Web-Banking for corporate clients
User manual

BIFIT Service

(version 3.9.1)

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Preface

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

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

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

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

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

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

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

The section **Salary** describes the operations with salary sheets, documents and documents and directory of salary project.

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

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

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

The section **My data** describes client's operations with information as to his details, contacts, organization employee EDS keys, as well as setting of operation with Google Authenticator application.

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

Attention!

AWP **Web-banking** colour scheme and logo image are set at the bank side and may differ from those, presented in the figures in this document.

Section 1

Getting started with the AWP Web-Banking

Requirements for the system

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

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

   - Microsoft Internet Explorer 11.0 and higher;
   - Mozilla Firefox 15.0 and higher;
   - Opera 15.0 and higher[1];
   - Safari 6.0 and higher;
   - Google Chrome 29.0 and higher.

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

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

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

In addition to the abovementioned requirements, recommended the client computer to be equipped with USB-port for usage of USB-tokens[2] for EDS keys storage. The AWP **Web-Banking** supports the following USB-tokens: ibank2key, iToken (developer – BIFIT Service), SecureToken318 (developer – LLC Avtor).

Attention!

In case of USB-tokens usage for secret EDS keys storage, it is required to ensure that there are installed drivers. Current driver versions of the supported USB-tokens are available on the site of the company-developer (http://bifit.ua/downloads/index.html).

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

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.1.1.

The login page includes the following elements:

[1]Supports only Windows.

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

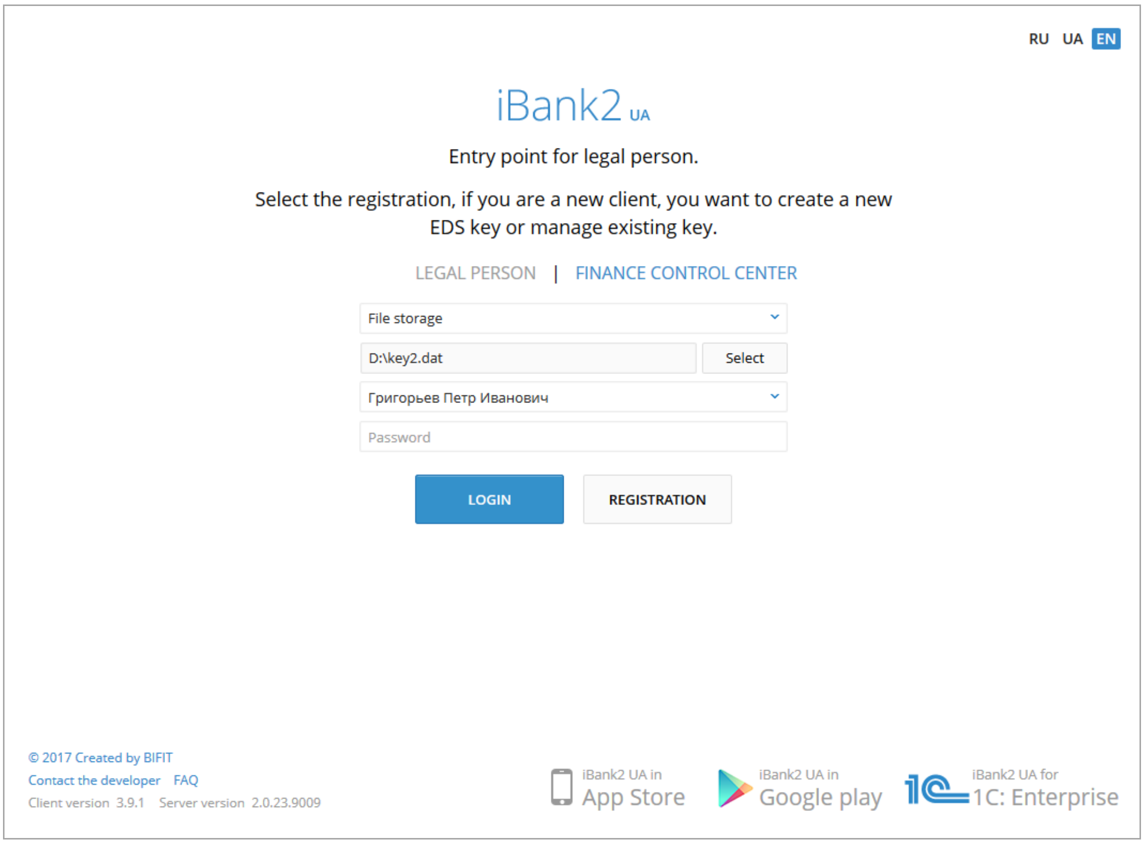


Fig.1.1. AWP Web-Banking login page with installed EDS plugin.

- AWP **Web-Banking** language selection (RU, UA, EN) in the top right corner of the page.
- Welcome message.
- With installed EDS plugin: login fields, as well as **Login** and **Registration** buttons.
- Without installed EDS plugin: **Install plugin** button.
- Without updated EDS plugin: login fields, as well as **Login, Update plugin** and **Registration** buttons.

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

  Attention!

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

  Due to the peculiarities of operation of such web-browsers as Google Chrome and Opera 37 and higher, before you install EDS plugin, you need to install *extension for EDS plugin*. If the extension is not installed then, instead of **Login** and **Registration** buttons there will be displayed **Install extension** button. When you press the button, you go to the web-page of internet-store of the relevant browser, where the user may install the extension by clicking **Install** button.
- Additional text that may be set at the bank side.
- Additional link in the left bottom corner of the page that may be set at the bank side.
- Link **Created by BIFIT** in the left bottom corner of the page to go to the web-site of the company-developer BIFIT Service.

- Link **Contact the developer** in the left bottom corner of the page to create e-mail for the company-developer BIFIT Service.
- 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 iBank 2 UA system version in the left bottom corner of the page.

Attention!

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

Attention!

Information display in the left bottom corner is set at the bank side and may differ from standard one.

- 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.
- 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.

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.

4. Select the required EDS key (if there are several EDS keys at the USB-token).
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).
4. Enter the EDS key password.

Attention!

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

5. Press **Login**.

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

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

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

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

  Attention!

  If you enter invalid password several times in a row, the 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.

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**.

Section 2

Registration in the iBank 2 UA system

In order to work in the iBank 2 UA system of electronic banking the corporate client must be registered in the system. The process of client registration includes preliminary (through internet) and final (in bank office) registration.

To go to preliminary registration, it is required to press on the login page **Registration** button (fig. 1.1). As a result, there will be displayed the page with access points: registration of new client, new EDS key and EDS key management (fig. 2.1).

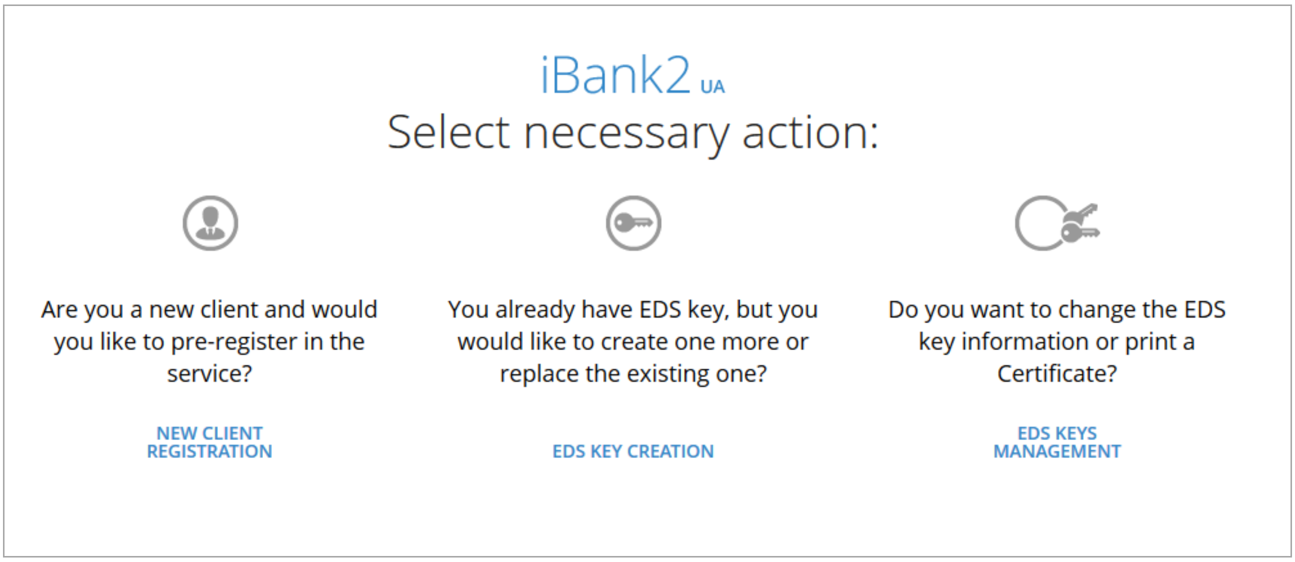


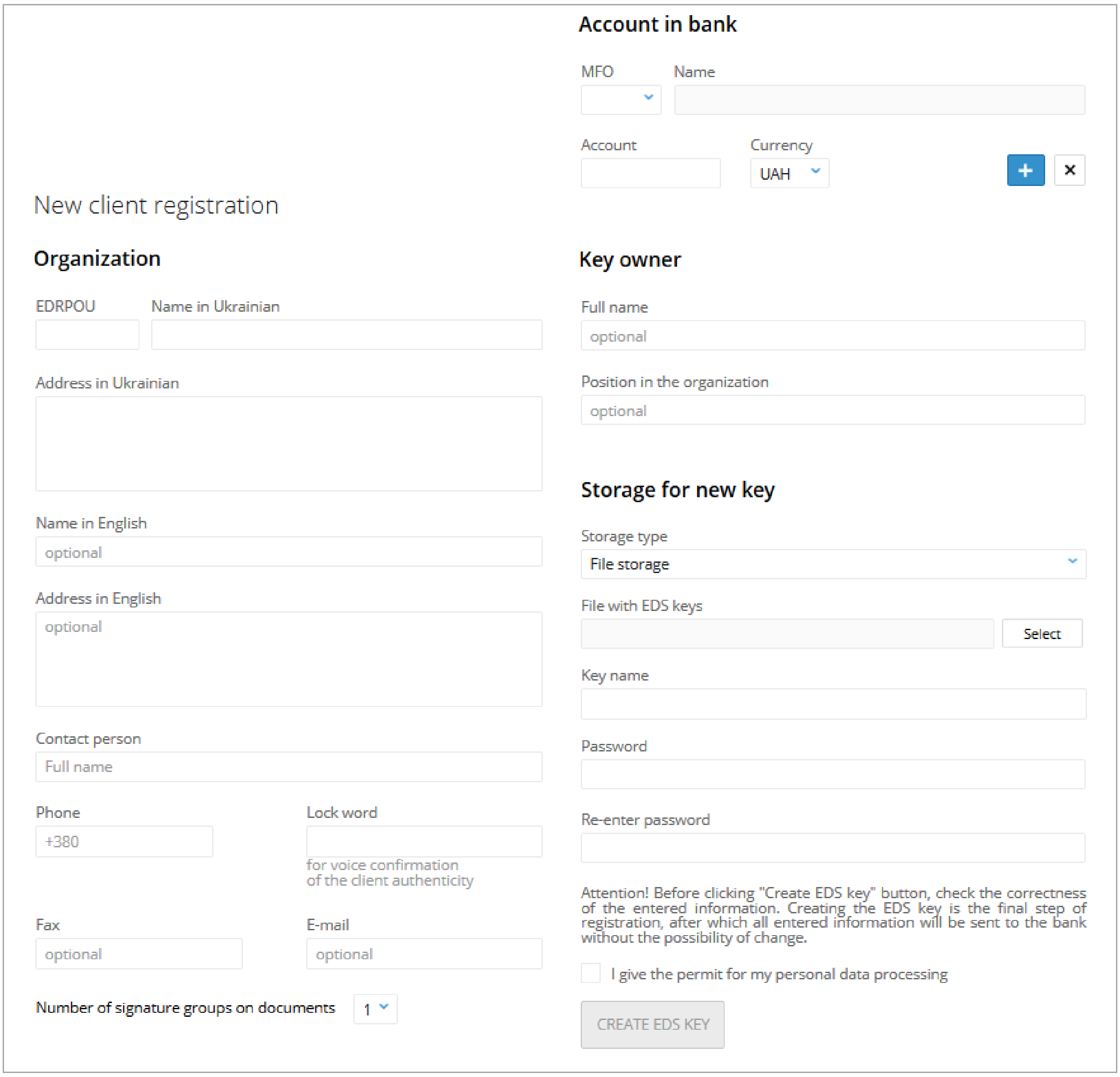
Fig. 2.1. Registration section selection page

New client registration

To go to the page of preliminary registration of new client, select on the page of registration access point selection page the item **New client registration**. As a result, there will be displayed the new client preliminary registration page (fig. 2.2). To return to the page of registration access point selection press **Go back** button, located in the top left part of the page, and to return back to the login page – press system logo.

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

1. In **Organization** section – fill in the required information about organization.
2. In **Account in bank** section – specify the client existing accounts. For this purpose it is required to perform the following actions:
   - Select MFO code out of the available MFO list. Bank name will be automatically filled in out of the MFO directory according to the selected code.
   - Enter number of the account, opened with the selected MFO.
   - Select account currency.



a) Page start b) Page continuation

Fig. 2.2. New client preliminary registration page.

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

3. In **Key owner** section – if required, fill in the information about the key owner.

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

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

     (a) Select **Hardware device** type of storage.

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

Attention!

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

If the selected USB-token has been formatted, then, in order to continue, you will need to perform the device initialization. For this purpose, press **Initialize** button and enter the required data (fig 2.3). The list of data, required for USB-token initialization may differ, depending on device type. To confirm the device initialization, press in the dialog box **Initialize** button, press **Cancel** to close the window without the device initialization.

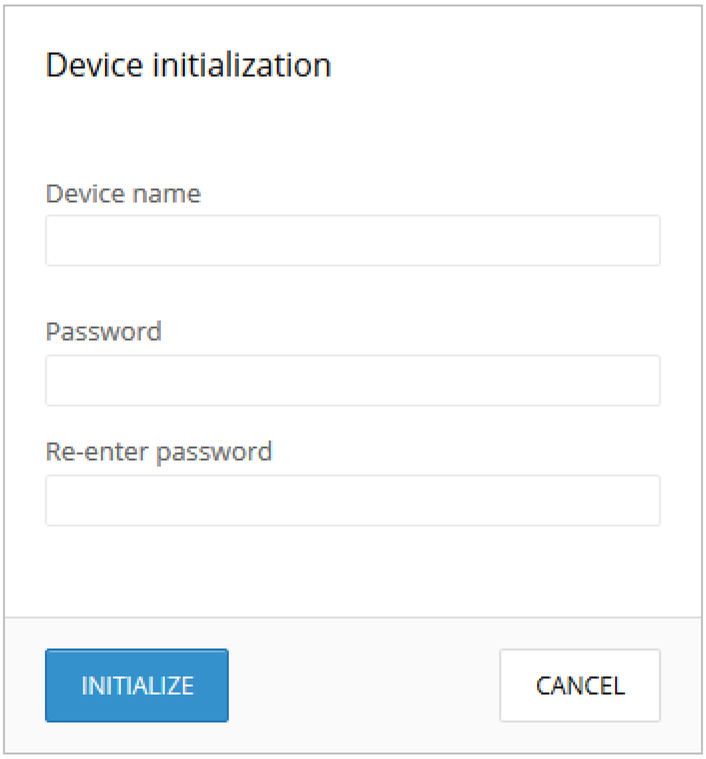


Fig. 2.3. Device initialization dialog window.

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

Attention!

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

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

- If EDS key is in file:

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

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

Attention!

Storage is always saved with “dat” extension.

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

(d) Enter EDS key password and repeat password.

5. Check the box **I give the permit for my personal data processing.**
6. Press **Create EDS key** button to complete the preliminary registration and to generate new EDS key.

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

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

New EDS key

To go to the section of new EDS key creation select on the page of registration access points selection the item **Create EDS key**.

The AWP **Web-Banking** supports two scenarios of EDS keys creation:

- Creation of new EDS key for registered in the iBank 2 UA system organization employee. This scenario of the EDS key creation is the default scenario. Generated in such a way EDS key inherits all the features of the existing EDS key of the organization employee (such as signature group, owner full name and maximum limit amount) and is automatically assigned to the relevant organization employee. Herein, for the possibility to work with new EDS key it is required to perform its activation on the bank side (for this purpose, it is required to contact the bank office). The status of the existing EDS key is not changed.
- Preliminary registration of new EDS key. In case of this scenario, there is performed only the generation of new EDS key, and the EDS key assignment to the client and its activation are performed by the bank employee manually.

Creation of new EDS key for the registered organization employee

To create new EDS key for the registered organization employee, it is required to perform the following actions:

1. Check the box “my key is active, but it will expire soon”. As a result, there will be displayed the fields of the section **Step 1. Selecting current key** (fig. 2.4). To return back to the registration access point selection page press **Go back** button in the top left part of the page.
2. Select the organization employee active EDS key:

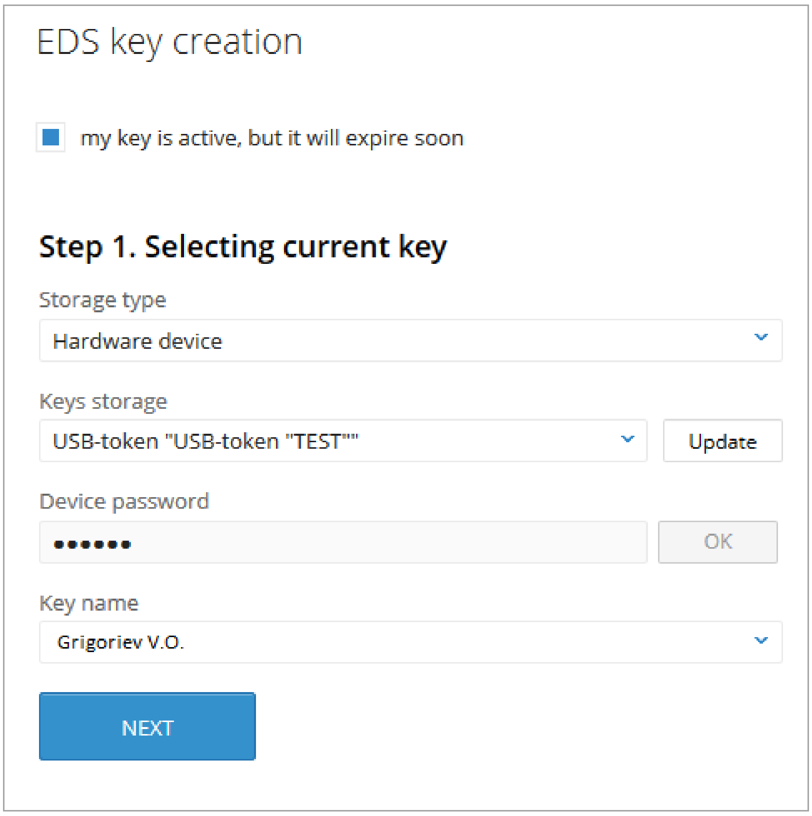


Fig. 2.4. Step 1 of new EDS key for the registered organization employee creation scenario.

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

  Attention!

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

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

  Attention!

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

  (d) Select the required EDS key (if there are several EDS keys at the USB-token).
- If EDS key is in file:
  (a) Select **File Storage** type of storage.
  (b) Select EDS key storage. For this purpose press **Select** and select in the dialog box the EDS key storage.
  (c) Select the required EDS key from the list (if there are several EDS keys in the list).
  (d) Enter the EDS key password.

Attention!

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

3. Press **Next**. As a result there will be displayed the fields of section **Step 2. Creating a new key** (fig 2.5).

   To return to previous step press **Go back** in the top left part of the page.

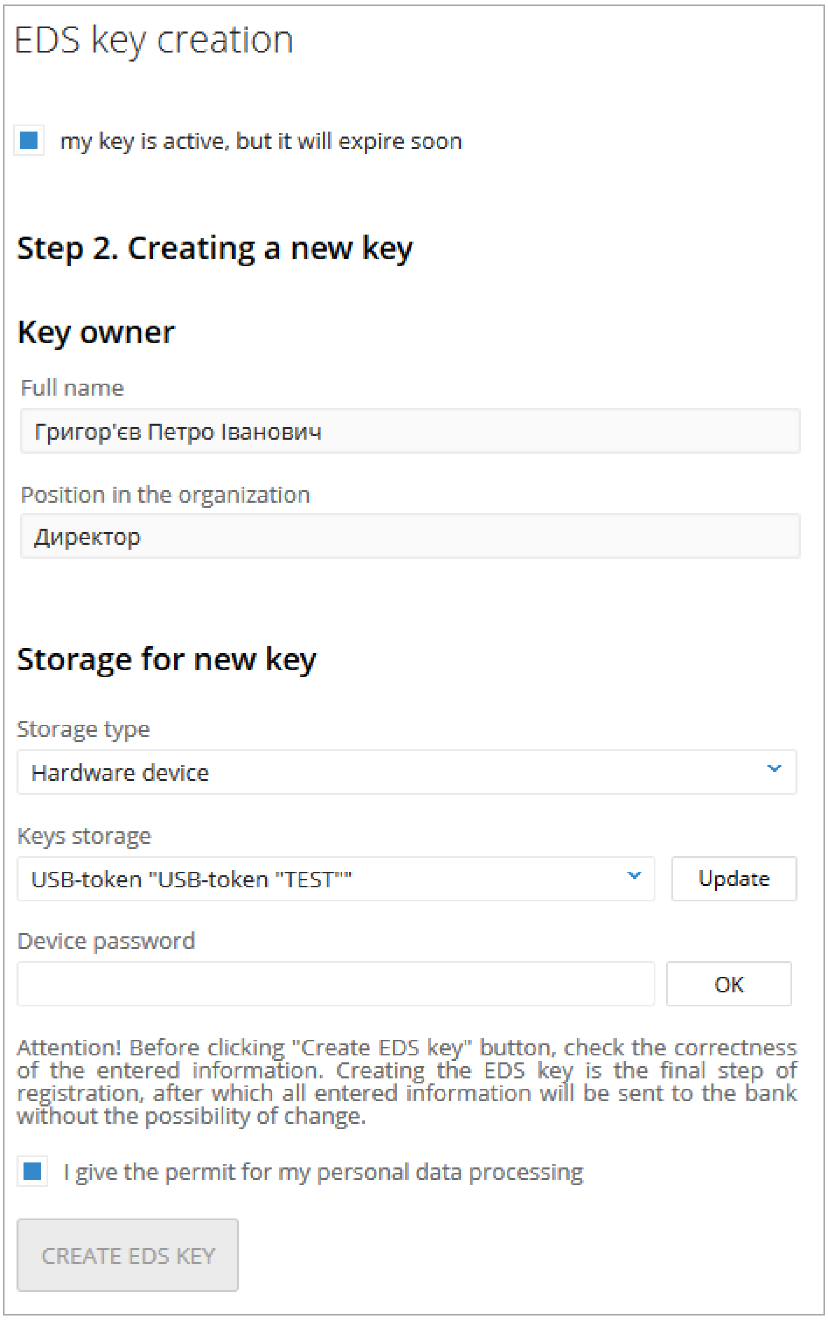


Fig. 2.5. Step 2 of new EDS key for the registered organization employee creation scenario.

4. In the **Key owner** section fields there will be displayed full name and position of the registered client employee that is the owner of the specified in the step 1 EDS key. This information is read only.

5. Select storage for new EDS key. It is performed similar to selection of storage for new EDS key at preliminary registration of client (more details – see subsection **New client registration**).
6. Check the box **I give the permit for my personal data processing.**
7. Press **Create EDS Key** button to complete registration and generate new EDS key for registered employee.

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

Preliminary registration of new EDS key

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

1. Uncheck the box "my key is active, but it will expire soon". As a result, there will be displayed the fields for entering the information about new EDS key (fig. 2.6). To return back to the registration access point selection page press **Go back** button in the top left part of the page.
2. Fill in the fields in the boxes **Key owner** and **Storage for new key** similar to the procedure of filling in of the relevant fields in case of preliminary registration of new client (for more details – see subsection **New client registration**).
3. Check the box **I give the permit for my personal data processing**.
4. Press **Create EDS Key** button to complete registration and generate new EDS key.

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

EDS keys management

To go to the EDS key management it is required to select on the page of registration access points selection page the item **EDS keys management**. As a result there will be displayed the **EDS keys management** page.

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

EDS keys on USB-token management

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

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

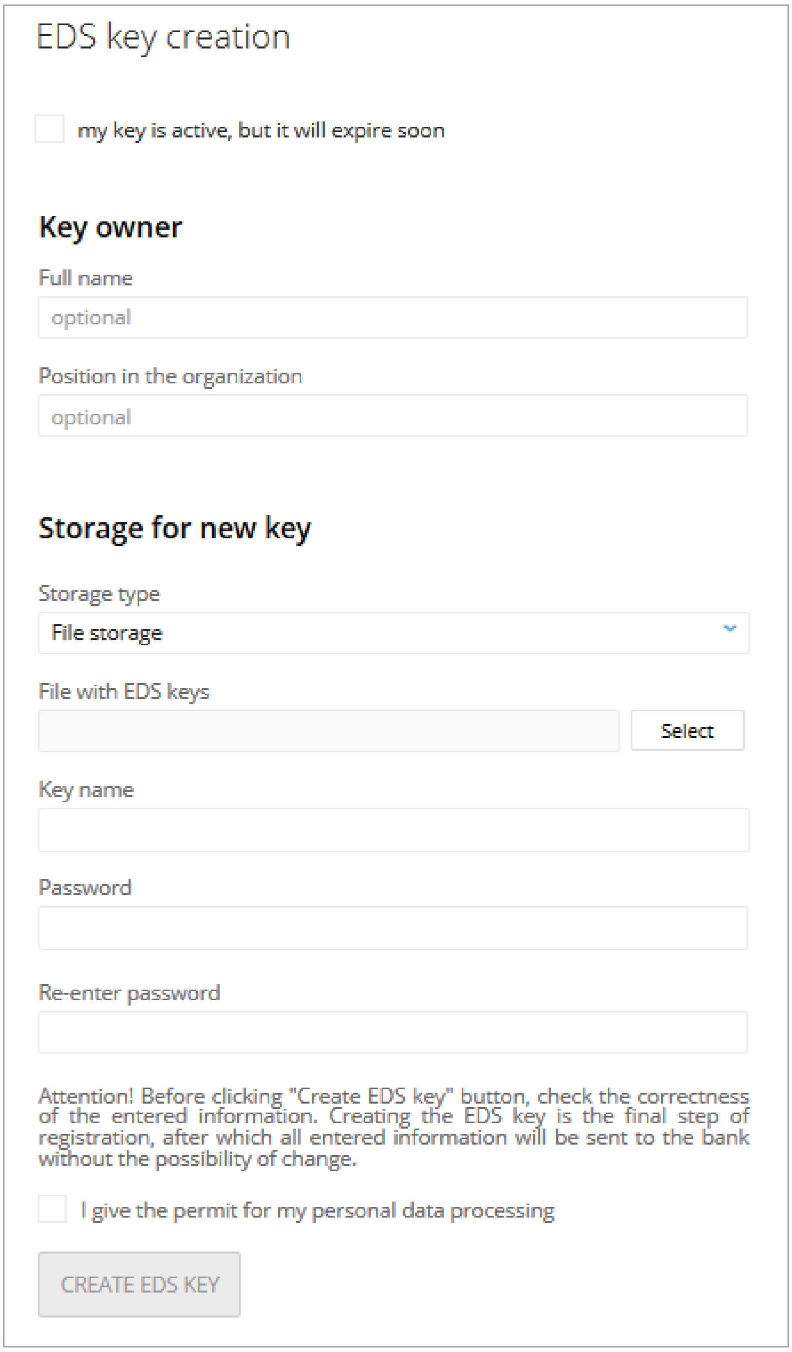


Fig. 2.6. Preliminary registration of new EDS key page.

