

**Web-Banking  
for corporate clients.  
Work with the FCY 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 FCY (currency) documents.

***Attention!*** 

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This document provides a direct description of working with FCY documents. For a general description of the AWP's operation, its interface, etc., see the document ***PRAVEXBANK BIZ system. Web-Banking for corporate clients. General Description.*** 

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In the **Getting started with the AWP Web-Banking** section, system requirements are listed.

In the section **FCY documents** is described the work with currency payment instructions, orders of sale, purchase and exchange of currency, as well as with directories of recipients and SWIFT.

## 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).

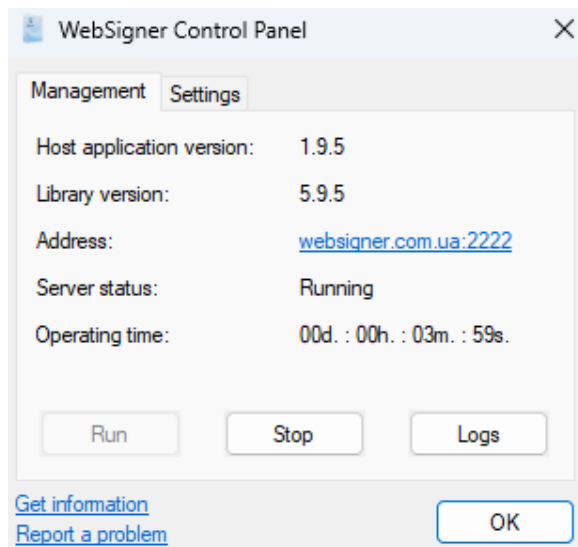


Fig. 1.1. Control panel of EDS host plugin

**Attention!** 

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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\\AppData\Local\DBO Soft\WebSignerHost\WSHControlPanel.exe.

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- 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<sup>1</sup> 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!** 

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

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

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<sup>1</sup>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.

## Section 2

### FCY documents

#### Currency payment instructions

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

**Attention!** 

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When you first redirected to the list of documents or create a new document, the SWIFT directory will be loaded. Depending on the quality of the communication channel, download is performed within 10-60 seconds. During the download of the directory, working in the AWP **Web-Banking** is blocked, the corresponding notification is displayed on the screen.

In case of errors when downloading the directory (for example due to unstable communication channel), an error message will appear on the screen. A repeated attempt to download the directory will be taken the next time you go to the list of documents or create a new document. Number of attempts to download the directory is configured on the side of the bank.

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

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

- Icon of attachments , if there are no attachment it is not displayed;
- Check-box for document selection from the list;
- **Number** – document number;
- **Date** – document date;
- **Recipient's account or IBAN** – recipient account number or IBAN;
- **Recipient** – recipient name;
- **Amount** – document amount;
- **Currency** – three-unit symbolic code of the document currency;
- **Status** – document status (not available in the list of the executed documents).

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

There are available the following operations with the documents (for more details – see document **PRAVEXBANK BIZ system. Web-Banking for corporate clients. General description**):

- **Document list sorting on one or group of columns, changing the column width, moving the column.**
- **Standard operations:** create, edit, copy, delete, sign, print (on printer and PDF-file), recall, import in iBank 2 format, document list filtration by date.
- **Document confirmation through one-time password.**
- **Filter list of documents by advanced filter.** Fields of advanced filter corresponds to display information about the document in the list.
- **Attachment handling.**

### Filling document fields

To create new document press on the **Currency payment instructions** page the **Create** button on the toolbar. As a result, you will be redirected to the **Editor** page with the document screen form (fig. 2.1).

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

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

**Attention!** \_\_\_\_\_

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

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- The date of document is filled in automatically with the current date and it is available for editing.
- The date of document valuation of no filled in automatically and is available for editing. The range of possible values from the document date is set on the bank side.
- The field **Ask to transfer** represents two fields: the field for indication of amount and currency of the payment. The field with the payment currency is the drop-down list, containing symbolic codes of all the currencies of the opened accounts, available for the organization employee.
- The field **From account** represents the drop-down list with available for the organization employee accounts in the selected currency. For each account in the list there are display: number in the IBAN format (29 characters), name (if it's specified), balance amount. By default, there is selected the account, used the last time at this type document creation. In case of availability of only one relevant account, it is selected automatically and the field becomes inactive.

**Attention!** \_\_\_\_\_

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

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- Section **Recipient:**

### Currency payment instruction

Number:  Document date:

Ask to transfer:

From account:  Value date:

**Recipient**

Save to the directory

Recipient's account or IBAN:

Country:

City:

Address:

**Recipient's payment services provider**

SWIFT-code:

Account:

Name:

Country:

City:

Address:

### Intermediary provider of payment services

Involved

**Payment details**

**Costs and commissions**

Write-off the required funds from account:

Payment services provider:

**Operation code**

**Auxiliary details**

Money source:

Additional information:

Authorized employee of the company

Full name:

phone:

**ATTACH COPIES OF DOCUMENTS** (max. size 1000000.00 KB)

a) Document screen form start

b) Document screen form continuation

Fig. 2.1. Currency payment instruction in USD screen form

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

**Attention!**

In the directory there is no information about the recipient ITN. This field must be filled in, if required, manually.



