

**«PRAVEXBANK BIZ»  
for corporate clients.  
System guide**

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# 1. GETTING STARTED WITH PRAVEXBANK BIZ

## Authorization page in PRAVEXBANK BIZ

1. One can start working in the system on the official website of the bank in the section PRAVEXBANK BIZ, selecting the menu "Get started" (see Fig. 1).

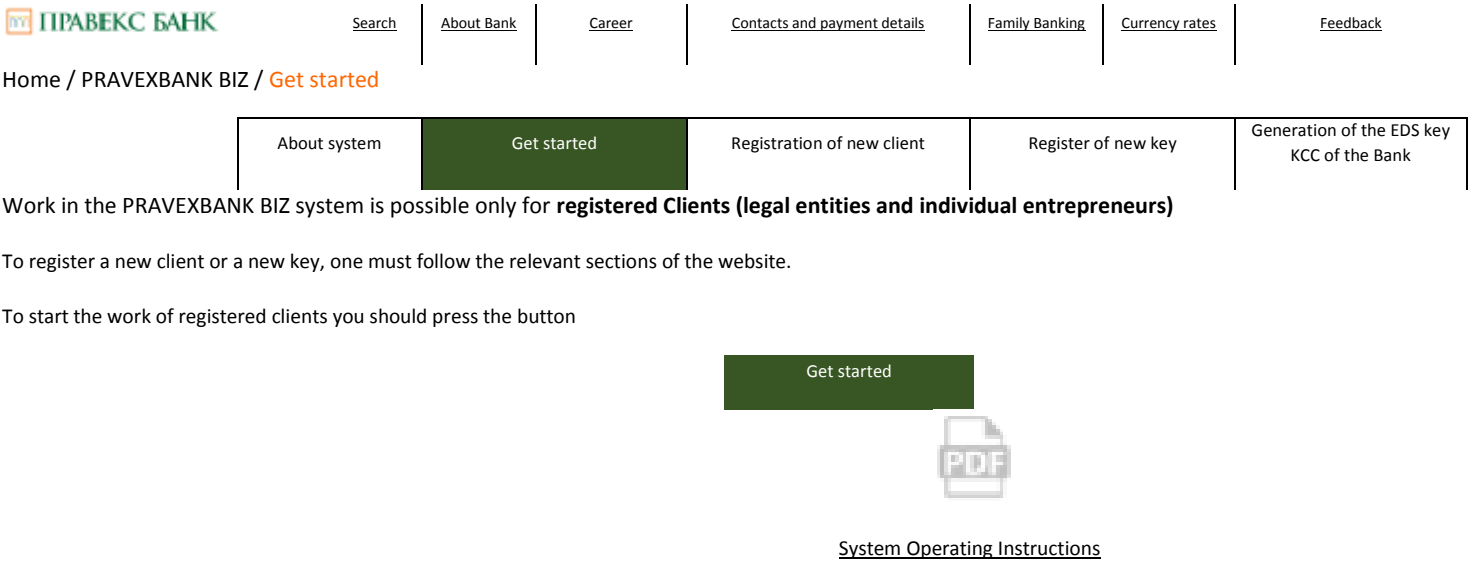


Fig. 1. Appearance of PRAVEXBANK BIZ page on the Bank's website

2. After clicking the "Get started" button, the system will automatically go to the system authorization page (see Fig. 2).

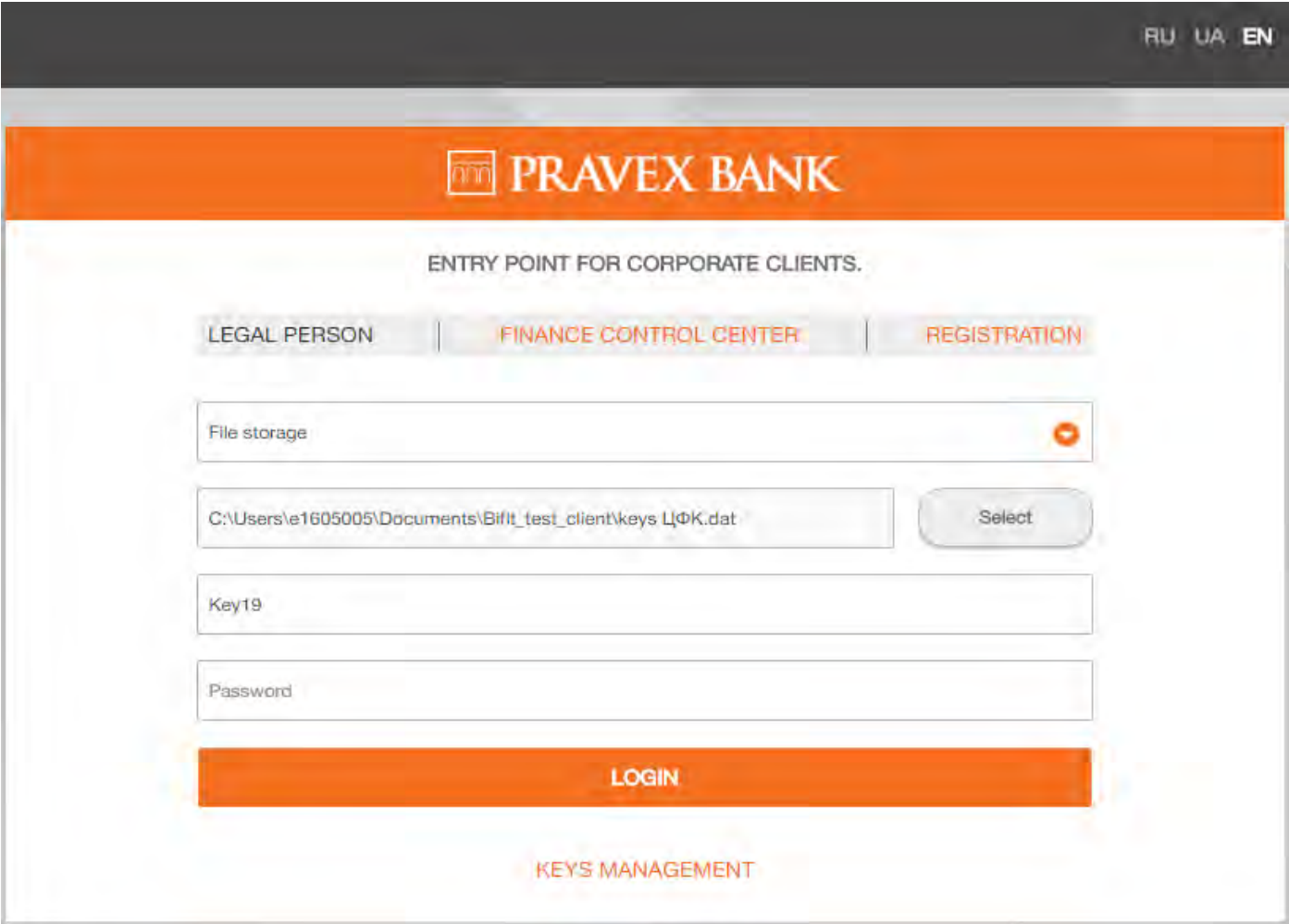


Fig. 2. PRAVEXBANK BIZ authorization page

**The authorization page contains the following elements:**

- Selection of language (RU, UA, EN) in the upper right corner of the page.
- If the EDS plugin is installed: tabs CORPORATE CLIENT, FINANCIAL CONTROL CENTER or REGISTRATION, authorization fields, as well as **Login** and **Key Management** buttons.
- If the EDS plugin is not installed: **Install** plugin button.
- If the EDS plugin is not updated: tabs, fields for authorization, as well as buttons **Login**, **Update plugin** and **Key management**.

When clicking on the **Install plugin** or **Update plugin** button, the distribution kit of the EDS plugin of the current version is downloaded, which then must be installed.

*Attention! Under the Internet Explorer Web-browser, the EDS plugin is automatically downloaded and installed when you go to the authorization page.*

Because of the peculiarities of Web-browsers Google Chrome, Opera (37 and above), Mozilla Firefox (52 and above), before installing the EDS plugin it is necessary to install an extension for the EDS plugin. If the add-in is not installed, the **Login** and **Register** buttons are replaced by the **Install add-in** button. Clicking on the button will take you to the web page of the online store of the corresponding browser, from which the user can install the add-in by clicking on the **Install** button.

**To enter the PRAVEXBANK BIZ**, select the CORPORATE CLIENT tab on the authorization page and, depending on the type of EDS key storage, perform the following actions:

- If the EDS key is in the file:

1. Select the storage type "File storage".
2. Select the EDS key storage. To do this, press the Select button and in the dialog box select the EDS key storage.
3. Select the necessary EDS key in the list (if there is more than one EDS key in the storage).
4. Enter the password for the EDS key.
5. Press the **Login** button.

*Attention! If an incorrect password is entered for the EDS key more than 3 times in a row, the employee may be blocked.*

- If the EDS key on the USB-Flash drive (pre-connect the USB-Flash drive to the PC):

1. If more than one USB-Flash drive is connected to the PC, select the desired device from the list. If the desired device is not listed, click the **Update** button.
2. Select the desired EDS key (if there is more than one EDS key on the USB-Flash drive).
3. Press the **Login** button.

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

1. Select the storage type "Hardware device".
2. If more than one USB token is connected to the PC, select the desired device from the list. If the desired USB token is not in the list, press the **Update** button.
3. Enter the password for the device and click **OK**.
4. Select the desired EDS key (if there is more than one EDS key on the USB token).
5. Press the **Login** button.

*Attention! The USB token may not be listed if used by another application. To display it, you must close all applications that use the device. If you enter an incorrect password for the device more than 3 times in a row, the USB token may be blocked. Depending on the device type, it may be possible to unlock the device with an unlock code.*

## **Multi-factor authentication**

When logging in to PRAVEXBANK BIZ, the use of additional client authentication confirmation using one-time passwords is supported.

*Attention! Authentication with one-time passwords is set up by the bank's employee in accordance with the current security policy of the servicing bank or at the request of the management of the client's organization.*

If the additional confirmation is configured, the one-time password entry page will be displayed after all the above steps have been completed.

**For authentication using a one-time password, the following actions should be performed:**

- SMS: wait for a short SMS to be sent to the mobile phone number;

- Enter the received one-time password in the corresponding field.
- Click the **Confirm** button for authentication, and then the system will login.

If errors are displayed on the screen during authentication, the following causes may be present:

- An error was made when entering the one-time password. In this case, it is necessary to check the correctness of the entered password.
- One-time password expired. In this case, a new one-time password must be re-generated. To send a new one-time password to the employee's mobile phone, press the **Receive SMS** button.

To cancel the one-time password authentication and return to the authorization page, press the **Cancel** button.

Attention! Entering an incorrect one-time password more than 3 times in a row may block the client.

## 2. PRAVEXBANK BIZ INTERFACE

### PRAVEXBANK BIZ home page

After logging in to the PRAVEXBANK BIZ, the transfer to the start page appears, which contains the following information:

- Warning message block. Displayed only if there are messages in the upper left corner of the information panel. This block can display the information about the expiry of the key and/or any important information from the bank. If several warning messages are present at the same time, the possibility of scrolling through them is added. The key expiration message displays the date of expiration of the key, as well as the **Create EDS key** button (if an employee of the organization does not have the right to remotely replace the EDS key) or **Replace the key remotely** (if an employee of the organization has the right to remotely replace the EDS key). When pressing the button, the remote key change is performed

Attention! The number of days before the expiry of the key, for which the message will be displayed, is set on the bank side and is 30 days.

- Date and time of the last session of the client in the PRAVEXBANK BIZ system. It is always displayed in the upper right corner of the information panel. Clicking the **All sessions** link takes you to the **Last sessions** page with a list of the last 10 sessions of the client. The following information is displayed for each entry in the list:

- Date – date and time of the session;
- IP Address – IP address from which the system was logged in;
- Channel – service channel (Online, Web, Offline, etc.);
- Report – text of the error if it occurs when trying to login.
  - Report **Current balances** or **Currency rates**, depending on which report was selected by the client in the last session. By default, at the first login to the system, the **Current balances** report is displayed. To move from one report to another, you should click with the left mouse button on the tab of the same name.

The appearance of the PRAVEXBANK BIZ home page is shown in Fig. 3.

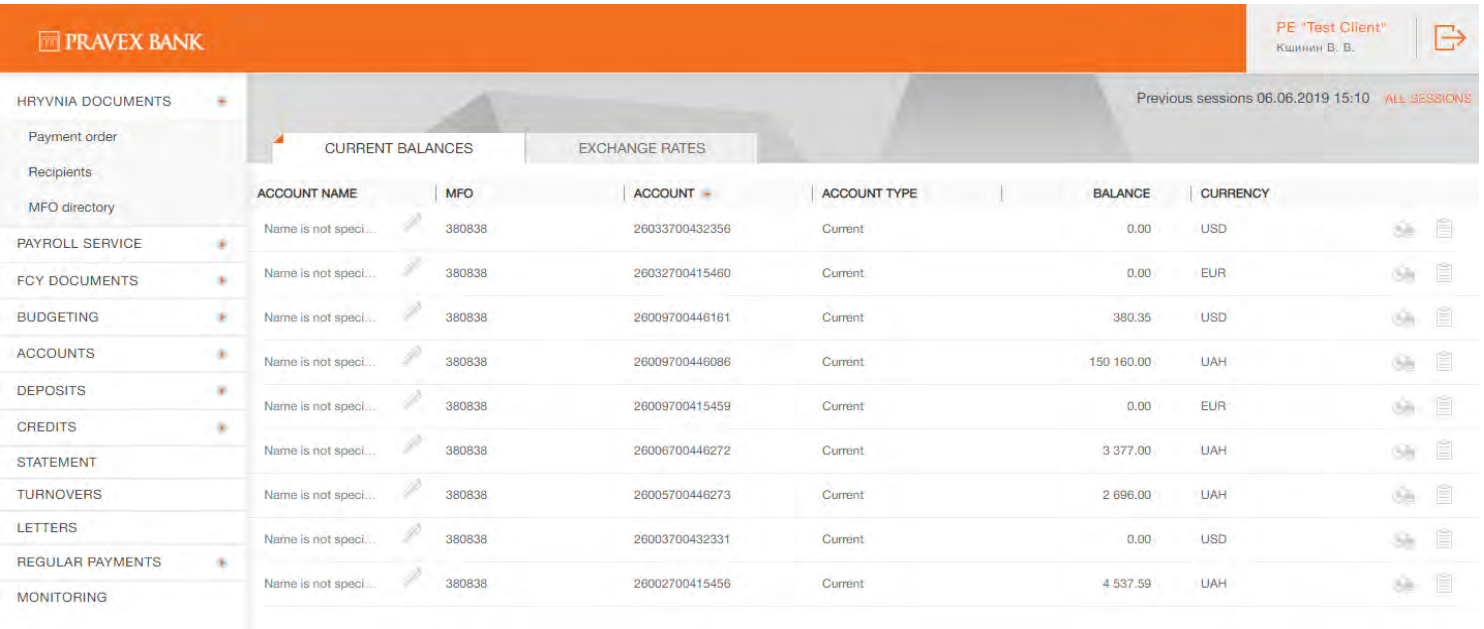


Fig. 3. Appearance of the PRAVEXBANK BIZ home page

## The following main interface elements are highlighted in PRAVEXBANK BIZ:

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

- in the upper left corner – the bank's logo, which is a link to the home page of the workstation. If you put the mouse over the logo, a pop-up help containing the version of PRAVEXBANK BIZ appears;
- in the central upper part – buttons for performing available actions on documents, reports and directories. The composition of the buttons depends on the page where the user is located, on the type of document, report and directory, on the list of available permissions to the employee of the organization;
- in the upper right corner – the name of the client, which is the link to the **My data** section (for more details see My data section), under it – the last name and initials of the employee of the organization who entered the workstation. The button for logging out of the system is displayed to the right.

### 2. Document menu – hierarchical structure of documents, reports and directories that can be used by the client.

### 3. Information panel – contains the list of documents, reports, records of directories with their main requisites (the list fields may differ for different sections). The information panel also displays filtering means.

### 4. Status bar – contains the information about the selected documents or the summary information of reports.

## Document menu

The document menu is a list of documents, reports and directories that an employee can work with.

Working – documents that are in use. This tab contains documents with the statuses *New, Signed, Delivered, Processed, Executed, Rejected, Requiring confirmation, Waiting for signatures, Paid*.

Executed – documents executed by the bank. This tab contains documents with the status *Executed*.

Under consideration – documents that are under consideration in the bank.

The composition of the menu of documents is determined by the rights established by the employee of the bank to the client and his employees at their final registration in the bank branch.

## Information panel

The information panel is a table, the composition of which may differ depending on the type of document, report or directory. Filtering tools are also displayed.

In PRAVEXBANK BIZ, the following actions may be performed over the list of documents, records of reports and directories:

- Sort by column. In order to sort it, you should click with the left mouse button on the header of the table column. The sorting direction (descending or ascending) is indicated by the direction of the arrow and can be changed by clicking on the column name again. While sorting, the corresponding loading indicator is displayed near the arrow.
- Select a group of documents or directory entries in the list. To do it, you should mark the flag from the first column of the table for the necessary entries in the list. Clicking on the flag again removes the selection. If the list contains selected documents or directory records, a status bar, where the total and selected number of the list entries and the amount of selected documents are displayed, is added in the lower part of the information panel. To select all the documents in the list, you should press the flag in the table header. If the list contains documents in the *Signed* or *Requiring confirmation* status, a drop-down list is added to the flag in the table header, where one can mark all the documents in the *New, Signed* and *Requiring confirmation* status.
- Return to the beginning of the list. The button to return to the beginning of the list is displayed in the lower right part of the information panel when scrolling the list below the page limits.

## Current balances

To view the information about the current balances on the client's accounts, you should go to the **Current balances** tab on the home page.

The information panel on this page contains the list of the client's accounts, to which the employee who entered the system has the rights. The following information is displayed for each account in the list:

- Name – account alias. The account alias is specified by the employee of the organization and is displayed in all the drop-down lists of the order selection. If the alias is not specified for the account, the "Name not specified" text is displayed in the **Name** column in gray. To change the alias, you
- should perform the following actions:

### 1. Click the **Edit** button, which is displayed to the right of the account alias. As a result, the field with the name of the account will go to the edit mode.

### 2. Enter the necessary name of the account.

### 3. Left-click outside the field to save the changes.

- MFO – code of the bank's MFO where the account is opened;
- Account – account number;
- Account type;

- Balance – amount of balance in the currency of the account;
- Currency – three-digit symbolic code of the account currency;
- **Payment** button for quick access to the document creation. For hryvnia accounts the transition to the creation of the hryvnia payment order is performed, for currency accounts – to the payment order in foreign currency. Availability of the **Payment** button for a particular account depends on the type of account, as well as on the rights set for the employee of the organization to work with the document and account.

### Currency rates

To view the information about exchange rates, go to the **Currency rates** tab on the home page. To get the exchange rates, the following actions should be performed:

1. Specify the period of receipt of currency exchange rates. To do this, enter the required date range into the fields with and after manually or select the required date range using the graphical calendar. By default, the current date is selected in the fields.

2. Select the currencies for which the exchange rates will be received. To do this, you should select the necessary currencies in the Currency drop-down list. When entering the name or symbolic code of the currency, the list will automatically display the appropriate currencies. By default, USD, EUR and RUB currencies are selected in the field.

To reset the selected currencies to the default currencies, the button near the field should be pressed. The default currency rates will be substituted in the field after clicking **Receive** button.

3. Press the **Receive** button.

The following information is displayed for each rate in the list:

- Date of exchange rate — date of exchange rate;
- Currency name — currency name;
- Code — symbolic code of the currency;
- NBU exchange rate — NBU exchange rate in the format <exchange rate value>/<nominal>;

The following operations are available for currency exchange rates:

- Sort the list of records.
- Standard operations: print and export in .csv file format.

## 3. OPERATIONS ON DOCUMENTS, REPORTS, DIRECTORIES

### Types and statuses of documents in PRAVEXBANK BIZ

The following types of documents can be found in PRAVEXBANK BIZ:

- Incoming documents — documents delivered by the bank to the client from its counterparties or the Bank.
- Outgoing documents — documents generated by the client in order to instruct the bank to perform certain actions in accordance with the document. The general principle of work with outgoing documents is as follows: the client creates a new document, fills in the fields of the corresponding screen form, saves it, puts the necessary number of signatures under the document, thus instructing the bank to execute the created document. The document signed by all groups of signatures goes to the status *Delivered*. The bank processes the document — executes or rejects it. At the same time, the document goes to the *Executed* or *Rejected* status.
- Letters — information messages between the bank and the client.
- Statements — statements of accounts of the client, formed by the bank at its request.
- Turnovers — turnovers on the client's accounts, formed by the bank at its request.
- Loans — reports providing the information about the client's loans, formed by the bank at its request.
- Deposits — reports providing the information about the client's deposits, formed by the bank at its request.
- Current balances — information about the amounts of balances on the client's accounts.
- Directories — contain the information about the details of banks, correspondents and other data, most often used in filling out documents. Are used for simplification of procedure of filling out documents.

The following statuses are provided in the PRAVEXBANK BIZ system for incoming and outgoing documents and letters:

- New — is assigned when creating and saving a new document or when copying, editing and saving an existing document, as well as when importing a document from a file. The bank does not consider the document with the *New* status and does not process it.
- Signed — is assigned if the document is signed, but the number of signatures under the document is less than necessary.



