Cash Management

Invoice Inquiry – Setup Guide



Cash Management Invoice Inquiry

Access Profiles

The first step for the System Administrator to set up the Cash Management Invoice Inquiry feature is to create the Access Profile. Log into the system and navigate to:

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Access Management – Access Profile – New

Locate and click on the entitlement criteria named "Cash Management Invoice Inquiry." This will show a pop-up message asking you if you want to add Cash Management Invoice Inquiry to this Access Profile. Click Yes.



Under the Sub-Menu, you can click on Account to commence restricting the profile. In the Library Look Up Dialog window, select the account/s you wish to restrict the access to. You can select multiple accounts using the CTRL key on your keyboard.

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If you want to restrict the profile by branch/es, click on the Sub-Menu Branch. In the Library Look Up Dialog window, select the branch/es you wish to restrict the access to. You can select multiple branches using the CTRL key on your keyboard.

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You will be able to see your criteria in the Access Profile Details. Click on Submit. CitiDirect will ask you to save the modified profile with a name. When completed, click on OK.

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The new access profile will now need to be authorized by a second System Administrator. From the Authorization Required tab, highlight the Access Profile Name and click on Authorize.

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