Web-Banking for corporate clients. General description

DBO Soft

(version 7.1)

Content

Preface

This document is the manual for using the AWP Web Banking for corporate clients (further – AWP **Web-Banking**), specifically describing the basic operations and certain documents and reports.

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

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

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

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

In the section **Accounts** is described the operation with documents and reports of the «Accounts» service.

In the section **SWIFT-messages** is described the operation with documents and reports of the «SWIFT-messages» service.

In the section **Certificates** is described the operation with documents of the «Certificates» service.

In the section **Letters** is described the operation with incoming and outgoing letters for the client.

In the section **Regular payments** is described the operation with regular payments for the client is described.

In the section **Monitoring** is described the process of setting of the client channels and notifications, as well as information as to operations with security massages.

In the section **User Documentation** is described how to obtain by the client for reference information about working in the iBank 2 UA system.

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

In the section **Distance replacement EDS key** is described the operation of the service for remotely replacing the current EDS key without visiting the bank.

Other instructions for using AWP **Web-Banking**:

- Description of preliminary registration in the system using AWP **Web-Banking** – *iBank 2 UA system. Web-Banking for corporate clients. Registration in the system.*

- Description of working with hryvnia documents – *iBank 2 UA system. Web-Banking for corporate clients. Working with the Hryvnia documents.*

- Description of working with reports «Statements» and «Turnovers» – *iBank 2 UA system. Web-Banking for corporate clients. Working with the Reports.*

- Description of the additional **Payroll service** – *iBank 2 UA system. Web-Banking for corporate clients. Working with the Payroll Service.*

- Description of working with FCY documents – *iBank 2 UA system. Web-Banking for corporate clients. Working with the FCY documents.*

- Description of working with the additional service **Corporate Cards** – *iBank 2 UA system. Web-Banking for corporate clients. Working with the Corporate Cards service.*

- Description of working with the additional service **Budgeting** – *iBank 2 UA system. Web-Banking for corporate clients. Working with the Budgeting service.*

- Description of working with the additional service **Deposits** – *iBank 2 UA system. Web-Banking for corporate clients. Working with the Deposits service.*

- Description of working with the additional service **Credits** – *iBank 2 UA system. Web-Banking for corporate clients. Working with the Credits service.*

- Description of working with the additional service **Document Flow** – *iBank 2 UA system. Web-Banking for corporate clients. Working with the Document Flow service.*

Section 1

Getting started with the AWP Web-Banking

Requirements for the system

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

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

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

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

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

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

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

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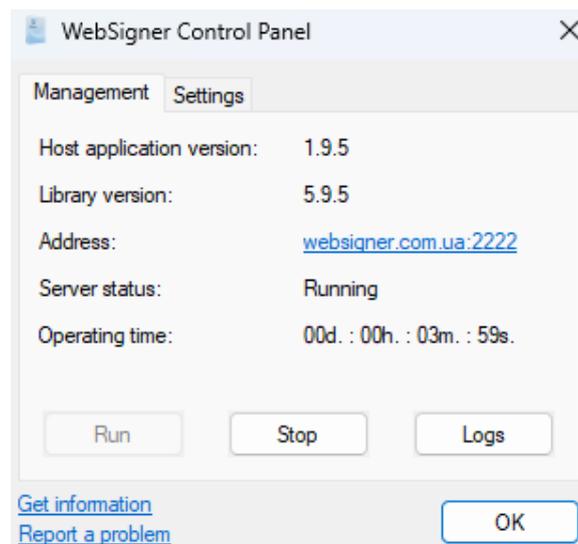
Fig. 1.1. Control panel of EDS host plugin

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

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

Features of installation, launch and solutions of possible problems detailed described in the **Система iBank 2 UA. Хост плагін EDS «WebSigner». Діагностика та усунення несправностей** document.

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

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

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

It is also recommended to have printer in order to print client's report of registration in iBank 2 UA system.

AWP Web-Banking login page

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

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

The login page includes the following elements:

- AWP **Web-Banking** language selection is located in the top right corner of the page. For clients, only those languages that are specified as valid values are displayed:

  - *If the list of valid languages is specified by the bank* – by default, the interface language is always set to the language that is specified first in the list.

  - *If the list of valid languages is not specified by the bank or its values are incorrect* – three languages are displayed (RU, UA, EN), and the default interface language is set to Ukrainian.

- Welcome message. The message text may be set at the bank side.

- With installed EDS plugin: tabs for selecting the type of client and company, employee or key registration[2] (CORPORATE CLIENT, FINANCE CONTROL CENTER or REGISTRATION), login fields, button **Login**, as well as the link **Keys management**.

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

[2]The tab names are set at the bank side and may differ from the standard.
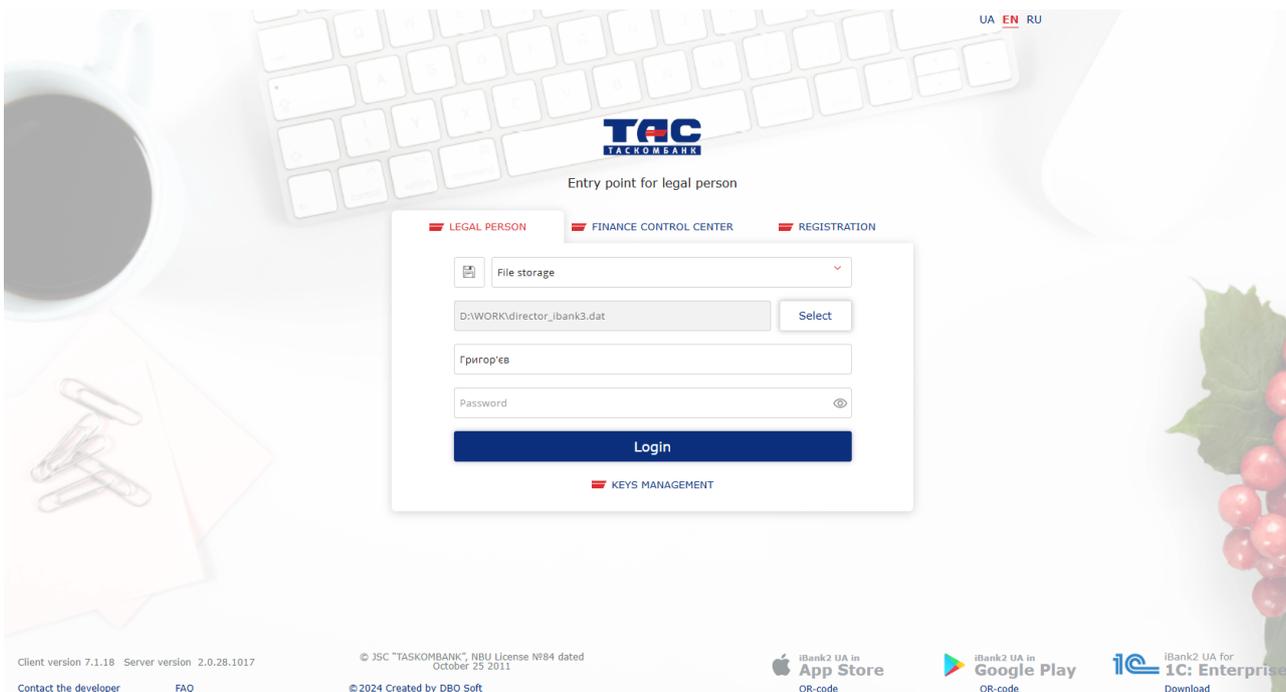
Fig. 1.2. AWP **Web-Banking** login page with installed EDS plugin

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

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

   Attention!
   If **Install plugin** button is displayed when plugin is installed, then check:
   – whether the host plugin is running on your computer;
   – presence of the address ***websigner.com.ua*** in browser exceptions if you are working through a proxy server.

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

   – When you click the **Install Plugin** button, it initiates the download of the latest version of the EDS plugin distribution, which you will then need to install.

   – When you click the **Update Plugin** button, a loading indicator appears, and the plugin is updated without downloading files and their subsequent installation.

- Additional text that may be set at the bank side (on the fig. 1.2 the text is missing).

- Additional link in the left bottom corner of the page that may be set at the bank side (on the fig. 1.2 the link is missing).

- Link **Created by DBO Soft** in the left bottom corner of the page to go to the web-site of the company-developer «DBO Soft».

- Link **Contact the developer** in the left bottom corner of the page to create e-mail for the company-developer «DBO Soft».

- Link **FAQ** in the left bottom corner of the page to go to the page of reference information as to system operation.

- AWP **Web-Banking** and 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**.

- Buttons **iBank 2 UA in App Store** and **iBank 2 UA in Google play** in the bottom part of the page to download mobile application of iBank 2 UA from App Store or Google play respectively. Under the buttons, is displayed a link **QR-code** to show the QR-code of the corresponding application. To hide the QR-code, click the link **Hide QR-code** under the corresponding button.

- Button **iBank 2 UA for 1C: Enterprise** in the right bottom corner of the page to go to the page with the reference information as to iBank 2 UA plugin for 1C: Enterprise software. Below the button displayed link **Download** for downloading the plugin **iBank 2 UA**.

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

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

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

  1. Select **Hardware Device** type of storage.
  2. If more than one USB-tokens are connected, then select the required device out of the list. If there is no required USB-token in the list, press **Update** button.
     > **Attention!**
     > USB-token may be not displayed in the list in case it is used by another application. To display it, it is required to close all the applications that may use it.

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

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

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

5. Press **Login** button.

- If EDS key is in file:

    1. Select **File Storage** type of storage.

    2. Select EDS key storage. For this purpose press **Select** and select in the dialog box the EDS key storage.

    3. Select the required EDS key from the list (if there are several EDS keys in the list). If you enter the name of the key, the relevant EDS keys from the list will be automatically displayed in the list field.

    4. Enter the EDS key password.

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

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

    5. Press **Login** button.

Multi-factor authentication

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

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

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

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

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

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

    - ***OTP-token:*** generate password by OTP-token;

    - ***SMS:*** wait for SMS, sended to the mobile telephone number;

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[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**.

- **_Google Authenticator:_** generate password by mobile application Google Authenticator.

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

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

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

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

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

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

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

- The time on the device on which the password was generated using the **Google Authenticator** application is significantly different from the time on the iBank 2 UA system server. In this case, you need to synchronize the time on the device, and then regenerate the password in the **Google Authenticator** mobile application.

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

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

Section 2

AWP Web-Banking interface

Main information

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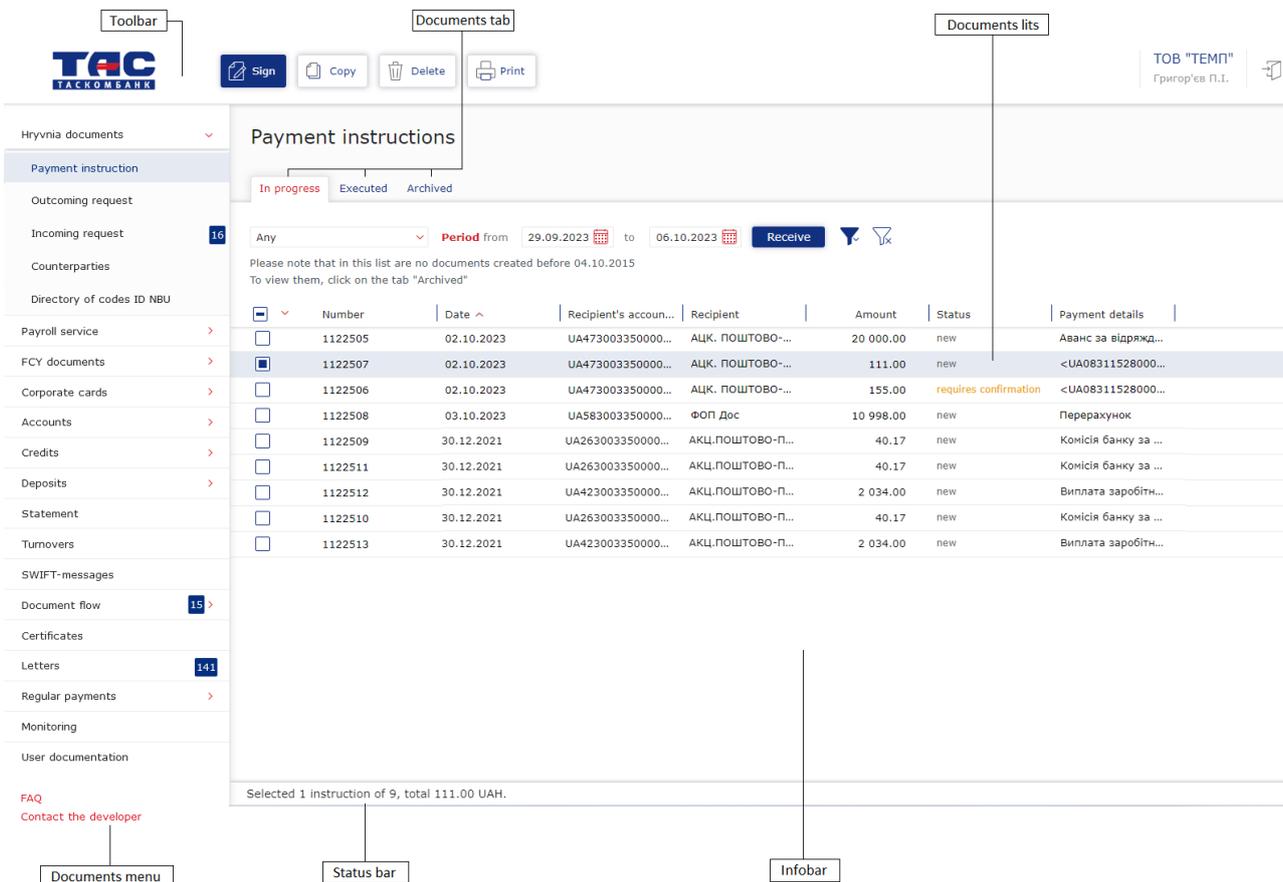
Fig. 2.1. AWP **Web-Banking** interface elements

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

1. *Toolbar* – contains the following elements:

   - top left corner – bank logo that is the link to the AWP home page; (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. When you hover the cursor over the button, a pop-up tooltip with a combination of keys for quick execution is displayed (for more details – see subsection **Hotkeys**). The composition of buttons depends on the page, where the user is, on document, report and directory type, as well as on the list of rights, available for the organization employee;

- top right corner – client name, that is the link to the section **My Data** (for more details – see subsection **My data and settings**), under it – surname and initials of the organization employee, logged in the AWP. To the right, there is displayed the button for AWP log out, by pressing which you go to login page.

2. ***Documents menu*** – hierarchical structure of documents, reports and directories, available for user. Additionally, in the documents menu, there are links to **FAQ** and **Contact the Developer**:

    - Link **FAQ** is used to go to the page of reference information as to system operation.
    - Link **Contact the developer** is used to create e-mail for the company-developer «DBO Soft».