- **Delivered** — is assigned to the document when the number of signatures under the document corresponds to the number of signatures required for consideration of the document by the bank. Status *Delivered* is an instruction to the bank to start processing, execute or reject the document.
- **On processing** — is assigned to the document at its unloading in the bank's ABS (after successfully passed ABS checks).
- **On execution** — is assigned at acceptance of the document to execution.
- **Executed** — is assigned to the document when it is executed by the bank and posted in the balance sheet.
- **Rejected** — is assigned to the document that is not accepted for execution. In case of refusal to execute the document, the reason for refusal shall be indicated.
- **Deleted** — is assigned to the document deleted by the client. Documents with the *Deleted* status are not displayed in PRAVEXBANK BIZ.
- **Requiring confirmation** — is assigned to the payment order in hryvnia, when the number of signatures under the document corresponds to the required one, but for consideration by the bank it is necessary to provide additional confirmation with a one-time password.
- **For acceptance** — is assigned to the payment order in hryvnia, when the document is signed by the necessary number of signatures, but the amount of the document exceeds the limit set by the client in *Smartphone-Banking*. To start processing of such a document by the bank, the client must accept it in *Smartphone-Banking*.
- **Not accepted** — is assigned to a payment order in hryvnia, which has moved to the *For acceptance* status, but was rejected by the client in *Smartphone-Banking*.
- **Waiting for signatures** — is assigned to the payroll when the number of signatures under the document corresponds to the required number, but there are no related payment orders or related payment orders have not yet been signed by the required number of signatures.
- **Paid** — is assigned to the payroll after the execution of related payment orders.

### Creating documents and directories

In order to start creating a document, you should choose the necessary type of document in the document menu and press the **Create** button on the toolbar. As a result, you will be sent to the Editor page, where the form of the document of the selected type is displayed. Some fields of the document are filled in by the system automatically and may not be available to the client for change.

To create a document, you should fill in the available fields and save the document by clicking the **Save** button on the toolbar. The values entered in the fields are checked both when saving the document and immediately after it has been entered. If there are errors in the field, it is highlighted in red, and the text of the corresponding error message is displayed below the field. If there is one error for several fields, it will be displayed not under each field, but in the group error box, which is displayed under the document name. If the document is successfully saved, the Editor page switches to the display mode, i.e. the page fields become unavailable for change.

If you click **Cancel** button on the toolbar, the transfer to the list of documents without saving a new document appears. At the same time, before closing the Editor page, you will be asked to confirm that the page has been closed or to refuse it.

Creating directory records is performed in the same way as creating documents.

### Copying documents and directories

A new document or directory entry can be created by copying existing data. Such a need may arise in case of creation of similar documents or directory records. To copy a document or a directory entry in the list, you should go to the Editor page and press the **Copy** button on the toolbar. As a result, you will be sent to the Editor page in the edit mode, where the values of the fields will be copied from the original document or directory entry. In order to create a new document or record a directory, you should change the field values (if necessary) and press the **Save** button on the toolbar.

*Attention! The document number will not be automatically generated if the number of the last created document contains letters or special characters. In this case, the document number must be filled in manually.*

When you click **Cancel** button on the toolbar, you will go to the list of documents or directory entries without saving a copy. Before closing the Editor page, you will be prompted to confirm or refuse to close the page.

Both one and a group of documents can be copied for documents, and only one record can be copied for directory records. To copy a group of documents, you should select them in the list and press the **Copy** button on the toolbar. As a result, you will be sent to the Copy documents page, which contains:

- The number of the original document and the document copy;
- The amount of the document to be copied (if any);
- The result of the operation for each document being copied.

*Attention! If the last document created does not contain a digital number, then when copying a group of documents of this type, the numbers of new documents will be formed as follows: <source document number> + </C>.*

### Editing documents and directories

You can edit documents with the status *New*, *Signed*, *Rejected*, and all records of the directory of recipients and beneficiaries.

In order to edit a document, you should click with the left mouse button on the necessary document or a directory entry in the list to go to the Editor page and press the **Edit** button on the toolbar. After making changes, the document should be saved (the **Save** button on the toolbar).

If you press the **Cancel** button on the toolbar, the Editor page goes to the display mode without saving changes. A prompt will appear on the screen asking you to confirm that you want to cancel or refuse editing.

*Attention! If the date of the document being edited is less than allowed, it is automatically reset to the current date. If the value date is less than or equal to the date of the document, it is cleared. The period for which the document date is considered acceptable is set by the bank employee.*

The editing of directory entries is similar to the editing of documents.

### Deleting of documents and directories

You can delete documents with the status *New*, *Signed*, *Rejected*, and all records of the directory of recipients and beneficiaries. To delete a document you should click with the left mouse button on the necessary document or a directory entry in the list to go to the Editor page and press the **Delete** button on the toolbar. Before deleting the document, you will be prompted to confirm to delete or refuse it. Deletion is supported for both one and a group of documents or directory entries. To delete documents or directory records in a group, you should select them in the list and press the **Delete** button on the toolbar. As a result, you will be sent to the **Delete documents** page, which contains:

- The number and amount (if any) of the document to be deleted or the name of the directory entry;
- Result of the operation for each document being deleted or directory entry.

*Attention! To be able to delete a group of documents, all selected documents must be available for deletion.*

### Signing of documents

For each type of document in the PRAVEXBANK BIZ system, the bank employee sets up the necessary number of signatures under the document to be accepted by the bank for consideration. All employees of the organization who have the right to sign are divided into groups of signature rights. As a rule, the director and his deputies have the right of first signature and, accordingly, belong to the first group. As a rule, the chief accountant and his deputies have the right of second signature and belong to the second group.

If there is more than one signature group, the document is first signed by a representative of one group, then by a representative of another group. The signature sequence does not matter.

A document cannot be signed by one signature group more than once or by a signature group that exceeds the required number of signatures under the document.

As soon as a new document is signed by one of the employees, it will go to the *Signed* status, provided that the number of required signatures under the document is more than one, otherwise the document will go to the *Delivered* status. If the last required signature group is overlaid on a document, it will be returned to the *Delivered* status.

To sign a document, you should click with the left mouse button on the necessary document in the list to go to the Editor page and press the **Sign** button on the toolbar.

*Attention! When signing a document, a removable storage medium containing the client's EDS secret key must be connected to the client's computer.*

The signature is supported for both one and a group of documents. To sign a group of documents, you should select them in the list and press the **Sign** button on the toolbar. As a result, you will be sent to the page *Signing documents*, which contains:

- Number and amount of the document to be signed (if any);
- The result of the operation for each signed document.

*Attention! To be able to sign a group of documents, all selected documents must be available for signature.*

### Printing documents and reports to the printer and PDF file

To print a document or report, perform the following actions:

1. Open the Print document page that displays the appearance of the printed form of the document or report, to do so:
  - when printing a document: click the left mouse button on the necessary document in the list to go to the Editor page and press the **Print** button on the toolbar;
  - when printing a report: generate a report, and then press the **Print** button on the toolbar.

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

2. Check or uncheck the checkboxes for additional information in printed form. The following additional information can be configured to be displayed:

- two copies of the printed form of the document on one page (only for the hryvnia payment order);
- bank stamp;
- service information, which contains the internal document identifier in the PRAVEXBANK BIZ system, as well as information about the document signature: EDS key identifier and signature date;
- full name of the EDS key holders by whom the document was signed (it is displayed only for EDS keys with the first and second signature groups);
- information on attachments (only for letters with attached files).

The options available for configuring additional information depend on the type of document or report, as well as the status of the document. By default, the flags that were checked in the previous printout are marked.

3. Click the button on the toolbar:

- Print on the printer. As a result, the screen will display the standard web-browser print setup window. In this window, it is necessary to confirm the output for printing with the **OK** button or to refuse printing with the **Cancel** button.
- Print to PDF for printing to PDF file. As a result, a window standard for web-browser to save the file will appear on the screen.

Printing is supported for both one and a group of documents. To print a group of documents, you should select them in the list and press the **Print** button on the toolbar. As a result, you will be sent to the Print the document page, where the printed forms of the selected documents will be displayed. At the same time, the panel with the marks of additional information display is common for all documents and contains the variants that are available at least for one of the documents. If you enable the checkboxes with additional information, the settings will be applied only to the documents which statuses it supports.

### Import of documents and directories

In PRAVEXBANK BIZ, there is a possibility to import documents and directory entries from an external file. The following import formats are supported:

- iBank 2 – hryvnia, salary and currency documents, directories of recipients and beneficiaries;
- IBIS – hryvnia payment order, outgoing hryvnia demand-order;
- DBF – payroll.

To import a document, you should choose the necessary type of document in the document menu and press the **Import** button on the toolbar. As a result, a standard dialog window for selecting the import file will appear on the screen.

If the selected file is not an import file, the corresponding error message will appear on the screen, which will list the acceptable import formats for the selected document type or directory.

If the selected file is an iBank 2 or IBIS import file, you will be sent to the page with the import results, which contains:

- Number and amount (if any) of the imported document or name of the imported entry in the directory of recipients or beneficiaries.
- The result of the operation for each imported document or directory entry.
- The number of successfully imported documents as well as the total number of imported documents or records of the directory of recipients or beneficiaries.

When importing a payroll in DBF format, you will be sent to the Editor page in edit mode, where the tabular part is filled in from the import file. To create a document, you should fill in the required fields and press the **Save** button on the toolbar.

### Export of reports and directories

In PRAVEXBANK BIZ, it is possible to export the generated reports and directory records to a file on disk. The following export formats are supported:

- Comma-separated values format (.csv) – statements, turnovers, employee directory;
- DBF – employee directory;
- IBIS – attachments;
- Profix – attachments;
- iBank 2 – directory of recipients and beneficiaries.

To export a report or directory, follow these steps:

1. In the document menu, select the necessary type of report or directory. If you choose a report, you should create a report beforehand.
2. Press the **Export** button on the toolbar. If more than one export format is supported for the selected report or directory, you should choose the necessary one in the drop-down list of available export formats.
3. In the appeared standard dialog window, specify:
  - when exporting in the Comma-separated values format (.csv), DBF, iBank 2 or Profix: the directory to save the export file and the file name;
  - when exporting in IBIS format: the directory to save the export file.

As a result, you will be sent to the page with the export results, which contains:

- when exporting reports:
  1. Title with the name of the exported report.
  2. General information with the account number, report period, as well as the location and name of the generated export file. Displayed only when exporting as Comma-separated values format (.csv), DBF, iBank 2 or Profix.
  3. List of exported records. For each entry, the following is displayed:
    - information about the exported record (different for different export formats);
    - the result of the **OK** operation as a result means that the operation was successfully exported.
- when exporting directories:
  1. Title with the name of the exported directory.
  2. Location and name of the generated export file.

### Filtering of documents, reports and directories

Filtering allows to display in the list only documents, records of reports or directories that meet the required conditions. The filter does not delete the list entries and does not move them between the tabs, but only affects the display in the list. The filter panel is located above the list of documents, records of reports and directories.

A filter by date period is available for all documents and reports. In order to set this filter in the fields **from and till**, you should enter (or choose using the graphical calendar) the date of beginning and end of the period, respectively, for which the display of the records should be performed and press the **Receive** button. If you press the Receive button and do not specify the date:

- beginning of the period, then:
  - when receiving the list of documents, the date of the first created client document of this type in the PRAVEXBANK BIZ system will be substituted in the field and all documents will be displayed in the information panel;
  - when receiving the report, the date of opening of the selected account will be substituted in the field and all the records of the report on the account will be displayed in the information panel;
- end of the period, the current date will be automatically substituted in the field.

For all documents, emails and extracts, the advanced filter mode is available. To display the extended filter, you should press the **More filter parameters** button on the information panel. The composition of the extended filter fields for different documents may differ. To filter, you should fill in the fields with the required values and press the **Receive** button. Hide the extended filter by pressing the **Hide filter** button on the information panel. Herewith, if the filter fields have been filled in, the list of filled in fields with corresponding values will be displayed instead of the extended filter fields, and the list of documents will be filtered out. The button for clearing this value will be additionally displayed near each field value. To clear all the filter fields, press the **Set default values** button on the information panel.

Filtering of directory entries is available by all fields that are displayed in the list.

In order to apply the filter, you should fill in the filter field with the corresponding value and press the **Receive** button. Filtering by both full and partial coincidence is supported. Filtering is a case-independent register. When filtering is performed, the **Receive** button becomes inactive and the loading indicator is displayed in it.

### Page-by-page directory display

Due to the possible presence of a large number of records in the directories page-by-page display of records is implemented. Page display elements include:

- Page navigation panel. It consists of the buttons to go to the first (<<<), previous (<), next (>) and last (>>>) pages, and an information message about the current page.
- Links to change the number of directory entries per page. Display is possible:
  - for directories of recipients, employees, beneficiaries: 100, 500 or 1000 records;
  - for an MFO directory: 50, 200 or 500 entries;
  - for SWIFT directory: 500, 1000 or 5000 entries.

By default, the page displays the lowest available value.

- A line with summary information about the total and displayed number of records on the current page of the directory. The row is displayed at the bottom of the page.

Work with attachments

In PRAVEXBANK BIZ, it is possible to work with attached files to documents from sections **Salary**, **Currency documents** and **Letters**: add attachments when creating a document and save attachments when viewing a document.

To add an attachment, you should click the left mouse button to the link **Attach copies of documents** (for documents from the **Salary** or **Currency documents** section) or **Attach file** (for e-mails). As a result, a standard dialog window of file selection will appear on the screen. The number of attached files is not limited, and the permissible total size of attached files is set up by the bank and is displayed near the link.

If there are attached files, the attachment section becomes a list. For each file in the list, its name and extension and size are displayed, as well as the button for deleting an attachment from the document.

To save an attached file, click with the left mouse button on the necessary document in the list to go to the Editor page, and in the section of attachments click with the left mouse button on the file name in the list. As a result, the standard dialog window of saving the file will appear on the screen. If there are several attachments in the document, the **Save all** button will appear. Clicking on it will open the standard dialog window of choosing the directory, where all the attached files will be saved.

4. HRYVNIA DOCUMENTS

The structure of the "Hryvnia documents" group consists of the following list of documents:

- Payment order
- Recipients
- MFO Directory

Payment order

It is used for creation and import of payment orders for the purpose of their further signing and processing in the bank. The standard form for the creation of a hryvnia order is shown in Fig. 4.

SAVE

CANCEL

### Hryvnia payment order

Number

autonom...

Document date

01.04.2019

Value date

optional

Ask to transfer

0.00

☐ recount the amount in view of VAT

From account

260097004

Planned balance

149 949.00

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. 4. Standard form for creating a hryvnia order

The following operations are available for the document:

- Sorting the list of documents.
- Standard operations: creating, editing, copying, deleting, signing, printing (to printer and PDF file), revocation, importing in iBank 2 format, filtering the list of documents by date.

- Filtering the list of documents using the advanced filter. The composition of the advanced filter fields corresponds to the displayed information about the document in the list.
- Work with attachments.

#### Basic recommendations on filling in the fields of the document:

- The default document number is not filled in and can be changed. When saving a document with an empty number, the field is filled in according to the automatic numbering.

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

- The date of the document is automatically filled in with the current date and can be changed.
- The **Value date** field is not filled in by default and can be changed. The value in the field should not exceed 30 days from the date of the document.
- The **Please remit** field represents a field for entering the amount of payment.
- The field with the debit account is a drop-down list with the accounts in the national currency available to the employee of the organization. The number of each account is displayed in the list, as well as the name of the account (if it is specified). By default, the order that was last used when creating this type of document is selected. If there is only one suitable order, it is automatically selected and the field becomes unavailable for change.
- The **Receiver** field is a drop-down list of recipients (from the list of recipients) with the possibility of entering values manually.
- The **EDRPOU** field is a drop-down list of EDRPOU recipients (from the directory of recipients) with the possibility to enter values manually.
- The **MFO** field is a field for manual input of the recipient's bank MFO value.
- The **Name** field is filled in automatically after entering the value in the **MFO** field.
- Field **To account** – drop-down list of recipient's accounts (from the directory of recipients) with the possibility to enter values manually.
- The **Payment reference** field is a field for manual input of the payment reference. This field can also be filled in using the buttons "VAT 20%", "w/o VAT", "Payment to budget". If the "Payment to budget" option is selected, the screen form of the document for filling in the payment details to the budget will appear (see Fig. 5).

Fig. 5. Screen form for indication of payment details to the budget

After filling in the "Payment to budget" document, press the "Select" button. To cancel the creation of a payment to the budget, press the "Close" button. After that, you will be returned to the screen form of creating a payment order. In order to save a payment order, press the **Save** button on the toolbar.

#### Directory of recipients

The directory of recipients is used to simplify the creation of hryvnia payment orders, as well as outgoing payment request-orders. To go to the list of records in the recipient's directory, select the **Recipients** menu option from the **Hryvnia documents** group.

#### Creation of the recipient

To create a new recipient, press the **Create** button on the toolbar on the Recipients page. As a result, you will be sent to the Editor page with the recipient's screen form.

Attention! Records of the directory of recipients should be unique by the EDRPOU code, MFO code of the bank and account number.

To create a recipient with several payment references, press the **New reference** button that adds an empty field to the page for entering the payment references. In order to save the recipient, press the **Save** button on the toolbar. If there are no errors, the Editor page will go to the review mode. Clicking the **Cancel** button on the toolbar returns to the list of records of the recipient's directory without creating a new record.

PRAVEXBANK BIZ also provides the possibility to create a new record of the directory of recipients from a number of documents and reports:

- from a hryvnia payment order;
- from the statements on the hryvnia account.

Payment generation

When viewing the recipient, the client has the opportunity to form a hryvnia payment order in favor of this recipient. To do this, press the **Payment** button on the toolbar. As a result, you will be sent to the page of creating a hryvnia payment order with the selected recipient.

MFO Directory

The MFO Directory contains information about Ukrainian banks. To go to the list of MFO Directory entries, select the MFO Directory menu option from the Hryvnia documents group.

5. SALARY

The structure of the "Salary" group consists of the following list of documents:

- Payroll
- Employees

Payroll

To create a new document, you should press the **Import** button on the toolbar on the Salary statements page. As a result, the standard window of file search on the client's computer will be opened. After selecting the file (import of the file), you will be sent to the Editor page with the screen form of the document (see Fig. 6).

SAVECANCEL

Payroll sheet

Attention!  
There are the same employees in the recipients list. Make sure that the recipients list doesn't contain unwanted records - for easy search such employees are highlighted in orange.

Number  
autnum.

Document date  
current

Value date  
optional

Write-off account  
26002700

Type of charge  
Advance for business trip

Period of charging  
MonthYear

Recipients  
Start typing full name, SCA or ITN

0.00

ADDDELETE ALL

FULL NAME	SCA	ITN	AMOUNT
AAAAAAAAA BBBBBB	2625700000111	2936811111	1.00
AAAAAAAAA BBBBBB	2625800002222	2643812222	2.00
AAAAAAAAA BBBBBB	2625200000333	3049813333	3.00

ALL RECIPIENTS: 3TOTAL AMOUNT: 6.00 UAH

Fig. 6. Screen form of payroll import



After successful importing a payroll file:

- The date of the document is automatically filled in with the current date and can be changed.
- The Value date of the document is not automatically filled in and can be changed. This field is optional. The value should not exceed 10 days from the date of the document.
- The Write off account field is a drop-down list with the client's hryvnia accounts, to which an employee of the organization has access. For each account, its number is displayed in the list, as well as the name of the account (if specified). By default, the order that was used the last time when creating a document of this type is selected.
- The Type of accrual field is a drop-down list with the types of charges, to which an employee of the organization has access. Depending on the selected type of accrual, the Period of accrual field may become available or inaccessible for change. If the field is available for modification, it is required to be filled in.
- Tabular part of the Recipients document. It represents the list of employees of the organization, as well as the summary information about the number of employees and the amount of charges for all employees from the list.

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

*Attention! Adding employees to the table is not provided.*

The following information is displayed for each employee in the tabular part:

- Full name – full name of the employee (not available for change);
- SCA – number of the employee's special card account (not available for modification);
- TIN – employee's TIN (cannot be changed);
- Amount – amount of accrual (available for change);
- The button for deleting an employee from the list.

*Attention! In the tabular part of the document, it is allowed to have one employee for two or more times.*

In order to remove all employees from the list, press the **Delete all** button above the tabular part of the document. In order to save the document, press the **Save** button on the toolbar.

After saving the payroll, the document is assigned the "New" status (see Fig. 7)

**PRAXEX BANK** [SIGN] [EDIT] [PAYMENTS] [COPY] [PRINT] [DELETE]

[BACK TO THE LIST](#)

### Payroll sheet

Main payment | Payment for CSS

File

**Attention!**  
There are the same employees in the recipients list. Make sure that the recipients list doesn't contain unwanted records - for easy search such employees are highlighted in orange.

Number:  Document date:  Write-off:

Write-off account:

Type of charge:  Period of charging:

Recipients			
FULL NAME	SCA	TIN	AMOUNT
AAAAAAAAAA.BS0005	2122700000211	2930911111	1.00
AAAAAAAAAA.BS0005	2122700000211	2142810002	1.00
AAAAAAAAAA.BS0005	2122700000211	2588810003	1.00
ALL RECIPIENTS: 3			TOTAL AMOUNT: 6.00 UAH

STATUS:

YOUR COMMENT:

Fig. 7. Screen payroll import form

*Attention! The **Create** button (to create a payroll) is not used in the current version of the system.*



## Working with related payments

After the payroll is saved, the client has the opportunity to form two hryvnia payment orders. The first payment order is designed to transfer fixed assets from the client's account to the bank's payroll project account. Then the withdrawn amount will be transferred to the card accounts of employees. The second payment order is intended for transfer of the commission to the bank for cash and settlement services under the payroll project (payment for cash and settlement services). The amount of payment for CSS is calculated based on the amount of the payroll and the percentage of the fee set by the bank.

