

CitiDirect® Online Banking

File Delivery Guide: Addendum

August 2005



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
Overview

This Addendum supplements the current *File Delivery Guide* available in the **Learning Center** at www.citidirect.com, in the **CitiDirect Services Guides** section under the **File Delivery** tab. The information in this Addendum follows the order in which each service is presented in the *File Delivery Guide*. File Export libraries are new and are presented at the end of the File Export section.

All enhancements made to the File Export and File Import services in the Transact, Report, and Maintenance categories on the CitiDirect® Online Banking navigation bar from September 2003 to August 2005 are presented in this document.

Online Help

For general questions while working in CitiDirect Online Banking, you can use Online Help. A comprehensive self-service capability, Online Help contains detailed information and descriptions of terms for all functionality and services offered through CitiDirect.

You can access Online Help by clicking the  icon in the lower left corner of your CitiDirect navigation bar or by pressing the **F1** key on your keyboard.

Additional Resources

Basics Guides

You are encouraged to read the *CitiDirect Basics Guides*, available in the CitiDirect Basics section of the **Learning Center** at www.citidirect.com.

The *CitiDirect Basics Guides* provide an overview of CitiDirect, including installation, sign-on procedures, basic navigation, and procedures for customizing the CitiDirect navigation bar and summary forms, specifying your global user preferences, running reports, and submitting inquiries.

CitiDirect Customer Support

In addition to Online Help, the CitiDirect Customer Support resources described below are available to you.

www.citidirect.com Our Web site contains FAQs, which address both the use of the application and the Web site. The Web site also offers the *Learning Center*, referenced in this Addendum, where you can access training support materials at anytime – 24 hours a day, 7 days a week.

Customer Service You can contact our CitiDirect Online Banking Service Representatives who are available to support your technical needs, as well as to assist you with general CitiDirect questions. For a list of representatives in your area, go to the *Contacts* section of www.citidirect.com.

File Delivery

File Delivery is a term used to describe the File Import and File Export capabilities available in CitiDirect® Online Banking. The information presented in this Addendum covers the File Delivery services listed below.

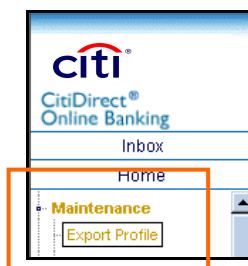
- Automated File and Report Delivery (AFRD)
- Export Custom Format
- Export Data
- Export Profile
- File Export Libraries
- Import Profile

File Security

Cyclical Redundancy Check (CRC) is available for selection as a Security Method on the Import Profile and Export Profile detail forms. When you run a profile with CRC as the selected security method, you are required to enter a password used to secure the file.

Select CRC as the security method for your import and export files by following the steps below.

1. On the CitiDirect Online Banking navigation bar click **Maintenance**, and then click **Import Profile** or **Export Profile**. Export Profile is shown in this example.



The **Export Profile Summary** form appears.

Export Profile Summary						CITIDIRECT CLIENT
<input type="button" value="Input/Modify"/> <input type="button" value="Authorization Req'd"/> <input type="button" value="Repair Req'd"/> <input type="button" value="View"/>						
(1) Profile Name	Profile Status	Output Format Name	Created Date/Time	Created By		
BAI 1 setup	Active	BAI2	05/25/2004 16:31	UDRC3, SUPERUSER		
BAI1	Active	BAI1	05/27/2004 15:51	UDRC3, SUPERUSER		
BAI1 - 100BD	Active	BAI1	05/28/2004 16:49	UDRC3, SUPERUSER		
BAI1V13BS022	Active	BAI1 v1.3 - 01/05	03/07/2005 16:55	UDRC1, USER		
BAI1v1.2	Active	BAI1 v1.2 - 06/04	08/05/2004 15:59	UDRC3, SUPERUSER		
BAI2	Active	BAI2	05/27/2004 16:20	UDRC3, SUPERUSER		
BAI2-BS038	Input	BAI2	03/15/2005 14:26	UDRC1, USER		
CBFlatFile	Active	Citibanking Flat File	05/27/2004 16:22	UDRC3, SUPERUSER		
ROD MT940	Input	SAP MT940	04/12/2005 11:24	UDRC3, SUPERUSER		
ExpProf 0524	Active	BAI2	05/24/2004 10:35	UDRC3, SUPERUSER		
ExpProf2	Active	BAI1	05/24/2004 12:16	UDRC3, SUPERUSER		
SAP MT940	Active	SAP MT940	05/27/2004 16:24	UDRC3, SUPERUSER		
SWIFT	Active	SWIFT MT940	05/27/2004 16:25	UDRC3, SUPERUSER		

2. Click **New**.

The **Export Profile Detail** form appears.

Export Profile Detail CITIDIRECT CLIENT

* **Profile Name**

* **Business Service**

Incremental Export Indicator

Date Range Type (Calendar Days)

Date Type

Categories

(1) Categories
Account Number
Bank Branch
Currency

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

Profile Description

* **Output Format Name**

[Configure BAI](#)

Business Days **Activity Only**

From Date **To Date**

From Time **To Time**

Values

(1) Value	Description
-----------	-------------

<< Row 0 of 0 >> | (1)(2) sorted columns [Add](#) [Remove](#)

In-Session Profile Parameters

* **Download Destination** [Browse](#)

[Set CRC Password](#)

Security Method

Security Method

* Required Field

Security Method **Certificate Name**

[Submit](#) [Save](#) [Return to Summary](#) [Next](#) [Print](#)

3. In the **Security Method** field, click the drop-down arrow and select **CRC**.
4. Ensure that all required and optional fields are complete and accurate and proceed with one of the following steps:
 - Click **Submit** to submit the profile for processing.
 - Click **Save** to save the profile details and complete it at a later time.

File Export

The File Export services available through CitiDirect® Online Banking allow you to export data from CitiDirect in a specified output format, and then download that data as a file to store on your system.

Secure Password Access

If you are a Secured Password user, you can access the following File Export services:

- Export Custom Format Definition (Input/Modify and View Tabs);
- Export Data (Run, View and Run History Tabs);
- Export Profile (Input/Modify, Authorization Req'd, Repair Req'd, and View Tabs);
- Library Services (View Access Only).

Export Profile

Export Profile, available in the **Maintenance** category on the CitiDirect Online Banking navigation bar, enables you to specify the data that is exported from CitiDirect, the way in which it is formatted, the security method used to secure the data, and where the file containing the exported data is stored on your system.

You must create an Export Profile before actually exporting data. Please refer to the *Export Profiles* section of the *File Delivery Guide* for information on creating Export Profiles. The enhancements listed below have been made to Export Profile.

Authorization Requirement Removed

Your company can remove the requirement that all new or modified Export Profiles be authorized before they are available to run. If your company removes the authorization requirement, the status of a new or modified export profile is updated to “active” as soon as the profile is submitted. Entitled users, such as Security Managers, specify authorization requirements.

Transactions Initiated Outside of CitiDirect

For customers in **Latin America**, export profiles can include all payments transactions, regardless of how they were created.

New Business Services and Data Elements

- **Asia Transactions** and **Asia Billing Advice** business services have been added to facilitate the export of Asia PayLink® Check and ACH/GIRO transaction data.
- **Payments – Statement Data** and **Payments – Transactions Initiation Details** business services have replaced the **Payments** business service.

Retrieve Balance Details

You can export the data you need independent of whether or not there has been transactional activity. To use this functionality, select the **Retrieve Balance Details** check box on the **Export Profile Detail** form.

Export Profile Detail CITIDIRECT CLIENT

* Profile Name

* Business Service

Export IBAN Account Numbers

Date Range Type (Calendar Days)

Date Type

Categories

(1) Categories	
Account Number	
Bank Branch	
Currency	

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

Profile Description

* Output Format Name

Business Days **Retrieve Balance Details**

From Date To Date

From Time To Time

Values

(1) Value	Description

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

In-Session Profile Parameters

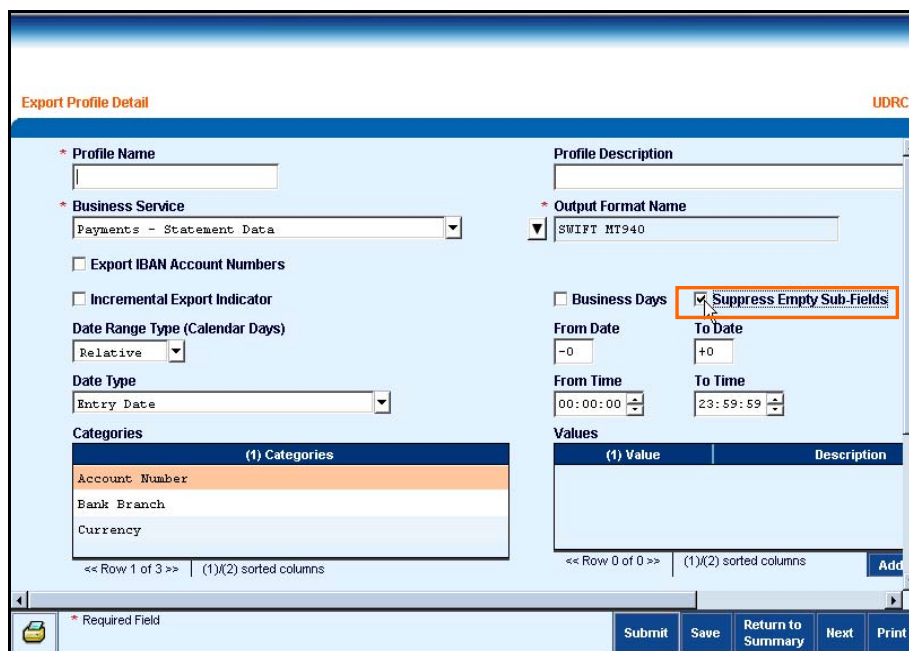
* Required Field

Note: The Retrieve Balance Details check box is available when Payments - Statement Data is the business service and a custom output format with balance data elements indicated is selected. This check box is not available for standard exports.

