

## **CitiDirect BE Portal**

## Inquiries & Searches, Reports

Account history, balances, statements and transaction advice

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**Inquiries & Searches** and **Reports & Analytics** are modules of the CitiDirect BE portal that allow you to look up account history, balances, and booked transactions and gain access to other information without launching CitiDirect services. The modules do not require a Java Runtime Environment.

Inquiries & Searches provide quick lookup of current operations.

**Reports & Analytics** allow you to generate advanced statements and save them as PDF documents or spreadsheets.

| Treasury                               |                                     |                        |                         |  |                          |               |                          |  |                  |
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| cîti                                   |                                     |                        |                         |  |                          |               |                          |  | CitiDirect BE    |
| Home                                   |                                     | Reports &<br>Analytics | Inquiries &<br>Searches | Self Service                                 |                          |               |                          |  |                  |
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These options can be accessed via the top menu on the CitiDirect BE portal homepage.

Access to those options and the available functionality depends on user entitlements.

If you do not have access to one or both of the new modules (Inquiries & Searches and/or Reports & Analytics), please call the Bank in order to request such access.

Inquiries & Searches and Reports allow you to generate statements for up to 18 months in the past. For reports concerning balances and transaction history, the earliest data available in the system is data from November 2014.



## 2.Inquiries & Searches

*Inquiries & Searches*, a new module available directly in the CitiDirect BE portal, offers a convenient way to search for information concerning payments and accounts. The inquiries and searches are used when the user needs to quickly find required data. Their results are returned quicker than reports, as data is displayed on the screen, saving the time required for generating a file containing report data.

The range of available inquiries and searches can be different for different users depending on user entitlements.

Among others the system can perform the following inquiries:

- Account Statement Inquiry displays a list of transactions booked in a selected time range for selected accounts, as well as opening and closing balances.
- **Balance Summary Inquiry** displays a list of opening and closing balances in a selected time range for selected accounts;
- **Transaction Detail Advice Inquiry** displays a list of transactions booked in a selected time range for selected accounts;
- Transaction Summary Inquiry displays a list of transactions booked in a selected time range for selected accounts (it differs from Transaction Detail Advice Inquiry in the number of columns used to present the search results).

To enter the **Inquiries & Searches** module hover your mouse over the marked tab in the top menu on the main page of the CitiDirect BE portal:

| _              | and Trade Solutions  |   |  |                              |   |   | My Messages H  | lelp My Settings Lo                 |
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| Home           | CitiDirect Servi   | ices Reports &<br>Analytics                                     | Inquiries &<br>Searches                          | Self Serv                    | ice   |   |  |                                     |
| ent Log        | ged in as: PVT POLA  | ND 0 failed attemp  | Bank Search                                      |                              | ~?6   |   |  |                                     |
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| Ci             | tiDirect unavailable o   | on Saturday, April 18th   | Cash Statemer<br>Account Statem<br>Balance Summa | ent Inquiry                  | Direct Services C   | itiDirect forms processing status   | Dioudeus, mesoages   | <ul> <li>Customize Homep</li> </ul> |
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|                | Direct Available   | керопз  | Transaction Det                                  | ail Advice                   |   | =   |  | =                                   |
| ile            | Name   |   | Transaction Sur                                  | nmary Inquiry                | ıe  |   | Favorite Reports<br>Transactions - Payment Initiation  |                                     |
| <u>k</u>       | Balance Summary  | y Report  |  |                              | - 16 13:04:04 GMT+02  | :00   | Input From Preformats<br>Quick Entry From Preformats   |                                     |
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| Sele           | ct Account(s) Acc<br>ncy Selection (1 - 3)<br>Currency Total<br># of A/Cs)<br>EUR (5)            | Current/Closing<br>Balance<br>-2,535,874.75                     | Account<br>Number                                | Currency<br>1▲<br>EUR        | Current/Closing Ledger<br>Balance<br>-422,866.48              | ©<br>Current/Closing Available<br>Balance 2 ▼<br>-422,866,48              | View All<br>Transactions - File Services<br>Import Transactions<br>Export Data<br>Inquiries - Cash Statement<br>Balance Summary Inquiry<br>Transaction Summary Inquiry<br>Transaction Detail Advice Inquiry<br>Reports - Payment Reports<br>Cash Balances Reports<br>Cash Transaction Initiation Reports |                                     |
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The image below presents an example of the inquiry definition interface. The presented example concerns a "Balance Summary Inquiry". All inquiry options follow the same process – you must select the fitting criteria and then launch the search by pressing the **Search** button.

| Treasury and Trade Solutions   |  |                                    | My Messa   | iges Help My Settings Logout  |
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| cíti   |  |                                    |  | CitiDirect BE <sup>s</sup>  |
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| Balance Summary Inquiry  |  |                                    |  | 🎴 Save As 🛛 昌 Print   |
| Balance Summary Inquiry Criteria   |  |                                    | to launch a search it is enough to<br>ndatory sections and fields are                                      | Required Fields   |
|  | n  | narked with a red asterisk (*)     |  | Use the additional se   |
| * You must select at least one of the follow                                 | ving criteria  |                                    |  | options and lookups<br>clicking fx and the  |
| Account Selection     Account Number Account Group                           | Branch   |                                    | Customer   | binoculars button) to the criteria quicker.   |
| ∱ fx i   | Hà   | fx H                               | Jx.  | **  |
|  |  |                                    |  | There are two options available for the Date Range:   |
| Statement Date Range<br>No Date Selected Latest Today                        | y 🔍 Yesterday 🔍 Last 7   | Days 🔍 Last 14 Days 🔍 L            | .ast 30 Days 💿 Date Range 👔  | Absolute – allows you to select a<br>specific date range from a calend                                    |
| If this option is selected, the syst<br>for all items, that fit the selected | em searches  | olute • From 16/04/2               | 2015 <b>± *To</b> 16/04/2015   | Relative – allows you to select a   |
|  | cintena.   |                                    |  | relative date range, for example<br>selecting from -60 to -30 means                                       |
| * Base Currency<br>USD   | Account Curr   | frency                             | Activity Only  | that the results will be generated<br>30 days, where the first day will b<br>day two months ago from now. |
|  |  |                                    |  | The Date Range is set to the curr   |
| Manage Default Search Options     Search                                     | Selecting this option a  | llows you to save                  | electing this option will limit the<br>sults to only those accounts that<br>ave booked transactions in the | date by default.  |
|  | the currently set criteri<br>ones (which allows loa                        | a as the default                   | elected time range.  |   |
| e to start the search with the criteria. If any of the mandatory             | quicker later), set the<br>execute automatically<br>previously defined def | current search to<br>or delete the |  |   |

The system will display a screen with the search results. In some cases it will be a screen displaying general information, from which you can switch to a more detailed view.