Attention!

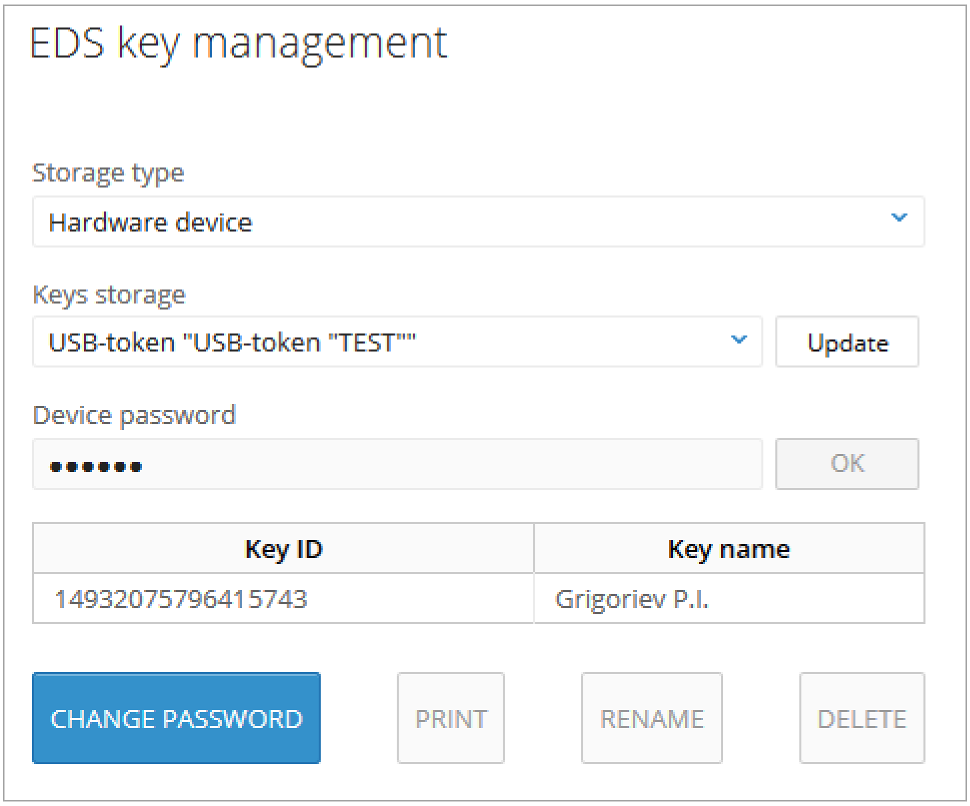
USB-token may be not displayed in the list in case it is used by another application. To display it, it is required to close all the applications that may use it.

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

Attention!

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

As a result there will be displayed the table with the list of EDS keys that are stored on this device (fig. 2.7). For each key in the list there is displayed its identifier in the iBank 2 UA system and name.



Fug. 2.7. EDS keys on USB-token management page

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

- ***Change device password.*** To change the device password, it is required to press **Change password** button and to enter new and repeated password in the displayed dialog box **Change password** (fig. 2.8). To save new password press **Save** button; is you press **Cancel** the dialog box will be closed without changes saving. Upon password change, it will be required to enter is again to continue EDS keys administration.
- ***Public EDS key certificate print.*** To print the public EDS key certificate, it is required to select from the key list the required key and to press **Print** button. As a result, there will be displayed the print form of the certificate that may be printed by pressing **Print** button by printer or saved as PDF-file. To close the print form press **Cancel**.
- ***Rename EDS key.*** To rename the EDS key, it is required to select from the key list the required key and to press **Rename** button. In the displayed dialog box **Rename key** (fig. 2.9) enter new name. To save new name press **Save** button, to close the dialog box without changes press **Cancel**.

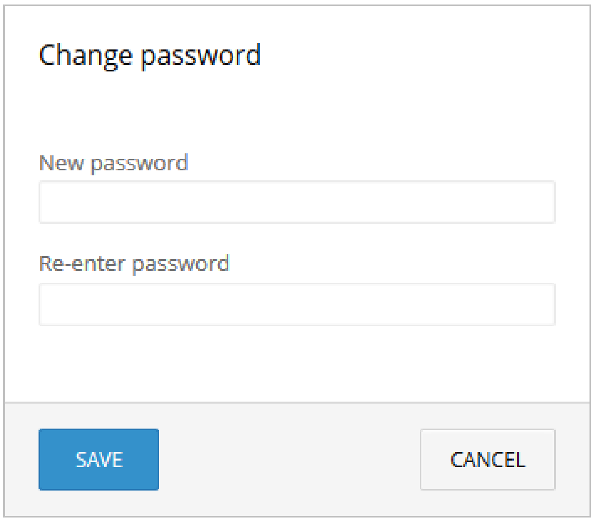


Fig. 2.8. Change password dialog box

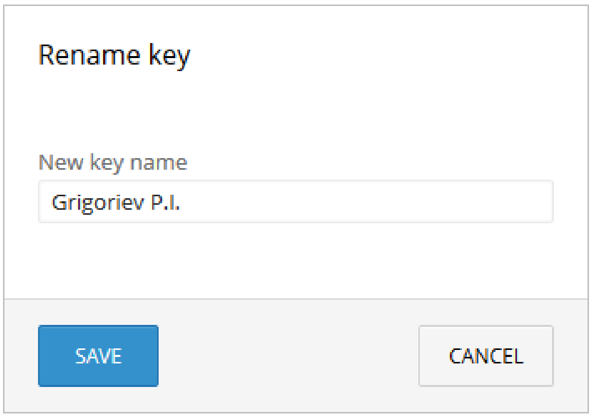


Fig. 2.9. Rename key dialog box.

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

EDS keys in file management

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

1. Select **File storage** type of storage.
2. Select EDS key storage. For this purpose press **Select** and select in the dialog box the EDS key storage.
3. Select the required EDS key from the list.
4. Enter the EDS key password and press **OK**.

Attention!

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

The appearance of the EDS keys in file administration page is presented in fig. 2.10.

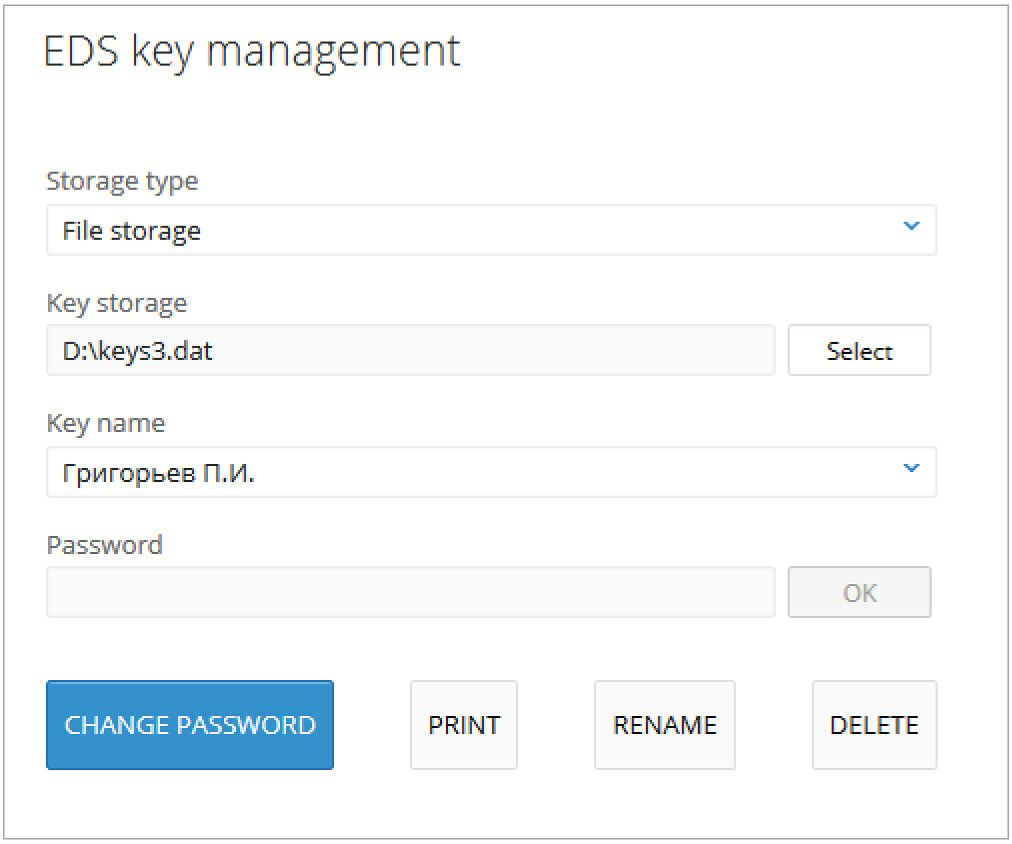


Fig. 2.10. EDS keys in file management page

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

- ***Change EDS key password.***
- ***Public EDS key certificate print.***
- ***Rename EDS key.***
- ***Delete EDS key***.

Section 3

AWP Web-Banking interface

Main information

Appearance of the AWP **Web-Banking** is presented in the fig. 3.1.

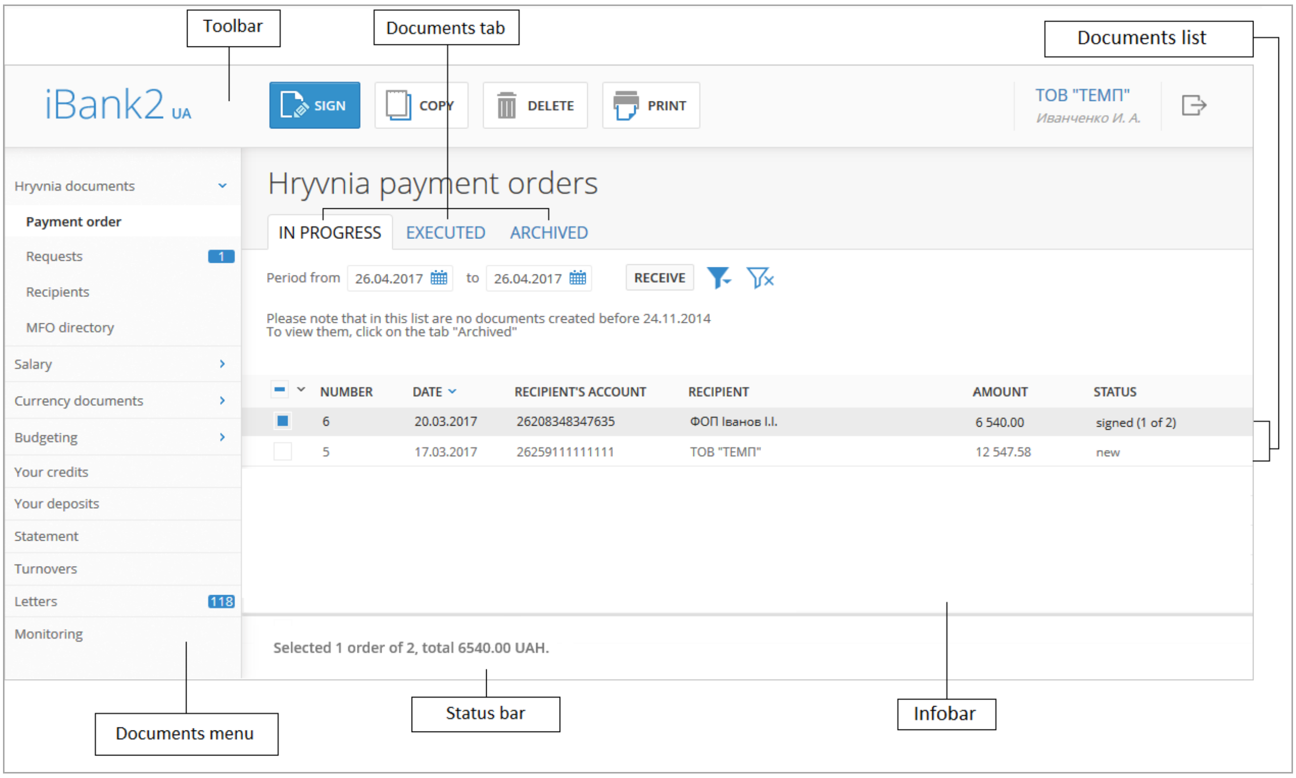


Fig. 3.1. AWP Web-Banking interface elements

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 (for more details – see section **AWP Web-Banking home page**). When you mouse over the logo, there emerges screen tip with the AWP **Web-Banking** and iBank 2 UA versions;
   - top central part – buttons for performance of the available actions with documents, reports and directories. The composition of buttons depends on the page, where the user is, on document, report and directory type, as well as on the list of rights, available for the organization employee;
   - top right corner – client name that is the link to the section **My Data** (for more details – see subsection **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 client.
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 final report information.

Documents menu

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

- ***Documents group*** **–** joining of documents and directories according to the groups, for example: groups of hryvnia and currency documents;
- ***Document, report, directory type*** **–** types of documents, reports or directories in specific document group or included into menu separately. For example, in hryvnia document group: payment order and payment request-order, recipients and MFO directory;
- ***Documents tab*** **–** joining of the documents according to their status and state:

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

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

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

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

  To select all the documents in the list, it is required to check the box in the table heading. If there are documents with status **New**, **Signed** or **Require confirmation** in the list, then, in addition to the table heading box, there will be added dropdown list, where you may select all the documents with status **New, Signed, Require confirmation.**
- ***Return to the list beginning.*** Button for list beginning return is displayed in bottom right part of the infobar at list scrolling below the page limits.

Graphic calendar

In AWP **Web-Banking** 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. 3.2) under or above the field (depending on field location).

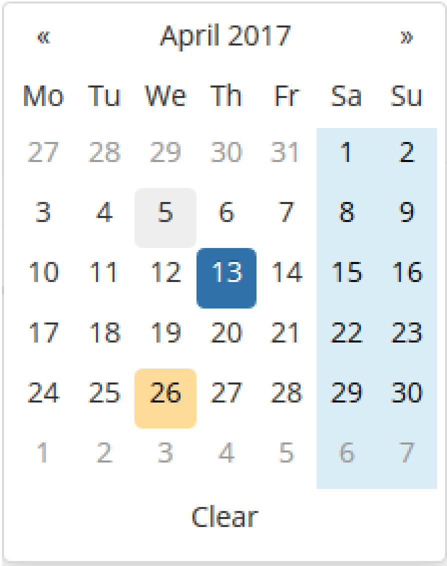


Fig. 3.2. Graphic calendar

2. Select the required month and year. To select the required month and year is possible in two ways:
   - scroll the calendar by buttons << or >>;
   - click the month or year in the calendar heading and to select the required month or year from the displayed window.
3. Left-click the required date in the calendar window. Herein, the window will be automatically closed and the selected date will be displayed in the input field. Press **Clear** to clean the selected date.

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

Automatic logoff in AWP

For the security purposes, the AWP **Web-Banking** supports automatic logoff in case of long-term inactivity. One minute before the supposed logoff, there will be displayed the relevant warning, where the client may confirm the session continuation or logoff. In a minute 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 4

AWP Web-Banking home page

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

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

  In the message as to key validity term lapse there is displayed the date of key validity lapse, as well as the button:

  – ***Create EDS key*** (in case the organization employee has no right for remote EDS key replacement), pressing which you will be directed to the page with step 2 of the new EDS key creation scenario for the registered organization employee (for more details – see subsection **Creation of new EDS key for the registered organization employee**).

  – ***Remote key replacement*** (in case the organization employee has the right to replace the EDS key remotely), pressing which you will be directed to the remote key replacement (for more details – see section **Distance replacement EDS key**).

  Attention!

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

- Date and time of the last client session in the iBank 2 UA system. It is always displayed in the top right corner of the infobar. When you click the link **All sessions**, you are directed to the page **Previous sessions** with the list of the last 10 client sessions (fig. 4.1).

  The list contains the following information:

  – ***Date*** – session date and time;

  – ***IP* address** – IP address, from which there was performed the system log-in;

  – ***Channel*** –service channel (Online, Web, Offline, etc.);

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

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

Current remainders

To review information as to current remainders at the client accounts, it is required to go from the home page to the tab **Current remainders**. Appearance of the page is presented in the fig. 4.2.

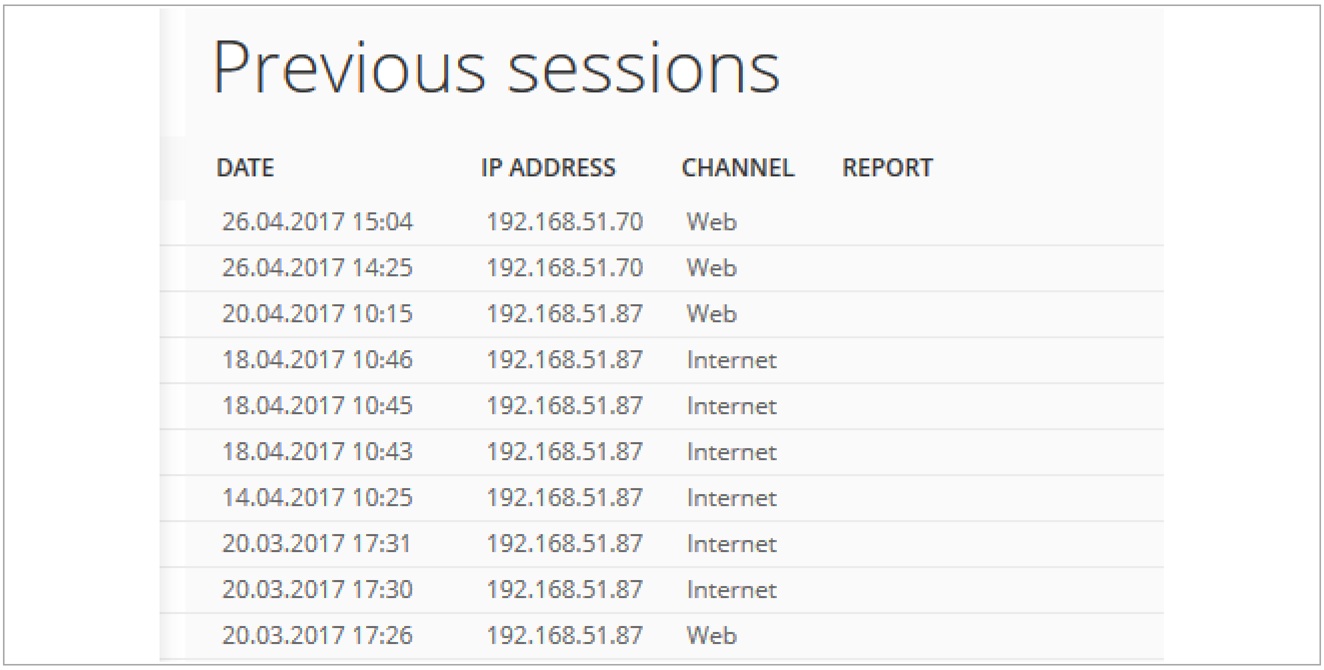


Fig. 4.1. Previous sessions page.

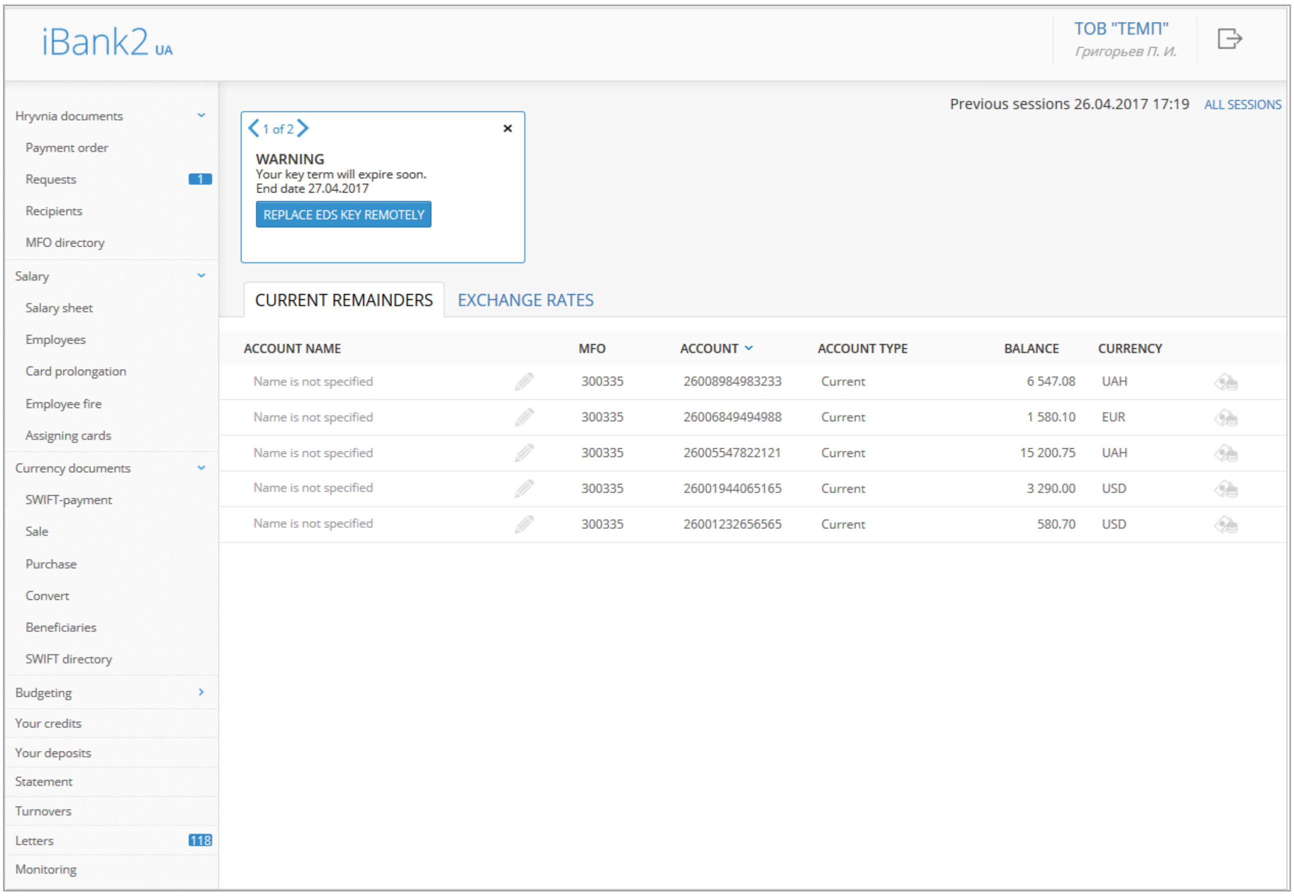


Fig. 4.2. Current remainders page

This page infobar contains the list of the 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;

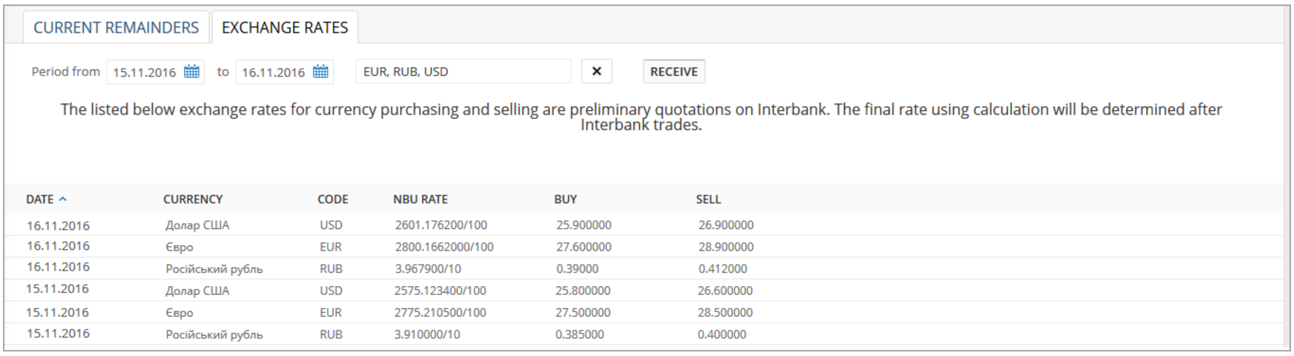
  The account alias is defined by the organization employee and is displayed in all the drop-down lists for account selection. Is there are no defined aliased name, then, in the column **Name**, there is displayed in grey the following text – “Name is not specified”. To change the alias, perform the following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

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

- ***MFO*** –MFO code bank, with which there is opened the account;
- ***Account*** – account number;
- ***Account type;***
- ***Balance*** – balance in account currency;
- ***Currency*** – three-unit symbol code of the account currency;
- button (**Payment**) for quick redirect to document creation. For hryvnia accounts you will be directed to creation of hryvnia payment order, for currency accounts – to payment order in foreign currency. Availability of **Payment** button for certain account depends on the account type, as well as on the rights of the organization employee for document and account operations.

Exchange rates

To browse information about exchange rates, it is required to do from the home page to the tab **Exchange rates.** Appearance of the displayed exchange rate list is presented in the fig. 4.3.



DATE	CURRENCY	CODE	NBU RATE	BUY	SELL
16.11.2016	Долар США	USD	2601.176200/100	25.900000	26.900000
16.11.2016	Євро	EUR	2800.1662000/100	27.600000	28.900000
16.11.2016	Російський рубль	RUB	3.967900/10	0.39000	0.412000
15.11.2016	Долар США	USD	2575.123400/100	25.800000	26.600000
15.11.2016	Євро	EUR	2775.210500/100	27.500000	28.500000
15.11.2016	Російський рубль	RUB	3.910000/10	0.385000	0.400000

Fig. 4.3. Exchange rates page

To display the exchange rates perform the following actions:

1. Specify the period of exchange rates. For this purpose, manually enter in the fields **from** and **to**, or select by the graphic calendar the required range of dates. By default, there is selected the current date.
2. Select the currencies, for which there will be displayed the exchange rates. For this purpose, select the required currencies in the drop-down list **Currency**. When you enter the name or symbol code of the currency, the list will automatically display the relevant currencies. By default, there are selected the currencies USD, EUR and RUB.

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

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

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

- ***Code*** **–** symbol code of the currency;
- ***NBU rate*** **–** exchange rate of the National Bank of Ukraine in format <exchange rate value>/<nominal value>;
- ***Buy*** **–** bank currency purchasing rate of exchange;
- ***Sell*** **–** bank currency selling rate of exchange.

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

- ***Record list sorting*** (for more details – see subsection **Infobar**).
- ***Standard operations:*** print and export in format "Comma-Separated Values file (.csv)" (for more details – see subsection **Documents, reports and directories management**).

Section 5

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 payment requests-orders).

Outcoming documents – documents, generated by the client to order the bank the performance of certain actions in accordance with the document. The general principle of operations with documents is as follows: 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 ***Delivered***. The bank processes the document – executes it or rejects. Herein, the document changes its status to ***Executed*** or ***Rejected***.

Letters – information messages between the bank and the client.