Suppress Empty Sub-fields

A **Suppress Empty Sub-fields** check box appears when Payment – Statement Data is the business service and SAP™ MT940, SAP™ MT942, SWIFT® MT940, or SWIFT® MT942 is the selected output format.

To use this functionality, select the **Suppress Empty Sub-fields** check box on the **Export Profile Detail** form.



The screenshot shows the 'Export Profile Detail' form with the following fields and values:

- Profile Name:** [Empty]
- Profile Description:** [Empty]
- Business Service:** Payments - Statement Data
- Output Format Name:** SWIFT MT940
- Export IBAN Account Numbers:**
- Incremental Export Indicator:**
- Business Days:** **Suppress Empty Sub-Fields:**
- Date Range Type (Calendar Days):** Relative
- Date Type:** Entry Date
- From Date:** -0
- To Date:** +0
- From Time:** 00:00:00
- To Time:** 23:59:59
- Categories:**

(1) Categories
Account Number
Bank Branch
Currency
- Values:**

(1) Value	Description

Buttons at the bottom: Submit, Save, Return to Summary, Next, Print.

Output Formats

When creating Export Profiles, you must select an output format for your exported data. The **Business Service** selected on the Export Profile Detail form determines the **Output Format Names** available for selection.

To allow you to export your data in the format used in CitibankingSM (NCB), the following output formats are available for the **Payments Statement – Data** business service:

- **DDL–BACS** and **DDL–CHQS** to support the export of BACS and Cheque transactions;
- **SWIFT™ MT942** and **SAP® MT942** to support the processing of intraday, incremental **SWIFT™ MT942** movements.

GTM Output Format

When a date range is specified as part of the export profile criteria, **GTM** output formats contain a single bank record for non-Infopool accounts for the date range specified. Infopool accounts continue to show a bank record for each day within the range.

DDL Output Format

The **DDL Infopool** output format has been removed. The format was specific to Infopool accounts (Branch 152) as it returned data for that branch only. The removal of this format has no impact on Infopool accounts.

Flat File Output Format

To enhance integration with other formats, 01 records exported in flat file format are now sorted on Branch Number, Account Number, and Statement Date.

To enhance the usability of flat files in conjunction with other formats, the **Beneficiary** and **By Order of Fields** were updated. Now, if these fields are NULL or only one line is present, the field will be terminated by the following notation: **##@**. Previously, only the **@** symbol was generated to terminate one-line or NULL fields.

MT940 Output Format

The sort order of the **MT940** output format has been enhanced. The primary sort is on the **Branch** field, the secondary sort is on the **Account** field, and the last sort is on the **Day** field. Data exported using the MT940 output format appears in the following order:

- Branch 1 Account 1 for Day 1
- Branch 1 Account 1 for Day 2
- Branch 1 Account 2 for Day 1

Business Administration Institute (BAI) Output Formats

Enhancements made to various BAI output formats are described below.

- The **As-of-Time** field has been updated to include a timestamp.
- **Opening Available Balance** (Tag 040) has been added to prior-day MT940 Closing Available Balance (except United States and Puerto Rico).
- The **BAI codes** listed below are now included in the data export file for the CitiDirect Online Banking BAI Flat File output format.
 - 1 Day Float
 - 2 Day Float
 - 2 or more days Float
 - Average Closing Ledger
 - Average Closing Available
 - Total Float
- For the United States and Puerto Rico, **Opening Available Balance** has been added from prior-day MT940 Forward Available Balance.
- New options are available to allow you to specify that your exported data reflect Citibanking (NCB) labels. You can also specify that NCB labels are used for Standard Exports, Check Summary, or Check Summary with Checks exports.

Specify Citibanking (NCB) labels for your exported data by following the steps below.

1. In the **Business Service** field on the **Export Profile Detail** form, click the drop-down arrow and select **Payments – Statement Data**.

2. In the **Output Format Name** field, click the Library Look Up button, select **BAI 1** or **BAI 2**, and then click the **Configure BAI** link. The **BAI Record Configuration** dialog box appears.

3. The **Output Option** field automatically displays **Standard Export**. If you want to use NCB labels for other output, click the drop-down arrow and select **Check Summary** or **Check Summary with checks**.
4. The **BAI Record Length** Indicator field automatically displays **Variable** for Standard Export output. If necessary, click the drop-down arrow and select **Fixed**.

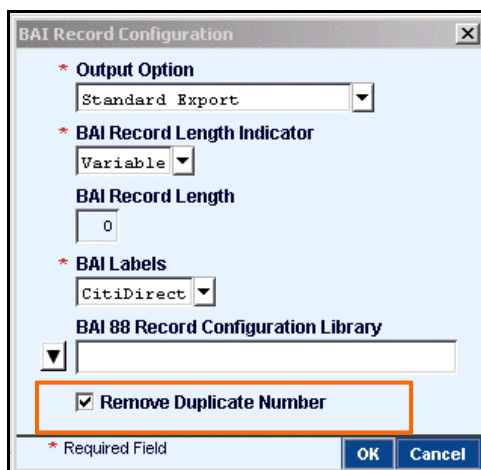
Note: If you select Fixed for the **BAI Record Length Indicator**, enter a record length (between 39 and 999) in the **BAI Record Length** field.

5. The **BAI Labels** field automatically displays CitiDirect. Click the drop-down arrow, select **NCB**, and then click **OK**.
6. Review the Export Profile Detail form for accuracy, and click **Submit**. When this profile is run, the exported data will reflect NCB field labels.

BAI v 1.3 Output Format

This new output format allows U.S. Checking customers to delete duplicate numbers in **Customer Reference** and **Bank Reference** fields. Select this option by following the steps below.

1. On the **Export Profile Detail** form, click the **Configure BAI** link. The **BAI Record Configuration** dialog box appears.



2. Select the **Remove Duplicate Number** check box and click **OK**.

Note: The **BAI 88 Record Configuration Library** field allows you to select information from a new library that stores label sequencing customers which have configured for BAI 88 records. For more information on this new library, refer to the *File Export Libraries* section of this Addendum.

BAI 2 Output Format

A change made to the **BAI2** output format enables the additional tags associated with low value transactions in Germany (DTA transactions) to be exported. All details related to DTA transactions are exported, allowing for auto reconciliation.

Export Custom Format Definition

Export Custom Format Definition, available in the **Maintenance** category on the CitiDirect® Online Banking navigation bar, allows you to build and save customized output formats for specific business services. Once a custom format is authorized, if required, it is available for selection on the Export Profile Detail form for the associated business service. For more information about Export Custom Format, please refer to the *Export Custom Formats* section of the *File Delivery Guide*

Use the **Export Custom Format Details** form to select specific data elements, modify their field size, and select characteristics to be applied to the data you export from CitiDirect and save as a file on your system.

The Export Custom Format Details form offers two tabs:

- The **Element Definition** tab enables you to view previously defined export custom formats, create new export custom formats, or modify existing custom formats.
- The **Settings** tab enables you to define delimiters for the export file.

Additional Subsidiary Information

Subsidiary Identifier and **Subsidiary Name** are available as optional export data elements when you are creating a custom format to export Payment Transaction data.

Export Custom Format Detail CITIDIRECT CLIENT

Element Definition | Settings

* Format Name: * Output Layout Type: Tagged Business Service: Payments - Transaction Initiation Data

Format Description:

CitiDirect Data Elements			File Export Elements		
Element Name	Type	Length	Element Name	Type	Output Tag
Second Intermediary Bank Adre...	VARCHAR2				
Second Intermediary Bank Advic...	VARCHAR2				
Second Intermediary Bank Name	VARCHAR2				
Subsidiary Identifier	VARCHAR2				
Subsidiary Name	VARCHAR2				
Tax Amount 1	NUMBER				
Tax Amount 2	NUMBER				
Tax Amount 3	NUMBER				

<< Row 0 of 117 >> | (1)(2) sorted columns

<< Row 0 of 0 >>

Add Remove Edit Move Up

* Required Field

Submit Save Return to Summary Next Print

Additional CitiDirect Data Elements

A total of 27 additional **CitiDirect Data Elements** are now available in the **Export Custom Format Detail** form when you are creating a custom format for the Payments Transaction Initiation business service.

These additional elements, which are listed below, are available for selection from the **CitiDirect Data Elements** list box on the Element Definition tab. Use the scroll bars to see all available data elements.