3. ***Infobar*** – contains the list of documents, reports, directory records with their main details (the composition of the list fields may differ for various sections). The infobar also contains filtration means.

4. ***Status bar*** – contain information about selected documents or total report information. If the selected documents are in different currencies, the status line will contain summary information for each currency.

Documents menu

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

- ***Documents group*** – includes of documents and directories according to the groups, for example: groups of hryvnia and FCY documents;

- ***Document, report, directory type*** – types of documents, reports or directories in specific document group or included into menu separately. For example, in hryvnia document group: payment instruction and rerquests for payment instructions, counterparties and Directory Codes ID NBU;

- ***Documents tab*** – include of the documents according to their status and state:

    In progress – documents in process. This tab includes documents with the following status: **New, Signed, Sent, Received by the bank, At execution, Rejected, Deferred, Require confirmation, 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 payment instruction (for more details about operations with archived documents – see documentation ***iBank 2 UA system. Web-Banking for corporate clients. Working with the Hryvnia documents***).

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

Infobar

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

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

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

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

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

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

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

  - Set the check box from the first column of the table for the necessary entries in the list. Clicking the check box again deselects it.
  - Press and hold the left mouse button and drag it over the entire range you want to select.
  - Hold down the Shift key and select the first and last documents of the required range.

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

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

Graphic calendar

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

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

Fig. 2.2. 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 **Default value** to set the default value in the date field. Depending on the field's current state, the default value can clear the date in the field, be the current date, or a specific pre-set date.

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

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

Automatic logoff in AWP

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

Section 3

AWP Web-Banking home page

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.

- A modal window with a warning message about key validity term lapse. The presence of the modal window is configured on the bank's side.

    In the message as to key validity term lapse there is displayed the date of key validity as well as the button **Create EDS key**[1] (in case the organization employee has no right for distance replacement EDS key), or **Remote key replacement** (in case the organization employee has the right to distance replacement EDS key). When you press the button, you move to the distance[2] replacement key.

    The notification about the expiration of the qualified key EDS displays the following information: the expiration date of the key, a reminder of the need to contact the AKCC that issued the key, and a button to navigate to the AKCC portal for generating a new key. The text of the notification and the button for generating a new key are configured on the bank's side.

    > **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.

- The pop-up window **Important letters**. It is displayed in the top right corner of the information panel under the client's name on any page. The window is displayed if there are unread letters marked as **Important** from the bank. If the number of letters is more than two, only the last two letters will be shown in the window, along with the **See all** link. To close the window, press the ✕ button. The window will be displayed again upon reauthorization in the AWP **Web-Banking**.

- Date and time of the last user 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. 3.1).

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

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[1] The display of the button for creating a key is configured on the bank's side.

[2] The presence of the right for distance replacement EDS key affects the ability to replace the current EDS key of user in the **Keys** section.

Your last sessions

Date/time	IP address	Channel	Report
28.11.2023 09:57	10.12.55.44	Web-Banking	
27.11.2023 17:53	10.12.55.44	Web-Banking	
27.11.2023 17:40	10.12.55.44	Web-Banking	
27.11.2023 17:05	10.12.55.44	Web-Banking	
27.11.2023 17:05	10.12.55.44	Web-Banking	
27.11.2023 17:05	10.12.55.44	Web-Banking	
27.11.2023 17:05	10.12.55.44	Web-Banking	
27.11.2023 17:05	10.12.55.44	Web-Banking	
27.11.2023 17:04	10.12.55.44	Web-Banking	
27.11.2023 17:03	10.12.55.44	Web-Banking	

Fig. 3.1. **Previous sessions** page

There is available in the items list changing column width, moving column (for more details – see subsection **Infobar**).

Current accounts

Attention!

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

To view information as to accounts, it is required to go from the home page to the tab **Current accounts**. Appearance of the page is presented in the fig. 3.3.

Previous sessions 06.10.2023 10:36 ALL SESSIONS

	Current accounts	Corporate accounts	Exchange rates				
Account name	Code ID NBU	Account ˅	Account type	Balance	Own funds	Unspent overdr...	
Accounts in currency UAH	Total balance 10 000.00						
Name is not ...	300335	UA753003350000...	Current	0.00		399.13	
Name is not ...	300335	UA643003350000...	Current	10 000.00		28 413.55	
Accounts in currency EUR	Total balance 51 897.99						
Name is not ...	311528	UA363115280000...	Current	50 000.00		16 258.23	
Name is not ...	300335	UA353003350000...	Current	1 897.99		19 482.21	

Fig. 3.2. **Current accounts** page

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

- **Name** — account alias;

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

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

- **Code ID NBU** – ID NBU code of the bank, with which there is opened the account;

- **Account** – account number in the IBAN format (29 characters);

- **Account type**;

- **Balance** –available balance in account currency;

- **Own funds** — amount of own funds on account. A column is displayed if at least one account has a value.

- **Unspent overdraft** — amount of available overdraft (credit funds) on account. A column is displayed if at least one account has a value. If you hover over the field, a tooltip with total and used amount of overdarft amounts will be displayed.

- **Acquiring** — forecasted acquiring amount. A column is displayed if at least one account has a value. If you hover over the field, a tooltip appears with the clarification «Forecasted acquiring amount».

- **Forecast** — forecasted balance including acquiring. A column is displayed if at least one account has a value. If you hover over the field, a tooltip appears with the clarification «Forecasted balance including acquiring».

- button 💰 (**Payment**) for quick redirect to document creation. For hryvnia accounts you will be directed to creation of payment instruction, for currency accounts – to payment instruction in foreign currency. Availability of **Payment** button for certain account depends on the account type, as well as on the rights of the organization employee for document and account operations.

- button 📄 (**Statement**) for quick redirect to receive the statements of the selected account for the current date. Availability of **Statement** button depends on the rights of the organization employee for report and account operations.

List of accounts groups by currency. For each currency there are display name, total balance of all accounts in this currency, as well as other summary balances for the currency. For the other summary balances, a tooltip icon is displayed[3]. Hovering over it allows you to view information about the summary balances for the **Acquiring** and **Forecast** fields.

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[3]The tooltip displays the total balance only for filled fields

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

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

There are available the following operations with the current accounts:

- ***Record list sorting***[4] ***on one or group of columns, changing column width, moving column*** (for more details – see subsection **Infobar**).

- ***Standard operations:*** print (on printer and PDF-file) (for more details – see subsection **Documents, reports and directories management**).

Corporate accounts

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

To view information as to corporate accounts, it is required to go from the home page to the tab **Corporate accounts**. Appearance of the page is presented in the fig. 3.3.

Fig. 3.3. **Corporate accounts** page

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

- ***Name*** — account alias;

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

  1. Press button 🖉 **(Edit)**, displayed to the right of the account alias. As a result, the field with the account alias will become editable.
  2. Enter the required account alias.

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[4]List sorting does not affect on order in which accounts group by currency.

    3. Left-click any place outside the field to save changes.

- **Code ID NBU** – ID NBU code of the bank, with which there is opened the account;

- **Account** – account number in the IBAN format (29 characters);

- **Balance** –available balance in account currency;

- **Own funds** — amount of available balance considering holds (accuracy of completion within integration modules' responsibility zone).

- **Balance without blocks** — the amount of available balance without considering holds. This column is displayed if there is at least one value present for an account.

- **Blocked** — the sum of blocked funds in the account. This column is displayed if there is at least one value present for an account.

- button 🖾 (**Payment**) for quick redirect to document creation. For hryvnia accounts you will be directed to creation of payment instruction, for currency accounts – to payment instruction in foreign currency. Availability of **Payment** button for certain account depends on the account type, as well as on the rights of the organization employee for document and account operations.

- button 📋 (**Statement**) for quick redirect to receive the statements of the selected account for the current date. Availability of **Statement** button depends on the rights of the organization employee for report and account operations.

List of accounts groups by currency. For each currency there are display name, total balance of all accounts in this currency, as well as other summary balances for the currency. For other summary balances, a tooltip icon is displayed[5]. Hovering over it allows you to view information about the summary balances for the fields **Balance excluding locks**, **Blocked**, **Forecast**, and **Acquiring**.

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

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

There are available the following operations with the corporate accounts:

- **Record list sorting**[6] **on one or group of columns, changing column width, moving column** (for more details – see subsection **Infobar**).

- **Standard operations:** print (on printer and PDF-file) (for more details – see subsection **Documents, reports and directories management**).

Exchange rates

To view 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. 3.4.

To display the exchange rates perform the following actions:

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[5]The tooltip displays the total balance only for filled fields

[6]List sorting does not affect on order in which accounts group by currency.

Fig. 3.4. Exchange rates page

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**[7]. 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 ✕ 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 on one or group of columns, changing column width, moving column** (for more details – see subsection Infobar).

- **Standard operations:** print (on printer and PDF-file) and export in format «Comma-Separated Values file (.csv)» (for more details – see subsection **Documents, reports and directories management**).

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[7]The list of currencies available to the client is set on the bank side.

Section 4

Operations with documents, reports, directories

Types and statuses of documents in AWP Web-Banking

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

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

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

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

Electronic contracts — various contracts, which are certified by the imposition of EDS on the side of client and bank. They are the equivalent of paper documents with a wet seal, thereby allowing the client to conclude agreements with the Bank without visiting branches. They are used as part of the «Documents flow» service (the operation of this service is described in detail in the documentation *iBank 2 UA system. Web-Banking for corporate clients. Working with the Document Flow service*).

Letters – information messages between the bank and the client.

Agreements – documents to generate of a calendar of regular payments in national currency to another recipient (for more details – see subsection **Regular payments**).

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

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

Credits — reports that provide information about the client's credits, generated by the bank at his request.

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

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.

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

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

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

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

Rejected – is assigned to the document, rejected from execution.

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

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

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

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

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

On accept — is assigned to the payment instruction, when the document has been signed by the required number of signatures, but document amount exceeds established by client limit. To start such document processing, the client shall accept it.

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

Waiting for signatures – is assigned to the payroll sheet, when the number of signatures matches the required one, but there are no associated payment instructions or associated payment instructions are not signed by the required number of signatures.

Paid – is assigned to the payroll sheet upon execution of the associated payment instructions.

Partly executed — is assigned document from **Salary** documents group, for which executed only part of operations in table part of document(for more details – see the documentation *iBank 2 UA system. Web-Banking for corporate clients. Working with the Payroll Service*).

Not confirmed — is assigned to an electronic contract that has been rejected on the client side.

Confirmed — is assigned to an electronic contract signed by the bank and the client with all necessary signatures. An electronic contract in the **Confirmed** status is an analogue of a signed paper contract.

Delivered to client – is assigned to the incoming documents: incoming letters and incoming request for payment instructions.

Accepted — is assigned to an incoming request for payment instruction that is accepted by the client, thereby forming a linked payment instruction. If the linked payment instruction is deleted, the incoming request will return to the status **Delivered to client**.

Refused — is assigned to an incoming request for payment instruction that is refused by the client before acceptance. When refusing to accept the document, the reason for refuse is indicated.

The fig. 4.1 shows typical graph of possible document statuses with operational transfers.
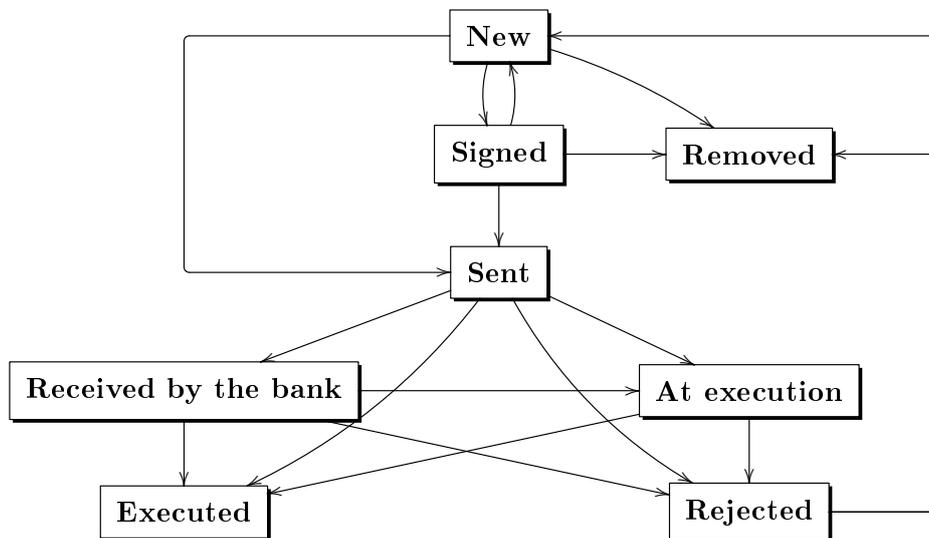
Рис. 4.1. Document status change process

Within the «Regular payments» service, the following statuses are used for regular payments on the calendar (for more details – see subsection **Regular payments**):

Not active — is assigned to the regular payment, under which the corresponding agreement on connecting a regular payment has not yet been executed.

Active — is assigned to the regular payment after:

- execution of the relevant agreement on connection a regular payment and the formation of payments by the ABS;
- rejection of the relevant agreement on the disconnection of a regular payment.

On disconnecting — is assigned to the regular payment, if there is an corresponding agreement on the disconnection of a regular payment, which has not yet made a decision (execution or rejection).

Disconnected — is assigned to the regular payment after execution of the relevant agreement on the disconnection of a regular payment.

The fig. 4.2 shows typical graph of possible regular payment statuses with operational transfers.

