

## User Guide CitiDirect BE® Reports

**Payment Orders** 

Citibank Kazakhstan

December 2016



## **Overview**

CitiDirect BE® (hereinafter - "CitiDirect") provides rest of account reports including payment orders (hereinafter -"POs") in format of National Bank of Kazakhstan (NBK). POs can be generated in both English and Russian depending on CitiDirect language.

POs can be generated manually directly in CitiDirect, or automatically and sent to clients via email. To set automatic delivery please liaise with CitiDirect helpdesk of Citibank.

PO sample is provided below. The report contains details on outgoing payments, initiated from on accounts in Citibank Kazakhstan via 3 payment methods - fund transfers (FT), cumulative payment instructions (CPI) and foreign exchange (FX).

Received By Sender Bank Payment Order No. 7941 Payment Date 06.12.16			<ul> <li>Payment orders can be in Russian or English depend on CitiDirect language</li> </ul>
Remitter Name "Client" JSC Remitter IIN / BIN 980540000302 Remitter Bank Name CITIBANK KAZAKHSTAN JSC Beneficiary Name	Remitter         Remitter Co           Account         17           Number         17           KZ608329260001000402         Remitter Bank Code           CITIKZKA         Beneficiary           Beneficiary         Godot	de Amount 1276500.00 Currency KZT	<ul> <li>Reports are separately generated for separate payment methods: fund transfers (FT), cumulative payment instructions (CPI) foreign exchange (FX)</li> </ul>
Beneficiary Bank Name	KZ809260001000 27 281102 Beneficiary Bank Code		<ul> <li>It is possible to generate 1 payment orders per one payment</li> </ul>
KAZKOMMERTSBANK Intermediary Bank Name	KZKOKZKX Intermediary Bank Code		
Amount in Words One Million Two Hundred Seventy-Six Thousand Five H Payment Details Kazkommertsbank, acc.4070239880410 1025522, SWIFT:KZKOKZKX, Postpmt for service provided inv.620 dd 28/11/2016	Payment Details Code Budget Code Value Date Charres Indicator	GE And 0 710 06.12.16 Our	
Currency Legislation Amendments           Stamp         Manager Name         Accountant Name			
	БИК СІТІКХКА АС	ИСПОЛНЕНО 9 "СИТИБАНК КАЗАХСТАН" 04	Stamp reflects actual paym status: accepted, processe rejected by the Bank

English depending t language

- separately for separate ethods: fund T), cumulative structions (CPI) and hange (FX)
- le to generate 1 or 2 ders per one page

cts actual payment epted, processed or the Bank



## Step 1: Report setup

Report does require setup only once and then retrieved in daily work. To setup the report please do next actions indicated below for step 1.

Home	CitiDirect Serv	1 Reports & Analytics	& Inquiries & s Searches	File Services	Self Service	
lient Logge	ed in as: PRODUCT	VERIFICATION TE	EST - KZ 0 failed	attempts since last log	in 05/12/2016 03:29:37	
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Reports						
My Reports						
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Create Sch	edule					
View All Scl	hedules					
Cash Repo	orts	_				
Cash Balan	ces Reports					
Cash State	ments Reports					
Cash Trans Reports	action Initiation					
Operations	Reports	-				
Access Mar	nagement Reports					
Audit Repor	rts					
Automated Delivery Re	File and Report ports					
Payment R	eports	-				
Payments -	CEEMEA Reports					
	F					

- 1. Click Reports & Analytics in main menu; submenu will open below the main menu;
- 2. Click Payments CEEMEA Reports in Payments Reports section.



Hon	ne	CitiDirect Services	Reports & Analytics	Inquiries & Searches	File Services	Self Service		
Client I	Logged	in as: PRODUCT VERI	FICATION TEST - H	CZ 0 failed at	empts since last log	in 08/12/2016 23:44:59		
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		Poland - DETR Trans	action Initiation Det	ail Poport	Poland - D		Base	
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	$\sim$	Poland - Transaction	Advice Report	indry report	Poland - T	ansaction Advice Report	Base	
	$\overline{\Delta}$	Wages Protection Sv	stem (WPS) Report		Wages Pro	tection System (WPS) Report	Base	
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Run	Delet	e						

1. Click Payment Orders in NBK format, the system will open window to setup new report.



	Home	CitiDirect Services	Reports & Analytics	Inquiries & Searches	File Services	Self Service			
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	Run Sa	ave & Run Save Sc	hedule Reset	To Defaults					
	Ketur	n To Reports Listing							

- 1. Name the report;
- 2. Select payment method each one will require to setup separate report;
- 3. Select number of POs (1 or 2) to present on each page;
- 4. Indicate previous business day to automatic definition of report dates in reports daily generation;
- 5. Click Save & Run button to save and run the report.





1. Wait when the report will receive Available status;

2. Click an icon to retrieve the report.



## Step 2: Daily usage of the report

Report does require setup only once and then retrieved in daily work. To setup the report please do actions indicated for step 1. Below are steps for daily operations.

Client Logged in as: PRODUCT VERIFICATION TEST - KZ 0 failed attempts since last login 08/12/2016 23:44:59 Reports & Analytics + Payment Reports + Payments - CEEMEA Reports	Client Logged in as: PRODUCT VERIFICATION TEST - K2       0 failed attempts since last login 08/12/2016 23:44:59         Reports & Analytics + Payment Reports + Payments - CEEMEA Reports         Image: transaction Advice Reports       Report Category: Payments - CEEMEA Reports         Report Category: Payments - CEEMEA Reports       Report Type: Private Reports         Start New Search       3         Generate Reports       View Available Reports         Search Results - Generate Reports (1 - 8 of 8)       Selected Items: 1       (As compared to the second t	
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2 Wages Protection System (WPS) Report Wages Protection System (WPS) Report Base	2 😭 Wages Protection System (WPS) Report Wages Protection System (WPS) Report Base	

- 1. Select required report;
- 2. Click Run button;
- 3. Navigate to View Available Reports tab.





- 1. Wait when the report will receive Available status;
- 2. Click an icon to retrieve the report.