Web-Banking
for Financial Control Centers.
User manual

DBO Soft

(version 5.1.9)

Content

Preface

This document is the manual for AWP Web-Banking for corporate clients (hereinafter referred to as – the AWP Web-Banking for FCC (further – AWP **Web-Banking for FCC**), that is one of the modules of iBank 2 UA electronic banking system.

The section **Purpose and general information about the AWP Web-Banking for FCC** lists the main features of AWP, as well as possible schemes of work with AWP.

The section **Getting started with the AWP Web-Banking for FCC** lists the requirements for the system, as well as describes the client operations on the login page.

The section **Registration in the iBank 2 UA system** is devoted to description of preliminary registration of new client or EDS keys. In addition, this section describes available operations, associated with EDS key management.

The section **AWP Web-Banking for FCC interface** describes the main AWP blocks.

The section **AWP Web-Banking for FCC home page** describes principles of operation with the reports «Current balances», «Exchange rates» and «Previous sessions», available to client immediately upon AWP logging in.

The section **Operations with documents, reports, directories** describes the methods of performance of the main operations with documents, reports and directories, as well as it lists the document types and statuses.

The section **Hryvnia documents** describes the main principles of operation with payment orders, incoming and outcoming payment requests-orders, as well as with directories of recipients and MFO.

The section **Payroll service** describes the operations with payroll sheet, documents and documents and directory of payroll project.

The section **FCY documents** describes operations with currency orders, requests for sale, purchase and conversion of currency, as well as with beneficiaries and SWIFT directories.

The section **Enterpreneur service** describes the purpose of the service «Enterpreneur service».

The section **Reports** describes operations with statements and turnover on subordinated client account.

The section **Letters** describes operations with incoming and outcoming letters of the subordinated client.

The section **Client data** describes the possibility of AWP of viewing information about the FCC and its subordinate clients, including EDS keys, work settings, etc.

The section **Distance replacement EDS key** describes the principles of operation of service of remote current EDS key replacement without bank visiting.

Section 1

Purpose and general information about the AWP Web-Banking for FCC

The AWP **Web-Banking for FCC** of the iBank 2 UA system is intended for implementations of schemes of service of large organizations with geographically remote subdivisions, offices and subsidiary structures.

In the AWP **Web-Banking for FCC** offers the following features:

- Simultaneous handling of documents of several organizations.

- Possibility of selective signing (endorsement) of documents of several organizations.

- Obtaining of consolidated statements for accounts of several organizations.

- Absence of necessity to switch between organizations and to change the medium with EDS keys.

For the AWP **Web-Banking for FCC** logging in, there is used the EDS key of the FCC employee and further handling of the documents of the subordinated clients is performed on behalf of the virtual[1] employees of the relevant subordinated client.

The fig. 1.1 shows the scheme of management of the subordinated organizations account by the managing client.
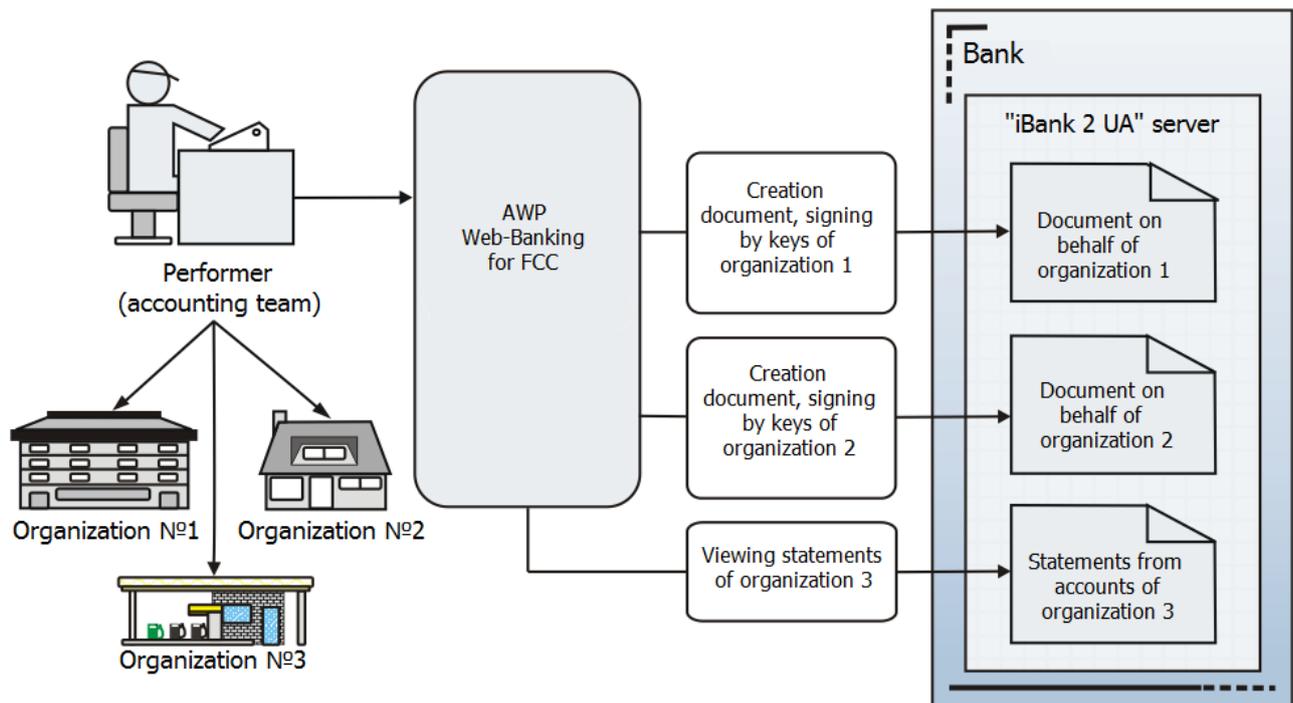
Fig. 1.1. Scheme of several organizations accounts management

---

[1]These employees are not real employees of the subordinated clients, they are registered only for possibility of the FCC operation on behalf of the subordinated client.

Schemes of operations with the AWP Web-Banking for FCC

Management of accounts of several organizations by one executor or one «accounting team»

The AWP **Web-Banking for FCC** may be operated by one person or by team of the employees («accounting team»). There is supported the simultaneous operation of several users in system.

The executor creates and signs the payment documents on behalf of the subordinated organizations individually, using secret EDS keys of the subordinated organizations, as well as monitor the state of their accounts (revision of account statements, turnovers and balances). The same scheme may be applied to the group of organizations that are serviced by one «accounting team» -– one or several users that performs centralized management of account of several subordinated organizations by iBank 2 UA system.

«Accounting team» of the parent organization works by the AWP **Web-Banking for FCC** in single space of accounts, documents, subsidiary organizations and branch offices statements, performs their financial monitoring, manages their accounts and endorses documents with the relevant keys. The branch offices and subsidiary organizations manage their accounts by electronic banking system — iBank 2 UA, using modules for corporate clients; they create and sign payment documents, obtain statements from bank.

In practice, the AWP **Web-Banking for FCC** is used to support two main schemes of operation:

- The parent company only monitors the accounts and documents of subsidiary organizations.

- The parent company has the right to endorse the documents in order bank accepts the documents of subsidiary organizations for execution.

In a clear view, the latter scheme is presented in the figure 1.2.
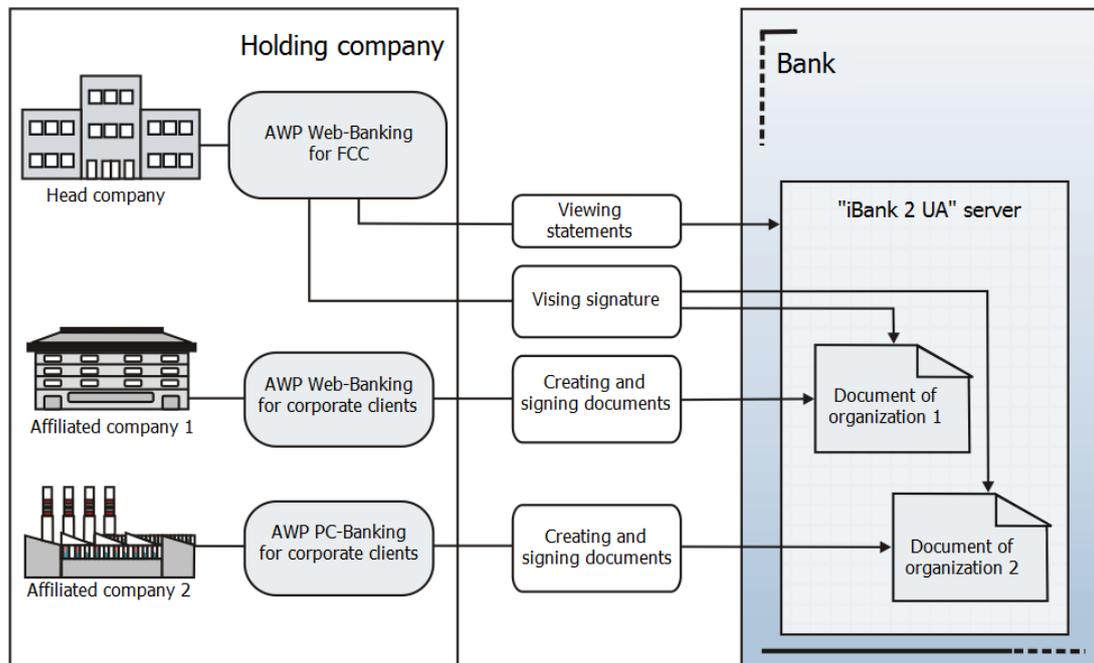
Fig. 1.2. Endorsement of documents and monitoring of accounts of subsidiary organizations

Management of accounts of organizations with complex hierarchical structure

This scheme provides endorsement of documents of the subsidiary organizations by several offices of the parent organization (for example, regional office and head office). Scheme may be applied in case of presence of hierarchy of geographically distributed organization offices.

Regional office manages accounts of subsidiary offices and monitors and endorses documents by the AWP **Web-Banking for FCC**.

Head office may play the role of the owner of general endorsement, used to approve the documents, endorsed by regional offices. In addition, the head office may endorse the documents that do not require regional office signature, as well as monitor financial activity of any subsidiary organization. The fig. 1.3 shows geographically the described scheme of operation.
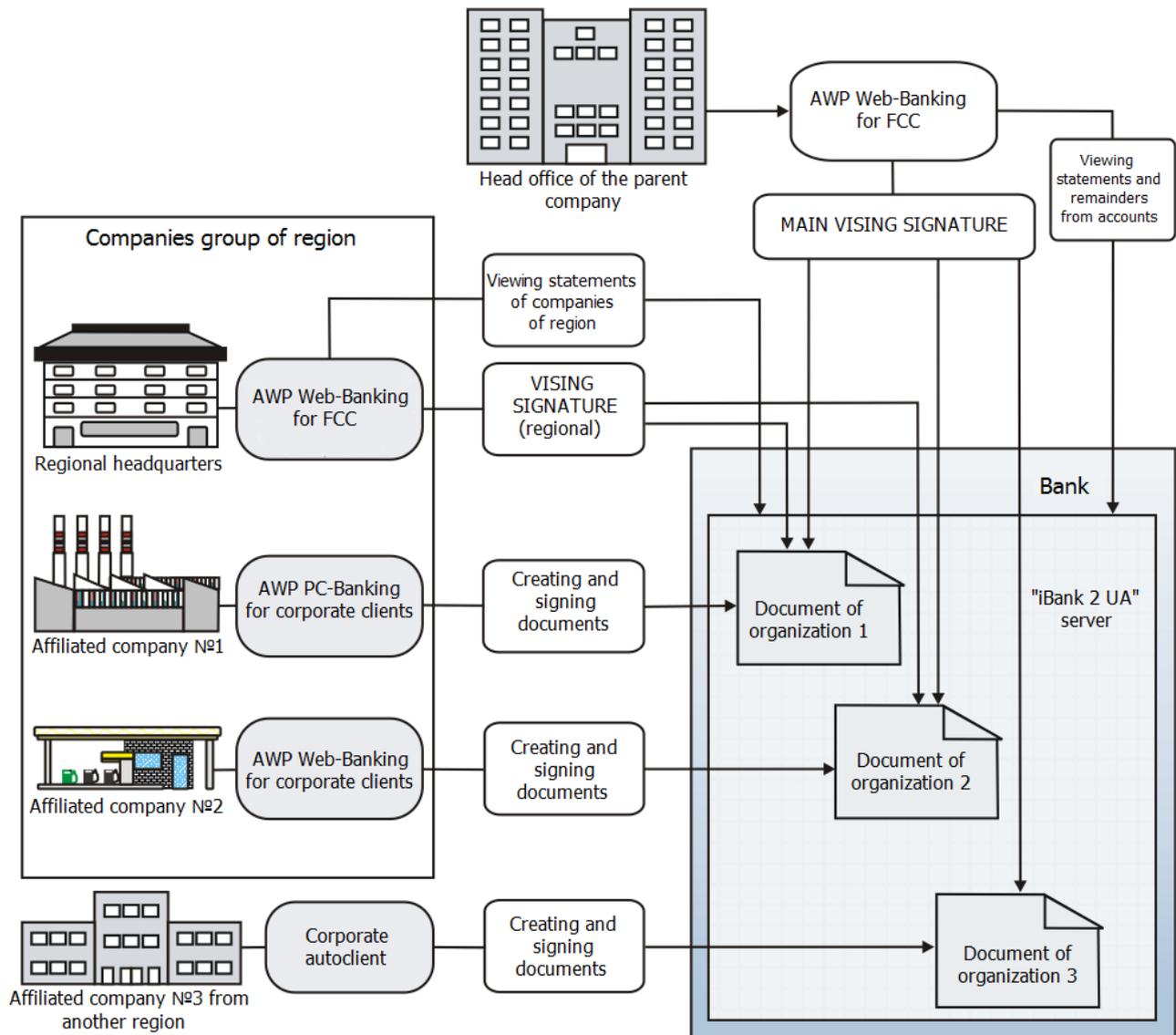
Fig. 1.3. Management of account of organizations with complex hierarchical structure

Section 2

Getting started with the AWP Web-Banking for FCC

Requirements for the system

In order to make any operations in the AWP **Web-Banking for FCC** client require:

1. Installed on the client computer web-browser. As web-browser there may be used one of the following programs:

    - Microsoft Internet Explorer 11.0 and higher;
    - Mozilla Firefox 52.0 and higher;
    - Opera 38.0 and higher;
    - Safari 6.0 and higher;
    - Google Chrome 45.0 and higher.

    The AWP supports the operating systems of Windows family, *nix or Mac.

2. Installed *EDS plugin* that is used for logging in and signing of the documents by EDS key, as well as for registration and administration of the EDS keys. Installation or updating of the EDS plugin is performed on the AWP **Web-Banking for FCC** login page. Upon EDS plugin installation or updating completion you will need to restart you web-browser.

3. Internet access. Recommended connection speed – from 1Mb/s.

In addition to the abovementioned requirements, recommended the client computer to be equipped with USB-port for usage of USB-tokens[1] for EDS keys storage. The AWP **Web-Banking for FCC** supports the following USB-tokens: ibank2key, iToken (developer – DBO Soft), SecureToken318 (developer – LLC Avtor).

> **Attention!**
> In case of USB-tokens usage for secret EDS keys storage, it is required to ensure that there are installed drivers.

It is also recommended to have printer in order to print client's Public EDS Key Certificate.

AWP Web-Banking for FCC login page

To start work with the AWP **Web-Banking for FCC** it is required (upon internet connection) to start web-browser and go from the bank site to the AWP **Web-Banking for FCC** login page.
Appearance of the login page (with installed EDS plugin) is presented in fig. 2.1.
The login page includes the following elements:

- Menu on the left of the page with various background information. Menu is configured at the bank side.

---

[1]Device, connected to computer USB-port, that is intended for safe storage of the client EDS keys. As opposed to other removable media devices, it is impossible to copy EDS keys from the USB-token, that considerably reduces the possibility of unauthorized access to the client EDS key.
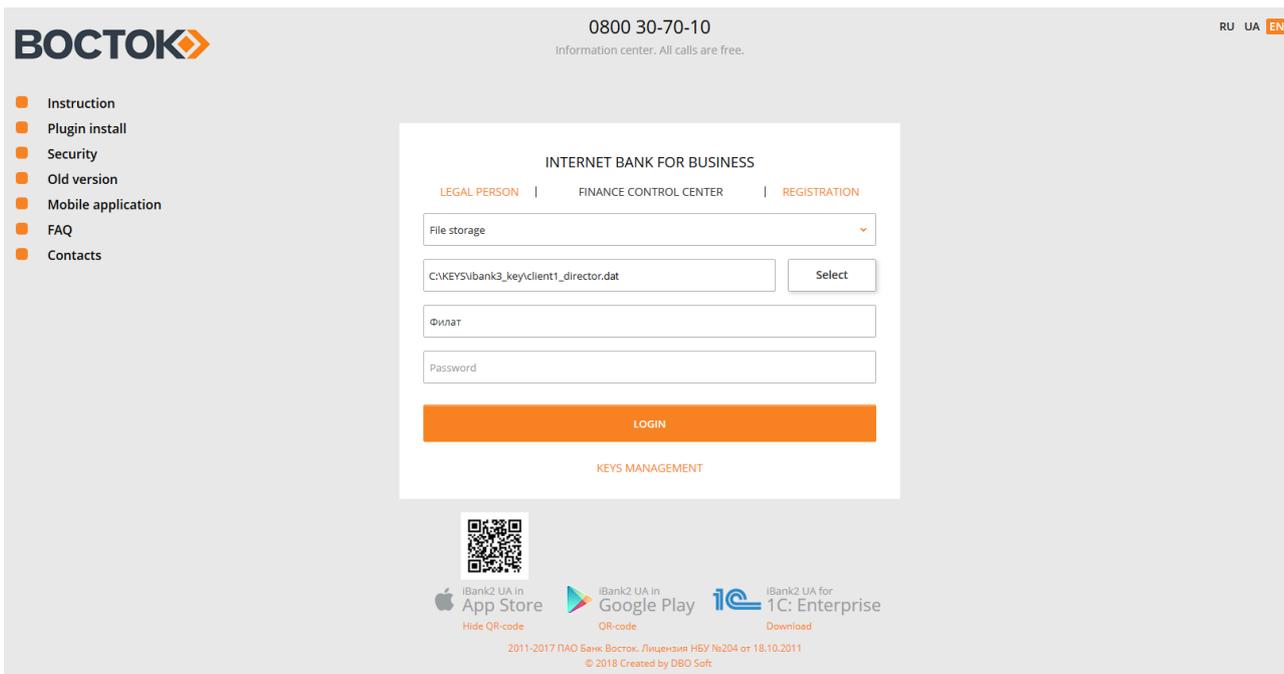
Fig. 2.1. AWP **Web-Banking for FCC** login page with installed EDS plugin

- AWP **Web-Banking for FCC** language selection (RU, UA, EN) in the top right corner of the page.

- Welcome message. The message text may be set at the bank side.

- With installed EDS plugin: tabs for selecting the type of client and company, employee or key registration[2] (CORPORATE CLIENT, FINANCE CONTROL CENTER or REGISTRATION), login fields, button **Login**, as well as the link **Keys management**.

- Without installed EDS plugin: **Install plugin** button.

- Without updated EDS plugin: tabs for selecting the type of client and registration, login fields, as well as **Login**, **Update** plugin buttons and link **Keys management**.

If you press **Install** plugin or **Update plugin** button, there will be downloaded the EDS plugin distribution actual version that shall be then installed.

> **Attention!**
> If you use Microsoft Internet Explorer web-browser, the EDS plugin download and installation will be performed automatically going to the login page.

Due to the peculiarities of operation of such web-browsers as Google Chrome, Opera, Mozilla Firefox, before you install EDS plugin, you need to install *extension for EDS plugin*. If the extension is not installed then, instead of **Login** and **Registration** buttons there will be displayed **Install extension** button. When you press the button from browsers Google Chrome or Opera, you go to the web-page of internet-store of the relevant browser, where the user may install the extension by clicking **Install** button. Installing extension for EDS plugin from browser Mozilla Firefox is performed on the login page after clicking on the **Install extension** button.

---

[2]The tab names are set at the bank side and may differ from the standard.

- Additional text that may be set at the bank side (on the fig. 2.1 the text is missing).

- Additional link in the left bottom corner of the page that may be set at the bank side (on the fig. 2.1 the link is missing).

- Link **Created by DBO Soft** in the left bottom corner of the page to go to the web-site of the company-developer «DBO Soft».

- Link **Contact the developer** in the left bottom corner of the page to create e-mail for the company-developer «DBO Soft».

- Link **FAQ** in the left bottom corner of the page to go to the page of reference information as to system operation.

- AWP **Web-Banking for FCC** and iBank 2 UA system version in the left bottom corner of the page.

  > ***Attention!***
  > The iBank 2 UA system version is not displayed, if it is the first log in AWP **Web-Banking for FCC**.

- Buttons **iBank 2 UA in App Store** and **iBank 2 UA in Google play** in the bottom part of the page to download mobile application of iBank 2 UA from App Store or Google play respectively. Under the buttons, is displayed a link **QR-code** to show the QR-code of the corresponding application. To hide the QR-code, click the link **Hide QR-code** under the corresponding button.

  > ***Attention!***
  > Mobile application iBank 2 UA supports work only with corporate or private clients. FCC in the application is not available.

- Button **iBank 2 UA for 1C: Enterprise** in the right bottom corner of the page to go to the page with the reference information as to iBank 2 UA plugin for 1C: Enterprise software. Below the button displayed link **Download** for downloading the plugin **iBank 2 UA**.

  > ***Attention!***
  > The plugin **iBank 2 UA** for the **1C: Enterprise** software is only supported for corporate clients.

  > ***Attention!***
  > Information display in the bottom part of the page is set at the bank side and may differ from standard one.

To log in the AWP **Web-Banking for FCC**, it is required to select at the login page the client type **FINANCE CONTROL CENTER** and, depending on the EDS key storage type, to perform the following actions on the login page:

- If EDS key is on USB-token (connect USB-token to PC):

  1. Select **Hardware Device** type of storage.

2. If more than one USB-tokens are connected, then select the required device out of the list. If there is no required USB-token in the list, press **Update** button.

> ***Attention!***
> USB-token may be not displayed in the list in case it is used by another application. To display it, it is required to close all the applications that may use it.

3. Enter the device password and press **OK**.

> ***Attention!***
> If you enter invalid device password several times in a row, the USB-token may be locked. Depending on the device type, there may be the possibility of the device unlocking through unlock code.

4. Select the required EDS key (if there are several EDS keys at the USB-token). If you enter the name of the key, the relevant EDS keys from the list will be automatically displayed in the list field.

5. Press **Login** button.

- If EDS key is in file:

    1. Select **File Storage** type of storage.

    2. Select EDS key storage. For this purpose press **Select** and select in the dialog box the EDS key storage.

    3. Select the required EDS key from the list (if there are several EDS keys in the list). If you enter the name of the key, the relevant EDS keys from the list will be automatically displayed in the list field.

    4. Enter the EDS key password.

    > ***Attention!***
    > If you enter invalid EDS key password several times in a row, the employee may be locked.

    5. Press **Login** button.

Multi-factor authentication

At AWP **Web-Banking for FCC** login there is supported the additional client authentication confirmation by one-time passwords.

> ***Attention!***
> Authentication by one-time passwords is set by the bank employees in accordance with the applicable safety policy of the designated bank or at the request FCC.

In case of additional confirmation, upon performance of all the described above steps, there will be performed the redirect to the page of one-time password entering.

For authentication by one-time password it is required to perform the following actions:

1. If there are set several ways of one-time password reception – select one of them (OTP-token[3], SMS[4] or Google Authenticator[5]) and press **Confirm** button. In case you select **SMS**, there will be also available the choice of SMS language.

---

[3]Special hardware device, used for one-time passwords generation.

[4]Generated one-time password will be sent in the form of SMS to the mobile telephone number, specified as contact number of the FCC employee at registration with bank.

[5]More details as to activation of this way of one-time password reception – see subsection **Google Authenticator**.

2. Depending on the selected way of one-time password reception:

   - **_OTP-token:_** generate password by OTP-token;
   - **_SMS:_** wait for SMS, sended to the mobile telephone number;
   - **_Google Authenticator:_** generate password by mobile application Google Authenticator.

3. Enter the received one-time password in the relevant field.

4. Press **Confirm** button for authentication and you will log in the AWP.

   To return back to selecting one-time password reception way, press **Select another way** button.

In case there are displayed the errors in the process of one-time password entering, this may be due to the following reasons:

- There is made a mistake at the password entering. In this case, it is required to check the entered password correctness.

  > **_Attention!_**
  > If you enter invalid password several times in a row, the FCC may be locked.

- There is exceeded the validity term of the one-time password. In this case, it is required to generate one-time password again. To send new one-time password to mobile phone of the employee, press **Receive SMS** button.

To cancel authentication by one-time password and to return back to login page – press **Cancel** button.

Section 3

Registration in the iBank 2 UA system

In order to work in the iBank 2 UA system of electronic banking the FCC must be registered in the system, as well as there must be registered the subordinated clients in case they have not been registered before. The process of client registration includes preliminary (through internet) and final (in bank office) registration.

The iBank 2 UA system supports the following types of EDS keys:

EDS keys of internal format. This EDS keys are generated during pre-registration and have legal effect only within the iBank 2 UA system.

EDS keys with strengthened certificates of public key (hereinafter - **EDS keys with strengthened certificates**). This EDS keys are issued by special accredited key certification centers (hereinafter - $ACSK$) and have **strengthened certificate** - a digital document that meets the requirements of the Law of Ukraine «About electronic digital signature», confirming the correspondence between the public key and information identifying the owner of the key.

> **Attention!**
> The possibility to work with EDS keys with strengthened certificates is set at the bank side.

For more information about registering keys with a strengthened certificate, see the documentation **Система iBank 2 UA. Web-Банкинг для корпоративных клиентов. Регистрация ключей ЭЦП с усиленными сертификатами открытого ключа. Руководство пользователя**.

To go to the preliminary registration it is required to click on the tab **REGISTRATION** on the authorization page (fig. 2.1). As a result, access points (new company, new employee, new key) are displayed on the screen. If support for EDS keys with strengthened certificates is enabled, when you click on the links, the **I do not have the EDS key** and **I have got the CA key** buttons appear to select the type of the EDS key (internal format, with the strengthened certificate) (fig. 3.1).

New client registration

New client registration section is intended for preliminary registration of the subordinated clients. For preliminary registration the FCC you should register a new employee (see subsection**New Employee** for more detailed information), there is no necessity to register new client.

To go to the page of preliminary registration of new client,it is required to do one of the following:

- **If support of EDS keys with strengthened certificates is disabled:** on the registration tab left-click on the **New company** link.

- **If support of EDS keys with strengthened certificates is enabled:** on the registration tab left-click on the **New company** link and choose an option **I do not have the EDS key**.

As a result, there will be displayed the new client preliminary registration page (fig. 3.2). To return to the authorization page press **To the login page** button, located in the top left part of the page or press system logo.

