

Pulling Invoices from CitiDirect[®] Online Banking

Cash Management Invoice Inquiry – User Instructions



Transaction Services



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 an account number for any account that is part of the invoice you would like to view and select the date range. Then click submit.

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4. Under the **Cash Management Invoice Inquiry Summary** screen there is an option to print the invoice.

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5. Under the **Cash Management Invoice Inquiry Summary** screen, you can view the invoice.

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6. An example of the copy of the invoice.

Citi	Period: 01-May-2012 - 31-May Invoice Date: 11-Jun-2012 Invoice No. Page 1 of 6	-2012
SHO NY-FI CSbark NA 388 Oreenwich Street New York, NY 10013	INVOICE SUMMARY	
This invoice does not require a signature.		
Previous Charge Due Payments in Current Period Net Opening Position	3.618.12 USD 0.00 USD 3.618.12 USD	
Current Period Charges Adjustments	2,974.00 USD 0.00 USD	
		ABC Company 400 West 34th St New York, NY 10001
PAYMENT INSTRUCTIONS:		

7. 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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