File download and upload – Delphi module

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Spis treści

1. Access to Document Services module in CitiDirect BE®

Authorized CitiDirect BE users have access to Document Services module. It is used to download and send various types of data files and exchange information between the customer and the bank.

The most important types of downloads files include:

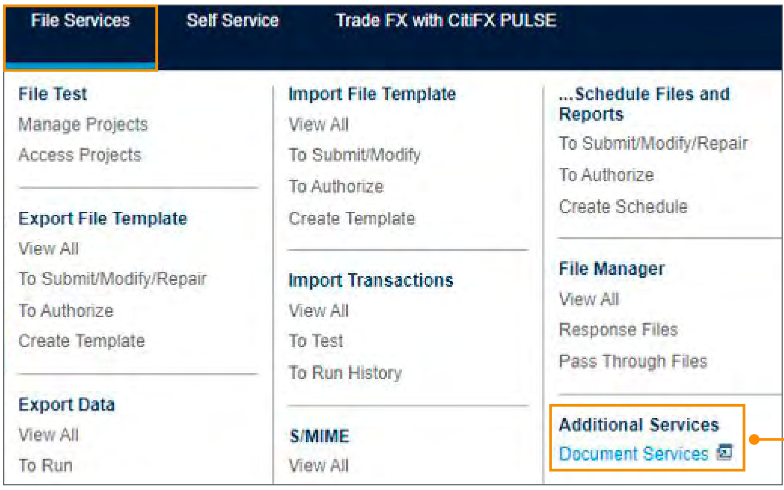
• electronic extracts in PDF, MT940, PRGSTA formats

• exchange rate tables,

• SpeedCollect files and

To access Document Services module:

After logging in to the CitiDirect BE system, select the File Services tab.

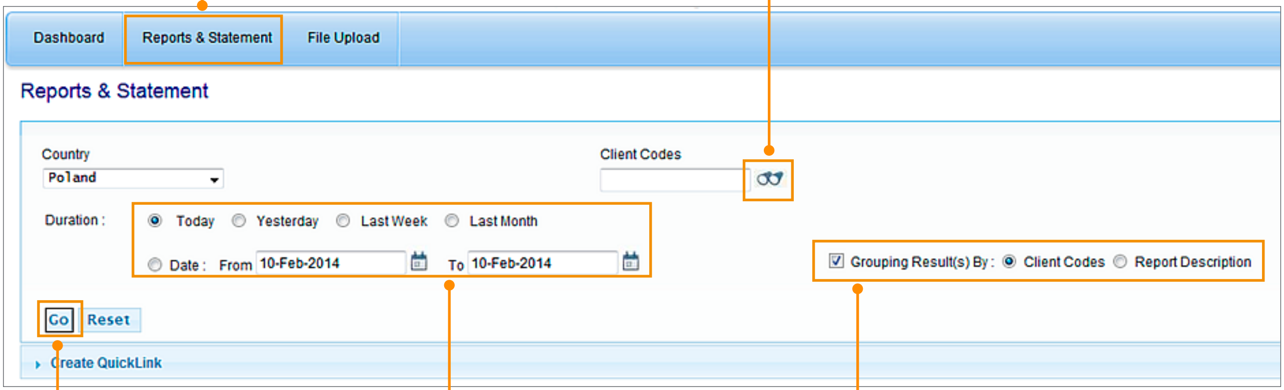


Go to Document Services

2. File download

Select Reports & Statements from the navigation bar.

You can use the 'Lookup' option to search for particular Client codes.