To preliminary register new client, it is required to perform the following actions:

1. In **Organization** section – fill in the required information about subordinate client.

INTERNET BANK FOR BUSINESS

LEGAL PERSON | FINANCE CONTROL CENTER | REGISTRATION

NEW COMPANY   NEW EMPLOYEE   NEW KEY

I do not have the EDS key   I have got the CA key
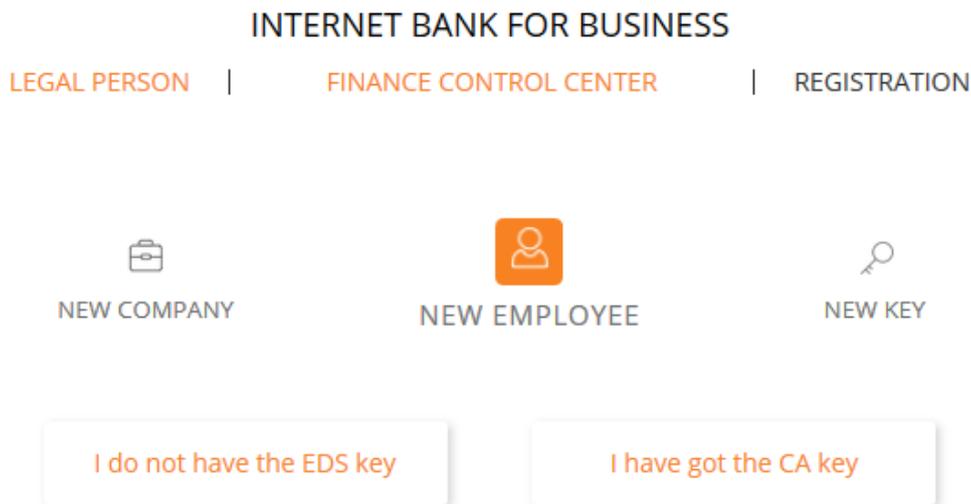
Fig. 3.1. Registration section selection page

2. In **Account in bank** section – specify the subordinate client existing accounts. Duties of filling fields is set at the bank side. For this purpose it is required to perform the following actions:

   - Select MFO code out of the available MFO list. Bank name will be automatically filled in out of the MFO directory according to the selected code.
   - Enter number of the account, opened with the selected MFO.
   - Select account currency.

   If you press «+», there will be added fields for information about the following subordinate client account. Herein, the MFO code and bank name for each additional account will be automatically filled in with the relevant information from the previous account with possibility to change.

3. In **Key owner** section – if required, fill in the information about the key owner. Duties of filling fields is set at the bank side.

4. In **Storage for new key** section – specify the information about the EDS key, depending on the storage type:

   - If EDS key is on USB-token (connect USB-token to PC):
   (a) Select **Hardware device** type of storage.
   (b) If more than one USB-tokens are connected, then select the required device out of the list. If there is no required USB-token in the list, press **Update** button.

      Attention!
      USB-token may be not displayed in the list in case it is used by another application. To display it, it is required to close all the applications that may use it.

      If the selected USB-token has been formatted, then, in order to continue, you will need to perform the device initialization. For this purpose, press **Initialize** button and enter the required data (fig. 3.3). The list of data, required for USB-token initialization may differ, depending on device type. To confirm the device initialization, press in the dialog box **Initialize** button, press **Cancel** to close the window without the device initialization.

a) Page start   b) Page continuation

Fig. 3.2. New client preliminary registration page

(c) Enter the device password and press **OK**.

> **Attention!**
>
> If you enter invalid device password several times in a row, the USB-token may be locked. Depending on the device type, there may be the possibility of the device unlocking by unlock code.

(d) Select the required EDS key (if the device supports storage of several EDS keys).

- If EDS key is in file:

(a) Select **File storage** type of storage.

(b) Select existing EDS key storage or create new EDS key storage. For this purpose press **Select** and enter in the dialog box the new EDS key storage name or select existing one.

> **Attention!**
>
> Storage is always saved with «dat» extension.
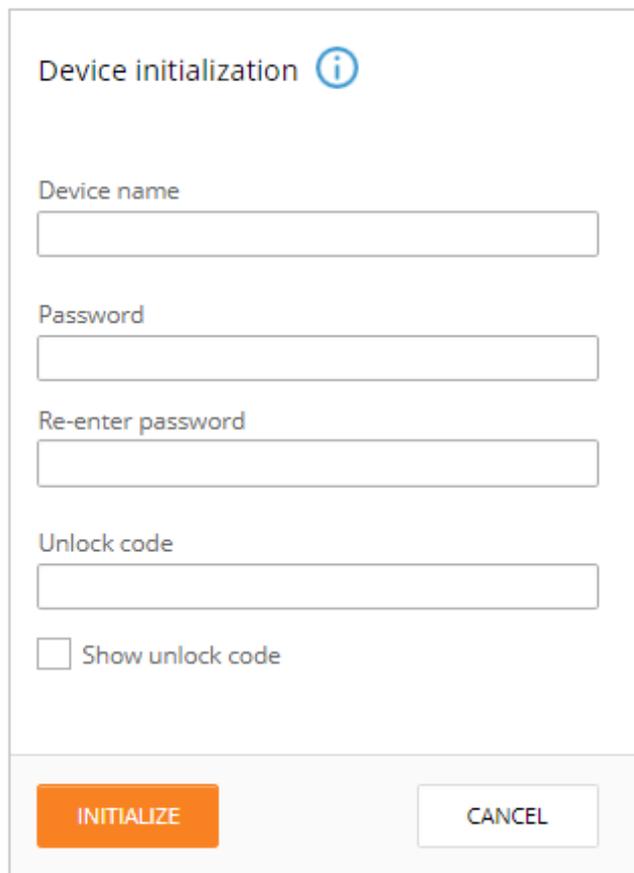
Fig. 3.3. **Device initialization** dialog window

      (c) Select existing or enter new name of the EDS key.

      (d) Enter EDS key password and repeat password.

5. Check the box **I give the permit for my personal data processing**.

6. Press **Create EDS key** button to complete the preliminary registration and to generate new EDS key.

    If you select the existing EDS key name, then there will be displayed a warning with request to confirm the EDS key rewriting or to cancel it.

Upon successful preliminary registration of the client there will be displayed the public EDS key certificate print form. The certificate shall be printed (by printer) or saved as PDF-file; then, you may come with it and other required documents to the account bank office for final registration in the iBank 2 UA system.

New Employee

To go to the page of preliminary registration of new client,it is required to do one of the following:

- *If support of EDS keys with strengthened certificates is disabled:* on the registration tab left-click on the **New employee** link.

- *If support of EDS keys with strengthened certificates is enabled:* on the registration tab left-click on the **New employee** link and choose an option **I do not have the EDS key**.

As a result, there will be displayed the fields for entering information about a new EDS key (fig. 3.4). To return to the authorization page press **To the login page** button, located in the top left part of the page or press system logo.

Fig. 3.4. Preliminary registration of new EDS key page

For preliminary registration of new EDS key it is required to perform the following actions:

1. Fill in the fields in the boxes **Key owner** and **Storage for new key** similar to the procedure of filling in of the relevant fields in case of preliminary registration of new client (for more details – see subsection **New client registration**).

2. Check the box **I give the permit for my personal data processing**.

3. Press **Create EDS Key** button to complete registration and generate new EDS key.

Upon successful preliminary registration of the EDS key there will be displayed the public EDS key certificate print form. The certificate shall be printed (by printer) or saved as PDF-file; then, you may come with it and other required documents to the bank office for final registration in the iBank 2 UA system.

New EDS key

To go to the page of creation a new EDS key, it is required to do one of the following:

- *If support of EDS keys with strengthened certificates is disabled:* on the registration tab left-click on the **New key** link.

- *If support of EDS keys with strengthened certificates is enabled:* on the registration tab left-click on the **New key** link and choose an option **I do not have the EDS key**.

As a result, there will be displayed the fields for entering information about a new EDS key (fig. 3.4). To return to the authorization page press **To the login page** button, located in the top left part of the page or press system logo.

For preliminary registration of new EDS key it is required to perform actions similar to registering a new employee (for more details see subsection **New Employee**).

EDS keys management

To go to the EDS key management it is required to press on the login page the **Keys management** link. As a result there will be displayed the EDS keys management page.

Management is supported for EDS keys on USB-token and in file.

EDS keys on USB-token management

In order to management the EDS keys on USB-token, it is required to perform the following actions:

1. Select **Hardware device** type of storage.

2. If more than one USB-tokens are connected to PC, then select the required device out of the list. If there is no required USB-token in the list, press **Update** button.

> *Attention!*
> USB-token may be not displayed in the list in case it is used by another application. To display it, it is required to close all the applications that may use it.

3. Enter the device password and press **OK**.

> *Attention!*
> If you enter invalid device password several times in a row, the USB-token may be locked. Depending on the device type, there may be the possibility of the device unlocking by unlock code.

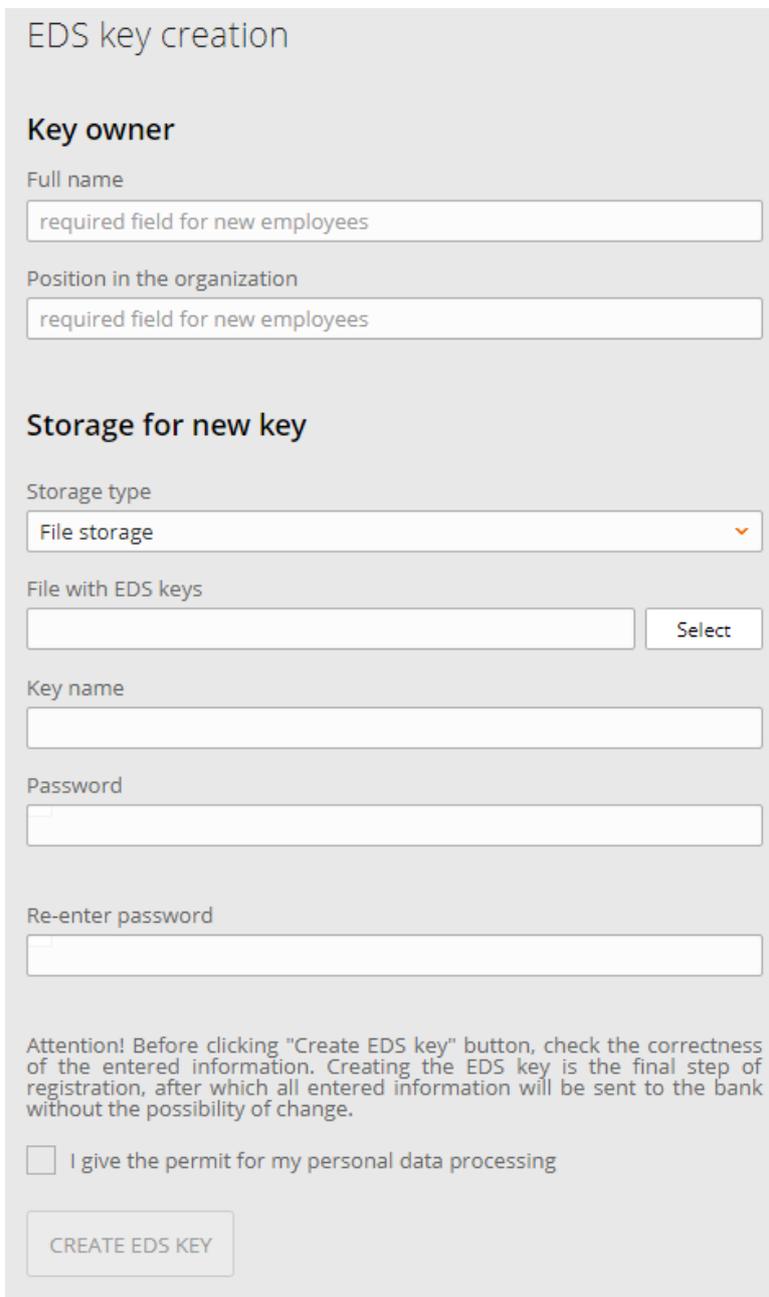As a result there will be displayed the table with the list of EDS keys that are stored on this device (fig. 3.5). For each key in the list there is displayed its identifier in the iBank 2 UA system and name.

EDS keys on USB-token administration includes the following operations:

Fig. 3.5. EDS keys on USB-token management page

- ***Change device password.*** To change the device password, it is required to press **Change password** button and to enter new and repeated password in the displayed dialog box **Change password** (fig. 3.6). To save new password press **Save** button; is you press **Cancel** the dialog box will be closed without changes saving. Upon password change, it will be required to enter is again to continue EDS keys administration.

Fig. 3.6. **Change password** dialog box

- **Public EDS key certificate print.** To print the public EDS key certificate, it is required to select from the key list the required key and to press **Print** button. As a result, there will be displayed the print form of the certificate that may be printed by pressing **Print** button by printer or saved as PDF-file. To close the print form press **Cancel**.

- **Rename EDS key.** To rename the EDS key, it is required to select from the key list the required key and to press **Rename** button. In the displayed dialog box **Rename key** (fig. 3.7) enter new name. To save new name press **Save** button, to close the dialog box without changes press **Cancel**.
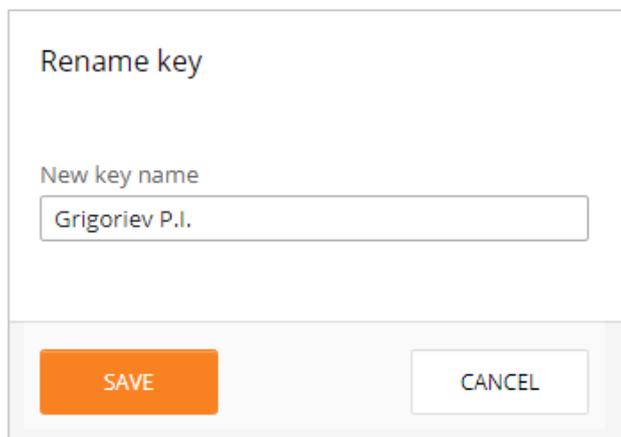
Fig. 3.7. **Rename key** dialog box

- **Delete EDS key.** To delete EDS key, it is required to select from the key list the required key and to press **Delete** button. Before deletion there will be displayed the warning with the request to confirm the specified EDS key deletion or to cancel deletion.

EDS keys in file management

In order to administer the EDS keys in file, it is required to perform the following actions:

1. Select **File storage** type of storage.

2. Select EDS key storage. For this purpose press **Select** and select in the dialog box the EDS key storage.

3. Select the required EDS key from the list. If you enter the name of the key, the relevant EDS keys from the list will be automatically displayed in the list field.

4. Enter the EDS key password and press **OK**.

> **Attention!**
> If you enter invalid EDS key password several times in a row, the employee may be locked.

The appearance of the EDS keys in file administration page is presented in fig. 3.8.

The EDS keys in file management is performed similar to administration of EDS keys on USB-token and includes the following operations:

- **Change EDS key password.**

- ***Public EDS key certificate print.***

- ***Rename EDS key.***

- ***Delete EDS key.***

Fig. 3.8. EDS keys in file management page

Section 4

AWP Web-Banking for FCC interface

Main information

Appearance of the AWP **Web-Banking for FCC** is presented in the fig. 4.1.
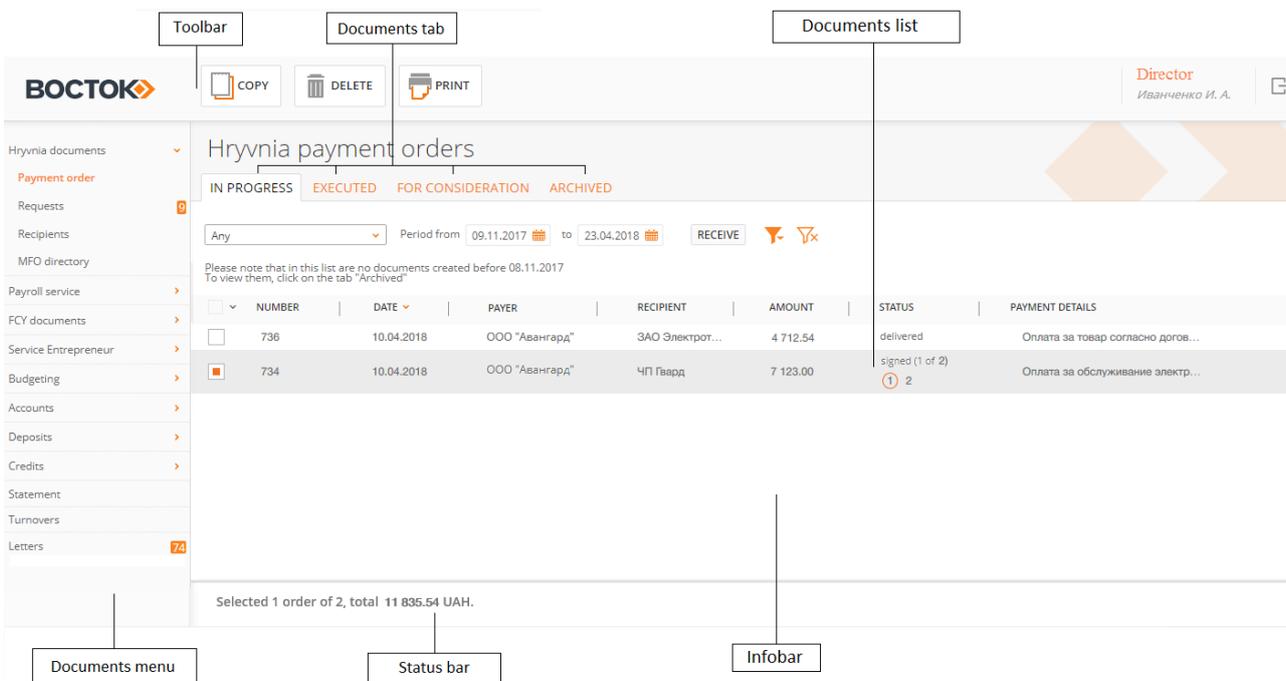
Fig. 4.1. AWP **Web-Banking for FCC** interface elements

AWP **Web-Banking for FCC** includes the following main interface elements:

1. **Toolbar** – contains the following elements:

   - top left corner – bank logo that is the link to the AWP home page (for more details – see section **AWP Web-Banking for FCC home page**). When you mouse over the logo, there emerges screen tip with the AWP **Web-Banking for FCC** and iBank 2 UA versions;

   - top central part – buttons for performance of the available actions with documents, reports and directories. The composition of buttons depends on the page, where the user is, on document, report and directory type, as well as on the list of rights, available for the FCC and virtual employee of a subordinate client;

   - top right corner – FCC name, that is the link to the sections **My Data and settings** and **Legal persons data** (for more details – see subsection **Client data**), under it – surname and initials of the organization employee, logged in the AWP. To the right, there is displayed the button for AWP log out, by pressing which you go to login page.

2. **Documents menu** – hierarchical structure of documents, reports and directories, available for user.

3. **Infobar** – contains the list of documents, reports, directory records with their main details (the composition of the list fields may differ for various sections). The infobar also contains filtration means.

4. **Status bar** – contain information about selected documents or total report information.

Documents menu

Documents menu is the list of the documents, reports and directories, available for the organization employee. In general, the document menu structure may be presented as follows:

- **Documents group** – joining of documents and directories according to the groups, for example: groups of hryvnia and FCY documents;

- **Document, report, directory type** – types of documents, reports or directories in specific document group or included into menu separately. For example, in hryvnia document group: payment order and payment request-order, recipients and MFO directory;

- **Documents tab** – joining of the documents according to their status and state:

  In progress – documents in process. This tab includes documents with the following status: **New, Signed, Delivered, At processing, At execution, Rejected, Require confirmation, Waiting for signatures, Paid** (for more details about document statuses – see subsection **Types and statuses of documents in AWP Web-Banking for FCC**).

  Executed – documents, executed by the bank. This tab includes documents with status **Executed** and **Partly executed**.

  Archived – documents, transferred to archive. This tab is available only for hryvnia payment order (for more details about operations with archived documents – see subsection **Archived documents**).

  For consideration –– the document of the subordinated clients, delivered to bank on paper. This tab is available only for hryvnia payment order (for more details as to handling of documents for consideration – see subsection **Control of documents, delivered to the bank on paper**).

The documents menu composition is defined according to the rights, assigned by the bank employee FCC and its employees, as well as a virtual employee of a subordinate client at their final registration with bank office. For example, if the organization employee has not rights for certain type of the document, then, the relevant menu item will be unavailable. In case of no rights for all the documents of any group, such document group will be unavailable in document menu.

Infobar

The infobar includes the list of documents, divided by tabs, report records or directories in form of table. The table composition may differ, depending on the type of document, report or directory. In addition, here are displayed the filtration tools (more details – see subsection **Filtration document, report and directory**).

In AWP **Web-Banking for FCC** you may perform following operations with the documents, report records and directories:

- **Sort by column.** To sort – left-click the table column heading. Sorting direction (in descending order or in ascending order) is defined by the arrow direction and may be changed by repeated

click on the column heading. At sorting, the relevant download indicator is displayed near the arrow.

- **Change the column width.** To change the column width – left-click the by column separator on the infobar and holding down the button to change the width.

- **Move the column.** To move the column left-click the table column heading and holding down the button to move the column.

- **Select group of documents or directory records from the list.** For this purpose, check the box from the first table column for the required list records. Check the box again to cancel selection. In case of availability of documents or directory records in the list, there is added in bottom part of the infobar the status bar, where there are displayed the total and selected number of list records and amount of the selected documents.

  To select all the documents in the list, it is required to check the box in the table heading. If there are documents with status **New**, **Signed** or **Require confirmation** in the list, then, in addition to the table heading box, there will be added dropdown list, where you may select all the documents with status **New**, **Signed**, **Require confirmation**.

- **Return to the list beginning.** Button for list beginning return is displayed in bottom right part of the infobar at list scrolling below the page limits.

Graphic calendar

In AWP **Web-Banking for FCC** all fields for date specification support graphic calendar. You may enter the date manually or by calendar. To select date by calendar:

1. Click the icon of graphic calendar ▦ in right part of the date field. As a result, there will be displayed the graphic calendar window (fig. 4.2) under or above the field (depending on field location).

Fig. 4.2. Graphic calendar

2. Select the required month and year. To select the required month and year is possible in two ways:

   - scroll the calendar by buttons « or »;

- click the month or year in the calendar heading and to select the required month or year from the displayed window.

3. Left-click the required date in the calendar window. Herein, the window will be automatically closed and the selected date will be displayed in the input field. Press **Clear** to clean the selected date.

If the date input field is empty before the graphic calendar window opening, then there will be selected the current date. Otherwise, at calendar opening there will be displayed the specified in the field date.

Depending on the settings on the side of the bank, holidays can also be highlighted in the calendar.

Automatic logoff in AWP

For the security purposes, the AWP **Web-Banking for FCC** supports automatic logoff in case of long-term inactivity. Time to anticipate end of session is set up at the bank side, there will be displayed the relevant warning, where the client may confirm the session continuation or logoff. In a session there will be performed the automatic transfer from the AWP to the login page, where there will be displayed the information message with the logoff reason.

Peculiarities of virtual employees EDS keys usage

For possibility of handling of the documents of subordinated client, the EDS keys of virtual employees shall be stored in same directory or on one USB-token with EDS key of the FCC employee or (in case the keys are stored on different USB-tokes) all the USB-tokens shall be connected to PC at operation in the AWP **Web-Banking for FCC**. The FCC employee key and the virtual employees keys passwords shall be equal.

The directory with EDS keys of the virtual employees shall be defined in the section **My data and settings** (for more details – see subsection Client data). In case of attempt to create a document on behalf of the subordinated client, to open the document for revision or to perform any active operation without defined directory with keys there will be displayed the relevant error message. However, there will be available the function of documents print.

The directory with the keys of virtual employees shall be specified at the first login in the AWP **Web-Banking for FCC** and upon clearing of temporary files («cache») of web-browser. In case of operation in the AWP **Web-Banking for FCC** through different web-browsers, the directory with the keys selection shall be made in each of them.

Section 5

AWP Web-Banking for FCC home page

After you log in the AWP **Web-Banking for FCC**, you will be directed to the home page that contains the following information:

- Box with warning messages. It is displayed only in case of presence of the messages in the top left corner of the infobar. Here, there may be displayed the information about key validity term lapse, about invalid key in file password at login and/or any important information from bank. In case of several warning messages, there will be the possibility to scroll them.

  In the message as to virtual employee key expiration there are displayed the subordinated client name, key identifier, as well as date of the key expiration. The message as to the FCC employee key expiration term lapse there is displayed the date of key validity as well as the button **Create EDS key** (in case the organization employee has no right for distance replacement EDS key), or **Remote key replacement** (in case the organization employee has the right to distance replacement EDS key). When you press the button, you move to the distance[1] replacement key (for more details, see **Distance replacement EDS key**).

  > **Attention!**
  > The number of days before the end of the key validity term, when the message will start to be displayed, is set on the bank side.

- Date and time of the last user session in the iBank 2 UA system. It is always displayed in the top right corner of the infobar. When you click the link **All sessions**, you are directed to the page **Previous sessions** with the list of the last 10 client sessions (fig. 5.1).

Fig. 5.1. **Previous sessions** page

The list contains the following information:

- **Date** – session date and time;
- **IP address** – IP address, from which there was performed the system log-in;
- **Channel** – service channel (Online, Web, Offline, etc.);

---

[1] The presence of the right for distance replacement EDS key affects the ability to replace the current EDS key of user in the **Keys** section.

– **Report** – error text in case of error at login attempt.

- Report **Consolidated balances**, **Current balances** or **Exchange rates**, depending on the selected by the user report in the last session. By default, at the first system log-in, there is displayed the report **Consolidated balances**. To transfer from one to another report, it is required to left-click the relevant tab.

Consolidated balances

To view the consolidated information as to subordinated clients account balances, it is required to switch from the main page to the tab **Consolidated balances**. The appearance of the page is presented in the fig. 5.2.

Fig. 5.2. **Consolidated balances** page

The infobar displays the FCC name, pressing which opens the list of the subordinated clients. Pressing the name of the subordinated client in the list opens the list of this client accounts, grouped by currency. For each account in the list there is displayed the following information:

- **Account name** – account alias;

  Account alias is specified by the FCC employee and is displayed in all the drop-down lists for account selection. In case of absence of the account alias, the column **Account name** will display gray text «Name is not specified». To change the alias, it is required to do the following:

  1. Press the button ✎ (**Edit**) on the right of the account alias. As a result, the field with the account name will become editable.
  2. Enter the required account name.
  3. Left-click out of the filed to save the changes.

- **MFO** – MFO code of the bank, with which there is opened the account;

- **Account** – account number;

- **Account type**;

- **Balance** – balance amount in account currency;

- **Currency** – three-character symbolic code of account currency;

- **Total remainder** – total amount of account remainder in this currency. If the subordinated client has several opened accounts in one currency, then the field **Total remainder** will be common.

  > **Attention!**
  > The account list displays all accounts of the subordinated clients, notwithstanding rights of the relevant virtual employee.

Press the subordinated client name or FCC again to hide the relevant lists.

Under the FCC name there is displayed the list of currencies of the opened accounts of all subordinated clients and total accounts remainder in this currency.

There is available the account list and consolidated balances sorting, changing column width, moving column (for more details - see subsection **Infobar**).