*Attention! If, according to the bank's tariffs, no fee is charged for CSS, then only the payment for the principal amount of the payroll should be prepared.*

The system PRAVEXBANK BIZ provides the possibility of both manual and automatic generation of hryvnia payment orders on the payroll.

### Manual generation of payment orders and setting up links

To create hryvnia payment orders for the payroll, the following procedure can be used:

- Manually create payment orders directly in PRAVEXBANK BIZ
- Prepare documents in the accounting system, export to iBank 2 or DBF import file. Import the received payment order file into the PRAVEXBANK BIZ system.

To fill in the fields of payment orders independently, the client needs to know the following details:

- Recipient's details for the main payroll project payment and CSS payment (name, EDRPOU code, account number and MFO code of the bank where the recipient's account is opened).
- Percentage of commission for settlement and cash services.

This percentage is determined by the bank in the payroll project service agreement. This value is used to calculate the amount of the payment order for CSS payments: the total amount of the payroll multiplied by the percentage of payment for CSS.

Below are the recommendations on filling in the fields in case of independent formation of payment orders:

1. In the payment order for the main amount of the payroll:

- Enter a value date that coincides with the value date on the payroll (if any).
- Specify the account of the paying organization, coinciding with the account in the payroll.
- Fill in the recipient's details according to the information received from the bank (name, EDRPOU code, account number and MFO code of the bank where the recipient's account is opened).
- The amount of payment should be indicated equal to the amount of the payroll.
- Specify the text of any content in the payment reference.

2. In the payment order for payment of CSS:

- Enter a value date that coincides with the value date on the payroll (if any).
- Specify the account of the paying organization, coinciding with the account in the payroll.
- Fill in the recipient's details according to the information received from the bank (name, EDRPOU code, account number and MFO code of the bank where the recipient's account is opened).
- Calculate the payment amount according to the formula described above and indicate it in the document.
- Specify the text of any content in the payment reference.

Once payment orders have been created, they must be linked to the payroll. To add links, perform the following actions:

1. Open the required payroll to view it.
2. Click the **Payments** button on the toolbar and select Links management in the drop-down list. As a result, the Links management dialog box will appear on the screen, where the **Main payment** and **CSS payment** fields with the lists of suitable documents for linking will be displayed. For each document its number, date, amount and status are displayed in the list.
3. Select the required document in the **Main payment** and **CSS payment** fields. As a result, the **Apply** button is activated.
4. Press the **Apply** button.

The list contains only documents that meet the following conditions:

- The payroll account is the same as the payer's payroll account in payment orders.

- Recipient's requisites in payment orders correspond to the configured requisites for the MFO where the client's account specified in the payroll is opened. In order to receive these details, it is necessary to apply to the servicing bank.
- The amount of payment under the payroll project and the calculated amount of payment for CSS correspond to the amount of the payroll.
- The payroll and payment orders are in compatible statuses for linking. If there are no documents suitable for linking, the corresponding field is inactive and contains the appropriate hint.

Automatic generation of payment orders

To automatically generate payment orders, open the necessary payroll for viewing, and then press the **Payments** button on the toolbar and choose **Create payments** in the appeared drop-down list. As a result, the corresponding hryvnia payment orders will be formed, as well as the links between the generated documents and the payroll will be added.  
*Attention! In case of automatic generation of payment orders, only missing documents are created and linked. Automatic generation of payments is not available for payrolls, which are associated with the necessary number of hryvnia payment orders.*

Management of related hryvnia payment orders

When you open the payroll, the links **Main payment** and **CSS payment** are displayed at the top of the page, when clicking on them, you will be sent to the Editor page of the corresponding linked hryvnia payment order. Color marks are displayed next to the links, and if you point at them, a pop-up help with the current status of the linked document appears. If there are no linked documents, the corresponding links are inactive. The work with hryvnia payment orders, which are connected with the payroll, is not different from work with payment orders without connections, except for the following features:

- The Editor page in the upper part of the page displays the text with the type of payment (main payment or payment for cash settlement), as well as the Payroll link to go to the Editor page of the linked payroll. The link displays a color marker, and a tooltip with the current status of the linked payroll appears when hovering over it.
- The client cannot sign a payment order if the linked payroll has not been signed by all the necessary groups of signatures.
- When editing payment orders, the information about the recipient is not available for change.

Employee handbook

The payroll project employee handbook is not used in this version of the system.

6. CURRENCY DOCUMENTS

Payment order in foreign currency (SWIFT-payment)

By selecting the SWIFT-payment menu option from the Currency documents group, you will be sent to the **Currency orders** page containing the list of documents. By default, the list of executed documents is displayed. To view the executed documents, go to the **Executed** tab (see Fig. 8).

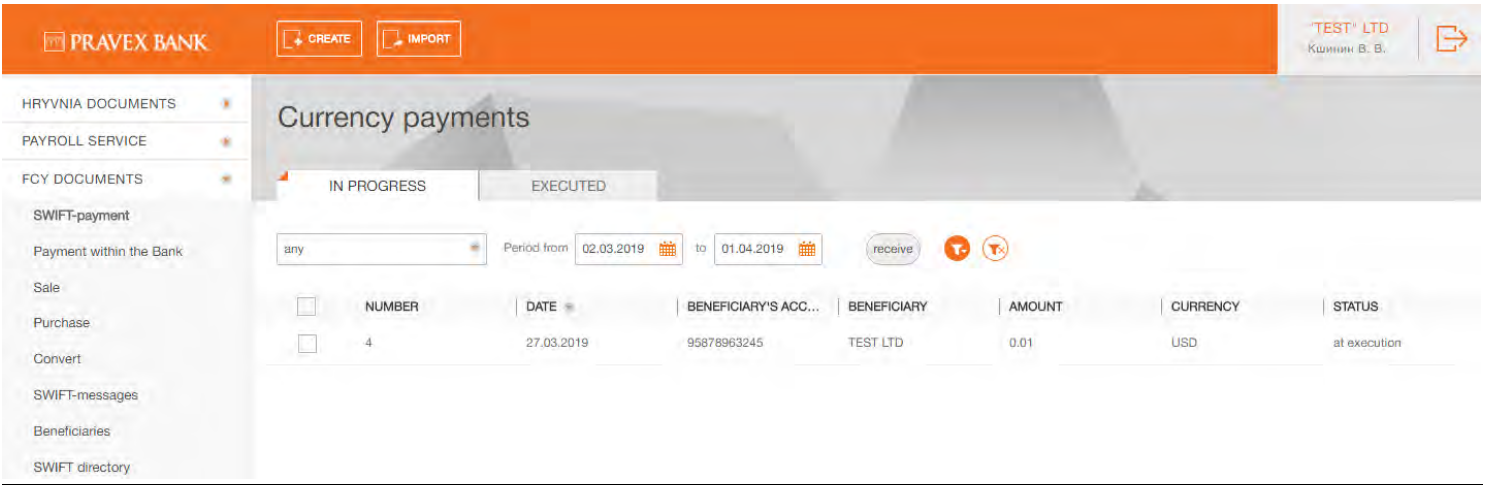


Fig. 8. Standard form of SWIFT payment display

The following operations are available for documents:

- Sorting the list of documents
- Standard operations: creating, editing, copying, deleting, signing, printing (to printer and PDF file), revocation, importing in iBank 2 format, filtering the list of documents by date
- Filtering the list of documents using the advanced filter. The composition of the extended filter fields corresponds to the displayed information about the document in the list.
- Working with attachments.

To create a new document, press the **Create** button on the toolbar on the **Currency orders** page. As a result, you will be sent to the Editor page with the screen form of the document (see Fig. 9).

Currency payment

Number:  
autounum.

Document date:  
27.03.2019

Value date:  
optional

Ask to transfer:  
0.00

USD

From account:  
260097004

Beneficiary

Start typing the name:

☐ Save to the directory

Beneficiary's account or IBAN:

Country:

City:

Address:

Beneficiary's bank

SWIFT-code

optional

Account

optional

Name:

Country:

City:

Address:

Intermediary bank ☐ Involved

Payment details

Costs and commissions

at the expense of payer and beneficiary (SHA)

Write-off the required funds in the bank

MFO

Name

From account:

Operation code

Payment urgency

Urgent

Money source

Own funds

Additional information

optional

Authorized employee of the company

Full name

phone

ATTACH COPIES OF DOCUMENTS (max. size 2000.56 KB)

a) Beginning of the document screen form

b) Continuation of the document screen form

Fig. 9. Screen form of SWIFT-payment

Main recommendations on filling in the fields of the document:

- The default document number is not filled in and can be changed. When saving a document with an empty number, the field is filled in according to automatic numbering.

Attention! The document number will not be automatically generated if the number of the last created document contains letters or special characters.

- The date of the document is automatically filled in with the current date and can be changed.
- The value date of the document is not automatically filled in and can be changed. This field is optional. The value should not exceed 10 days from the date of the document.

- The **Please remit** field represents two fields: the field for entering the amount and currency of payment. The field with the payment currency is a drop-down list that contains symbolic codes of all currencies, in which the organization of the account is open for the employee.
- The **From account** field is a drop-down list with the accounts in the selected currency available to the employee of the organization. The number of each order is displayed in the list, as well as the name of the order (if it is specified). By default, the order that was used the last time when creating a document of this type is selected. If there is only one suitable order, it is automatically selected and the field becomes inactive.
- Beneficiary section:
  - If there are beneficiaries in the directory, the field **Beneficiary** becomes a drop-down list, which contains the names of all beneficiaries from the directory. When entering the name of the beneficiary, the list will automatically display the appropriate beneficiaries from the directory. When selecting a beneficiary from the directory, the fields of the **Beneficiary** sections will be automatically filled in from the information about the beneficiary.

*Attention! The directory of beneficiaries does not contain information about the beneficiary's TIN. This field should be filled in manually if necessary.*

- If there are no beneficiaries in the directory, all fields of the **Beneficiary** section must be filled in manually.
  - The **Save to directory** flag is displayed near the **Beneficiary** field. If the checkbox is selected, then when saving the document, the beneficiary with the specified details will be added to the directory of beneficiaries. If such beneficiary is already present in the directory, a query will appear on the screen with a request to confirm the addition of a non-unique record or to refuse it.
  - When choosing the currency of payment RUB (Russian rouble), the INN field appears. The field is not necessary for be filled in, the values of 10 or 12 digits are acceptable.
  - The **Country** field is a drop-down list of countries. For each country, the list displays its numeric code and name in English. When entering the numeric code, the appropriate values will be automatically displayed in the list.
    - **Beneficiary bank, Intermediary bank** sections:
      - By default, the fields of the **Intermediary bank** section are hidden. To display them, check the Participate flag next to the name of the section. When the checkbox is unchecked, the section fields are hidden and cleared.
      - The fields of the **Beneficiary bank** and **Intermediary bank** sections can be filled in automatically (if a beneficiary is selected from the directory) or manually. If the type of beneficiary bank or intermediary bank is SWIFT-code, the section fields can also be filled in from the SWIFT directory according to the value in the SWIFT-code field. When entering the 11-digit SWIFT-code, the information about the bank is filled in automatically, when entering the 8-digit SWIFT-code (without additional symbols .XXX.) – after clicking the left mouse button outside the field.
  - The **Country** field is a drop-down list of countries. For each country, the list shows its numeric code and name in English. When entering the numeric code, the list will automatically display the appropriate values.
    - The **Expenses and commissions** field is a drop-down list with available options for payment of expenses and commissions:
      - at the expense of the payer guaranteed (OUR/OUR)
      - at the expense of the payer (OUR)
      - at the expense of the beneficiary (BEN)
      - at the expense of the payer and beneficiary (SHA)
- By default, the field displays the option "at the expense of the payer and beneficiary (SHA)".

- Section **Write off the necessary funds at the bank**:

- The section is not displayed if "at the expense of the beneficiary (BEN)" is selected in the Expenses and commissions field.
- The **MFO** field is a drop-down list with the possibility of entering values manually. The list contains the MFO codes of the banks, where the organization of the account available to the employee is opened. If you choose a value from the list or manually enter a correct value, the name of the bank is automatically filled in from the MFO directory.
- The **From account** field is a drop-down list with the possibility to enter values manually. Regardless of the value of the MFO field, the drop-down list contains all available hryvnia accounts to the employee of the organization. The number of each number in the list is displayed, as well as the name of the account (if it is specified).
  - The **Payment urgency** field is a drop-down list with the acceptable options for payment urgency: Normal, Urgent, Extra-urgent.

The default setting is "Urgent".

- In the field with the phone number of the authorized employee of the organization the value is specified strictly in the format +380(XX)-XXX-XX-XX. Clicking with the left mouse button in the field automatically fills it with the value +380( ) - - - - . If the phone number has not been entered completely, it will be cleared by clicking with the left mouse button outside the field.

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

Payment within the bank

If you select the **Payment within the bank** menu option from the group of **Currency documents**, you will be sent to the Payment page within the bank. This page displays the list of working documents by default. To view the executed documents, go to the Executed tab (see Fig. 10). This type of documents is used to transfer funds between the client's foreign currency accounts within the bank or to repay the foreign currency loan.

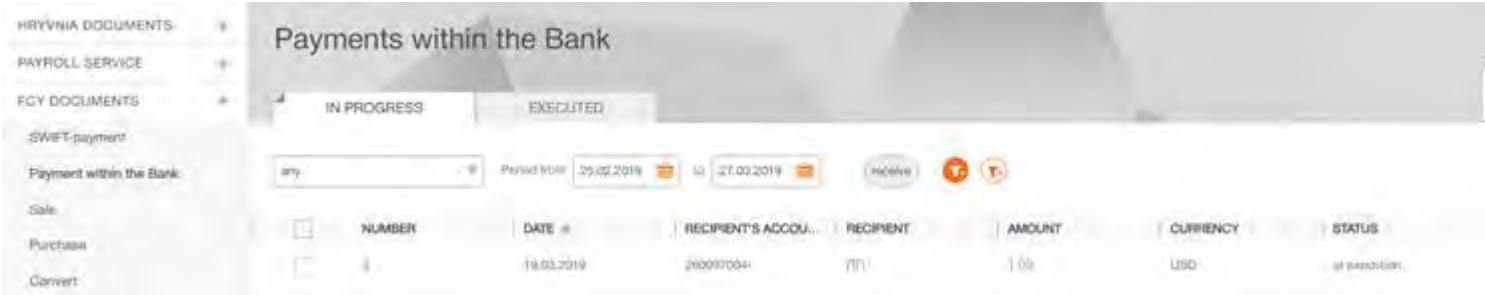


Fig. 10. Screen form of currency order list within the bank

The following operations are available for documents:

- Sorting the list of documents
- Standard operations: creating, editing, copying, deleting, signing, printing (to printer and PDF file), revocation, importing in iBank 2 format, filtering the list of documents by date.
- Filtering the list of documents using the advanced filter
- The composition of the extended filter fields corresponds to the displayed information about the document in the list, except for the presence of the **Account** field for filtering by currency account for writing off foreign currency.
- Working with attachments.

To create a document, press the **Create** button on the toolbar on the **Payment within the bank** page. As a result, you will be sent to the Editor page with the screen form of the document (see Fig. 11).

The screenshot shows the 'Payment within the Bank' document creation form. At the top is an orange toolbar with 'SAVE' and 'CANCEL' buttons. The form has several sections: 'Number' with a text field 'Autonum:'; 'Document date' with a date picker set to '27.03.2019'; 'Value date' with a dropdown set to 'optional'; 'Ask to transfer' with a text field '0.00' and a currency dropdown 'USD'; 'From account' with a text field '260097004' and a currency dropdown 'USD'; 'Recipient' with a text field 'Start typing this name'; 'EDRPOU' with a text field 'Start typing'; 'Account' with a text field 'Start typing' and a checkbox 'Resident'; 'Bank' with a dropdown 'MFO' and a text field 'Name'; 'Payment details' with a large text area; and 'Account to charge the commission' with a dropdown '2600270041' and a currency dropdown 'UAH'. At the bottom, there is a note: 'ATTACH COPIES OF DOCUMENTS (max. size 2000.56 KB)'.

Fig. 11. Screen form of documents Payment within the bank

Main recommendations on filling in the fields of the document:

- The default document number is not filled in and can be changed. When saving a document with an empty number, the field is filled in according to automatic numbering.



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

- The date of the document is automatically filled in with the current date and can be changed.
- The **Please remit** field represents two fields: the field for entering the amount and currency of payment. The field with the payment currency is a drop-down list that contains symbolic codes of all currencies, in which the organization of the account is open for the employee.
- The **With the debit account** field is a drop-down list with the accounts in the selected currency available to the employee of the organization. The number of each order is displayed in the list, as well as the name of the order (if it is specified). By default, the order, which was used the last time when creating a document of this type, is selected. If there is only one suitable order, it is automatically selected and the field becomes inaccessible.
- The **Receiver** section consists of the field for entering the name, EDRPOU and the recipient's account. For currency payments within the bank both sender and recipient are the same client. The field to the account is a drop-down list with the possibility of entering values manually.
- The **Account for debiting the commission** field is a drop-down list with the possibility of entering values manually. By default, the last specified account is pulled up in the national currency.

To save a document, press the **Save** button on the toolbar.

Application for sale of foreign currency

If you select the **Sell** menu option from the **Currency documents** group, the **Sell currency** page is opened. This page displays the list of working documents by default. To view the executed documents, go to the Executed tab (see Fig. 12).

Fig. 12. Screen form for displaying the list of Sell currency documents

The following operations are available for documents:

- Sorting the list of documents
- Standard operations: creating, editing, copying, deleting, signing, printing (to printer and PDF file), revocation, importing in iBank 2 format, filtering the list of documents by date.
- Filtering the list of documents using the advanced filter
- The composition of the extended filter fields corresponds to the displayed information about the document in the list, except for the presence of the **Account** field for filtering by currency account for writing off foreign currency.
- Working with attachments.

To create a document, press the **Create** button on the toolbar on the **Sell currency** page. As a result, you will be sent to the Editor page with the screen form of the document (see Fig. 13).

Fig. 13. Screen form of the Sell currency document

Main recommendations on filling in the fields of the document:

- The default document number is not filled in and can be changed. When saving a document with an empty number, the field is filled in according to automatic numbering.

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

- The date of the document is automatically filled in with the current date and can be changed.
- The default **Validity** field is not filled in and can be changed. The value in the field should not exceed 30 days from the date of the document.
- The **Please sell** field represents two fields: the field for entering the amount and currency of payment. The field with the payment currency is a drop-down list that contains symbolic codes of all currencies, in which the organization of the account is open for the employee.
- The field with the variants of the currency selling rate is a drop-down list that contains the allowed variants: "at the rate of the bank" – means the use of the rate in the document, which is set in the bank; "at the rate" – the rate entered by the client.
- The field with the debit account is a drop-down list with the accounts in the selected currency available to the employee of the organization. The number of each order is displayed in the list, as well as the name of the order (if it is specified). By default, the order that was last used when creating this type of document is selected. If there is only one suitable order, it is automatically selected and the field becomes inaccessible.
- The field with the options of writing off foreign currency is not available for change and contains the value: "Instruct the bank to write off".
- The **Amount in UAH** field is displayed at the option of selling rate "at the rate". The field is unavailable for change and contains the value calculated by the formula: amount in foreign currency \* sell rate.
- **Instruct to credit to the bank** field as a drop-down list with the possibility to enter the values manually. The list contains the MFO codes of the banks in which the accounts available to the employee are opened. If you choose a value from the list or manually enter a correct MFO value, the name of the bank is automatically filled in from the MFO directory.
- The **To the account** field is a drop-down list with the possibility to enter values manually. Regardless of the value of the Bank field, the drop-down list contains all available hryvnia accounts of the organization's employee. The number of each account is displayed in the list, as well as the name of the account (if it is specified).
- The **Commission, %** field is not available for change and is automatically filled in with the value "According to the tariffs of the bank".
- In the field with the phone number of the authorized employee of the organization, the value is specified strictly in the format +380(XX)-XXXX-XX-XX. Clicking with the left mouse button in the field automatically fills it with the value

+380( ) - - - . If the phone number was not entered completely, then by clicking with the left mouse button outside the field it is cleared.

To save a document, press the **Save** button on the toolbar.

### Application for the purchase of foreign currency

By selecting the menu option **Purchase** from the **Currency documents** group, you are sent to the **Purchase currency** page. By default, the list of working documents is displayed. To view the executed documents, go to the **Executed** tab (see Fig. 14).

Fig. 14. Screen form for displaying the list of Purchase currency documents

The following operations are available for documents:

- Sorting the list of documents
  - Standard operations: creating, editing, copying, deleting, signing, printing (to printer and PDF file), revocation, importing in iBank 2 format, filtering the list of documents by date.
  - Filtering the list of documents using the advanced filter. The composition of the extended filter fields corresponds to the displayed information about the document in the list, except for the presence of the **Account** field for filtering by foreign currency account for foreign currency deposit.
  - Working with attachments.
- To create a document, press the **Create** button on the toolbar on the **Purchase currency** page. As a result, you will be sent to the Editor page with the screen form of the document (see Fig. 15).

