CitiDirect BE Portal
Export

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Bank Handlowy w Warszawie S.A.

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1. Introduction

Export is a tool that enables the user to generate from CitiDirect BE statements as electronic data sets in a selected or defined format. Such a statement may be later imported to a financial and accounting system.

Preparing data export consists of 2 stages:

1. **Create a profile**
At this stage, the user defines such criteria as time span, accounts and data format.

2. **Run**
At this stage, the file with the statement is generated and downloaded.

2. Creating an Export Profile

In order to create an export profile, place the cursor on the **File Services** tab in the top menu, next choose the option **Create Template** under **Export File Template**.

The screen will display the view as shown below.

Although the template has many parameters, only a few are required to be modified.
Begin with entering a **Template Name** and choosing an **Output Format Name**.
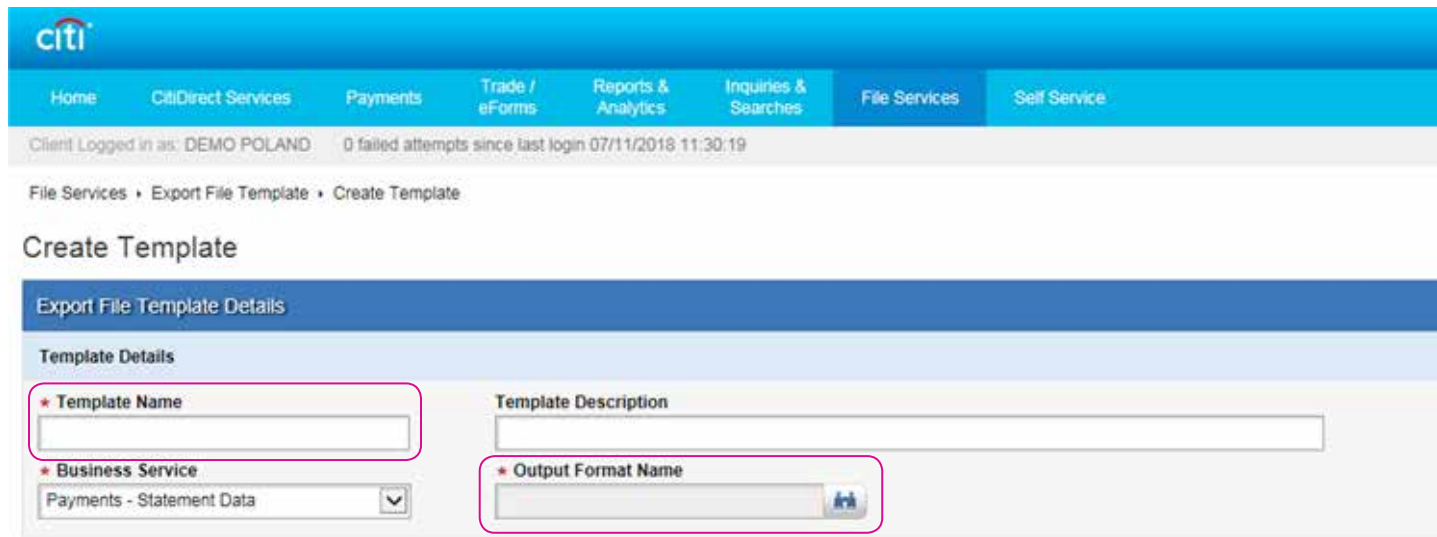
1) Template name

A profile may have any name, provided that it is unique, i.e. when creating several profiles, you must ensure each of them has a different name.