- Beneficiary Bank Account/ID
- Beneficiary Bank Name
- Commission Amount
- Commission Currency
- Confirmation Reference Number
- Currency
- Currency Bought from Bank
- Currency Sold to Bank
- Customer Name
- Debit or Credit only indicator
- Intermediary Bank Account/ID
- Legal Text
- Maturity Date
- Net Next Day Total
- Order Party Account/ID
- Order Party Address 2
- Order Party Address 3
- Ordering Customer Info
- Payment Status (Invalid, Processed)
- Preformat Reference
- Time Posted - transactions posted to the account
- Totals (Debits, Credits)
- Transaction (Input) related details
- Transaction Type
- US Tax Code
- User Info (Maker, Authorizer)
- Withhold Tax Rate

Export Custom Format Detail CITIDIRECT CLIENT - NA

Element Definition Settings

* Format Name

Format Description

CitiDirect Data Elements

(1) Element Name	Type	Length
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
BL Commission Amount	NUMBER	22
BL Commission Currency	VARCHAR2	3
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
Bank Clearing ID	VARCHAR2	35
Bank Customer Pay Condition	VARCHAR2	240
Bank Customer Repay Cond...	VARCHAR2	240
Bank Details	VARCHAR2	210

<< Row 0 of 211 >> | (1)(2) sorted columns

* Required Field Submit Save Return to Summary Next Print

Export Data

Export Data, available in the **Report** category on the CitiDirect® Online Banking navigation bar, is the service that enables you to run a selected “active” Export Profile and export data from CitiDirect and save it as a file on your system. Enhancements to this service and the data exported are described below. For more information about Export Data, refer to the *Exporting Files* section of the *File Delivery Guide*.

Account Number Entitlements

When you run an Export Profile, your exported data (in the downloaded file) is based on your account entitlements, not on the entitlements of the person who created the Export Profile. Users of the File Export capability have the ability to perform a variety of actions, as determined by their assigned Access Profiles.

Additional Data Elements

For **Latin America, Book Debits** data elements are included in the export file for the output formats listed below.

- PayLink Payment
- PayLink Standardized Payment
- PayLink Standardized Beneficiary

For the **DDL–Account Details Citibanking2** output format, the payment details listed below are included.

- Money Market transactions
- Securities transactions
- Foreign Exchange transactions

Forward Available Balance Field

Additional data is included in the export file for several output formats to further facilitate statement reconciliation. When you run an Export Profile that specifies one of the output formats listed below, the **Forward Available Balance** is now exported whenever the data is available.

- SWIFT™ MT940 - tag65
- SAP® MT940 - tag65
- GTM/MCM - tag FA
- CitibankingSM Flat File - Record type 01
- DDL CBII - Record 02
- DDL Infopool - Record 02

File Export Libraries

Libraries are separately maintained tables within the CitiDirect® Online Banking database that store information needed to support data input, validation, and processing rules. Some libraries store general information that is used by all CitiDirect Online Banking customers, other libraries store customer-specific information that is available only to entitled users.

CitiDirect customers specify authorization requirements for the libraries they use. If your company does not set specific authorization requirements, new library records automatically require authorization before they are available for use.

Library Maintenance

The **Library Maintenance** service class, available in the **Maintenance** category on the CitiDirect navigation bar, provides the functionality needed to build and maintain libraries.

Citibank maintains the libraries that store information used by all CitiDirect Online Banking customers. **Branch**, **Country**, and **Currency** libraries are examples of Citibank-maintained libraries that all customers can use.

CitiDirect customers maintain the libraries that store information specific to their organization. **Export Branch Code Library** and **BAI Type Code Library** are examples of libraries that can be maintained by File Export customers.

File Export libraries are described in the table below.

LIBRARY	DESCRIPTION
Export Branch Code Library	Stores the records to be used to translate Citibank branch codes to your custom branch codes.
BAI Type Code Library	Stores the records used to translate BAI transaction code descriptions to specified BAI type codes.
BAI Currency Code Library	Stores the number of decimal places that you have specified for selected ISO (International Standards Organization) Currency Codes.
BAI 88 Record Configuration Library	Stores label sequencing that you have configured for BAI 88 records. Once new libraries records are configured and authorized, they are available for selection when you click the Configure BAI link on the Export Profile Detail form.

Customizing Records in the Export Branch Library

You can map your exported data to a customized bank branch number (up to 12 digits). Once exported, the branch number in the exported file will reflect the custom branch number.

Customize your **Export Branch Library** by following the steps below.

1. Sign on to CitiDirect® Online Banking with your SafeWord™ card.
2. On the CitiDirect navigation bar, click **Maintenance**, and then click **Library Maintenance**.



The **Library Maintenance** form appears.

Library Maintenance		CITIDIRECT CLIENT
(1) Service Class	(2) Description	
Automated File and R...	Delivery Options	
Export Profile	BAI Currency Code Library	
Export Profile	Export Branch Code Library	
Export Profile	File Export BAI 88 Record Configuration Library	
Export Profile	File Export BAI Type Code	
Import Map Definition	File Import Map Definition Rule Set	
Lockbox Activity and...	Lockbox Client Setup	
Messages	Admin Messages	
Netting	Managed Treasury	

<< Row 3 of 116 >> | (1)(2) sorted columns More

OK
Search
Update Screen

3. Click **Export Branch Code Library**, and then click **OK**.

The **Export Branch Code Summary** form appears.

Branch Name	Swift Branch Code / ABA Branch Code	
BAHAMAS CITIBANK		050
BOLIVIA CITIBANK	CITIBOL1	068
Bolivia Clearing	CITIBOL1	068
BELIZE CITIBANK	021000089	069
BRAZIL CITIBANK	CITIBRBR	076
Brazil Clearing	CITIBRSP	076
AMSTERDAM CITIBANK N.A.	CITINL2X	100
Netherlands Clearing	CITINL2X	100

- Select the **Branch Name** that you want to map to your custom branch number and click **Go to Details**. The **Export Branch Code Detail** form appears.

- In the **Map to BAI** or the **Map to DDL** field enter the custom code that you want to use and click **Submit**.
- The new library record moves to the next step in your workflow process, as defined by your authorization requirements.
 - If authorization **is not** required, the new record is available for selection from the library.
 - If authorization **is** required, the new record moves to the **Authorization Req'd** tab.

Adding Records to the BAI Type Code Library

Add records to the **BAI Type Code Library** by following the steps below.

1. Sign on to CitiDirect® Online Banking with your SafeWord™ card.
2. On the CitiDirect navigation bar, click **Maintenance**, and then click **Library Maintenance**.



The **Library Maintenance** form appears.

Library Maintenance
CITIDIRECT CLIENT

(1) Service Class	(2) Description
Automated File and R...	Delivery Options
Export Profile	BAI Currency Code Library
Export Profile	Export Branch Code Library
Export Profile	File Export BAI 88 Record Configuration Library
Export Profile	File Export BAI Type Code
Import Map Definition	File Import Map Definition Rule Set
Lockbox Activity and...	Lockbox Client Setup
Messages	Admin Messages
Netting	Managed Treasury

<< Row 5 of 116 >>
(1)/(2) sorted columns
More

OK

Search

Update Screen

3. Click **File Export BAI Type Code**, and then click **OK**.

The **BAI Type Code Summary** form appears.

BAI Type Code Summary			CITIDIRECT CLIENT
Input			Authorization Req'd
View			
(1) Transaction Code Description	BAI Type Code CR	BAI Type Code DR	
ACH DIR DB		469	
ACH DIR DB PAID		469	
ACH DIR DB REJECTED		561	
ACH DIR DB RETURNED		557	
ACH DIR DBS IDD BULK CR	145		
ACH DIR DBS LCL BULK CR	145		
ACH MEMO	168	468	
ACH NEXT DAY CREDIT	142		

<< Row 1 of 400 + >> (1)/(2) sorted columns More

4. Click **New**. The **BAI Type Code Detail** form appears.

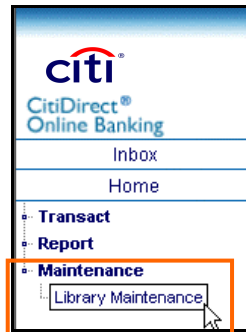
BAI Type Code Detail		CITIDIRECT CLIENT
* Transaction Code Description		
<input type="text" value="SAMPLE CODE FOR USER GUIDE"/>		
BAI Type Code CR		
<input type="text" value="123"/>		
BAI Type Code DR		
<input type="text" value="321"/>		
<input type="button" value="Submit"/> <input type="button" value="Next"/> <input type="button" value="Return to Summary"/> <input type="button" value="View Error Messages"/> <input type="button" value="Print"/> <input type="button" value="Clear"/>		

5. In the **Transaction Code Description** field, type a brief description for this new BAI code.
6. In the **BAI Type Code CR** field type a 3-digit debit code, if applicable.
7. In the **BAI Type Code DR** field type a 3-digit credit code, if applicable.
8. Click **Submit**. The form clears to allow you to add additional BAI Type Codes.
9. When you have finished adding all records, click **Return to Summary** or select another service on the navigation bar.
10. The new library record moves to the next step in your workflow process, as defined by your authorization requirements.
 - If authorization **is not** required, the record is available for selection from the library.
 - If authorization **is** required, the new record moves to the **Authorization Req'd** tab.

Specifying Decimal Places in the BAI Currency Code Library

Specify the number of decimal places you want allocated in BAI output formats for a specific currency by following the steps below.

1. Sign on to CitiDirect® Online Banking with your SafeWord™ card.
2. On the CitiDirect navigation bar, click **Maintenance**, and then click **Library Maintenance**.



The **Library Maintenance** form appears.

Library Maintenance
CITIDIRECT CLIENT

(1) Service Class	(2) Description
Automated File and R...	Delivery Options
Export Profile	BAI Currency Code Library
Export Profile	Export Branch Code Library
Export Profile	File Export BAI 88 Record Configuration Library
Export Profile	File Export BAI Type Code
Import Map Definition	File Import Map Definition Rule Set
Lockbox Activity and...	Lockbox Client Setup
Messages	Admin Messages
Netting	Managed Treasury

<< Row 2 of 116 >>
(1)/(2) sorted columns
More

OK

Search

Update Screen

3. Click **BAI Currency Code Library**, and then click **OK**.

The **BAI Currency Code Summary** form appears.