Fig. 15. Screen form of application for purchase of foreign currency



#### Main recommendations on filling in the fields of the document:

- The default document number is not filled in and can be changed. When saving a document with an empty number, the field is filled in according to automatic numbering.

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

- The date of the document is automatically filled in with the current date and can be changed.
- The default **Validity** field is not filled in and can be changed. The value in the field should not exceed 30 days from the date of the document.
- The **Please purchase** field represents two fields: the field for entering the amount and currency of payment. The field with the payment currency is a drop-down list that contains symbolic codes of all currencies, in which the organization of the account is open for the employee.
- The **And credit to the account** field is a drop-down list with the accounts in the selected currency available to the employee of the organization. The number of each order is displayed in the list, as well as the name of the order (if it is specified). By default, the order that was used the last time when creating a document of this type is selected. If there is only one suitable order, it is automatically selected and the field becomes inaccessible.
- The field with variants of the currency buying rate is a drop-down list, which contains acceptable variants: "at the rate of the bank" – means using the rate in the document, which is set in the bank; "at the rate" – the rate entered by the client.
- The **Amount in UAH** field is displayed and is not available for change at the purchase rate variant "at the rate" and contains the value calculated by the formula: amount in foreign currency \* purchase rate.
- The **Required amount in UAH** field is filled in by default with the value "Undertake to transfer by myself".
- The **To the bank account** field is not available for change and is automatically filled in with the number of the transit account of the bank.
- The **Commission, %** field is not available for change and is automatically filled in with the value "At bank tariffs".
- The **Unused funds in hryvnia shall be transferred to the bank** field as a drop-down list of bank MFO codes with the possibility of entering the values manually. The list contains the MFO codes of the banks, in which the accounts available to the employee are opened. If you choose a value from the list or manually enter a correct MFO code, the name of the bank is automatically filled in from the MFO directory.
- The **To the account** field is a drop-down list with the possibility to enter values manually. Regardless of the value of the Unused funds in hryvnia shall be transferred to the bank field, the drop-down list contains all available hryvnia accounts of the organization employee. The number of each account is displayed in the list, as well as the name of the account (if it is specified).
- In the field with the phone number of the authorized employee of the organization the value is specified strictly in the format +380(XX)-XXXX-XX-XX. Clicking with the left mouse button in the field automatically fills it with the value +380( )\_\_-\_\_-\_\_-\_\_. If the phone number was not entered completely, then when clicking with the left mouse button outside the field it is cleared.

To save a document, press the **Save** button on the toolbar.

#### Beneficiaries

If you choose the **Beneficiaries** menu option from the **Currency documents** group, you will be sent to the **Beneficiaries** page.

By default, the list of beneficiaries is displayed.

To create a document, press the **Create** button on the toolbar on the **Beneficiaries** page. As a result, you will be sent to the Editor page with the screen form of the document (see Fig. 16).

Beneficiary

Name

Account

IBAN

Country

City

Address

Beneficiary's bank

optional

Account

optional

Name

Country

City

optional

Address

optional

Intermediary bank

☐ Involved

Fig. 16. Screen form for creating a record in the directory of beneficiaries

After entering the data, press the **Save** button on the toolbar to save the document.

SWIFT Directory

When you select the **SWIFT Directory** menu option from the **Currency documents** group, you will be sent to the **SWIFT Directory** page.

By default, the SWIFT directory is displayed (see Fig. 17).

HRYVNIA DOCUMENTS

PAYROLL SERVICE

FCY DOCUMENTS

SWIFT-payment

Payment within the Bank

Sale

Purchase

Convert

SWIFT-messages

Beneficiaries

SWIFT directory

BUDGETING

ACCOUNTS

DEPOSITS

CREDITS

STATEMENT

TURNOVERS

SWIFT directory

Enter SWIFT, name, address or city

receive

Page 1 of 226

Records per page 500 | 1000 | 5000

SWIFT	NAME	ADDRESS	CITY
AAAARSBGXXX	TELENOR BANKA AD	11070, OMLADINSKIH BRIGADA 90V	BEOGRAD
AAACKWKWXXX	AL MUZAINI EXCHANGE CO. KSCC	13022, BUILDING 9, BLOCK 4, SAUD BIN ABDU...	KUWAIT
AAADFRP1XXX	ASSET ALLOCATION ADVISORS SA	75008, 3 AVENUE HOCHE, CHEZ NSM, CHEZ N...	PARIS
AAAGFRP1XXX	ASSOCIATION ADMINISTRATIVE AGRR	75008, 10 RUE DU COLISEE	PARIS
AAAJBG21XXX	ARCUS ASSET MANAGEMENT JSC	4000, BUSINESS CENTER LEGIS, 6TH OF SEPT...	PLOVDIV
AAALSARIALK	ALAWWAL BANK		ALKHOBAR
AAALSARICTD	ALAWWAL BANK		RIYADH
AAALSARIJED	ALAWWAL BANK		JEDDAH
AAALSARIRYD	ALAWWAL BANK		RIYADH
AAALSARIXXX	ALAWWAL BANK	11431, HEAD OFFICE BUILDING, DHABAB STR...	RIYADH
AAAMFRP1XXX	ALLIANZ ALTERNATIVE ASSET MANAGEMENT SA	75009, 20 RUE LE PELETIER	PARIS
AAAFRFP1XXX	ACA ASSET MANAGEMENT COMPANY AND AS...	75007, 241 BOULEVARD ST GERMAIN	PARIS
AAAPBGS1XXX	ALARIC CAPITAL	1301, EXARCH YOSIF 7	SOFIA
AAASTHB1XXX	ASIA PLUS SECURITIES PUBLIC COMPANY LI...	10120, SATHORN CITY TOWER, FLOOR 1-3, 17...	BANGKOK
AABAFI22TMS	BANK OF ALAND PLC		MARIEHAMN

Fig. 17. Screen form of SWIFT directory

## 7. CORPORATE CARDS

In the current version of the system this functionality is not implemented.

## 8. ACCOUNTS

### Account opening

By selecting the menu option **Open account** from the **Account** documents group, you will be sent to the **Open account** page. This page displays the list of working documents by default. To view the executed documents, go to the Executed tab (see Fig. 18).

NUMBER	DATE	CURRENCY	TYPE	STATUS
1	27.03.2019	UAH	Credit	new

Fig. 18. Screen form of Open account documents display

To create a document, press the **Create** button on the toolbar on the **Open account** page. As a result, you will be sent to the Editor page with the screen form of the document (see Fig. 19).

Number: auto num. Document date: 27.03.2019

Bank: 380838 "PRAVEX BANK" JSC

Subdivision: Ватутинське відділення

Currency: UAH Type: Credit

Disposer: No

Additional information: optional

ATTACH COPIES OF DOCUMENTS (max. size 2000.56 KB)

Fig. 19. Screen form of Open account document creation

### Main recommendations on filling in the fields of the document:

- The default document number is not filled in and can be changed. When saving a document with an empty number, the field is filled in according to automatic numbering.
- Attention! The document number will not be automatically generated if the number of the last created document contains letters or special characters.*
- The date of the document is automatically filled in with the current date and can be changed.

- The **MFO** field is a drop-down list of bank MFO codes with the possibility of entering values manually. The list contains the codes of the banks' MFO, in which the organization of the account available to the employee is opened. If you choose a value from the list or manually enter the correct MFO code, the name of the bank is automatically filled in from the MFO directory.
- The **Division** field is a drop-down list with the list of the bank branches where the client can open a current account.
- The **Currency** field is a drop-down list with the list of currencies in which the current account can be opened.
- The **Type** field is a drop-down list with the list of account types, among which you should choose "Current" or "Current (budget)".
- The **Holder** field is a drop-down list with the list of the client's employees that have access to the system. You can choose the "NA" option.

To save a document, press the **Save** button on the toolbar.

Limits

By selecting the **Limit** menu option from the **Accounts** documents group, you will be sent to the **Limits** page. This page displays the list of set limits of the client's employees (see Fig. 20).

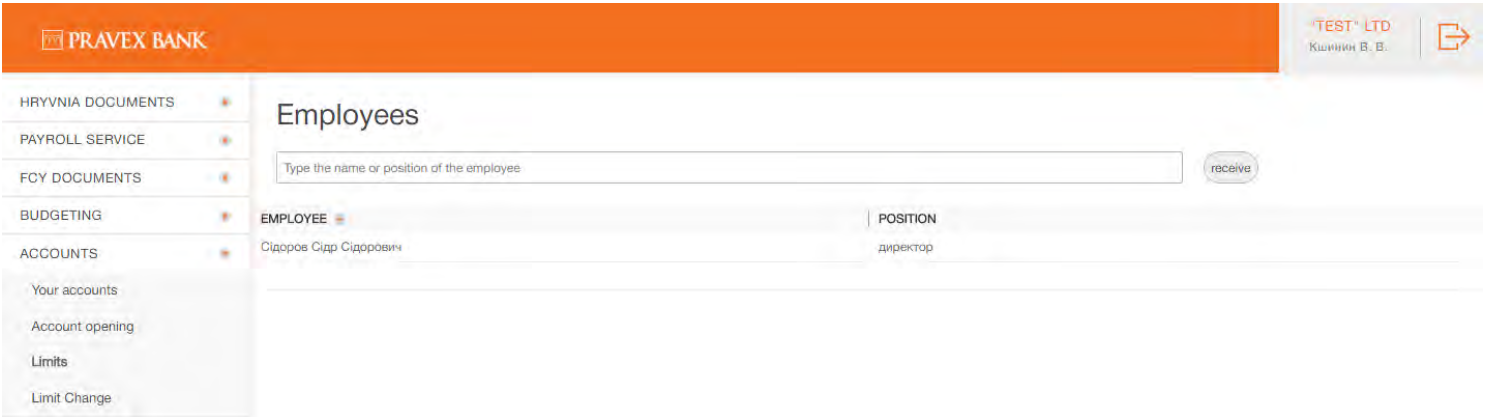


Fig. 20. Screen form of displaying the list of the configured limits of the client's employees

Limit change

By selecting the **Change limit** menu option from the **Account** documents group, you will be sent to the **Change limit** page. This page displays the list of the client's requests to change the limits. By default, the list of working documents is displayed. It is necessary to go to the Executed tab (see Fig. 21).

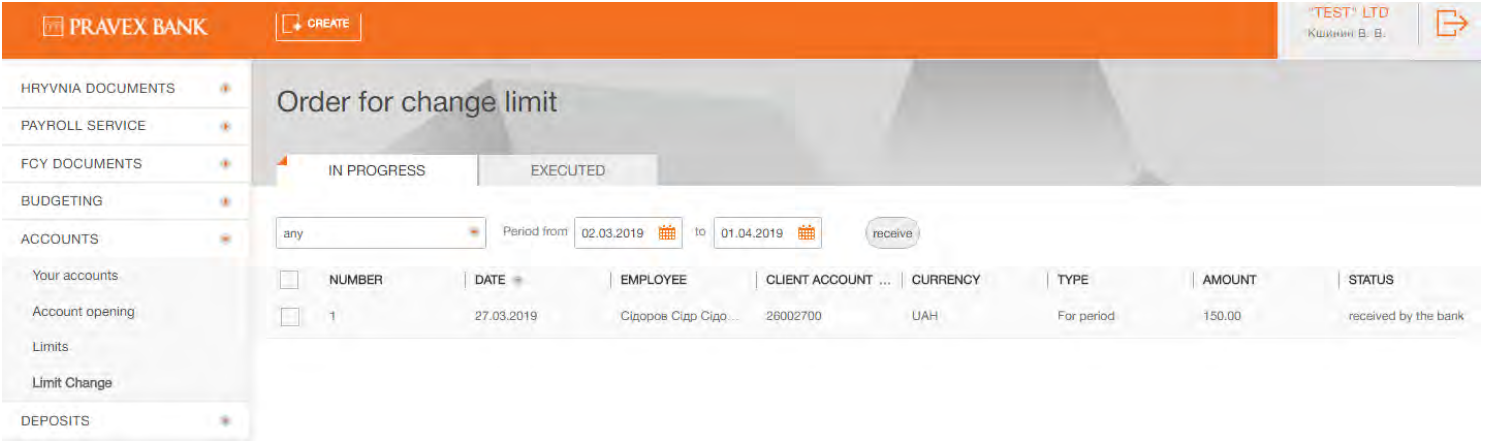


Fig. 21. Screen form for displaying limit change applications

9. DEPOSITS

Your deposits

The report of **Your deposits** provides summary information about open and closed deposit agreements of the client. The contract is called closed if it has expired.

To generate the report, you need to select the menu option **Your deposits**. By default, the report is formed on the client's open deposits. To generate a report on closed deposits, you should go to the **Closed** tab.

The appearance of the generated report is shown in Fig. 22.

PRAVEX BANK

PRINT

TEST LTD  
Кишинев В. В.

HRYVANIA DOCUMENTS

PAYROLL SERVICE

FCY DOCUMENTS

BUDGETING

ACCOUNTS

DEPOSITS

Your deposits

Request to tranche

Deposit withdrawal

Deposit management

Your deposits

OPENED

CLOSED

OPEN DATE	ACCOUNT	DEPOSIT NAME	BALANCE	CURR.	% RATE	UNPAID %	MIN. REPLENISHME...
29.03.2019	261057004	Деп.Корп. до 1р.(випл. в 1.50		UAH	10.00	0.00	

Fig. 22. Screen form for displaying the list of deposits

At the bottom of the page you can see the summary information about the client's deposits grouped by currencies: total amount of deposits and total amount of unpaid interest. For foreign currencies these amounts are also displayed in hryvnia equivalent.

The following operations are available for the report:

- Sort the list of records.
- Print the report to the printer.
- View detailed information about the deposit.

Review of detailed information about the deposit

To view the detailed information about the deposit, you should click with the left mouse button on the necessary deposit in the list. As a result, you will be sent to the Editor page with the screen form of detailed information about the deposit in the review mode (see Fig. 23).

PRAVEX BANK

REPLENISH

AGREEMENT STATEMENT

TEST LTD  
Кишинев В. В.

BACK TO THE LIST

Deposit

Data relevant on 01.04.2019 00:00

Name

Деп.Корп. до 1р.(випл. в кінці)

Contract

261057004

% rate

10.00

Open date

29.03.2019

Withdrawal date

25.09.2019

Term in days

180

Account

26105700

Capitalization

Autolongation

Current balance

1.50

UAH

→

UAH

Unpaid %

0.00

UAH

→

UAH

Amount by agreement

1.50

UAH

→

UAH

Minimum deposit replenishment

UAH

Fig. 23. Screen form of detailed information about the deposit

The following operations are available for the report:

- Sort the list of records.
- View the history of interest rate changes.
- Deposit replenishment.



- Receipt of statements from the deposit agreement.

Review of the interest rate change history

The history of interest rate changes shows during which time periods the interest rate on the deposit was changed. To generate the report, click on the link **% rate** on the screen of detailed information about the deposit. If there is a history of interest rate changes, the page **Interest rate change history** (see Fig. 24) with the list of rates is displayed, otherwise the corresponding error message will appear on the screen.

PRAVEX BANK

PRINT

TEST LTD

Кшнін В. В.

BACK TO THE DEPOSIT

History of the interest rate changing

VALID FROM	EXPIRY DATE	INTEREST RATE, %
29.03.2019	25.09.2019	10.00

Fig. 24. Screen form of interest rate list display

The following operations are available for the report:

- Sort the list of records.
- Print the report to the printer.

Deposit replenishment

As part of the **Deposits** service, clients can replenish their deposits. Deposit replenishment is possible only for deposits in Ukrainian hryvnias, for which the minimum replenishment amount is specified. At deposit account replenishment the Hryvnia payment order is created, in which funds are debited from the current account of the client to his deposit account. To replenish the deposit it is necessary to perform the following actions:

1. On the Editor page with the detailed deposit information screen, click the **Replenish** button on the toolbar. As a result, you will be sent to the **Deposit account replenishment** page (see Fig. 25).
2. Enter the deposit amount in the **Replenishment amount** field. By default, the field is filled with the minimum deposit amount.
3. In the field From my account choose the hryvnia account of the client, from which the funds will be debited. For each account, its number is displayed in the list, as well as the name of the account (if specified).
4. Press the **Payment** button on the toolbar. As a result, you will be sent to the results page (see Fig. 26).

PRAVEX BANK

PAYMENT

CANCEL

TEST LTD

Кшнін В. В.

Deposit account replenishment

N 26105700446270 under the agreement N 26105700446270

Replenish amount

1 000.00

UAH

Write-off account

260027004

Fig. 25. Screen form of deposit replenishment page

PRAVEX BANK

TEST LTD

Кшнін В. В.

BACK TO THE LIST

Deposit account replenishment

ACTION	RESULT
For replenishment deposit account N26105700446270 document was created: Hryvnia payment order N40 on amount 1 000.00 UAH	ok

Fig. 26. Screen form for displaying the deposit replenishment results page

Statements on deposit agreement

This report provides information on the movement of funds within the deposit account. In order to generate the report, it is necessary to perform the following actions:

- 1. On the Editor page with a detailed deposit information screen form, click the **Statement on agreement** button on the toolbar. As a result, you will be sent to the **Deposit account statement** page.
- 2. Specify the time frame of the report. To do this, enter the required date range into the Period **from and till** fields or select the required date range using the graphical calendar. By default, the report is formed from the date of opening the deposit to the current date.
- 3. Press the **Receive** button.

The appearance of the generated statement is shown in Fig. 27.

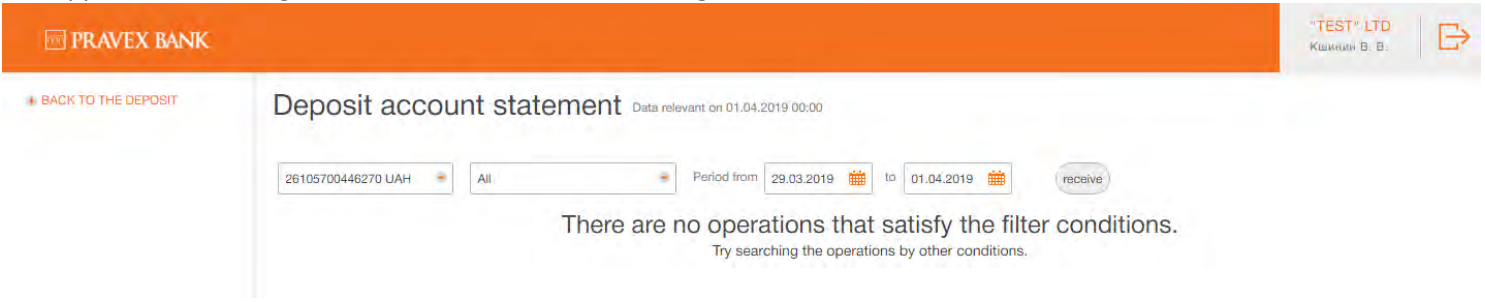


Fig. 27. List of deposit agreement operations

If there are no operations, the corresponding message will be displayed.

The following operations are available for the report:

- Sort the list of records.
- Print the report to the printer.
- View detailed information about the operation. To view the detailed information about the operation, you should click with the left mouse button on the necessary record in the list. As a result, you will be sent to the Editor page with the screen form of detailed information about the operation in the review mode.

Request for tranche placement

As part of the **Deposits** service, clients can send a request for placing a tranche (deposit). When selecting the **Request for tranche** menu option from the **Deposit** documents group, you will be sent to the **Requests for tranche placement** page. This page displays the list of client requests for tranche placement. By default, the list of working documents is displayed. For review of the executed documents it is necessary to pass to the Executed tab (see Fig. 28).

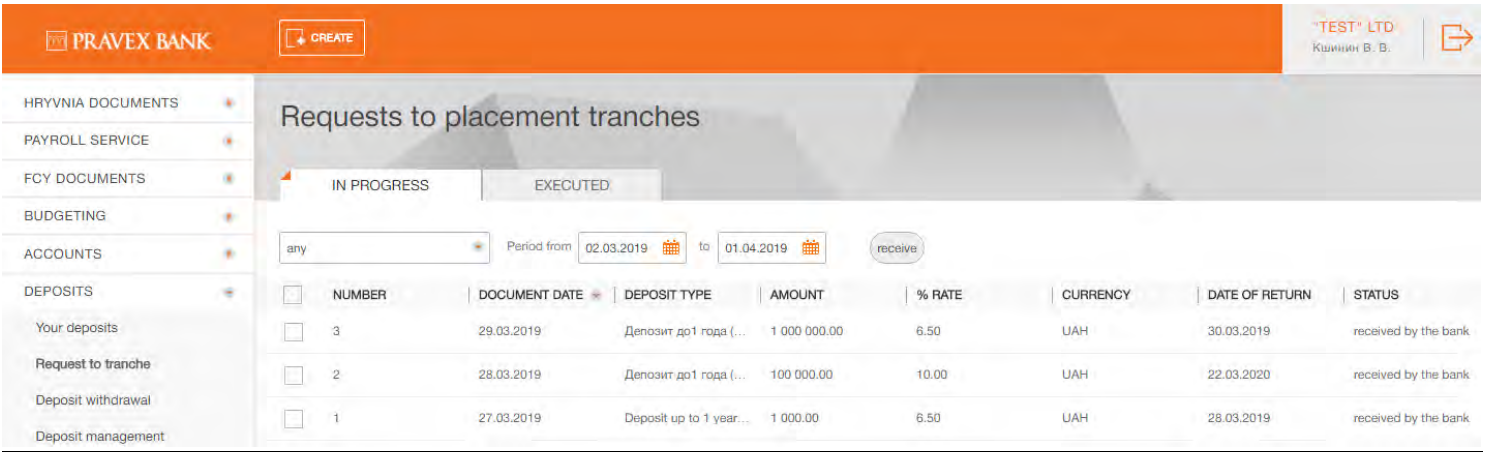


Рис.28. Screen form of the tranche placement page

To create a request for tranche placement it is necessary to press the **Create** button on the toolbar on the **Requests for tranche placement** page. As a result, you will be sent to the **Request for tranche placement** page (see Fig. 29).