Current balances

To view information as to current balances at the client accounts, it is required to go from the home page to the tab **Current balances**. Appearance of the page is presented in the fig. 5.3.

Fig. 5.3. **Current balances** page

This page infobar contains the list of the subordinate clients account. For each account, there is displayed in the list the following information:

- **Name** – subordinated client name;

- **Account name** — account alias;

  The account alias is defined by the user and is displayed in all the drop-down lists for account selection. Is there are no defined aliased name, then, in the column **Name**, there is displayed in grey the following text – «Name is not specified». To change the alias, perform the following actions:

  1. Press button ✎ **(Edit)**, displayed to the right of the account alias. As a result, the field with the account alias will become editable.

  2. Enter the required account alias.

  3. Left-click any place outside the field to save changes.

- **MFO** – MFO code bank, with which there is opened the account;

- **Account** – account number;

- **Account type**;

- **Balance** – balance in account currency;

- **Currency** – three-unit symbol code of the account currency;

- button ✎ (**Payment**) for quick redirect to document creation. For hryvnia accounts you will be directed to creation of hryvnia payment order, for currency accounts – to payment order in foreign currency. Availability of **Payment** button for certain account depends on the account type, as well as on the rights of the corresponding virtual employee of the subordinate client for document and account operations.

- button 🗐 (**Statement**) for quick redirect to receive the statements of the selected account for the current date. Availability of **Statement** button depends on the rights of the corresponding virtual employee of the subordinate client for report and account operations.

  > **Attention!**
  > The account list displays all accounts of the subordinated clients, notwithstanding rights of the relevant virtual employee.

There are available the following operations with the current balances:

- **Record list sorting, changing column width, moving column** (for more details – see subsection **Infobar**).

- **Standard operations:** print on printer and export in format «Comma-Separated Values file (.csv)» (for more details – see subsection **Documents, reports and directories management**).

Exchange rates

To view information about exchange rates, it is required to do from the home page to the tab **Exchange rates**. Appearance of the displayed exchange rate list is presented in the fig. 5.4.
To display the exchange rates perform the following actions:

1. Specify the period of exchange rates. For this purpose, manually enter in the fields from and to, or select by the graphic calendar the required range of dates. By default, there is selected the current date.

2. Select the currencies, for which there will be displayed the exchange rates. For this purpose, select the required currencies in the drop-down list **Currency**. When you enter the name or symbol code of the currency, the list will automatically display the relevant currencies. By default, there are selected the currencies USD, EUR and RUB.

   To reset the selected currencies for exchange rates to the default ones, press ✖ near the field. Default exchange rates are substituted upon pressing **Receive** button.

3. Press **Receive** button.

Fig. 5.4. Exchange rates page

For each exchange rate in the list there is displayed the following information:

- **Date** – currency exchange rate date;

- **Currency** – currency name;

- **Code** – symbol code of the currency;

- **NBU rate** – exchange rate of the National Bank of Ukraine in format <exchange rate value>/<nominal value>;

- **Buy** – bank currency purchasing rate of exchange;

- **Sell** – bank currency selling rate of exchange.

There are available the following operations with the currency exchange rates:

- **Record list sorting, changing column width, moving column** (for more details – see subsection **Infobar**).

- **Standard operations:** print on printer and export in format «Comma-Separated Values file (.csv)» (for more details – see subsection **Documents, reports and directories management**).

Section 6

Operations with documents, reports, directories

Types and statuses of documents in AWP Web-Banking for FCC

In AWP **Web-Banking for FCC** you may see the following types of the documents:

Incoming documents – documents, delivered by the bank to the client from its contractors or Bank (for example, incoming payment requests-orders).

Outcoming documents – documents, generated by the client to order the bank the performance of certain actions in accordance with the document. The general principle of operations with documents is as follows: a subordinate client or a FCC on its behalf creates new document, filling in the fields of the relevant screen form, saves it, affixes the required number of signatures, ordering in this way the bank to perform the created document. The signed by all the signature groups document changes its status to **Delivered**. The bank processes the document – executes it or rejects. Herein, the document changes its status to **Executed** or **Rejected**.

Registry documents — documents, generated by the FCC for mass generation of documents of subordinate clients. Used within the service «Enterpreneur service» (operation of this service is described in detail in the documentation **Система iBank 2 UA. Сервис «Обслуживание ФЛП» для ЦФК. Руководство пользователя**).

Letters – information messages between the bank and the client.

Statements – client account statements, generated by the bank at its request.

Turnover – client account turnover, generated by the bank at its request.

Current balances – information as to the balance amounts at the client accounts.

Directories – contain information as to bank details, correspondents and other data, most frequently used at documents filling in. They are to facilitate the procedure of the documents filling in.

For incoming and outcoming documents and letters the iBank 2 UA system provides the term `status`. The document status reflects the stage of its processing.

The iBank 2 UA system provides the following document statuses:

New – is assigned, when you create or save new document or copy, edit and save the existing document, as well as in case you import the document from file. The document with **New** status is not considered or processed by the bank.

Signed – is assigned in case the document is signed, but the number of signatures is less than the required one.

Delivered – is assigned, when the number of signatures matches the number, required for the document consideration by the bank. The **Delivered** status is the order for the bank to start the document processing (execute or reject).

Delivered to client – is assigned to the incoming documents: incoming letters and incoming payment orders.

At processing – is assigned to the documents at its downloading to the bank ABS (upon successfully passed inspections of the ABS).

At execution – is assigned at the document acceptance for execution.

Executed – is assigned to the document at its execution by the bank and its entry in the balance.

Rejected – is assigned to the document, rejected from execution. In case of refusal from the document execution there shall be specified the reason.

Removed – is assigned to the document, deleted by the client. Documents with **Removed** status are not displayed in the AWP **Web-Banking for FCC**.

Require confirmation – is assigned to the document, when the number of signatures matches the required one, but the bank requires additional confirmation through one-time password (for more details – see subsection **Confirmation documents by one-time passwords**).

On accept — is assigned to the hryvnia payment order, when the document has been signed by the required number of signatures, but document amount exceeds established in the AWP **Smartphone-Banking** by the client limit. To start such document processing, the client shall accept it in the AWP **Smartphone-Banking**.

Not accepted – is assigned to the hryvnia payment order transferred to the status **On accept**, but rejected by the client in the AWP **Smartphone-Banking**.

Waiting for signatures – is assigned to the payroll sheet, when the number of signatures matches the required one, but there are no associated payment orders or associated payment orders are not signed by the required number of signatures (for more details – see subsection **Payroll service**).

Paid – is assigned to the payroll sheet upon execution of the associated payment orders (for more details – see subsection **Payroll service**).

Partly executed — is assigned document from **Salary** documents group, for which executed only part of operations in table part of document (for more details — see subsection **Payroll service**).

The fig. 6.1 shows typical graph of possible document statuses with operational transfers.
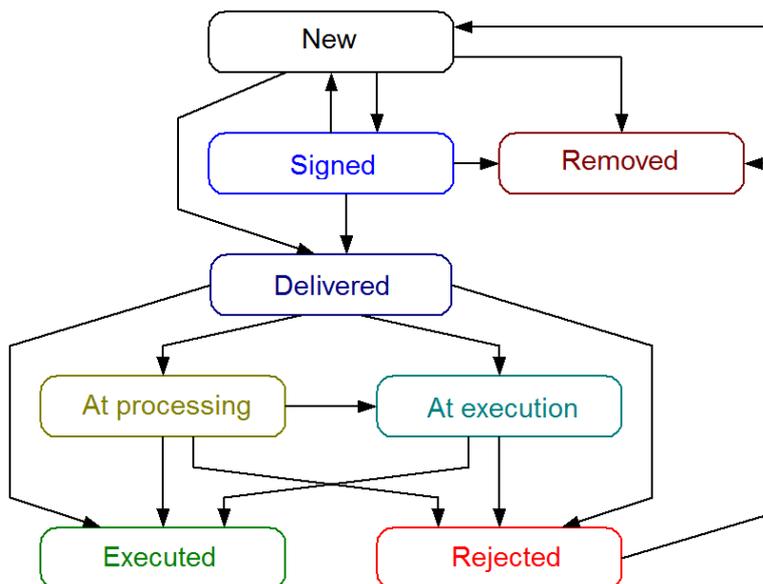
Fig. 6.1. Document status change process

Within the control of the subordinated clients hryvnia payment orders, delivered to the bank on paper (for more details – see subsection **Control of documents, delivered to the bank on paper**) there are used the following statuses:

On confirmation – document is paid by the subordinated client and is uploaded by the gateway into the iBank 2 UA system. This status informs the FCC as to necessity to make the decision in respect of the document.

For confirmation – the FCC confirmed the subordinated client document payment. The document waits for uploading by the gateway to the bank ABS.

For rejection – the FCC rejected (did not confirmed) the subordinated client document. The document waits for uploading by the gateway to the bank ABS.

Uploaded – status is assigned by the gateway at uploading of the documents with status **For confirmation**, **For rejection** into ABS. This status is intermediate and serves in order the gateway processes only new documents with the status **For confirmation**, **For rejection**. It is the analogue of status **At processing**.

Confirmed – document is uploaded by the gateway to the ABS, the document payment was successful.

Not confirmed – the document is uploaded by the gateway to the ABS, the payment failed.

The graphic chart of these statuses change is presented in the fig. 6.2.
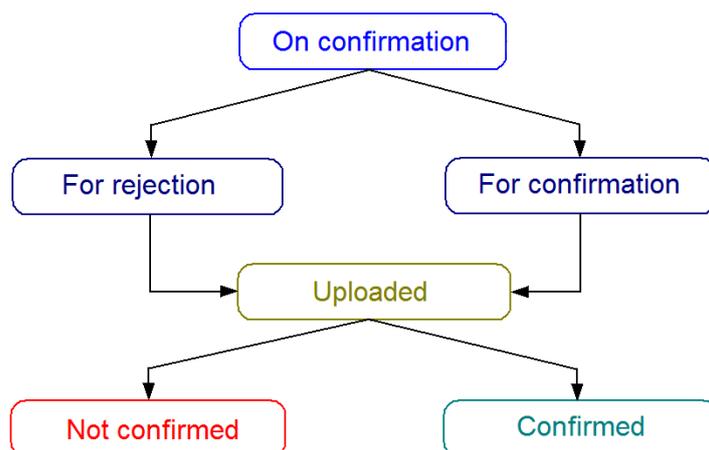
Fig. 6.2. Graphic chart of change of statuses of the subordinated clients documents, delivered to the bank on paper

Editor document, report, directory page

General operations of the client with the documents (create, edit, save, etc.), report records and directories are performed on the page **Editor**, the appearance of which (by the example of the hryvnia payment order) is presented in the fig. 6.3.

The **Editor** page may be in the preview mode (in this case the fields may not be changed) and in edit mode (in this case the fields may be changed).

The main elements of the **Editor** page interface are:

1. **Toolbar** – appearance and meaning are similar to the toolbar of other pages of the AWP **Web-Banking for FCC**(for more details – see subsection **AWP Web-Banking for FCC interface**).
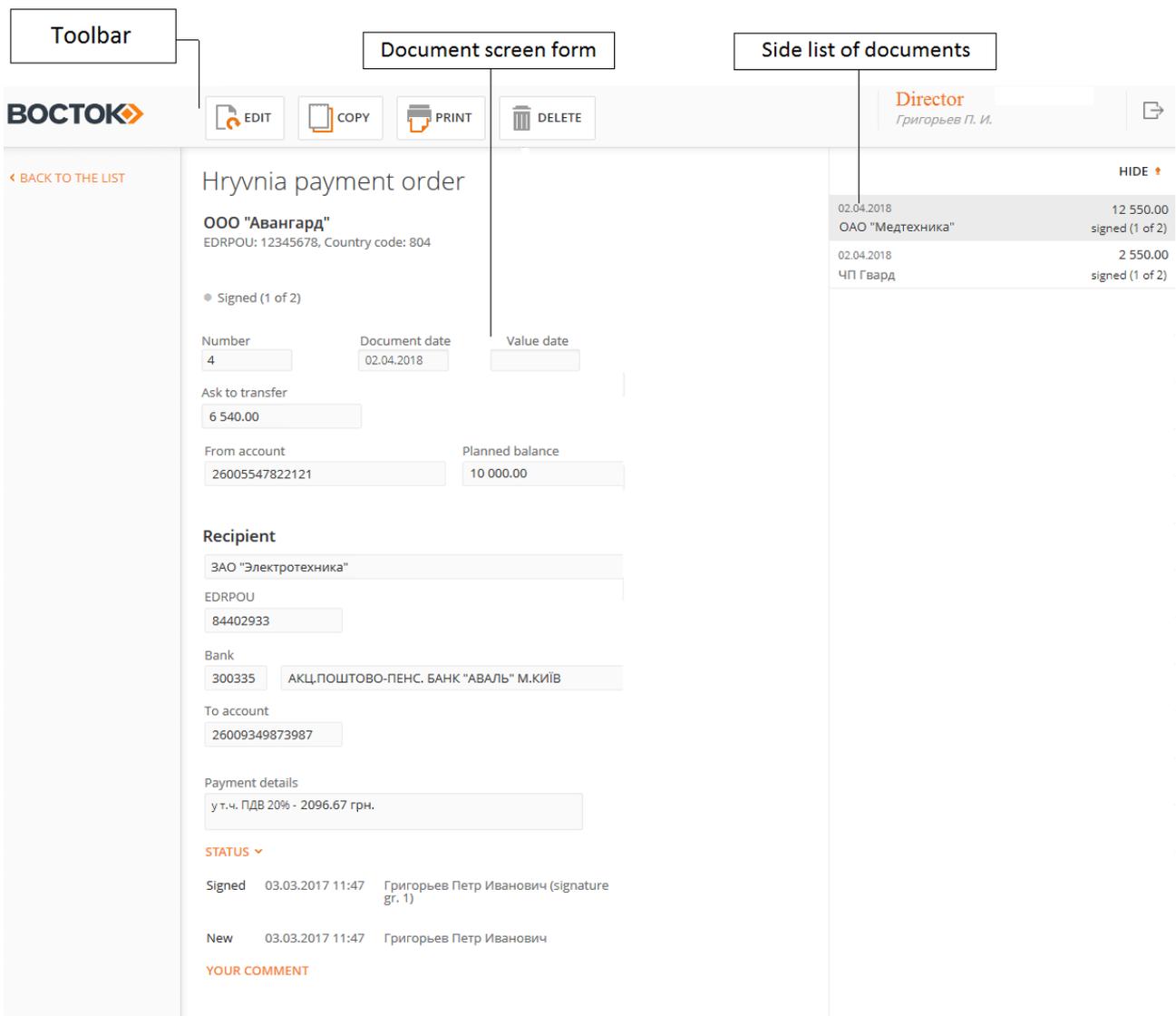
Fig. 6.3. **Editor** page (preview mode)

2. **Back to the list** link – is located in the left part of the **Editor** page in the preview mode and is intended to return to the list of documents, report records or directories.

   In order to return to the list of documents, report records or directories from the **Editor** page in the edit mode, press **Cancel** button on the toolbar.

3. *Side list of the documents, reports* – is displayed in the right part of the **Editor** page in preview mode. The side list duplicates the list of documents or report records for quick movement across the records without going back to the main list. By default, the side list is minimized. To display it, press the link **Show list**, to hide it – press the link **Hide**. Information that is displayed for each record from the side list may differ for different documents and reports.

4. *Document, report record or directory name* – is displayed in top part of the page, under the toolbar.

5. *Subordinated client details* – is displayed under the document tittle and includes name, EDRPOU code and country code of the subordinated client. It is displayed only for documents of the subordinated clients.

6. **Document, report record or directory screen form** – is the list of the fields with document, report record or directory details. Its appearance may differ, depending on the document, report, directory type.

7. **Status** link – near the link there is displayed the document status. When you click the link, there is displayed the document history that is in the form of the table with description of actions in respect of the document: action time and full name of the EDS key owner that has performed this action. When signing the document, after the full name of the key owner there is specified in brackets the signature group of the EDS key (for more details as to documents signing – see subsection **Sign documents**). To hide the document history press the **Status** link again. For documents in the status **Rejected**, under link displays the reason for rejecting the document.

8. **Your comment link** – displays the comments to the documents, added by the subordinate client or a FCC on its behalfclient. When you click the link, there is displayed the dialog box **Your comment** (fig. 6.4), where you may add new or change the existing comment.

Fig. 6.4. **Your comment** dialog box

9. **Bank comment** link – displays the comments to the document, added by the bank employee. When you click the link, there is displayed the field, where you may read the comment. This link is not displayed if there are no available bank comments to the document.

Documents, reports and directories management

Create documents and directories

To go to document creation perform the following:

1. Select the required document type in document menu.

2. Press **Create** button on the toolbar. As a result, you will switch to the page **Legal persons** with the list of the subordinated clients (fig. 6.5). For each client in the list there is displayed it EDRPOU code and name.

   You can filter clients in the list by the name and EDRPOU code. To apply the filter, fill in the filter field with the relevant values and press the **Receive** button. There is supported the filtration by both complete and partial matching. Filtration is case independent.

3. Select on the page **Legal persons** the subordinated client on behalf of which there will be created the document.

Fig. 6.5. **Legal persons** page

As a result, you will be directed to the **Editor** page, where there will be displayed the selected document type form. Some documents fields are filled in automatically and may be unavailable for editing by the client.

To create the document, it is required to fill in the available for editing fields and save the document by the **Save** button on the toolbar. Checking of the values, entered into the fields, is performed both at the document saving and directly upon their entering. In case of the errors in the field, it will be highlighted with red colour, and under the field there will be displayed the test of the relevant message about the error. In case of one error applicable to several fields, it will not be displayed under each field, it will be displayed in group errors box, displayed under the document name. In case the document is successfully saved, the **Editor** page changes the mode to preview one, i.e. the page fields become available for editing.

When you press the **Cancel** button on the toolbar, there is performed the transfer to the list of documents without saving of new document. Herein, before the **Editor** page closure, there is displayed the request to confirm the page closure or to refuse from it.

Directory records creation is performed similar to the documents creation except the absence of choice subordinate client.

Copy documents or directories

New document or directory record may be created through copying of the existing data. It may be required in case you create similar documents or directory records. To copy left-click the required document or directory record in the list, go to the **Editor** page and press **Copy** button on the toolbar.

As a result, you will go to the **Editor** page in editing mode, where the field values will be copied from the original document[1] or directory record. To create new document or directory record, it is required to change the field values (if required) and to press the Save button on the toolbar.

> *Attention!*
> The document number will not be generated automatically, if the number of the last document contains letters or special symbols. In such a case the document number shall be filled in manually.

When you press the **Cancel** button on the toolbar, you will go to the list of documents or directory records without copy saving. Herein, before the **Editor** page closed, there will displayed the request to confirm the page closure or to refuse from it.

---

[1]Except the fields with the document number, which is assigned automatically through automatic numbering, and document date, which is specified as the current date.

For documents, there is supported copying of both one and groups of the documents; for directory records – only one record copying. To copy the document group, select them in the list and press **Copy** button on the toolbar. As a result, you will go to the **Copying of documents** page (fig. 6.6) that contains:

Copying of documents

ACTION	RESULT
Copying of the document No 5 at the amount 2 389.00 hryv to document No 6	ok
Copying of the document No 54 at the amount 10 500.00 hryv to document No 55	ok

Fig. 6.6. **Copying of documents** page

- Number of original document and its copy;

- Amount of copies document (if any);

- Result of operation for each copied document. **OK** as a result means that the document is successfully copied. Error as a result means that the document is not copied, and in such a case there is displayed the reason of error.

  Attention!
  If the last created document contains not digital number, then, at copying of this type document group, the numbers of new documents will be formatted in a following way: <number of original document> + </C>.

Edit documents and directories

There is the possibility to edit the documents with the status **New**, **Signed**[2], **Rejected**[3] and all the records in the recipients and beneficiaries directory. To edit the document, left-click the required document or directory record in the list and go to the **Editor** page, then press **Edit** button on the toolbar. Upon editing the document shall be saved (**Save** button on the toolbar).

When you press the **Cancel** button on the toolbar, the **Editor** page transfers in preview mode without changes saving. Herein, there will be displayed the request to confirm editing cancelation or to refuse from it.

  Attention!
  If the date of the edited document is less than acceptable one, then it will be automatically reset to the current date. If the date of valuation is less or equal to the date of the document, it will cleared. Period, for which the document date is considered to be acceptable, is set by the bank employee.

Directory records editing is performed similar to the documents editing.

---

[2]Except documents, signed with the senior signature group key.
[3]Possibility of editing of the rejected documents is set on the bank side.

Delete documents and directories

You may delete the documents with status **New**, **Signed**[4], **Rejected** and all the records in the recipients and beneficiaries directory.

To delete the document, left-click the required document or directory record in the list and go to the **Editor** page, then press **Delete** button on the toolbar. Before deletion, there will displayed the request to confirm the page closure or to refuse from it.

There is supported deletion of both one and group of the documents or directory records. To delete the document or directory record group, select them in the list and press **Delete** button on the toolbar. As a result, you will go to the **Deleting of documents** page (fig. 6.7) that contains:

Deleting of documents

ACTION	RESULT
Deleting of the document No55 on amount 10 500.00 hryv	ok
Deleting of the document No6 on amount 2 389.00 hryv	ok

Fig. 6.7. **Deleting of documents** page

- Number and amount (if any) of the deleted document or the name of the directory record;

- Result of operation for each deleted document or directory record. **OK** as a result means that the document or directory record is successfully deleted. **Error** as a result means that the document or directory record is not deleted, and in such a case there is displayed the reason of error.

> ***Attention!***
> In order to delete the document group, all the selected documents shall be available for deletion.

Sign documents

For each type of the document, the bank employee sets in the iBank 2 UA system the required number of signatures to a document, required for its acceptance by the bank for consideration.

All the organization employees with the right of signature are divided into signature right groups. Usually, the director and his deputies have the right of the first signature and, correspondingly, are in the first group. The chief accountant and his deputies usually have the right of the second signature and are in the second group.

Minimal number of the groups of electronic signature is one. Maximal number of signature groups – eight. Usually, the client specifies two signature groups – director and chief accountant. In case of several signature groups, the document is firstly signed by the representative of one group, then – by the representative of another one. Signature sequence has no meaning. The document cannot be signed by one signature group more than once or by signature group that is more than the required number of signatures to a documents (for example, it is impossible to sign the document by the third signature group, if only two signature groups are required for acceptance for the bank consideration).

---

[4]See cl. 2.

Once new document is signed by one of the employees, it changes it status to **Signed**, provided that the number of the required signatures to the document is more than one; otherwise, the document changes its status to **Delivered**. When the document will be signed by the last required signature group, it will change its status to **Delivered**.

To sign the document it is required to left-click the required document in the list and to go to the **Editor** page, then press the **Sign** button on the toolbar.

> ***Attention!***
> The subordinated client document signing is performed on behalf of the relevant virtual employee.

The signature is supported both for one and group of documents. To sign the documents group it is required to select them from the list and to press the **Sign** button on the toolbar. As a result, you will go to the **Signing of documents** page (fig. 6.8) that contains:

Signing of documents
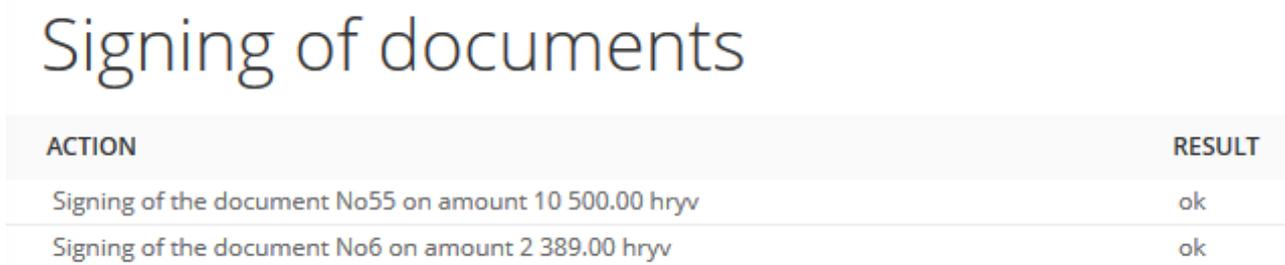
ACTION	RESULT
Signing of the document No55 on amount 10 500.00 hryv	ok
Signing of the document No6 on amount 2 389.00 hryv	ok

Fig. 6.8. **Signing of documents** page

- Number and amount (if any) of the signed document;

- Result of operation for each signed document. **OK** as a result means that the document is successfully signed. **Error** as a result means that the document is not signed, and in such a case there is displayed the reason of error.

> ***Attention!***
> In order to sign the document group, all the selected documents shall be available for signing.

Confirmation documents by one-time passwords

The AWP **Web-Banking for FCC** supports the possibility of usage of additional confirmation of the hryvnia payment orders, outcoming payment reqiects-orders, as well as FCY documents by one-time passwords.

> ***Attention!***
> Settings of the document confirmation through one-time passwords, amount, above which there will be required the confirmation (only for the hryvnia payment order), as well as the possibility to use the authorized recipients directory are set by the bank employee for subordinated clients and virtual employees. For the FCC the additional settings are not required.

If there is set confirmation, upon affixing of the last signature, document change its status to **Require confirmation** instead of **Delivered**.

For the hryvnia payment order, additional conditions can be set for the change to the status to **Require confirmation**:

- **Trusted recipiens.** If the document confirmation is performed with consideration of the trusted recipients, then there will be checked the payment recipient. If the recipient is in the active trusted recipients list, then is checked the document amount excess over the trusted recipient limit amount. In case of the trusted recipient limit excess, the document change its status to **Require confirmation**, otherwise – to the status **Delivered**.

  > **Attention!**
  > The possibility of work with the trusted recipients directory is not implemented in this version of the AWP **Web-Banking for FCC** . The possibility to work with the trusted recipients directory is available in the AWP **Web-Banking for FCC** or **PC-Banking**.

- **Document amount.** If the document confirmation is performed without consideration of the trusted recipient directory or if the payment recipient is not in the active trusted recipient list, then is checked the document amount excess over the set limit on the bank side. In case of limit excess, the document changes its status to **Require confirmation**, otherwise – to the status **Delivered**.

In respect of the documents with the status **Require confirmation** there are available same operations as in respect of the documents with the status **Signed**. The exception is that instead of the document signature there is implemented the confirmation operation.

In order bank accepts for processing the document with the status **Require confirmation**, it shall be confirmed.

To confirm the document with the status **Require confirmation**, left-click the required document from the list and go to the **Editor** page, then press **Confirm** button on the toolbar. As a result there will be displayed the **Confirmation** section. Further actions, required for the document confirmation, are similar to the actions in case of multi-factor authentication (for more details – see subsection **Multi-factor authentication**).

You may confirm both one document and document group. To confirm the document group, select them from the list and press the **Confirm** button on the toolbar. As a result there will be displayed the **Confirmation** section on the infobar. Further actions are similar to one document confirmation.

To cancel the document confirmation through one-time password, press the **Cancel** button in the section of the document confirmation.

Print documents and reports on printer and PDF-file

To print the document or report it is required to perform the following actions:

1. Open the **Print the document** page, where there is displayed the appearance of the print form of the document or record; to do this:

   - if you print document: left-click the required document in the list, go to the **Editor** page and press the **Print** button on the toolbar;
   - if you print report: generate the report and press the **Print** button on the toolbar.