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| 4/07/2014 To 04/15/20<br>Start New Search   | Click to  | edit the search crite<br>Branch Number  | 14 4   | Page 1 of6 )   | Account   |  |   | Opening Ledger   | ,  | Ċũ                        |
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## citi handlowy®

The image below presents the view that will open if you click the Statement Date in the previous search results screen:

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| ash Statement  |   |  |  |  |                                  |  | L.   |
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| ount Number  |   | Statement D  | ) at a   |  | Total Credit Amo<br>7564.51      | unt  |  |
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| nch Name<br>RSAW BANK HANDLOWY   |   | Client Name<br>TEST UI   |  |  | 18351982.24<br>Opening Ledger E  | Balance  |  |
| nch Number   |   | Debit Count  |  |  | 18661921.74                      |  |  |
| count Name   |   | 22<br>Credit Coun  |  |  | Opening Available<br>18661921.74 | e Balance  |  |
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| ransactions (1 - 10 of 25)   |   | 🛯 🖣 Page   | 1 of 3 🕨 🕅   |  | Selected Items: 0                | (10 01 04/10/2010  | (12.25 FW GW1+01.00)   |
|  | Customer Reference  | I¶ ◀ Page  | 1 of 3 🕨 🕅<br>Entry Date 2 🔺   |  | Currency                         | Amount   | Product Type   |
| Transaction Reference 1  | Customer Reference  |  |  | PLN  |                                  | -  |  |
| Transaction Reference 1▲           112233445566778899           112233445566778900   | 1000108585<br>1000155555  | Value Date<br>01/19/2015<br>01/19/2015   | Entry Date 2 A<br>01/19/2015<br>01/19/2015   | PLN  |                                  | Amount<br>-51.96<br>-100.88  | Product Type<br>Funds Transfer<br>Funds Transfer   |
| Transaction Reference 1▲           112233445566778899           112233445566778900           112233445566778901  | 1000108585<br>1000155555<br>1000108899  | Value Date<br>01/19/2015<br>01/19/2015<br>01/19/2015   | Entry Date 2<br>01/19/2015<br>01/19/2015<br>01/19/2015<br>01/19/2015   | PLN<br>PLN   |                                  | Amount<br>-51.96<br>-100.88<br>-104.00   | Product Type<br>Funds Transfer<br>Funds Transfer<br>Funds Transfer   |
| Transaction Reference 1▲           112233445566778899           112233445566778900           112233445566778901           112233445566778901           112233445566778902  | 1000108585<br>1000155555<br>1000108899<br>1000108509  | Value Date<br>01/19/2015<br>01/19/2015<br>01/19/2015<br>01/19/2015<br>01/19/2015   | Entry Date 2<br>01/19/2015<br>01/19/2015<br>01/19/2015<br>01/19/2015<br>01/19/2015   | PLN<br>PLN<br>PLN                                    |                                  | Amount<br>-51.96<br>-100.88<br>-104.00<br>-104.00  | Product Type<br>Funds Transfer<br>Funds Transfer<br>Funds Transfer<br>Funds Transfer<br>Funds Transfer   |
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| Transaction Reference 1▲           112233445566778899           112233445566778900           112233445566778901           112233445566778902           112233445566778903           112233445566778904           112233445566778905  | 1000108585<br>1000155555<br>1000108899<br>1000108509<br>1000111111<br>1000222222<br>1000123456  | Value Date 01/19/2015 01/19/2015 01/19/2015 01/19/2015 01/19/2015 01/19/2015 01/19/2015 01/19/2015 01/19/2015 01/19/2015   | Entry Date 2 ▲<br>01/19/2015<br>01/19/2015<br>01/19/2015<br>01/19/2015<br>01/19/2015<br>01/19/2015<br>01/19/2015<br>01/19/2015               | PLN<br>PLN<br>PLN<br>PLN<br>PLN<br>PLN               |                                  | Amount<br>-51.96<br>-100.88<br>-104.00<br>-104.00<br>-216.48<br>-250.00<br>-393.60   | Product Type<br>Funds Transfer<br>Funds Transfer<br>Funds Transfer<br>Funds Transfer<br>Funds Transfer<br>Funds Transfer<br>Funds Transfer   |
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If you select more than one transaction, you can switch between them with the navigation arrows as shown below:

| Client Logged in as: TEST UI 0 failed atten | npts since last login 11/30/2015 16:10:33 |                          |                     |
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| Inquiries & Searches + Cash Statement Inqu  | iries + Balance Summary Inquiry           |                          |                     |
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| Transaction Details For 4827087390          |   |                          |                     |
| Statement Date<br>11/23/2015                | Amount<br>-15429.12                       | Currency<br>PLN          |                     |
| Bank Name<br>CITIBANK                       | Bank Reference<br>4827087390              | Value Date<br>11/23/2015 |                     |



An example of the Transaction Details screen:

