

A short guide to using CitiDirect® reports

Access to information is crucial. Reports presenting the desired scope of information in an appropriate time and format can significantly facilitate decision-making, as well as speed up and automate financial management processes.

CitiDirect offers a comprehensive reporting solution to generate and manage reports. In the Guide you will find instructions on how to use the reporting function in the new CitiDirect® platform.

To get started, navigate to the CitiDirect landing page and click on the My Reports link available under the Recently Run Reports card.

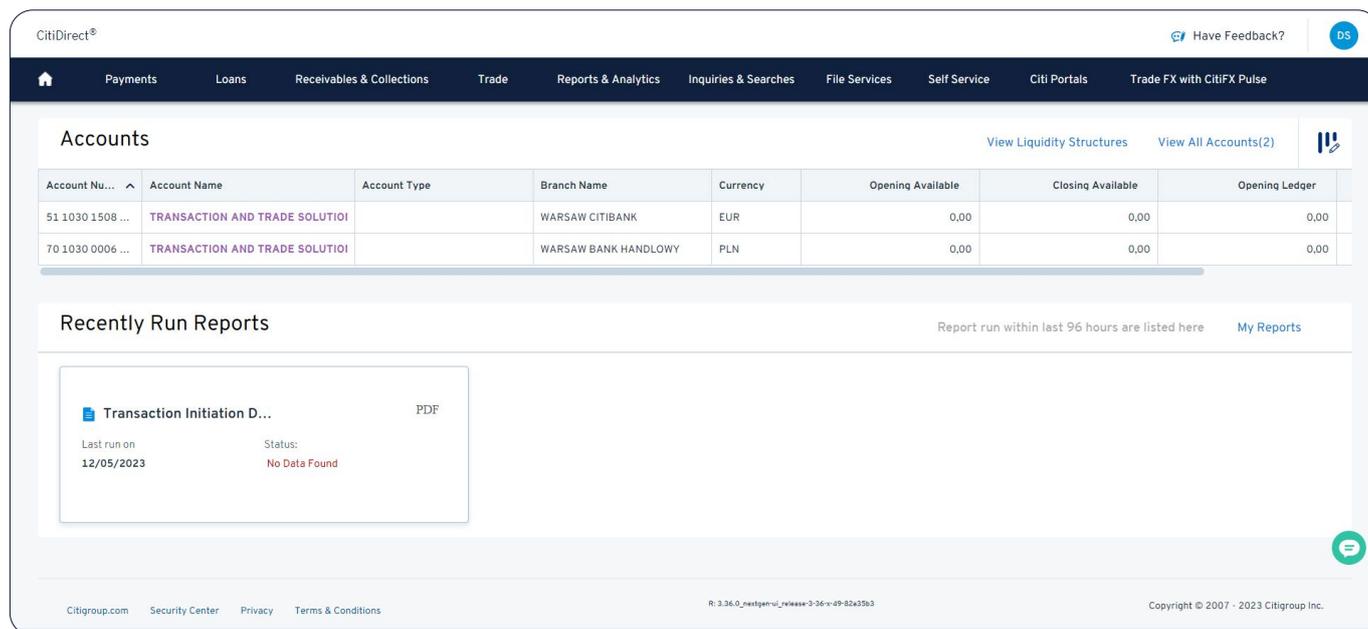
If this option is not visible to you, you may need additional permissions. Please contact Citi Service representative if you have any questions.

Landing Page

The CitiDirect landing page provides a quick access to the [Accounts](#), [Approvals](#) and the [Recently Run Reports](#) sections.

In the [Recently Run Reports](#) section, you can directly access the last 6 Designed reports generated in the last 96 hours.

From here you can click [My Reports](#) to access full reporting features such as report templates, [Design a New Report](#), schedule management and more.