Editor document, report, directory page

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

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

The main elements of the **Editor** page interface are:
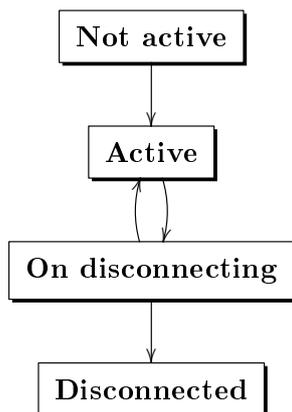
Рис. 4.2. Regular payment status change process
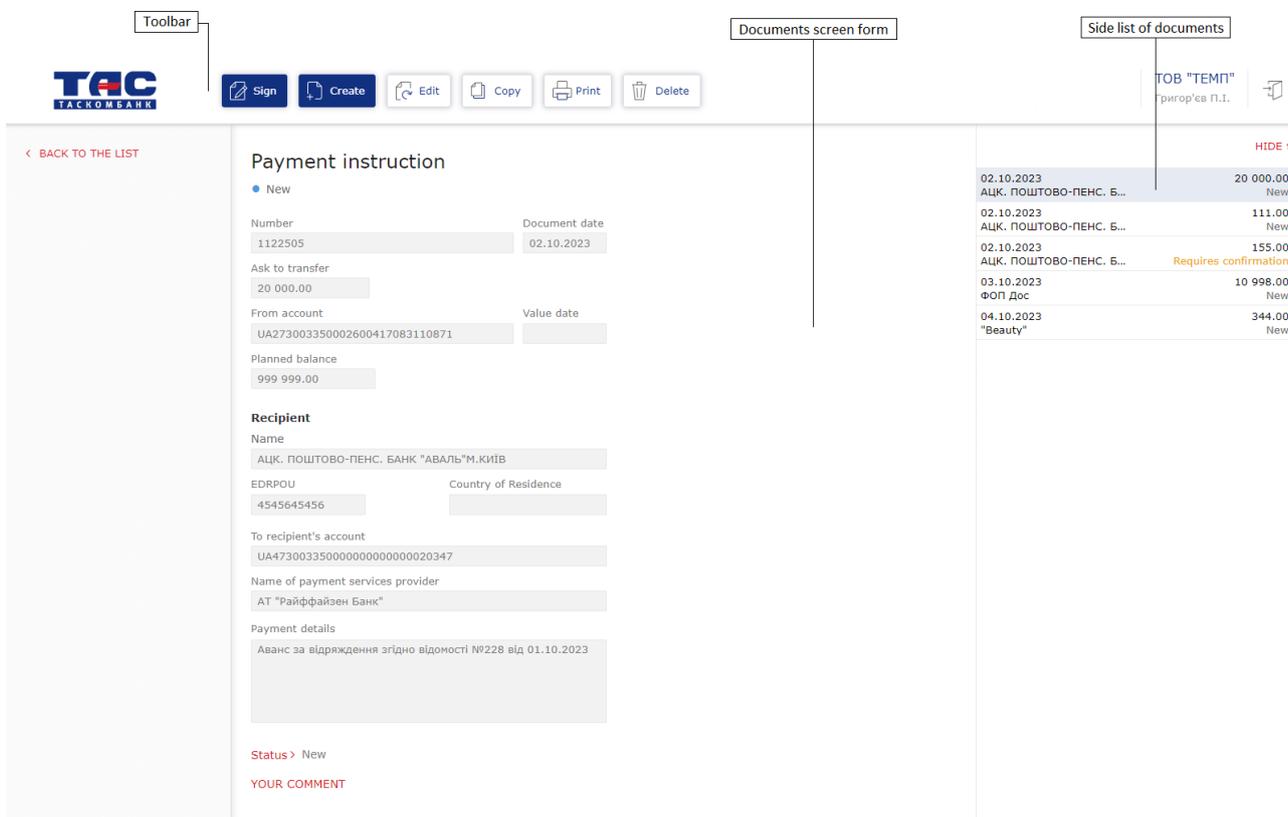
Fig. 4.3. **Editor** page (preview mode)

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**). Under the row of the table, a comment regarding the status can also be displayed. For documents in the **Rejected** status, the comment contains the reason for document rejection, for documents in the **Recalled** or **On recall** status, the user-specified recall reason is provided (for more details, refer to section **Recall documents**). For other statuses, it includes information from the bank regarding the current processing stage of the document. If there is a comment specified for the current status, it is also displayed under the **Status** link. To hide the document history press the **Status** link again.

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

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

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.

Documents, reports and directories management

Create documents and directories

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

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

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

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

Directory records creation is performed similar to the documents creation.

Copy documents or directories

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

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

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

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

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

- Number of original document and its copy;

- Amount of copies document (if any);

---

[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.

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

- Result of operation for each copied document. **OK** as a result means that the document is successfully copied. **Error** as a result means that the document is not copied, and in such a case there is displayed the reason of error.

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

Edit documents and directories

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

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

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

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

Directory records editing is performed similar to the documents editing.

Delete documents and directories

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

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

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

---

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

Deleting of documents

ACTION	RESULT
Deleting of the document No55 on amount 10 500.00 hryv	ok
Deleting of the document No6 on amount 2 389.00 hryv	ok

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

- Number and amount (if any) of the deleted document or the name of the directory record;

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

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

Sign documents

For each type of the document, the bank employee sets in the 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 deputies have the right of the first signature and, correspondingly, are in the first group. The chief accountant and his deputies usually have the right of the second signature and are in the second group.

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

To sign documents with employees' keys, it is necessary to appoint a corresponding signature group. In the iBank 2 UA system, you can set signature groups from 1 to 8, as well as groups «All» and «Yes».

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

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

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

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

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

> **Attention!** ⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯
> When a salary statement will be signed by the last required signature group, it changes to status **Waiting for signatures**. After all linked payments are signed, the status changes to **Sent**.

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

> **Attention!** ⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯
> When you sign the document, the removable media with the client secret EDS key shall be connected to the client computer.

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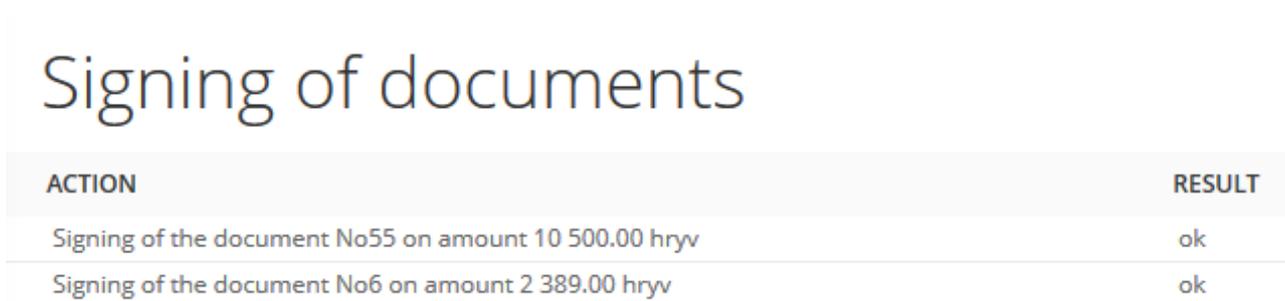
Fig. 4.7. **Signing of documents** page

- Number and amount (if any) of the signed document;

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

> **Attention!** ⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯
> In order to sign the document group, all the selected documents shall be available for signing.

Confirmation documents by one-time passwords

Confirmation of sending documents by one-time passwords

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

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

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

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

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

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

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

For currency payment instruction and internal payment instruction additional can be set limits amount when exceeding which documents will change its status to **Require confirmation**. Limits can be configure both separately for each currency, and in the form of the hryvnia equivalent amount. The hryvnia equivalent limit applies to currencies for which no limits are specified.

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**).

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

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

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

To cancel the document confirmation through one-time password, press the **Cancel** button in the section of the document confirmation.
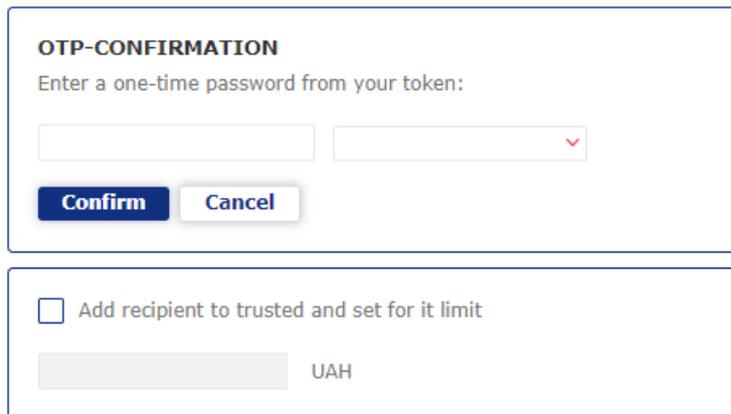
Fig. 4.8. The block **Confirmation**

Confirmation documents editing by one-time passwords

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

> ***Attention!***
> Settings of the document confirmation editing through one-time passwords, as well as the possibility to edit the authorized counterparties directory are set by the bank employee.

A confirmation step is added when you click the «Edit» button on the toolbar: instead of entering edit mode, the **Edit** block appears on the page to confirm the operation. The process of confirmation edititng is performed in the same way as confirming a sending (for more details, see the **Confirmation documents by one-time passwords** subsection).

If the operation confirmation is successful, the **Editor** page switches to editing mode. If the confirmation is canceled (the **Cancel** button), the **Editor** page remains in viewing mode.

Print documents and reports on printer and PDF-file

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 report; to do this

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

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

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

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

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

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

- service information that contains internal identifier of the document in the iBank 2 UA system, information about the document signature: identifier of the EDS key and signature date, as well as the certificate number, its expiration date, and the name of the Certification Authority that issued the key certificate;
- full name of EDS key owners which document signed (display only for EDS key with first or second group of signature);
- positions of EDS key owners which document signed (only in printed froms of documents which contains place for signatures of EDS key owners. This setting missing in payment instructions and requests);
- information about attaches (only for letters).
- date when the sheet was paid (only for payroll sheets, that have passed to the status **Paid**.

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

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

Available print/display settings include the following:

- Clicking on the **Show all** link (in electronic documents with attachments) opens a preview page of all attachments available for viewing. The **Show all** link is not displayed if there are fewer than two attachments or if the attached files are in text format, which are available for viewing, such as with extensions .doc, .docx, *.pdf, *.jpg, *.png, *.gif, *.bmp;

- To return to the first attachment, click **Up** (the button appears starting from the second attachment);

- By clicking on the file name in the list of attached files available for viewing (the list is located under the print settings), the focus will switch to viewing the selected attachment. If there are attachments in the list that are not available for viewing, their names will appear in gray (inactive) color, and the section header will look like this: **Viewing is not available for attachments**;

- The name and extension of each attachment are displayed in the top left corner of the viewing page;

- Print settings apply to all attachments open for viewing;

- When you click **Print**, all attachments available for viewing will be printed according to the print settings;

- By clicking **Print** and selecting **Save as PDF** in the printer settings, all attachments will be saved as a single PDF file, according to the browser's settings.

3. Press button on the toolbar:

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

- **Print in PDF** for print in PDF-file. As a result, there will be displayed the standard for web-browser window of save file.

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

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

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

Recall documents

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

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

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

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

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

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

Import documents and directories

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

- iBank 2 – hryvnia documents, salary and currency documents, counterparties and recipients directories.

- IBIS – payment instruction, outcoming request for payment instruction.

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

- CSV – payroll sheet.

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

To import the document, select in the document menu the required type of the document and press the **Import** button on the toolbar. As a result, there will be opened the standard dialog box for one or several[3] directory. for import.

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

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

- File name, number and amount (if any) of the imported document or name of the imported counterparty or recipient directory record.

- Result of operation for each imported document or directory record. **OK** as a result means that the document or directory record is successfully imported. **Error** as a result means that the document or directory record is not imported, and in such a case there is displayed the reason of error.

- Number of successfully imported, as well as the total number of imported documents or counterparty or recipient directory record.

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

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

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

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.

---

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

- iBank 2 – counterparty and recipient directory.

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

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

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

1. Select in the document menu the required type of the report or directory. If you select the report, it is required to generate it first.

2. Press the **Export** button on the toolbar. If for the selected report or directory there are supported several export formats, then you will need to select from the drip-down list of the available export formats the required one.

3. In the displayed standard dialog box specify:

    - in case of export in format **Excel Workbook (.xls), Comma-Separated Values file (.csv), DBF, iBank 2** or **Profix**: directory for export file saving and file name;
    - in case of export in **IBIS** format: directory for export file saving.

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

- In case of report export:

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

- In case of directory export:

    1. Heading with the exported directory name.
    2. Location and name of the generated export file.

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

Fig. 4.12. **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), *Sent* (documents with Sent status), *In bank* (documents with Sent, Received by the bank, At execution status, Waiting for signatures, Paid) or *Rejected* (documents with Rejected status). As a result, there will be displayed in the list the documents with the selected statuses. When filtering the list of documents of section **Payment instruction**, there is also possible to select each status separately. For more details about document statuses – see subsection **Types and statuses of documents in AWP Web-Banking**.

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

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

Yesterday	Today
Previous week	Current week
Previous month	Current month
Previous quarter	Current quarter
For the last	days
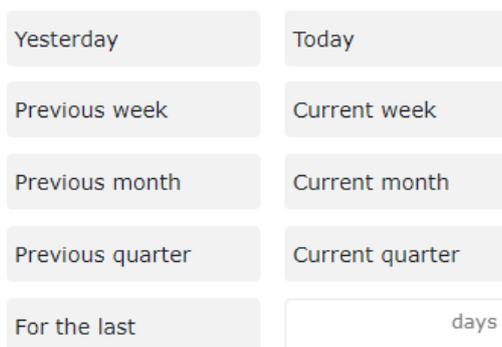
Fig. 4.13. Filter **Period**

2. Choose the desired period from the standard templates:

- **Yesterday** — Information for the previous calendar day.
- **Today** — Information for the current calendar day.
- **Previous week** — Information for the previous calendar week (start date – Monday of the previous week, end date – Sunday of the previous week).
- **Current week** — Information for the current calendar week (start date – Monday of the current week, end date – Sunday of the current week).
- **Previous month** — Information for the previous calendar month (start date – First date of the previous month, end date – Last date of the previous month).
- **Current month** — Information for the current calendar month (start date – First date of the current month, end date – Last date of the current month).
- **Previous quarter** — Information for the previous calendar quarter (start date – First date of the previous quarter, end date – Last date of the previous quarter[4].

---

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

- **Current quarter** — Information for the current calendar quarter (start date – First date of the current quarter, end date – Last date of the current quarter[4].

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

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

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

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

> **Attention!**
>
> For reports of types **Statement** (current, corporate accounts) and **Turnovers** (current, corporate accounts) the bank employee has the ability to set a limit on the maximum number of days in the period when retrieving the reports. If the client specifies an invalid number of days in the period, an error message is displayed below the start date field for the client «The number of days in the report period cannot be more than <parameter value> days.», and the reports is not generated.

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

- of the period start, then:

  - at document list obtaining, the date in the field will be substituted with date «01.01.1990» and there will be displayed all the documents in the infobar;

  - at report list obtaining, the date in the field will be substituted with date of the selected account opening and there will be displayed all the records of the account report in the infobar;

- of the period end, then there will be automatically substituted the current date.

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

For all documents, letters and statements there is available the advanced filter. To display the advances filter press ▼ (**More filter options**) button on the infobar. The fields of the advanced filter for different documents may differ. For filtration it is required to fill in the fields with the required values and to press the **Receive** button. During the filtration the values in the list of documents and

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

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

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

Page by page directory review

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

- Page navigation bar. It consists of buttons for transfer to the first (<<), previous (<), next (>) and the last (>>) pages, as well as information message about the current page.

- Links to change the number of the directory records on one page. It is possible to display:

    - for counterparties, employees, recipients directory: 100, 500 and 1000 records;
    - for Directory Codes ID NBU: 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 **Payroll service**, **FCY 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 an attachment, do one of the following actions:

- Click the link **Attach copies of documents** (for documents from the section **Payroll service** and **FCY documents**) or **Attach file** (for **Letters**), or either left-click on the selected drag and drop area. As a result, there will be displayed the standard dialogue box of file selection.

- Drag the necessary files to the selected drag and drop area.

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. On the page with the list of documents, such documents are marked with the icon 📎.

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 all attached files with print settings selected by the client (display of EDS key owner's details and Service info).

