

CitiDirect®

Cash Statement Reports:

Account Statement - Comprehensive report



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1. What is the Account Statement – Comprehensive report?

The Account Statement - Comprehensive report in CitiDirect is an Account Statement report that offers an extensive level of statement and transaction data reporting across all your company's Citi accounts and registered third party bank accounts. Alongside comprehensive data for each transaction, the report includes multiple balance indicators such as opening, closing, intraday and running balances¹.

The report is available and optimised for multiple file formats, including PDF, Excel and CSV.

The PDF version of the report offers a clear and concise layout for viewing transaction and statement data at a glance across almost any digital device. There are also configuration options available to view additional data elements.

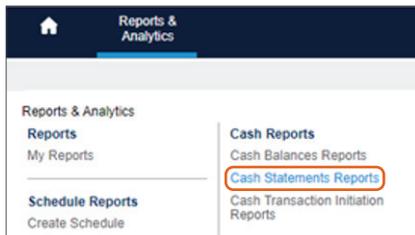
The Excel and CSV versions of the report are the most comprehensive account statement reports available in CitiDirect through the standard report suite and both formats cover at least sixty different data elements.

The structure and layout of the excel version of the report is enhanced for both users and most account reconciliation software and applications. Users can view, search, analyse and augment the data to undertake account reconciliation analysis with greater ease.

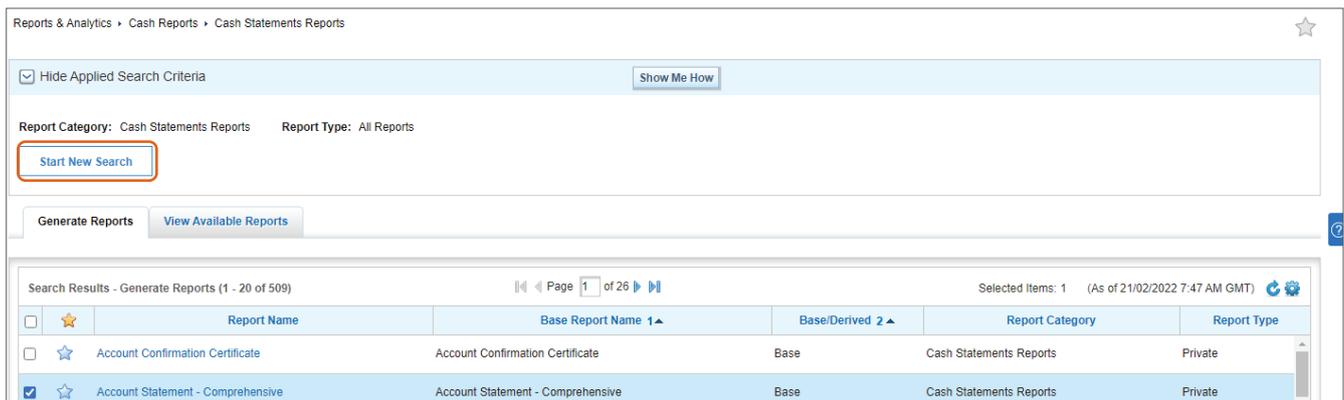
1. Running balance will be provided for where branch capability is enabled.

