ПРАВЕКС БАНК

PRAVEXBANK BIZ for 1C:Enterprises

User Manual

Kyiv 2020

Content

This document is a manual for the use of the add-on module 1C:Enterprise for electronic banking system PRAVEXBANK BIZ. This module is intended for access to electronic banking services directly from the user interface of the program "1C:Accounting 8 for Ukraine".

The General overview section provides a general description of the module and its capabilities.

The Presetting section provides general requirements for the system to operate the module, as well as the module installation and update processes.

Necessary actions of the client to enter the module for 1C:Enterprises are described in section **Login to the module**.

Detailed description of creation, copying, signature and other available actions on payment orders can be found in **Payment orders** section.

In the **Statements section**, the available actions with extracts in the module for **1C:Enterprises** are described.

In the **Settings** section there is a description of module settings for **1C:Enterprises**.

1. General overview

Module for **1C:Enterprises is** a standard external processing for 1C (EPF).

From the interface of "1C:Accounting 8 for Ukraine" by means of the module for **1C:Enterprises** the following possibilities are available to the client:

- managing payment orders and sending them to the PRAVEXBANK BIZ system;
- performing synchronization between the information base and the bank server of the PRAVEXBANK BIZ system;
- using the mechanism of additional confirmation of payment orders;
- obtaining bank account statements from the PRAVEXBANK BIZ bank server;
- creation of documents or counterparties in the information database based on statements received.

Using the module allows to refuse file exchange of payment orders and statements between the system PRAVEXBANK BIZ and the "1C:Accounting 8 for Ukraine" program.

Documents sent to the bank using the module for **1C:Enterprises** are available in other modules of the system PRAVEXBANK BIZ.

The module for **1C:Enterprises** is compatible with the "1C:Accounting 8 for Ukraine" program, edition 1.2, on the basis of technological platform "1C:Enterprise" version 8.2.19 or higher.

2. Presetting

System Requirements

To work with the module, the client needs:

1. Configuration "1C: Accounting 8 for Ukraine", edition 1.2.

Warning!

Before installing the module **1C:Enterprises** it is recommended to update the 1C information base configuration to the latest version.

2. Drivers for USB tokens or iBank 2 Key or Author smart cards installed.
3. Availability of EDS keys registered in PRAVEXBANK BIZ system, which are stored on USB tokens or smart cards of iBank 2 Key or Author.

Warning!

Module for **1C:Enterprises** does not support work with EDS keys, which are stored in files or on USB tokens and smart cards of other manufacturers.

4. Access to the Internet when exchanging data between the 1C information base and the bank server system PRAVEXBANK BIZ. The recommended connection speed is 1 Mbps. It is also possible to work on low speed connections (GSM-modem (3G/GPRS)).

Setting up the Internet connection

It is necessary to connect to the Internet for the module to work for **1C:Enterprises**. In practice, several types of connections to the Internet are used:

- Modem connection via asymmetric digital subscriber line (ADSL);
- Broadband access over a dedicated line (Ethernet);
- Access via Mobile WiMAX/Wi-Fi technology;
- Mobile GPRS/3G access;
- Satellite connection to the network.

When connecting to a network, the Firewall is usually used. The Firewall filters the packets according to the rules defined by the administrator.

Therefore, for the module to work in Firewall filtering rules, the following TCP ports must be opened:

- TCP port for module's interaction with PRAVEXBANK BIZ portal via SSL (port 443 is usually used for this connection);
- TCP-port to connect the module to the bank's Web-server via SSL (port 443 is usually used for this connection).

TCP port numbers may be different for different banks. In this case it is necessary to contact a bank employee to specify the TCP port numbers, which should be opened in the IP-filter on the Firewall..

Module Installation

Installation is performed in one of the following modes:
1. Adding processing to the manual of additional processing (standard installation).
2. Expanded installation through the **Configurator** with the placement of the module start icon in the command interface of "1C:Accounting 8 for Ukraine". The extended installation must be carried out by a specialist who accompanies the configuration.

Standard installation

The following steps are required for standard module installation:
1. On the portal **ibank2.ua** get the module distribution **(file iBank2UA-1c.epf)**.
2. Run "1C: Accounting 8 for Ukraine" under a user with the rights to add processing.
3. Select the main menu item Tools → Additional reports and processes → Additional external processes. As a result, the Additional External Processing window will appear on the screen (see Fig. 2.1).
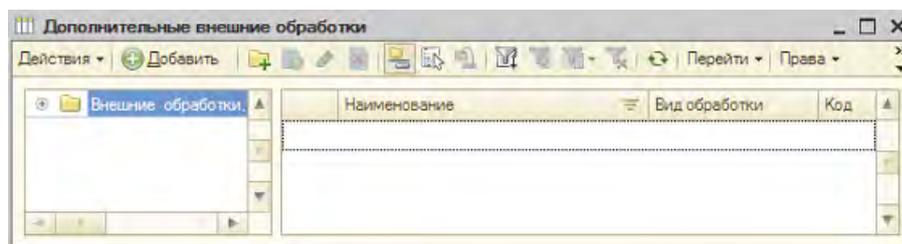

Fig. 2.1. Window **Additional external processing**

4. Click the **"+"Add** button on the toolbar in the **Additional external processing window**. As a result, the **Registration of External Processing** window will open (see Fig. 2.2).

5. In the Registration of External Processing window, click the **Open** button on the right side of the window and select the resulting **iBank2UA-1c.epf** file in the dialog box that appears.
6. Click **OK** in the **Register External Processing** window.

As a result of the standard installation, all users with rights to use external processing will have access to the module.
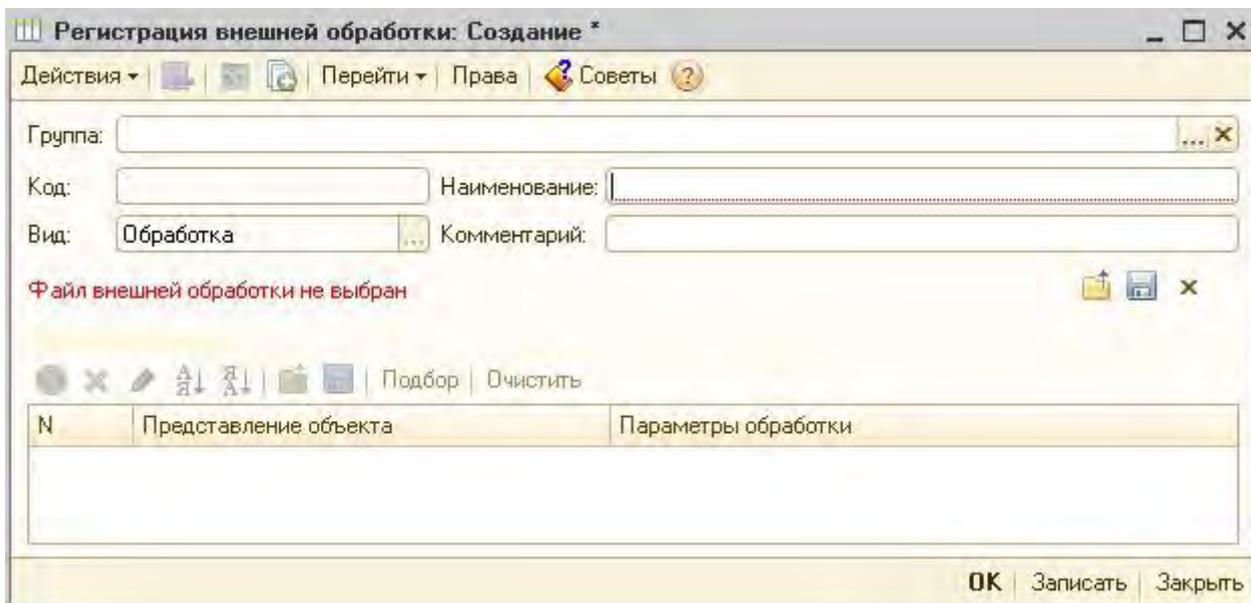

Fig. 2.2. Window **Registration of external processing**

Advanced installation via Configurator

The main task of the advanced installation method is to place an icon to start the module in the **Bank** section of the function panel (see Figure 3.1).

Warning!
The advanced installation assumes change of a mode of support of a configuration of the 1C program. After changing the support mode, automatic update will not be available. Advanced installation should be carried out by a specialist who can maintain the configuration after changing the support mode.

The following steps are required for an advanced installation:
1. Get the distributive of the module on the **ibank2.ua** portal (file **iBank2UA-1c.epf**).
2. Enable configuration change.
3. Add **iBank2UA** processing to the configuration.
4. For added processing, set the **View** right for the user roles that will work with this module.
5. To display the icon in the Bank section of the function panel, the following actions should be performed:
   - Find the **PanelFunctions** processing in the configuration.
   - Open the module code of the main processing form of the **Function Panel**.
   - Add a line at the end of the **Opening** procedure:

Processing.iBank2UA.Create().AddLinkToBank2UA(Form Elements);
   - Add a procedure to the module code:

Procedure Plug-in_iBank2UAPress (Element)
Processing.iBank2UA.GetForm().Open();
EndOfProcedure
6. In the Layout of **Processing Service Contacts** (see Fig. 2.3) you can specify the contact information of the specialist or company accompanying the configuration.

The added contact information will be available to module users on the **Settings** tab of the **About** section (for more details, see subsection **About the program**).

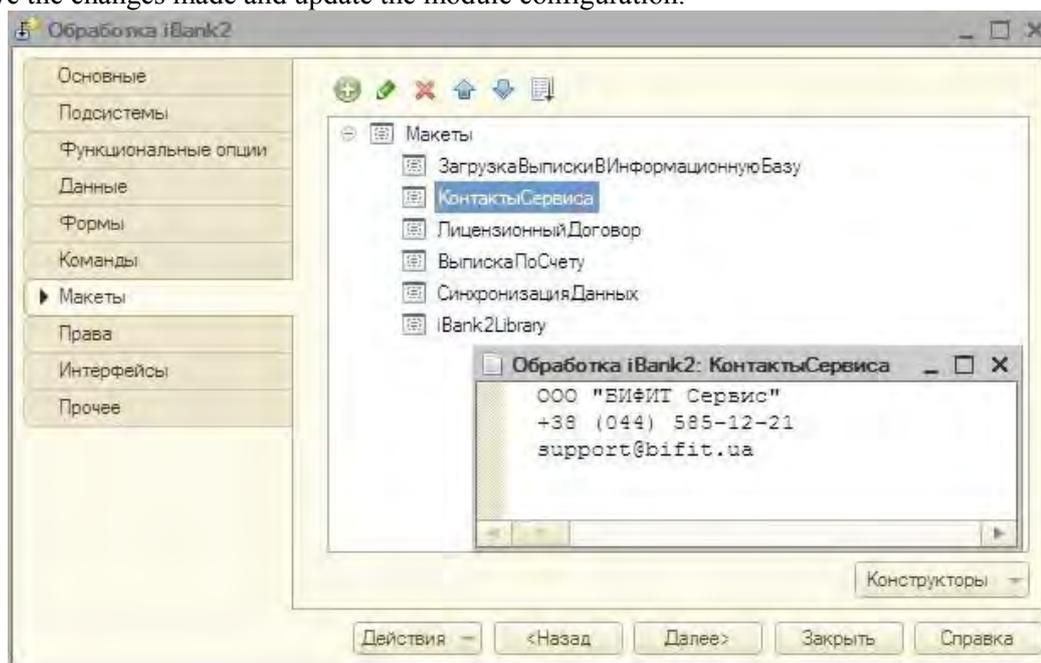7. Save the changes made and update the module configuration.

