

CitiDirect® Online Banking

File Delivery Guide

August 2005















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Introduction to File Delivery

Module 1: Introduction to File Delivery

PLEASE NOTE: *The screens in this document are for training purposes only. Actual screens may vary.*


The File Delivery services through CitiDirect® Online Banking enables clients to perform two main processes:

- **File Import:** Clients can securely import data files from their own applications into CitiDirect Online Banking for processing.
- **File Export:** Clients can package CitiDirect Online Banking data sets as files and transfer such files over secure Internet connections to a location or system they specify.

Highlighting Changes in Latest Release Affecting File Delivery Users

New functionality and new regional formats comprise the changes and enhancements to the File Delivery services through CitiDirect Online Banking. The CitiDirect application now lets you export up to 15,000 records. Single import files can contain funds transfer payments for multiple regions and countries.

Expanded file formats permit more flexibility and convenience. For File Import, there are five new Direct Debit formats to support *Latin America Direct Debits*, one new Receivable format to support *Latin America Receivables-CNAB*, and one new Direct Debit format for the *Direct Debits-Instructions* business service. For File Export, there are three new formats to support the Payments business service, and there are the required formats to support a new business service – *Latin America Receivables CNAB and Letras*.

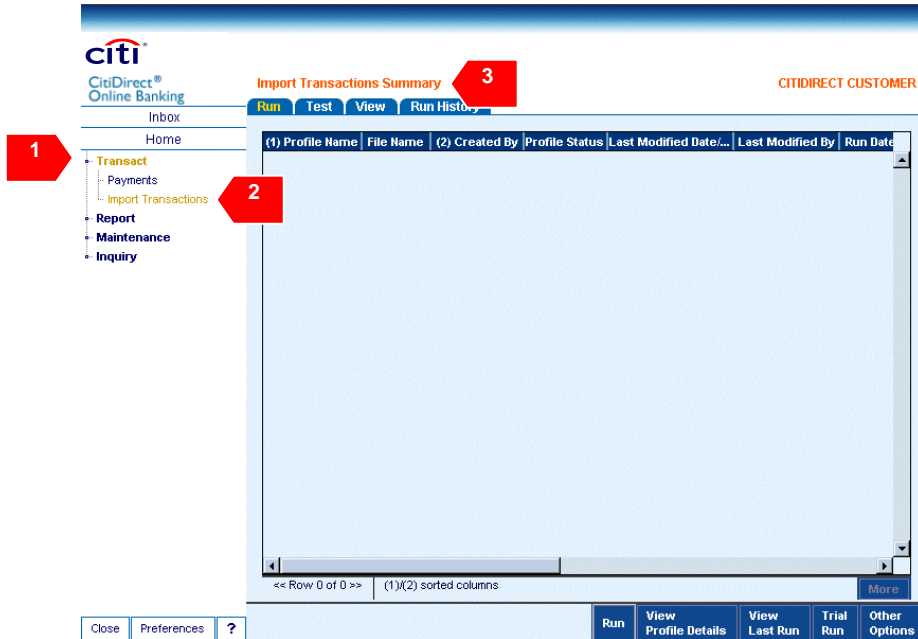
At various places throughout this document, you will note the use of the  icon to indicate that the current release of services through CitiDirect Online Banking may have implemented some changes with which you may be unfamiliar.

Selecting File Delivery Options

Options for File Delivery Service Classes can be found under the main navigation bar in CitiDirect Online Banking.

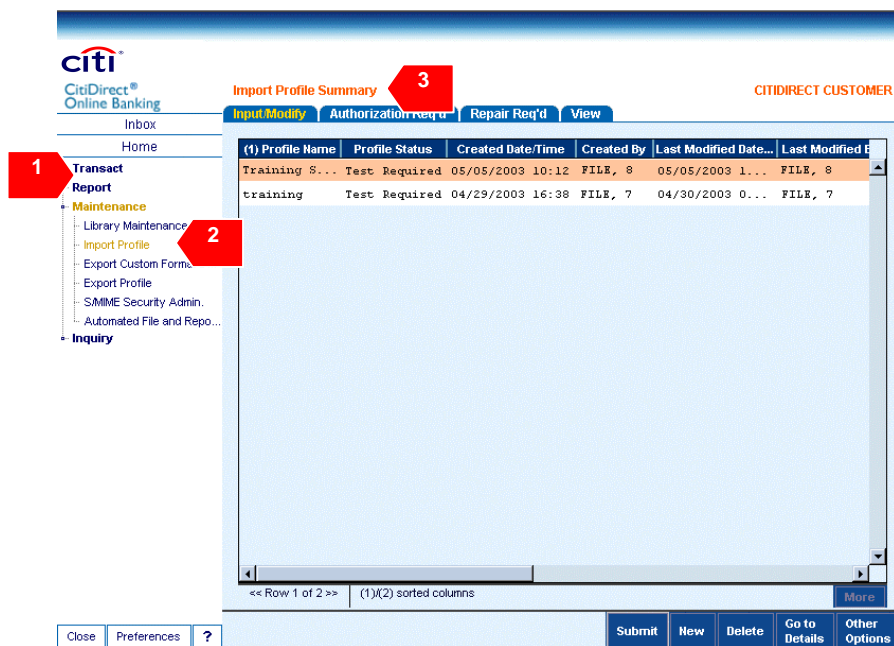
Introduction to File Delivery

Import Transactions



- 1 Select **Transact** on the navigation bar.
- 2 Select **Import Transactions**.
- 3 This displays the *Import Transactions Summary* screen. Click the tabs to proceed with your particular transaction.

Import Profile



- 1 Select **Maintenance** on the navigation bar.
- 2 Select **Import Profile**.
- 3 This displays the *Import Profile Summary* screen listing your available import profiles. Click the tabs to proceed with your particular import profile.

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Import File Inquiry

- 1 Select **Inquiry** on the navigation bar.
- 2 Select **Import File Inquiry**.
- 3 This displays the *Import File Inquiry Criteria* screen. Click the tabs to proceed with your particular inquiry.

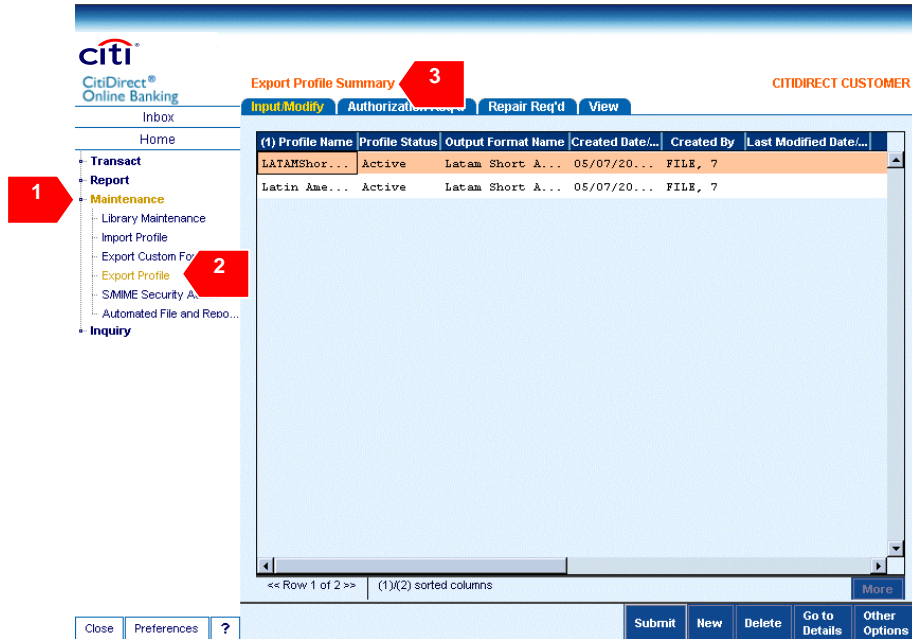
Export Data

(1) Profile Name	Profile Status	Output Format Name	Created Date/Time	Created By	Last Modified Date/Time
LATAMShor...	Active	Latam Short Ac...	05/07/20...	FILE, 7	
Latin Ame...	Active	Latam Short Ac...	05/07/20...	FILE, 7	

- 1 Select **Report** on the navigation bar.
- 2 Select **Export Data**.
- 3 This displays the *Export Data Summary* screen. Click the tabs to proceed.

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Export Profile



- 1 Select **Maintenance** on the navigation bar.
- 2 Select **Export Profile**.
- 3 This displays the *Export Profile Summary* screen listing your export profiles. Click the tabs to proceed.

Businesses with Import/Export Options

The following businesses have import/export options:

- ARMS
- Citibank Payment Services (CPS)
- Controlled Disbursements
- International Direct Debit (IDD)
- International Mass Payments (IMPS)
- Lockbox
- Netting
- PayLink(SM) Asia
- PayLink(SM) Latin America
- REMS (Latin America)
- Purchasing Card
- WorldLink[®] Multicurrency Transaction Services

Benefits

There are many benefits to the File Delivery services through CitiDirect Online Banking:

- Provides in-session and automated (asynchronous) file delivery
- Supports file delivery for a wide range of corporate products
- Provides consistent functionality with a flexible architecture that can incorporate new standards as they emerge
- Easily and securely imports data created in client's computer applications
- Reduces data redundancy
- Saves time and money spent on physical delivery services as the information is sent immediately

Introduction to File Delivery

- Downloads upgrades easily via the Internet
- Exports data in file formats you can use

Selecting File Delivery

The Automated File and Report Delivery service enables you to schedule automatic file delivery.

- This Service Class enables you to schedule file imports or exports to run automatically so that you do not have to be logged onto CitiDirect Online Banking for the event to occur.
- It allows you to schedule daily, weekly, monthly, or one-time only events.
- Using import and export profiles, you can specify information for in-session and/ or automated runs.

Delivery Options Library

You can save time by setting up a library of delivery options with HTTPS and e-mail addresses. Select from this list when you define the import or export profile.

(1) Service Class	(2) Description
Automated File and Report Delivery	Delivery Options
File Export Profile	File Export BAI Type Code
File Import Map	File Import Map Definition Rule Set

1 From the CitiDirect navigation bar, select **Library** and **Library Maintenance**.

2 Select the Service Class containing a delivery options library.

What Types of Data Can Be Exported?

You can export the following data types:

- Payments
- Direct Debit Instructions
- Direct Debit Mandates
- Preformats
- Netting Payments
- Account Statements

In addition to these data types, different formats for recording date information can also be exported. Please note that there is some regional variation in the types of data types supported.

Introduction to File Delivery

Export File Formats

Standard Export Formats

CitiDirect Online Banking provides standard export formats that you can use but not modify.

Custom Export Formats

You can define and maintain customized export formats and save and associate them with a client and a Service Class.

Standard File Export Formats

CitiDirect Online Banking supports a wide variety of standard file formats for export and supports custom formatting for your unique requirements:

- Flat File
- BAI2 Version D (latest version of D)
- DDL Account Details Citibank2
- DDL Account Details Infopool
- DDL Movements
- SAP MT940
- SWIFT™ MT940
- MCM Account Balance
- GTM Account Balance
- BAI1
- Datastream Cash
- EDITFACT FINSTA 96a
- Asia (6 formats)
- Central and Eastern Europe, Middle East and Africa (2 formats)
- Latin America (2 formats)
- DDA Maintenance – Hong Kong, Singapore
- Multiple Invoice DDI Export Layout – Singapore, Hong Kong
- Non-Multiple Invoice DDI Export Layout – Singapore
- Latin America PayLink(SM) Beneficiary
- Latin America PayLink Payment
- Latin America PayLink Reconciliation

Incremental Exports

CitiDirect Online Banking facilitates delivery of incremental exports for SAP MT940, SWIFT MT940, and Citibank Flat File.

Types of Data That Can Be Imported

CitiDirect Online Banking supports the import of a variety of data types:

- ACH/GIRO
- Advice to Receive
- Book Transfer

Introduction to File Delivery

- Cheque
- Cross Border Funds Transfer
- Domestic Funds Transfer
- Netting
- Payment Preformat records
- Payment records

File Delivery Duplication Checks

CitiDirect Online Banking makes every attempt to process files without duplicating data. As each import file is read for processing, CitiDirect associates a unique *identifier* with that file. If the same file is submitted twice, a *Duplication Alert* notifies the user or the system.

Standard Import File Formats

CitiDirect supports nearly 100 standard file formats. Below and on the following pages is a detailed list of the import file formats that are supported:

- Citibanking Flat File ACH Credit
- Citibanking Flat File ACH Debit
- Citibanking Flat File Book Transfer
- Citibanking Flat File Bank Transfer
- Citibanking Flat File CHIPS(SM)
- Citibanking Flat File Customer Transfer
- Citibanking Flat File Fed Drawdown
- Citibanking Flat File Fedwire
- Citibanking Flat File Pre-Advice
- Citibanking SWIFT ACH Credit
- Citibanking SWIFT ACH Debit
- Citibanking SWIFT Bank Transfer
- Citibanking SWIFT Fed Drawdown
- Citibanking SWIFT Pre-Advice
- Citibanking SWIFT Book Transfer - Two Party (MT100)
- Citibanking SWIFT CHIPS(SM) (MT100)
- Citibanking SWIFT CHIPS(SM) (MT202)
- Citibanking SWIFT Customer Transfer (MT100)
- Citibanking SWIFT FedWire (MT100)
- Citibanking SWIFT FedWire (MT202)
- Citibanking SWIFT Bank Transfer (MT202)
- MTMS – Book Transfer Hungary
- MTMS – Book Transfer India
- MTMS – Book Transfer Pakistan
- MTMS – Book Transfer South Africa
- MTMS – Book Transfer United Arab Emirates
- MTMS – Domestic Payments Hungary
- MTMS – Domestic Payments Russia
- MTMS – EFT – Payments – ACH South Africa
- MTMS – En Cashable Check Romania
- MTMS – FCY Funds Transfer Czech Republic
- MTMS – FCY Funds Transfer Slovakia
- MTMS – FCY Funds Transfer Hungary
- MTMS – FCY Funds Transfer India

Introduction to File Delivery

- MTMS – FCY Funds Transfer Poland
- MTMS – FCY Funds Transfer South Africa
- MTMS – FCY Funds Transfer Turkey
- MTMS – FCY Funds Transfer United Arab Emirates
- MTMS – Funds Transfer Russia
- MTMS – Group Transfer Hungary
- MTMS – InterBank Funds Transfer Poland
- MTMS – InterBank Funds Transfer South Africa
- MTMS – InterBank Funds Transfer Turkey
- MTMS – InterBank Funds Transfer Czech Republic
- MTMS – InterBank Funds Transfer Slovakia
- MTMS – Manager Check Hungary
- MTMS – Manager Check India
- MTMS – Manager Check Pakistan
- MTMS – Manager Check Poland
- MTMS – Manager Check South Africa
- MTMS – Manager Check Turkey
- MTMS – Manager Check United Arab Emirates
- MTMS – Paylink(SM) Check Romania
- MTMS – Payment Order Romania
- MTMS – Post Dated Check United Arab Emirates
- MTMS – Post Dated Checks Turkey
- MTMS – Postal Voucher Hungary
- Paylink Asia - Paylink Check, Australia
- Paylink Asia - Paylink Payroll, Australia
- Paylink Asia - Paylink Direct Credit, Australia
- Paylink Asia - Paylink Check, Hong Kong
- Paylink Asia - Paylink Check (USD), Hong Kong
- Paylink Asia - Paylink Autopay, Hong Kong
- Paylink Asia - Paylink Autopay Payroll, Hong Kong
- Paylink Asia - WorldLink Factory Check, Hong Kong
- Paylink Asia - Paylink Check, Singapore
- Paylink Asia - Paylink Check (USD), Singapore
- Paylink Asia - Paylink GIRO, Singapore
- Paylink Asia - Paylink Payroll, Singapore
- Paylink Asia - WorldLink Factory Check, Singapore
- Paylink Asia - Paylink Check, Malaysia
- Paylink Asia - WorldLink Factory Check, Malaysia
- Paylink Asia - Paylink Check, China
- Paylink Asia - Paylink GIRO, China
- Paylink Asia - Paylink Payroll, China
- Paylink Asia - Paylink Check, Indonesia
- Paylink Asia - Paylink LLG, Indonesia
- Paylink Asia - Paylink LLG Payroll, Indonesia
- Paylink Asia - WorldLink Factory Check, Indonesia
- Paylink Asia - Paylink Check, Korea
- Paylink Asia - Paylink P-note, Korea
- Paylink Asia - Paylink Payroll, Korea
- Paylink Asia - Paylink Check, Philippines
- Paylink Asia - Paylink Draft, Taiwan
- Paylink Asia - Paylink IBRS, Taiwan
- Paylink Asia - Paylink Vendor, Taiwan
- Paylink Asia - Paylink Check, Thailand

Introduction to File Delivery

- Paylink Asia - Paylink Autopay, Thailand
- Paylink Asia - Paylink Payroll, Thailand
- Paylink Aisa - Paylink Check, New Zealand
- Paylink Asia - Paylink Direct Credit, New Zealand
- Paylink Asia - Paylink Zengin Mass Payments
- Domestic Funds Transfer NCB4.35, Japan
- Domestic Funds Transfer NCB4.4, Japan
- Domestic Funds Transfer - Firm Banking Format, Japan
- Paylink Latin America - 1024
- Paylink Latin America - 600
- Paylink Latin America - 500
- Paylink Latin America - 400
- WorldLink Import
- WorldLink Check
- WorldLink Check and Funds Transfer Combination Format
- WorldLink Funds Transfer

Introduction to File Delivery Security

Module 2: Introduction to File Delivery Security

PLEASE NOTE: *The screens in this document are for training purposes only. Actual screens may vary.*

Three Methods of Security

Security measures are enforced at the network, client/user, and file levels using the latest methods:

- Secure Sockets Layer (SSL)
- Secure/Multipurpose Internet Mail Extensions (S/MIME)

There are responsibilities on both the Citibank and client for maintaining secure file delivery.