> **Attention!**
> The ability to work with attachments is configured at the bank side.

To view 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. If there are two or more attachments in the document, is displayed the **View all** link, pressing which will open the a page with a preview of all the attached files available for viewing.

When you view the document with attached PDF files, and files with the extension «.jpeg», «.jpg», «.png», «.gif» and «.bmp», the link «VIEW» is displayed near the name of each file, when you click on it, you go to the page with a preview of the attached file. For signed documents (the documents which signed by all necessary groups of signatures), the flag «EDS tag» is displayed on the attachment preview page with the ability to display a mark about the overlay of EDS (if the EDS is correct will be displayed the mark «Підтверджено ЕП», if the EDS is incorrect will be displayed the mark «ЕП не вірна») on each page. It is also possible to choose flags «Bank marks» and «Service info» to display additional information in printed form. When the flags are ticked, it will be displayed the bank marks and service information in printed form. The appearance of the block with the service information is similar to the printed form of the document, except of the presence of the «Key Owner» column, which displays information about the owner of the EDS key.

> **Attention!**
> Extensions of allowable files that are attached to documents are configured at the bank side

Hotkeys

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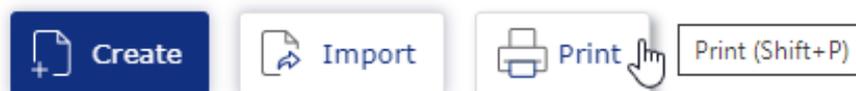
Fig. 4.14. Display tooltip **Hotkey**

Hotkeys available in the documents list

Shift+A — Select all items in the list.

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

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

Shift+N — Create a new document.

Shift+E — Edit the document.

Shift+D — Delete selected documents.

Shift+G — Sign selected documents.

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

Shift+B — Enable or disable channel in monitoring.

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

Shift+P[5] — If the documents are selected in the list, then redirect to the preview page of the printed form; if not selected – go to the preview page of the printed form of the register of the payment instruction in the national currency.

Shift+Z — Export directory, reports or documents.

Hotkeys available in the records list of the Statements and Turnovers reports

Shift+A — Select all items in the list.

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

Shift+P — Go to the preview page of the standard print form **Statements** or go to the report preview page **Turnovers**.

Shift+1 — Go to the preview page of the brief print form **Statements**.

Shift+2 — Go to the preview page of the extended print form **Statements**.

Shift+3 — Go to the preview page of the extended (landscape) print form **Statements**.

Shift+4 — Go to the debit register print preview page **Statements**.

Shift+5 — Go to the print preview page of the credit register **Statements**

Shift+Z Shift+8 Shift+9 Shift+0 Shift+- Shift+= — Export report of type **Statement** (current, corporate accounts) – supports multiple export formats. Each key combination corresponds to a specific format.

Shift+Z — Export report of type **Turnovers** (current, corporate accounts).

Hotkeys available in the document editor

Shift+S — Save the document.

Shift+E — Edit the document.

Shift+R — Reply to an incoming letter.

Shift+W — Accept the payment.

Shift+U — Recall the document.

Shift+Y — Create a hryvnia/foreign currency payment instruction from the counterparty/recipient directory.

Shift+J — Open the links management window of the payroll sheet.

---

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

Shift+H — Create payments to the payroll.

Shift+Q — Check the Electronic Signature in the electronic contract screen.

Shift+W — Approve the electronic contract.

Shift+I — Reject the electronic contract.

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

Hotkeys available from the preview page of the printed form

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

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

Hotkeys available in modal windows

Esc — Close the modal window.

Section 5

Accounts

Your accounts

When you select the **Your accounts** menu item from the **Accounts** section, you will redirect to the **Your accounts** page containing list of accounts of client, which has access to his employee who logged into the AWP.

To review the current or corporate accounts, press the tab **Current accounts** or **Corporate accounts**, respectively.

Current accounts

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

To view information as to accounts of client, it is required to go from the **Your accounts** page to the tab **Current accounts**. Appearance of the page is presented in the fig. 5.2.

Fig. 5.1. **Current accounts** page

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 account, there is displayed in the list the following information:

- ***Account name*** — account alias;

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

  1. Press button ✎ **(Edit)**, displayed to the right of the account alias. As a result, the field with the account alias will become editable.

2. Enter the required account alias.

3. Left-click any place outside the field to save changes.

- **Code ID NBU** – ID NBU code bank, with which there is opened the account;

- **Account** – account number in the IBAN format (29 characters);

- **Account type**;

- **Balance** –available balance in account currency;

- **Own funds** — amount of own funds on account. A column is displayed if at least one account has a value.

- **Unspent overdraft** — amount of available overdraft (credit funds) on account. A column is displayed if at least one account has a value. If you hover over the field, a tooltip with total and used amount of overdarft amounts will be displayed.

- **Acquiring** — forecasted acquiring amount. A column is displayed if at least one account has a value. If you hover over the field, a tooltip appears with the clarification «Forecasted acquiring amount».

- **Forecast** — forecasted balance including acquiring. A column is displayed if at least one account has a value. If you hover over the field, a tooltip appears with the clarification «Forecasted balance including acquiring».

- button ⬚ (**Payment**) for quick redirect to document creation. For hryvnia accounts you will be directed to creation of payment instruction, for currency accounts – to payment 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.

- button ⬚ (**Statement**) for quick redirect to receive the statements of the selected account for the current date. Availability of **Statement** button depends on the rights of the organization employee for report and account operations.

List of accounts groups by currency. For each currency there are display name and total balance of all accounts in this currency. For the other summary balances, a tooltip icon is displayed[1]. Hovering over it allows you to view information about the summary balances for the **Acquiring** and **Forecast** fields. Accounts in national currency display first in the list. Currency accounts display next, with groups of currencies sort in ascending order of the symbol code.

There are available the following operations with account list

- **Record list sorting**[2] **on one or group of columns, changing column width, moving column** (for more details – see subsection **Infobar**).

- **Standard operations:** print (on printer and PDF-file) and export in format «Comma-Separated Values file (.csv)» (for more details – see subsection **Documents, reports and directories management**).

To open new account, press on the **Your accounts** page the button **Open** on the toolbar. As a result, you will be redirected to the **Editor** page with the document screen form (for more details – see subsection **Account opening**).

---

[1]The tooltip displays the total balance only for filled fields

[2]List sorting does not affect on order in which accounts group by currency.

Corporate accounts

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

To view information as to corporate accounts, it is required to go from the home page to the tab **Corporate accounts**. Appearance of the page is presented in the fig. 5.2.

Fig. 5.2. **Corporate accounts** page

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

- ***Account name*** — account alias;

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

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

- ***Code ID NBU*** – ID NBU code of the bank, with which there is opened the account;

- ***Account*** – account number in the IBAN format (29 characters);

- ***Balance*** –available balance in account currency;

- ***Own funds*** — amount of available balance considering holds (accuracy of completion within integration modules' responsibility zone).

- **Balance without blocks** — the amount of available balance without considering holds. This column is displayed if there is at least one value present for an account.

- **Blocked** — the sum of blocked funds in the account. This column is displayed if there is at least one value present for an account.

- button ✎ (**Payment**) for quick redirect to document creation. For hryvnia accounts you will be directed to creation of payment instruction, for currency accounts – to payment instruction in foreign currency. Availability of **Payment** button for certain account depends on the account type, as well as on the rights of the organization employee for document and account operations.

- button 📋 (**Statement**) for quick redirect to receive the statements of the selected account for the current date. Availability of **Statement** button depends on the rights of the organization employee for report and account operations.

List of accounts groups by currency. For each currency there are display name, total balance of all accounts in this currency, as well as other summary balances for the currency. For other summary balances, a tooltip icon is displayed[3]. Hovering over it allows you to view information about the summary balances for the fields **Balance excluding locks**, **Blocked**, **Forecast**, and **Acquiring**.

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

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

There are available the following operations with the corporate accounts:

- **Record list sorting**[4] **on one or group of columns, changing column width, moving column** (for more details – see subsection **Infobar**).

- **Standard operations:** print on printer and export in format «Comma-Separated Values file (.csv)» (for more details – see subsection **Documents, reports and directories management**).

To open new account, press on the **Your accounts** page the button **Open** on the toolbar. As a result, you will be redirected to the **Editor** page with the document screen form (for more details – see subsection **Account opening**)

Account opening

When you select the menu item **Account opening** from the section **Accounts**, you are redirected to the **Account opening** page, containing the list of the documents.

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;

---

[3]The tooltip displays the total balance only for filled fields

[4]List sorting does not affect on order in which accounts group by currency.

- **Number** – document number;

- **Date** – document date;

- **Currency** – three-unit symbolic code of the document currency;

- **Type** — type of account that opens;

- **Status** — document status (not available in the list of the executed documents).

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

There are available the following operations with the documents:

- **Document list sorting on one or group of columns, changing the column width, moving the column** (for more details – see subsection **Infobar**).

- **Standard operations:** create, edit, copy, delete, sign, print (on printer and PDF-file), document list filtration by date (for more details – see subsection **Documents, reports and directories management**).

- **Filter list of documents by advanced filter** (for more details – see subsection **Filtration document, report and directory**). Fields of advanced filter corresponds to display information about the document in the list.

- **Attachment handling** (for more details – see subsection **Attachment handling**).

Filling document fields

To create new document press on the **Account opening** page the **Create** button on the toolbar. As a result, you will be redirected to the **Editor** page with the document screen form (fig. 5.3).

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.

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

- The **Bank** field is the drop-down list that contains the ID NBU codes of the banks. Upon ID NBU code selection from the list, there is automatically filled in the bank name.

- The **Subdivision** field is the drop-down list that contains subdivisions of the banks.

Fig. 5.3. Account opening screen form

- The field with the currency is the drop-down list that contains the currency codes in which it is possible to open an account. By default, «UAH», «USD», «EUR», «RUB» currencies are available.

  > **Attention!**
  > The list is configured on the bank side.

- The **Type** field is a drop-down list configured on the bank's side. The list may contains valid options: «Credit», «Current», «Current (budget)», «Transit».

- The **Disposer (list)** field is the drop-down list that contains client employee's full name . To assign an employee as a manager, select him in the list and press the **Add** button. The assigned employees display below the field. To remove an employee from the list of disposers, press the ✕ button.

- **Type of economic activity (for individual entrepreneurs only)** field id drop-down list that contains records of econo,ic activity reference. For each item in the list there are display it code and name. When you enter the digital code or name in the list there will automatically display relevant values. Composition of the list is configured on the bank side.

- The field **Additional information** is optional and is a multi-line field for entering information for bank employee.

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

Limits

As part of the **Limits** service, clients have the opportunity to set and view limits on accounts and currency, which will be taken on creating and signing payment instruction, SWIFT-payment and payment within the Bank. If the limit is exceeded, these payments will not be created and signed, and user will be notified with a corresponding error message.

To redirect to the list of configured limits, you need to select the **Limits** menu item from the **Accounts**. Depending on the settings on the bank side an employee of the organization either looks at his personal limits or the limits of the selected employee. On viewing limits of an individual employee, you need to select the necessary employee on the **Employees** page.

By default, there is displayed the list of limits on accounts. To view the configured limits on currencies go to the **Currency limits** tab.

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

- *Client account* — account number in IBAN format IBAN (29 characters), not available on the **Currency limits** tab;

- *Currency* — three-unit symbolic code of the limit currency;

- *Amount* — limit amount;

- *Type* — limit type;

- *Period* — limit validity period;

- *Start* — limit validity start date;

- *End* — limit validity end date;

- *Status* — limit status.

There is available limits list sorting on one or group of columns, changing column width, moving column (for more details – see subsection **Infobar**).

Limit change

When you select the menu item **Limit Change** from the section **Accounts**, you are redirected to the **Limit change orders** page, containing the list of the documents.

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:

- Check-box for document selection from the list;

- **Number** – document number;

- **Date** – document date;

- **Employee** — employee full name whose limit is being changed;

- **Client account** — account number (in the format from 5 to 14 digits of analytical account or 29 characters of IBAN), whose limit is being changed. The field is not filled if the selected limit type is **Currency limit**;

- **Currency** — three-unit symbolic code of the limit currency;

- **Type** — limit type;

- **Amount** — limit amount;

- **Status** — document status (not available in the list of the executed documents).

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

There are available the following operations with the documents:

- **Document list sorting on one or group of columns, changing the column width, moving the column** (for more details – see subsection **Infobar**).

- **Standard operations:** create, edit, copy, delete, sign, 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 **Limit change 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. 5.4). Below, there are provided the main recommendations as to the document fields filling in:

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

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

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

- The field **Employee** is the drop-down list that contains the employee's full name and is intended to change the limit to another employee. If field is absent, then the employee of the organization changes his personal limit. Display of this field is configured on the bank side.

- Limit type is selected using the switch that contains the available options: «Account limit» and «Currency limit». Depending on the selected type, following fields must be filled:

Fig. 5.4. Limit change orders

- The field **Account limit** is drop-down list that contains available for the organization employee accounts. For each account in the list there are display: number in the IBAN format (29 characters), name (if it's specified), balance amount. In case of availability of only one relevant account, it is selected automatically and the field becomes inactive. It is displayed when chose limit type **Account limit**.

- The field with the currency is a drop-down list that contains limit currencies. It is displayed when chose limit type **Currency limit**.

- The field **Bank** is the drop-down list that contains the ID NBU codes of the banks. Upon ID NBU code selection from the list, there is automatically filled in the bank name. It is displayed when chose limit type **Currency limit**.

- The field **Type** is the drop-down list that contains valid options: «For period», «For document».

- The field **Period** is the drop-down list that contains valid options: «Day», «Month», «Year». It is displayed when chose limit type **For period**.

- The field **Amount** is required and is intended to enter the limit amount.

- The field **Valid from** is optional and is intended to enter begin date of validity period.

- The field **Expiration date** is optional and is intended to enter end date of validity period.

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

Section 6

SWIFT-messages

By the **SWIFT messages** report, client can receive incoming or outgoing financial messages via the SWIFT system. Depending on the format, message can be a payment, an extract, etc. To receive a report, you must perform the following actions:

1. Select the **SWIFT-messages** menu item.

2. Select message format by clicking on the appropriate tab. Available formats of SWIFT-messages are configured on the bank side.

3. By default, there is selected one of the bank, with which there are opened the client accounts. To select another bank, select from the list in ID NBU codes field another value or the last item **Other bank** to select bank that is not registered in iBank 2 UA system.

   As a result, the account list will display only the opened with the selected bank accounts or item **Accounts from other bank** if selected item **Other bank** in **Code ID NBU** field.

4. By default, there is selected one of the clients account, opened with the selected bank. 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 bank. For each account in the list there are display: number in the IBAN format (29 characters), name (if it's specified), balance amount, type. When you enter the value, the list will automatically display the relevant accounts.

5. 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.

6. Press the **Receive** button.

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

Fig. 6.1. SWIFT-messages list

For each message in the list, the following information is displayed[1]:

- **_Reference_** — SWIFT-message reference;

- **_Date_** — SWIFT-message date;

- **_Type_** — SWIFT-message type;

- **_Correspondent_** — correspondent name;

- **_Amount_** — operation amount.