Fig. 2.3. Layout Contacts Processing Services

Module Update

The following methods can be used to check if a module has been updated:

- Automatically after entering the module. To do this, enable the corresponding check mark in the **General** settings section (for more details see **General** subsection). If there is an update, the corresponding notification will appear on the screen (see **Fig. 2.4**).
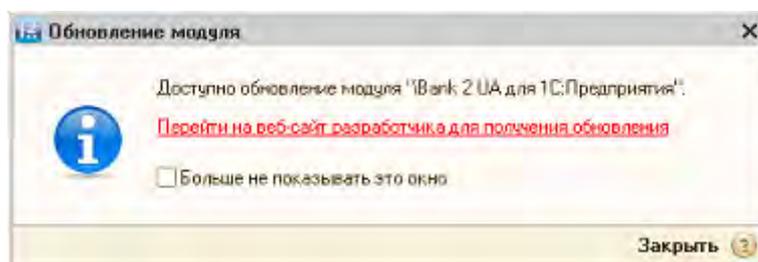

Fig. 2.4. Notification of new module version

- Manually from the settings section **About the program** (see **About the program** subsection for details).

Updating the module installed as standard

To update the module, it is necessary to perform the following actions:

1. On the **PRAVEXBANK BIZ** portal get the distribution package with the new version of the module (iBank 2 UA- 1c.epf file).
2. Run the program "1C:Accounting 8 for Ukraine" with the role of **Full rights** or **Additional right to administer the connected printing forms and processing**.
3. Select the main menu item **Service → Additional reports and processes → Additional external processes.**
4. In the appeared window **Additional external processing** (see **Fig. 2.5**) select the processing of **iBank 2 UA for 1C:Enterprises** and click the **Edit** button.
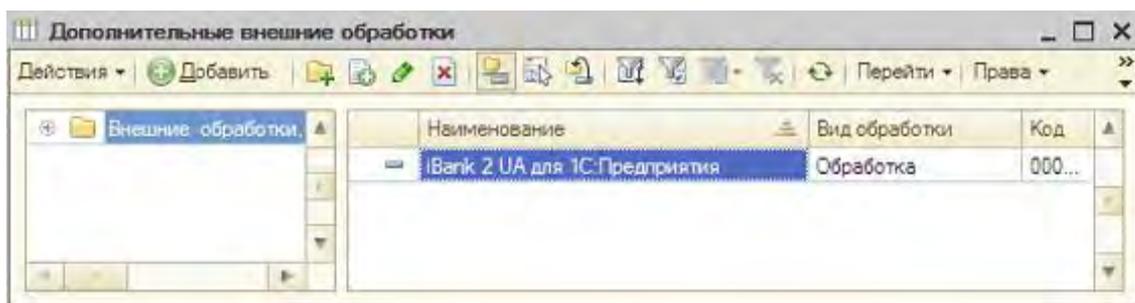
Fig. 2.5. Window **Additional external processing**

Warning!
When updating, there is no need to add external processing again, otherwise there will be two simultaneously installed processings.

5. In the appearing **Registration of External Processing** window click the **Open** button and select the distribution with the new version of the module.
6. Click the **Record** button in the **Register External Processing** window.

Update the module installed via Configurator

To update the module, the following steps are to be performed:
1. On the PRAVEXBANK BIZ portal get the distribution package with the new version of the module (**iBank 2 UA-1c.epf** file).
2. Run the program "1C:Accounting 8 for Ukraine" in **Configurator** mode.
3. On the **Processing** branch of configuration tree select iBank 2 UA processing, call the context menu and select **Replace with external processing, report**.
4. In the appeared dialog box select the distributive with the new version of the module.
5. Save the changes. To do so, press the **F7** key or select **Configuration → Update database configuration** from the main menu.

3. Login to the module

To start the module for 1C:Enterprise it is necessary to run the program "1C:Accounting 8 for Ukraine" and depending on how the module is installed, perform the following actions:

• When the module is installed as standard:

1. Select the main menu item **Service → Additional reports and processes → Additional external processes.** As a result, the **Additional External Processing** window will appear on the screen (see **Fig. 2.5**).
2. In the **Additional external processing** window select "iBank 2 UA for 1C:Enterprises" processing.

• During the advance installation of the module via **Configurator**, in the **Bank** section of the Function Panel (see Fig. 3.1) start the **iBank 2 UA** shortcut. The module can also be started in steps that are similar to starting the module at a standard installation.
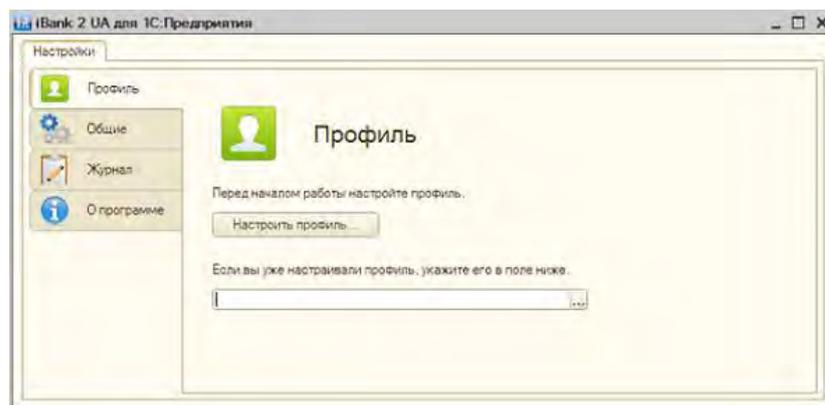
Fig. 3.1. Section Bank of the Function Panel at the installed module through the **Configurator**

At the first launch of the module the license agreement form will appear on the screen (see Fig. 3.2). To start working, the client should study and accept the terms of use of the software. This action is performed once.

For module work for 1C:Enterprises the created profiles which establish conformity between the organization in 1C information base and EDS keys of the client are used. When launching the module, the client profile is loaded:

- If the profile cannot be loaded (for example, at the first launch), the module **Settings** window for 1C:Enterprises opens on the screen (see Figure 3.3).

Fig. 3.2. Form of license agreement

To continue working in the module, the client should create a new profile or open a previously created one (see **Profile** subsection for details).

Fig. 3.3. **Settings when there is no loaded profile** window

- If the profile can be loaded, the module window for 1C:Enterprises with a list of UAH payment orders of the client (see Fig. 4.1.) will open on the screen.

Authentication in the module

Authentication in the module is performed using the EDS key when interacting with the bank server of the PRAVEXBANK BIZ system at the moment of:
- document signing;
- confirmation of the documents;
- synchronization of documents with the bank server of the PRAVEXBANK BIZ system;
- obtaining the status of documents from the PRAVEXBANK BIZ bank server;
- printing out the document;
- review of the document history;
- receipt of the statement from the bank server of the PRAVEXBANK BIZ system;
- connection to the PRAVEXBANK BIZ bank server when setting up a multi-bank profile.

When authenticating, the **Authentication** window appears on the screen, the appearance of which is shown in the **Fig. 3.4**. This window displays a list of all EDS keys that are bound to the current profile. To use the selected EDS key for further actions in the current session, the **Use by default** checkbox must be enabled.
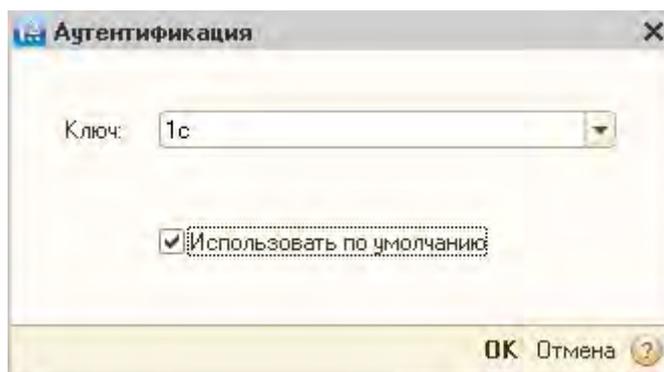

Fig. 3.4. **Authentication** window

Warning!
 At signature of the payment order always authentication is carried out and there is no possibility to use a key of EDS by default (for more details see subsection **Document Signature**).

 After selecting the required EDS key, the Input PIN-code window (see Fig. 3.5) will open on the screen, where the password to the device must be entered.

Warning!

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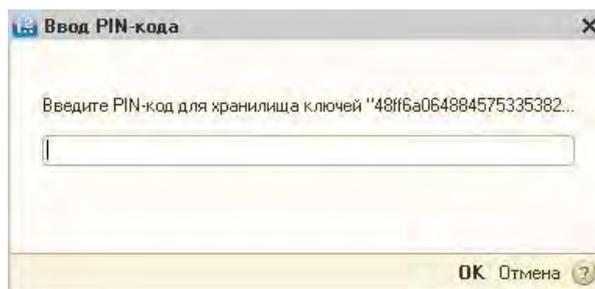If you enter an incorrect password 6 times in a row, the device will be locked.

Fig. 3.5. **PIN code entry** window

4. Payment instructions

General information on working with documents

In the module for **1C:Enterprises** the client can access the main operations related to the preparation and sending of documents to the bank. Work with documents is carried out directly in the "1C:Accounting 8 for Ukraine " program – there is no need to unload documents from the program, and then load them into the module.

The client can work with documents which already are in 1C information base or create them directly in the module. The following operations are available:

- Create a new document or edit an existing one.
- Synchronization of documents between the 1C information base and the bank server system PRAVEXBANK BIZ.
- Sign the document with the EDS key.
- Receiving the status of a document previously sent to the bank.
- Additional confirmation of the document by one-time password.

Types of document statuses

Documents in the module for **1C:Enterprises** can be in the following statuses:

New (local) – is assigned to a document which is saved in the 1C information base, but not yet uploaded to the bank server system PRAVEXBANK BIZ.

New is assigned to a document that has been uploaded to the PRAVEXBANK BIZ bank server but has not been signed yet. The document with the status New the bank does not review and does not process.

Signed – is assigned to the document, which is signed, but the number of signatures under the document is less than necessary.

Require confirmation – is assigned to a document which is signed with the required number of signatures but requires additional confirmation with a one-time password (for more details see subsection **Confirmation of a document**).

On acceptance – is assigned to a document that is signed with the required number of signatures, but the amount of the document exceeds the limit set by the client in **Smartphone-Banking.** To start processing such a document by the bank, the client must accept it in Smartphone-Banking (for more details see Smartphone-Banking documentation for corporate clients. User Manual).

Delivered – is assigned to a document that is signed with the required number of signatures and does not require additional confirmation or has already been confirmed. Status **Delivered** is a signal for the bank to start processing the document (to execute or reject it).

Under processing – is assigned to the document when it is unloaded to the bank's ABS (after successfully completed ABS checks).

Under execution – is assigned to a document when making a decision on execution of the document.

Executed – is assigned to the document when it is executed by the bank and performed in the balance sheet by posting.

Rejected – is assigned to a document, the execution of which the bank has rejected for the client. In case of rejection, the reason for rejection is indicated.

Not accepted – assigned when the client rejects a document in the Smartphone-Banking APM in the status **On Acceptance**.

Deleted – is assigned to a document which is saved in the 1C information base, but already deleted on the bank server of the system PRAVEXBANK BIZ.

Warning!
Immediately after the module launch, the statuses of documents are not displayed, because they are not stored in the 1C information base. To view the current statuses of documents, you need to obtain them from the PRAVEXBANK BIZ bank server.

Interface of Payment Orders section

The appearance of **Payment orders** section of the module for 1C:Enterprises is shown in Fig. 4.1.

Fig. 4.1. Appearance of **Payment Orders** section

The following main interface elements can be selected in the **Payment orders** tab:

1. **Toolbar** – contains buttons to execute the most frequently used commands.
2. **Information panel** – contains the list of documents with their main details and filtering tools.
3. **Context menu** – contains the most frequently executed commands available to the client when working with payment orders. To call the context menu, you should right-click on the list of documents in the information panel.

Toolbar

The toolbar contains the following buttons:

Add – create a new document;

Copy – create a new document based on an existing one;
Edit – open the document for editing;
Check/Uncheck for delete – check or uncheck the document to be deleted from 1C information base;
Update – update the list of documents;
Sign – signing of the document with EDS key;
Synchronization – start the synchronization procedure with the bank server of the PRAVEXBANK BIZ system;
Confirm – confirm the payment order with a one-time password;
Get status – get actual statuses of documents from the PRAVEXBANK BIZ bank server.