2. Locating the Account Statement – Comprehensive report

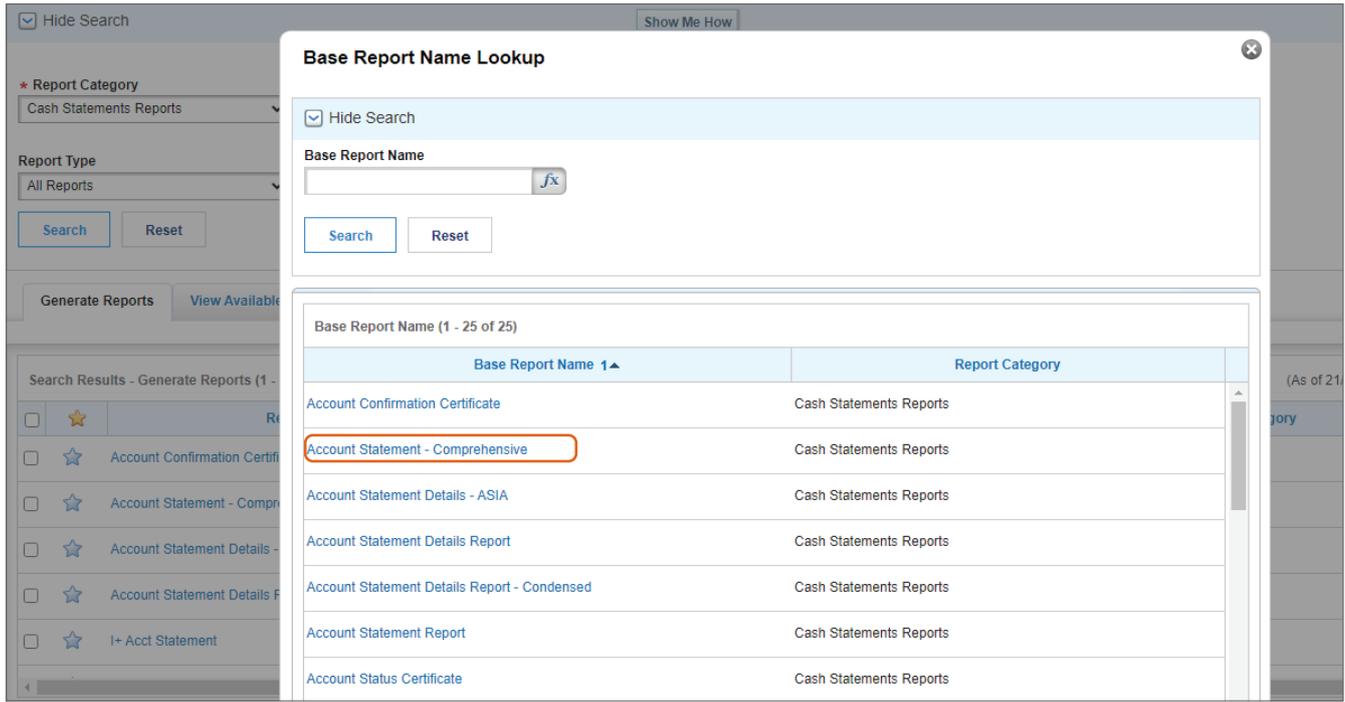
From the CitiDirect Homepage Screen, select the **Reports & Analytics** menu and navigate to the “Cash Reports” section. From here, select “Cash Statements Reports”.



From within the Cash Statements Reports screen, the report 'Account Statement – Comprehensive' will appear by default near the top of the default Cash Statement Reports listings (see below image). Click on the report name 'Account Statement – Comprehensive' to access the report criteria screen and set-up the report. The next section of this guide provides further guidance on the report criteria options available.



If the 'Account Statement – Comprehensive' report does not appear by default in the Cash Statement Reports listings, you can search for the report by selecting the 'Start New Search' option. Within the Report search, 'Cash Statements Reports' will appear as the default option under 'Report Category'. Select the 'Base Report Name' lookup using the binocular icon and then select the 'Account Statement – Comprehensive Report' option and select Search.



The Report Criteria feature offers multiple options to tailor and adjust the report output to your exact account reconciliation needs. The next section of this guide will cover this in further detail.

