Web-Banking
for corporate clients.
Work with the Hryvnia documents

DBO Soft

(version 6.14)

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Preface

This document is the manual for using the AWP Web Banking for corporate clients (further – AWP **Web-Banking**), specifically describing the process of working with hryvnia documents.

In the **Getting started with the AWP Web-Banking** section, system requirements are listed, and user actions on the authorization page are described.

In the section **AWP Web-Banking interface** is described the main components comprising the AWP.

In the section **AWP Web-Banking home page** is described the process of working with reports «Current Accounts», «Corporate Accounts», which available to client immediately upon AWP logging in.

In the section **Operations with documents, reports, directories** is described the methods of performing basic operations on documents, reports, and directories, along with a listed of document types and statuses.

In the section **Hryvnia documents** is described the basic principles of working with payment instructions, incoming and outcoming requests for payment instructions, as well as directories of counterparts and ID NBU codes.

In the section **My data and settings** is described the client's interaction with the settings.

Section 1

Getting started with the AWP Web-Banking

Requirements for the system

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

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

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

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

2. Installed and started *EDS host plugin*. EDS host plugin is used for work with EDS kyes: AWP login, documents sign, registry and EDS keys management. Downloading the distribution kit for installing or updating EDS host-plugin is done on the AWP login page.

   Attention!
   On MacOS, EDS host plugin has been supported since version 10.10.

   After installation, the EDS host plugin starts automatically. Controls of EDS host plugin are dependent from operation system:

   - on Windows and MacOS, an icon has been added to the taskbar near the clock. With it, you can stop or start the EDS host plugin, or open a control panel with plugin status (fig. 1.1).

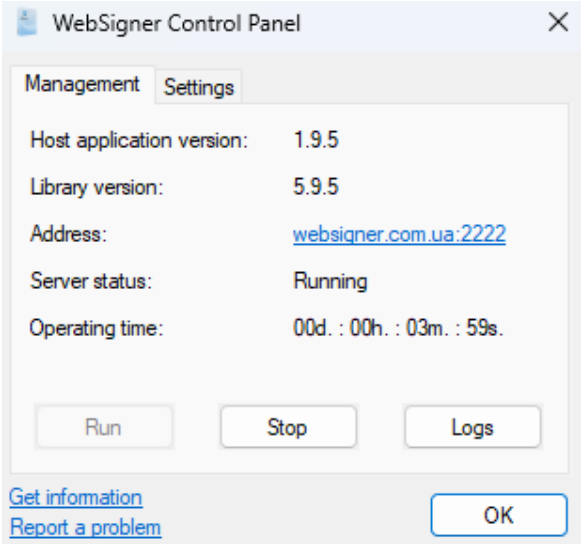


Fig. 1.1. Control panel of EDS host plugin

Attention!
On Windows, icon may sometimes be missing. In this case, the control panel can be manually started from directory with the plugin installed: C:\User\<user name>\AppData\Local\DBO Soft\WebSignerHost\WSHControlPanel.exe.

- on Linux, the running plugin can only be determined by presence of the nginx process. Forcing to start or stop plugin is performed by the start.sh and stop.sh commands from the installed plugin directory: /home/user/.local/share/DBO Soft/WebSignerHost.

Features of installation, launch and solutions of possible problems detailed described in the ***Система PRAVEXBANK BIZ. Хост плагин EDS «WebSigner». Диагностика и исправление неисправностей*** document.

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

In addition to the above mentioned requirements, recommended the client computer to be equipped with USB-port for usage of USB-tokens[1] for EDS keys storage. The AWP **Web-Banking** supports the following USB-tokens: ibank2key, iToken (developer – DBO Soft), SecureToken318, SecureToken337, SecureToken338 (developer – LLC Avtor).

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

It is also recommended to have printer in order to print client's report of registration in PRAVEXBANK BIZ system.

AWP Web-Banking login page

To start work with the AWP **Web-Banking** it is required (upon internet connection) to start web-browser and go from the bank site to the AWP **Web-Banking** login page.

Appearance of the login page (with installed EDS plugin) is presented in fig. 1.2.

The login page includes the following elements:

- AWP **Web-Banking** language selection is located in the top right corner of the page. For clients, only those languages that are specified as valid values are displayed:
  - ***If the list of valid languages is specified by the bank*** – by default, the interface language is always set to the language that is specified first in the list.
  - ***If the list of valid languages is not specified by the bank or its values are incorrect*** – three languages are displayed (RU, UA, EN), and the default interface language is set to Ukrainian.
- Welcome message. The message text may be set at the bank side.
- With installed EDS plugin: tabs for selecting the type of client and company, employee or key registration[2] (CORPORATE CLIENT, FINANCE CONTROL CENTER or REGISTRATION), login fields, button **Login**, as well as the link **Keys management**.

[1] Device, connected to computer USB-port, that is intended for safe storage of the client EDS keys. As opposed to other removable media devices, it is impossible to copy EDS keys from the USB-token, that considerably reduces the possibility of unauthorized access to the client EDS key.

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

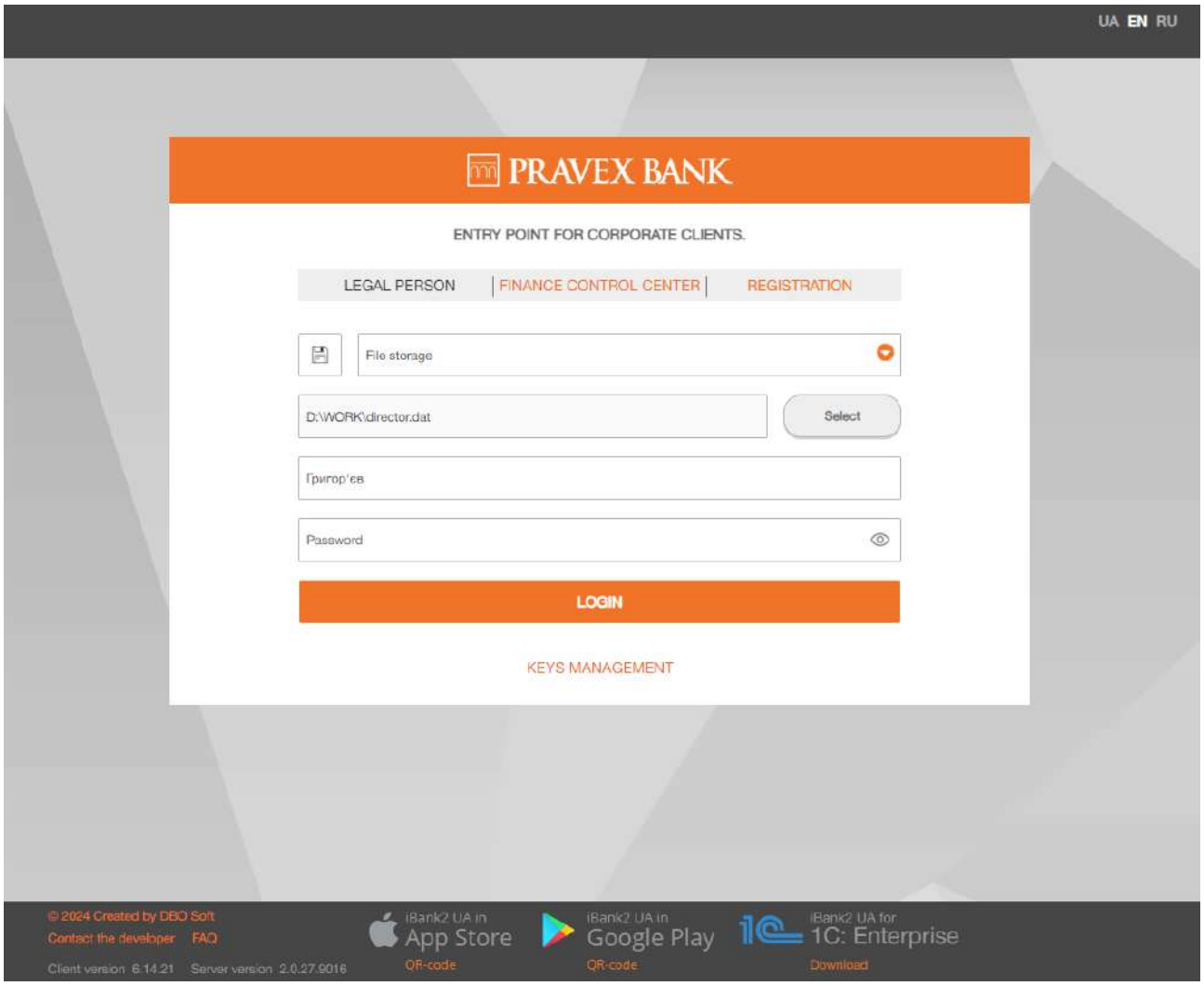


Fig. 1.2. AWP **Web-Banking** login page with installed EDS plugin

Attention!

When you first go to the login page after installing the plugin or clearing the cache, the system will determine port on which the client's host plugin is running. During the search, instead of the fields to select a client or register, there will be a loading indicator. After determining the port, system remembers it. Therefore, during subsequent transitions to the login page, the port definition is not needed and the page loads faster.

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

Attention!

If **Install plugin** button is displayed when plugin is installed, then check:

  – whether the host plugin is running on your computer;
  – presence of the address ***websigner.com.ua*** in browser exceptions if you are working through a proxy server.

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

  - When you click the **Install Plugin** button, it initiates the download of the latest version of the EDS plugin distribution, which you will then need to install.
  - When you click the **Update Plugin** button, a loading indicator appears, and the plugin is updated without downloading files and their subsequent installation.

- Additional text that may be set at the bank side (on the fig. 1.2 the text is missing).
- Additional link in the left bottom corner of the page that may be set at the bank side (on the fig. 1.2 the link is missing).
- Link **Created by DBO Soft** in the left bottom corner of the page to go to the web-site of the company-developer «DBO Soft».
- Link **Contact the developer** in the left bottom corner of the page to create e-mail for the company-developer «DBO Soft».
- Link **FAQ** in the left bottom corner of the page to go to the page of reference information as to system operation.
- AWP **Web-Banking** and PRAVEXBANK BIZ system version in the left bottom corner of the page.

  Attention!
  The PRAVEXBANK BIZ system version is not displayed, if it is the first log in AWP **Web-Banking**.

- Buttons **iBank 2 UA in App Store** and **iBank 2 UA in Google play** in the bottom part of the page to download mobile application of iBank 2 UA from App Store or Google play respectively. Under the buttons, is displayed a link **QR-code** to show the QR-code of the corresponding application. To hide the QR-code, click the link **Hide QR-code** under the corresponding button.
- Button **iBank 2 UA for 1C: Enterprise** in the right bottom corner of the page to go to the page with the reference information as to iBank 2 UA plugin for 1C: Enterprise software. Below the button displayed link **Download** for downloading the plugin **iBank 2 UA**.

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

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

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

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

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

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

   Attention!
   Possibility to insert a password from the clipboard is configured on the bank side.

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

- If EDS key is in file:

  1. Select **File Storage** type of storage.
  2. Select EDS key storage. For this purpose press **Select** and select in the dialog box the EDS key storage.
  3. Select the required EDS key from the list (if there are several EDS keys in the list). If you enter the name of the key, the relevant EDS keys from the list will be automatically displayed in the list field.
  4. Enter the EDS key password.

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

     Attention!
     Possibility to insert a password from the clipboard is configured on the bank side.

  5. Press **Login** button.

Multi-factor authentication

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

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

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

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

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

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

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

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

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

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

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

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

  Attention!
  If you enter invalid password several times in a row, the client may be locked.

- There is exceeded the validity term of the one-time password. In this case, it is required to generate one-time password again. The one-time password has expired. In this case, you need to regenerate a new one-time password. To receive a new one-time password on the employee's mobile phone, press the **Get SMS** button. The button will become active after the period set by the bank for requesting the password again has elapsed. The button label **Get SMS** will show the countdown to when you can request the password again[6].

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

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

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

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

[6] The one-time password for customer login to the system is generated using a random number generator, taking into account the customer's session identifier and the time of OTP password generation.

Section 2

AWP Web-Banking interface

Main information

Appearance of the AWP **Web-Banking** is presented in the fig. 2.1.

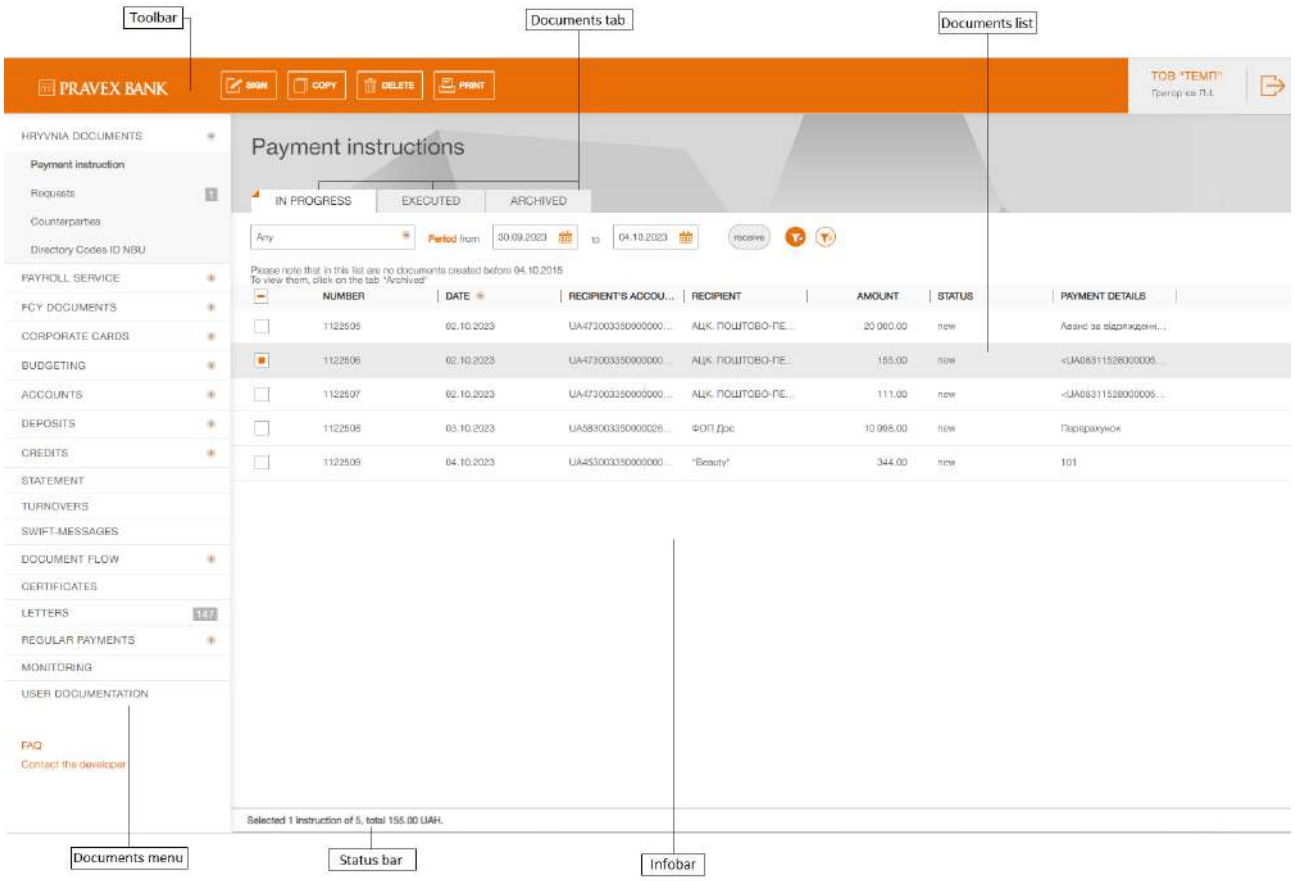


Fig. 2.1. AWP **Web-Banking** interface elements

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

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

   - top left corner – bank logo that is the link to the AWP home page;
   - top central part – buttons for performance of the available actions with documents, reports and directories. When you hover the cursor over the button, a pop-up tooltip with a combination of keys for quick execution is displayed (for more details – see subsection **Hotkeys**). The composition of buttons depends on the page, where the user is, on document, report and directory type, as well as on the list of rights, available for the organization employee;
   - top right corner – client name, that is the link to the section **My Data**, under it – surname and initials of the organization employee, logged in the AWP. To the right, there is displayed the button for AWP log out, by pressing which you go to login page.

2. ***Documents menu*** – hierarchical structure of documents, reports and directories, available for user. Additionally, in the documents menu, there are links to **FAQ** and **Contact the Developer**:
   - Link **FAQ** is used to go to the page of reference information as to system operation.
   - Link **Contact the developer** is used to create e-mail for the company-developer «DBO Soft».
3. ***Infobar*** – contains the list of documents, reports, directory records with their main details (the composition of the list fields may differ for various sections). The infobar also contains filtration means.
4. ***Status bar*** – contain information about selected documents or total report information.

Documents menu

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

- ***Documents group*** – includes of documents and directories according to the groups, for example: groups of hryvnia and FCY documents;
- ***Document, report, directory type*** – types of documents, reports or directories in specific document group or included into menu separately. For example, in hryvnia document group: payment instruction and rerquests for payment instructions, counterparties and Directory Codes ID NBU;
- ***Documents tab*** – include of the documents according to their status and state:

  In progress – documents in process. This tab includes documents with the following status: **New, Signed, Sent, Received by the bank, At execution, Rejected, Deferred, Require confirmation** (for more details about document statuses – see subsection **Types and statuses of documents in AWP Web-Banking**).

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

  Archived – documents, transferred to archive. This tab is available only for payment instruction(for more details see subsection **Archived documents**).

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

Infobar

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

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

- ***Sort by column.*** To sort – left-click the table column heading. Sorting direction (in descending order or in ascending order) is defined by the arrow direction and may be changed by repeated click on the column heading. At sorting, the relevant download indicator is displayed near the arrow.

- ***Sort by group of columns***. To sort by group of columns, hold down the **Shift** key by clicking on the headings of the columns you want. The direction of sorting (in descending order or in ascending order) is defined by the arrow direction, sort order of columns is indicated by sequence number. The sort order corresponds to the order in which columns are added to the group, starting with last added column.

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

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

- ***Select group of documents or directory records from the list.*** This can be done in several ways:

  – Set the check box from the first column of the table for the necessary entries in the list. Clicking the check box again deselects it.

  – Press and hold the left mouse button and drag it over the entire range you want to select.

  – Hold down the Shift key and select the first and last documents of the required range.

  In case of availability of documents or directory records in the list, there is added in bottom part of the infobar the status bar, where there are displayed the total and selected number of list records and amount of the selected documents. To select all the documents in the list, it is required to check the box in the table heading. If there are documents with status **New**, **Signed** or **Require confirmation** in the list, then, in addition to the table heading box, there will be added dropdown list, where you may select all the documents with status **New**, **Signed**, **Require confirmation**.

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

Graphic calendar

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

1. Click the icon of graphic calendar in right part of the date field. As a result, there will be displayed the graphic calendar window (fig. 2.2) under or above the field (depending on field location).

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

   - scroll the calendar by buttons << or >>;
   - click the month or year in the calendar heading and to select the required month or year from the displayed window.

Fig. 2.2. Graphic calendar

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

   Attention!
   The number of days in the period of receiving the list of documents is set on the bank's side.

   Press **Default value** to set the default value in the date field. Depending on the field's current state, the default value can clear the date in the field, be the current date, or a specific pre-set date.

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

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

Automatic logoff in AWP

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

Section 3

AWP Web-Banking home page

Current accounts

Attention!

If the client does not have any current accounts or the employee does not have the necessary permissions – the section for current accounts is absent.

To view information as to accounts, it is required to go from the home page to the tab **Current accounts**. Appearance of the page is presented in the fig. 3.2.

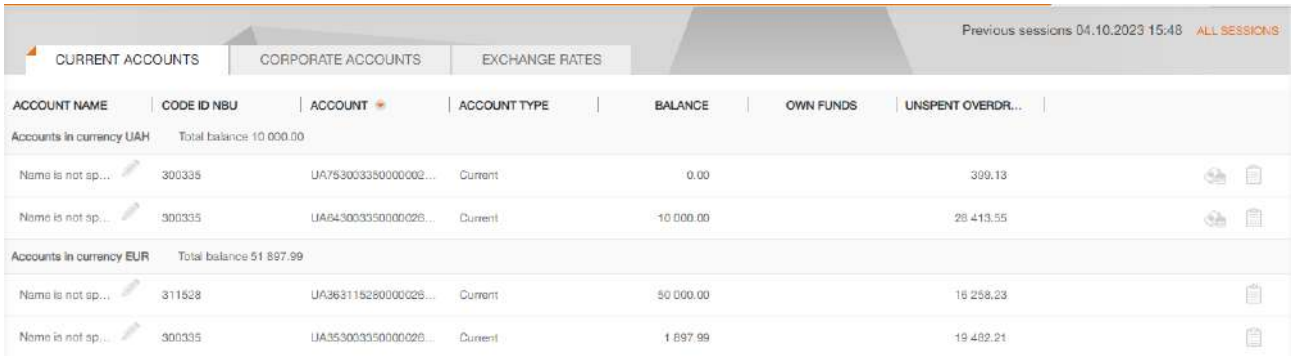


Fig. 3.1. **Current accounts** page

This page infobar contains the list of the current client account, available, depending on the rights of the employee, logged-in the AWP. For each account, there is displayed in the list the following information:

- ***Name*** — account alias;

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

  1. Press button **(Edit)**, displayed to the right of the account alias. As a result, the field with the account alias will become editable.
  2. Enter the required account alias.
  3. Left-click any place outside the field to save changes.

- ***Code ID NBU*** – ID NBU code of the bank, with which there is opened the account;
- ***Account*** – account number in the IBAN format (29 characters);
- ***Account type***;
- ***Balance*** –available balance in account currency;
- ***Own funds*** — amount of own funds on account. A column is displayed if at least one account has a value.

- ***Unspent overdraft*** — amount of available overdraft (credit funds) on account. A column is displayed if at least one account has a value. If you hover over the field, a tooltip with total and used amount of overdarft amounts will be displayed.
- ***Acquiring*** — forecasted acquiring amount. A column is displayed if at least one account has a value. If you hover over the field, a tooltip appears with the clarification «Forecasted acquiring amount».
- ***Forecast*** — forecasted balance including acquiring. A column is displayed if at least one account has a value. If you hover over the field, a tooltip appears with the clarification «Forecasted balance including acquiring».
- button **(Payment)** for quick redirect to document creation. For hryvnia accounts you will be directed to creation of payment instruction, for currency accounts – to payment instruction in foreign currency. Availability of **Payment** button for certain account depends on the account type, as well as on the rights of the organization employee for document and account operations.
- button **(Statement)** for quick redirect to receive the statements of the selected account for the current date. Availability of **Statement** button depends on the rights of the organization employee for report and account operations.