The screenshot displays the CitiDirect® interface. At the top, there is a navigation bar with various service categories: Payments, Loans, Receivables & Collections, Trade, Reports & Analytics, Inquiries & Searches, File Services, Self Service, Citi Portals, and Trade FX with CitiFX Pulse. The main content area is divided into two sections:

Accounts

Account Nu...	Account Name	Account Type	Branch Name	Currency	Opening Available	Closing Available	Opening Ledger
51 1030 1508 ...	TRANSACTION AND TRADE SOLUTIOI		WARSAW CITIBANK	EUR	0,00	0,00	0,00
70 1030 0006 ...	TRANSACTION AND TRADE SOLUTIOI		WARSAW BANK HANDLOWY	PLN	0,00	0,00	0,00

Recently Run Reports

Report run within last 96 hours are listed here [My Reports](#)

 Transaction Initiation D... PDF

Last run on: 12/05/2023 Status: No Data Found

At the bottom of the page, there is a footer with links to CitiGroup.com, Security Center, Privacy, and Terms & Conditions, along with a copyright notice for 2007-2023 CitiGroup Inc.

Reports Page

On this page, the default view is the **Recently Run Reports**.

Here you can access designed reports generated in the last 96 hours using **Design a new Report** (customizable format reports) and **Base/Derived Reports** (fixed format reports).

On the **Recently Run Reports** tab, you can download, rerun, or delete the generated report.

The second tab, **Report Templates**, provides access to all report categories you are entitled to such as **Account Statements, Initiated Transaction Reports, Balance Reports** and more.

There you can run, edit or delete the template and schedule its automatic generation.

My Reports Manage Schedules Design a New Report

Recently Run Reports Report Templates

Base/Derived Reports Designed Reports Reports run within last 96 hours are listed here

Report Category: All Report Categories Base Report: All Base Reports Report Name: Enter Report Name Save

Showing 1-2 of total 2 Reports Download Rerun Delete + Columns

Report Name	Report Category	Base Report	Run Date & Time	Format	Status	Report Instance ID	Action
Account Statement Report	Cash Statements Reports	Account Statement Report	2023-12-05 11:08:26 (UTC+01:00)	PDF	Available	482173376	Download
Unsaved-Balance Summary Report	Cash Balances Reports	Balance Summary Report	2023-12-05 11:07:50 (UTC+01:00)	PDF	Available	482173340	Download

My Reports Manage Schedules Design a New Report

Recently Run Reports Report Templates

Cash Statements Reports Templates Change Category

Base/Derived Templates Designed Templates

Base Report: Account Statement Report Template Name: Enter Report Name Shared With: All Base/Derived: All Save

1 row selected Run Edit and Run Schedule Delete + Columns

Template Name	Base/Derived	Base Report	Created By	Shared With	Schedule	Last Run Date/Time	Action
Account Statement Report	Base	Account Statement Report		Private	No		Run
Account Statement Report	Derived	Account Statement Report		Public	No	2023-12-05 11:08:26 (UTC+01:00)	Run

Design a New Report Template

The **My Reports** view provides quick access to the **Design a New Report** feature.

In this section you can design reports in both PDF, XLSX and CSV formats. You can also add appropriate fields after clicking **Edit** to customize the report. They will be visible immediately in the report preview.

Once you've designed your own report, you can run, edit, schedule, or delete it from the **Designed Reports** tab under **Report Templates**.

You can also add a report template to your favorites via **Add to Favorites** by selecting the star icon.

When you click the **Design a New Report** tab, you will be taken to the **Design a Report Template** page.

On this page you can select:

- report category
- format - currently available options are PDF, CSV and XLSX.
- availability within a company - private or public
- report name

The next step is to select the report content. In the case of the PDF format, you can select fields for the **Header**, **Body** and **Footer** sections. For CSV and XLSX formats, you can select the fields in the **Content** section.

Finally, you need to set report filters. They will be the basis for the subsequent preparation of a report.

