

Pulling Invoices From CitiDirect

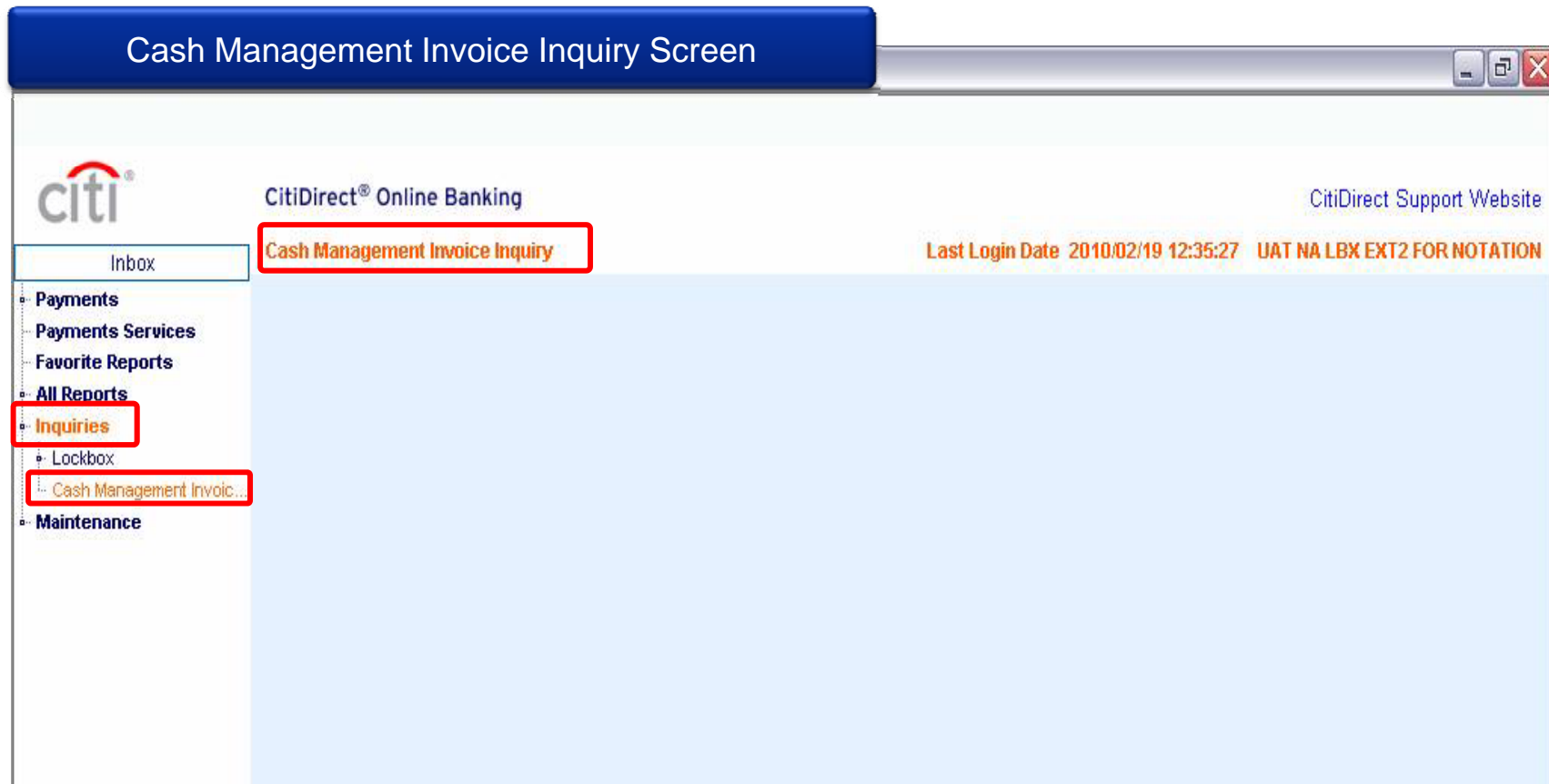
Pulling Invoices From CitiDirect

- Using CitiDirect, invoices can be pulled using the following option
 - In CitiDirect, navigate to Inquiries → Cash Management Invoice Inquiry
- To be able to pull up Invoices, each user should have Cash Management Invoice Inquiry Service class associated to their profiles
 - The user is not automatically set up with this Service class, also known as a Solution Package
 - The Client Security Manager will be able to add the Service class for the External Citi Users
- Once set up, the client will be able to see this service in Citi Direct