List of accounts groups by currency. For each currency there are display name, total balance of all accounts in this currency, as well as other summary balances for the currency. For the other summary balances, a tooltip icon is displayed[1]. Hovering over it allows you to view information about the summary balances for the **Acquiring** and **Forecast** fields.

Hryvnia accounts display first in the list. Currency accounts display next, with groups of currencies sort in ascending order of the symbol code. The accounts set as defaults are highlighted in bold in the list (for more details, see the **Work settings** subsection).

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

There are available the following operations with the current accounts:

- ***Record list sorting[2] on one or group of columns, changing column width, moving column*** (for more details – see subsection **Infobar**).
- ***Standard operations:*** print (on printer and PDF-file) (for more details – see subsection **Documents, reports and directories management**).

Corporate accounts

Attention!
If the client does not have any corporate accounts or the employee does not have the necessary permissions – the section for corporate accounts is absent.

To view information as to corporate accounts, it is required to go from the home page to the tab **Corporate accounts**. Appearance of the page is presented in the fig. 3.2.

[1] The tooltip displays the total balance only for filled fields
[2] List sorting does not affect on order in which accounts group by currency.

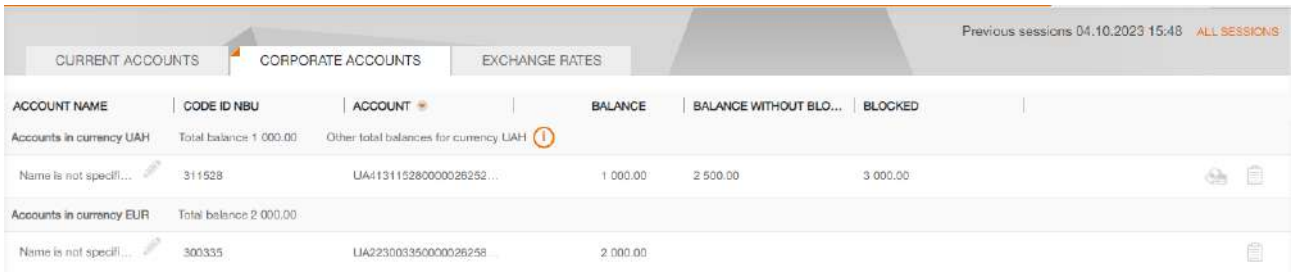


Fig. 3.2. **Corporate accounts** page

This page infobar contains the list of the corporate client account, available, depending on the rights of the employee, logged-in the AWP. For each account, there is displayed in the list the following information:

- ***Name*** — account alias;

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

  1. Press button **(Edit)**, displayed to the right of the account alias. As a result, the field with the account alias will become editable.
  2. Enter the required account alias.
  3. Left-click any place outside the field to save changes.

- ***Code ID NBU*** – ID NBU code of the bank, with which there is opened the account;
- ***Account*** – account number in the IBAN format (29 characters);
- ***Balance*** –available balance in account currency;
- ***Own funds*** — amount of available balance considering holds (accuracy of completion within integration modules' responsibility zone).
- ***Balance without blocks*** — the amount of available balance without considering holds. This column is displayed if there is at least one value present for an account.
- ***Blocked*** — the sum of blocked funds in the account. This column is displayed if there is at least one value present for an account.
- button **(Payment)** for quick redirect to document creation. For hryvnia accounts you will be directed to creation of payment instruction, for currency accounts – to payment instruction in foreign currency. Availability of **Payment** button for certain account depends on the account type, as well as on the rights of the organization employee for document and account operations.
- button **(Statement)** for quick redirect to receive the statements of the selected account for the current date. Availability of **Statement** button depends on the rights of the organization employee for report and account operations.

List of accounts groups by currency. For each currency there are display name, total balance of all accounts in this currency, as well as other summary balances for the currency. For other summary

balances, a tooltip icon is displayed[3]. Hovering over it allows you to view information about the summary balances for the fields **Balance excluding locks**, **Blocked**, **Forecast**, and **Acquiring**.

Hryvnia accounts display first in the list. Currency accounts display next, with groups of currencies sort in ascending order of the symbol code. The accounts set as defaults are highlighted in bold in the list (for more details, see the **Work settings** subsection).

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

There are available the following operations with the corporate accounts:

- ***Record list sorting***[4] ***on one or group of columns, changing column width, moving column*** (for more details – see subsection **Infobar**).
- ***Standard operations:*** print (on printer and PDF-file) (for more details – see subsection **Documents, reports and directories management**).

[3] The tooltip displays the total balance only for filled fields
[4] List sorting does not affect on order in which accounts group by currency.

Section 4

Operations with documents, reports, directories

Types and statuses of documents in AWP Web-Banking

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

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

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

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

The PRAVEXBANK BIZ system provides the following document statuses:

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

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

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

Delivered to client – is assigned to the incoming documents: incoming payment instructions.

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

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

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

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

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

Deferred — is assigned to the payment instruction, when the document is signed by required number of signatures, but the document processing is suspended by the bank employee.

Partly executed — is assigned to the payment instruction, when the document is accepted for implementation by the bank.

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

On recall – is assigned to the document, for which there has been created the request for cancellation (recall from the Bank) of the document and the number of signatures matches the number, required for consideration by the bank (for more details – see subsection **Recall documents**).

Recalled – is assigned to the document, for which there has been created the request for cancellation (recall from the Bank) of the document and the number of signatures matches the number, required for consideration by the bank (for more details – see subsection **Recall documents**).

On accept — is assigned to the payment instruction, when the document has been signed by the required number of signatures, but document amount exceeds established by client limit (for more details — see subsection **Acceptance**). To start such document processing, the client shall accept it.

Not accepted – is assigned to the payment instruction transferred to the status **On accept**, but rejected by client.

The fig. 4.1 shows typical graph of possible document statuses with operational transfers.

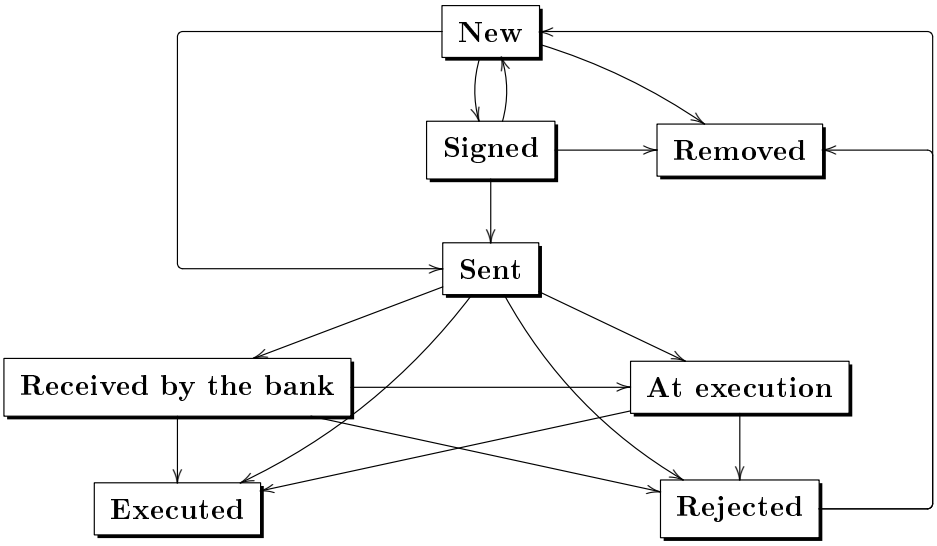


Рис. 4.1. Document status change process

The **Trusted counterparts** directory of the system PRAVEXBANK BIZ provides the following statuses of trusted counterparts (for more details – see subsection **Trusted counterparty directory**):

Active — is assigned to the trusted counterparts after activation and confirmation the counterparts by one-time password. The trusted counterparts in the status **Active** are considered when generating payment instruction in the case of configured confirmation of documents, considering the directory of trusted counterparts.

Blocked — is assigned at blocking trusted counterparts by organization employee.

Requires confirmation — is assigned to the trusted counterparts at creation, editing counterparts.

On deleting — is assigned to the trusted counterparts at deleting counterparts from the directory, and in order to permanently remove counterparts from directory **Trusted counterparts** will be required confirmation by one-time password.

Removed – is assigned to the trusted counterparts after confirm deleting by one-time password. Counterparts with **Removed** status are not displayed in the AWP **Web-Banking**.

The fig. 4.2 shows typical graph of possible trusted counterparts statuses with operational transfers.

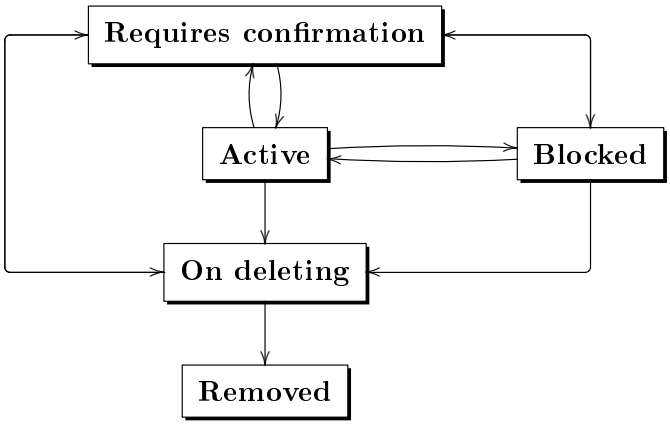


Рис. 4.2. Trusted counterparts status change process

Editor document, report, directory page

General operations of the client with the documents (create, edit, save, etc.), report records and directories are performed on the page **Editor**, the appearance of which (by the example of the payment instruction) is presented in the fig. 4.3.

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

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

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

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

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

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

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

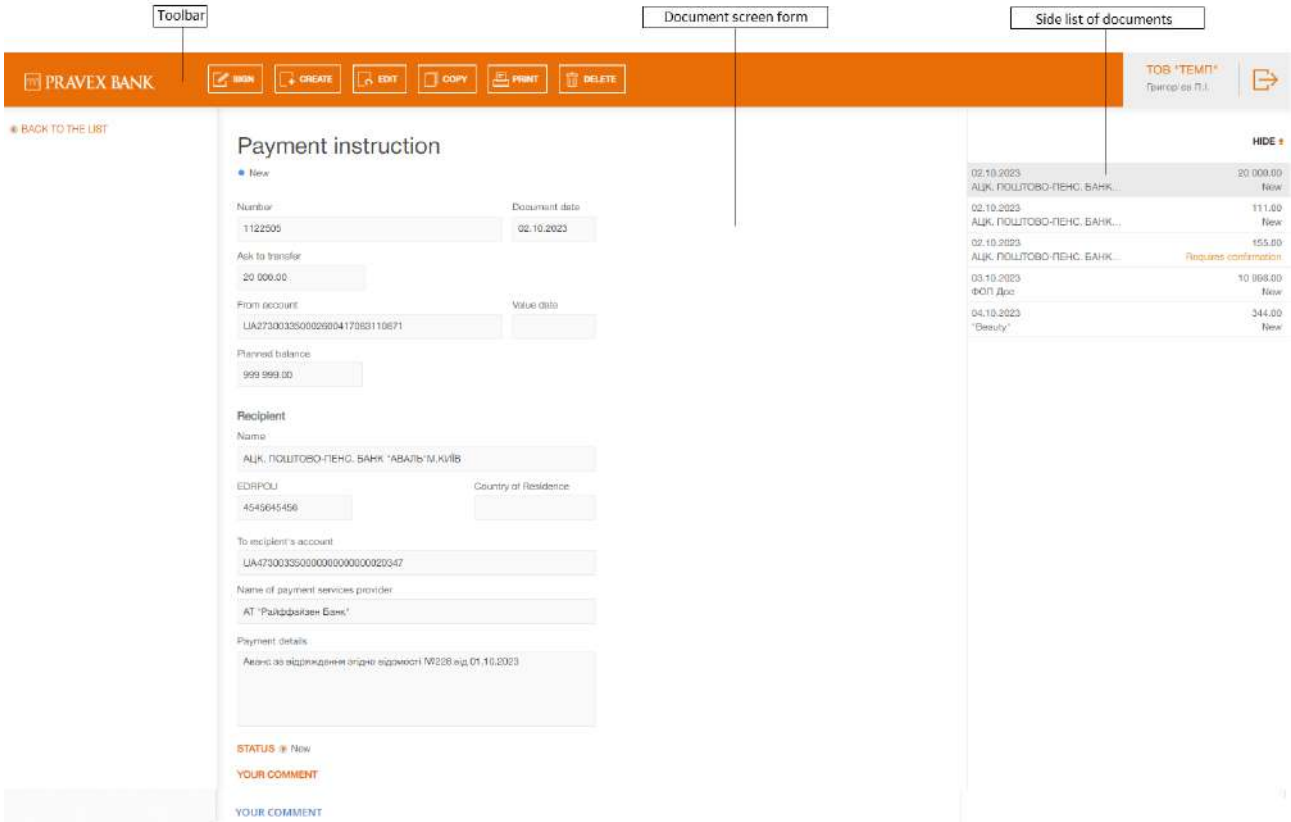


Fig. 4.3. **Editor** page (preview mode)

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

6. ***Status*** link – near the link there is displayed the document status. When you click the link, there is displayed the document history that is in the form of the table with description of actions in respect of the document: action time and full name of the EDS key owner that has performed this action. When signing the document, after the full name of the key owner there is specified in brackets the signature group of the EDS key (for more details as to documents signing – see subsection **Sign documents**). Under the row of the table, a comment regarding the status can also be displayed. For documents in the **Rejected** status, the comment contains the reason for document rejection, for documents in the **Recalled** or **On recall** status, the user-specified recall reason is provided (for more details, refer to section **Recall documents**). For other statuses, it includes information from the bank regarding the current processing stage of the document. If there is a comment specified for the current status, it is also displayed under the **Status** link. To hide the document history press the **Status** link again.

7. ***Your comment link*** – displays the comments to the documents, added by the clientclient. When you click the link, there is displayed the dialog box **Your comment** (fig. 4.4), where you may add new or change the existing comment.

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

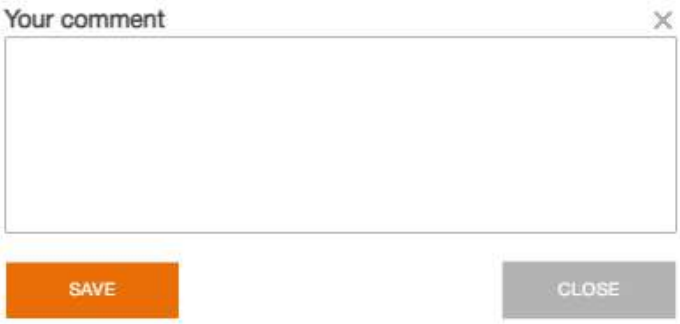


Fig. 4.4. **Your comment** dialog box

Documents, reports and directories management

Create documents and directories

To go to creation of the document, it is required to select in the document menu the required document type and to press **Create** button on the toolbar. As a result, you will be directed to the **Editor** page, where there will be displayed the selected document type form.

Also, the **Create** button is displayed on the toolbar of the **Editor** page when viewing a document or writing Counterparty and Recipients directories.

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

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

Directory records creation is performed similar to the documents creation.

Copy documents or directories

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

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

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

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

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

For documents, there is supported copying of both one and groups of the documents, for directory records – only one record copying. To copy the document group, select them in the list and press **Copy** button on the toolbar. As a result, you will go to the **Copying of documents** page (fig. 4.5) that contains:

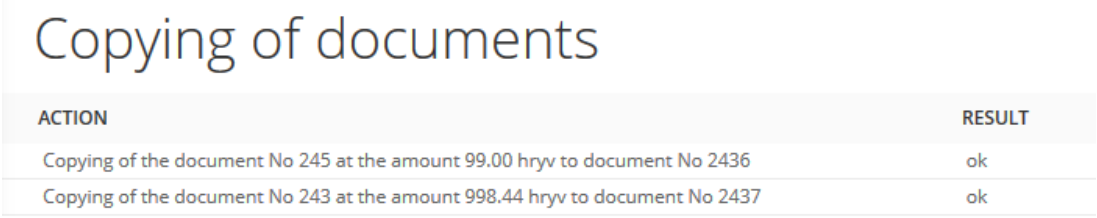


Fig. 4.5. **Copying of documents** page

- Number of original document and its copy;
- Amount of copies document (if any);
- Result of operation for each copied document. **OK** as a result means that the document is successfully copied. **Error** as a result means that the document is not copied, and in such a case there is displayed the reason of error.

Attention!

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

Edit documents and directories

There is the possibility to edit the documents with the status **New**, **Signed**, **Rejected**[2] and all the records in therecipients and counterparties directory.

To edit the document, left-click the required document or directory record in the list and go to the **Editor** page, then press **Edit** button on the toolbar. Upon editing the document shall be saved (**Save** button on the toolbar).

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

Attention!

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

Directory records editing is performed similar to the documents editing.

[2]Possibility of editing of the rejected documents is set on the bank side.

Delete documents and directories

You may delete the documents with status **New**, **Signed**, **Rejected** and all the records in the recipients and counterparties directory.

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

There is supported deletion of both one and group of the documents or directory records. To delete the document or directory record group, select them in the list and press **Delete** button on the toolbar. As a result, you will go to the **Deleting of documents** page (fig. 4.6) that contains:

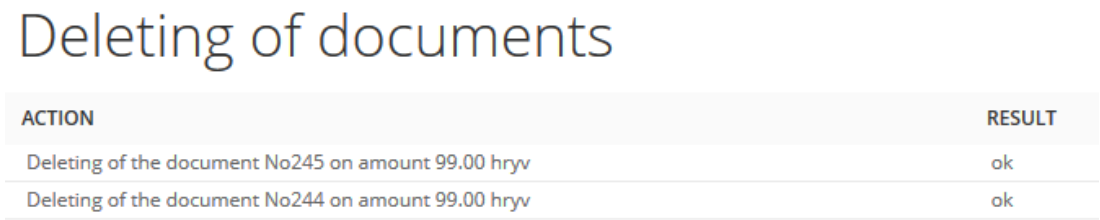


Fig. 4.6. **Deleting of documents** page

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

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

Sign documents

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

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

Minimal number of the groups of electronic signature is one. Maximal number of signature groups – eight. Usually, the client specifies two signature groups – director and chief accountant.

To sign documents with employees' keys, it is necessary to appoint a corresponding signature group. In the PRAVEXBANK BIZ system, you can set signature groups from 1 to 8, as well as groups «All» and «Yes».

In case of several signature groups, the document is firstly signed by the representative of one group, then – by the representative of another one. Signature sequence has no meaning.

The document cannot be signed by one signature group more than once or by signature group that is more than the required number of signatures to a documents (for example, it is impossible to sign the document by the third signature group, if only two signature groups are required for acceptance for the bank consideration, the only exception is the signature group «Yes»).

Once new document is signed by one of the employees, it changes it status to **Signed**, provided that the number of the required signatures to the document is more than one; otherwise, the document

changes its status to **Sent**. When the document will be signed by the last required signature group, it will change its status to **Sent**.

Group «Yes» will be considered the first unoccupied group at the time of signing. For example, if the document is signed with a key from the first signature group, the document needs only two signatures. Document status – «Signed 1 of 2». If you sign the document with the key of the signature group «Yes», then the second signature group will be applied and the document will automatically enter the **Sent** status.

After signing by the group «All», the document is always considered signed by all groups and automatically receives the status **Sent**.

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

Attention!

When you sign the document, the removable media with the client secret EDS key shall be connected to the client computer.

The signature is supported both for one and group of documents. To sign the documents group it is required to select them from the list and to press the **Sign** button on the toolbar. As a result, you will go to the **Signing of documents** page (fig. 4.7) that contains:

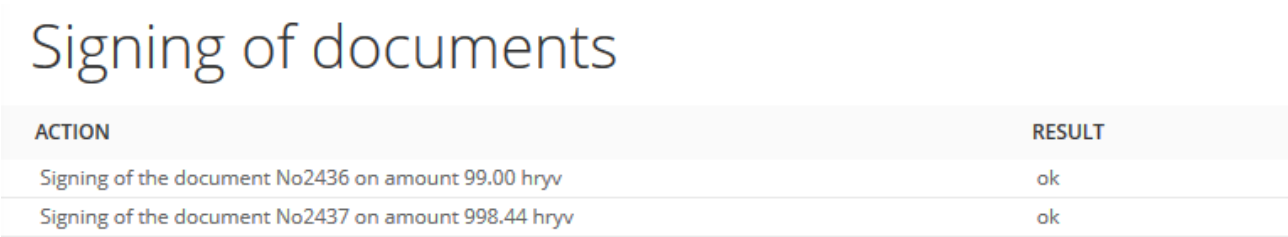


Fig. 4.7. **Signing of documents** page

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

Attention!

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

Confirmation documents by one-time passwords

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

Attention!

Settings of the document confirmation through one-time passwords, amount, above which there will be required the confirmation, as well as the possibility to use the authorized counterparties directory are set by the bank employee.

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

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

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

- ***Document amount.*** If the document confirmation is performed without consideration of the trusted counterparty directory or if the payment counterparty is not in the active trusted counterparty list , to change the document status, the following settings can be made on the bank side:

  – the document goes to the status **Requires confirmation**, regardless of the amount of the document;

  – the document amount is checked excess over the set limit on the bank side. In case of limit excess, the document changes its status to **Require confirmation**, otherwise – to the status **Sent**.

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

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

To confirm the document with the status **Require confirmation**, left-click the required document from the list and go to the **Editor** page, then press **Confirm** button on the toolbar. As a result there will be displayed the **Confirmation** section.

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

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

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

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

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

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

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

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

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

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

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

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

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

- There is exceeded the validity term of the one-time password. In this case, it is required to generate one-time password again. To send new one-time password to mobile phone of the employee, press **Receive SMS** button. The button will be activated after the completion of the period set by the bank for requesting the password again. The label on the button **Get SMS** will display a countdown of the time remaining until the possibility to request the password again[6].

If organization employee has rights to work with the directory of trusted counterparties, with a single confirmation of the payment instruction with the counterparty who is not in the directory, in the block **Confirmation** is shown the box for adding counterparty to directory and field for inputing the amount of limit for this counterparty. The appearance of the block **Confirmation** is presented in fig. 4.8.