If SWIFT-messages obtained from several or all accounts, or accounts from other bank, then the page will display the following changes:

- Above the messages list there is displayed the flag **Group by accounts**.

- **Account/IBAN** and **Currency** columns are added into the messages list.

If you check the box **Group by accounts**, the messages list will be grouped by account – each account or IBAN becomes a separate block within which the following is displayed:

- Account number and currency. When you press it, the list of messages with this account hides or is displayed.

- List of SWIFT-messages of account.

There are available the following operations with the messages:

- **_Document list sorting on one or group of columns, changing the column width, moving the column_** (for more details – see subsection **Infobar**).

- **_Browse and print on printer and PDF-file individual SWIFT-message from the list_** (for more details – see subsection **Browse SWIFT-message**).

- **Export of SWIFT-messages of type MT 940** (for more details – see subsection **Export of SWIFT-messages of type MT 940**).

Browse SWIFT-message

To view the SWIFT-message, click the left mouse button on the desired message in the list. As a result, you will go to the page **SWIFT-message** with the printed form of the message (fig. 6.2).
From the **SWIFT-message** page, you can export and printing a message on printer and PDF-file.

Export of SWIFT-messages of type MT 940

> **_Attention!_**
> The ability to export SWIFT-messages of type MT 940 is configured on the bank's side.

If there is at least one SWIFT-message in the list, the **Export** button is displayed on the toolbar. To export the list of SWIFT-messages, you need to click the **Export** button with the left mouse button. As a result, the standard dialog box for selecting a directory to save the export files will open. A separate file is generated for each entry in the list. The content of the generated file corresponds to the appearance of a SWIFT-message when viewed.

---

[1]Displaying fields depending on the type of message is configured on the bank's side.

SWIFT-message

```
= RECEIVED = 940 = Customer Statement Message ===============================
====
***
***  DESTINATION UPIBUAUXXXX
***          PROMINVESTBANK
***          KIEV
***          UKRAINE
***  SESS 0725                        DATE RCVD 22 Nov 12 02:50
***  SEQU 846840
*** --------------------------------------------------------------------
***  ORIGINATOR  PNBPUS3NNYC                    FROM SWIFT
***          WELLS FARGO BANK, N.A.
***          (NEW YORK INTERNATIONAL BRANCH)
***          NEW YORK
***          UNITED STATES
***  SESS 1012                        DATE SENT 21 Nov 12 19:50
***  SEQU 412003
*** --------------------------------- NORMAL -----------------------------------
***  :20 /Transaction Reference Number    :IS1551-01-121121
***      (TRN)
***  :25 /Account Identification        :2000193659586
***  :28C/Statement Number/Sequence Number :00225/00001
***  :60F/Opening Balance              :C 12.11.21 USD 80679,33
***  :61 /Statement Line
***  12.11.21  21.11  C        15,00  D                NMSC
***                          U0AD211112298010  //F61121610342000
***  :86 /Information to Account Owner
***   RCVD:PSCPROMINVESTBANK            KIEV, UKRAINE
***    SOURCE: SW THEIR REF:F61121049257000
***   B/O:PSCPROMINVESTBANK             KIEV, UKRAINE
***  :61 /Statement Line
***  12.11.21  21.11  C        1500,00  D               NTRF
***                          FT1232601127    //F61121049257000
***                          B/O:GARANTIBANK INTERNATIONAL
***  :86 /Information to Account Owner    : ACC
***  :61 /Statement Line
***  12.11.21  21.11  C        6640,00  D               NTRF
***                          021OCF1123260003 //F61121043183000
***                          B/O:RESPUBLIKA BANK JSCB
***  12.11.21  21.11  C      20400,00  D               NTRF
***                          021OCF1123260002 //F61121041207000
***                          B/O:RESPUBLIKA BANK JSCB
***  12.11.21  21.11  C      20400,00  D               NTRF
***                          021OCF1123250001 //F61121041616000
***                          B/O:RESPUBLIKA BANK JSCB
***  12.11.21  21.11  C      50000,07  D               NMSC
***                          INVESTMNT 112012 //V737984/112112
***                          0.07 INT  0.05000 PCT. 1 DAY
***  12.11.21  21.11  D       132,13  D               NTRF
***                          001TO01123260018 //F61121074852000
***                          BEN:WELLS FARGO BANK, NA
***  :62M/Closing Balance (Booked Funds)  :C 12.11.21 USD 179502,27
*** --------------------------------------------------------------------
***  :CHK/Checksum Result              :470F40D0D933
*** --------------------------- ACKNOWLEDGEMENT ----------------------------
***  :177/<date-time>              :22 Nov 12 02:50
***  :451/<accept-reject>              :accepted
***
= Formatted by MTFRM at Thu Nov 22 16:10:56 2012 =============================
```

Fig. 6.2. **SWIFT-message** page

Section 7

Certificates

The display of the **Reference Documents** section depends on the bank's configured document access rights for the **Request for Certificates** document.

When you select the menu item **Certificates**, you are redirected to the **Orders for obtaining certificates** page, containing the list of the documents.

By default, there is displayed the list of working documents. To review the executed, press the tab **Executed**, 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;

- **Certificate Type** — type of bank certificate;

- **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 on one or group of columns, changing the column width, moving the column** (for more details – see subsection **Infobar**).

- **Standard operations:** create, edit, copy, delete, sign, document list filtration by date and by status (for more details – see subsection **Documents, reports and directories management**).

- **Document list filtration by advanced filter** (for more details – see subsection **Filtration document, report and directory**).

Filling document fields

To create new document, it is required to press on the **Orders for obtaining certificates** page, the button **Create** 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 **Certificate Type** represents the drop-down list with the names of active certificate types.

- In the **Requisites** section, a set of fields corresponding to the selected certificate type is displayed, which must be filled in. After selecting the certificate type, the field set in the block changes according to the selected type.

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

Fig. 7.1. Screen form of orders for obtaining certificates

Attention!

All the necessary text for the certificate, including client details and more, is generated exclusively by the bank's reporting system. Clients have the following operations with attachments (certificates):

- Upload an attachment from the document screen form by clicking on the link with the attachment name;
- View the attachment using the **View** link to the right of the attachment;
- Print the attachment on the viewing page;
- Export the attachment if the document has a qualified electronic signature from the bank.

Section 8

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 ▷, that indicates the importance of a letter;

- 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. 8.1.
There are available the following operations with the letters:

- **Document list sorting on one or group of columns, changing the column width, moving the column** (for more details – see subsection **Infobar**).

- **Filter list of documents by advanced filter** (for more details – see **Filtration document, report and directory**). Fields of advanced filter corresponds to display information about the document in the list. There is also an option for additional filtering of the list based on the importance or read status.

- **One document/document group print on printer and PDF-file** (for more details – see subsection **Print documents and reports on printer and PDF-file**).

- **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**).
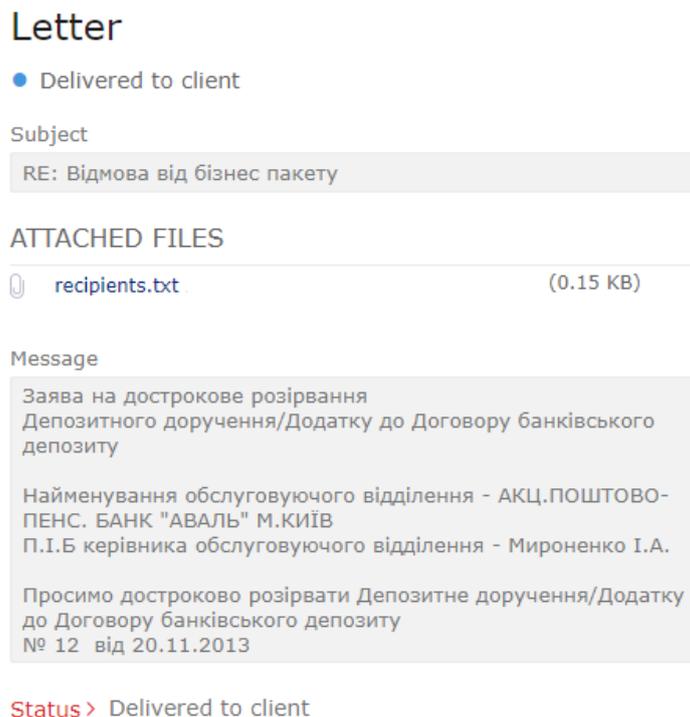
Fig. 8.1. Incoming letter screen form

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) tab or **Outbox** (letters, sent to bank or rejected by 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 on one or group of columns, changing the column width, moving the column* (for more details – see subsection **Infobar**).

- *Standard operations:* create, edit, copy, delete, sign, print (on printer and PDF-file), recall, document list filtration by date (for more details – see subsection **Documents, reports and directories management**).

- *Filter list of documents by advanced filter* (for more details – see **Filtration document, report and directory**). Fields of advanced filter corresponds to display information about the document in the list.

- **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 (fig. 8.2).

Fig. 8.2. Outcoming letter screen form

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

- 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 errors, the **Editor** page will switch to view mode.

Section 9

Regular payments

Within the measure of the **Regular payments** service the client has possible set schedule of regular payments to another recipient in national currency by adding a new and deleting a previously created application for regular payment activation.

Calendar

When you select the menu item **Calendar** a calendar of regular payments is displayed with the possibility of creating an agreement for the installation of a regular payment, as well as viewing previously created agreements(fig. 9.1). By default the current month is displayed and the current date is highlighted.

Fig. 9.1. Appearance of the calendar of regular payments

To selected the required month is possible in one of the following ways:

- scroll the field with the specified month by buttons < or >;

- click by name of the month and to select the required month from the displayed window.

To change the year it is required to select a value from the drop-down list **Year**.
For quick redirect to current month, you must press the button **Current month**.
For each day in the calendar is displayed the following information:

- The + button to go to the creation of a new application for regular payment activation. Displays when you mouse hovers over the calendar cell. It is not displayed for past dates.

- List of configured regular payments for a given date. Regular payments with status **Not active** (for which the corresponding application for regular payment activation is not executed), as well as **Disconnected** (for which the corresponding application for regular payment deactivation is executed) are displayed in gray. For each payment in the list the amount and symbol code of the currency are displayed.

  If more than two regular payments are configured for the specified day, the **More N** button is displayed, where N is the number of additional regular payments. When you click on the button, the window with a full list of configured regular payments is displayed. To close the window, click the **Hide** button.

  > **_Attention!_**
  > The regular payments, the date of which exceeds the date of execution of the corresponding agreement for disconnection of a regular payment, does not display in calendar.

Create a new regular payment

To create a new regular payment, you must hover the cursor on the cell of the calendar and in the top right corner of the page press the button **+**. As a result, the dialog box **New regular payment** is opened (fig. 9.2).

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

- The field **Recipient account** represents the drop-down list with accounts in national currency of the client, to which the organization employee has access. For each account in the list there are display: number in the IBAN format (29 characters), name (if it's specified), balance amount.

- The field **Payment amount** is required and is intended for the payment amount indication. Depending on the settings at the bank side, the balance on the account is checked at the document sign. When you try to sign a document with amount which exceeds the balance on the account, an informative error message is displayed.

- To the right of the **Payment amount** field is the **Add VAT to the amount** field, which is a drop-down list with available VAT percentage rates[1]. An empty value is displayed first in the list to remove the selected VAT amount and cancel all changes. Next, the available VAT rates that can be added to the amount are displayed: **VAT at 20%**, **VAT at 14%** or **VAT at 7%**. At the same time, 20%, 14% or 7% VAT is added to the payment amount, respectively. VAT information is added to the text of the payment details, and the **Add VAT to the details** link above the **Payment details** field is not displayed.

- Filling in the fields of the **Recipient**, **Ultimate payer**, **Ultimate recipient** sections is performed similarly to payment instruction fields filling in (for more details – see document **_iBank 2 UA system. Web-Banking for corporate clients. Working with the Hryvnia documents_**).

- Section **Payment schedule**:

  - The field **Date of first payment** is filled in automatically with the selected date in the calendar and it is not available for editing.

  - The field **Date of last payment** is not filled automatically and is available for editing. The field is not obligatory.

---

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

New regular payment

Write-off account

UA043003350000000002952000005

Payment amount   Add VAT to the amount

0.00

Recipient

Name

Start typing the name

EDRPOU   Country of Residence

Start typing   optional

Recipient account

Start typing

Name of payment services provider

Payment details   Add VAT to the details

Select template

0 / 420

Ultimate payer   ☐ Specify

Ultimate recipient   ☐ Specify

Payment schedule

Date of first payment   Date of last payment

25.01.2024   optional

Time of payment

optional

Periodicity of payments

day

☐ agree with the terms of the contract

Save   Cancel

Fig. 9.2. **New regular payment** dialog box

- The field **Time of payment** is not filled automatically and is available for editing. The field is not obligatory. If the field is not filled, payment will be held at midnight.

- The field **Periodicity of payments** represents the drop-down list with available options: «day», «week», «month», «quarter», «half-year», «year».

- To confirm the terms of the contract mark the check-box **agree with the terms of the contract**. The display of the check-box is set up at the bank side. If there is a check-box, its choice obligatory.

  To save the document, press the button **Save**. As a result, new inactive payments will be added to the calendar of regular payments for the specified period with the selected periodicity.

View the information about regular payment

At left-click on one of the regular payments in the cell of the calendar , the dialog box **Regular payment** is opened(fig. 9.3).

For each regular payment is displayed the following information:

- ● — regular payment status;

- ▦ — date of current payment;

- ▤ — payment amount;

- ◴ — periodicity and time of payments;

- *Payer* — section containing information about the name and account number of the payer;

- *Recipient* — section containing information about the name, bank and account number of the recipient;

- *Ultimate payer* — section containing information about the name, EDRPOU and Country of Residence of the payer;

- *Ultimate recipient* — section containing information about the name, EDRPOU and Country of Residence of the recipient;

- *Payment details* — payment details.

  > *Attention!*
  > The **Ultimate payer** and **Ultimate recipient** sections are displayed if information about them was provided when creating a regular payment.

From the **Regular payment** dialod box, you can perform the following actions:

- *Viewing connection agreements.* To viewing of the corresponding application for regular payment activation left-click on the button ⋮ in the top right corner and select item **View connection application**. As a result, you will redirected to the **Editor** with the document screen form in view mode (fig. 9.5).

- *Disconnection of a regular payment* (for more details - see subsection **Disconnection of a regular payment**).

- *Viewing disconnection applications.* To viewing of the corresponding application for regular payment deactivation left-click on the button ⋮ in the top right corner and select item **View the disconnect application**. As a result, you will redirected to the **Editor** with the document screen form in view mode (fig. 9.5).

Fig. 9.3. **Regular payment** dialog box

Attention!
The item **View the disconnect application** is inactive if there is no corresponding application for regular payment deactivate.

