



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				
Remitter Name "Client" JSC	Remitter IIN / BIN 980540000302	Remitter Account Number KZ608329260001000402	Remitter Code 17	Amount 1276500.00				
Remitter Bank Name CITIBANK KAZAKHSTAN JSC	Beneficiary Name АО "КАЗКОММЕРЦБАНК"	Beneficiary Account Number KZ809260001000 27 281102	Beneficiary Code	Currency KZT				
Beneficiary IIN / BIN 911040000021	Beneficiary Bank Name KAZKOMMERTSBANK	Beneficiary Bank Code KZKOKZKX	Intermediary Bank Code					
Amount in Words One Million Two Hundred Seventy-Six Thousand Five Hundred KAZAKHASTAN TENGE And 0								
Payment Details Kazkommertsbank, acc.4070239880410 1025522, SWIFT:KZKOKZKX, Postpmt for service provided inv.620 dd 28/11/2016		Payment Details Code	710					
		Budget Code						
		Value Date	06.12.16					
		Charges Indicator	Our					
Currency Legislation Amendments								
Stamp	Manager Name	Accountant Name						
		<table border="1"> <tr> <td>БИК СІТІКЗКА</td> <td>ИСПОЛНЕНО АО "СИТИБАНК КАЗАХСТАН"</td> <td>04</td> </tr> </table>				БИК СІТІКЗКА	ИСПОЛНЕНО АО "СИТИБАНК КАЗАХСТАН"	04
БИК СІТІКЗКА	ИСПОЛНЕНО АО "СИТИБАНК КАЗАХСТАН"	04						

- Payment orders can be in Russian or English depending on CitiDirect language
- Reports are separately generated for separate payment methods: fund transfers (FT), cumulative payment instructions (CPI) and foreign exchange (FX)
- It is possible to generate 1 or 2 payment orders per one page

Stamp reflects actual payment status: accepted, processed or rejected by 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.

The screenshot shows the CitiDirect BE® Reports & Analytics menu. The main menu is highlighted with a red arrow labeled '1'. The sub-menu is expanded, showing various report categories. A red arrow labeled '2' points to the 'Payment Reports' section, which includes 'Payments - CEEMEA Reports' and 'Payments - Europe Reports'.

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



Home CitiDirect Services **Reports & Analytics** Inquiries & Searches File Services Self Service

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

Hide Applied Search Criteria

Report Category: Payments - CEEMEA Reports Report Type: Private Reports

[Start New Search](#)

[Generate Reports](#) [View Available Reports](#)

Search Results - Generate Reports (1 - 7 of 7) Selected Items: 0 (As of 09/12/2016 2:00:00 PM)

<input type="checkbox"/>	<input type="checkbox"/>	Report Name	Base Report Name 1 ▲	Base/Derived 2 ▲
<input type="checkbox"/>	<input type="checkbox"/>	Disbursement Summary Report	Disbursement Summary Report	Base
<input type="checkbox"/>	<input type="checkbox"/>	Kazakhstan - Account Statement Details Report	Kazakhstan - Account Statement Details Report	Base
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Payment orders in NBK format	Payment orders in NBK format	Base
<input type="checkbox"/>	<input type="checkbox"/>	Poland - DFTB Transaction Initiation Detail Report	Poland - DFTB Transaction Initiation Detail Report	Base
<input type="checkbox"/>	<input type="checkbox"/>	Poland - DFTB Transaction Initiation Summary Report	Poland - DFTB Transaction Initiation Summary Report	Base
<input type="checkbox"/>	<input type="checkbox"/>	Poland - Transaction Advice Report	Poland - Transaction Advice Report	Base
<input type="checkbox"/>	<input type="checkbox"/>	Wages Protection System (WPS) Report	Wages Protection System (WPS) Report	Base

[Run](#) [Delete](#)

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

Client Logged in as: PRODUCT VERIFICATION TEST - KZ 1 failed attempts since last login 09/12/2016 03:45:57

Reports & Analytics > Payment Reports > Payments - CEEMEA Reports

Report Criteria

Payment orders in NBK format

1 * Derived Report Name
Payment Orders

Base Report Name
Payment orders in NBK format

* Format
Adobe(PDF)requires Acrobat Reader (5.0 or higher)

Delivery Options

Designated Owner
ALEXEY_DOROSHENKO.