Network Security

CitiDirect® Online Banking provides a secure online session through the use of Secure Sockets Layer (SSL).

During a CitiDirect Online Banking session, encryption using the SSL protocol creates a secure communications channel, provides safety, reliability, and ensures that only authorized users can view encrypted data.

Client/User Security

You can require that all import map and import run items input or modified in CitiDirect Online Banking be authorized before Citibank can process them.

When you require that import items be authorized, only entitled users can authorize them. CitiDirect will not allow an item to be authorized by the same user who submitted or modified it.

Entitled users, such as Security Managers, can specify authorization requirements using the *Flow Maintenance Service Class*.

Introduction to File Delivery Security

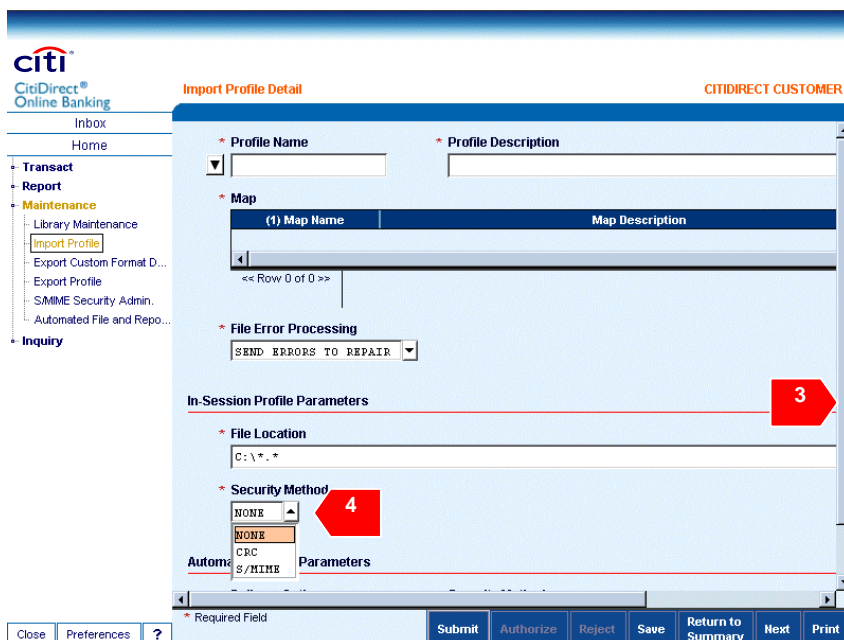
File Security

CitiDirect Online Banking supports Secure/Multipurpose Internet Mail Extensions (S/MIME) to encrypt data and to validate the identity of the user who is initiating data transfer. These optional security methods are applied at the file level.



1 To access security methods options, select **Maintenance-Import Profile** from the navigation bar.

2 Click **New**.



3 Scroll down to *Security Methods*.

4 Click the **drop-down** list to view the various security options.

Note: *Automated Import Profiles* require S/MIME by default. The same steps above apply to export profiles.

Introduction to File Delivery Security

File Security Two-Step Process

File security is a two-step process:

1. You choose to apply an optional *Security Method (S/MIME)* as the import or export profile is created.
2. The file is transmitted via a secure connection channel (SSL) from your site to CitiDirect during an import run or from CitiDirect to your site during an export run.

All files imported into and exported from CitiDirect are considered secure for several reasons:

- **Data Integrity:** the content will not be altered in transit.
- **Authenticity:** the source of the file is assured.
- **Secrecy:** the content is hidden from view.
- **Irrefutability:** the sender is proved to have sent the document.

By establishing this secure network and supporting the use of S/MIME, CitiDirect not only ensures that the information being imported and exported is protected, it also guarantees that it is not altered.

Security Exceptions

Regardless of their nature, notifications of all exception events are routed to the *Inbox* of all entitled users.

Detailed information on the nature of the exception is provided in the *Security Exceptions Reports* including the following:

- Import File Name
- User/System ID of Initiator
- Date/Time of File Transfer
- Date/Time of Exception Event
- Reason for Exception

Module 3: Secure/Multipurpose Internet Mail Extensions (S/MIME)

PLEASE NOTE: *The screens in this document are for training purposes only. Actual screens may vary.*

Secure/Multipurpose Internet Mail Extensions (S/MIME) provides a secure and private way to send and receive encrypted data. CitiDirect® Online Banking strongly recommends the use of S/MIME because it provides authentication and ensures message integrity.

S/MIME uses a digital envelope and public key algorithms. You could think of it working this way:

1. The message is coded with a secret key.
2. The sender signs the letter with a unique signature that assures the receiver who sent it.
3. The letter is placed in a sealed envelope so other people cannot see or change the letter and its signature.

Public Key Certificate

The sender uses two keys to encrypt the data. One key is secret; the other is a Public Key. The receiver must have a copy of the sender's Public Key in order to decrypt the data. The Public Key is freely distributed with a Public Key Certificate. Confidentiality is not required with a Public Key, but the integrity of the Public Key must be assured.

Certificate Authority (CA) confirms the identity of the holder of the corresponding private key.

Requirements for S/MIME

In order to use S/MIME, the following requirements must be satisfied:

1. CitiDirect and you must have the S/MIME (PKCS-7) Compliant Software Utility. This utility will encrypt and sign all S/MIME files.
2. You must obtain and maintain your S/MIME security and certificate administration. S/MIME is then used to download Citibank's Public Key.
3. Citibank's initial list of approved CAs:
 - VeriSign®
 - Thawte Consulting
 - Società per iServizi Bancari – SSB S.p.A.
 - Internet Publishing Services
 - Certisign Certification Digital Ltda
 - GlobalSign
 - British Telecommunications

S/MIME Certificate Management

From the navigation bar under the *Maintenance* Category, the S/MIME Administration Service Class enables you to upload and manage your S/MIME Public Key Certificates through CitiDirect Online Banking.

You must create and sign a certificate with its own Private Signature Key and vouch for the authenticity of the Public Key and identity of its owner.

Secure/Multipurpose Internet Mail Extensions (S/MIME)

Your Public Key Certificate used for digital signing must meet the following requirements:

- A valid (not expired) X.509 signing certificate must be used (e-mail certificate).
- RSA public key (signature) algorithms using key lengths of 1024 bits (or larger).
- Message Digest Algorithm must be SHA1-RSA.
- Encryption algorithm is DES3 (triple DES).

Note: Certificate expiration period should not exceed two years.

Note: CitiDirect Online Banking offers certificates for File Delivery Security Method S/MIME and Automated File Report and Delivery (AFRD) Delivery Method S/MIME. AFRD Delivery Method S/MIME uses a Web certificate.

S/MIME Responsibilities

1. Security is an option you choose to apply.
2. Citibank does not offer a security certificate or provide consultation to assist client's in establishing a Public Key Identification (PKI) environment at their site.
3. You will use the S/MIME Administration service in CitiDirect Online Banking to remove expired or revoked keys on your certificates.
4. CitiDirect Online Banking will warn you that a Certificate is expiring but will not certify the validity of a Certificate.
5. S/MIME is required for all import/export profiles run as automated events.
6. CitiDirect Online Banking uses the Certificate residing on its Entrust server that has been designated to accommodate your use of S/MIME.

Uploading a New Public Key Certificate

You must obtain your own Public Key Certificate and upload it to CitiDirect Online Banking, enabling Citibank to authenticate and decrypt data that you have encrypted.

The screenshot shows the 'S/MIME Security Summary' page in CitiDirect Online Banking. The page has a left-hand navigation menu and a main content area. Red callout boxes with numbers 1 through 4 point to specific elements:

- 1:** Points to the 'Maintenance' link in the left-hand navigation menu.
- 2:** Points to the 'S/MIME Security Admin.' link in the left-hand navigation menu.
- 3:** Points to the 'Input/Modify' tab at the top of the main content area.
- 4:** Points to the 'New' button at the bottom of the main content area.

The main content area displays a table with the following columns: (1) Certificate..., Issued By, (2) Issue Date, Expiration Date, Last Upload Date, and Comments. A single row is visible with the following data: Example ..., Citigroup, 08/01/200..., 08/01/200..., 04/30/200..., For Training Pur... The table is currently showing 1 row of 1 total row.

Secure/Multipurpose Internet Mail Extensions (S/MIME)

5 Certificate Name

6 File Name [Browse](#)

7 Comments

8 Submit

- 5** Enter *Certificate Name* for the public key certificate (35 characters max.).
- 6** Enter *File Name* including path or click **Browse** to locate the certificate to upload.
- 7** Enter *Comments* to describe the public key certificate (70 characters max.).
- 8** Click **Submit**. Then, you may view the certificate from the **Input/Modify** tab.

Modifying an Existing S/MIME Certificate

1 Maintenance

2 S/MIME Security Admin.

3 Input/Modify

(1) Certificate...	Issued By	(2) Issue Date	Expiration Date	Last Upload Date	Comments
Example ...	Citigroup	08/01/200...	08/01/200...	04/30/200...	For Training Pur...

4 [Row in table]

5 Go to Details

- 1** Select **Maintenance**.
- 2** Select **S/MIME Security Admin.**
- 3** Click the **Input/Modify** tab.
- 4** Select a certificate from the list.
- 5** Click **Go to Details**.

Secure/Multipurpose Internet Mail Extensions (S/MIME)

The screenshot shows the 'S/MIME Security Detail' form in the CitiDirect Online Banking interface. The form has the following fields:

- Certificate Name:** Example S/MIME Certificate
- File Name:** C:\ExampleS/MIME.cer (with a 'Browse' button)
- Comments:** For Training Purposes

At the bottom of the form, there are buttons for 'Close', 'Preferences', '?', 'Submit', 'Return to Summary', 'Next', and 'Print'. A red arrow labeled '6' points to the 'Comments' field, and another red arrow labeled '7' points to the 'Submit' button.

6 Change text in *Comments* field.

7 Click **Submit**.

If the Citibank Public Key is Revoked

The following scenario describes what will happen if the Citibank Public Key is revoked.

After Citibank installs the initial CitiDirect Online Banking File Delivery key pair (Private Key, Private Key password, and Public Key) in the necessary locations within the CitiDirect architecture, the CitiDirect File Delivery service will use this key pair systematically to:

- Decrypt import files that have been retrieved from you, a client.
- Digitally sign export files or reports that will be delivered to you, a client.

You download the Citibank Public Key using the CitiDirect *S/MIME Security Admin Service Class*.

You save the downloaded Citibank Public Key in your own location to:

- Encrypt import files that will be retrieved from you by.
- Signature authenticate export files or reports that have been delivered by CitiDirect Online Banking to you.

Note: Any user at your site who has been entitled to the CitiDirect *S/MIME Security Admin Service Class* may download the Citibank Public Key as many times as he or she wishes.

File Import

You create an import profile, sign it with your Private Key, and encrypt it with your downloaded copy of the (now revoked) Citibank Public Key.

Your import file object is retrieved by CitiDirect Online Banking per the Automated File and Report Delivery service.

Decryption of the import file object in CitiDirect fails because the Citibank Public Key that you used to encrypt the file with is not from the new Citibank key pair.

Secure/Multipurpose Internet Mail Extensions (S/MIME)

File Export and Report Delivery

Per schedule, CitiDirect Online Banking creates an export file or a report, signs it with the Citibank Private Key that is currently in effect, and encrypts it with the Customer's Public Key.

CitiDirect delivers the export file or report object to your specified location (either your Web server or your e-mail address).

Decryption of the export file or report object by you succeeds (because your key pair has not changed), but your signature authentication of the object fails because the Citibank Public Key you used to authenticate the Citibank signature is not from the new Citibank key pair.

If Citibank Key Pair is Compromised

In the event that Citibank decides that the Citibank key pair has been compromised and must be replaced, CitiDirect Online Banking support staff will revoke the key, get a new key pair, and install the new key pair in the necessary CitiDirect architecture locations.

From this point forward, the new Citibank key pair is used by the CitiDirect File Delivery service for processing import files, export files, and report deliveries.

Since Citibank Public Key downloads are not logged, there are no automated alerts or client notifications that the Citibank Public Key has been replaced.

Your users continue to use the previously downloaded (now revoked) Citibank Public Key.

Introduction to File Export

Module 4: Introduction to File Export

PLEASE NOTE: The screens in this document are for training purposes only. Actual screens may vary.

In today's world, data is stored in a wide variety of application programs and data formats. At times, you will need to move information from Citibank into your system. File export allows you to export data from CitiDirect® Online Banking as a file in the format you select.

Benefits of Using File Export

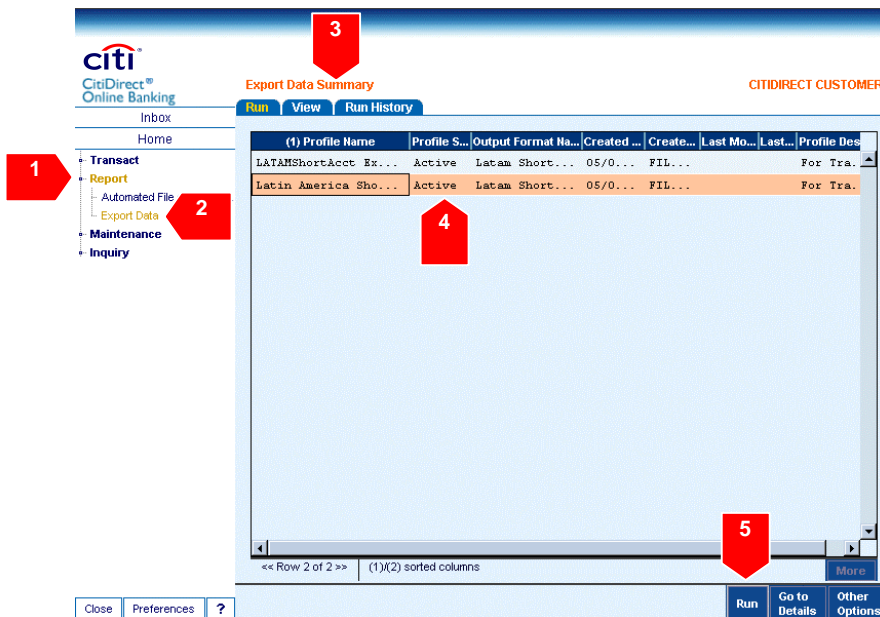
1. Data is exported from CitiDirect over secure Internet lines.
2. You receive data in a format that you can use on your own systems.
3. Data redundancy is eliminated.
4. Error due to duplicated data is greatly reduced.

Running a File Export: Number of Records in an Export

The maximum number of records allowed in an export is now 15,000. This more than doubles the previous limit of 7,000 records per export.

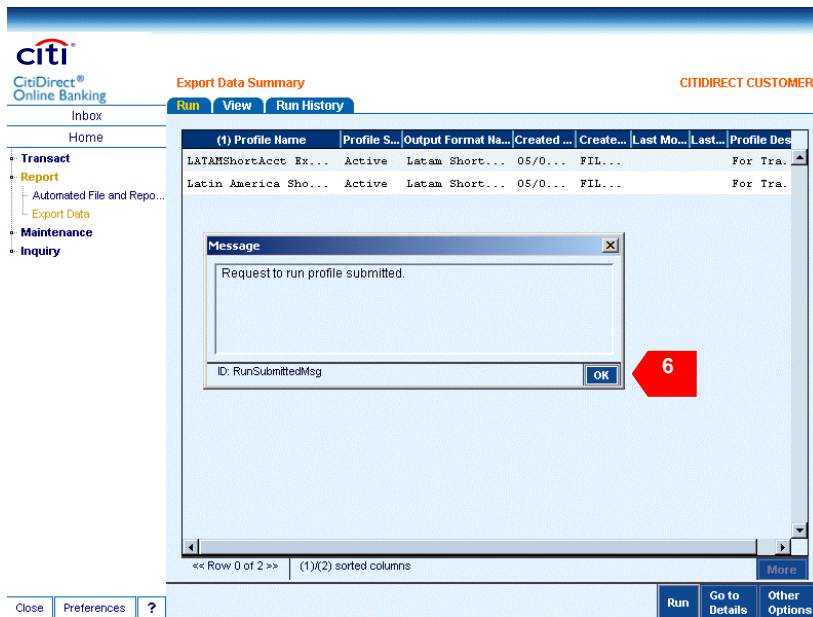
Running a File Export: Generating an Export Report

The Actuate® reporting engine generates the export report. You use the same, familiar navigation bar in CitiDirect® Online Banking associated with your Export Profile and File Delivery Service Classes.

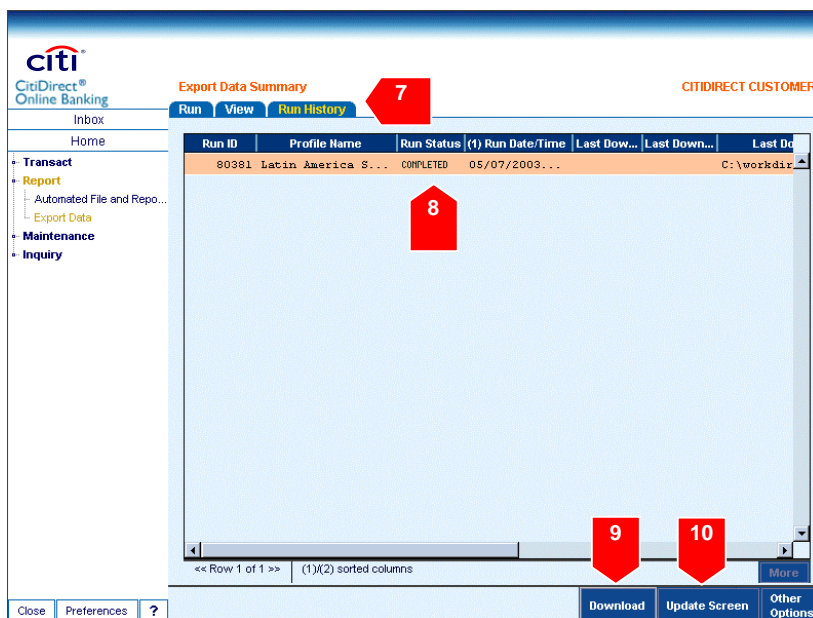


- 1 From the navigation bar, select **Report**. This expands the menu tree.
- 2 Select **Export Data**.
- 3 This opens the *Export Data Summary* screen.
- 4 Select a profile for your report.
- 5 Click **Run**.