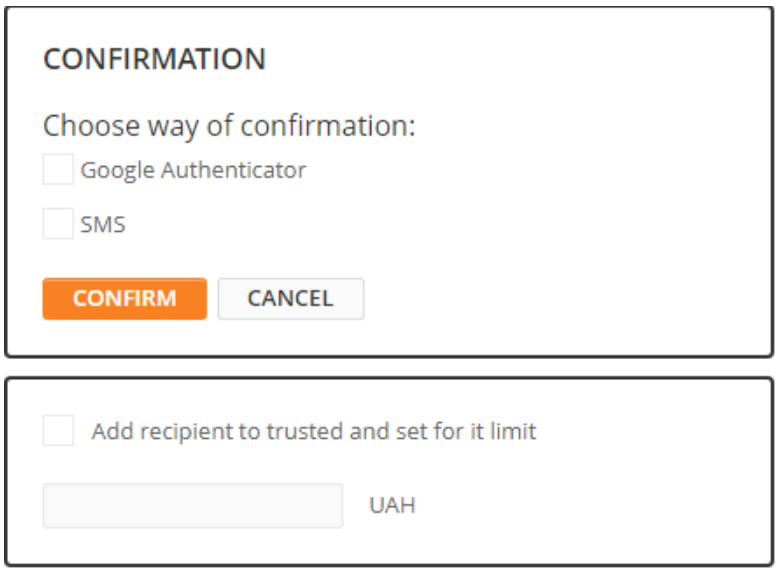


Fig. 4.8. The block **Confirmation**

After sucsessfull confirmation the document, the counterparty is added into **Trusted counterparties** directory. If the organization employee has right only for creation records in the **Trusted counterparties** directory, the counterparty is added into the directory in the status **Requires confirmation**, if additionally has rights to confirm directory records – then in the status in the status **Active**.

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

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

Print documents and reports on printer and PDF-file

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

[6] A one-time password for the client's login to the AWP is generated using a random number generator considering the client's session identifier and the time of OTP password generation.

1. Open the **Print the document** page, where there is displayed the appearance of the print form of the document; to do this, if you print document: left-click the required document in the list, go to the **Editor** page and press the **Print** button on the toolbar.

   Appearance of the **Print the document** page (by example of payment instruction) is presented in the fig. 4.9.

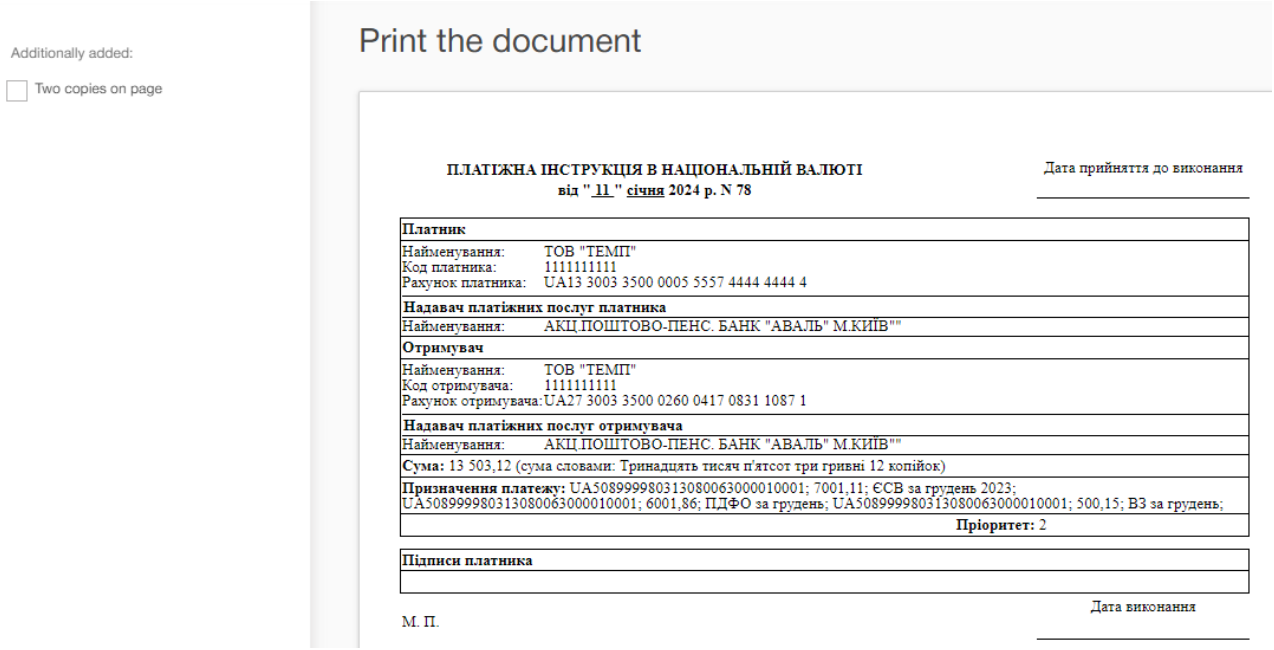


Fig. 4.9. **Print the document** page

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

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

   - two copies of the document print form on one page (only for payment instruction);
   - two different payments form on one page (only for payment instruction);
   - bank marks;

     Attention!

     In the print form of documents, as a rule, there are two blocks with dates of acceptance and execution document. The date of acceptance for processing is filled in for documents with statuses **Received by the bank** and higher, the date of execution – for executed documents. In this case, the bank marks are displayed in blocks with a filled date.

   - service information that contains internal identifier of the document in the PRAVEXBANK BIZ system, information about the document signature: identifier of the EDS key and signature date, as well as the certificate number, its expiration date, and the name of the Certification Authority that issued the key certificate;
   - full name of EDS key owners which document signed (display only for EDS key with first or second group of signature);
   - positions of EDS key owners which document signed (only in printed froms of documents which contains place for signatures of EDS key owners. This setting missing in payment instructions and requests);

- date when the sheet was paid (only for payroll sheets, that have passed to the status **Paid**.

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

In addition, there is the possibility to configure the saving (printing) of all attachments with an electronic signature (digital signature) and service information for documents.

Available print/display settings include the following:

- Clicking on the **Show all** link (in electronic documents with attachments) opens a preview page of all attachments available for viewing. The **Show all** link is not displayed if there are fewer than two attachments or if the attached files are in text format, which are available for viewing, such as with extensions .doc, .docx, *.pdf, *.jpg, *.png, *.gif, *.bmp;
- To return to the first attachment, click **Up** (the button appears starting from the second attachment);
- By clicking on the file name in the list of attached files available for viewing (the list is located under the print settings), the focus will switch to viewing the selected attachment. If there are attachments in the list that are not available for viewing, their names will appear in gray (inactive) color, and the section header will look like this: **Viewing is not available for attachments**;
- The name and extension of each attachment are displayed in the top left corner of the viewing page;
- Print settings apply to all attachments open for viewing;
- When you click **Print**, all attachments available for viewing will be printed according to the print settings;
- By clicking **Print** and selecting **Save as PDF** in the printer settings, all attachments will be saved as a single PDF file, according to the browser's settings.

3. Press button on the toolbar:

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

Attention!
When printing to PDF in the selected directory, the document and its attachments are saved only in PDF format. PDF attachments are saved without adding the selected print settings. To save a document with all attachments available for viewing into one PDF file, select the **Print** button and use the PDF printer built into the browser.

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

If the document, attachment, document with attachment consists of more than one page, the print preview page displays a **Up** button to quickly return to the original viewing point.

Recall documents

Recall is used for cancellation of the sent to the bank, but deferred or not yet executed documents. To recall the document it is required to left-click the required document in the list and go to the **Editor** page, then press the **Revoke** button on the toolbar.

As a result there will be displayed the dialog box, where you enter the reason of the document cancellation (fig. 4.10). By default, the reason for the document cancellation is the voluntary recall. To cancel the document recall it is required to press the **Close** button, to confirm – **Revoke** button.

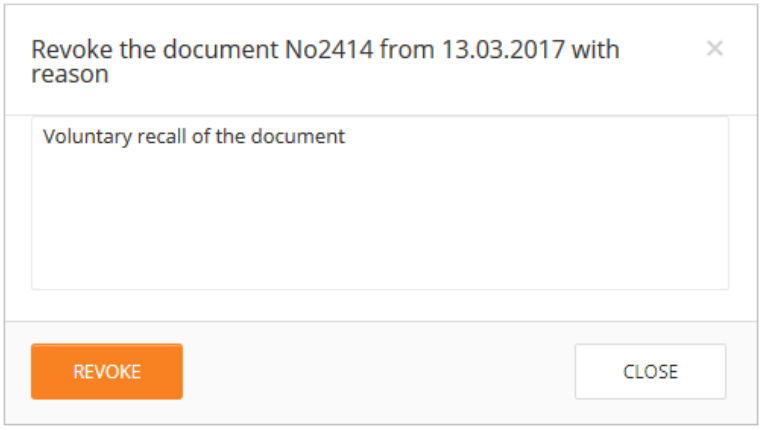


Fig. 4.10. Dialog box to enter the document cancellation reason

Upon successful completion of the recall there is performed its automatic signature. Herein, the document changes its status to **On recall**, if the recall is signed not by all the required signature groups, or to **Recalled**, if the recall is signed by all the required signature groups. For each document in the list in the status «On recall (M of N)» (where M is the number of signatures, with which the recall has been signed, N is the number of required signatures), a row with a list of all signature groups is displayed. The groups of signatures with which the recall has been signed are circled. When hover a cursor for these groups of signatures, a tooltip with the owner's name of the corresponding EDS key with which the recall has been signed is displayed.

When you press the **Revoke** button on the toolbar, for the documents with status **On recall** there will be displayed the dialog box with previously specified recall reason that is not available for change. When you press the button **Revoke** there will be performed the document recall signing.

Information about the recall status change history is displayed together with the document history. Upon recall execution, the recalled document changes its status to **Rejected**. Upon the recall rejection, there is displayed the current document status instead of the status **On recall**. Herein, upon execution or rejection of the recall, the recall history is not displayed in the document history.

Import documents and directories

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

- iBank 2 – hryvnia documents, salary and currency documents, counterparties and recipients directories.
- IBIS – payment instruction, outcoming request for payment instruction.

- DBF – payroll sheet, employee directory (other bank).
- CSV – payroll sheet.

List of encodings that support file import is available in the **My data and settings** section (for more details see subsection **Data exchange**).

To import the document, select in the document menu the required type of the document and press the **Import** button on the toolbar. As a result, there will be opened the standard dialog box for one or several[7] directory. for import.

If the import directory **is not specified**, clicking the button will open a dialog window for selecting the import file.

If **specified**, the import is performed from the designated settings directory. As a result, you will be redirected to the import result page that contains:

- File name, number and amount (if any) of the imported document or name of the imported counterparty or recipient directory record.
- Result of operation for each imported document or directory record. **OK** as a result means that the document or directory record is successfully imported. **Error** as a result means that the document or directory record is not imported, and in such a case there is displayed the reason of error.
- Number of successfully imported, as well as the total number of imported documents or counterparty or recipient directory record.

Import result page at the example of payment instruction import in iBank 2 format is presented in the fig. 4.11.

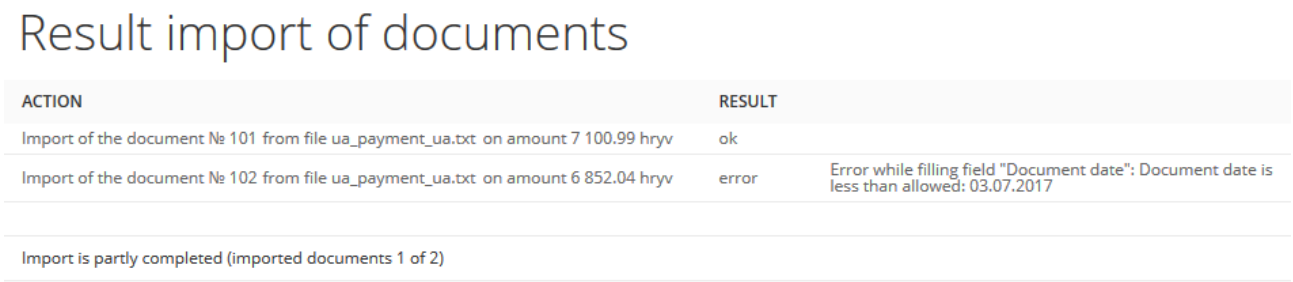


Fig. 4.11. **Document import result** page

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

Export reports and directories

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

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

[7] Import from more that one file for import does not support from importing records of counterparty or recipient

- Profix – statements.
- iBank 2 – counterparty and recipient directory.

List of encodings that support file export is available in the **My data and settings** section (for more details see subsection **Data exchange**).

The reports and directory entries in the formats «Excel Workbook (.xls), Comma-Separated Values file (.csv)», «Profix» and «iBank 2» can be saved with any extension during export, specifying the extension type in the name of export file in the directory selection window for saving the file. In this case, the file structure does not change.

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

1. Select in the document menu the required type of the report or directory. If you select the report, it is required to generate it first.
2. Press the **Export** button on the toolbar. If for the selected report or directory there are supported several export formats, then you will need to select from the drip-down list of the available export formats the required one.
3. In the displayed standard dialog box specify:
   - in case of export in format **Excel Workbook (.xls), Comma-Separated Values file (.csv), DBF, iBank 2** or **Profix**: directory for export file saving and file name;
   - in case of export in **IBIS** format: directory for export file saving.

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

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

The page with the export results by the example of export of statements in **Profix** format is presented in fig. 4.12.

Filtration document, report and directory

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

In document tabs, where the documents may be with various statuses, there is available the filter by status. To set the filter, select in the list of statuses *Any* (all statuses), *New* (documents with New, Signed status), *Sent* (documents with Sent status), *In bank* (documents with Sent, Received by the bank, At execution status) or *Rejected* (documents with Rejected status). As a result, there will be

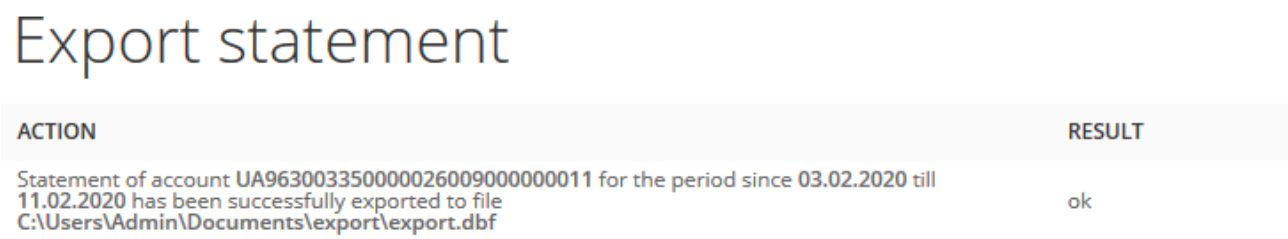


Fig. 4.12. **Export statement** page

displayed in the list the documents with the selected statuses. When filtering the list of documents of section **Payment instruction**, there is also possible to select each status separately. For more details about document statuses – see subsection **Types and statuses of documents in AWP Web-Banking**.

For all documents there is available the filter by the dates period. It can be applied using both standard templates and by manually selecting dates. To display information for a specific time period using templates, you need to:

1. Click on the **Period** link to the left of the date input field. This will open a window for selecting the display period (see fig. 4.13).

Fig. 4.13. Filter **Period**

2. Choose the desired period from the standard templates:
   - ***Yesterday*** — Information for the previous calendar day.
   - ***Today*** — Information for the current calendar day.
   - ***Previous week*** — Information for the previous calendar week (start date – Monday of the previous week, end date – Sunday of the previous week).
   - ***Current week*** — Information for the current calendar week (start date – Monday of the current week, end date – Sunday of the current week).
   - ***Previous month*** — Information for the previous calendar month (start date – First date of the previous month, end date – Last date of the previous month).
   - ***Current month*** — Information for the current calendar month (start date – First date of the current month, end date – Last date of the current month).

- ***Previous quarter*** — Information for the previous calendar quarter (start date – First date of the previous quarter, end date – Last date of the previous quarter[8].
- ***Current quarter*** — Information for the current calendar quarter (start date – First date of the current quarter, end date – Last date of the current quarter[8].
- ***For the last ...*** — When opening the date selection window, the field is always empty and contains the unit of measurement «days». You can enter no more than two digits in the field (min – 1, max – 99 days). When the field is filled, information for the specified number of previous calendar days is displayed. To apply the changes, you need to enter a value and click on the «For the last» template. When collapsing the period selection window, the data filled in the field to the right of «For the last» is cleared.

The selected template is automatically applied upon clicking it. According to the specified parameter, the date filter fields' display changes.

There is also an option to set the filter by using the **from** and **to** fields, where you should enter (or select using the graphical calendar) the dates of the period start and end, respectively, for which it is required to display the records and press the **Receive** button.

Attention!

For documents of types **Hryvnia payment instruction**, **Incoming request for payment instruction**, and **Outgoing request for payment instruction**, the bank employee has the ability to set a limit on the maximum number of days in the period when retrieving the list of documents. If the client specifies an invalid number of days in the period, an error message is displayed below the start date field for the client«The number of days in the period cannot exceed <parameter value> days.», and the list of documents is not generated.

The date of the period start in the filter, whith which the list of documents and reports is formed by default, is configured by client (for more details – see subsection **Work settings**.) If you press the **Receive** button without specified date:

- of the period start, then:
  - at document list obtaining, the date in the field will be substituted with date «01.01.1990» and there will be displayed all the documents in the infobar;
  - at report list obtaining, the date in the field will be substituted with date of the selected account opening and there will be displayed all the records of the account report in the infobar;
- of the period end, then there will be automatically substituted the current date.

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

For all documents, letters and statements there is available the advanced filter. To display the advances filter press **(More filter options)** button on the infobar. The fields of the advanced filter for different documents may differ. For filtration it is required to fill in the fields with the required values and to press the **Receive** button. During the filtration the values in the list of documents and directories are marked with bold font, which are the same with parameters in the fields in the advanced filter. To hide the advanced filter, press **(Hide filter)** button on the infobar. Herein, if the filter fields have been filled in, then, instead of the fields of the advanced filter, there will be displayed the

[8] Each year consists of four quarters: January, February, and March (Q1); April, May, and June (Q2); July, August, and September (Q3); October, November, and December (Q4)

list of the filled in fields with the relevant values, as well as there will be filtered the document list. Next to each field value there will be additionally displayed the button for this value cleaning. To clean all the filter fields press **(Set default values)** button on the infobar.

Directory records filtration is available for all the fields, displayed in the list. To apply the filter, fill in the filter field with the relevant values and press the **Receive** button. There is supported the filtration by both complete and partial matching. Filtration is case independent. To clean all the filter fields press **(Set default values)** button on the infobar.

At filtration, the **Receive** button becomes inactive and there is displayed the loading indicator.

Page by page directory review

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

- Page navigation bar. It consists of buttons for transfer to the first (<<), previous (<), next (>) and the last (>>) pages, as well as information message about the current page.
- Links to change the number of the directory records on one page. It is possible to display:
  - for recipients directory: 100, 500 and 1000 records;
  - for Directory Codes ID NBU: 50, 200 or 500 records;

  By default, there is displayed the least of the available values on the page.
- The line with final information as to total and displayed number of records on the current directory page. The line is displayed in the bottom part of the page.

Hotkeys

When working in the AWP **Web-Banking**, clients have the ability to use various key combinations for quick execution of specific actions. These keys are called **hotkeys**. The tooltips for using **hotkeys** are displayed when you hover the mouse over the action button (see fig. 4.14). The list of used **hotkeys** is provided below.

Fig. 4.14. Display tooltip **Hotkey**

Hotkeys available in the documents list

Shift+A — Select all items in the list.

Shift+C — Cancel editing/Return to the list from view mode.

Shift+I — Import documents (if there is a catalog, loading is done from the catalog, if there is no catalog, a file selection window for import is opened).

Shift+N — Create a new document.

Shift+E — Edit the document.

Shift+D — Delete selected documents.

Shift+G — Sign selected documents.

Shift+W — Accept an incoming request for payment istruction.

Shift+P — Go to the preview page of the printed form.

Shift+P[9] — If the documents are selected in the list, then redirect to the preview page of the printed form; if not selected – go to the preview page of the printed form of the register of the payment instruction in the national currency.

Shift+Z — Export directory, reports or documents.

Hotkeys available in the document editor

Shift+S — Save the document.

Shift+E — Edit the document.

Shift+W — Accept the payment.

Shift+U — Recall the document.

Shift+P — Go to the preview page of the printed form.

Hotkeys available from the preview page of the printed form

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

Shift+O — Print in PDF-file. As a result, there will be displayed the standard for web-browser window of save file.

Hotkeys available in modal windows

Esc — Close the modal window.

[9] From the list of **Payment instruction in national currency** documents

Section 5

Hryvnia documents

Payment instruction in national currency

When you select the menu item Payment instruction from the section **Hryvnia documents**, you are redirected to the **Payment instructions** page (fig. 5.1), containing the list of the documents.