The screenshot shows the 'My Reports' dashboard. At the top right, there is a 'Design a New Report' button highlighted with an orange border. Below it, there are tabs for 'Recently Run Reports' and 'Report Templates'. Under 'Report Templates', there are sub-tabs for 'Base/Derived Reports' and 'Designed Reports'. A search bar for 'Report Name' is present. Below the search bar, there are buttons for 'Download', 'Report', and 'Delete'. A table lists reports with columns: Report Name, Report Category, Base Report, Run Date & Time, Format, Status, Report Instance ID, and Action. Two reports are listed: 'Account Statement Report' and 'Unsaved-Balance Summary Report'. Both are in PDF format and have a status of 'Available'.

The screenshot shows the 'Design a New Report' page in CitiDirect. The page title is 'Design a New Report'. Below the title, there is a sub-header: 'You can design your own reports by selecting data fields as per your needs'. There are four main form fields: 'Report Category' (dropdown menu), 'Report Format' (dropdown menu), 'Shared With' (dropdown menu), and 'Report Name' (text input field). A 'Next' button is located to the right of the 'Report Name' field. Below the form fields, there is a section titled 'Content' with a large text area. At the bottom of the content area, there is a message: 'Report Content to be displayed here once above Report Options are selected'.

The screenshot shows the 'Design a New Report' page in CitiDirect. The 'Edit Content' sidebar is open on the right, showing a list of report fields categorized into 'Header' and 'Body'. The 'Header' section includes fields like Account Currency, Account Name, Account Number, Account Type, Bank Name, Branch Name, Branch Number, Customer Name, Customer Number, IBAN Number, Last Entry Date, and Swift Code. The 'Body' section includes fields like 1 Day Float Amount, 2 Day Float Amount, 3 Day Float Amount, 4 Day Float Amount, Account Limit, Account Currency, Account Name, Account Number, Account Type, Available Balance with Limit, Branch Name, Branch Number, Closing Value Date Balance, Credit Count, Current / Closing Available Balance, Current / Closing Ledger Balance, Debit Count, and IBAN Number. The main content area shows a preview of a report with the Citi logo and a table of account information.

Account Name	ABC Inc.
Account Number	X03X02LX
Bank Name	CITIBANK
Branch Name	NEW YORK CITIBANK
Branch Number	940
Customer Name	JOHN DOE
Customer Number	10LXX
Current / Closing Available Balance	15000.00
Opening Available Balance	15000.00
Opening Ledger Balance	15000.00
Statement Date	1/20/2019 12:00:00 AM

Run report

You can generate a report on the **Report Templates** tab. There you can select the report category.

Alternatively, you can also search for a specific report name using the **Report Name** field in the **Designed Reports** section.

After selecting the report template, click **Run**. In the pop-up window, you can select the appropriate filters to run the report. You can also save the filters by selecting **Save**.

Once a report has been generated, it is available under **Recently run reports**. You can do the following – **Download**, **Rerun Report** and **Delete**.

The screenshot shows the 'Design a New Report' page in CitiDirect. The 'Report Category' dropdown menu is open, showing options: 'Cash Balances', 'Cash Statements', and 'Cash Transaction Initiation'. The 'Report Name' field contains 'Enter Report Name'. The main content area is empty, with a message: 'Report Content to be displayed here once above Report Options are selected'.

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Home Payments Loans Receivables & Collections Trade / EForms Reports & Analytics Inquiries & Searches File Services Self Service

← Return to Report Listing

Design a New Report

You can design your own reports by selecting data fields as per your needs.