(1) ISO Currency Code	(2) Currency Name	Number of Decimals
AWG	ARUBAN GUILDER	2
AZM	AZERBAIJANIAN MANAT	2
BAM	BOSNIA & HERZAGOVINA	2
BBD	BARBADOS DOLLAR	2
BDT	BANGLADESH TAKA	2
BEF	BELGIAN FRANC	0
BGL	LEV	2
BGN	BULGARIAN LEV	2
BHD	BAHRAIN DINAR	2

<< Row 18 of 214 >> (1)/(2) sorted columns More

Go to Details
Other Options

- Select the **ISO Currency Code** you want to modify, and then click **Go to Details**. The **BAI Currency Code Detail** form appears.

BAI Currency Code Detail CITIDIRECT CLIENT

* ISO Currency Code

* Currency Name

* Number of Decimals

* Required Field

Submit
Next
Return to Summary
View Error Messages
Print

- In the **Number of Decimals** field enter a value and click **Submit**.
- The new library record moves to the next step in your workflow process, as defined by your authorization requirements.
 - If authorization is **not** required, the record is available for selection from the library.
 - If authorization is required, the new record moves to the **Authorization Req'd** tab.

Adding Records to the BAI 88 Record Library

Add records to the BAI 88 Record Library by following the steps below.

1. Sign on to CitiDirect® Online Banking with your SafeWord™ card.
2. On the CitiDirect navigation bar, click **Maintenance**, and then click **Library Maintenance**.



The **Library Maintenance** form appears.

Library Maintenance		CITIDIRECT CLIENT
(1) Service Class	(2) Description	
Automated File and R...	Delivery Options	
Export Profile	BAI Currency Code Library	
Export Profile	Export Branch Code Library	
Export Profile	File Export BAI 88 Record Configuration Library	
Export Profile	File Export BAI Type Code	
Import Map Definition	File Import Map Definition Rule Set	
Lockbox Activity and...	Lockbox Client Setup	
Messages	Admin Messages	
Netting	Managed Treasury	

<< Row 4 of 116 >> | (1)/(2) sorted columns More

OK
Search
Update Screen

3. Click **File Export BAI 88 Record Configuration Library**, and then click **OK**.

The **BAI 88 Record Configuration Library Summary** form appears.

4. Click **New**. The **BAI 88 Record Configuration Library Detail** form appears.

(1) Product Type	(2) BAI Label	Description
DE/FT	ENDT	Entry Date
DE/FT	FR	Further Reference
DE/FT	TRID	Transaction Reference

5. In the **Library Name** field enter a unique name for this record.
6. In the **Library Description** field enter a description for this library record.
7. The **Product Type** field is automatically populated with “Common to all transactions.” To specify a specific transaction type, click the drop-down arrow and select one of the available transaction types.

8. The **BAI Label Type** automatically displays CitiDirect. Click the drop-down arrow and select NCB if you want to use CitibankingSM labels.
9. Click **Submit**. The form clears to allow you to create additional entries. When you are finished creating all new entries, click **Return to Summary**.
10. The new library record moves to the next step in your workflow process, as defined by your authorization requirements.
 - If authorization **is not** required, the record is available for selection from the library.
 - If authorization **is** required, the new record moves to the **Authorization Req'd** tab.

Using Copy to Create New Library Records

To save time and eliminate errors when creating new library records that are similar to existing records, use the **Copy** feature. Copy enables you to copy the details of existing library records and then modify them to create new records.

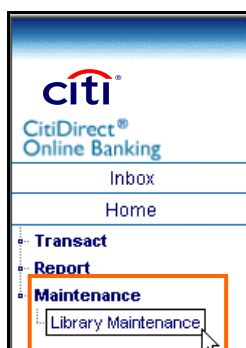
Copy is available in the following Export Profile libraries:

- BAI Type Code Library
- BAI 88 Record Configuration Library

Copy Feature

Copy records to create new library records by following the steps below.

1. Sign on to CitiDirect® Online Banking with your SafeWord™ card.
2. On the CitiDirect navigation bar, click **Maintenance**, and then click **Library Maintenance**.



The **Library Maintenance** form appears.

Library Maintenance		CITIDIRECT CLIENT
(1) Service Class	(2) Description	
Automated File and R...	Delivery Options	
Export Profile	BAI Currency Code Library	
Export Profile	Export Branch Code Library	
Export Profile	File Export BAI 88 Record Configuration Library	
Export Profile	File Export BAI Type Code	
Import Map Definition	File Import Map Definition Rule Set	
Lockbox Activity and...	Lockbox Client Setup	
Messages	Admin Messages	
Netting	Managed Treasury	

<< Row 5 of 116 >> | (1)/(2) sorted columns More

OK
Search
Update Screen

- Select the library containing the records you want to copy and click **OK**. The **File Export BAI Type Code Library** is selected in this example.

The summary form for the selected library appears. **BAI Type Code Summary** is shown in this example.

BAI Type Code Summary CITIDIRECT CLIENT

Input | Authorization Req'd | View

(1) Transaction Code Description	BAI Type Code CR	BAI Type Code DR
ACH DIR DB		469
ACH DIR DB PAID		469
ACH DIR DB REJECTED		561
ACH DIR DB RETURNED		557
ACH DIR DBS IDD BULK CR	145	
ACH DIR DBS LCL BULK CR	145	
ACH MEMO	168	468
ACH NEXT DAY CREDIT	142	

<< Row 1 of 400 + >> | (1)/(2) sorted columns More

- On the **Input** tab, select one or more records to copy, and then click **Copy**. Only library records with a **Processed** status are available to copy.

The detail form for the selected library appears. The details of the selected record are displayed. **BAI Type Code Detail** form is shown in this example.

BAI Type Code Detail CITIDIRECT CLIENT

* **Transaction Code Description**

BAI Type Code CR

BAI Type Code DR

* Required Field

5. Make any changes to the library record and click **Submit**. A new library record is created, and the original remains unchanged. The new record you created moves to the next state, as defined by your authorization requirements.

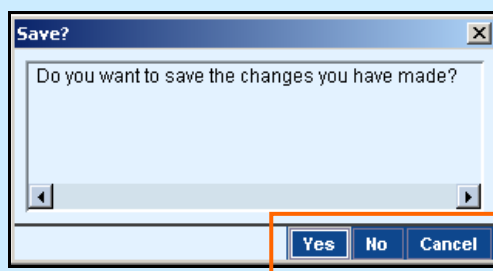
- If authorization is not required, the record is available for use in the library.
- If authorization is required, the new library record moves to the Authorization Req'd tab.

Note: To avoid creating duplicate library records, review the information displayed in all required fields (identified by a red asterisk) and make any changes to ensure that the new library record is unique.

6. If you selected multiple records on the **Input** tab, the details of the next selected record appear. Repeat step 5 until all selected library records are copied and submitted.

Note:

- If you do not want to copy the record currently displayed on the detail form, click **Next**. If you made any changes to that record, a **Save?** dialog box appears.



- Proceed with one of the following steps:
 - Click **Yes** to save the current data and proceed to the next record.
 - Click **No** to clear the screen and proceed to the next record.
 - Click **Cancel** to return to the current record and continue editing.

Authorizing Library Records

CitiDirect® Online Banking supports three levels of authorization for libraries. CitiDirect customers specify authorization requirements for each library they use. During the authorization process, library records can be authorized, rejected (deleted), or sent for repair.

You can authorize library records from the Authorization Req'd tab or the detail form for a selected library record.

Notes:

- New library records are not available for selection until they meet all authorization requirements.
- If more than one authorization is required, new library records remain accessible on the **Authorization Req'd** tab until they are fully authorized.
- If you submitted a library record, you cannot authorize it.

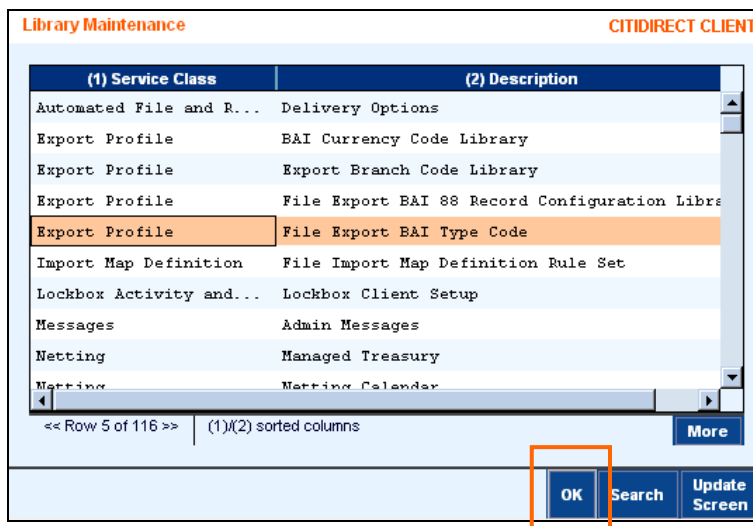
Authorizing Library Records from the Authorization Req'd Tab

Authorize a library record from the Authorization Req'd tab by following the steps below.

1. Sign on to CitiDirect Online Banking with your SafeWord™ card.
2. On the CitiDirect navigation bar, click **Maintenance**, and then click **Library Maintenance**.

