



# Pulling Invoices from CitiDirect<sup>®</sup> Online Banking

Cash Management Invoice Inquiry –  
User Instructions

# Instructions

## Pulling Invoices from CitiDirect

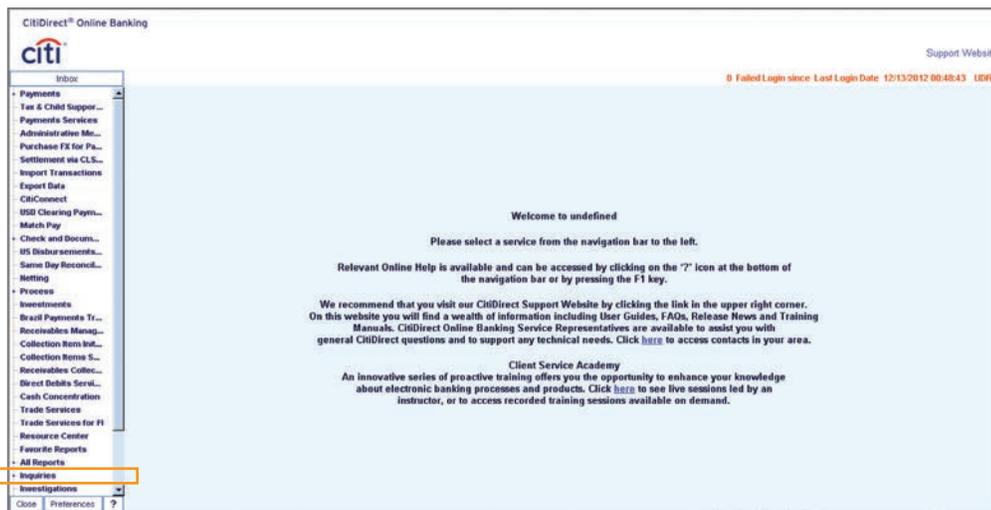
1. Invoices can be pulled using the following option in CitiDirect:

Navigate to **Inquiries** → **Cash Management Invoice Inquiry**

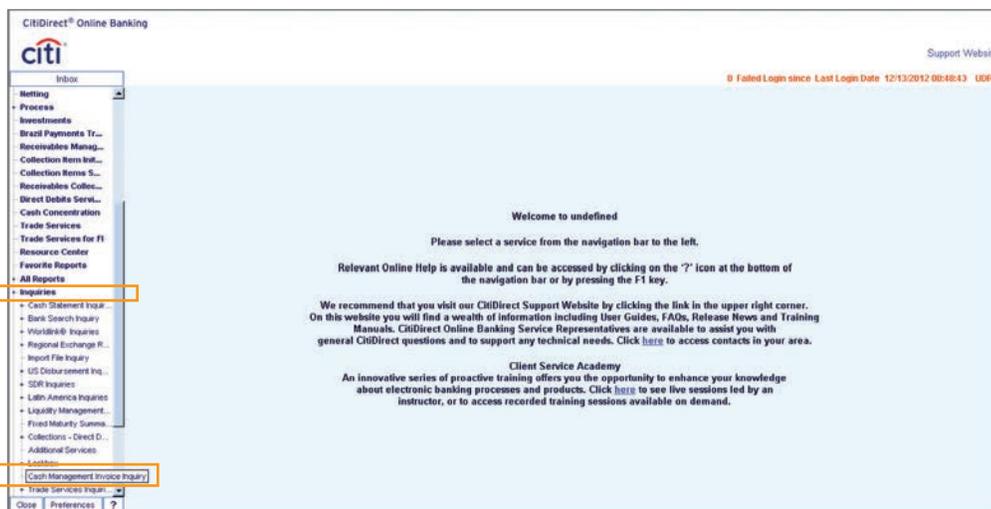
To access the invoices, users need to have **Cash Management Invoice Inquiry** service class associated to their profiles.

- The user is not automatically set up with this service class, also known as a solution package.
- The Client Security Manager needs to add the service class (see Security Manager Guide).