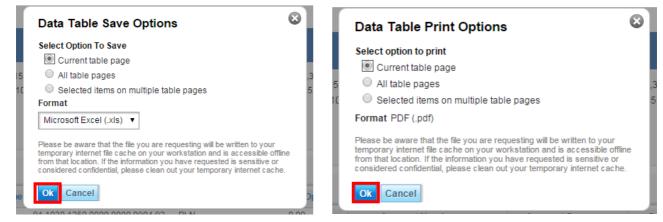
| Home  | CitiDirect Services   | Payments           | Reports &              | Inquiries &             | Self Service |  |                                       | CitiDirect BE |
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| Transactio  | on Details For 4555666  | 7771               |                        |                         |              |  |                                       |               |
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| ank Name  |   |                    | Bank Reference         | ce                      |              | Value Date   |                                       |               |
| TIBANK  |   |                    | 4519085459             |                         |              | 01/19/2015   |                                       |               |
| anch Name<br>ARSAW BAI  | e<br>NK HANDLOWY  |                    | Branch Numbe<br>889    | er                      |              | Entry Date<br>01/19/2015   |                                       |               |
| count Nam   | ne  |                    | Account Numb           | oer<br>4321 0000 0000 0 | 1000         | IBAN Number<br>PL910000123443210   | 0000000000                            |               |
|   |   |                    |                        |                         |              |  |                                       |               |
| JSTOMER N   | NAME  |                    | Customer Nun<br>009989 | nber                    |              | Customer Reference<br>1000155555   | 2                                     |               |
| ISTOMER N   | NAME  |                    |                        | nber                    |              |  | •                                     |               |
| JSTOMER M   | NAME<br>Details   | Field              |                        | nber                    |              | 1000155555   | a<br>Value                            |               |
| JSTOMER N<br>Additional<br>Product Typ  | Details   | Field              | 009989                 | nber                    |              | 1000155555<br>Funds Transfer   | Value                                 |               |
| Additional Product Typ Payment De Repetitional  | Details<br>pe<br>tetails  | Field              | 009989                 | nber                    |              | 1000155555<br>Funds Transfer<br>FOR JANUARY DELIVER  | Value<br>Y                            |               |
| Additional<br>Product Typ<br>Payment Do<br>Beneficiary  | Details<br>Details<br>pe<br>letails<br>/ Account/ID   | Field              | 009989                 | nber                    |              | 1000155555<br>Funds Transfer<br>FOR JANUARY DELIVER<br>10 0000 5555 6666 7777  | Value<br>Y                            |               |
| Additional<br>Product Typ<br>Payment Do<br>Beneficiary<br>Beneficiary   | Details<br>pe<br>tetails<br>/ Account/ID<br>/ Name/Address  | Field              | 009989                 | nber                    |              | 1000155555<br>Funds Transfer<br>FOR JANUARY DELIVER<br>10 0000 5555 6666 7777<br>COMPANY ABC   | Value<br>Y<br>0000 0001               |               |
| Additional<br>Product Typ<br>Payment De<br>Beneficiary<br>Beneficiary   | Details<br>pe<br>letails<br>( Account/ID<br>( Name/Address<br>( Name/Address  | Field              | 009989                 | hber                    |              | 1000155555<br>Funds Transfer<br>FOR JANUARY DELIVER<br>10 0000 5555 6666 7777  | Value<br>Y<br>0000 0001               |               |
| Additional<br>Product Typ<br>Payment Do<br>Beneficiary<br>Beneficiary<br>Beneficiary<br>Beneficiary                               | Details<br>pe<br>tetails<br>/ Account/ID<br>/ Name/Address  | Field              | 009989                 | hber                    |              | 1000155555<br>Funds Transfer<br>FOR JANUARY DELIVER<br>10 0000 5555 6666 7777<br>COMPANY ABC<br>BENEFICIARY ADDRESS                                    | Value<br>Y<br>0000 0001               |               |
| Additional<br>Product Typp<br>Payment Do<br>Beneficiary<br>Beneficiary<br>Beneficiary<br>Beneficiary<br>Beneficiary               | Details<br>pe<br>tetails<br>/ Account/ID<br>/ Name/Address<br>/ Name/Address<br>/ Name/Address                              | Field              | 009989                 | hber                    |              | 1000155555<br>Funds Transfer<br>FOR JANUARY DELIVER<br>10 0000 5555 6666 7777<br>COMPANY ABC<br>BENEFICIARY ADDRESS<br>BENEFICIARY ADDRESS             | Value<br>Y<br>0000 0001               |               |
| Additional<br>Product Typ<br>Payment Do<br>Beneficiary<br>Beneficiary<br>Beneficiary<br>Beneficiary<br>Beneficiary<br>Beneficiary | Details<br>Details<br>pe<br>letails<br>( Account/ID<br>( Name/Address<br>( Name/Address<br>( Name/Address<br>( Name/Address | Field              | 009989                 | hber                    |              | 1000155555<br>Funds Transfer<br>FOR JANUARY DELIVER<br>10 0000 5555 6666 7777<br>COMPANY ABC<br>BENEFICIARY ADDRESS<br>BENEFICIARY ADDRESS<br>12402092 | Value<br>Y<br>0000 0001<br>51<br>52   |               |

You can save and print the data from any search screen. To do that use the **Save As** and **Print** options in the upper right corner of the screen:





On some screens the system will request you to choose your preferred saving or printing option.



After you click OK the data will be saved / printed.

## Saving the default criteria and setting the search to execute automatically

The *Inquiries & Searches* module allows you to save your preferred default criteria for each inquiry, and provides the option to execute the search automatically with these criteria, which results in the default search executing the moment you select the option from the main menu, skipping the inquiry criteria definition screen.

### To display the search options select Manage Default Search Options:

| Inquiries & Searches + Cash Statement Inquiries + Balance Summary Inquiry                                  |                     |
|--|---------------------|
| Balance Summary Inquiry  | 💾 Save As 🛛 昌 Print |
| Balance Summary Inquiry Criteria   | Required Fields     |
|  |                     |
| * You must select at least one of the following criteria   |                     |
| Account Selection  |                     |
| ● Account Number ○ Account Group Branch Customer   |                     |
| Statement Date Range   |                     |
| O No Date Selected O Latest O Today O Yesterday O Last 7 Days O Last 14 Days O Last 30 Days 👰 Date Range 🔝 |                     |
| Absolute 🔽 <b>*From</b> 11/27/2015 <b>± *To</b> 11/27/2015 <b>±</b>  |                     |
|  |                     |
| * Base Currency Account Currency   |                     |
| I Manage Default Search Options  |                     |
| O Remove Default Criteria 💿 Save as Default Criteria 🔷 Save as Default Criteria and Auto Execute           |                     |
| Search   |                     |

Using the search options you can:

1) Save the currently entered search criteria as the default criteria

| ✓ Manage Default Search O |                          |   |
|---------------------------|--------------------------|---|
| Remove Default Criteria   | Save as Default Criteria | ○ Save as Default Criteria and Auto Execute |
| Search                    |                          |   |

In that case an additional option titled **Load Default Criteria** will appear in the search header. Clicking it will replace the current search criteria with the default ones.

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Inquiries & Searches + Cash Statement Inquiries + Balance Summary Inquiry

| Balance Summary Inquiry   | This button is shown if defau   |                            | Print 🔁 Save As     |
|---|---|----------------------------|---------------------|
| Balance Summary Inquiry Criteria  | for the selected inquiry. Pre<br>the values currently present<br>values you have previously | in the fields with default | ★ = Required Fields |
| * You must select at least one of the following criteria  |   |                            |                     |
| Account Selection  Account Number Account Group  Branch   | fx #  | Customer fx                |                     |
| Statement Date Range<br>O No Date Selected O Latest O Today O Yesterday O Last 7 Days<br>Absolute | ○ Last 14 Days ○ Last 30 Days   |                            |                     |
| * Base Currency Account Currency  | fx M  | Activity Only              |                     |
| Manage Default Search Options   |   |                            |                     |
| Remove Default Criteria     Save as Default Criteria     Save as Default Criteria     Search      | ult Criteria and Auto Execute   |                            |                     |

#### 2) Save as Default Criteria and Auto Execute

| ✓ Manage Default Search C | •                          |   |
|---------------------------|----------------------------|---|
| O Remove Default Criteria | ○ Save as Default Criteria | Save as Default Criteria and Auto Execute |
| Search                    |                            |   |