   Appearance of the **Print the document** page (by example of the hryvnia payment order) is presented in the fig. 6.9.

   To close the **Print the document** page press the **Cancel** button on the toolbar.

Fig. 6.9. **Print the document** page

2. Check or uncheck the boxes of displaying of additional information in the print form. It is possible to set the display of the following additional information:

   - two copies of the document print form on one page (only for hryvnia payment order);
   - two different payments form on one page (only for hryvnia payment order);
   - bank stamp;
   - service information that contains internal identifier of the document in the iBank 2 UA system, as well as information about the document signature: identifier of the EDS key and signature date; full name of the EDS key owners, who signed the document (is displayed only for the EDS keys of the first and the second signature groups);
   - information about attaches (only for letters).

   Available options of the additional information settings depend on the document or report type, as well as on the document status. By default, there checked the boxes, checked at previous printing.

3. Press button on the toolbar:

   - **Print** for print on printer. As a result, there will be displayed the standard for web-browser window of print settings. Here, it is required to confirm print out with the **OK** button or to refuse by the **Cancel** button.
   - **Print in PDF** for print in PDF-file. As a result, there will be displayed the standard for web-browser window of save file.

   The print function supports both one and group of documents. To print the documents group, it is required to select them from the list and to press the **Print** button on the toolbar. As a result, you will go to the **Print the document** page, where there will be displayed the print forms of the selected documents. Herein, the bar with notes as to additional information display is common for all the documents and it contains options, available for at least one document. When you check the notes with additional information, the settings are applied only to those documents, the status of which supports their display.

Import documents and directories

In AWP **Web-Banking for FCC**, it is possible to import the documents and directory records from the external file. There are supported the following formats of import:

- iBank 2 – hryvnia documents, payroll and FCY documents, recipients and beneficiaries directories;

- IBIS – hryvnia payment order, outcoming hryvnia request-order;

- DBF – payroll sheet.

To import the document, select in the document menu the required type of the document and press the **Import** button on the toolbar. As a result, there will be opened the standard dialog box for selection of one or more files for import.

If the selected file is not the import file, then there will be displayed the relevant error message, where there will be listed the acceptable import formats for the selected type of the document or directory.

If the selected file is the import file in iBank 2 or IBIS format, then you will be redirected to the import result page that contains:

- Number, file name and amount (if any) of the imported document or the name of the imported recipient or beneficiary directory record;

- Result of operation for each imported document or directory record. **OK** as a result means that the document or directory record is successfully imported. **Error** as a result means that the document or directory record is not imported, and in such a case there is displayed the reason of error.

- Number of successfully imported, as well as the total number of imported documents or recipient or beneficiary directory record.

Import result page at the example of hryvnia payment order import in iBank 2 format is presented in the .

Fig. 6.10. **Document import result** page

To save the document or directories records import protocol press button **Save** at the toolbar; there will be displayed the standard dialogue box for file saving.

At payroll sheet import in DBF format you need to select a subordinate client on the **Legal persons** page, and then you are redirected to the page **Editor** in editing mode, where the table part is filled from the import file. To create the document fill the obligatory fields and press the button **Save** at the toolbar.

Export reports and directories

In AWP **Web-Banking for FCC**, it is possible to export the generated reports and directory records to the disk file. There are supported the following formats of export:

- Comma-Separated Values file (.csv) – statements, turnovers, employee directory;

- DBF – employee directory;

- IBIS – statements;

- Profix – statements;

- iBank 2 – recipient and beneficiary directory.

To export the report or directory, it is required to perform the following actions:

1. Select in the document menu the required type of the report or directory. If you select the report, it is required to generate it first.

2. Press the **Export** button on the toolbar. If for the selected report or directory there are supported several export formats, then you will need to select from the drip-down list of the available export formats the required one.

3. In the displayed standard dialog box specify:

   - in case of export in format **Comma-Separated Values file (.csv), DBF, iBank 2** or **Profix**: directory for export file saving and file name;
   - in case of export in **IBIS** format: directory for export file saving.

As a result, you will be redirected to the page with the export results that contains:

- In case of report export:

   1. Heading with the exported report title.
   2. General information with account number, report period, as well as location and name of the generated export file. It is displayed only in case of export in format **Comma-Separated Values file (.csv), DBF, iBank 2** or **Profix**.
   3. List of the exported records, for which an error or warning occurred with the relevant reason text. To speed up the work, the list of successfully exported records is not displayed.

- In case of directory export:

   1. Heading with the exported directory name.
   2. Location and name of the generated export file.

The page with the export results by the example of export of statements in **Profix** format is presented in fig. 6.11.

Export statement

ACTION	RESULT
Statement of account **26003216549876** for the period since **15.06.2017** till **15.06.2017** has been successfully exported to file D:\export\export.dbf	
Operation No 2 for 15.06.2017 09:55 by account 26003216549876	ok
Operation No 1 for 15.06.2017 09:43 by account 26003216549876	ok

Fig. 6.11. **Export statement** page

Filtration document, report and directory

Filtration gives the possibility to display in the list only those documents, report records or directories that satisfy the required criteria. Filter does not delete the list records and does not move them between the tabs, it influences only on display in list. The filter bar is located above the document, report records and directories list.

In document tabs, where the documents may be with various statuses, there is available the filter by status. To set the filter, select in the list of statuses *Any* (all statuses), *New* (documents with New, Signed status), *In bank* (documents with Delivered, At processing, At execution status) or *Rejected* (documents with Rejected status). As a result, there will be displayed in the list the documents with the selected statuses. When filtering the list of documents of section **Hryvnia payment order**, there is also possible to select each status separately. For more details about document statuses – see subsection **Types and statuses of documents in AWP Web-Banking for FCC**.

For all documents and reports there is available the filter by the date period. To set this filter, enter in the fields from and to (or select by the graphic filter) the dates of the period start and end, respectively, for which it is required to display the records and press the **Receive** button. If you press the **Receive** button without specified date:

- of the period start, then:
    - at document list obtaining, the date in the field will be substituted with date of the first created document of the client of this type in iBank 2 UA system and there will be displayed all the documents in the infobar;
    - at document list obtaining, the date in the field will be substituted with date of the selected account opening and there will be displayed all the records of the account report in the infobar;

- of the period end, then there will be automatically substituted the current date.

It is possible to use the filter by status and by period simultaneously.

For all documents, letters and statements there is available the advanced filter. To display the advances filter press ▼ (**More filter options**) button on the infobar. The fields of the advanced filter for different documents may differ.

For filtration it is required to fill in the fields with the required values and to press the **Receive** button.

To hide the advanced filter, press ▼ (**Hide filter**) button on the infobar. Herein, if the filter fields have been filled in, then, instead of the fields of the advanced filter, there will be displayed the list of the filled in fields with the relevant values, as well as there will be filtered the document list.

Next to each field value there will be additionally displayed the button for this value cleaning. To clean all the filter fields press ▽× (**Set default values**) button on the infobar.

Directory records filtration is available for all the fields, displayed in the list. To apply the filter, fill in the filter field with the relevant values and press the **Receive** button. There is supported the filtration by both complete and partial matching. Filtration is case independent. At filtration, the **Receive** button becomes inactive and there is displayed the loading indicator.

Page by page directory review

In connection with the possible presence of great number of records in the directory, there is implemented the page by page display of the records. The elements of the page by page review include:

- Page navigation bar. It consists of buttons for transfer to the first (<<), previous (<), next (>) and the last (>>) pages, as well as information message about the current page.

- Links to change the number of the directory records on one page. It is possible to display:

  - for recipients, employees, beneficiaries directory: 100, 500 and 1000 records;
  - for MFO directory: 50, 200 or 500 records;
  - for SWIFT directory: 500, 1000 or 5000 records.

  By default, there is displayed the least of the available values on the page.

- The line with final information as to total and displayed number of records on the current directory page. The line is displayed in the bottom part of the page.

Attachment handling

AWP **Web-Banking for FCC** provides for the documents from section **Payroll service**, **FCY documents**, as well as **Letters** the attached files handling: addition of attachments at document creation, as well as attachment saving at document display.

To add the attachment it is required to left click the link **Attach copies of documents** (for documents from the section **Payroll service** and **FCY documents**) or **Attach file** (for letters). As a result, there will be displayed the standard dialogue box of file selection. The number of the attached files is unlimited, and the allowable total size of the attached files is set at the bank side and displayed near the link.

If there are available the attached files, the attachment section becomes the list. For each file from the list there are displayed it name and extension, size, as well as attachment delete button.

To save the attached file, left click the required document in the list, transfer to the **Editor** page and in attachment section left click the file name in the list. As a result, there will be displayed the standard dialogue box of file saving. In case of several attachments, there will be displayed the button **Save all**, pressing which will open the standard dialogue box for selection of directory, where there will be saved the attached files.

> ***Attention!***
>
> The ability to work with attachments is configured at the bank side.

When you view the document with attached PDF files, the link «VIEW» is displayed near the name of each file, when you click on it, you go to the page with a preview of the attached file. For signed documents (the documents which signed by all necessary groups of signatures), the flag «EDS tag» is displayed on the attachment preview page with the ability to display a mark about the overlay of EDS (if the EDS is correct will be displayed the mark «Підтверджено ЕЦП», if the EDS is incorrect will be displayed the mark «ЕЦП не вірна») on each page.

Attention!

Extensions of allowable files that are attached to documents are configured at the bank side

Section 7

Hryvnia documents

Hryvnia payment order

When you select the menu item **Payment order** from the section **Hryvnia documents**, you are redirected to the **Hryvnia orders** page (fig. 7.1), containing the list of the documents.

Fig. 7.1. List of hryvnia orders

By default, there is displayed the list of working documents. To review the executed or archived documents, press the tab **Executed** or **Archived**, respectively.

For each document in the list, there is displayed the following information:

- Check-box for document selection from the list;

- *Number* – document number;

- *Date* – document date;

- *Payer* – name of subordinated client;

- *Recipient* – recipient name;

- *Amount* – document amount;

- *Status* – document status (the column is unavailable in the list of the executed documents);

  For each document in the list in the status «Signed (M of N)» (where M is the number of signatures, with which the document has been signed, N is the number of required signatures), a row with a list of all signature groups is displayed. The groups of signatures with which the document has been signed are circled. When hover a cursor for these groups of signatures, a tooltip with the owner's name of the corresponding EDS key with which the document has been signed is displayed.

- *Payment details* – payment details.

There are available the following operations with the documents:

- *Document list sorting, changing the column width, moving the column* (for more details – see subsection **Infobar**).

- **Standard operations:** create, edit, copy, delete, sign, print (on printer and PDF-file), import (in formats iBank 2, Bank-client and BMRS)(in formats iBank 2 and IBIS), document list filtration by date and by status (for more details – see subsection **Documents, reports and directories management**).

- **Document confirmation through one-time password** (for more details – see subsection **Confirmation documents by one-time passwords**).

- **Print list of documents** (for more details – see subsection **Print list of documents**).

- **Document list filtration by advanced filter** (for more details – see subsection **Advanced filter**).

- **Control of documents, delivered to the bank on paper** (for more details – see subsection **Control of documents, delivered to the bank on paper**).

Filling document fields

To create new document, it is required to press on the **Hryvnia payment orders** page the button **Create** on the toolbar, then select on the **Legal persons** page the subordinated client, on behalf of which there will be created the document. As a result, you will be redirected to the **Editor** page with the document screen form (fig. 7.2).

Below, there are provided the main recommendations as to the document fields filling in:

- The document number is not filled in by default and is available for editing. When you save the document with not filled on number, the field in filled in accordance with the automatic numbering.

    > **Attention!**
    > The document number will not be generated automatically, if the number of the last document contains letters or special symbols. In such a case the document number shall be filled in manually.

- The date of document is filled in automatically with the current date and it is available for editing.

- The date of valuation of no filled in automatically and is available for editing. The field is not obligatory. The value shall not exceed 10 days from the document date.

- The field **Ask to transfer** is obligatory and is intended for the payment amount indication. Depending on the settings at the bank side, the balance on the account is checked at the document saving. When you try to save a document with amount wich exceeds the balance on the account, an informative error message is displayed.

    If you check the box **recount the amount in view of VAT**, there will be added 20% VAT, and the text of the payment purpose description will be supplemented with the relevant information about VAT. Herein, the links **VAT 20%** and **VAT not included** above the field **Payment details** are not displayed.

    If you uncheck the box **recount the amount in view of VAT**, there will cancelled the change of the specified amount and payment purpose description, as well as there are displayed the links **VAT 20%** and **VAT not included** above the field **Payment details**.

    > **Attention!**
    > When you save the document, the state of the box recount the amount in view of VAT is not saved.

Hryvnia payment order

ТОВ "ТЕМП"
ЕГРПОУ: 52147856, Код страны: 804

Number	Document date	Value date
autonum.	20.03.2018 📅	optional 📅

Ask to transfer

0.00	☐ recount the amount in view of VAT

From account	Planned balance
26005547822121 ⌄	4 000.00

Recipient

Start typing the name

EDRPOU

Start typing

Bank

MFO	Name

To account

Start typing

Payment details   VAT 20%   VAT not included   (Budget payment)

Fig. 7.2. Hryvnia payment order screen form

- The field **From account** represents the drop-down list with hryvnia accounts of the subordinated client, to which the corresponding virtual employee has access. For each account in the list there is displayed its number, type, as well as account name (if specified). By default, there is selected the account, used the last time at this type document creation. In case of availability of only one relevant account, it is selected automatically and the field becomes unavailable for editing.

- The field **Planned balance** is unavailable for editing and contains the amount of balance at the selected hryvnia account less total amount of all the accepted for consideration documents (with status **Delivered**, **At processing** or **At execution**).

> ***Attention!***
> Application of the document filter influences on calculation of the planned account balance. Those documents that are sorted out by filter are not considered at balance calculation.

- Section **Recipient**:
    - The fields **Recipient**, **EDRPOU** and **To account** are displayed in the form of a drop-down list and contain information from the recipient directory, as well as information about the subordinated client for creating a transfer between own accounts. For each recipient in the **Recipient** drop-down list there are displayed its name and account name(if the recipient has single set of details) or the text «sev.requisites» (if the recipient has several set of details), and in the **EDRPOU** and **To account** drop-down lists – EDRPOU codes for all the recipients and numbers of the accounts of all the recipients, respectively. When you enter the name, EDRPOU code or recipient account name into the relevant fields, there will be automatically displayed in the lists the matching recipients from the directory.
      Following values are highlighted in the list:
        1. *Yellow fill:* recipient which selected last time when creating document of this type. It is selected and displayed first in the list only in the drop-down list **Recipient**.
        2. *In bold:* requisites that correspond to the subordinated client to create a transfer between own accounts. Displayed at the top of the list.
      When you select the recipient from the list if the **Recipient** section field, as well as the field **Payment details** will be automatically filled in with the relevant values out of the information about the recipient. If the selected recipient has several set of details, a dialog box for selecting the set of details is opened (see fig. 7.3). The information in the window contains the name and code of the EDRPOU of the recipient, as well as a list of set of details. For each set in the list, the account number, payment purpose and note are displayed. To select a set of details, click the left mouse button on the desired set in the list.
      There are available the following operations with the the list of set of details:
        1. *Record list sorting* (for more details – see subsection **Infobar**).
        2. *Record list filtration* (for more details – see subsection **Filtration document, report and directory**)

Fig. 7.3. Dialog box for selecting the set of details of the recipient

> *Attention!*
> The FCC has no access to the subordinated clients recipients directories. Instead, the FCC creates and use is own directory of recipients.

Peculiarities of the section fields filling in:

- If the recipient EDRPOU code value is nine zeroes («000000000»), there will additionally displayed the drop-down list for selection of code and name of the recipient country, ten

zeroes («0000000000») – fields for recipient passport series and number. Herein, there is supported the format of the passport both of old template (passport series – 2 symbols and passport number – 6 digits) and new one (passport number – 9 digits and no series).

– If the recipient with the specified details (EDRPOU code and account number) is not in the recipient directory, then, under the field **To account**, there will be displayed the check-box **Save to the directory**. If you check this box, then, when you save the documents, the recipient with the specified details will be added to the recipient directory.

– In the **Bank** field there shall be entered the six-digit bank MFO code. In the specified MFO code is in the MFO directory, then the bank name will be automatically filled in from the directory; otherwise, there will be displayed the information error message.

– If there are no recipients in the directory, all fields in the section must be filled in manually.

– To transfer money to own accounts, it is required to select the subordinated client requisite in the list, herein:

  ∗ If there is a single available account for which transfers can be made, the name and EDRPOU of the recipient are automatically filled with information about the client, in the field **To account** the available account is automatically selected.

  ∗ If there are several available accounts for which transfers can be made, a window for selecting an account opens. The appearance of the window corresponds to the recipient's requisites window. When choosing an account, the name and EDRPOU of the recipient are automatically filled with information about the client, the **To account** field is filled with the selected account.

  ∗ The field **Payment details** by default is filled with the text «Transfer to account <recipient's account number>».

• The **Payment details** field is obligatory for filling in and is intended for text description of the payment purpose. The field may be filled in automatically at the recipient selection from the directory; herein, if there are several options of the payment purpose description for the selected recipient, a window for selecting the payment details opens. The appearance of the window corresponds to the recipient's requisites window. If it is required to add to the text of the payment purpose description the information about VAT[1], click the link **VAT 20%** or «VAT not included» above the **Payment details** field. Operation of the **Budget payment** – see subsection **Payment to budget**.

To save the document, press the **Save** button on the toolbar. If there are no errors, the **Editor** page will switch to view mode.

Attention!

When saving the hryvnia order, the recipient's and payer's name is reduced to 38 characters if the name exceeds 38 characters.

Payment to budget

When you fill in the **Payment details** field, and if you pay the assets into the budget, it is required to follow the template. The user may fill it in manually or by the AWP means – for this purpose click the link **(Budget payment)** and there will be displayed the dialog box **Budget payment** (fig. 7.4). To fill in the payment purpose description by the AWP means, it is required to perform the following operations in the **Budget payment** dialog box:

---

[1]The VAT amount in the text of the payment details is automatically recalculated after the amount has been changed and focus is lost from the field.
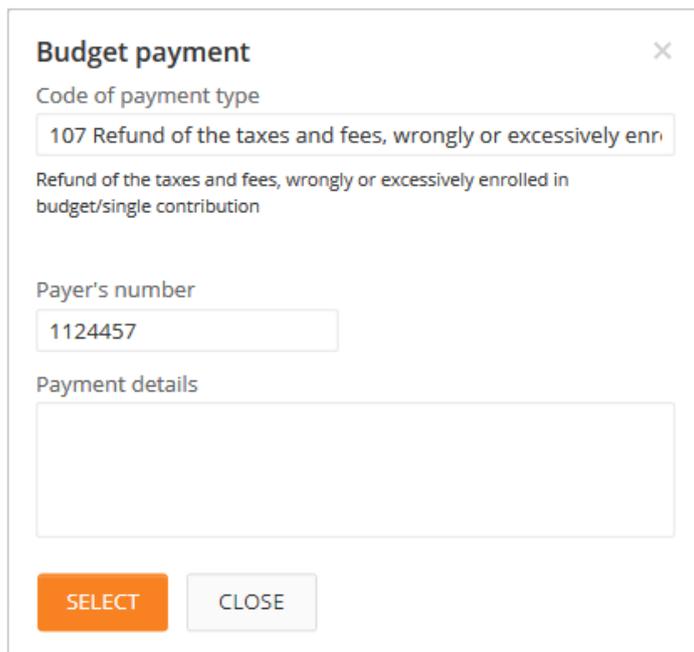
Fig. 7.4. Payment to budget dialog box

- In the **Code of payment type** field select from the list[2] or enter manually the payment type code. When you enter code or key phrase from the text of the payment type code article, there will be displayed in the list the relevant values.

- In the **Payer's number** field specify the number of the taxpayer, for which there is made a payment to budget. In case the payer number is assigned to the subordinated client on the bank side, the field will be filled in automatically with this value.

- In the **Payment details** field enter explanatory information about the payment purpose description in free form. The entered information will correspond to the 4th part of the payment to the budget details.

To generate the payment purpose description it is required to press the **Select** button in the **Budget payment** window. As a result the window will be closed and in the **Payment details** window on the **Editor** page there will be generated correct text of the payment purpose description on the base of the entered data. To cancel generation of the payment purpose description press the **Close** button in the **Budget payment** window.

Advanced filter

If required, the list of the hryvnia payment orders may be filtered by the advanced filter. To display the advances filter press ▼ (**More filter options**) button on the infobar.

By the advanced filter you may filter the document list by the following criteria:

- By subordinated client (**Payer** field). Herein, you may specify the subordinated client name manually or select from the list.

- By document status (**Status** field). Herein, you may select several statuses for filtration or select all statuses.

---

[2]The composition of the payment code list is set by the bank employee.

- By document links (**Links** field). There are available the following link:

  - **Select all** – there will be displayed all documents, notwithstanding availability of link;
  - **Any links** – there will be displayed all documents with link with any document;
  - **No links** – there will be displayed all documents without link;
  - **Salary sheet** – there will be displayed all documents with association only with the payroll sheets.

- By the document amount (**Amount from...to** field). Herein, you may set both amount range and maximal and minimal amount.

- By subordinated client account (**From account** field). after selecting a subordinate client in the field **Payer**, it becomes possible to select an account from the list.

- By recipient (**Recipient** field). Herein, you may specify the recipient name manually or select it from the list.

- By the recipient account (**To account** field). Herein, you may specify the recipient account number manually or select it from the list.

- By the recipient EDRPOU (**EDRPOU** field). Herein, you may specify the recipient EDRPOU manually or select it from the list.

- By the payment details (**Payment details** field). Filtration by the payment purpose description is case-sensitive.

When you enter the values into the fields of the advanced filter **From account**, **Recipient**, **EDRPOU**, **To account**, there will be displayed in the lists of the relevant values.

In order to perform filtration there is no necessity to enter complete account number, EDRPOU code, organization name or text of the payment details: it is sufficient to enter into the advanced filter only one or several digits or symbols into the field of the relevant type.

For filtration it is required to fill in the fields with the required values and to press the **Receive** button.

To hide the advanced filter, press ⛛ (**Hide filter**) button on the infobar. Herein, if the filter fields have been filled in, then, instead of the fields of the advanced filter, there will be displayed the list of the filled in fields with the relevant values, as well as there will be filtered the document list. Next to each field value there will be additionally displayed the button for this value cleaning. To clean all the filter fields press ⛛× (**Set default values**) button on the infobar.

Print list of documents

List of documents is intended for convenient and compact display of the document list in print form. It is generated on the base of the displayed on the infobar document list, i.e., if the user has filtered the document list on the infobar, then there will be included into the register only those documents that satisfy the filter criteria.

To obtain the list, press on the page with the document list the **Print** button on the toolbar and select from the drop-down list the item **Print a list**. As a result, there will be opened the **Print a list of documents** page, where there will be displayed the appearance of the document register print form.

The list of documents print from this window is performed similar to print of the documents, except the absence of the settings of additional information print out (for more details – see subsection **Print documents and reports on printer and PDF-file**).

Accept documents

In AWP **Smartphone-Banking** you may establish for hryvnia payment orders special limits, in case of exceedance of which the documents will require additional confirmation from the AWP **Smartphone-Banking**.

If hryvnia payment order accepting is enabled in the AWP **Smartphone-Banking**, then, upon affixing of the last signature to a document, whose amount exceeds the established limit, it will be transferred not to the status **Delivered**, but to the status **On accept**. In order bank accept the document for processing, it shall be confirmed in the AWP **Smartphone-Banking**, following which it will be transferred to the status **Delivered**. If the document is rejected, then it will be transferred to the status **Not accepted**.

> ### Attention!
> In case you enable acceptance in the AWP **Smartphone-Banking**, the checks of limit exceedance will be performed for hryvnia payment orders, notwithstanding the AWP, where the documents have been created and signed.

For the document in the status **On accept**, there are available for the user the same actions that for the document in the status **Requires confirmation**. For the documents in the status **Not accepted**, there are available for the client the same actions that for the document in the status **Rejected** (except the fact that the client may always change such document).

Archived documents

The iBank 2 UA system provides hryvnia payment order for previous dates transfer to archive. The document transfer is performed by the bank. Herein, the frequency of the documents transfer, as well as the period, for which the documents are transferred to archive, depend on internal bank regulations.

If the documents are transferred into archive, then, when you go to the hryvnia payment orders list there will appear the following changes:

- There will be added the **Archive** tab. Herein, it is impossible to select date, more that maximal date of the documents in archive, in filter.

- In **In progress** and **Executed** tabs, above the filter there will be added information messages about documents transfer to archive and date, till which the documents have been transferred. Herein, there will be impossible to select in this filter the date that is less or equal to maximal date of the documents in archive.

By default, the archived documents list displays the documents for maximal date. The list may display the documents with all the statuses (except deleted).

You may perform the following operations with the archived documents:

- *Document list filtration by advanced filter.*

- *One document/document group copying.*

- *One document/document group print.*

- *Archived document register print.*

The abovementioned operations are performed similar to the operations with working or executed documents.

Control of documents, delivered to the bank on paper

For the FCC there is implemented the possibility to control the subordinated clients payments, not only created in the iBank 2 UA system, but also delivered on paper. Such documents are sent by the FCC for consideration and displayed in the tab **For consideration**.

By default, the documents for consideration list displays documents for current date. The list may display documents with the status **On confirmation**, **For confirmation**, **For rejection**, **Uploaded**, **Confirmed**, **Not confirmed** (for more details – see subsection **Types and statuses of documents in AWP Web-Banking for FCC**).

There are available the following operation with the documents:

- *Document acceptance.* Available only for documents with status **On confirmation**.

  To accept the document left-click the required document in the list, go to the page **Editor** and press **Confirm** button on the toolbar. As a result, the documents status will be changed to For confirmation. There is also supported group acceptance of the documents.

- *Document rejection.* Available only for documents with status **On confirmation**. To reject the document left-click the required document in the list, go to the page **Editor** and press **Reject** button on the toolbar. As a result, the documents status will be changed to For rejection. There is also supported group rejection of the documents.

- *Document list filtration by advanced filter.*

- *Print of one document/group of documents.*

- *Print list of documents.*

Hryvnia payment requests-orders

To go to the list of the hryvnia payment requests-orders, select the item of the **Requests** menu from the document group **Hryvnia documents**. Incoming and outcoming hryvnia payment requests-orders are joint in one section: to go to the list of incoming payment requests-orders, go to the tab **Incoming**, to go to the list of outcoming payment requests-orders – to the tab **In progress** or **Executed**. By default, there is displayed the list of incoming payment requests-orders.

Incoming payment requests-orders

In the document list, the unread incoming payment requests-orders are displayed in bold font; in addition, total number of the unread documents is displayed next to the **Request** menu item name (fig. 7.5).