- If there are no recipients in the directory, all the fields of the section **Recipient** must be filled in manually.
- Near the field **Recipient**, there is displayed the check-box «Save to the directory». If you check this box, then at the document saving, the recipient with the specified details will be added to the recipient directory. If such recipient is already saved in the directory, then there will be displayed the request to confirm not unique record addition or to refuse from it.
- The field **Recipient's account or IBAN** is analyzed as an IBAN if the first two symbols are not digital. In this case, the value of recipient's IBAN is checked for compliance with the structure of the international bank account number.
- If you select payment currency RUB (Russian ruble) there will be displayed the field **ITN**. The field is optional for filling, acceptable value – 10 or 12 digits.
- The field **Country** is the drop-down list of the countries. For each country in the list there is displayed its digital code and name. If the payment currency is the Russian ruble, the name of the country is displayed in Russian. For all other currencies – in English.
- For the fields **Name, Country, City, Address** there is a limit on the allowable symbols:
  1. For documents in a currency other than the RUB currency, the following symbols are allowed:
    - (a) latin (upper and lower case);
    - (b) figures;
    - (c) special symbols: / - ? : ( ) , ' + <space>
  2. For documents in RUB currency the following symbols are allowed:
    - (a) latin (upper and lower case);
    - (b) cyrillic (upper and lower case), except for symbols i, I, ï, İ, e, € , r, Г;
    - (c) figures;
    - (d) special symbols: / - ? : ( ) , ' + <space>

Sections **Recipient's payment services provider, Intermediary provider of payment services**:

- By default, the fields of the **Intermediary provider of payment services** section are hidden. To display them check the box **Involved** near the section heading. If you uncheck this box the section fields are hidden and cleaned.
- The fields with recipient's payment services provider and intermediary provider of payment services types are drop-down lists that contain valid values: «SWIFT code», «Clearing code». The default value of «SWIFT-code».
- The fields of sections **Recipient's payment services provider** and **Intermediary provider of payment services** may also be automatically filled in (at recipient selection from directory) or manually. If the value specified in the directory is entered in the **BIC** field, all information about the bank in the corresponding section is automatically filled by values from the directory. When you enter the code in the list, the appropriate values from the directory will automatically be displayed<sup>1</sup>.

Filling in the fields of the section depends on the type of payment service provider: if «SWIFT-code», the fields of the section are filled from the SWIFT directory according to the value in the field **BIC**, if «Clearing code» – from the directory of Russian banks (only if the document currency is Russian Ruble). If there is no value in the directory with the

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<sup>1</sup>A drop-down list with the appropriate values is displayed with successfully loaded directories.

specified code, then an appropriate error message is displayed. The field code of the type of payment service provider is required.

- The field **Country** is the drop-down list of the countries. For each country in the list there is displayed its digital code and name. If the payment currency is the Russian ruble, the name of the country is displayed in Russian. For all other currencies – in English.
  - For the fields **Name**, **Country**, **City**, **Address** there is a limit on the allowable symbols similar with the fields of the section **Recipient**. The fields **City**, **Address** is optional.
  - The field **Payment details** is required. If you select payment currency RUB (Russian ruble), the information in the field must be filled in the format «(VONNNNN)» (where NNNNN is the operation code), must be the information about VAT in the format «НДС» or «без НДС» at the end of the text. For this field, as well as for the field **Additional information** there is a limit on the allowable symbols similar with the fields of the section **Recipient**.
  - The field **Costs and commissions** is the drop-down list with the available options of costs and commission payment: «at the expense of payer (OUR)», «at the expense of recipient (BEN)», «at the expense of payer and recipient (SHA)», «at the expense of payer guaranteed (OUR/OUR)»<sup>2</sup>. By default, there is displayed the option «at the expense of payer and recipient (SHA)».
- Section **Write off the required assets with bank:**
    - This section is not displayed if the value of **Costs and commissions** field is «at the expense of recipient (BEN)».
    - The field **From account** is the drop-down list with possibility to enter the values manually, which contains all available employee of the organization accounts in national currency. For each account in the list there are displayed: number in the IBAN format (29 characters), name (if it's specified), balance amount.

**Attention!** \_\_\_\_\_

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

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- The field **Operation code** is filled manually or selected from the drop-down list. The option of input, obligation and composition of the drop-down list is set at the bank side.
- The field **Payment urgency** is the drop-down list with acceptable options of payment urgency: «Standard», «Urgent», «Extra-Urgent». By default, there is selected the «Urgent» option.

**Attention!** \_\_\_\_\_

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

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- The field **Money source** is filled with a value from the drop-down list. The display of the field, obligation and composition of the drop-down list is set at the bank side.
- The field **Additional information** is displayed after selecting «United Arab Emirates» as recipient or recipient's payment services provider country and required.
- The mandatory to fill in name and phone number of an authorized employee of the company is configured on the bank side.

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<sup>2</sup>Displaying the option in «at the expense of payer guaranteed (OUR/OUR)» is set at the bank side.

- The phone number of the authorized employee of the company is indicated in the international format. When you enter the correct country code in the field, you can enter the phone number. Number format is varies by country. To visually identify country there is displays a flag after the phone number.


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

## Internal currency payment instructions

When you select the **Internal payment instruction** menu item from the document group **FCY documents** you are redirected to the **Internal currency payment instructions** page, containing the document list.