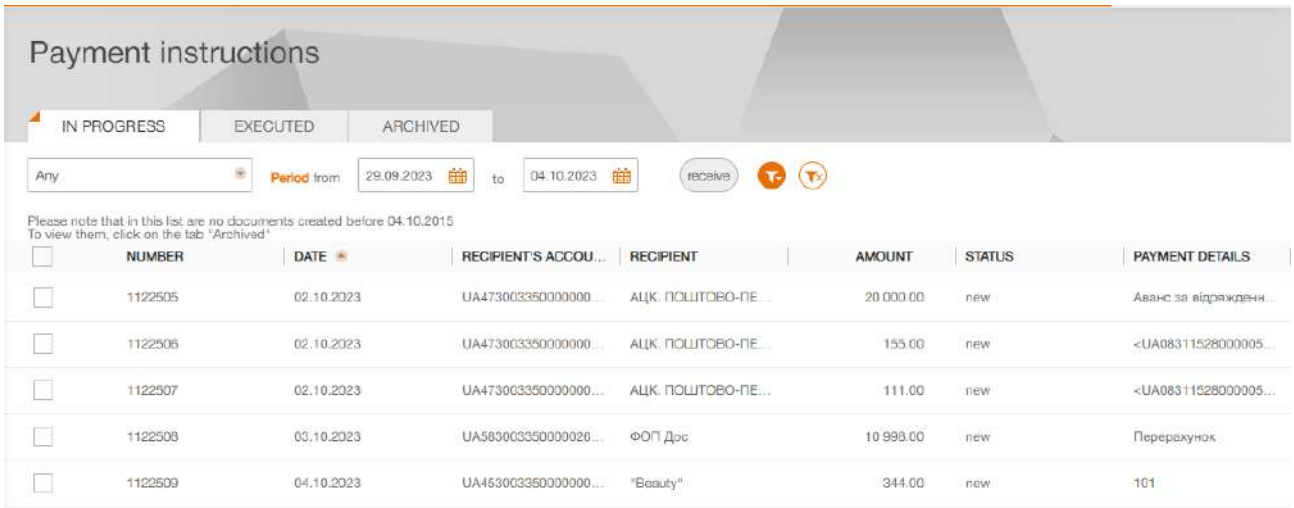


Fig. 5.1. List of payment instructions

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

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

- Check-box for document selection from the list;
- ***Number*** – document number;
- ***Date*** – document date;
- ***Recipient's account*** – recipient account number;
- ***Recipient*** – recipient name;
- ***Amount*** – document amount;
- ***Status*** – document status (the column is unavailable in the list of the executed documents);

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

There are available the following operations with the documents:

- ***Document list sorting on one or group of columns, changing the column width, moving the column*** (for more details – see subsection **Infobar**).
- ***Standard operations:*** create, edit, copy, delete, sign, print (on printer and PDF-file), recall, import (in formats iBank 2, IBIS and DBF), document list filtration by date and by status (for more details – see subsection **Documents, reports and directories management**).
- ***Document confirmation through one-time password*** (for more details – see subsection **Confirmation documents by one-time passwords**).
- ***Print list of documents*** (for more details – see subsection **Print list of documents**).
- ***Document list filtration by advanced filter*** (for more details – see subsection **Advanced filter**). **It is possible to configure document import from a specified directory**. This directory can be from a **network or local path** (for example, \192.168.52.69\public\import or Z:\import), including subdirectories. In this case, during import, the directory selected by the user will be checked, and in case of a mismatch, an error will be displayed.
- ***Setting Processing Priority***. Allowed provided that the bank's settings are appropriately configured. When selecting one or more documents in the list in the «New» status on the toolbar, the «Priority» button with the tooltip «Set Priority» appears. If at least one document in a status other than «New» is chosen, the button is hidden. Clicking the button brings up a modal window to set the priority to **1** or **2**. Documents with priority set to **1** will be processed by the bank before documents with priority **2** or without a set priority.

Filling document fields

To create new document, it is required to press on the **Payment instruction** page the button **Create** on the toolbar. As a result, you will be redirected to the **Editor** page with the document screen form (fig. 5.2).

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

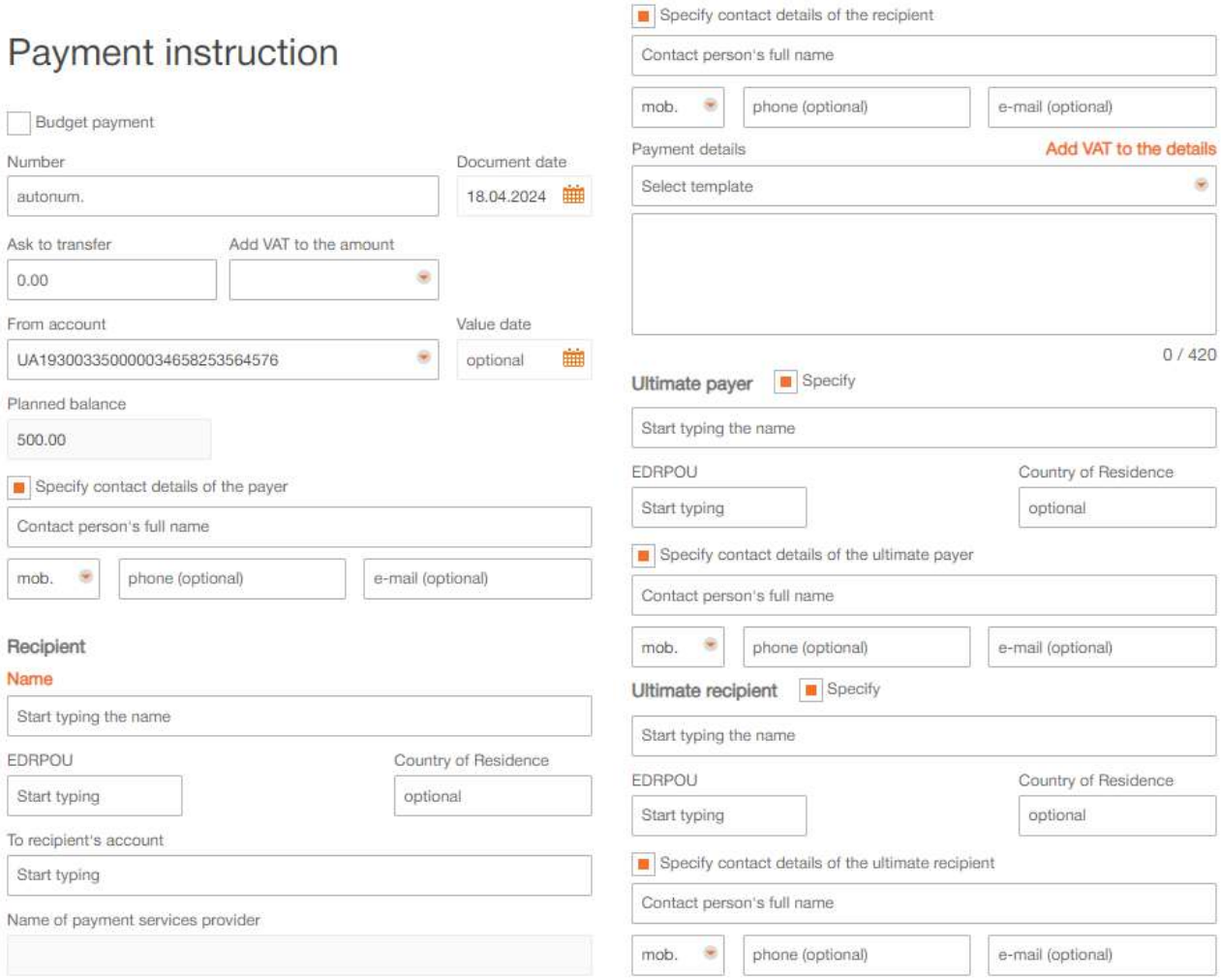
> ***Attention!***
> Payment instruction details must be completed in the official state language. Entering characters «Ё, ё, Ы, ы, Ъ, ъ, Э, э» is not supported.

- The **Budget Payment** check-box is required to create budget payments[1] (see **Budget payment** for details).
- The document number is not filled in by default and is available for editing. When you save the document with not filled on number, the field in filled in accordance with the automatic numbering.

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

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

[1] It is possible to configure a hint for the check-box on the bank side. In that case it will be an icon near the check-box to show the text of hint.



a) Start of screen b) Continuation of screen

Рис. 5.2. Payment instruction screen form

- The date of valuation of no filled in automatically and is available for editing. The field is not obligatory. The value shall not exceed 10 days from the document date. The date of valuation cannot be earlier than or equal to the document date[2].
- The field **Ask to transfer** is obligatory and is intended for the payment amount indication. Depending on the settings at the bank side, the balance on the account is checked at the document sign. When you try to sign a document with amount which exceeds the balance on the account, an informative error message is displayed.
- To the right of the **Ask to transfer** field is the **Add VAT to the amount** field, which is a drop-down list with available VAT percentage rates[3]. An empty value is displayed first in the list to remove the selected VAT amount and cancel all changes. Next, the available VAT rates that can be added to the amount are displayed: **VAT at 20%**, **VAT at 14%** or **VAT at 7%**. At the same time, 20%, 14% or 7% VAT is added to the payment amount, respectively. VAT information is added to the text of the payment details, and the **Add VAT to the details** link above the **Payment details** field is not displayed. When the **Add VAT to the amount**

[2]The ability to set the value date equal to the document date depends on the settings on the bank's side.

[3]By default, the list contains three VAT percentage rates: 20%, 14%, and 7%, but it can change depending on the bank's settings.

field is cleared, the change to the indicated amount and payment details is canceled, and the **Add VAT to the details** link is displayed above the **Payment details** field.

- The field **From account** represents the drop-down list with hryvnia accounts of the client, to which the organization employee has access. For each account in the list there are display: number in the IBAN format (29 characters), name (if it's specified), type, balance amount. By default, the account set as default in the **Work settings** subsection is selected. In case of availability of only one relevant account, it is selected automatically and the field becomes unavailable for editing.

  Attention!
  The bank may allow creating documents using corporate accounts. In this case, the **From account** field will also display hryvnia corporate accounts client, to which the organization employee has access.

- The field **Planned balance** is unavailable for editing and contains the amount of balance at the selected hryvnia account less total amount of all accepted for consideration and/or had not received documents. Formula to calculate planned balance is configure by client (for more details see section **Work settings**).

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

- When the check-box **Specify contact details of the payer** is set, fields for filling in the contact person's full name (required field), phone and e-mail are displayed.

  Attention!
  In the contact information of a person, at least one of the following fields must be filled: phone or email. If both fields are empty, they are highlighted in red.

- The field **Priority** is displayed provided that the bank's settings are appropriately configured. The field is implemented as a list with options **1** and **2**. To the right of the field name, there may be an icon with a tooltip that appears on hover. This field is not included in the printed form.

- Section **Recipient**:
  - When you click on the link **Name** under the section heading, a selection window opens with a list of counterparty records in a table view. For each counterparty, the list displays its name, EDRPOU code, payment purpose and note. Above the list of counterparties, you can sort by column, change their width, move columns and search.
  - The fields **Recipient**, **EDRPOU** and **To recipient's account** are displayed in the form of a drop-down list and contain information from the counterparty directory, as well as information about the client for creating a transfer between own accounts. For each recipient in the **Recipient** drop-down list there are displayed its name and account name (if the recipient has single set of details) or the text «sev.requisites» (if the recipient has several set of details), and in the **EDRPOU** and **To recipient's account** drop-down lists – EDRPOU codes for all the recipients and numbers of the accounts of all the recipients, respectively. When you enter the name, EDRPOU code or recipient account name into the relevant fields, there will be automatically displayed in the lists the matching recipients from the directory. Following values are highlighted in the list:

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

When you select the recipient from the list if the **Recipient** section field, as well as the field **Payment details** will be automatically filled in with the relevant values out of the information about the recipient. If the selected recipient has several set of details, a dialog box for selecting the set of details is opened (see fig. 5.3). The information in the window contains the name and code of the EDRPOU of the recipient, as well as a list of set of details. For each set in the list, the account number in the IBAN format (29 characters), payment details and note are displayed. To select a set of details, click the left mouse button on the desired set in the list.

There are available the following operations with the the list of set of details:

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

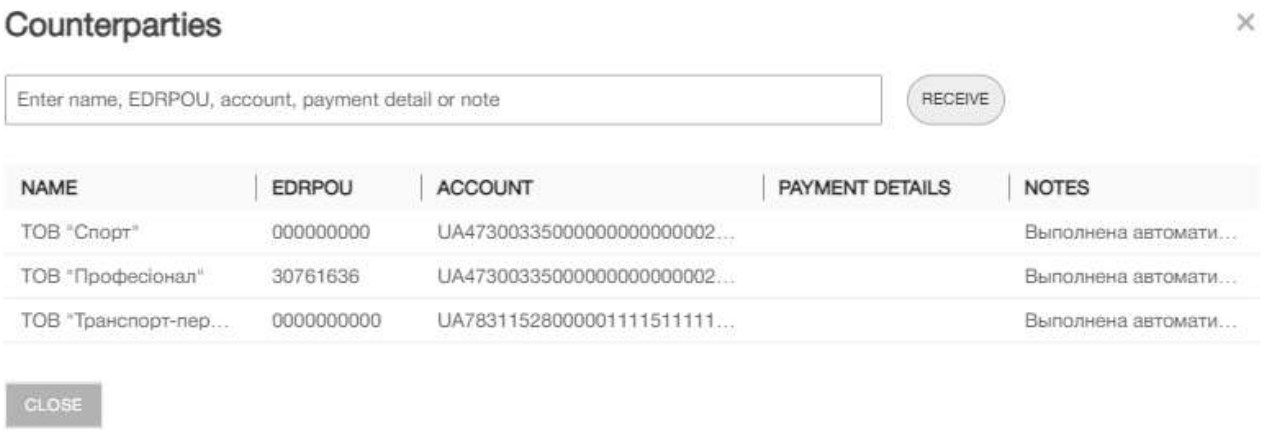


Fig. 5.3. Dialog box for selecting the set of details of the counterparties

Peculiarities of the section fields filling in:

– For accounts with **code ID NBU**[4] «899998», only budget payments can be created. Creating a non-budget payment with code ID NBU «899998» from the recipient's is not available. If the **code ID NBU** account is «899998», then the field **Structured details of the budget payment** must be filled in for budget payments.

– **Country of Residence** field is drop-down list for choose code and name of recipient country[5]. Field will be required if recipient EDRPOU is «000000000» (9 zeros). If the value of the field **EDRPOU** «0000000000» (10 zeros), then instead of the field **Country of Residence**, the field **Type of identity document** is displayed for entering the recipient's document data.

– When the recipient's EDRPOU code is 9 digits (including 9 zeros), in the Editor, below the field **Name of payment services provider**, there is a section **Location of the recipient**

[4]The code ID NBU of the account is included in the IBAN number.

[5]If a country with an excessively long name is selected, in the Editor, this name will be fully displayed when hovering over the **Country of Residence** field.

and a check-box **Specify**. By default, the check-box is unset, and the fields for entering the recipient's location address are not displayed and not mandatory to fill. When the check-box is set, user-input fields for the recipient's location address are displayed:

1. ***Street, avenue, alley, etc*** - optional, active, editable field. By default, it is empty and contains a hint «optional». It is filled in manually, allowing input of all valid characters. Input is limited to a field size of 70 characters.
2. ***Building number*** - mandatory, active, editable field. By default, it is empty. It is filled in manually, allowing input of all valid characters. Input is limited to a field size of 16 characters. The error message for an empty field looks like: «Required field. When the building number does not exist, you must specify «б/н»».
3. ***Postal code*** - optional, active, editable field. By default, it is empty and contains a hint «optional». It is filled in manually, allowing input of all valid characters. Input is limited to a field size of 16 characters.
4. ***Number of apartment or office*** - optional, active, editable field. By default, it is empty and contains a hint «optional». It is filled in manually, allowing input of all valid characters. Input is limited to a field size of 70 characters.
5. ***Locality (city or village name, etc.)*** - mandatory, active, editable field. By default, it is empty. It is filled in manually, allowing input of all valid characters. Input is limited to a field size of 35 characters.
6. ***District*** - optional, active, editable field. By default, it is empty and contains a hint «optional». It is filled in manually, allowing input of all valid characters. Input is limited to a field size of 35 characters.
7. ***Region*** - optional, active, editable field. By default, it is empty and contains a hint «optional». It is filled in manually, allowing input of all valid characters. Input is limited to a field size of 35 characters.
8. ***Country of Residence*** - mandatory, active, editable field. By default, it is empty. It is filled with the country's numerical code either manually or by selecting from a directory, similar to the existing field **Country of Residence**.

– When the recipient's EDRPOU code is 10 zeros, the **Type of identity document** field is displayed in the Editor. This field is a dropdown list containing entries from a directory of document types that can be configured by the bank. By default, the field is empty, but it must be filled with one of the available values. The format for filling in the document series and number fields depends on the selected document type. There are four options for filling:

  1. 2 characters for the series and 6 digits for the number.
  2. 9 digits for the number.
  3. Up to 20 digits for the number.
  4. Up to 15 characters for the series and/or up to 20 digits for the number.

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

– In **To account** field values only in the IBAN format (29 characters) are supported. When you enter an account number, the **Name of payment services provider** field will automatically fill by name of the corresponding bank.

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

Attention!

The value of the EDRPOU code should not be less than 8 digits or equal to «00000000» (eight zeros). The only exception is «99999» (five nines).

- To transfer money to own accounts, it is required to select the client requisite in the list, herein:
  - If there is a single available account for which transfers can be made, the name and EDRPOU of the recipient are automatically filled with information about the client, in the field **To recipient's account** the available account is automatically selected.
  - If there are several available accounts for which transfers can be made, a window for selecting an account opens. The appearance of the window corresponds to the recipient's requisites window. When choosing an account, the name and EDRPOU of the recipient are automatically filled with information about the client, the **To recipient's account** field is filled with the selected account.
  - The field **Payment details** by default is filled with the text «Transfer to account <recipient's account number>».
- When the check-box **Specify contact details of the recipient** is set, fields for filling in the contact person's full name (required field), phone and e-mail are displayed.

Attention!

In the contact information of a person, at least one of the following fields must be filled: phone or email. If both fields are empty, they are highlighted in red.

- The **Payment details** field is obligatory for filling in and is intended for text description of the payment details. The maximum number of characters is 420. Above the field there is a drop-down list containing templates configured by the bank (for details, see subsection **Budget payment**). The field may be filled in automatically at the counterparty selection from the directory or using templates. Counter of entered characters is displayed under the field. If it is required to add to the text of the payment details description the information about VAT[6] click link **Add VAT to the details** above the **Payment details** field and enter the required rate[7]: **VAT at 20% of the amount**, **VAT at 14% of the amount**, **VAT at 7% of the amount** or **VAT not included**.
- Field **UETR** contains a unique transaction identifier, which is displayed during the review of payments processed by the bank. If the **Editor** page is in edit mode, the field is absent.
- Section **Ultimate payer**:
  - Field **Ultimate payer** and check-box **Specify**[8] – by default, the check-box is unset, and the fields are not mandatory and not displayed in the Payment Editor. When the check-box is set, the following fields are displayed:
    1. ***Name of the ultimate payer*** - mandatory, active, editable field. By default, it is empty and contains a hint «Start entering the name». It can be filled manually (allowing input of all valid characters) or by selecting a value from the counterparty directory. Input is limited to a field size of 140 characters.

[6] The VAT amount in the text of the payment details is automatically recalculated after the amount has been changed and focus is lost from the field.

[7] By default, three VAT percentage rates are set: 20%, 14%, and 7%, but they can change depending on the bank's settings.

[8] It is possible to configure a hint for the check-box on the bank side. In that case it will be an icon near the check-box to show the text of hint.

2. ***EDRPOU*** - mandatory, active, editable field. By default, it is empty and contains a hint «Start entering». It can be filled manually (only digits are allowed) or by selecting a value from the counterparty directory. Input is limited to a field size of 10 digits. In case of entering an 8-digit value, EDRPOU validation is performed.
3. ***Country of residence*** - optional, active, editable field. By default, it is empty and contains a hint «optional». It can be filled with the numerical country code manually or by selecting from a directory, similar to the existing field **Country of Residence** in the «Recipient» section. This field can also be filled by selecting recipients from the counterparty directory. The field is displayed in the Editor and is available for filling except when the EDRPOU of the actual payer is 10 zeros.

– When the recipient's EDRPOU code is 9 digits (including 9 zeros), a **Location** block is located under the **EDRPOU** field of the actual payer. It is filled in analogously to the existing **Recipient Location** block in the **Recipient** section.

– When the recipient's EDRPOU code is 10 digits (including 10 zeros), to the right of the **EDRPOU** field of the actual payer in the Editor, fields for entering the series and/or document number that identifies the individual are added. Below the **EDRPOU** field, there is a field for selecting the type of such document. These fields are filled in analogously to the existing **Type of Identity Document** field in the **Recipient** section.

– When the check-box **Specify contact details of the ultimate payer** is set, fields for filling in the contact person's full name (required field), phone and e-mail are displayed.

Attention!

In the contact information of a person, at least one of the following fields must be filled: phone or email. If both fields are empty, they are highlighted in red.

- Section **Ultimate recipient**:

– Field **Ultimate recipient** and check-box **Specify**[9] – by default, the check-box is unset, and the fields are not mandatory and not displayed in the Editor. When the check-box is set, the following fields are displayed:

1. ***Name of the Ultimate recipient*** - mandatory, active, editable field. By default, it is empty and contains a hint «Start entering the name». It can be filled manually (allowing input of all valid characters) or by selecting a value from the counterparty directory. Input is limited to a field size of 140 characters.
2. ***EDRPOU*** - mandatory, active, editable field. By default, it is empty and contains a hint «Start entering». It can be filled manually (only digits are allowed) or by selecting a value from the counterparty directory. Input is limited to a field size of 10 digits. In case of entering an 8-digit value, EDRPOU validation is performed.
3. ***Country of residence*** - optional, active, editable field. By default, it is empty and contains a hint «optional». It can be filled with the numerical country code manually or by selecting from a directory, similar to the existing field **Country of Residence** in the «Recipient» section. This field can also be filled by selecting recipients from the counterparty directory. The field is displayed in the Editor and is available for filling except when the EDRPOU of the actual payer is 10 zeros.

– When the recipient's EDRPOU code is 9 digits (including 9 zeros), a **Location** block is located under the **EDRPOU** field of the actual recipient. It is filled in analogously to the existing **Recipient Location** block in the **Recipient** section.

[9] It is possible to configure a hint for the check-box on the bank side. In that case it will be an icon near the check-box to show the text of hint.

- When the recipient's EDRPOU code is 10 digits (including 10 zeros), to the right of the **EDRPOU** field of the actual recipient in the Editor, fields for entering the series and/or document number that identifies the individual are added. Below the **EDRPOU** field, there is a field for selecting the type of such document. These fields are filled in analogously to the existing **Type of identity document** field in the **Recipient** section.
- When the check-box **Specify contact details of the ultimate recipient** is set, fields for filling in the contact person's full name (required field), phone and e-mail are displayed.

Attention!

In the contact information of a person, at least one of the following fields must be filled: phone or email. If both fields are empty, they are highlighted in red.

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

Filling payment details by templates

A drop-down list of templates configured by the bank is displayed above the text field for entering the payment details. If you select any option other than **Budget payment** in the list of templates, **Filling the payment details from a template** dialog box opens. The appearance of the window and the composition of the fields depends on the template.

Filling the payment details by template is carried out in the following steps:

1. Filling fields that are necessary for the formation of the text of the payment details.
2. Formation of the payment details. To do this, click the **Formulate** button. Button will become active after filling all necessary fields.
3. If necessary, make changes or additions to the created text. The possibility to change the generated text depends on the type of template.
4. Add text of payment details to the document. To do this, click **Add to payment**.

Pressing the **Close** button closes the **Filling the payment details from a template** dialog box without making any changes.

Budget payment

For budget payments, it is necessary to specify the text of the payment details in a certain format. Therefore, templates configured by the bank are used to fill in or edit the payment details. To work with the template, it is necessary to activate the check-box **Budget payment**, which is located under the heading **Payment instruction**. When the **Budget payment** check-box is activated, the field display in the Editor changes (fig. 5.4):

- Above the text field for entering the details of payment, a drop-down list of budget payment details is displayed **Structured details of the budget payment**;
- The field for entering the detals of payment becomes unavailable for editing;
- All elements for working with VAT, are hidden (check-boxs to the right of the field for entering the amount and links above the field for entering the details of payment);
- The block «Ultimate recipient» is removed.

