



CitiDirect BE Portal

Inquiries & Searches, Reports

**Account history, balances, statements
and transaction advice**

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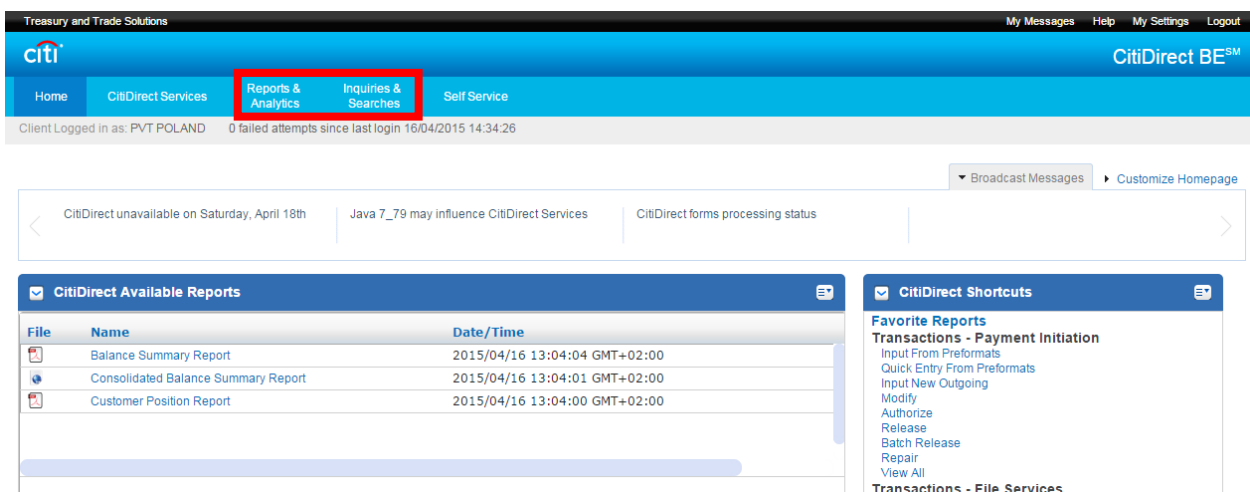
1.Introduction

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.

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:

The screenshot shows the CitiDirect BE portal interface. The top navigation bar includes 'Home', 'CitiDirect Services', 'Reports & Analytics', 'Inquiries & Searches' (highlighted with a red box), and 'Self Service'. A dropdown menu for 'Inquiries & Searches' is open, listing options like 'Bank Search', 'Cash Statement Inquiries', and 'Cash Statement and Detail Inquiries'. Below the navigation, there are sections for 'CitiDirect Available Reports', 'Account Balances', and 'CitiDirect Shortcuts'. The 'Account Balances' section is active, showing a table of accounts with columns for Currency, Total Current/Closing Balance, Account Number, Current/Closing Ledger Balance, and Current/Closing Available Balance.

Currency	Total Current/Closing Balance	Account Number	Currency	Current/Closing Ledger Balance	Current/Closing Available Balance
<input checked="" type="checkbox"/> EUR (5)	-2,535,874.75	****08.0809...	EUR	-422,866.48	-422,866.48
<input type="checkbox"/> PLN (9)	-16,452,818.57	****00.0101...	EUR	66,209.90	66,209.90
<input type="checkbox"/> USD (3)	-75,440.77	****05.5555...	EUR	-2,157,818.22	-2,157,818.22
		****04.4444...	EUR	-21,399.95	-21,399.95
		****03.3333...	EUR	0.00	0.00

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.

Balance Summary Inquiry Criteria

* You must select at least one of the following criteria

Account Selection
 Account Number Account Group

Branch

Customer

Statement Date Range
 No Date Selected Latest Today Yesterday Last 7 Days Last 14 Days Last 30 Days Date Range

If this option is selected, the system searches for all items that fit the selected criteria.

Date Range: Absolute * From 16/04/2015 * To 16/04/2015

Base Currency USD **Account Currency**

Activity Only

Manage Default Search Options

Selecting this option allows you to save the currently set criteria as the default ones (which allows loading them quicker later), set the current search to execute automatically or delete the previously defined default criteria.

Selecting this option will limit the results to only those accounts that have booked transactions in the selected time range.

Use the additional search options and lookups (by clicking fx and the binoculars button) to define the criteria quicker.

There are two options available for the Date Range:
Absolute – allows you to select a specific date range from a calendar.
Relative – allows you to select a relative date range, for example selecting from -60 to -30 means that the results will be generated for 30 days, where the first day will be a day two months ago from now.

The Date Range is set to the current date by default.

Click here to start the search with the selected criteria. If any of the mandatory fields is left empty the system will display an appropriate message.

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.

Balance Summary Inquiry

Balance Summary Inquiry Criteria

Account Number: "Equals" 91 1234 5678 9000 0000 0000, 91 1234 5678 9000 0000 0001, 91 1234 5678 9000 000 0002
 04/07/2014 To 04/15/2015

Branch: "Equals" 889 Base Currency: EUR Statement Date Range: Absolute From

Click to edit the search criteria.

Use these to view the next page or results or go directly to the last page.

