



CitiDirect[®] Online Banking

Electronic banking system for businesses

User Manual

“Export”

Customer Service Department

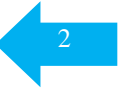
CitiDirect Helpdesk

Tel.: 0 801-343-978, +48 (22) 690-15-21

Monday to Friday, 8:00 a.m. – 5:00 p.m.

helpdesk.ebs@citi.com

Contents



1. INTRODUCTION	3
2. CREATING AN EXPORT PROFILE	3
3. INITIATING EXPORT	6
4. CREATING A CUSTOMIZED EXPORT FORMAT	7

1. Introduction

Export is a tool that enables the user to generate from CitiDirect statements as electronic data sets in a selected or defined format. Such a statement may be later imported to a financial and accounting system.

Preparing data export consists of 2 steps:

Create a profile.

At this stage, the user defines such criteria as time span, accounts and data format.

Run.

At this stage, the file with the statement is generated and downloaded.

2. Creating an Export Profile

In **Maintenance**, select **Export Profile** and click on **New**:

The screenshot shows the 'Export Profile Detail' form in the CitiDirect Online Banking interface. The form is divided into several sections:

- Profile Information:** Includes fields for Profile Name, Profile Description, Business Service (set to 'Payments - Statement Data'), Output Format Name, and Encoding Set.
- Export Options:** Includes checkboxes for 'Incremental Export Indicator', 'Business Days', 'Incremental EOD Statement', and 'Prefix Citi Debit Account with Branch Code'.
- Date and Time Settings:** Includes 'Date Range Type (Calendar Days)' (set to 'Relative'), 'Date Type' (set to 'Entry Date'), 'From Date' (-0), 'To Date' (+0), 'From Time' (00:00:00), and 'To Time' (23:59:59).
- Categories:** A table with one row: 'Account Number'.
- Values:** A table with one row: '(1) Value'.
- In-Session Profile Parameters:** Includes 'Download Destination' (set to 'C:\'), 'Security Method' (set to 'NONE'), and a 'Browse' button.
- Automated Profile Parameters:** Includes 'Delivery Option', 'Security Method', and 'Certificate Name'.

At the bottom of the form, there are buttons for 'Close', 'Preferences', '?', 'Submit', 'Save', 'Return to Summary', 'Next', and 'Print'. The 'Submit' button is highlighted with a red box.

Figure 1. Export profile details.

A profile has numerous parameters, but only some of them need to be modified:

Profile Name.

A profile may have any name, provided that it is unique, i.e. when creating several profiles, you must ensure each of them has a different name.

Date Range Type.

Absolute – actual dates are to be chosen from the calendar. This type of dates is useful when you want to download a statement for a specific period, e.g. previous month. The fields **From Date** and **To Date** will change their format into calendar and you need to set the required date range in them.

Relative – this date range is defined by reference to the export run date. You should select it when you want to use the profile on a regular basis to generate statements that is not defined by calendar dates, e.g. yesterday, last week. In **From Date** and **To Date** fields specify the number of days to be covered by the statement. For example, if you want to generate, every day, a statement for yesterday, set '-1' in both fields. If you additionally check **Business Days** above **From Date**, the program will skip all holidays while selecting the time span. For example, on Monday the prior day will mean Friday.

The maximum period for which data may be exported is 3 previous months plus the current month.

Categories and Values.

These functions are used to select accounts or groups of accounts. You should select one of the three available Categories: **Account Number**, **Bank Branch**, **Currency** and then click on **Add** in the Values Table to see the list of items that can be chosen.

Use the **Account Number** Category if you wish to select one or more accounts from the list of all accounts that are available to you. **Currency** is useful when you want, for example, to generate a statement that covers all EUR accounts, but you do not want to choose them.

Bank Branch is only useful for Clients who have accounts with more than one branch of the Bank: **815** and **889**. A vast majority of users may select only one of them, so this option triggers no effect in that case.

Categories and Values are not mandatory. If no selection is made after starting the profile, the system will export a file containing statements to all accounts available to the user that initiated such export.

Download Destination.

Enter the location and the file name under which the exported statement will be saved. You may use **Browse**. When downloading a statement, the system will automatically open the folder that is entered here and suggest you to save the statement under the given name. If this field is left blank, you will need to select the directory and enter the file name for each download.

Output Format Name.