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

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

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

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

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

The iBank 2 UA system provides the following document statuses:

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

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

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

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

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

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

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

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

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

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 document**).

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 document**).

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

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

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

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

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

The fig. 5.1 shows typical graph of possible document statuses with operational transfers.

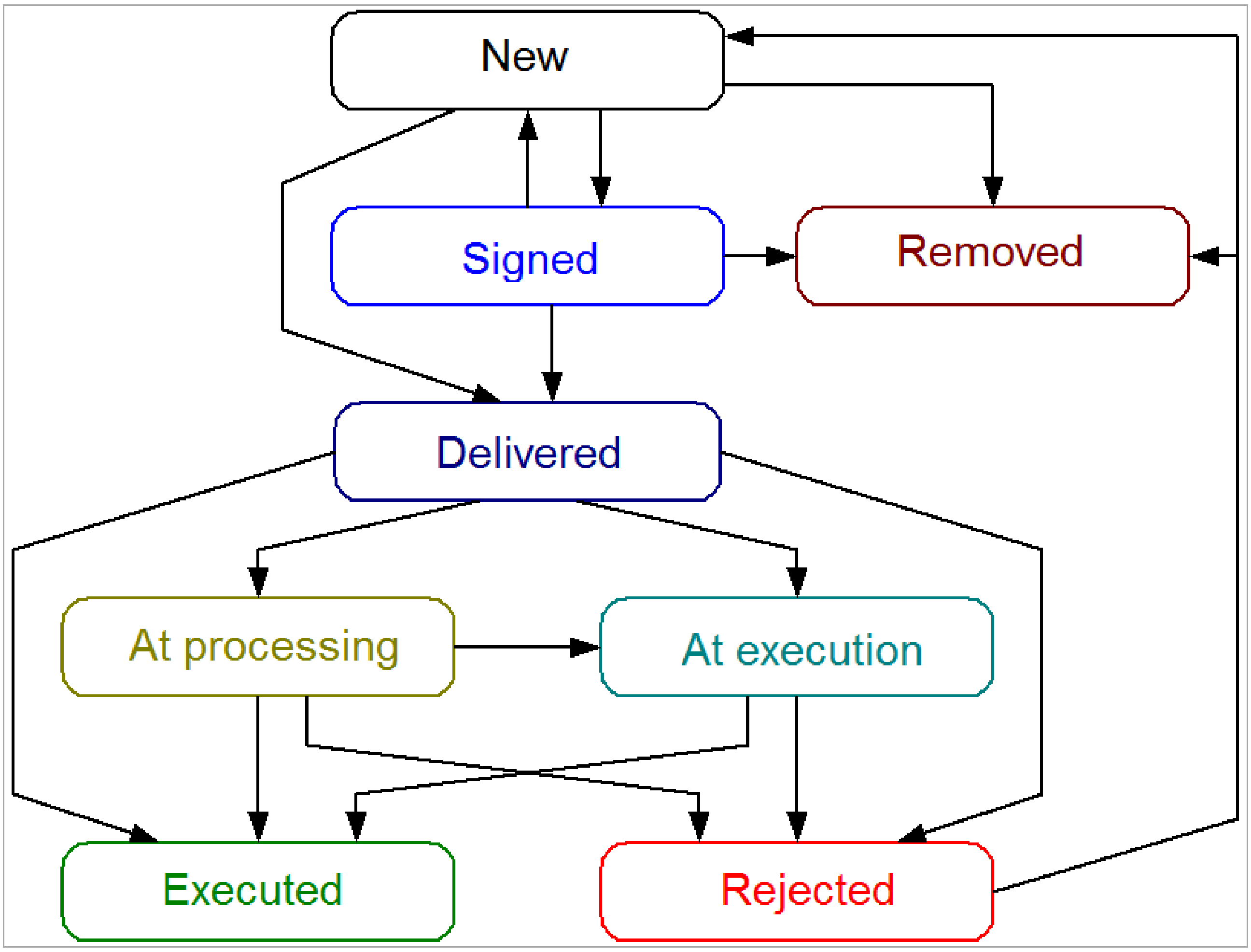


Fig. 5.1. Document status change process

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 hryvnia payment order) is presented in the fig. 5.2.

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.
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**). To hide the document history press the **Status** link again.

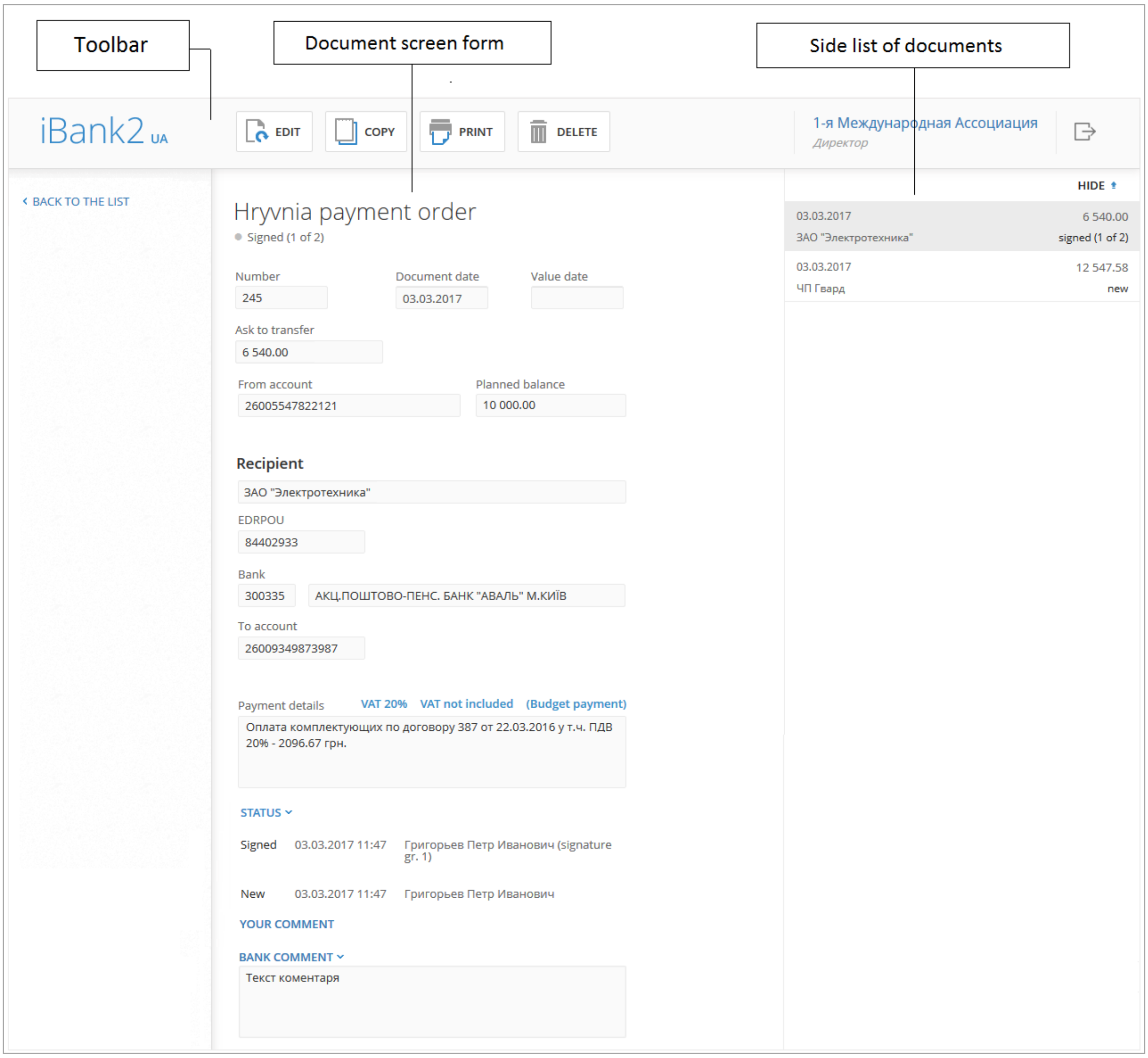


Fig. 5.2 Editor page (preview mode)

7. ***Your comment*** link – displays the comments to the documents, added by the client. When you click the link, there is displayed the dialog box **Your comment** (fig. 5.3), 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.

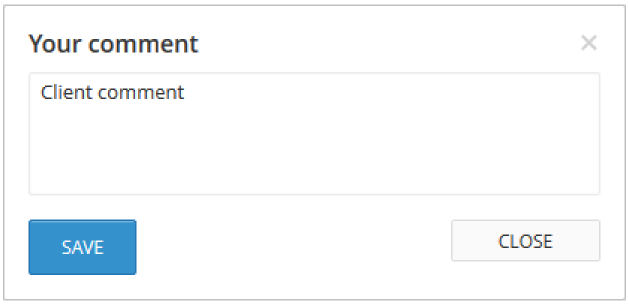


Fig. 5.3. Your comment dialog box

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. Some documents fields are filled in automatically and may be unavailable for editing by the client.

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

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

Directory records creation is performed similar to the documents creation.

Copy documents or directories

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

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

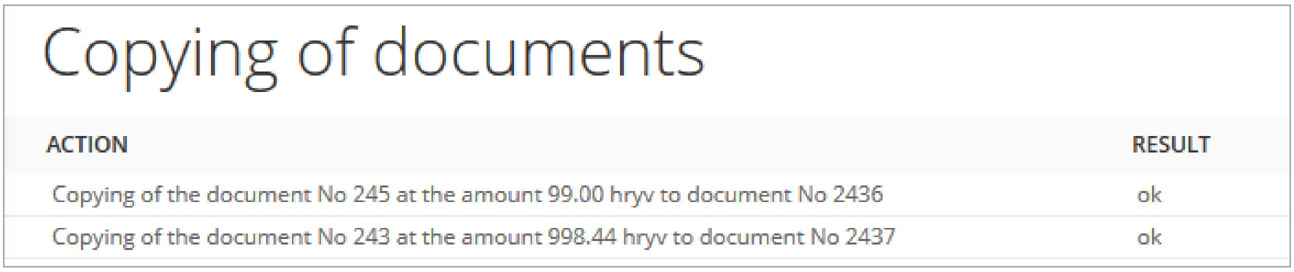
Attention!

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

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

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. 5.4) that contains:

[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.



Copying of documents

ACTION	RESULT
Copying of the document No 245 at the amount 99.00 hryv to document No 2436	ok
Copying of the document No 243 at the amount 998.44 hryv to document No 2437	ok

Fig. 5.4. Copying of documents page

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

Attention!

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

Edit documents and directories

There is the possibility to edit the documents with the status **New, Signed**[2]**, Rejected**[3] and all the records in the recipients and beneficiaries directory.

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

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

Attention!

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

Directory records editing is performed similar to the documents editing.

Delete documents and directories

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

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

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

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. 5.5) that contains:

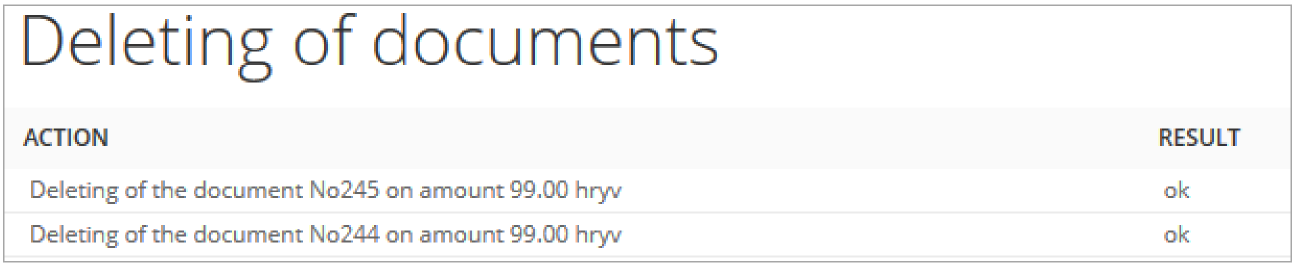


Fig. 5.5. Deleting of documents page

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

Attention!

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

Sign documents

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

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

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

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

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

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

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

Attention!

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. 5.6) that contains:

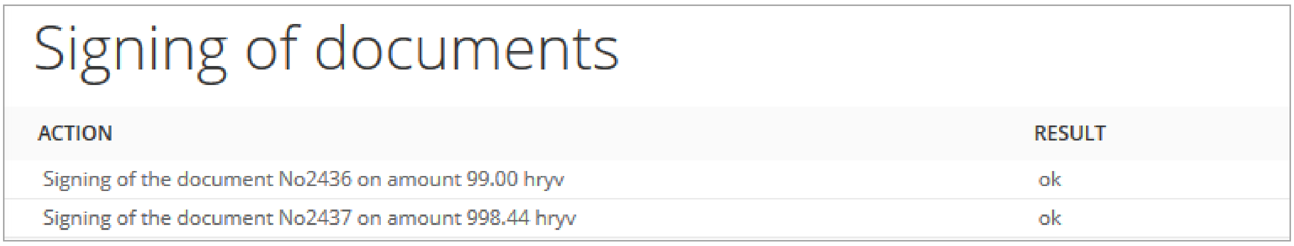


Fig. 5.6. Signing of documents page

- 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.

Print documents and reports

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

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

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

Appearance of the **Print the document** page (by example of the hryvnia payment order) is presented in the fig. 5.7.

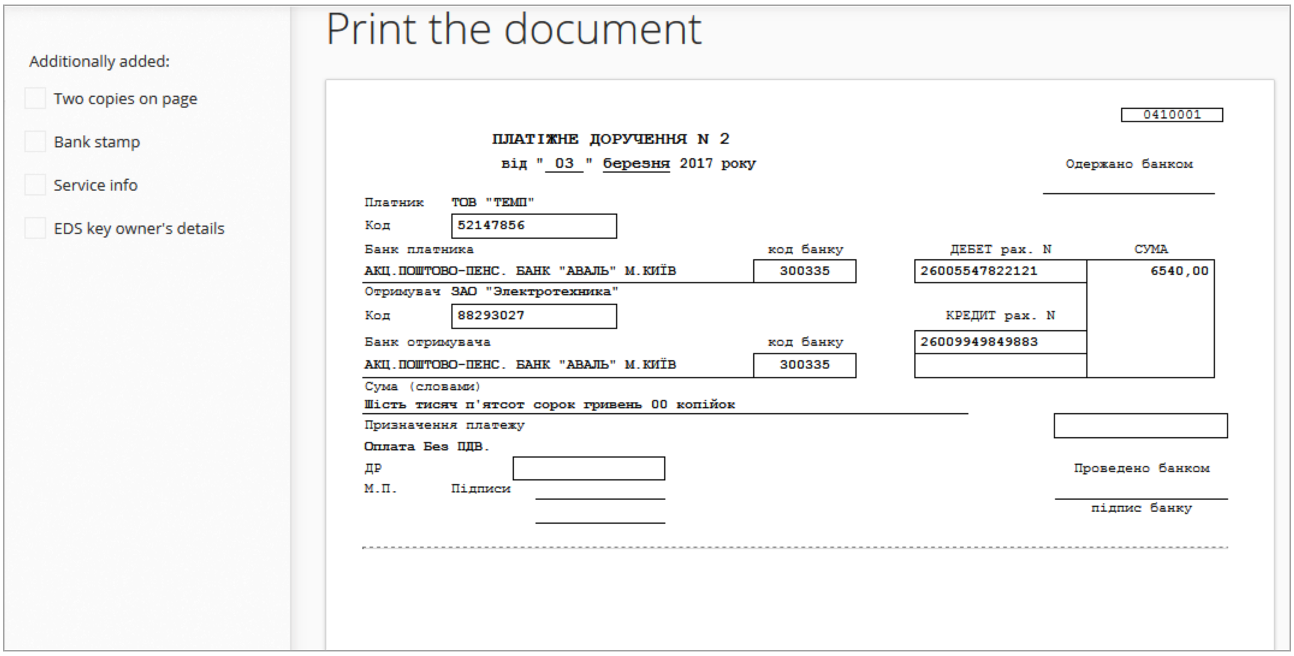


Fig. 5.7. Print the document page

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

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

3. Press the **Print** button on the toolbar. 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.

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.

Recall documents

Recall is used for cancellation of the delivered to the bank, but 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 (see fig. 5.8). 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.

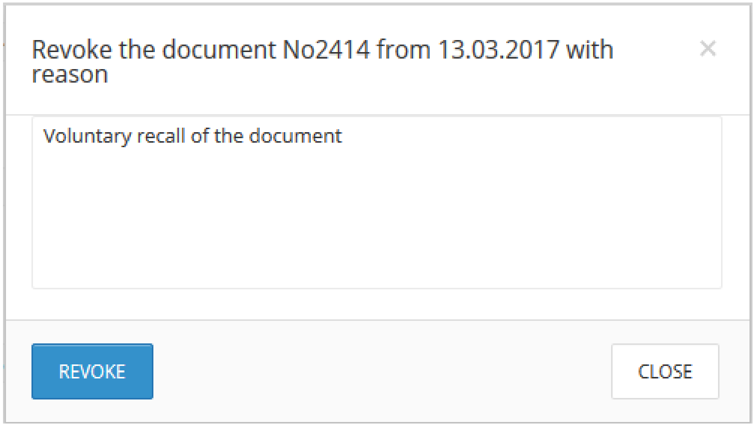


Fig. 5.8. Dialog box to enter the document cancellation reason

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.

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, recipients and beneficiaries directories;
- IBIS – hryvnia payment order, outcoming hryvnia request-order;
- DBF – salary sheet.

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

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

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

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

Import result page at the example of hryvnia payment order import in **iBank 2** format is presented in the fig. 5.9.

Result import of documents

ACTION	RESULT	
Import of the document № 2442 on amount 222.22 hryv	ok	
Import of the document № 2443 on amount 444.22 hryv	error	Error while filling field "Payer's account": Filling field error

Fig. 5.9. Document import result page

To save the document import protocol press button **Save** at the toolbar; there will be displayed the standard dialogue box for file saving. Directories records import protocol saving is not available in this system version.

At salary sheet import in DBF format you are redirected to the page **Editor** in editing mode, where the table part is filled from the import file. To create the document fill the obligatory fields and press the button **Save** at the toolbar.

Export reports and directories

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

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

- Profix – statements;
- iBank 2 – recipient and beneficiary directory.

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

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

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

- In case of report export:
  1. Heading with the exported report title.
  2. General information with account number, report period, as well as location and name of the generated export file. It is displayed only in case of export in format **Comma-Separated Values file (.csv), DBF, iBank 2** or **Profix**.
  3. List of the exported records. For each record there is displayed the following:
     – information about the exported record (differs, depending on export format);
     – operation result. **OK** as a result means that the operation is successfully exported. **Error** as a result means that the operation is not exported, in such a case there is also displayed the error reason.
- 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. 5.10.

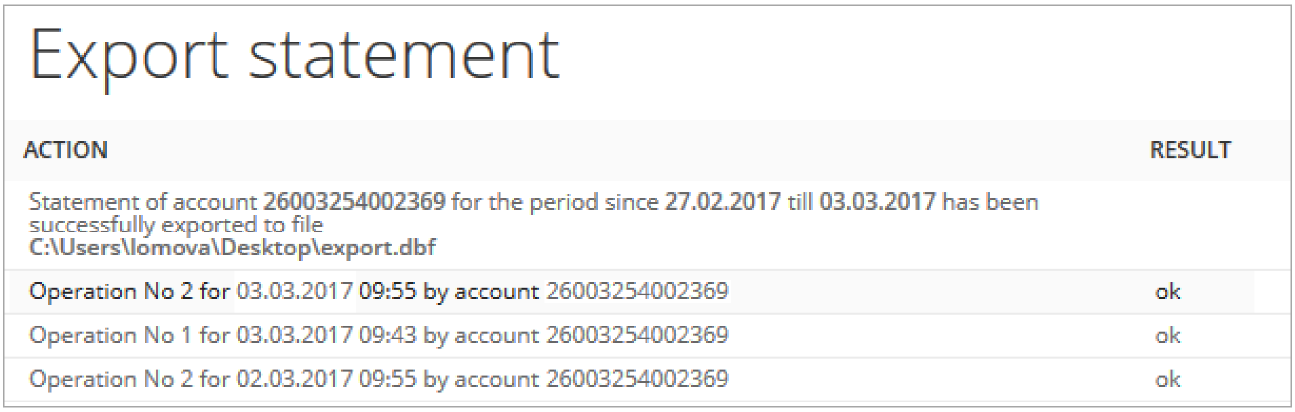


Fig. 5.10. Export statement page

Filtration document, report and directory

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

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

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

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

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

For the hryvnia payment order, instead of filter by status there is used the mode of the advanced filter (for more details – see subsection **Advanced filter**). The advanced filter is also available in statements (for more details – see subsection **Advanced transaction filter**).

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

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

Page by page directory browsing

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

- Page navigation bar. It consists of buttons for transfer to the first (<<), previous (<), next (>) and the last (>>) pages, as well as information message about the current page.
- Links to change the number of the directory records on one page. It is possible to display:
  - for recipients, employees, beneficiaries directory: 100, 500 and 1000 records;
  - for MFO directory: 50, 200 or 500 records;
  - for SWIFT directory: 500, 1000 or 5000 records.

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

Attachment handling

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

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

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

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

Section 6

Hryvnia documents

Hryvnia payment order

When you select the menu item **Payment order** from the section **Hryvnia documents**, you are redirected to the **Hryvnia orders** page (fig. 6.1), containing the list of the documents.

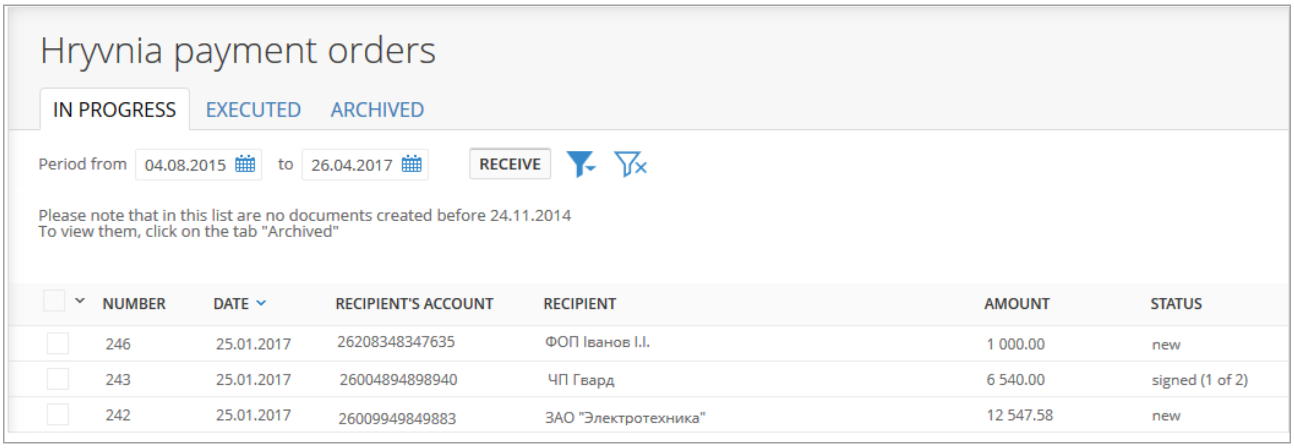


Fig. 6.1. List of hryvnia orders

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

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

- Check-box for document selection from the list;
- ***Number*** – document number;
- ***Date*** – document date;
- ***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).

There are available the following operations with the documents:

- ***Document list sorting*** (more details – see subsection **Infobar**).
- ***Standard operations:*** create, edit, copy, delete, sign, print, 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 **Documents confirmation by one-time passwords**).
- ***Print list of documents*** (for more details – see subsection **Document register print out**).
- ***Document list filtration by advanced filter*** (for more details – see subsection **Advanced filter**).

Filling document fields

To create new document, it is required to press on the **Hryvnia payment orders** page the button **Create** on the toolbar. As a result, you will be redirected to the **Editor** page with the document screen form (fig. 6.2).

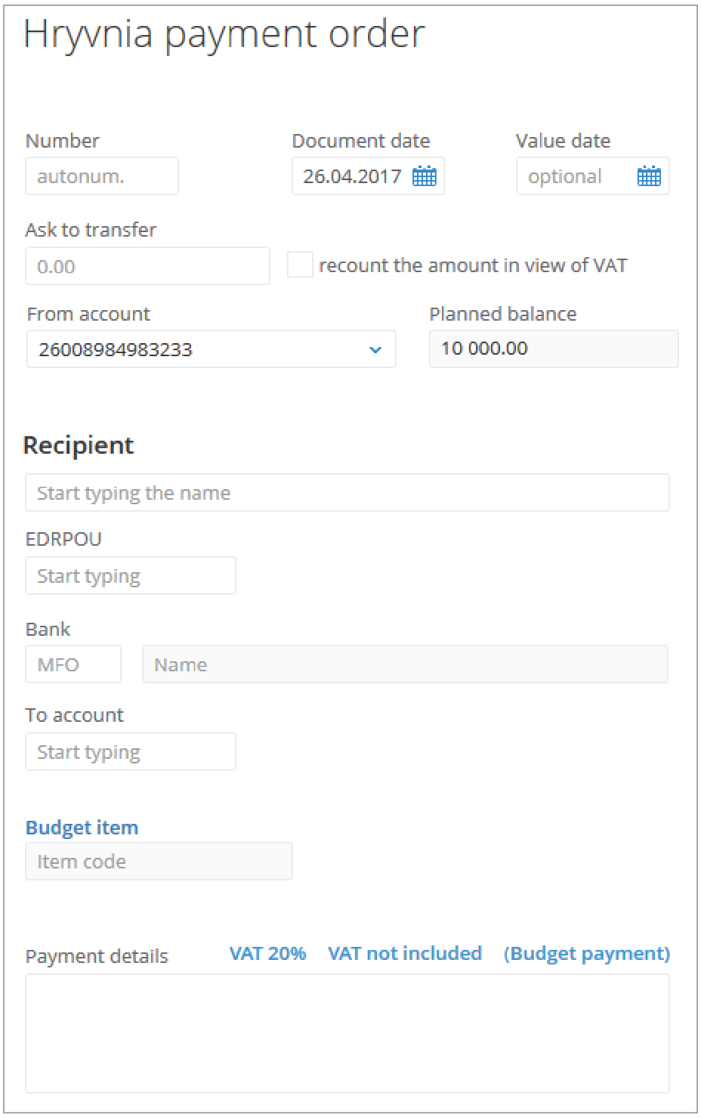


Fig. 6.2. Hryvnia payment order screen form

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

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

  Attention!

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

- The date of valuation 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 value shall not exceed 10 days from the document date.

- The field **Ask to transfer** is obligatory and is intended for the payment amount indication.

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

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

  Attention!

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

- 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 is displayed its number, type, as well as account name (if specified). By default, there is selected the account, used the last time at this type document creation. In case of availability of only one relevant account, it is selected automatically and the field becomes unavailable for editing.
- The field **Planned balance** is unavailable for editing and contains the amount of balance at the selected hryvnia account less total amount of all the accepted for consideration documents (with status **Delivered, At processing** or **At execution**).

  Attention!

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

- Section **Recipient:**
  - In case of availability of recipients in the directory the fields **Recipient, EDRPOU** and **To account** become drop-down lists. For each recipient in the **Recipient** drop-down list there are displayed its name and account name, and in the **EDRPOU** and **To account** drop-down lists – EDRPOU codes for all the recipients and numbers of the accounts of all the recipients, respectively. When you enter the name, EDRPOU code or recipient account name into the relevant fields, there will be automatically displayed in the lists the matching recipients from the directory. 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 there are no recipients in the directory, all the section fields shall be filled in manually.