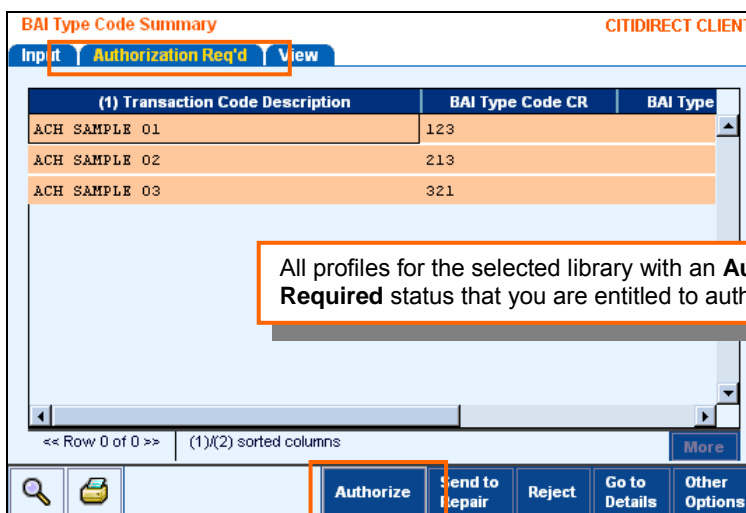


The **Library Maintenance** form appears. All CitiDirect Libraries that you are entitled to see are listed by service class name.

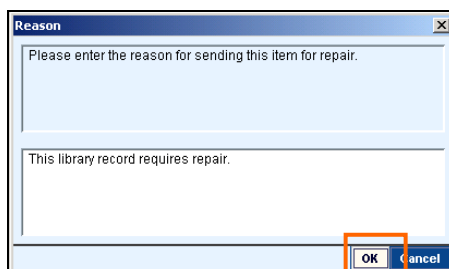


3. Select the library containing the records you want to authorize and click **OK**. The summary form for the selected library appears.
4. Click the **Authorization Req'd** tab. If your Access Profile does not include entitlement rights to authorize library profiles, this tab does not appear.

The **BAI Type Code Library** is shown in this example.

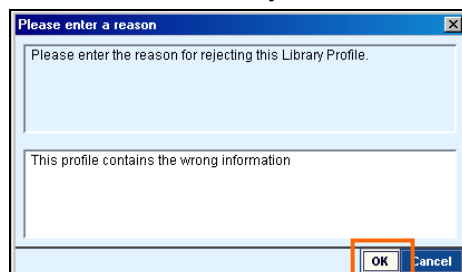


5. Select one or more records and proceed with one of the following steps:
 - Click **Authorize**. If this is the final authorization, the library record is stored in the library and is available for use.
 - Click **Send to Repair** if the record contains errors and cannot be authorized. A **Reason** dialog box appears.



Enter the reason for the repair and click **OK**. The record is assigned a **Repair Required** status and is listed on the **Input/Modify** tab, where it can be selected and repaired.

- Click **Reject** if you want to delete this library record. A **Reason** dialog box appears.



Enter a reason for rejecting (deleting) the record and click **OK**. The record is removed from the system.

Authorizing Library Records from the Library Detail Form

1. Follow steps 1 through 3 in *Authorizing Library Records from the Authorization Required Tab* section of this Addendum to access the summary form for the library containing the records to be authorized. The **BAI Type Code Library** is selected in this example

BAI Type Code Summary

CITIDIRECT CLIENT

Input **Authorization Req'd** View

(1) Transaction Code Description	BAI Type Code CR	BAI Type Code DR	Status
ACH SAMPLE 02	123	345	Authorization Required

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

More

Authorize Send to Repair Reject **Go to Details** Other Options

All profiles for the selected library with an **Authorization Required** status that you are entitled to authorize are listed.

2. Click the **Authorization Req'd** tab, select the library records to authorize, and click **Go to Details**. The detail form for the first selected record appears.

BAI Type Code Detail

CITIDIRECT CLIENT

* Transaction Code Description

ACH SAMPLE 02

BAI Type Code CR

123

BAI Type Code DR

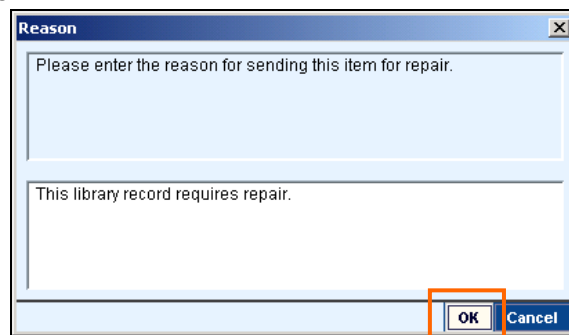
345

* Required Field

Authorize Send to Repair Reject Next Return to Summary

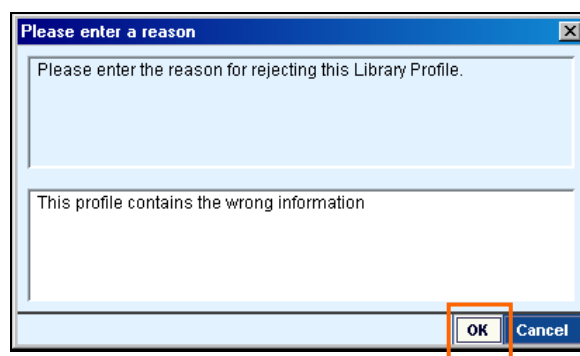
3. Proceed with one of the following steps:
 - Click **Authorize** to authorize the library record. If this is the final authorization, the library record is added to the library and is available for use.
 - Click **Send to Repair** to send the library record for repair.

A **Reason** dialog box appears.



Enter the reason for repair and click **OK**. The status of the library record is changed to **Repair Required** and it is listed on the **Input** tab, where it can be selected and repaired.

- Click **Reject** if you want to **delete** the library record. A **Reason** dialog box appears.



Enter the reason for rejecting (deleting) the library record and click **OK**. The record is removed from the system.

Modifying, Repairing, or Deleting Library Records

CitiDirect® Online Banking allows you to modify, repair, or delete records stored in libraries that you maintain.

Notes:

- You can delete library records from the library summary or detail form.
- You can modify, repair, or delete records from the library detail form.
- All library records with a status of **Repair Required** or **Invalid** must be repaired before they can be processed.

Deleting Library Records from the Summary Form

Delete records from the library summary form by following the steps below.

1. Sign on to CitiDirect Online Banking with your SafeWord™ card.
2. On the CitiDirect navigation bar, click **Maintenance**, and then click **Library Maintenance**.



The **Library Maintenance** form appears.

Library Maintenance CITIDIRECT CLIENT

(1) Service Class	(2) Description
Automated File and R...	Delivery Options
Export Profile	BAI Currency Code Library
Export Profile	Export Branch Code Library
Export Profile	File Export BAI 88 Record Configuration Libr...
Export Profile	File Export BAI Type Code
Import Map Definition	File Import Map Definition Rule Set
Lockbox Activity and...	Lockbox Client Setup
Messages	Admin Messages
Netting	Managed Treasury
Netting	Netting Calendar

<< Row 5 of 116 >> | (1)(2) sorted columns

OK
Search
Update Screen

All the Libraries that you are entitled to see are displayed. To find a library quickly, click **Search**.

3. Select the library containing the records you want to modify, repair, or delete, and then click **OK**. In this example, the **File Export BAI Type Code Library** is selected.

The summary form for the selected library appears. The **BAI Type Code Summary** form is shown in this example.

BAI Type Code Summary		CITIDIRECT CLIENT
(1) Transaction Code Description	BAI Type Code CR	BAI Type
ACH RECS BULK CR	145	
ACH RECS IND & BULK CR	145	
ACH SAMPLE 01	123	
ACH SAMPLE 02	213	
ACH SAMPLE 03	321	
ACH SETTLEMENT CREDIT	142	
ACH SOCIAL SECURITY PYMT		469
ACH TAX PYMT		469
ACH UNSPECIFIED	169	469
ACT TRANSFER CR	275	

<< Row 32 of 400 + >> (1)/(2) sorted columns More

🔍 📄 New Copy Delete Go to Details Other Options

- Click **Delete** to delete the selected records. A **Reason** dialog box appears.

Please enter a reason ✕

Please enter the reason for rejecting this Library Profile.

This profile contains the wrong information

OK Cancel

- Enter a reason for deleting the records and click **OK**. If the same reason does not apply to all selected records, delete each record individually or click **Go to Details** and delete the record from the library detail form.

Note:

- If authorization is required for the selected library, the record status changes to **Authorization Required for Delete**, and it is not deleted until its deletion is authorized. The **Processed** library record remains available.
- The person who deleted the record cannot authorize its deletion.

Modifying, Repairing, or Deleting Library Records from the Detail Form

Records with an **Invalid** or **Repaired Required** status must be repaired before they can continue through your workflow process. Modify, repair, or delete library records from a library detail form by following the steps below.

1. Follow steps 1 through 3 in the *Deleting Library Records from the Summary Form* section of this Addendum to access the library containing the records you want to modify, repair, or delete. The summary form for the selected library appears. The **BAI 88 Record Configuration Library Summary** form is shown in this example.

BAI 88 Record Configuration Library Summary CITIDIRECT CLIENT

Input | Authorization Req'd | View

(1) Library Name	(2) Library Description
Sample 01	Sample for User's Guide
Sample 02	Sample for User's Guide

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

2. Select one or more records to modify, delete, or repair, and click **Go to Details**. The library detail form appears. The details of the first selected library record are displayed.