2) Output format name

In this field, you should define the data format. Click on the Lookup (binoculars) button to begin searching the list of data formats for export. Next, choose the **Output Format** name, which you would like to use to build the **export profile**, e.g.
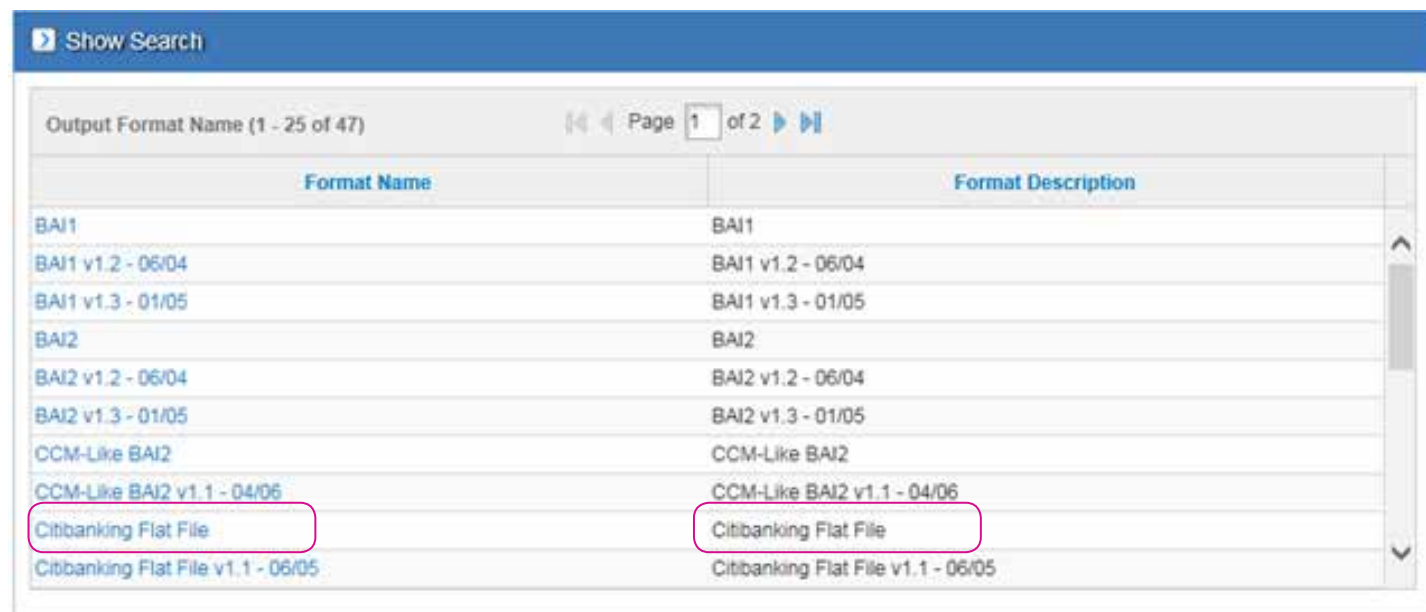
3) Date Range Type

Absolute – actual dates are to be chosen from the calendar. This type of dates is useful when you want to download a statement for a specific period, e.g. previous month. The fields **From Day** and **To Day** will change their format into calendar and you need to set the required date range in them.

Relative – this date range is defined by reference to the export run date. You should select it when you want to use the profile on a regular basis to generate statements that is not defined by calendar dates, e.g. yesterday, last week. In **From Day** and **To Day** fields specify the number of days to be covered by the statement. For example, if you want to generate, every day, a statement for yesterday, set '-1' in both fields. If you additionally check the **Business Days** option when choosing the date range, the program will skip all holidays while selecting the time span. For example, on Monday the prior day will mean Friday.

4) Download destination

Enter the location and the file name under which the exported statement will be saved. You may use Browse. When downloading a statement, the system will automatically open the folder that is entered here and suggest you to save the statement under the given name. If this field is left blank, you will need to select the directory and enter the file name for each download.

5) Template filters

These functions are used to select accounts or groups of accounts. You should select one of the three available Categories: **Account Number, Bank Branch, Currency.** Next, click on Add in the Filters Table to see the list of items that can be chosen.

- Use the **Account Number** category if you wish to select one or more accounts from the list of all accounts that are available to you.
- **Currency** is useful when you want, for example, to generate a statement that covers all EUR accounts, but you do not want to choose them.
- **Bank Branch** category is only useful for Clients who have accounts with more than one branch of Citi.

Template Filters are not mandatory. If no selection is made after starting the profile, the system will export a file containing statements to all accounts available to the user that initiated such export.

If the following fields have been filled out, in order to complete template creation, press **Submit**.

The newly created template is **Active** and you may use it immediately.

The template should be visible on the template list in the **Export data** tab.

If, however the template did not show up on the list, this indicates that it requires further authorization by another user. Authorization may be made by any user who is entitled to create export profiles. A given profile must not be authorized by the person who submitted it.