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

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

- Icon of attachments , if there are no attachment it is not displayed;
- Check-box for document selection from the list;
- **Number** – document number;
- **Date** – document date;
- **Recipient's account** – recipient account number in the analytical account format (from 5 to 14 digits) or IBAN (29 characters);
- **Recipient** – recipient name;
- **Amount** – document amount;
- **Currency** – three-unit symbolic code of the document currency;
- **Status** – document status (not available in the list of the executed documents).

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

There are available the following operations with the documents (for more details – see document **PRAVEXBANK BIZ system. Web-Banking for corporate clients. General description**):

- **Document list sorting on one or group of columns, changing the column width, moving the column.**
- **Standard operations:** create, edit, copy, delete, sign, print (on printer and PDF-file), recall, import in iBank 2 format, document list filtration by date.
- **Document confirmation through one-time password.**
- **Filter list of documents by advanced filter.** Fields of advanced filter corresponds to display information about the document in the list.
- **Attachment handling.**

### Filling document fields

To create new document press on the **Internal currency payment instructions** page the **Create** button on the toolbar. As a result, you will be redirected to the **Editor** page with the document screen form (fig. 2.2).

## Internal currency payment instruction

<b>Number</b> <input type="text" value="Autonom."/>	<b>Document date</b> <input type="text" value="08.12.2023"/>
<b>Ask to transfer</b> <input type="text" value="0.00"/> <input type="text" value="USD"/>	
<b>From account</b> <input type="text" value="UA133003350000078945612385214 USD"/>	<b>Value date</b> <input type="text" value="optional"/>

**Recipient**

**Name**

  
**EDRPOU**   Resident **Country of Residence**   
**Account**  
  
**Payment services provider**  
  
**Payment details**  
**Account to charge the commission**  

Drag files here or click on this area

Fig. 2.2. Internal currency payment instructions screen form

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

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

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- The date of document is filled in automatically with the current date and it is available for editing.
- The date of document valuation of no filled in automatically and is available for editing. The field is not obligatory. The range of possible values from the document date is set on the bank side.
- The field **Ask to transfer** represents two fields: the field for indication of amount and currency of the payment. The field with the payment currency is the drop-down list, containing symbolic codes of all the currencies of the opened accounts, available for the organization employee.
- The field **From account** represents the drop-down list with available for the organization employee accounts in the selected currency. For each account in the list there are display: number in the IBAN format (29 characters), name (if it's specified), balance amount, type. By default, there is selected the account, used the last time at this type document creation. In case of availability of only one relevant account, it is selected automatically and the field becomes inactive.

**Attention!** \_\_\_\_\_

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

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

There are available the following operations with the the list of set of details (for more details – see document **PRAVEXBANK BIZ system. Web-Banking for corporate clients. General description**):

1. **Record list sorting, changing the column width, moving column.**
  2. **Record list filtration.**
- If there are no recipients in the directory, all fields in the section must be filled in manually.
  - To transfer money to own accounts, it is required to select the client requisite in the list, herein:
    - \* If there is a single available account for which transfers can be made, the name and EDRPOU of the recipient are automatically filled with information about the client, in the field **To account** the available account is automatically selected.
    - \* If there are several available accounts for which transfers can be made, a window for selecting an account opens. The appearance of the window corresponds to the recipient's requisites window. When choosing an account, the name and EDRPOU of the recipient are automatically filled with information about the client, the **To account** field is filled with the selected account.
    - \* The field **Payment details** by default is filled with the text «Transfer to account <recipient's account number>».
  - The recipient's residence is indicated using the **Resident** check-box. If the recipient is a resident, the check-box must be noted, otherwise remove the mark. By default, the check-box is checked.
  - **Country of Residence** field is drop-down list for choose code and name of recipient country<sup>3</sup>. If the **Resident** check-box is set, the field is automatically filled with the code and name of recipient country.
  - In **Account** field values only in the IBAN format (29 characters) are supported. When you enter an account number, the **Payment services provider** field will automatically fill by name of the corresponding bank.
  - The **Payment details** field is required for filling in and is intended for text description of the payment purpose. The field may be filled in automatically at the recipient selection from the directory; herein, if there are several options of the payment purpose description for the selected recipient, a window for selecting the payment details opens. The appearance of the window corresponds to the recipient's requisites window.
  - The field **Write-off account of commission** is the drop-down list with the accounts in national currency 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), balance

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<sup>3</sup>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

amount, type. By default, there is selected the account, used last time at this type documents creation.

**Attention!**

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The bank may allow creating documents using corporate accounts. In this case, the **Write-off account of commission** field will also display corporate accounts client, to which the organization employee has access.

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

## Currency sale order

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

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

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

- Icon of attachments , if there are no attachment it is not displayed;
- Check-box for document selection from the list;
- **Number** – document number;
- **Date** – document date;
- **Amount** – amount of foreign currency write-off;
- **Currency** – three-unit symbolic code of the currency;
- **Status** – document status (not available in the list of the executed documents).