For each document in the list there is displayed the following information:

- Check-box for document selection from the list;

- *Number* – document number;

- *Date* – document date;

- *Payer* – subordinated client (assets payer) name;;

- *Recipient's account* – number of recipient account;

- *Recipient* – document recipient name;
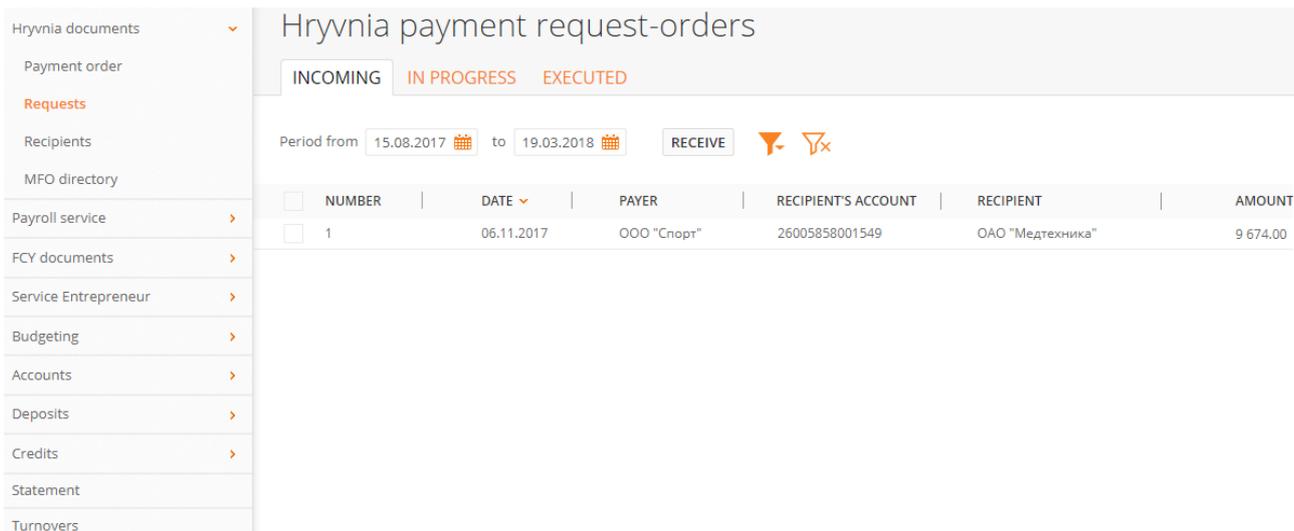
- *Amount* – document amount.
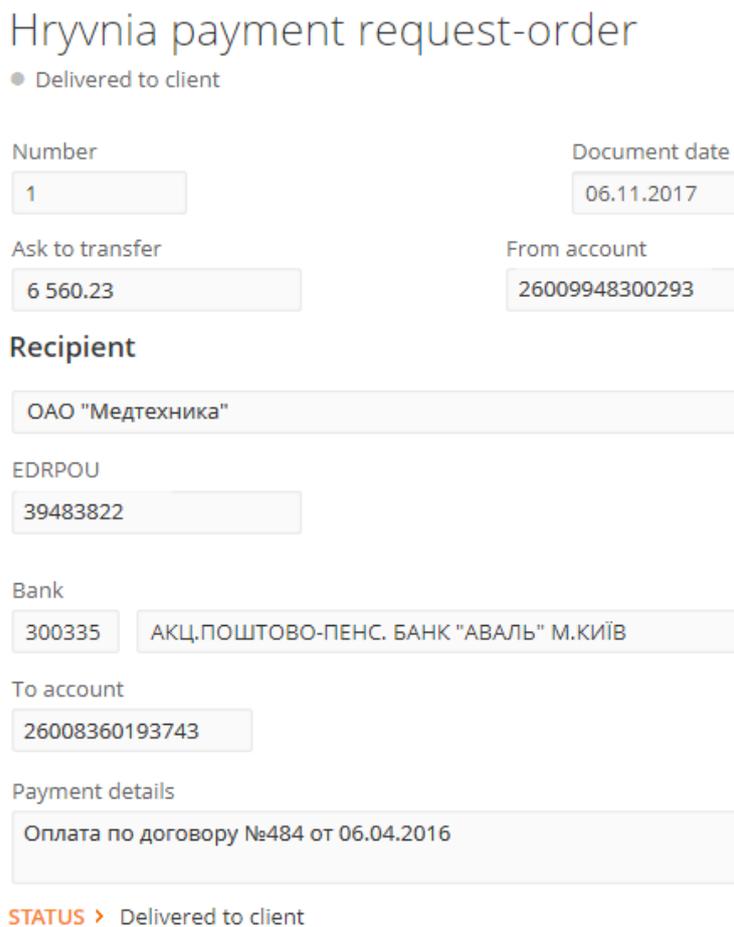
Fig. 7.5. List of incoming payment requests-orders

Fig. 7.6. Incoming payment request-order screen form

Appearance of the **Editor** page with screen form of the document is presented in fig. 7.6. There are available the following operation with the documents:

- **Document list sorting, changing the column width, moving the column** (for more details – see subsection **Infobar**).

- **Filter list of documents by advanced filter** (for more details – see **Filtration document, report and directory**). Fields of advanced filter corresponds to display information about the document in the list.

- **One document/document group print on printer and PDF-file** (for more details – see subsection **Print documents and reports on printer and PDF-file**).

- **Apply document.** To apply the document, left-click the required document in the list, go to the **Editor** page and press the **Apply** button on the toolbar. As a result you will be redirected to the page of hryvnia payment order creation, where the document fields are filled in with the information from the incoming payment request-order. Upon creation of the hryvnia payment order, the incoming payment request-order will not be displayed in the document list, as it will be considered to be executed.

    Attention!
    When creation the hryvnia order, the recipient's and payer's name is reduced to 38 characters if the name exceeds 38 characters.

Outcoming payment requests-orders

To view the list of outcoming payment requests-orders, go upon the selection of the menu item **Requests** to the tab **In progress** or **Executed**.

For each document in the list there is displayed the following information:

- Check-box for document selection from the list;

- **Number** – document number;

- **Date** – document date;

- **Payer's account** – number of payer account;

- **Payer** – document payer name;

- **Amount** – document amount;

- **Status** – document status (no available in the list of the executed documents).

    For each document in the list in the status «Signed (M of N)» (where M is the number of signatures, with which the document has been signed, N is the number of required signatures), a row with a list of all signature groups is displayed. The groups of signatures with which the document has been signed are circled. When hover a cursor for these groups of signatures, a tooltip with the owner's name of the corresponding EDS key with which the document has been signed is displayed.

There are available the following operations with the documents:

- **Document list sorting, changing the column width, moving the column** (for more details – see subsection **Infobar**).

- **Standard operations:** create, edit, copy, delete, sign, print (on printer and PDF-file), import (in formats iBank 2 and IBIS), document list filtration by date (for more details – see subsection **Documents, reports and directories management**).

- **_Document confirmation through one-time password_** (for more details – see subsection **Confirmation documents by one-time passwords**).

- **_Filter list of documents by advanced filter_** (for more details – see **Filtration document, report and directory**). Fields of advanced filter corresponds to display information about the document in the list.

The appearance of the **Editor** page with the screen form of the document is presented in fig. 7.7.

Fig. 7.7. Outcoming payment request-order screen form

Outcoming payment order fields filling in is performed similar to hryvnia payment order fields filling in, except the following peculiarities:

- In the incoming payment request-order the subordinated client is the assets recipient, information about the payer is filled in manually or is selected from the directory (similar to information about recipient in the hryvnia payment order).

- In the screen form there are no field for the planned account balance, link to payment to budget and VAT indication.

Recipient directory

Recipient directory is used to facilitate creation of the hryvnia payment orders, as well as outcoming payment requests-orders. To go to the recipient directory records list, select the **Recipient** menu item from document group **Hryvnia documents**. Recipient directories of the subordinated clients are not

available for the FCC, instead, the FCC creates and uses own recipient directory. To go to the recipient directory records list, select the **Recipient** menu item from document group **Hryvnia documents**.

Appearance of the page is presented in fig. 7.8.

Fig. 7.8. Recipient directory

For each recipient there is displayed in the list the following information:

- Check-box for recipient selection from the list;

- *Name* – recipient name;

- *Account* – recipient account number;

- *EDRPOU* – EDRPOU code of the recipient.

There are available the following operations with the recipient directory records:

- *Item list sorting, changing column width, moving column* (for more details – see subsection **Infobar**).

- *Standard operations:* create, edit, copy, delete, import and export (in formats iBank 2), record list filtration, page by page records view (for more details – see subsection **Documents, reports and directories management**).

- *Payment generation* (for more details – see **Generate payment**).

Create recipient

To create recipient, press on the **Recipient** page the **Create** button on the toolbar. As a result you will be redirected to the **Editor** page with the recipient screen form (fig. 7.9).

> *Attention!*
> The recipient directory records shall be unique as to EDRPOU code, bank MFO code and account number.

Peculiarities of the section fields filling in:

- If the recipient EDRPOU code value is «000000000» (nine zeroes), there will additionally displayed the drop-down list for selection of code and name of the recipient country, «0000000000» (ten zeroes) – fields for recipient passport series and number. Herein, there is supported the format of the passport both of old template (passport series – 2 symbols and passport number – 6 digits) and new one (passport number – 9 digits and no series).

- In the **Bank** field there shall be entered the six-digit bank MFO code. In the specified MFO code is in the MFO directory, then the bank name will be automatically filled in from the directory; otherwise, there will be displayed the information error message.

Fig. 7.9. Recipient screen form

To create a recipient with several[3] set of details (account, payment purpose, note), press the **Add bank details** button, and there will be added empty fields to the page for entering the account number, MFO of the bank in which there is opened account, the text of the payment purpose and the note.

To save the recipient press the **Save** button on the toolbar. If there are no errors the **Editor** page will transfer to review mode. Press the **Cancel** button on the toolbar to return back to the recipient directory records without saving new record.

> **Attention!**
> Records with several set of details in other AWP are presented in the form of several records, in which the name and EDRPOU of the recipient are repeated.

In the AWP **Web-Banking for FCC** there is also provided the possibility to create new record of the recipient directory from several documents and reports:

---

[3]If you select this recipient on the page of the hryvnia payment order or outcoming payment request-order creation, there will be the possibility to select one of the set of details.

- from the hryvnia payment order (for more details – see subsection **Hryvnia payment order**);

- from the outcoming hryvnia payment request-order (for more details – see subsection **Outcoming payment requests-orders**);

- from hryvnia account statements (for more details – see subsection **Statements**)

Generate payment

When the client review the recipient, he has the possibility to generate hryvnia payment order in favour of this recipient. For this purpose, press on the toolbar the **Payment** button, then on the page **Legal persons** select the subordinate client, on behalf of which the document will be generated. As a result you will be redirected to the page of hryvnia payment order creation relevant subordinated client with the selected recipient.

> ***Attention!***
> When creation the hryvnia order, the recipient's and payer's name is reduced to 38 characters if the name exceeds 38 characters.

MFO directory

MFO directory contains the information about the ukrainian banks. To go to the list of the MFO directory records, select the **MFO directory** menu item from the document group **Hryvnia documents**.

The appearance of the page is presented in fig. 7.10.

For each bank in the list there is displayed the following information:

- ***MFO*** – bank MFO code;

- ***Name*** – bank name in the directory.

There are available the following operations with the MFO directory records list:

- ***Records list sorting, changing column width, moving column*** (for more details – see subsection **Infobar**).

- ***Record list filtration*** (for more details – see subsection **Filtration document, report and directory**).

- ***Records page by page browsing*** (for more details – see subsection **Page by page directory review**).

Fig. 7.10. MFO directory records list

Section 8

Payroll service

Payroll sheet

When you select the **Payroll sheet** menu item from the document group **Payroll service**, you will be redirected to the page **Payroll sheets**, containing the document list.

By default, there is displayed the list of working document. To view the executed document, go to the **Executed** tab.

For each document in the list there is displayed the following information:

- Icon of attachments ✒, if there are no attachment it is not displayed;

- Check-box for document selection from the list;

- **Number** – document number;

- **Date** – document date;

- **Client** – subordinate client name;

- **Type of charge** – payroll type of charge;

- **Amount** – final document amount;

- **Status** – document status.

  For each document in the list in the status «Signed (M of N)» (where M is the number of signatures, with which the document has been signed, N is the number of required signatures), a row with a list of all signature groups is displayed. The groups of signatures with which the document has been signed are circled. When hover a cursor for these groups of signatures, a tooltip with the owner's name of the corresponding EDS key with which the document has been signed is displayed.

There are available the following operations with the documents:

- **Document list sorting, changing the column width, moving the column** (for more details – see subsection **Infobar**).

- **Standard operations:** create, edit, copy, delete, sign, print (on printer and PDF-file), import (in formats iBank 2 and DBF), document list filtration by date (more details – see subsection **Documents, reports and directories management**).

- **Filter list of documents by advanced filter** (for more details – see **Filtration document, report and directory**). Fields of advanced filter corresponds to display information about the document in the list.

- **Generation of the linked payments** (for more details – see subsection **Operations with linked payments**).

- **Attachment handling** (for more details – see **Attachment handling**).

Filling document fields

To create new document, press on the **Payroll sheets** page the **Create** button on the toolbar, then select on the **Legal persons** page the subordinated client, on behalf of which there will be created the document. As a result you will be redirected to the **Editor** page with the document screen form (fig. 8.1). Below, there are provided the main recommendations as to the document fields filling in:

Fig. 8.1. Payroll sheet screen form

- The document number is not filled in by default and is available for editing. When you save the document with not filled on number, the field in filled in accordance with the automatic numbering.

> ***Attention!***
> The document number will not be generated automatically, if the number of the last document contains letters or special symbols. In such a case the document number shall be filled in manually.

- The document date is filled in automatically with the current date and it is available for editing.

- The date of document valuation is not filled in automatically and is available for editing. The field is not obligatory. The value shall not exceed 10 days from the document date.

- The field **Write-off account** is the drop-down list with the hryvnia accounts of the subordinated client, to which the corresponding virtual employee has access. For each account in the list there are displayed its number, type, as well as the account name (if specified). By default, there is selected the account, used last time at this type documents creation.

- The field **Type of charge** is the drop-down list with the accrual types, to which the relevant virtual employee has the access. Depending on the selected accrual type, the filed **Period of charging** may become available or unavailable for editing. In case the field is available for editing it is obligatory for filling in. Depending on the settings at the bank side, the field **Period of charging** is displayed as a text field or contains two fields **month**, **year** as drop-down lists.

- The field **RKO write-off account** is displayed at accrual type selection for which there is enabled the support of RKO commission account other than debit account debiting at the bank side. The field is the drop-down list to which the subordinated client, to which the corresponding virtual employee has access. By default, there is selected the account used the last time at creation of this type document.

- Table part of the document **Recipients**. It is the list of the employees of subordinated client, as well as final information about number of the employees and amount of accruals in respect of all the employees from the list. To add the employee to the table part, perform the following actions:

  – Check in the drop-down list **Recipients** the required recipients from the employee directory or check the first item **Select all** to select all the employees from the list. For each employee in the list there are displayed his full name, SCA number and ITN. To facilitate the process of the employees search at specification of one of the details in the list, there will be automatically displayed only matching employees from the directory.

  – Enter the charge amount for the selected employees. The charge amount is not obligatory. If the field is filled this amount will be automatically installed to all the added employees in the table section. Otherwise, you will need to manually enter the charge amount to each employee after adding it to the table.

  – Press **Add** button.

  As a result, the selected employees will be added to the table part of the document. For each employee in the table part there is displayed the following information:

  – Colour mark of the record status (for more details – see subsection **Statuses of individual records in the document table part**).

  – ***Full name*** – employee full name (unavailable for editing);

  – ***SCA*** – employee SCA number (unavailable for editing);

  – ***ITN*** – employee ITN (unavailable for editing);

- **Amount** – charge amount (available for editing);
- Button to delete the employee from the list.

There ara available changing columns width and moving columns in table part of the document.

> **Attention!**
> In the document table part one employee may be present two or more times.

To delete all employees from the list, press the **Delete all** button above the document table part.

To save the document, press the **Save** button on the toolbar. If there are no errors, the **Editor** page will go to view mode.

Operations with linked payments

Preparation hryvnia payment orders for link with the payroll sheet

After you save the payroll sheet, you have to generate two hryvnia payment orders. The first payment order is intended to the main assets transfer from the account of the subordinated corporate client to the bank account, intended for the payroll project. Then, the debited amount will be transferred to the employee card accounts. The second payment order is intended for transfer of commission for the settlement and cash services to the bank (payment for CSS). The amount of the CSS payment is calculated on the base of the payroll sheet amount and the established by the bank commission rate.

> **Attention!**
> If in accordance with the bank rates the commission for CSS is not charged, then, it is required to prepare only the payment of the main amount of the payroll sheet.

The iBank 2 UA system provides the possibility of both manual and automatic generation of the hryvnia payment orders for payroll sheet.

Manual generation of the payment order and linking setting

You may create the payment orders for the payroll sheet in the following ways:

- To create the payment order manually directly in the AWP **Web-Banking for FCC** or another module of the iBank 2 UA system.

- To prepare documents in accounting system, export in import file of iBank 2 or DBF format. To import the obtained file with the payment orders in the iBank 2 UA system.

To fill in the fields of the payment order the user must know the following details:

- Recipient details for the main payment under payroll program and payment for CSS (name, EDRPOU code, account number and MFO code of the bank, with which there is opened the recipient account). Percent of commission for the settlement and cash services.

- This percent is defined by the bank in the agreement on payroll program service. By this value there is calculated the amount of the payment order for CSS payment: total amount of the payroll sheet multiplied by the CSS payment percent.

Below, there are provided the recommendations as to the fields filling at manual generation of the payment orders:

1. In payment order in respect of the main payroll sheet amount:

   - Specify the valuation date, matching the date of valuation in the payroll sheet (if any).
   - Specify the subordinated client account, matching the account in the payroll sheet.
   - Fill in the details of the recipient in accordance with the information, received from the bank (name, EDRPOU code, account number and MFO code of the bank, with which there is opened the recipient account).
   - Specify the payment amount equal to the amount of the payroll sheet.
   - Specify in the payment purpose description the text of free content, for example:
     Заробітна плата та аванси ТОВ "ТЕМП" згідно відомості N 2 від 03.02.2017

2. In the payment order in respect of the CSS payment:

   - Specify the valuation date, matching the date of valuation in the payroll sheet (if any).
   - Specify the subordinated client account, matching the account in the payroll sheet.
   - Fill in the details of the recipient in accordance with the information, received from the bank (name, EDRPOU code, account number and MFO code of the bank, with which there is opened the recipient account).
   - Calculate the payment amount in accordance with the described above formulae and specify it in the document.
   - Specify in the payment purpose description the text of free content, for example:
     Комісія банку за зарахування коштів на СКР працівників ТОВ "ТЕМП"
     - Заробітна плата та аванси згідно відомості N 2 від 03.02.2017

After you create the payment orders, they must be associated with the payroll sheet. To add associations perform the following actions:

1. Open the required payroll sheet.

2. Press on the toolbar the **Payment** button and select from the drop-down list the item **Links management**. As a result there will be displayed the dialog box **Link management**, where there are displayed the fields **Main payment** and **Payment for CSS** with the lists of the relevant documents for association (fig. 8.2). For each document in the list there are displayed its number, date, amount and status.

3. Select the required document in the field **Main payment** and **Payment for CSS**. As a result there will be activated the **Apply** button.

4. Press the **Apply** button

In the list there are displayed only the documents, satisfying the following conditions:

- The payroll sheet account matches the account of the payer in the payment order.

- The recipient details in the payment orders match the set details for MFO, with which there is opened the specified in the payroll sheet client account. To receive these details you must address the account bank.

- The payment amount according to the payroll program and calculated amount of the payment for CSS match the amount in the payroll sheet.

Payroll sheet and payment order are with the compatible for association statuses. The list of compatible for association statuses is presented below.
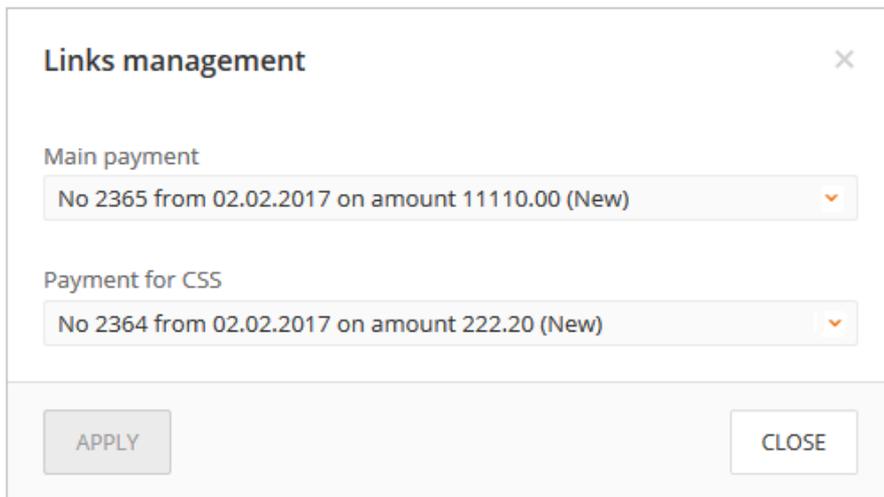
Fig. 8.2. **Links management** dialog box

Payroll sheet, statuses	Payment order, statuses for link addition
New	New
Signed	New, Signed, Executed[1]
Waiting for signature	New, Signed, Require confirmation, Delivered[2], Executed[3]
Delivered	New, Signed, Require confirmation, Delivered, Executed[4]

If there are no relevant for link documents, then this field will be inactive with the correspondent tip.

Automatic generation of the payment orders

To generate the payment order automatically it is required to open the required payroll sheet and then press on the toolbar the **Payment** button, then select from the drop-down list the item Generate payments. As a result there will be generated the relevant hryvnia payment orders, as well as there will added links of the generated documents with the payroll sheet.

> ***Attention!***
> In case of automatic generation of the payment order there are created and link only missing documents. Automatic generation of the payments is unavailable for payroll sheet, linked with the required number of the hryvnia payment orders.

> ***Attention!***
> When creation the hryvnia order, the recipient's and payer's name is reduced to 38 characters if the name exceeds 38 characters.

---

[1]Upon the payroll sheet signing by all the required signature groups it will change the status to «Paid».
[2]Herein, the payroll sheet change the status to «Delivered».
[3]Herein, the payroll sheet change the status to «Paid».
[4]See footnote 3.

Linked hryvnia payment orders management

When you open the payroll sheet, in top part of the page there are displayed the links **Main payment** and **Payment for CSS**, pressing which you will be redirected to the **Editor** page of the relevant linked hryvnia payment order (fig. 8.3). Near the links there are displayed the colour marks, pointing which will display the screen tip with the current state of the linked document. In case of absence of the linked documents the relevant links are inactive.

Fig. 8.3. Payroll sheet screen form in preview mode

Operations with the hryvnia payment orders, associated with the payroll sheet, do not differ from the operations with the payment orders without links, except the following peculiarities:

- On the **Editor** page, in top part there is displayed the text with payment type (main payment or payment for CSS), as well as the link **Salary sheet** to transfer to the **Editor** page of the associated payroll sheet. Near the link there is displayed the colour mark pointing which displays the screen tip with the current state of the payroll sheet.

- The user is unable to sign the payment order, if the associated payroll sheet is not signed by all the required signature groups.

- In the process of the payment order editing, the information about the recipient is unavailable for editing.

Statuses of individual records in the document table part

All the documents of the payroll project operate the object of lower level – one or several salary cards. There may be the situations, where the employee has left the company, the card has been left or locked, etc. In order not to interrupt the execution of the documents, containing operations with thousands of cards due to several «problem» cards, the iBank 2 UA system provides the possibility to execute operations with correct cards, omitting «problem» ones.

For each record in the table part of the document there is specified the status. At document creation, for all the documents there is assigned the status **New**. Upon decision in respect of the document (change of the document status to **Partly executed**, **Executed** or **Rejected**) each record changes its status to **Executed** or **Rejected**.

In AWP **Web-Banking for FCC** the status of individual record in the table part of the document is displayed as a colour mark: grey colour for **New** status, green colour for **Executed** status and red colour for **Rejected** status. When you point the mark, there is displayed the screen tip with the record status. For rejected records the list also displays the text of the rejection reason.

Employee directory

Payroll project employee directory is used for creation of documents, included into the document group **Payroll service**. To go to the employee directory records list of subordinated client select the menu item **Employees** from the document group **Payroll service**.

Appearance of the page is presented in fig. 8.4.

Fig. 8.4. Employee directory records list

For each employee in the list there is displayed the following information:

- **Full name** – employee full name;

- **ITN** – employee ITN;

- **Card account** – employee SCA number.

When you re-enter the menu item **Employees** the directory is formed on the previously selected subordinated client. To select another subordinated client, on which the directory will be formed, left-click on link <name of subordinated client> under the title of the page **Employees**, select on the **Legal persons** page the subordinated client.

You may perform the following operations with the employee directory records:

- **Records list sorting, changing column width, moving column** (for more details – see subsection [Infobar](#)).

- **Standard operations:** export in formats DBF and Comma-Separated Values file (.csv), record list filtration, page by page view of the records (for more details – see subsection [Documents, reports and directories management](#)).

Card validity prolongation order

When you select the menu item **Card prolongation** from the document group **Payroll service** you are redirected to the **Card validity prolongation orders** page, containing the document list.

By default, there is displayed the list of working documents. To view the executed documents go to the **Executed** tab.

For each document in the list there is displayed the following information:

- Icon of attachments $\mathscr{O}$, if there are no attachment it is not displayed;

- Check-box for document selection from the list;

- **Number** – document number;

- **Date** – document date;

- **Client** – subordinate client name;

- **Status** – document status.

  For each document in the list in the status «Signed (M of N)» (where M is the number of signatures, with which the document has been signed, N is the number of required signatures), a row with a list of all signature groups is displayed. The groups of signatures with which the document has been signed are circled. When hover a cursor for these groups of signatures, a tooltip with the owner's name of the corresponding EDS key with which the document has been signed is displayed.

There are available the following operations with the documents:

- **Document list sorting, changing the column width, moving the column** (for more details – see subsection [Infobar](#)).

- **Standard operations:** create, edit, copy, delete, sign, print (on printer and PDF-file), import in iBank 2 format, document list filtration by date (for more details – see subsection [Documents, reports and directories management](#)).

- **Filter list of documents by advanced filter** (for more details – see **Filtration document, report and directory**). Fields of advanced filter corresponds to display information about the document in the list.

- **Attachment handling** (for more details – see **Attachment handling**).

Filling document fields

To create new document press on the **Card validity prolongation orders** page the **Create** button on the toolbar, then select on the **Legal persons** page the subordinated client, on behalf of which there will be created the document. As a result, you will be redirected to the **Editor** page with the document screen form (fig. 8.5).

Fig. 8.5. Card validity prolongation order screen form

Below, there are provided the main recommendations as to the document fields filling in:

- The document number is not filled in by default and is available for editing. When you save the document with not filled on number, the field in filled in accordance with the automatic numbering.

  > **Attention!**
  > The document number will not be generated automatically, if the number of the last document contains letters or special symbols. In such a case the document number shall be filled in manually.

- The date of document is filled in automatically with the current date and it is available for editing.

- The field **Bank** is the drop-down list that contains the MFO codes of the banks, with which there are opened the subordinated client account, upon MFO selection from the list, there is automatically filled in the bank name.

