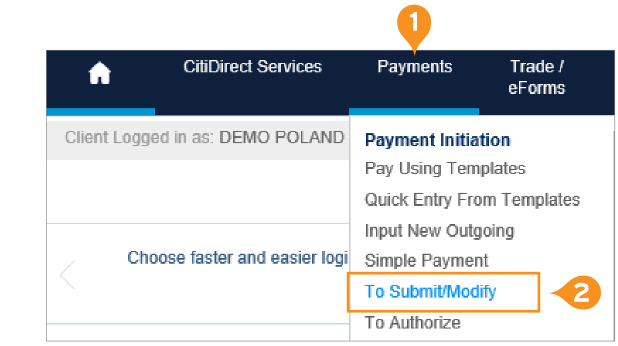
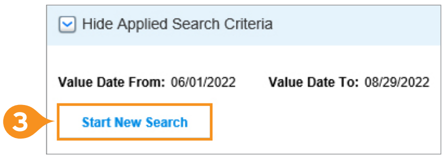
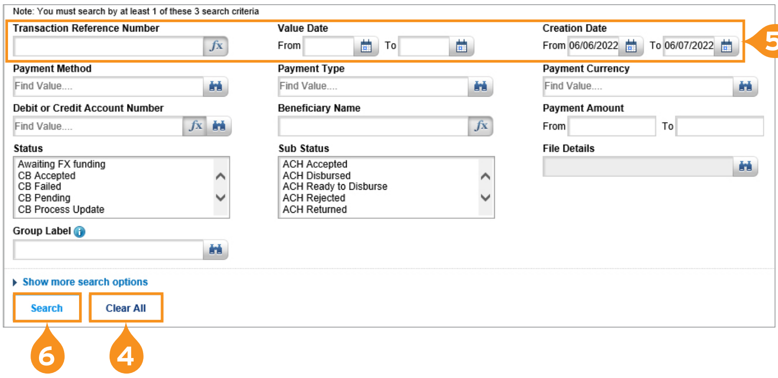
Modifying payments

1. In the main menu, select the tab Payments.
2. In the tab Payments, select the option To Submit/Modify.
3. Select Start New Search.

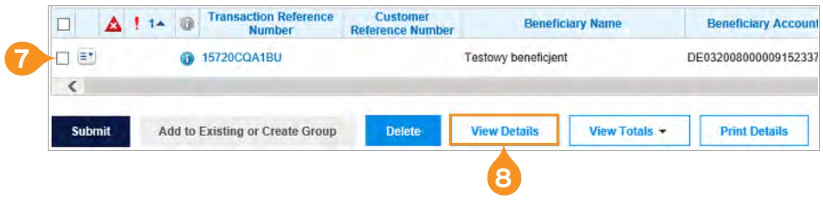




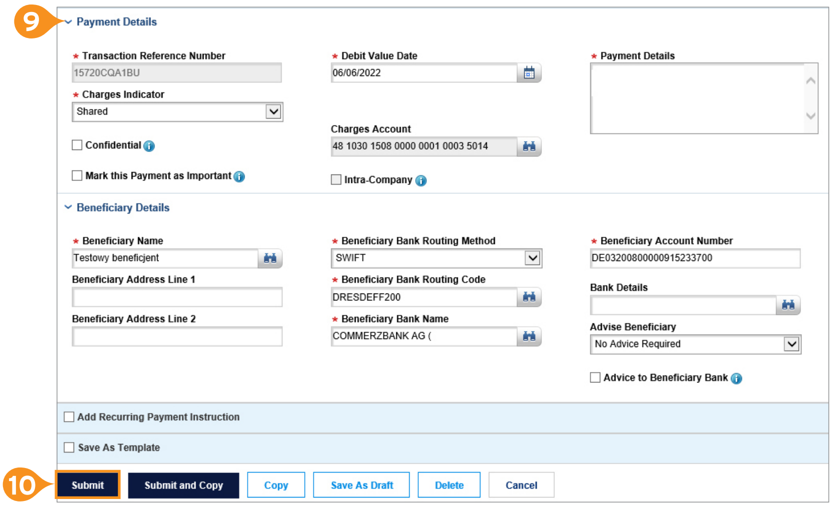
4. In the Start New Search window, click Clear All.
5. Fill in at least one of the available options. If you select a search criterion other than the Reference Number, please remember that it is mandatory to select Value Date or Creation Date.
6. Click the Search button.



7. On the list, find the payment you wish to modify and tick it.
8. Click the button View Details.



9. Modify your payment.
10. Select Submit to approve changes.



Note:
Modifications can be made at any moment during the submission or release of payment; however, each change will require the payment to be submitted or released again.

More useful tips regarding CitiDirect BE available here >>