**Important:** If this option is selected we recommend setting the date range as relative to provide a more flexible data selection with each search execution, so we do not recommend a set date range, instead you could use the **Last 14 Days** option or enter the number of days prior to the current date to be used in your search using the **Relative** option:

| Statement Date Range | ◯ Last 7 Days ◯ Last 14 Days ◯ Last 30 Days 🍥 Date Range 🔝   |
|----------------------|--|
|                      | Relative <ul> <li>From</li> <li>-30</li> <li>Days</li> <li>To</li> <li>Days</li> <li>Include Business days only</li> <li>Include Business days only<!--</td--></li></ul> |

## 3) Remove Default Criteria

| Manage Default Search Options |                            |  |  |  |  |  |  |  |  |  |
|-------------------------------|----------------------------|--|--|--|--|--|--|--|--|--|
| Remove Default Criteria       | ○ Save as Default Criteria | $\bigcirc$ Save as Default Criteria and Auto Execute |  |  |  |  |  |  |  |  |
| Search                        | -                          |  |  |  |  |  |  |  |  |  |

This option allows you to remove the default criteria, if any are defined. To remove the criteria select this option and execute the search with any criteria. The search execution will result in the removal of the default criteria.



## **3.Reports**

The Reports & Analytics module available in the CitiDirect BE portal provides a wide range of functionality for the creation and generation of reports directly from the homepage. The module allows you to create reports with user defined criteria. Each created report can be saved and run, which results in the system generating a file ready for download in the user specified forma and layout. You can save the reports on your hard drive or print them.

The reports are divided into 4 main groups:

- 1. Balance Summary Reports
- 2. Account Statement Reports
- 3. Transaction Initiation Reports
- 4. Transaction Advice Report

"Balance Summary Reports" and "Account Statement Reports" are statements concerning transactions booked on accounts and can be executed for dates after November 2014.

Other reports allow generation of transaction or template data available in the system for a range of 18 months for reports related to payments and indefinitely for templates.

### You can generate the following reports, among others:

1. Balance Summary Report – information about opening and closing balances;

2. Account Statement Report – statements containing opening and closing balances as well as transactions booked for every day in the selected range. Each booked transaction is briefly described and takes up one line in the statement;

3. Account Statement Details Report – contains the same data as *Account Statement Report*, but each booked transaction is fully described. One page of the report may contain up to 3 transaction items.

- 4. Transaction Summary Report a list of booked transactions;
- 5. Transaction Initiation Summary Report a list of payments initiated in the system;

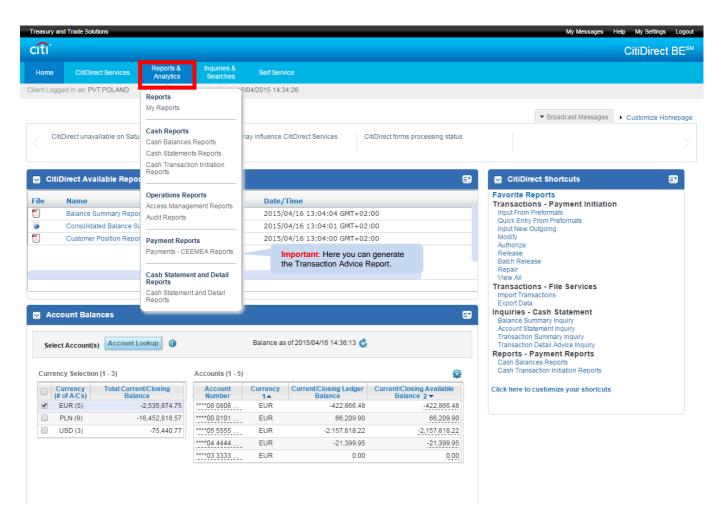
6. **Transaction Initiation Detail Report** – a list of payments initiated in the system. but each transaction is fully described. One page of the report may contain up to 3 transaction items;

- Preformat Library Detail Report information about the receipients (beneficiaries) added to the library
  of templates (preformats);
- 8. **Poland Transaction Advice Report** confirmation of releasing the payment for processing by the Bank.

**Important: Poland - Transaction Advice Report** generation function is available under *Reports & Analytics* -> *Payments Reports -> Payments – CEEMEA Reports.* 



To generate a report hover the mouse cursor over the **Reports & Analytics** tab in the top menu and then select a report group.



A list of reports available in the selected category will appear. Reports marked as "Base" are empty report templates that you can use to define reports with your desired criteria. User created reports will be displayed as "Derived" on the list. There are two actions available on this screen:

- 1) Generate an existing report with previously defined criteria
- 2) Create a new report with the selected criteria



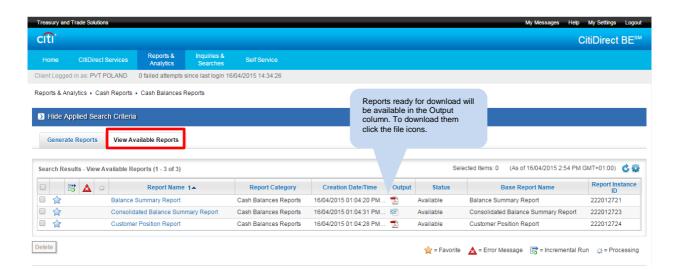
#### Generating a report with previously defined criteria

In that case select a previously created report you would like to generate from the list and click **Run**. You can select more than one report.