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

There are available the following operations with the documents (for more details – see document **PRAVEXBANK BIZ system. Web-Banking for corporate clients. General description**):

- **Document list sorting on one or group of columns, changing the column width, moving the column.**
- **Standard operations:** create, edit, copy, delete, sign, print (on printer and PDF-file), recall, import in iBank 2 format, document list filtration by date.
- **Document confirmation through one-time password.**
- **Filter list of documents by advanced filter.** Fields of advanced filter corresponds to display information about the document in the list, except for the presence of a field **Account**.
- **Attachment handling.**

## Filling document fields

To create new document press on the **Currency sale** page the **Create** button on the toolbar. As a result, you will be redirected to the **Editor** page with the document screen form (fig. 2.3).

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

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

### **Attention!**

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

- The document date is filled in automatically with the current date and it is available for editing.
- The date of document valuation of no filled in automatically and is available for editing. The range of possible values from the document date is set on the bank side. When you enter the date of document valuation the field **Expiry date** is cleaned and becomes unavailable for change.
- The **Expiry date** is filled in automatically with the value «<date of the document > + 30 days». If the field **Value date** is filled, the field **Expiry date** is cleaned and becomes unavailable for change.
- The field **Request to sell** represents two fields: the field for indication of amount and currency of the payment. The field with the payment currency is the drop-down list, containing symbolic codes of all the currencies of the opened accounts, available for the organization employee.
- Field with the options of currency exchange rate is the drop-down list, containing the available options: «by rate of the bank» – means application of exchange rate, established by the bank; «by rate» – means the exchange rate, entered by the client. List is configured on the bank side.
- The debit account field is a drop down list with available organization employee accounts in the selected currency. For each account in the list there are display: number in the IBAN format (29 characters), name (if it's specified), balance amount. By default, there is selected the account, used the last time at this type document creation. In case of availability of only one relevant account, it is selected automatically and the field becomes inactive.
- Field with the options of foreign currency write-off is the drop-down list which contains the available options: «undertake to transfer» and «order to bank to write-off». When you select the option the field unavailable for editing is displayed. The field is automatically filled with the bank's transit account number.

### **Attention!**

The presence of the field with bank's transit account is set up at the bank side.

- Field **Amount in hryvnia** is displayed in the sale exchange rate option is «by rate». The field is uneditable and contains the value, calculated according to formula: foreign currency amount \* sale exchange rate.
- The **on account** field is the drop-down list with possibility to enter the values manually. Drop-down list contains all the available for the organization employee accounts in national currency. For each account in the list there are display: number in the IBAN format (29 characters), name (if it's specified), balance amount.



## Currency sale

Number	Document date	Value date
<input type="text" value="autonom."/>	<input type="text" value="08.12.2023"/> 📅	<input type="text" value="optional"/> 📅
Request to sell		
<input type="text" value="0.00"/>	<input type="text" value="EUR"/> ▼	
<input type="text" value="by rate of the bank"/> ▼		
Amount in EUR from account		
<input type="text" value="UA773003350002650708800430813"/> ▼		
<input type="text" value="order to bank to write-off"/> ▼		
Corresponding amount in hryvnia order to enroll in account		
<input type="text" value="UA18300335000000001313231313"/>		
opened in the payment services provider		
<input type="text" value="АКЦ, ПОШТОВО-ПЕНС. БАНК " аваль"="" м.кіїв"=""/>		
Commission, %		
<input type="text" value="optional"/>		
Return account		
<input type="text" value="UA773003350002650708800430813"/> ▼		
Sale purpose		
<input type="text" value="optional"/> ▼		
<input type="text"/>		
Authorized employee of the company		
<input type="text" value="Full name"/>		
<input type="text" value="phone"/>		
Expiry date		
<input type="text" value="07.01.2024"/> 📅		
<b>ATTACH COPIES OF DOCUMENTS</b> (max. size 1000000.00 KB)		
Drag files here or click on this area		

Fig. 2.3. Currency sale order screen form

- The **Commission, %** field supports zero value. The field is automatically filled with a value that is set up at the bank side, wherein the possibility of editing of this field is set at the bank side.
- The **Return account** field is a drop-down list with available employee of the organization accounts in the selected currency that are opened in that same bank as the write-off account. For each account in the list there are display: number in the IBAN format (29 characters), name (if it's specified), balance amount. By default, there is selected the account, used the last time at this type document creation. In case of availability of only one relevant account, it is selected automatically and the field becomes inactive.
- If acceptable variants of the sale purpose configured on the bank's side, then the **Sale purpose** field is a drop-down list for select one option. Otherwise, in this field input manually text of sale purpose. Mandatory filling of the **Sale purpose** field is configure on the bank side.
- The mandatory to fill in name and phone number of an authorized employee of the company is configured on the bank side.
- The phone number of the authorized employee of the company is indicated in the international format. When you enter the correct country code in the field, you can enter the phone number. Number format is varies by country. To visually identify country there is displays a flag after the phone number.

**Attention!** 

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On the bank's side, it is possible to configure work with forward documents. In this case, when choosing a value date greater than the document date + 3 working days, the following changes occur in the screen form:

- a warning is displayed above the document form with the text ***For a given value of the value date, it is necessary to fill in the conditions of the forward transaction;***
  - the fields **Conditions of forward operation** (drop-down list containing values: «without supply of the underlying asset», «with supply of the underlying asset») and **Coverage amount** (required to fill in) are added, defaults to 0.00).
  - field **Expiry date** becomes inactive.
  - the sales rate is filled only with the option «by rate».
  - field **Commission, %** is filled with the value configured on the bank's side.
- 


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

## Currency purchase order

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

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

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

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

- Check-box for document selection from the list;
- **Number** – document number;
- **Date** – document date;
- **Amount** – amount of foreign currency write-off. Is not filled if the field **Equivalent** is filled;
- **Account** – account number in the analytical account format (from 5 to 14 digits) or IBAN (29 characters);
- **Currency** – three-unit symbolic code of the currency;
- **Equivalent** – hryvnia equivalent of amount of foreign currency write-off. Is not filled if the field **Amount** is filled;
- **Status** – document status (not available in the list of the executed documents).