- The document table part **Cards**. It is the list of the subordinated client employee cards, as well as final information about number of cards. To add the card to the table part, perform the following actions:

  - Check in the drop-down list **Cards** the required employee cards from the employee directory or check the first item **Select all** to select all the cards from the list. For each card in the list there are displayed its number, currency, full name, ITN, SCA of the employee, validity term, as well as the name, indicated on card. To facilitate the process of the cards search at specification of one of the details in the list, there will be automatically displayed only matching cards from the directory.
  - Press **Add** button.

As a result, the selected cards will be added to the table part of the document. For each employee card in the table part there is displayed the following information:

  - Colour mark of the record status (for more details – see subsection **Statuses of individual records in the document table part** for payroll sheet).
  - *Card No* – employee card number in masked form and symbolic code of currency;
  - *Full name* – employee full name);
  - *ITN* – employee ITN;
  - *SCA* – employee SCA number;
  - *Validity* – card validity term in MM/YY format;
  - *Name on card* – employee name, indicated on card;
  - Button to delete the employee card from the list.

There ara available changing columns width and moving columns in table part of the document.

To delete all the employee cards from the list, press the **Delete all** button above the document table part.

To save the document press the **Save** button on toolbar. If there are no errors, the **Editor** page will go to view mode.

Statuses of individual records in the document table part

Similar to payroll sheet, for employee cards in the document table part there is supported the status usage, and for the document itself – status **Partly executed** (for more details – see subsection **Statuses of individual records in the document table part** for payroll sheet).

Fire staff order

When you select the **Employee fire** menu item from the document group **Payroll service** you are redirected to the **Fire staff orders** page, containing the document list.

By default, there is displayed the list of working documents. To view the executed documents go to the **Executed** tab.

For each document in the list there is displayed the following information:

- Icon of attachments ✐, if there are no attachment it is not displayed;

- Check-box for document selection from the list;

- **Number** – document number;

- **Date** – document date;

- **Client** – subordinate client name;

- **Status** – document status.

    For each document in the list in the status «Signed (M of N)» (where M is the number of signatures, with which the document has been signed, N is the number of required signatures), a row with a list of all signature groups is displayed. The groups of signatures with which the document has been signed are circled. When hover a cursor for these groups of signatures, a tooltip with the owner's name of the corresponding EDS key with which the document has been signed is displayed.

There are available the following operations with the documents:

- **Document list sorting, changing the column width, moving the column** (for more details – see subsection **Infobar**).

- **Standard operations:** create, edit, copy, delete, sign, print (on printer and PDF-file), import in iBank 2 format, document list filtration by date (for more details – see subsection **Documents, reports and directories management**).

- **Filter list of documents by advanced filter** (for more details – see **Filtration document, report and directory**). Fields of advanced filter corresponds to display information about the document in the list.

- **Attachment handling** (for more details – see **Attachment handling**).

Filling document fields

To create new document press on the **Fire staff orders** page the **Create** button on the toolbar, then select on the **Legal persons** page the subordinated client, on behalf of which there will be created the document. As a result, you will be redirected to the **Editor** page with the document screen form (fig. 8.6).
Below, there are provided the main recommendations as to the document fields filling in:

- The document number is not filled in by default and is available for editing. When you save the document with not filled on number, the field in filled in accordance with the automatic numbering.

    > **Attention!**
    > The document number will not be generated automatically, if the number of the last document contains letters or special symbols. In such a case the document number shall be filled in manually.

- The date of document is filled in automatically with the current date and it is available for editing.

Fig. 8.6. Fire staff order screen form

- The field **Bank** is the drop-down list that contains the MFO codes of the banks, with which there are opened the subordinated client account, upon MFO selection from the list, there is automatically filled in the bank name.

- The document table part **Employees**. It is the list of the subordinated client employees, as well as final information about number of employees. To add the employee to the table part, perform the following actions:

  – Check in the drop-down list **Employees** the required employee from the employee directory or check the first item **Select all** to select all the employees from the list. For each employee in the list there are displayed his full name, ITN and SCA. To facilitate the process of the cards search at specification of one of the details in the list, there will be automatically displayed only matching employees from the directory.

  – Press **Add** button.

As a result, the selected employees will be added to the table part of the document. For each employee in the table part there is displayed the following information:

  – Colour mark of the record status (for more details – see subsection **Statuses of individual records in the document table part** for payroll sheet).

  – *Full name* – employee full name;

  – *SCA* – employee SCA number;

  – *ITN* – employee ITN;

  – Button to delete the employee from the list.

There ara available changing columns width and moving columns in table part of the document.

To delete all the employees from the list, press the **Delete all** button above the document table part.

To save the document press the **Save** button on toolbar. If there are no errors, the **Editor** page will go to view mode.

Statuses of individual records in the document table part

Similar to payroll sheet, for employees in the document table part there is supported the status usage, and for the document itself – status **Partly executed** (for more details – see subsection Statuses of individual records in the document table part for payroll sheet).

Card assignment order

When you select the **Assigning cards** menu item from the document group **Payroll service** you are redirected to the **Card assignment orders** page, containing the document list.

By default, there is displayed the list of working documents. To view the executed documents go to the **Executed** tab.

For each document in the list there is displayed the following information:

- Icon of attachments ⬚, if there are no attachment it is not displayed;

- Check-box for document selection from the list;

- **Number** – document number;

- **Date** – document date;

- **Client** – subordinate client name;

- **Status** – document status.

  For each document in the list in the status «Signed (M of N)» (where M is the number of signatures, with which the document has been signed, N is the number of required signatures), a row with a list of all signature groups is displayed. The groups of signatures with which the document has been signed are circled. When hover a cursor for these groups of signatures, a tooltip with the owner's name of the corresponding EDS key with which the document has been signed is displayed.

There are available the following operations with the documents:

- **Document list sorting, changing the column width, moving the column** (for more details – see subsection Infobar).

- **Standard operations:** create, edit, copy, delete, sign, print (on printer and PDF-file), import in iBank 2 format, document list filtration by date (for more details – see subsection **Documents, reports and directories management**).

- **Filter list of documents by advanced filter** (for more details – see **Filtration document, report and directory**). Fields of advanced filter corresponds to display information about the document in the list.

- **Attachment handling** (for more details – see **Attachment handling**).

Filling document fields

To create new document press on the **Card assignment orders** page the **Create** button on the toolbar, then select on the **Legal persons** page the subordinated client, on behalf of which there will be created the document. As a result, you will be redirected to the **Editor** page with the document screen form (fig. 8.7).

Fig. 8.7. Card assignment order screen form

Below, there are provided the main recommendations as to the document fields filling in:

- The document number is not filled in by default and is available for editing. When you save the document with not filled on number, the field in filled in accordance with the automatic numbering.

> **Attention!**
> The document number will not be generated automatically, if the number of the last document contains letters or special symbols. In such a case the document number shall be filled in manually.

- The date of document is filled in automatically with the current date and it is available for editing.

- The field **Bank** is the drop-down list that contains the MFO codes of the banks, with which there are opened the subordinated client account, upon MFO selection from the list, there is automatically filled in the bank name.

- The document table part **Cards**. It is the list of the organization employee cards, as well as final information about number of cards. To add the card to the table part, manually fill in the information about the card and its owner, then press the **Add** button. As a result, the card with the specified data will be added to the document table part.

  For each employee card in the table part there is displayed the following information:

  - Colour mark of the record status (more details – see subsection **Statuses of individual records in the document table part** for payroll sheet).
  - *Card No* – employee card number in masked form and symbolic code of currency;
  - *Full name* – employee full name);
  - *SCA* – employee SCA number;
  - *ITN* – employee ITN;
  - *Name on card* – employee name, indicated on card;
  - Button to delete the employee card from the list.
    There ara available changing columns width and moving columns in table part of the document.

  To delete all the employee cards from the list, press the **Delete all** button above the document table part.

To save the document press the **Save** button on toolbar. If there are no mistakes, the **Editor** page will go to review mode.

Statuses of individual records in the document table part

Similar to payroll sheet, for employee cards in the document table part there is supported the status usage, and for the document itself – status **Partly executed** (for more details – see subsection **Statuses of individual records in the document table part** for payroll sheet).

Section 9

FCY documents

Payment order in foreign currency

When you select the **SWIFT-payment** menu item from the document group **FCY documents** you are redirected to the **Currency payments** page, containing the document list.

> ***Attention!***
> When you first redirected to the list of documents or create a new document, the SWIFT directory will be loaded. Depending on the quality of the communication channel, download is performed within 10-60 seconds. During the download of the directory, working in the AWP **Web-Banking for FCC** is blocked, the corresponding notification is displayed on the screen.
> In case of errors when downloading the directory (for example due to unstable communication channel), an error message will appear on the screen. A repeated attempt to download the directory will be taken the next time you go to the list of documents or create a new document. Number of attempts to download the directory is configured on the side of the bank.

By default, there is displayed the list of working documents. To view the executed documents go to the **Executed** tab.

For each document in the list there is displayed the following information:

- Icon of attachments ✎, if there are no attachment it is not displayed;

- Check-box for document selection from the list;

- ***Number*** – document number;

- ***Date*** – document date;

- ***Payer*** – subordinate client name;

- ***Beneficiary*** – beneficiary name;

- ***Amount*** – document amount;

- ***Currency*** – three-unit symbolic code of the document currency;

- ***Status*** – document status (not available in the list of the executed documents).

  For each document in the list in the status «Signed (M of N)» (where M is the number of signatures, with which the document has been signed, N is the number of required signatures), a row with a list of all signature groups is displayed. The groups of signatures with which the document has been signed are circled. When hover a cursor for these groups of signatures, a tooltip with the owner's name of the corresponding EDS key with which the document has been signed is displayed.

There are available the following operations with the documents:

- ***Document list sorting, changing the column width, moving the column*** (for more details – see subsection **Infobar**).

- **Standard operations:** create, edit, copy, delete, sign, print (on printer and PDF-file), import in iBank 2 format, document list filtration by date (for more details – see subsection **Documents, reports and directories management**).

- **Document confirmation through one-time password** (for more details – see subsection **Confirmation documents by one-time passwords**).

- **Filter list of documents by advanced filter** (for more details – see subsection **Filtration document, report and directory**). Fields of advanced filter corresponds to display information about the document in the list.

- **Attachment handling** (for more details – see subsection **Attachment handling**).

Filling document fields

To create new document press on the **Currency payments** page the **Create** button on the toolbar, then select on the **Legal persons** page the subordinated client, on behalf of which there will be created the document. As a result, you will be redirected to the **Editor** page with the document screen form (fig. 9.1).

Below, there are provided the main recommendations as to the document fields filling in:

- The document number is not filled in by default and is available for editing. When you save the document with not filled on number, the field in filled in accordance with the automatic numbering.

    > **Attention!**
    > The document number will not be generated automatically, if the number of the last document contains letters or special symbols.

- The date of document is filled in automatically with the current date and it is available for editing.

- The date of document valuation of no filled in automatically and is available for editing. The range of possible values from the document date is set on the bank side.

- The field **Ask to transfer** represents two fields: the field for indication of amount and currency of the payment. The field with the payment currency is the drop-down list, containing symbolic codes of all the currencies of the opened accounts, available for the relevant virtual employee.

- The field **From account** represents the drop-down list with available for the relevant virtual employee accounts in the selected currency. For each account in the list there is displayed its number, symbolic currency code, type, as well as account name (if specified). By default, there is selected the account, used the last time at this type document creation. In case of availability of only one relevant account, it is selected automatically and the field becomes inactive.

- Section **Beneficiary**:

    - If there are beneficiaries in the directory, the field **Beneficiary** becomes the drop-down list that contains the names and accounts of all the beneficiaries from the directory. When you enter the beneficiary name, the list will automatically display the relevant beneficiaries from the directory. When you select the beneficiary from the directory, the fields of sections **Beneficiary**, **Beneficiary's bank** and **Intermediary bank** will be automatically filled in from the information about beneficiary.

a) Document screen form start   b) Document screen form continuation

Fig. 9.1. Currency payment in USD screen form

> **Attention!**
> In the directory there is no information about the beneficiary ITN. This field must be filled in, if required, manually.

— If there are no beneficiaries in the directory, all the fields of the section **Beneficiary** must be filled in manually.

> **Attention!**
> The FCC has no access to the subordinated clients beneficiaries directories. Instead, the FCC creates and use is own directory of beneficiaries.

– Near the field **Beneficiary**, there is displayed the check-box «Save to the directory». If you check this box, then at the document saving, the beneficiary with the specified details will be added to the beneficiary directory. If such beneficiary is already saved in the directory, then there will be displayed the request to confirm not unique record addition or to refuse from it.

– The field **Beneficiary's account or IBAN** is analyzed as an IBAN if the first two symbols are not digital. In this case, the value of beneficiary's IBAN is checked for compliance with the structure of the international bank account number.

– If you select payment currency RUB (Russian ruble) there will be displayed the field **ITN**. The field is obligatory for filling, acceptable value – 10 or 12 digits.

– The field **Country** is the drop-down list of the countries. For each country in the list there is displayed its digital code and name in English. When you enter the digital code in the list there will automatically displayed the relevant values.

– For the fields **Name**, **Country**, **City**, **Address** there is a limit on the allowable symbols:

  1. For documents in a currency other than the RUB currency, the following symbols are allowed:
     (a) latin (upper and lower case);
     (b) figures;
     (c) special symbols: / - ? : (). , '+ <space>

  2. For documents in RUB currency the following symbols are allowed:
     (a) latin (upper and lower case);
     (b) cyrillic (upper and lower case), except for symbols i, I, ï, Ï, є, Є, ґ, Ґ;
     (c) figures;
     (d) special symbols: / - ? : (). , '+ <space>

Sections **Beneficiary bank**, **Intermediary bank**:

– By default, the fields of the **Intermediary bank** section are hidden. To display them check the box **Participate** near the section heading. If you uncheck this box the section fields are hidden and cleaned.

– In case there is selected other than RUB currency as the payment currency, then the fields with beneficiary bank and intermediary bank types will become uneditable and will be automatically filled with the value «SWIFT-code». For RUB payment these fields are the drop-down lists that contain valid values: «SWIFT-code», «Clearing code». The default value of «Clearing Code».

– If the bank type of beneficiary bank or intermediary bank is «Clearing Code», you may enter only digital values in the **BIC** field, herein a maximum length of the field is 9 symbols. The field is obligatory for filling.

– The fields of sections **Beneficiary Bank** and **Intermediary bank** may also be automatically filled in (at beneficiary selection from directory) or manually. If the value specified in the directory is entered in the **BIC** field, all information about the bank in the corresponding section is automatically filled by values from the directory. When you enter the code in the list, the appropriate values from the directory will automatically be displayed[1].

---

[1]A drop-down list with the appropriate values is displayed with successfully loaded directories.

Filling in the fields of the section depends on the type of bank: if «SWIFT-code», the fields of the section are filled from the SWIFT directory according to the value in the field **BIC**, if «Clearing code» – from the directory of Russian banks. If there is no value in the directory with the specified code, then an appropriate error message is displayed.

- The field **Country** is the drop-down list of the countries. For each country in the list there is displayed its digital code and name. If the bank type of beneficiary bank or intermediary bank is «SWIFT-code», then the name is displayed in English, if is «Clearing Code» - in Russian. When you enter the digital code in the list there will automatically displayed the relevant values.

- For the fields **Name**, **Country**, **City**, **Address** there is a limit on the allowable symbols similar with the fields of the section **Beneficiary**.

- The field **Payment details** is obligatory. If you select payment currency RUB (Russian ruble), the information in the field must be filled in the format«(VONNNNN)» (where NNNNN is the operation code), must be the information about VAT in the format «НДС» or «без НДС» at the end of the text. For this field, as well as for the field **Additional information** there is a limit on the allowable symbols similar with the fields of the section **Beneficiary**.

- The field **Costs and commissions** is the drop-down list with the available options of costs and commission payment: «at the payer account (OUR)», «at the beneficiary account (BEN)», «at the payer and beneficiary account (SHA)», «at the the expense of payer guaranteed (OUR/OUR)»[2]. By default, there is displayed the option «at the payer and beneficiary account (SHA)».

- Section **Write off the required assets with bank**:

  - This section is not displayed of the value of **Costs and commissions** field is «at the beneficiary account (BEN)».

  - MFO field is the drop-down list with possibility to enter the values manually. The list contains the MFO codes of the bank with which there are opened the available for the relevant virtual employee accounts. At value selection from the list or at manual entering of correct value, the bank name is automatically filled on from the MFO directory.

  - The field **From account** is the drop-down list with possibility to enter the values manually. Notwithstanding the MFO field value, this drop-down list contains all the available for relevant virtual employee hryvnia accounts. For each number in the list there is presented its number and account name (if specified).

- The field **Operation code** is filled manually or selected from the drop-down list. The option of input, obligation and composition of the drop-down list is set at the bank side.

- The field **Payment urgency** is the drop-down list with acceptable options of payment urgency: «Standard», «Urgent», «Extra-Urgent». By default, there is selected the «Urgent» option.

> ***Attention!***
> The display of the field and options «Standard» and «Extra-urgent» is set up at the bank side.

- The field **Money source** is filled with a value from the drop-down list. The display of the field, obligation and composition of the drop-down list is set at the bank side.

---

[2]Displaying the optionin «at the expense of payer guaranteed (OUR/OUR)» is set at the bank side.

- In the field with the telephone number of the authorized organization employee the value must be specified strictly in the format +380(XX)-XXX-XX-XX. At left-click in the field, it is automatically filled in with the value «+380(_ _)_ _ _-_ _-_ _». Of the telephone number is entered partially, then at left-click outside the field, it will be cleaned.

To save the document press the **Save** button on the toolbar. If there are no errors, the **Editor** will switch to view mode.

Payments within the Bank

When you select the **Payments within the Bank** menu item from the document group **FCY documents** you are redirected to the **Payments within the Bank** page, containing the document list.

By default, there is displayed the list of working documents. To view the executed documents go to the **Executed** tab.

For each document in the list there is displayed the following information:

- Icon of attachments ✎, if there are no attachment it is not displayed;

- Check-box for document selection from the list;

- *Number* – document number;

- *Date* – document date;

- *Recipient* – recipient name;

- *Recipient's account* – recipient account number;

- *Amount* – document amount;

- *Currency* – three-unit symbolic code of the document currency;

- *Status* – document status (not available in the list of the executed documents).

  For each document in the list in the status «Signed (M of N)» (where M is the number of signatures, with which the document has been signed, N is the number of required signatures), a row with a list of all signature groups is displayed. The groups of signatures with which the document has been signed are circled. When hover a cursor for these groups of signatures, a tooltip with the owner's name of the corresponding EDS key with which the document has been signed is displayed.

There are available the following operations with the documents:

- *Document list sorting, changing the column width, moving the column* (for more details – see subsection **Infobar**).

- *Standard operations:* create, edit, copy, delete, sign, print (on printer and PDF-file), import in iBank 2 format, document list filtration by date (for more details – see subsection **Documents, reports and directories management**).

- *Document confirmation through one-time password* (for more details – see subsection **Confirmation documents by one-time passwords**).

- *Filter list of documents by advanced filter* (for more details – see subsrction **Filtration document, report and directory**). Fields of advanced filter corresponds to display information about the document in the list.

- *Attachment handling* (for more details – see subsection **Attachment handling**).

Filling document fields

To create new document press on the **Payments whitin the Bank** page the **Create** button on the toolbar, then select on the **Legal persons** page the subordinated client, on behalf of which there will be created the document. As a result, you will be redirected to the **Editor** page with the document screen form (fig. 9.2).

Fig. 9.2. Payments whitin the Bank screen form

Below, there are provided the main recommendations as to the document fields filling in:

- The document number is not filled in by default and is available for editing. When you save the document with not filled on number, the field in filled in accordance with the automatic numbering.

  > **Attention!**
  > The document number will not be generated automatically, if the number of the last document contains letters or special symbols.

- The date of document is filled in automatically with the current date and it is available for editing.

- The date of document valuation of no filled in automatically and is available for editing. The field is not obligatory. The range of possible values from the document date is set on the bank side.

- The field **Ask to transfer** represents two fields: the field for indication of amount and currency of the payment. The field with the payment currency is the drop-down list, containing symbolic codes of all the currencies of the opened accounts, available for the relevant virtual employee.

- The field **From account** represents the drop-down list with available for the relevant virtual employee accounts in the selected currency. For each account in the list there is displayed its number, symbolic currency code, type, as well as account name (if specified). By default, there is selected the account, used the last time at this type document creation. In case of availability of only one relevant account, it is selected automatically and the field becomes inactive.

- Section **Recipient**:

    – The fields **Recipient**, **EDRPOU** and **To account** are displayed in the form of a drop-down list and contain information from the recipient directory, as well as information about the subordinated client for creating a transfer between own accounts. For each recipient in the **Recipient** drop-down list there are displayed its name, and in the **EDRPOU** and **To account** drop-down lists – EDRPOU codes for all the recipients and numbers of the accounts of all the recipients, respectively. When you enter the name, EDRPOU code or recipient account name into the relevant fields, there will be automatically displayed in the lists the matching recipients from the directory.
    Following values are highlighted in the list:

        1. *Yellow fill:* recipient which selected last time when creating document of this type. It is selected and displayed first in the list only in the drop-down list **Recipient**.
        2. *In bold:* requisites that correspond to the subordinated client to create a transfer between own accounts. Displayed at the top of the list.

            Attention!
            The FCC has no access to the subordinated clients recipients directories. Instead, the FCC creates and use is own directory of recipients.

    When you select the recipient from the list if the **Recipient** section field, as well as the field **Payment details** will be automatically filled in with the relevant values out of the information about the recipient. If the selected recipient has several set of details, a dialog box for selecting the set of details is opened. The appearance of the window corresponds to the recipient's requisites window in the section **Hryvnia payment order**(fig. 7.3).The information in the window contains the name and code of the EDRPOU of the recipient, as well as a list of set of details. For each set in the list, the account number, payment purpose and note are displayed. To select a set of details, click the left mouse button on the desired set in the list.
    There are available the following operations with the the list of set of details:

        1. *Record list sorting* (for more details – see subsection **Infobar**).
        2. *Record list filtration* (for more details – see subsection **Filtration document, report and directory**)

    – If there are no recipients in the directory, all fields in the section must be filled in manually.

    – To transfer money to own accounts, it is required to select the subordinated client requisite in the list, herein:

* If there is a single available account for which transfers can be made, the name and EDRPOU of the recipient are automatically filled with information about the client, in the field **To account** the available account is automatically selected.

* If there are several available accounts for which transfers can be made, a window for selecting an account opens. The appearance of the window corresponds to the recipient's requisites window. When choosing an account, the name and EDRPOU of the recipient are automatically filled with information about the client, the **To account** field is filled with the selected account.

* The field **Payment details** by default is filled with the text «Transfer to account <recipient's account number>».

- The recipient's residence is indicated using the **Resident** check-box. If the recipient is a resident, the check-box must be noted, otherwise remove the mark. By default, the check-box is checked.

- In the **Bank** field there shall be entered the six-digit bank MFO code. In the specified MFO code is in the MFO directory, then the bank name will be automatically filled in from the directory; otherwise, there will be displayed the information error message.

- The **Payment details** field is obligatory for filling in and is intended for text description of the payment purpose. The field may be filled in automatically at the recipient selection from the directory; herein, if there are several options of the payment purpose description for the selected recipient, a window for selecting the payment details opens. The appearance of the window corresponds to the recipient's requisites window.

- The field **Write-off account of commision** is the drop-down list with the hryvnia accounts of the subordinated client, to which the corresponding virtual employee has access. For each account in the list there are displayed its number,symbolic code of the currency, type, as well as the account name (if specified). By default, there is selected the account, used last time at this type documents creation.

To save the document, press the **Save** button on the toolbar. If there are no errors, the **Editor** page will switch to view mode.

Currency sale order

When you select the **Sale** menu item from the document group **FCY documents** you are redirected to the **Currency sale** page, containing the document list.

By default, there is displayed the list of working documents. To view the executed documents go to the **Executed** tab.

For each document in the list there is displayed the following information:

- Icon of attachments ✎, if there are no attachment it is not displayed;

- Check-box for document selection from the list;

- *Number* – document number;

- *Date* – document date;

- *Payer* – subordinate client name;

- *Amount* – amount of foreign currency write-off;

- *Currency* – three-unit symbolic code of the currency;

- **Status** – document status (not available in the list of the executed documents).

  For each document in the list in the status «Signed (M of N)» (where M is the number of signatures, with which the document has been signed, N is the number of required signatures), a row with a list of all signature groups is displayed. The groups of signatures with which the document has been signed are circled. When hover a cursor for these groups of signatures, a tooltip with the owner's name of the corresponding EDS key with which the document has been signed is displayed.

There are available the following operations with the documents:

- **Document list sorting, changing the column width, moving the column** (for more details – see subsection **Infobar**).

- **Standard operations:** create, edit, copy, delete, sign, print (on printer and PDF-file), import in iBank 2 format, document list filtration by date (for more details – see subsection **Documents, reports and directories management**).

- **Document confirmation through one-time password** (for more details – see subsection **Confirmation documents by one-time passwords**).

- **Filter list of documents by advanced filter** (for more details – see subsection **Filtration document, report and directory**). Fields of advanced filter corresponds to display information about the document in the list, except for the presence of a field **Account**.

- **Attachment handling** (for more details – see subsection **Attachment handling**).

Filling document fields

To create new document press on the **Currency sale** page the **Create** button on the toolbar, then select on the **Legal persons** page the subordinated client, on behalf of which there will be created the document. As a result, you will be redirected to the **Editor** page with the document screen form (fig. 9.3).

Below, there are provided the main recommendations as to the document fields filling in:

- The document number is not filled in by default and is available for editing. When you save the document with not filled on number, the field in filled in accordance with the automatic numbering.

  > **Attention!**
  > The document number will not be generated automatically, if the number of the last document contains letters or special symbols.

- The document date is filled in automatically with the current date and it is available for editing.

- The date of document valuation of no filled in automatically and is available for editing. The range of possible values from the document date is set on the bank side. When you enter the date of document valuation the field **Expiry date** is cleaned and becomes unavailable for change.

- The **Expiry date** is filled in automatically with the value «<date of the document > + 30 days». If the field **Value date** is filled, the field **Expiry date** is cleaned and becomes unavailable for change.

- The field **Request to sell** represents two fields: the field for indication of amount and currency of the payment. The field with the payment currency is the drop-down list, containing symbolic codes of all the currencies of the opened accounts, available for the relevant virtual employee.

Fig. 9.3. Currency sale order screen form

- Field with the options of currency exchange rate is the drop-down list, containing the available options: «by rate of the bank» – means application of exchange rate, established by the bank; «by rate» – means the exchange rate, entered by the client.

- Field with the options of foreign currency write-off is the drop-down list which contains the available options: «undertake to transfer» and «order to bank to write-off». When you select the option the field unavailable for editing is displayed. The field is automaticcally filled with the bank's transit account number.

> **Attention!**
> The presence of the fild with bank's transit account is set up at the bank side.

- Field **Amount in hryvnia** is displayed in the sale exchange rate option is «by rate». The field is uneditable and contains the value, calculated according to formulae: foreign currency amount ∗ sale exchange rate.