Introduction to File Export



- 6** This opens a *Message* box informing you that your profile has been submitted. Click **OK** to close the box and proceed.



- 7** To complete the process, click the **Run History** tab.

- 8** Check the *Run Status* of your report based on the selected profile. A **COMPLETED** status means that the report is ready to download according to the instructions in the Export Profile.

- 9** Click **Download** to get the report.

- 10** Click **Update Screen** to see the change in status. You may need to click the button several times.

Formats for Payments

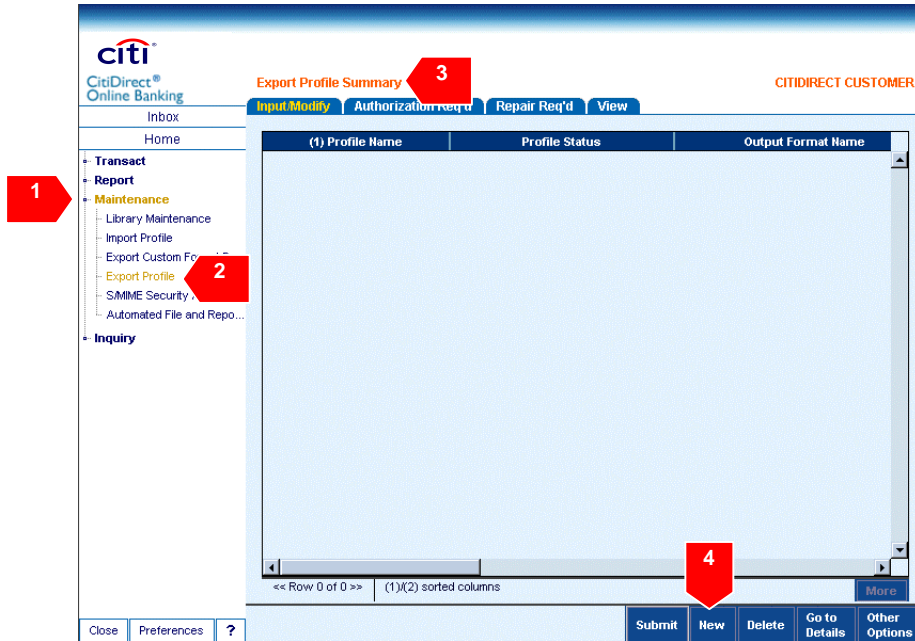
Three new formats for Payments are now offered. They are:

- Latin America Short Account Statement
- Latin America Long Account Statement
- FEBRABAN

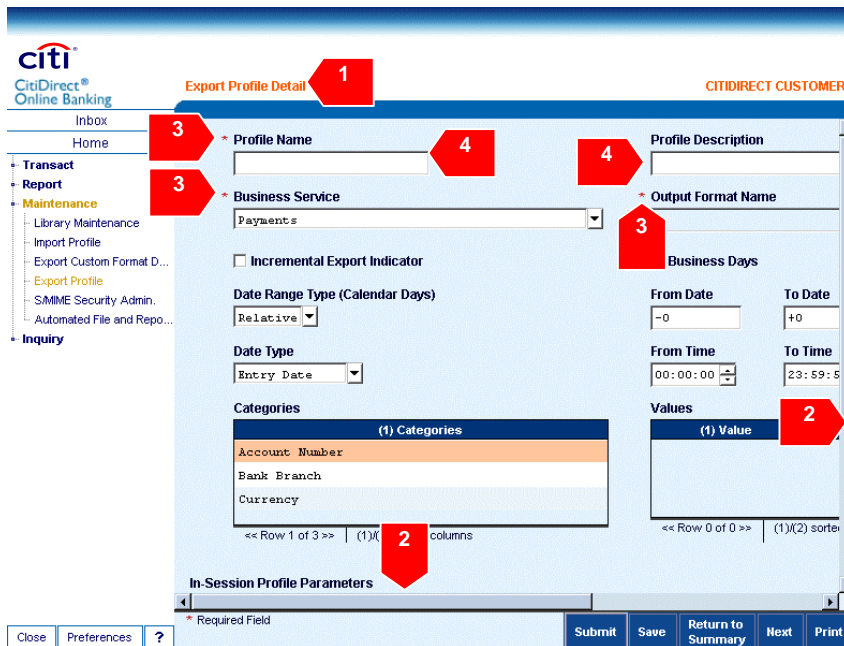
Creating an export in these formats follows the same process as with the other formats. That process is illustrated below using the *Latin America Short Account Statement* format.

Introduction to File Export

Example of Latin America Short Account Statement Format



- 1 From the navigation bar, select **Maintenance** to expand the menu tree.
- 2 Select **Export Profile**.
- 3 The *Export Profile Summary* screen appears, listing your authorized Export Profiles. In the example here, no profiles are visible, and thus, they need to be created.
- 4 To do so, click **New**.



- 1 This opens an *Export Profile Detail* screen to complete.
- 2 You will need to use the scroll bars to view all the fields of this screen.
- 3 The mandatory fields requiring data are indicated with an "*".
- 4 Enter a name of your choice in the *Profile Name* field. You may also enter a description of the profile in the *Profile Description* field.

Introduction to File Export

Export Profile Detail CITIDIRECT CUSTOMER

* Profile Name: Latin America Short Acct 5

Profile Description: For Training Purposes ONLY

* Business Service: Payments 5

* Output Format Name: 6

* Business Days: From Date: -0 To Date: +0

Date Type: Entry Date

From Time: 00:00:00 To Time: 23:59:59

Categories: (1) Categories

Account Number
Bank Branch
Currency

<< Row 1 of 3 >> | (1)(2) sorted columns

Values: (1) Value | Description

<< Row 0 of 0 >> | (1)(2) sorted columns Add R

In-Session Profile Parameters

* Download Destination: C:\ Browse

* Required Field

Submit Save Return to Summary Next Print

5 Use the **drop-down** list to select the service for the *Business Service* field.

6 Click the **library look up** for the *Output Format Name* field. This opens the *Library Look Up Dialog* box from which you should select the export output format.

Library Look Up Dialog

(1) Format Name	Format Description
B&I1	B&I1
B&I2	B&I2
Citibanking Flat File	Citibanking Flat File
DDL Account Details Citibank2	DDL Account Details Citibank2
DDL Account Details Infopool	DDL Account Details Infopool
Datastream Cash	Datastream Cash
EDIFACT FINSTA	EDIFACT FINSTA
Febraban Export Version 2.0	Febraban Export Version 2.0
Febraban Export Version 3.0	Febraban Export Version 3.0
GTM Account Balance	GTM Account Balance
GTM Account Balance (@ Delimited)	GTM Account Balance (@ Delimited)
Latam Long Account Statement	Latam Long Account Statement
Latam Short Account Statement	Latam Short Account Statement
MCH	MCH
S&P MT940	S&P MT940
SWIFT MT940	SWIFT MT940

<< Row 13 of 16 >> | (1)(2) sorted columns

OK Search Update Screen More Cancel

7 Select the *Format Name* of the desired export format.

8 Click **OK**.

Introduction to File Export

Export Profile Detail CITIDIRECT CUSTOMER

* Profile Name: Latin America Short Acct

Profile Description: For Training Purposes ONLY

* Business Service: Payments

* Output Format Name: Latam Short Account Statement **9**

Incremental Export Indicator

Business Days

Date Range Type (Calendar Days): Relative **10**

From Date: -0 To Date: +0

Date Type: Statement Date

(1) Categories	
Account Number	
Customer Number	

<< Row 1 of 2 >> | (1)(2) sorted columns

(1) Value		Description
<< Row 0 of 0 >>	(1)(2) sorted columns	

Add Re

In-Session Profile Parameters

* Download Destination: C:\ [Browse](#)

* Required Field

Submit Save Return to Summary Next Print

9 The selected export format appears in the *Output Format Name* field.

10 Use the **drop-down** list to select the *Date Range Type*.

Date Range Type (Calendar Days): Relative **10a**

From Date: -0 To Date: +0

Date Range Type (Calendar Days): Absolute **10b**

From Date: 03/10/2003 To Date: 05/07/2003

How you enter data in the *From Date* and *To Date* fields depends upon which *Date Range Type* you select.

10a Relative

10b Absolute

Export Profile Detail CITIDIRECT CUSTOMER

Date Range Type (Calendar Days): Absolute

From Date: 03/10/2003 To Date: 05/07/2003

Date Type: Statement Date **11**

(1) Categories	
Account Number	
Customer Number	

<< Row 2 of 2 >> | (1)(2) sorted columns

(1) Value		Description
<< Row 0 of 0 >>	(1)(2) sorted columns	

Add Re

In-Session Profile Parameters

* Download Destination: C:\workdir\Citigroup\LATAMShortExportProfileEXAMPLE [Browse](#) **12**

Security Method: S/HIME **11**

* Certificate Name: Example SHIME Certificate **11**

Automated Profile Parameters

Delivery Option: **11**

Security Method: S/HIME **13**

Certificate Name: **13**

* Required Field

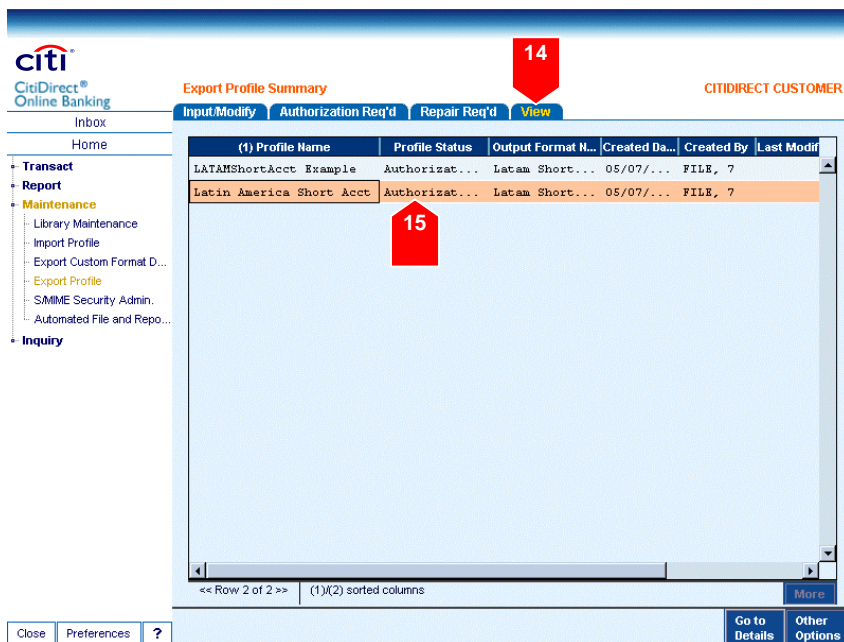
Submit Save Return to Summary Next Print

11 Use the **drop-down** lists to complete the other fields on the *Export Profile Detail* screen.

12 Enter the name of the directory or file into which your export file will download. Use the *Browse* hyperlink to open a Windows dialog box of the drives and files where the export file can be saved.

13 After completing the data entry, click **Submit**.

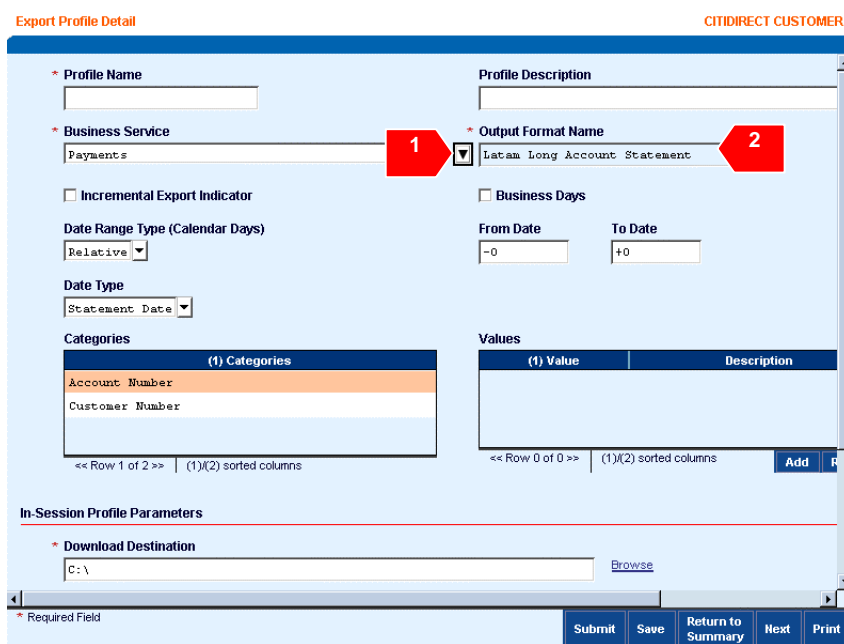
Introduction to File Export



- 14** Click the **View** tab.
- 15** Your Export Profile is in the *Authorization Required* queue. Once it is authorized, it may be used.

Selecting the Latin America Long Account Statement Format

To select the *Latin America Long Account Statement* format, you follow the same, customary procedure.



- 1** Click the **library look up** for the *Output Format Name* field. This opens the *Library Look Up Dialog* box from which you should select the *Latam Long Account Statement* export output format. (See the example of the *Library Look Up Dialog* box in the previous section).
- 2** The *Output Format Name* field is automatically completed with the name of your selection from the *Library Look Up Dialog* box.

Introduction to File Export

Selecting the FEBRABAN Format

To select the *FEBRABAN* format, you follow the same, customary procedure.

1 Click the **library look up** for the *Output Format Name* field. This opens the *Library Look Up Dialog* box from which you should select the *Febraban Export* format. (See the example of the *Library Look Up Dialog* box in the previous section).

2 The *Output Format Name* field is automatically completed with the name of your selection from the *Library Look Up Dialog* box.

Formats for Latin America Receivables CNAB and Letras

Latin America Receivables CNAB and Letras is a new business service. There are two new formats associated with this service – *Letras Export* and *CNAB400 Export*

Introduction to File Export

Selecting the Letras Format

To select the *Letras* format, the procedure is slightly different.

Export Profile Detail CITIDIRECT CUSTOMER

* Profile Name:

Profile Description:

* Business Service: **1** Latin America Receivables Letras Exports

Output Format Name: **2**

Business Days

From Date: -0 To Date: +0

From Time: 00:00:00 To Time: 23:59:59

Values

(1) Value	Description
<< Row 0 of 0 >>	(1)(2) sorted columns

In-Session Profile Parameters

* Download Destination: C:\ [Browse](#)

* Required Field

Submit Save Return to Summary Next Print

1 Click the **drop-down** list for the *Business Service* field to select *Latin America Receivables Letras Exports*.

2 Click the **library look up** for the *Output Format Name* field.

Export Profile Detail CITIDIRECT CUSTOMER

* Profile Name:

Profile Description:

* Business Service: Latin America Receivables Letras Exports

* Output Format Name: **3** Letras Export

Business Days

Date Range Type (Calendar Days): Relative

Date Type: Process Date

From Date: -0 To Date: +0

From Time: 00:00:00 To Time: 23:59:59

Values

(1) Value	Description
<< Row 0 of 0 >>	(1)(2) sorted columns

In-Session Profile Parameters

* Download Destination: C:\ [Browse](#)

* Required Field

Submit Save Return to Summary Next Print

3 The field is automatically completed with the correct *Output Format Name*.

Introduction to File Export

Selecting the CNAB Exports Format

To select the *CNAB Export* format, the procedure is slightly different.

1 Click the **drop-down** list for the *Business Service* field to select *Latin America Receivables CNAB Exports*.

2 Click the **library look up** for the *Output Format Name* field.

3 The field is automatically completed with the correct *Output Format Name*.

Introduction to File Export

Standard File Formats

CitiDirect Online Banking supports the following standard file formats:

- Bank Administration Institute (BAI)
- SAP MT940
- Datastream Cash Statement
- Data Download
- Flat File
- GTM
- MCM
- SWIFT™ MT940
- EDIFACT

Custom File Formats

CitiDirect Online Banking supports three basic types of custom formatting.

Fixed Length

Each field is a fixed length so the system automatically knows where to separate each field. Unused portions of a field can be filled up with padding characters to ensure each exported file contains fields of the correct length.

Variable Length

Each field length varies, so a character separates each field. This field delimiter is often a comma or tab.

Tagged

In addition to field delimiters, some types of exported files need fields to be labeled with tags. Tag delimiters are characters that separate tags.

Export Service Classes

You must first create and activate an export profile before running an actual file export. Each export profile specifies a file format, criteria used to select data to be included, and parameters such as file destination and security.

Then, you set up the file export process using the *Export Profile* Service Class under the *Maintenance* Category. Create *Custom Formats for Data Export* using the *Export Custom Format* Service Class.

