

Entitlements to Access Invoices from CitiDirect[®] Online Banking

Cash Management Invoice Inquiry – Security Manager Instructions



Transaction Services



Instructions

Cash Management Invoice Inquiry

1. The first step for the System Administrator to set up the **Cash Management Invoice Inquiry** feature is to create the Access Profile. Log into the system and navigate to:

Access Management → Access Profile → New



If you want to restrict the profile by branch(es), click on the sub-menu Branch. In the Library
Look Up Dialog window, select the branch(es) to which you wish to restrict access. You can
select multiple branches using the CTRL key on your keyboard.

https://wat31.cHideecta	citigroop.com/ - CitiDirect - Online Banking - Wind	www.Toternet.Explorer							
itiDirect® Online Ba	inking								
citi								Suppo	rt Websi
inbox	Access Profile Detail	Library Look Up Dialog		0 Failed L	ogin since Last Login Dat	e 02/06/2013 16:02:4	0 SAFEA	NORD ACCES	SS FOR N
pert Transactions and the pert Take and the Pay of the term of	Access Profile Name Extilinement Criteria Extilinement Criteria Extilinement Criteria Extilinement Second Mysion Burk Search Trays Cash Concernation Cash Conc	Вланала Статала релала статала ни така святала запала стала запала святала санарана святала санарана святала на стала запала святала санарана святала на стала запала святала на селана така запала святала на селана така така санара селана сел	Of Drankth Nanolage 520 521 522 523 524 525 526 527 530 521 522 533 534 535 536 534 534 535 536 537 538 536 537 538 534 534 535 536 537 538 542 542 542 542 542 542	- - -	walke industry 2 officiality 2 officiality - componente 0 officiality - com				
ctivation	Clent Migration Tool Gent Preferences	0	Search Update Screen	Hore Cancel					
rvice Inquiry Ma.	Clert-User Re-assignment		3						Delete
Manager	6					Submit Reset	Heat	Return to Summery	Other



3. Under the sub-menu, you can click on **Account** to continue restricting the profile. In the **Library Look Up Dialog** window, select the account(s) to which you wish to restrict the access. You can select multiple accounts using the CTRL key on your keyboard.

Access Profile Detail			0 Failed Login since Last Lo	gin Date 02/06/2013 16:02:40 SA
Pa- 👔 Library Look Up Dialog	the second se			X
Account Familiar Na	me Account Number	(2) Account Currency	Account Description	(1) Branch Humber
COMPANY 1	0000001	USD	COMPANY 1	940
da CONPANY 2	0000002	USD	COMPANY 2	940
CONPANY 3	0000000	URD	COMPANY 3	940
CONPANY 4	0000004	USD	COMPANY 4	940
COMPANY 5	80000005	USD	COMPANY 5	940
DOK COMPANY 6	00000006	USD	COMPANY 6	240
COMPANY 7	0000007	USD	COMPANY 7	940
COMPANY 8	00000005	USD	COMPANY 8	940
COMPANY S	00000009	UED	COMPANY 9	940
COMPANY 10	00000010	USD	COMPANY 10	940
CONPANY 11	00000011	USD	COMPANY 11	940
COMPANY 12	00000012	USD	COMPANY 12	940
CONPANY 13	00000013	URD	COMPANY 13	940
COMPANY 16	00000014	USD	COMPANY 14	940
company 15	00000015	USD	COMPANY 15	940
COMPANY 16	00000016	USD	COMPANY 16	240
COMPANY 17	00000017	USD	COMPANY 17	940
COMPANY 18	90000918	USD	COMPANY 18	940
COMPANY 19	00000019	USD	COMPANY 19	940
<c 0="" 318="" of="" row="">> (1)(2) s</c>	orted columns		(24) (24) (24) (24) (24) (24) (24) (24)	
agen	COARGER AND			

4. You will be able to see your criteria in the **Access Profile Details**. Click on **Submit**. CitiDirect will ask you to save the modified profile with a name. When complete, click OK.





5. The new access profile will now need to be authorized by a second System Administrator. From the **Authorization Required** tab, highlight the Access Profile Name and click on **Authorize**.

	the second s				
bóx A	ccess Profile Summary		0 Failed Login	since Last Login Date 02/07/2013 12:05:55	SAFEWORD ACCESS
-	put Y Aukrionication roleg a View				
time Me	(1) Access Profile Name	(2) Status		Access Profile Details	
X for Pa	CASH MANAGEMENT ONVOICE INQUIRY	Authorization B	-	E Cash Management Invoice Inquiry	
neactions	MODILE ACCESS MANCEMENT	Authorization 3		H- P Account	
CONTRACTOR OF STREET, S	NEW NOT SUBMITTED	Authorization D		ALC: NOTION	
	VINEETWL	Authorization B			
ements					
H Recurat					
nada an					
leconcil					
nceivab					
CONTRACTOR OF A					
Lockbox					
Lockbox Paymen					
Lockbos Paymen ports					
Lockbox Paymen ports					
Lockbox Paymen ports					
Lockbos Paymen ports					
Lockbos Paymen ports ons cation					
Lockbox Paymen ports ons cation ce					
Lockbos Paymen ports sus cation re nageme					
Lockbos Paymen ports ins cation ie mageme C Mainten					
Lockbos Paymen ports ins cation ice nageme D Mainten offe					
Lockbos Peymen ports ans calion ie nageme O'lite onfiguration					
Lockbox Peymen parts cation cation cation come chigaration tenance cation					
Lockbox Peymen ports ins setion is nageme 0% 0% 0% 0% 0% 0% 0% 0% 0% 0% 0% 0% 0%					
Lockbox Peymen ports ann celion con celion celion celion con celion celion celion c					
Lockbox Peymen ports cation is mageme D'Marten D'Marten D'Marten D'Marten D'Marten D'Marten D'Marten D'Marten D'Marten			2		

You will then receive confirmation that your request was completed.

🚣 Information	×
The action requested was successfully performed for the selected item(s).	11
	ок