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

There are available the following operations with the documents (for more details – see document **PRAVEXBANK BIZ system. Web-Banking for corporate clients. General description**):

- **Document list sorting on one or group of columns, changing the column width, moving the column.**
- **Standard operations:** create, edit, copy, delete, sign, print (on printer and PDF-file), recall, import in iBank 2 format, document list filtration by date.
- **Document confirmation through one-time password.**
- **Filter list of documents by advanced filter.** Fields of advanced filter corresponds to display information about the document in the list, except for the presence of a field **Equivalent**.
- **Attachment handling.**

### Filling document fields

To create new document press on the **Currency purchase** page the **Create** button on the toolbar. As a result, you will be redirected to the **Editor** page with the document screen form (fig. 2.4).

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

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

**Attention!** \_\_\_\_\_

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

\_\_\_\_\_

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

## Currency purchase

Number	Document date	Value date
<input type="text" value="autonom."/>	<input type="text" value="08.12.2023"/> 📅	<input type="text" value="optional"/> 📅
Ask buy	<input type="text" value="EUR"/>	
<input type="text" value="amount"/>	<input type="text" value="0.00"/>	<input type="text" value="EUR"/>
and transfer to account		
<input type="text" value="UA773003350002650708800430813"/>		
<input type="text" value="by rate of the bank"/>		
Required amount in hryvnia		
<input type="text" value="order to bank to write-off"/>		
from account		
<input type="text" value="UA183003350000000001313231313"/>		
Comission, %		
<input type="text" value="optional"/>		
Basis for foreign currency purchase		
<input type="text" value="Country code of transfer"/>		
Transfer an unused funds in hryvnia on account		
<input type="text" value="UA183003350000000001313231313"/>		
opened in the payment services provider		
<input type="text" value="АКЦ.ПОШТОВО-ПЕНС. БАНК " аваль"="" м.київ"=""/>		
Authorized employee of the company		
<input type="text" value="Full name"/>		
<input type="text" value="phone"/>		
Expiry date		
<input type="text" value="07.01.2024"/> 📅		
<b>ATTACH COPIES OF DOCUMENTS</b> (max. size 1000000.00 KB)		
Drag files here or click on this area		

Fig. 2.4. Currency purchase order screen form

- The date of document valuation of no filled in automatically and is available for editing. The range of possible values from the document date is set on the bank side. When you enter the date of document valuation the field **Expiry date** is cleaned and becomes unavailable for change.
- The **Expiry date** is filled in automatically with the value «<date of the document > + 30 days». If the field **Value date** is filled, the field **Expiry date** is cleaned and becomes unavailable for change.
- The field **Ask buy** represents three fields: a field with the payment currency, a field with a purchase amount specifying option, and a field for indication of amount. The field with the payment currency is the drop-down list, containing symbolic codes of all the currencies of the opened accounts, available for organization employee. The field with a purchase amount specifying option is the drop-down list with the values «amount», «equivalent amount» (by default, the value «amount» is displayed).

Peculiarities of the section fields filling in:

- If the value «amount» is selected in the **Purchase amount specifying option** field, the amount in foreign currency is indicated in the **Purchase amount** field, the symbol code of the purchased currency is displayed near the field.
- If «equivalent amount» is selected in the **Purchase amount specifying option** field, the amount of hryvnia equivalent of the purchased foreign currency is indicated, and the symbol code «UAH» is displayed near the field.
- Field **And transfer to account** is the drop-down list with available for the organization employee accounts in the selected currency. For each account in the list there are display: number in the IBAN format (29 characters), name (if it's specified), balance amount. By default, there is selected the account, used the last time at this type document creation. In case of availability of only one relevant account, it is selected automatically and the field becomes unavailable for editing.
- Field with the options of currency exchange rate is the drop-down list, containing the available options: «by rate of the bank» – means application of exchange rate, established by the bank; «by rate» – means the exchange rate, entered by the client, «by rate of the NBU» – means the rate of the NBU. List is configured on the bank side.

**Attention!** \_\_\_\_\_

The presence in the list of options «by rate of the NBU» and «by rate of the bank» is set up at the bank side.

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- Field **Required amount in hryvnia** is the drop-down list with available options: «undertake to transfer» and «order to bank to write-off».
- Field **on bank account** is uneditable and automatically filled with the bank's transit account number. The presence of the field with bank's transit account is set up at the bank side.
- The field **from account** is displayed in case of hryvnia write-off option «order to bank to write-off». The field is the drop-down list with available for the organization employee hryvnia accounts, opened with the same bank that currency one. For each account in the list there are display: number in the IBAN format (29 characters), name (if it's specified), balance amount. By default, there is selected the account, used the last time at this type document creation. In case of one valid account, it is selected automatically and the field becomes uneditable.