SAVE

CANCEL

TEST LTD

Кириленко В. В.

Request to placement tranche

Number

autounum.

Document date

01.04.2019

Deposit name

Deposit up to 1 year (monthly)

Rate, % annual

6.50

Term

1 days

Beginning

01.04.2019

Ending

02.04.2019

Amount

0.00

Currency

UAH

Deposit funds

delegate bank to debit from our current account

Write-off account

260027004

Payment %

Monthly

Return-on account

260027004

Replenishment

Min. replenishment amount - 0.00 UAH

Max replenishment amount - 0.00 UAH

Capitalization

Autoprolongation

Partial withdrawal

Early termination

Рис.29. Screen form of the request for tranche placement page

#### Main recommendations on filling in the fields of the document:

- The default document number is not filled in and can be changed. When saving a document with an empty number, the field is filled in according to automatic numbering.

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

- The date of the document is automatically filled in with the current date and can be changed.
- The **Name** field is a drop-down list of deposit programs within which the tranche can be placed.
- Field **Annual % rate** is filled in by default, based on the selected deposit program and the term of tranche placement.
- The **Term** field is initially filled in with the value of the minimum number of days for which the tranche can be placed, based on the selected deposit program. The field is available for editing.
- The **Start** field is a calendar with the possibility to choose the date of tranche placement.
- The **End** field is calculated by default, based on the start date of the tranche placement and the selected placement period.
- The **Deposit amount** field is an editable field for entering the tranche amount.
- The **Currency** field is a drop-down list with the list of currencies in which the tranche can be placed.
- The **Deposit funds** field is filled in by default with the value "We instruct the bank to write off from our current account". In order to make a deposit for placing a tranche, it is necessary to choose the value "I undertake to transfer".
- The **Debit account** field is a drop-down list of available for debiting accounts in the selected currency of tranche placement. The field is available for filling in when selecting the "We instruct the bank to write off from our current account" option in the **Deposit funds** field.
- The **Payment of %** field is filled in by default, based on the selected deposit program.

After filling in the above fields, the client will be shown the availability of additional options for placing the tranche, based on the selected deposit program: the possibility of replenishment (minimum and maximum replenishment amount), the possibility of capitalization, the possibility of automatic renewal, the possibility of partial withdrawal, the possibility of early termination.

To save the document press the **Save** button on the toolbar.

#### Withdrawal of deposit

The service is not used in this version of the system.

#### Deposit management



The service is not used in this version of the system.

10.CREDITS

Your credits

**Your credits** report provides summary information about the client's open and closed credit agreements. An agreement is called a closed if it has expired.

To generate the report, you need to select the menu option **Your credits**. By default, the report is generated for the client's open loans. To generate a report on closed credits, it is necessary to go to the **Closed** tab.

The appearance of the generated statement on open loans is shown in Fig. 30.

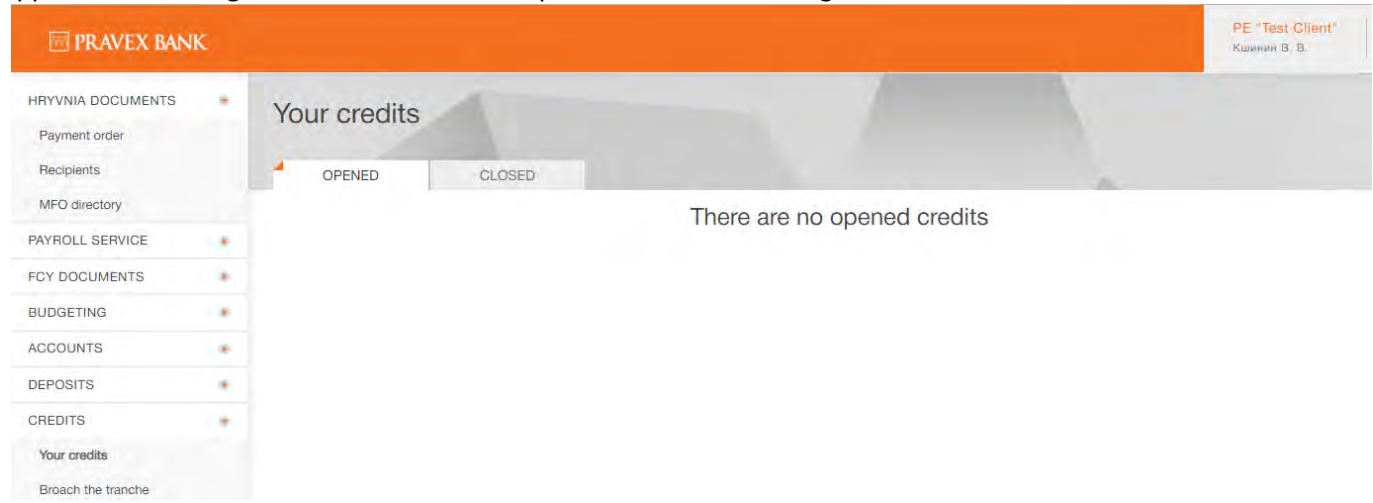


Fig. 30. Screen form for displaying the list of open credits

At the bottom of the page you can see the summary information about the number and amounts of the client's credits grouped by currencies. Hryvnia equivalents of amounts are also displayed for foreign currencies.

The following operations are available for the report:

- Sort the list of records
- Print the report to the printer
- View detailed information about the credit

Review detailed information about the credit

To view detailed information about the credit, click with the left mouse button on the necessary credit in the list. As a result, you will be sent to the page **Editor with the screen form of detailed information about the credit** in the review mode (see Fig. 31).

Вид задолженности	Валюта	Текущая	Просроченная	Всего	Просроч. дней
Основной долг	Валюта долга	100 000.00	0.00	100 000.00	0

Fig. 31. Screen form of detailed information about the credit

The screen form is a general information about the credit, as well as a list of loan debts. Each type of debt is displayed in the report not more than once. If there is no debt, it is not displayed in the report.

The following operations are available for the report:

- Sort the list of records
- Print the report to the printer.
- View the interest rate change history.
- View the repayment schedule.
- Receipt of credit agreement statements.

Interest rate history

The history of interest rate changes shows the periods in which the interest rate changes under the credit agreement took place. In order to generate a report, click on the **% rate** link on the screen of detailed information about the credit. As a result, the page **History of interest rate changes** (see Fig. 32) containing the list of interest rate changes will be opened.

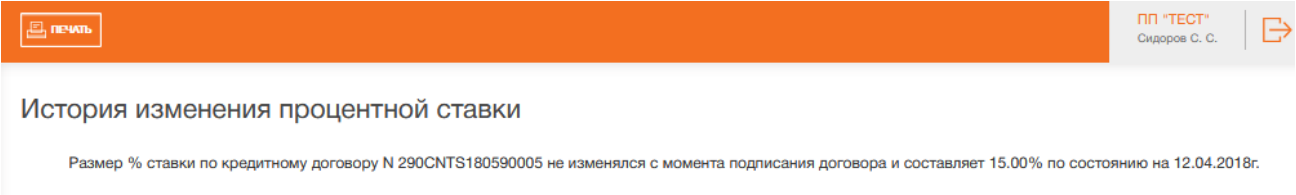


Fig. 32. Screen form of interest rate list display

If there is a history of changes for each interest rate, the following information is displayed in the list:

- Start of validity — the date of the beginning of the interest rate validity period.
- End of validity — the date when the interest rate expires.
- Interest rate, % — interest rate value.

The following operations are available on the report:

- Sort the list of records.
- Print the report to the printer.

Repayment schedule

This report provides information on when a certain amount of credit should be repaid by the due date. The repayment schedule is based only on the principal debt and does not take into account other types of debts. To generate the report, it is necessary to click on the **Repayment schedule** link in the screen form of detailed information about the loan. As a result, you will be sent to the page **Credit agreement repayment schedule** (see Fig. 33), which contains a list of scheduled payments for repayment of the credit amount.

СРОК ОПЛАТЫ	СУММА К ОПЛАТЕ	ОСТАТОК ОСН. ДОЛГА
31.03.2018	1 068.49	100 000.00
01.05.2018	1 273.97	100 000.00
31.05.2018	1 232.88	100 000.00
01.07.2018	1 273.97	100 000.00
31.07.2018	1 232.88	100 000.00
31.08.2018	1 273.97	100 000.00
01.10.2018	1 273.97	100 000.00
31.10.2018	1 232.88	100 000.00
01.12.2018	1 273.97	100 000.00
31.12.2018	1 232.88	100 000.00
31.01.2019	1 273.97	100 000.00
27.02.2019	100 000.00	0.00
03.03.2019	1 273.97	0.00
04.03.2019	41.10	0.00

Fig. 33. Credit agreement repayment schedule page

At the bottom of the page the line with the total loan amount is displayed.

The following operations are available on the report:

- Sort the list of records.
- Print the report to the printer.

Statements on credit agreement

This report provides the client with information on the flow of funds (write-offs, credits) under the credit agreement. To generate the report, it is necessary to perform the following actions:

- 1. On the Editor page with detailed information about the credit, press the **Statement on agreement** button on the toolbar. As a result, you will be sent to the **Statement on agreement** page.
- 2. Specify the time frame of the report. To do this, enter the required date range into the Period **from and till** fields or select the required date range using the graphical calendar. By default, the report is formed from the date of credit opening to the current date.
- 3. Press the **Receive** button.

The appearance of the generated statement is shown in Fig. 34.

Виписка по договору						
Номер: 290CNTS180590005    Період з: 28.02.2018    по: 12.04.2018 <span>Получить</span>						
ТИП ОПЕРАЦИИ	ВАЛЮТА	ДАТА ОПЕР.	ОСНОВНОЙ ДОЛГ	ПРОЦЕНТЫ	КОМИССИИ	ПЕНА, ШТРАФЫ
Погашение	UAH	31.03.2018	0.00	1 068.49	0.00	0.00

Fig. 34. List of operations under the credit agreement

The following operations are available on the report:

- Sort the list of records.
- Print the report to the printer.

Tranche opening

The service is not implemented in this version of the system

11.STATEMENTS

With the help of the **Statement** report, the client can get prompt information about the account's cash flow for a selected period of time with detailed information about the counterparty and the purpose of payment. To receive the report the following actions are to be performed:

- 1. Select the **Statements** menu option.
- 2. By default, one of the client's accounts opened in the bank is selected. To select other accounts, check the necessary accounts from the list in the Account field or check the first option **All** to select all accounts opened in the bank. For each account its number, symbolic code of the currency, type and name of the account (if it is specified) are displayed in the list. When entering the value in the list, suitable accounts will be automatically displayed.
- 4. Specify the time frame of the report. To do this, enter the required date range into the fields **from and till** manually or select the required date range using the graphical calendar. By default, the report is formed for the current date.
- 5. Press the **Receive** button.

Attention! The **Receive** button is activated only after the account number is filled in correctly.

Information on operations in the statement

The appearance of the page of the generated report on one account is presented in Fig. 35.

PRAVEX BANK

EXPORT

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Кішин В. В.

HRVYNIA DOCUMENTS

PAYROLL SERVICE

FCY DOCUMENTS

BUDGETING

ACCOUNTS

DEPOSITS

CREDITS

STATEMENT

Statement

Previous operation date: 26.02.2019

380838

260027004

UAH

for a period from

27.02.2019

to

02.04.2019

receive

DOCUMENT NUMBER	TRANSACTION DATE	CORRESPONDENT	AMOUNT	DETAILS
211013348/	01.04.2019 00:00:00	АТ "ПРАВЕКС БАНК"	- 100.00	Сплата комісії за виконання РКО з в...
211013349/	01.04.2019 00:00:00	АТ "ПРАВЕКС БАНК"	- 100.00	Сплата комісії за виконання РКО з в...
211013350/	01.04.2019 00:00:00	АТ "ПРАВЕКС БАНК"	- 100.00	Сплата комісії за виконання РКО з в...
211013351/	01.04.2019 00:00:00	АТ "ПРАВЕКС БАНК"	- 50.00	Сплата комісії за виконання РКО з в...
211013352/	01.04.2019 00:00:00	АТ "ПРАВЕКС БАНК"	- 100.00	Сплата комісії за виконання РКО з в...

Fig. 35. List of operations

The last date of updating the report and the date of the previous operation are displayed above the filter fields (in case of its absence, the phrase "no operations" is displayed).

In the lower part of the page a line with the summary information is displayed that contains:

- Balances: opening — the amount of funds on the account at the beginning of the first day of the selected period;
- Balances: closing — the amount of funds on the account at the end of the last day of the selected period;
- Total turnovers: debit — the total amount of debit operations from the account for the selected period;
- Total turnovers: credit — the total amount of credit operations to the account for the selected period.

If statements are received for several or all accounts, the following changes are displayed on the page:

- The last date of the report update and the date of the previous operation are not displayed at the top of the page.
- The **Group by accounts** flag is displayed above the list of operations.
- The **Account** and **Currency** columns are added to the operation list.
- The line with summary information is not displayed at the bottom of the page.

When selecting the **Group by accounts** option, the list of operations is grouped by accounts (see Fig. 36).

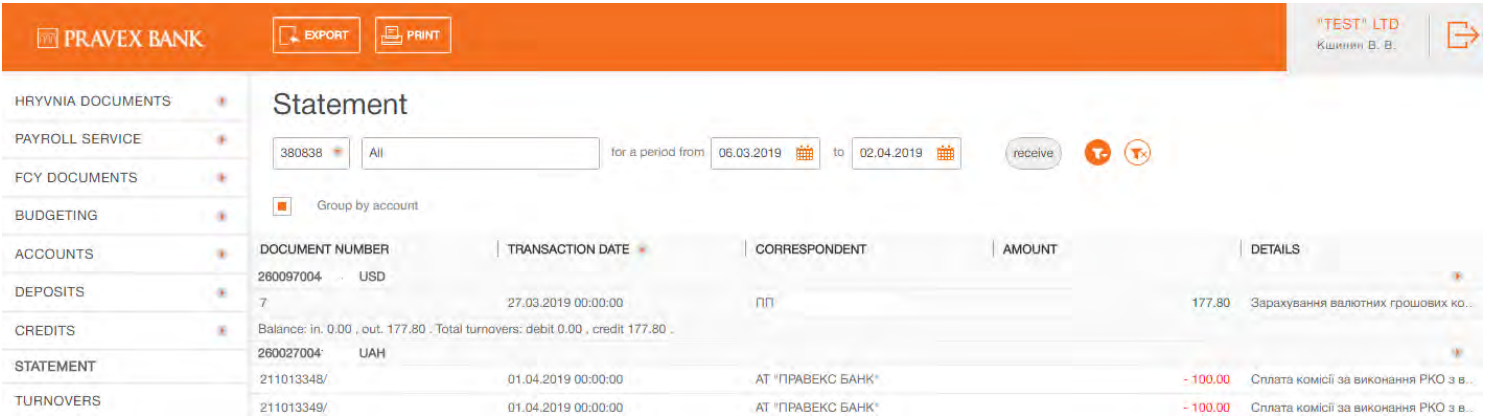


Fig. 36. List of operations grouped by accounts

The following operations are available for statements:

- Sort the list of records.
- Standard operations: printing (to printer and PDF file), export (in Comma-separated values formats (.csv), IBIS, Profix).
- View and work with individual operations in the list.
- Printing of the register of operations on the printer and to the PDF-file.
- Filtering the list of operations using the advanced filter.

Print report

Several print modes are supported for the Statement report:

1. Print a list of operations. The following types of operation list can be printed: standard, abbreviated, extended, extended (landscape). It is performed on the page with the list of operations by clicking the **Print** button on the toolbar and selecting the corresponding printing option in the drop-down list. Printing form is a list of operations on the selected account for the specified period. Information operations are printed in a separate table.
2. Printing of the operations register by type. It is performed on the page with the list of operations by clicking the **Print** button on the toolbar and selecting the Debit or Credit Register option in the drop-down list. The printed form is a brief list of operations with the corresponding type. Printing to a printer or PDF file is allowed.

*Attention! In the register of operations there are no information operations, and also operations which do not satisfy to conditions of the advanced filter.*

Advanced operations filter

The advanced operations filter is used not only to find the necessary information, but also to form a register of operations before printing. To display the advanced filter, press the **More filter parameters** button in the information panel.

Using the advanced filter you can filter operations by such criteria:

- By type of operation (Operation type field).
- By document number (Document number field).
- By the amount of the operation (Amount from ... to field). You can set both the range of amounts and the maximum or minimum amount.
- According to the purpose of payment (Payment reference field). Filtering by the payment purpose is performed taking into account the register.

- By correspondent (Correspondent field). You can specify the name of the correspondent manually or select it from the list. If you choose a correspondent from the list, the Correspondent, EDRPOU, Account, Payment reference fields will be automatically filled in from the information about the correspondent.
- For correspondent EDRPOU (EDRPOU field). It is possible to set the EDRPOU code of the correspondent manually or select it from the list. When selecting EDRPOU from the list of fields Correspondent, EDRPOU, Invoice, Payment reference will be automatically filled in from the information about the correspondent.
- On the correspondent's account (Account field). In this case, you can specify the number of the correspondent's account manually or select it from the list. When selecting an account from the list of the Correspondent, EDRPOU, Account, Payment reference fields, they will be automatically filled in from the information about the correspondent.

When entering values in the fields of the extended filter Correspondent, EDRPOU, Account the suitable values will be displayed in the lists.

To filter it, you should fill in the fields with the required values and press the **Receive** button. There is no need to fully enter the account number, EDRPOU code, name of the correspondent or text of the payment reference for filtering: just enter one or several digits or symbols for the field of the corresponding type into the advanced filter.

Hide the advanced filter by clicking the **Hide filter** button on the information panel. If the filter fields have been filled in, the list of filled in fields with corresponding values will be displayed instead of the advanced filter fields, and the list of operations will be filtered out. The button for clearing this value will be additionally displayed near each field value. To clear all the filter fields, press the **Set default values** button on the information panel.

#### Review of detailed information about the operation

To view the detailed information about an operation, click with the left mouse button on the necessary operation in the list. As a result, you will be sent to the Editor page with the screen form of detailed information about the operation in the review mode (see Fig. 37). Depending on the type of operation (debit, credit) the name of the page will be *Debit operation* or *Credit operation*, respectively.

**Debit operation** for 01.04.2019 00:00:00

Document number: 211013348/      Document date: 01.04.2019      Value date:

Account: 260027004      UAH

Amount: 100.00 UAH

Correspondent: AT "ПРАВЕКС БАНК"

Bank: 380838      AT "ПРАВЕКС БАНК"

Account: 29099100022965      EDRPOU: 14360920

Payment details:  
Сплата комісії за виконання РКО з використанням системи "PRAVEXBANK BIZ" за періода 01.03.2019 по 31.03.2019. Зг.дог.№100241306-PZ від 25.10.2018, Без ПДВ

Fig. 37. Screen form of detailed information about the operation

The following operations are available to the client from the Editor page:

- Print a separate operation to the printer and PDF file. This is done by clicking the **Print** button on the toolbar. The printed form corresponds to the printed form of the hryvnia payment order. Printing is not available for currency account operations.

*Attention! The possibility of printing individual operations is set up by the bank.*

- Copying the operation. Available only for operations with "debit" type on Hryvnia accounts. To copy an operation, press the **Copy** button on the toolbar. As a result, you will be sent to the page of creating a hryvnia payment order, where all the information (the amount of the document, the client's account, the recipient's details and the text of the payment reference) will be copied from the initial operation.
- Adding a correspondent to the directory. Available only for operations on hryvnia accounts. To add a correspondent to the directory of recipients, press the **Add correspondent** button on the toolbar. As a result, an information



message about successful addition of a correspondent to the directory or an error message that such a correspondent is already present in the directory will appear on the screen.

## 12. TURNOVERS

With the help of the **Turnovers** report, the client can receive a summary of the account's cash flow, indicating only the total amount of debit and credit turnover, opening and closing balances for each day of the specified period. In order to receive the report, the following steps are required:

1. Select the **Turnovers** menu option.
2. By default, one of the client accounts opened in the bank is selected. To select other accounts, check the necessary accounts from the list in the Account field or check the first option **All** to select all accounts opened in the bank. For each account, the list displays its number, symbolic code of the currency, type and name of the account (if it is specified). When entering the value in the list, suitable orders will be automatically displayed.
3. Specify the time frame of the report. To do this, enter the required date range into the fields **from** and **till** manually or select the required date range using the graphical calendar. By default, the report is formed for the current date.
4. Press the **Receive** button.

*Attention! The **Receive** button is activated only after the account number is filled in correctly.*

The appearance of the generated report is presented in Fig. 38.

PRAVEX BANK

EXPORT

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КШИННИ В. В.