  Peculiarities of the section fields filling in:

  - If the recipient EDRPOU code value is “000000000” (nine zeroes), there will additionally displayed the drop-down list for selection of the recipient country code, “0000000000” (ten zeroes) – fields for recipient passport series and number. Herein, there is supported the format of the passport both of old template (passport series – 2 symbols and passport number – 6 digits) and new one (passport number – 9 digits and no series).
  - If the recipient with the specified details (EDRPOU code and account number) is not in the recipient directory, then, under the field **To account**, there will be displayed the check-box **Save to the directory**. If you check this box, then, when you save the documents, the recipient with the specified details will be added to the recipient directory.
  - In the **Bank** field there shall be entered the six-digit bank MFO code. In the specified MFO code is in the MFO directory, then the bank name will be automatically filled in from the directory; otherwise, there will be displayed the information error message.

- The **Payment details** field is obligatory for filling in and is intended for text description of the payment purpose. The field may be filled in automatically at the recipient selection from the directory; herein, if there are several options of the payment purpose description for the selected recipient, then, above the field, there will be displayed the button >> to switch between the options. If it is required to add to the text of the payment purpose description the information about VAT, click the link **VAT 20%** or **VAT not included** above the **Payment details** field. Operation of the **Budget payment** – see subsection Payment to budget.

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

Payment to budget

When you fill in the **Payment details** field, and if you pay the assets into the budget, it is required to follow the template. The client may fill it in manually or by the AWP means – for this purpose click the link (**Budget payment**) and there will be displayed the dialog box **Budget payment** (fig 6.3).

To fill in the payment purpose description by the AWP means, it is required to perform the following operations in the **Budget payment** dialog box:

- In the **Code of payment type** field select from the list[1] or enter manually the payment type code. When you enter code or key phrase from the text of the payment type code article, there will be displayed in the list the relevant values.

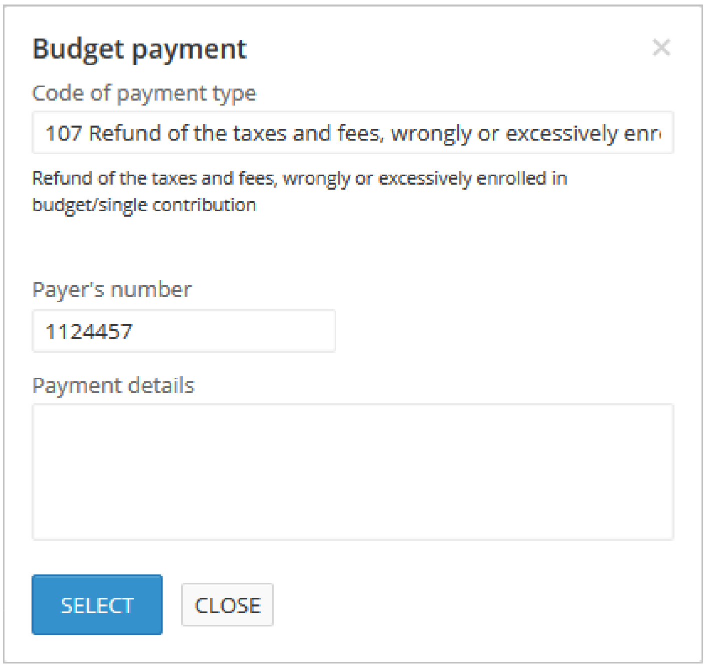


Fig 6.3. Payment to budget dialog box

- In the **Payer's number** specify the number of the taxpayer, for which there is made a payment to budget. In case the payer number is assigned to the client on the bank side, the field will be filled in automatically with this value.
- In the **Payment details** enter explanatory information about the payment purpose description in free form. The entered information will correspond to the 4th part of the payment to the budget details.

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

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

of the entered data. To cancel generation of the payment purpose description press the **Close** button in the **Budget payment** window.

Advanced filter

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

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

- By document status (**Status** field). Herein, you may select several statuses for filtration or select all statuses.
- By document association (**Links** field). There are available the following association:
  - ***Select all*** **–** there will be displayed all the documents, notwithstanding availability of association;
  - ***Any links*** **–** there will be displayed all the documents with association with any document;
  - ***No links*** **–** there will be displayed all the documents without association;
  - ***Salary sheet*** **–** there will be displayed all the documents with association only with the salary sheets.
- 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 recipient (**Recipient** field). Herein, you may specify the recipient name manually or select it from the list. If you select the recipient from the list, the fields **Recipient, To account, EDRPOU, Payment details** will be automatically filled in from the information about the recipient.
- By the recipient account (**To account** field). Herein, you may specify the recipient account number manually or select it from the list. If you select the account from the list, the fields **Recipient, To account, EDRPOU, Payment details** will be automatically filled in from the information about the recipient.
- By the recipient EDRPOU (**EDRPOU** field). Herein, you may specify the recipient EDRPOU manually or select it from the list. If you select the EDRPOU from the list, the fields **Recipient, To account, EDRPOU, Payment details** will be automatically filled in from the information about the recipient.
- By the payment purpose description (**Payment details** field). Filtration by the payment purpose description is case-sensitive.

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

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

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 client 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).

Confirmation documents by one-time passwords

The AWP **Web-Banking** supports the possibility of usage of additional confirmation of the hryvnia payment orders 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 recipients directory are set by the bank employee.

If there is set the hryvnia payment orders confirmation, upon affixing of the last signature to a document, there will be performed the following checks:

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

  Attention!

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

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

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

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

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

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

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

Accept documents

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

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

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

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

Archived documents

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

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

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

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

You may perform the following operations with the archived documents:

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

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

Hryvnia payment requests-orders

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

Incoming payment requests-orders

In the document list, the unread incoming payment requests-orders are displayed in bold font; in addition, total number of the unread documents is displayed next to the **Request** menu item name (see fig.6.4).

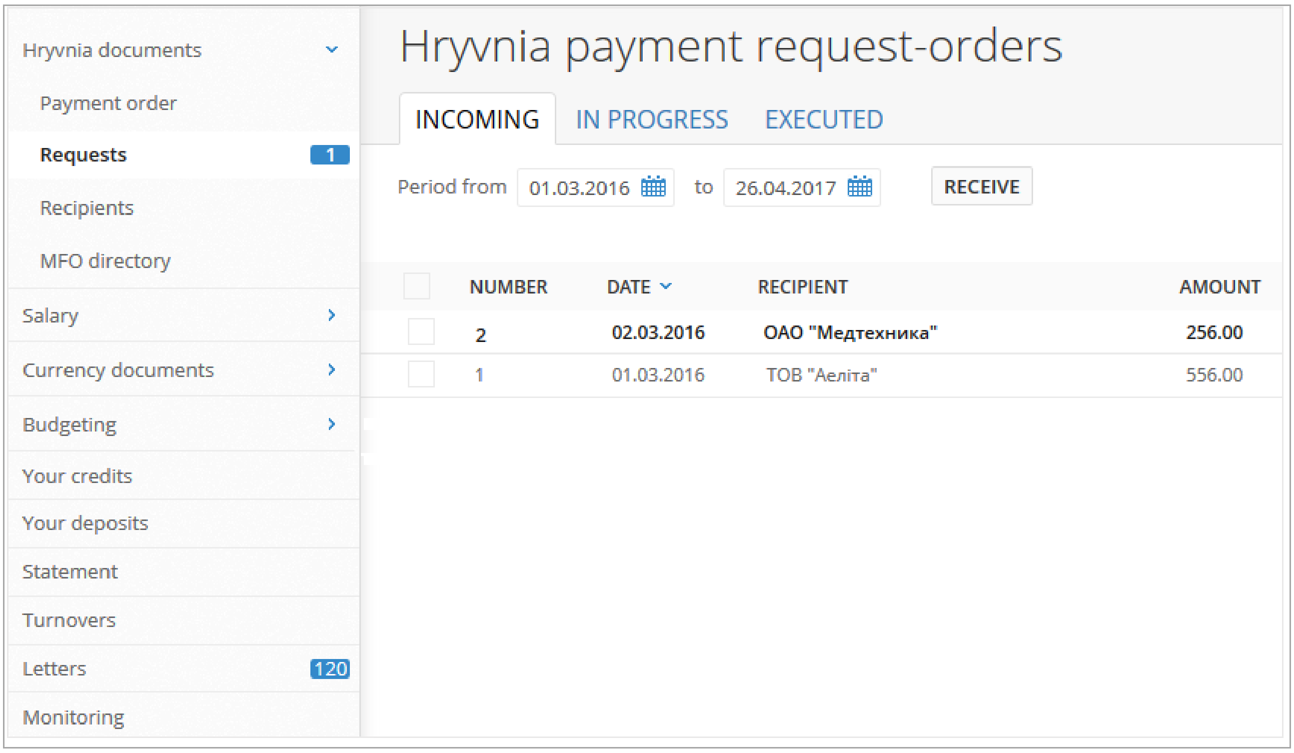


Fig. 6.4. List of incoming payment requests-orders

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*** – document sender (assets recipient) name;
- ***Amount*** – document amount.

Appearance of the **Editor** page with screen form of the document is presented in fig. 6.5.

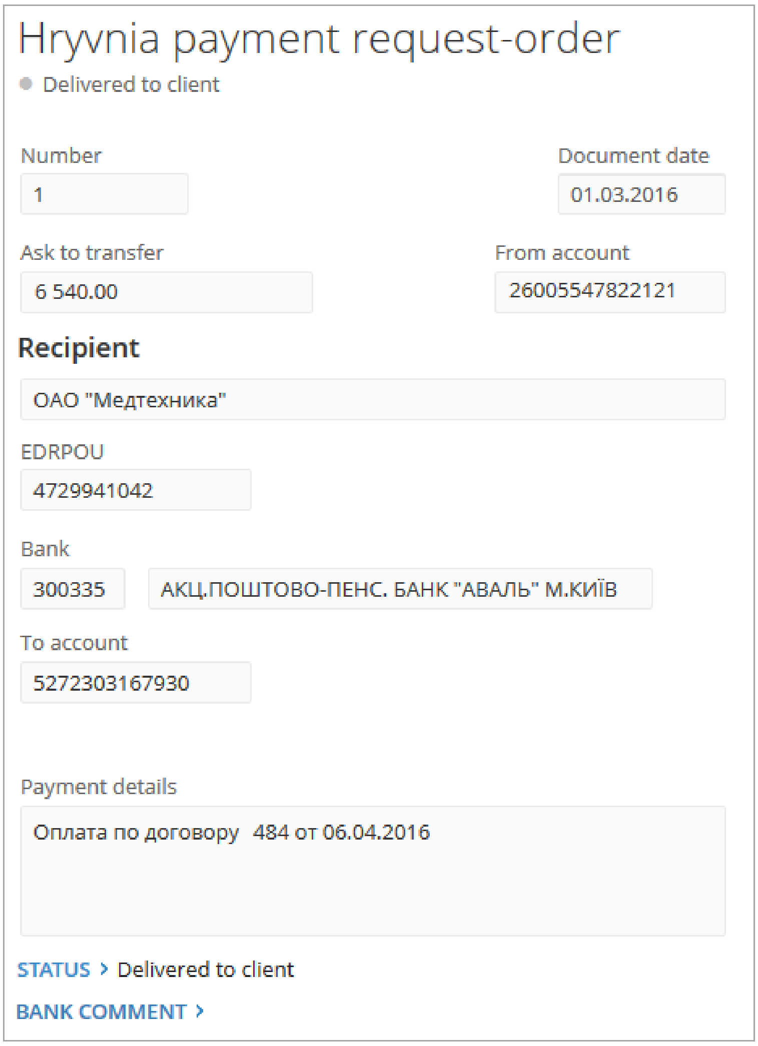


Fig. 6.5. Incoming payment request-order screen form.

There are available the following operation with the documents:

- ***Document list sorting*** (for more details – see subsection **Infobar**).
- ***Document list filtration by date*** (for more details – see subsection Filtration document, report and directory).
- ***One document/document group print*** (for more details – see subsection Print documents and reports).
- ***Apply document.*** To apply the document, left-click the required document in the list, go to the **Editor** page and press the **Apply** button on the toolbar. As a result you will be redirected to the page of hryvnia payment order creation, where the document fields are filled in with the information from the incoming payment request-order. Upon creation of the hryvnia payment order, the incoming payment request-order will not be displayed in the document list, as it will be considered to be executed.

Outcoming payment requests-orders

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

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

- Check-box for document selection from the list;

- ***Number*** – document number;
- ***Date*** – document date;
- ***Payer*** – document recipient (assets sender) name;
- ***Amount*** –document amount;
- ***Status*** – document status (no available in the list of the executed documents).

There are available the following operations with the documents:

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

The appearance of the **Editor** page with the screen form of the document is presented in fig. 6.6.

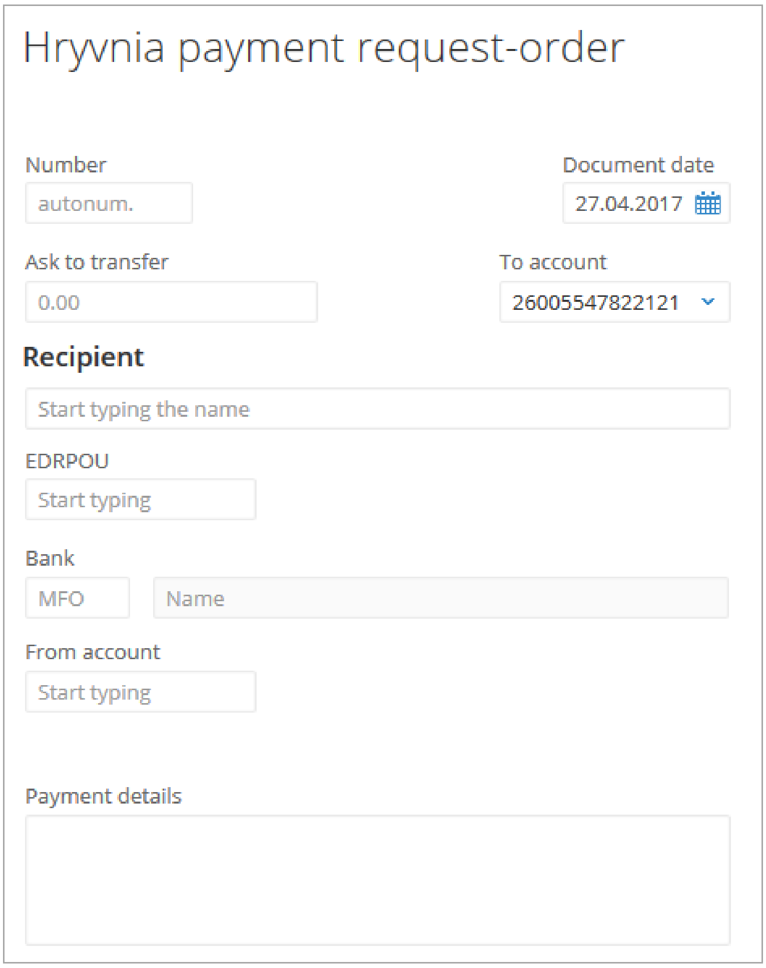


Fig. 6.6. Outcoming payment request-order screen form.

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

- In the incoming payment request-order the client is the assets recipient, information about the payer is filled in manually or is selected from the directory (similar to information about recipient in the hryvnia payment order).
- In the screen form there are no field for the planned account balance, link to payment to budget and VAT indication.

Recipient directory

Recipient directory is used to facilitate creation of the hryvnia payment orders, as well as outcoming payment requests-orders. To go to the recipient directory records list, select the **Recipient** menu item from document group **Hryvnia documents**.

Appearance of the page is presented in fig 6.7.

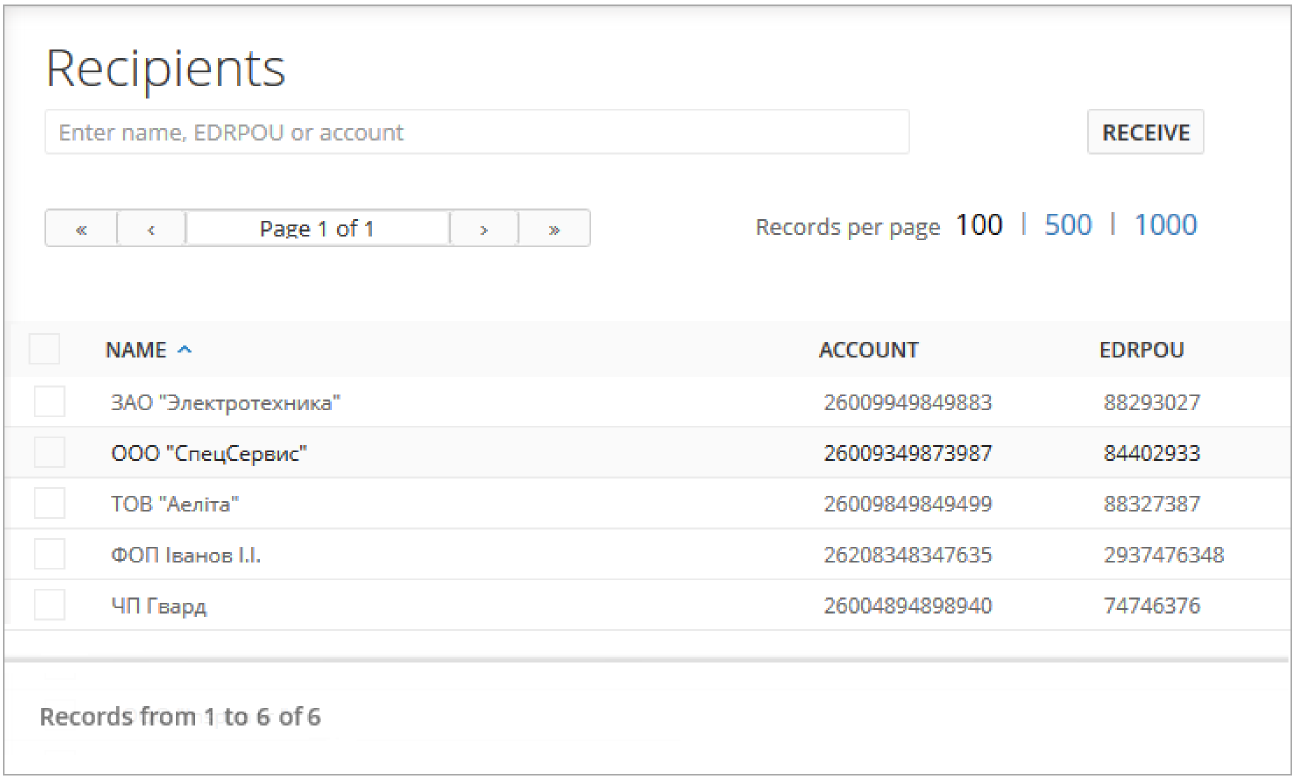


Fig. 6.7. Recipient directory

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

- Check-box for recipient selection from the list;
- ***Name*** – recipient name;
- ***Account*** – recipient account number;
- ***EDRPOU*** – EDRPOU code of the recipient.

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

- ***Document list sorting*** (for more details – see subsection **Infobar**).
- ***Standard operations:*** create, edit, copy, delete, import and export (in formats iBank 2, Bank-client and BM RS), record list filtration, page by page records view (for more details – see subsection **Documents, reports and directories management**).
- ***Payment generation*** (for more details – see Generate payment).

Create recipient

To create recipient, press on the **Recipient** page the **Create** button on the toolbar. As a result you will be redirected to the **Editor** page with the recipient screen form (fig. 6.8).

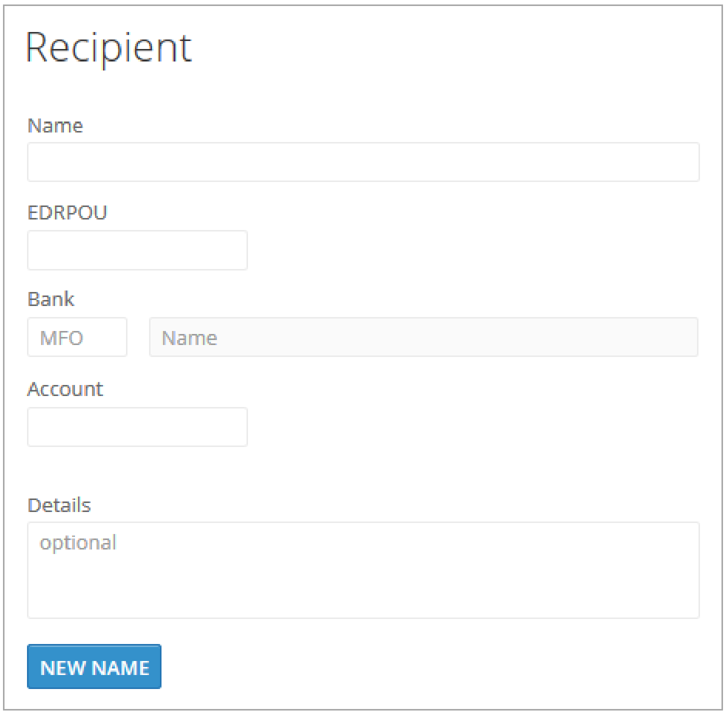


Fig. 6.8. Recipient screen form

Attention!

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

To create the recipient with several[2] payment purpose description press the **New name** button, and there will be added empty field for payment purpose description.

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

Attention!

Records with several payment purpose descriptions in other AWP are presented in the form of several records that repeat all the details, except the payment purpose description.

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

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

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

Generate payment

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

MFO directory

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

The appearance of the page is presented in fig. 6.9.

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

- ***MFO*** – bank MFO code;
- ***Name*** – bank name in the directory.

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

- ***Records list sorting*** (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 browsing).

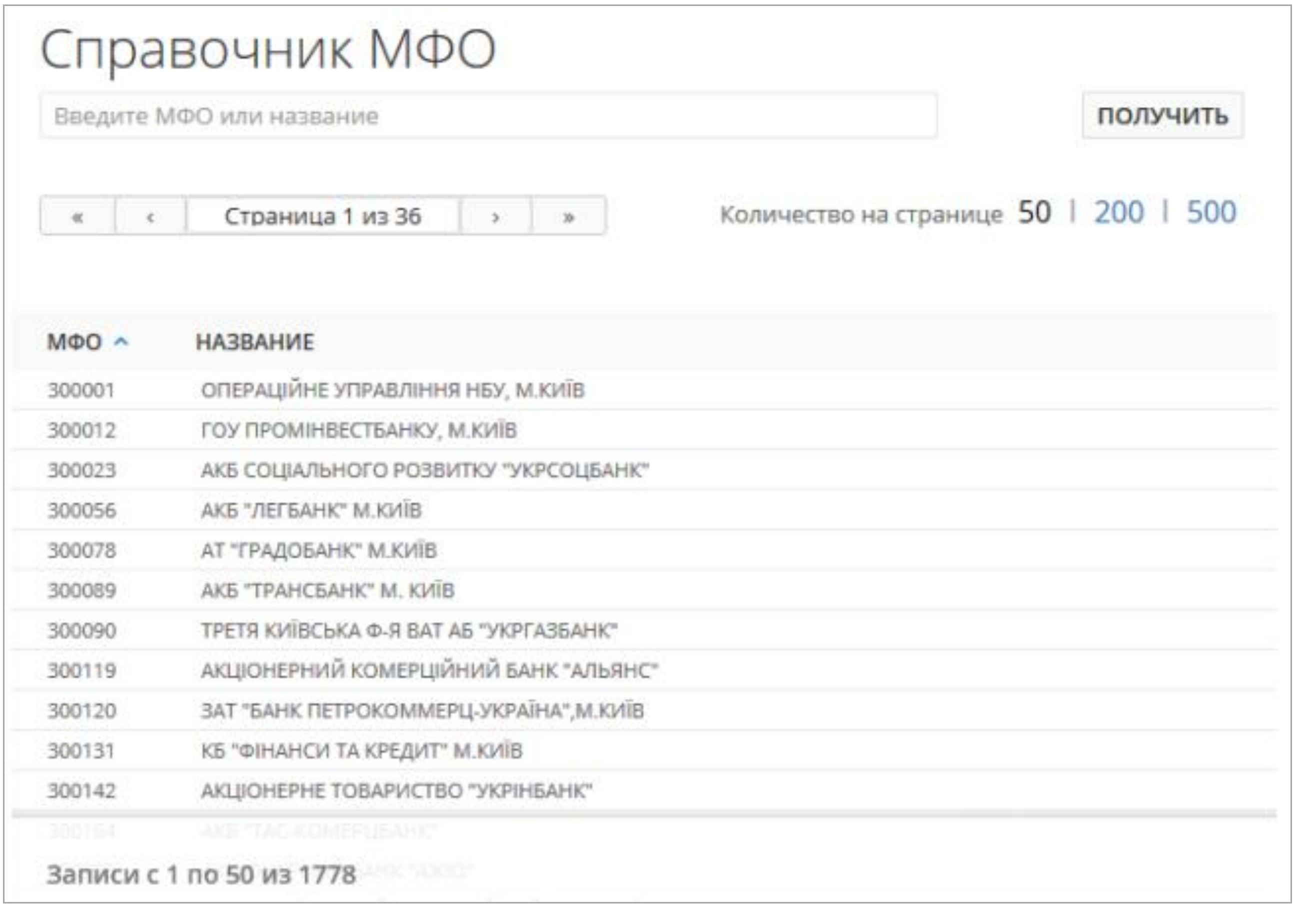


Fig. 6.9. MFO directory records list

Section 7

Salary

Salary sheet

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

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

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

- Icon of attachments , if there are no attachment it is not displayed;
- Check-box for document selection from the list;
- ***Number*** – document number;
- ***Date*** – document date;
- ***Type of charge*** – salary type of charge;
- ***Amount*** – final document amount;
- ***Status*** – document status.

There are available the following operations with the documents:

- ***Document list sorting*** (for more details – see subsection **Infobar**).
- ***Standard operations:*** create, edit, copy, delete, sign, print, recall, import (in formats iBank 2 and DBF), document list filtration by date (more details – see subsection **Documents, reports and directories management**).
- ***Generation of the linked payments*** (for more details – see subsection Operations with linked payments).
- ***Attachment handling*** (for more details – see **Attachment handling**).

Filling document fields

To create new document, press on the **Salary sheets** page the **Create** button on the toolbar. As a result you will be redirected to the **Editor** page with the document screen form (fig. 7.1).

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.