In addition, the toolbar contains buttons standard for the interface of the "1C:Accounting 8 for Ukraine" program: **Selection, Selection by value in the current column, Disable selection, Advanced** (is a button to call an additional menu with items **Document history, List configuration, Display list, Print payment order**), **Help**.

Information panel

The information panel contains the list of the client's payment orders (in the form of a table). For each document, the following information is displayed in the list:
- Date of the document in the 1C information base;
- Number of the document in the 1C information base;
- The amount of the document;
- Date of the payment order;
- Payment order number;
- Name of the recipient;
- Purpose of payment;
- The status of the document.

With the standard tools of the "1C:Accounting 8 for Ukraine" program the client can adjust the display of columns in the list of documents.

Above the list of documents you can see the means of filtering (for details see Document Filtering subsection), below the list you can see the sum of selected documents.

Context menu

The composition of the context menu items is completely similar to that of the buttons on the toolbar (see **Toolbar** subsection for details), except that the item **Selection** is called **Set selection and sorting of the list**.

Document creation

To create a new document, you need to perform one of the following actions:
- Click the **Add** button on the toolbar.
- Call the context menu and select **Add** from it.
- Press the **Ins** key.

As a result, a standard window for selecting the type of outgoing payment order operation will be opened on the screen. After selecting the type of operation, the **Outgoing Payment Order** window will appear on the screen. The appearance of the window is standard in the program "1C:Accounting 8 for Ukraine" and depends on the selected type of operation.

Below is the correspondence of fields of payment order in Internet-Banking modules for corporate clients and for 1C:Enterprises of PRAVEXBANK BIZ system:

№	Internet-Banking	Module for 1C:Enterprises
1	Document number	Item No. field
2	Date of document	Dated Field

3	Value Date	Not supported in "1C: Accounting for Ukraine" configuration, edition 1.2.
4	Name of the payer	**Payer's Text** field. If this field is not filled in, the **Full name** field from the information about the organization. In order for the document to be uploaded successfully, the specified name must match the name of the client in the PRAVEXBANK BIZ system.
5	Payer's EDRPOU code	Not indicated in the payment order window. To be filled in from information about the organization.
6	Payer country code	Not indicated in the payment order window. To be filled in from client information.
7	Account number of the payer	Bank account Field
8	MFO code of the bank where the payer's account is opened	Not indicated in the payment order window. To be filled in from account information.
9	Name of the bank where the payer's account is opened	Not indicated in the payment order window. To be filled in from account information
10	Name of the beneficiary	**Beneficiary Text** field. If this field is not filled in, the **Full name** from counterparty information field
11	Beneficiary's EDRPOU code	Not indicated in the payment order window. To be filled in from information about the counterparty.
12	Beneficiary country code	Not supported in "1C: Accounting for Ukraine" configuration, edition 1.2.
13	Beneficiary account number	Field **Beneficiary account**
14	MFO code of the bank where the beneficiary's account is opened	Not indicated in the payment order window. To be filled in from account information.
15	Name of the bank where the beneficiary's account is opened	Not indicated in the payment order window. To be filled in from account information.
16	Amount	**Amount** field
17	Purpose of payment	Field in block **Purpose of payment text**
18	Beneficiary's passport series and number	Not supported in "1C: Accounting for Ukraine" configuration, edition 1.2.

Other fields of the Payment order outgoing window are not required for synchronization with the bank server of the PRAVEXBANK BIZ system but are used only when working with a document in the 1C information base.

In order to create a document, one should fill in obligatory fields in the Payment order window and press the **OK** button.

After saving, the document is displayed in the list in the status **New (local)**.

Copying a document

To copy a document you need to select it in the list and perform one of the following actions:
- Click the **Copy** button on the toolbar**.**
- Call the context menu and select **Copy** from it.
- Press the **F9** key.

As a result, the **Outgoing Payment Order** window will open on the screen, where the values of all fields are filled in with the values from the copied document. Exceptions are the fields with the document number in the 1C information base and the document number in the PRAVEXBANK BIZ system (the values are filled in according to automatic numbering), as well as the field with the date of the document (automatically filled with the current date).

Editing a document

To edit a document, you should select it in the list and perform one of the following actions:

- Click the **Edit** button on the toolbar.
- Call the context menu and select **Edit** in it.
- Double-click on it with the left mouse button.
- Press the **F2** key.

After making changes you should save the document (the **OK** button).

Editing is supported for documents in the status **New (Local), New, Signed, Requires confirmation, Rejected, Accepted, Not Accepted**. After synchronization with the PRAVEXBANK BIZ bank server (see **Synchronization of Payment Orders** subsection for details), such documents become **New**.

Document Signature

To sign a document you need to select it in the list and perform one of the following actions:
- Click the **Sign** button on the toolbar.
- Call the context menu and select **Sign**.
- Press the **Ctrl + Enter** key combination.

Before signing the document, the client will need to choose EDS key which will be used at the signature (in more details see subsection **Authentication in the module**).

The signature of one or a group of documents is supported in 1C:Enterprise module. To select a group of documents you should press the **Ctrl** key and without releasing it you should press the necessary documents in the list. Also, to select a group of documents, you can press the **Shift** key without releasing it and set the start and end selection areas in the list.

To select all documents in the list, press the **Ctrl + A key** combination.

When signing, the documents are automatically uploaded to the PRAVEXBANK BIZ bank server, so the client must provide access to the Internet. If there are errors during the signature, the corresponding notification will be displayed in the window of service messages.

Setting a check to delete

The availability of a check to delete will allow the client to delete a document from the PRAVEXBANK BIZ system or from the 1C information base.

To change the current check to delete you need to select the[1] necessary documents in the list and perform one of the following actions:
- On the toolbar click the Check/Uncheck for delete.
- Call the context menu and select Check/Uncheck for delete.

For more information on how to select a group of documents, see the **Document signature** subsection.

During synchronization, documents in the statuses **New, Signed, Rejected, Requires confirmation, Accepted, Not accepted** with a check for delete will be removed from the PRAVEXBANK BIZ system. In this case, they are not removed from the 1C information base. To remove them from 1C information base it is necessary to use standard means of the program "1C:Accounting 8 for Ukraine".

Warning!

The documents which have been removed only from 1C information base at synchronization will be reloaded in it from PRAVEXBANK BIZ system. For more information about synchronization with the bank server of the PRAVEXBANK BIZ system, see Synchronization of payment orders.

Document printing

To print a document, you need to select it in the list and perform one of the following actions:
- Click the button **Advanced → Print payment order** in the toolbar.

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[1] For more information on how to select a group of documents, see the **Document signature** subsection.

- Call the context menu and select **Advanced → Print payment order.**
- Press the **Ctrl + P** key combination.
- Open the Outgoing Payment Order window, in which click **Print→ Payment order.**

As a result, the standard print preview window of the document (see Figure 4.2) will be displayed. The client can either print the document (Print button) or save it to a file of "mxl", "xls", "pdf" format. (Save as button). If printing is performed for the first time after starting the module, you will need to additionally select the EDS key for authentication in the module before opening the preview window (see the **Authentication in module** section for details).

Fig. 4.2. Printed document preview window

The module for 1C:Enterprises supports printing of both one and a group of documents.

When printing a document from the list, a bank stamp can be displayed, the presence of which is set up by a bank employee.

Warning!

If you print a document from the list, the printed form will correspond to the printed form of the document in the PRAVEXBANK BIZ system. When printing from the Payment order window, the outgoing printed form will correspond to the standard printed form of the document in the program "1C:Accounting 8 for Ukraine".

Document history view

To view the history of a document, you should select it in the list and perform one of the following actions:
- On the toolbar click the **Advanced → Document history** button.
- Call the context menu and select **Advanced → Document history.**

As a result, the **Document history** window (see Figure 4.3) will open, displaying the history of document status changes. The following information is displayed for each entry in the list:
- the time of change;
- document status;
- in case of signature, the group of signatures that was superimposed on the document;
- identifier of the EDS key, by the owner of which the changes were made;
- full name of the key owner who made the changes;
- the text of the change description (if any), e.g. the reason for rejecting the document.
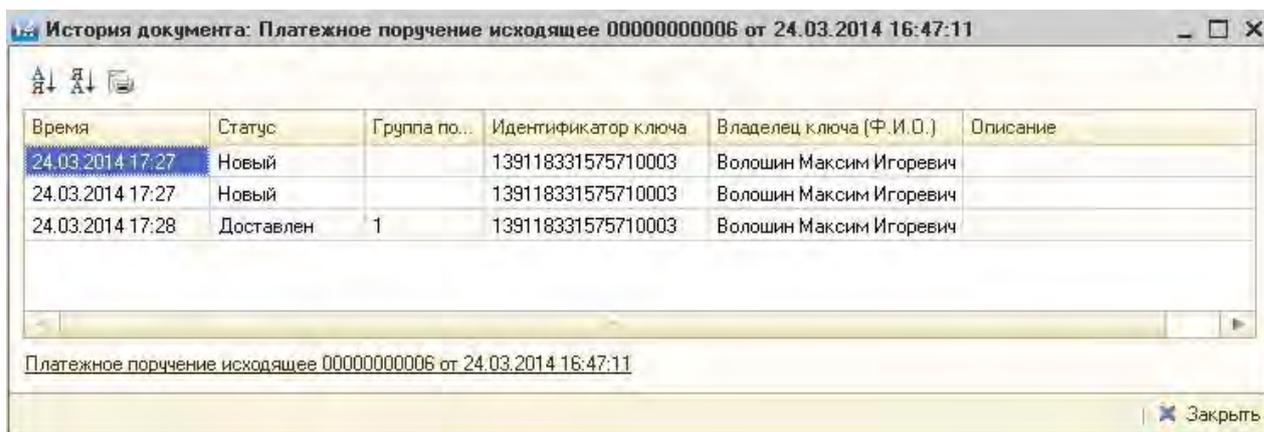
Fig. 4.3. **Document history** window

If the history is viewed for the first time after the module is launched, you will need to additionally select the EDS key for authentication in the module before opening the **Document history** window (see the **Authentication in module** section for more details).

From the **Document history** window the client can open the **Outgoing Payment Order** window of the corresponding document. To do this, click on the link with the number and date of the document below the history of the document.

Obtaining document status

The current statuses of documents are not stored in 1C information base. To display them, the client must obtain them from the PRAVEXBANK BIZ bank server.

To get the statuses of documents you need to select[2] the necessary documents in the list and perform one of the following actions:
- Click the **Get status** button on the toolbar.
- Call the context menu and select **Get status**.

If the operation is successful, the current statuses will be uploaded to the **Status** field for the selected documents from the PRAVEXBANK BIZ bank server. If errors occur, the corresponding notification will be displayed in the window of service messages.

Warning!
The received document statuses will be displayed within the current session of the 1C:Enterprise module. After restarting the module, the client will need to obtain the statuses again from the PRAVEXBANK BIZ bank server.

Document statuses are automatically downloaded from the PRAVEXBANK BIZ bank server in the following steps:
- The document's signatures.
- Confirmation of the document.
- Viewing the history of the document.
- Printing out the document.
- Synchronization with the bank server of the PRAVEXBANK BIZ system (only for documents during the synchronization period).

Confirmation of document

Module for 1C:Enterprises provides the possibility of additional confirmation of payment orders using one-time passwords.

Warning!

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[2] For more information on how to select a group of documents, see the **Document signature** subsection.

Additional confirmation of documents is set up by a bank employee. For additional information, please contact the technical support department of the servicing bank.

The confirmation mechanism works as follows: a bank employee includes the client and his responsible employees in the confirmation of documents, and sets a limit, if exceeded, which will require an additional confirmation. When the last necessary signature is applied to the document the amount of which exceeds the established limit, the document passes to the **Requires confirmation** status instead of the **Delivered** status. Such a document must be additionally confirmed by the responsible employee of the organization, after which it will become **Delivered**. The work with documents, the amount of which does not exceed the limit, does not change.