| Treasury and Trade Solutions           |                        |                         |                                     |                     | My Messages                         | Help My Settings Logout    |
|--|------------------------|-------------------------|-------------------------------------|---------------------|-------------------------------------|----------------------------|
| citi                                   |                        |                         |                                     |                     |                                     | CitiDirect BE <sup>℠</sup> |
| Home CitiDirect Services               | Reports &<br>Analytics | Inquiries &<br>Searches | Self Service                        |                     |                                     |                            |
| Client Logged in as: PVT POLAND 0      | failed attempts sin    | ce last login 16/0      | 4/2015 14:34:26                     |                     |                                     |                            |
| Reports & Analytics + Cash Reports + C | Cash Balances Rep      | oorts                   |                                     |                     |                                     |                            |
|  |                        |                         |                                     |                     |                                     |                            |
| Hide Search                            |                        |                         |                                     |                     |                                     |                            |
|  |                        |                         |                                     |                     |                                     |                            |
| * Report Category                      |                        | Base Report N           |                                     | Derived Report Name |                                     |                            |
| Cash Balances Reports                  | •                      |                         | iii.                                |                     | fx                                  |                            |
|  |                        |                         |                                     |                     |                                     |                            |
| Report Type<br>Private Reports         | ×                      |                         |                                     |                     |                                     |                            |
|  | •                      |                         |                                     |                     |                                     | reports are only           |
| Search Reset                           |                        |                         |                                     |                     |                                     | the current user.          |
|  |                        |                         |                                     |                     |                                     | to all users in the        |
| Generate Reports View Availa           | able Reports           |                         |                                     |                     | CitiDirect                          | t client definition.       |
|  |                        |                         |                                     |                     |                                     |                            |
| Search Results - Generate Reports (1   | 7 - 6 7)               |                         |                                     |                     | Selected Items: 1 (As of 16/04/201) | PM GMT+01:00) 🔥 🙀          |
| Search Results - Generate Reports (1   | - / 01 /)              |                         |                                     |                     | Selected items. 1 (As 0110/04/2015  |                            |
| Rep                                    | oort Name              |                         | Base Report Name 1                  | Base/Derived 2 🔺    | Report Category                     | Report Type                |
| Balance Summary Report                 |                        |                         | Balance Summary Report              | Base                | Cash Balances Reports               | Private                    |
| 🕑 👷 My favorite balance summary        | y report               |                         | Balance Summary Report              | Derived             | Cash Balances Reports               | Private                    |
| Balance summary 2                      |                        |                         | Balance Summary Report              | Derived             | Cash Balances Reports               | Private                    |
| Consolidated Balance Summer            | nary Report            |                         | Consolidated Balance Summary Report | Base                | Cash Balances Reports               | Private                    |
| My favorite Consolidated Bal           | ance Summary Re        | port                    | Consolidated Balance Summary Report | Derived             | Cash Balances Reports               | Private                    |
| Customer Position Report               |                        |                         | Customer Position Report            | Base                | Cash Balances Reports               | Private                    |
| Customer Position Report (cu           | ustomized)             |                         | Customer Position Report            | Derived             | Cash Balances Reports               | Private                    |
|  |                        |                         |                                     |                     |                                     |                            |
| Run Delete                             |                        |                         |                                     |                     |                                     | 🚖 = Favorite               |

Reports currently being run and available (already generated) reports appear under the **View Available Reports** tab:

|  | icon and status and status |                        |        |         |   |                       |
|--|----------------------------|------------------------|--------|---------|---|-----------------------|
| Search Results - View Available Reports (1 - 1 of 1) |                            |                        |        | Sele    | acted Items: 0 (As of 11/27/2015 6:08 P | M GMT+01:00)  💰       |
| 🗆 🐯 🛦 🌸 Report Name 1🔺                               | Report Category            | Creation Date/Time     | Output | Status  | Base Report Name                        | Report Instance<br>ID |
| 🗋 🏫 🦂 Balance Summary Report                         | Cash Balances Reports      | 11/27/2015 06:08:02 PM |        | Running | Balance Summary Report                  | 34683681              |



www.citihandlowy.pl Bank Handlowy w Warszawie S.A. You can view the report criteria from the *View Available Reports* tab by clicking the name of a report:

| View Report Criteria: Balance                  | Summary Report                             |                                | 👜 Print |
|--|--|--------------------------------|---------|
| Derived Report Name                            | Base Report Name<br>Balance Summary Report | Format<br>Adobe (PDF)          | e rim   |
| Delivery Options                               | Favorite<br>No                             | Sign with Citibank Certificate |         |
| Share<br>Private                               |  | Compress with Winzip<br>No     |         |
| Branch   | Customer                                   | Account Number / Account Group |         |
| Account Currency                               | Layout<br>CitliDirect Standard Report      |                                |         |
| Statement Date<br>Date Range, From 0 To 0 Days |  |                                |         |
| Group By<br>Account                            |  |                                |         |
| Show Available Balance<br>No                   | Print Citibank China Stamp<br>No           | Activity Only<br>No            |         |

Generated reports also appear in the convenient widget named **Reports Manager** on the homepage of the CitiDirect BE portal. The widget is available in two modes: List view or Card view.

The Reports Manager in "List" mode:

| Treasury and Trade Solutions  |                                      |                            | Wy Messages Help My Settings  | Logout  |
|---|--------------------------------------|----------------------------|---|---------|
| citi  |                                      |                            | CitiDirec   | t BE®   |
| Home CitiDirect Services Client Logged in as: TEST UI 0 faile Click + | the icon , to generate the           | File Services Self Service | Mare Citi<br>Products   |         |
|   | t again.                             |                            | Broadcast Messages     Customize He   | omepage |
| Important information   | it BM                                |                            | Download the file containing the report.  |         |
| Reports Manager   |                                      |                            | 🗈 🗹 Citil   | •       |
| <b>E</b> Filter   |                                      | (As of 9:01 PM GMT+01:00)  | Fav orts<br>T uons - Payment Initiation   |         |
| > Report Type   | s Report Name 1 D                    | ate/Time 🔒 👷 🔮             | Output Ack Entry From Preformats  |         |
| > Report Status   | a 3 Balance Summary Report 07        | /06/2015 4:27 PM 🔒 🔺 🤦 🏹   | Modify  |         |
| > Report Group/Name   | Balance Summary Report 07.           | 00/2013 4.27 FM 🔂 🗮 🔽 🖉    | Authorize<br>Batch Authorize  |         |
| ✓ Time Range  | O C Transaction Initiation Report 07 | /06/2015 4:35 PM 🔒 🔺 📝 🦉   | Baton Holdado   |         |
| last 24 hours   | count Statement                      | /06/2015 4:30 PM 🔗 👷 📝 😨   |   |         |
| > Report Output   |                                      |                            | Import Transactions<br>Export Data  |         |
|   | Click the icon<br>the report criter  | to edit                    | Inquiries - Cash Statement<br>Balance Summary Inquiry<br>Account Statement Inquiry<br>Transaction Summary Inquiry<br>Transaction Detail Advice Inquiry<br>Reports - Payment Reports<br>Cash Balances Reports<br>Cash Transaction Initiation Reports<br>Bank Statements - US Reports |         |
| Apply Reset Save  |                                      |                            | Click here to customize your shortcuts  |         |

The Reports Manager in "Card" mode:

| ≡ Filter                            |                       |            | (As of 12:15 PM GMT+0 | 1:00) 🔮 🔠  |
|-------------------------------------|-----------------------|------------|-----------------------|------------|
| Sort by 🖃                           | Transaction Initiatio |            | Account Statement     | Report 🧕   |
| Report Status     Report Group/Name | 07/06/2015 4:35 PM    | ৩<br>ক 🔒 🖻 | 07/06/2015 4:30 PM    | ى<br>🛣 🔒 🜟 |
| **                                  | Balance Summary F     | Report     |                       |            |
| Time Range last 24 hours            | 07/06/2015 4:27 PM    | o<br>🔁 🔒 🛣 |                       |            |
| Report Output                       |                       |            |                       |            |
|                                     |                       |            |                       |            |