3. Statement report configuration options

Let’s explore the main configuration options and considerations available for the Account Statement - Comprehensive report

Reports & Analytics > Cash Reports > Cash Statements Reports

Report Criteria

Account Statement - Comprehensive

| | | |
|--|---|---|
| <p>* Derived Report Name</p> <input type="text"/> | <p>Base Report Name</p> <input type="text" value="Account Statement - Comprehensive"/> | <p>* Format</p> <input type="text" value="Adobe(PDF)requires Acrobat Reader (5.0 or higher)"/> |
| <p>Delivery Options</p> <input type="text"/> | <p>Designated Owner</p> <input type="text" value="JUSTIN,JOHN"/> | <p><input type="checkbox"/> Sign with Citibank Certificate</p> <p><input type="checkbox"/> Compress with Winzip</p> |

Private Public Favorite

Report Specific Field Details

| | | |
|---|--|--|
| <p>Branch Number/Name</p> <input type="text"/> | <p>Customer Number/Name</p> <input type="text"/> | <p><input checked="" type="radio"/> Account Number/Name <input type="radio"/> Account Group</p> <input type="text"/> |
| <p>Bank Reference</p> <input type="text"/> | <p>Customer Reference</p> <input type="text"/> | <p>Transaction Amount</p> <p>From <input type="text"/> To <input type="text"/></p> |
| <p>Account Currency</p> <input type="text"/> | <p>Transaction Description</p> <input type="text"/> | <p>* Cheques</p> <input type="text" value="Include Cheques"/> |
| <p>By Order Beneficiary</p> <input type="text"/> | <p>Transaction Code</p> <input type="text" value="Citi Transaction Codes"/> | <p>* Base Currency</p> <input type="text" value="USD"/> |

Show Enhanced Transaction Details Output Account Sub-Totals Output Grand Total

Show Additional Ordering Party / Beneficiary Details

*** Statement Date**

Current Month Previous Month Latest Today Yesterday Last 7 Days Last 14 Days Last 30 Days Date Range

Value Date

No Date Selected Current Month Previous Month Latest Today Yesterday Last 7 Days Last 14 Days Last 30 Days Date Range

Page Breaks Print Citibank China Stamp Activity Only
 Run In Incremental Mode Print Selection Criteria

Specify a name for the report in the 'Derived Report Name' field.

Next, select the desired file format option using the drop-down list. The following file **Format** options are available for the Account Statement -

- Adobe PDF
- DHTML
- Comma Separated Value (CSV)
- Excel (XLS)
- Rich Text Format (RTF)

Section 4 of this guide will provide further detail on the more popular output file formats of PDF, Excel and CSV.

Under the **Delivery Options**, select the desired option for your preferred report delivery or continue with no option selected to run the report and download the file from within CitiDirect itself. Section 5 of this guide provides more information on Citi Secure Email.

Use the **Branch Number/Name**, **Customer Number/Name** and/or **Accounts Number/Name** options to include one or multiple accounts in the statement report. You can select accounts from any Citi branch and/or third party bank registered in your CitiDirect service that your entitlements permit.

There are also additional criteria options that can tailor the statement data more closely to your reconciliation requirements, including:

- Bank Reference
- Customer Reference
- Transaction Amount (range)
- Account Currency
- Transaction Description
- Cheque transactions (included by default)
- By Order Of/Beneficiary
- Transaction Code (Citi transactions code by default)
- Output Account Sub-Totals
- Output Grand Total

The **Show Enhanced Transaction Detail** is not selected by default, this option provides additional transaction details in the statement report. Further guidance is provided in Section 4.

The **Show Additional Ordering Party / Beneficiary Details** is not selected by default, this option includes additional details of the Debtor and or Creditor where the information is available for the payment transaction. Further guidance is provided in Section 4.

The **Statement Date** is selected by default to 'yesterday'. There are multiple standard date period options to select from, including a date range option.

The **Value Date** is set by default to 'No Date Selected'. There are multiple value date period options to select from including a date range period option.

Page Breaks and **Print Selection** criteria options are selected by default but can be unselected if required.

The **Activity Only** feature offers the option to only show accounts where transactions have occurred for the selected statement dates. If not selected, where certain accounts have no transaction activity for the specified statement date, the accounts and balance information will continue to be displayed. This feature is not selected by default.