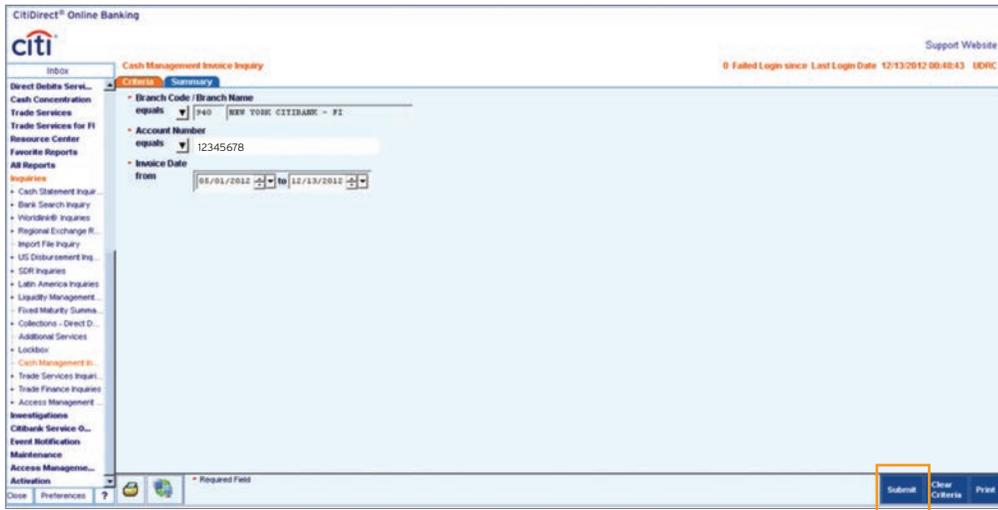
Once set up, the client will be able to see this service in CitiDirect:



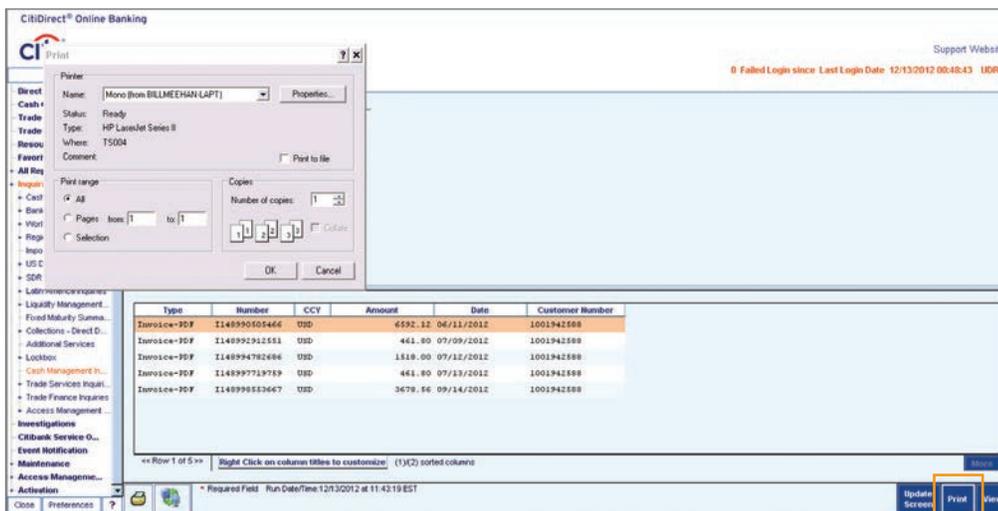
2. Invoices are pulled by navigating to: Inquiries → Cash Management Invoice Inquiry.



- Provide an account number for any account that is part of the invoice you would like to view and select the date range. Then click submit.



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



5. Under the **Cash Management Invoice Inquiry Summary** screen, you can view the invoice.

CitiDirect® Online Banking

Support Website

0 Failed Login since Last Login Date 12/13/2012 00:48:43 EDRC

**Cash Management Invoice Inquiry Summary**

Branch Code / Branch Name  
340 NEW YORK CITIBANK - FI

Account Number  
12345678

Invoice Date  
05/01/2012 to 12/13/2012

Type	Number	CCY	Amount	Date	Customer Number
Invoice-ZDP	114899050466	USD	6592.12	06/11/2012	1001942588
Invoice-ZDP	1148992912551	USD	461.80	07/09/2012	1001942588
Invoice-ZDP	1148994792096	USD	1518.90	07/12/2012	1001942588
Invoice-ZDP	1148997719759	USD	461.80	07/13/2012	1001942588
Invoice-ZDP	1148998553667	USD	3678.16	09/14/2012	1001942588

1 of 5 rows | Right Click on column titles to customize. (1)(2) sorted columns

Update Screen Print **View**

6. An example of the copy of the invoice.

Customer# 1001942588  
ABC Company  
Period: 31-May-2012 - 31-May-2012  
Invoice Date: 11-Jun-2012  
Invoice No.: 114899050466  
Page 1 of 6

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

**INVOICE SUMMARY**

This invoice does not require a signature.

Previous Charge Due	3,618.12 USD
Payments in Current Period	0.00 USD
Net Opening Position	3,618.12 USD
Current Period Charges	2,974.00 USD
Adjustments	0.00 USD
<b>Total Charges Due</b>	<b>6,592.12 USD</b>

ABC Company  
400 West 34th St  
New York, NY 10001

**PAYMENT INSTRUCTIONS:**  
No fees are currently due for this invoice. Please contact your Citibank representative with questions regarding your account.

7. If the date provided is prior to the last year, an error is returned indicating that the data can only be retrieved for the last year.