Report Category: Report Format: PDF Shared With: Private Report Name:

Content

Run Template - test
Format: PDF

Statement Date: Today Yesterday Last Week Last Month Custom

2023-11-01-2023-11-30

Account Number: Base Currency:

Account Number: Base Currency:

Print Citibank China Stamp

[View more filters](#)

Reset Save Schedule Run

Account Name: ABC Inc.
Account Number: X0LYX01X
Bank Name: CITIBANK
Branch Name: NEW YORK CITIBANK
Branch Number: 940
Customer Name: John Doe
Customer Number: 101XX

Current / Closing Available Balance: 150000.00
Opening Available Balance: 15000.00
Opening Ledger Balance: 15000.00
Statement Date: 1/20/2019 12:00:00 AM

Report Date: 2023-12-05, 11:14:04

Cancel

Stacked Layout Tabular Layout [Edit](#)

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Reset Save As Save

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Home Payments Loans Receivables & Collections Trade / EForms Reports & Analytics Inquiries & Searches File Services Self Service

← Return to Report Listing

Design a New Report

You can design your own reports by selecting data fields as per your needs.

Report Category: Report Format: PDF Shared With: Private Report Name:

Content

Run Template - test
Format: PDF

Statement Date: Today Yesterday Last Week Last Month Custom

2023-11-01-2023-11-30

Account Number: Base Currency:

Account Number: Base Currency:

Account Currency: Activity Only:

Account Currency: Include All Accounts:

Branch Number: Customer Number:

Branch Number: Customer Number:

Primary Sort Option: Secondary Sort Option:

Please select

Please select

Sort Order: Sort Order:

Ascending Descending

Ascending Descending

Reset Save Schedule Run

Account Name: ABC Inc.
Account Number: X0LYX01X
Bank Name: CITIBANK
Branch Name: NEW YORK CITIBANK
Branch Number: 940
Customer Name: John Doe
Customer Number: 101XX

Current / Closing Available Balance: 150000.00
Opening Available Balance: 15000.00
Opening Ledger Balance: 15000.00
Statement Date: 1/20/2019 12:00:00 AM

Report Date: 2023-12-05, 11:14:04

Cancel

Stacked Layout Tabular Layout [Edit](#)

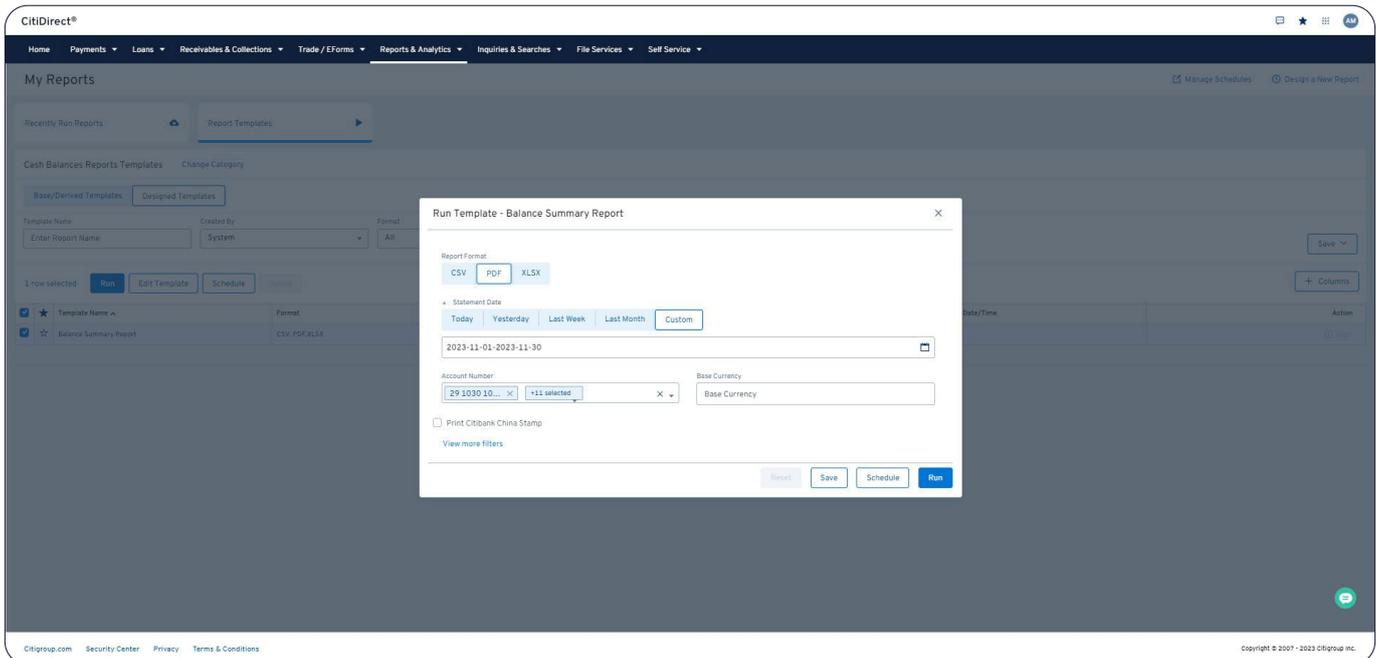
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Reset Save As Save