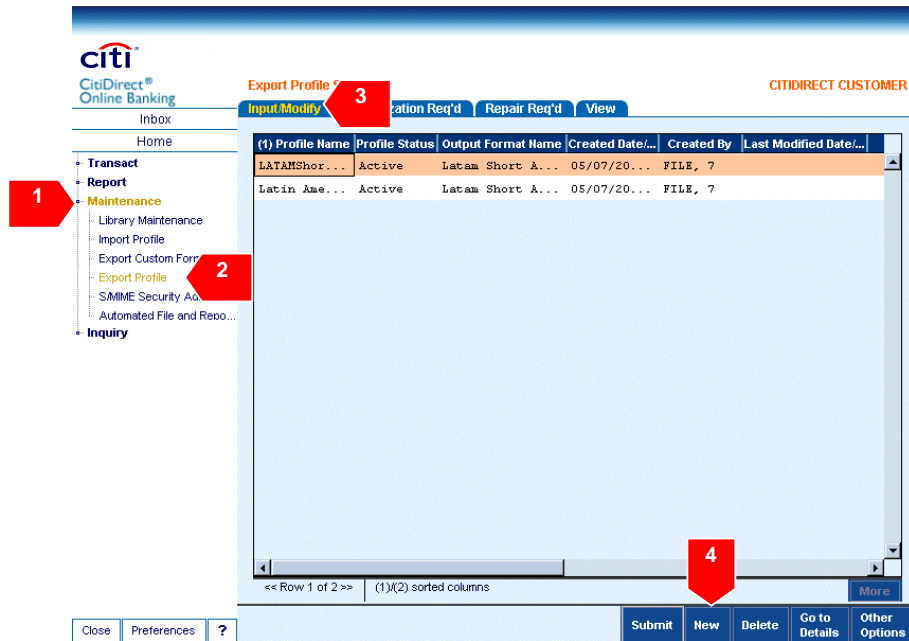
Finally, you run the file export process and view the *File Export Run History* in the *Export Files* Service Class under the *Report* Category from the on-screen navigation bar.

Export Profiles

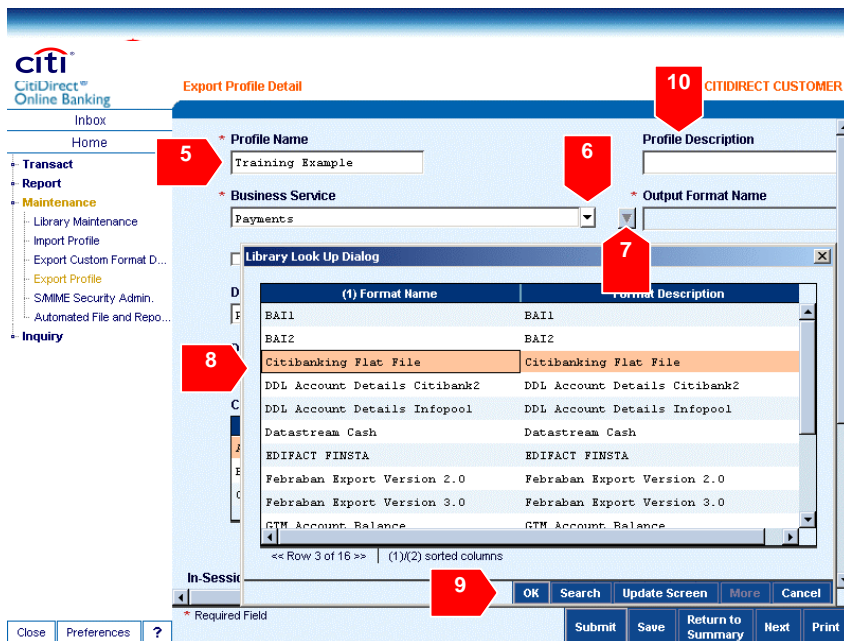
Module 5: Export Profiles

PLEASE NOTE: The screens in this document are for training purposes only. Actual screens may vary.

Creating an Export Profile



- 1 Select **Maintenance**.
- 2 Select **Export Profile**.
- 3 Click the **Input/Modify** tab.
- 4 Click **New**.



- 5 Enter unique name in *Profile Name* field.
- 6 Select business service from *Business Service* dialog box. You may use the **drop-down** list for this field.
- 7 Click the **library look up** for *Output Format Name* field.
- 8 Select a format from *Library Look Up Dialog* box.
- 9 Click **OK**.
- 10 Enter a description in *Profile Description* field.

Export Profiles

Creating an Export Profile: Entering a Date Range

Export Profile Detail CITIDIRECT CUSTOMER

* Profile Name: Training Example

* Business Service: Payments

Incremental Export Indicator

Date Range Type (Calendar Days): **1** Relative

From Date: -0 To Date: +0

From Time: 00:00:00 To Time: 23:59:59

Categories: (1) Categories

(1) Value	Description
Account Number	
Bank Branch	
Currency	

In-Session Profile Parameters

* Download Destination: C:\

Submit Save Return to Summary Next Print

1 In *Date Range* field, select either **Relative** or **Absolute**. A relative date is expressed in terms of numbers days before or after a current date: for example, five days before the current *From Date* or three days after the current *To Date*.

Export Profile Detail CITIDIRECT CUSTOMER

* Profile Name: Training Example

* Business Service: Payments

Incremental Export Indicator

Date Range Type (Calendar Days): Absolute **2**

From Date: 06/16/2003 **3** To Date: 06/16/2003 **3**

From Time: 00:00:00 To Time: 23:59:59

Categories: (1) Categories

(1) Value	Description
Account Number	
Bank Branch	
Currency	

In-Session Profile Parameters

* Download Destination: C:\

Submit Save Return to Summary Next Print

2 For an exact date, select **Absolute** from the drop-down list in the *Date Range Type* field.

3 Notice that the *From Date* and *To Date* fields have changed, allowing you to select a date from a calendar from the **drop-down** lists or by using the **spinner** arrows to adjust the date.

Export Profiles

Export Profile Detail CITIDIRECT CUSTOMER

* Profile Name: Training Example

Profile Description: [Empty]

* Business Service: Payments

* Output Format Name: Citibanking Flat File

Incremental Export Indicator

Date Range Type (Calendar Days): Absolute

Date Type: **4** Entry Date

From Date: 06/16/2002 To Date: 06/16/2004

From Time: 08:00:00 To Time: 18:00:00

Values: **5** (1) Value **5** n

In-Session Profile Parameters

* Download Destination: C:\

* Required Field

Submit Save Return to Summary Next Print

4 Select **Entry Date** as the default *Date Type* field or click the **drop-down** list and select from the list.

5 Click the **spinner** arrows to change default times in the *From Time* and *To Time* fields

Creating an Export Profile: Selecting Information

Export Profile Detail CITIDIRECT CUSTOMER

* Profile Name: Training Example

* Business Service: Payments

Incremental Export

Date Range Type (Calendar Days): Absolute

Date Type: Entry Date

Categories: **1** (1) Categories

Account Number

Bank Branch

Currency

Library Look Up Dialog

(1) Currency Code	(2) Currency Name
---	DUMMY CURRENCY FOR MBTI
AED	U. A. E. DIRHAM
ANG	NETH. ANTILLIAN GUILDER
AON	NEW KWANZA
ARS	ARGENTINIAN PESO
AUD	AUSTRALIAN DOLLAR
EBD	BARBADOS DOLLAR
BDT	BANGLADESH TAKA
BGL	LEV

Values: (1) Value Description

2 Add

3 OK Search Update Screen More Cancel

4 OK

In-Session Profile Parameters

* Download Destination: C:\

* Required Field

Submit Save Return to Summary Next Print

While creating an export profile, do the following steps to select information to be exported:

1 Select specific information to export from the *Categories* list.

2 Click **Add**.

3 Select one or more records from the *Library Look Up Dialog* box.

4 Click **OK**.

Repeat steps 1 thru 4 to select one or more remaining categories.

Note: If needed, select one or more values from the *Values* dialog box and click **Remove**.

Export Profiles

Creating an Export Profile: Selecting a Security Method

All export profiles are created as in-session profiles, meaning that you are logged in to CitiDirect® Online Banking to run the export profile. However, before you can run the export profile, you must select a security method.

- 1 Click **Browse** in the *Download Destination* field and select the destination path for the export file.
- 2 Select **S/MIME** if you would like to use a security method. The default is *None*.
- 3 If **S/MIME** security is selected, click the **library look up** for the *Certificate Name* field and select a certificate.
- 4 Click **Submit**.

Note: If you want to save this profile to complete at a later date, click **Save**.

Export Profiles

Viewing an Export Profile

Export Profile Summary

(1) Profile Name	Profile Status	Output Format Name	Created Date/...	Created By	Last
LATAMShortAcct Example	Active	Latam Short Accoun...	05/07/200...	FILE, 7	
Latin America Short...	Active	Latam Short Accoun...	05/07/200...	FILE, 7	
Training Example	Authori...	Citibanking Flat File	06/16/200...	FILE, 7	

Buttons: Close, Preferences, ?

Buttons: Go to Details, Other Options

- 1 Select **Maintenance**.
- 2 Select **Export Profile**.
- 3 Click the **View** tab.
- 4 Select one or more profiles.
- 5 Click **Go to Details**.

Export Profile Detail

* Profile Name: LATAMShortAcct Example

Profile Description: For Training Purposes ONL

* Business Service: Payments

* Output Format Name: Latam Short Account States

Incremental Export Indicator:

Date Range Type (Calendar Days): Absolute

From Date: 03/10/2003 To Date: 05/07/2003

Date Type: Statement Date

Categories:

(1) Categories
Account Number
Customer Number

Values:

(1) Value

In-Session Profile Parameters

* Required Field

Buttons: Close, Preferences, ?

Buttons: Return to Summary, Next, Print

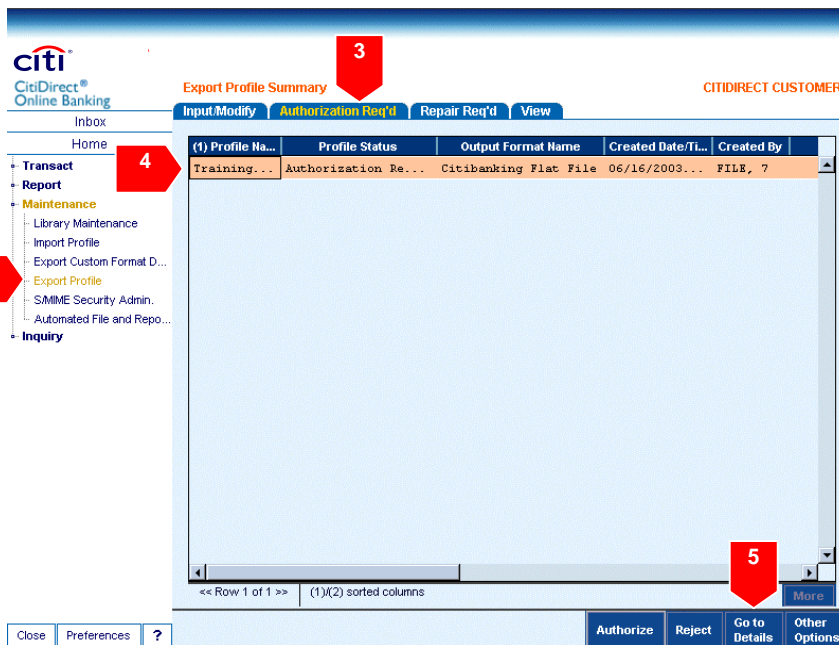
- 6 Review information for the selected profile.
 - 7 Click **Return to Summary**.
- Note:** You can select multiple profiles on the *Summary* form. The first selected profile will appear in the *Detail* form. Click **Next** to view the next selected profile.

Export Profiles

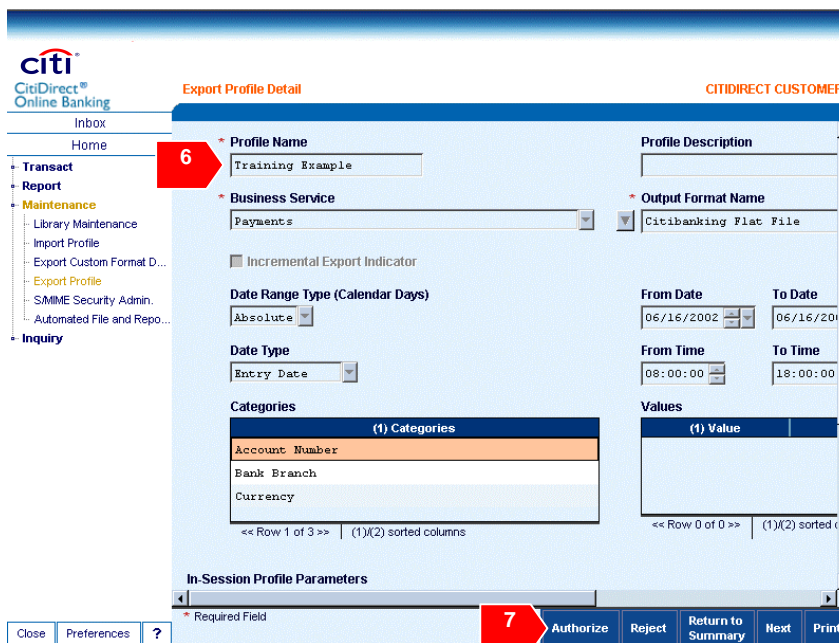
Authorizing an Export Profile

All profiles with an *Authorization Required* status that you are entitled to authorize are listed. If you created, modified, or deleted an export profile, you cannot authorize it. If your Access Profile does not include entitlement rights to authorize export profiles, the **Authorization Req'd** tab does not appear.

Once authorized, export profiles with a status of *Authorization Required* move to the **Input/Modify** tab with a status of *Active*, and those with a status of *Delete Authorization Required*, move to the **View** tab with a status of *Deleted*.



- 1 Select **Maintenance**.
- 2 Select **Export Profile**.
- 3 Click the **Authorization Req'd** tab.
- 4 Select one or more profiles.
- 5 Click **Go to Details**.



- 6 Review the details of the selected profile.
- 7 Click **Authorize**.

Note: You can select more than one profile. If you *Go to Details*, click **Next** to view the next selected profile. You could authorize the profile(s) without first going to the *Details* screen.

Note: If you do not have the appropriate access rights, talk to your Security Manager.

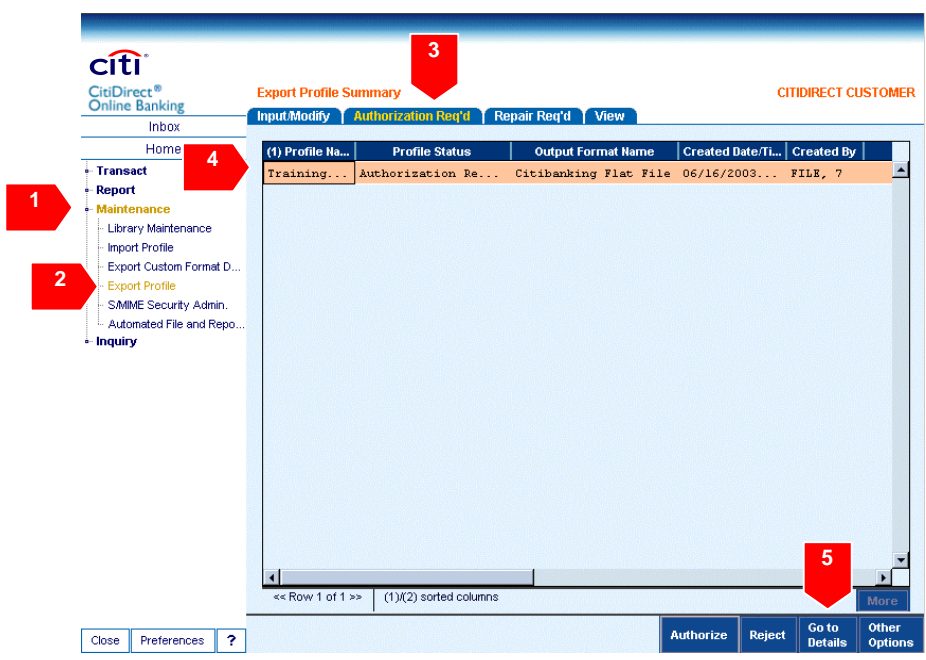
Export Profiles

Rejecting an Export Profile

You can select more than one profile. If you go to details, click **Next** to view the next selected profile. You could reject the profile(s) without first going to the *Details* screen. If you created, modified, or deleted an export profile, you cannot reject it.

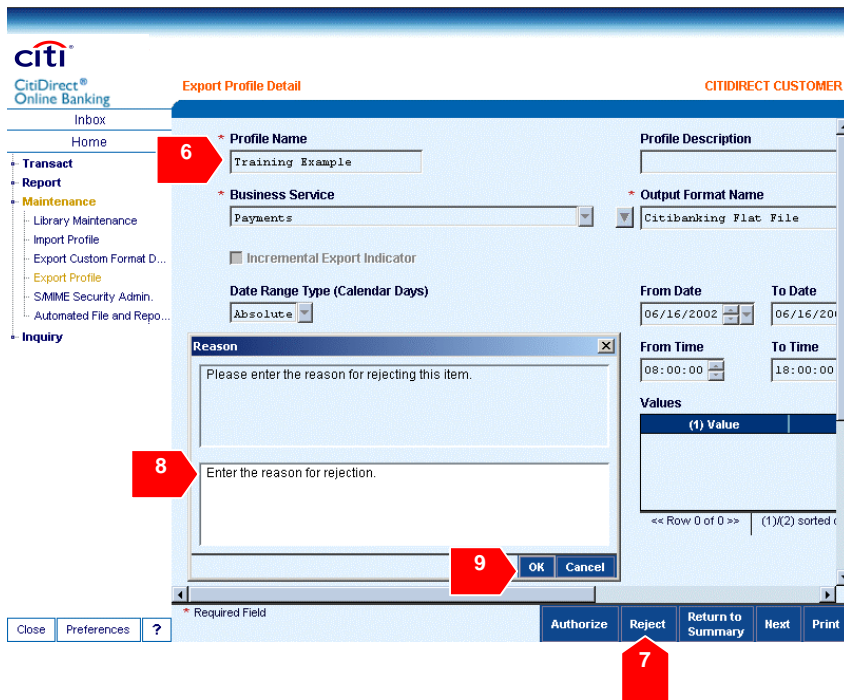
If multiple export profiles were selected, you must enter the same reason for all export profiles. If the same reason does not apply, then select and reject each export profile individually.

