



CitiDirect[®] Online Banking

Delphi File download - upload module

CitiService

CitiDirect HelpDesk

Phone No. 0 801-343-978, +48 (22) 690-15-21

Monday - Friday 8.00 – 17.00

helpdesk.ebs@citi.com

Table of Contents



Table of Contents	1
1. Delphi – File Exchange	2
2. File download	3
3. File upload	5
4. Quick links	6

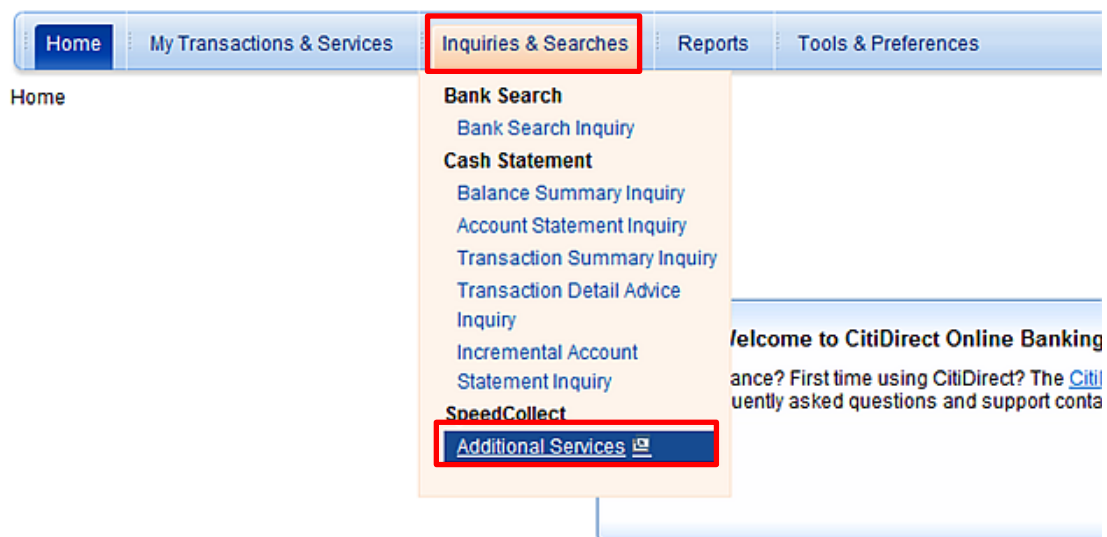
1. Delphi – File Exchange

Delphi is a module assisting with transfer (**download** and **upload**) of different types of files between the Client and the Bank.

Among most often downloaded types of files are: electronic statements in PDF, PRGSTA, MT940 formats, currency exchange rates tables, Speed Collect files and Visa statements.

Possibility to download and upload different types of files is set up on the basis of individual agreements with the Clients.

To enter the file download - upload module from CitiDirect, select **Inquiries & Searches** on the navigation bar and then click **Additional 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 screenshot shows a navigation bar with 'Reports & Statement' highlighted. Below it, the 'Reports & Statement' section contains a search form with fields for Country (Poland), Client Codes (with a lookup icon), Duration (Today, Yesterday, Last Week, Last Month), and Date (From 10-Feb-2014 to 10-Feb-2014). A 'Go' button is highlighted. A 'Grouping Result(s) By' section shows 'Client Codes' selected. A 'Create QuickLink' button is at the bottom.

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 screenshot shows the 'Reports & Statements' section of a web application. At the top, there are navigation tabs for 'Dashboard', 'Reports & Statements', and 'File Upload'. Below this, there are search filters: 'Country' (Poland), 'Client Codes' (KURSYBH, KURSYOL), 'Duration' (radio buttons for Today, Yesterday, Last Week, Last Month), and a date range (From 05-Feb-2014 to 12-Feb-2014). A 'Grouping Result(s) By' dropdown is set to 'Client Codes'. Below the filters is a 'Go' button and a 'Reset' button. The main area displays a table with columns: Grouping, Result(s), Report Description, Country, Report Date, Download, and Last Download Time. The 'Grouping' column shows 'Client Codes' with 'KURSYBH' and 'KURSYOL' listed. The 'Result(s)' column contains report IDs. The 'Report Description' column contains report titles. The 'Country' column contains 'POL'. The 'Report Date' column contains dates from 2014-02-05 to 2014-02-07. The 'Download' column contains 'Download' links. The 'Last Download Time' column contains timestamps. A 'Download' button is located below the table. The page footer shows 'Page 1 of 2' and 'View 1 - 10 of 20'.

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.

Country	File Name	Size	Account Number	Branch	Upload Time	Status
POL	file name.xls	54272	PO804087	ALL	07/02/2014 09:59:06	New
POL	file ABC.xls	59904	PO816657	ALL	20/12/2013 18:26:24	New

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:

- Request Transfer:** sends the file to authorisation.
- 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:

- 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.

Status List
Status
New
Requested
Authorised
Rejected
Success
Failed
Deleted

Click **Requested** to display files that have been sent to authorisation. Possible options for this status:

- Authorise Request:** sends the file to the Bank for processing.
- Cancel Request:** withdraws the file from authorisation and moves it to the list of files displayed under **New**.
- 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:

- 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:

- Retry:** This option allows to move the file into the list of files displayed under **Authorised**.
- 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 screenshot shows a web interface for creating a quick link. At the top, there are navigation tabs: 'Dashb...', 'Reports & Statement', and 'File Upload'. Below this is a 'Report Statement' section with various filters: 'Country' (Poland), 'Client Codes', 'Duration' (Today, Yesterday, Last Week, Last Month), and 'Date' (From 10-Feb-2014 to 10-Feb-2014). There are also checkboxes for 'Grouping Result(s)', 'Client Codes', and 'Report Description'. Below the filters is a 'Go' button and a 'Reset' button. The 'Create QuickLink' section contains a 'QuickLink Name' field with the value 'QL_Download', a 'Set As Home Screen' checkbox, an 'Auto Execute' checkbox, and 'Save' and 'Cancel' buttons. Four callout boxes provide additional information:

- Top-left: 'Enter the **name of the new Quick Link** to be displayed in the **Quick Links** section.' (points to the QuickLink Name field)
- Top-right: '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.' (points to the Auto Execute checkbox)
- Bottom-left: '**Set As Home Screen** option allows to automatically open the saved criteria directly after **Additional Services** is clicked.' (points to the Set As Home Screen checkbox)
- Bottom-right: 'Click here to **save a Quick Link**.' (points to the Save button)

This material has been published solely for information purposes and it does not constitute an offer within the meaning of Article 66 of the Polish Civil Code.

Bank Handlowy in Warsaw S.A. with its registered office in Warsaw, ul. Senatorska 16, 00-923 Warsaw, entered into the Register of Entrepreneurs of the National Court Register by the District Court for the Capital City of Warsaw in Warsaw, 12th Commercial Division of the National Court Register, under no. KRS 000 000 1538; NIP 526-030-02-91; share capital of PLN 522,638,400, fully paid up.

Citi Handlowy and CitiDirect are registered trademarks of Citigroup Inc. entities.