In this field, you should define the data format. Click on the arrow to see the list and choose **SWIFT MT940** or **SAP MT940**. Highlight the selected profile and click on **OK**:

Nazwa formatu	Opis formatu
GMAC 827	GMAC 827
GM Account Balance	GM Account Balance
GM Account Balance (@ Delimited)	GM Account Balance (@ Delimited)
ISO XML camt.052.001.02	Account Report v02 (Bank to Custome...
ISO XML camt.053.001.02	End of Day Statement v02 (Bank to C...
ISO XML camt.054.001.02	Debit/Credit Notification v02 (Bank...
Latam Long Account Statement	Latam Long Account Statement
Latam Short Account Statement	Latam Short Account Statement
Legacy EDIFACT FINSTA - EBR	Legacy EDIFACT FINSTA - Enriched wi...
Legacy ISO XML camt.052.001.01	Legacy Account Report v01 (Bank to ...
Legacy ISO XML camt.053.001.01	Legacy End of Day Statement v01 (Ba...
Legacy SWIFT MT940 - EBR	Legacy SWIFT MT940 - Enriched with ...
MCM	MCM
SAP MT940	SAP MT940
SAP MT942	SAP MT942
SWIFT MT940	SWIFT MT940
SWIFT MT942	SWIFT MT942
Spanish AEB43	Spanish AEB43

Figure 2. Selecting the output format.

CitiDirect is a global system so the list includes many formats that are not popular in Poland.

Having filled all the fields, if you want to complete the profile creation process, click on **Submit**:

The screenshot shows the 'Export Profile Summary' page in CitiDirect Online Banking. The page title is 'CitiDirect® Online Banking' and it includes a 'Support Website' link. The user's last login date is '06/20/2011 13:56:54' and the name is 'NAZWA FIRMY'. The main content area contains a table with the following data:

(1) Profile Name	Profile Status	Output Format Name	Created Date
Wyciag	Active	SWIFT MT940	09/07/2010 11:...

At the bottom of the table, it says '<< Row 1 of 1 >>' and '(1)(2) sorted columns'. Below the table are buttons for 'Submit', 'New', 'Delete', 'Go to Details', and 'Other Options'.

Figure 3. A created export profile.

Once the profile is saved, the system will go from the details of the created profile to the **Export Profile Summary**. The profile you have just created will be highlighted. Check its status. If it is **Active**, you may use it at once. However, if it is **Authorization Required**, the profile needs to be authorized by another user.

Authorization may be made by any user who is entitled to create export profiles. A given profile must not be authorized by the person who submitted it.

The Bank may disable the Authorization Required option for export profiles upon demand expressed by phone.

In order to authorize, select an export profile in **Maintenance**, go to **Authorization Req'd**, choose the profile and click on **Authorize**.

Authorization is the last step of the profile creation stage. Once the authorization is complete, the profile is Active and may be used to generate statements.

3. Initiating Export

In the menu, select **Export Data**.

Go to **Run** tab. Highlight your profile and click on the **Run** button:

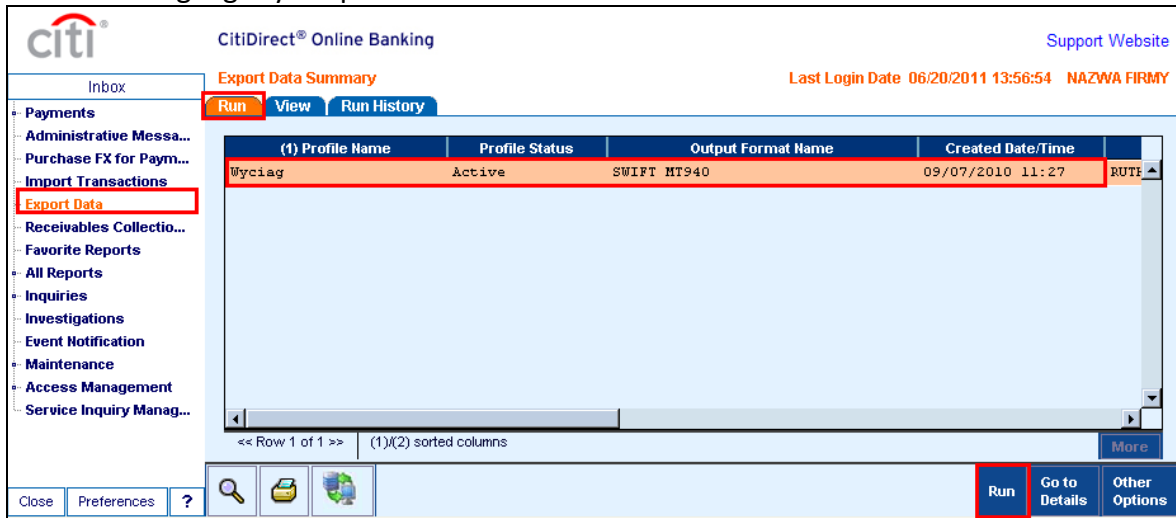


Figure 4. Initiating export.

The profile initiation message will show. Click on **OK**.

Go to the **Run History** tab. You will see the one-row statement that confirms that the report is generated.