Once the report configuration options have been defined, you can select how you would like to generate the report. It can be useful to save the report first with your specific configuration options defined. Section 5 of this guide explores the scheduling option further.

- **Run:** Run the report once with the selected report criteria
- **Save & Run:** Run the report and save the report criteria for future running use
- **Save:** Save the report criteria, but does not run the report
- **Schedule:** A Delivery Option library needs to be created and authorized before scheduling

4. Statement report formats

The Account Statement - Comprehensive report is available in multiple file formats. This section examines the three most popular formats.

(1) PDF File Output

The PDF version provides a concise summary of the Account Statement - Comprehensive Report and can be opened and viewed on almost any digital device which supports Adobe's portable document format. The format of the report is suitable for viewing at a glance on smartphones and tablets. Section 4 of this guide also explores using Citi Secure email to issue the report immediately via email.

Within the report criteria covered in the previous section, there are options available including "Show Enhanced Transaction Details" and "Show additional Ordering Party / Beneficiary details". These options will display additional data items, when available, in the PDF file output. This extended data is conveniently positioned under each reported transaction record and provides separation between each transaction record.

A sample of the standard PDF file format output can be seen below.

| Opening Available Balance | | Current Closing Avail Balance | | Credit Count | Total Credit Amount | Debit Count | Total Debit Amount | Net Transaction Amount |
|---------------------------|--|-------------------------------|--|--------------|---------------------|-------------|--------------------|------------------------|
| 1,074,252.00 | | 1,103,501.82 | | 5 | 321,267.67 | 2 | 292,017.85 | 29,249.82 |

| Value Date | Customer Reference | Bank Reference | Transaction Description | Ordering Party / Beneficiary | Remittance Information | Debit / Credit | Transaction Amount | Running Balance |
|------------|--------------------|----------------|-------------------------|------------------------------|------------------------|----------------|--------------------|-----------------|
| 22/01/2022 | ABCDEF123456 | 41000000001 | WIRE RECEIPT XB EU/EEA | AN ORDERING PARTY | REMITTANCE INFORMATION | C | 21,020.67 | 1,131,314.01 |
| 22/01/2022 | ABCDEF123457 | 41000000002 | WIRE RECEIPT XB EU/EEA | AN ORDERING PARTY | REMITTANCE INFORMATION | C | 43,360.47 | 1,110,293.34 |
| 22/01/2022 | ABCDEF123458 | 41000000003 | WIRE RECEIPT XB EU/EEA | AN ORDERING PARTY | REMITTANCE INFORMATION | C | 217,765.85 | 1,066,932.87 |
| 22/01/2022 | ABCDEF123459 | 41000000004 | WIRE RECEIPT XB EU/EEA | AN ORDERING PARTY | REMITTANCE INFORMATION | C | 1,437.63 | 849,167.02 |
| 22/01/2022 | ABCDEF123450 | 41000000005 | WIRE RECEIPT XB EU/EEA | A BENEFICIARY | REMITTANCE INFORMATION | D | 57,311.86- | 906,478.88 |
| 22/01/2022 | ABCDEF123451 | 41000000006 | WIRE RECEIPT XB EU/EEA | A BENEFICIARY | REMITTANCE INFORMATION | D | 234,705.99- | 1,141,184.87 |
| 22/01/2022 | ABCDEF123452 | 41000000007 | WIRE RECEIPT XB EU/EEA | AN ORDERING PARTY | REMITTANCE INFORMATION | C | 37,683.05 | 1,103,501.82 |

= Indicates Calculated Balances
 *Please note: For branches 920, 930 and 940, balances displayed are reflective of posted funds. Any debits currently pending will not be reflected in this balance

| | | |
|--|--|--------|
| Report Date 23/01/2022 07.45.24 (GMT +00:00) | Account Statement - Comprehensive Report | 1 of 1 |
|--|--|--------|

The Excel and CSV versions of the report contain the most comprehensive set of data elements available.