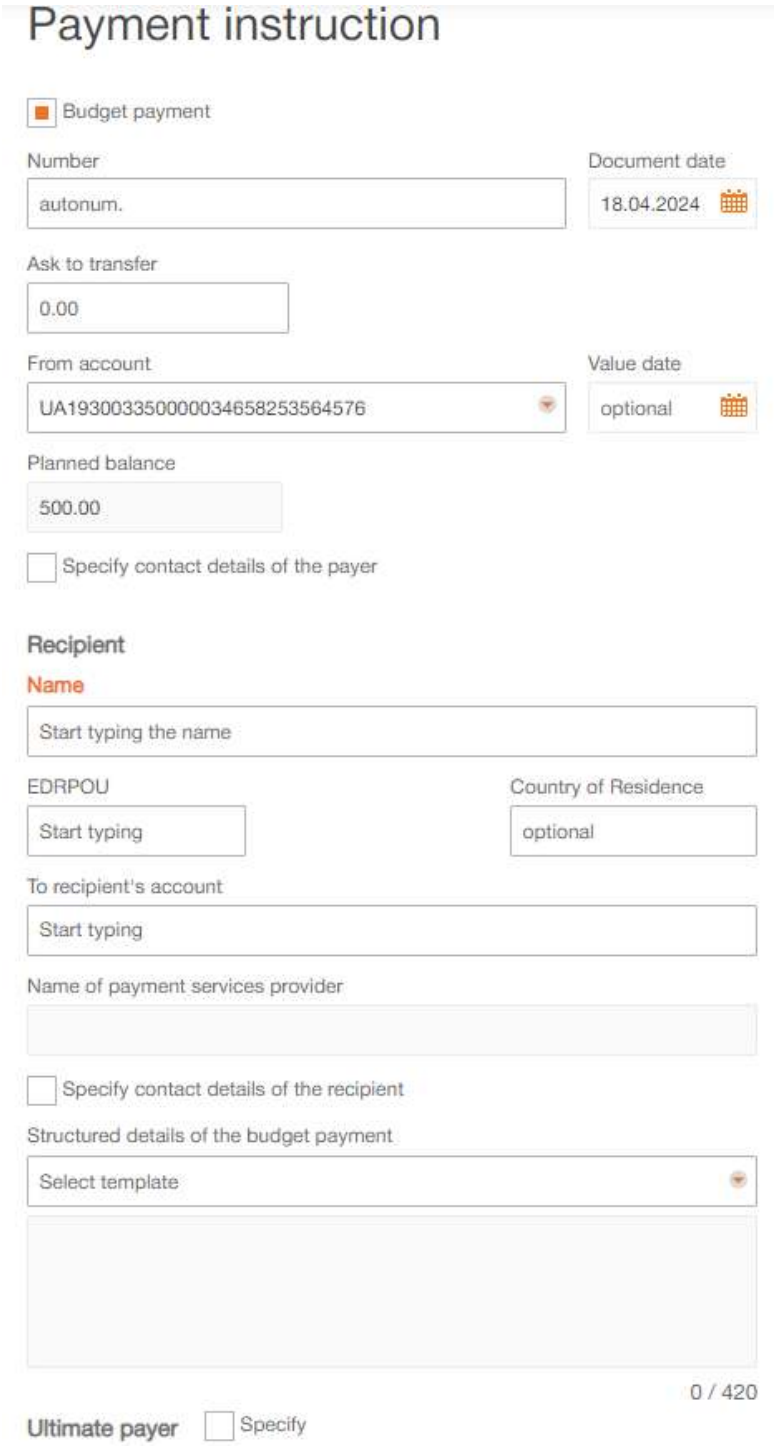


Fig. 5.4. Screen form of payment instruction with activated check-box **Budget Payment**

The list **Structured details of the budget payment** contains the following template options for budget payments:

1. Budget payment to budget/non-budget/single/deposit accounts (with code of payment type);
2. Budget payment to single account (without code of payment type);
3. Budget payment for lease of the state property.

4. Other budget payment, which is not regulated by the Order of the Ministry of Finance of Ukraine dated March 22, 2023, N 148.

When you select one of the template options, a dialogue box of the same name will open on the screen. To fill out the payment template **Budget payment to budget/non-budget/single/deposit accounts**, you must perform the following actions in the dialog box (fig. 5.5):

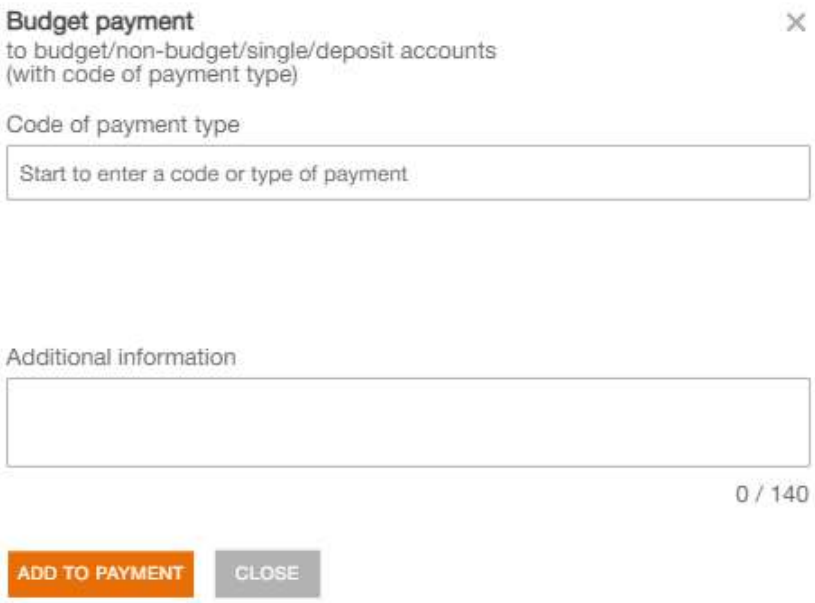


Fig. 5.5. The dialog box **Budget payment to budget/non-budget/single/deposit accounts**

- In the **Code of payment type** field, select from the list[10] or enter the payment type code manually. When entering a code or key phrase contained in the article text of the code of the type of payment, the corresponding values will be automatically displayed in the list.
- In the **Additional information** field, enter any text. Maximum text length: 140 characters. Under the lower right edge of the field displays a counter of the number of entered characters in the field.

To fill out the payment template **Budget payment to single account**, you must perform the following actions in the dialog box:

- If you need to create a budget payment **with the direction of funds**, you must (fig. 5.6):
  1. Set the check-box **Specify the direction of funds from a single account** (by default, the check-box is removed). When the check-box is set, additional fields for filling are added to the template window, when it is removed again, the additional fields are hidden and cleared, the content of the **Additional information** field does not change.
  2. Fill in a set of fields:
     - In the **Budget/non-budget account** field, enter account numbers in IBAN format. Allowed to enter only numbers and latin characters. The same checks are performed for the entered value as for the **To recipient's account** field from the **Recipient** section;

[10] The composition of the list of payment codes for the budget is configured on the bank's side.

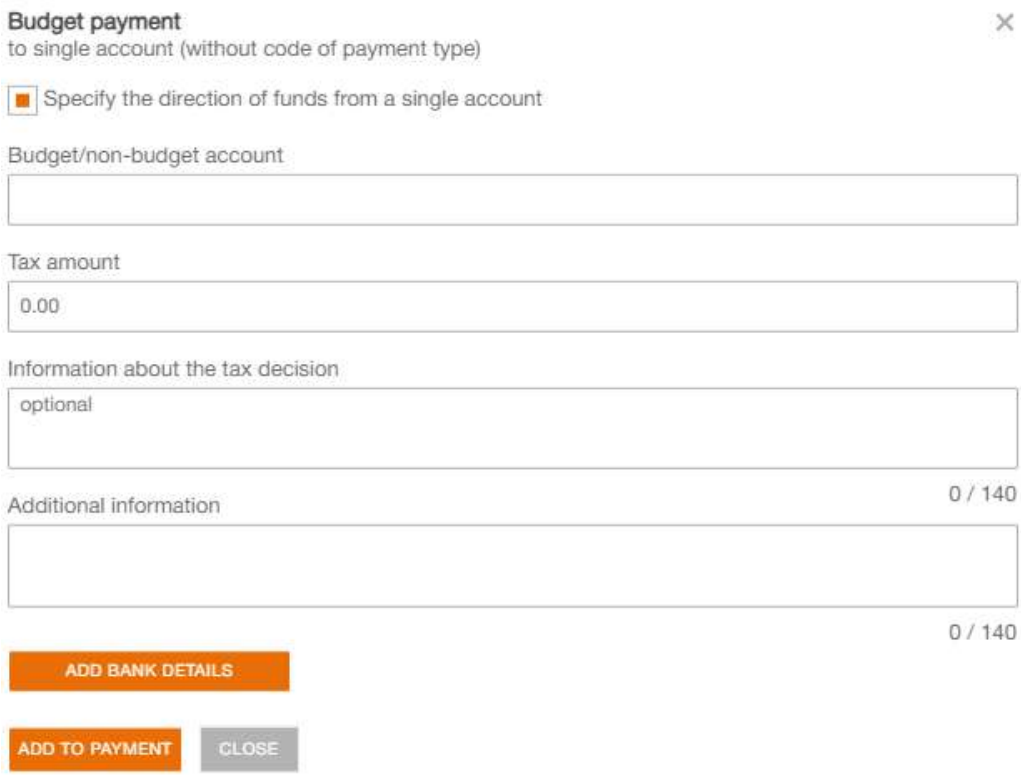


Fig. 5.6. The dialog box **Budget payment to single account (with the direction of funds)**

- Enter the tax amount in the **Tax amount** field. By default, the field is empty and contains the prompt «0.00». Only numbers and characters «,» and «.» are allowed for input. Maximum length: 16 digits before the comma and 2 after;
- Enter any text in the field **Information about the tax decision**. Optional field. Maximum text length: 140 characters. A counter of the number of characters entered in the field is displayed under the lower right edge of the field;
- Enter any text in the field **Additional information**. Maximum text length: 140 characters. A counter of the number of characters entered in the field is displayed under the lower right edge of the field.

3. Press the button **Add bank details**. If at least one mandatory field is not filled/cleared, the button is deactivated. If the fields are filled in correctly, the payment details are added to the table below:
   - ***Amount*** – contains the value from the field «Tax amount»;
   - ***Account*** – contains values from the «Budget/non-budget account» field;
   - ***Additionally*** – contains values from the field «Additional record information»;
   - ***Total tax amount*** – contains the total amount of all taxes in the table, the UAH currency is displayed to the right of the amount;
   - ***All taxes*** – contains the total number of rows in the table.

Attention!

When creating a structured payment assignment using the **Add to payment** button, it is checked that the total amount of taxes is equal to the amount of the payment instruction (document field **Ask to transfer**) - otherwise, the user receives an error message «The total tax amount does not equal the payment amount. Do you want to update the payment amount?» with buttons:

- **Update amount** to update amount of payment, successful completion of appointment formation payment and going to the Document Editor (the template window closes at the same time),
- **Cancel** to return to editing the template (the payment assignment is not formed in this case)

- If you need to create a budget payment **without the direction of funds**, you must (fig. 5.7):

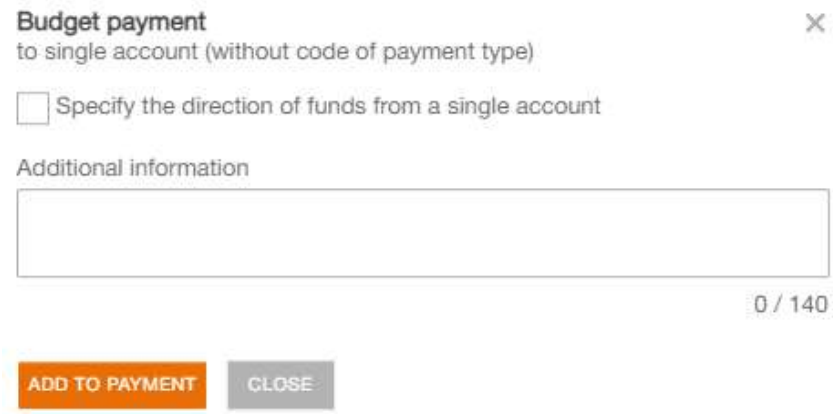


Fig. 5.7. The dialog box **Budget payment to single account (without the direction of funds)**

1. Deactivate the check-box **Specify the direction of funds from a single account**, if it is activated (by default, the check-box is removed).
2. Enter any text in the field **Additional information**. Maximum text length: 140 characters. Under the lower right edge of the field displays a counter of the number of entered characters in the field.

To fill out the payment template **Budget payment for lease of the state property**, you must perform the following actions in the dialog box (fig. 5.8):

- Enter any text in the field **Additional information**. Maximum text length: 140 characters. Under the lower right edge of the field displays a counter of the number of entered characters in the field. An icon is displayed to the right of the field name to display a hint with the rules for filling in the field. By default, the field is filled with the value: CLN;;;; (where CLN is the value of EDRPOU for current client).The field shall contain the following details about the lease payment (use a semicolon without spaces to separate details):
  - tax code of the landlord (state enterprise);
  - tax code of the tenant (economic company);
  - number of the lease agreement;
  - date of the lease agreement;

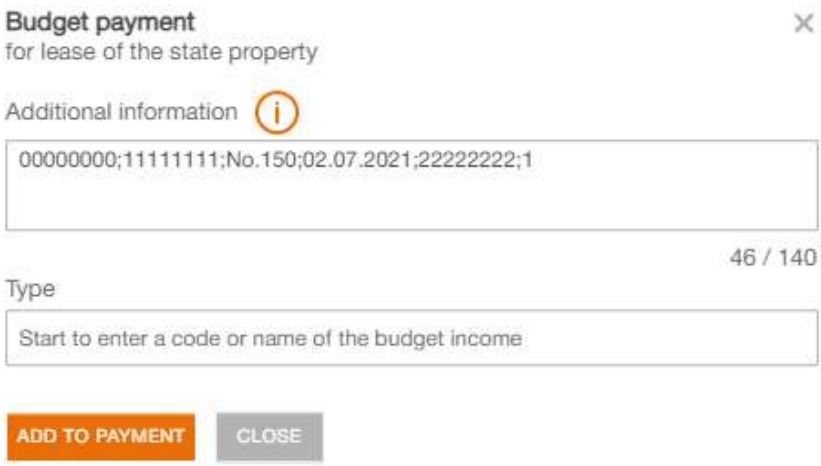


Fig. 5.8. The dialog box **Budget payment for lease of the state property**

– tax code of the privatization authority, which confirms the lease agreement;
– type of lease payment (possible values: 1 - lease payment, 2 - penalty, 3 - advance, prepayment).

For example:00000000;11111111;No.150;02.07.2021;22222222;1.

- In the **Type** field, choose one of the available codes from the list or manually enter the code/name of the budget income. When you enter the code or key phrase contained in the text of the budget revenue code article, the corresponding values will be automatically displayed in the list. The field contains the prompt «Start to enter a code or name of the budget income».

To fill in the payment template **Other budget payment, which is not regulated by the Order of the Ministry of Finance of Ukraine dated March 22, 2023, N 148**, you need enter any text in the field **Additional remittance information** in the dialog window (see fig. 5.9). Maximum text length: 420 characters. Under the lower right edge of the field displays a counter of the number of entered characters in the field.

For example:*21081801;*3AB;1112222;*ІВАНОВ ІВАН ІВАНОВИЧ. to perform the following actions in the dialog window :

Fig. 5.9. Dialog window **Other budget payment, which is not regulated by the Order of the Ministry of Finance of Ukraine dated March 22, 2023, N 148**

In the template window, the **Add to payment** button is activated if all fields are filled in correctly. The button **Close** and the cross in the upper right corner of the window - are always active and when they are clicked, the template window closes and changes are not saved. When clicking the **Add to payment** button, if there are no errors when filling in the fields, the window closes and all the entered details of the budget payment are transferred to the **Payment details** (if the field already contained a value, it is precleared).

Attention!

For the templates **Budget payment to budget/non-budget/single/deposit accounts (with code of payment type)** and **Budget payment for lease of the state property** there are features for viewing and editing payment type codes:

- ***when viewing the template***: the description of the code of the type of payment is displayed if there is a corresponding entry in the directory, if the code of the type of payment is not in the directory - the description is not displayed;
- ***when editing a template***: only current payment type codes from directories are available for selection. If a template with an outdated code is edited, the input field is cleared and must be filled with the current value.

Advanced filter

If required, the list of the payment instructions may be filtered by the advanced filter. To display the advances filter press **(More filter options)** button on the infobar (fig. 5.10).

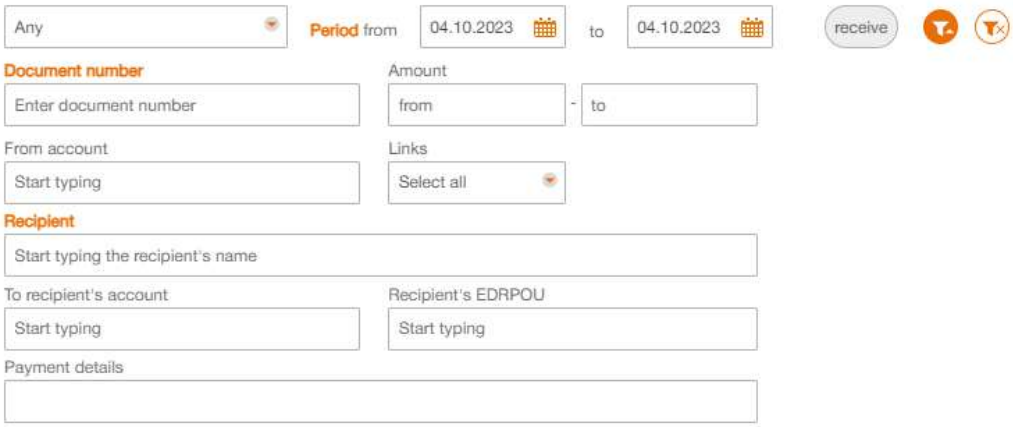


Fig. 5.10. **Advanced Filter**

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

- By document status (**Status** field). Herein, you may select several statuses for filtration or select all statuses.
- By document number (field **Document number**). The document number is set manually.
- By UETR identifier (**UETR** field). To filter by UETR identifier, click on the field name **Document number** and select **Filter by UETR** from the drop-down list. The UETR number is specifying manually.
- By the document amount (**Amount from...to** field). Herein, you may set both amount range and maximal and minimal amount.

- By client account (**From account** field).
- By document links (**Links** field). There are available the following link:
  - ***Select all*** – there will be displayed all documents, notwithstanding availability of link;
  - ***Any links*** – there will be displayed all documents with link with any document;
  - ***No links*** – there will be displayed all documents without link;
  - ***Salary sheet*** – there will be displayed all documents with association only with the payroll sheets.
- By recipient (**Recipient** field). Herein, you may specify the recipient name manually or select it from the list.
- By name of the ultimate recipient (field **Ultimate recipient**). To filter by ultimate recipient, click on the **Recipient** link and select **Filter by ultimate recipient** in the drop-down list. Herein, you may specify the name of the ultimate recipient manually or select it from the list.
- By name of the ultimate payer (field **Ultimate payer**). To filter by ultimate payer, click on the **Recipient** link and select **Filter by ultimate payer** in the drop-down list. Herein, you may specify the name of the payer manually or select it from the list.
- By the recipient's account (field **To the recipient's account**). Herein, you may specify the account number manually or select it from the list.
- By the recipient's EDRPOU (field **Recipient's EDRPOU**). Depending on the selected filter, the name of the field will change to the corresponding **Ultimate recipient's EDRPOU Ultimate payer's EDRPOU**. Herein, you may specify the EDRPOU code manually or select it from the list.
- By the payment details (**Payment details** field). Filtration by the payment details description is case-sensitive.

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

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

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

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

Print list of documents

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

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

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

Accept documents

When connecting to the AWP **Smartphone Banking** module for hryvnia payment instructions, additional limits can be configured, exceeding which will require the document to be confirmed (accepted). To get the bank to process such a document, it needs to be confirmed, after which it will change to the **Sent** status. If the document is rejected, it will change to the **Not Accepted** status.

Configuration of the acceptance service is done in the AWP **Smartphone Banking** module, as well as in the **Accept** section (see section **Acceptance**).

> ***Attention!***
> When acceptance is enabled in AWP **Smartphone Banking**, checks for exceeding the specified limit will be performed for hryvnia payment instructions regardless of the workstation where the documents were created and signed.

The reason for the document to move to the **For Acceptance** status is displayed on the Editor page under the **Status** link:

- ***Exceeded the maximum payment amount*** — when exceeding the payment limit.
- ***Exceeded the daily payment limit*** — when exceeding the daily limit.
- ***Exceeded the recipient's limit*** — when exceeding the recipient's limit.

Acceptance of documents can be done both in AWP **Smartphone Banking** and in AWP **Web Banking** (if the employee has the corresponding permission).

For documents in the **For Acceptance** status, the user has the following actions available:

- Group actions in the document list: ***Accept, Reject, Copy, and Print***.
- On the Editor page: ***Accept, Reject, Change, Copy, and Print***.

  If the right to work with hryvnia payments **Accept** is not granted, the **Accept** and **Reject** operations are not available to the client's employee.

  1. ***Acceptance.*** To accept a document, you need to select the desired document in the list and click the **Accept** button on the toolbar.

     Acceptance is supported for both individual and groups of documents. For group acceptance of documents, you need to select them in the list and click the **Accept** button on the toolbar.
  2. ***Rejection.*** To reject a document, you need to click the **Reject** button on the toolbar. Before rejecting, a prompt will appear on the screen asking to confirm the rejection or cancel it.

For documents in the **Not Accepted** status, the user has the same actions available as for documents in the **Rejected** status.

Archived documents

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

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

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

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

You may perform the following operations with the archived documents:

- ***Document list filtration by advanced filter.***
- ***One document/document group copying.***
- ***One document/document group print.***
- ***Archived document register print.***

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

Request for payment instruction

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

Incoming requests for payment instruction

In the document list, the unread incoming requests for payment instruction are displayed in bold font; in addition, total number of the unread documents is displayed next to the **Request** menu item name (fig. 5.11).