BAI 88 Record Configuration Library Detail CITIDIRECT CLIENT

* Library Name: Sample 01 * Library Description: Sample for User's Guide

* Product Type: Common to all transactions * BAI Label Type: CitiDirect Output All Labels

Exportable BAI Labels

(1) Product Type	(2) BAI Label	Description
DE/FT	ENDT	Entry Date
DE/FT	FR	Further Reference
DE/FT	TRID	Transaction Reference

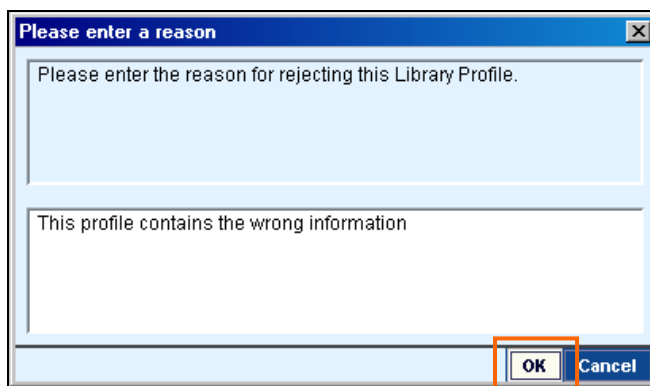
<< Row 0 of 3 >> (1)/(2) sorted columns Add Remove Move Up Move Down

* Required Field

A red asterisk indicates a required field.

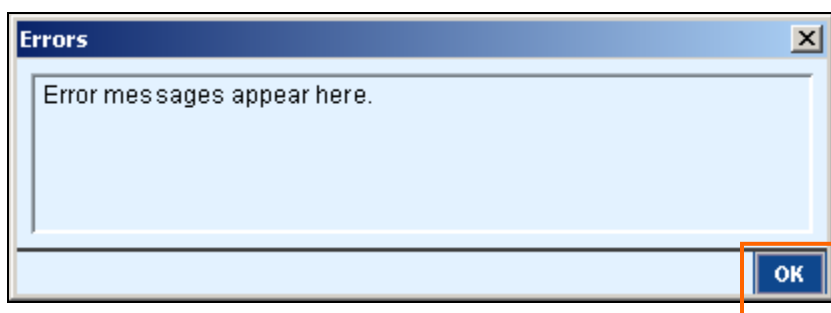
3. Proceed with one of the following steps:

- Make changes and click **Submit** to modify a record.
- Click **Delete** to delete the record. A **Reason** dialog box appears.



Enter the reason for deleting the library record and click **OK**.

- Click **View Error Messages** to repair a record with a **Repair Required** status. The **Errors** dialog box appears.



Review any errors listed and click **OK** to close the dialog box. You return to the detail form. Make any necessary repairs in the appropriate fields and click **Submit**.

5. If you selected multiple library records on the summary form, the details of the next selected library record appear. When the **Details** form contains the details of the last selected record, clicking **Submit** returns you to the **Input** tab.
6. If you do not want to modify the library record that is currently displayed, click **Next**.

File Import

The File Import services available through CitiDirect® Online Banking allow you to import data from your system in a format that works with CitiDirect. The information provided in this section covers enhancements to File Import services.

The File Import services available in CitiDirect allow you to import the following data:

- ACH Credits and Debits Import for Puerto Rico
- ACH and Cheque Payments for Portugal
- ACH and Cheques Payments for Italy and Spain
- Administrative Messages for Central and Eastern Europe, Middle East, and Africa
- CBFT Import for Latin America
- DFT Social Security and Internal Revenue Payments for Poland
- Payments Import with Additional Intermediary Banks
- Payments Import with Confidential Indicator
- Payments Import with MT103
- Payments Import with Italy IBAN
- Payments Import with Poland NRB/IBAN
- PayLink Post Office Mass Payment Import for Japan
- Purchase Orders/Invoices to the Trade Details Data Pool Library
- SAP IDoc files for Europe, the Middle East, Africa, Asia and WorldLink transactions
- Trade Transactions

Increased Capacity

File Import capacity has been increased to 20,000 transactions for single local currencies.

Import Profile

You must create an Import Profile before actually importing data from your system into CitiDirect Online Banking. **Import Profile**, available in the **Maintenance** category on the CitiDirect navigation bar, allows you to create Import Profiles. An Import Profile delineates specific file parameters, such as the method used to secure the data, where the file containing the data to be imported is stored on your system, the maps that are applied to the data so it can be used in CitiDirect, and file error processing instructions.

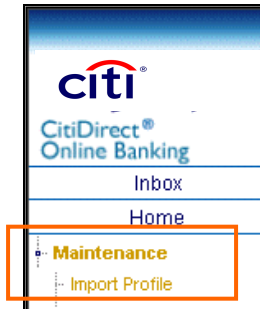
The following enhancements have been made to Import Profile.

Language Selection

When you are creating a new Import Profile, you can select from a list of supported languages to specify an encoding set to ensure that your data is imported correctly.

Select an “Encoding Set” language when defining an Import Profile by following the steps below.

1. On the CitiDirect Online Banking navigation bar, click **Maintenance**, and then click **Import Profile**.



The **Import Profile Summary** form appears.

Import Profile Summary CITIDIRECT CLIENT

[Input/Modify](#) |
 [Authorization Req'd](#) |
 [Repair Req'd](#) |
 [View](#)

(1) Profile Name	Profile Status	Created Date/Time	Created By	Last Modified Date/Time	Last
DD profile	Test Required	10/19/2004 13:22	CitiDirect User 1		
Import Profile 1	Active	10/27/2004 18:12	CitiDirect User 1		
Import Profile 2	Test Required	04/25/2005 18:31	CitiDirect User 3	04/29/2005 12:52	UDRC3,
Import Profile 3	Test Required	04/25/2005 18:32	CitiDirect User 1		
MTMS Profile	Test Required	10/19/2004 13:23	CitiDirect User 2		
Import Profile 1	Test Required	07/14/2005 16:59	CitiDirect User 5		

<< Row 1 of 13 >> (1)(2) sorted columns [More](#)

[Submit](#) |
 [New](#) |
 [Delete](#) |
 [Go to Details](#) |
 [Other Options](#)

2. Click **New**.

The **Import Profile Detail** form appears.

Import Profile Detail CITIDIRECT CLIENT

* Profile Name * Profile Description

* Map

(1) Map Name	Map Description	Version Number
<< Row 0 of 0 >>		

Add Map Delete Map Move Up Move Down

* File Error Processing
SEND ERRORS TO REPAIR

In-Session Profile Parameters

* File Location
C:*.*

* Security Method
NONE

Automated Profile Parameters

Delivery Option Security Method S/MIME -

Import Log Delivery Option

Delivery Option Security Method S/MIME - View Log Indicator

* Required Field

Submit Authorize Reject Save Return to Summary Next Print

3. In the **Encoding Set** field, click the drop-down arrow and select a language.
4. Ensure that all profile details are specified and click **Submit**. When this profile is run, the selected language is used to encode the imported data.

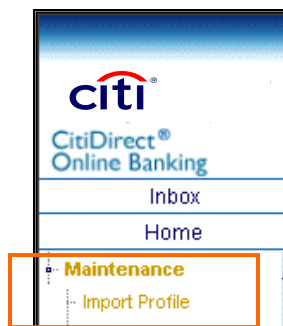
Note: For more information on creating an Import Profile, refer to the *Import Profiles* section of the *File Delivery Guide*.

View Log Indicator

You can automatically generate an import log each time an Import Profile is run. This log provides specific details related to each running of the Import Profile, which include the Run ID, Run Date/Time, and the number of files processed, the number of valid transactions, the number of rejected transactions, and the number of invalid transactions.

Indicate that an import log is to be generated each time you run a specific Import Profile by following the steps below.

1. Sign on to CitiDirect® Online Banking with your SafeWord™ card.
2. On the CitiDirect navigation bar, click **Maintenance**, and then click **Import Profile**.



The **Import Profile Summary** appears.

Import Profile Summary CITIDIRECT CLIENT

Input/Modify | Authorization Req'd | Repair Req'd | View

(1) Profile Name	Profile Status	Created Date/Time	Created By	Last Modified Date/Time	Last
DD profile	Test Required	10/19/2004 13:22	CitiDirect User 1		
Import Profile 1	Active	10/27/2004 18:12	CitiDirect User 1		
Import Profile 2	Test Required	04/25/2005 18:31	CitiDirect User 3	04/29/2005 12:52	UDRC3,
Import Profile 3	Test Required	04/25/2005 18:32	CitiDirect User 1		
MTMS Profile	Test Required	10/19/2004 13:23	CitiDirect User 2		
Import Profile 1	Test Required	07/14/2005 16:59	CitiDirect User 5		

<< Row 1 of 13 >> (1)(2) sorted columns More

Submit **New** Delete Go to Details Other Options

3. Click **New**.

The **Import Profile Detail** form appears.

4. Complete all required fields and enter any optional information. For procedures on creating Import Profiles, please refer to the *Import Profiles* section of the *File Delivery Guide*.
5. Select the **View Log Indicator** check box and then click **Submit**. The new Import Profile moves to the next step as defined by your flow control requirements. You can run it when its status is Available.
6. Run the Import Profile using the **Import Transactions** service class available in the **Transact** category on the CitiDirect navigation bar. For procedures on running an Import Profile, please refer to the *Importing Files* section of the *File Delivery Guide*.
7. On the **Run History** tab, select the Import Profile, and then click **View Run Details**.