**Important:** To add the *Reports Manager* widget to the home screen go to the **Customize Homepage** tab and click **Add** next to that widget:

| citi                      |   |  |   |                                       |   |   |                             |   |            |                    | CitiDire      | ct BE   |
|---------------------------|---|--|---|---------------------------------------|---|---|-----------------------------|---|------------|--------------------|---------------|---------|
| Home                      | CitiDirect Services                                   | Payments   | Trade   | Reports &<br>Analytics                | Inquiries &<br>Searches   |   | Self Service                | More Citi<br>Products   |            |                    |               |         |
| ent Logged i              | in as: TEST UI 0 fail                                 | ed attempts since  | last login 11/2                                   | 3/2015 21:01:13                       |   |   |                             |   |            |                    |               |         |
|                           |   |  |   |                                       |   |   |                             |   | ,          | Broadcast Messages | ▼ Customize H | Homepag |
| Select Defa<br>Layout     | All Widgets   | New  |   |                                       | o your homepag  |   |                             |   |            | Search Widgets     |               | x       |
| OR<br>Select Layo<br>Grid | Setup Service M:<br>Setup User Man<br>Setup User Grou | Shortcuts to commo<br>pages within the Cit<br>Portal. The available<br>Frequent Tasks wid<br>upon your CitiDirect                        | tiDirect BE<br>e tasks in the<br>lget will depend | My Worklist<br>Worklist<br>Admin   Pa | require your att  | by Service, which<br>tention. The<br>appear in the My   | Status Inqu wi<br>Recent ho | Inquiry<br>e Payment Status Inquiry<br>dget provides functionality to<br>tion payment status inquirie<br>ectly from your CitiDirect BE<br>me page. Payment status<br>quir | s          |                    |               |         |
|                           | Pending Acti  | nding Action<br>Perform Authorizatii<br>Release tasks direc<br>CitiDirect BE home<br>new Payments Pen<br>widget. These tasks<br>moved fr | tly from the<br>page via the<br>ding Action       | Quick Tas<br>Quick Tas<br>Quick Tas   | Perform balanc<br>inquiries and pa<br>tasks directly fr<br>BE home page | Remove<br>te & transaction<br>ayment initiation<br>orm the CitiDirect<br>. Authorization and<br>have been mov | Available     Critical      | er<br>e Reports Manager provide<br>hanced user experience for<br>nanging reports that have be<br>ated in CtitDirect Services.<br>dget has two views: Card v               | een<br>The |                    |               |         |

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#### Creating new reports with the selected criteria

In the *Generate Reports* tab, click a selected "Base" report. Base reports are empty report templates serving as a base for creating new reports. Each report created based on them appears on the list as a new "Derived" report, and does not replace the used template.

| Treasury and Trade Solutions |                            |                         |                                     |                     | My Messa                          | ges Help MySettings Logout |
|------------------------------|----------------------------|-------------------------|-------------------------------------|---------------------|-----------------------------------|----------------------------|
| citi                         |                            |                         |                                     |                     |                                   | CitiDirect BE <sup>℠</sup> |
| Home CitiDirect Se           | rvices Reports & Analytics | Inquiries &<br>Searches | Self Service                        |                     |                                   |                            |
| Client Logged in as: PVT PO  | AND 0 failed attempts      | since last login 16/0   | 04/2015 14:34:26                    |                     |                                   |                            |
| Reports & Analytics + Cash I | Reports + Cash Balances I  | Reports                 |                                     |                     |                                   |                            |
|                              |                            |                         |                                     |                     |                                   |                            |
| Hide Search                  |                            |                         |                                     |                     |                                   |                            |
|                              |                            |                         |                                     |                     |                                   |                            |
| * Report Category            |                            | Base Report N           | lame                                | Derived Report Name |                                   |                            |
| Cash Balances Reports        | •                          |                         | à-à                                 |                     | fx                                |                            |
|                              |                            |                         |                                     |                     |                                   |                            |
| Report Type                  |                            |                         |                                     |                     |                                   |                            |
| Private Reports              | •                          |                         |                                     |                     |                                   |                            |
| Search Reset                 |                            |                         |                                     |                     |                                   |                            |
|                              |                            |                         |                                     |                     |                                   |                            |
| Generate Reports             | View Available Reports     |                         |                                     |                     |                                   |                            |
|                              |                            |                         |                                     |                     |                                   |                            |
|                              |                            |                         |                                     |                     | Selected Items: 1 (As of 16/04/20 | 15 2:46 PM GMT+01:00) 🔥 🔯  |
| Search Results - Generate    | Reports (1 - 7 of 7)       |                         |                                     |                     | Selected items. 1 (As of 16/04/20 | 15 2.46 PM GWI +01.00) 🕐 👷 |
|                              | Report Name                |                         | Base Report Name 1                  | Base/Deriv          | red 2 A Report Category           | Report Type                |
| 🔲 🏫 Balance Summar           | y Report                   |                         | Balance Summary Report              | Base                | Cash Balances Reports             | Private                    |
| 🗹 👷 My favorite balan        | ce summary report          |                         | Balance Summary Report              | Derived             | Cash Balances Reports             | Private                    |
| 🔲 👷 Balance summar           | y 2                        |                         | Balance Summary Report              | Derived             | Cash Balances Reports             | Private                    |
| Consolidated Bal             | ance Summary Report        |                         | Consolidated Balance Summary Report | Base                | Cash Balances Reports             | Private                    |
| My favorite Cons             | olidated Balance Summary   | Report                  | Consolidated Balance Summary Report | t Derived           | Cash Balances Reports             | Private                    |
| 🔲 🏫 Customer Positio         | n Report                   |                         | Customer Position Report            | Base                | Cash Balances Reports             | Private                    |
| 🔲 🏫 Customer Positio         | n Report (customized)      |                         | Customer Position Report            | Derived             | Cash Balances Reports             | Private                    |
|                              |                            |                         |                                     |                     |                                   |                            |
| Run Delete                   |                            |                         |                                     |                     |                                   | 🚖 = Favorite               |

You can now edit the report criteria. Usually to run a report it is enough to only fill only some of the fields. Mandatory fields and sections are marked with a red asterisk (\*).

