when the below prompt appears.



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

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10. If the date provided is prior to the last year, an error is returned indicating that the data can only be retrieved for the last year.

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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.

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





3. Then the below main screen will appear.

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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.

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

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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.

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9. 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.

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

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

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 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.

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14. Click Open when the below prompt appears.





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

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1 Service Activity	Dotall									
2 Region	Srimich	Invoice No.	Invoice Date	Account	Customer #	Customer Name	Period		Service Code	Service Description
3 North America	HOUS	71030548295	18.Nev-2013	12345678	U1234967	ABC COMPANY	01.0dt	2013 - 31-Oct 2013	\$1231	Domestic Runds Transfer
4 North America	940 US	71008548255	10-Nev-2013	12045678	U1234967	ABC COMPANY	01-0d5	2013 - 31-Oct-2013	51236	ACH Services
5 North America	940105	71038548255	15-101-2013	12345678	U1234567	ABC CONPANY	01-045	2013-31-00-2013	51603	Account Services
6 Sorth America	94018	71038548255	18-Neu-2013	12345678	01234587	ABC COMPANY	01-045	2013-31-06-2013	51603	Account Services
7 Sorth America	940.05	71038548295	18-Nev-2013	12346478	U1234567	ABC COURANY	01-046	2013-31-048-2013	\$3804	Distursements
8 Surth America	HOUS	71030540255	10-Neu-2013	12040679	U123456P	ABC COMPANY	01-048	2013-31-0442913	33004	Debursements
9 Som America	HOUS	71238548215	18-18-02013	12345678	U1234967	ABC CONPANY	01-045	2013-31-0:0-2013	50004	Distursements
10 Sorth America	240 LS	71038548215	18-Net-2013	12345678	01234967	ARC COUPANY	01+Oct.	2013 - 31-Det-2013	\$3004	Debursemente
11 North America	940 US	71030548295	18-Nev-2013	12345678	U1234967	ABC COMPANY	01-0e6	2013 - 31-Oct-2013	\$9409	Account Reconciliation
12 North America	940.05	71008548255	10-Nev-2013	12045678	U1234567	ABC COMPANY	01-0dki	2013 - 31-Oct-2013	50150	Account Reconciliation
13 North America	940 US	71038548255	18-Nev-2013	12345678	U1234567	ABC/CONPANY	01-065	2013-31-06-2013	51450	Chennel Services
14 Sorth America	940 US	71038548255	18-Neu-2013	12345678	01234587	ABC COURANY	01-045	2013-31-04-2013	\$3453	Channel Services
15 North America	940.00	71030548255	10-Neu-2013	12040670	U1234567	ABC CONPANY	01-046	2013-31-048-2013	03453	Chennel Dervices
16 Sorth America	HOUS	71038548255	15-Neu-2013	12345675	U1234567	ABC CONPANY	01-045	2013-31-0(8-2013	50803	Account Services
17 Sorth America	940.05	71038548255	18-Neu-2013	12345678	01234567	ABC CONPANY	01-0d5	2013-31-0ct-2013	\$1236	ACR Services
18 North America	940 US	71030548295	18.Nev-2013	12345678	U1234967	ABC CONPANY	01.0et	2013 - 31-Oct 2013	\$1236	ACH Services
19 North America	940.05	71038548255	10-Nev-2013	12045678	U1234567	ABC COMPANY	01-0dk	2013 - 31-Oct-2013	53604	Distursements
20 North America	940.05	71938548255	15-101-2013	12345678	01234567	ABC CONPANY	01-065	2013-31-061-2013	51804	Distursements
21 Sorth America	9401/8	71038548255	18-Neu-2013	25458788	U1234587	ABC COURANY	01-045	2013-31-0:8-2013	50130	Account Reconciliation
22 Sorth America	940'UE	71238548295	18-Nev-2013	20466789	U1234667	ABC COMMANY	01-046	2013 - 31-Del-2013	63803	Ablevit Services
23 Surth America	HOUD	71030540255	15-Neu-2013	23456788	U1234567	ABC COMPANY	01-048	2013-31-048-2013	51230	ACII Services
24 Sorth America	HOUS	71230548215	18-Nev-2013	23456789	U1234967	ABC COUPANY	01-Ddb	2013 - 31-Oct-2013	\$1236	ACH Services
25 North America	940 L/S	71038548215	18-Mes-2013	21454789	U1234967	ARC COMPANY	01, Deb	2013 - 31-Deb-2013	\$9439	Account Reconciliation
26 North America	940.05	71008548295	10-Nev-2013	20456789	U1234967	ABC CONPANY	01-0d6	2013 - 31-Oct-2013	01205	Autometed Delarce Reporting E
27 North America	940105	71038546255	15-101-2013	25456768	U1234567	ABC COMPANY	01-046	2013 - 31-041-2013	51236	ADR Services
28 North America	940108	71038548255	18-Nev-2013	23458788	01234567	ABC COMPANY	01-045	2013-31-06-2013	\$1238	ACH Services
29 North America	940 US	71038548295	18-Nev-2013	21456789	U1234967	ABC COMPANY	01-045	2013 - 31-Del 2013	\$1236	ACR Services
30 Sorth America	94010	71030548215	10-10-0013	20466789	U1234567	ABC COMPANY	01-046	2013 - 31-0 (A-2013	01230	ACR Dervices
31 Som America	94015	71230548215	18-18-2013	23456789	U1234967	ABC COMPANY	01-045	2013-31-049-2013	53804	Disbursements
32 North America	940 US	71038548255	18-Nex-2013	25456789	01234567	ABC COMPANY	01-Oct-	2013-31-Oct-2013	53604	Disbursements
33 North America	940105	71030548295	10-Nev-2013	29466789	U1234967	ABC CONPANY	01-Dati	2013 - 31-Oct-2013	60100	Account Reconciliation
HANN Service	ctivity Detail	anaction Ad	tivity Journal	7 Ibbe	te Analysis - Ac	t Summary	(Lauran .	Lana -

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