The Bank may disable the Authorization Required option for export profiles upon demand expressed by phone.

In order to authorize, place the cursor over **File Services** in the top menu, and next choose the option **To Authorize** under the section **Export File Template**. Select the chosen template and press **Authorize**.

Authorization is the last step of the profile creation stage. Once the authorization is complete, the profile is Active and may be used to generate statements.

3. Initiating Export

In order to run exporting transactions to file, place the cursor on the tab **File Services** in the top menu, and next choose the option **To Run** under the section **Export Data.**
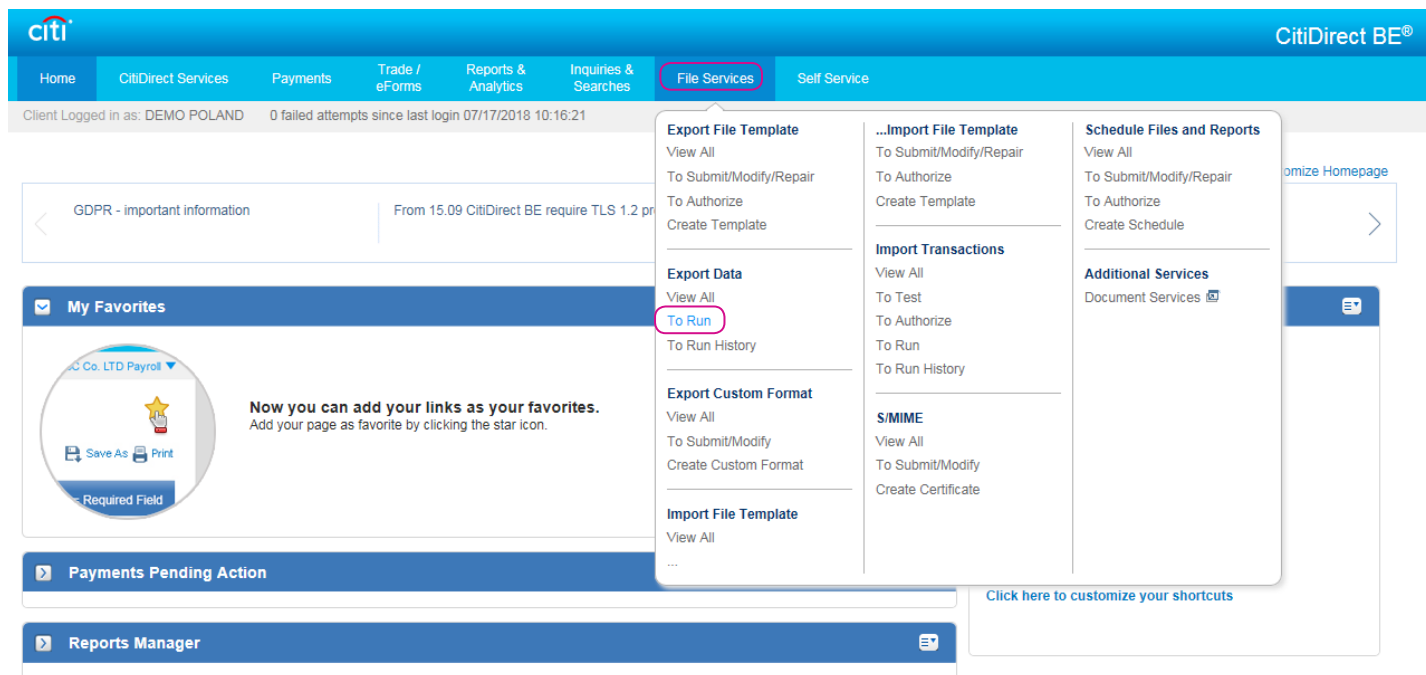
A list of available export templates will appear. Choose the one which you wish to use, and next click **Run.** If you are unsure, which template you should use, it is possible to check the details of templates by clicking on **View Details.**
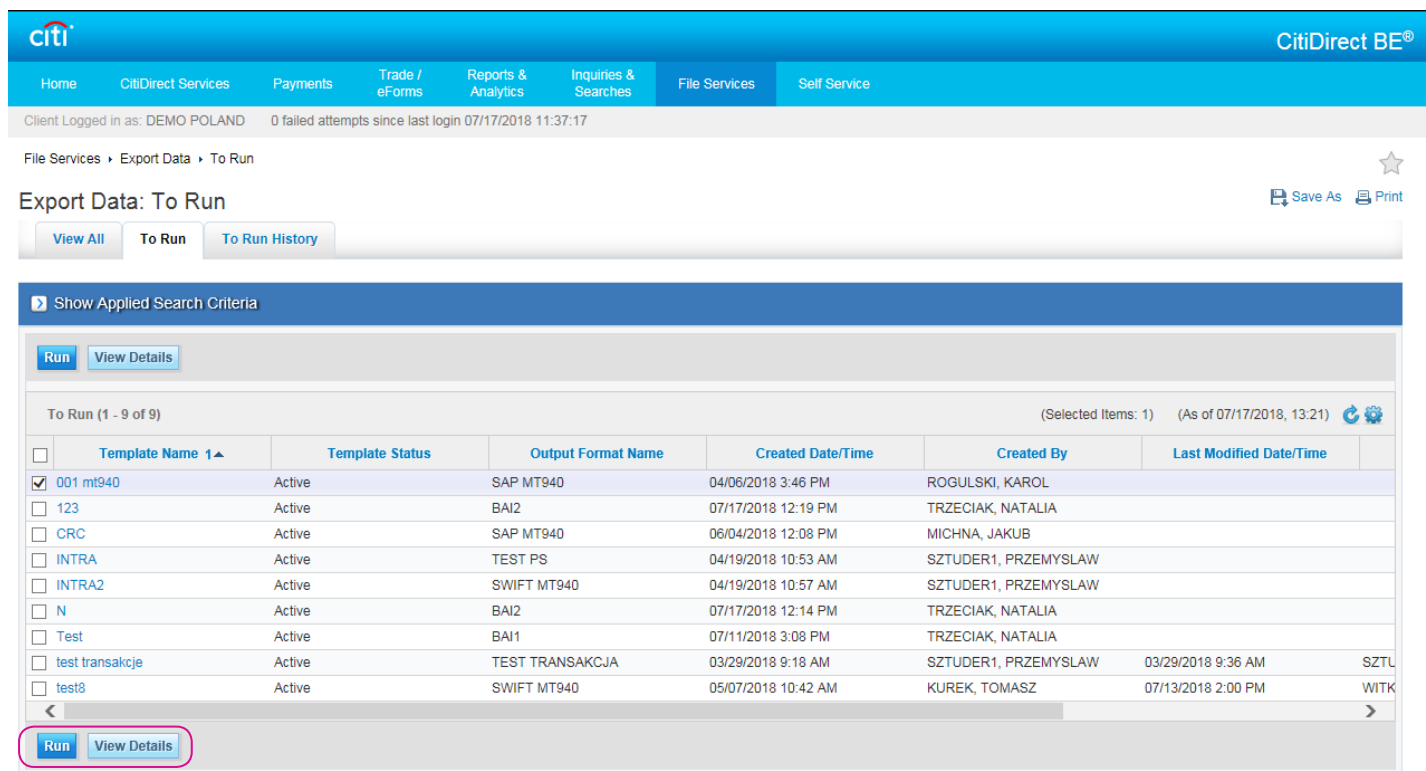
The profile initiation message will show. Click on OK.