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

- Check-box for document selection from the list;
- ***Number*** – document number;
- ***Date*** – document date;
- ***Recipient's account*** – number of recipient account;
- ***Recipient*** – document recipient name;

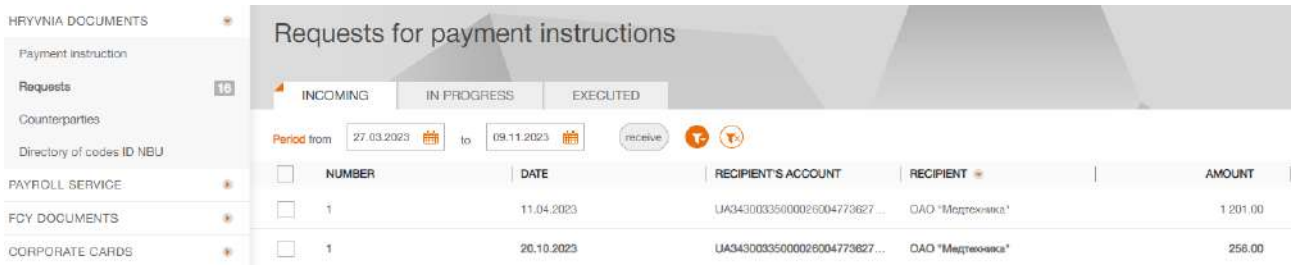


Fig. 5.11. List of incoming request for payment instruction

- ***Amount*** – document amount.

There are available the following operations with the documents:

- ***Document list sorting on one or group of columns, changing the column width, moving the column*** (for more details – see subsection **Infobar**).
- ***Standard operations:*** create, edit, copy, delete, sign, print (on printer and PDF-file), recall, import (in formats iBank 2 and IBIS), document list filtration by date (for more details – see subsection **Documents, reports and directories management**).
- ***Document confirmation through one-time password*** (for more details – see subsection **Confirmation documents by one-time passwords**).
- ***Filter list of documents by advanced filter*** (for more details – see **Filtration document, report and directory**). Fields of advanced filter corresponds to display information about the document in the list.

Appearance of the **Editor** page with screen form of the document is presented in fig. 5.12.
When viewing a document in the **Editor**:

- The field **Amount and date of the transfer** is filled with the amount to be transferred.
- Data from the fields of information about the client **Type of identity document** and **Location of the recipient** - are not displayed in the screen form of the document;
- Data from recipient information fields:
  - The field **Country of Residence** is displayed to the right of the field from the recipient's EDRPOU field only if it is filled in;
  - All fields of the block **Location of the receiver**[11] under the field **Name of payment services provider** only if at least one of the fields is filled: street, avenue, alley, etc.; building number; postal code; number of apartment or office ; locality; district; region; country. Otherwise, the block and its fields are not displayed in the screen form of the document;
  - In the screen form, the field **Type of identity document** is displayed under the field from the recipient's EDRPOU, only if the recipient's EDRPOU = 10 zeros – otherwise, the field is not displayed in the document's on-screen form.
  - Requisite **UETR** is a unique transaction identifier that is displayed below the **Payment Details** field when viewing payments processed by the bank.

[11] It is filled out similarly to the field **Location of the recipient** of the block **Recipient** in to the payment instruction.

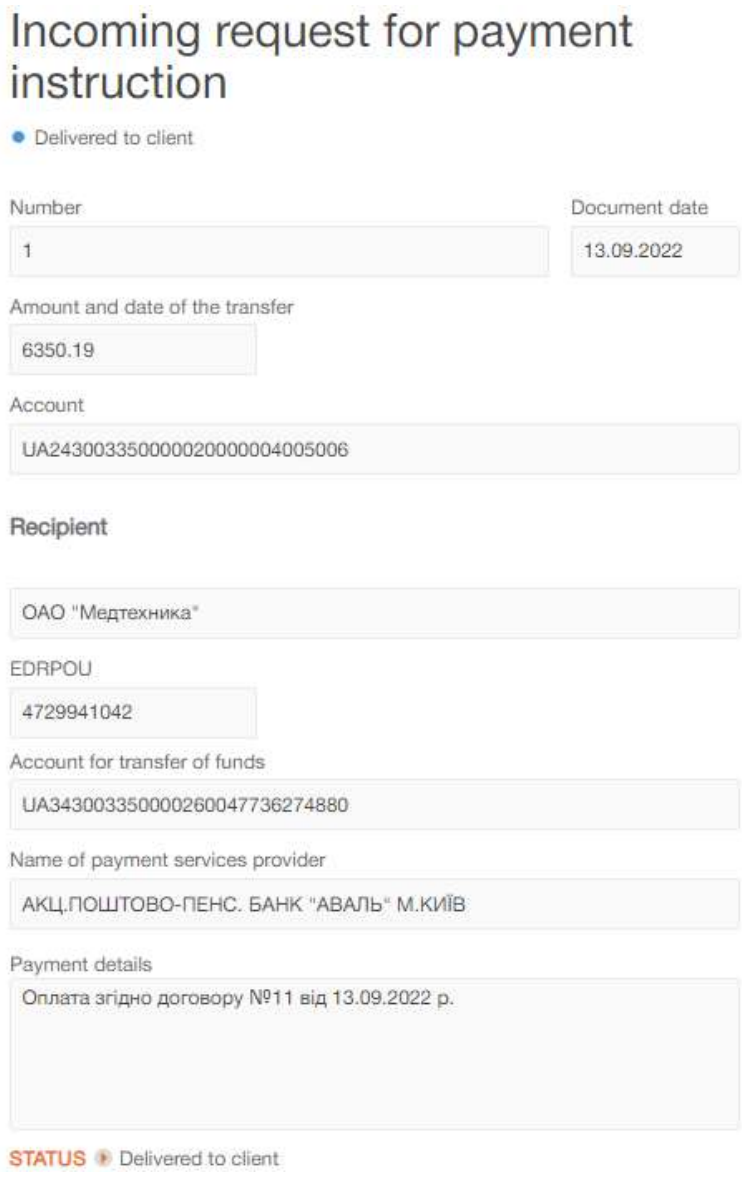


Fig. 5.12. Incoming request for payment instruction screen form

Outcoming requests for payment instruction

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

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

- Check-box for document selection from the list;
- ***Number*** – document number;
- ***Date*** – document date;
- ***Payer's account*** – number of payer account in the analytical account format (from 5 to 14 digits) or IBAN (29 characters);
- ***Payer*** – document payer name;
- ***Amount*** – document amount;

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

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

There are available the following operations with the documents:

- ***Document list sorting on one or group of columns, changing the column width, moving the column*** (for more details – see subsection **Infobar**).
- ***Standard operations:*** create, edit, copy, delete, sign, print (on printer and PDF-file), recall, import (in formats iBank 2 and IBIS), document list filtration by date (for more details – see subsection **Documents, reports and directories management**).
- ***Document confirmation through one-time password*** (for more details – see subsection **Confirmation documents by one-time passwords**).
- ***Filter list of documents by advanced filter*** (for more details – see **Filtration document, report and directory**). Fields of advanced filter corresponds to display information about the document in the list.

The appearance of the **Editor** page with the screen form of the document is presented in fig. 5.13.

Outcoming request for payment instruction fields filling in is performed similar to payment instruction fields filling in, except the following peculiarities:

- In the **Amount and date of the transfer** field, you need to enter the amount to be transferred and select the date using the calendar or manually, on which the Recipient requests the Payer to make the payment. The field can only be filled with the current or future date. There is an icon near the fields to display hint about date's purpose.
- The **Account for transfer of funds** field is a drop-down list of hryvnia accounts of the client, accessible to the respective virtual employee. For each account in the list, the following is displayed: the number in IBAN format (29 characters), the name (if specified), balance amount. By default, the account set by the user as default in the **Work settings** subsection is selected. If the default account is not set, the first account from the list is selected. If there is only one corresponding account available, it is automatically selected, and the field becomes unchangeable.
- In the incoming request for payment instruction the client is the assets recipient, information about the payer is filled in manually or is selected from the directory (similar to information about recipient in the payment instruction).
- Information about the payer is filled out similarly to the fields of the **Recipient** block in the payment instructions with the exceptions:
  - The **Indicate** check-box in the **Location of the payer** block is displayed without the possibility of its removal by the user when the payer's EDRPOU is 9 digits (including zero).
  - The **Account** and **Name of payment services provider** fields are optional.
- In the screen form there are no fields with the currency value date, the planned account balance, as well as the **Budget payment** check-box, VAT indication, **Ultimate payer** and **Ultimate recipient** blocks.

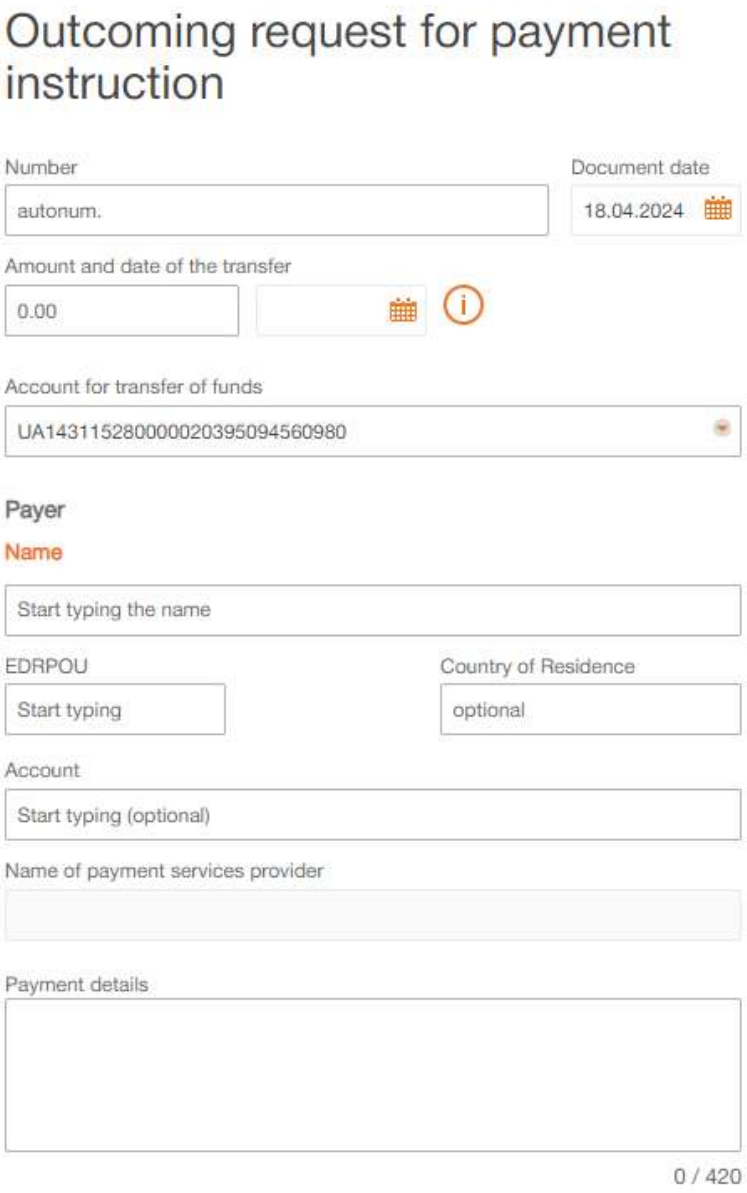


Fig. 5.13. Outcoming requests for payment instruction screen form

Counterparties directory

Counterparty directory is used to facilitate creation of the payment instructions, as well as outcoming requests for payment instruction. To go to the counterparty directory records list, select the **Counterparty** menu item from document group **Hryvnia documents** and go to the **Templates**.

Appearance of the page is presented in fig. 5.14.

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

- Check-box for counterparty selection from the list;
- ***Name*** – counterparty name;
- ***Account*** – counterparty account number in the analytical account format (from 5 to 14 digits) or IBAN (29 characters);
- ***EDRPOU*** – EDRPOU code of the counterparty.

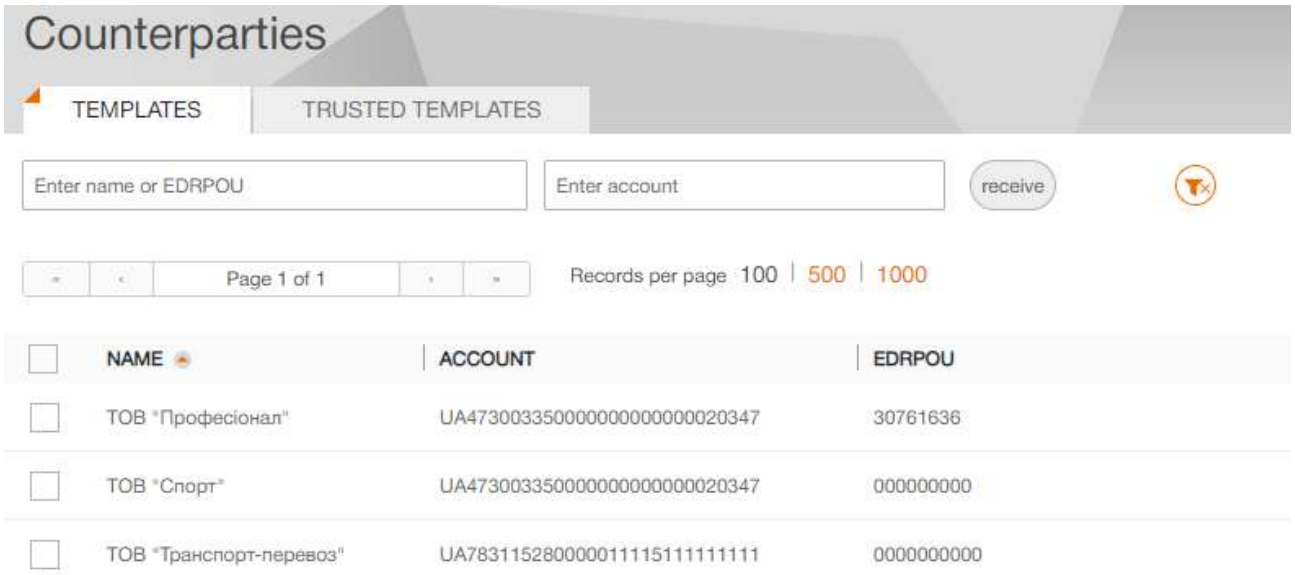


Fig. 5.14. Counterparty directory

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

- ***Item list sorting on one or group of columns, changing column width, moving column*** (for more details – see subsection **Infobar**).
- ***Standard operations:*** create, edit, copy, delete, import and export (in formats iBank 2), record list filtration, page by page records view (for more details – see subsection **Documents, reports and directories management**).
- ***Payment generation*** (for more details – see **Generate payment**).

Create counterparty

To create counterparty, press on the **Counterparty** page the **Create** button on the toolbar. As a result you will be redirected to the **Editor** page with the counterparty screen form (fig. 5.15).

> ***Attention!***
> The counterparty directory records shall be unique as to EDRPOU code and account number.

Peculiarities of the section fields filling in:

> ***Attention!***
> Counterparty details must be completed in the official state language. Entering characters «Ё, ё, Ы, ы, Ъ, ъ, Э, э» is not supported.

- The **for budget payments** check-box is set for the counterparty to use when creating budget payments. When activating the **for budget payments** check-box, the display of fields in the Editor changes (see fig. 5.16):
  - A drop-down list of budget payment templates **Structured details of the budget payment** is displayed above the text field for entering the payment details;

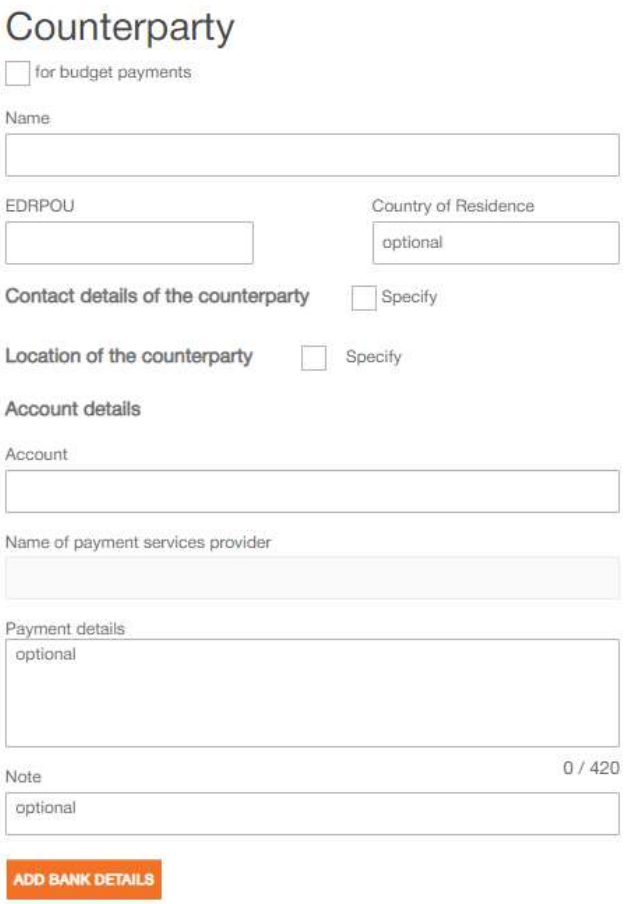


Fig. 5.15. Counterparty screen form

– The field for entering the payment details becomes disabled for editing.

Filling fields of structural details of the budget payment is the same as in the document **Payment instruction** and detailed descipted in the subsection **Budget payment**.

- **Country of Residence** field is drop-down list for choose code and name of counterparty country[12]. Field will be required if counterparty EDRPOU is «000000000» (9 zeros). If the value of the field **EDRPOU** «0000000000» (10 zeros), then instead of the field **Country of Residence**, the field **Type of identity document** is displayed for entering the counterparty's document data

- When the counterparty's EDRPOU code is 10 zeros, the **Type of identity document** field is displayed in the Editor. This field is a dropdown list containing entries from a directory of document types that can be configured by the bank. By default, the field is empty, but it must be filled with one of the available values. The format for filling in the document series and number fields depends on the selected document type. There are four options for filling:

  1. 2 characters for the series and 6 digits for the number.
  2. 9 digits for the number.
  3. Up to 20 digits for the number.

[12] If a country with an excessively long name is selected, in the Editor, this name will be fully displayed when hovering over the **Country of Residence** field.

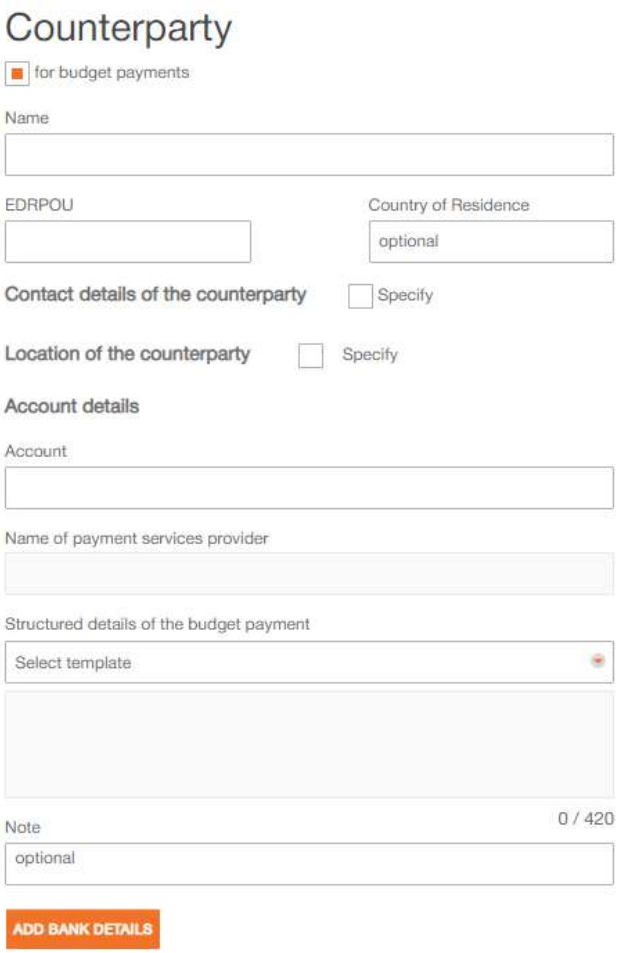


Fig. 5.16. Screen form of the counterparty with the **for budget payments** check-box activated

4. Up to 15 characters for the series and/or up to 20 digits for the number.

- Under the **EDRPOU** field is the **Contact details of the counterparty** block and a check-box **Specify**. By default, the check-box is unset, and the fields are not displayed. When the check-box is set, fields for filling in the contact person's full name (required field), phone and e-mail are displayed.

  Attention!
  In the contact information of a person, at least one of the following fields must be filled: phone or email. If both fields are empty, they are highlighted in red.

- Below the field **Contact details of the counterparty**, there is a section **Location of the counterparty** and a check-box **Specify**. By default, the check-box is unset, and the fields for entering the counterparty's location address are not displayed and not mandatory to fill. When the check-box is set, user-input fields for the counterparty's location address are displayed:

  1. ***Street, avenue, alley, etc*** - optional, active, editable field. By default, it is empty and contains a hint «optional». It is filled in manually, allowing input of all valid characters. Input is limited to a field size of 70 characters.
  2. ***Building number*** - mandatory, active, editable field. By default, it is empty. It is filled in manually, allowing input of all valid characters. Input is limited to a field size of 16

characters. The error message for an empty field looks like: «Required field. When the building number does not exist, you must specify «б/н»».

3. ***Postal code*** - optional, active, editable field. By default, it is empty and contains a hint «optional». It is filled in manually, allowing input of all valid characters. Input is limited to a field size of 16 characters.
4. ***Number of apartment or office*** - optional, active, editable field. By default, it is empty and contains a hint «optional». It is filled in manually, allowing input of all valid characters. Input is limited to a field size of 70 characters.
5. ***Locality (city or village name, etc.)*** - mandatory, active, editable field. By default, it is empty. It is filled in manually, allowing input of all valid characters. Input is limited to a field size of 35 characters.
6. ***District*** - optional, active, editable field. By default, it is empty and contains a hint «optional». It is filled in manually, allowing input of all valid characters. Input is limited to a field size of 35 characters.
7. ***Region*** - optional, active, editable field. By default, it is empty and contains a hint «optional». It is filled in manually, allowing input of all valid characters. Input is limited to a field size of 35 characters.
8. ***Country of Residence*** - mandatory, active, editable field. By default, it is empty. It is filled with the country's numerical code either manually or by selecting from a directory, similar to the existing field **Country of Residence**.

Peculiarities of the **Account details** section fields filling in:

- The **Account** field supports values only in IBAN format (29 characters). When entering an account, the field **Name of payment services provider** is automatically filled with the name of the corresponding bank according to the ID NBU code from the account number.
- The **Payment details** field is optional and is intended for entering the text of the payment details. The maximum number of characters is 420.
- The **Note** field is optional and is intended for entering the text of a payment note.