Pulling Up Invoices From CitiDirect

Invoices are pulled by navigating to: [Inquiries](#) → [Cash Management Invoice Inquiry](#).



Pulling Up Invoices From CitiDirect

Provide the necessary detail and select the date range for the required invoice. Then click submit.

Cash Management Invoice Inquiry Screen - Criteria

The screenshot shows the CitiDirect Online Banking interface. The main heading is "Cash Management Invoice Inquiry" with a sub-heading "Criteria" highlighted in orange. The "Criteria" tab is selected, and the "Summary" tab is also visible. The form contains the following fields:

- * Branch Code / Branch Name**: equals [940] NEW YORK CITIBANK - FI
- * Account Number**: equals [66788792]
- * Invoice Date**: from [2010/02/04] to [2010/02/04]

At the bottom of the screen, there are buttons for "Close", "Preferences", "?", "Submit", "Clear Criteria", and "Print". The "Submit" button is highlighted with a red box. A status bar at the bottom indicates "Completed" and "Internet ms.ms.".

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Under the Cash Management Invoice Inquiry Summary screen there is an option to print the invoice.

Cash Management Invoice Inquiry Summary Screen

The screenshot shows the CitiDirect Online Banking interface. The main window is titled "Cash Management Invoice Inquiry Summary Screen". The interface includes a navigation menu on the left with options like "Inbox", "Payments", "Payments Services", "Favorite Reports", "All Reports", "Inquiries", "Lockbox", "Cash Management Invoic...", and "Maintenance". The main content area displays search criteria for a "Cash Management Invoice Inquiry" in "Summary" mode. The criteria include: Branch Code / Branch Name (940 NEW YORK CITIBANK - FI), Account Number (66788792), and Invoice Date (2010/02/04 to 2010/02/04). A "Print" dialog box is overlaid on the screen, showing printer details (Name: \\MUMCGSSF006\NRC_TSD_HP4350_F, Status: Ready, Type: HP Universal Printing PCL 6, Where: 1st floor printer) and print options (Print range: All, Pages: from 1 to 1, Copies: 1, Cplite). The "OK" button in the dialog is highlighted with a red box. Below the search criteria is a table with the following data:

Type	Number	CCY	Amount	Date	Customer Number
Statement	S000000007312	USD	1241.10	2010/02/04	8066788792

At the bottom of the screen, there are buttons for "Close", "Preferences", "?", "Update Screen", "Print", and "View". The "Print" button is also highlighted with a red box. The status bar at the bottom shows "Completed" and "Internet ms.ms.".

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Under the Cash Management Invoice Inquiry Summary screen, the client can view the invoice.

Cash Management Invoice Inquiry Screen

CitiDirect® Online Banking

CitiDirect Support Website

Cash Management Invoice Inquiry

Last Login Date 2010/02/19 12:35:27 UAT NA LBX EXT2 FOR NOTATION

Criteria Summary

Branch Code / Branch Name
940 NEW YORK CITIBANK - FI

Account Number
66788792

Invoice Date
2010/02/04 to 2010/02/04

Type	Number	CCY	Amount	Date	Customer Number
Statement	8000000007312	USD	1241.10	2010/02/04	8066788792

<< Row 1 of 1 >> Right Click on column titles to customize (1)(2) sorted columns More

* Required Field

Close Preferences ? Update Screen Print **View**

Completed Internet ms.ms.

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A copy of the invoice can be saved for future reference.