Balance Summary (1 - 10 of 52) Page 1 of 6

Statement Date	Branch Name	Branch Number	Account Number	Account Currency	Opening Available Balance	Current/Closing Available Balance	Opening Ledger Balance	Current/Closing Ledger Balance
10/08/2014	WARSAW BANK HANDLOWY	889	91 1234 5678 9000 0000 0000 0000	PLN	34775632.04	34779419.85	34775632.04	34775632.04
10/15/2014	WARSAW BANK HANDLOWY	889	91 1234 5678 9000 0000 0000 0000	PLN	1262.60			
01/13/2015	WARSAW BANK HANDLOWY	889	91 1234 5678 9000 0000 0000 0000	PLN	7718890.20			
01/14/2015	WARSAW BANK HANDLOWY	889	91 1234 5678 9000 0000 0000 0001	PLN	7718890.20			
01/15/2015	WARSAW BANK HANDLOWY	889	91 1234 5678 9000 0000 0000 0001	PLN	11593658.61			
01/16/2015	WARSAW BANK HANDLOWY	889	91 1234 5678 9000 0000 0000 0001	PLN	18661921.74			
01/19/2015	WARSAW BANK HANDLOWY	889	91 1234 5678 9000 0000 0000 0001	PLN	18661921.74			
01/20/2015	WARSAW BANK HANDLOWY	889	91 1234 5678 9000 0000 0000 0001	PLN	18351982.24			
01/21/2015	WARSAW BANK HANDLOWY	889	91 1234 5678 9000 0000 0000 0002	PLN	18351982.24	16911615.86	18351982.24	16911615.86
01/22/2015	WARSAW BANK HANDLOWY	889	91 1234 5678 9000 0000 0000 0002	PLN	16911615.86	16911615.86	16911615.86	16911615.86

Click the statement date highlighted in blue to view the details.

Clicking the gear icon opens the display options window, where you can customize various settings, for example select which columns should be displayed in the table, set the order in which they appear, save the column widths, change the number of results per page, and edit other settings.

Click to show the totals for the displayed positions

You can use these options to save or print the displayed results.

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

Cash Statement

Cash Statement for Account Number 91 0000 1234 4321 0000 0000 0000 - 01/19/2015

Customer Details

Account Number: 91 0000 1234 4321 0000 0000 0000
 Branch Name: WARSAW BANK HANDLOWY
 Branch Number: 889
 Account Name: B1
 Bank Name: CITIBANK
 Customer Name: CUSTOMER NAME
 Customer Number: 009049

Statement Date: 01/19/2015
 Client Name: TEST UI
 Debit Count: 22
 Credit Count: 3
 Calculated Balances: No
 IBAN Number: PL91000012344321000000000000

Balance Details

Total Credit Amount: 7564.51
 Current/Closing Available Balance: 18351982.24
 Opening Ledger Balance: 18661921.74
 Opening Available Balance: 18661921.74
 Current/Closing Ledger Balance: 18351982.24
 Total Debit Amount: 175830.03
 Net Amount: -168265.52

Transaction Reference	Customer Reference	Value Date	Entry Date	Currency	Amount	Product Type
112233445566778899	1000108585	01/19/2015	01/19/2015	PLN	-51.96	Funds Transfer
112233445566778900	1000155555	01/19/2015	01/19/2015	PLN	-100.88	Funds Transfer
112233445566778901	1000108899	01/19/2015	01/19/2015	PLN	-104.00	Funds Transfer
112233445566778902	1000108509	01/19/2015	01/19/2015	PLN	-104.00	Funds Transfer
112233445566778903	1000111111	01/19/2015	01/19/2015	PLN	-216.48	Funds Transfer
112233445566778904	1000222222	01/19/2015	01/19/2015	PLN	-250.00	Funds Transfer
112233445566778905	1000123456	01/19/2015	01/19/2015	PLN	-393.60	Funds Transfer
112233445566778906	1000123457	01/19/2015	01/19/2015	PLN	-778.16	Funds Transfer
112233445566778907	1000889900	01/19/2015	01/19/2015	PLN	-958.96	Funds Transfer
112233445566778908	1000108155	01/19/2015	01/19/2015	PLN	-1906.41	Funds Transfer

View Transaction Details

Return to Balance Summary Results

If you select more than one transaction, you can switch between them with the navigation arrows as shown below:

Transaction Details

Transaction Details For 4827087390

Statement Date: 11/23/2015
 Amount: -15429.12
 Currency: PLN
 Bank Name: CITIBANK
 Bank Reference: 4827087390
 Value Date: 11/23/2015

1 of 3 Transactions

An example of the Transaction Details screen:

Transaction Details

Transaction Details For 45556667771

Statement Date 01/19/2015	Amount -51.96	Currency PLN
Bank Name CITIBANK	Bank Reference 4519085459	Value Date 01/19/2015
Branch Name WARSAW BANK HANDLOWY	Branch Number 889	Entry Date 01/19/2015
Account Name B1	Account Number 91 0000 1234 4321 0000 0000 0000	IBAN Number PL9100001234432100000000000000
Customer Name CUSTOMER NAME	Customer Number 009989	Customer Reference 1000155555