To close the dialog box, click-left on the system cross in the top right corner.

Disconnection of a regular payment

To delete a regular payment, it is required to perform the following actions:

1. In the regular payments calendar, open the **Regular payment** dialog box for the payment in the status **Active**.

2. In the dialog box to press the ⋮ button in the top right corner and select item **Delete Regular Payment**.

As a result, the Application for regular payment deactivation dialog box is opened (fig. 9.4).
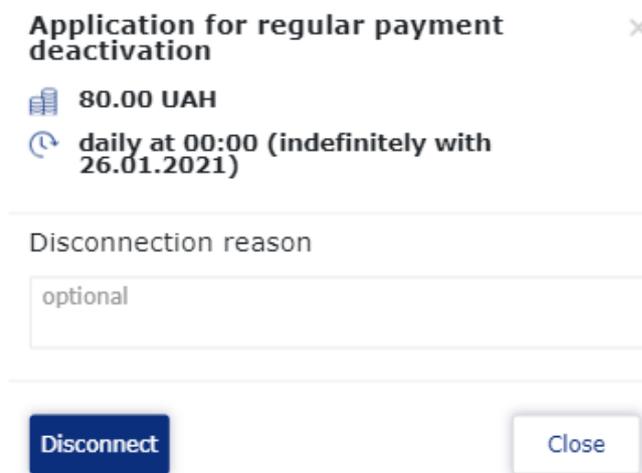
Fig. 9.4. **Application for regular payment deactivation** dialog box

> ***Attention!***
> Deleting a regular payment is only possible for regular payment with status **Active**.

In the Application for regular payment deactivation dialog box is displayed the following information:

- ▦ — payment amount;

- ↻ — periodicity and time of payments;

- ***Disconnection reason*** — reason of disabling of regular payment. The field is available for editing and is not obligatory.

To save the document, it is required to press the button **Disconnect**, if you press **Close** button the dialog box will be closed without changes saving.

When you save the application, it is automatically signed. In this case, the regular payment changes its status to **On disconnect**.

Applications

When you select the menu item **Applications** from section **Regular payment**, you are redirected to the **Applications** page, containing the list of the documents.

By default, the tab **Connectivity** is displayed, which contains a list of documents for connecting regular payments. To review the documents for disabling regular payments, press the tab **Disconnecting**.

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

- ***Number*** — document number;

- ***Date*** – document date;

- ***Recipient*** – recipient name;

- ***Amount*** – document amount;

- ***Periodicity*** — periodicity of payments;

- **Status** – document status;

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

The appearance of the page **Editor** of the screen form of the application on connecting and disconnecting a regular payment is presented on fig. 9.5.

There are available the following operations with the documents:

- **Document list sorting, changing the column width, moving the column** (for more details – see subsection **Infobar**).

- **Standard operations:** delete, sign, document list filtration by date and by status (for more details – see subsection **Documents, reports and directories management**).
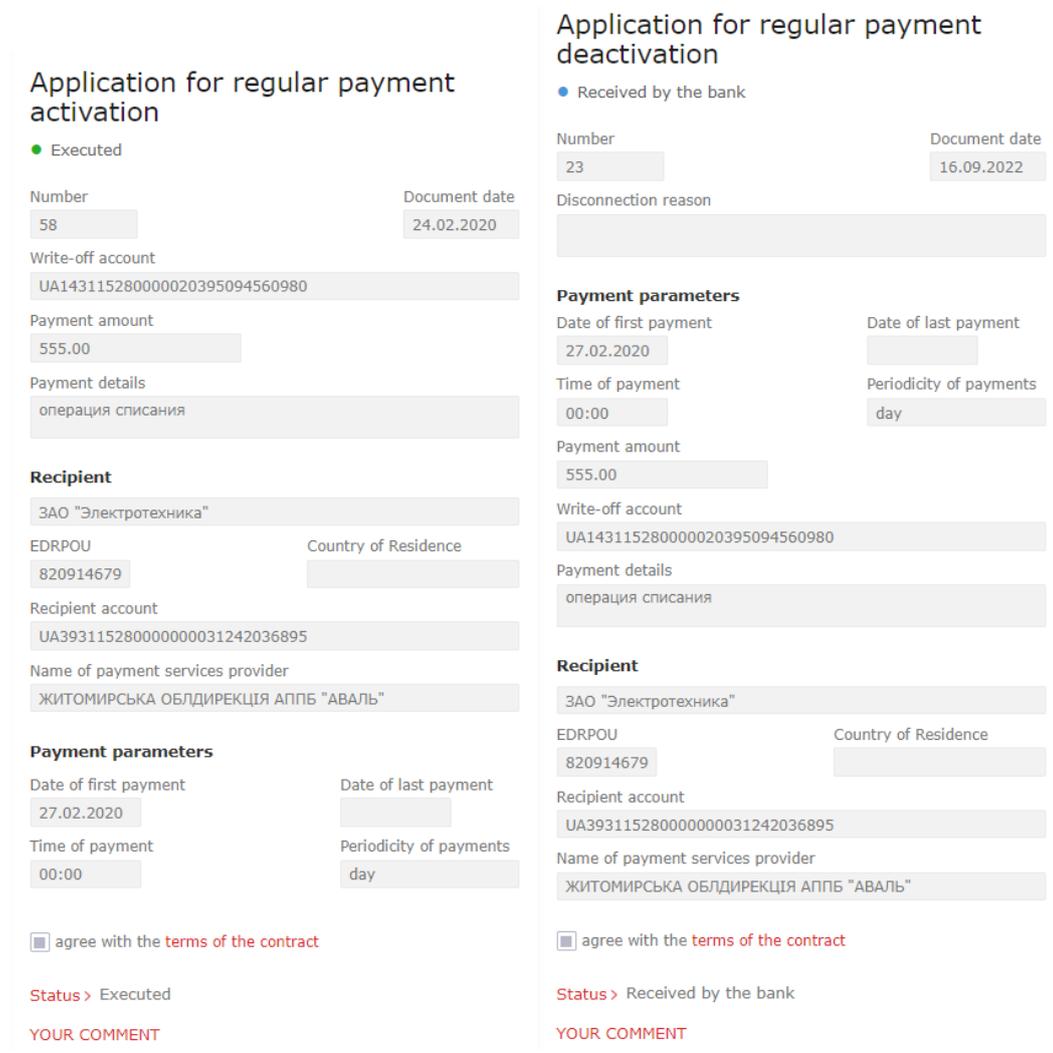
Fig. 9.5. Screen forms of applications

Section 10

Monitoring

In the AWP **Web-Banking**, in section **Monitoring**, there are provided the settings of operation of module for distribution of messages between clients. Within this section, client has access to:

- «Delivery channels» setting, i.e. the ways of messages reception.

- Setting of notifications that will be delivered to the client through the specified delivery channel in case of certain event occurrence.

- Browsing of security messages, set for the client by bank employee.

When you select the **Monitoring** menu, you are redirected to the delivery channel list. To go to the list of notifications or security messages, go to the tab **My messages** or **Security messages**, respectively.

Channels

For each delivery channel in the list there is displayed the following information:

- Check-box for selection of the delivery channel in the list;

- *Active* –– icon of the activated (✓) or deactivated (✗) delivery channel;

- *Name* — delivery channel name;

- *Channel type* –– there is displayed one of the possible types: SMS or E-mail;

- *Number/address* — number of the mobile phone or the address of the electronic mail, where there will be delivered the messages.

There are available the following operations with the delivery channels:

- *Channel list sorting on one or group of columns, changing the column width, moving the column* (for more details – see subsection **Infobar**).

- *Standard operations:* create, edit, copy, delete (for more details – see subsection **Documents, reports and directories management**).

> *Attention!*
> When you delete the delivery channel, there are automatically deleted all messages, set for this channel.

- *Activation/deactivation of the channel* (for more details – see subsection **Delivery channel activity change**).
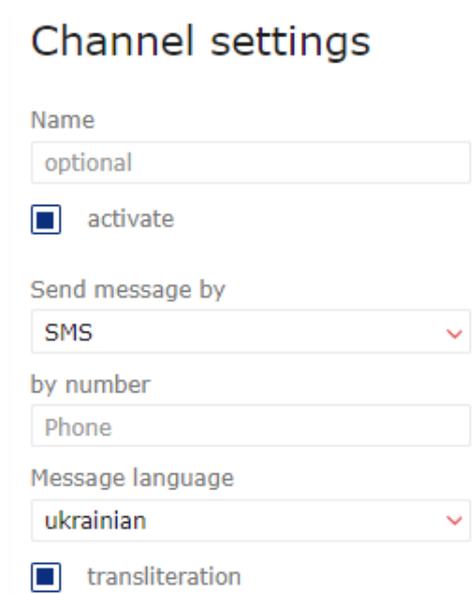
Channel settings

Name

optional

☑ activate

Send message by

SMS ⌄

by number

Phone

Message language

ukrainian ⌄

☑ transliteration

Fig. 10.1. Delivery channel screen form

Creating delivery channel

To create delivery channel press on the page with the delivery channel list the **Create** button on the toolbar. As a result, you will be redirected to the **Editor** page with the delivery channel screen form (fig. 10.1).

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

- The field **Name** is the field that the client may fill in with the free value.

- Check-box **activate** sets the delivery channel activity upon its creation. If the box is checked, then the channel will be activated upon creation (i.e. messages will be delivered to it), otherwise -– deactivated (i.e. no messages will be delivered to it).

- The field **Send message by** is the drop-down list with the available ways of message sending («SMS», «E-mail»). By default, there is selected the option «SMS».

- If there is selected the option of the messages sending by SMS, then, in the field **by number** there must be entered the number of mobile phone, to which there will be delivered the messages. The phone number is indicated in the international format. When you enter the correct country code in the field, you can enter the phone number. Number format is varies by country. To visually identify country there is displays a flag after the phone number.

- If there is selected the option of the messages sending by E-mail, then, in the field **by address** there must be entered the e-mail address, at which there will be delivered the messages.

- The field **Message language** is the drop-down list with the available options of message text languages.

- To receive the messages in the selected language with application of transliteration[1] (i.e. in latin letters), check the box **transliteration**. By default, the box is not checked.

To save the delivery channel, press the **Save** button on the toolbar. If there are no mistakes, the **Channel settings** page will switch to preview mode.

---

[1]Transliteration -– accurate conversion of signs of one alphabet with the signs of another alphabet, where each sign (or sign sequence) from one system is converted by the same sign (or sign sequence) of another system.

Delivery channel activity change

You may activate or deactivate delivery channel in two ways:

- Left-click the required delivery channel in the list to go to the delivery channel browse, then press the **Edit** button on the toolbar. As a result the delivery channel screen form will switch to the edit mode, and then you should check or uncheck the box **activate** and save the changes (button **Save** on the toolbar).

- Select in the list one delivery channel or delivery channel group and press **On/Off** button on the toolbar. As a result, deactivated delivery channels will be activated, and activated ones – deactivated.

My message

To go to the list of notifications, go in the **Monitoring** section to the tab **My messages**.
For each notification in the list there is displayed the following information:

- Check-box for selection of the message in the list;

- *Activity* –– icon of the activated (✓) or deactivated (✗) notification;

- *Message* –– name of the event, at occurrence of which the notification will be delivered;

- *Channel* — name of the channel, used for notification distribution.

There are available the following operations with the notifications:

- *Notification list sorting on one or group of columns, changing the column width, moving the column* (for more details – see subsection **Infobar**).

- *Standard operations:* create, edit, copy, delete (for more details – see subsection **Documents, reports and directories management**).

> *Attention!*
> At notification editing it is impossible to change its type (event type).

- *Activation/deactivation of notification* (for more details – see subsection **Notification activity change**).

Creating notification

In the AWP **Web-Banking** client may create the following message types:

- *About rejection of the document* — informs about change of the status client document for **Rejected**;

- *About incoming bank letters* — informs about delivery of new letter to the client from the bank;

- *About movement of funds on account* –– informs about selected client account debiting and crediting;

- *About login* — informs the client about iBank 2 UA system login by one of his employees key;

- **_Account statement_** –– provides the information about movements on the selected client account with data as to operations for the previous or current working day;

- **_About current balance_** –– provides information about current balance of the selected client account.

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

> **_Attention!_**
>
> For the possibility to create notification there must be activated at least one delivery channel.

The field **Send messages** is the drop-down list with the available for creation message types. Depending on the selected type there will be changed the composition of fields in the screen form (description of screen form for each message type is provided below).

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

Notifications about rejection of the document

To set notifications about the document rejection, select in the field **Send messages** the option «About rejection of the document» (fig. 10.2).

Fig. 10.2. Notification about rejection of the document screen form

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

- The field **by channel** is the drop-down list, containing the created by the client delivery channels.

- The field **in format** is the drop-down list with available message formats. If you select SMS delivery channel, there will be only «txt» in the list, if E-mail – «txt» and «html».

- The field **for document** is the drop-down list with available types of the documents, about the rejection of which there will be delivered messages. The list contains both separate types of documents and document groups. The first in the list is the option «All type of outgoing documents».

- The field **by account** is the drop-down list of the client accounts. Depending on the selected document type, the list may display accounts in national currency and/or currency accounts of the client, to which the organization employee has the access. For each account in the list there are display: number in the IBAN format (29 characters), name (if it's specified), balance amount.

- Check-box **activate** sets the activity of the notification upon its creation. If the box is checked, then the notification will be delivered upon creation to the client in case of the selected event occurrence, otherwise the notification will not be delivered.

- Section **Additionally specify** is the list of details that may be additionally specified in the notification text. To select the details check the relevant box. The details composition depends on the selected document and setting on the bank side.

Notifications about incoming bank letters

To set notifications about incoming bank letters, select in the field **Send messages** the option «About incoming bank letters» (fig. 10.3).

Fig. 10.3. Notification about incoming bank letters screen form

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

- The field **by channel** is the drop-down list, containing the created by the client delivery channels.

- The field **in format** is the drop-down list with available message formats. If you select SMS delivery channel, there will be only «txt» in the list, if E-mail – «txt» and «html».

- Check-box **activate** sets the activity of the notification upon its creation. If the box is checked, then the notification will be delivered upon creation to the client in case of the selected event occurrence, otherwise the notification will not be delivered.

- Section **Additionally specify** is the list of details that may be additionally specified in the notification text. To select the details check the relevant box. The details composition depends on the setting on the bank side.

Notifications about the movement of funds on account

To set notifications about the movement of funds on account, select in the field **Send messages** the option «About the movement of funds on account» (fig. 10.4).

Fig. 10.4. Notification about the movement of funds on account screen form

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

- The field **by channel** is the drop-down list, containing the created by the client and activated delivery channels.

- The field **in format** is the drop-down list with available message formats. If you select SMS delivery channel, there will be only «txt» in the list, if E-mail – «txt» and «html».

- The field **by account** is the drop-down list of the client accounts, to which the organization employee has the access. For each account in the list there are display: number in the IBAN format (29 characters), name (if it's specified), balance amount.

