

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:

Access Management – Access Profile – New

CitiDirect® Online Banking

Support Website

0 Failed Login since Last Login Date 02/13/2012 16:05:50 GTS DEMO CLIENT

Access Profile Summary

Input View

(1) Access Profile Name	(2) Status
AFPD AUTHORISE	Processed
AFPD INPUT	Processed
AFPD NOTIFICATIONS	Processed
AFPD VIEW	Processed
AR ACCESS	Processed
ASIA INQUIRY DAP	Processed
ASIA REPORTS DAP	Processed
AUTHORISE 1	Processed
AUTHORISE 1 ACCOUNT 1...	Processed
AUTHORISE 2	Processed
AUTHORISE 9 RESTRICTED	Processed
AUTHORISE LIBRARIES	Processed
BALANCE ONLY	Processed
CASH PI NOTIFICATIONS	Processed
CFS	Processed
CRH INPUT	Processed
CRH LIBRARIES AND VIE...	Processed
CRH PREFORMAT AUTH ALL	Processed
EXPORT AUTHORISE	Processed
EXPORT INPUT	Processed
EXPORT RUN	Processed
EXTERNAL CUSTOMER SUP...	Processed
EXTERNAL CUSTOMER SUP...	Processed
FILE EXPORT DAP	Processed
FILE IMPORT DAP	Processed
FILE IMPORT EXPORT IN...	Processed
FILE IMPORT EXPORT IN...	Processed
FILE IMPORT INTERNAL ...	Processed
FILE IMPORT INTERNAL ...	Processed
FILE IMPORT INTERNAL ...	Processed
FILE IMPORT INTERNAL ...	Processed
FRA IMPORT TEST	Processed
GD PAYMENTS INPUT	Processed