(1) Run ID	(2) Profile Name	Mode	File Name	Run Status	Run User Name	Txns Processed
292195	CITICLIENT PROFILE	LIVE	I:\File\4...	Completed	CITIDIRECT CLIENT	35
292194	CITICLIENT PROFILE	TEST	I:\File\4...	Completed	CITIDIRECT CLIENT	35
292131	CITICLIENT PROFILE	LIVE	G:\QC\File...	Completed	CITIDIRECT CLIENT	1
292129	CITICLIENT PROFILE	LIVE	G:\QC\File...	Completed with Errors	CITIDIRECT CLIENT	1
292127	CITICLIENT PROFILE	LIVE	G:\QC\File...	Completed	CITIDIRECT CLIENT	1
292126	CITICLIENT PROFILE	LIVE	G:\QC\File...	Completed	CITIDIRECT CLIENT	1
292125	CITICLIENT PROFILE	LIVE	G:\QC\File...	Completed with Errors	CITIDIRECT CLIENT	1
292113	CITICLIENT PROFILE	LIVE	G:\QC\File...	Completed	CITIDIRECT CLIENT	1

The **Import Run Detail** form appears.

Import Run Detail CITIDIRECT CLIENT

Profile Name: AM CFS ALL OF ASIA | Run ID: 292129 | Mode: LIVE | Security Method: NONE

File Location: G:\QC\File Delivery\ | Run Date/Time: 07/12/2005 04:16:20 | File Error Processing: SEND ERRORS TO REPAIR

Created Date/Time: 05/13/2004 12:21:59 | Last Modified Date/Time: / / : : | Run User Name: USER1. FILE

(1) Imported Data Files	File Status	Parameter	Value
CFSIMPORTFILE-131136-292129-263515	Completed	File Duplication Errors	0
		Encoding Errors	0
		Formatting Errors	0
		Records not Processed	0
		Records Processed	1
		Security Errors	0
		No. Records Received	1
		Transaction Total	0.00
		Number of Errors	1
		Transactions Rejected	0
		Transactions Submitted	1
		Validation Errors	1
		Transactions Validated	0

Buttons: View Import Log, View Errors, View Run Results, View Maps Run, Next, Return to Summary, Print

7. Click **View Import Log**. The **Import Log** dialog box appears.

Import Log

Profile Name : AM CFS ALL OF ASIA
 Profile Description : CFS Import Profile for ASIA and LATAM
 Run ID : 270697
 Run Mode : LIVE
 Run Date/Time : 2005-05-10 14:23:45.0

File Name : CFSIMPORTFILE-125226-270697-247720
 File Status : Processed
 Start Date/Time : 2005-05-10 14:23:48.

Transaction Reference Number : DFTAR525
 Beneficiary or Debit Party Name : DFT AR 525
 Error Detail : Invalid Destination Branch Code.

Number of Files Processed : 1
 Number of Transactions : 1
 Number of Valid Transactions : 0
 Number of Rejected Transactions : 0
 Number of Invalid Transactions : 1

Total (Grand) Amount : 0.0

Buttons: OK, Download, Print

8. Review the log details and proceed with one of the following steps:

- Click **OK** to close the dialog box.
- Click **Download** to download the imported file and store it on your system. You must specify the file name and path for the downloaded file.
- Click **Print** to print the log details

Authorization Req'd and Release Req'd Tabs

Two new process tabs have been added to the **Import Transactions Summary** form: **Authorization Req'd** and **Release Req'd**.

Once an Import Profile has been run and the transactions have been successfully imported into CitiDirect Online Banking, you can authorize or release all transactions included in that imported file directly on the **Import Transactions Summary** form, without having to go to the **Payments Summary** form. For details on running import transactions refer to the *Importing Files* section of the *File Delivery Guide*.

Authorizing Imported Transactions

Authorize imported transactions by following the steps below.

1. On the **Import Transactions Summary** form, click the **Authorization Req'd** tab.

Import Transactions Summary CITIDIRECT CLIENT

Run Test **Authorization Req'd** Release Req'd View Run History

(1) Run ID	(2) Profile Name	Mode	Txns Processed	File Name	Run Status	Run User Name
300824	IMPORT PROFILE 1	LIVE		G:\QC\File Deli...	Authorization R...	CITIDIRECT USER
300822	IMPORT PROFILE 2	LIVE	1	G:\QC\File Deli...	Authorization R...	CITIDIRECT USER
300820	IMPORT PROFILE 3	LIVE	0	G:\QC\File Deli...	Authorization R...	CITIDIRECT USER

<< Row 1 of 3 >> Right Click on column titles to customize (1)(2) sorted columns More

Authorize Reject View Run Details View Profile Details Other Options

2. Select the Import Profile containing the imported transactions to authorize.
3. Proceed with one of the following steps:
 - Click **Authorize**. The imported transactions move to the next step in your flow control process. If authorization is the final step, all imported transactions are sent to Citibank for processing.
 - Click **Reject** to reject the imported transactions in the selected Import Profile. A **Reason** dialog appears. Enter a reason for the rejection, and click **OK** to close the dialog box.
 - Click **View Run Details** to see the details of the run before authorizing.
 - Click **View Profile Details** to see view the Import Profile details before authorizing.

Notes:

- Rejected transactions are listed on the Input/Modify tab on the Payments Summary form with an “Invalid” status.
- Payments with a special flow control within the service class (e.g., a WorldLink payment requiring foreign exchange before release) are routed to the appropriate tab on the Payments Summary form.

Releasing Imported Transactions

Release imported transactions by following the steps below.

1. On the **Import Transactions Summary** form, click the **Release Req'd** tab.

Import Transactions Summary CITIDIRECT CLIENT

Run Test Authorization Req'd **Release Req'd** View Run History

(1) Run ID	(2) Profile Name	Mode	Txns Processed	File Name	Run Status	Run User Name
300824	IMPORT PROFILE 1	LIVE		G:\QC\File Deli...	Release Req'd	CITIDIRECT USER
300822	IMPORT PROFILE 2	LIVE	1	G:\QC\File Deli...	Release Req'd	CITIDIRECT USER
300820	IMPORT PROFILE 3	LIVE	0	G:\QC\File Deli...	Release Req'd	CITIDIRECT USER

<< Row 1 of 3 >> Right Click on column titles to customize (1)/(2) sorted columns More

Release Reject View Run Details View Profile Details Other Options

2. Select the Import Profile containing the imported transactions to release.
3. Proceed with one of the following steps:
 - Click **Release**. The imported transactions move to the next step in your flow control process. If this is the final step, they are released to Citibank for processing.
 - Click **Reject** to reject the imported transactions in the selected Import Profile. A **Reason** dialog appears. Enter a reason for the rejection, and click **OK** to close the dialog box.
 - Click **View Run Details** to see the details of the run before releasing.
 - Click **View Profile Details** to see view the Import Profile details before releasing.

Notes:

- Payments that have been released successfully are listed on the View tab of the Payments Summary form.
- Rejected transactions are listed on the Input/Modify tab on the Payments Summary form with an “Invalid” status.

Run History Tab

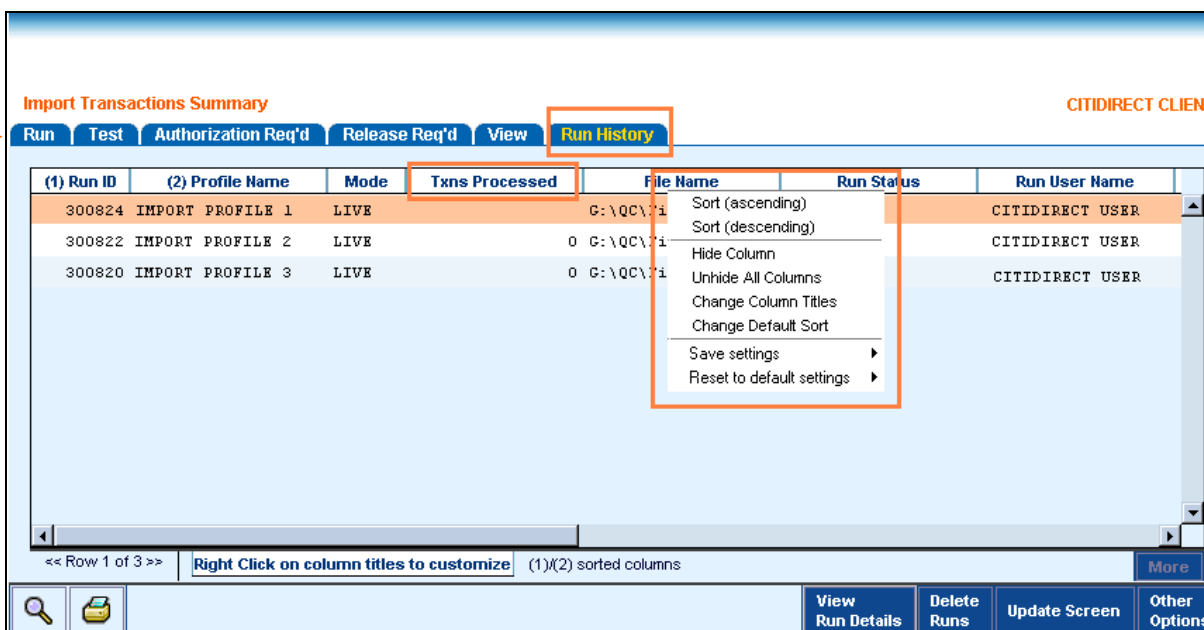
To provide more information about your File Imports, a **Txns Processed** column has been added to the **Run History** tab of the **Import Transactions Summary** form.

Shortcut Menu

A shortcut menu has also been added to allow you to customize the way information is to be displayed on the **Run History** tab to meet your specific business needs.

Use the shortcut menu by following the steps below.

1. Position your mouse pointer on a **column heading** on the **Run History** tab and right-click. The shortcut menu appears.



2. Select one of the following options:

Sort (ascending)

- Click **Sort (ascending)** to sort the information by that column title, in ascending order (A-Z).