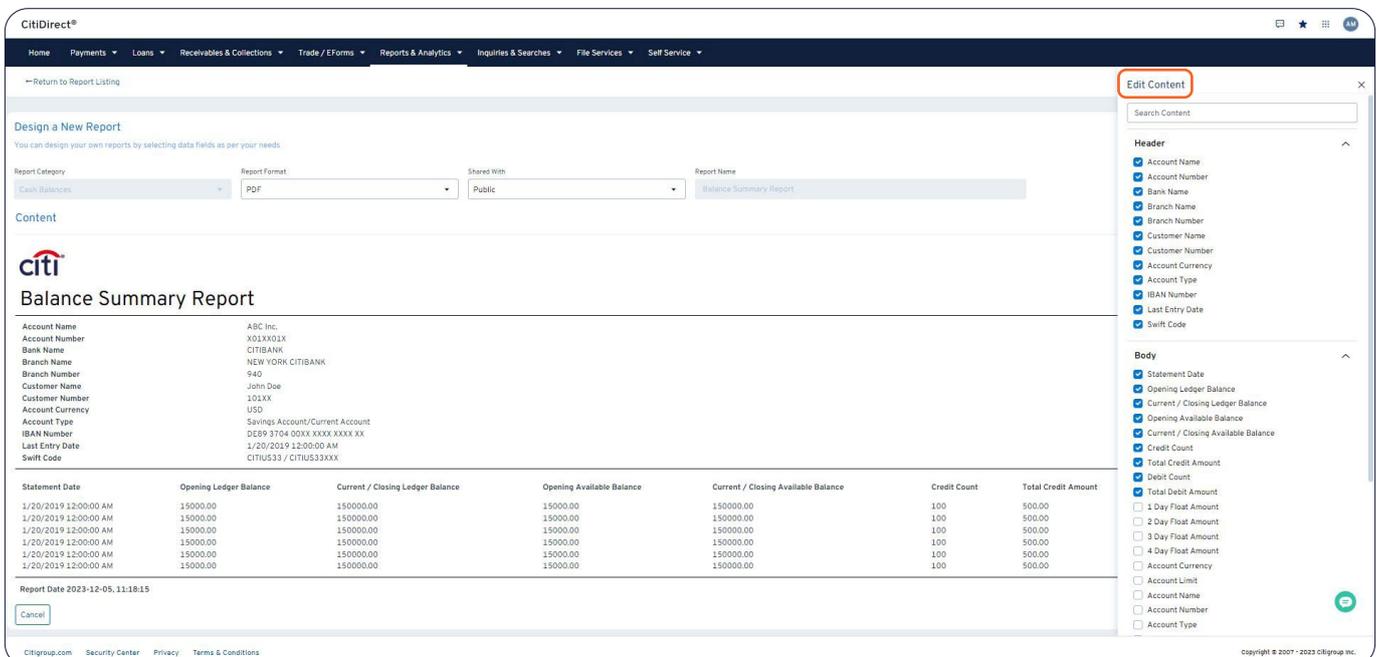
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Edit report Content