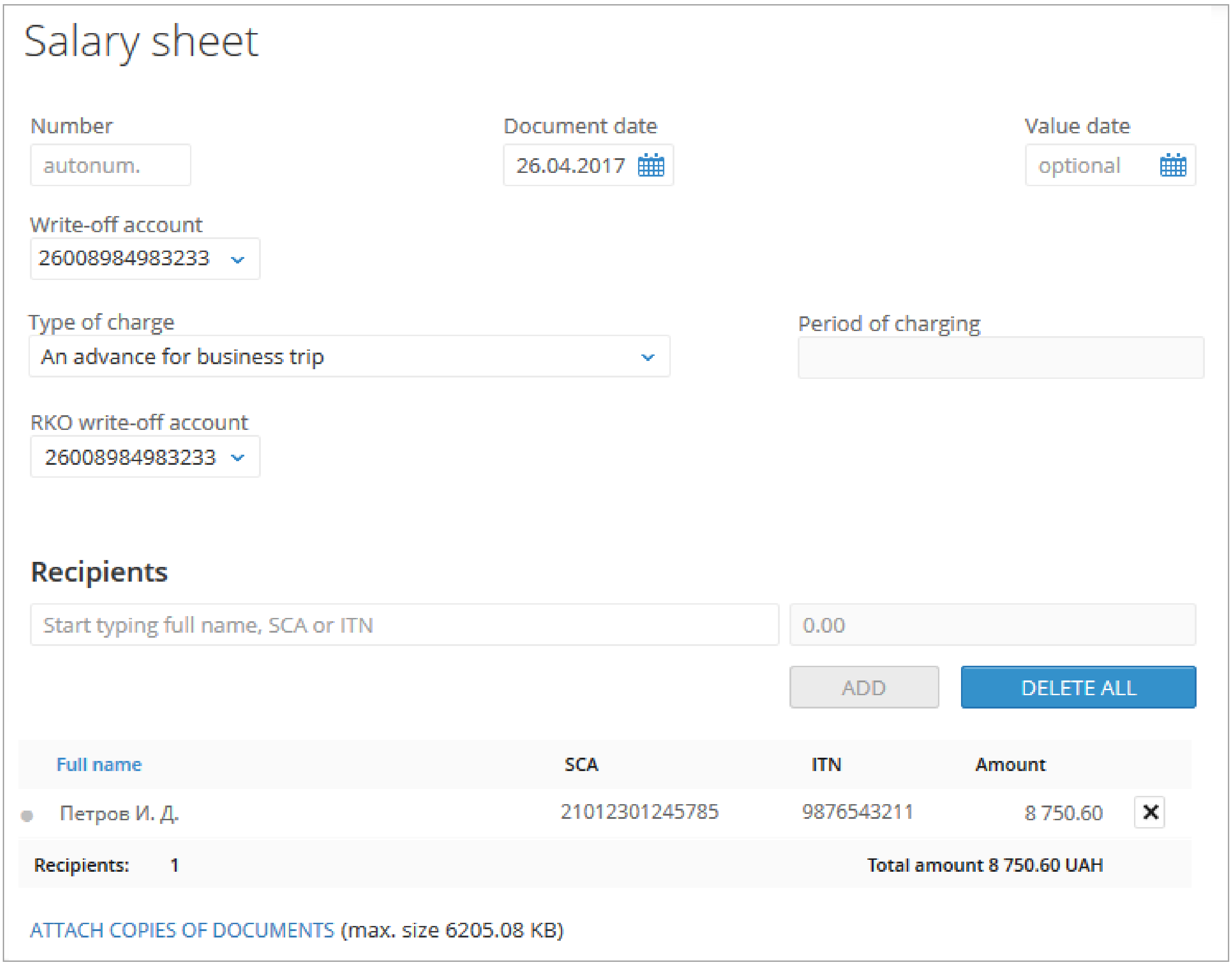


Fig. 7.1. Salary sheet screen form

Attention!

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

- The document date is filled in automatically with the current date and it is available for editing.
- The date of document valuation is not filled in automatically and is available for editing. The field is not obligatory. The value shall not exceed 10 days from the document date.
- The field **Write-off account** is the drop-down list with the hryvnia accounts of the client, opened with the selected bank. For each account in the list there are displayed its number, type, as well as the account name (if specified). By default, there is selected the account, used last time at this type documents creation.
- The field **Type of charge** is the drop-down list with the accrual types, to which the organization employee has the access. Depending on the selected accrual type, the filed **Period of charging** may become available or unavailable for editing. In case the field is available for editing it is obligatory for filling in.
- The field **RKO write-off account** is displayed at accrual type selection for which there is enabled the support of RKO commission account other than debit account debiting at the bank side. The field is the drop-down list to which the organization employees have an access. By default, there is selected the account used the last time at creation of this type document.

- Table part of the document **Recipients**. It is the list of the organization employees, as well as final information about number of the employees and amount of accruals in respect of all the employees from the list. To add the employee to the table part, perform the following actions:
  - Check in the drop-down list **Recipients** the required recipients from the employee directory or check the first item **Select all** to select all the employees from the list. For each employee in the list there are displayed his/her full name, SCA number and ITN. To facilitate the process of the employees search at specification of one of the details in the list, there will be automatically displayed only matching employees from the directory.
  - Enter the charge amount for the selected employees.
  - Press **Add** button.

  As a result, the selected employees will be added to the table part of the document. For each employee in the table part there is displayed the following information:
  - Colour mark of the record status (for more details – see subsection Statuses of individual records in the document table part).
  - ***Full name*** – employee full name (unavailable for editing);
  - ***SCA*** – employee SCA number (unavailable for editing);
  - ***ITN*** – employee ITN (unavailable for editing);
  - ***Amount*** – charge amount (available for editing);
  - Button to delete the employee from the list.

  Attention!

  In the document table part one employee may be present two or more times.

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

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

Operations with linked payments

Preparation hryvnia payment orders for link with the salary sheet

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

Attention!

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

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

Manual generation of the payment order and linking setting

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

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

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

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

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

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

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

1. In payment order in respect of the main salary sheet amount:
   - Specify the valuation date, matching the date of valuation in the salary sheet (if any).
   - Specify the organization-payer account, matching the account in the salary sheet.
   - Fill in the details of the recipient in accordance with the information, received from the bank (name, EDRPOU code, account number and MFO code of the bank, with which there is opened the recipient account).
   - Specify the payment amount equal to the amount of the salary sheet.
   - Specify in the payment purpose description the text of free content, for example:

     Salary and advance payments of the LLC TEMP according to the salary sheet No.2 dated 03.02.2017.
2. In the payment order in respect of the CSS payment:
   - Specify the valuation date, matching the date of valuation in the salary sheet (if any).
   - Specify the organization-payer account, matching the account in the salary sheet.
   - Fill in the details of the recipient in accordance with the information, received from the bank (name, EDRPOU code, account number and MFO code of the bank, with which there is opened the recipient account).
   - Calculate the payment amount in accordance with the described above formulae and specify it in the document.
   - Specify in the payment purpose description the text of free content, for example:
     Bank commission for money crediting to the SCA of the LLC TEM employees
     - Salary and advance payments in accordance with the salary sheet No.2 dated 03.02.2017.

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

1. Open the required salary sheet
2. Press on the toolbar the **Payment** button and select from the drop-down list the item **Links management**. As a result there will be displayed the dialog box **Link management**, where there are displayed the fields **Main payment** and **Payment for CSS** with the lists of the relevant documents for association (fig. 7.2). For each document in the list there are displayed its number, date, amount and status.

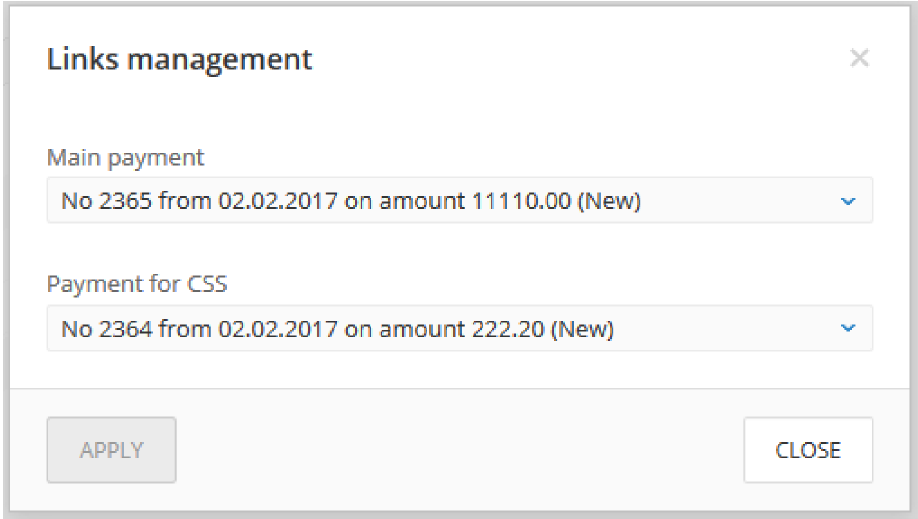


Fig. 7.2. Links management dialog box

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

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

- The salary sheet account matches the account of the payer in the payment order.
- The recipient details in the payment orders match the set details for MFO, with which there is opened the specified in the salary sheet client account. To receive these details you must address the account bank.
- The payment amount according to the payroll program and calculated amount of the payment for CSS match the amount in the salary sheet.
- Salary sheet and payment order are with the compatible for association statuses. The list of compatible for association statuses is presented below.

Salary sheet, statuses	Payment order, statuses for link addition
New	New
Signed	New, Signed, Executed[3]
Waiting for signature	New, Signed, Require confirmation, Delivered[4], Executed[5]
Delivered	New, Signed, Require confirmation, Delivered, Executed[6]

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

Automatic generation of the payment orders

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

[3]Upon the salary sheet signing by all the required signature groups it will change the status to "Paid".
[4]Herein, the salary sheet change the status to "Delivered".
[5]Herein, the salary sheet change the status to "Paid".
[6]See footnote 3.

Attention!

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

Linked hryvnia payment orders management

When you open the salary sheet, in top part of the page there are displayed the links **Main payment** and **Payment for CSS**, pressing which you will be redirected to the **Editor** page of the relevant linked hryvnia payment order (fig. 7.3). Near the links there are displayed the colour marks, pointing which will display the screen tip with the current state of the linked document. In case of absence of the linked documents the relevant links are inactive.

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

- On the **Editor** page, in top part there is displayed the text with payment type (main payment or payment for CSS), as well as the link **Salary sheet** to transfer to the **Editor** page of the associated salary sheet. Near the link there is displayed the colour mark pointing which displays the screen tip with the current state of the salary sheet.
- The client is unable to sign the payment order, if the associated salary sheet is not signed by all the required signature groups.

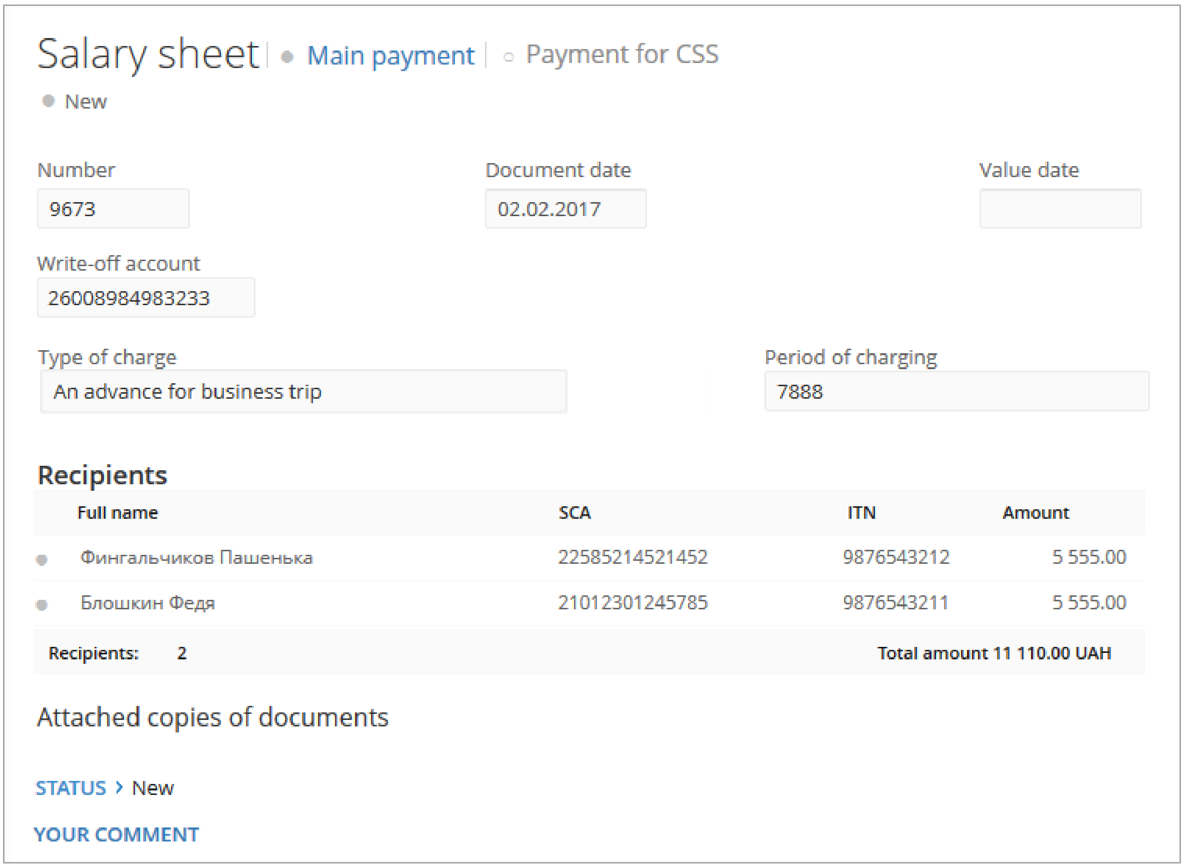


Fig. 7.3. Salary sheet screen form in preview mode

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

Statuses of individual records in the document table part

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

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

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

Employee directory

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

Appearance of the page is presented in fig 7.4.

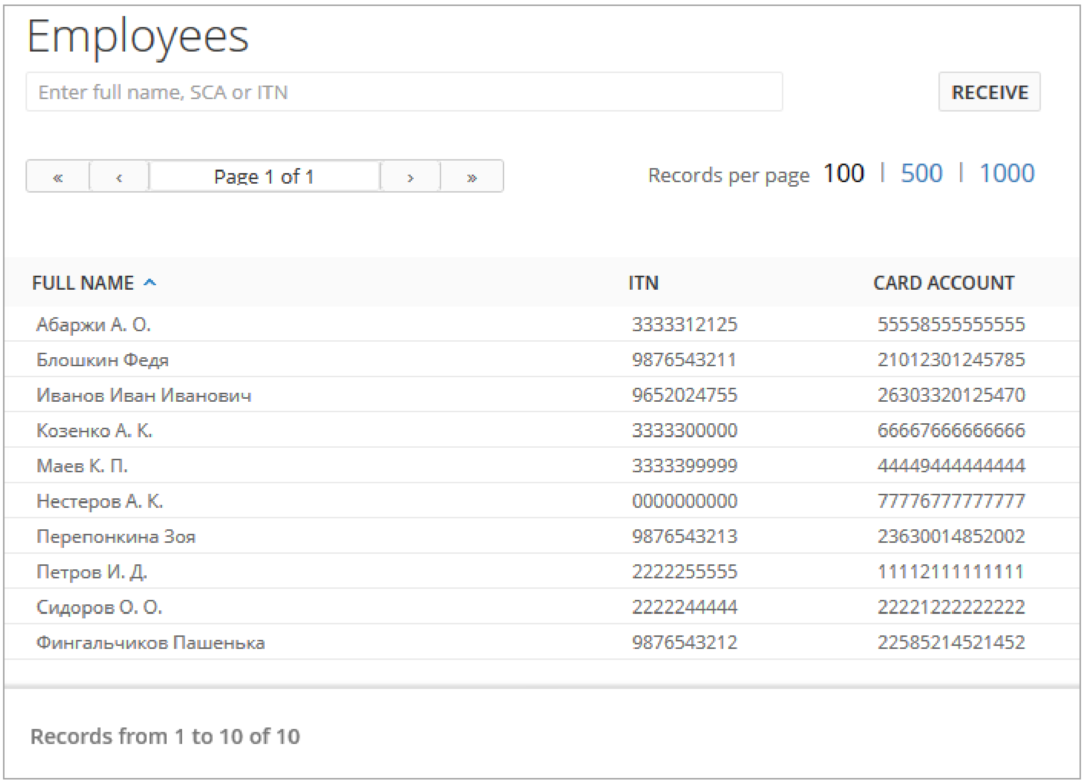


Fig. 7.4. Employee directory records list

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

- ***Fill name*** – employee full name;
- ***ITN*** – employee ITN;
- ***Card account*** – employee SCA number.

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

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

Card validity prolongation order

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

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

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

- Icon of attachments , if there are no attachment it is not displayed;
- Check-box for document selection from the list;
- ***Number*** – document number;
- ***Date*** – document date;
- ***Status*** – document status.

There are available the following operations with the documents:

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

Filling document fields

To create new document press on the **Card validity prolongation orders** page the **Create** button on the toolbar. As a result, you will be redirected to the **Editor** page with the document screen form (fig. 7.5).

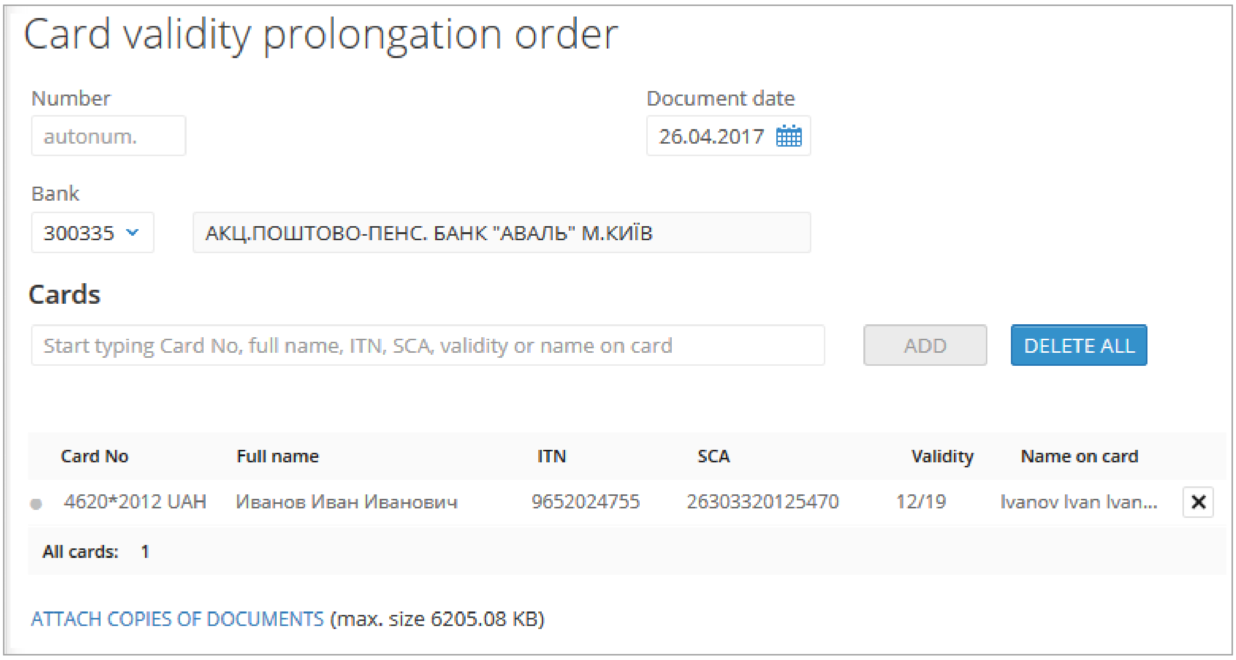


Fig. 7.5. Card validity prolongation order screen form

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

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

  Attention!

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

- The date of document is filled in automatically with the current date and it is available for editing.
- The field **Bank** is the drop-down list that contains the MFO codes of the banks, with which there are opened the client account, upon MFO selection from the list, there is automatically filled in the bank name.
- The document table part **Cards**. It is the list of the organization employee cards, as well as final information about number of cards. To add the card to the table part, perform the following actions:
  - Check in the drop-down list **Cards** the required employee cards from the employee directory or check the first item **Select all** to select all the cards from the list. For each card in the list there are displayed its number, currency, full name, ITN, SCA of the employee, validity term, as well as the name, indicated on card. To facilitate the process of the cards search at specification of one of the details in the list, there will be automatically displayed only matching cards from the directory.
  - Press **Add** button.

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

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

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

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

Statuses of individual records in the document table part

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

Fire staff order

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

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

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

- Icon of attachments , if there are no attachment it is not displayed;
- Check-box for document selection from the list;
- ***Number*** – document number;
- ***Date*** –document date;
- ***Status*** –document status.

There are available the following operations with the documents:

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

Filling document fields

To create new document press on the **Fire staff orders** page the **Create** button on the toolbar. As a result, you will be redirected to the **Editor** page with the document screen form (fig. 7.6).

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

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

  Attention!

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

- The date of document is filled in automatically with the current date and it is available for editing.
- The field **Bank** is the drop-down list that contains the MFO codes of the banks, with which there are opened the client account, upon MFO selection from the list, there is automatically filled in the bank name.
- The document table part **Employees**. It is the list of the organization employees, as well as final information about number of employees. To add the employee to the table part, perform the following actions:

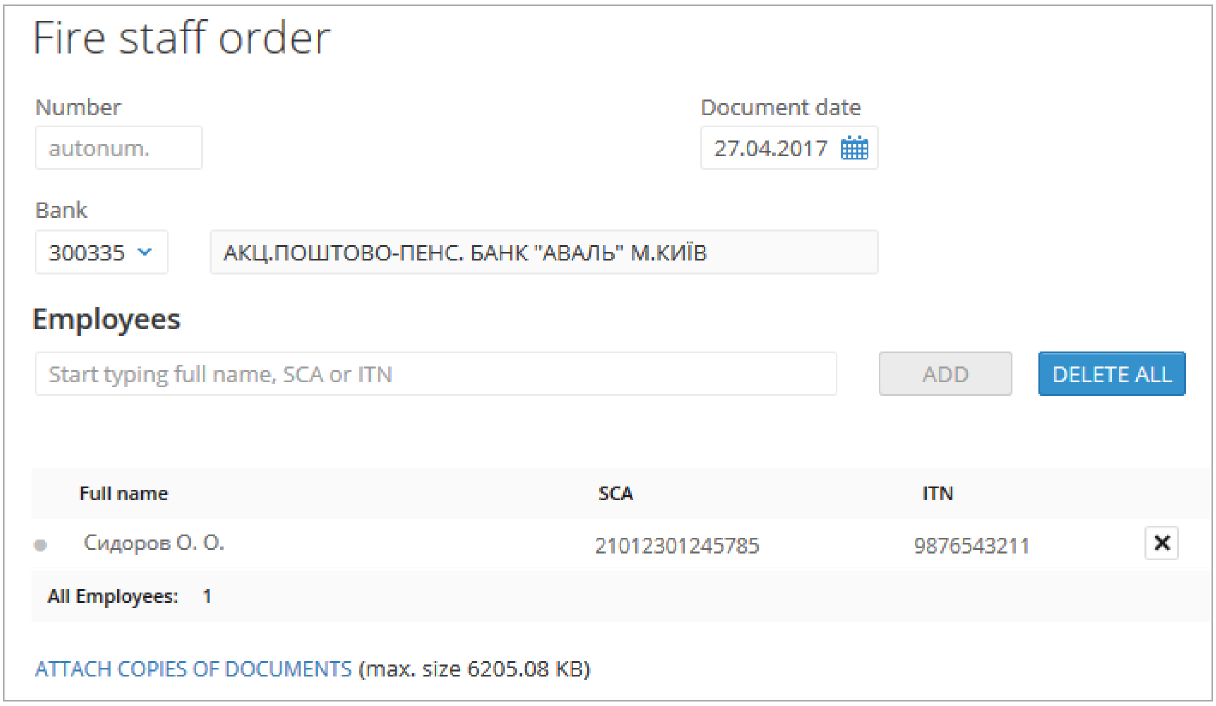


Fig. 7.6. Fire staff order screen form

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

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

- Colour mark of the record status (for more details – see subsection Statuses of individual records in the document table part).
- ***Full name*** – employee full name);
- ***SCA*** – employee SCA number;
- ***ITN*** – employee ITN;
- Button to delete the employee from the list.

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

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

Statuses of individual records in the document table part

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

Card assignment order

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

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

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

- Icon of attachments , if there are no attachment it is not displayed;
- Check-box for document selection from the list;
- ***Number*** – document number;
- ***Date*** –document date;
- ***Status*** –document status.

There are available the following operations with the documents:

- ***Document list sorting*** (for more details – see subsection **Infobar**).
- ***Standard operations:*** create, edit, copy, delete, sign, print, recall, import in iBank 2 format, document list filtration by date (for more details – see subsection **Documents, reports and directories management**).
- ***Attachment handling*** (for more details – see **Attachment handling**).

Filling document fields

To create new document press on the **Card assignment orders** page the **Create** button on the toolbar. As a result, you will be redirected to the **Editor** page with the document screen form (fig. 7.7).

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

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

  Attention!

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

- The date of document is filled in automatically with the current date and it is available for editing.
- The field **Bank** is the drop-down list that contains the MFO codes of the banks, with which there are opened the client account, upon MFO selection from the list, there is automatically filled in the bank name.
- The document table part **Cards**. It is the list of the organization employee cards, as well as final information about number of cards. To add the card to the table part, manually fill in the information about the card and its owner, then press the **Add** button. As a result, the card with the specified data will be added to the document table part.

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

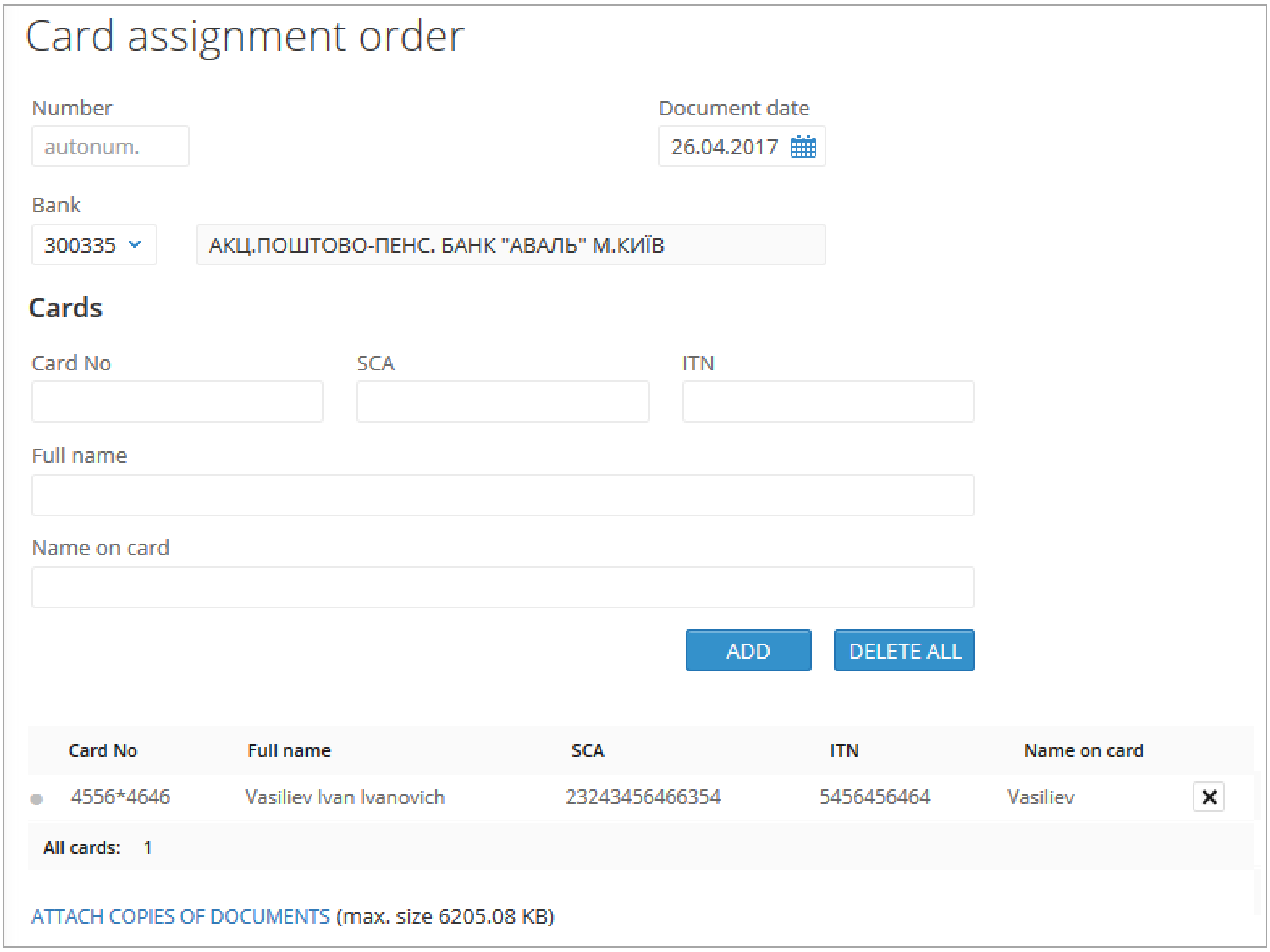


Fig. 7.7. Card assignment order screen form

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

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

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

Statuses of individual records in the document table part

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

Section 8

Currency documents

Payment order in foreign currency

When you select the **SWIFT-payment** menu item from the document group **Currency documents** you are redirected to the **Currency payments** 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;
- ***Beneficiary's account or IBAN*** – beneficiary account number or IBAN;
- ***Beneficiary*** – beneficiary name;
- ***Amount*** – document amount;
- ***Currency*** – three-unit symbolic code of the document currency;
- ***Status*** – document status (not available in the list of the executed documents).