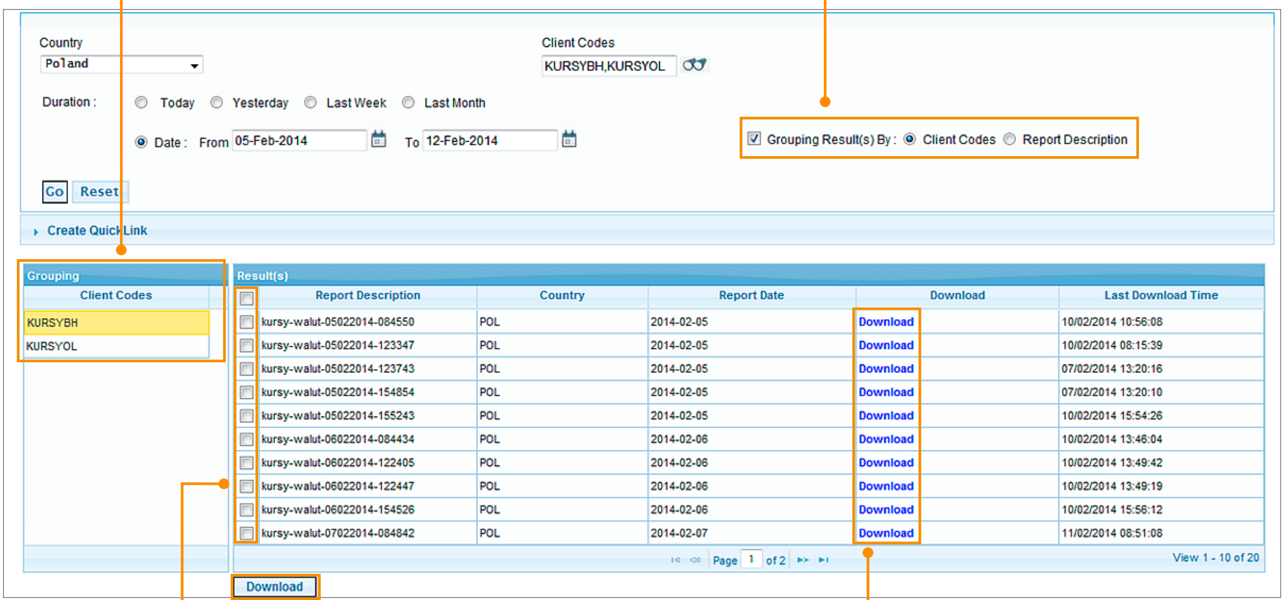
Click here to search for files available for download in the specified period of time.

You can choose one of the default periods or select Date option and enter the desired date range into the "From" and "To" fields.

You can group the search results according to two criteria:
1) select Client Codes option if you want to search the specified period of time for files with different names. This option is selected by default.
2) select Report Description if you want to search the specified period of time for files with the same name.

The search results will be displayed according to the selected search criteria and grouping options.

The view of search results (grouped according to one of the available criteria) can be further adjusted by clicking the Client Codes displayed in the Grouping window. To change the grouping criteria select a different grouping option and click Go.



The results can be downloaded in a bulk just select the items you wish to download and click the Download button below.

Each available report can be downloaded by clicking on the Download link in the Download column.

New! Grouping the search results according to the report names and Client codes.

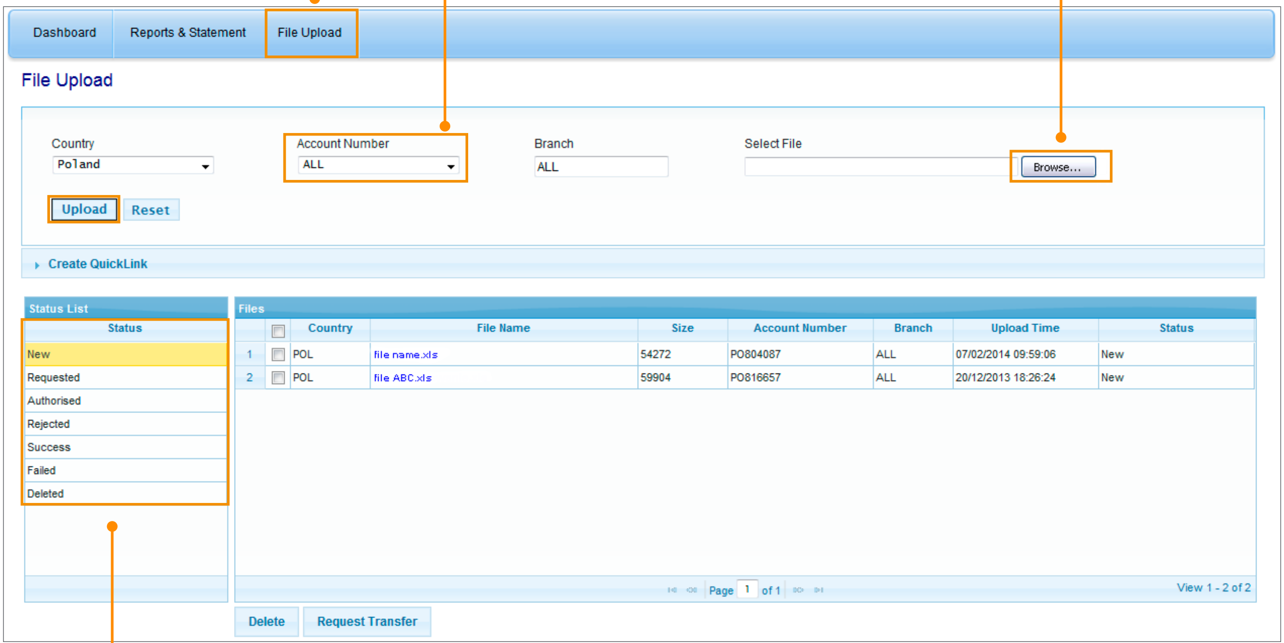
3. File upload

To upload a file select File Upload from the Delphi XP navigation bar.