Go to the **To Run History** tab. You will see the one-row statement that confirms that the report is generated.

Run Status should be **completed**. If it is not, press the Update Screen button – which is located on the right side of the panel above the list of To Run history.

The Run status should change within a few seconds.

The Run Status may change to **Errors**. The most frequent reasons are:
•   Lack of access to the accounts defined in the export profile criteria,
•   No operations on the selected accounts were carried out in the period defined in the import profile.

In order to download a statement, click on **Download**. The standard save-file dialogue will open. The file location and name will be recommended in accordance with the settings in the export profile. The user may select a different location and change the file name before it is saved.

4. Creating a Customized Export Format

If the embedded formats (**SWIFT MT940** or **SAP MT940**) are not appropriate for your financial and accounting system, you may define your **own statement format**.

On the top menu place the cursor over **File Services** and choose the option **Create Custom Format** under the section **Export Custom Format**.
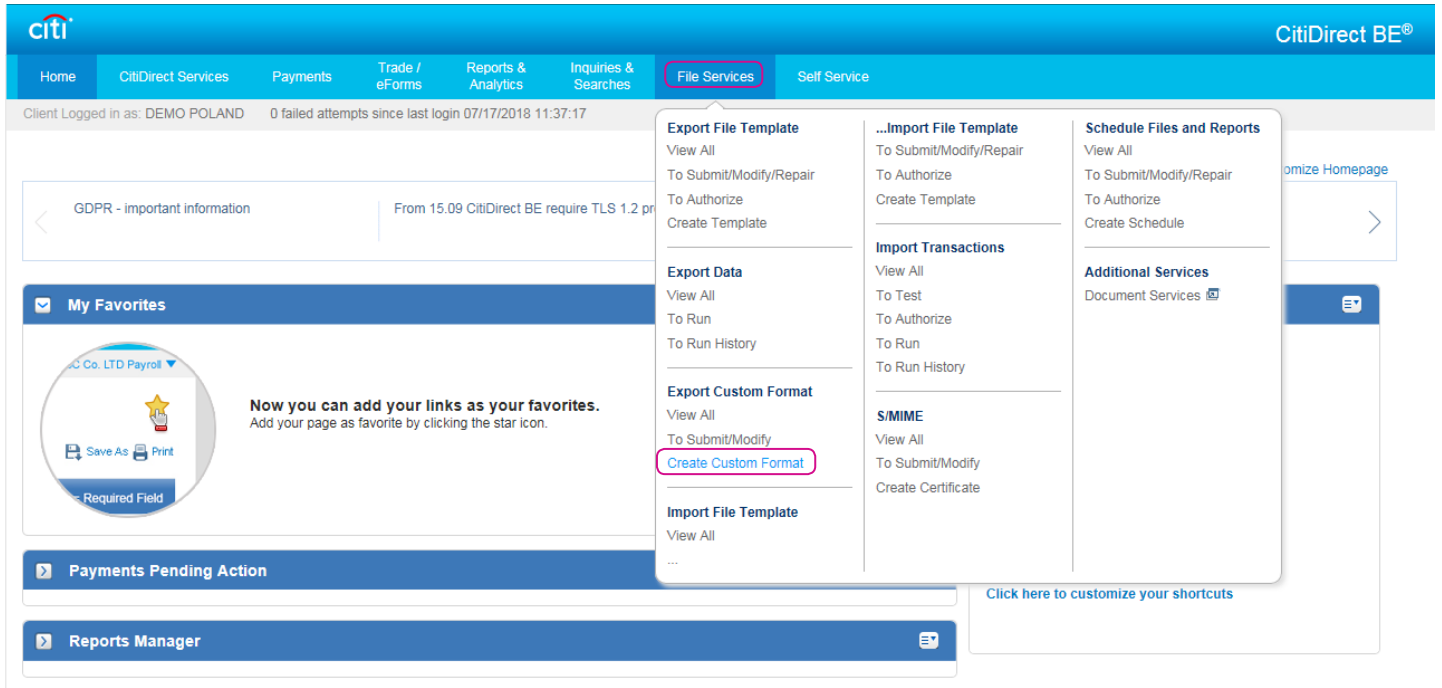
The screen will display the screen shown below. Enter a Format Name, and choose a Business Service (shows as Payments by default).
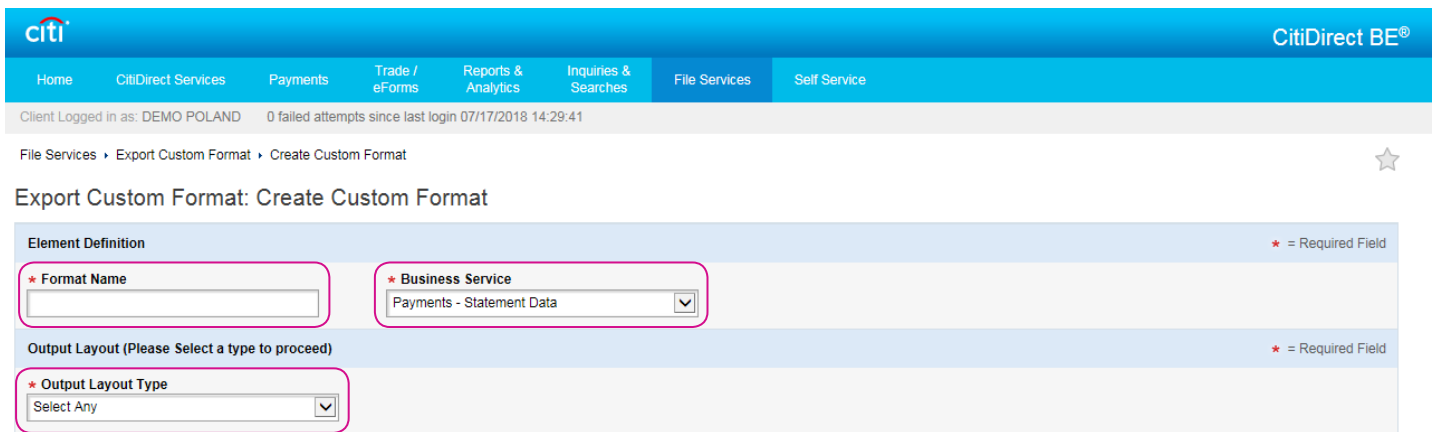
In the field Output Layout Type, select one of the options::
• Tagged – with a defined tag before each field.
• Fixed Length – all fields of the same length.
• Variable Length – fields have different lengths, depending on data length.