The CSV file output of the report can be opened with a range of applications including Microsoft Excel to view, search, analyse and augment the financial data available to support account reconciliation activity.

The CSV format is the name of the output format and is not restricted to comma separation, other separators can be used.

| | A | B | C | D | E | F | G | H | I | J | K | |
|---|--|-----------------|---------------|-----------------------|-----------------|------------------|----------------|------------|--------------------|----------------|-------------------------|--------------|
| | Report Name | Customer Name | Branch Name | Account Number | Account Name | Account Currency | Statement Date | Value Date | Customer Reference | Bank Reference | Transaction Description | Ultimate Orc |
| 1 | Account Statement - Comprehensive Report | A CUSTOMER NAME | A BRANCH NAME | XX12CTH11223344446677 | AN ACCOUNT NAME | GBP | 01/22/2022 | 01/22/2022 | ABCDEF123456 | 4100000001 | WIRE RECEPT XB EU/EEA | AN ORDERI |
| 2 | Account Statement - Comprehensive Report | A CUSTOMER NAME | A BRANCH NAME | XX12CTH11223344446677 | AN ACCOUNT NAME | GBP | 01/22/2022 | 01/22/2022 | ABCDEF123457 | 4100000002 | WIRE RECEPT XB EU/EEA | AN ORDERI |
| 3 | Account Statement - Comprehensive Report | A CUSTOMER NAME | A BRANCH NAME | XX12CTH11223344446677 | AN ACCOUNT NAME | GBP | 01/22/2022 | 01/22/2022 | ABCDEF123458 | 4100000003 | WIRE RECEPT XB EU/EEA | AN ORDERI |
| 4 | Account Statement - Comprehensive Report | A CUSTOMER NAME | A BRANCH NAME | XX12CTH11223344446677 | AN ACCOUNT NAME | GBP | 01/22/2022 | 01/22/2022 | ABCDEF123458 | 4100000003 | WIRE RECEPT XB EU/EEA | AN ORDERI |

5. Citi Secure Email for seamless statement report delivery

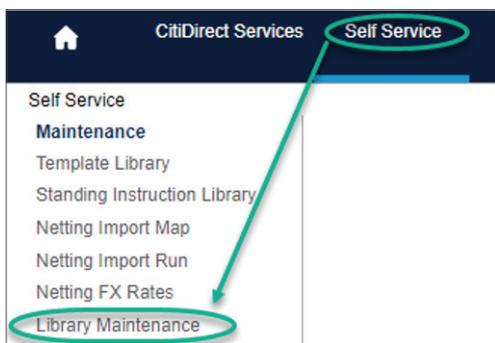
CitiDirect can deliver information to you using either Secure Mail or Encrypted Emails using digital certificates.

Secure Email is the simplest method of delivering statement reports, as it does not require encryption software on your desktop.

Your secure encrypted email from Citi is held in your own account on the Citi Secure Webmail Center.

To use Citi Secure Email, the delivery option needs to be defined and configured in your CitiDirect library.

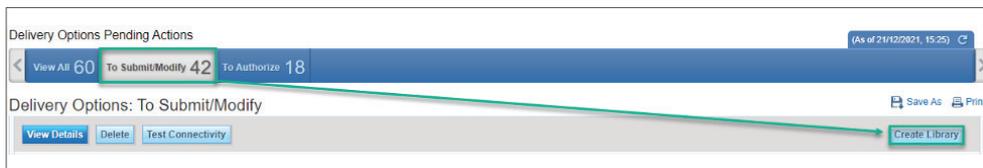
1. Select the Self Service menu in CitiDirect and navigate to 'Library Maintenance' under the Maintenance menu



2. Select the **Delivery Options** library for Service Class **Automated File and Report**



3. The **Delivery Options Summary** page will now be available. Ensure that you are in the 'To Submit/Modify' section. Click the **Create Library** button to create a new delivery option.