Once rejected, export profiles with a status of *Authorization Required* move to the **Repair Req'd** tab with a status of *Repair Required*, and those with a status of *Delete Authorization Required* move to the **Input/Modify** tab with a status of *Active*.



- 1 Select **Maintenance**.
- 2 Select **Export Profile**.
- 3 Click the **Authorization Req'd** tab.
- 4 Select one or more profiles.
- 5 Click **Go to Details**.

Export Profiles



6 Review the details of the selected profile.

7 Click **Reject**.

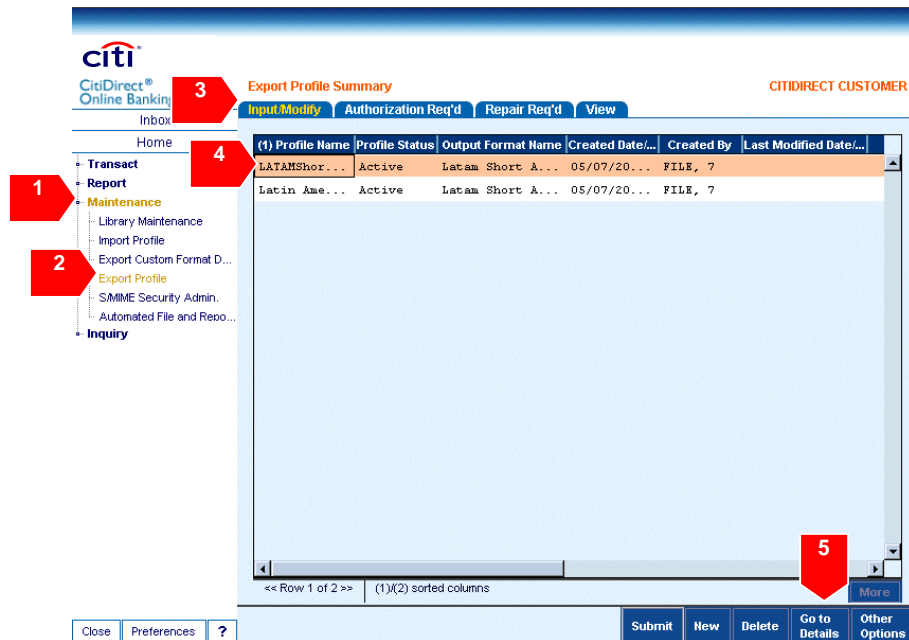
8 Enter a reason for rejecting the profile in the *Reason* dialog box.

9 Click **OK**.

Note: Export profiles that have been rejected cannot be recovered.

Modifying an Export Profile

You can also select more than one profile. When you click **Go to Details**, click **Next** to view the next selected profile.



1 Select **Maintenance**.

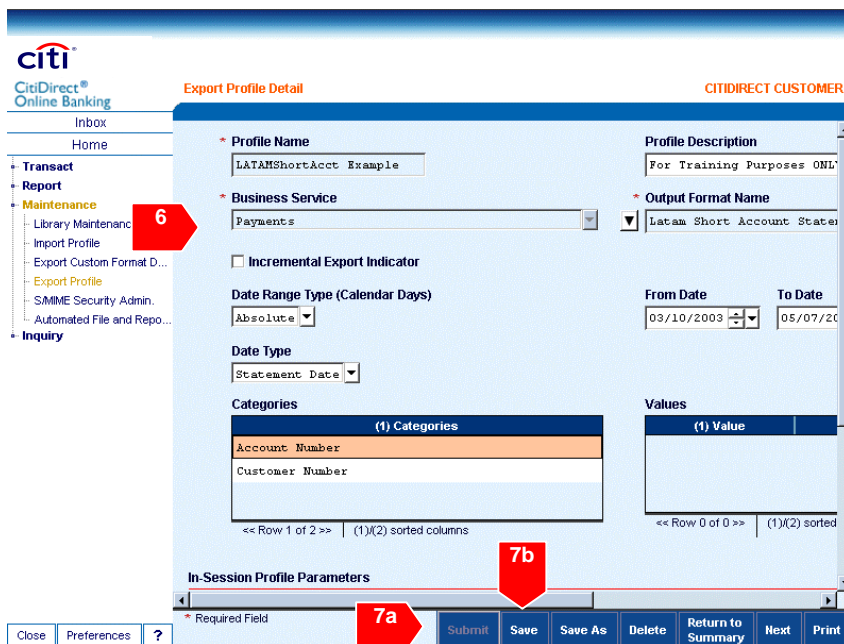
2 Select **Export Profile**.

3 Click the **Input/Modify** tab.

4 Select one or more profiles.

5 Click **Go to Details**.

Export Profiles



6 Make changes in appropriate fields.

7a If the profile has an *Input* status, click **Submit**.

- OR -

7b If the profile has an *Active* status, click **Save**. Click **Yes** to save the profile and return it to an *Input* status. Then, click **Next**.

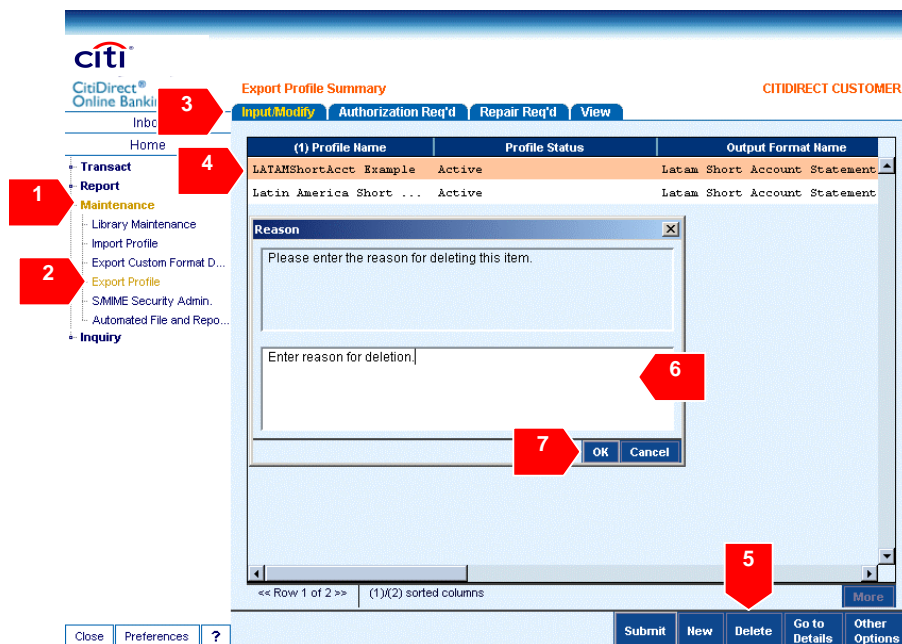
Note: You may not submit an *Active* profile.

Note: You may elect to use **Save As** instead of the **Save**. This approach saves the modified profile with a different name, and the new profile is listed by its different name.

Deleting an Export Profile

You can select more than one profile to delete. If you delete multiple export profiles at once, you must enter the same reason for deleting all. If the same reason does not apply, then individually select and delete each export profile.

Note: If you delete an export profile, you will not be able to export unless another profile is created.



1 Select **Maintenance**.

2 Select **Export Profile**.

3 Click the **Input/Modify** tab.

4 Select one or more profiles.

5 Click **Delete**.

6 Enter a reason in the Reason dialog box for deleting the profile.

7 Click **OK**.

Export Profiles

Considerations Regarding Modifying or Deleting Export Profiles

If modifications are made to a running export profile, a warning dialog box appears. **Important:** modifying any profile with an *Active* status will affect any *Out of Session* schedule profiles that might have been previously created.

1. You may delete export profiles for which an export run is in progress. Deleting the profile does not affect the export run in progress.
2. If specified by Flow Control requirements, export profiles with an *Active* status move to the **Authorization Req'd** tab before the deletion can be completed.
3. Export profiles with an *Input* status move to the **View** tab before the deletion can be completed.
4. Deleted export profiles cannot be recovered.

Repairing an Export Profile

It is best to individually select each export profile for repair so that you can view comments.

1 Select **Maintenance**.

2 Select **Export Profile**.

3 Click the **Repair Req'd** tab.

4 Select a profile.

5 Click **Other Options**.

6 Click **View Comments**.

Profile No...	Profile Status	Output Format Name	Created Date/Tl...	Created By
aining...	Repair Required	Citibanking Flat File	06/16/2003...	FILE, ?

Export Profiles

Export Profile Summary

(1) Profile Name	Profile Status	Output Format Name
Export Profile Repair	Repair Required	DDA Maintenance

Comments: Incorrect map selected

Buttons: Submit, Delete, Go to Details, Other Options

7 Review comments describing the required repairs.

8 Click **OK**.

9 Click **Go to Details**.

Export Profile Detail

Profile Name: Export Profile Repair

Business Service: Direct Debits - Mandates

Output Format Name: DDA Maintenance

Categories: Account Number

Download Destination: C:\

Security Method: NONE

Buttons: Submit, Save, Delete, Return to Summary, Next, Print

10 Make repairs in the appropriate fields.

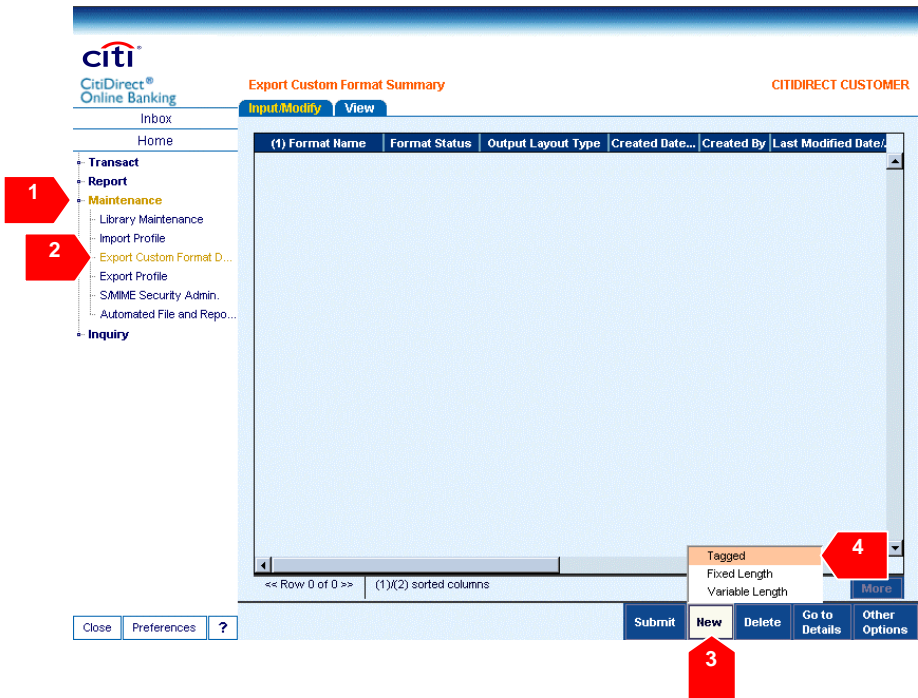
11 Click **Submit**.

Export Custom Formats

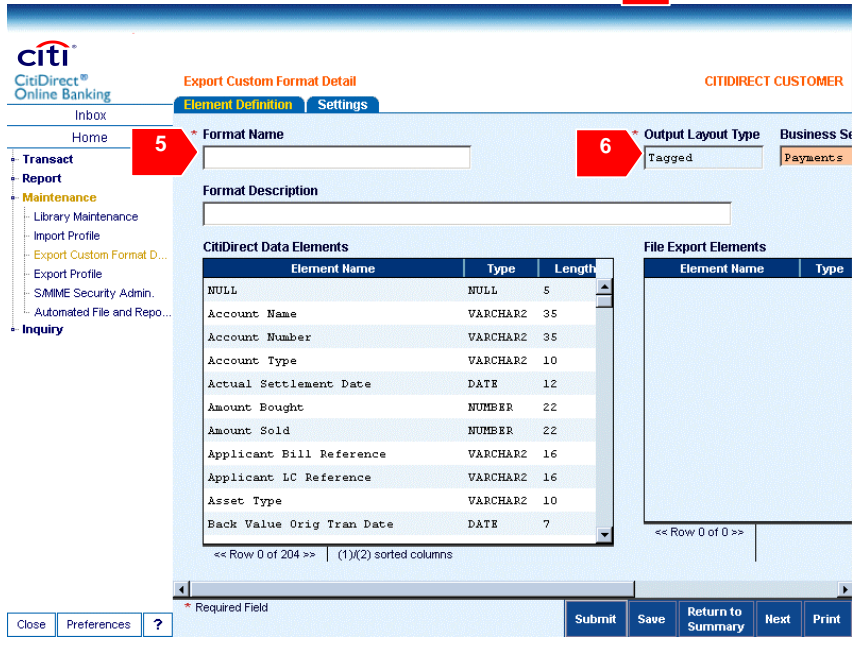
Module 6: Export Custom Formats

PLEASE NOTE: The screens in this document are for training purposes only. Actual screens may vary.

Creating an Export Custom Format



- 1 Select **Maintenance**.
- 2 Select **Export Custom Format Definition**.
- 3 Click **New**.
- 4 Select **Tagged, Fixed Length, or Variable Length**.



- 5 Enter a unique name in *Format Name* field (35 char. max.)
- 6 Note the *Output Layout Type* field defaults to the type of format you selected (*Tagged, Fixed Length, or Variable Length*.)

Export Custom Formats

Export Custom Format Detail CITIDIRECT CUSTOMER

Element Definition | Settings

* Output Layout Type: Tagged Business Service: **Payments**

Element Name	Type	Length
	NULL	5
	VARCHAR2	35
	VARCHAR2	35
	VARCHAR2	10
	DATE	12
	NUMBER	22
	NUMBER	22
	VARCHAR2	16
	VARCHAR2	16
	VARCHAR2	10
	DATE	7
	DATE	7
	DATE	7
	DATE	7

File Export Elements

Element Name	Type	Output Tag
<< Row 0 of 0 >>		

Buttons: Add, Remove, Edit, Move Up, Move Down

Submit Save Return to Summary Next Print

7 Select business service from *Business Service* drop-down list. *Payments* is the default.

Export Custom Format Detail CITIDIRECT CUSTOMER

Element Definition | Settings

* Format Name: Output Layout Type: Tagged Business Service: **Payments**

8 Format Description:

Element Name	Type	Length
	NULL	5
Account Name	VARCHAR2	35
Account Number	VARCHAR2	35
Account Type	VARCHAR2	10
Actual Settlement Date	DATE	12
Amount Bought	NUMBER	22
Amount Sold	NUMBER	22
Applicant Bill Reference	VARCHAR2	16
Applicant LC Reference	VARCHAR2	16
Asset Type	VARCHAR2	10
Back Value Orig Tran Date	DATE	7
Back Value Tran From Date	DATE	7
Back Value Tran Post Date	DATE	7
Back Value Tran To Date	DATE	7

File Export Elements

Element Name	Type	Output Tag
<< Row 0 of 0 >>		

Buttons: Add, Remove, Edit

Submit Save Return to Summary Next Print

8 Enter a description in the *Profile Description* field.

9 From the *CitiDirect Data Elements* list on the left, select one or more fields (*Data Elements*) to include in the export file.

10 Click **Add**.

Export Custom Formats

Creating an Export Custom Format: Editing Elements

Export Custom Format Detail CITIDIRECT CUSTOMER

Element Definition Settings

* Format Name: Training Sample Export Custom

* Output Layout Type: Tagged

Business Service: Payments

Format Description: For Training Purposes Only

Details Dialog

Type: VARCHAR2

Element Name: Beneficiary Account Number

* Output Tag:

Save Clear Print Close

* Required Field

Withhold Tax Amount	NUMBER	22
Withhold Tax Currency	VARCHAR2	3

<< Row 0 of 200 >> | (1)(2) sorted columns

File Export Elements

Element Name	Type	Output Tag
Account Name	VAR...	
Bank Clearing ID	VAR...	
Beneficiary Acco...	VAR...	
Value Date	DATE	

<< Row 3 of 4 >>

Add Remove Edit

Submit Save Return to Summary Next Print

- 1 To edit a field added to the *File Export Elements* frame select the field.
- 2 Click **Edit**.
- 3 The *Details Dialog* box opens.
- 4 Make changes to the *Output Tag* (*Tagged* format) or *Length* (*Fixed Length* format) fields. You cannot edit elements for *Variable Length* format.
- 5 Click **Save**.
- 6 Review changes in the *File Export Elements* frame and review for accuracy.

Creating an Export Custom Format: Final Steps

The order in the *File Export Elements* frame determines the order of elements in the export file.