- The field **Commission, %** supports zero value. The field is automatically filled with a value that is set up at the bank side, wherein the possibility of editing of this field is set at the bank side.
- The field **to account** is the drop-down list with possibility to enter the values manually. Drop-down list contains all the available for organization employee accounts in national currency. For each account in the list there are display: number in the IBAN format (29 characters), name (if it's specified), balance amount.
- The mandatory to fill in name and phone number of an authorized employee of the company is configured on the bank side.
- The phone number of the authorized employee of the company is indicated in the international format. When you enter the correct country code in the field, you can enter the phone number. Number format is varies by country. To visually identify country there is displays a flag after the phone number.

**Attention!** 

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On the bank's side, it is possible to configure work with forward documents. In this case, when choosing a value date greater than the document date + 3 working days, the following changes occur in the screen form:

- a warning is displayed above the document form with the text ***For a given value of the value date, it is necessary to fill in the conditions of the forward transaction;***
  - the fields **Conditions of forward operation** (drop-down list containing values: «without supply of the underlying asset», «with supply of the underlying asset») and **Coverage amount** (required to fill in) are added, defaults to 0.00).
  - field **Expiry date** becomes inactive.
  - the sales rate is filled only with the option «by rate».
  - field **Commission, %** is filled with the value configured on the bank's side.
- 


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

## Currency exchange order

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

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

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

- Icon of attachments , if there are no attachment it is not displayed;
- Check-box for document selection from the list;
- **Number** – document number;
- **Date** – document date;
- **Amount** – amount of the purchased foreign currency;

- **Exchange currencies** – symbolic codes of the currencies to be converted in the format <symbolic code of the debit currency> → <symbolic code of debit currency>
- **Status** – document status (not available in the list of the executed documents).

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

There are available the following operations with the documents (for more details – see document **PRAVEXBANK BIZ system. Web-Banking for corporate clients. General description**):

- **Document list sorting on one or group of columns, changing the column width, moving the column.**
- **Standard operations:** create, edit, copy, delete, sign, print (on printer and PDF-file), recall, import in iBank 2 format, document list filtration by date.
- **Document confirmation through one-time password.**
- **Filter list of documents by advanced filter.** Fields of advanced filter corresponds to display information about the document in the list.
- **Attachment handling.**

### Filling document fields

To create new document press on the **Currency exchange** page the **Create** button on the toolbar. As a result, you will be redirected to the **Editor** page with the document screen form (fig. 2.5).

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

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

**Attention!** \_\_\_\_\_

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

---

- The document date is filled in automatically with the current date and it is available for editing.
- The date of document valuation of no filled in automatically and is available for editing. The range of possible values from the document date is set on the bank side. When you enter the date of document valuation the field **Expiry date** is cleaned and becomes unavailable for change.
- The **Expiry date** is filled in automatically with the value «<date of the document > + 30 days». If the field **Value date** is filled, the field **Expiry date** is cleaned and becomes unavailable for change.
- The field **Request to exchange** represents two fields each: two fields for indication of amount, sale and purchase currency. The fields with sale and purchase currencies are the drop-down lists, containing symbolic codes of all the currencies of the opened accounts, available for the organization employee. In the list there is no currency, selected as the sale currency.

## Currency exchange

Number  Document date  Value date

Request to exchange   →

Amount in KWD from account

Amount in EUR transfer to

Bases for exchange

Commission, %

PF tax write-off from the account

Authorized employee of the company

Expiry date

**ATTACH COPIES OF DOCUMENTS** (max. size 1000000.00 KB)

Drag files here or click on this area

Fig. 2.5. Currency exchange order screen form

- Field with the options of currency conversion rate is the drop-down list, containing the available options: «by rate of the bank» – means application of rate, established by the bank; «by rate» – means the rate, entered by the client. List is configured on the bank side.
- Field with the debit account is the drop-down list with available for the organization employee accounts in the selected sale currency. For each account in the list there are display: number



in the IBAN format (29 characters), name (if it's specified), balance amount. By default, there is selected the account, used the last time at this type document creation. In case of presence of only one relevant account it is automatically selected and the field becomes unavailable for editing.

- Field with foreign currency write-off options is the drop-down list, containing available options: «undertake to transfer» and «order to bank to write-off». If you select «undertake to transfer» there is displayed the uneditable field that is automatically filled with the number of bank transit account.
- Field with the credit account is the drop-down list with available for the organization employee accounts in the selected purchase currency, opened with the same bank as the debit account. For each account in the list there are display: number in the IBAN format (29 characters), name (if it's specified), balance amount. By default, there is selected the account, used the last time at this type document creation. In case of presence of only one relevant account it is automatically selected and the field becomes unavailable for editing.
- The presence **Base for exchange** field is configured on the bank side. Additionally, on the bank, a default value for the field may be specified.
- The field **Commission, %** doesn't support zero value. The field is automatically filled with a value that is set up at the bank side, wherein the possibility of editing of this field is set at the bank side.
- Field **PF tax write-off from the account** is the drop-down list with available for the organization employee accounts in the selected purchase currency, opened with the same bank as the debit account. For each account in the list there are display: number in the IBAN format (29 characters), name (if it's specified), balance amount. By default, there is selected the account, used the last time at this type document creation. In case of presence of only one relevant account it is automatically selected and the field becomes unavailable for editing.
- The mandatory to fill in name and phone number of an authorized employee of the company is configured on the bank side.
- The phone number of the authorized employee of the company is indicated in the international format. When you enter the correct country code in the field, you can enter the phone number. Number format is varies by country. To visually identify country there is displays a flag after the phone number.