Cash Management Invoice Inquiry Screen

The screenshot shows the CitiDirect Online Banking interface. The main content area is titled "Cash Management Invoice Inquiry" and has tabs for "Criteria" and "Summary". The "Criteria" tab is active, showing search filters for "Branch Code / Branch Name" (940 NEW YORK CITIBANK - FI), "Account Number" (66788792), and "Invoice Date" (2010/02/04 to). A "Customer Number" field displays 8066788792. Below the filters is a table with one row: "Statement" with number "800000". A download progress dialog box is overlaid on the screen, titled "43% of PDFHandlerServlet?ACTION=VIEW&ST...". The dialog shows a progress bar at 43%, with "Estimated time left: 3 sec (320 KB of 854 KB copied)". It also shows "Download to: Temporary Folder" and "Transfer rate: 152 KB/Sec". There is a checked checkbox for "Close this dialog box when download completes" and buttons for "Open", "Open Folder", and "Cancel".

Criteria **Summary**

Branch Code / Branch Name
940 NEW YORK CITIBANK - FI

Account Number
66788792

Invoice Date
2010/02/04 to

Customer Number
8066788792

Type	Number
Statement	800000

<< Row 1 of 1 >> **Right Click on column titles to customize** (1)(2) sorted columns [More](#)

Close Preferences ? * Required Field [Update Screen](#) [Print](#) [View](#)

Completed Internet ms.ms.

Pulling Up Invoices From CitiDirect

An example of the copy of the invoice.

PDF Copy of the Invoice



940 NY-FI
Citibank NA
388 Greenwich Street
New York, NY 10013

Customer#: 8066788792
ABC COMPANY
Period: 01-Dec-2009 - 31-Dec-2009
Statement Date: 04-Feb-2010
Statement No.: S90000007312
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STATEMENT SUMMARY

Current Period Charges	3,206.90	USD
Adjustments	0.00	USD
Total Charge Due	1,241.10	USD

ABC COMPANY
CITIGROUP CENTER
CANADA SQUARE
CANARY WHARF
LONDON E14 5LD
CZECH REPUBLIC

CUSTOMER NUMBERS AND ACCOUNT NUMBERS INCLUDED IN THIS STATEMENT:
ABC COMPANY CV # 8066788792 – Accounts: 66788792, 66788793



Pulling Up Invoices From CitiDirect

If the date provided is prior to the last year...

Cash Management Invoice Inquiry Screen

The screenshot shows the CitiDirect Online Banking interface for the 'Cash Management Invoice Inquiry' screen. The 'Criteria' tab is active and highlighted with a red box. The form contains the following fields:

- * Branch Code / Branch Name:** equals 940 NEW YORK CITIBANK - FI
- * Account Number:** equals 66788792
- * Invoice Date:** from 2009/01/01 to 2009/01/31

At the bottom right, the 'Submit' button is highlighted with a red box. Other buttons include 'Close', 'Preferences', '?', 'Clear Criteria', and 'Print'. The status bar at the bottom shows 'Completed' and 'Internet ms.ms.'.

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...The error that the data can only be retrieved for the last year is returned.

Cash Management Invoice Inquiry Screen

The screenshot displays the CitiDirect Online Banking interface for a Cash Management Invoice Inquiry. The page includes a navigation menu on the left with options like Payments, Payments Services, Favorite Reports, All Reports, Inquiries, Lockbox, Cash Management Invoic..., and Maintenance. The main content area is titled 'Cash Management Invoice Inquiry' and has tabs for 'Criteria' and 'Summary'. The 'Criteria' tab is active, showing search parameters: Branch Code / Branch Name (940 NEW YORK CITIBANK - FI), Account Number (66788792), and Invoice Date (from 2009/01/01 to 2009/01/31). A warning dialog box is overlaid on the screen, stating 'Data can only be retrieved for the last one year.' The dialog box has an 'OK' button. At the bottom right of the page, there are buttons for 'Submit', 'Clear Criteria', and 'Print'. The 'Submit' button is highlighted with a red box. The bottom status bar shows 'Processing' and 'Internet mc.ms...'.

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