- The field **for operation** is the drop-down list with the acceptable options of types of movements on account («All», «Debit», «Credit»).

- Check-box **activate** sets the activity of the notification upon its creation. If the box is checked, then the notification will be delivered upon creation to the client in case of the selected event occurrence, otherwise the notification will not be delivered.

- Section **Additionally specify** is the list of details that may be additionally specified in the notification text. To select the details check the relevant box. The details composition depends on the setting on the bank side.

Notifications about login

To set notifications about login, select in the field **Send messages** the option «About login» (fig. 10.5).

Message settings

Send messages

About logon

Internet-Banking, Web-Banking for corp. clients and PC-Banking synchronization

by channel

E-mail

in format

txt

☑ activate

ADDITIONALLY SPECIFY:

☐ Employee full name

☐ ID key

☐ Name of organization

Fig. 10.5. Notification about login screen form

> ***Attention!***
> The option «About login» is unavailable in the field **Send messages**, if there is set the security message about login.

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

- The field **by channel** is the drop-down list, containing the created by the client and activated delivery channels.

- The field **in format** is the drop-down list with available message formats. If you select SMS delivery channel, there will be only «txt» in the list, if E-mail – «txt» and «html».

- Check-box **activate** sets the activity of the notification upon its creation. If the box is checked, then the notification will be delivered upon creation to the client in case of the selected event occurrence, otherwise the notification will not be delivered.

- Section **Additionally specify** is the list of details that may be additionally specified in the notification text. To select the details check the relevant box. The details composition depends on the setting on the bank side.

Fig. 10.6. Notification account statement

Notifications account statement

To set notifications account statement, select in the field **Send messages** the option «Account statement» (fig. 10.6).

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

- The field **by channel** is the drop-down list, containing the created by the client and activated delivery channels.

- The field **in format** is the drop-down list with available message formats. If you select SMS delivery channel, there will be only «txt» in the list, if E-mail – «txt» and «html».

- The field **by account** is the drop-down list of the client accounts, to which the organization employee has the access. For each account in the list there are display: number in the IBAN format (29 characters), name (if it's specified), balance amount.

- Field **per working day** is the drop-down list with the acceptable options of the statement generation period («previous», «current») and fields for message reception time (hours and minutes) specification.

- Check-box **activate** sets the activity of the notification upon its creation. If the box is checked, then the notification will be delivered upon creation to the client in case of the selected event occurrence, otherwise the notification will not be delivered.

- Section **Additionally specify** is the list of details that may be additionally specified in the notification text. To select the details check the relevant box. The details composition depends on the setting on the bank side.

Notifications about current balance

To set notifications about current balance, select in the field **Send messages** the option «About current balance» (fig. 10.7).

Fig. 10.7. Notification about current balance screen form

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

- The field **by channel** is the drop-down list, containing the created by the client and activated delivery channels.

- The field **in format** is the drop-down list with available message formats. If you select SMS delivery channel, there will be only «txt» in the list, if E-mail – «txt» and «html».

- The field **by account** is the drop-down list of the client accounts, to which the organization employee has the access. For each account in the list there are display: number in the IBAN format (29 characters), name (if it's specified), balance amount.

- Check-box **activate** sets the activity of the notification upon its creation. If the box is checked, then the notification will be delivered upon creation to the client in case of the selected event occurrence, otherwise the notification will not be delivered.

- Section **Additionally specify** is the list of details that may be additionally specified in the notification text. To select the details check the relevant box. The details composition depends on the setting on the bank side.

Notification activity change

You may activate and deactivate notifications in two ways:

- Left-click the required notification in the list to go to the notification browse, then press the **Edit** button on the toolbar. As a result the message screen form will switch to the edit mode, and then you should check or uncheck the box **activate** and save changes (button **Save** on the toolbar).

- Select in the list one notification or notification group and press **On/Off** button on the toolbar. As a result, the deactivated notifications will be activated, and activated ones – deactivated.

Security message

The security messages are the analogue of the client notifications with the difference that their setting and activation are performed on the bank side, and the client may only change the format of the active message. In addition, security messages may be set only in respect of two events: EDS key activation and system login.

To switch to the list of security messages, go in the **Monitoring** section to the tab **Security messages**.

Appearance of the page is presented in fig. 10.8.
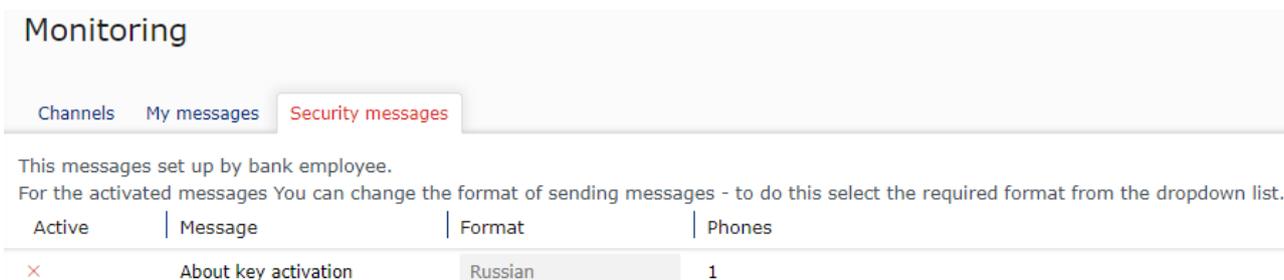
Fig. 10.8. Security message list

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

- ***Message*** –– one of the security message types;

- ***Format*** — safety message language;

- ***Phones*** –– count of telephone numbers, to which the messages will be delivered;

- ***Active*** –– icon of the activated (✓) or deactivated (✗) message.

There is available the security message list sorting, changing column width, moving column (for more details – see subsection **Infobar**).

Section 11

User Documentation

When you select the menu item **User Documentation** you are redirected to the corresponding page is performed, containing the list of links for downloading user manuals. To view the necessary instruction on working with the AWP **Web-Banking**, it is necessary to click on the relevant link in the list.

Section 12

My data and settings

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

Keys

By default, you are redirected to the **Keys** page (fig. 12.1), where there are displayed list of the EDS keys of the organization employee, logged-in the AWP.

Fig. 12.1. Organization employee EDS key list

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**;

- *Key ID/Certificate owner* – EDS key identifier or certificate owner's full name (for quailfied EDS keys);

- *Validity* – validity term of the EDS key;

- *Signature group* – signature group, set for the EDS key;

- *Status* – EDS key status;

- *Max. amount* – maximal amount, for which there may be signed the payment instruction 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.

The current key that was used to log in to the system is highlighted in yellow in the list.To display only the active EDS keys in the list, the «show only active» flag should be selected.

There is available the key list sorting one or a group of columns, changing column width, moving column (for more details – see subsection **Infobar**). By default, keys are sorted in descending order of key expiration date

If you left-click the EDS key in the list, you will be redirected to the **Detailed information about the key** page (fig. 12.2), where the organization employee may see the detailed information about the

EDS key, as well as its status change history. For key of the internal format and qualified EDS key, the report of EDS key registration in the iBank 2 UA system.

Fig. 12.2. **Detailed information about the key** page

For the qualified EDS key, the **Certificate** link is displayed on the **Detailed information about the key** page for displaying or hiding information downloaded from the certificate (fig. 12.3).

To save the certificate to file[1], click the **Save certificate to file** button.

For more information about registration qualified EDS keys, see documentation *iBank 2 UA system. Web-Banking for corporate clients. Registration in the system.*

Bank details

When you select the **Bank details** tab of the **My Data and settings** section, you are redirect to page 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 viewing and printing a detailed report.

Appearance of the page is presented in fig. 12.4.

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.

---

[1]The certificate file is downloaded with the extension **.cer**.

Detailed information about the key

ID

16140720025628141

Signature group

All

Owner

Чернушина Тетяна Василівна

Term

15.10.2020 - 04.10.2030

Registration date

23.02.2021

Open key

```
00  22  66  4E  1B  51  BD  75  89  AF  5B  E9  F5  98  10  24
FE  67  DF  45  BC  DD  72  6A  FA  34  CA  66  D3  01  B5  F7
5B
```

Status > Active

Certificate ⌄

Serial number	2b 6c 7d f9 a3 89 1d a1 04 00 00 00 5d be 24 00 ec 81 c2 01
Issuer	АЦСК АТ КБ «ПРИВАТБАНК»
Key usage	Digital signature, Non-reduplication
Status	Actual
CRL status	Absent in CRL
	Owner data
Organization	Приватне акціонерне товариство «Літак» (тестовий сертифікат)
EDRPOU	34554355
Country	UA
Province	Черкаська
Locality	Золотоноша
Postal address	
Subdivision	Приватне акціонерне товариство «Літак»
Position	Керівник
Surname	Чернушина
Name and patronymic	Тетяна Василівна
Full name	ЧЕРНУШИНА ТЕТЯНА ВАСИЛІВНА
ITN	2113357744

Save certificate to file

Fig. 12.3. **Detailed information about the key** page from qualified EDS key

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

Each organization employee may have only one Google authenticator account.

Fig. 12.4. Bank details page

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

If the organization employee **Google authenticator** is not yet activated, then he will be redirected to the page of general information about the application (fig. 12.5). In case of activated **Google authenticator** the employee will be redirected to the page with the information about the **Google authenticator** activation (fig. 12.6).

Fig. 12.5. 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. 12.7), and the client will receive SMS with one-time password.
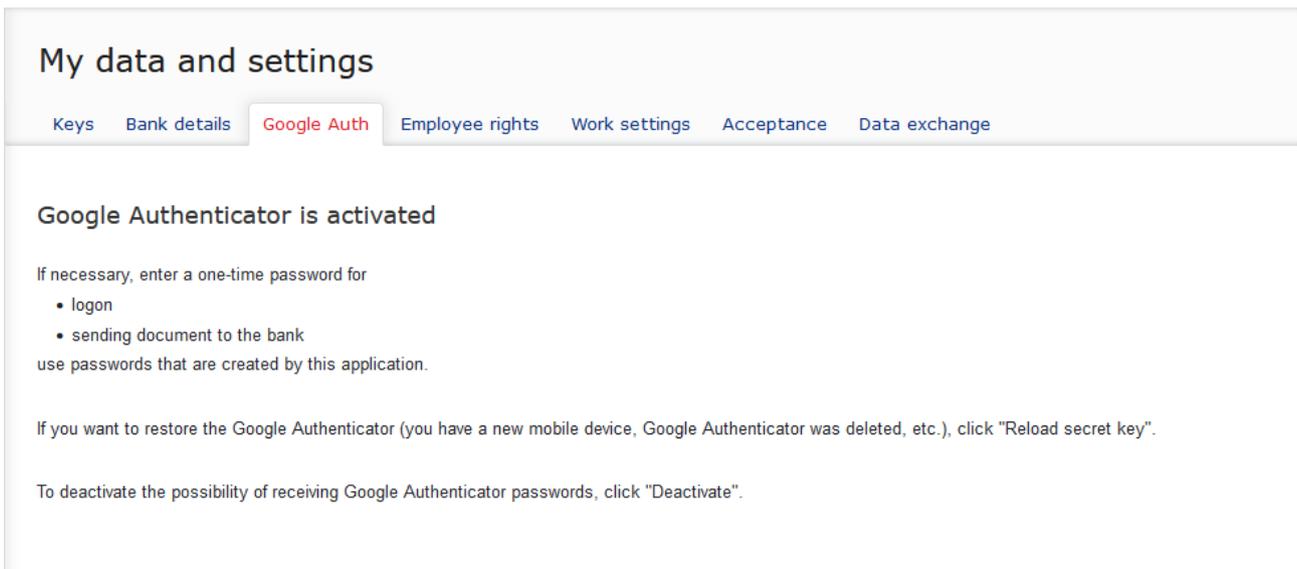
Fig. 12.6. Information about **Google Authenticator** activation
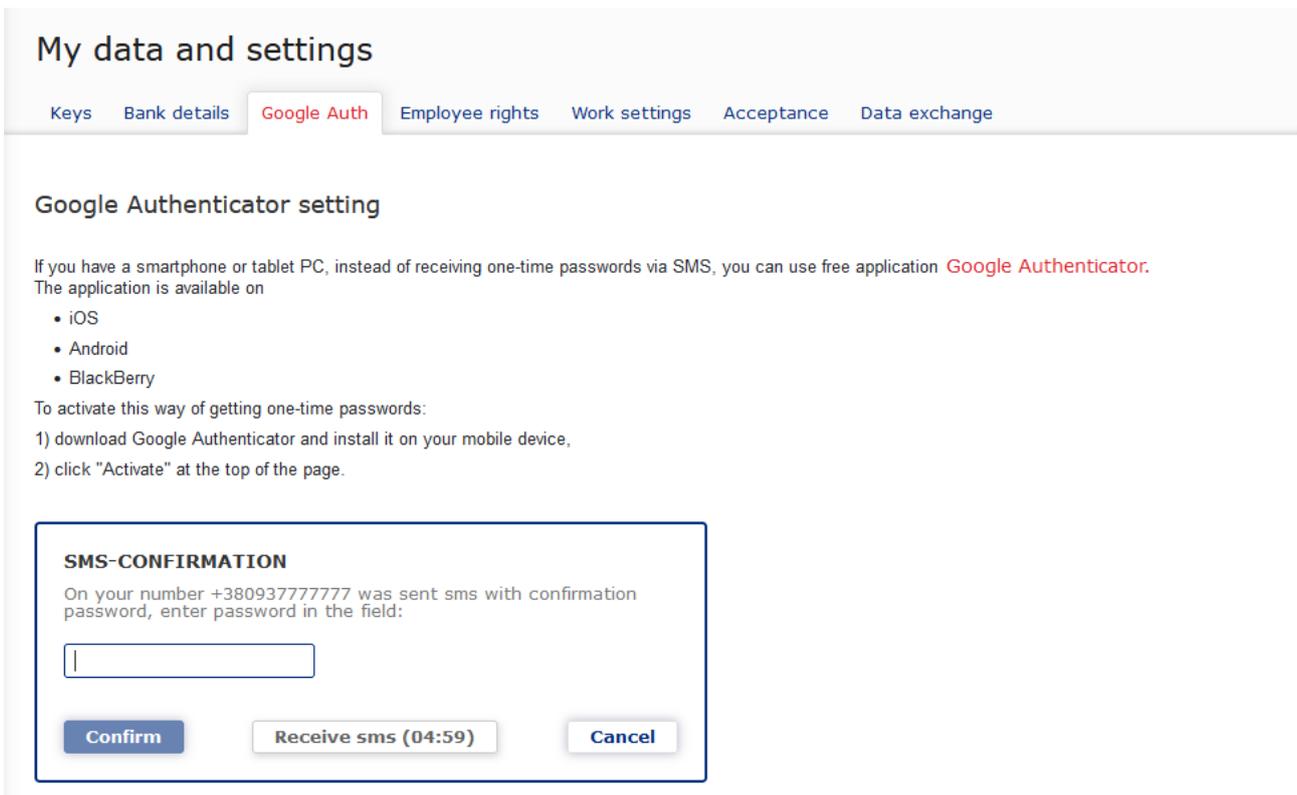
Fig. 12.7. **Google Authenticator** activation

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. 12.8).