Field Name	Value
Product Type	Funds Transfer
Payment Details	FOR JANUARY DELIVERY
Beneficiary AccountID	10 0000 5555 6666 7777 0000 0001
Beneficiary Name/Address	COMPANY ABC
Beneficiary Name/Address	BENEFICIARY ADDRESS 1
Beneficiary Name/Address	BENEFICIARY ADDRESS 2
Beneficiary Bank Name/Address	12402092
Beneficiary Bank Name/Address	BANK BRANCH, CITY
Beneficiary Bank Name/Address	07113312345000000088877700

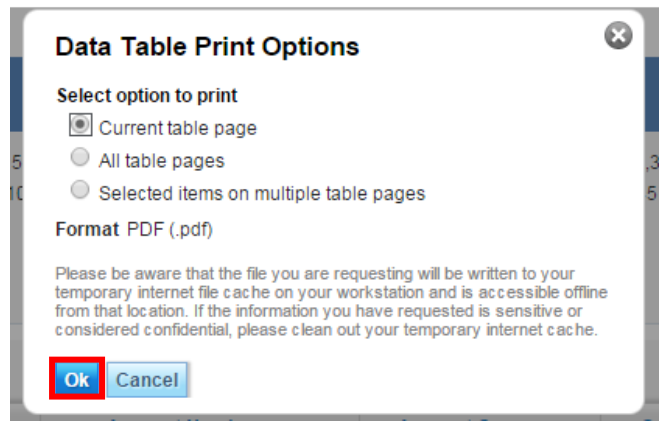
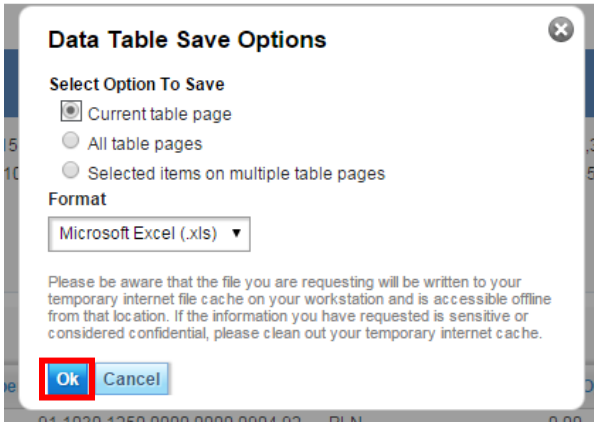
Click here to return to the previous search screen.

Return to Cash Statement

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.

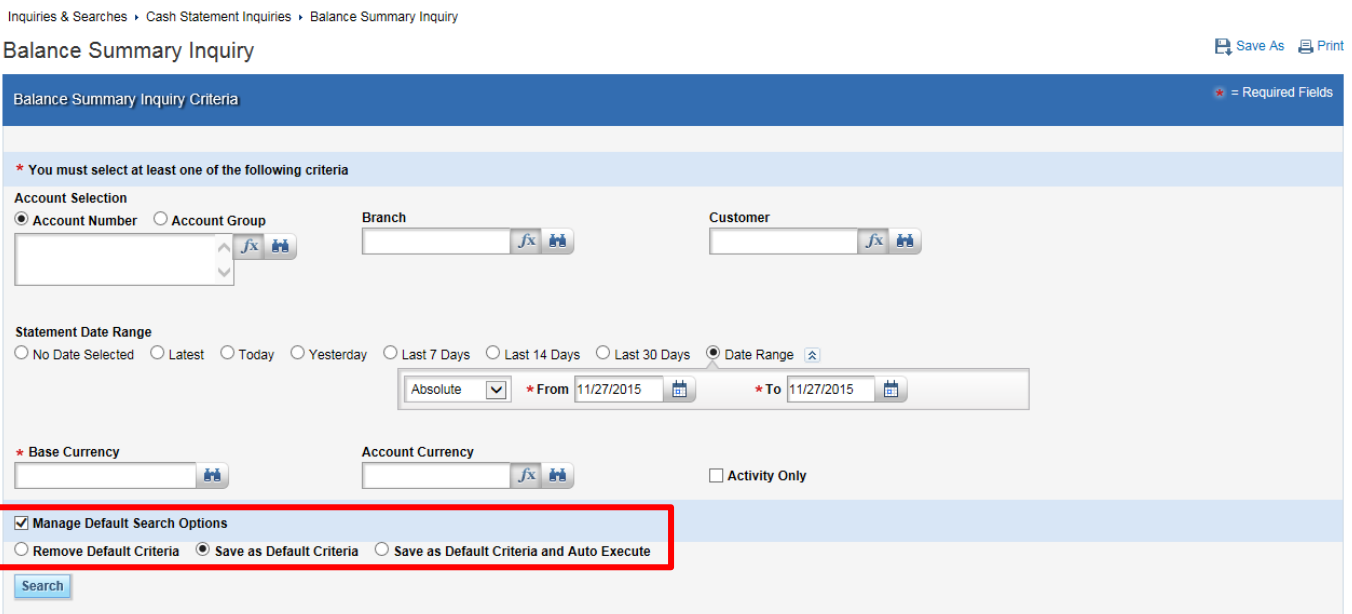


After you click OK the data will be saved / printed.