There are available the following operations with the documents:

- ***Document list sorting*** (for more details – see subsection **Infobar**).
- ***Standard operations:*** create, edit, copy, delete, sign, print, recall, import in iBank 2 format, document list filtration by date (for more details – see subsection **Documents, reports and directories management**).
- ***Attachment handling*** (for more details – see Attachment handling).

Filling document fields

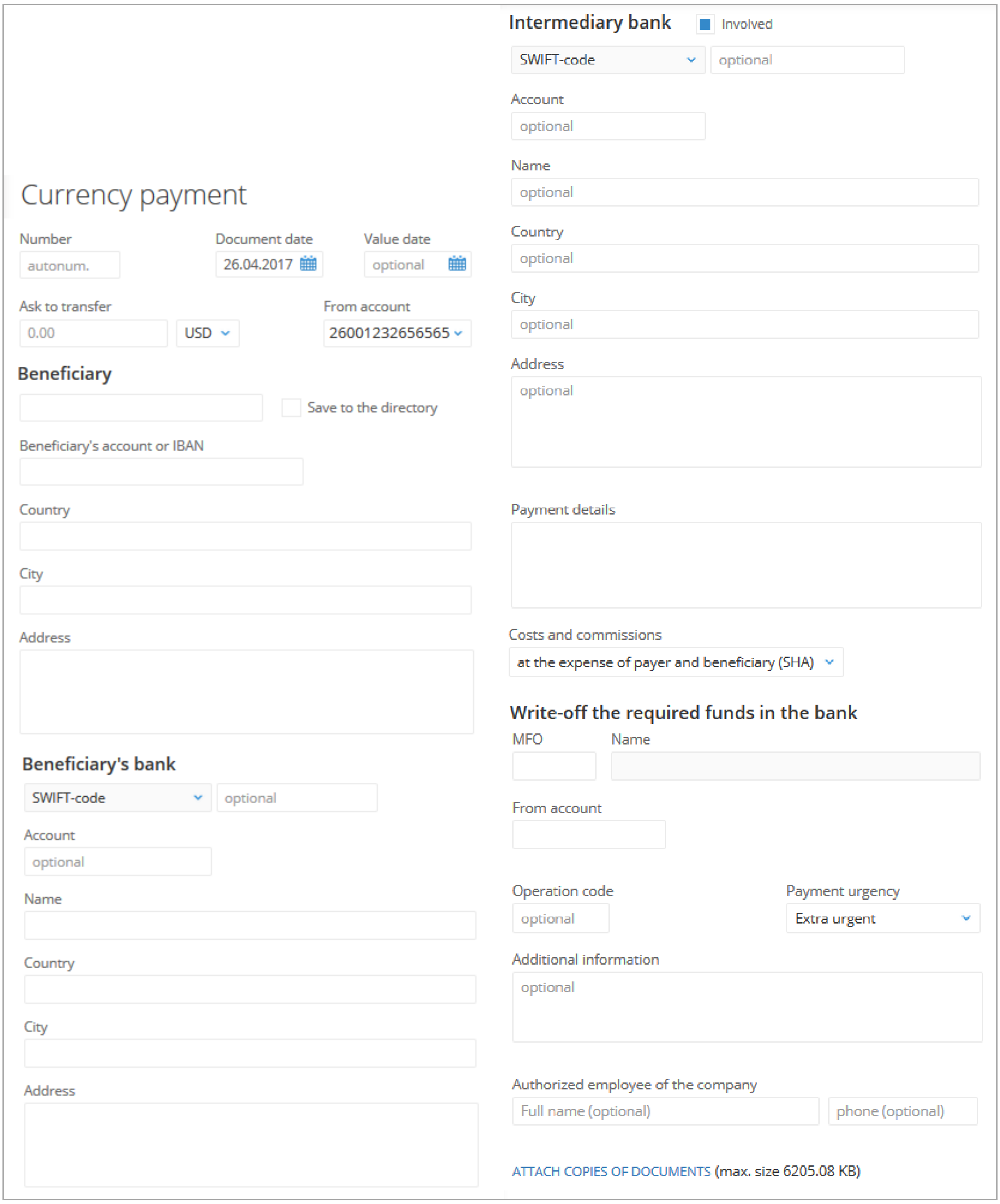
To create new document press on the **Currency payments** page the **Create** button on the toolbar. As a result, you will be redirected to the **Editor** page with the document screen form (fig. 8.1).

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

- 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.



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

Fig. 8.1. Currency payment in USD screen form

- 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 value shall not exceed 10 days from the document date.
- 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 is displayed its number, symbolic currency code, type, as well as account name (if specified). By default, there is selected the account, used the last time at this type document creation. In case of availability of only one relevant account, it is selected automatically and the field becomes inactive.
- Section **Beneficiary:**
  - If there are beneficiaries in the directory, the field **Beneficiary** becomes the drop-down list that contains the names and accounts of all the beneficiaries from the directory. When you enter the beneficiary name, the list will automatically display the relevant beneficiaries from the directory. When you select the beneficiary from the directory, the fields of sections **Beneficiary, Beneficiary's bank** and **Intermediary bank** will be automatically filled in from the information about beneficiary.

  Attention!

  In the directory there is no information about the beneficiary ITN and KPP, as well as types and numbers of clearing codes of the beneficiary bank and intermediary bank. The mentioned fields must be filled in, if required, manually.

  - If there are no beneficiaries in the directory, all the fields of the section **Beneficiary** must be filled in manually.
  - Near the field **Beneficiary**, there is displayed the check-box "Save to the directory". If you check this box, then at the document saving, the beneficiary with the specified details will be added to the beneficiary directory. If such beneficiary is already saved in the directory, then there will be displayed the request to confirm not unique record addition or to refuse from it.
  - If you select payment currency RUB (Russian ruble) there will be displayed the field **ITN**. The field is not obligatory for filling, acceptable value – 10 or 12 digits.
  - The field **Country** is the drop-down list of the countries. For each country in the list there is displayed its digital code and name in English. When you enter the digital code in the list there will automatically displayed the relevant values.
- Sections **Beneficiary's bank, Intermediary bank:**
  - By default, the fields of the **Intermediary bank** 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.
  - In case there is selected other than RUB currency as the payment currency, then the fields with beneficiary bank and intermediary bank types will become uneditable and will be automatically filled with the value "SWIFT-code". For RUB payment these fields are the drop-down lists that contain valid values: "SWIFT-code", "Clearing code". The default value of "Clearing code".
  - The fields of sections **Beneficiary bank** and **Intermediary bank** may also be automatically filled in (at beneficiary selection from directory) or manually. If the bank type of beneficiary bank or intermediary bank is SWIFT-code, then the fields may also be filled in from the SWIFT directory in accordance with the value of **SWIFT-code** field. When you enter 11-unit SWIFT-code, the information about bank filling in is performed automatically, when you enter 8-unit SWIFT-code (without additional symbols "XXX") – upon left-click outside the field.
  - The field **Country** is the drop-down list of the countries. For each country in the list there is displayed its digital code and name in English. When you enter the digital code in the list there will automatically displayed relevant values.
- 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 beneficiary (BEN)", "at the expense of payer and beneficiary (SHA)". By default, there is displayed the option "at the expense of payer and beneficiary (SHA)".

- Section **Write-off the required funds in the bank**
  - This section is not displayed of the value of **Costs and commissions** field is “at the expense of payer and beneficiary (BEN)”.
  - **MFO** field is the drop-down list with possibility to enter the values manually. The list contains the MFO codes of the bank with which there are opened the available for the employee accounts. At value selection from the list or at manual entering of correct value, the bank name is automatically filled on from the MFO directory.
  - The field **From account** is the drop-down list with possibility to enter the values manually. Notwithstanding the **MFO** field value, this drop-down list contains all the available for organization employee hryvnia accounts. For each number in the list there is presented its number and account name (if specified).
- The field **Payment urgency** is the drop-down list with acceptable options of payment urgency: “Regular”, “Urgent”, “Extra urgent”. By default, there is selected the “Extra urgent” option.
- In the field with the telephone number of the authorized organization employee the value must be specified strictly in the format +380(XX)-XXX-XX-XX. At left-click in the field, it is automatically filled in with the value +380(__)___-__-__. Of the telephone number is entered partially, then at left-click outside the field, it will be cleaned.

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

Currency sale order

When you select the **Sale** menu item from the document group **Currency 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).

There are available the following operations with the documents:

- ***Document list sorting*** (for more details – see subsection **Infobar**).
- ***Standard operations:*** create, edit, copy, delete, sign, print, recall, import in iBank 2 format, document list filtration by date (for more details – see subsection **Documents, reports and directories management**).
- ***Attachment handling*** (for more details – see 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. 8.2.).

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

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

  Attention!

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

- The document date is filled in automatically with the current date and it is available for editing.
- 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.
- Field **Amount in hryvnia** is displayed in the sale exchange rate option is “by rate”. The field is uneditable and contains the value, calculated according to formulae: foreign currency amount * sale exchange rate.

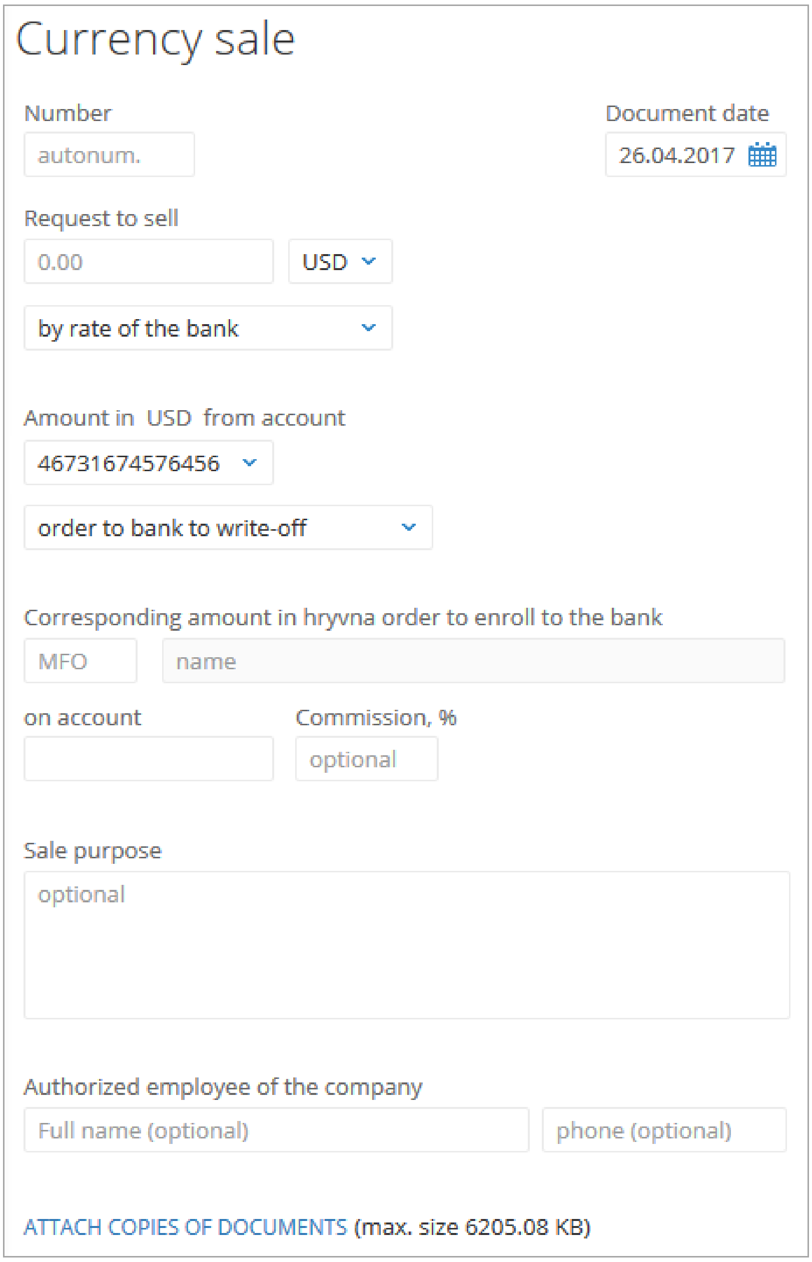


Fig. 8.2. Currency sale order screen form.

- Field **Corresponding amount in hryvnia order to enroll to the bank** is the drop-down list with possibility to enter the values manually. The list contains the MFO codes of the banks, where there are opened the available for organization employee account. At value selection from the list or at manual entering of correct value of MFO the bank name is automatically filled in from the MFO directory.
- The field **on account** is the drop-down list with possibility to enter the values manually. Notwithstanding value of the **MFO** field, the drop-down list contains all the available for the organization employee hryvnia accounts. For each account in the list there is displayed its number, as well as account name (if specified).
- The field **Commission, %** supports zero value.
- In the field with the telephone number of the authorized organization employee the value must be specified strictly in the format +380(XX)-XXX-XX-XX. At left-click in the field, it is automatically filled in with the value +380(__)___-__-__. Of the telephone number is entered partially, then at left-click outside the field, it will be cleaned.

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

Currency purchase order

When you select the **Purchase** menu item from the document group **Currency 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;
- ***Currency*** – three-unit symbolic code of the currency;
- ***Status*** – document status (not available in the list of the executed documents).

There are available the following operations with the documents:

- ***Document list sorting*** (for more details – see subsection **Infobar**).
- ***Standard operations:*** create, edit, copy, delete, sign, print, recall, import in iBank 2 format, document list filtration by date (for more details – see subsection **Documents, reports and directories management**).
- ***Attachment handling*** (for more details – see 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. 8.3).

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

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

  Attention!

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

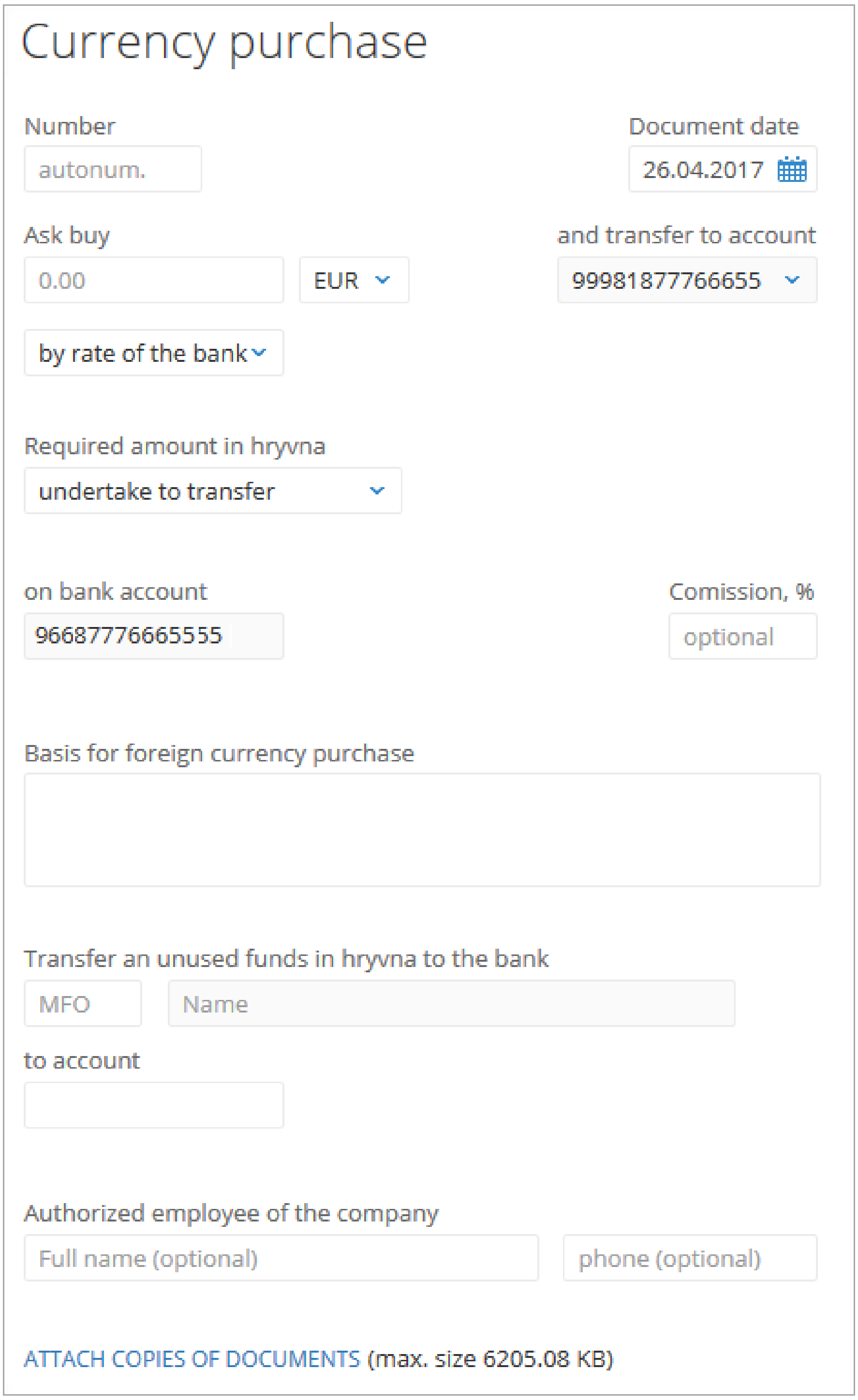


Fig. 8.3. Currency purchase order screen form.

- The document date is filled in automatically with the current date and it is available for editing.
- The field **Ask to buy** 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 **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 is displayed its number as well as account name (if specified). By default, there is selected the account, used the last time at this type document creation. In case of availability of only one relevant account, it is selected automatically and the field becomes unavailable for editing.

- Field with the options of currency exchange rate is the drop-down list, containing the available options: “by rate of the bank” – means application of exchange rate, established by the bank; “by rate” – means the exchange rate, entered by the client.
- Field **Required amount in hryvnia** is displayed is uneditable in case the purchase option of “by rate” and contains the value, calculated according to formulae: foreign currency amount * purchase exchange rate.
- Field with options of hryvnia write-off is the drop-down list with available options: “undertake to transfer” and “order to bank to write-off”. By default there is displayed the value that has been used the last time at such document type creation.
- 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 MFO that currency one. For each account in the list there is displayed its number, as well as account name (if specified). By default, there is selected the account, used the last time at this type document creation. In case of one valid account, it is selected automatically and the field becomes uneditable.
- The field **Commission, %** supports zero value.
- The field **Transfer an unused funds to the bank** is the drop-down list of MFO codes with possibility to enter the value manually. The list contains the MFO codes of the banks, with which there are opened the accounts, available for the organization employee. In case of value selection from the list or in case correct MFO entering manually, the bank name is automatically filled in from the MFO directory.
- The field **to account** is the drop-down list with possibility to enter the values manually. Notwithstanding value of the **Transfer an unused funds to the bank** field, the drop-down list contains all the available for the organization employee hryvnia accounts. For each account in the list there is displayed its number, as well as account name (if specified).
- In the field with the telephone number of the authorized organization employee the value must be specified strictly in the format +380(XX)-XXX-XX-XX. At left-click in the field, it is automatically filled in with the value +380(__)___-__-__. Of the telephone number is entered partially, then at left-click outside the field, it will be cleaned.

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

Currency conversion order

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

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

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

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

There are available the following operations with the documents:

- ***Document list sorting*** (for more details – see subsection **Infobar**).
- ***Standard operations:*** create, edit, copy, delete, sign, print, recall, import in iBank 2 format, document list filtration by date (for more details – see subsection **Documents, reports and directories management**).
- ***Attachment handling*** (more details – see **Attachment handling**).

Filling document fields

To create new document press on the **Currency conversion** page the **Create** button on the toolbar. As a result, you will be redirected to the **Editor** page with the document screen form (see fig. 8.4).

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 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 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.
- 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.

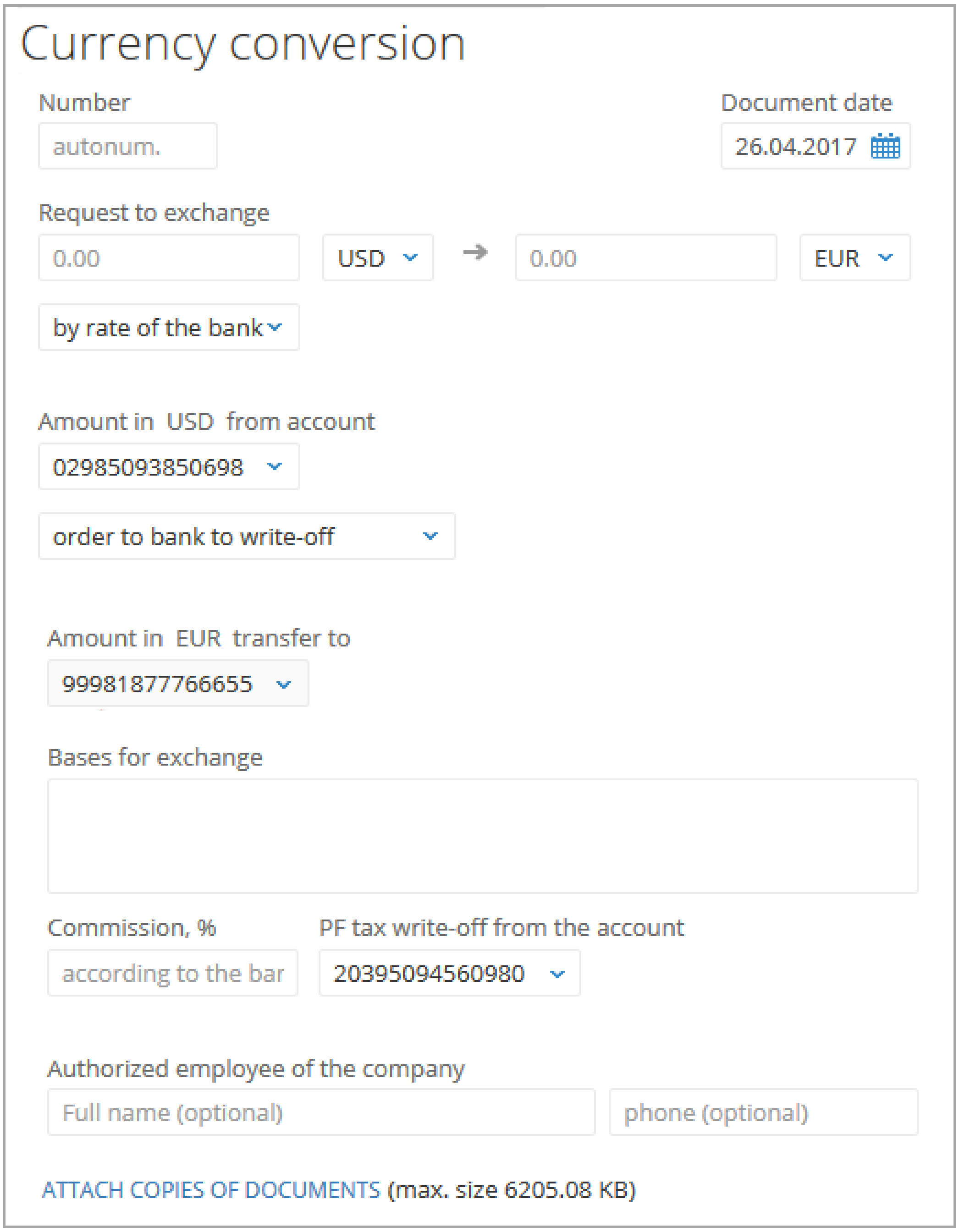


Fig. 8.4. Currency conversion order screen form

- 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 is displayed its number, as well as account name (if specified). By default, there is selected the account, used the last time at this type document creation. In case of presence of only one relevant account it is automatically selected and the field becomes unavailable for editing.
- Field with foreign currency write-off options is the drop-sown list, containing available options: "undertake to transfer" and "order to bank to write-off". By default there is selected the value "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 MFO as the debit account. For each account in the list there is displayed its number, as well as account name (if specified).

By default, there is selected the account, used the last time at this type document creation. In case of presence of only one relevant account it is automatically selected and the field becomes unavailable for editing.

- 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 MFO as the debit account. For each account in the list there is displayed its number, as well as account name (if specified). By default, there is selected the account, used the last time at this type document creation. In case of presence of only one relevant account it is automatically selected and the field becomes unavailable for editing.
- In the field with the telephone number of the authorized organization employee the value must be specified strictly in the format +380(XX)-XXX-XX-XX. At left-click in the field, it is automatically filled in with the value +380(__)___-__-__. Of the telephone number is entered partially, then at left-click outside the field, it will be cleaned.

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

Beneficiary directory

Beneficiary directory is used to facilitate creation of the foreign currency payment orders. To go to the beneficiary directory records list, select the **Beneficiary** menu item from document group **Currency documents**.

Appearance of the page is presented in fig 8.5.

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

- Check-box for beneficiary selection from the list;
- ***Name*** – beneficiary name;
- ***Account or IBAN*** – beneficiary account number or IBAN;
- ***Country*** – beneficiary country name.

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

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

Create beneficiary

To create beneficiary, press on the **Beneficiaries** page the **Create** button on the toolbar. As a result you will be redirected to the **Editor** page with the beneficiary screen form (fig. 8.6).