Run Status should be **Completed**. If it is not, press **Update Screen** – and repeat until the status is changed. It may take 10 to 20 seconds.

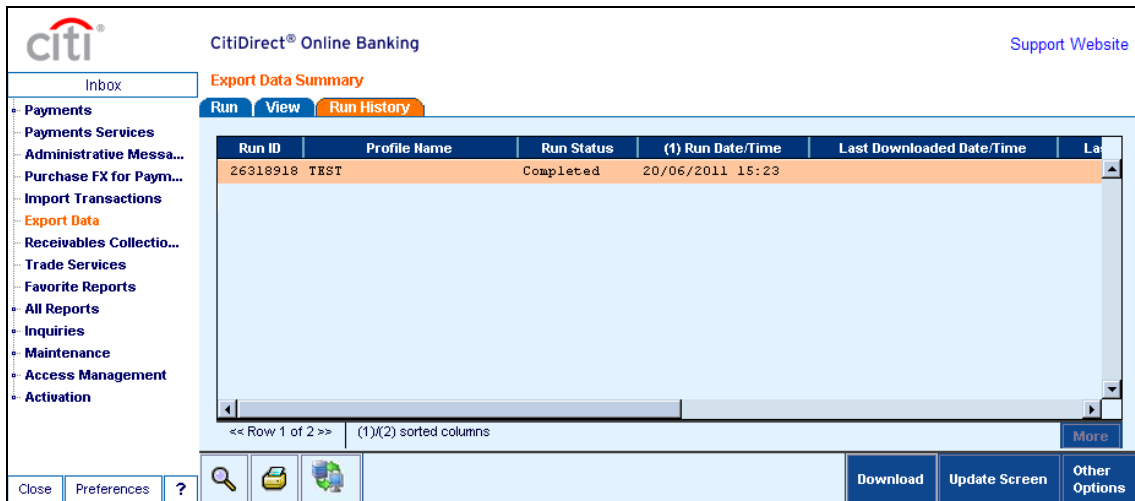


Figure 5. Downloading a generated statement.

In order to download a statement, click on **Download**. The standard save-file dialogue will open. The file location and name will be recommended in accordance with the settings in the export profile. The user may select a different location and change the file name before it is saved.

The Run Status may change to **Errors**. The most frequent reasons are:

- Lack of access to the accounts defined in the export profile criteria,
- No operations on the selected accounts were carried out in the period defined in the import profile.

4. Creating a Customized Export Format

If the embedded formats (SWIFT MT940 or SAP MT940) are not appropriate for your financial and accounting system, you may define your own statement format.

In the **Maintenance** menu, select **Export Custom Format Definition**.

Click on **New** and select one of the options:

Tagged – with a defined tag before each field.

Fixed Length – all fields of the same length.

Variable Length – fields have different lengths, depending on data length.

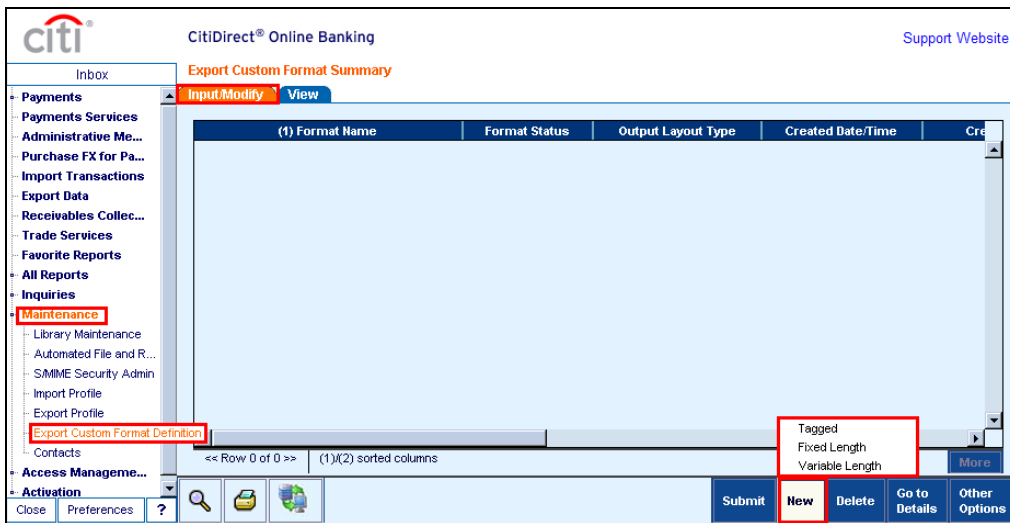


Figure 6. Creating an export format.