Complete the following sections

- **Delivery Option Name:** Choose the applicable name (can be the same as the report)
- **Delivery Option Description:** Delivery Option Description
- **Delivery Option Type:** Email
- **Security Method:** Citi Secure E-Mail

Enter the destination **E-Mail address**, the **Message Subject** and **File Name**. You can enter several email addresses separated by a semi-colon.

The screenshot shows a form for configuring a delivery option. It includes fields for 'Delivery Option Name' (Name Here), 'Delivery Option Description' (Description Here), and 'Delivery Option Type' (E-Mail). There is also a 'Security Method' dropdown set to 'Citi Secure E-Mail'. A section titled 'Email and Format Detail' contains fields for 'Email Address' (abc@acme.com; def@acme.com; ghi@acme.com), 'Message Subject' (Subject line of the email), 'Message' (Body of the email), and 'File Name' (File_Name_Should_Have_No_Space).

- 4. Submitted delivery options may need to be authorized by another user who has access to Library Maintenance (depending on the approval requirements set up by your security administrators)
- 5. To authorise the new setup, select the **Delivery Options** library for Service Class **Automated File and Report**, then select the **To Authorize** tab

A summary bar for 'Delivery Options Pending Actions'. It shows a left arrow, 'View All 60', 'To Submit/Modify 42', and 'To Authorize 1' (highlighted with a green box).

The screenshot shows the 'To Authorize' tab in the 'Delivery Options: To Authorize' interface. It has buttons for 'Authorize', 'Send to Repair', 'Reject', 'View Details', and 'Test Connectivity'. Below the buttons is a table with columns: 'Delivery Option Name', 'Delivery Option Description', 'Certificate Name', 'Delivery Option Type', and 'Status'. One row is visible with the name 'tectr', description 'tectr', type 'E-Mail', and status 'Level 1 Authorization Required'. A 'Test' button is next to the first row.

Help for external secure email is available 24/7, 365 days a year.

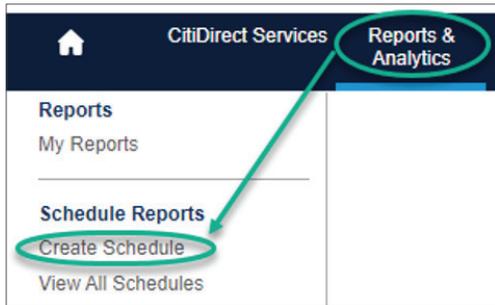
Immediate assistance by phone:
866.535.2504 (inside U.S.) or +001.904.954.6181
By email (response within 24 hours): secure.emailhelp@citi.com

6. Scheduling the Statement Report

Scheduling reports in CitiDirect can save you valuable time and remove repetitive tasks. A schedule can be assigned to the statement report in a few simple steps.

You can access the **Create Schedule** screen in two different ways, from the **Reports & Analytics** menu and from within the **Report Criteria** screen of the statement report itself.

Reports and Analytics Menu:



Report Criteria screen:

Select the **Schedule** option at the bottom of the report. Always save the report you have setup before selecting Schedule.



Within the Create Schedule definition, complete the fields below

| | | |
|---|---|---|
| * Schedule Name <input type="text"/> | * Event Type Report | * Event Name <input type="text"/> |
| * Schedule Interval Every 1 or More Days | * Holiday Options Run on All Days(Includes Holidays) | Schedule Reference ID <input type="text"/> |
| Run Time User <input type="text"/> | | |

1. Schedule Name - enter a unique name for your schedule here, this can be the same name as the report to help with identifying the report.
2. Event Type - select the Report option as the schedule is intended to automate a statement report.

* Event Type
Report

3. Event Name - click on the binoculars icon to link the schedule to the saved report as per the below screenshot. This should be auto populated if 'Schedule' option was selected from the 'Report Criteria' screen.