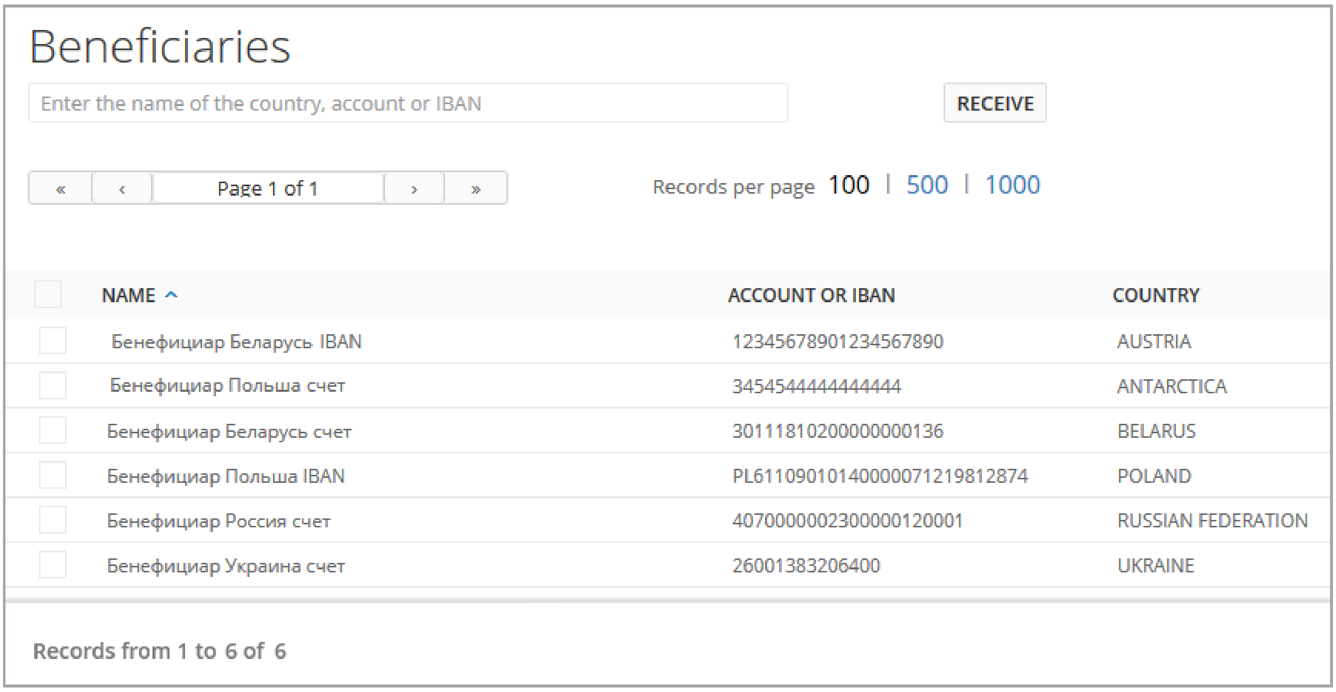


Fig. 8.5. Beneficiary list

Beneficiary fields filling in is performed similar to filling in of the fields **Beneficiary, Beneficiary's bank** and **Intermediary bank** of the payment order in foreign currency.

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

The AWP **Web-Banking** also provides the possibility to create new beneficiary directory record creation from the payment order in foreign currency.

Generate payment

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

SWIFT directory

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

Appearance of the page is presented in fig 8.7.

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;

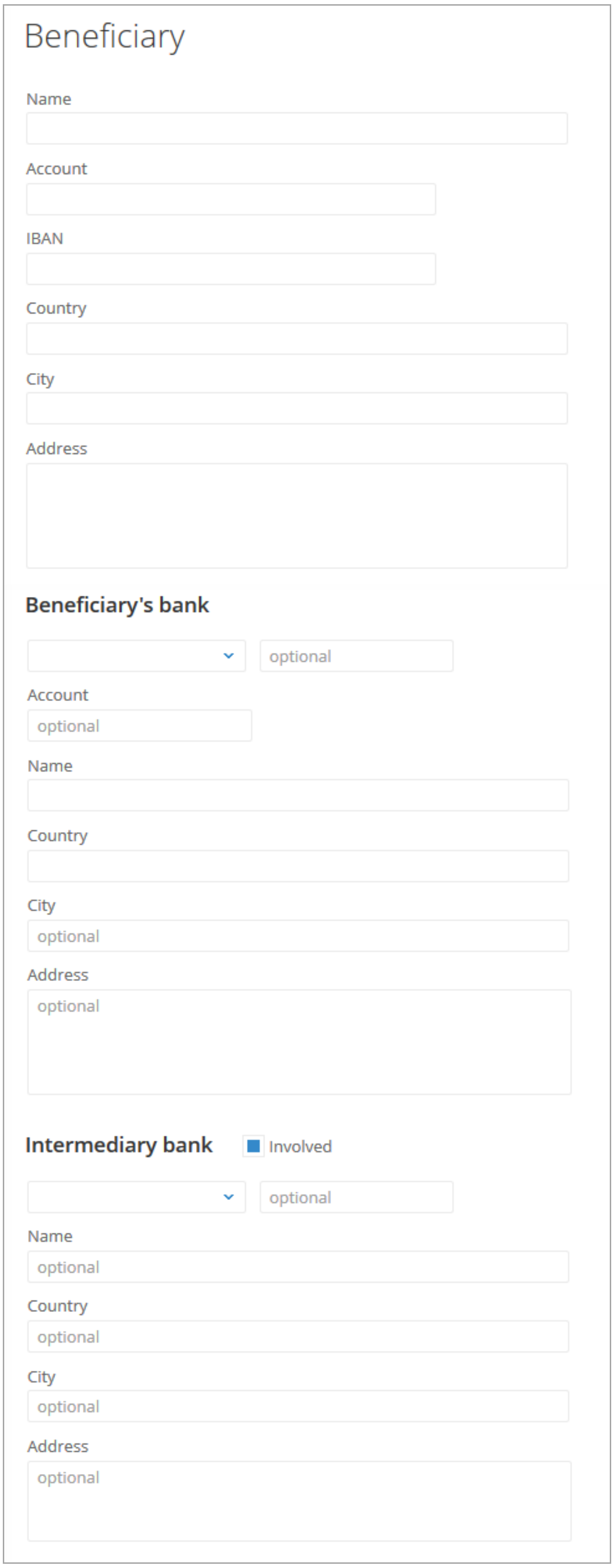


Fig. 8.6. Beneficiary screen form

- ***City*** – city of the bank location.

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

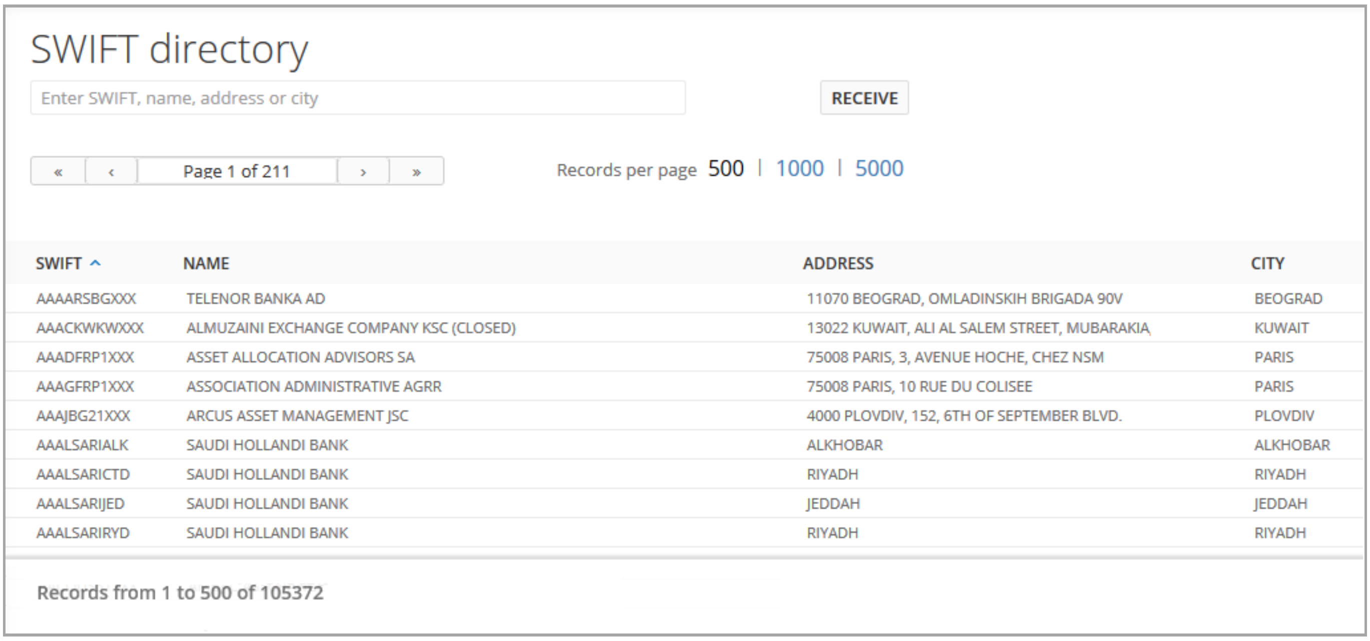


Fig. 8.7. **SWIFT directory** page

- ***Records list sorting*** (for more details – see subsection **Infobar**).
- ***Record list filtration*** (for more details – see subsection **Document, report and directory filtration**).
- ***Records page by page browsing*** (for more details – see subsection Page by page directory browsing).

Section 9

Reports

Statements

By the **Statements** report client has the possibility to receive operative information as to movement on an account for the selected period of time with detailed data as to contractors and payment purpose. To obtain the report, perform the following actions:

1. Select the **Statements** menu item.
2. By default, there is selected one of the MFO codes, with which there are opened the client accounts. To select another MFO, select from the list in MFO field another value. As a result, the account list will display only the opened with the selected MFO accounts.
3. By default, there is selected one of the clients account, opened with the selected MFO. To select other accounts, check in the account list field required accounts or check the first item **All** to select all the accounts, opened with the selected MFO. For each account in the list there is displayed its number, currency, as well as account name (if specified). When you enter the value, the list will automatically display the relevant accounts.
4. Specify the period of report. For this purpose, enter in the fields **from** and **to** manually or select by of the graphic calendar the required range of dates. By default, the report is generated for the current date.
5. Press the **Receive** button.

Attention!

The **Receive** button becomes active only upon correct filling in the account number.

Information about operations in the statement

The appearance of the generated report for one account is presented in the fig. 9.1.

Above the filter fields there are displayed the last report update date[1] and date of previous operation (in case of its absence, there is displayed the phrase “no operations”).

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

- ***Document*** – document number;
- ***Operation date*** – date of operation;
- ***Correspondent*** – correspondent name;
- ***Amount*** – operation amount. Credit amount are displayed in green colour, debit amount – negative value of red colour.
- ***Details*** – text of payment details. Is there is not enough place for value, then there is put ellipsis at the end. Full text of the payment details is displayed at cursor pointing at the field.

[1] Presence of data update date is set on the bank side.

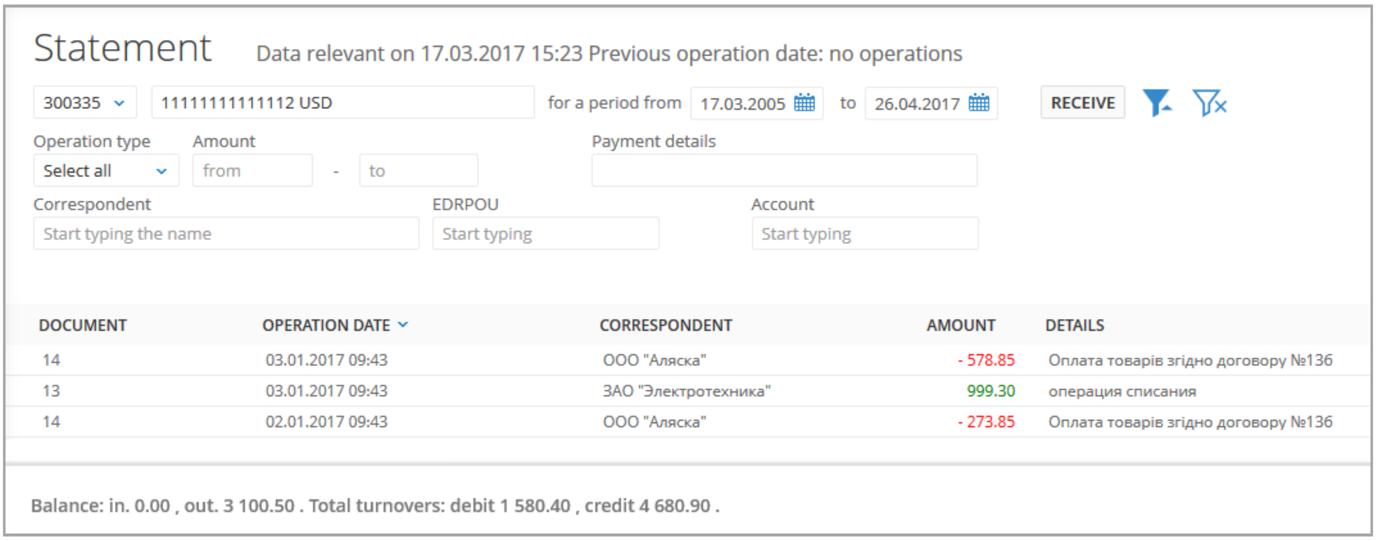


Fig. 9.1. Operations list

Informational operations, i.e. operations the date of valuations of which is later than the current date, are highlighted with yellow colour. Such operations are not considered at calculation of final statement amounts.

In the bottom part of the page there is displayed the line with final information, containing:

- ***Balance: inc.*** – amount of monetary assets at the account as of the beginning of the first date of the selected period;
- ***Balance: outc.*** – amount of monetary assets at the account as of the end of the last date of the selected period;
- ***Total turnovers: debit*** – final amount of operations of monetary assets debiting from the account for the selected period;
- ***Total turnovers: credit*** – final amount of operations of monetary assets crediting to the account for the selected period.

If the statements are obtained for several or all the accounts, then the page will display the following changes:

- In top part of the page there are not displayed the last date of the report update and date of the previous transaction.
- Above the transaction list there is displayed the flag **Group by accounts**.
- **Account** and **Currency** columns are added into the transaction list.
- In the bottom part of the page there is not displayed the line with final information.

If you check the box **Group by accounts**, the transaction list will be grouped by account (see fig. 9.2). Within the measures of each account there are displayed:

- Account number and currency. When you press it, the list of operations with this account hides or is displayed.
- List of account operations.
- Final information with balances and turnovers.

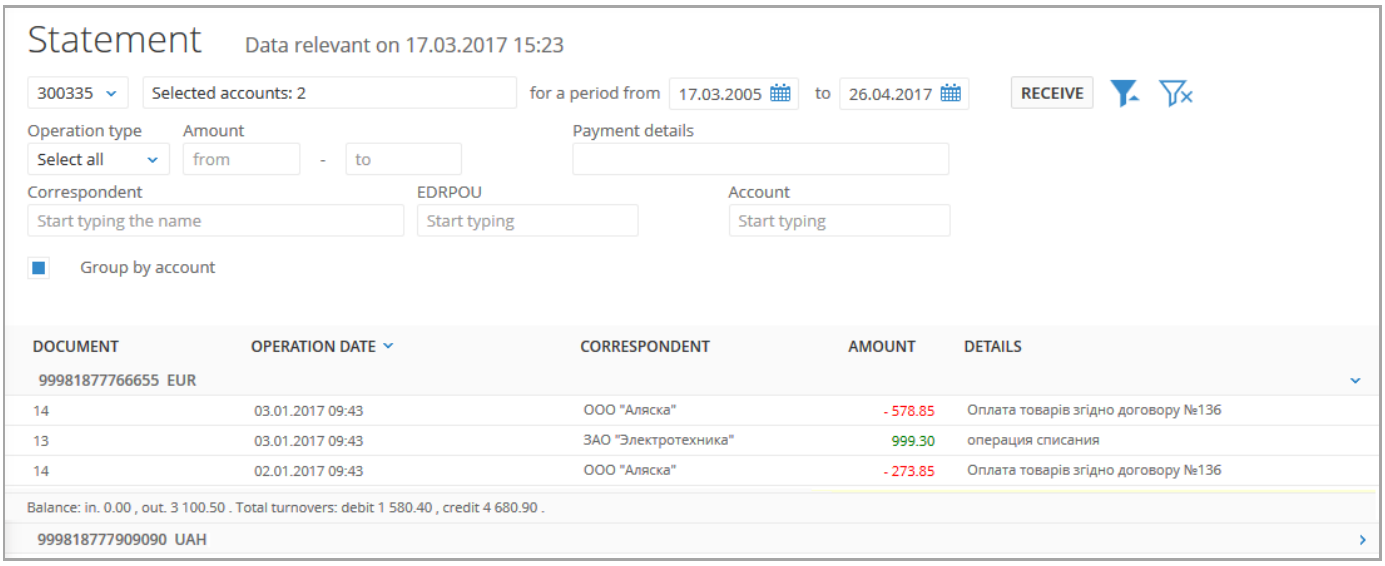


Fig. 9.2. List of operations, grouped by accounts

There are available the following operations with the statements:

- ***Records list sorting*** (for more details – see subsection **Infobar**).
- ***Standard operations:*** print, export (in formats Comma-Separated Values file (.csv), IBIS, Profix) (for more details – see subsection **Documents, reports and directories management**).
- ***Browse and work with individual operation from the list*** (for more details – see subsection Review detailed transaction information).
- ***Print list of operations*** (for more details – see subsection Print report).
- ***Operation list filtration by advanced filter*** (for more details – see subsection Advanced transaction filter).

Print report

For **Statement** report there are supported several modes of print:

1. ***Print report***. It is possible to print the following types of print form: S***tandard, Brief, Extended, Extended (landscape)***. It is performed on the page with the operation list by the **Print** button on the toolbar and selection of the relevant print option from the drop-down list. The print form is the list of the selected account operations for the specified period, informational operations are printed as the separate table.
2. ***Print list of operations from type.*** It is performed on the page with the operation list, when you press the **Print** button on the toolbar and select from the drop-down list the option **Debit list** or **Credit list**. The print form is the short list of operations of the relevant type. It is supported to print by printer or in PDF-file.

   Attention!

   List of operations there are not included the informational operations, as well as operations that so not satisfy the advanced filter criteria.

Advanced filter of operations

The advanced filter of operations is used not only for the required information search but also for generation list of operations before print out. To display the advances filter press (**More filter options**) button on the infobar.

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

- By operation type (**Operation type** field).
- By operation amount (**Amount from...to** field). Herein, there is the possibility to set both the amount range and maximal or minimal amounts.
- By payment details (**Payment details** field). Filtration by the payment details is case sensitive.
- By correspondent (**Correspondent** field). Herein, you may specify the correspondent name manually or select it from the list. If you select the correspondent from the list, the fields **Correspondent, EDRPOU, Account, Payment details** will be automatically filled in from the information about the correspondent.
- By the correspondent EDRPOU (**EDRPOU** field). Herein, you may specify the correspondent EDRPOU manually or select it from the list. If you select the EDRPOU from the list, the fields **Correspondent, EDRPOU, Account, Payment purpose description** will be automatically filled in from the information about the correspondent.
- By the correspondent account (**Account** field). Herein, you may specify the correspondent account number manually or select it from the list. If you select the account from the list, the fields **Correspondent, EDRPOU, Account, Payment purpose description** will be automatically filled in from the information about the correspondent.

When you enter the values into the fields of the advanced filter **Correspondent, EDRPOU, Account**, there will be displayed in the lists of the relevant values.

For filtration it is required to fill in the fields with the required values and to press the **Recive** button. In order to perform filtration there is no necessity to enter complete account number, EDRPOU code, correspondent name or text of the payment purpose description: it is sufficient to enter into the advanced filter only one or several digits or symbols into the field of the relevant type.

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

Browse detailed information about operation

To browse detailed information about operation, left-click the button in the line of the relevant operation in the list. As a result, you will be redirected to the **Editor** page with the screen form of detailed information about operation in view mode (fig. 9.3). Depending on the transaction type (debit, credit), the name of the page will be respectively **Debit operation** or **Credit operation**.

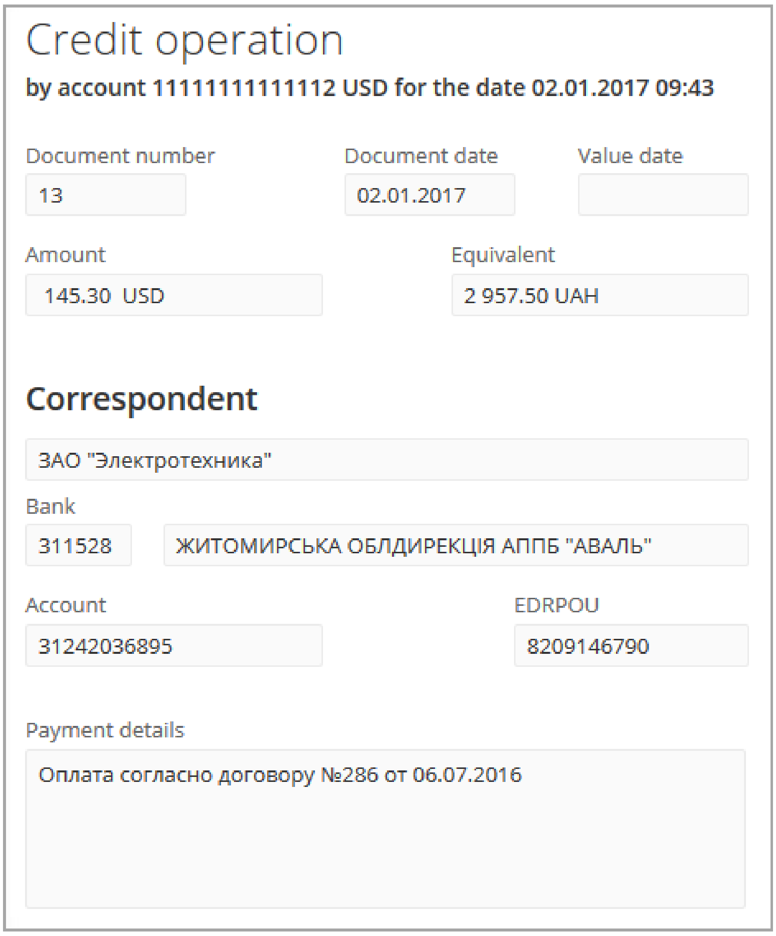


Fig. 9.3. Detailed information about operation screen form

On the page **Editor** there are available for the client the following operations:

- ***Individual operation print.*** It is performed when you press the **Print** button on the toolbar. The print form corresponds to the print form of the hryvnia payment order. Print is not available for currency accounts operations.
- ***Copy operation.*** Available only for operations of “debit” type and only for hryvnia accounts.

  To copy the operation, press the **Copy** button on the toolbar. As a result, you will be redirected to the page of the hryvnia payment order creation, where all the information (document amount, client account, recipient requisites and text of the payment details) will be copied from original operation.
- ***Add correspondent to directory***. Available only for hryvnia accounts operations.

  To add the correspondent to the recipient directory, press the **Add correspondent** button on the toolbar. As a result, there will be displayed the information message about successful addition of the correspondent to the directory or error message, stating that such correspondent is already in the directory.

Turnovers

By **Turnovers** report the client has the possibility to receive total information as to movement on an account with indication of only final amounts of debit and credit, incoming and outcoming balances turnovers for each day of the specified period. To obtain the report, perform the following actions:

1. Select the **Turnovers** menu item.

2. By default, there is selected one of the MFO codes, with which there are opened the client accounts. To select another MFO, select from the list in MFO field another value. As a result, the account list will display only the opened with the selected MFO accounts.
3. By default, there is selected one of the clients account, opened with the selected MFO. To select other accounts, check in the account list field the required accounts or check the first item **All** to select all the accounts, opened with the selected MFO. For each account in the list there is displayed its number, currency, as well as account name (if specified). When you enter the value, the list will automatically display the relevant accounts.
4. Specify the period of report. For this purpose, enter in the fields **from** and **to** manually or select by the graphic calendar the required range of dates. By default, the report is generated for the current date.
5. Press the **Receive** button.

Attention!

The **Receive** button becomes active only upon correct filling in the account number.

To obtain the report for another account, clean the relevant field and fill it in with new value.

Appearance of the generated report is presented in fig. 9.4.

Above the filter fields there are displayed the last report update date[2].

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

- ***Date*** – date as of which there is generated the turnover;
- ***Inc. balance*** – amount of monetary assets at the account as of the beginning of the date, for which the turnover is generated;
- ***Turnover db.*** – final amount of assets debit operations for the date, for which the turnover is generated.
- ***Turnover cr.*** – final amount of assets credit operations for the date, for which the turnover is generated.
- ***Out. balance*** – amount of monetary assets at the account as of the end of the date, for which the turnover is generated.

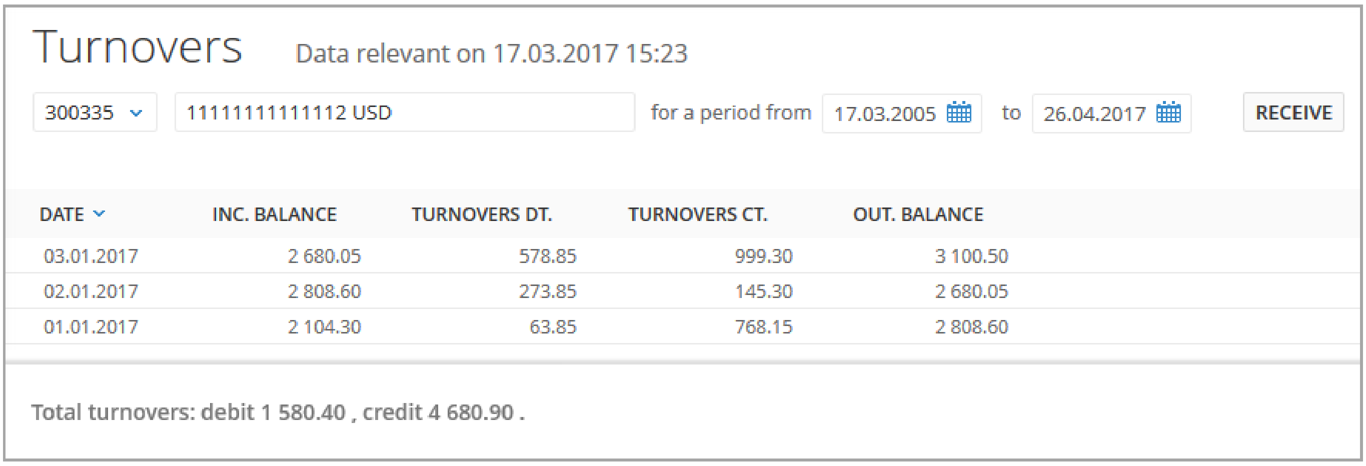


Fig. 9.4. Turnovers list

In bottom part of the page there is displayed the line with final information about amounts of debit and credit operations for the selected period.

[2] Presence of data update date is set on the bank side.

You may perform the following operations with turnovers:

- ***Records list sorting*** (for more details – see subsection **Infobar**).
- ***Standard operations:*** print and export in format Comma-Separated Values file (.csv) (for more details – see subsection **Documents, reports and directories management**).
- ***Redirect to statement list.*** When you left-click the turnover in the list, you are redirected to the **Statements** report that is automatically generated for the relevant account and date of the selected turnover.

Section 10

Letters

In the AWP **Web-Banking** there are provided the incoming letters, addressed to the client by the bank, and outcoming letters, addressed to the bank by the client. To go to the letter list, select the **Letter** menu item. Incoming and outcoming letters are joint in one section: to view the incoming letters – select the **Incoming** folder, outcoming – **In progress** or **Outbox** tabs. By default, there is displayed the list of incoming letters.

Incoming letters

In the document list, the unread incoming letters are displayed in bold font; in addition, total number of the unread letters is displayed next to the **Letter** menu item name.

