

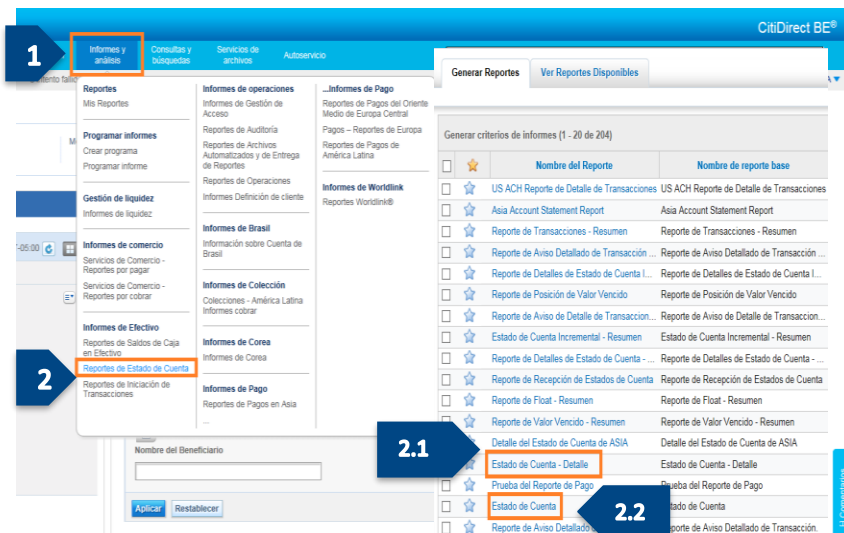
# Statement Account

## Quick guide reference | CitiDirect BE®

This report allows you to download the movements of the different associated accounts in a summarized and detailed way.

### Steps to generate the report

1. Click on **Reports and Analysis** in the CitiDirect BE® Menu
2. Select **Account Statement Reports** and choose:
  - 2.1 Account Statement - Detail
  - 2.2 Account Statement
3. On the **Report Criteria** screen, fill in the required fields (\*) and the filters that you want to apply to the report. Click on the **Binocular** icon to find the value of a specific field. For a check status report, choose the Check Checks option - **Checks Only**
4. Click on: **Run** to execute the report; Record and **Run to save** the selected criteria and execute the report; **Save** to store the selected criteria without running the report; or **Schedule** to execute the report on a specific date and time.
5. Once the report has been executed, you will be redirected to the tab **View Available Reports** where you can access the generated report.
6. Select the PDF icon in the Output column to display the requested Account Status. A dialog box will appear, click on **OK**.



### Criterios del Reporte