To confirm documents, you need to select them in the list and perform one of the following actions:
- Click the **Confirm** button on the toolbar.
- Call the context menu and select **Confirm.**

As a result, a **Payment order confirmation** window will be opened on the screen, the appearance of which is shown in Figure 4.4. If one document is confirmed, the window displays the details of the document, if a group of documents is confirmed, the number of documents and their amount. If the confirmation is performed for the first time after the start of the module, then before opening the **Payment Order Confirmation** window, you will need to additionally select an EDS key for authentication in the module (for details, see **Authentication in module** section).

In the **Payment order confirmation** window, the following steps must be performed:

1. Select the method of obtaining a one-time password (OTP token[3] SMS[4]).
2. Depending on the chosen method of obtaining a one-time password:
   - **OTP token**: select the desired O**TP** token from the list (see Figure 1). 4.4(a) and Fig. 4.4(c)) and generate a password using the device. If there is no OTP token with the required serial number in the list, please contact the technical support department of the servicing bank.
   - **SMS**: press the **Get password by SMS** button (see Fig. 2). 4.4(b) and Fig. 4.4(d)) and wait for a short SMS message to be sent to your mobile phone number.
3. Enter the resulting one-time password in the **One-time password** field.
4. Press the **Confirm** button.

If errors are displayed in the service message window during the confirmation of documents, then it could be caused by the following reasons:
- Incorrect document status. Only documents in the status **Requires confirmation** can be confirmed**.**
- An error was made when entering the one-time password. In this case it is necessary to check the correctness of the entered password.

Warning!

If an incorrect one-time password is entered several times in a row, the client can be blocked.

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[3] A special hardware device (OTP - One Time Password) is used to generate a one-time password.

[4] The generated one-time password comes in the form of a short SMS-message to the mobile phone number, which was specified as the contact number of an employee of the organization in the PRAVEXBANK BIZ system.
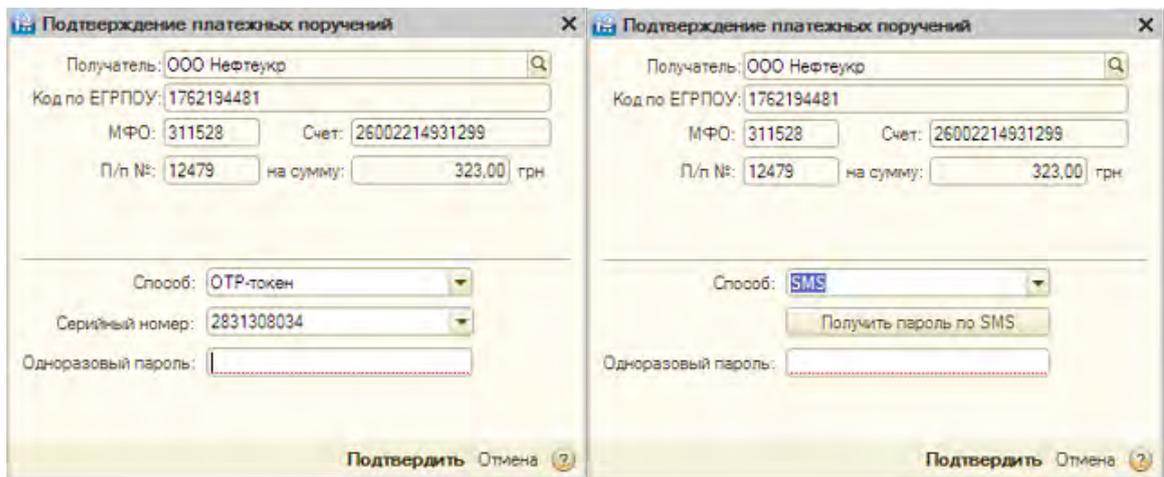
(a) OTR. One document   b) SMS. One document
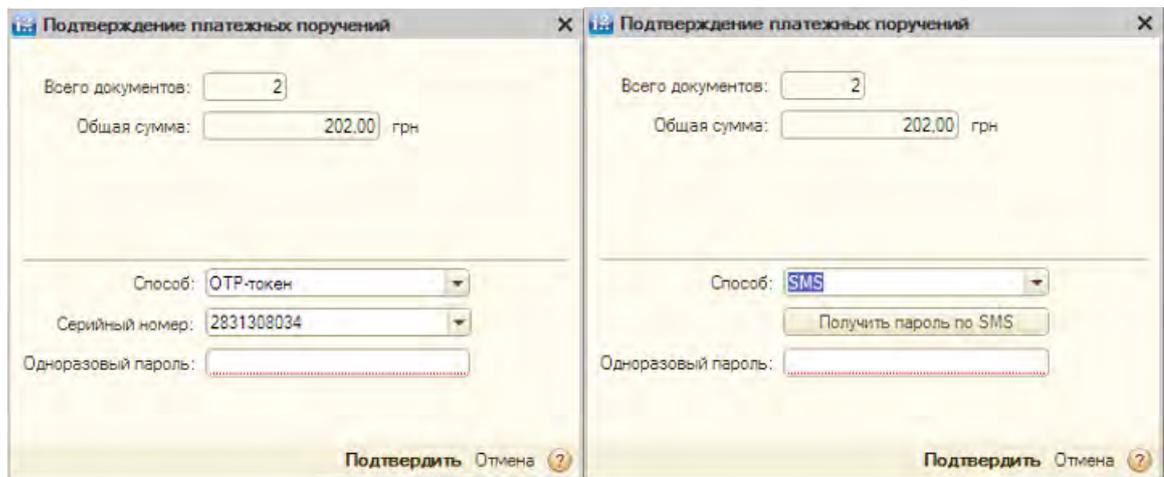
c) OTR. Document group   d) SMS. Document group

Fig. 4.4. **Payment Order Confirmation** Window

- One-time password is expired. In this case you need to generate a new one-time password.

Synchronization of payment orders

Synchronization – mechanism of coordination of payment order changes between 1C information base and PRAVEXBANK BIZ bank server. During the synchronization process, the following actions take place:
- obtaining data on payment orders in the information base and on the bank server;
- comparison of payment orders by key details (number and date of the document, payer's account, MFO of the payer's bank);
- maintaining changes in existing documents and creating new ones.

The following steps are required to perform the synchronization:
1. Open the Synchronization window (see Figure 4.5). To do this, proceed as follows:
- Click the Synchronize button on the toolbar.
- Call the context menu and select Synchronization from it.
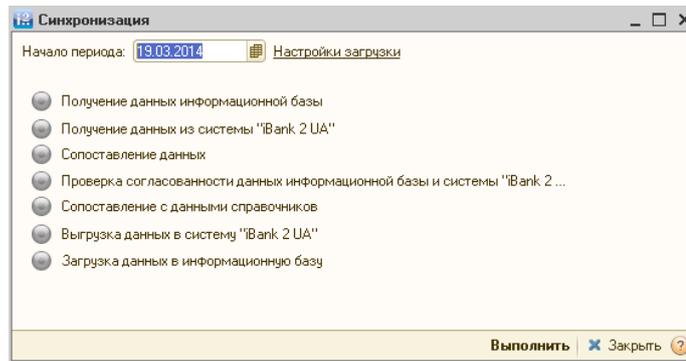
Fig. 4.5. **Synchronization** window

If synchronization is performed for the first time after starting the module, you will need to additionally select the EDS key for authentication in the module before opening the Synchronization window (for more details, see the **Authentication in module** subsection).

2. If necessary, you can change the start date of the synchronization, which is filled in by default (see **General** subsection for details).

3. Press the **Run** button.

The Synchronization window displays the stages of the synchronization steps:
- Gathering information on payment orders of 1C information base.
- Collection of information on payment orders of the PRAVEXBANK BIZ system.
- Comparison of information received.
- Data consistency check. At this stage, discrepancies in payment orders of the information base and PRAVEXBANK BIZ system will be revealed.

Based on the results of data consistency checks, the changes are made to existing documents and the creation of new documents in the 1C information database or PRAVEXBANK BIZ system. Description of possible synchronization results are presented below.

1. If the documents are not matched:
- At presence of documents only in 1C information base (which are not checked to delete), on a bank server of system PRAVEXBANK BIZ corresponding documents are created. The documents for delete checked in 1C information base are not created in system PRAVEXBANK BIZ.
- At presence of documents only in system PRAVEXBANK BIZ, in 1C information base new documents are created. Documents that are in the PRAVEXBANK BIZ system in the status of **Deleted** are not created in the information database.

2. If the documents are matched:

- At change of documents only in 1C information base they are updated in system PRAVEXBANK BIZ. Thus, the checked to delete documents in 1C information base are removed from system PRAVEXBANK BIZ if the status of the document supposes deletion. Otherwise, the check for deletion is removed.
- At change of documents only in system PRAVEXBANK BIZ they are updated in 1C information base. Documents with the **Deleted** status in the PRAVEXBANK BIZ system are checked for deletion in the information database.
- At change of documents in 1C information base and on a bank server of PRAVEXBANK BIZ system, updating of documents in 1C information base according to changes in system PRAVEXBANK BIZ is carried out.

The client can set up a cash flow item (hereinafter – CF), which will be filled in by default for documents uploaded to the 1C information database. To do this, click on the **Download settings** link in the **Synchronization** window. As a result, the screen will open the **Download settings** window, the

appearance of which is shown in the figure. 4.6. In order to select a CF item, you need to perform the following actions:

- For a **Payment order** document click on the **Payment order** field **CF item for new documents**.
- Click the **Select** button on the right side of the field.
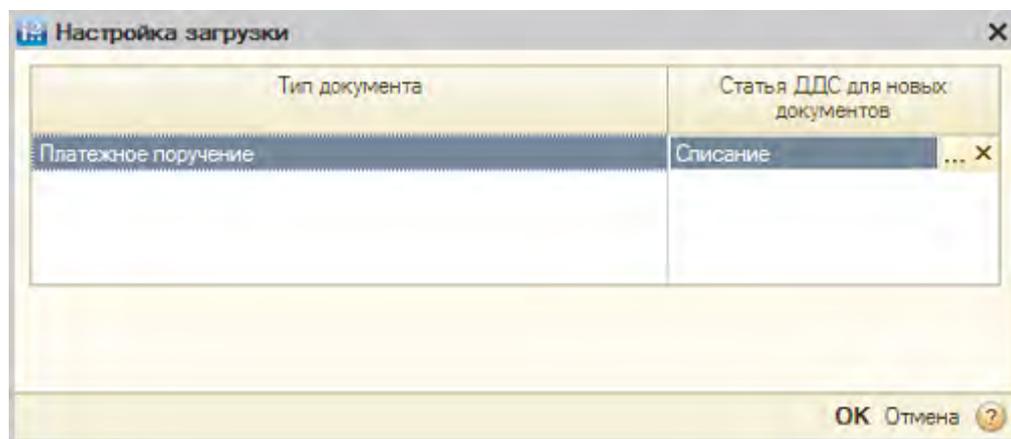- In the appearing drop-down list select the required CF item.

Fig. 4.6. **Download settings** window

Data Comparison

If at synchronization with a bank server of system PRAVEXBANK BIZ the documents which cannot be automatically compared with directories of 1C information base will be received, the message: **Error of comparison with the directories data** will be displayed at the stage "Data Comparison". **Viewing comparison errors**. At clicking on a link, the Comparison window with directory data (see Figure 4.7) opens on the screen, which contains a list of not compared documents.