HRVYNIA DOCUMENTS

PAYROLL SERVICE

FCY DOCUMENTS

BUDGETING

ACCOUNTS

DEPOSITS

CREDITS

STATEMENT

TURNOVERS

Turnovers

380838

260027004

UAH

for a period from

03.03.2019

to

02.04.2019

receive

DATE	INC. BALANCE	TURNOVERS DT.	TURNOVERS CT.	OUT. BALANCE
02.04.2019	887.56	0.00	0.00	887.56
01.04.2019	1 637.56	750.00	0.00	887.56
31.03.2019	1 637.56	0.00	0.00	1 637.56
30.03.2019	1 637.56	0.00	0.00	1 637.56
29.03.2019	1 889.06	251.50	0.00	1 637.56
28.03.2019	2 139.06	1 000 250.00	1 000 000.00	1 889.06
27.03.2019	3 389.06	1 250.00	0.00	2 139.06

Fig. 38. List of turnovers

The last date of the report update is displayed above the filter fields.  
At the bottom of the page you can see a line with the summary information about the amount of debit and credit operations for the selected period.

The following operations are available for the turnovers:

- Sort the list of records.
- Standard operations: print (to printer and PDF file) and export in the **Comma-separated values format (.csv)**.
- Transfer to the list of operations. Clicking the left mouse button on the turnover in the list will switch to the **Statement** report, which is automatically generated by the corresponding account and the date of the selected turnover.

## 13. E-MAILS

PRAVEXBANK BIZ provides incoming e-mails addressed to the client by the bank and outgoing e-mails addressed to the bank by the client. To go to the list of e-mails, select the **E-mails** menu option. Incoming and outgoing e-mails are combined in one section: to view incoming e-mails, select the **Incoming** tab, to view outgoing e-mails — select the **Working** or **Outgoing** tab.

The list of incoming e-mails is displayed by default.

### Incoming e-mails

In the document list, unread incoming e-mails are displayed in bold, and the total number of unread e-mails is displayed next to the name of the **E-mails** menu option.  
The appearance of the screen form of the incoming message is shown in Fig. 39.

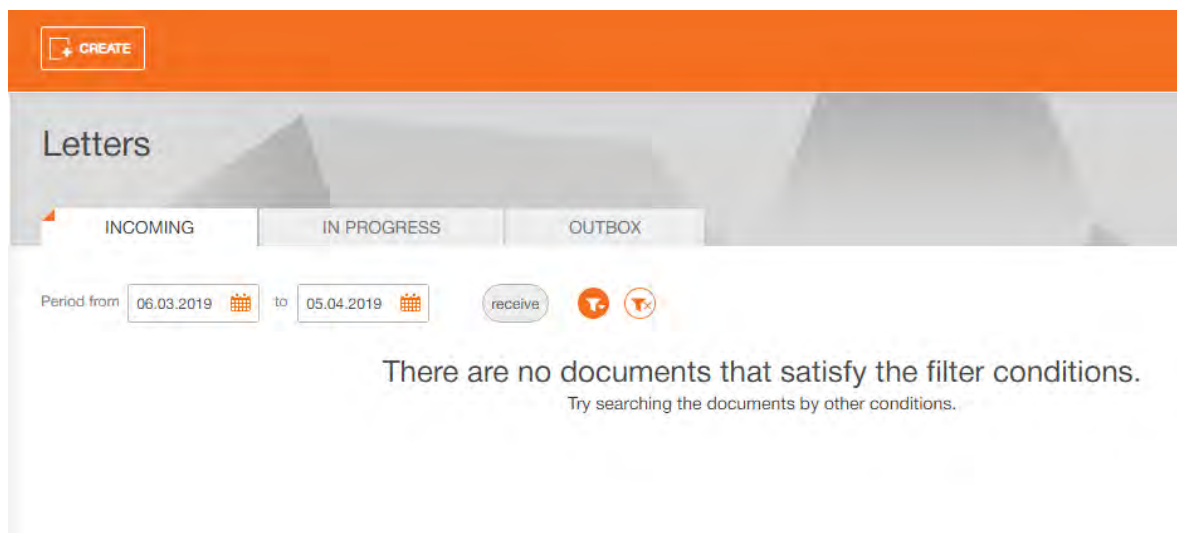


Fig. 39. Incoming e-mail screen form

The following operations are available for e-mails:

- Sorting the list of documents.
- Filtering the list of documents using the advanced filtering. The composition of the extended filter fields corresponds to the displayed information about the document in the list.
- Print one/group of documents to the printer and PDF file.
- Answer to the e-mail. To reply to an incoming e-mail, you should go to the Editor page and press the **Reply** button on the toolbar. As a result, you will be sent to the New mail editor page, where:
  - The subject of the e-mail will be as follows: Re: + <subject of the original e-mail>.
  - Attached files are not selected.
  - The text of the e-mail will be formed as follows: > + <text of the original e-mail>.
    - Work with attachments.

### Outgoing e-mails

In order to view the list of outgoing e-mails, go to the **Working** tab (e-mails that have not yet been sent to the bank or rejected by the bank) or **Outgoing** tab (e-mails that have been sent to the bank) after selecting the **E-mails** menu option.

The following operations are available for the e-mails:

- Sort the list of documents.
- Standard operations: creating, copying, editing, deleting, signing, printing (to printer and PDF file).
- Filtering the list of documents using the advanced filter. The composition of the advanced filter fields corresponds to the displayed information about the document in the list.

### Filling in the fields of the e-mail

To create an e-mail, press the **Create** button on the toolbar on the **E-mails** page. As a result, you will be sent to the Editor page with the screen form of the message (see Fig. 40).

Fig. 40. Screen form of outgoing e-mail

Main recommendations on filling in the fields of the document:

- If the templates for creating e-mails are set up by the bank, the e-mail subject is a drop-down list with the possibility of entering values manually. The list contains the templates set up by the bank for creating e-mails. If you choose a value from the list, the fields of the **Subject** of the e-mail and the **E-mail text** from the information about the selected template will be automatically filled in. The text of the e-mail can be added or changed.
  - If there are no templates for creating e-mails set up by the bank, the e-mail subject is a single-line editable field.
- To save a document, press the **Save** button on the toolbar.

14. REGULAR PAYMENTS

In the **Regular payments** section of PRAVEXBANK BIZ you can view the regular payments calendar (see Fig. 41) and regular payments activation agreements.

Fig. 41. Screen form of regular payments calendar

Creating a regular payment

To create a regular payment in the **Calendar** menu of the **Regular payments** section, you need to specify the month and year in which regular payments are to be made. Then you should choose the date of the start of regular payments and press the "+" button in the upper right corner of the selected date (see Fig. 42).

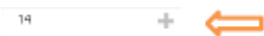


Fig. 42. Screen form for displaying the selected date to start regular payments

As a result, you will be sent to the Editor page with the screen form of creating a regular payment (see Fig. 43).



New regular payment

Write-off account

26002700

Recipient

Start typing the name

EDRPOU

Start typing

Bank

MFO

Name

Recipient account

Start typing

Payment amount

0.00

recount the amount in view of VAT

Payment details

VAT 20% VAT not included

Payment schedule

Date of first payment

03.04.2019

Date of last payment

Time of payment

optional

Periodicity of payments

day

agree with the terms of the contract

Save

Cancel

Fig. 43. Screen form of Regular payment document creation

Main recommendations on filling in the fields of the document:

- The field **with a debit account** is a drop-down list with accounts in the national currency available to an employee of the organization. The number of each account is displayed in the list, as well as the name of the account (if it is specified). By default, the order that was last used when creating this type of document is selected. If there is only one suitable order, it is automatically selected and the field becomes unavailable for modification.
- The **Recipient** field is a drop-down list of recipients (from the list of recipients) with the possibility to enter values manually.
- The **EDRPOU** field is a drop-down list of EDRPOU recipients (from the directory of recipients) with the possibility to enter values manually.
- The **MFO** field is a field for manual input of the recipient's bank MFO value.
- The **Name** field is filled in automatically after entering the value in the **MFO** field.
- The **Recipient account** field is a drop-down list of recipient accounts (from the directory of recipients) with the possibility of entering values manually.
- The **Payment assignment** field is a field for manual input of the payment reference. This field can also be filled in using the buttons "VAT 20%" and "Without VAT".
- The **Date of the first payment** field is filled in by default with the date selected when creating the document.
- The **Date of the last payment** field is a calendar for choosing the date of regular payments termination. If the date is not set, regular payments will be formed during the whole period available in the system (up to 2100).
- The **Payments periodicity** field is a drop-down list with available values "day", "week", "month", "quarter", "half a year", "year".

In order to save the document, press the **Save** button. After that, the created regular payment will be displayed in the **Calendar** and the **Agreement** menu with the **New** status (see Fig. 44).

Agreements

CONNECTIVITY

DISCONNECTING

Any

Period from

11.06.2019

to

11.06.2019

receive

	NUMBER	DATE	RECIPIENT	AMOUNT	PERIODICITY	STATUS
<input type="checkbox"/>	7	11.06.2019	Тест клиент	1.00	day	new

Fig. 44. Screen form for displaying agreements on regular payments

Sign or delete operations are available for the document. After signing the document it acquires the status of *Delivered* and sent for processing to the bank.

Deleting of regular payment

To delete a regular payment from the **Calendar** menu in the **Regular payments** section, select the number in which the regular payment was scheduled to be made. Then in the "Regular payment" window in the upper right corner press the button ("Advanced") (see Fig. 45).

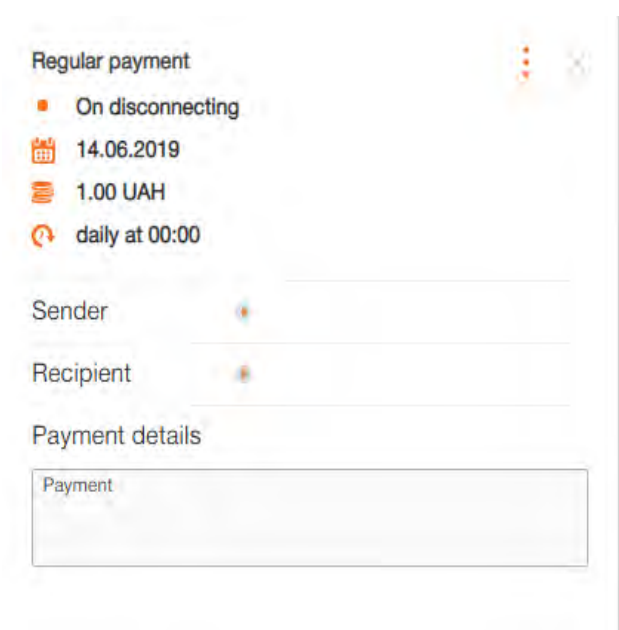


Fig. 45. Screen form for displaying additional regular payment actions

Next, select the "Delete regular payment" option (see Fig. 46).

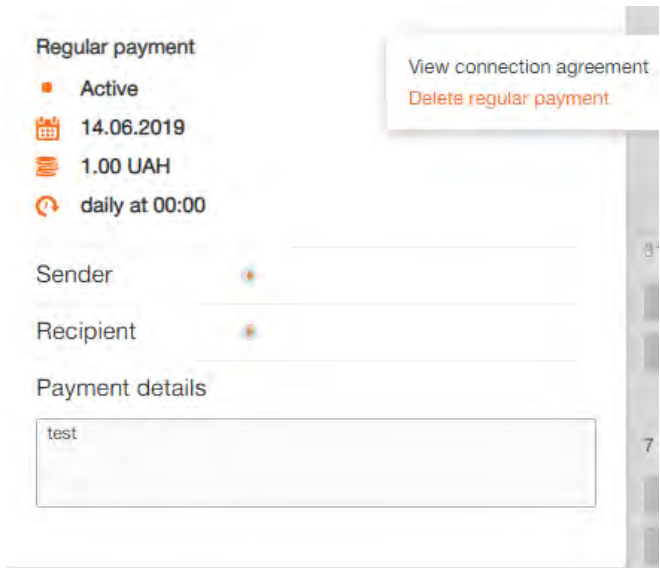




Fig. 46. Selection of an additional regular payment action

In the window "Agreement to disconnect regular payment" enter the reason for rejection and press the button "Reject" (see Fig. 47).

Agreement on the disconnection of a regular payment

 1.00 UAH

 daily at 00:00 (from 14.06.2019 to 21.06.2019)

Disconnection reason

DISCONNECT

CLOSE

Fig. 47. Screen form of the "Agreement on disconnection of regular payment" window

After that the status of regular payment will be changed to "Disabling".

## Agreements

In order to view the agreements on connection and/or disconnection of regular payments, it is necessary to select the corresponding tab in the **Agreements** menu of the **Regular payments** section (see Fig. 48).

# Agreements

CONNECTIVITY
DISCONNECTING

Any
Period from: 12.05.2019 to 11.06.2019
receive

NUMBER	DATE	RECIPIENT	AMOUNT	PERIODICITY	STATUS
1	11.05.2019	ПАТ КБ Правексбанк	1.00	day	received by the bank

Fig. 48. Screen form of the Agreement's menu in the Regular payments section

In this menu the result of the Bank's processing of the agreement on connection and/or disconnection of regular payment is determined based on the status (similar to other documents in PRAVEXBANK BIZ).

In order to view the detailed information, it is necessary to choose the agreement, after which the screen form of the agreement on regular payment connection (see Fig. 49(a))/on disconnection of regular payment (see Fig. 49(b)) will be opened.

### Agreement on connecting a regular payment

☒ I received

Issuance:

Document Date:

Windows account:

Payment account:

Recipient:  
 Beneficiary:

Bank:

Recipient address:

Payment details:

### Agreement on the disconnection of a regular payment

☒ I received

Issuance:

Document Date:

Disconnection code:

Payment parameters:  
 Date of first payment:

Date of last payment:

Recipient details:

Bank card account:

Recipient:  
 Beneficiary:

Payment details:

Bank:

Recipient address:

Payment details:

### Payment parameters

Date of first payment:

Date of last payment:

Recipient details:

Bank card account:

### Recipient

Beneficiary:

Payment details:

☒ I agree with the terms of the payment.

STATUS ☒ Received

YOUR COMMENT:

Date of last payment:

Periodicity of payments:

☒ I agree with the terms of the payment.

STATUS ☒ Received by the bank.

YOUR COMMENT:

Fig. 49(a). Screen form of the Agreement on connection of regular payment

# Agreement on the disconnection of a regular payment

to **Standard credit bank**

Signature:  Received date:

Disconnection order:

**Payment parameters**

Bank of PBO (recipient):

IBAN (IBAN):

Bank (recipient):

Identification of payment:

Received details:

IBAN (IBAN):

Received details:

**Required**

IBAN (IBAN):

IBAN (IBAN):

**Bank**

390838 AT "ПРАБЕКС БАНК"

**Released account**

29001790999721

**Payment details**

Payment:

☒ Agree with the terms of the disconnection

**STATUS** ✖ Received by the bank

**YOUR COMMENT**

Fig. 49(b). Screen form of the Agreement on disconnection of regular payment

# 15. MONITORING

In PRAVEXBANK BIZ in the **Monitoring** section you can configure the module to send notifications to the client. Within this section the client can access:

- Setting up delivery channels, i.e. ways to receive notifications.
- Setting up the distribution of notifications that will be received by the client via the specified delivery channel when the corresponding event occurs.
- View security messages set up for the client by the bank employee.

When selecting the **Monitoring** menu option, you will go to the list of delivery channels. To go to the list of configured notifications or security messages, you should go to the **My messages** or **Security messages** tabs respectively.

## Channels

The following information is displayed for each delivery channel in the list:

- Flag for selection of delivery channel in the list;
- Activity — icon of the enabled or disabled delivery channel;
- Name — name of the delivery channel;
- Channel type — one of the possible types is displayed: SMS or E-mail;
- Number/address — the mobile phone number or e-mail address to which the notifications will be sent.

The following operations are available for delivery channels:

- Sort the channel list.
- Standard operations: creating, editing, deleting.

*Attention! When a delivery channel is deleted, all notifications that have been configured for this channel are automatically deleted.*

- Switching the channel on/off.

## Creating a delivery channel

To create a delivery channel, press the **Create** button on the toolbar on the page with the list of delivery channels. As a result, you will be sent to the Editor page with the screen form of the delivery channel (see Fig. 50).

Channel settings

Name

optional

☒

 activate

Send message by

SMS

by number

+380

Message language

ukrainian

☒

 transliteration

Fig. 50. Screen form of delivery channel

Basic recommendations for filling in the screen form:

- The **Name** field is an input field that the client can fill in with any value.
- The Activate flag sets the activity of the delivery channel after its creation. If this flag is checked, the channel will be enabled after its creation (i.e. it will receive notifications), otherwise it will be disabled (i.e. it will not receive notifications).
- The **Send messages via** field is a drop-down list with available ways of sending messages (SMS, E-mail.). SMS is selected by default.
- If you have selected the type of SMS message sending, enter the number of the mobile phone in the phone number field to which the notifications will be sent. The phone number is specified strictly in the format +380(XX)-XXXX-XX-XX. When you click with the left mouse button in the field, it will be automatically filled in with +380( ) - - - - . If the phone number has not been entered completely, it will be cleared by clicking with the left mouse button outside the field.

- If you have selected the E-mail messaging type, you must enter the email address to which the notifications will be sent in the To the address field.
- The **Message language** field is a drop-down list with the available languages of notification texts.
- To receive notifications in the selected language using transliteration (i.e. Latin letters), you should check the transliteration flag. The flag is not checked by default.

To save the delivery channel, press the **Save** button on the toolbar.

#### Changing the activity of the delivery channel

There are two ways to enable or disable the delivery channel:

1. By clicking the left mouse button on the desired delivery channel in the list to go to review of the delivery channel and click the **Edit** button on the toolbar. As a result, the screen form of the delivery channel will be transferred to the edit mode, after which you should check or uncheck the checkbox to activate and save changes (the **Save** button on the toolbar).
2. Select one or a group of delivery channels in the list and press the **On/Off** button on the toolbar. As a result, the disabled delivery channels will be switched on and the switched on channels will be switched off.

#### My messages

To go to the list of configured notifications, go to the **My messages** tab in the **Monitoring** section.

The following information is displayed for each message in the list:

- Flag for selecting a notification in the list;
- Activity — icon of enabled or disabled notification;
- Message — the name of the event when the notification will be received;
- Channel — the name of the delivery channel that is used to send notifications.

#### The following operations are available for notifications:

- Sort the list of messages.
- Standard operations: creating, editing, deleting.

*Attention! When editing a notification, it is impossible to change its type (type of event).*

- Enable/disable mailing.

#### Creating a notification mailing list

In PRAVEXBANK BIZ the client can create the following types of notifications:

- Rejection of a document — informs about the change in the status of the client's document to Rejected;
- On incoming bank e-mails — informs about delivery of a new letter from the bank to the client;
- About the movement of funds on the account — informs about the write-off or crediting of funds to the selected account of the client;
- Login — informs the client about the login to the PRAVEXBANK BIZ system using the key of one of its employees;
- Account statement — provides information on the movement of funds on the selected client account with data on operations for the previous or current business day;
- Current balances — provides information about the current balance on the selected client account.

To create a new notification, press the **Create** button on the toolbar on the page with the list of messages. As a result, you will be sent to the Editor page with the screen form of notification.

*Attention! To be able to create a notification, at least one active delivery channel must be available.*

The **Send messages** field is a drop-down list with the available notification types. Depending on the selected view, the composition of the fields in the screen form changes (description of the screen form for each type of notifications is presented below).

To save a notification, press the **Save** button on the toolbar. If there are no errors, the Message setup page will go to the review mode.

#### Notification on rejection of the document

For adjustment of notifications about document rejection it is necessary to choose an option "About document rejection" in the **Send messages** field (see Fig. 51).

**Message settings**

Send messages

by channel

in format

for document

by account

for amount more then

☒ activate

ADDITIONALLY SPECIFY:

☐ Client name

Fig. 51. Screen form for notification of rejection of a document

Basic recommendations for filling in the fields of the screen form:

- The **through the channel** field is a drop-down list that contains the delivery channels created and included by the client.
- The **in the format** field is a drop-down list with available message formats. If the SMS delivery channel is selected, only the .txt value is available in the list; if the E-mail delivery channel is selected, the list contains the .txt and .html values.
- The **for documents** field is a drop-down list with available types of documents, which will be rejected by notifications. The list contains both individual types and groups of documents, the first in the list is the "All types of outgoing documents" option.
- The **by the account** field represents the list of the client's accounts. Depending on the selected type of documents, the list can contain hryvnias and/or currency accounts of the client, to which an employee of the organization has access. For each account the list contains its number, symbolic code of the currency, as well as the name (if it is specified).
- The **activate** flag sets the activity of the notification after its creation. If the flag is checked, the notifications after creation will be received by the client when the selected event occurs, otherwise — no notifications will be received.
- The **Specify additionally** section is a list of details that can be additionally specified in the text of notifications. To select the details, check the corresponding flag. The composition of the details depends on the selected document and on the bank's settings.

Notifications of incoming bank e-mails

To set up notifications about incoming bank e-mails it is necessary to choose the "About incoming bank e-mails" option in the **Send messages** field (see Fig. 52).