Access Profile Details

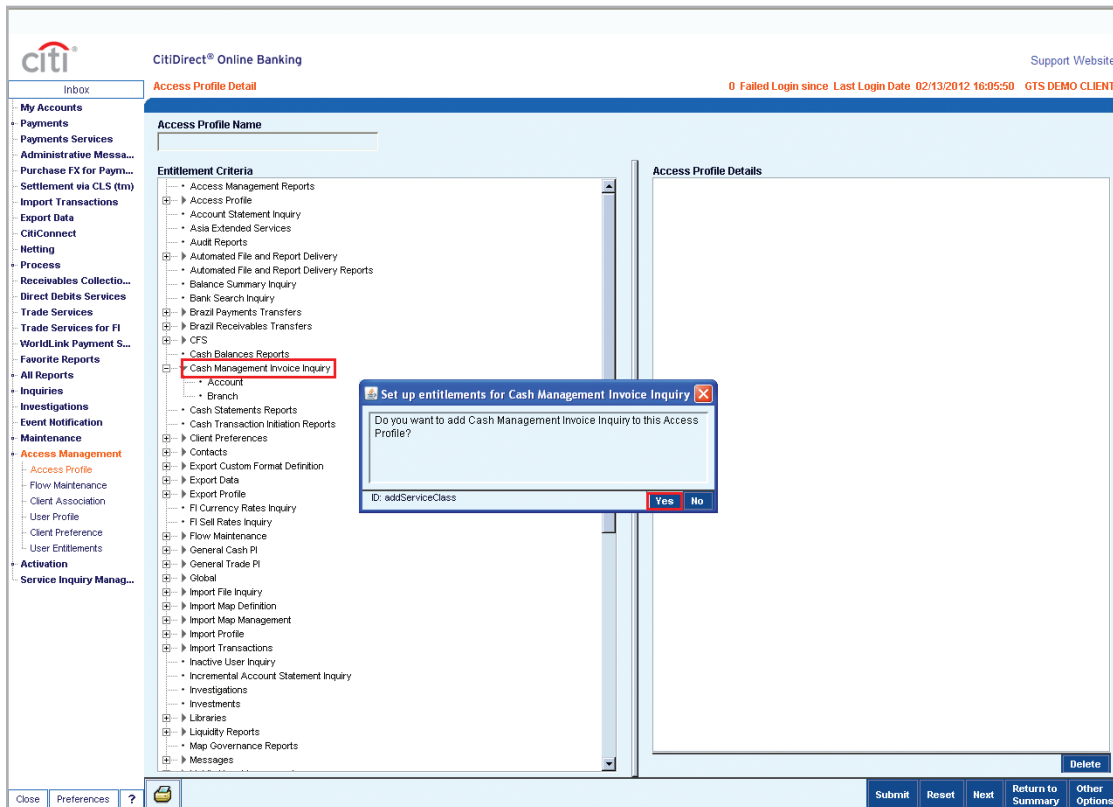
Expand All

View Changes New Delete Go to Details Other Options

Close Preferences ?

« Row 0 of 71 » Right Click on column titles to customize! (1)(2) sorted columns More

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.

The screenshot shows the CitiDirect Online Banking interface. The main window is titled 'Access Profile Detail' and displays a tree view of 'Entitlement Criteria' on the left and 'Access Profile Details' on the right. The 'Access Profile Details' section shows 'Cash Management Invoice Inquiry'. A 'Library Look Up Dialog' window is open in the foreground, displaying a table of accounts. The table has the following data:

Account Familiar Name	Account Number	(2) Account Currency	Account Description	(1) Branch Number
CITIDIRECT MADRID	9949003	EUR	CITIDIRECT MADRID	300
CITIGROUP	31278007	EUR	CITIGROUP	550
CITIBANK E-BUSINESS EUR DUM DEMO	10021202	EUR	CITIBANK E-BUSINESS EUR DUM DEMO	600
CITIBANK E-BUSINESS EUR DUM DEMO	10021210	EUR	CITIBANK E-BUSINESS EUR DUM DEMO	600
CITIBANK E-BUSINESS EUR DUM DEMO	10021199	GBP	CITIBANK E-BUSINESS EUR DUM DEMO	600
CITIBANK INT PLC-DEMO	970488006	EUR	CITIBANK INT PLC-DEMO	650

The dialog also shows navigation controls at the bottom: '<< Row 1 of 6 >>' and '(1)(2) sorted columns'. Buttons for 'OK', 'Search', 'Update Screen', 'More', and 'Cancel' are visible. The background interface includes a sidebar with navigation options like 'My Accounts', 'Payments', and 'Inquiries', and a top navigation bar with 'CitiDirect® Online Banking' and 'Support Website'.

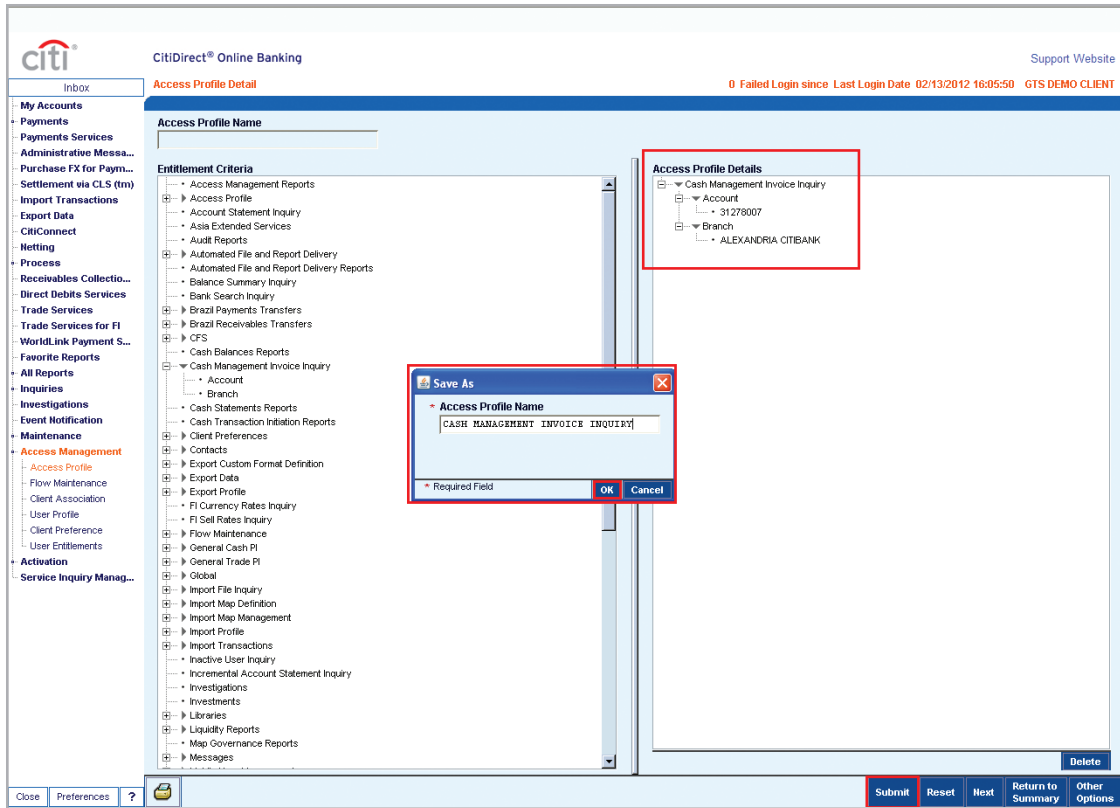
If you want to restrict the profile by branch/es, click on the Sub-Menu Branch. In the Library Look Up Dialog window, select the branch/es you wish to restrict the access to. You can select multiple branches using the CTRL key on your keyboard.