Export Custom Format Detail CITIDIRECT CUSTOMER

Element Definition Settings

* Output Layout Type: Tagged

Business Service: Payments

Format Name: Export Custom

Format Description: For Training Purposes Only

File Export Elements

Element Name	Type	Output Tag
Account Name	VAR...	
Bank Clearing ID	VAR...	
Beneficiary Acco...	VAR...	
Value Date	DATE	

<< Row 3 of 4 >>

Add Remove Edit Move Up Move Down

Submit Save Return to Summary Next Print

- 1 To change the order of an element, select it and click **Move Up** or **Move Down**.
- 2 To remove an element, select it from the *File Export Elements* and click **Remove**.
- 3 To define delimiters for the export file, click the **Settings** tab.

Export Custom Formats

5 Export Custom Format Detail CITIDIRECT CUSTOMER

Element Definition **Settings**

Field Delimiter 	Padding Character <input type="checkbox"/>	* Credit Currency Format SPACE	* Digit Grouping Symbol .
Tag Delimiter =	Null Value Null	* Debit Currency Format {}	No. of Digits in Group 3
* Record Delimiter @	Block Size <input type="text"/>	* Decimal Symbol .	* Date Format MM/DD/YYYY
Field Alignment <input type="text"/>		* No. of Digits after Decimal 2	* Time Format HH:MM:SS

* Required Field

4 **6**

Submit Save Return to Summary Next Print

- 4** Make changes as needed to fields.
 - 5** Click **Element Definition** tab.
 - 6** Click **Submit** or **Save**.
- Note:** To save the custom format with an *Active* status, click **Submit**. To save this custom format with an *Input* status, click **Save**.

Viewing a Custom Export Format

CitiDirect® Online Banking CITIDIRECT CUSTOMER

Export Custom Format Summary

Input/Modify **View** **3**

(1) Format Name	Format Sta...	Output Layou...	Created Date/TI...	Created By
Training Sample Export Custom	Input	Tagged	06/17/2003...	FILE, 8

<< Row 1 of 1 >> (1)(2) sorted columns **5** More

Close Preferences ? Go to Details Other Options

- 1** Select **Maintenance**.
- 2** Select **Export Custom Format**.
- 3** Click the **View** tab.
- 4** Select one or more *formats*.
- 5** Click **Go to Details**.

Export Custom Formats

6
Export Custom Format Detail
CITIDIRECT CUSTOMER

Element Definition
Settings

*** Format Name**

Format Description

CitiDirect Data Elements

Element Name	Type	Length
NULL	NULL	5
Account Name	VARCHAR2	35
Account Number	VARCHAR2	35
Account Type	VARCHAR2	10
Actual Settlement Date	DATE	12
Amount Bought	NUMBER	22
Amount Sold	NUMBER	22
Applicant Bill Reference	VARCHAR2	16
Applicant LC Reference	VARCHAR2	16
Asset Type	VARCHAR2	10
Back Value Orig Tran Date	DATE	7
Back Value Tran From Date	DATE	7
Back Value Tran Post Date	DATE	7
Back Value Tran To Date	DATE	7

*** Output Layout Type**

Business Service

File Export Elements

Element Name	Type	Output Tag
Account Name	VARCHAR2	*
Bank Cleari...	VARCHAR2	*
Beneficiary...	VARCHAR2	*
Value Date	DATE	*

<< Row 0 of 204 >>
(1)(2) sorted columns

7
Return to Summary
Next

6 Review the format information on the *Export Custom Format Detail* screen.

7 Click **Return to Summary**.

Note: You can select multiple formats on the *Summary* form. The first selected profile will appear in the *Detail* form. Click **Next** to view details of the next selected profile.

Settings Tab Fields

The **Settings** tab lets you further define the export custom format.

Review this chart for information and descriptions of the 15 different types of settings tab fields and possible values.

Settings Tab Field	Description
Block Size	The size of the data block. If block size is not indicated, information will wrap to the next line.
Credit Currency Format	The format of the currency in an exported file. Possible values include: <ul style="list-style-type: none"> ▪ Space (default) ▪ - ▪ + ▪ ()
Date Format	The format of the date fields. Possible values include: <ul style="list-style-type: none"> ▪ MM/DD/YYYY ▪ MM/DD/YY ▪ DD/MM/YYYY ▪ YYYY/MM/DD ▪ YY/MM/DD ▪ YYYYMMDD ▪ YYMMDD ▪ YYYY.MM.DD ▪ YY.MM.DD ▪ MMM-DD-YYYY ▪ MMM-DD-YY ▪ DD-MMM-YYYY ▪ DD-MM-YY

Export Custom Formats

Settings Tab Field	Description
Debit Currency Format	<p>The format that indicates a negative amount. Possible values include:</p> <ul style="list-style-type: none"> ▪ Space (default) ▪ - ▪ + ▪ ()
Decimal Symbol	<p>The symbol used to denote decimals, based on currency. Possible values include:</p> <ul style="list-style-type: none"> ▪ None ▪ , ▪ .
Digit Grouping Symbol	<p>The symbol used to denote digit groupings (hundreds, thousands, etc.), based on currency. Possible values include:</p> <ul style="list-style-type: none"> ▪ None ▪ , ▪ .
Field Delimiter	<p>This field is active only if a tagged or variable length custom format was selected. It consists of a character that indicates the separation between two fields. Typically, this will be a space or comma. The selected delimiter must not occur within the body of a field or it will be impossible to determine if it is a delimiter or data. Available field delimiters include the following:</p> <ul style="list-style-type: none"> ▪ , ▪ # ▪ @ ▪ : ▪ ; ▪ & ▪ < ▪ >
Field Alignment	<p>This field is active only if a fixed length custom format was selected. It indicates how fields are aligned. You may select left or right.</p>
No. of Digits after Decimal	<p>The number of digits that follow the decimal point, based on currency. A maximum of four can be specified.</p>
No. of Digits in Group	<p>The number of digits in a group. The field defaults to three and a maximum of four may be specified.</p>
Null Value	<p>The value null is used to leave "blanks" where CitiDirect® Online Banking's database does not indicate a field that is comparable to the corresponding field in the client's database.</p>
Padding Character	<p>This field is active only if a fixed length custom format was selected. It consists of characters used to fill up unused portions of a data structure, such as a field. A field may be padded with blanks, zeros, or nulls. To ensure proper alignment of formatted numbers, you can replace non-significant zero digits with a padding character, or you can use padding characters to pad any number to a fixed width. The default padding character is a space.</p>
Record Delimiter	<p>A character that indicates the end of a record. Typically, this will be an Enter Line-Feed Combination (CRLF), used in MS-DOS. The selected delimiter must not occur within the body of a field or record, or it will be difficult or impossible to determine if it is a delimiter or data. Available record delimiters include the following:</p> <ul style="list-style-type: none"> ▪ , ▪ # ▪ @ ▪ : ▪ ; ▪ & ▪ < ▪ > ▪ CRLF (carriage return/line feed combination) ▪ CR ▪ LF

Export Custom Formats

Settings Tab Field	Description
Tag Delimiter	<p>This field is active only if a tagged custom format was selected. A tag is a name (label, mnemonic) assigned to a data structure, such as a field. A tag delimiter is a character that indicates a separation between tags. The delimiter must be selected so that it does not occur within the body of a field or record, or it will be difficult or impossible to determine if it is a delimiter or data. Available record delimiters include the following:</p> <ul style="list-style-type: none"> ▪ = ▪ , ▪ # ▪ @ ▪ : ▪ ; ▪ & ▪ < ▪ >
Time Format	<p>The format of the time field. Possible values are:</p> <ul style="list-style-type: none"> ▪ H:MM:SS ▪ HH:MM:SS <p>Note: H=Hour, M=Minute, S=Second</p>

Modifying a Custom Export Format

You can select more than one format to modify. After clicking **Go to Details**, click **Next** to view the next selected format.

Click **Save As** to save a modified format with a different name.

- 1 Select **Maintenance**.
- 2 Select **Export Custom Format**.
- 3 Click the **Input/Modify** tab.
- 4 Select one or more profiles.
- 5 Click **Go to Details**.

Export Custom Formats

6 Make modifications on the *Export Custom Format Detail* screen.

7 Click **Submit**.

Element Name	Type	Length
NULL	NULL	5
Account Number	VARCHAR2	35
Account Type	VARCHAR2	10
Actual Settlement Date	DATE	12
Amount Bought	NUMBER	22
Amount Sold	NUMBER	22
Applicant Bill Reference	VARCHAR2	16
Applicant LC Reference	VARCHAR2	16
Asset Type	VARCHAR2	10
Back Value Orig Tran Date	DATE	7
Back Value Tran From Date	DATE	7

Deleting an Export Custom Format

You can select more than one format to delete. If you delete multiple formats at once, you must enter the same reason for deleting all. If the same reason does not apply, then individually select and delete each format. If you try to delete an export custom format being used in an active export profile, a message will indicate the format must be detached from the active profile before deletion.

Export custom formats appear in the **View** tab with a *Deleted* status after deletion.

1 Select **Maintenance**.

2 Select **Export Custom Format**.

3 Click the **Input/Modify** tab.

4 Select one or more formats.

5 Click **Delete**.

6 Enter a reason for deleting the format.

7 Click **OK**.

Note: Deleted formats cannot be recovered.

(1) Format Name	Format Status	Output Layout Type	Created D.
Training Sample Export Custom	Input	Tagged	06/17/2003

Exporting Files

Module 7: Exporting Files

PLEASE NOTE: The screens in this document are for training purposes only. Actual screens may vary.

Running a File Export

After creating an export profile and, if necessary, selecting an export custom format, you are ready to export a file.

Only one export profile can be run at a time. A confirmation message appears stating “Request to run export profile submitted.”

The screenshot shows the 'Export Data Summary' interface. On the left, a navigation menu includes 'Transact', 'Report', 'Automated File and Repo...', 'Export Data', 'Maintenance', and 'Inquiry'. The 'Report' menu is expanded, and 'Export Data' is selected. The main area displays a table with the following data:

(1) Profile Name	Profile St...	Output Format Name	Created Date/TL...	Created
LATAMShortAcct Example	Active	Latam Short Account...	05/07/2003...	FILE, 7
Latin America Short...	Active	Latam Short Account...	05/07/2003...	FILE, 7

At the bottom of the table, it shows '<< Row 1 of 2 >>' and '(1)/(2) sorted columns'. Below the table are buttons for 'Close', 'Preferences', '?', 'Run', 'Go to Details', and 'Other Options'. The 'Run' button is highlighted with a red arrow labeled '4'.

- 1 Select **Report**.
- 2 Select **Export File**.
- 3 Select an export profile with an **Active** status.
- 4 Click **Run**.

Exporting Files

The screenshot shows the 'Export Data Summary' screen in CitiDirect Online Banking. A 'Message' dialog box is open in the foreground, displaying the text 'Request to run profile submitted.' and an 'OK' button. A red arrow labeled '5' points to the dialog box, and another red arrow labeled '6' points to the 'OK' button. The background table shows export profiles with columns for Profile Name, Profile Status, Output Format Name, Created Date/Time, and Created By.

(1) Profile Name	Profile St...	Output Format Name	Created Date/Ti...	Created
LATAMShortAcct Example	Active	Latam Short Account...	05/07/2003...	FILE, 7
Latin America Short...	Active	Latam Short Account...	05/07/2003...	FILE, 7

5 A confirmation message appears in the *Message* dialog box.

6 Click **OK**.

Viewing an Export Profile

You can select multiple profiles on the *Summary* form to view. The first selected profile will appear in the *Detail* form. Click **Next** to view the next selected profile.

The screenshot shows the 'Export Data Summary' screen with the 'View' tab selected. A red arrow labeled '1' points to the 'Report' menu item, '2' points to the 'Export Data' menu item, '3' points to the 'View' tab, '4' points to the 'Training Example' row in the table, and '5' points to the 'Go to Details' button. The table shows three profiles, with the 'Training Example' profile selected.

(1) Profile Name	Profile Status	Output Format Name	Created Date/Ti...
LATAMShortAcct Example	Active	Latam Short Account...	05/07/2003 10:1...
Latin America Short ...	Active	Latam Short Account...	05/07/2003 11:5...
Training Example	Authorization Req...	Citibanking Flat File	06/16/2003 16:2...

1 Select **Report**.

2 Select **Export File**.

3 Click the **View** tab.

4 Select one or more profiles to view.

5 Click **Go to Details**.

Exporting Files

6 Review the profile on the *Export Data Detail* form.

7 Click **Return to Summary**.

Note: From the *Export Files Summary* form, you can double-click the profile name as a shortcut to the *Details* screen.

Downloading Details of a Run History

Only run events with a status of *Completed* or *Downloaded* may be downloaded. The last download-related fields and, if necessary, the status of the run event record are updated upon completion of the download.

Run ID	Profile Name	Run Status	(1) Run Date/Time	Last Downloaded Date/T...	Last Down...
83383	LATAMShortAcct Exa...	Errors	06/17/2003 ...		

1 Select **Report**.

2 Select **Export File**.

3 Click the **Run History** tab.

4 Select one profile to download. You can download only one run history at a time.

5 Click **Download**. Enter a file name and file directory for the download file. Click **Save**.

File Import

Module 8: File Import

PLEASE NOTE: *The screens in this document are for training purposes only. Actual screens may vary.*

At times, you will need to exchange information from your system into CitiDirect® Online Banking. File import allows you to import data from your system in a format that works with CitiDirect Online Banking.

Benefits of Using File Import

1. Data is imported into CitiDirect Online Banking over secure Internet lines.
2. Data in your own format can be imported into the CitiDirect Online Banking structure.
3. Data redundancy is eliminated.
4. Error due to duplicated data is greatly reduced.

Import Formats

Import formats specify the file type (flat file or SWIFT™) that has been defined for import into CitiDirect Online Banking. CitiDirect supports standard import formats.

Importing Files: Multi-Regional Payments in a Single File

Single import files may now contain funds transfer payments for multiple regions and countries. Clients should consult with their Citibank Service Representative for information regarding this functionality.

Import Maps

Import maps are a means of translating data from your system's data structure to CitiDirect Online Banking's data structures. Flat file formats are publicly-owned map definitions accessible to all clients, and as such, are used as the standard import maps in CitiDirect Online Banking. Some examples of standard flat file formats are Citibanking ACH Credit, ACH Debit, and CHIPS(SM).

Standard Naming Convention for Standard File Import Maps

The standard File Import Maps have been named in accordance with the region who owns the maps as well as the format type/payment methods that are being used. Accordingly, a set of rules defines just how to construct the names for standard File Import Maps. Knowing these rules allows users to identify which maps should be used depending on the transactions that are being inputted.

The naming convention for the standard File Import Maps are:

1. The total length of the name is limited to 20 characters, including spaces.
2. Within the name, up to four fields can be populated. Fields can be of variable length with each field delimited by a space.

File Import

Example of Naming Convention

File Import Map Name: A BBBBB CCCCCCCCCC DD

Field	Field Purpose	Field Legend
A	Identifies region	G = global W = WorldLink® Multicurrency Transaction Services - OR - A regional code (A = Asia, C = Central Europe, Middle East, and Africa, E = Europe, L = Latin America N = North America)
B	Identifies file format type	MTMS, SWIFT, etc.
C	Identifies payment/ transaction type	DFT, BKT, etc.
D	Identifies Country Code	If applicable, same as those used by CitiDirect® Online Banking

Import Profiles

You must set up an import profile before actually importing files. The import profile specifies the parameters applied to an import run. Each import profile is associated with a particular import format and one or more import maps.

Import Profiles: Enhancements to File Import Maps

Several new formats have been added.

- Five Direct Debit formats for Latin America Direct Debits
 - *Mandate Creation - Latin America*
 - *Mandate Deletion - Latin America*
 - *Direct Debit Instruction Without Mandate Creation - Latin America*
 - *Reversion Instruction Creation - Latin America*
 - *Instruction Import - Latin America*
- One Receivables format for Latin America Receivables-CNAB: *CNAB 400*
- One Direct Debit format for Direct Debits-Instructions: *Nigeria Direct Debit*

Legal and regulatory changes have necessitated the addition of new data to some formats in the Payments Service Class. For example, Central Bank Report (CBR) data has been added to flat file and SWIFT formats so CBR data can now be imported for cheque payments for Belgium and France.

Other modifications to the Payments Service Class are more general.

1. Some field lengths have changed.
2. Some fields are now optional instead of mandatory.
3. Additional validations are now processed.

File Import

4. Additional payment methods are available for the Latin America region.
5. Additional payment methods are available for the Central and Eastern Europe, Middle East, and Africa region.

Import Service Classes

Maintenance, *Transact*, and *Inquiry* on the navigation bar contain file import functions in the Service Classes associated with these categories.

- **Maintenance - Import Profile:** create, authorize, and modify import profiles
- **Transact - Import Transactions:** test import profiles, run file imports, and view file import run history
- **Inquiry - Import File Inquiry:** retrieve archived data file information from executed import runs

Import Profiles

Module 9: Import Profiles

PLEASE NOTE: The screens in this document are for training purposes only. Actual screens may vary.

Import Profiles Overview

You must create an import profile before actually importing data from your system into CitiDirect® Online Banking. A specific file format is associated with each profile. The import profile delineates both the specific file parameters, such as security method and file destination, and the scope of the data to be included.

Note: As all import profiles are now created as *in-session*, you must be logged into CitiDirect Online Banking before initiating this procedure.