**Message settings**

Send messages

About incoming bank letters

by channel: E-mail olgadimpul@ukr.net

in format: txt

☒ activate

ADDITIONALLY SPECIFY:

☐ Letter subject

☐ Client name

Fig. 52. Screen form of notification on incoming bank e-mails

#### Basic recommendations for filling in the screen form:

- The **through the channel** field is a drop-down list that contains the delivery channels created and included by the client.
- The **in the format** field is a drop-down list with available message formats. When the SMS delivery channel is selected, only the .txt value is available in the list; if the E-mail delivery channel is selected, the list contains the .txt. and .html values.
- The **activate** flag sets the notification activity after its creation. If the flag is checked, the notifications after creation will be received by the client when the selected event occurs, otherwise — no notifications will be received.
- The **Specify additionally** section is a list of details that can be additionally specified in the text of notifications. To select the details, check the corresponding flag. The composition of the details depends on the bank's settings.

#### Notifications of account movements

In order to set up notifications about account movement it is necessary to choose the option "About account movement" in the **Send messages** field (see Fig. 53).

**Message settings**

Send messages

About the movement of funds on account

by channel: E-mail olgadimpul@ukr.net

in format: txt

by account: 26002700415456 UAH

for operation: All

for amount more than: 0.00 UAH

☒ activate

ADDITIONALLY SPECIFY:

☐ Document number

☐ Correspondent

☐ Payment details

☐ Document date

☐ Correspondent account

☐ Client name

Fig. 53. Screen form of account movement notification

Basic recommendations for filling in the screen form:

- The **through the channel** field is a drop-down list that contains the delivery channels created and included by the client.
- The **in the format** field is a drop-down list with available message formats. When the SMS delivery channel is selected, only the .txt value is available in the list; if the E-mail delivery channel is selected, the list contains the .txt. and .htm values.
- The **by the account** field represents the list of the client's accounts, to which the employee of the organization has access. For each account, the list displays its number, symbolic code of the currency and the name (if specified).
- The **for operation** field is a drop-down list with the allowed types of movements of funds on the account (All, Written-off, Deposited).
- The **activate** flag sets the notification activity after its creation. If the flag is checked, the notifications after creation will be received by the client when the selected event occurs, otherwise — no notifications will be received.
- The **Specify additionally** section is a list of details that can be additionally specified in the text of notifications. To select the details, check the corresponding flag. The composition of the details depends on the bank's settings.

Login notifications

To set up login notifications, select the "Login to system" option in the **Send messages** field (see Fig. 54).

The screenshot shows a web form titled "Message settings". At the top, there is an orange bar with "SAVE" and "CANCEL" buttons. Below the title, the "Send messages" dropdown menu is set to "About logon". A subtitle reads "Internet-Banking, Web-Banking for corp. clients and PC-Banking synchronization". The "by channel" dropdown is set to "E-mail olgadimpul@ukr.net" and the "in format" dropdown is set to "txt". There is a checked checkbox labeled "activate". Below this is a section titled "ADDITIONALLY SPECIFY:" with three unchecked checkboxes: "Employee full name", "ID key", and "Name of organization".

Fig. 54. System login notification screen form

*Attention! The System login option is not available in the **Send messages** field if a login security message is configured.*

Basic recommendations for filling in the screen form:

- The **through the channel** field is a drop-down list that contains the delivery channels created and included by the client.
- The **in the format** field is a drop-down list with available message formats. When the SMS delivery channel is selected, only the .txt value is available in the list; if the E-mail delivery channel is selected, the list contains the .txt. and .html values.
- The **activate** flag sets the notification activity after its creation. If the flag is checked, the notifications after creation will be received by the client when the selected event occurs, otherwise — no notifications will be received.
- The **Specify additionally** section is a list of details that can be additionally specified in the text of notifications. To select the details, check the corresponding flag. The composition of the details depends on the bank's settings.

Notification of account statement

To set up the notifications of the account statement it is necessary to choose the option "Account statement" in the **Send messages** field (see Fig. 55).

**Message settings**

Send messages  
Account statement

by channel  
E-mail olgadimpul@ukr.net

in format  
txt

by account  
26002700415456 UAH

per working day  
previous at 11 : 00

☒ activate

ADDITIONALLY SPECIFY:  
☐ Client name

Fig. 55. Screen form of account statement notification

Basic recommendations for filling in the screen form:

- The **through the channel** field is a drop-down list that contains the delivery channels created and included by the client.
- The **in the format** field is a drop-down list with available message formats. If the SMS delivery channel is selected, only the .txt value is available in the list; if the E-mail delivery channel is selected, the list contains the .txt and .html values.
- The **by the account** field represents the list of the client's accounts, to which the employee of the organization has access. For each account, the list displays its number, symbolic code of the currency and the name (if specified).
- The **for a business day** field is a drop-down list with the allowed variants of the statement generation period (previous, current) and fields for entering the time (hours and minutes) for receiving the notification.
- The **activate** flag sets the notification activity after its creation. If the checkbox is selected, the notifications after creation will be received by the client when the selected event occurs, otherwise — no notifications will be received.
- The **Specify additionally** section is a list of details that can be additionally specified in the text of notifications. To select the details, check the corresponding flag. The composition of the details depends on the bank's settings.

Notifications of current balances

To set up notifications about current balances, select the "About current balances" option in the **Send messages** field (see Fig. 56).

**Message settings**

Send messages  
About current balance

by channel  
E-mail olgadimpul@ukr.net

in format  
txt

by account  
26002700415456 UAH

Every working day at 11 : 00

☒ activate

ADDITIONALLY SPECIFY:  
☐ Client name

Fig. 56. Current balances notification screen form

Basic recommendations for filling in the screen form:

- The **through the channel** field is a drop-down list that contains the delivery channels created and included by the client.
- The **in the format** field is a drop-down list with available message formats. If the SMS delivery channel is selected, only the .txt value is available in the list; if the E-mail delivery channel is selected, the list contains the .txt and .html values.
- The **by the account** field represents the list of the client's accounts, to which the employee of the organization has access. For each account, the list displays its number, symbolic code of the currency and the name (if specified).
- The **activate** flag sets the activity of the notification after its creation. If the checkbox is selected, the notifications after creation will be received by the client when the selected event occurs, otherwise the notifications will not be received.
- The **Specify additionally** section is a list of details that can be additionally specified in the text of notifications. To select the details, check the corresponding flag. The composition of the details depends on the bank's settings.

Changing the notification activity

There are two ways to enable or disable notification:

1. By clicking the left mouse button on the required notification in the list to transfer to viewing the notification and click the **Edit** button on the toolbar. As a result, the screen form of the notification switches to the edit mode, after which you should checkor uncheck the checkbox to activate and save changes (the **Save** button on the toolbar).
2. Select one or a group of notifications in the list and press the **On/Off** button on the toolbar. As a result, disabled notifications will be enabled and enabled notifications will be disabled.

**Security messages**

Security messages are analogous to the client's notifications with the difference that their setting and activation is performed on the bank's side, and the client can only change the format of the active message. Besides, security messages can be configured only for two events: activation of EDS key and login to the system.

To go to the list of security messages, go to the **Security messages** tab in the **Monitoring** section. The appearance of the page is shown on Fig. 57.

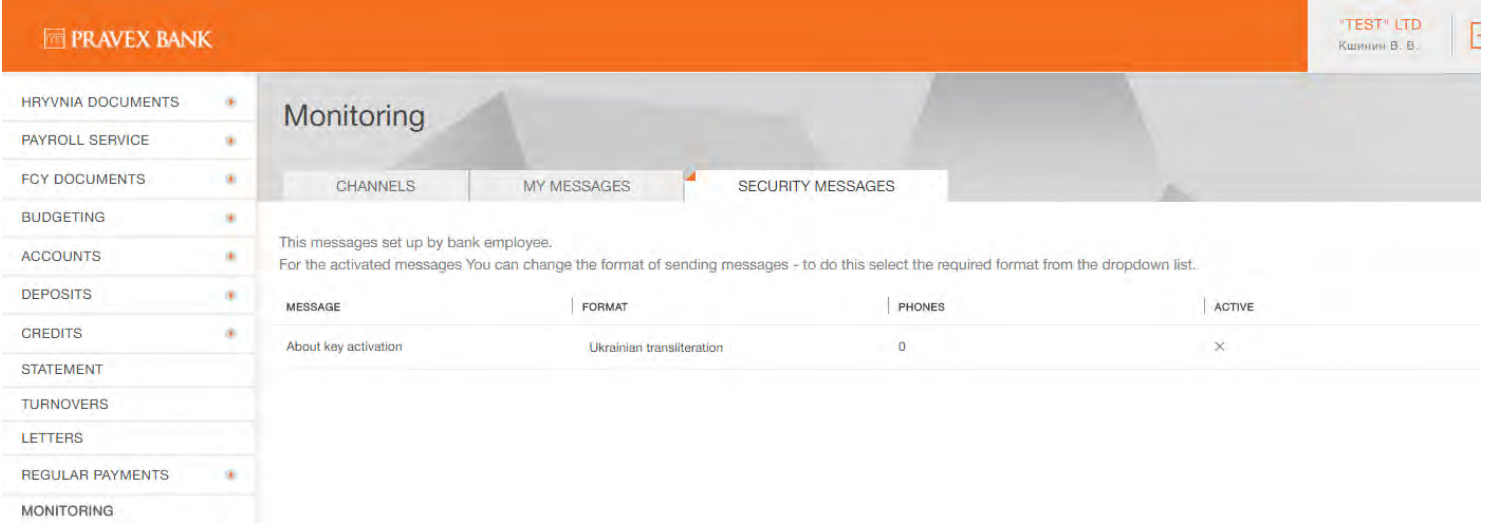


Fig. 57. List of security messages

The following information is displayed for each message in the list:

- Message – a type of security message;
- Format — the language of the security message;
- Phones — the number of phone numbers to which notifications will be sent;
- Activity — the icon of the enabled or disabled security message.

You can sort the list of security messages.

**16. MY DATA**

To go to the *My data* section, click with the left mouse button on the client's name in the upper right corner of the page. This section contains the information about the client's details and the keys of its employees.

My details

By default, you will be sent to the **My details** page (see Fig. 58), which displays the client's details and contacts, as well as its internal identifier in the PRAVEXBANK BIZ system. All information on the page is available only for review.

My data and settings

KEYS

BANK DETAILS

EMPLOYEE

EDRPOU

39614053

Internal ID

2215450

Name in Ukrainian

LTD "TEST"

Address in Ukrainian

Україна, м. Київ, Кловський узвіз 9/2

Name in English

"TEST" LTD

Address in English

Ukraine, Kyiv city, Klovskiy uzviz 9/2

Phone

+380966280741

E-mail

Fig. 58. My details page

Keys

To go to the list of EDS keys of the employee of the organization who logged in to the system, go to the **Keys** tab in the **My data** section. The appearance of the page is shown on Fig. 59.

REPLACE EDS KEY REMOTELY

"TEST" LTD  
Кшнин В. В.

My data and settings

KEYS

BANK DETAILS

EMPLOYEE RIGHTS

WORK SETTINGS

DATA EXCHANGE

☐ show only active

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.






KEY ID/CERTIFICATE OWNER	VALIDITY	SIGNATURE GROUP	STATUS
 15495534778846146	07.02.2019 - 06.02.2021	1	active
 155317937052015523	21.03.2019 - 20.03.2021	1	active

Fig. 59. List of EDS keys of an employee of the organization

The following information is displayed for each EDS key in the list:

- Icon  of the key storage type:  — EDS key in the file,  — EDS key in the USB token/ USB-Flash drive, — for the keys used in the Smartphone-Banking module;
- Key ID — EDS key identifier;
- End of validity — date of expiration of EDS key;
- Signature group — a group of signatures installed on the EDS key;
- Status — status of EDS key;
- Max. amount — the maximum amount for which it is possible to sign a Hryvnia payment order with this EDS key. If the maximum amount is exceeded, the payment will not be signed, and the employee of the organization will be

notified about it by the corresponding error message. Setting of this amount and display of this column is set up by the bank.

A sorting of the key list is available. Clicking the left mouse button on the EDS key in the list goes to the page **Detailed key information** (see Fig. 60), on which an employee of the organization can see detailed information about the EDS key.

PRINT

Detailed information about the key

ID

15495534778846146

Signature group

1

Owner

Кшнин

Term

07.02.2019 - 06.02.2021

Registration date

07.02.2019

Open key

01 78 23 8A 77 E7 0D 75 F3 3E A2 4B F2 C8 2F 5B  
43 61 9A B5 53 97 C8 84 EC F3 42 EF BF 84 9B 1B  
63

STATUS Active

Fig. 60. Detailed information about EDS key

## 17. FINANCIAL CONTROL CENTER

PRAVEXBANK BIZ system has implemented a special scheme of servicing large corporate clients with geographically remote subdivisions, branches and subsidiaries under the name of **Financial Control Center (FCC)**. FCC is an abstract client of the PRAVEXBANK BIZ system, to which registered corporate clients (subordinate clients) are attached.

The following opportunities have been implemented in the CFC:

- Simultaneous work with documents of several organizations.
- Possibility of selective signing (endorsement) of documents of several organizations.
- Receipt of consolidated reports on the accounts of several organizations.
- Absence of necessity of switching between the organisations and in change of carriers with EDS keys.

To enter the FCC, the EDS key of the FCC employee is used, and further work with the documents of subordinate clients is performed on behalf of the "virtual" employees of the corresponding subordinate client.

*Attention! For correct operation of the FCC, each subordinate corporate client needs to register an additional new employee with the corresponding rights to accounts, documents, reports and the key of the necessary signature group.*

**In practice, the work of the FCC is based on one of the following schemes:**

- The FCC only monitors the accounts and documents of subsidiaries;
- The FCC has the right of authorized signature for the bank to accept the documents of subsidiaries for processing.

### Registration of the FCC

In order to register the FCC, the representative of the corporate client must come to the bank's branch with the ID card and the documents required to conclude a contract with the bank for client service in the PRAVEXBANK BIZ system.

### Authorization at the FCC

To work with the FCC, select the FINANCIAL CONTROL CENTER tab on the PRAVEXBANK BIZ authorization page (see Fig. 61) and register as standard (similar to the CORPORATE CLIENT tab).



PRAVEX BANK

ENTRY POINT FOR CORPORATE CLIENTS.

LEGAL PERSON

FINANCE CONTROL CENTER

REGISTRATION

File storage

C:\Users\1605005\Documents\Bifit\_test\_client\keys \Q\K.dat

Key19

Password

LOGIN

KEYS MANAGEMENT

Fig. 61. Authorization page

Management of FCC rights to documents, reports

Depending on the terms of the contract between the client and the bank, the FCC is allowed to work with a certain set of documents and reports on behalf of subordinate clients.

*Attention! If the FCC will have the rights to work with certain documents or reports, but the subordinate organization will not have them, the managing client will not be able to work with such documents and reports on behalf of the subordinate organization.*

To be able to work with the documents of subordinate clients, the EDS keys of the "virtual" employees must be stored in the same directory or on the same USB token with the EDS key of the FCC employee or (if the keys are stored on different USB tokens) all USB tokens must be connected to the PC during the work with the FCC.

*Attention! Passwords for the key of a FCC employee and keys of "virtual" employees must match.*



Catalogue with EDS keys of virtual employees is specified in **My data** section. If you try to create a document as a slave client, open the document for viewing or perform any active operation with an undefined folder with keys, the corresponding error message will appear on the screen. At the same time, you will be able to print documents. The directory with the keys of virtual employees should be specified at the first entrance to the FCC and after cleaning the temporary files (.cache.) of the Web-browser. When working in the FCC in different Web-browsers, the choice of the directory with the keys of virtual employees should be made in each of them.

The information panel displays the name of the FCC, which opens the list of subordinate clients by clicking on it. If you press on the name of a subordinate client, the list of accounts of this client grouped by currency will be opened in the list.

The following information is displayed for each account in the list:

- Account name — account alias;

The alias of the account is specified by a FCC employee and is displayed in all drop-down lists of account selection. If an alias is not specified for the account, the "Name not specified" text is displayed in the **Name of account** column in grey. To change the alias, you should perform the following actions:

- Press the **Edit** button  which is displayed to the right of the account alias. As a result, the field with the name of the account will go to the  edit mode.
- Enter the necessary name of the account.
- Left-click outside the field to save changes.
  - MFO — code of the bank's MFO where the account is opened;
  - Account — account number;



EXPORT

PRINT

Тест ЦФК

Кшнін В. В.

→

HRVYNIA DOCUMENTS

PAYROLL SERVICE

FCY DOCUMENTS

SERVICE ENTREPRENEUR

ACCOUNTS

DEPOSITS

CREDITS

CONSOLIDATED BALANCES

CURRENT BALANCES

EXCHANGE RATES

Previous sessions 05.04.2019 11:58

ALL SESSIONS

Period from

01.04.2019

to

05.04.2019

EUR, RUB, USD

×

receive

DATE	CURRENCY	CODE	NBU RATE	BUY	SELL
01.04.2019	Євро	EUR	30.569427/1	0.000000	0.000000
01.04.2019	Долар США	USD	27.209103/1	0.000000	0.000000

Fig. 63. Currency rates

To receive currency exchange rates, perform the following steps:

- Specify the period of receiving the exchange rates. To do this, enter the required date range into the from and till fields manually or select the required date range with the help of the graphical calendar. By default, the current date is selected in the fields.
- Select the currencies for which the exchange rates will be received. To do this, select the necessary currencies in the **Currency** drop-down list. When entering the name or symbolic code of the currency, the list will automatically display the appropriate currencies. By default, USD, EUR and RUB currencies are selected in the field.  
To reset the selected currencies to the default currencies, press the button near the field. The default currency rates will be substituted in the field after clicking **Receive** button.
- Press the **Receive** button.

The following information is displayed for each exchange rate in the list:

- Date of exchange rate — date of exchange rate;
- Currency name — currency name;
- Code — symbolic code of the currency;
- NBU exchange rate — NBU exchange rate in the format <exchange rate value>/<nominal>;

The following operations are available for currency exchange rates:

- Sort the list of records.
- Standard operations: print to printer and export in the Comma-separated values format (.csv).

### Operations on documents, reports and directories

The rules for working with documents and reports in the FCC are similar to those in the CORPORATE CLIENT menu.

### Creating documents and directories

Follow the steps below to create a document:

- Select the desired document type in the document menu.
- Click the **Create** button on the toolbar. As a result, you will be sent to the **Legal entities** page with the list of subordinate clients (see Fig. 64). For each client in the list its EDRPOU code and name are displayed.

BACK TO THE LIST

Legal persons

Enter client name or EDRPOU

receive

EDRPOU	NAME
21545324	ТОВ "ВАЛЕНТА"
23526963	ТОВ "Височінь"
24721572	ПП "КОМПАНІЯ САНФЛО"
30468133	ТОВ "ГОЛНИТ"

Fig. 64. Legal entities page

Clients can be filtered in the list by name and EDRPOU code. To apply the filter, fill in the filter field with the corresponding value and press the **Receive** button. Filtering by both full and partial coincidence is supported. Filtering is case-insensitive.

3. On the Legal entities page, select the subordinate client on whose behalf the document will be created.

As a result, you will be sent to the **Editor** page, where the form of the selected document type is displayed. Some fields of the document are filled in by the system automatically and may not be available to the client for change.

To create a document, fill in the fields available for changing and save the document by clicking the **Save** button on the toolbar. Values entered in the fields are checked both when saving the document and immediately after entering it. If there are errors in the field, it is highlighted in red, and the text of the corresponding error message is displayed below the field. If there is one error for several fields, it will be displayed not under each field, but in the group error box, which is displayed under the document name. If the document is successfully saved, the **Editor** page switches to the review mode, i.e. the page fields become unavailable for change.

If you click **Cancel** on the toolbar, you will go to the list of documents without saving a new document. At the same time, before closing the **Editor** page, you will be asked to confirm that the page has been closed or to refuse it.

Creation of directory records is performed in the same way as creation of documents, except for the absence of selection of a subordinate client.

Statements

With the help of the **Statements** report, you can get prompt information about the account's cash flow for a selected period of time with detailed information about the counterparty and the purpose of payment.

To receive the report you need to perform the following actions:

1. Select the **Statements** menu option.
2. On the **Legal entities** page, select the required subordinate clients and press the **Select** button on the toolbar.
3. By default the MFO is selected where the client has accounts opened.
4. By default, one of the accounts of the subordinate client opened in the selected MFO is selected. To select other accounts, you should check the necessary accounts from the list in the **Account** field or check the first option **All** to select all the accounts that are opened in the selected MFO. For each account its number, symbolic code of the currency, type and name of the account (if it is specified) are displayed in the list. When entering the value in the list, suitable accounts will be automatically displayed.
5. Specify the time frame of the report. To do this, enter the required date range into the **from and till** fields manually or select the required date range using the graphical calendar. By default, the report is formed for the current date.
6. Press the **Receive** button.

To select other subordinate clients, on whose accounts the report will be generated, press the link under the name of the **Statements** page, and then select the necessary subordinated clients on the **Legal entities** page and press the **Select** button on the toolbar. Depending on the number of selected subordinated clients, the name of the link can be as follows: <client name>, "several clients", "all clients".

The appearance of the page of the generated report on one account is shown in Fig. 65.