Matching errors may occur in the following cases:
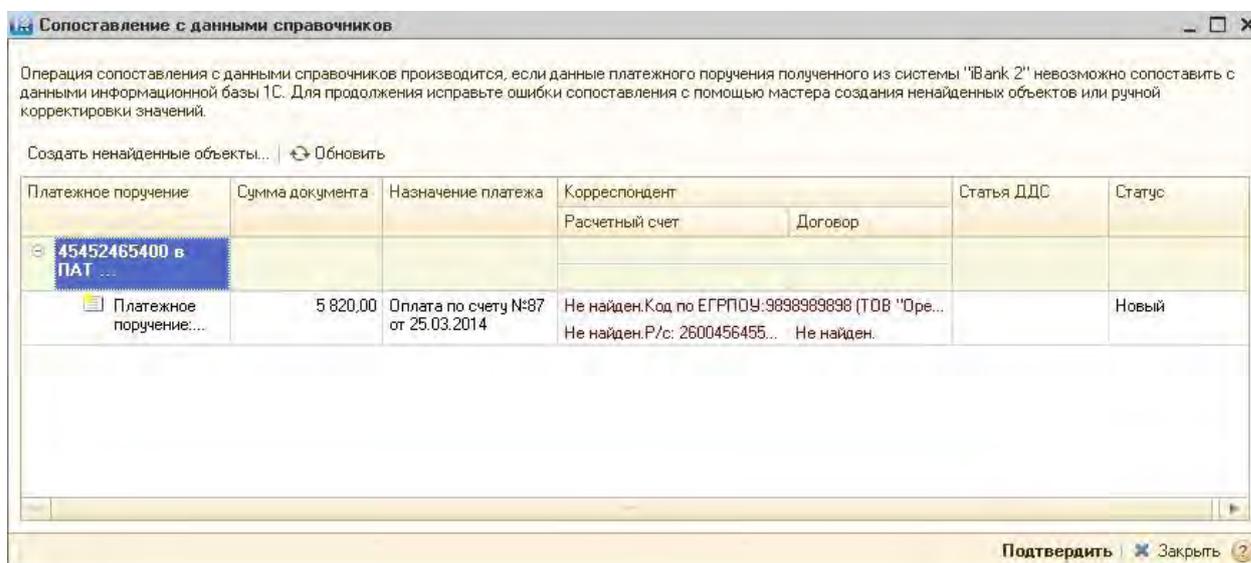
Fig. 4.7. **Comparison with directory data** window

The document with details of the correspondent which is absent in directories of 1C information base is received.

To upload such a document to the information base, it is necessary to create the missing objects of the directories – counterparties, accounts, contracts. To do that, press the **Create missing objects** button. As a result, the **Create missing objects** window (see Figure 4.8) will open on the screen, displaying the list of reference objects to be added. The client should select the necessary directory objects to add, specify a group for new counterparties and press the **Create** button.
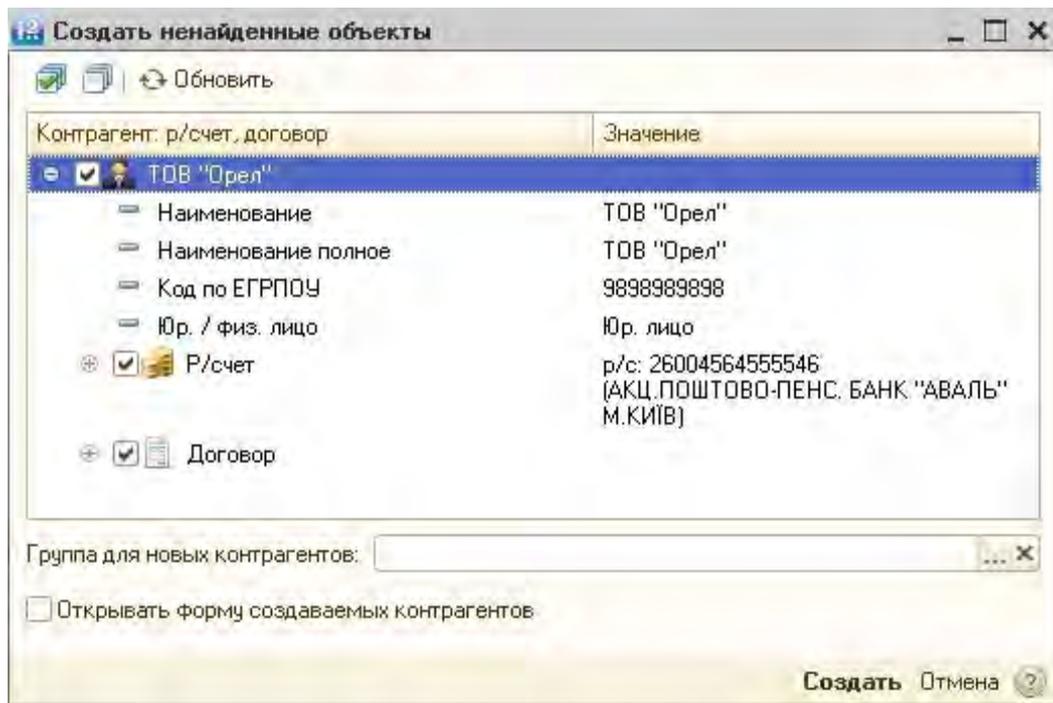
Fig. 4.8. **Create missing objects** window

Once the necessary counterparties have been created in the information database, a corresponding notification will appear on the screen.

The document with correspondent's details which correspond to more than one counterpart in 1C information base is received.

To upload such a document to the information database, you need to manually specify the counterparty from the directory, with which the correspondent of the document should be compared. To do this, proceed as follows:

1. Double click with the left mouse button on a correspondent cell for which more than one counteragent has been found (highlighted in red).

2. Press the **Select** button on the right side of the cell or press the **F4** key.

3. In the opened **Counterparties** window (see Figure 4.9), select the counterparty that will correspond to the correspondent from the document.
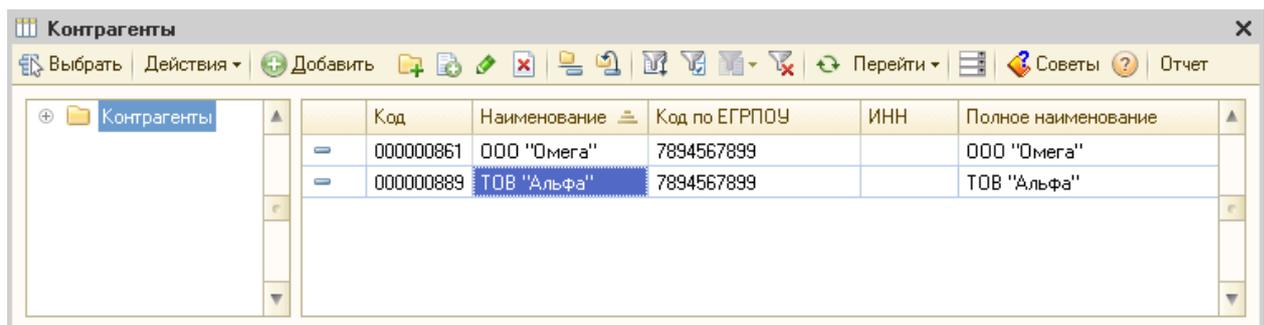
Fig. 4.9. **Counterparties** window

To continue the synchronization, press the **Confirm** button in the **Matching with directory data** window. Documents with not compared objects of directories will not be loaded in 1C information base.

Collisions

The collision of comparison of documents arises when there are several documents in the 1C information base, compared to one document on the bank server of the PRAVEXBANK BIZ system. Documents are compared by key details: number of the document, date of the document, payer's account, MFO code of the payer's bank.

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If a collision occurs during synchronization at the "Data Comparison" stage, the following message appears: **Matching error, collisions detected. Viewing collisions.** By clicking on the link, the window **Collisions of comparing documents** will open on the screen with the list of "problematic" documents. (see Fig. 4.10).

To eliminate the collision, it is necessary to select the appropriate document in the 1C information base from the list for each document in the PRAVEXBANK BIZ system, and then click the button **Link documents and continue**. In this case, it will be offered to change the number for unrelated documents from the information base. Upon confirmation, the document will be uploaded to the PRAVEXBANK BIZ system with the new number. In case of denial, the document will not be uploaded to the PRAVEXBANK BIZ system, with subsequent synchronizations resulting in repeated collisions.

Report on synchronization results

To get a report on the synchronization results, click the **Report on synchronization results** link in the **Synchronization** window. As a result, the **Report on synchronization results** window will open, the appearance of which is shown in Fig. 4.11.
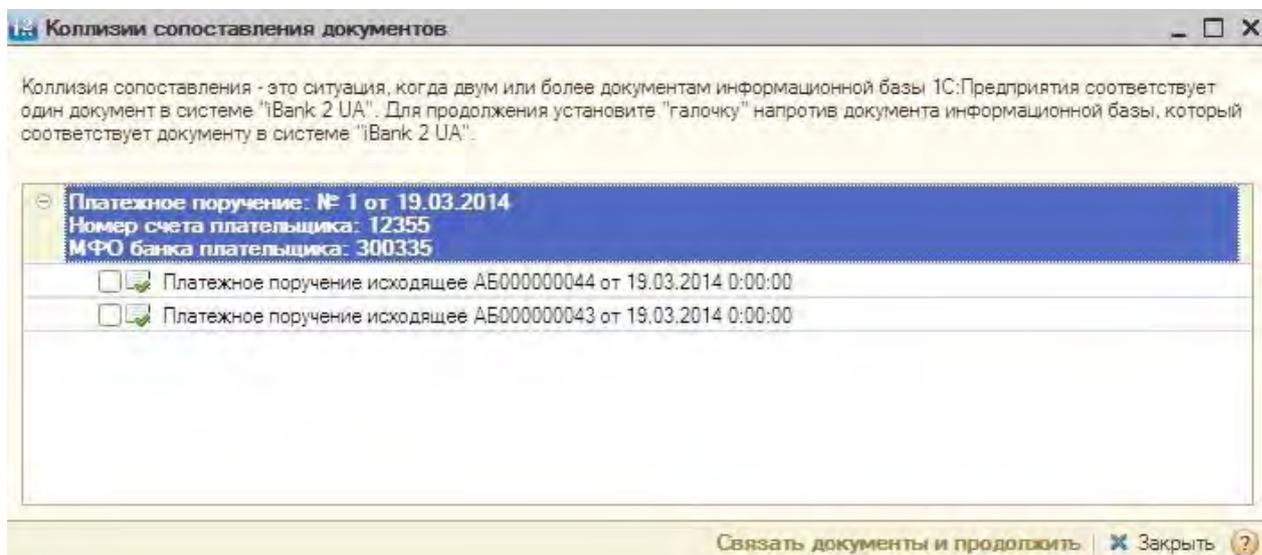
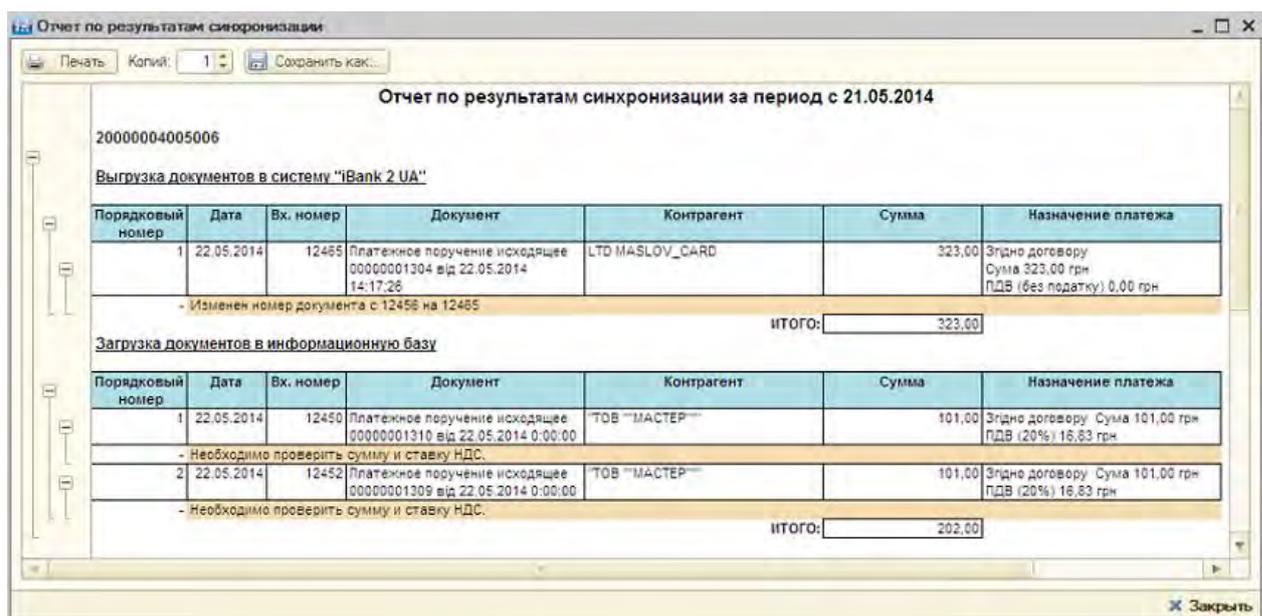Fig. 4.10. **Document comparison collision** window

Fig. 4.11. **Report on synchronization results** window

The information in the window is a list of payment orders uploaded to the PRAVEXBANK BIZ system and uploaded to the 1C information database. The list of documents is grouped by client's accounts.