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;

Fig. 12.8. Confirmation of **Google Authenticator** activation

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

4. Enter generated in the mobile application one-time password and press in the **Google Authenticator** box the button **Confirm**. As a result there will be activated the usage of **Google Authenticator** for the AWP log-in (for more details – see subsection **Multi-factor authentication**) and confirmation of the documents (for more details – see subsection **Confirmation documents by one-time passwords**). Herein, you will be redirected to the page with the information about **Google Authenticator** activation (fig. 12.6).

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

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

Employee rights

Within the measure of the «Authorization Matrix» service, the authorized employee of the client has the ability to view, as well as to change the rights to documents, reports and accounts of other employees of the client.

> **Attention!**
> The possibility of viewing, as well as of changing the rights within the measure of the «Authorization Matrix» service is set at the bank side.

To go to the list of employee go in the **My data and settings** section to the **Employee rights** tab.

Appearance of the page is presented in the fig. 12.9.
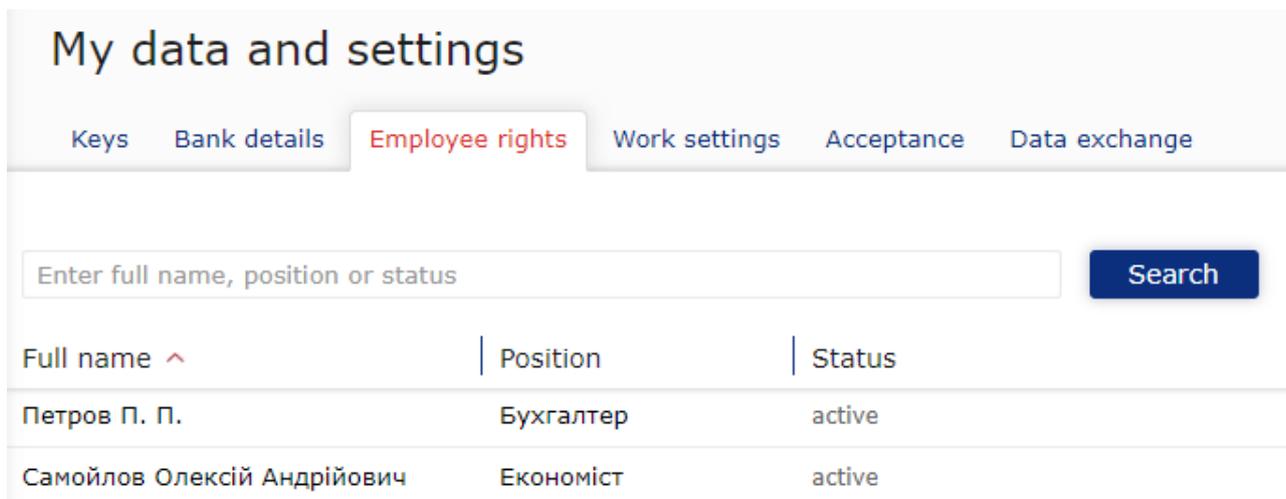
Fig. 12.9. List of employees of the organization

The list contains all employees of the client (including deleted ones), except for the employee who logged into the AWP.

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

- **Full name** — employee full name;

- **Position** — employee position;

- **Status** — employee status;

There is available sorting (one or a group of columns) and filtration of the list of employees, changing column width, moving column (for more details - see subsection **Infobar**).

Rights to documents

When you left-click the employee in the list, you will be directed to the rights page of the corresponding employee.

By default, there is displayed the page with rights to a document. To view the rights to accounts or reports go to the **Accounts** or **Reports** tab.

The information on the **Documents** tab is a list of all documents with which the client can work, as well as a set of rights with flags installed or removed.

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

- **Document type** — document name.

- ⊞⊟ (**All**) — all available rights to the document.

- 👁 (**Viewing**) — the possibility of viewing document. Automatically installed when installing any other rights. Unavailable for editing if there is any other right.

- ⊞ (**Creation**) — the possibility of creation, copying, editing document.

- 📝 (**Signing**) — the possibility of signing document.

- 📄 (**Import**) — the possibility of import document. Is present for documents that support import.

- 🗑 (**Deletion**) — the possibility of deleting document.

- 📎 (**Work with attach**) — the possibility to work with attach. Is present for documents that support attach.

By default, information about the rights to documents is displayed in the viewing mode. To edit the rights it is required to press **Edit** button on the toolbar (fig. 12.10). Change of rights is supported for active or blocked employees.

Fig. 12.10. Screen form in the edit mode of rights employee to documents

To save the rights, press the **Save** button on toolbar. If you press the **Cancel** button the information about the rights to the documents will be return to the viewing mode without making any changes.

Rights to accounts

To go to the list of rights to accounts is required on the employee rights page, go to the **Accounts** tab.

The information on the **Accounts** tab is a list of all accounts of the client, as well as a set of rights with flags installed or removed.

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

- *Account name* – account alias;

- *Account* — number in IBAN format (29 characters), symbolic currency code and account type;

- *Currency* – three-character symbolic code of account currency;

- *Account type*;

- Block with a list of all possible account rights. If the client's employee has the right to work, the checkbox in the corresponding column is displayed as set, if the right is absent, the checkbox is displayed is displayed as unset. The block includes the following columns:

  - ⬚ (*Signing*) — possibility to sign documents on the account. When the right installed, the rights **Saving**, **Viewing** are automatically set.
  - ⬚ (*Saving*) — possibility to save documents on the account. When the right installed, the right **Viewing** is automatically set. This right is unavailable for editing if the right **Signing** is installed.
  - ◉ (*Viewing*) — possibility to view documents and generating account reports. This right is unavailable for editing if the rights **Signing** or **Saving** are installed.

By default, information about the rights to accounts is displayed in the viewing mode. To edit the rights it is required to press **Edit** button on the toolbar (fig. 12.11). Change of rights is supported for active or blocked employees.

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Account name	Account	Currency	Account type	⬚	⬚	◉
Name is not specified	UA043003350000000000072347231	JPY	Current	☐	☐	☐
Name is not specified	UA083003350000000000002162421	XAF	Current	☐	☐	☐
Name is not specified	UA223003350000026258000000055	EUR	Corporate	☑	☑	☑
Name is not specified	UA353003350000026053000000001	EUR	Current	☑	☑	☑
Name is not specified	UA363115280000026055600001111	EUR	Current	☑	☑	☑
Name is not specified	UA413115280000026252111111122	UAH	Corporate	☑	☑	☑
Name is not specified	UA463240210000026054558412555	RUB	Current	☑	☑	☑
Name is not specified	UA643003350000026001222222233	UAH	Current	☑	☑	☑
Name is not specified	UA703003350000026001222222222	USD	Current	☑	☑	☑
Name is not specified	UA753003350000002649243254568	UAH	Current	☑	☑	☑
Name is not specified	UA853003350000026256600001122	USD	Corporate	☑	☑	☑
Name is not specified	UA903003350000000000098762566	KWD	Current	☐	☐	☐

Fig. 12.11. Screen form in the edit mode of rights employee to accounts

To save the rights, press the **Save** button on toolbar. If you press the **Cancel** button the information about the rights to the documents will be return to the viewing mode without making any changes.

Rights to reports

To go to the list of rights to reports is required on the employee rights page, go to the **Reports** tab.

The information on the **Reports** tab is a list of all reports with which the client can work.

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

- *Report type* — report name;

- *Work rights* — the possibility to work with a report.

By default, information about the rights to reports is displayed in the viewing mode. To edit the rights it is required to press **Edit** button on the toolbar (fig. 12.12). Change of rights is supported for active or blocked employees.

Fig. 12.12. Screen form in the edit mode of rights employee to reports

To save the rights, press the **Save** button on toolbar. If you press the **Cancel** button the information about the rights to the documents will be return to the viewing mode without making any changes.

History of changing rights

For security purposes, within the measure of the **Authorization Matrix** service the history of changes of the rights is maintained. For documents and accounts, a change log for each type of document or account is provided, for reports - on all possible reports.

To go to the page of viewing the history of changing rights press the link **History**. The link is displayed if there is at least one record in the change log of the rights to documents, accounts or reports for this employee.

Fig. 12.13. Screen form of viewing the history of changing rights to document

Appearance of the screen form of viewing the history of changing rights (by example the history of changing rights to documents) is presented in the fig. 12.13.

The information on the page is a list of rights changes. For each record in the list, the following information is displayed:

The following information is displayed on the page:

- **Date** — date and time of making changes;

- **Responsible** — full name employee, who made changes;

- **Change** — made changes. ➕ means the addition of a right, ➖ – deleting;

- **Rights after change** — rights to work with the document type, account or report after changes.

Work settings

When you select the **Work settings** tab of the **My Data and settings** section, you are redirect to a page that contains settings of default dates in documents and reports filters , and configuration of the formula for calculate planned balance in the payment instruction (fig. 12.14).

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

- **docunents in progress** (general value for all types of documents);

- **executed documents** (general value for all types of documents);

- **letters**;

- **opers and turnovers**.

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

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

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

Fig. 12.14. **Work settings** page

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

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

- both options.

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

- **Account** is a default unedited field presented in the form of a dropdown list, encompassing all active current accounts of the client for which their employee has permissions (**All Operations** or **Save**). The list of accounts is dynamically reconstructed based on the selected currency.

- **Currency** is a default field initially populated with the first element of the list. Presented in the form of a dropdown list containing a range of currencies for which the client holds active current accounts and which their employee has permissions (**All Operations** or **Save**). The list displays only those currencies for which default accounts have not yet been specified.

- The + button adds fields to enter information about the next account onto the page. The previous account is saved as the default account, and its fields become inactive.

- The **x** button:

  – If account information is being edited, clears the **Account** and **Currency** fields.
  – If account information was saved, removes the **Account** and **Currency** fields.

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

Acceptance

To navigate to the **Acceptance** page in the iBank 2 UA system, you need to go to the **My Data and Settings** section and click on the **Acceptance** tab. This tab allows employees of the client to view and configure the **Payment Acceptance** service for payment instructions (for more details – see document *iBank 2 UA system. Web-Banking for corporate clients. Working with the Hryvnia documents*).

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

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

The external appearance of the page is shown in fig. 12.15.

Fig. 12.15. **Acceptance** Page

The following information is displayed on the page:

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

- *Limit Types*: For payment, Daily.

- *Funds Used Today* - an inactive field located to the right of the «Daily» limit.

- *Limit amount input fields*, as well as the currency code next to each field.

- **Activate flag** located under each amount field.

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

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

- **Limit type** - an inactive field filled with the limit type that was activated above. Or an active field with a drop-down list with options «Payment» and «Daily» if both limits were activated. The field in an active state is filled with the first option from the list by default.

- **Account Selection** - by default, the field is not filled and contains the prompt «Select accounts». It is filled by selecting from the drop-down list, with a decrease in the number of values available for selection as characters are entered. The drop-down list includes the option **Select all** and all UAH accounts.

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

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

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

- Button **Add** to the right of the account selection field is activated only when at least one account is selected, when pressed, the selected accounts are added to the list of accounts.

- Button **Remove All** is activated only if there are accounts in the list. It allows you to remove all accounts from the list. In case the limits are deactivated, the fields and buttons described above will not be displayed.

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

- **Account Name** - account alias.

- **Code ID NBU** - bank's ID NBU code where the account is opened.

- **Account Number** - account number in IBAN format (29 characters).

- **Account Type**.

- **Currency** - three-character currency code of the account.

- **Payment** - a mark that the account has a «Payment» limit applied.

- **Daily** - a mark that the account has a «Daily» limit applied.

- Button to remove the account from the list.

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

Data exchange

When you select the **Data exchange** tab of the **My Data and settings** section, you are redirect to a page that contains list of import and export formats supported by iBank 2 UA system, as well as setting directories for group import of documents by default (fig. 12.16).

Fig. 12.16. **Data exchange** page

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

- ***Format*** — name of import or export format.

- ***Encoding*** — name of the encoding in which import or export is supported. If more than one encoding is supported, then the field is a drop-down list with available encodings.

- ***Data type*** — list of documents, reports or references that support import or export in the coresponding format.

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

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

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

- ***Data type*** — This field is presented as a list with selectable options:

- Payment instructions;

- Hryvnia payment requests;

- Salary sheets;

- Card prolongation orders;

- Fire staff orders;

- Assign card orders;

- Payment instructions in foreign currency;

- Internal foreign currency orders;

- Applieds of foreign currency sales;

- Applieds of foreign currency purchases;

- Applieds of foreign currency exchange;

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

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

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

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

- Report «Current and corporate account statement». Add record ID to export file (OPER_ID field). If the flag is activated - when receiving a report for *.xls, *.cvs, *.dbf, PROFIX, IBIS formats, the **Operation identifier** field will be added.

- Report «Current and corporate account statement». Add all fields provided by the ISO 20022 standard to export file. For more information on ISO 20022 fields, see in the documentation ***Formats of import and export data in the iBank 2 UA system. Technical description***.

Section 13

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 document *iBank 2 UA system. Web-Banking for corporate clients. Registration in the 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 management of the client organization.

> ***Attention!***
> **Replace EDS key remotely** isn't supported for EDS qualified keys.

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. 13.1), 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. 13.1. **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 (Initialize). The list of data, required for USB-token initialization may differ, depending on device type. To confirm the device initialization, press in the

Fig. 13.2. **Device initialization** dialog box

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.

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

(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[??].

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

2. Confirm captcha **I'm not a robot**. The presence of captcha is configured on the bank side.

3. Check the box **I give the permit for my personal data processing**.

4. 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.

Section 14

Sources of additional information

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

- *Main information about iBank 2 UA electronic banking system.*

- *Система iBank 2 UA. Хост плагін EDS «WebSigner». Діагностика та усунення несправностей.*

- *Formats of import and export data in the iBank 2 UA system. Technical description.*

- *iBank 2 UA system. Web-Banking for corporate clients. Registration in the system.*

- *iBank 2 UA system. Web-Banking for corporate clients. Working with the Hryvnia documents.*

- *iBank 2 UA system. Web-Banking for corporate clients. Working with the Reports.*

- *iBank 2 UA system. Web-Banking for corporate clients. Working with the Payroll Service.*

- *iBank 2 UA system. Web-Banking for corporate clients. Working with the FCY documents.*

- *iBank 2 UA system. Web-Banking for corporate clients. Working with the Corporate Cards service.*

- *iBank 2 UA system. Web-Banking for corporate clients. Working with the Budgeting service.*

- *iBank 2 UA system. Web-Banking for corporate clients. Working with the Deposits service.*

- *iBank 2 UA system. Web-Banking for corporate clients. Working with the Credits service.*

- *Система iBank 2 UA. iBank 2 UA для 1С: Підприємства. Інструкція користувача.*

Attention!
With all offers and requests for documentation, please contact us by e-mail
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