Saving the default criteria and setting the search to execute automatically

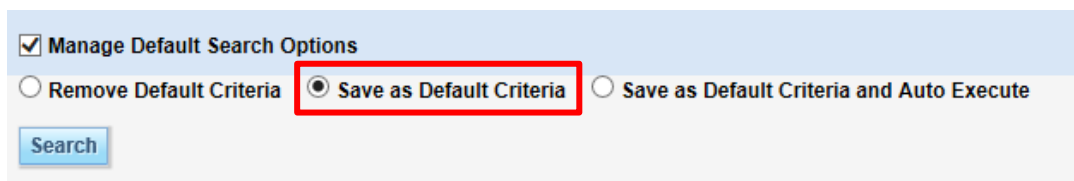
The *Inquiries & Searches* module allows you to save your preferred default criteria for each inquiry, and provides the option to execute the search automatically with these criteria, which results in the default search executing the moment you select the option from the main menu, skipping the inquiry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

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



Using the search options you can:

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



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.

Balance Summary Inquiry

Balance Summary Inquiry Criteria **Load Default Criteria** * = Required Fields

*** You must select at least one of the following criteria**

Account Selection
 Account Number Account Group Branch Customer

Statement Date Range
 No Date Selected Latest Today Yesterday Last 7 Days Last 14 Days Last 30 Days Date Range
 Absolute * From 11/27/2015 * To 11/27/2015

* Base Currency: USD Account Currency: Activity Only

Manage Default Search Options
 Remove Default Criteria Save as Default Criteria Save as Default Criteria and Auto Execute

Search

This button is shown if default criteria has been saved for the selected inquiry. Pressing the button will replace the values currently present in the fields with default values you have previously defined.

2) Save as Default Criteria and Auto Execute

Manage Default Search Options

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
 No Date Selected Latest Today Yesterday Last 7 Days Last 14 Days Last 30 Days Date Range
 Relative * From -30 Days * To 0 Days
 Include Business days only

3) Remove Default Criteria

Manage Default Search Options

Remove Default Criteria Save as Default Criteria 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 format 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;
7. **Preformat Library Detail Report** – information about the recipients (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.

The screenshot displays the CitiDirect BE user interface. The top navigation bar includes 'Home', 'CitiDirect Services', 'Reports & Analytics' (highlighted with a red box), 'Inquiries & Searches', and 'Self Service'. A dropdown menu is open under 'Reports & Analytics', listing several report categories: 'My Reports', 'Cash Reports' (including Cash Balances, Statements, and Transaction Initiation Reports), 'Operations Reports' (including Access Management and Audit Reports), 'Payment Reports' (including Payments - CEEMEA Reports), and 'Cash Statement and Detail Reports'. A blue callout box points to the 'Payment Reports' section with the text: "Important: Here you can generate the Transaction Advice Report." Below the menu, the 'Account Balances' section is visible, showing a table of account balances for EUR, PLN, and USD. The table has columns for Currency, Total Current/Closing Balance, Account Number, Currency, Current/Closing Ledger Balance, and Current/Closing Available Balance.

Currency (# of A/Cs)	Total Current/Closing Balance	Account Number	Currency	Current/Closing Ledger Balance	Current/Closing Available Balance
<input checked="" type="checkbox"/> EUR (5)	-2,535,874.75	****08 0808	EUR	-422,866.48	-422,866.48
<input type="checkbox"/> PLN (9)	-16,452,818.57	****00 0101	EUR	66,209.90	66,209.90
<input type="checkbox"/> USD (3)	-75,440.77	****05 5555	EUR	-2,157,818.22	-2,157,818.22
		****04 4444	EUR	-21,399.95	-21,399.95
		****03 3333	EUR	0.00	0.00

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.

„Private” reports are only visible to the current user. „Public” reports are available to all users in the CitiDirect client definition.




Report Name	Base Report Name	Base/Derived	Report Category	Report Type
Balance Summary Report	Balance Summary Report	Base	Cash Balances Reports	Private
My favorite balance summary report	Balance Summary Report	Derived	Cash Balances Reports	Private
Balance summary 2	Balance Summary Report	Derived	Cash Balances Reports	Private
Consolidated Balance Summary Report	Consolidated Balance Summary Report	Base	Cash Balances Reports	Private
My favorite Consolidated Balance Summary Report	Consolidated Balance Summary Report	Derived	Cash Balances Reports	Private
Customer Position Report	Customer Position Report	Base	Cash Balances Reports	Private
Customer Position Report (customized)	Customer Position Report	Derived	Cash Balances Reports	Private

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

The icon  and status “Running” means that the report is being generated.

Report Name	Report Category	Creation Date/Time	Output	Status	Base Report Name	Report Instance ID
Balance Summary Report	Cash Balances Reports	11/27/2015 06:08:02 PM ...		Running	Balance Summary Report	34683681

Reports ready for download will be available in the Output column. To download them click the file icons.

