



File download and upload - Delphi module

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1. Access to Document Services module in CitiDirect BE®

Authorized CitiDirect BE users have access to Document Services module. It is used to download and send various types of data files and exchange information between the customer and the bank.

The most important types of downloads files include:

- electronic extracts in PDF, MT940, PRGSTA formats
- exchange rate tables,
- SpeedCollect files and

To access Document Services module:

After logging in to the CitiDirect BE system, select the **File Services** tab.

The screenshot displays the CitiDirect BE system interface. At the top, there are three tabs: **File Services**, **Self Service**, and **Trade FX with CitiFX PULSE**. The **File Services** tab is selected and highlighted with a blue underline. Below the tabs, the interface is divided into three columns of services:

- File Test**: Manage Projects, Access Projects
- Export File Template**: View All, To Submit/Modify/Repair, To Authorize, Create Template
- Export Data**: View All, To Run
- Import File Template**: View All, To Submit/Modify, To Authorize, Create Template
- Import Transactions**: View All, To Test, To Run History
- S/MIME**: View All
- ...Schedule Files and Reports**: To Submit/Modify/Repair, To Authorize, Create Schedule
- File Manager**: View All, Response Files, Pass Through Files
- Additional Services**: **Document Services** (with a document icon)

An orange box highlights the **Document Services** link under **Additional Services**. A callout box with an arrow pointing to this link contains the text: "Go to Document Services". Another orange box at the top left points to the **File Services** tab with the text: "After logging in to the CitiDirect BE system, select the File Services tab."

2. File download

Select **Reports & Statements** from the navigation bar.

You can use the 'Lookup' option to search for particular **Client codes**.

Click here to **search for files** available for download in the specified period of time.

You can choose one of the default periods or select **Date** option and enter the desired date range into the "From" and "To" fields.

You can **group the search results** according to two criteria:
 1) select **Client Codes** option if you want to search the specified period of time for files with different names. This option is selected by default.
 2) select **Report Description** if you want to search the specified period of time for files with the same name.

The search results will be displayed according to the selected search criteria and grouping options.

The **view of search results** (grouped according to one of the available criteria) can be further adjusted by clicking the Client Codes displayed in the **Grouping** window. To change the grouping criteria select a different grouping option and click **Go**.

The results can be downloaded in a bulk just select the items you wish to download and click the **Download** button below.

Each available report can be downloaded by clicking on the **Download** link in the Download column.

New! Grouping the search results according to the report names and Client codes.

3. File upload

To upload a file select **File Upload** from the Delphi XP navigation bar.

Click here to go to the **File Upload** part of the module.

Select **Account Number (Client Code)** from the drop down menu.

Click **Browse** to select a file you wish to upload and then click **Upload** to upload this file into the system.

The screenshot shows the 'File Upload' section with a navigation bar containing 'Dashboard', 'Reports & Statement', and 'File Upload'. Below the navigation bar, there are filters for 'Country' (Poland), 'Account Number' (ALL), and 'Branch' (ALL). A 'Select File' field with a 'Browse...' button is present. 'Upload' and 'Reset' buttons are at the bottom left. A 'Create QuickLink' link is also visible.

Status List	Files
Status	Country
New	File Name
Requested	Size
Authorised	Account Number
Rejected	Branch
Success	Upload Time
Failed	Status
Deleted	

Buttons: Delete, Request Transfer

Status List contains options for all types of file status. These options have been described below.

Presented below is the list of status types of the processed files together with descriptions of options available to the User under each of these statuses.

Status List

- New**
 - Click **New** to display a list of files that have been uploaded into the system. Possible options for this status:
 - 1) Request Transfer: sends the file to authorisation.
 - 2) Delete: deletes the file from the system
- Requested**
 - Click **Requested** to display files that have been sent to authorisation. Possible options for this status:
 - 1) Authorise Request: sends the file to the Bank for processing.
 - 2) Cancel Request: withdraws the file from authorisation and moves it to the list of files displayed under New.
 - 3) Reject Request: rejects authorisation and moves the file to the list displayed under Rejected.
- Authorised**
 - Click **Authorised** to display files waiting to be sent to the Bank for processing. Possible options for this status:
 - 1) Cancel Transfer: enables the User to cancel transfer of the file to the Bank already after the file has been authorised, provided, that the file has not yet been sent to the Bank by the system.
- Failed**
 - Click **Failed** to display a list of files that have not been correctly sent to the Bank. Possible options for this status:
 - 1) Retry: This option allows to move the file into the list of files displayed under Authorised.
 - 2) Delete: Deletes the file from the system.
- Deleted**
 - Click **Deleted** to display files that have been deleted from the system.
- Success**
 - Click **Success** to display files successfully sent to the Bank for processing.
- Rejected**
 - Click **Rejected** to display a list of files that have been rejected during authorisation process. Possible options for this status:
 - 1) Delete: deletes the file from the system

4. Quick links

Creating **Quick Links** enables the User to save the selected search criteria and set them to be automatically executed. Moreover the User can choose to set the selected search criteria as default Home Screen.

The **Auto Execute** option allows to run the search automatically immediately after the quick link is selected. If this option is not selected, the criteria saved in the quick link have to be executed manually by clicking Go.

The screenshot shows the 'Create QuickLink' form within the 'Reports & Statement' section. The form contains the following elements:

- Country:** A dropdown menu set to 'Poland'.
- Client Codes:** A text input field with a magnifying glass icon.
- Duration:** Radio buttons for 'Today', 'Yesterday', 'Last Week', and 'Last Month'.
- Date:** A date range selector with 'From 10-Feb-2014' and 'To 10-Feb-2014'.
- Grouping Results(s) By:** A checkbox for 'Client Codes' (checked) and a radio button for 'Report Description'.
- Buttons:** 'Go' and 'Reset' buttons.
- Create QuickLink section:**
 - QuickLink Name:** A text input field containing 'QL_Download'.
 - Set As Home Screen:** A checkbox.
 - Auto Execute:** A checkbox.
 - Save/Cancel:** 'Save' and 'Cancel' buttons.

Enter the name of the new **Quick Link** to be displayed in the **Quick Links** section.

Set As Home Screen option allows to automatically open the saved criteria directly after **Additional Services** is clicked.

Click here to **save** a **Quick Link**.

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Bank Handlowy w Warszawie S.A.

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