Additional messages may appear in the list for documents. Messages about the document not being synchronized are displayed in pink. Messages about the synchronization of the document are displayed in orange and mean the warnings that are recommended to read.

The generated report can be printed (**Print** button) or saved to a file of "mxl", "xls", "pdf" format. (**Save as** button).

Saving a document with a unique number when loaded into the PRAVEXBANK BIZ system

If when saving a document in the PRAVEXBANK BIZ system (when synchronizing or unloading a document while signing) it turns out that a document with such number already exists, the window with the suggestion to automatically change the document number will appear on the screen (see Fig. 4.12). The client may agree to change the number of one or all of the documents or refuse to change. In case of failure, the document is not uploaded to the PRAVEXBANK BIZ bank server. Documents on the bank server of the PRAVEXBANK BIZ system in the **Deleted** status do not participate in the verification.
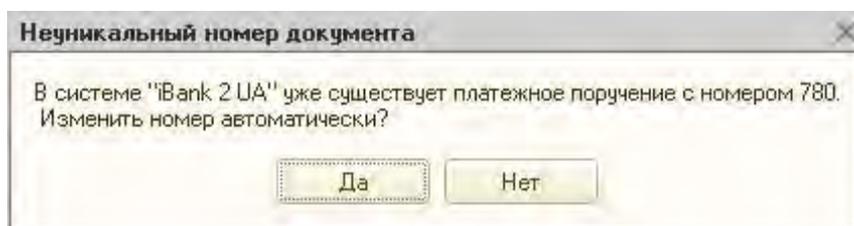

Fig. 4.12. Window offering automatic number change

Warning!

The period for which the document number is checked for uniqueness is set up by a bank employee. For additional information, please contact the technical support department of the servicing bank.

Document filtering

In the module for 1C:Enterprises the following filters are implemented:

Standard filter. Allows you to display in the list of documents only with the selected account of the client, as well as display documents only for the specified period. The standard filtering tools are displayed above the list of documents:
- To install the filter on the client's account, it is necessary to select one of the client's accounts in the list **Bank account**.
- To set the filter by period, perform one of the following actions:
- Enter the start and end dates of the period in the **Date from and to** fields respectively.
- Press the button **(...)** near the date period entry fields. As a result, the **Period Setting** window (see Figure 4.13) will appear on the screen, where you can select a period from among the standard options.

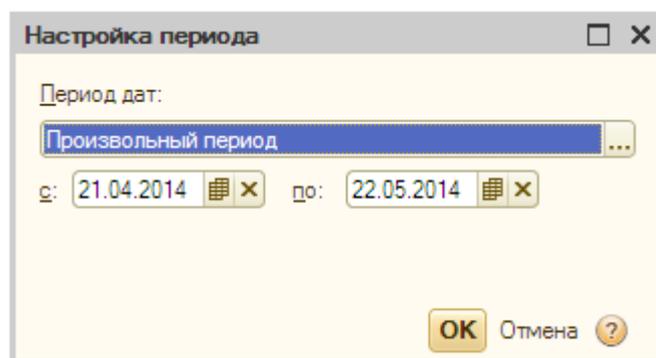It is possible to use the filter simultaneously by client's account and by period.

Fig. 4.13. **Period Setting** window

Fig. 4.14. **Selection** window

5. Statements

A typical scenario of working with statements in the module for 1C:Enterprises includes the following stages:

1. Receiving statements from the PRAVEXBANK BIZ bank server.
2. Creating counterparties that are not found in the 1C information base.
3. Downloading of statements to the 1C information base.

Interface of the Statements section

The appearance of the section **Statements** of the module for 1C:Enterprises is presented in Fig. 5.1.
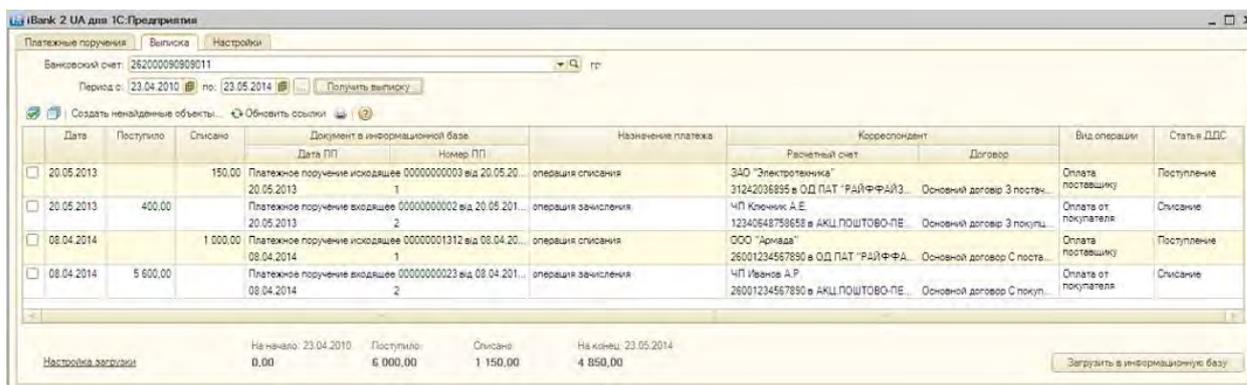
Fig. 5.1. Appearance of **Statements** section

The following interface elements are highlighted in the **Statement** tab:

- The means of installing a filter to obtain statements.
- Toolbar, which contains buttons to manage the list of operations.
- List of received transactions from the PRAVEXBANK BIZ bank server.
- Summary information on account movements
- Button to upload operations to the 1C information base and a link for download settings.
- Context menu containing the most frequently executed commands available to the client when working with statements. To call the context menu you should right-click on the list of statements in the information panel.

The context menu contains the following items:
  - Check all;
  - Uncheck all;
  - Create missing objects;
  - Update links;
  - Seal;
  - Help.

Receiving statements

To receive statements from the PRAVEXBANK BIZ bank server, you need to perform the following steps:
1. In the **Bank account** field select one of the client's accounts, for which you want to get statements.
2. In the fields **Period** from and to specify the period of report receipt.
3. Press the **Get an extract** button.
4. If the statement is received for the first time after the module start, select the EDS key for client authentication (for more details, see Authentication in module subsection).

As a result, the list of operations will display the received statements from the PRAVEXBANK BIZ bank server.

Statement Processing

Received statements are automatically processed by the module for **1C:Enterprises**. The processing of statements includes the following steps:
1. Comparison of correspondents from statements with counterparts in 1C information base directories. In the fields **Correspondent** and **Settlement account**, the name of the correspondent and his or her account number are displayed according to the comparison results[5]:

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[5] Matching of the correspondents is carried out by the EDRPOU code, comparison of account number - by account number and MFO code of the bank.

- If objects are found in 1C information base, the corresponding values from the information base are displayed in the field.
- If objects are not found in 1C information base, the text "Not found" and corresponding values from the extract are displayed in the field.
- If more than one object is found, the text "Found more than one" will be displayed in the field, as well as the corresponding values of the correspondent's name and account number from the statement.

2. Comparison of the counterparty agreement (performed by type of operation). The Contract field displays the contract name according to the comparison results:
- If an agreement is found, the name of the agreement from the 1C information base is displayed in the field.
- If the contract is not found, the text "Not found" is displayed in the field.
- If more than one agreement is found, the field displays the name of the agreement from the 1C information base, which is the main.

3. Comparison of the document according to the information from the statement (performed by date of the operation, date of the document, number of the document, organization, account of the organization, amount). The field **Document in the information database** displays information about the document according to the comparison results:
- If the document is found, information about the found document is displayed in the field. In this case the name of the document "Outgoing payment order" is displayed for the debit operation, "Incoming payment order" – for the credit operation. For example, Outgoing payment order AV0000000375 from 20.02.2014.
- If the document is not found, the field displays only the information from the statement: date, number and amount of the document.
- If more than one document is found, the text "Found more than one" will be displayed in the field.

Before loading operations in the information base, it is possible to create in the 1C information base objects (counterparts, their accounts and agreements), which were not found during automatic processing of received statements. To do it, you should press the **Create missing objects** button on the toolbar or in the context menu, which will open the **Create missing objects** window. The appearance of the window, as well as the necessary actions to create objects are similar to the creation of objects when synchronizing payment orders (for more details, see subsection **Data comparison**).

If at processing of statements in 1C information base more than one counterpart (the account, the contract) corresponding to details of operation have been found, the client will need to specify manually object with which it is necessary to compare operation. To do so, proceed as follows:

1. Double left-click on the **Correspondent** field of the required extract.
2. Press the **Select** button on the right side of the cell (or press F4).
3. In the opened **Counterparties** window (see Fig. 4.9), select the counterparty that corresponds to the operation.

The client can open detailed information about the compared objects. To do it, double-click with the left mouse button on the corresponding field of the necessary extract in the list and press the **Open** button.

Downloading of statements to the information base

Before uploading the statements to the information base, the client can change the cash flow item (hereinafter – CFI) of the required transaction in the list. The default CFI item that is displayed is specified in the download settings (for more details, see **Setting up statement download**).

To upload operations to the information base, you need to perform the following steps:

1. Select the operations in the list that you want to upload to the information base. To select or deselect all operations in the list, you need to perform one of the following actions:

- On the toolbar, click **Check all records ready for uploading** or **Uncheck all records** respectively.
- Call the context menu and select **Check all** or **Uncheck all** respectively.

2. Press the button **Download in the information base**.

At loading of statements in 1C information base the following actions are carried out:

- New "Incoming" or "Outgoing" documents are created on the basis of transactions, which have not been compared with the information base documents.
- The documents of the information base, compared to the operations, will be updated according to the values of the details of the loaded operation. Such documents will also be set the attribute **Paid**.
- Non-matched documents will be checked for deletion (if the corresponding setting is enabled, see the section **Configuring statement downloading** for details).

Warning!

When hryvnia and currency statements of the client are uploaded to the 1C information base, the **Payment order** documents can be created as **incoming** or **outgoing Payment order**. Only **Outgoing payment order** documents created on the basis of hryvnia statements will be displayed in the module. To display such documents, the client will need to update the list using the button on the toolbar or the **Update** context menu item.

Warning!

When you try to upload statements for which no information is matched, the following steps will be performed:

1. Statements will not be uploaded to the 1C information base, the corresponding notification will be displayed in the window of service messages.

2. In 1C information base corresponding payment orders in which the not compared information is not filled will be created. In order to be able to upload such documents to the PRAVEXBANK BIZ system, the client will need to modify the document specifying the missing data.

After loading the statements into the 1C information database, the **Download Report** window will appear on the screen (see Fig. 5.2). The report display is adjustable and can be disabled (for more details see Setting up statement downloading), by default the report is displayed.