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

- Icon of attachments, if there are no attachment it is not displayed;
- Check-box for letter selection from the list;
- ***Number*** – letter number;
- ***Date*** – letter date;
- ***Subject*** – letter subject.

Appearance of the incoming letter screen form is presented in fig. 10.1.

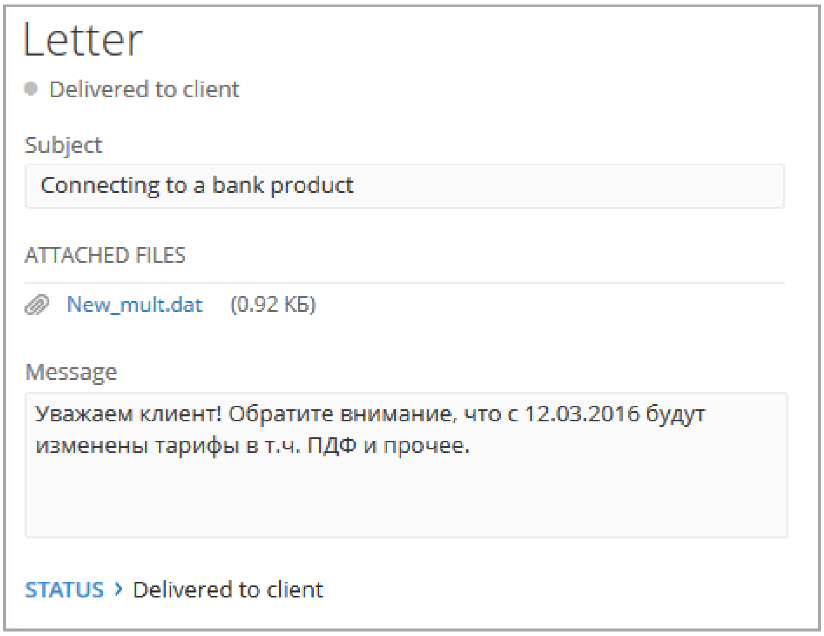


Fig. 10.1. Incoming letter screen form

There are available the following operations with the letters:

- ***Document list sorting*** (for more details – see subsection **Infobar**).
- ***Document list filtration by date*** (for more details – see subsection **Document, report and directory filtration**).
- ***One document/document group print*** (for more details – see subsection Print documents and reports).

- ***Answer to letter.*** To create answer to incoming letter, left-click the required letter in the list and go to the **Editor** page, where press the **Reply** button on the toolbar. As a result you will be redirected to the new letter **Editor** page, where:
  - The letter subject will be generated in the following way: Re: + <original letter subject>.
  - Attached files are not selected.
  - The letter text will be generated in the following way: > + <original letter text>.
- ***Attachment handling*** (for more details – see **Attachment handling**).

Outcoming letters

To view the list of the outcoming letter, go upon selection of the **Letter** menu item to the **In progress** (letters that are not sent to bank or rejected by bank) tab or **Outbox** (letters, sent to bank) tab.

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

- Icon of attachments, if there are no attachment it is not displayed;
- Check-box for letter selection from the list;
- ***Number*** – letter number;
- ***Date*** – letter date;
- ***Subject*** – letter subject;
- ***Status*** – letter status.

There are available the following operations with the letters:

- ***Document list sorting*** (for more details – see subsection **Infobar**).
- ***Standard operations:*** create, edit, copy, delete, sign, print, recall, document list filtration by date (for more details – see subsection **Documents, reports and directories management**).
- ***Attachment handling*** (for more details – see **Attachment handling**).

Filling letter fields

To create the letter, it is required to press on the **Letter** page the button **Create** on the toolbar. As a result, you will be redirected to the **Editor** page with the letter screen form (see fig. 10.2).

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

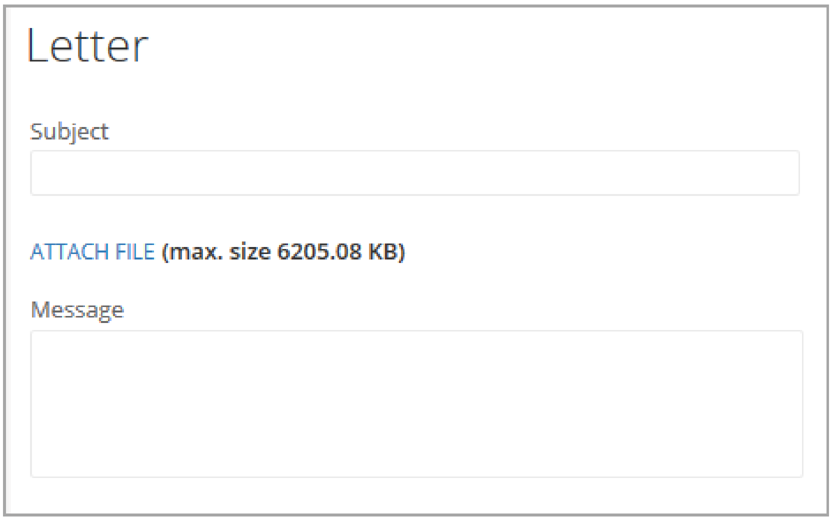


Fig. 10.2. Outcoming letter screen form

- If on the side of the bank there are set the templates of letter creation, then the letter subject is the drop-down list with possibility to enter the value manually. In the list there are the set by the bank templates of the letter creation. When you select the value from the list, there will be automatically filled in the fields **Subject** and **Message** from the information about the selected template. Herein, the letter text may be supplemented or changed.
- If on the side of the bank there are no set letter templates, then the letter subject will be one-line editable field.

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

Section 11

My data

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

My bank details

By default, you are redirected to the **My bank details** page (fig. 11.1), where there are displayed the details and contacts of the client, as well as his internal identifier in the iBank 2 UA system. All the page information is available for view only.

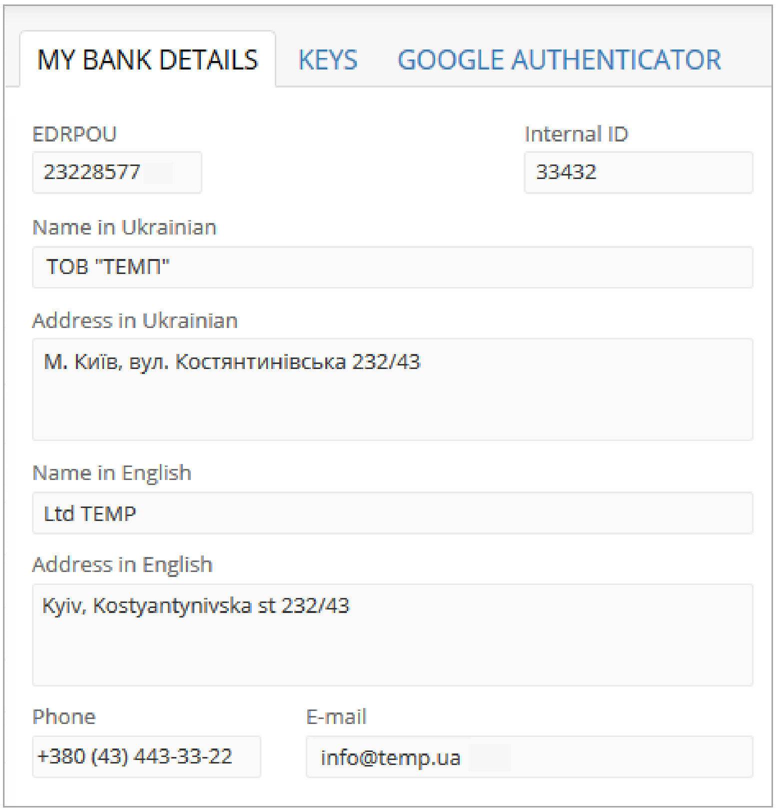


Fig. 11.1. **My bank details** page

Keys

To switch to the list of the EDS keys of the organization employee, logged-in the AWP, go in the **My data** section to the **Keys** tab.

Appearance of the page is presented in fig. 11.2.

For each EDS key in the list there is displayed the following information:

- Icon of key storage type: - EDS key in file, - EDS key on USB-token; - EDS keys, used in AWP **Smartphone-Banking;**

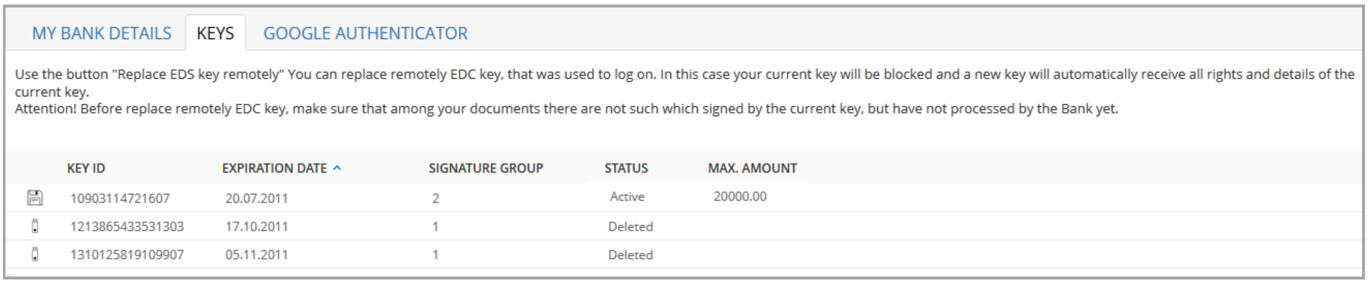


Fig. 11.2. Organization employee EDS key list

- ***Key ID*** – EDS key identifier;
- ***Expiration date*** – end of the EDS key validity term;
- ***Signature group*** – signature group, set for the EDS key;
- ***Status*** – EDS key status;
- ***Max. amount*** – maximal amount, for which there may be signed the hryvnia payment order with this EDS key. In case maximal amount is exceeded, the payment will not be signed and the organization employee will receive the relevant error message. Setting of this amount and display of this column are set on the bank side.

There is available the key list sorting (for more details – see subsection **Infobar**).

If you left-click the EDS key in the list, you will be redirected to the **Detailed information about the key** page (fig. 11.3), where the organization employee may see the detailed information about the EDS key, as well as its status change history.

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 hryvnia payment orders confirmation is set on the bank side.

Each organization employee may have only one **Google authenticator** account.

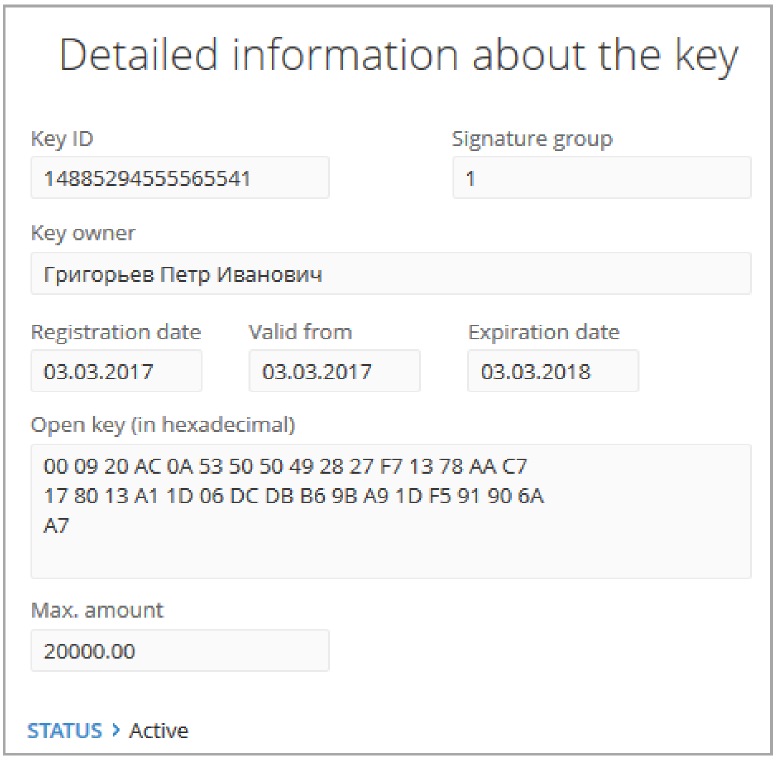


Fig. 11.3. Detailed information about EDS key

To set **Google authenticator**, go in the **My data** 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 11.4). In case of activated **Google authenticator** the employee will be redirected to the page with the information about the **Google authenticator** activation (fig.11.5).

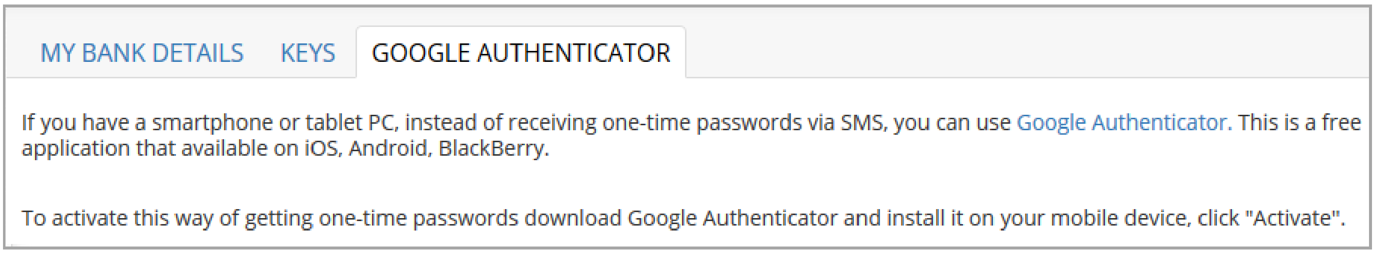


Fig. 11.4. General information about **Google Authenticator**

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. 11.6), 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. 11.7).

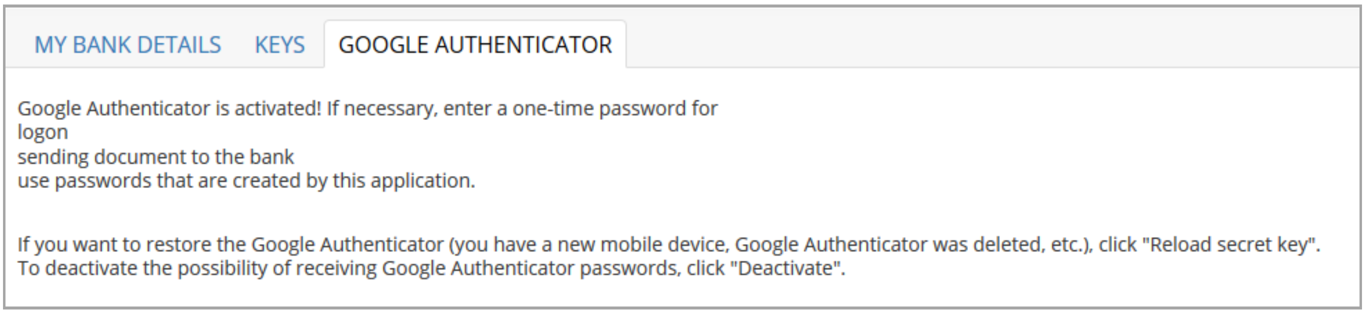


Fig. 11.5. Information about **Google Authenticator** activation

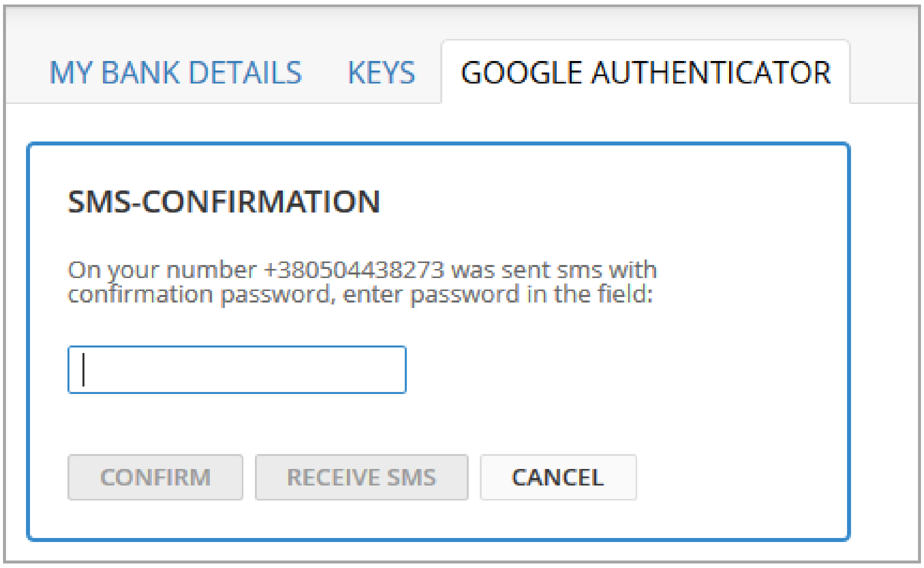


Fig. 11.6. **Google Authenticator** activation

3. Add new account in the mobile application **Google Authenticator** in one of the following ways:
   - by the mobile device camera scan the bar-code on the page of **Google Authenticator activation**;
   - manually add new account. For this purpose, press on the page of **Google Authenticator** activation confirmation the link **Cannot scan the bar-code?** and follow the instructions.
4. Enter generated in the mobile application one-time password and press in the **Google Authenticator** box the button **Confirm**. As a result there will be activated the usage of **Google Authenticator** for the AWP log-in (for more details – see subsection Multi-factor authentication) and confirmation of the hryvnia orders (for more details – see subsection Documents confirmation through onetime password). Herein, you will be redirected to the page with the information about **Google Authenticator** activation (fig. 11.5).

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

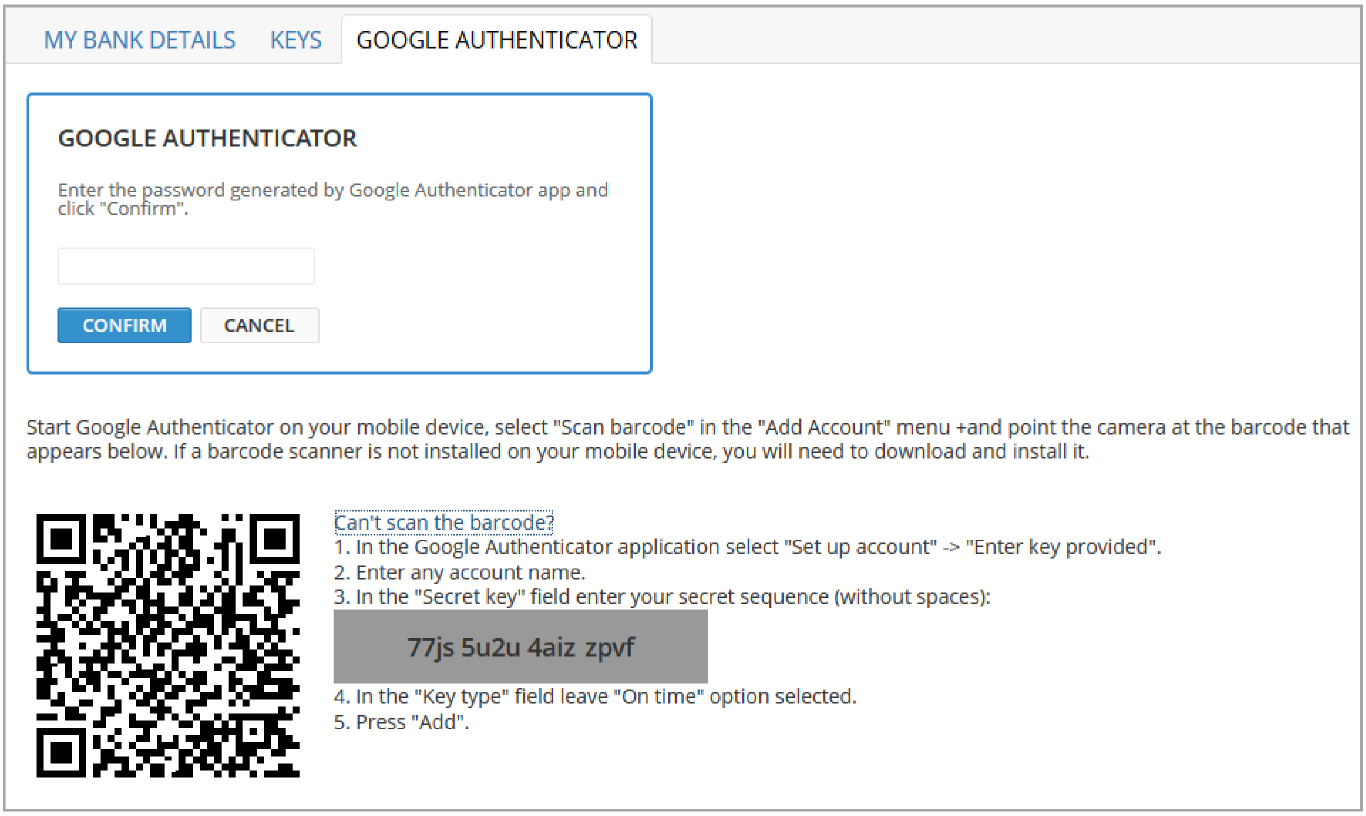


Fig. 11.7. Confirmation of **Google Authenticator** activation.

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** section the button **Deactivate** on the toolbar. To confirm operation you must enter the received in SMS one-time password.

Section 12

Distance replacement EDS key

Distance replacement EDS key service is intended for the active EDS key distance replacement without bank visiting. By this service you may replace only that key that is used by the client to login the AWP **Web-Banking**. In the result of the key distance replacement there will be generated new EDS key for which full name of the owner, signature group and limit amount will be automatically transferred from the current key. To generate new EDS key with other details, use the section **Registration** (for more details – see section Registration in iBank 2 UA system).

Attention!

Access to the **Distance replacement EDS key** service is set by the bank employee in accordance with the applicable account bank security policy or at the request of the client organization management.

To redirect to the EDS key distance replacement perform one of the following actions:

- Left-click the client name in the top right corner of the page, then go to the **Keys** tab and press the toolbar button **Replace EDS key remotely**.
- On welcome page, in box with warning message as to EDS key validity term end, press the button **Replace EDS key remotely**. Number of days left till the ends of the key validity term, when the message starts to be displayed, is set on the bank side.

As a result, you will be redirected to the page **EDS key creation** (fig. 12.1), where:

- There is checked and inactive the box **my key is active, but it will expire soon.**
- In section **Key owner** there are displayed full name and position of the organization employee, whose key is remotely replaced.
- There is checked the box **I give the permit for my personal data processing.**

To perform remote key replacement perform on the **EDS key creation** the following actions:

1. In section **Storage for new key** – specify information about new EDS key depending on the storage type:
   - If EDS key is on USB-token (connect USB-token to PC):

     (a) Select **Hardware device** storage type.

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

Attention!

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

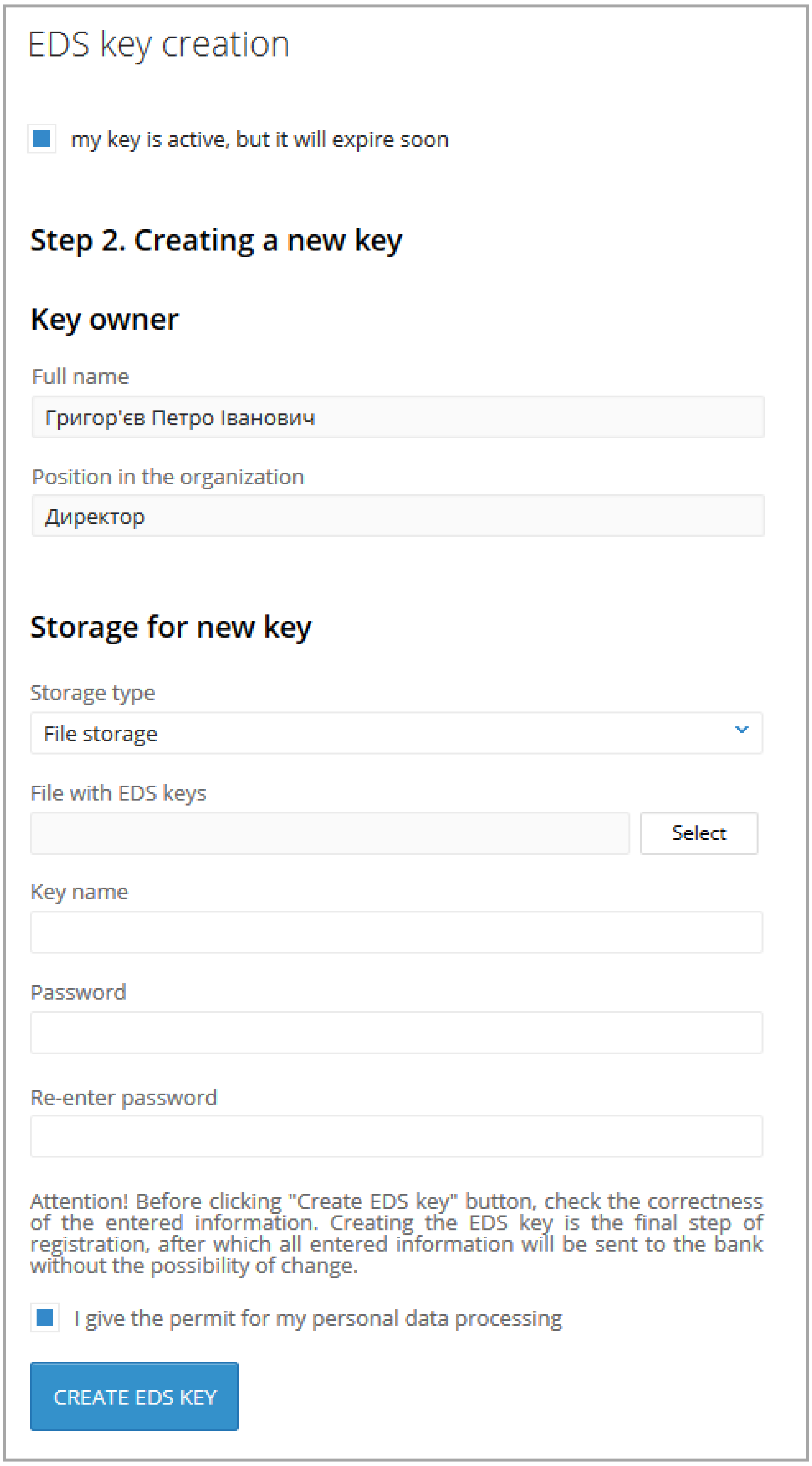


Fig. 12.1. **EDS key creation** page

If the selected USB-token has been formatted, then, in order to continue, you will need to perform the device initialization. For this purpose, press **Initialize** button and enter the required data (fig 2.3). The list of data, required for USB-token initialization may differ, depending on device type. To confirm the device initialization, press in the dialog box **Initialization** button, press **Cancel** to close the window without the device initialization.

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

Attention!

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

(d) Select the required EDS key name or enter new one (if the device supports storage of several EDS keys).

- If EDS key is in file:

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

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

Attention!

Storage is always saved with “dat” extension.

(c) Select the existing or create new EDS key storage name.

(d) Enter password and repeat password to the EDS key.

2. Press the **Create EDS key** button.

   If there is selected the existing EDS key name, then there will be displayed the warning with request to confirm the EDS key rewriting or to refuse from it.

As a result, there will be generated new EDS key that will be automatically activate and associated with the organization employee, and the initial EDS key will be automatically locked. Herein, there will be displayed the message about successful remote replacement of the key and after its closure you will be redirected to the AWP **Web-Banking** login page.