- Field **Corresponding amount in hryvnia order to enroll to the bank** is the drop-down list with possibility to enter the values manually. The list contains the MFO codes of the banks, where there are opened the available for relevant virtual employee account. At value selection from the list or at manual entering of correct value of MFO the bank name is automatically filled in from the MFO directory.

- The field **on account** is the drop-down list with possibility to enter the values manually. Notwithstanding value of the MFO field, the drop-down list contains all the available for the relevant virtual employee hryvnia accounts. For each account in the list there is displayed its number, as well as account name (if specified).

- The field **Commission, %** supports zero value. The field is automatically filled with a value that is set up at the bank side, wherein the possibility of editing of this field is set at the bank side.

- In the field **Authorized employee of the company** the full name of the authorized organization employee must be specified. This field is obligatory.

- In the field with the telephone number of the authorized organization employee the value must be specified strictly in the format +380(XX)-XXX-XX-XX. At left-click in the field, it is automatically filled in with the value «+380(_ _)_ _ _-_ _-_ _». Of the telephone number is entered partially, then at left-click outside the field, it will be cleaned. This field is obligatory.

To save the document, press the **Save** button on the toolbar. If there are no errors, the **Editor** page will switch to view mode.

Currency purchase order

When you select the **Purchase** menu item from the document group **FCY documents** you are redirected to the **Currency purchase** page, containing the document list.

By default, there is displayed the list of working documents. To view the executed documents go to the **Executed** tab.

For each document in the list there is displayed the following information:

- Icon of attachments ✎, if there are no attachment it is not displayed;

- Check-box for document selection from the list;

- *Number* – document number;

- *Date* – document date;

- *Payer* – subordinate client name;

- *Amount* – amount of foreign currency write-off. Is not filled if the field **Equivalent** is filled;

- *Account* – account number;

- *Currency* – three-unit symbolic code of the currency;

- *Equivalent* — hryvnia equivalent of amount of foreign currency write-off. Is not filled if the field **Amount** is filled;

- **Status** – document status (not available in the list of the executed documents).

  For each document in the list in the status «Signed (M of N)» (where M is the number of signatures, with which the document has been signed, N is the number of required signatures), a row with a list of all signature groups is displayed. The groups of signatures with which the document has been signed are circled. When hover a cursor for these groups of signatures, a tooltip with the owner's name of the corresponding EDS key with which the document has been signed is displayed.

There are available the following operations with the documents:

- **Document list sorting, changing the column width, moving the column** (for more details – see subsection **Infobar**).

- **Standard operations:** create, edit, copy, delete, sign, print (on printer and PDF-file), import in iBank 2 format, document list filtration by date (for more details – see subsection **Documents, reports and directories management**).

- **Document confirmation through one-time password** (for more details – see subsection **Confirmation documents by one-time passwords**).

- **Filter list of documents by advanced filter** (for more details – see subsection **Filtration document, report and directory**). Fields of advanced filter corresponds to display information about the document in the list, except for the presence of a field **Equivalent**.

- **Attachment handling** (for more details – see subsection **Attachment handling**).

Filling document fields

To create new document press on the **Currency purchase** page the **Create** button on the toolbar, then select on the **Legal persons** page the subordinated client, on behalf of which there will be created the document. As a result, you will be redirected to the **Editor** page with the document screen form (fig. 9.4).

Below, there are provided the main recommendations as to the document fields filling in:

- The document number is not filled in by default and is available for editing. When you save the document with not filled on number, the field in filled in accordance with the automatic numbering.

  > **Attention!**
  > The document number will not be generated automatically, if the number of the last document contains letters or special symbols.

- The document date is filled in automatically with the current date and it is available for editing.

- The date of document valuation of no filled in automatically and is available for editing. The range of possible values from the document date is set on the bank side. When you enter the date of document valuation the field **Expiry date** is cleaned and becomes unavailable for change.

- The **Expiry date** is filled in automatically with the value «<date of the document > + 30 days». If the field **Value date** is filled, the field **Expiry date** is cleaned and becomes unavailable for change.

Currency purchase

ООО "Авангард"
EDRPOU: 12345678, Country code: 804

Number	Document date	Value date
autonum.	23.03.2018 📅	optional 📅

Ask buy [USD ▼]

| amount ▼ | 0.00 | USD |

and transfer to account

| 26003443994832 ▼ | by rate ▼ | 0.0000 |

Required amount in hryvna

[undertake to transfer ▼]

on bank account	Comission, %
26003582006722	optional

Basis for foreign currency purchase

[   ]

Transfer an unused funds in hryvna to the bank

| MFO | Name |

to account

[   ]

Authorized employee of the company

| Full name | phone |

Expiry date

[22.04.2018 📅]

ATTACH COPIES OF DOCUMENTS (max. size 10000.00 KB)

Fig. 9.4. Currency purchase order screen form

- The field **Ask buy** represents three fields: a field with the payment currency, a field with a purchase amount specifying option,and a field for indication of amount. The field with the payment currency is the drop-down list, containing symbolic codes of all the currencies of the opened accounts, available for relevant virtual employee. The field with a purchase amount specifying option is the drop-down list with the values «amount», «equivalent amount» (by default, the value «amount» is displayed).

Peculiarities of the section fields filling in:

- If the value «amount» is selected in the **Purchase amount specifying option** field,the amount in foreign currency is indicated in the **Purchase amount** field,the symbol code of the purchased currency is displayed near the field.

- If «equivalent amount» is selected in the **Purchase amount specifying option** field,the amount of hryvnia equivalent of the purchased foreign currency is indicated, and the symbol code «UAH» is displayed near the field.

- Field **And transfer to account** is the drop-down list with available for the relevant virtual employee accounts in the selected currency. For each account in the list there is displayed its number as well as account name (if specified). By default, there is selected the account, used the last time at this type document creation. In case of availability of only one relevant account, it is selected automatically and the field becomes unavailable for editing.

- Field with the options of currency exchange rate is the drop-down list, containing the available options: «by rate of the bank» – means application of exchange rate, established by the bank; «by rate» – means the exchange rate, entered by the client,«by rate of the NBU» – means the rate of the NBU.

> ### Attention!
> The presence in the list of options «by rate of the NBU» and «by rate of the bank» is set up at the bank side.

- Field **Required amount in hryvnia** is the drop-down list with available options: «undertake to transfer» and «order to bank to write-off».

- Field **on bank account** is uneditable and automatically filled with the bank's transit account number. The presence of the fild with bank's transit account is set up at the bank side.

- The field **from account** is displayed in case of hryvnia write-off option «order to bank to write-off». The field is the drop-down list with available for the relevant virtual employee hryvnia accounts, opened with the same MFO that currency one. For each account in the list there is displayed its number, as well as account name (if specified). By default, there is selected the account, used the last time at this type document creation. In case of one valid account, it is selected automatically and the field becomes uneditable.

- The field **Commission, %** supports zero value. The field is automatically filled with a value that is set up at the bank side, wherein the possibility of editing of this field is set at the bank side.

- The field **Transfer an unused funds to the bank** is the drop-down list of MFO codes with possibility to enter the value manually. The list contains the MFO codes of the banks, with which there are opened the accounts, available for relevant virtual employee. In case of value selection from the list or in case correct MFO entering manually, the bank name is automatically filled in from the MFO directory.

- The field **to account** is the drop-down list with possibility to enter the values manually. Notwithstanding value of the **Transfer an unused funds to the bank** field, the drop-down list contains all the available for relevant virtual employee hryvnia accounts. For each account in the list there is displayed its number, as well as account name (if specified).

- In the field **Authorized employee of the company** the full name of the authorized organization employee must be specified. This field is obligatory.

- In the field with the telephone number of the authorized organization employee the value must be specified strictly in the format +380(XX)-XXX-XX-XX. At left-click in the field, it is automatically filled in with the value «+380(_ _)_ _ _-_ _-_ _». Of the telephone number is entered partially, then at left-click outside the field, it will be cleaned. This field is obligatory.

To save the document, press the **Save** button on the toolbar. If there are no errors, the **Editor** page will switch to view mode.

Currency conversion order

When you select the **Convert** menu item from the document group **FCY documents** you are redirected to the **Currency conversions** page, containing the document list.

By default, there is displayed the list of working documents. To view the executed documents go to the **Executed** tab.

For each document in the list there is displayed the following information:

- Icon of attachments ✎, if there are no attachment it is not displayed;

- Check-box for document selection from the list;

- *Number* – document number;

- *Date* – document date;

- *Payer* – subordinate client name;

- *Amount* – amount of the purchased foreign currency;

- *Exchange currencies* – symbolic codes of the currencies to be converted in the format <symbolic code of the debit currency> → <symbolic code of debit currency>

- *Status* – document status (not available in the list of the executed documents).

  For each document in the list in the status «Signed (M of N)» (where M is the number of signatures, with which the document has been signed, N is the number of required signatures), a row with a list of all signature groups is displayed. The groups of signatures with which the document has been signed are circled. When hover a cursor for these groups of signatures, a tooltip with the owner's name of the corresponding EDS key with which the document has been signed is displayed.

There are available the following operations with the documents:

- *Document list sorting, changing the column width, moving the column* (for more details – see subsection **Infobar**).

- *Standard operations:* create, edit, copy, delete, sign, print (on printer and PDF-file), import in iBank 2 format, document list filtration by date (for more details – see subsection **Documents, reports and directories management**).

- *Document confirmation through one-time password* (for more details – see subsection **Confirmation documents by one-time passwords**).

- *Filter list of documents by advanced filter* (for more details – see subsection **Filtration document, report and directory**). Fields of advanced filter corresponds to display information about the document in the list.

- *Attachment handling* (for more details – see subsection **Attachment handling**).

Filling document fields

To create new document press on the **Currency conversion** page the **Create** button on the toolbar, then select on the **Legal persons** page the subordinated client, on behalf of which there will be created the document. As a result, you will be redirected to the **Editor** page with the document screen form (fig. 9.5).

Fig. 9.5. Currency conversion order screen form

Below, there are provided the main recommendations as to the document fields filling in:

- The document number is not filled in by default and is available for editing. When you save the document with not filled on number, the field in filled in in accordance with the automatic numbering.

> **Attention!**
> The document number will not be generated automatically, if the number of the last document contains letters or special symbols.

- The document date is filled in automatically with the current date and it is available for editing.

- The date of document valuation of no filled in automatically and is available for editing. The range of possible values from the document date is set on the bank side. When you enter the date of document valuation the field **Expiry date** is cleaned and becomes unavailable for change.

- The **Expiry date** is filled in automatically with the value «<date of the document > + 30 days». If the field **Value date** is filled, the field **Expiry date** is cleaned and becomes unavailable for change.

- The field **Request to exchange** represents two fields each: two fields for indication of amount, sale and purchase currency. The fields with sale and purchase currencies are the drop-down lists, containing symbolic codes of all the currencies of the opened accounts, available for the relevant virtual employee. In the list there is no currency, selected as the sale currency.

- Field with the options of currency conversion rate is the drop-down list, containing the available options: «by rate of the bank» – means application of rate, established by the bank; «by rate» – means the rate, entered by the client.

- Field with the debit account is the drop-down list with available for the relevant virtual employee accounts in the selected sale currency. For each account in the list there is displayed its number, as well as account name (if specified). By default, there is selected the account, used the last time at this type document creation. In case of presence of only one relevant account it is automatically selected and the field becomes unavailable for editing.

- Field with foreign currency write-off options is the drop-sown list, containing available options: «undertake to transfer» and «order to bank to write-off». If you select «undertake to transfer» there is displayed the uneditable field that is automatically filled with the number of bank transit account.

- Field with the credit account is the drop-down list with available for the relevant virtual employee accounts in the selected purchase currency, opened with the same MFO as the debit account. For each account in the list there is displayed its number, as well as account name (if specified). By default, there is selected the account, used the last time at this type document creation. In case of presence of only one relevant account it is automatically selected and the field becomes unavailable for editing.

- The field **Commission, %** doesn't support zero value. The field is automatically filled with a value that is set up at the bank side, wherein the possibility of editing of this field is set at the bank side.

- Field **PF tax write-off from the account** is the drop-down list with available for the relevant virtual employee accounts in the selected purchase currency, opened with the same MFO as the debit account. For each account in the list there is displayed its number, as well as account name (if specified). By default, there is selected the account, used the last time at this type document creation. In case of presence of only one relevant account it is automatically selected and the field becomes unavailable for editing.

- In the field **Authorized employee of the company** the full name of the authorized organization employee must be specified. This field is obligatory.

- In the field with the telephone number of the authorized organization employee the value must be specified strictly in the format +380(XX)-XXX-XX-XX. At left-click in the field, it is automatically filled in with the value «+380(_ _)_ _ _-_ _-_ _». Of the telephone number is entered partially, then at left-click outside the field, it will be cleaned. This field is obligatory.

To save the document, press the **Save** button on the toolbar. If there are no errors, the **Editor** page will switch to preview mode.

SWIFT-messages

By the **SWIFT messages** report, client can receive incoming or outgoing financial messages via the SWIFT system. Depending on the format, message can be a payment, an extract, etc. To receive a report, you must perform the following actions:

1. Select the **SWIFT-messages** menu item from **FCY documents**.

2. Select on the page **Legal persons** the required subordinated clients and press **Select** button on the toolbar.

3. Select message format by clicking on the appropriate tab. Available formats of SWIFT-messages are configured on the bank side.

4. By default, there is selected one of the MFO codes, with which there are opened the client accounts. To select another MFO, select from the list in MFO field another value or the last item **Other bank** to select MFO that is not registered in iBank 2 UA system. You may check the first item **All** to select all MFO.

   As a result, the account list will display only the opened with the selected MFO accounts and item **Accounts from other bank** if selected item **Other bank** in **MFO** field.

5. By default, there is selected one of the subordinated clients account, opened with the selected MFO. To select other accounts, check in the account list field required accounts or check the first item **All** to select all the accounts, opened with the selected MFO. For each account in the list there is displayed its number, currency, as well as account name (if specified). When you enter the value, the list will automatically display the relevant accounts.

6. Specify the period of report. For this purpose, enter in the fields from and to manually or select by of the graphic calendar the required range of dates. By default, the report is generated for the current date.

7. Press the **Receive** button.

The appearance of the generated report for one account is presented in th fig. 9.6.
For each message in the list, the following information is displayed:

- *Reference* — SWIFT-message reference;

- *Date* — SWIFT-message date;

- *Type* — SWIFT-message type;

- *Correspondent* — correspondent name;

- *Amount* — operation amount.

Fig. 9.6. SWIFT-messages list

If SWIFT-messages obtained from several or all accounts, or accounts from other bank, then the page will display the following changes:

- Above the messages list there is displayed the flag **Group by accounts**.

- **Account/IBAN** and **Currency** columns are added into the messages list. If report is received for several or all clients, a column **Client** is also added.

If you check the box **Group by accounts**, the messages list will be grouped by account – each account or IBAN becomes a separate block within which the following is displayed:

- Account number and currency. When you press it, the list of messages with this account hides or is displayed.

- List of SWIFT-messages of account.

There are available the following operations with the messages:

- ***Document list sorting, changing the column width, moving the column*** (for more details – see subsection **Infobar**).

- ***Browse and print on printer individual SWIFT-message from the list*** (for more details – see subsection **Browse SWIFT-message**).

Browse SWIFT-message

To view the SWIFT-message, click the left mouse button on the desired message in the list. As a result, you will go to the page **SWIFT-message** with the printed form of the message (fig. 9.7).

From the **SWIFT-message** page, you can print a message on printer.

Beneficiary directory

Beneficiary directory is used to facilitate creation of the foreign currency payment orders. To go to the beneficiary directory records list, select the **Beneficiary** menu item from document group **FCY documents**.

Appearance of the page is presented in fig. 9.8.

For each beneficiary there is displayed in the list the following information:

SWIFT-message

```
-------------------------- Message Header -----------------------
Swift Input  : FIN 103 Single Customer Credt Transfer
Sender   : AVALUAUKXXX
         'RAIFFEISEN BANK AVAL' PUBLIC JOINT STOCK COMPANY
         (HEAD OFFICE)
         KIEV UA
Receiver : BKTRUS33XXX
         DEUTSCHE BANK TRUST COMPANY AMERICAS
         NEW YORK,NY US
-------------------------- Message Text --------------------------
 20: Sender's Reference
    TF0245CA7CKB1120
23B: Bank Operation Code
    CRED
32A: Val Dte/Curr/Interbnk Settld Amt
    Date        : 20 November 2015
    Currency    : USD (US DOLLAR)
    Amount      :          #11.1111111111,#
33B: Currency/Instructed Amount
    Currency    : USD (US DOLLAR)
    Amount      :          #11.1111111111,#
50K: Ordering Customer-Name & Address
    /26001111111
    1/PROMOTION STAFF LTD.
    3/UA/Kiev 04070
53A: Sender's Correspondent - FI BIC
    /04400503
    AVALUAUKXXX
    'RAIFFEISEN BANK AVAL' PUBLIC JOINT STOCK COMPANY
56A: Intermediary Institution - FI BIC
    BOFAUS3NXXX
    BANK OF AMERICA, N.A.
57A: Account With Institution - FI BIC
    TDOMCATTTOR
    TORONTO  CA
 59: Beneficiary Customer-Name & Addr
    /7306499
    KSV Consulting Inc
    77 City Center Drive, Suite 503 E.T
    Mississauga, Ontario, L5B1M5
    CANADA
 70: Remittance Information
    /INV/Payment for services of person
    nel provision according to the
    Contract  2011-01/F from the
    01st of February 2011
71A: Details of Charges
    OUR
-------------------------- Message Trailer -----------------------
```

Fig. 9.7. **SWIFT-message** page

- Check-box for beneficiary selection from the list;

- **Name** – beneficiary name;

- **Account or IBAN** – beneficiary account number or IBAN;

- **Country** – beneficiary country name.

There are available the following operations with the beneficiary directory records:

- **Beneficiary list sorting, changing column width, moving column** (for more details – see subsection **Infobar**).

Fig. 9.8. Beneficiary list

- **_Standard operations:_** create, edit, copy, delete, import and export in iBank 2 format, record list filtration, page by page records view (for more details – see subsection **Documents, reports and directories management**).

- **_Payment generation_** (for more details – see subsection **Generate payment**).

Create beneficiary

To create beneficiary, press on the **Beneficiaries** page the **Create** button on the toolbar. As a result you will be redirected to the **Editor** page with the beneficiary screen form (fig. 9.9).

Beneficiary fields filling in is performed similar to filling in of the fields **Beneficiary**, **Beneficiary's bank** and **Intermediary bank** of the payment order in foreign currency.

To save the beneficiary, press the **Save** button on the toolbar. If there are no errors, the **Editor** page will switch to preview mode.

The AWP **Web-Banking for FCC** also provides the possibility to create new beneficiary directory record creation from the payment order in foreign currency.

Generate payment

When the user browse the beneficiary, he has the possibility to generate the payment order in foreign currency in favour of this beneficiary. For this purpose, press on the toolbar the **Payment** button. As a result you will be redirected to the page of the payment order in foreign currency creation with the selected beneficiary.

SWIFT directory

SWIFT directory contains the information about the banks in international SWIFT system. To go to the list of the SWIFT directory records, select the **SWIFT directory** menu item from the document group **FCY documents**.

a) Document screen form start   б) Document screen form continuation

Рис. 9.9. Beneficiar screen form

Appearance of the page is presented in fig. 9.10.
For each bank in the list there is displayed the following information:

- **SWIFT** – bank SWIFT code;

- **Name** – bank name in the directory;

- **Address** – bank location address;

- **City** – city of the bank location.

There are available the following operations with the SWIFT directory records list:

- **Records list sorting, changing column width, moving column** (for more details – see subsection **Infobar**).

- **Record list filtration** (for more details – see subsection **Filtration document, report and directory**).

- **Records page by page browsing** (for more details – see subsection **Page by page directory review**).

SWIFT directory

Enter SWIFT, name, address or city   RECEIVE

« ‹   Page 1 of 211   › »   Records per page 500 | 1000 | 5000

SWIFT ^	NAME	ADDRESS	CITY
AAAARSBGXXX	TELENOR BANKA AD	11070 BEOGRAD, OMLADINSKIH BRIGADA 90V	BEOGRAD
AAACKWKWXXX	ALMUZAINI EXCHANGE COMPANY KSC (CLOSED)	13022 KUWAIT, ALI AL SALEM STREET, MUBARAKIA	KUWAIT
AAADFRP1XXX	ASSET ALLOCATION ADVISORS SA	75008 PARIS, 3, AVENUE HOCHE, CHEZ NSM	PARIS
AAAGFRP1XXX	ASSOCIATION ADMINISTRATIVE AGRR	75008 PARIS, 10 RUE DU COLISEE	PARIS
AAAJBG21XXX	ARCUS ASSET MANAGEMENT JSC	4000 PLOVDIV, 152, 6TH OF SEPTEMBER BLVD.	PLOVDIV
AAALSARIALK	SAUDI HOLLANDI BANK	ALKHOBAR	ALKHOBAR
AAALSARICTD	SAUDI HOLLANDI BANK	RIYADH	RIYADH
AAALSARIJED	SAUDI HOLLANDI BANK	JEDDAH	JEDDAH
AAALSARIRYD	SAUDI HOLLANDI BANK	RIYADH	RIYADH

Records from 1 to 500 of 105372

Fig. 9.10. **SWIFT directory** page

Section 10

Enterpreneur service

Service «Enterpreneur service» is an additional service of the system iBank 2 UA, which represents the ability of the FCC to massively carry out the payroll to the serviced enterpreneur. And also track the processing stages of each document. The operation of the service is described in detail in the documentation *Система iBank 2 UA. Сервис «Обслуживание ФЛП» для ЦФК. Руководство пользователя.*

Section 11

Reports

Statements

By the **Statements** report client has the possibility to receive operative information as to movement on an account for the selected period of time with detailed data as to contractors and payment purpose. To obtain the report, perform the following actions:

1. Select the **Statements** menu item.

2. Select on the page **Legal persons** the required subordinated clients and press **Select** button on the toolbar.

3. By default, there is selected one of the MFO codes, with which there are opened the client accounts. To select another MFO, select from the list in MFO field another value or check the first item **All** to select all MFO. As a result, the account list will display only the opened with the selected MFO accounts.

4. By default, there is selected one of the subordinated clients account, opened with the selected MFO. To select other accounts, check in the account list field required accounts or check the first item **All** to select all the accounts, opened with the selected MFO. For each account in the list there is displayed its number, currency, as well as account name (if specified). When you enter the value, the list will automatically display the relevant accounts.

5. Specify the period of report. For this purpose, enter in the fields from and to manually or select by of the graphic calendar the required range of dates. By default, the report is generated for the current date.

6. Press the **Receive** button.

> **Attention!**
> The **Receive** button becomes active only upon correct filling in the account number.

To select other subordinated clients, whose account will be used for statement generation, press the link under the **Statement** page name, then select on the page **Legal persons** the required subordinated clients and press **Select** button on the toolbar. Depending on the number of the selected subordinated clients, the link name may be: <client name>, «several clients», «all clients».

Information about operations in the statement

The appearance of the generated report for one account is presented in the fig. 11.1.
Above the filter fields there are displayed the last report update date and date of previous operation (in case of its absence, there is displayed the phrase «no operations»).
For each operation in the list there is displayed the following information:

- **Document** – document number;

- **Operation date** – date of operation;

- **Correspondent** – correspondent name;

Fig. 11.1. Operations list

- **Amount** – operation amount. Credit amount are displayed in green colour, debit amount – negative value of red colour.

- **Details** – text of payment details. Is there is not enough place for value, then there is put ellipsis at the end. Full text of the payment details is displayed at cursor pointing at the field.

Informational operations, i.e. operations the date of valuations of which is later than the current date, are highlighted with yellow colour. Such operations are not considered at calculation of final statement amounts.

In the bottom part of the page there is displayed the line with final information, containing:

- **Balance: inc.** – amount of monetary assets at the account as of the beginning of the first date of the selected period;

- **Balance: out.** – amount of monetary assets at the account as of the end of the last date of the selected period;

- **Total turnovers: debit** – final amount of operations of monetary assets debiting from the account for the selected period;

- **Total turnovers: credit** – final amount of operations of monetary assets crediting to the account for the selected period.

If the statements are obtained for several or all the accounts, then the page will display the following changes:

- In top part of the page there are not displayed the last date of the report update and date of the previous transaction.

- Above the transaction list there is displayed the flag **Group by accounts**.

- **Account** and **Currency** columns are added into the transaction list.

- In the bottom part of the page there is not displayed the line with final information.

If the statements are generated for several or all MFO, then there is added into the operation list the **MFO** column, if they are generated for several or all subordinated clients – there is added the column **Client**.

If you check the box **Group by accounts**, the transaction list will be grouped by account (fig. 11.2). Within the measures of each account there are displayed:

- Account number and currency. When you press it, the list of operations with this account hides or is displayed.

- List of account operations.

- Final information with balances and turnovers.

Fig. 11.2. List of operations, grouped by accounts

There are available the following operations with the statements:

- ***Records list sorting, changing column width, moving column*** (for more details – see subsection **Infobar**).

- ***Standard operations:*** print (on printer and PDF-file), export (in formats Comma-Separated Values file (.csv), IBIS, Profix) (for more details – see subsection **Documents, reports and directories management**).

- ***Browse and work with individual operation from the list*** (for more details – see subsection **Browse detailed information about operation**).

- ***Print list of operations*** (for more details – see subsection **Print report**).

- ***Operation list filtration by advanced filter*** (for more details – see subsection **Advanced filter of operations**).

Print report

For **Statement** report there are supported several modes of print:

1. **Print report.** It is possible to print the following types of print form: **Standard form, Brief form, Extended form, Extended (landscape) form**. It is performed on the page with the operation list by the **Print** button on the toolbar and selection of the relevant print option from the drop-down list. The print form is the list of the selected account operations for the specified period, informational operations are printed as the separate table.

2. **Print list of operations from type.** It is performed on the page with the operation list, when you press the **Print** button on the toolbar and select from the drop-down list the option **Debit list** or **Credit list**. The print form is the short list of operations of the relevant type. It is supported to print by printer or in PDF-file.

   > **Attention!**
   > List of operations there are not included the informational operations, as well as operations that so not satisfy the advanced filter criteria.

3. **Print of payment orders.** It is performed on the page with the operation list, when you press the **Print** button on the toolbar and select from the drop-down list the option **Payment orders**. The print form is a list of hryvnia operations for the specified period. In order to print the payment orders it is necessary to have the statement for one hryvnia account for which there is at least one operation. It is supported to print by printer or in PDF-file.

   > **Attention!**
   > The ability to print the payment orders is set at the bank side.

Advanced filter of operations

The advanced filter of operations is used not only for the required information search but also for generation list of operations before print out. To display the advances filter press ▼ (**More filter options**) button on the infobar.

By advanced filter you may filter the document list by the following criteria:

- By operation type (**Operation type** field).

- By document number (**Document number** field).

- By operation amount (**Amount from...to** field). Herein, there is the possibility to set both the amount range and maximal or minimal amounts.

- By payment details (**Payment details** field). Filtration by the payment details is case sensitive.

- By correspondent (**Correspondent** field). Herein, you may specify the correspondent name manually or select it from the list.