To create a counterparty with several[13] set of details (account, payment details, note), press the **Add bank details** button, and there will be added empty fields to the page for entering the account number, the text of the payment details and the note.

Attention!

Records with several set of details in other AWP are presented in the form of several records, in which the name and EDRPOU of the counterparty are repeated.

Attention!

Setting the **for budget payments** check-box changing filling payment details for each set of deatils.

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

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

[13] If you select this counterparty on the page of the payment instruction or outcoming request for payment instruction creation, there will be the possibility to select one of the set of details.

- from the payment instruction (for more details – see subsection **Payment instruction in national currency**);
- from the outcoming hryvnia request for payment instruction (for more details – see subsection **Outcoming requests for payment instruction**);
- from hryvnia account statements.

Generate payment

When the client review the counterparty, he has the possibility to generate payment instruction in favour of this counterparty. For this purpose, press on the toolbar the **Payment** button. As a result you will be redirected to the page of payment instruction creation with the selected counterparty.

Trusted counterparty directory

Trusted counterparty directory is used to creation the list of the counterparties, for which the individual limits of the amount apply in the generating of payment instructions. To go to the trusted counterparty directory records list, select the **Counterparty** menu item from document group **Hryvnia documents** and go to the **Trusted templates** tab.

> ***Attention!***
> The presence of the **Trusted templates** tab and the ability to work with the directory are configured on the bank side.

The appearance of the page is presented in fig. 5.17.

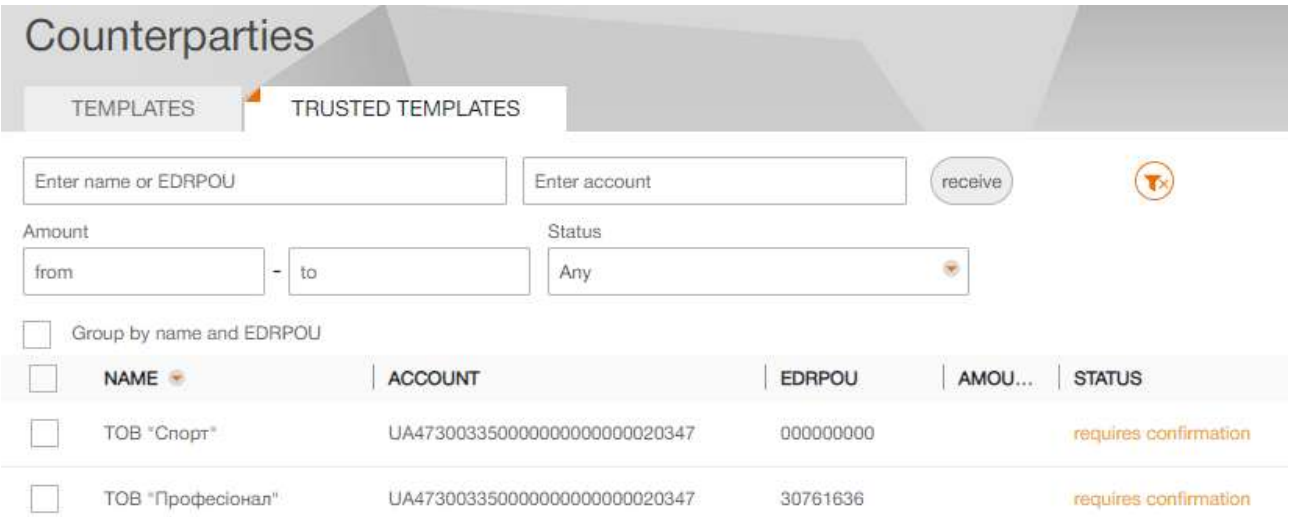


Fig. 5.17. The list of trusted counterparties

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

- Check-box for counterparty selection from the list;
- ***Name*** – counterparty name;
- ***Account*** – counterparty account number in the analytical account format (from 5 to 14 digits) or IBAN (29 characters);

- ***EDRPOU*** – EDRPOU code of the counterparty;
- ***Amount*** — amount of the counterparty limit;
- ***Status*** – counterparty status.

If you check the box **Group by name and EDRPOU** the list of records is rebuilt - every counterparty is situated in a separate block, in which displays (fig. 5.18):

- Counterparty name and EDRPOU;
- Account number, amount of the limit and status of counterparty.

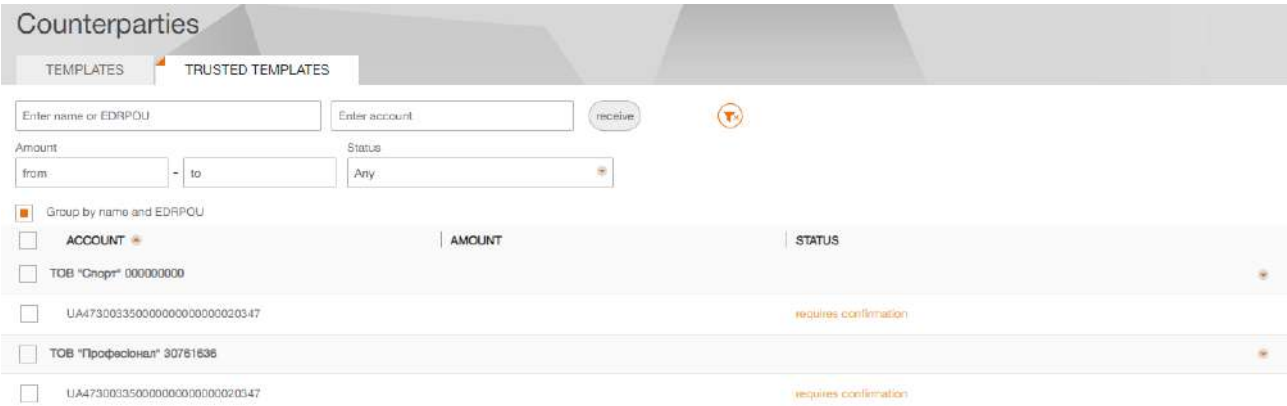


Fig. 5.18. The list of the trusted counterparties, grouped by name and EDRPOU

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

- ***Item list sorting, changing column width, moving column*** (for more details – see subsection **Infobar**).
- ***Standard operations:*** create, edit, delete, record list filtration (for more details – see subsection **Documents, reports and directories management**).
- ***Activation, blocking and confirmation of the trusted counterparty*** (for more details – see subsection **Changing the status of the trusted counterparty**)

Create trusted counterparty

To create new trusted counterparty it is necessary to press the button **Create** on the toolbar on the page **Trusted templates**. As a result you will be redirected to the **Editor** page with the trusted counterparty screen form (fig. 5.19).

> ***Attention!***
> The **Create** button is shown if the organization employee has rights for creation directory records, which are set on the bank side.

Peculiarities of the section fields filling in:

> ***Attention!***
> Trusted counterparty details must be completed in the official state language. Entering characters «Ё, ё, Ы, ы, Ъ, ъ, Э, э» is not supported.

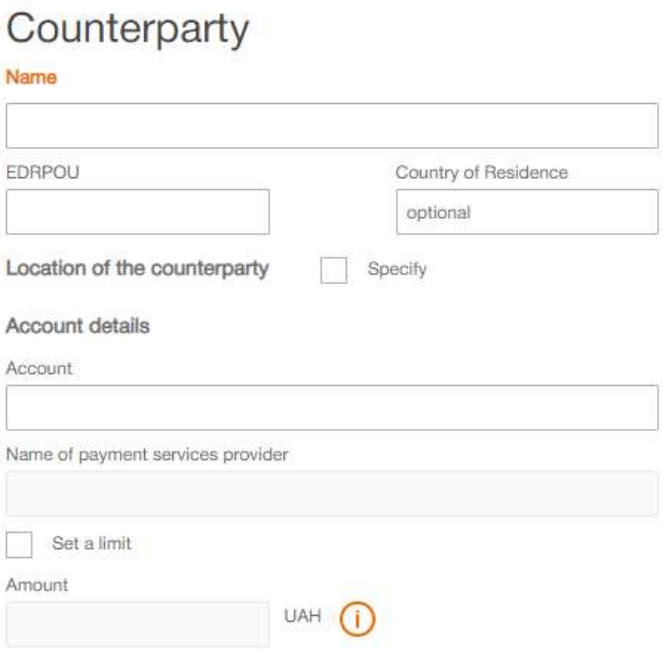


Fig. 5.19. Trusted counterparty screen form

- Enter the name of the trusted counterparty in the field **Name**. You can input name manually or select a value from the **Counterparties** directory. It is necessary to click on the **Name** link and in the dialog box **Counterparties** left-click the record in the list to select a value from the counterparties directory (fig. 5.20). When you select a counterparty from the list, the fields with the counterparties details on the **Editor** page are automatically filled in with the values from the counterparties directory. The information in the dialog box contains:
  - ***Name*** – counterparty name;
  - ***EDRPOU*** – EDRPOU code of the counterparty;
  - ***Account*** – counterparty account number in the analytical account format (from 5 to 14 digits) or IBAN (29 characters);
  - ***Payment details*** – the text of the payment details;
  - ***Note*** – the text of the note.

  There are available the following operations with the counterparty records:

  1. ***Item list sorting, changing the column width, moving column*** (for more details – see subsection **Infobar**).
  2. ***Record list filtration*** (for more details – see subsection **Filtration document, report and directory**).

- **Country of Residence** field is drop-down list for choose code and name of counterparty country[14]. Field will be required if counterparty EDRPOU is «000000000» (9 zeros). If the value of the field **EDRPOU** «0000000000» (10 zeros), then instead of the field **Country of Residence**, the field **Type of identity document** is displayed for entering the counterparty's document data.

[14] If a country with an excessively long name is selected, in the Editor, this name will be fully displayed when hovering over the **Country of Residence** field.

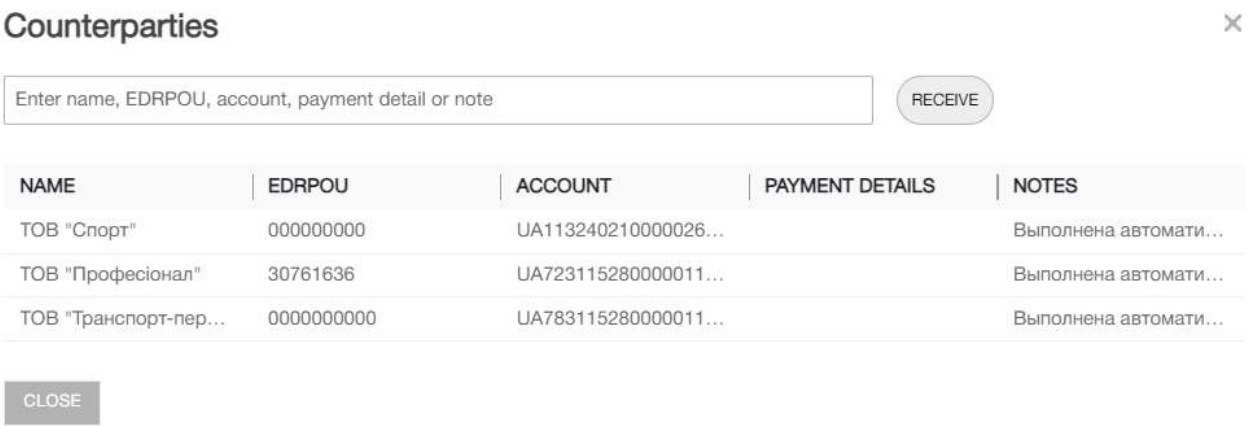


Fig. 5.20. The dialog box for choosing counterparty

- When the counterparty's EDRPOU code is 10 zeros, the **Type of identity document** field is displayed in the Editor. This field is a dropdown list containing entries from a directory of document types that can be configured by the bank. By default, the field is empty, but it must be filled with one of the available values. The format for filling in the document series and number fields depends on the selected document type. There are four options for filling:

  1. 2 characters for the series and 6 digits for the number.
  2. 9 digits for the number.
  3. Up to 20 digits for the number.
  4. Up to 15 characters for the series and/or up to 20 digits for the number.

- Below the field **EDRPOU**, there is a section **Location of the counterparty** and a check-box **Specify**. By default, the check-box is unset, and the fields for entering the counterparty's location address are not displayed and not mandatory to fill. When the check-box is set, user-input fields for the counterparty's location address are displayed:

  1. ***Street, avenue, alley, etc*** - optional, active, editable field. By default, it is empty and contains a hint «optional». It is filled in manually, allowing input of all valid characters. Input is limited to a field size of 70 characters.
  2. ***Building number*** - mandatory, active, editable field. By default, it is empty. It is filled in manually, allowing input of all valid characters. Input is limited to a field size of 16 characters. The error message for an empty field looks like: «Required field. When the building number does not exist, you must specify «б/н»».
  3. ***Postal code*** - optional, active, editable field. By default, it is empty and contains a hint «optional». It is filled in manually, allowing input of all valid characters. Input is limited to a field size of 16 characters.
  4. ***Number of apartment or office*** - optional, active, editable field. By default, it is empty and contains a hint «optional». It is filled in manually, allowing input of all valid characters. Input is limited to a field size of 70 characters.
  5. ***Locality (city or village name, etc.)*** - mandatory, active, editable field. By default, it is empty. It is filled in manually, allowing input of all valid characters. Input is limited to a field size of 35 characters.

6. ***District*** - optional, active, editable field. By default, it is empty and contains a hint «optional». It is filled in manually, allowing input of all valid characters. Input is limited to a field size of 35 characters.
7. ***Region*** - optional, active, editable field. By default, it is empty and contains a hint «optional». It is filled in manually, allowing input of all valid characters. Input is limited to a field size of 35 characters.
8. ***Country of Residence*** - mandatory, active, editable field. By default, it is empty. It is filled with the country's numerical code either manually or by selecting from a directory, similar to the existing field **Country of Residence**.

- In **Account** field values only in the IBAN format (29 characters) are supported. When you enter an account number, the **Name of payment services provider** field will automatically fill by name of the corresponding bank.
- If you need you check the box **Set a limit** and enter the amount of the limit. If the box is not checked, the amount of the limit does not enter and the payment instructions with such counterparty don't require additional confirmation for send to bank.

Attention!
The records of the **Trusted counterparties** directory must be unique by the EDRPOU code and account.

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

While saving trusted counterparty it goes to the status **Requires confirmation**.

In the AWP **Web-Banking** there is also provided the possibility to create new record of the trusted counterparty directory from other menu items:

- payment instruction when you confirm the document (for more details – see subsection **Confirmation documents by one-time passwords**);
- from the counterparties directory (for more details – see subsection **Counterparties directory**);

Changing the status of the trusted counterparty

There are available the following operations with the records in the **Trusted counterparties** directory:

- ***Activation*** — is available for trusted counterparties in the status **Blocked**. To activate, it need to perform a one-time password confirmation, as a result of which the counterparties goes into status **Active**. Trusted counterparties in the status **Active** are considered when generating payment instructions in the case of configured confirmation of documents, considering the directory of trusted counterparties.
- ***Block*** — is available for trusted counterparties in the status **Active**. At blocking, confirmation with a one-time password is not required and the status of the counterparty is automatically changed to the status **Blocked**.
- ***Confirmation*** — is available for trusted counterparties in the statuses **Requires confirmation** and **On deleting**. Depending on the status of the counterparty, upon confirmation it goes to the status **Active**, or permanently removed from the directory.

- ***Delete*** — is available for the trusted counterparties, regardless of the status of the counterparty. At deleting, the status of the counterparty changes to the status **On deleting**.

The trusted counterparties in the statuses **Blocked**, **Requires confirmation**, **On deleting** don't affect the creation of a payment instruction.

The confirmation of the records trusted counterparty directory by one-time password is performed in the same way as document confirmation (for more details – see subsection **Confirmation documents by one-time passwords**).

Attention!

Managing of the trusted counterparties statuses is governed by set the rights for organization employee on bank side.

To change the counterparty status, it is necessary left-click the record in the list to go to the **Editor** page and press the corresponding button on the toolbar.

You may change status for both one document and document group. To change status for the document group, select them from the list and press the corresponding button on the toolbar.

Directory Codes ID NBU

Directory Codes ID NBU contains the information about the ukrainian banks and non-bank payment service providers. To go to the list of the Directory Codes ID NBU records, select the **Directory Codes ID NBU** menu item from the document group **Hryvnia documents**.

The appearance of the page is presented in fig. 5.21.

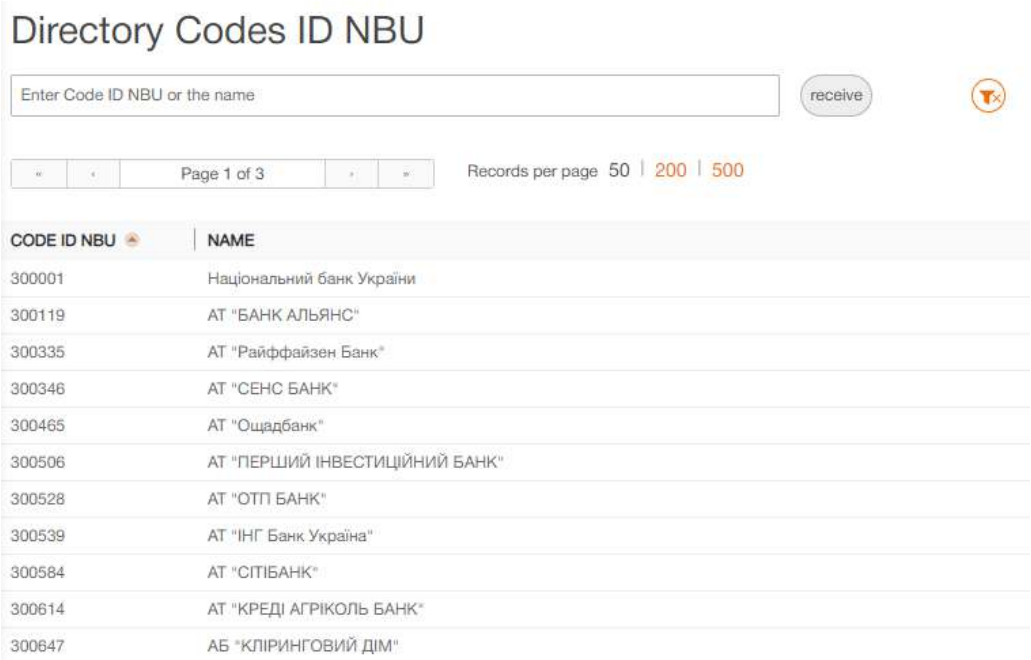


Fig. 5.21. Directory Codes ID NBU records list

For each payment services provider in the list there is displayed the following information:

- ***Code ID NBU*** – payment services provider ID NBU code;
- ***Name*** – payment services provider name in the directory.

There are available the following operations with the Directory Codes ID NBU records list:

- ***Records list sorting on one or group of columns, changing column width, moving column*** (for more details – see subsection **Infobar**).
- ***Record list filtration*** (for more details – see subsection **Filtration document, report and directory**).
- ***Records page by page browsing*** (for more details – see subsection **Page by page directory review**).

Section 6

My data and settings

To redirect to **My data and settings** section, left-click the client name in the top left corner of the page. In this section there is the information about the settings of the one-time passwords reception by mobile application Google Authenticator.

Google Authenticator setting

If the bank has set for the client the document confirmation by of SMS, then the client has the possibility to set the alternative way of one-time passwords reception by mobile application Google Authenticator.

Attention!
The possibility of usage of the mobile application Google Authenticator by the clients for log-in the AWP and payment instructions confirmation is set on the bank side.

Each organization employee may have only one Google authenticator account.

To set Google authenticator, go in the **My data and settings** section to the **Google authenticator** tab.

If the organization employee **Google authenticator** is not yet activated, then he will be redirected to the page of general information about the application (fig. 6.1). In case of activated **Google authenticator** the employee will be redirected to the page with the information about the **Google authenticator** activation (fig. 6.2).

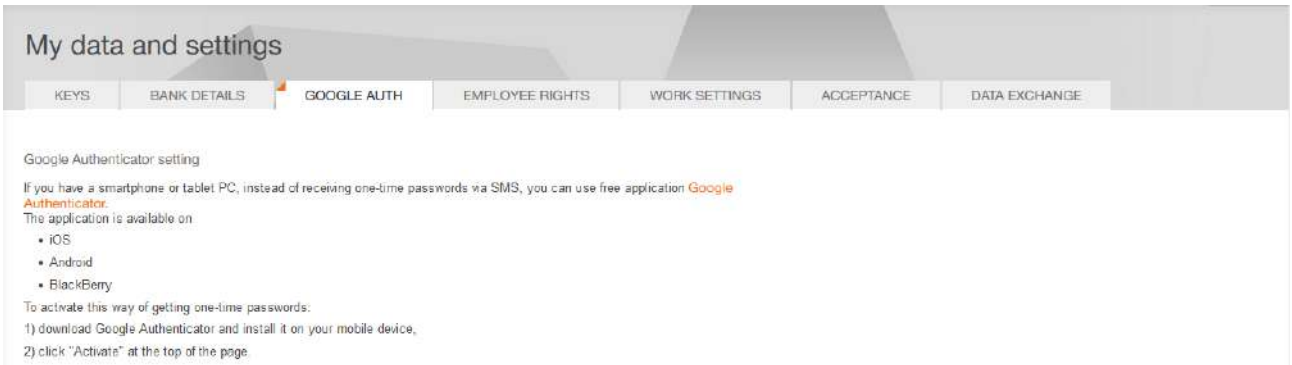


Fig. 6.1. General information about **Google Authenticator**

To activate **Google Authenticator** (provided that the application is installed on mobile device of the organization employee), perform the following actions:

1. On the page with the information about **Google Authenticator** press the button **Activate** on the toolbar. As a result, there will be displayed the box SMS-confirmation (fig. 6.3), and the client will receive SMS with one-time password.

2. In SMS-confirmation box enter the received one-time password and press **Confirm**. As a result you will be redirected to the page of **Google Authenticator** activation confirmation (fig. 6.4).