Creating an Import Profile

1 Select **Maintenance**.

2 Select **Import Profile**.

3 Click the **Input/Modify** tab.

4 Click **New**.

(1) Profile Name	Profile Status	Created Date/Time	Created By	Last Modified Date...	Last Modified E
Training S... Test Required	Test Required	05/05/2003 10:12	FILE, 8	05/05/2003 1...	FILE, 8
training	Test Required	04/29/2003 16:38	FILE, 7	04/30/2003 0...	FILE, 7

Import Profiles

5 Enter unique name in *Profile Name* field.

6 Click the **library look up** to copy an existing import profile.

7 Select a profile from the *Library Look Up Dialog* box.

8 Click **OK**.

9 Enter a description in the *Profile Description* field.

- 5** Enter unique name in *Profile Name* field.
- 6** Click the **library look up** to copy an existing import profile.
- 7** Select a profile from the *Library Look Up Dialog* box.
- 8** Click **OK**.
- 9** Enter a description in the *Profile Description* field.

Creating an Import Profile: Adding Import Maps

1 Click **Add Map**.

2 If needed, click **Search** in *Library Look Up Dialog* box to locate an import map to apply.

3 Select an import map.

4 Click **OK**.

Repeat steps 1 through 4 to associate additional import maps of the same file format family. You cannot mix file formats.

- 1** Click **Add Map**.
 - 2** If needed, click **Search** in *Library Look Up Dialog* box to locate an import map to apply.
 - 3** Select an import map.
 - 4** Click **OK**.
- Repeat steps 1 through 4 to associate additional import maps of the same file format family. You cannot mix file formats.

Import Profiles

Import Profile Detail CITIDIRECT CUSTOMER

Profile Name * Profile Description
 Training Demo For Training Demonstration ONLY

Map

(1) Map Name	Map Description	Version Number	Map Status
Training	Training	1	Processed

<< Row 0 of 1 >>

Add Map Delete Map Move Up Move Down

File Error Processing
 SEND ERRORS TO REPAIR

File Location
 Browse

Security Method
 S/MIME

Matched Profile Parameters

Delivery Option Security Method

* Required Field

Submit Authorize Reject Save Return to Summary Next Print

- 5 Review map list.
- 6 If needed, select one or more maps and click **Delete Map**.
- 7 Order the list from most inclusive to least inclusive using **Move Up** or **Move Down**.

Creating an Import Profile: Selecting File Error Processing, Security Methods, and Delivery Options

Import Profile Detail CITIDIRECT CUSTOMER

Profile Name * Profile Description
 Training Demo

Map

(1) Map Name	Map Description	Version Number	Map Status
Training	Training	1	Processed

<< Row 0 of 1 >>

Add Map Delete Map Move Up Move Down

File Error Processing
 SEND ERRORS TO REPAIR
 ABORT ALL ON ERROR
 SEND ERRORS TO REPAIR
 ABORT ALL ON THRESHOLD

File Location
 Browse

Security Method
 S/MIME

Matched Profile Parameters

Delivery Option Security Method

* Required Field

Submit Authorize Reject Save Return to Summary Next Print

- 1 Click the **library look up** for the *File Error Processing* field and select the desired method for processing errors.
- 2 Click **Browse** in the *File Location* field to select location of the file to import. Use wild cards to import multiple files.

Import Profiles

3 Select **S/MIME** if you would like to use a *Security Method*. The default is *None*. If needed, click **File Error Processing** to change options.

4 Click the **library look up** for *Delivery Options* field. Select an HTTPS secure server address.

5 Click **Submit**.

Note: If you want to save this profile, click **Save**. Status is now *Input*. After you click **Submit**, note the status is now *Test Required*.

Viewing Import Profiles

From the *Import Files Summary* form, you can double-click the profile name as a shortcut to the *Details* screen. You can only view, not modify, the profile accessed from the **View** tab.

You can select multiple profiles on the *Summary* form. The first selected profile will appear in the *Detail* form. Click **Next** to view the next selected profile.

(1) Profile Name	Profile Status	Created Date/Time	Created By
Training Sample	Test Required	05/05/2003 10:12	FILE, 7
Training Demo	Test Required	06/17/2003 13:29	FILE, 8
training	Test Required	04/29/2003 16:38	FILE, 7

1 Select **Maintenance**.

2 Select **Import Profile**.

3 Click the **View** tab.

4 Select one or more profiles.

5 Click **Go to Details**.

Import Profiles

6 Review profile information contained on the *Import Profile Detail* form.

7 Click **Return to Summary**.

Submitting an Import Profile with *Input* Status for Testing

You can select multiple profiles on the *Summary* form. The first selected profile will appear in the *Detail* form. Click **Next** to view the next selected profile.

Testing an import profile allows the user to debug the structure of the profile without risking the loss or misuse of data.

1 Select **Maintenance**.

2 Select **Import Profile**.

3 From the **Input/Modify** tab, select one or more profiles.

4 Click **Go to Details**.

(1) Profile Name	Profile Status	Created Date/Time	Created By
Training Sample	Input	05/05/2003 10:12	FILE, 8 08
Training Demo	Test Required	06/17/2003 13:29	FILE, 8
training	Test Required	04/29/2003 16:38	FILE, 7 04

Import Profiles

5 Review profile information contained on the *Import Profile Detail* form.

6 Click **Submit**.

7 Click **Return to Summary**.

8 Note that status has changed to *Test Required*.

(1) Profile Name	Profile Status	Created Date/Time	Created By
Training Sample	Test Required	05/05/2003 10:12	FILE, 8
Training Demo	Test Required	06/17/2003 13:29	FILE, 8
training	Test Required	04/29/2003 16:38	FILE, 7

Import Profiles

Testing Import Profiles

Before they can be authorized, you must test all import profiles. You can select multiple profiles on the *Summary* form. The first selected profile will appear in the *Detail* form. Click **Next** to view the next selected profile.

1 Select **Transact**.

2 Select **Import Transactions**.

3 Click the **Test** tab. Select one or more profiles.

4 Click **Test**.

(1) Profile Name	File Name	(2) Create...	Profile Status	Last Modified Date/Time
Training Sample	C:\ExampleSHIME.cer	FILE, 7	Test Required	05/05/2003 10:13
Training Demo	C:\ExampleSHIME.cer	FILE, 8	Test Required	
training	C:\ExampleSHIME.cer	FILE, 7	Test Required	04/30/2003 09:44

- 1** Select **Transact**.
- 2** Select **Import Transactions**.
- 3** Click the **Test** tab. Select one or more profiles.
- 4** Click **Test**.

5 Review test results.

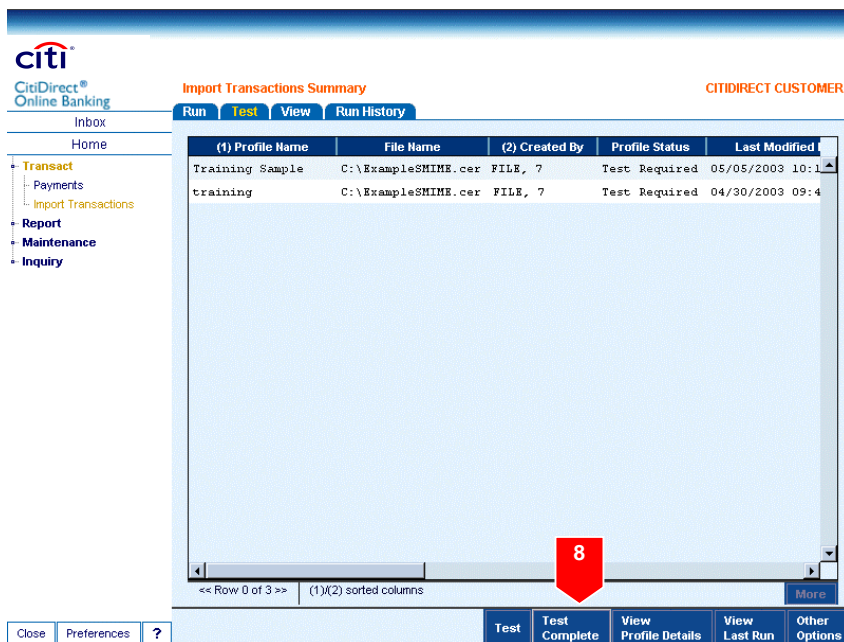
6 Click the command buttons to view various aspects of the test results in detail.

7 Click **Next** to advance to the test results for the next import profile that you tested. When you reviewed the test results from all tested profiles, click **Return to Summary**.

(1) Imported Data Files	File Status	Par
C:\ExampleSHIME.cer	Processing	

- 5** Review test results.
- 6** Click the command buttons to view various aspects of the test results in detail.
- 7** Click **Next** to advance to the test results for the next import profile that you tested. When you reviewed the test results from all tested profiles, click **Return to Summary**.

Import Profiles



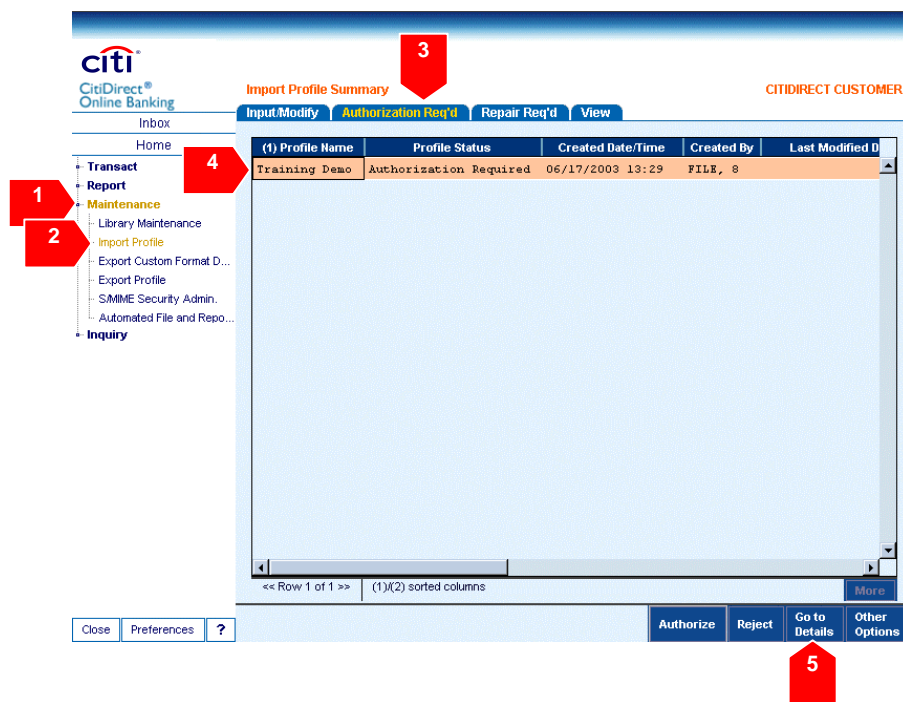
8 Click **Test Complete**. Review status.

Note: If status is *Active*, the profile is available to run without further authorization. If the status is *Authorization Required*, it is moved to the **Authorization Req'd** tab.

Authorizing an Import Profile

You can select more than one profile. After clicking **Go to Details**, click **Next** to view the next selected profile. You could authorize the profile(s) without first going to the *Details* screen. If your Access Profile does not include entitlement rights to authorize import profiles, the **Authorization Req'd** tab does not appear. All profiles that you are entitled to authorize are listed. Once authorized, import profiles move to the **Input/Modify** tab with a status of *Active*; the others move to the **View** tab with a status of *Deleted*.

If you have created, modified, or deleted an import profile, you cannot authorize it.



- 1** Select **Maintenance**.
- 2** Select **Import Profile**.
- 3** Click the **Authorization Req'd** tab.
- 4** Select one or more profiles.
- 5** Click **Go to Details**. Review the details of the profile.

Import Profiles

Import Profile Detail CITIDIRECT CUSTOMER

Profile Name: Training Demo **Profile Description:** For Training Demonstration ONLY

Map

(1) Map Name	Map Description
Training	Training

<< Row 0 of 1 >>

File Error Processing: SEND ERRORS TO REPAIR

In-Session Profile Parameters

File Location: C:\ExampleSMIME.cer

Security Method: S/MIME

Automated Profile Parameters

* Required Field

Buttons: Close, Preferences, ? **Authorize**, Reject, Return to Summary, Next, Print

6 Review the details of the profile as shown on the *Import Profile Detail* form.

7 Click **Authorize**.

Rejecting an Import Profile

You can select more than one profile. After clicking **Go to Details**, click **Next** to view the next selected profile. You could reject the profile(s) without first going to the *Details* screen.

Once rejected, export profiles with a status of *Authorization Required* move to the **Repair Req'd** tab with a status of *Repair Required*, and those with a status of *Delete Authorization Required* move to the **Input/Modify** tab with a status of *Active*.

If multiple import profiles were selected, you must enter the same reasons for all import profiles. If the same reason does not apply, then select and reject each export profile individually.

Import Profiles

1 Select **Maintenance**.

2 Select **Import Profile**.

3 Click the **Authorization Req'd** tab.

4 Select one or more profiles.

5 Click **Go to Details**.

(1) Profile Name	Profile Status	Created Date/Time	Created By	Last Modified D
Training Demo	Authorization Required	06/17/2003 13:29	FILE, 8	

6 Review the details of the profile as shown on the *Import Profile Detail* form.

7 Click **Reject**.

8 Enter a reason for rejecting the profile.

9 Click **OK**.

Note: Import profiles that have been deleted cannot be recovered.

* Profile Name: Training Demo
 * Profile Description: For Training Demonstration ONLY

(1) Map Name	Map Description
Training	Training

Reason dialog box: Please enter the reason for rejecting this item. Enter reason for rejection. OK Cancel

Import Profiles

Modifying an Import Profile

You can also select more than one profile. After clicking **Go to Details**, click **Next** to view the next selected profile.

Profiles with an *Active* status must be saved first to change them back to *Input* status. You may not submit an *Active* status profile.

- 1 Select **Maintenance**.
- 2 Select **Import Profile**.
- 3 Click the **Input/Modify** tab.
- 4 Select one or more profiles.
- 5 Click **Go to Details**.

- 6 Make changes in appropriate fields as shown on the *Import Profile Detail* form.
- 7 Click **Submit**.

To complete the modification, click **Save**.

Note: Click **Save As** to save a modified profile with a different name.

Import Profiles

Deleting an Import Profile

You can select more than one profile to delete. If you delete multiple import profiles at once, you must enter the same reason for deleting all.

If the same reason does not apply, then individually select and delete each import profile.

1 Select **Maintenance**.

2 Select **Import Profile**.

3 From the **Input/Modify** tab, select one or more profiles.

4 Click **Delete**.

5 Enter a reason for deleting the profile.

6 Click **OK**.

(1) Profile Name	Profile Status	Created Date/Ti...	Created ...	Last Modified Da...	Profile Description
Training Sample Test Required		05/05/2003...	FILE...	06/17/2003...	From training pur...
training	Test Required	04/29/2003...	FILE, 7	04/30/2003...	training

Reason dialog box content: Please enter the reason for deleting this item. Enter reason for deletion.

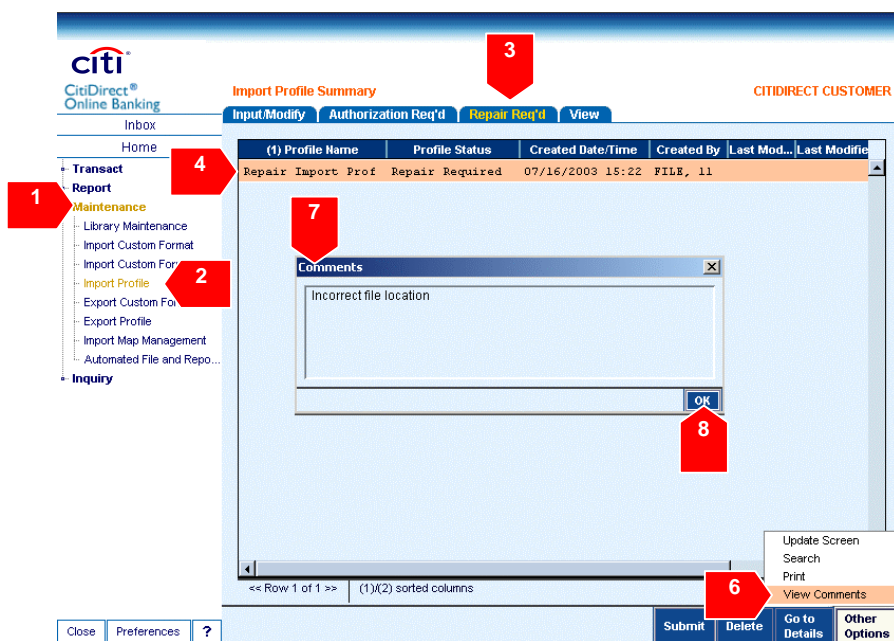
Buttons: OK, Cancel

Footer: Submit, New, Delete, Go to Details, Other Options

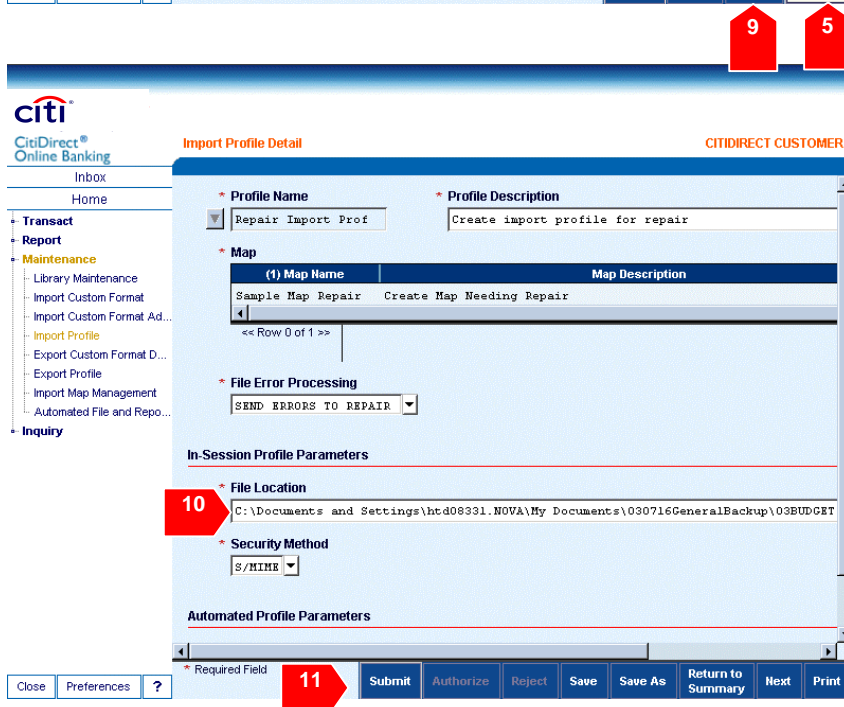
Import Profiles

Repairing an Import Profile

It is best to individually select each import profile for repair so that you can view comments.