- By the correspondent EDRPOU (**EDRPOU** field). Herein, you may specify the correspondent EDRPOU manually or select it from the list.

- By the correspondent account (**Account** field). Herein, you may specify the correspondent account number manually or select it from the list.

When you enter the values into the fields of the advanced filter **Correspondent**, **EDRPOU**, **Account**, there will be displayed in the lists of the relevant values.

For filtration it is required to fill in the fields with the required values and to press the **Recive** button. In order to perform filtration there is no necessity to enter complete account number, EDRPOU

code, correspondent name or text of the payment purpose description: it is sufficient to enter into the advanced filter only one or several digits or symbols into the field of the relevant type.

To hide the advanced filter, press ⊸ (**Hide filter**) button on the infobar. Herein, if the filter fields have been filled in, then, instead of the fields of the advanced filter, there will be displayed the list of the filled in fields with the relevant values, as well as there will be filtered the document list. Next to each field value there will be additionally displayed the button for this value cleaning. To clean all the filter fields press ⊽× (**Set default values**) button on the Infobar.

Browse detailed information about operation

To browse detailed information about operation, left-click the button in the line of the relevant operation in the list. As a result, you will be redirected to the **Editor** page with the screen form of detailed information about operation in view mode (fig. 11.3). Depending on the transaction type (debit, credit), the name of the page will be respectively «Debit operation» or «Credit operation».
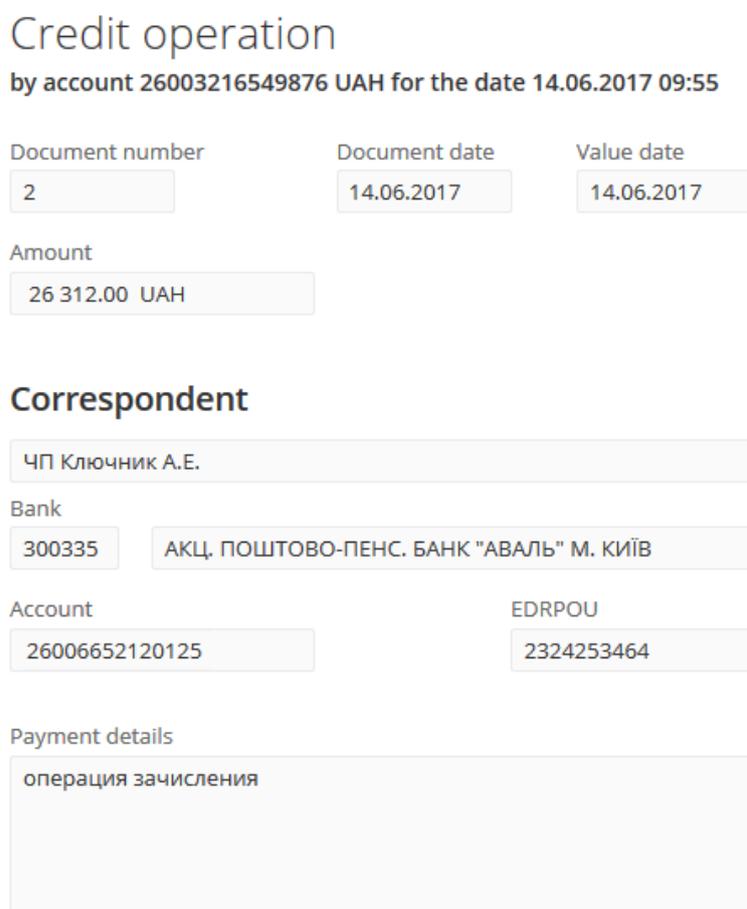
Fig. 11.3. Detailed information about operation screen form

On the page **Editor** there are available for the user the following operations:

- **Individual operation print.** It is performed when you press the **Print** button on the toolbar. The print form corresponds to the print form of the hryvnia payment order. Print is not available for currency accounts operations.

> **Attention!**
> The ability to print individual operation is set at the bank side.

- **Copy operation.** Available only for operations of «debit» type and only for hryvnia accounts.

  To copy the operation, press the **Copy** button on the toolbar. As a result, you will be redirected to the page of the hryvnia payment order creation, where all the information (document amount, client account, recipient requisites and text of the payment details) will be copied from original operation.

- **Add correspondent to directory.** Available only for hryvnia accounts operations.

  To add the correspondent to the recipient directory, press the **Add correspondent** button on the toolbar. As a result, there will be displayed the information message about successful addition of the correspondent to the directory or error message, stating that such correspondent is already in the directory.

Turnovers

By **Turnovers** report FCC has the possibility to receive final information as to movement on an account with indication of only total amounts of debit and credit, incoming and outcoming balances for the specified period. To obtain the report, perform the following actions:

1. Select the **Turnovers** menu item.

2. Specify the period of report. For this purpose, enter in the fields **from** and **to** manually or select by graphic calendar the required range of dates. By default, report is generated for the current date.

3. By default, there are selected all the currencies of the opened accounts of the subordinated clients. To generate the report in respect of one currency, select in the currency field the required currency.

4. Press the **Receive** button.

Appearance of the generated report is presented in fig. 11.4.

Fig. 11.4. Turnovers list

For each turnover in the list there is displayed the following information:

- **Client** – name of the subordinated client;

- **MFO** – MFO code of the bank, with which account of the subordinated client is opened;

- **Account** – subordinated client account number;

- **Currency** – symbolic code of the subordinated client account;

- **Inc. balance** – amount of monetary assets at the account as of the beginning of the date, for which the turnover is generated;

- **Turnover dt.** – total amount of assets debit transactions for the date, for which the turnover is generated.

- **Turnover ct.** – total amount of assets credit transactions for the date, for which the turnover is generated.

- **Out. balance** – amount of monetary assets at the account as of the end of the date, for which the turnover is generated.

You may perform the following operations with turnovers:

- **Records list sorting, changing column width, moving column** (for more details – see subsection **Infobar**).

- **Standard operations:** print (on printer and PDF-file) and export in format Comma-Separated Values file (.csv) (for more details – see subsection **Documents, reports and directories management**).

- **Redirect to statement list.** When you left-click the turnover in the list, you are redirected to the **Statements** report that is automatically generated for the relevant account and date of the selected turnover.

Section 12

Letters

In the AWP **Web-Banking for FCC** there are provided the incoming letters, addressed to the client by the bank, and outcoming letters, addressed to the bank by the client. To go to the letter list, select the **Letter** menu item. Incoming and outcoming letters are joint in one section: to view the incoming letters – select the **Incoming** folder, outcoming – **In progress** or **Outbox** tabs. By default, there is displayed the list of incoming letters.

Incoming letters

In the document list, the unread incoming letters are displayed in bold font; in addition, total number of the unread letters is displayed next to the **Letter** menu item name.

For each document in the list there is displayed the following information:

- Icon of attachments ⌘, if there are no attachment it is not displayed;

- Check-box for letter selection from the list;

- **Number** – letter number;

- **Date** – letter date;

- **Subject** — letter subject;

- **Recipient** – subordinate client name.

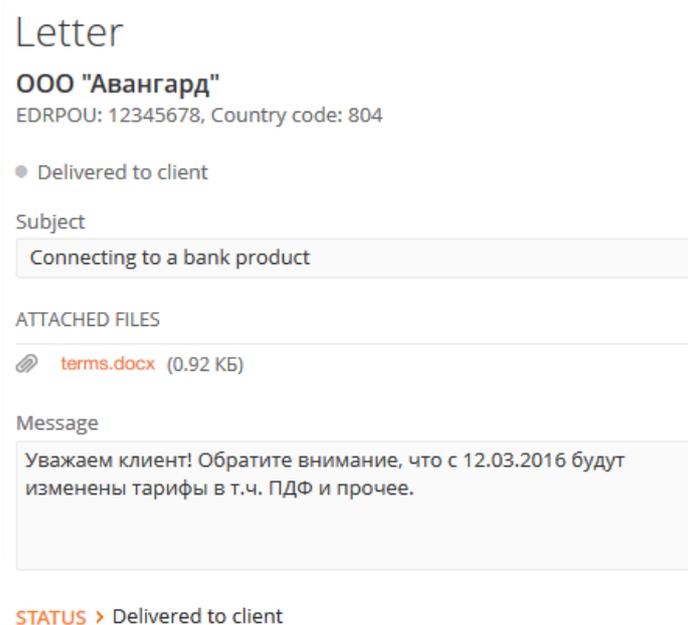Appearance of the incoming letter screen form is presented in fig. 12.1.

Fig. 12.1. Incoming letter screen form

There are available the following operations with the letters:

- **Document list sorting, changing the column width, moving the column** (for more details – see subsection **Infobar**).

- **Filter list of documents by advanced filter** (for more details – see **Filtration document, report and directory**). Fields of advanced filter corresponds to display information about the document in the list.

- **One document/document group print on printer and PDF-file** (for more details – see subsection **Print documents and reports on printer and PDF-file**).

- **Answer to letter.** To create answer to incoming letter, left-click the required letter in the list and go to the **Editor** page, where press the **Reply** button on the toolbar. As a result you will be redirected to the new letter **Editor** page, where:

  - The letter subject will be generated in the following way: `Re: ` + `<original letter subject>`.
  - Attached files are not selected.
  - The letter text will be generated in the following way: `> ` + `<original letter text>`.

- **Attachment handling** (for more details – see **Attachment handling**).

Outcoming letters

To view the list of the outcoming letter, go upon selection of the **Letter** menu item to the **In progress** (letters that are not sent to bank) tab or **Outbox** (letters, sent to bank or rejected by bank) tab.

For each document in the list there is displayed the following information:

- Icon of attachments 📎, if there are no attachment it is not displayed;

- Check-box for letter selection from the list;

- **Number** – letter number;

- **Date** – letter date;

- **Subject** – letter subject;

- **Sender** – subordinated client name;

- **Status** – letter status.

There are available the following operations with the letters:

- **Document list sorting, changing the column width, moving the column** (for more details – see subsection **Infobar**).

- **Standard operations:** create, edit, copy, delete, sign, print (on printer and PDF-file), document list filtration by date (for more details – see subsection **Documents, reports and directories management**).

- **Filter list of documents by advanced filter** (for more details – see **Filtration document, report and directory**). Fields of advanced filter corresponds to display information about the document in the list.

- **Attachment handling** (for more details – see **Attachment handling**).

Filling letter fields

To create the letter, it is required to press on the **Letter** page the button **Create** on the toolbar, then select on the **Legal persons** page the subordinated client, on behalf of which there will be created the letter. As a result, you will be redirected to the **Editor** page with the letter screen form (fig. 12.2).
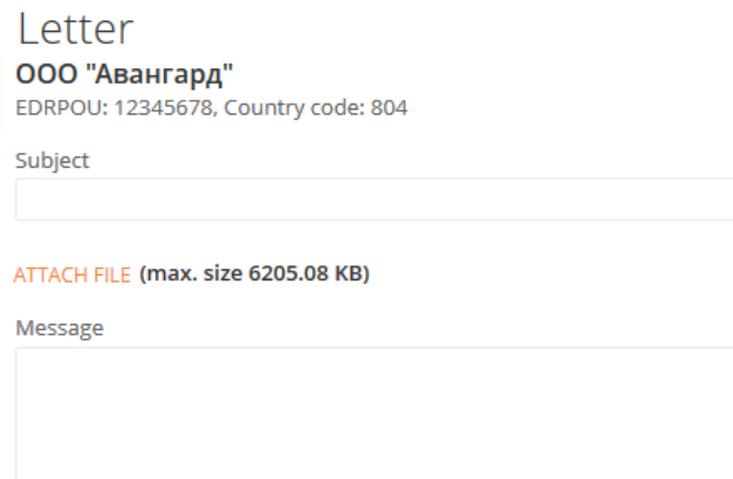
Fig. 12.2. Outcoming letter screen form

Below, there are provided the main recommendations as to the letter fields filling in:

- If on the side of the bank there are set the templates of letter creation, then the letter subject is the drop-down list with possibility to enter the value manually. In the list there are the set by the bank templates of the letter creation. When you select the value from the list, there will be automatically filled in the fields **Subject** and **Message** from the information about the selected template. Herein, the letter text may be supplemented or changed.

- If on the side of the bank there are no set letter templates, then the letter subject will be one-line editable field.

To save the document, press the **Save** button on the toolbar. If there are no errors, the **Editor** page will switch to view mode.

Section 13

Client data

AWP **Web-Banking for FCC** provide the possibility to view information about FCC, as well as its subordinated clients.

My data and settings

To go to the section **My data and settings** left-click the FCC name in top right corner of the widow and select from the drop-down list the item **My data and settings**. Here, there is the information about the FCC employees, the EDS keys of the FCC employee, logged in the AWP, as well as the settings for obtaining of one-time passwords by mobile application Google Authenticator and directory with the EDS keys of virtual employees of the subordinated clients.

Keys

By default, you are redirected to the **Keys** tab (fig. 13.1), where there is displayed the list of the EDS keys of the FCC employee, logged in the AWP.

	KEY ID/CERTIFICATE OWNER	VALIDITY	STATUS
	14859634440125521	04.03.2005 - 16.01.2025	Active
	14894135436645604	11.07.2011 - 08.11.2011	Deleted

Use the button "Replace EDS key remotely" You can replace remotely EDS key, that was used to log on. In this case your current key will be blocked and a new key will automatically receive all rights and details of the current key.
Attention! Before replace remotely EDS key, make sure that among your documents there are not such which signed by the current key, but have not processed by the Bank yet.

Fig. 13.1. FCC employee EDS keys list

For each EDS key in the list there is displayed the following information:

- Icon of key storage type: 🖫 – EDS key in file, 🔒 – EDS key on USB-token;

- **Key ID** – EDS key identifier;

- **Validity** – validity term of the EDS key;

- **Status** – EDS key status;

There is available the key list sorting, changing column width, moving column (for more details – see subsection **Infobar**).

If you left-click the EDS key in the list, you will be redirected to the **Detailed information about the key** page (fig. 13.2), where the FCC employee may see the detailed information about the EDS key, as well as its status change history. There is available to print the EDS public key certificate.

Employees

To go to the FCC employees list, select in the section **My data and settings** the tab **Employees**. Appearance of the page is presented in fig. 13.3.
For each employee in the list there is displayed the following information:

- **Full name** – employee full name;

Fig. 13.2. Detailed information about the key

Fig. 13.3. FCC employees list

- *Position* – employee position;
- *Status* – employee status (active, blocked, deleted).

There is available the employees list sorting, changing column width, moving column (for more details – see subsection **Infobar**).

Google Authenticator

If bank has set for the FCC the document confirmation by SMS, then the FCC has the possibility to set the alternative way of onetime passwords reception by mobile application **Google Authenticator**.

> *Attention!*
> The possibility of usage of the mobile application **Google Authenticator** by the clients for login the AWP and hryvnia payment orders confirmation is set on the bank side.

Each FCC employee may have only one Google authenticator account. To set **Google authenticator**, go in the **My data and settings** section to the **Google authenticator** tab. If the FCC employee

Google authenticator has not yet activated, then he will be redirected to the page of general information about the application (fig. 13.4). In case of activated **Google authenticator** the employee will be switched to the page with the information about the **Google authenticator** activation (fig. 13.5).
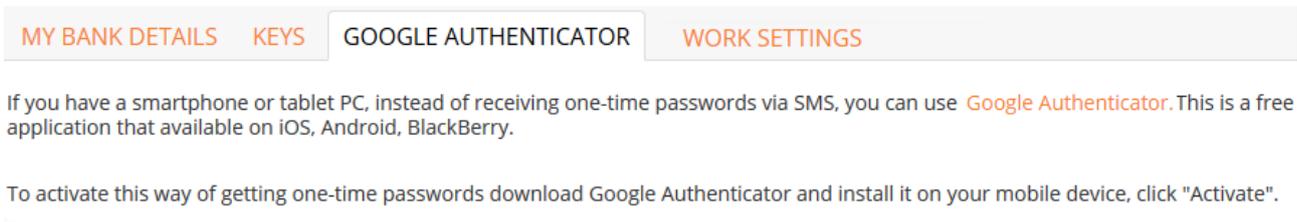
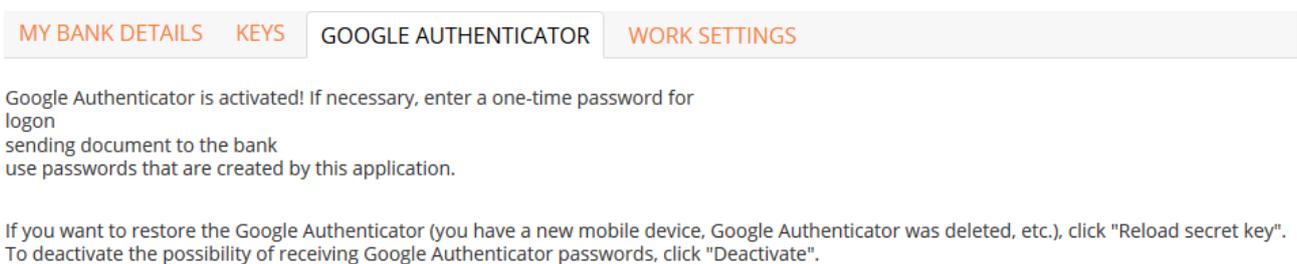Fig. 13.4. General information about **Google Authenticator**

Fig. 13.5. Information about **Google Authenticator** activation

To activate **Google Authenticator** (provided that the application is installed on mobile device of the FCC employee), perform the following actions:

1. On the page with the information about **Google Authenticator** press the button **Activate** on the toolbar. As a result, there will be displayed the box SMS-confirmation (fig. 13.6), and the client will receive SMS with one-time password.
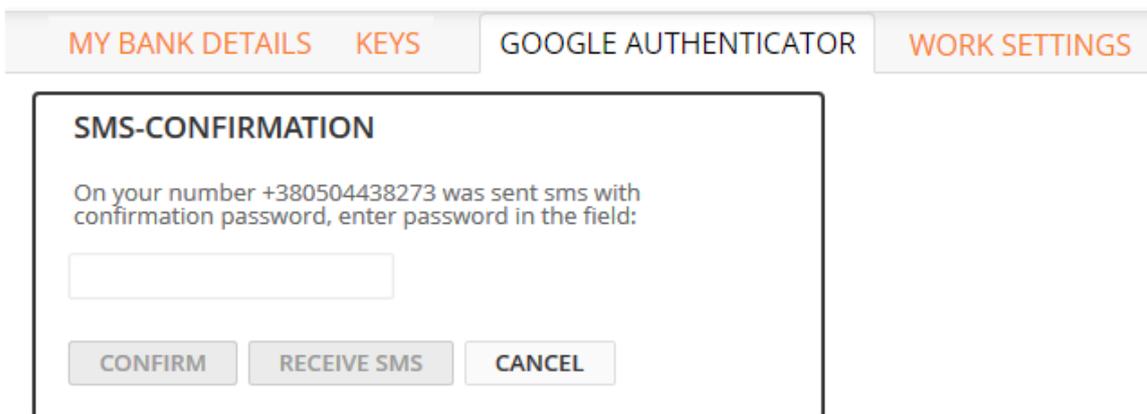
Fig. 13.6. **Google Authenticato**r activation

2. In SMS-confirmation box enter the received one-time password and press **Confirm**. As a result you will be redirected to the page of **Google Authenticator** activation confirmation (fig. 13.7).

Fig. 13.7. Confirmation of **Google Authenticator** activation

3. Add new account in the mobile application **Google Authenticator** in one of the following ways:

   - by the mobile device camera scan the bar-code on the page of **Google Authenticator** activation;

   - manually add new account. For this purpose, press on the page of **Google Authenticator** activation confirmation the link **Cannot scan the bar-code?** and follow the instructions.

4. Enter generated in the mobile application one-time password and press in the **Google Authenticator** box the button **Confirm**. As a result there will be activated the usage of **Google Authenticator** for the AWP log-in (for more details – see subsection **Multi-factor authentication**) and confirmation of the hryvnia orders (for more details – see subsection **Confirmation documents by one-time passwords**). Herein, you will be redirected to the page with the information about **Google Authenticator** activation (fig. 13.5).

To update the **Google Authenticator** account (for example, in case of repeated installation of the mobile application, device replacement, etc.), press on the page with information about **Google Authenticator** activation, displayed at redirected to the **Google Authenticator** tab of the **My data and settings** section the button **Update secret code** on the toolbar. The update procedure is similar to activation of new **Google Authenticator** account.

To delete the **Google Authenticator** account press on the page with information about **Google Authenticator** activation, displayed at redirecting to the **Google Authenticator** tab of the **My data and settings** section the button **Deactivate** on the toolbar. To confirm operation you must enter the received in SMS one-time password.

Work settings

To go to the settings go in the **My data and settings** section to the **Work settings** tab.

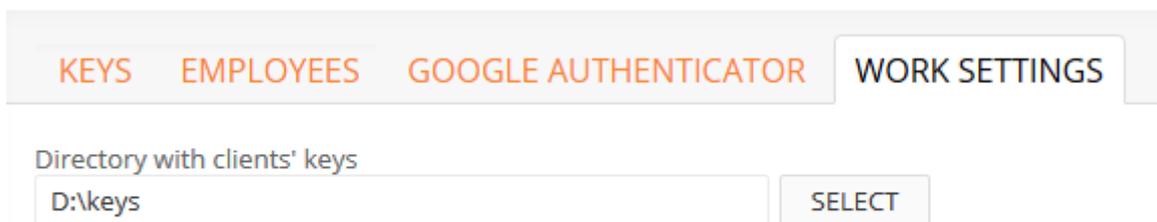Appearance of the page is presented in fig. 13.8.

Fig. 13.8. **Work settings** tab

The field **Directory with clients keys** displays location of directory with virtual employees EDS keys. To change it, enter the location of directory manually or press **Select** button that will result in opening of standard directory selection dialog box.

Legal persons data

To go the section **Legal persons data**, left-click the FCC name in top right corner of the page and select from the drop-down list the item **Legal persons data**, then select on the **Legal persons** page the subordinated client. Here, there is information about the subordinated clients details, as well as virtual clients EDS keys.

My bank details

By default, you are redirected to the **My bank details** page (fig. 13.9), where there are displayed the details and contacts of the subordinated client, as well as it internal identifier in the iBank 2 UA system. All the information on this page is read only.

Keys

To go to the virtual employees keys list, go in the **Legal persons data** section to the **Keys** tab, then select the virtual employees from the subordinated client employees list.
Appearance of the page is presented in fig. 13.10.
For each EDS key in the list there is displayed the following information:

- Icon of key storage type: ⊟ – EDS key in file, ⬚ – EDS key on USB-token;

- **Key ID** – EDS key identifier;

- **Validity** – validity term of the EDS key;

- **Signature group** – signature group, set for the EDS key;

- **Status** – EDS key status;

- **Max. amount** – maximal amount, for which there may be signed the hryvnia payment order with this EDS key. In case maximal amount is exceeded, the payment will not be signed and the organization employee will receive the relevant error message. Setting of this amount and display of this column are set on the bank side.

Fig. 13.9. Subordinated client details

Fig. 13.10. Virtual employee EDS key list

Attention!

The list displays only the EDS leys that are on the connected USB-tokens or in the directory of the virtual employees EDS keys, defined in the section **My data and setting**.

There is available the key list sorting, changing column width, moving column (for more details – see subsection **Infobar**).

If you left-click the EDS key in the list, you will be redirected to the **Detailed information about the key** page (fig. 13.11), where the organization employee may see the detailed information about the EDS key, as well as its status change history. There is available to print the EDS public key certificate.

Fig. 13.11. Detailed information about EDS key

Section 14

Distance replacement EDS key

Distance replacement EDS key service is intended for the active EDS key of the FCC employee distance replacement without bank visiting. By this service you may replace only that key that is used by the client to login the AWP **Web-Banking for FCC**. In the result of the key distance replacement there will be generated new EDS key for which full name of the owner will be automatically transferred from the current key. To generate new EDS key with other details, use the section **Registration** (for more details – see section **Registration in the iBank 2 UA system**).

> ***Attention!***
> Access to the Distance replacement EDS key service is set by the bank employee in accordance with the applicable account bank security policy or at the request management FCC.

To redirect to the EDS key distance replacement perform one of the following actions:

- Left-click the FCC in the top right corner of the page, select item **My data and settings**, then go to the **Keys** tab and press the toolbar button **Replace EDS key remotely**.

- On welcome page, in box with warning message as to EDS key validity term end, press the button **Replace EDS key remotely**. Number of days left till the ends of the key validity term, when the message starts to be displayed, is set on the bank side.

As a result, you will be redirected to the page EDS key creation (fig. 14.1), where:

- There is checked and inactive the box my key is active, but it will expire soon.

- In section **Key owner** there are displayed full name and position of the FCC employee, whose key is remotely replaced.

- There is checked the box **I give the permit for my personal data processing**.

To perform remote key replacement perform on the EDS key creation the following actions:

1. In section **Storage for new key** – specify information about new EDS key depending on the storage type:

   - If EDS key is on USB-token (connect USB-token to PC):
   (a) Select **Hardware device** storage type.
   (b) If more than one USB-tokens are connected, then select the required device out of the list. If there is no required USB-token in the list, press **Update** button.
   > ***Attention!***
   > USB-token may be not displayed in the list in case it is used by another application. To display it, it is required to close all the applications that may use it.

   If the selected USB-token has been formatted, then, in order to continue, you will need to perform the device initialization. For this purpose, press **Initialize** button and enter the required data (Initialize). The list of data, required for USB-token initialization may differ, depending on device type. To confirm the device initialization, press in the dialog box **Initialization** button, press **Cancel** to close the window without the device initialization.

Fig. 14.1. **EDS key creation** page

(c) Enter the device password and press **OK**.

> **Attention!** ────────────────────────────────
>
> If you enter invalid device password several times in a row, the USB-token may be locked. Depending on the device type, there may be the possibility of the device unlocking with the help of unlock code.

(d) Select the required EDS key name or enter new one (if the device supports storage of several EDS keys).

• If EDS key is in file:

      (a) Select **File storage** type of storage.

      (b) Select the existing or create new EDS key storage. For this purpose press **Select** and select in the dialog box the existing EDS key storage name or specify new one.

           Attention!

           Storage is always saved with «dat» extension.

      (c) Select the existing or create new EDS key storage name.

      (d) Enter password and repeat password to the EDS key.

2. Press the **Create EDS key** button.

   If there is selected the existing EDS key name, then there will be displayed the warning with request to confirm the EDS key rewriting or to refuse from it.

As a result, there will be generated new EDS key that will be automatically activate and associated with the FCC employee, and the initial EDS key will be automatically locked. Herein, there will be displayed the message about successful remote replacement of the key and after its closure you will be redirected to the AWP **Web-Banking for FCC** login page.

Section 15

Sources of additional information

Additional information on this subject can be found in the documents:

- *General information about the electronic banking system iBank 2 UA*

- *System iBank 2 UA. Internet-Banking for Financial Control Centers. User manual*

- *System iBank 2 UA PC-Banking for Financial Control Centers. User manual*

- *Система iBank 2 UA. Сервис «Обслуживание ФЛП» для ЦФК. Руководство пользователя.*

Attention!
With all offers and requests for documentation, please contact us by e-mail
support@dbosoft.com.ua