Sign with Citibank Certificate
 Compress with Winzip

Share
 Private Public Favorite

Report Specific Field Details

Customer

Debit or Credit Account Number **2**

Payment Method
EFT

Transaction Status

Reference Number

Transaction Amount
From To

Beneficiary Name

Transaction Type **3**

Pay Order Page
1

* Value Date
 Latest Today Yesterday Last 7 Days Last 14 Days Last 30 Days Date Range

4 Relative * From -1 Days * To -1 Days
 Include Business days only

Entry Date
 No D Latest Today Yesterday Last 7 Days Last 14 Days Last 30 Days Date Range **5**

Run Save & Run Save Schedule Reset To Defaults

Return 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

Report Setup

2

Daily usage of the report

The screenshot shows the 'Reports & Analytics' section of the CitiDirect BE interface. It displays search results for 'View Available Reports (1 - 1 of 1)'. A table lists the following report:

Report Name	Report Category	Creation Date/Time	Output	Status	Base Report Name
Payment Orders	Payments - CEEMEA Re...	09/12/2016 02:58:24 PM ...		Available	Payment orders in NBK format

Callout box 1 points to the 'Payment Orders' report name, and callout box 2 points to the 'Available' status.

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

1

Report
Setup

2

Daily usage
of 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.

Home CitiDirect Services Reports & Analytics Inquires & Searches File Services Self Service

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

Hide Applied Search Criteria

Report Category: Payments - CEEMEA Reports Report Type: Private Reports

Start New Search

Generate Reports View Available Reports

Search Results - Generate Reports (1 - 8 of 8) Selected Items: 1 (As of 09/12/2016 3:00)

<input type="checkbox"/>	<input type="checkbox"/>	Report Name	Base Report Name 1 ▲	Base/Derived 2 ▲
<input type="checkbox"/>	<input type="checkbox"/>	Disbursement Summary Report	Disbursement Summary Report	Base
<input type="checkbox"/>	<input type="checkbox"/>	Kazakhstan - Account Statement Details Report	Kazakhstan - Account Statement Details Report	Base
<input type="checkbox"/>	<input type="checkbox"/>	Payment orders in NBK format	Payment orders in NBK format	Base
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Payment Orders	Payment orders in NBK format	Derived
<input type="checkbox"/>	<input type="checkbox"/>	Poland - DFTB Transaction Initiation Detail Report	Poland - DFTB Transaction Initiation Detail Report	Base
<input type="checkbox"/>	<input type="checkbox"/>	Poland - DFTB Transaction Initiation Summary Report	Poland - DFTB Transaction Initiation Summary Report	Base
<input type="checkbox"/>	<input type="checkbox"/>	Poland - Transaction Advice Report	Poland - Transaction Advice Report	Base
<input type="checkbox"/>	<input type="checkbox"/>	Wages Protection System (WPS) Report	Wages Protection System (WPS) Report	Base

Run Delete

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



Home CitiDirect Services Reports & Analytics Inquiries & Searches File Services Self Service

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

Hide Applied Search Criteria

Report Category: Payments - CEEMEA Reports Report Type: All Reports

[Start New Search](#)

[Generate Reports](#) [View Available Reports](#)

Search Results - View Available Reports (1 - 1 of 1) Items: (1) 09/12/2016 2:57 PM GMT+06:00

<input type="checkbox"/>					Report Name 2 ▲	Report Category	Creation Date/Time 1 ▼	Output	Status	Base Report Name
<input type="checkbox"/>					Payment Orders	Payments - CEEMEA Re...	09/12/2016 02:58:24 PM ...		Available	Payment orders in NBK format

[Delete](#) = Favorite = Error Message = Incremental Run = Processin

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