| Treasury and Trade Solutions  |   |   | My Messages Help My Settings Logout  |
|---|---|---|--|
| cíti  |   |   | CitiDirect BE®   |
| Home CitiDirect Services Payments   | Trade Reports & Inquiries & File Ser<br>Analytics Searches File Ser | vices Self Service More Citi<br>Products          |  |
| lient Logged in as: TEST UI 0 failed attempts since la                              | last login 11/27/2015<br>The user defined report name               | under utsich it uit                               |  |
| eports & Analytics + Cash Reports + Cash Balances R                                 |   |   |  |
| eport Criteria  |   | Select the file forma                             | at for the generated report.   |
| Balance Summary Report  |   |   | ★ = Required Fields  |
| * Derived Report Name   | Base Report Name  | * Format  |  |
|   | Balance Summary Check to mark the report                            | Adobe(PDF)requires Acrobat Reader (5.0 or higher) | ~  |
| Delivery Options  | as a favorite one:  | Sign with Citibank Certificate                    |  |
|   | Favorite  | Compress with Winzip                              |  |
| hare<br>Private O Public  |   |   |  |
| Report ific Field Details   |   |   | Use the lookup (by clicking th<br>binoculars button) to define th<br>criteria guicker. |
| ranch   | Customer  | Account Number      Account Group                 |  |
| Select if you would like your report to<br>be available to you only (Private) or to | M   | à à à   |  |
| all company users (Public).   | CitiDirect Standard Report  |   |  |
| ou can select one of the following criteria   |   |   | There are two options available for the Date Range:                                    |
| Date Range Selection  |   |   | 0  |
| Statement Date O Latest   |   |   | Absolute – allows you to select an<br>specific date range from a                       |
| No Date Selected O Latest O Today O Yest  | erday 🔿 Last 7 Days 🔿 Last 14 Days 🔿 Last 30 Day                    | ys 💿 Date Range 🔝                                 | calendar.  |
|   | Relative 💌 *From 0 💠 Da   | ys <b>*To</b> 0 🔶 Days                            | Relative – allows you to select a  |
| Changes the report's layout.  | Include Business days only  |   | relative date range, for example<br>selecting from -60 to -30 means                    |
| Group By  |   |   | that the results will be generated<br>for 30 days, where the first day will            |
| Account   |   |   | be a day two months ago.   |
| Show Available Balance  | Clears the entered criteria.  | Activity Only                                     | The Date Range is set to the   |
| Run Save & Run Save Schedule Reset  | To Defaults   |   | current date by default.   |
|   |   |   |  |
| Return To Reports Listing   | 15  |   |  |

When you have defined the desired criteria, use one of the options at the bottom of the screen: Run, Save & Run or Save.

If you select *Run* or *Save & Run* you will be transported to the *View Available Reports* tab, where you can view the status of the report that is being generated for you:

| Generate Reports View Available Reports              |                       |                        |                                |        |   |                       |
|--|-----------------------|------------------------|--------------------------------|--------|---|-----------------------|
| Search Results - View Available Reports (1 - 1 of 1) |                       |                        |                                | Sele   | cted Items: 0 (As of 11/27/2015 6:08 PM | 1 GMT+01:00) 🛭 💆 🙀    |
| 🗆 🐯 🛦 🔅 Report Name 1🔺                               | Report Category       | Creation Date/Time     | Output                         | Status | Base Report Name                        | Report Instance<br>ID |
| Balance Summary Report                               | Cash Balances Reports | 11/27/2015 06:08:02 PM | Running Balance Summary Report |        | 34683681                                |                       |



## 4. Useful Interface Options

### Layout customization

Most tables available in the CitiDirect BE portal allow convenient data layout customization according to user preferences.

Click the gear so of a table of your choice to set your preferred options.

This allows you to, among other things:

- change the number of items per page;
- remove some of the columns from the table if they are unnecessary;
- change the order of columns;
- sort the data;
- save the currently set column width;

Important: After selecting your desired options click Save.

| Treasury and  | Trade Solutions                               |                         |   |                        |                         |           |   |                                  |                    |           |   | My Messages Hel                  | p My Setting          | s Logout       |
|---------------|---|-------------------------|---|------------------------|-------------------------|-----------|---|----------------------------------|--------------------|-----------|---|----------------------------------|-----------------------|----------------|
| citi          |   |                         |   |                        |                         |           |   |                                  |                    |           |   |                                  | CitiDire              | ct BE®         |
|               | CitiDirect Services                           | Payments                | Trade   | Reports &<br>Analytics | Inquiries &<br>Searches |           |   | Self Service                     | More Ci<br>Product |           |   |                                  |                       |                |
| Client Logged | in as: TEST UI 0 fa                           | ailed attempts since la | ast login 11/2  | 3/2015 19:45:40        |                         |           |   |                                  |                    |           |   |                                  |                       |                |
|               | arches • Cash Statem<br>Summary Inq           |                         | nce Summan  | / Inquiry              | _                       | unneces   | sary, ren   | ne columns<br>nove them fr       |                    |           |   | 3                                | 📑 Save )              | As 昌 Print     |
|               |   | Custo                   | omize: Ba   | alance Sumr            |                         |           |   | on the list a inting left).      | and then           |           | 6 |                                  |                       | _              |
|               | immary Inquiry Crite                          | Display                 | Number of   | Rows 10 🗸              |                         | CIICK THE | anow po   | inung ien).                      |                    |           |   |                                  |                       | iired Fields   |
|               | mber: 'Equals' 100465<br>1150224, 11150224, 7 | 5 4000 4                | Columns to  |                        |                         |           |   |                                  |                    |           |   | Here you can e<br>order in which |                       | 0000<br>Base   |
| Currency: U   |   | Availabl                | e Columns (C  | )                      |                         |           | splayed<br>Statemen   | Columns (16)                     |                    |           |   | columns are di                   |                       | base           |
| Start New S   | Search  |                         |   |                        |                         | >         | Branch Na<br>Branch Ni<br>Account N<br>Account C<br>Opening / | ame<br>umber<br>lumber +         |                    | ^         | ^ |                                  |                       |                |
| Balance Sur   | mmary (1 - 10 of 61)                          |                         |   |                        |                         |           | Opening l   | edger Balance<br>losing Ledger B |                    |           | v | f 11/23/2015 9:23 P              | M GMT+01:00           |                |
| Statement     | Date 2 🔺 E                                    | Branch N                |   |                        |                         |           | Calculate<br>Account N  | d Balances<br>Iame               | alance             | ~         |   | Current/Clos<br>Bala             | ing Available<br>ance |                |
| 08/03/2015    | WARSAW  | BANK H                  |   |                        |                         |           | Account T   | vpe                              |                    |           |   | 9424068.89                       |                       | 7706           |
| 08/04/2015    | WARSAW  |                         |   |                        |                         |           |   |                                  | + = Always         | displayed |   | 8866164.37                       |                       | 9424           |
| 08/05/2015    | WARSAW  |                         | Sort Column<br>Sort Column<br>Sor | n                      |                         | () Asc    | endina (  |                                  |                    |           |   | 10327198.33                      |                       | 1056           |
| 08/07/2015    | WARSAW  | D/ WICH                 |   |                        | ▼                       | I ASCI    | ending (  | Descending                       |                    |           |   | 10026723.43                      |                       | 1032           |
| 08/14/2015    | WARSAW  | Second                  | ary Sort Col  | umn                    |                         |           | endina (  |                                  |                    |           |   | 8937928.11                       |                       | 1002           |
| 08/18/2015    | WARSAW  | DANIEL                  | ient Date   |                        | ~                       | I ASCI    | ending (  | Descending                       |                    |           |   | 6953034.53                       |                       | 8937           |
| 08/19/2015    | WARSAW  | DANICI                  | Column Widt   |                        |                         |           |   |                                  |                    |           |   | 7928918.12<br>9305275.92         |                       | 6953<br>7928   |
| 08/24/2015    | WARSAW  | Use                     | current colur   |                        |                         | Save c    | urrently  | set                              |                    |           |   | 9343352.91                       |                       | 9305           |
| 08/25/2015    | WARSAW  | O Use                   | default colun   | nn widtns              |                         | columr    | n widths.   |                                  |                    |           |   | 11142698.88                      |                       | 9343           |
| <             |   | Save                    | Cancel  | Reset to Defau         | It Settings             |           |   |                                  |                    |           |   | 11112000.00                      |                       | >              |
| View Totals   |   |                         |   |                        |                         |           |   |                                  |                    |           |   |                                  |                       |                |
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## Choosing data from the library ("Lookups")