***Attention!*** \_\_\_\_\_

On the bank's side, it is possible to configure work with forward documents. In this case, when choosing a value date greater than the document date + 3 working days, the following changes occur in the screen form:

- a warning is displayed above the document form with the text ***For a given value of the value date, it is necessary to fill in the conditions of the forward transaction;***
  - the fields **Conditions of forward operation** (drop-down list containing values: «without supply of the underlying asset», «with supply of the underlying asset») and **Coverage amount** (required to fill in) are added, defaults to 0.00).
  - field **Expiry date** becomes inactive.
  - the sales rate is filled only with the option «by rate».
  - field **Commission, %** is filled with the value configured on the bank's side.
-

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

## Recipients directory

Recipients directory is used to facilitate creation of the currency payment instructions. To go to the recipients directory records list, select the **Recipients** menu item from document group **FCY documents**.

Appearance of the page is presented in [fig. 2.6](#).

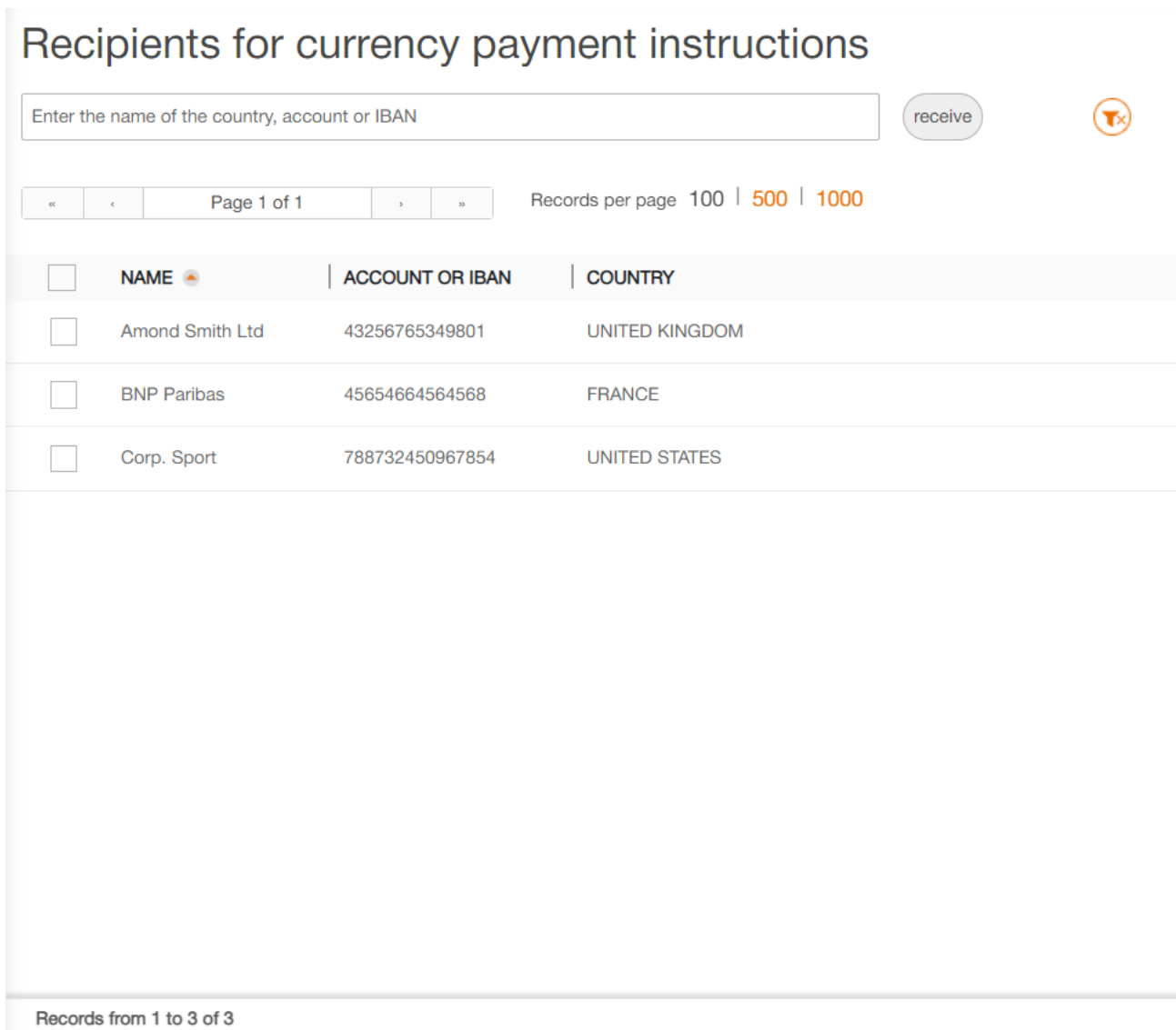


Fig. 2.6. Recipients list

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

- Check-box for recipient selection from the list;
- **Name** – recipient name;
- **Account or IBAN** – recipient account number or IBAN;

- **Country** – recipient country name.