- 1 Select **Maintenance**.
- 2 Select **Import Profile**.
- 3 Click the **Repair Req'd** tab.
- 4 Select the first profile.
- 5 Click **Other Options**.
- 6 Select **View Comments**.
- 7 A *Comments* dialog box opens, explaining why the profile needs repair.
- 8 Click **OK**.
- 9 Click **Go to Details**.



- 10 Make repairs in the appropriate fields.
- 11 Click **Submit**.

Note: You could also click **Save** to save the profile with *Input* status.

Importing Files

Module 10: Importing Files

PLEASE NOTE: The screens in this document are for training purposes only. Actual screens may vary.

Importing Files Overview

After creating an import profile, you are ready to import a file.

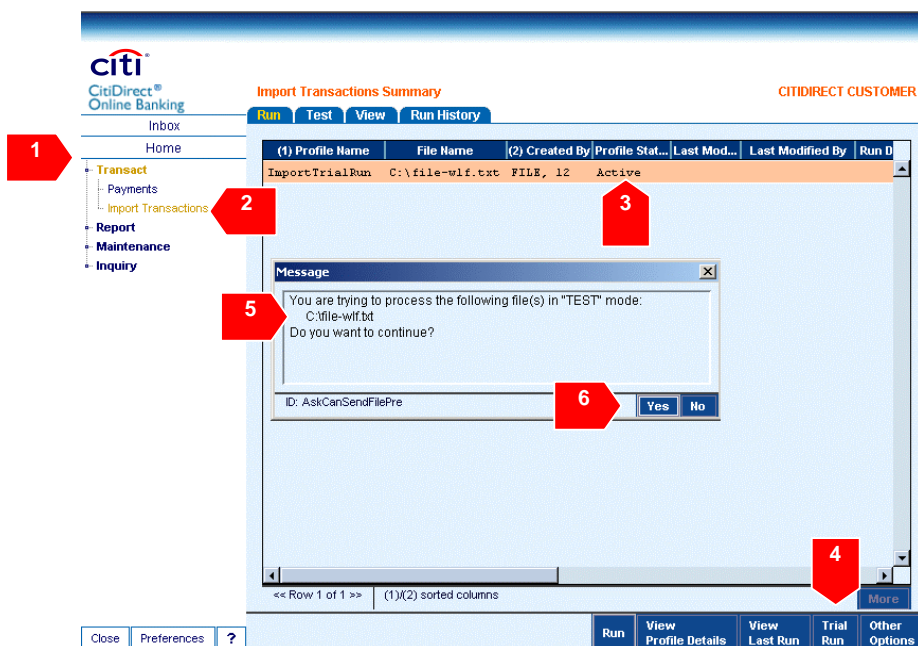
You will see how to import files, perform trial runs, view run details, and view archived data from previous import runs.

Running a Trial Run File Import

Once you have an import profile, you can run a file import and choose to do a trial run before you actually import the file.

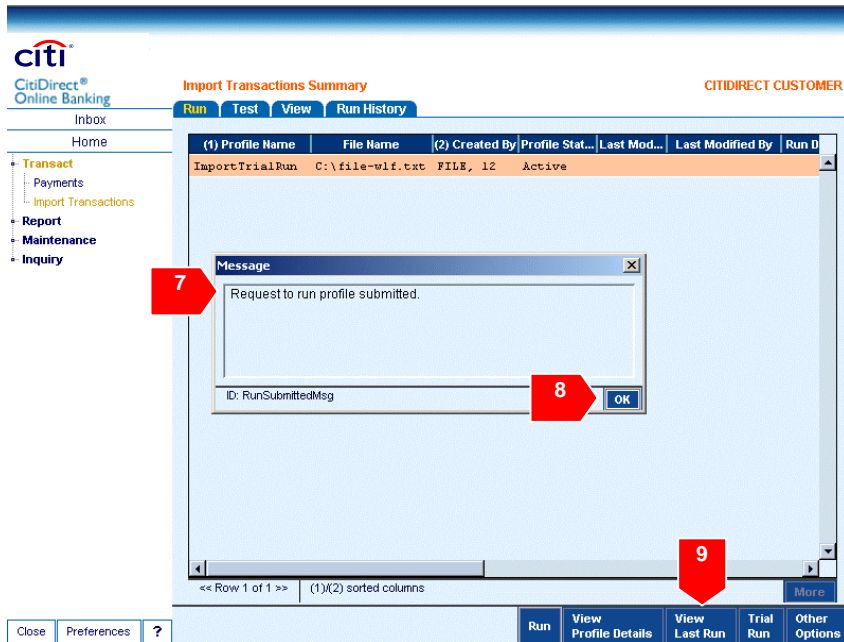
A *Warning Dialog* box appears if no files specified in the import profile can be imported or if a file is not found.

In a trial run, no data is imported to CitiDirect® Online Banking. A trial run enables you to determine whether there are any problems with the import file.



- 1 Select **Transact**.
- 2 Select **Import Transactions**.
- 3 On the **Run** tab, select an import profile with *Active* status.
- 4 Click **Trial Run**.
- 5 Review the profile details in the *Message* dialog box for correct file name and path.
- 6 Click **Yes**. A *Processing* dialog box opens to display the progress status of the trial run.

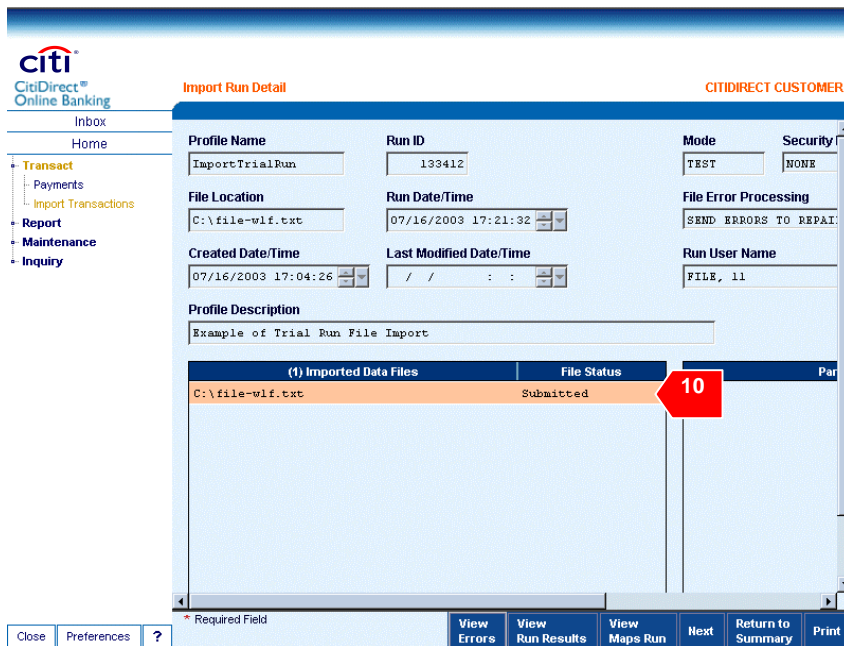
Importing Files



7 The *Processing* dialog box closes when the progress status shows 100% and is replaced with another *Message* dialog box. This is a confirmation that the trial run has been submitted.

8 Click **OK**.

9 Click **View Last Run**.



10 Since the trial run has just been submitted, the status of the imported data files is *Submitted*.

Importing Files

Import Run Detail CITIDIRECT CUSTOMER

Profile Name: ImportTrialRun Run ID: 133412 Mode: TEST Security: NONE

File Location: C:\file-wif.txt Run Date/Time: 07/16/2003 17:21:32 File Error Processing: SEND ERRORS TO REPAI

Created Date/Time: 07/16/2003 17:04:26 Last Modified Date/Time: / / : : Run User Name: FILE, 11

Profile Description: Example of Trial Run File Import

(1) Imported Data Files	File Status	Par
C:\file-wif.txt	Completed	

Buttons: Close, Preferences, ? * Required Field View Errors, View Run Results, View Maps Run, Next, Return to Summary, Print

11 When the trial run is completed, the status changes to *Completed*.

Running a File Import

If you are satisfied with the results of the trial run, then you follow the same procedure to run the actual file import. The only difference is the command button you click: for the real file import, click **Run** instead of **Trial Run**.

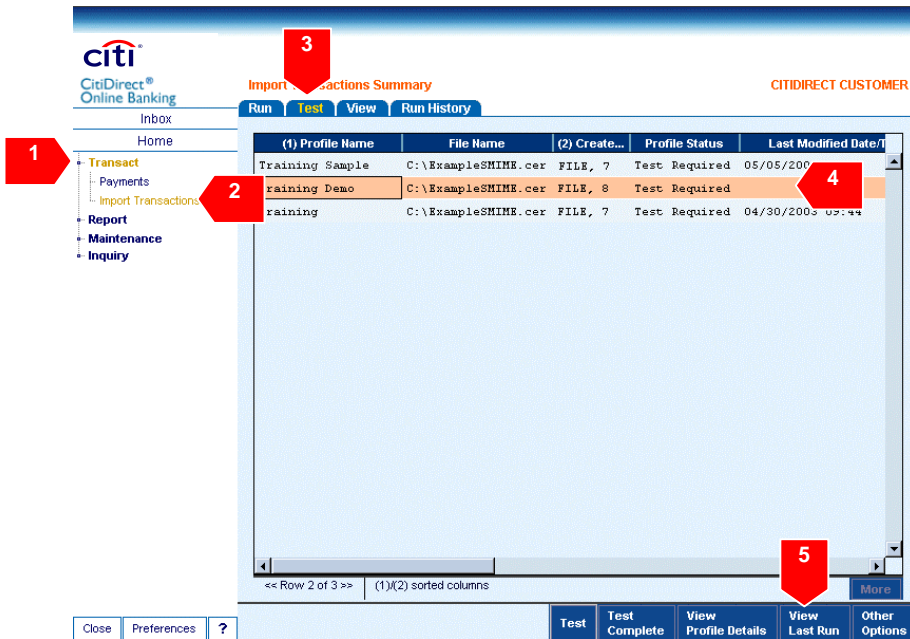
A *Warning Dialog* box appears if no files specified in the import profile can be imported or if a file is not found.

Click the **Run History** tab to view details of all import profiles run or tested in the last 90 days.

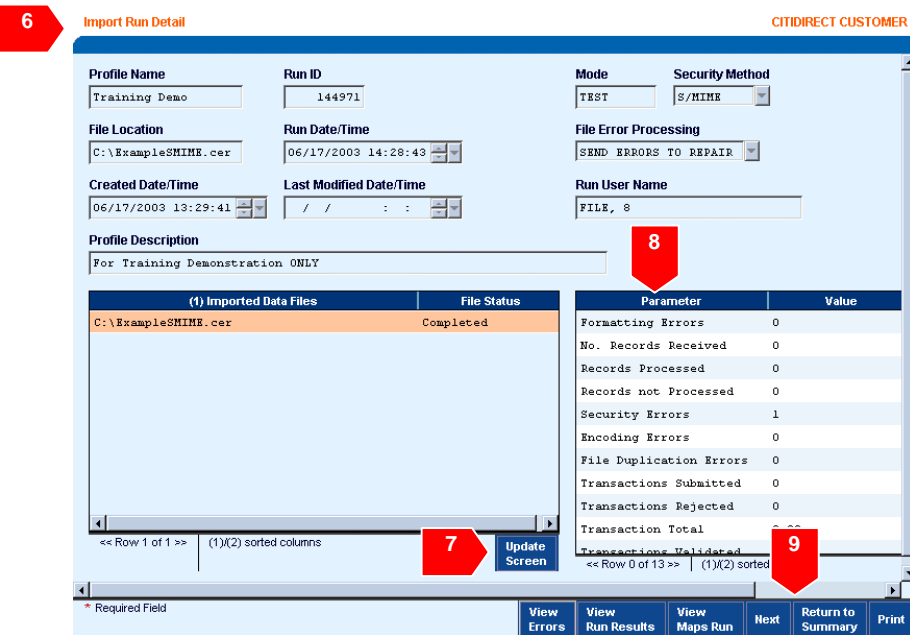
Select the import profile and click **View Last Run** to view details of the last run.

Importing Files

Accessing the Import Run Detail Screen



- 1 Select **Transact**.
- 2 Select **Import Transactions**.
- 3 Click the **Run**, **Test**, or **View** tab.
- 4 Select one or more import profiles.
- 5 Click **View Last Run**.



- 6 Review the *Import Run Detail* screen.
- 7 Click **Update Screen**.
- 8 Review information in *Parameters* frame.
- 9 Click **Next** or **Return to Summary**.

Importing Files

Viewing Import Run Results

Use *Import Run Details* form to view import run results, input processing errors, and import maps used in the import process. You can select multiple profiles on the *Summary* form. The first selected profile will appear in the *Detail* form. Click **Next** to view the next selected profile.

1 Click **View Run Results**. This displays the *Run Results* window.

Downloading Import Run Results to a File

Users often find it useful to download the results to a file so they can use those results in other desktop applications. To save these results to a file:

1. Follow the procedure for viewing import run results.
2. From the *Run Results* window, click **Download** and specify file name and path in order to save the results.

Viewing Input Processing Errors

There are two major types of import processing errors:

1. Level 1 (Format Errors): System stops at first level one error encountered.
2. Level 2 (Transactional Errors): System reports on all Level 2 errors

The most frequent cause of input processing errors is a file that uses an incorrect format.

You can select multiple profiles, errors, and maps on the appropriate form or dialog box. The first selected profile will appear in the *Detail* form or dialog box. Click **Next** to view the next selected item.

Importing Files

Import Run Detail CITIDIRECT CUSTOMER

Profile Name: Training Demo **Run ID:** 144971 **Mode:** TEST **Security Method:** S/HIME
File Location: C:\ExampleSHIME.cer **Run Date/Time:** 06/17/2003 14:28:43
Created Date/Time: 06/17/2003 13:29:41 **Last Modified Date/Time:** / / : :
Profile Description: For Training Demonstration ONLY
File Error Processing: SEND ERRORS TO REPAIR
Run User Name: FILE, 8

(1) Imported Data Files	File Status	Parameter	Value
C:\ExampleSHIME.cer	Completed	Formatting Errors	0
		No. Records Received	0
		Records Processed	0
		Records not Processed	0
		Security Errors	1
		Encoding Errors	0
		File Duplication Errors	0
		Transactions Submitted	0
		Transactions Rejected	0
		Transaction Total	0.00
		Transactions Validated	0

<< Row 1 of 1 >> (1)(2) sorted columns **Up** **1**
 << Row 0 of 13 >> (1)(2) sorted columns

* Required Field **View Errors** **View Run Results** **View Maps Run** **Next** **Return to Summary** **Print**

To view the processing errors of an import run, open the *Import Run Detail* just as if you were viewing run details.

1 Click **View Errors**. This displays the *Run Errors* window.

For each error listed, click **View Error Details** to review the specific cause of the error.

Viewing Archived Data from Previous Import Runs

Being able to retrieve archived data files allows a user to reconstruct the history of a transaction.

Click **Page View** to toggle between *Page View* and *Split View*. In **Page View**, results appear on *Criteria* and *Summary* tabs.

Information about archived data files is available online for items less than 90 days old. Call Citibank Service Representative for items older than 90 days, or in some regions, enter an online request online at CitiDirect Online Banking's Web site.

Importing Files

- 1 Select **Inquiry**.
- 2 Select **Import File Inquiry**.
- 3 Click the **drop-down list in Date From** field.
- 4 Select date range from calendar.

- 5 Enter criteria in the **File Name**, **File Format**, or **Client Name** fields to narrow the inquiry results.
- 6 Click **library look up** for the **File Format** field to select a format.
- 7 This displays a **Library Look Up Dialog** box listing the available formats.
- 8 Select a format and click **OK**.

Importing Files

Import File Criteria
CITIDIRECT CUSTOMER

Criteria
Details

Date
 from to

File Name
 starts with

File Format
 is not equal to 9

Client Name
 starts with

11

(2) File Name	Run ID	(1) Run Date/Time	Client Name	Run User Name	Security	File Format
C:\ExampleSM...	136922	04/29/2003...	CITIDIRE...	FILE, 7	S/MIME	FlatFile - Boo...
C:\ExampleSM...	144971	04/29/2003...	CITIDIRE...	FILE, 8	S/MIME	FlatFile - Boo...

<< Row 1 of 2 >> | (1)(2) sorted columns More

10 12

Submit
Clear Criteria
Go to Details
Print
Page View

* Required Field

9 The selected format appears in the *File Format* field.

10 Click **Submit**.

11 The import runs that satisfy the criteria are displayed.

12 Select a run and click **Go to Details** or the **Details** tab.

Note: Enter the same date in both *Date* fields to view data for a specific date.

Note: If the date range is not specified as same date, then both *File Name* and *File Format* are required to be entered as *Criteria*.



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