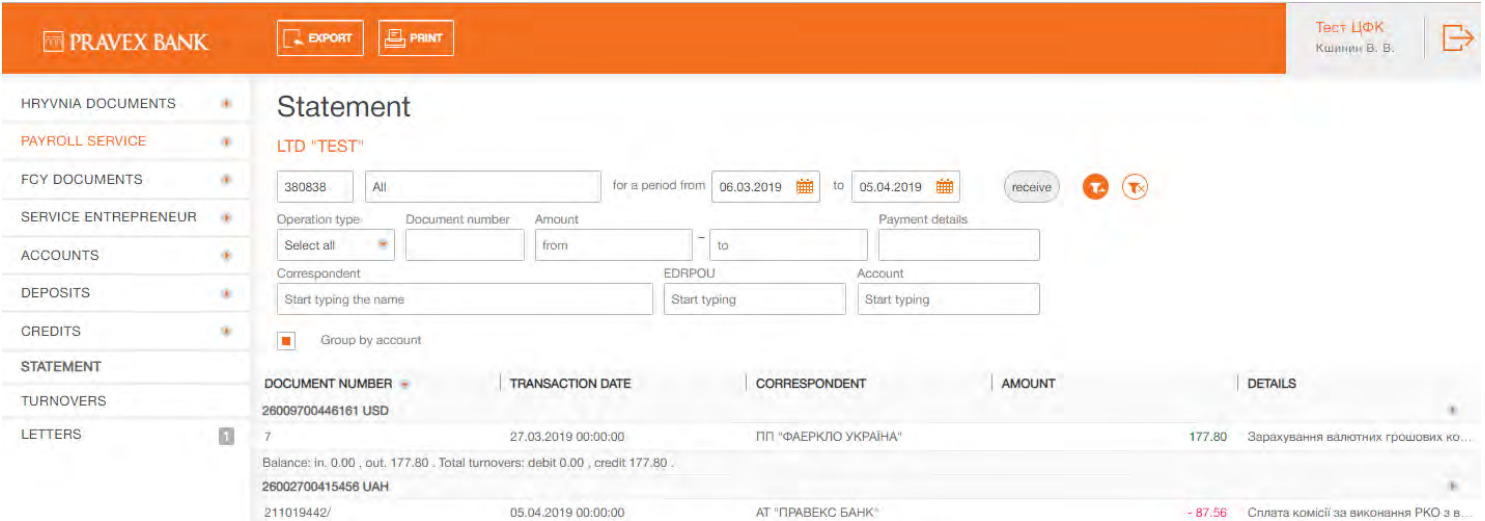


Fig. 65. List of operations

If statements are received for several or all accounts, the following changes are displayed on the page:

- The last date of the report update and the date of the previous operation are not displayed at the top of the page.
- The *Group by accounts* flag is displayed above the list of operations.
- The **Account** and **Currency** columns are added to the operation list.
- The line with summary information is not displayed at the bottom of the page.

When this flag is selected, the list of operations is grouped by accounts. Within each account the following is displayed:

- Account number and currency. As soon as you press it, the list of operations on this account is hidden or displayed.
- List of account operations.
- The final information with balances and turnovers.

The following operations are available for statements:

- Sort the list of records.
- Standard operations: printing (to printer and PDF file), export (in Comma-separated values formats (.csv), IBIS, Profix)
- View and work with individual operations in the list.
- Printing the operations register.
- Filtering the list of operations using the advanced filter.

Turnovers

With the help of the **Turnovers** report, the FCC can obtain the final information on the cash flow on the accounts of subordinate clients, indicating only the total amount of turnover on the debit and credit, as well as opening and closing balances for the specified period.

To receive the report it is necessary to perform the following actions:

1. Select the **Turnovers** menu option.
2. Specify the period of report receipt. To do this, enter the required date range into the **from and till** fields manually or select the required date range using the graphical calendar. By default, the report is formed for the current date.
3. By default, all the currencies in which the accounts of subordinate clients are opened are selected. To generate a report on one of the currencies, choose the necessary currency from the list in the currency field.
4. Press the **Receive** button.

The appearance of the generated report is presented in Fig. 66.

PRAVEX BANK

EXPORT

PRINT

Тест ЦФК  
Кашин В. В.

HRVYNIA DOCUMENTS

PAYROLL SERVICE

FCY DOCUMENTS

SERVICE ENTREPRENEUR

ACCOUNTS

DEPOSITS

CREDITS

STATEMENT

TURNOVERS

LETTERS

Turnovers

for a period from 05.04.2019 to 05.04.2019 in currency USD

receive

CLIENT	MFO	ACCOUNT	CURRENCY	INC. BALANCE	TURNOVERS DT.	TURNOVERS CT.	OUT. BALANCE
ТОВ "АГРОН"	380838	260007999	USD	6 269.99	0.00	0.00	6 269.99
LTD "TEST"	380838	26009700	USD	177.80	0.00	0.00	177.80
ТОВ "ВАЛЕНТА"	380838	26009799	USD	9 508.77	0.00	0.00	9 508.77
ФОП Холод	380838	260097999	USD	0.00	0.00	0.00	0.00
ФОП Зінов	380838	260077000	USD	70.59	0.00	0.00	70.59
ТОВ "ГОЛНІТ"	380838	26009799	USD	0.00	0.00	0.00	0.00
LTD "TEST"	380838	26033700	USD	57 084.05	0.00	0.00	57 084.05

Fig. 66. List of turnovers

The following information is displayed for each turnover in the list:

- Client — the name of the subordinate client;
- MFO — code of the bank's MFO, in which the account of the subordinate client is opened;
- Account — account number of the subordinate client;
- Currency — symbolic code of the currency in which the account of the subordinate client is opened;
- Opening balance — the amount of funds on the account at the beginning of the period for which the report is generated;
- Turnovers ct. — total amount of operations of crediting funds to the account for the period for which the turnover was formed;
- Turnovers dt. — total amount of debiting operations from the account for the period for which the turnover was created;
- Closing balance — the amount of funds in the account at the end of the period for which the turnover was created.

The following operations are available on the turnovers:

- Sort the list of records.
- Standard operations: print (to printer and PDF file) and export in the Comma-separated values format (.csv).



- Transfer to the list of operations. Clicking the left mouse button on the turnover in the list will switch to the **Statements** report, which is automatically generated by the corresponding account and the date of the selected turnover.

Client information

The Web-Banking workstation for the FCC provides an opportunity to view information about the FCC, as well as its subordinate clients.

My data and settings

To go to the **My data and settings** section, click with the left mouse button on the name of the FCC in the upper right corner of the page and select **My data and settings** in the drop-down list. This section contains the information about the FCC employees, EDS keys of the FCC employee who entered the workstation, as well as the settings of the catalogue with EDS keys of the virtual employees of the subordinate clients.

Keys

By default, the switch to the **Keys** tab (see Fig. 67) is performed, where the list of EDS keys of the FCC employee who entered the workstation is displayed.

PRAVEX BANK

Тест ЦФК

Кашнин В. В.

HRVYNIA DOCUMENTS

PAYROLL SERVICE

FCY DOCUMENTS

SERVICE ENTREPRENEUR

ACCOUNTS

DEPOSITS

CREDITS

My data and settings

KEYS

EMPLOYEES



WORK SETTINGS

DATA EXCHANGE

KEY ID/CERTIFICATE OWNER	VALIDITY	STATUS
<div><div></div><div>1532085051872742</div></div>	20.07.2018 - 19.07.2020	deleted
<div><div></div><div>1533628055887782</div></div>	07.08.2018 - 06.08.2020	deleted
<div><div></div><div>1535015256015822</div></div>	23.08.2018 - 22.08.2020	deleted
<div><div></div><div>15495533969126145</div></div>	07.02.2019 - 06.02.2021	active

Fig. 67. List of EDS keys of a FCC employee

The following information is displayed for each EDS key in the list:

- Icon of the key storage type:  — EDS key in the file,  — EDS key in the USB token;
- Key ID — EDS key identifier;
- End of action — date of EDS key expiration;
- Status — status of EDS key;

Clicking the left mouse button on the EDS key in the list will take you to the **Detailed information about the key** page (see Fig. 68), where a FCC employee can see detailed information about the EDS key, as well as the history of changes in its status.

PRAVEX BANK

PRINT

BACK TO THE LIST

Detailed information about the key

ID

15495533969126145

Owner

Кшнин

Term

07.02.2019 - 06.02.2021

Registration date

07.02.2019

Open key

00 83 83 4E 9E 89 3D 48 E8 BD 02 D7 B1 F6 94 9A  
82 57 61 C2 4E 06 A0 0A 3A 35 20 A5 C7 24 2D B9  
EB

STATUS

Active

Fig. 68. Detailed information about EDS key

Employees

To go to the list of FCC employees, you should go to the **My data and settings** section of the **Employees** tab. The appearance of the page is shown on Fig. 69.



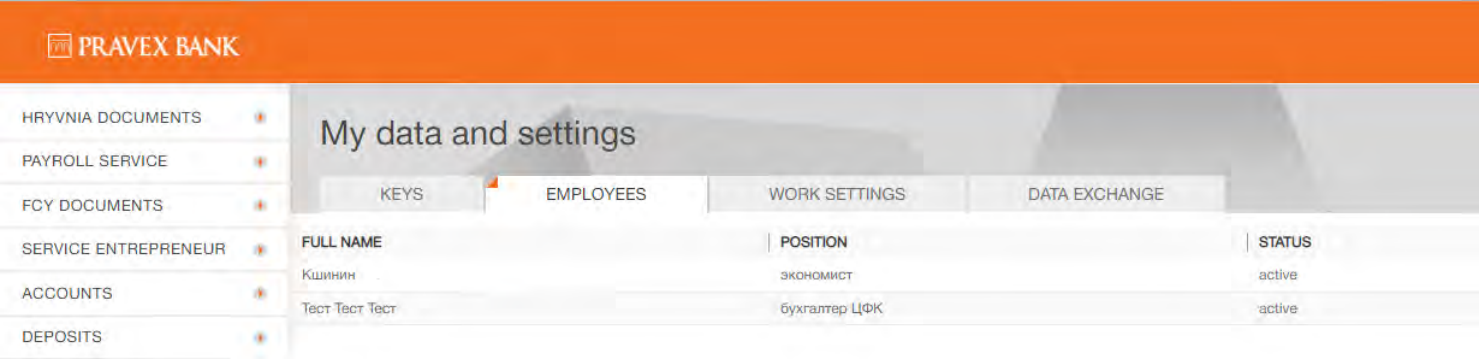


Fig. 69. List of FCC employees

The following information is displayed for each employee in the list:

- Full name — name of the employee;
- Position — position of employee;
- Status — status of the employee (active, blocked, deleted).

Work settings

To go to the settings, go to the **Work settings** tab in the **My data and settings** section. The appearance of the page is shown on Fig. 70.

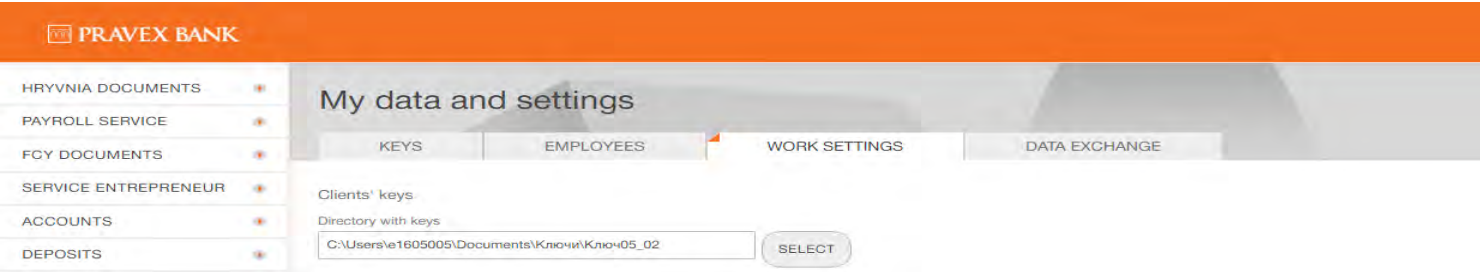


Fig. 70. Work settings tab

In the **Clients' keys catalogue** field you can see the location of the directory with EDS keys of "virtual" employees. To change it, enter the location of the directory manually or press the **Select** button, and then the standard dialog window of choosing the directory will appear on the screen.

Legal entity data

To go to the **Legal entities data** section, click with the left mouse button on the name of the FCC in the upper right corner of the page and select the **Legal entities data** option in the drop-down list, and then select a subordinate client on the **Legal entities** page. This section contains the information about the details of the subordinate clients, as well as the EDS keys of the virtual employees.

Details

By default, you will be sent to the **Details** page (see Fig. 71), which displays the details and contacts of the subordinated client, as well as its internal identifier in the PRAVEXBANK BIZ system. All information on the page is available only for review.

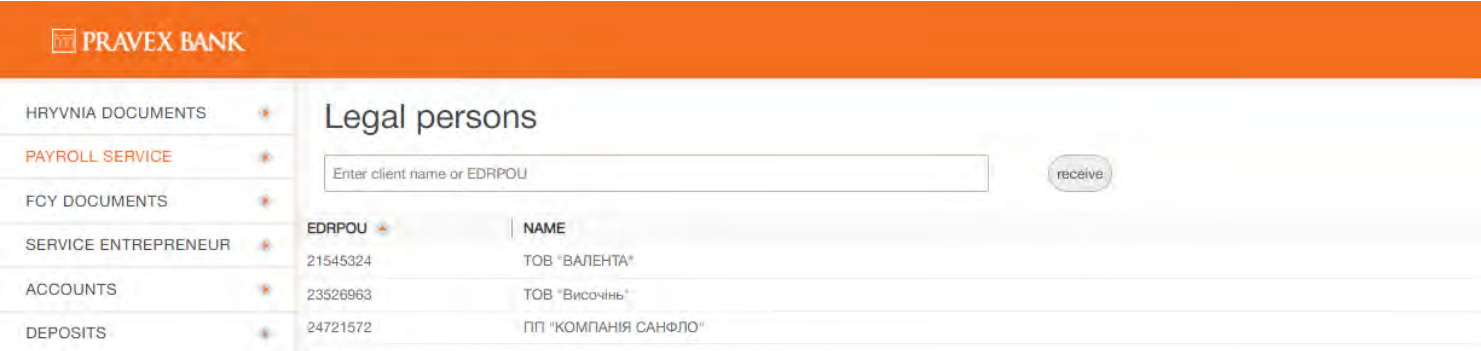


Fig. 71. Details of subordinate client

Keys

In order to go to the list of keys of the virtual employee, you should go to the **Keys** tab in the **Legal entities data** section, and then select the virtual employee in the dropdown list of employees of the subordinate client. The appearance of the page is shown in Fig. 72.

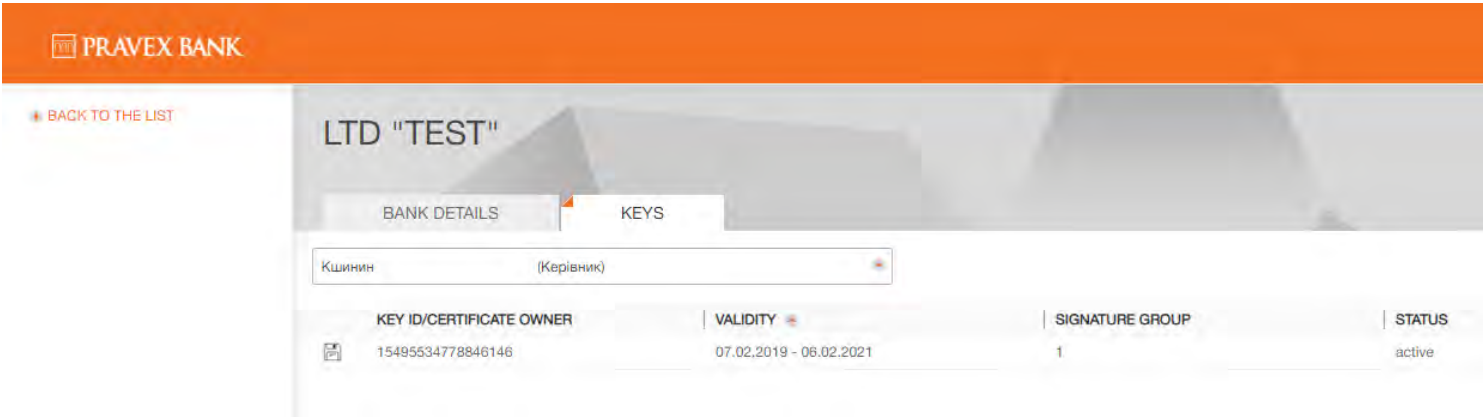


Fig. 72. List of EDS keys of the virtual employee

The following information is displayed for each EDS key in the list:

- Key storage type icon: — EDS key in the file, — EDS key on the USB-token;
- Key ID — EDS key identifier;
- End of validity — date of EDS key expiration;
- Status — status of EDS key;
- Signature group — signature group set for EDS key;
- Status — status of EDS key;
- Max. amount — maximum amount for which it is possible to sign a Hryvnia payment order with this EDS key. If the maximum amount is exceeded, the payment will not be signed, and an employee of the CFC will be notified about it by a corresponding error message. Setting of this amount and display of this column is set up on the bank side.

*Attention! The list shows only those EDS keys that are located on the connected USB tokens or in the directory with the EDS keys of "virtual" employees, which is set in the **My data and settings** section.*

Clicking the left mouse button on the EDS key in the list will take you to the **Detailed key information** page (see Fig. 73), where a FCC employee can see detailed information about the EDS key of the virtual employee, as well as the history of changes in its status.

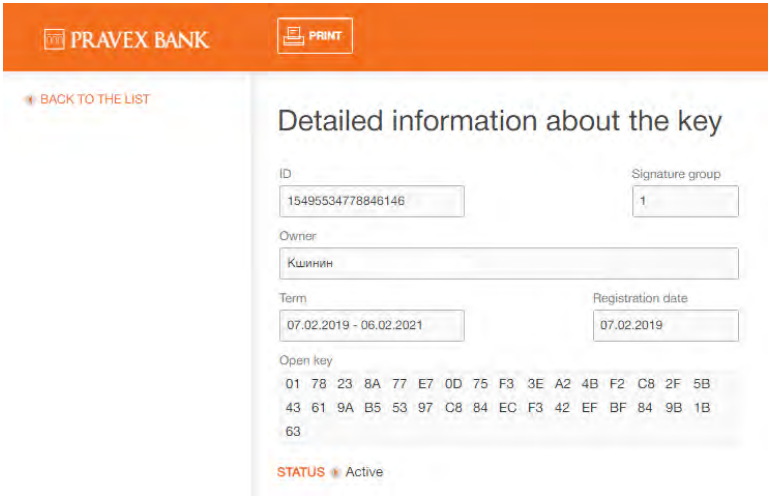


Fig. 73. Detailed information about EDS key

## 18. REGISTRATION

For the clients and/or their employees who are not yet registered, the **REGISTRY** tab has been implemented in the PRAVEXBANK BIZ system, which allows the registration of a new company, a new employee, a new key (see Fig. 74).



Fig. 74. Registration tab

The **New company** mode is used to register a new legal entity for service in the PRAVEXBANK BIZ system.

**New employee** mode is used for already registered legal entity, if you need to add a new employee to work in the PRAVEXBANK BIZ system.

The **New key** mode is used for the already registered employee of the legal entity, if it is necessary to create or add a new key of this employee to work in the PRAVEXBANK BIZ system.

Work in the PRAVEXBANK BIZ system is carried out only with EDS keys issued by PRAVEX BANK CSC JSC or one of the following AKCCs:

- Information and reference department of State Fiscal Service;
- Limited Liability Company "Art-Master" (AKCC MASTERKEY);
- Limited Liability Company "Key Certification Center "Ukraine".

To register, regardless of the mode selected, the "I have AKCC key" button is used (see Fig. 75).

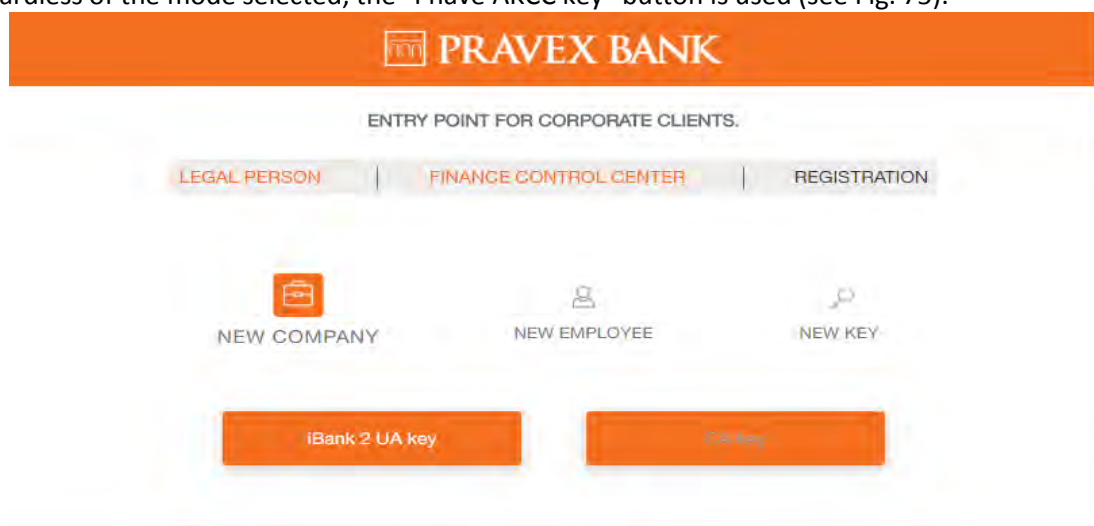


Fig. 75. Key type selection

Further registration is carried out according to the instructions:

- New enterprise — "Instruction on registration of a new client"
- New employee and New key — "Instruction on registration of new key"

These instructions are available on the official website of the Bank in the PRAVEXBANK BIZ section.