There are available the following operations with the recipients directory records (for more details – see document *PRAVEXBANK BIZ system. Web-Banking for corporate clients. General description*):

- **Records list sorting on one or group of columns, changing the column width, moving the column.**
- **Standard operations:** create, edit, copy, delete, import and export in iBank 2 format, record list filtration, page by page records view.
- **Payment generation** (for more details – see subsection [Generate payment](#)).

### Create recipients

To create recipient, press on the **Recipients for currency payment instructions** page the **Create** button on the toolbar. As a result you will be redirected to the **Editor** page with the recipient for currency payment instructions screen form ([fig. 2.7](#)).

## Recipient for currency payment instructions

**Name**

**Account**

**IBAN**

**Country**

**City**

**Address**

**Recipient's payment service provider**

**SWIFT-code**  optional

**Account**

**Name**

**Country**

**City**

**Address**

**Intermediary provider of payment services**

Involved

**SWIFT-code**  optional

**Name**

**Country**

**City**

**Address**

Рис. 2.7. Recipient for currency payment instructions screen form

Recipients fields filling in is performed similar to filling in of the fields [Recipient for currency payment instructions](#), [Recipient's payment service provider](#) and [Intermediary provider of payment services](#) of the currency payment instructions.

To save the recipient for currency payment instructions, press the **Save** button on the toolbar. If there are no errors, the **Editor** page will switch to preview mode.

The AWP **Web-Banking** also provides the possibility to create new recipients directory record creation from the currency payment instruction.

## Generate payment

When the user browse the recipients, he has the possibility to generate currency payment instruction in favor of this recipient. For this purpose, press on the toolbar the **Payment** button. As a result you will be redirected to the page of the currency payment instruction creation with the selected recipients.

## SWIFT directory

SWIFT directory contains the information about the banks in international SWIFT system. To go to the list of the SWIFT directory records, select the **SWIFT directory** menu item from the document group **FCY documents**.

Appearance of the page is presented in [fig. 2.8](#).

### SWIFT directory

receive

«

◀

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▶

»

Records per page 100 | 500 | 1000

SWIFT	NAME	ADDRESS	CITY
AAAARSBGXXX	TELENOR BANKA AD	11070, OMLADINSKIH BRIGADA 90V	BEOGRAD
AAACKWKWXXX	ALMUZAINI EXCHANGE COMPANY KSC (CLOSED)	13022, ALI AL SALEM STREET, MUBARAKIA, SAFAT,...	KUWAIT
AAADFRP1XXX	ASSET ALLOCATION ADVISORS SA	75008, 3, AVENUE HOCHE, CHEZ NSM	PARIS
AAAGFRP1XXX	ASSOCIATION ADMINISTRATIVE AGRR	75008, 10 RUE DU COLISEE	PARIS
AAAJBG21XXX	ARCUS ASSET MANAGEMENT JSC	4000, 152, 6TH OF SEPTEMBER BLVD., BUSINESS ...	PLOVDIV
AAALSARIALK	SAUDI HOLLANDI BANK		ALKHOBAR
AAALSARICTD	SAUDI HOLLANDI BANK		RIYADH
AAALSARIJED	SAUDI HOLLANDI BANK		JEDDAH
AAALSARIRYD	SAUDI HOLLANDI BANK		RIYADH
AAALSARIXXX	SAUDI HOLLANDI BANK	11431, DHABAB STREET, HEAD OFFICE BUILDING	RIYADH
AAAMFRP1XXX	ALLIANZ ALTERNATIVE ASSET MANAGEMENT SA	75009, 20, RUE LE PELETIER	PARIS
AAASTHB1XXX	ASIA PLUS SECURITIES PUBLIC COMPANY LIMI...	10120, 175 SOUTH SATHORN ROAD, SATHORN CIT...	BANGKOK
AABAFI22TMS	BANK OF ALAND PLC		MARIEHAMN
AABAFI22XXX	BANK OF ALAND PLC	22100, NYGATAN 2	MARIEHAMN
AABASESSXXX	ALANDSBANKEN ABP (FINLAND),SVENSK FILIAL	107 81, STUREPLAN 19	STOCKHOLM
AABSDE31XXX	AACHENER BAUSPARKASSE AKTIENGESELLSC...	52062, THEATERSTRASSE 92-94	AACHEN
AACBFR21XXX	ALSACIENNE DE CREDIT-BAIL IMMOBILIER	67001 CEDEX, 7 PLACE SEBASTIEN BRANT	STRASBOURG
Records from 1 to 500 of 105372			

Fig. 2.8. **SWIFT directory** page

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

- **SWIFT** – bank SWIFT code;

- **Name** – bank name in the directory;
- **Address** – bank location address;
- **City** – city of the bank location.

There are available the following operations with the SWIFT directory records list (for more details – see document ***PRAVEXBANK BIZ system. Web-Banking for corporate clients. General description***):

- ***Records list sorting, changing column width, moving column.***
- ***Record list filtration.***
- ***Records page by page browsing.***

## Section 3

### 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.*

**Attention!** \_\_\_\_\_

With all offers and requests for documentation, please contact us by e-mail  
[support@dbosoft.com.ua](mailto:support@dbosoft.com.ua)

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