A new screen will be displayed with export format details:

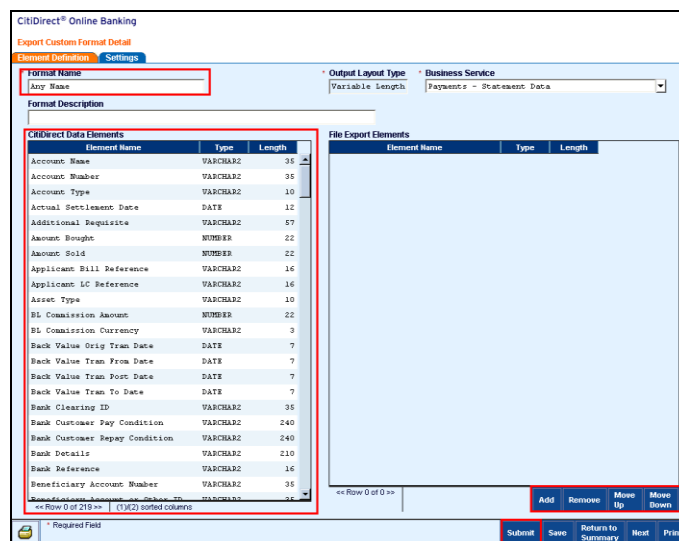


Figure 8. Export format details.

Enter your **Format Name** and you may add **Format Description**.

CitiDirect Data Elements includes the list of fields you may choose to your own format.

To attach a given field, highlight it and click on **Add**.

The fields you have selected will be displayed to the right in the sequence of presentation in the output file. You may change that sequence using **Move Up** and **Move Down** buttons.

The table below includes the fields that are most frequently used:

	FIELD TITLE	TYPE AND NUMBER OF CHARACTERS		FIELD DESCRIPTION
1	NULL		5	BLANK FIELD
2	BRANCH NAME	AN	105	BRANCH NAME (WARSAW CITIBANK)
3	BRANCH CODE	AN	5	BRANCH CODE (ALWAYS 815)
4	ACCOUNT NAME	AN	35	ACCOUNT NAME
5	ACCOUNT NUMBER	AN	35	ACCOUNT NUMBER
6	STATEMENT DATE	DATA	12	STATEMENT DATE
7	OPENING LEDGER BALANCE	N	22	OPENING LEDGER BALANCE
8	CLOSING AVAILABLE BALANCE	N	22	CLOSING AVAILABLE BALANCE
9	CLOSING LEDGER BALANCE	N	22	CLOSING LEDGER BALANCE
10	TRANSACTION POST DATE	DATA	12	TRANSACTION POST DATE
11	VALUE DATE	DATA	12	VALUE DATE
12	CUSTOMER REFERENCE (TRANSACTION REF)	AN	35	CUSTOMER REFERENCE (TRANSACTION REF)
13	BANK REFERENCE	AN	16	BANK REFERENCE
13	CURRENCY	AN	3	CURRENCY
14	CREDIT/DEBIT INDICATOR	A	2	CREDIT/DEBIT INDICATOR
16	TRANSACTION AMOUNT	N	22	TRANSACTION AMOUNT
17	TOTAL CREDIT AMOUNT	N	22	TOTAL CREDIT AMOUNT
18	TOTAL DEBIT AMOUNT	N	22	TOTAL DEBIT AMOUNT
29	BY ORDER OF NAME	AN	35	BY ORDER OF NAME
34	PAYMENT DETAILS	AN	140	PAYMENT DETAILS
35	TRANSACTION DESCRIPTION	AN	140	TRANSACTION DESCRIPTION

N – numeric field, AN – alphanumeric field, DATA – date field

After adding all the information that is to be included in the output field, go to **Settings**:

Figure7. Settings of the export custom format.

Determine:

Field Delimiter – end of field mark.

Record Delimiter – end of record mark. If you select **CRLF** in this field, particular records will be displayed in separate lines.

Credit Currency Format – determination of the incoming amount (+, -, space...).

Debit Currency Format – determination of the charge amount (+, -, space...).

Decimal Symbol – separator between the integer and decimal part.

No. of Digits after Decimal – thousands separator.

Date Format and Time Format

Having defined the settings, press on **Submit**.

The export format you have defined will be on the select-from list while creating the export profile.



www.citihandlowy.pl
Bank Handlowy w Warszawie S.A.

Citi Handlowy and CitiDirect are registered trademarks of companies in the Citigroup Inc. Group.

This advertising material is for information purposes only and does not constitute an offer in the meaning of Art. 66 of the Civil Code.

Bank Handlowy w Warszawie S.A. with registered office in Warsaw, 16 Senatorska Street, 00-923 Warsaw, registered by District Court for the Capital City of Warsaw 12th Commercial Division of the National Court Register under KRS No. 000 000 1538; NIP 526-030-02-91; fully paid-up capital of the company amounts to 522,638,400 zlotys.