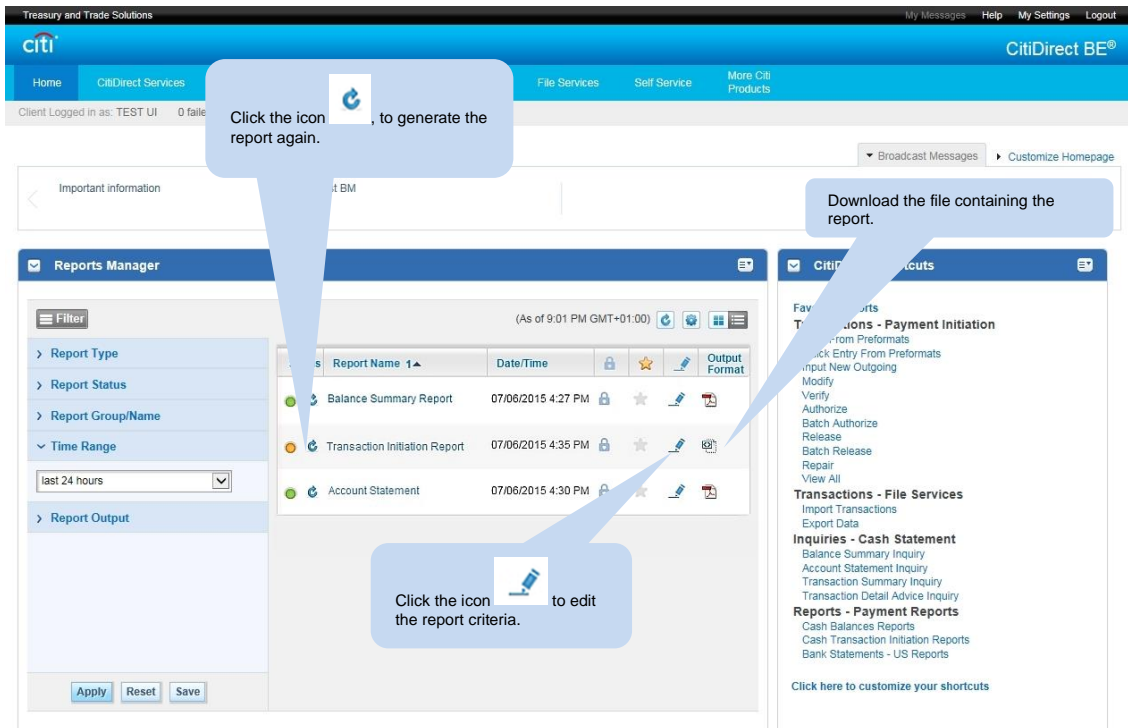
Report Name	Report Category	Creation Date/Time	Output	Status	Base Report Name	Report Instance ID
Balance Summary Report	Cash Balances Reports	16/04/2015 01:04:20 PM...		Available	Balance Summary Report	222012721
Consolidated Balance Summary Report	Cash Balances Reports	16/04/2015 01:04:31 PM...		Available	Consolidated Balance Summary Report	222012723
Customer Position Report	Cash Balances Reports	16/04/2015 01:04:28 PM...		Available	Customer Position Report	222012724

You can view the report criteria from the *View Available Reports* tab by clicking the name of a report:

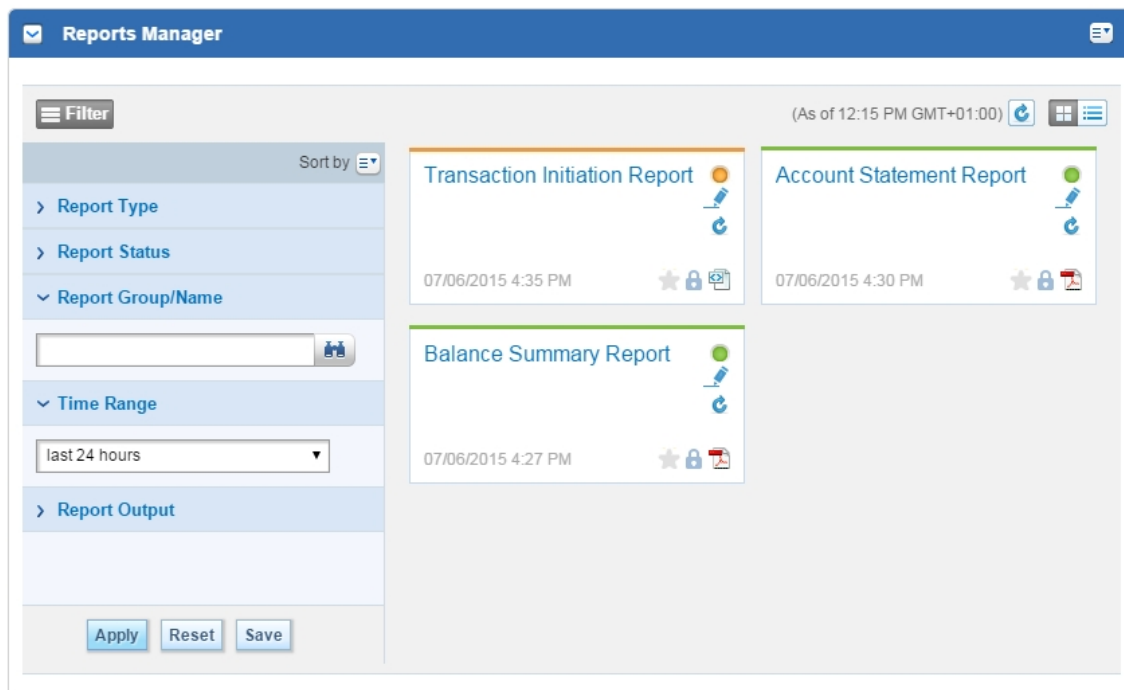


Generated reports also appear in the convenient widget named **Reports Manager** on the homepage of the CitiDirect BE portal. The widget is available in two modes: List view or Card view.