Most of the data in the Inquiries module does not need to be entered manually. Instead you can chose it from a lookup. Fields that allow such selection are marked with a "binoculars" symbol :

| Inquiries & Searches + Cash Statement Inquiries + Balance Summary Inquiry   |                     |
|---|---------------------|
| Balance Summary Inquiry   | 📮 Save As 🛛 昌 Print |
| Balance Summary Inquiry Criteria Load Default Criteria  | * = Required Fields |
| * You must select at least one of the following criteria  |                     |
| Account Selection<br>Account Number O Account Group Branch Customer      fx #      fx #      fx #   |                     |
| Statement Date Range         No Date Selected       Latest       Today       Yesterday       Last 7 Days       Last 14 Days       Last 30 Days       Date Range       Image: Comparison of the provided selected selecte |                     |
| * Base Currency Account Currency Click the binoculars to open the library of available values for this field.   |                     |
| Manage Default Search Options  Remove Default Criteria Save as Default Criteria Search  |                     |

Mark the desired items on the list, add them to selection and then verify and confirm your choice by clicking the OK button:

| Show Search           | Click here if you want<br>all the items on the list |  |                       |                |                        |
|-----------------------|---|--|-----------------------|----------------|------------------------|
| Branch (1 - 6 of 6)   |   |  |                       |                |                        |
| 0                     | Branch Name 1                                       |  | Bra                   | nch Number 2 🔺 |                        |
| CITIBANK NA LONDO     | N   | 600                                    |                       |                |                        |
| CITIGROUP GL. MARK    | KETS DEUTSCHL. AG                                   | 721                                    |                       |                |                        |
| DELAWARE CITIBAN      |   | rking the desired items, click         |                       |                |                        |
| LUSAKA CITIBANK       |   | Selection.                             |                       |                |                        |
| WARSAW BANK HAN       | DLOWY   |  |                       |                |                        |
| Add To Selection      |   |  |                       |                | ) If you               |
| You must select at le | ast one record, then click the 'Ad                  | dd to Selection' button to conti       | nue.                  |                | by mis                 |
| You must select at le | ast one record, then click the 'Ad<br>Branch Name   | dd to Selection' button to contil      | nue.<br>Branch Number |                | by mis                 |
|                       | Branch Name   | dd to Selection' button to conti<br>88 | Branch Number         | Remove         | If you a by mis remove |

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Lookups also enable the user to additionally search for data within the library of available items – in order to quickly locate the needed criteria:

| Account Currency Lookup           |                    | e |
|-----------------------------------|--------------------|---|
|                                   |                    |   |
| Show Search                       |                    |   |
| Account Currency (1 - 200 of 207) | II of 2 ▶ I        |   |
| Currency Code 1                   | Currency Name 2 🔺  |   |
| PLN                               | POLISH ZLOTY       | ^ |
| PTE                               | PORTUGUESE ESCUDO  |   |
| PYG                               | PARAGUAYAN GUARANI |   |
| QAR                               | QATARI RIYAL       | ~ |
| ROL                               | ROMANIAN LEU       | * |
|                                   |                    |   |
|                                   |                    |   |
|                                   |                    |   |
|                                   |                    |   |
|                                   |                    |   |
|                                   |                    |   |
|                                   |                    |   |

Cash Statement Inquiries + Balance Summary Inquiry

| hary Ir      | Account Currency Lookup           |                    | 8     | 日<br>日<br>: |
|--------------|-----------------------------------|--------------------|-------|-------------|
| nquiry C     | ☑ Hide Search                     |                    |       | * =         |
| least one    | Currency Code                     | Currency Name      | T     |             |
|              | Search Reset                      |                    |       |             |
|              | Account Currency (1 - 200 of 207) |                    |       |             |
| e<br>O Lates | Currency Code 1▲                  | Currency Name 2 🔺  |       |             |
|              | PLN                               | POLISH ZLOTY       | ~     |             |
|              | PTE                               | PORTUGUESE ESCUDO  |       |             |
|              | PYG                               | PARAGUAYAN GUARANI |       |             |
|              | QAR                               | QATARI RIYAL       | ~ I I |             |
|              | ROL                               | ROMANIAN LEU       | •     |             |
| arch Opt     |                                   |                    |       |             |
| riteria (    |                                   |                    |       |             |
|              |                                   |                    |       |             |
|              |                                   |                    |       |             |
|              |                                   |                    |       | Priv        |
|              |                                   |                    |       | Copyright © |



### Defining precise criteria (functional buttons - "fx")

| Searching for data is further facilitated by the functional buttons | fx | which enable the users to execute |
|---|----|-----------------------------------|
| very precise searches:  |    |                                   |

| ✓ Hide Search                       |               |  |
|-------------------------------------|---------------|--|
| Currency Code<br>fx<br>Search Reset | Currency Name | fx<br>Equals<br>Contains<br>✓ Starts With<br>Is Not Equal To |

Just like the lookups, these buttons appear all across the CitiDirect BE portal interface.

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