Event Name Lookup

Hide Search * = Required Field

* Service Class Id
Cash Statements Repd **1**

Report Name **2**

Search Clear

- Equals
- Contains
- Starts With

Service Class ID: For the Account Statement - Comprehensive report the Service Class ID is Cash Statements Reports.

Report Name: Using your preferred method search for your saved report using its saved name.

4. Schedule Interval: Select the desired frequency for your report to send. Further options will appear based on your choice.



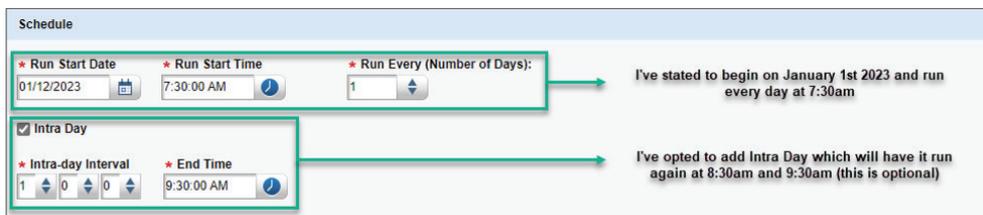
5. Holiday Options - select the desired holiday option to determine how the schedule should operate on bank or public holidays.



6. Schedule Reference ID - this will be automatically populated by CitiDirect.

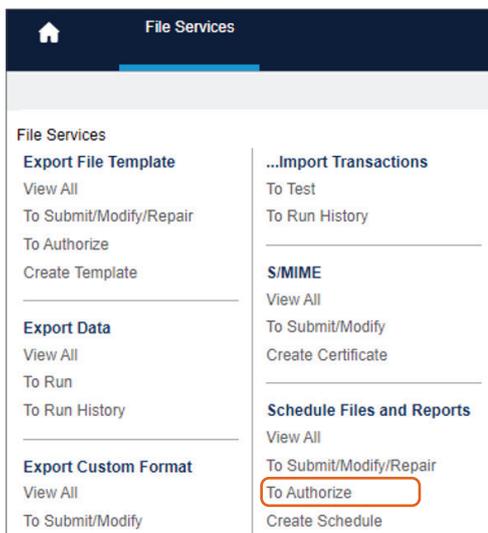
7. Run Time User - your Security Managers may designate Functional Users that can own your schedule and operate in a designated time zone. If wish to use the Time Zone of your own profile and be the owner of the schedule leave this option blank.

8. Frequency Options - set the frequency based on the option selected under the Schedule Interval (item 4 above). The following example is a common configuration for the Interval Option of 'Every 1 of More Days'.



After the desired setup is in place, it is time to select Submit. Submitted schedules may need to be authorised by another user who has access to Schedules (depending on how your Security Admins have setup approval requirements).

To approve a new schedule, go to the authorise schedules section as per below



The screenshot shows the 'File Services' interface. At the top, there is a navigation bar with a home icon and the text 'File Services'. Below this, a breadcrumb trail reads 'File Services > Schedule Files and Reports > To Authorize'. A section titled 'Schedule Files and Reports Pending Actions' contains three buttons: 'View All 67', 'To Submit/Modify/Repair 42', and 'To Authorize 25'. The main heading is 'Schedule Files and Reports: To Authorize'. Below this is a 'Show Applied Search Criteria' button. A row of action buttons includes 'Authorize', 'Send to repair', 'Reject', and 'View Details'. A sub-heading reads 'To Authorize (1 - 25 of 25)'. Below this is a table with the following data:

| <input type="checkbox"/> | Schedule Name 1 ▾ | Event Type | Schedule Interval | |
|--------------------------|-------------------|------------|-------------------|------------------------|
| <input type="checkbox"/> | test12345 | Report | Once | Authorization Required |
| <input type="checkbox"/> | test schedule | Report | Once | Authorization Required |

Within this screen select the new schedule and click authorise.

The schedule is now active and the statement report is scheduled to be generated in accordance with the settings you have defined.