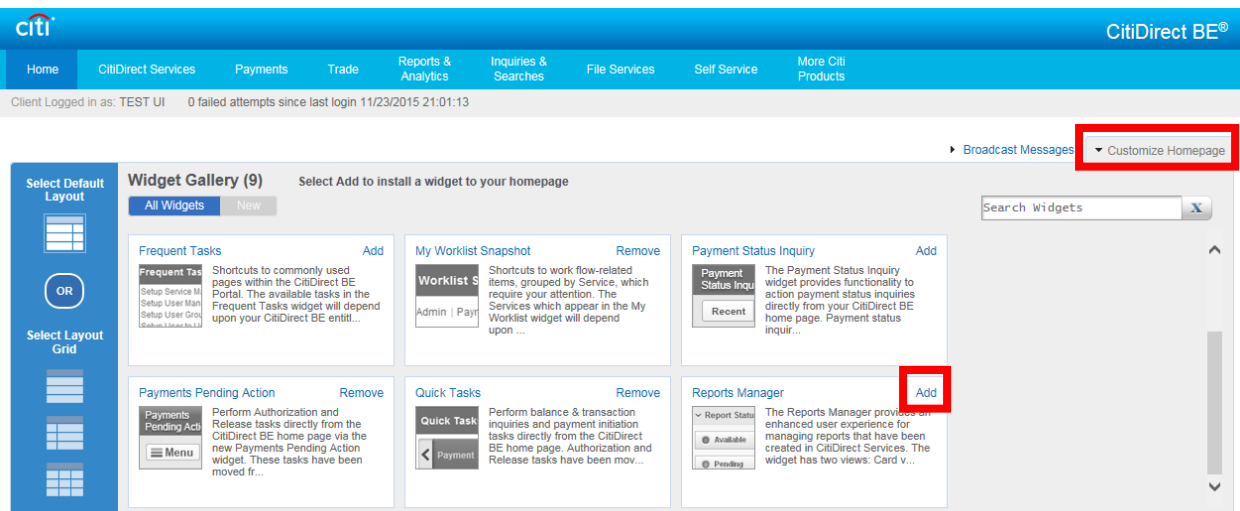
The **Reports Manager** in „List” mode:



The Reports Manager in „Card” mode:



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



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.

Search Results - Generate Reports (1 - 7 of 7)

	Report Name	Base Report Name	Base/Derived	Report Category	Report Type
<input type="checkbox"/>	Balance Summary Report	Balance Summary Report	Base	Cash Balances Reports	Private
<input checked="" type="checkbox"/>	My favorite balance summary report	Balance Summary Report	Derived	Cash Balances Reports	Private
<input type="checkbox"/>	Balance summary 2	Balance Summary Report	Derived	Cash Balances Reports	Private
<input type="checkbox"/>	Consolidated Balance Summary Report	Consolidated Balance Summary Report	Base	Cash Balances Reports	Private
<input type="checkbox"/>	My favorite Consolidated Balance Summary Report	Consolidated Balance Summary Report	Derived	Cash Balances Reports	Private
<input type="checkbox"/>	Customer Position Report	Customer Position Report	Base	Cash Balances Reports	Private
<input type="checkbox"/>	Customer Position Report (customized)	Customer Position Report	Derived	Cash Balances Reports	Private

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 (*).

Report Criteria

Balance Summary Report

*** Derived Report Name** [Input Field]

Base Report Name [Input Field: Balance Summary]

*** Format** [Dropdown: Adobe(PDF)requires Acrobat Reader (5.0 or higher)]

Delivery Options [Input Field]

Favorite

Share
 Private Public

Report Specific Field Details

Branch [Input Field]

Customer [Input Field]

Account Number [Input Field] Account Number Account Group

Layout [Input Field: CitiDirect Standard Report]

You can select one of the following criteria

*** Date Range Selection**
 Statement Date Latest
 No Date Selected Latest Today Yesterday Last 7 Days Last 14 Days Last 30 Days Date Range

Changes the report's layout. [Callout for Date Range Selection]

Use the lookup (by clicking the binoculars button) to define the criteria quicker. [Callout for Account Number]

There are two options available for the Date Range:
Absolute – allows you to select a specific date range from a calendar.
Relative – allows you to select a relative date range, for example selecting from -60 to -30 means that the results will be generated for 30 days, where the first day will be a day two months ago.
 The *Date Range* is set to the current date by default.