A new screen will be displayed with export format details:

The Available Data window contains a list of all the fields which can be added to your personalized format. Select the appropriate field, and next press the arrow symbol on the right. The selected field will be moved over to the right window **Added Data**.

In the **Added Data** window the fields will arrange themselves in the order in which they were added, and the same order will follow in the exported file. You may change the order with the use of the buttons on the right side.

The table below includes the fields that are most frequently used:

LP	Field title	Type	Number of characters	Field Description
1	NULL	NULL	5	Blank Field
2	BRANCH NAME	AN	105	BRANCH NAME (WARSAW CITIBANK)
3	BRANCH CODE	AN	5	BARNCH CODE
4	ACCOUNT NAME	AN	35	ACCOUNT NAME
5	ACCOUNT NUMBER	AN	35	ACCOUNT NUMBER
6	STATEMENT DATE	DATA	12	STATEMENT DATE
7	OPENING LEDGER BALANCE	N	22	OPENING LEDGER BALANCE
8	CLOSING AVAILABLE BALANCE	N	22	CLOSING AVAILABLE BALANCE
9	CLOSING LEDGER BALANCE	N	22	CLOSING LEDGER BALANCE
10	TRANSACTION POST DATE	DATA	12	TRANSACTION POST DATE

11	VALUE DATE	DATA	12	VALUE DATE
12	CUSTOMER REFERENCE (TRANSACTION REF)	AN	35	CUSTOMER REFERENCE (TRANSACTION REF)
13	BANK REFERENCE	AN	16	BANK REFERENCE
14	CURRENCY	AN	3	CURRENCY
15	CREDIT/DEBIT INDICATOR	A	2	CREDIT/DEBIT INDICATOR
16	TRANSACTION AMOUNT	N	22	TRANSACTION AMOUNT
17	TOTAL CREDIT AMOUNT	N	22	TOTAL CREDIT AMOUNT
18	TOTAL DEBIT AMOUNT	N	22	TOTAL DEBIT AMOUNT
19	BY ORDER OF NAME	AN	35	BY ORDER OF NAME
20	PAYMENT DETAILS	AN	140	PAYMENT DETAILS
21	TRANSACTION DESCRPTION	AN	140	TRANSACTION DESCRIPTION

N- numeric field, AN – alphanumeric field, DATA – date field.

After adding all the information that is to be included in the output field, go to Settings.

Setup:

Field Delimiter – end of field mark.

Record Delimiter – end of record mark. If you select CRLF in this field, particular records will be displayed in separate lines.

Credit Currency Format – determination of the incoming amount (+, -, space...). \

Debit Currency Format – determination of the charge amount (+, -, space...).

Decimal Symbol – separator between the integer and decimal part.

No. of Digits after Decimal – thousands separator.

Digit Grouping Symbol – symbol of thousands separation

Date Format and Time Format

Having defined the settings, press on **Submit**.

The export format you have defined will be on the select-from list while creating the export profile.

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