The information in the **Download Report** window represents lists of operations that have been uploaded to the information database and for which deletion markers have been set. For each operation the following information is displayed in the list:

- Page number is the sequential number of the loaded operation.
- Date – date of transaction by the bank.
- In. number – document number.
- Document – information about the uploaded document, e.g. Outgoing payment order AV0000000375 of 20.02.2014. The client can open the document editor by double-clicking the field with the left mouse button.

Fig. 5.2. **Download Report** window

- **Counterparty** – name of the correspondent from the operation.
- **Received** – amount of money received.
- **Written off –** amount of money written off.
- **Purpose of payment** – payment purpose specified in the corresponding document.

Additional messages may appear in the download report. The pink color shows messages that the operation has not been loaded. Messages about the operation loading are displayed in orange, and mean the warnings which are recommended to read.

The generated report can be printed (Print button) or saved to a file of "mxl", "xls", "pdf" format. (**Save as** button).

Setting up statement upload

For adjustment of rules of processing of operations during their loading in 1C information base, it is necessary to press the link **Download Setup**. As a result, the **Download Setup** window will appear on the screen, the appearance of which is shown in the figure. 5.3.
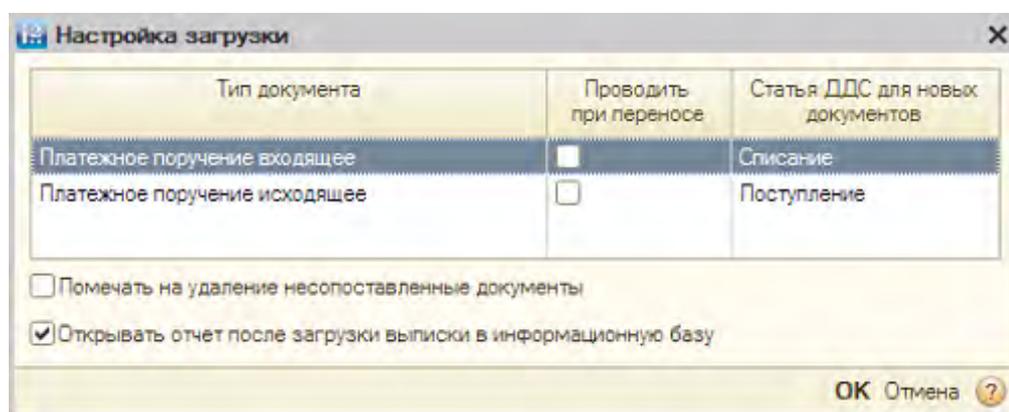

Fig. 5.3. **Download Setup** Window

The following settings are available to the client in this window:

- Selecting the types of documents to be[6] loaded during operations. To do this, you need to set a checkmark in the Carry on with the transfer. You can also specify CFIs for them.
- Configure the automatic deletion marker for uncoordinated documents. To do this, you must enable the **Check for deletion the non-compared documents.**
- Setting the report display after loading statements. To do this, enable the checkbox **Open report after uploading statements to the information database**.

In order to save the settings, you should press the **OK** button.

Statement printing

To print the received statements, you need to perform one of the following steps:
- click the **Print** button on the toolbar;
- call the context menu and select **Print** from it.

As a result, a preview window of the printed form of the document (see Fig. 5.4) will appear on the screen. The client can either print the report (Print button) or save it to a file in "mxl", "xls", "pdf" format.

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[6] Carrying out of documents means that in the 1C information base entries of funds transfer corresponding to operations from the received statement will be formed. If carrying out of documents is not included, in 1C information base the sign "Fulfilled" is not attributed to corresponding documents.

(**Save as** button). During printing, a bank stamp can be displayed, the presence of which is set by a bank employee.
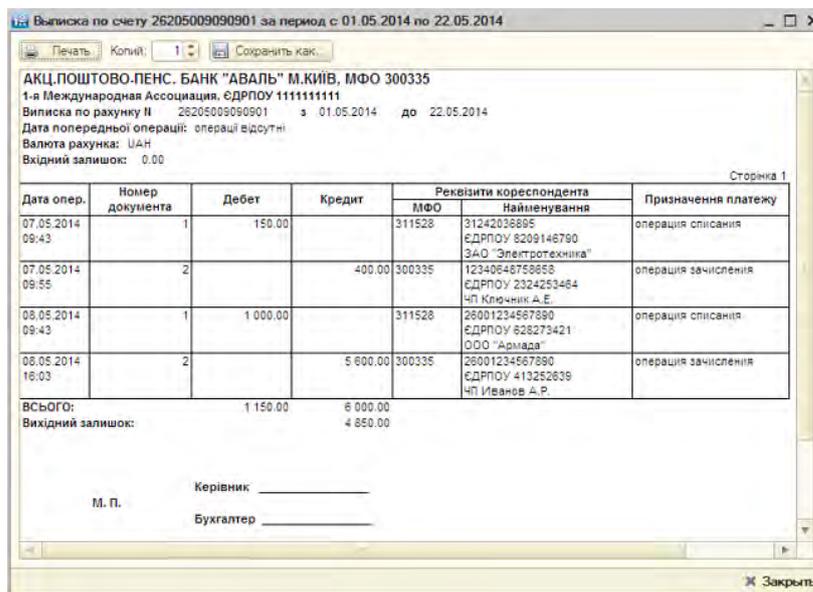

Fig. 5.4. Report print preview window

6. Settings

The module settings management for 1C:Enterprises is performed on the Settings tab. The information on the tab is divided into 4 sections: Profile, General, Log, About the program.

Profile

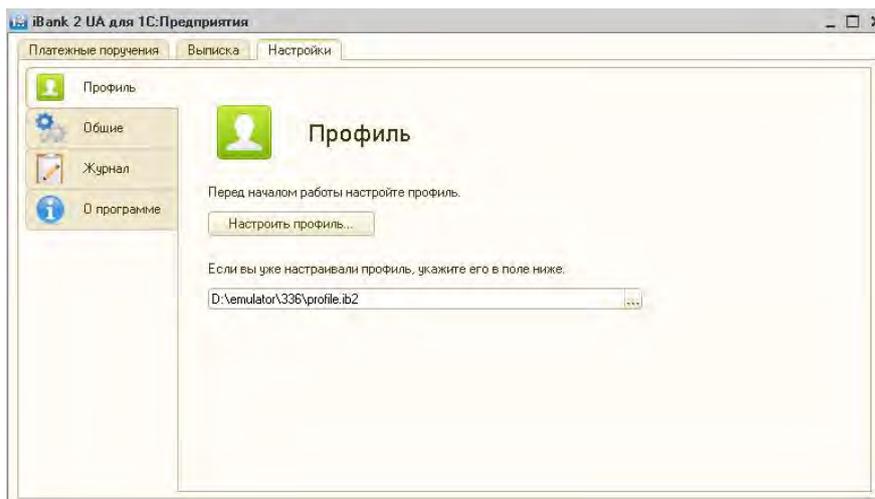Appearance of the **Profile** settings section is shown in the figure. 6.1.

Fig. 6.1. Appearance of settings section **Profile**

The profile establishes compliance (communication) between the organization in the 1C information base and EDS keys, which are used to interact with the bank PRAVEXBANK BIZ server system. All EDS keys associated with the profile must be registered in the PRAVEXBANK BIZ system.

Profile creation

The creation of a profile is done in the Profile Wizard, which is a sequence of steps that the client needs to perform. To open the wizard, you should press the **Profile setup** button. In the first step of profile setup (see Figure 6.2), connect your USB tokens or iBank 2 Key or Author smart cards with EDS keys to your computer and click **Create new profile**. To go to the next step, you should press the **Next** button.

After choosing to create a new profile, you will be taken to the step of choosing an organization (see Figure 6.3). To go to the next step, you should press the **Next** button.
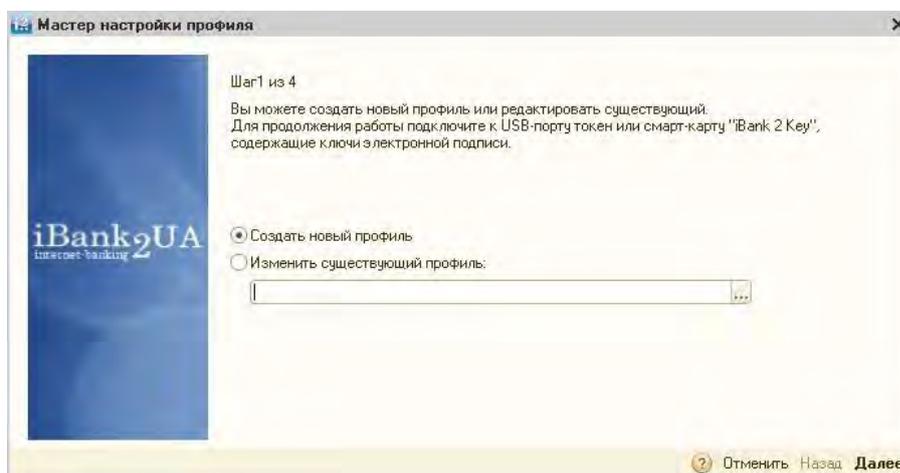

Fig. 6.2. Step 1 of the Profile Setup Wizard

Fig. 6.3. Step 2 of the Profile Setup Wizard

After selecting the organization, the transition to the key selection step will be performed (see Figure 6.4). The following information is displayed at this step:
- The number of the selected USB token or iBank 2 Key or Author smart card.
- A list of EDS keys that are stored on the selected device.
- List of selected EDS keys for work in profile.

To select an EDS key, the following steps must be performed:
1. From the list of connected USB tokens and iBank 2 Key or Author smart cards, select the desired device.
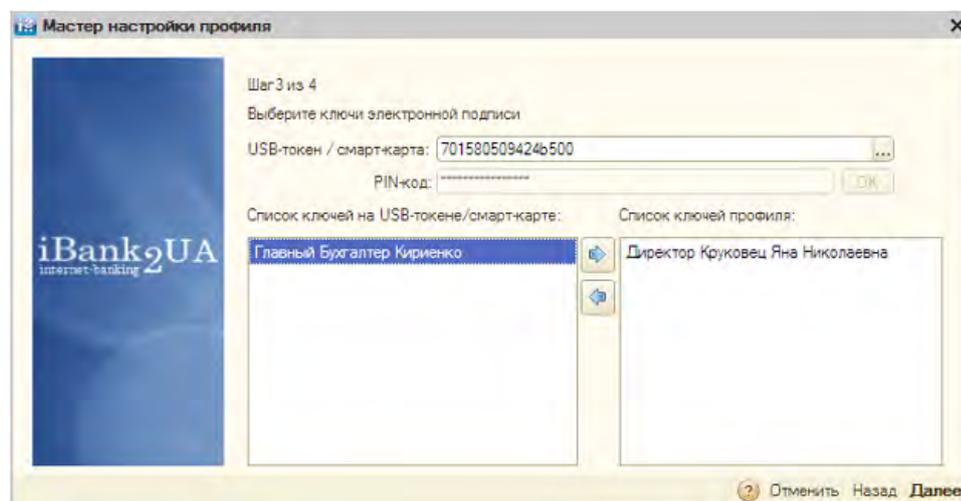2. In the **PIN-code** field, enter a password for the device.

Fig. 6.4. Step 3 of the Profile Setup Wizard

3. Select the desired EDS key from the list of keys that are stored on the selected device and click **Add key to profile.**

As a result, the selected EDS key will be added to the list of keys used in the profile.

To cancel the use of EDS key in the profile, you should select the necessary key in the list of profile keys and press the **Delete key from profile** button.

To go to the next step, you should press the **Next** button.