Check to mark the report as a favorite one: [Callout for Favorite checkbox]

The user defined report name under which it will be displayed in the report list. [Callout for Derived Report Name]

Select the file format for the generated report. [Callout for Format dropdown]

Clears the entered criteria. [Callout for Reset To Defaults button]

Buttons: Run, Save & Run, Save, Schedule, Reset To Defaults

Return To Reports Listing

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)							Selected Items: 0	(As of 11/27/2015 6:08 PM GMT+01:00)		
<input type="checkbox"/>				Report Name 1 ▲	Report Category	Creation Date/Time	Output	Status	Base Report Name	Report Instance ID
<input type="checkbox"/>				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  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**.

The screenshot shows the 'Customize: Balance Summary' dialog box in the CitiDirect BE portal. The dialog includes the following sections:

- Display Number of Rows:** A dropdown menu set to '10'.
- Select Columns to Display:** A list of available columns with arrows for selection. A callout box states: "If you believe some columns unnecessary, remove them from the table (select them on the list and then click the arrow pointing left)." Another callout box points to the list: "Here you can edit the order in which the columns are displayed."
- Primary Sort Column:** A dropdown menu set to 'Account Number' with radio buttons for 'Ascending' (selected) and 'Descending'.
- Secondary Sort Column:** A dropdown menu set to 'Statement Date' with radio buttons for 'Ascending' (selected) and 'Descending'.
- Select Column Widths:** Radio buttons for 'Use current column widths' (selected) and 'Use default column widths'. A callout box states: "Save currently set column widths."
- Buttons:** 'Save' (highlighted with a red box), 'Cancel', and 'Reset to Default Settings'.


The background shows a table of 'Balance Summary' data with columns for 'Statement Date' and 'Branch Name'. The 'Save' button is highlighted with a red box.

Choosing data from the library („Lookups”)

Most of the data in the Inquiries module does not need to be entered manually. Instead you can choose 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  Print

Balance Summary Inquiry Criteria [Load Default Criteria](#) * = Required Fields


* You must select at least one of the following criteria



Account Selection


Account Number Account Group


Branch  

Statement Date Range

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

Absolute * From 11/27/2015  * To 11/27/2015 

* 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 Save as Default Criteria and Auto Execute

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

Branch Lookup

Click here if you want to mark all the items on the list.

Branch (1 - 6 of 6)

<input type="checkbox"/>	Branch Name 1 ▲	Branch Number 2 ▲
<input type="checkbox"/>	CITIBANK NA LONDON	600
<input type="checkbox"/>	CITIGROUP GL. MARKETS DEUTSCHL. AG	721
<input type="checkbox"/>	DELAWARE CITIBANK	
<input type="checkbox"/>	LUSAKA CITIBANK	
<input checked="" type="checkbox"/>	WARSAW BANK HANDLOWY	

After marking the desired items, click Add To Selection.

You must select at least one record, then click the 'Add to Selection' button to continue.