3. Add new account in the mobile application **Google Authenticator** in one of the following ways:

Fig. 6.2. Information about **Google Authenticator** activation

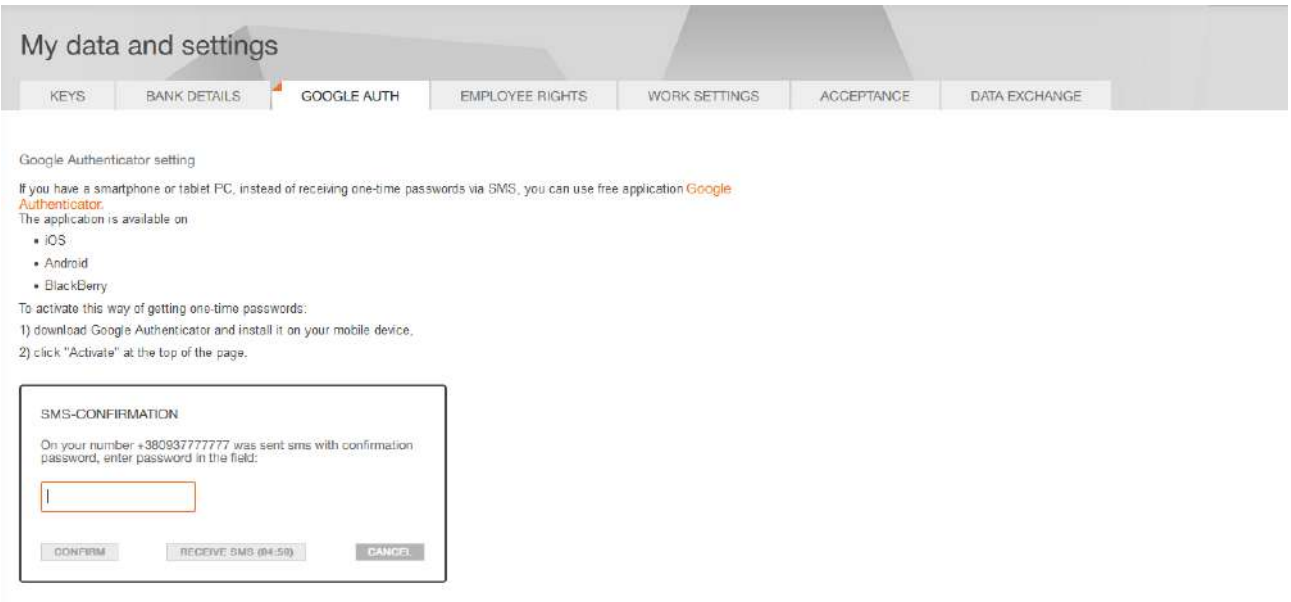


Fig. 6.3. **Google Authenticator** activation

- by the mobile device camera scan the bar-code on the page of **Google Authenticator** activation;
- manually add new account. For this purpose, press on the page of **Google Authenticator** activation confirmation the link **Cannot scan the bar-code?** and follow the instructions.

4. Enter generated in the mobile application one-time password and press in the **Google Authenticator** box the button **Confirm**. As a result there will be activated the usage of **Google Authenticator** for the AWP log-in (for more details – see subsection **Multi-factor authentication**) and confirmation of the documents (for more details – see subsection **Confirmation documents by one-time passwords**). Herein, you will be redirected to the page with the information about **Google Authenticator** activation (fig. 6.2).

To update the **Google Authenticator** account (for example, in case of repeated installation of the mobile application, device replacement, etc.), press on the page with information about **Google Authenticator** activation, displayed at redirected to the **Google Authenticator** tab of the **My data and settings** section the button **Update secret code** on the toolbar. The update procedure is similar to activation of new **Google Authenticator** account.

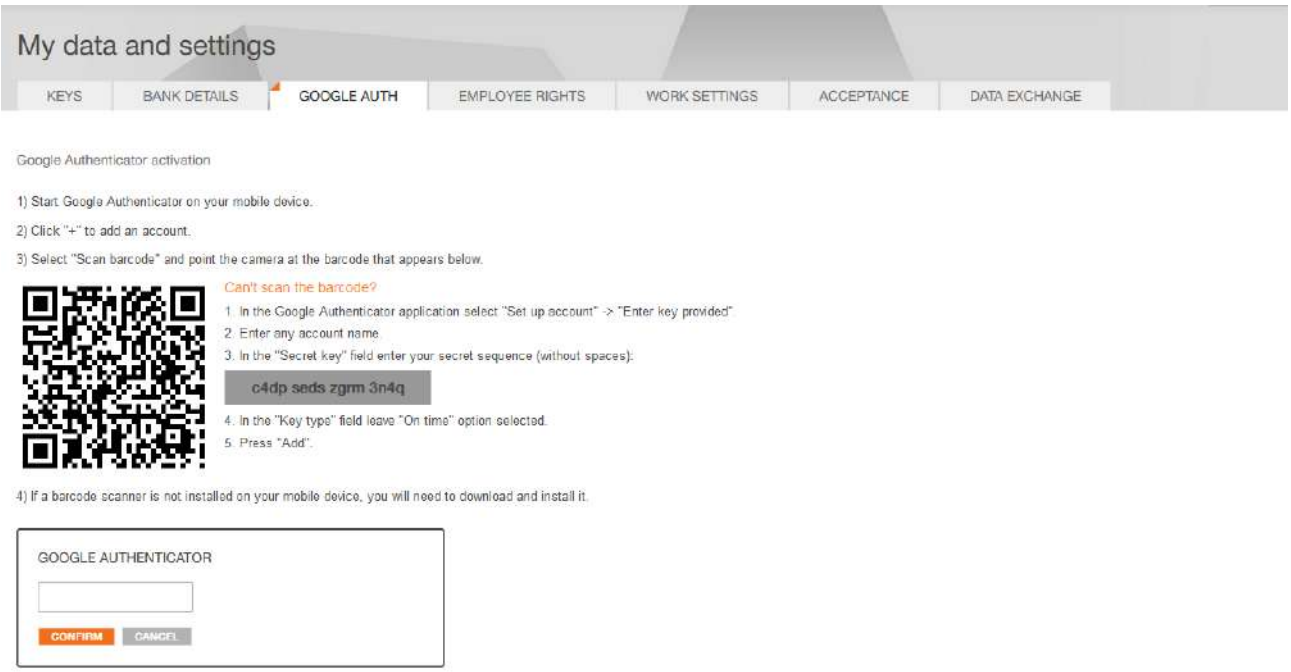


Fig. 6.4. Confirmation of **Google Authenticator** activation

To delete the **Google Authenticator** account press on the page with information about **Google Authenticator** activation, displayed at redirecting to the **Google Authenticator** tab of the **My data and settings** section the button **Deactivate** on the toolbar. To confirm operation you must enter the received in SMS one-time password.

Work settings

When you select the **Work settings** tab of the **My Data and settings** section, you are redirect to a page that contains settings of default dates in documents and reports filters , and configuration of the formula for calculate planned balance in the payment instruction (fig. 6.5).

In the **Filter** section client can set default values for following date filters:

- ***docunents in progress*** (general value for all types of documents);
- ***executed documents*** (general value for all types of documents);
- ***letters***;
- ***opers and turnovers***.

By default fields are filled by values that are configured on the bank side.

> ***Attention!***
> Changes, maded on this page, are saved in the web browser «cache», so they will not be used when working on another computer or web browser.

In the **Planned balance** section client can configure which documents will count when calculate planned balance in the payment instruction:

- only documents on processing by the bank in **Received by the bank**, **On execution**, **Deferred**, **Partly executed** statuses;

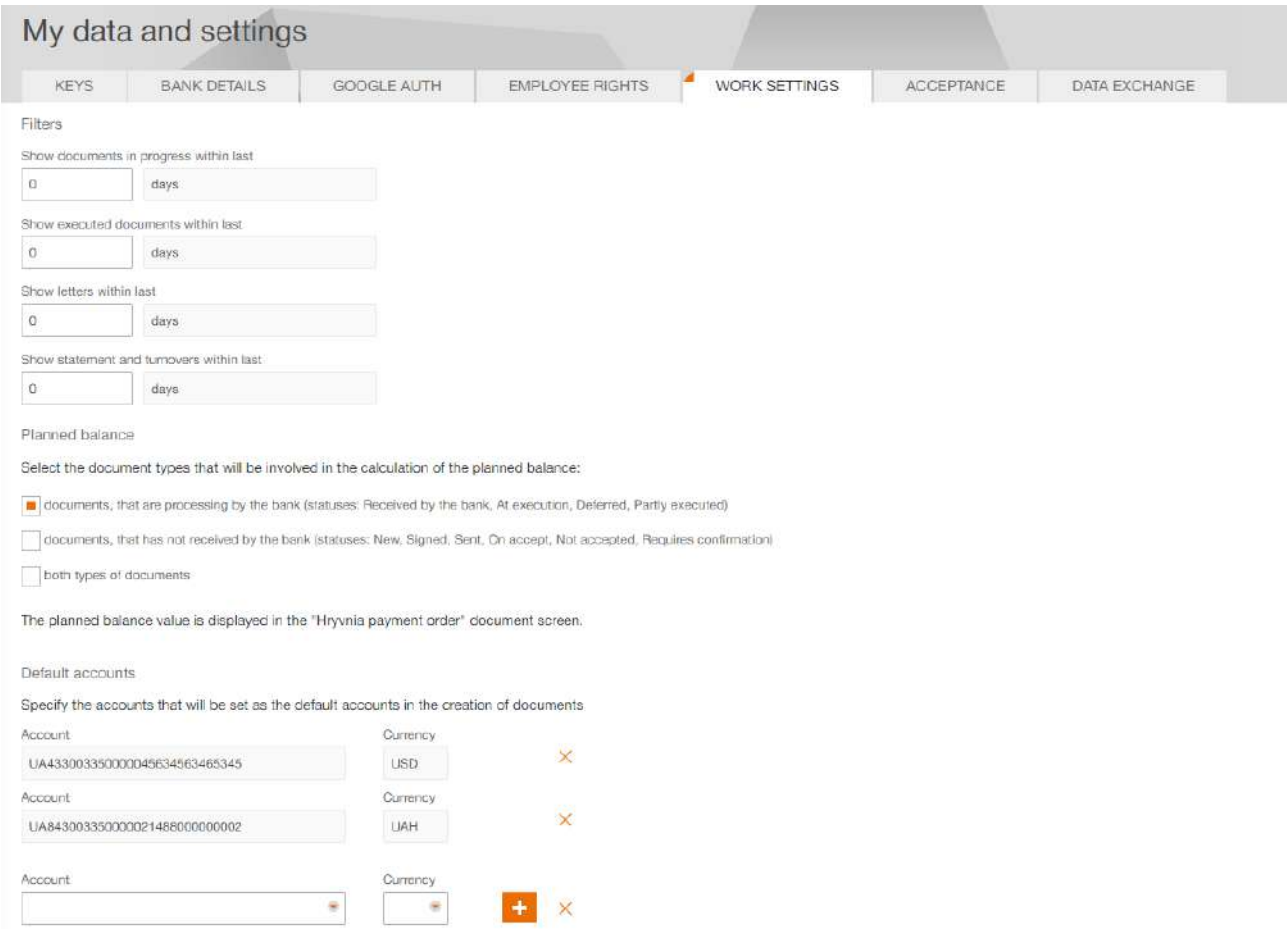


Fig. 6.5. **Work settings** page

- only documents which haven't received by the bank in the **New**, **Signed**, **Sent**, **On accept**, **Not accepted**, **Requires confirmation** statuses;
- both options.

In the **Default Accounts** section, an employee can configure the accounts that will be set as defaults when creating documents. This page includes the following settings:

- **Account** is a default unedited field presented in the form of a dropdown list, encompassing all active current accounts of the client for which their employee has permissions (**All Operations** or **Save**). The list of accounts is dynamically reconstructed based on the selected currency.
- **Currency** is a default field initially populated with the first element of the list. Presented in the form of a dropdown list containing a range of currencies for which the client holds active current accounts and which their employee has permissions (**All Operations** or **Save**). The list displays only those currencies for which default accounts have not yet been specified.
- The + button adds fields to enter information about the next account onto the page. The previous account is saved as the default account, and its fields become inactive.
- The **x** button:
  - If account information is being edited, clears the **Account** and **Currency** fields.
  - If account information was saved, removes the **Account** and **Currency** fields.

In case default accounts have been set for all currencies, the + button with additional fields to enter information about the next account will not be displayed.

Acceptance

To navigate to the **Acceptance** page in the PRAVEXBANK BIZ system, you need to go to the **My Data and Settings** section and click on the **Acceptance** tab. This tab allows employees of the client to view and configure the **Payment Acceptance** service for payment instructions (for more details, see **Accept documents**).

The **Acceptance** tab and its contents are only available if the client has the right to use AWP **Smartphone-Banking**, otherwise, the tab will be absent.

For ease of use, the **Acceptance** page is divided into several blocks: **General limits (acceptance), Accounts, and the table part** with a list of selected accounts.

The external appearance of the page is shown in fig. 6.6.

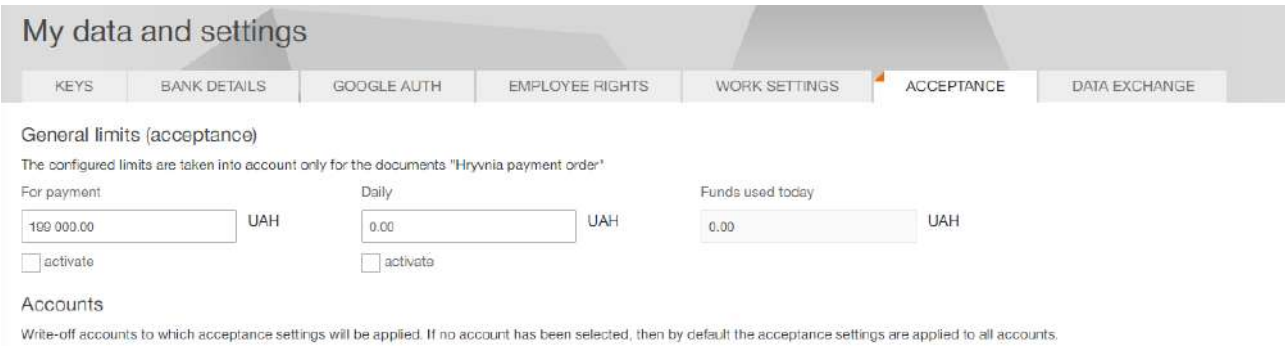


Fig. 6.6. **Acceptance** Page

The following information is displayed on the page:

The **General limits (acceptance)** block has an information tooltip with the text «The configured limits are taken into account only for the documents «Payment Instruction»» and includes:

- ***Limit Types***: For payment, Daily.
- ***Funds Used Today*** - an inactive field located to the right of the «Daily» limit.
- ***Limit amount input fields***, as well as the currency code next to each field.
- ***Activate flag*** located under each amount field.

The **Accounts** block has an information tooltip with the text «Write-off accounts to which acceptance settings will be applied. If no account has been selected, then by default the acceptance settings are applied to all accounts».

If at least one of the limit types is activated, the following fields for selecting accounts will appear:

- ***Limit type*** - an inactive field filled with the limit type that was activated above. Or an active field with a drop-down list with options «Payment» and «Daily» if both limits were activated. The field in an active state is filled with the first option from the list by default.
- ***Account Selection*** - by default, the field is not filled and contains the prompt «Select accounts». It is filled by selecting from the drop-down list, with a decrease in the number of values available for selection as characters are entered. The drop-down list includes the option ***Select all*** and all UAH accounts.

If only one limit is activated, the drop-down list will display only those accounts that have not yet been selected and added to the table with the corresponding limit marked.

If both limits are activated, the selected account for the «Payment» limit will be displayed in the drop-down list when selecting the «Daily» limit, but will no longer be displayed in the drop-down list when selecting the «Payment» limit.

When one account is selected, the selected account will be displayed in the field, and when two or more are selected, the text «Selected accounts: N» will be displayed in the field, where N is the number of selected accounts, and when selecting the «Select all» option, this option will be displayed.

- Button ***Add*** to the right of the account selection field is activated only when at least one account is selected, when pressed, the selected accounts are added to the list of accounts.
- Button ***Remove All*** is activated only if there are accounts in the list. It allows you to remove all accounts from the list. In case the limits are deactivated, the fields and buttons described above will not be displayed.

Upon activation of the limit, fields for adding an account appear. After adding at least one account, a list with the following columns is displayed:

- ***Account Name*** - account alias.
- ***Code ID NBU*** - bank's ID NBU code where the account is opened.
- ***Account Number*** - account number in IBAN format (29 characters).
- ***Account Type***.
- ***Currency*** - three-character currency code of the account.
- ***Payment*** - a mark that the account has a «Payment» limit applied.
- ***Daily*** - a mark that the account has a «Daily» limit applied.
- Button to remove the account from the list.

Each column can be sorted, and the width and order of columns can be changed.

Data exchange

When you select the **Data exchange** tab of the **My Data and settings** section, you are redirect to a page that contains list of import and export formats supported by PRAVEXBANK BIZ system, as well as setting directories for group import of documents by default (fig. 6.7).

The **Import Settings** and **Export Settings** blocks for each format in the list display the following information:

- ***Format*** — name of import or export format.
- ***Encoding*** — name of the encoding in which import or export is supported. If more than one encoding is supported, then the field is a drop-down list with available encodings.
- ***Data type*** — list of documents, reports or references that support import or export in the coresponding format.

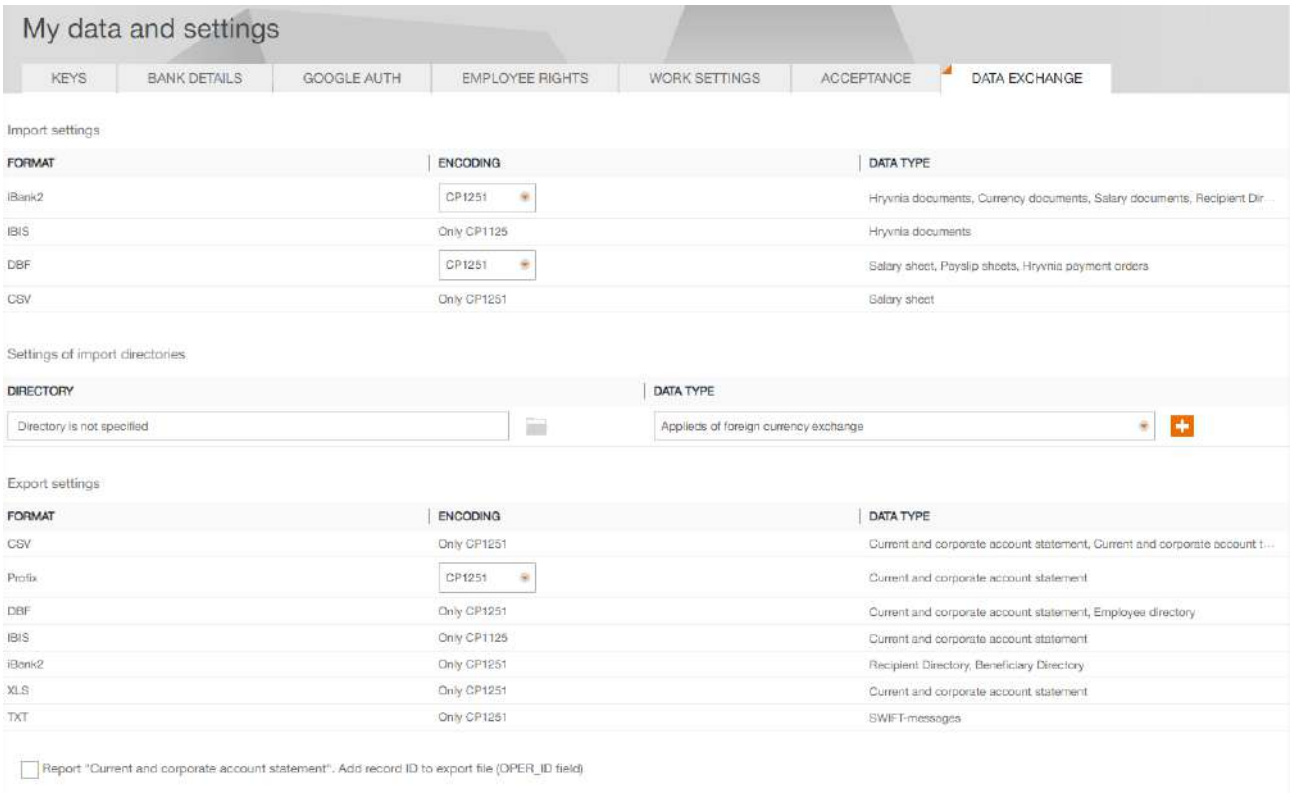


Fig. 6.7. **Data exchange** page

The **Settings of import directories** block appears as a table with the ability to adjust the width and sequence of displayed columns:

- **Directory** — By default, this field is empty and displays a hint: **Directory not specified**. Users have the option to manually input the path to the import files.

  To the right of the field, there is a button with a folder icon that allows you to select a directory. When this button is clicked, a dialog window opens for selecting the required directory containing the import files.

- ***Data type*** — This field is presented as a list with selectable options:
  - Payment instructions;
  - Hryvnia payment requests;
  - Salary sheets;
  - Card prolongation orders;
  - Fire staff orders;
  - Assign card orders;
  - Payment instructions in foreign currency;
  - Internal foreign currency orders;
  - Applieds of foreign currency sales;
  - Applieds of foreign currency purchases;
  - Applieds of foreign currency exchange;

In the list of the **Data type** field, the document types for which settings have already been applied are not displayed. To the right of the field, there is a + button that adds a new data type along with its corresponding directory. It also saves the entered directory for the selected document type.

Attention!

If the **Directory** field in the previous row is not filled out, the user won't be able to add a new data type. In this case, the field will be highlighted in red and display the error message «Required field».

For added entries, an editing button is displayed next to the **Directory** field, while a delete button is shown to the right of the **Data type** field.

At the end of the page there are checkboxes for adding individual fields to the **Statement** export file:

- Report «Current and corporate account statement». Add record ID to export file (OPER_ID field). If the flag is activated - when receiving a report for *.xls, *.cvs, *.dbf, PROFIX, IBIS formats, the **Operation identifier** field will be added.
- Report «Current and corporate account statement». Add all fields provided by the ISO 20022 standard to export file. For more information on ISO 20022 fields, see in the documentation ***Formats of import and export data in the PRAVEXBANK BIZ system. Technical description***.

Section 7

Sources of additional information

Additional information on this subject can be found in the documents:

- ***Main information about PRAVEXBANK BIZ electronic banking system.***
- ***PRAVEXBANK BIZ system. Web-Banking for corporate clients. General description.***
- ***Система PRAVEXBANK BIZ. Хост плагин EDS «WebSigner». Диагностика и исправление неисправностей.***
- ***Formats of import and export data in the PRAVEXBANK BIZ system. Technical description.***
- ***PRAVEXBANK BIZ system. Web-Banking for corporate clients. Working with the Reports.***
- ***Система PRAVEXBANK BIZ. iBank 2 UA для 1С: Підприємства. Інструкція користувача.***

Attention!

With all offers and requests for documentation, please contact us by e-mail
support@dbosoft.com.ua