After selecting EDS keys, the transition to the last step of profile creation is performed (see Fig. 6.5), at which it is necessary to check the presence of previously added EDS keys. This step also displays the **Proxy Connection Settings** link to open the proxy settings window (see **General** section for details).
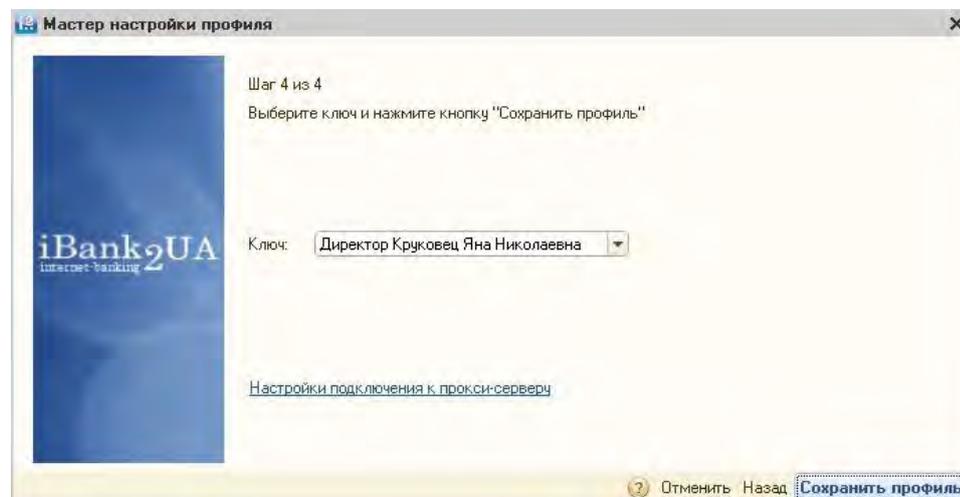

Fig. 6.5. Step 4 of the Profile Setup Wizard

To finish creating a profile, you should press the Save profile button. As a result, the standard file saving window will appear on the screen. The profile file has the extension "ib2".

Once created, the profile is automatically loaded into the module and becomes active. The path to the profile file is saved in 1C database settings.

Warning!
For each user of 1C program it is required to create a separate profile.

Editing profile

To edit a profile, you need to perform the following steps:
• If you want to change the profile, which is not the current profile, you must select the desired profile (for more details, see the section **Select profile**).

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- Click the **Customize profile** button.
- On the first step of the Profile Wizard, select **Change existing profile.**

Further steps to edit a profile are similar to those to create a profile (for more details see **Create profile** section).

Select profile

The **Profile** section shows the location of the uploaded profile. In order to upload another profile, you should press the **Select** button in the right part of the field and select the necessary profile file in the window that appears.

Multibank profile

In one profile you can specify client's EDS keys, which are registered in different banks.
In this case the last step of the Profile Setup Wizard is a list of authorized banks, where the selected EDS keys are registered (see Fig. 6.6). In order to save the profile, the client needs to connect to each bank in the list in order to receive information from them, necessary for further work.

Warning!
To form the list of banks, the module automatically accesses the ibank2.ua portal. Therefore, the module must have access to the Internet before proceeding to the last step of the profile wizard.

To connect to the bank, you should select it in the list and press the **Link Keys** button. As a result, the **Authentication** window will open, fig. 3.4, which displays the list of keys registered with the selected bank. If necessary, you can select the EDS key that will be used by default. After selecting the EDS key, the connection to the PRAVEXBANK BIZ bank server is made. The result of the connection is displayed on the last step of the profile wizard in the Information field.
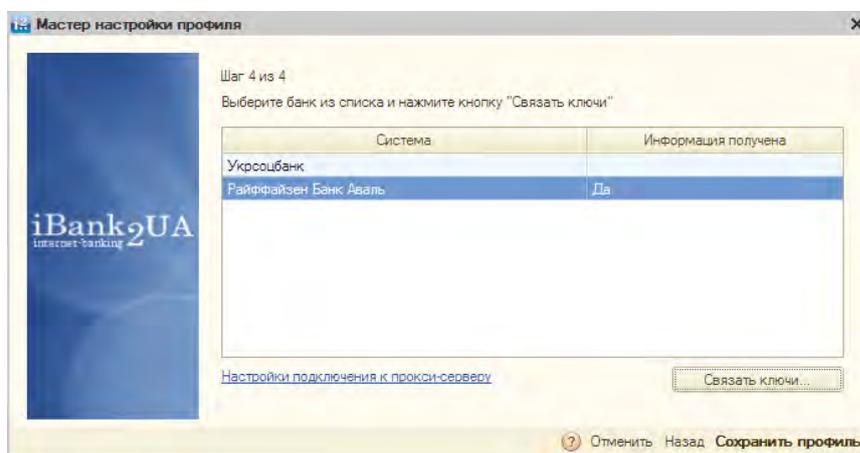

Fig. 6.6. Step 4 Profile Wizards for Multibank Profile

Working in a module when using a multibank profile

Further work in the module for 1C:Enterprises using a multi-bank profile does not differ from the standard mode of operation except for the following features:
- When performing group operations on documents (signature, status, synchronization), it will be necessary to pass the authentication separately for each bank.
- Statement receiving is performed separately for each account. In this case, the list of accounts will display all the client's accounts in all banks.

General

The appearance of the **General** settings section is shown in the figure. 6.7 and contains the following blocks:

Proxy connection settings. By default, the module uses system settings for Internet access. If a proxy server requires authentication by login and password, they must be specified in the module settings.

To set up a connection to a proxy server, click on the link of the same name.

As a result, the **Proxy Connection Settings** window will open on the screen (see Figure 6.8).

The client can disable the use of the proxy server, specify the system settings of the proxy server or set them manually. In order to save the settings of the proxy server, you should press the **OK** button.

Automatic module update. To enable automatic update check when starting the module, you should enable the corresponding check.

Filters. The client can set the default value for some filters.

- The number of last days for which payment orders are displayed. If the value is "0" all documents will be displayed.
- The number of last days for which the statements from the PRAVEXBANK BIZ bank server will be received. If the value is "0", statements will be downloaded for the last month.
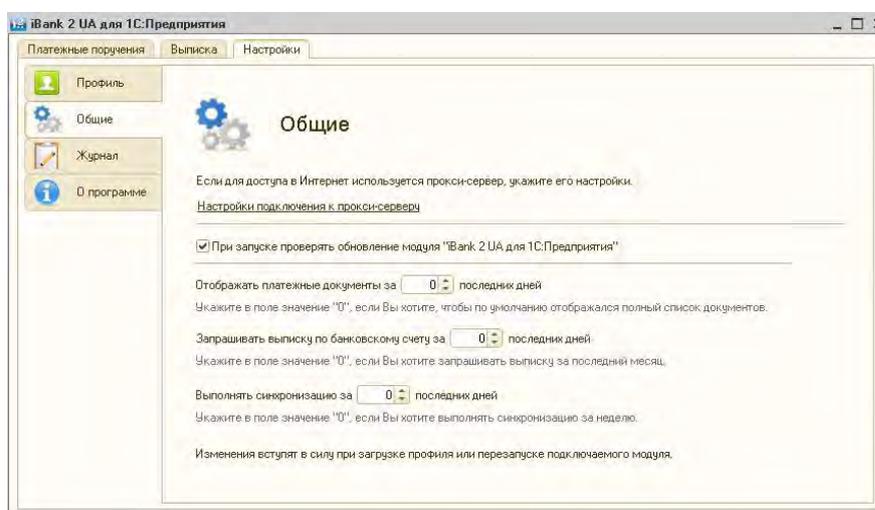

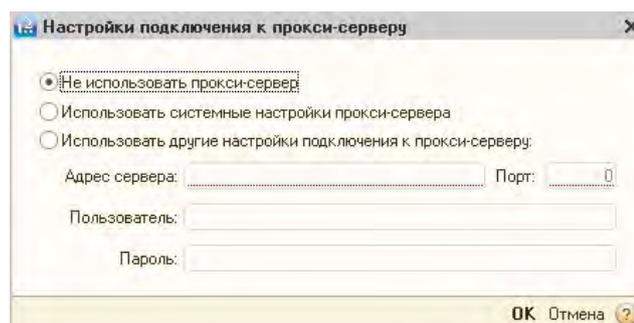Fig. 6.7. Appearance of **General** settings section

Fig. 6.8. **Proxy Connection Settings** window

- The number of last days for which synchronization will take place. If the value is "0", synchronization will be performed within a week.

Log

Appearance of the settings section **Log** is shown in the figure. 6.9.

Logs – a file containing the module's protocol for **1C:Enterprises**. Log files are required by module support specialists in case of errors in its operation.

To enable logging, you need to enable the corresponding check mark. By default, the log is written to the directory where the module distribution kit is located. In order to change the log file, you should press the **Select** button on the right side of the Log field and specify the location and name of the log file.
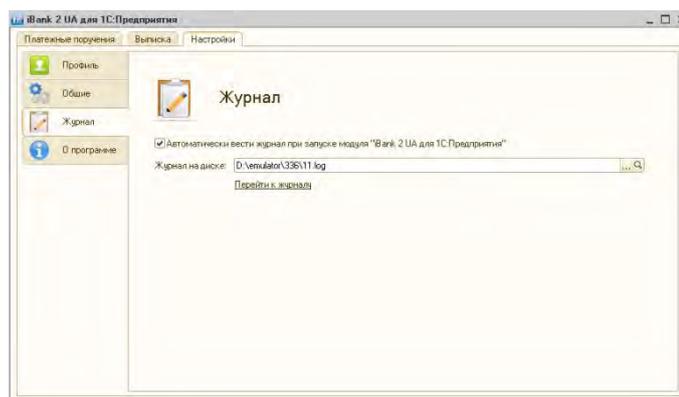

Fig. 6.9. Appearance of **Logbook** settings section

In order to open the log for viewing, you should press the **Open** button on the right side of the Log on disk field. To open the directory where the log file is located, click the **Go to log** link.

About the program

Appearance of the settings section **About the program** is shown in Fig. 6.10 and contains the following blocks:

Information about the module. Includes the full name of the module, its version, as well as information about copyrights.

Update module. In order to check if the module is updated, you should press the **Check for update** button. If an update is available, a message containing the new version of the module and a link for receiving the update will be displayed in the section. For more information on updating the module, see the **Module Updating** subsection.

Contact information of the company which is engaged in module support. By default, the text "It is recommended to address to your 1C representative in Ukraine regarding issues of technical support of the module" is displayed. If a module has been installed via the **Configurator**, the contact information provided by the accompanying person can also be displayed (see **Advanced installation via Configurator** for details).

General information. A link to open the reference information that is built into the module.

License agreement. A link to view the license agreement.

Information on the site. A link to the developer's website in the section devoted to the module description.
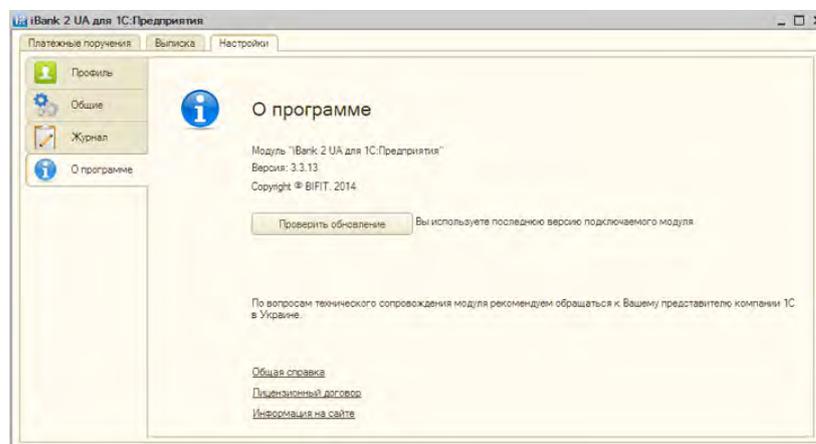

Fig. 6.10. Appearance of **About the program** settings section

7. Sources of additional information

More information on this topic can be found in the documents:

- Registration of a new client in "PRAVEXBANK BIZ". User manual;
- "PRAVEXBANK BIZ" for corporate clients. System manual;
- "Smartphone-Banking for corporate clients. User manual.