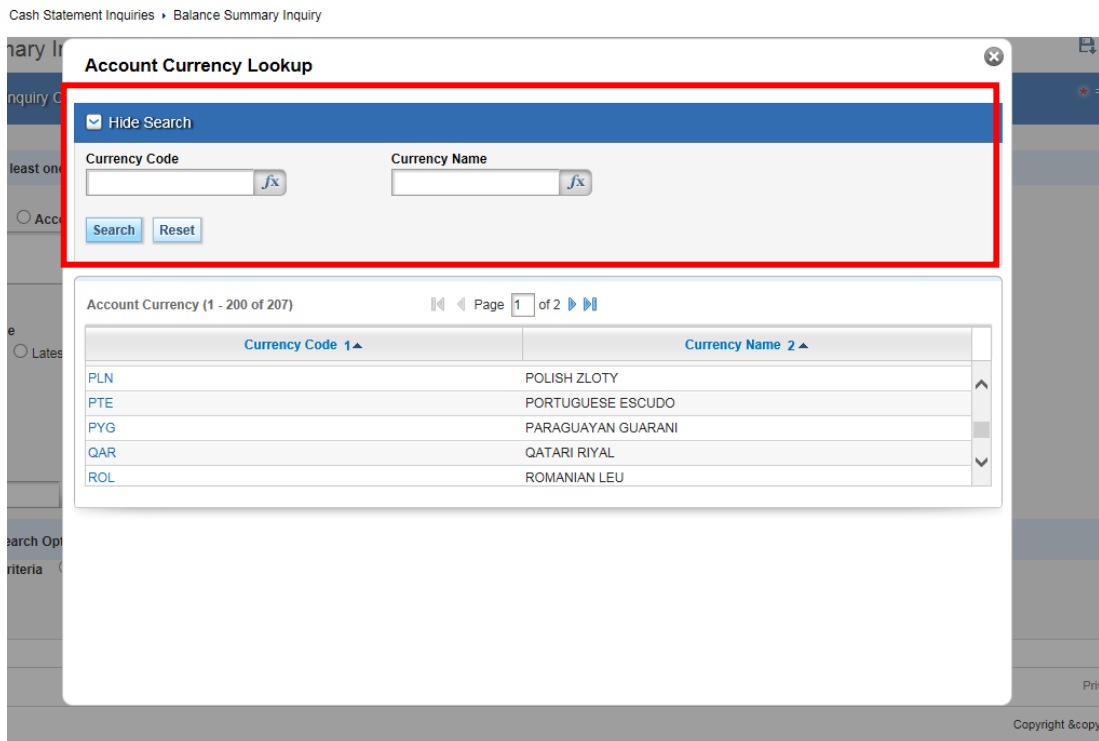
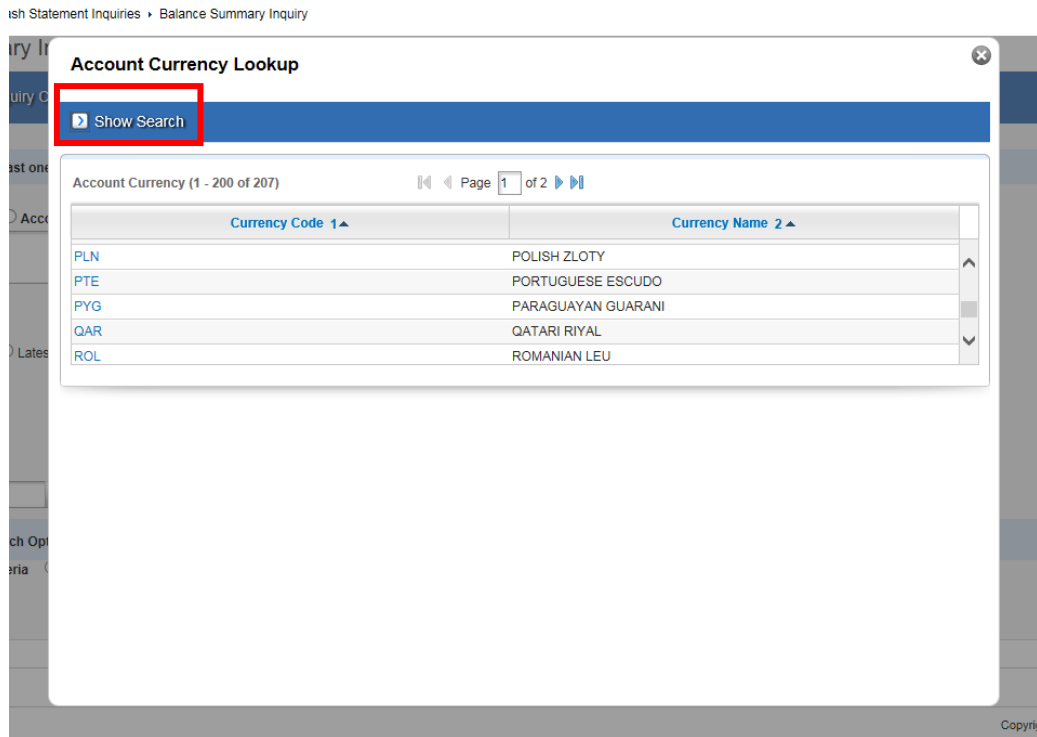
Selected Rows (1 - 1 of 1)

Branch Name	Branch Number	
WARSAW BANK HANDLOWY	889	<input type="button" value="Remove"/>


If you added an item by mistake you can remove it.

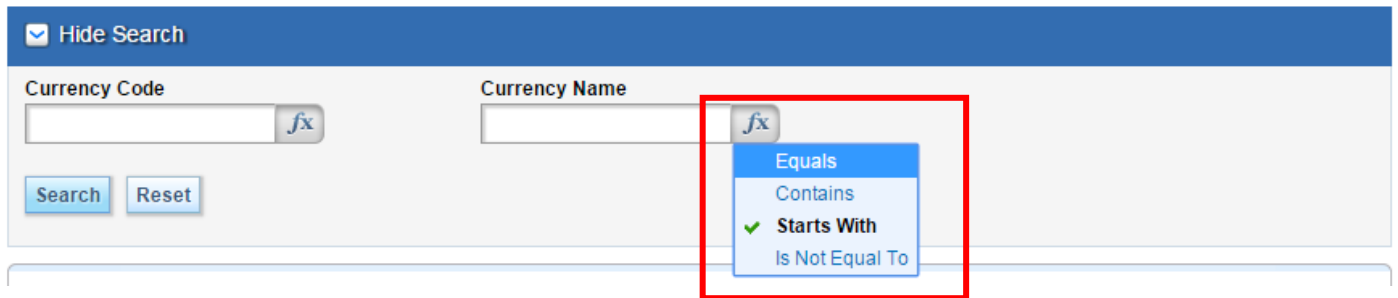
Make sure that you want to add the items listed in the table to the selection and then confirm your choice by clicking the OK button at the bottom of the window.

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



Defining precise criteria (functional buttons - „fx”)

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



The screenshot shows a search interface with a blue header bar containing a 'Hide Search' checkbox. Below the header, there are two input fields: 'Currency Code' and 'Currency Name'. Each field has a small 'fx' icon to its right. Below the 'Currency Code' field are 'Search' and 'Reset' buttons. A red box highlights the 'fx' icon next to the 'Currency Name' field, which has a dropdown menu open. The dropdown menu contains four options: 'Equals', 'Contains', 'Starts With' (which is selected and has a green checkmark), and 'Is Not Equal To'.

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

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