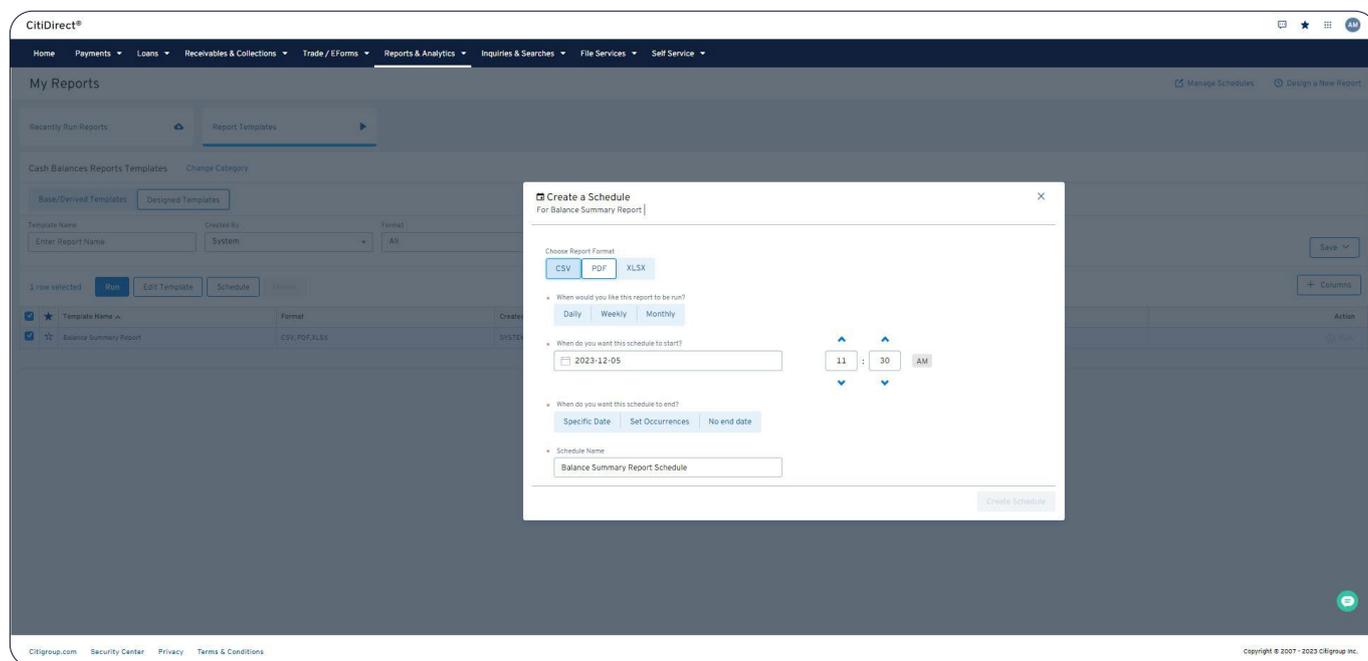
You can edit the report template in the **Designed Reports** tab. There you will be able to select the report template you want to edit. Alternatively, you can also search for a specific template name using the **Report Name** option. After selecting a report template, click the **Edit Template** tab. After clicking it, you will go to the next screens where you can make the necessary changes to the report template.



Schedule report

You can access report scheduling options by selecting the **Schedule** tab (button) from **Report Templates** in the **My Reports** section.

On the **Create Schedule** tab, you can select the appropriate options to schedule the report: frequency (daily, monthly, and weekly), start date/time, end date, and occurrences.



Download the report

Reports can be downloaded from the **Recently Run Reports** tab in the **My Reports** section.

This can be done in two ways:

- by selecting **Download** for the appropriate report template in the Action section.
- selecting **Download** above the table for the selected report template.

You can also restart or delete any report generated in the last 96 hours by selecting **Restart** or **Delete**.