The screenshot shows the CitiDirect Online Banking interface. The main content area displays the 'Access Profile Details' for 'Cash Management Invoice Inquiry'. A 'Library Look Up Dialog' window is open, showing a list of branches. The 'Branch' sub-menu is selected in the left navigation pane.

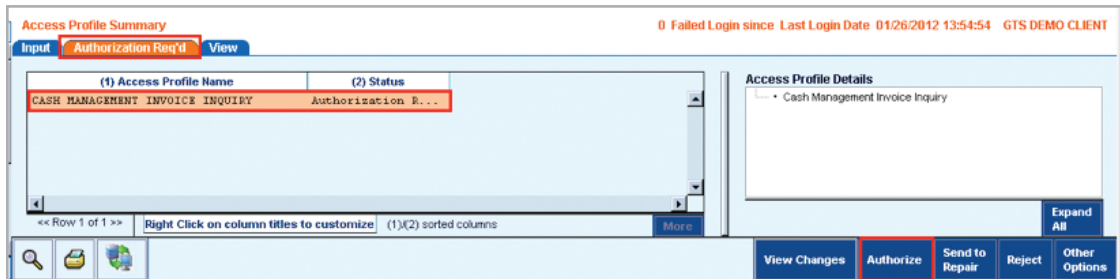
(1) Branch Name	Branch Number
ABIDJAN CITIBANK	019
ABU DHABI CITIBANK	263
AGADIR CITIBANK	264
AHMEDABAD CITIBANK	279
AKOLA INDIA CB	971
ALEXANDRIA CITIBANK	266
ALGERIA CB TRADE	923
ALGIERS CITIBANK	883
ALMATY CITIBANK	881
AMMAN CITIBANK	833
AMSTERDAM CB TRADE	812
AMSTERDAM CITIBANK N.A.	100
ARGENTINA CB TRADE	848
ARGENTINA CITIBANK	032
ATHENS CB TRADE	868
AUANGABAD INDIA CB	946
AUSTRALIA CITIBANK	102
BAHAMAS CITIBANK	050
BAHRAIN CB TRADE	924
BANAMEX SA	485
BANAMEX SA - CITI	484
BANCO CMB (COSTA RIC...	188
BANCO CMB (COSTA RIC...	849
BANGALORE CITIBANK	804
BANGKOK CITIBANK	953
BANGLADESH CB TRADE	919

Navigation buttons at the bottom of the dialog: OK, Search, Update Screen, More, Cancel. Additional buttons at the bottom right: Submit, Reset, Next, Return to Summary, Other Options.

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.



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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