Sort (descending)

- Click **Sort (descending)** to sort the information by that column title, in descending order (Z-A).

Hide Column

- Click **Hide Column** to hide the selected column.

Unhide All Columns

- Click **Unhide All Columns** to see all of the CitiDirect-defined columns.

Change Column Titles

- Click **Change Column Titles** to change the current column heading titles.

A **Change Column Titles Dialog** box appears.

The dialog box is titled "Change Column Titles Dialog" and contains a grid of input fields for column titles. The fields are arranged in three columns and four rows. The first row contains "Run ID", "Profile Name", and "Mode". The second row contains "Txns Processed", "File Name", and "Run Status". The third row contains "Run User Name", "Run Date/Time", and "Error Count". The fourth row contains "Error Threshold" and "Profile Description". The "Run Date/Time" field contains the text "New column title". At the bottom right of the dialog, there are three buttons: "Save", "Clear", and "Cancel". The "Save" button is highlighted with an orange box.

Enter new column titles and click **Save** to save the new column titles.

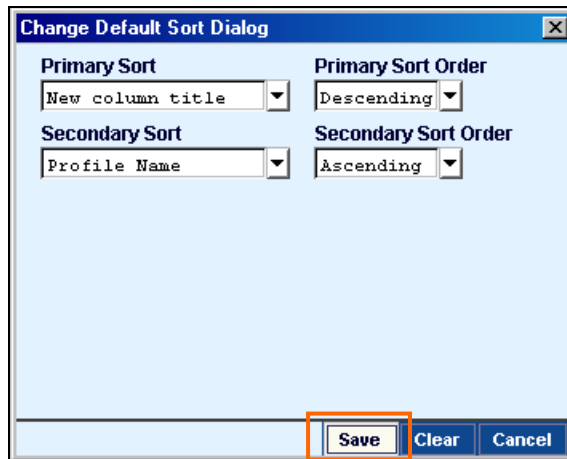
A **Message** dialog box appears.

The message dialog box is titled "Message" and contains the following text: "The changes you have made will apply to the current session only. To save your changes for future work sessions, select the 'Save Settings' option from the custom options menu by right clicking on any column title." At the bottom right of the dialog, there is an "OK" button, which is highlighted with an orange box.

Click **OK** to close the Message dialog box.

Change Default Sort

- Click **Change Default Sort** to specify a different sort order for the summary list. A **Change Default Sort Dialog** box appears.



The image shows a dialog box titled "Change Default Sort Dialog" with a close button (X) in the top right corner. It contains two rows of settings:

Primary Sort	Primary Sort Order
New column title ▼	Descending ▼
Secondary Sort	Secondary Sort Order
Profile Name ▼	Ascending ▼

At the bottom right of the dialog, there are three buttons: "Save", "Clear", and "Cancel". The "Save" button is highlighted with a red rectangular box.

Click the drop-down arrows in the **Primary Sort** and **Secondary Sort** fields and select the elements by which the information displayed on the tab is to be sorted, specify the sort order for each field (ascending or descending), and then click **Save**. The **Message** dialog box shown above appears. Click **OK** to close the Message.

Save settings

- Click **Save settings** to save the changes you have made for future work sessions. If you do not save your settings, the changes you have made will not appear the next time you use this functionality.

Reset to default settings

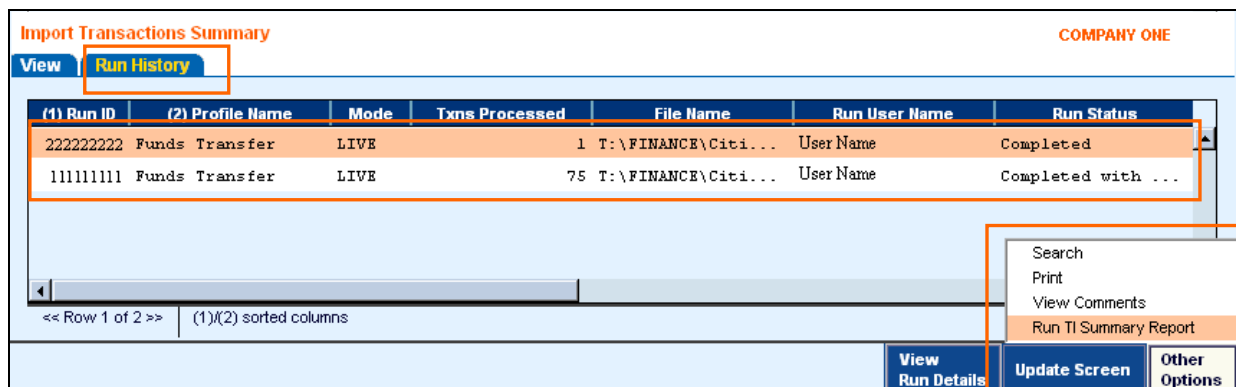
- Click **Reset to default settings** to reset all changes to their CitiDirect-defined settings.

Transaction Initiation Summary Report

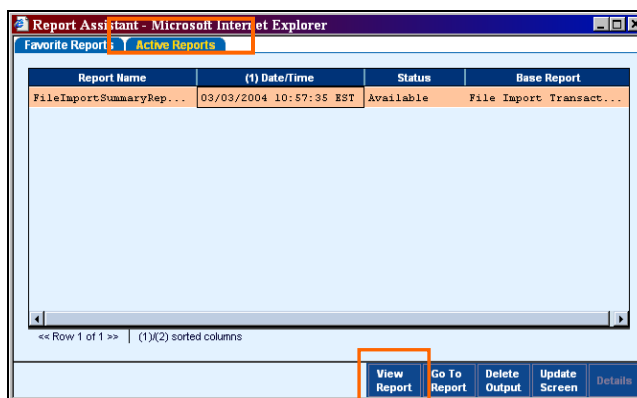
You can run a **Transaction Initiation Summary Report** from the **Import Transactions Summary** form immediately after running an Import Profile, without having to run this report separately. Once run, use the **Report Assistant** to view and print the report.

Follow the steps below to run the File Import Transaction Initiation Summary Report.

1. On the CitiDirect[®] Online Banking navigation bar, click **Transact**, and then click **Import Transactions**. The **Import Transactions Summary** form appears.



2. Click the **Run History** tab and select an Import Profile run from the summary list.
3. Click **Other Options** and then click **Run TI Summary Report**. The summary form remains on your screen.
4. To view or print the report, press **Alt + R** on your keyboard to open the **Report Assistant**.



5. Click the **Active Reports** tab, select the report, and then click **View Report**. The selected report appears in a separate browser window.

Notes:

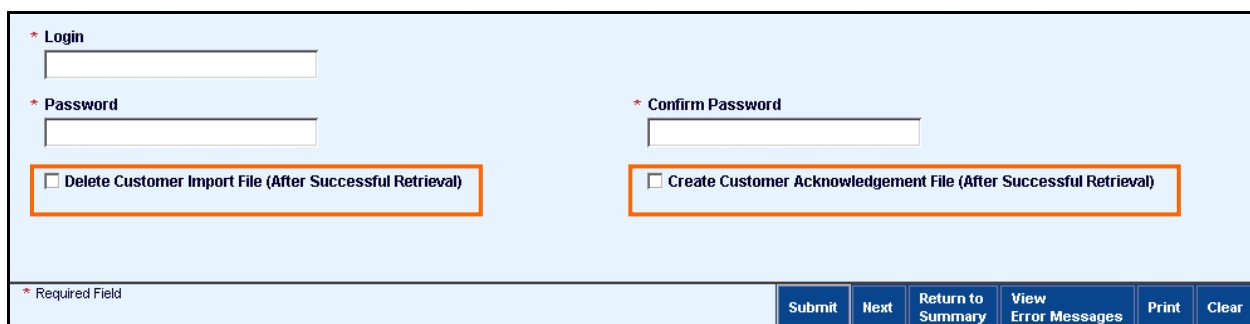
- The Run TI Summary Report option is not available for imports run in the “Test” mode.
- Only one Import Profile can be selected when you use the Run TI Summary Report option.
- This Run TI Summary Report option is only available for imported runs with one of the following: Run Status assignments: “Completed,” “Completed with Errors,” “Authorization Req’d (Level X),” or “Release Req’d.”

Automated File and Report Delivery

Automated File and Report Delivery (AFRD) through CitiDirect® Online Banking enables you to schedule the delivery of files and reports to and from the central servers of Citibank. Since you do not have to be signed on to CitiDirect for a scheduled event to take place, File Import, File Export, and the running of your reports can take place at any time. Please see the **Learning Center** at www.citidirect.com for more information on AFRD.

Delivery Options Library

Before you run an Import Profile to retrieve data from your system and import it into CitiDirect, a file containing that data must be stored on your Web server. To allow you to specify what you want done once this data file is successfully imported into CitiDirect. The following two new options are available on the Delivery Options Library detail form:



- **Delete Customer Import File (After Successful Retrieval):** Select this check box to delete your Import File from your Web server once the files have been successfully uploaded to CitiDirect.
- **Create Customer Acknowledgement File (After Successful Retrieval):** Select this check box to have CitiDirect place an acknowledgement file on your Web server for every file that has been uploaded to CitiDirect. Acknowledgement files have an .ack extension.

Notes:

- The acknowledgement file is stored in the same folder from which the system retrieved the imported file.
- The acknowledgement file includes the original file name and a time stamp.
- This is not an acknowledgement that the file has been successfully decrypted and/or verified. It is only an acknowledgement that the file has been successfully uploaded.

Disclaimer

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