Click here to go to the File Upload part of the module.

Select Account Number (Client Code) from the drop down menu.

Click Browse to select a file you wish to upload and then click Upload to upload this file into the system.



Status List contains options for all types of file status. These options have been described below.

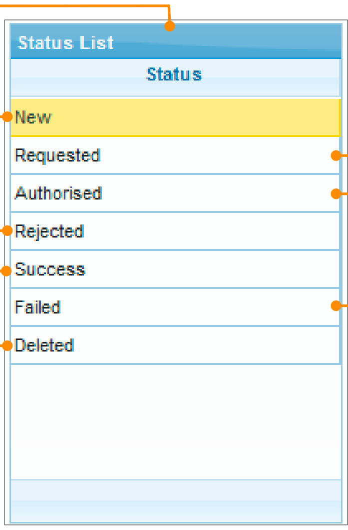
Presented below is the list of status types of the processed files together with descriptions of options available to the User under each of these statuses.

Click New to display a list of files that have been uploaded into the system. Possible options for this status:
1) Request Transfer: sends the file to authorisation.
2) Delete: deletes the file from the system

Click Rejected to display a list of files that have been rejected during authorisation process. Possible options for this status:
1) Delete: deletes the file from the system

Click Success to display files successfully sent to the Bank for processing.

Click Deleted to display files that have been deleted from the system.



Click Requested to display files that have been sent to authorisation. Possible options for this status:
1) Authorise Request: sends the file to the Bank for processing.
2) Cancel Request: withdraws the file from authorisation and moves it to the list of files displayed under New.
3) Reject Request: rejects authorisation and moves the file to the list displayed under Rejected.

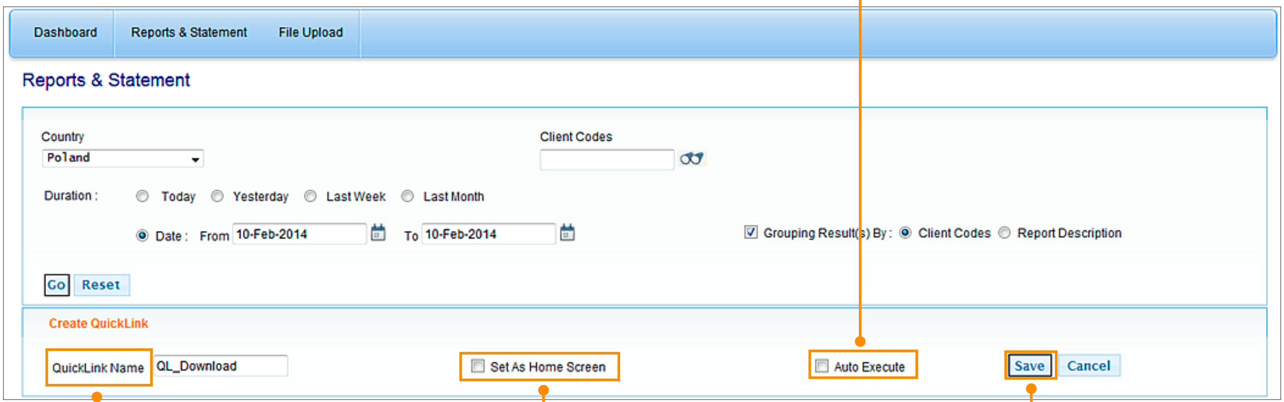
Click Authorised to display files waiting to be sent to the Bank for processing.
Possible options for this status:
1) Cancel Transfer: enables the User to cancel transfer of the file to the Bank already after the file has been authorised, provided, that the file has not yet been sent to the Bank by the system.

Click Failed to display a list of files that have not been correctly sent to the Bank. Possible options for this status:
1) Retry: This option allows to move the file into the list of files displayed under Authorised.
2) Delete: Deletes the file from the system.

4. Quick links

Creating Quick Links enables the User to save the selected search criteria and set them to be automatically executed. Moreover the User can choose to set the selected search criteria as default Home Screen.

The Auto Execute option allows to run the search automatically immediately after the quick link is selected. If this option is not selected, the criteria saved in the quick link have to be executed manually by clicking Go.



Enter the name of the new Quick Link to be displayed in the Quick Links section.

Set As Home Screen option allows to automatically open the saved criteria directly after Additional Services is clicked.

Click here to save a Quick Link.