Web-Banking
for Financial Control Centers.
Work with the «Corporate cards» service

DBO Soft

(version 7.1)

Content

Preface

This document is the manual for using the AWP Web Banking for Financial Control Centers (further – AWP **Web-Banking for FCC**), specifically describing the operation of the additional service **Corporate Cards**.

> **Attention!**
>
> This document provides a direct description of working with the **Corporate Cards** service. For a general overview of the AWP's operation, its interface, etc., see the document *iBank 2 UA system. Web-Banking for Financial Control Centers. General Description*.

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

The **General description of the «Corporate cards» service** section contains information about the main features and purpose of the service.

The **Corporate card management** section is dedicated to describing the operation of applications for managing corporate cards.

The **Payments of the «Corporate cards» service** section is dedicated to the description of the possibilities of transferring funds within the «Corporate cards» service.

The **Working with service reports** section is dedicated to describing of the reports included in the «Corporate cards» service.

Section 1

Getting started with the AWP Web-Banking for FCC

Requirements for the system

In order to make any operations in the AWP **Web-Banking for FCC** 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).

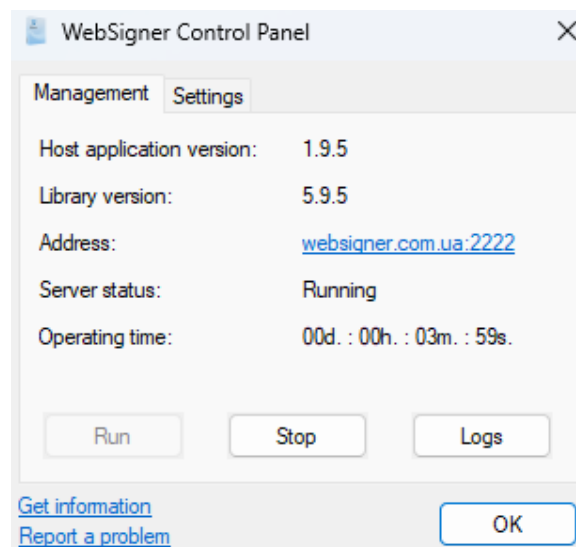Fig. 1.1. Control panel of EDS host plugin

> **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 for FCC** 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.

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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.

Section 2

General description of the «Corporate cards» service

The «Corporate cards» service is an additional service of the iBank 2 UA system, within which the client opens a corporate account (**CA**). For those employees who are allowed to use a corporate account, corporate cards are issued that are tied to one of the client's CA. The service provides corporate clients with the opportunity to transfer funds using CA, as well as manage employee corporate cards.

The «Corporate cards» service includes the following documents and reports:

- **Card payment** document — instructs the bank to transfer the indicated amount of funds to another recipient by card number.

- **Card blocking order** document — instructs the bank to block the indicated corporate card.

- **Card unblocking order** document — instructs the bank to unblocking the indicated corporate card.

- **Card closing order** document — instructs the bank to close the specified corporate card.

- **Validity extension order** document — instructs the bank to extension validity of the specified corporate card.

- **Card reissue order** document — instructs the bank to reissue of the specified corporate card.

- **Order for enabling cvv code request** document — instructs the bank to enabling cvv code request for the specified corporate card.

- **Order for disabling cvv code request** document — instructs the bank to disabling cvv code request for the specified corporate card.

- **Order for change limit** document — instructs the bank to change limit for the specified corporate card;

- **Corporate cards issue** document — instructs the bank to issue a new corporate card for a client's employee.

- **Corporate cards** report — provides to client information on issued client's corporate cards.

- **Statement for account** report — provides to client detailed information on the movement of funds within the client's corporate account.

- **Card operation** report — provides to client detailed information on the movement of funds in the context of the employee's corporate card.

- **Turnover** report — provides to client consolidated information on the movement of funds within client's corporate account.

The «Corporate cards» service is implemented for corporate clients and FCCs in the **Web-Banking** module in the **Corporate cards** section.

Section 3

Working with corporate cards

Corporate cards report

With the **Corporate cards** report, the client can obtain information about the corporate cards issued to their employees. To access the report, select the **Cards** item from the **Corporate cards** document group, then select on the **Clients** page the one or more subordinate clients on whose behalf the report will be generated and press the button **Select**. As a result, you will be taken to the **Corporate cards** page, which contains a list of issued cards.

By default, the list of active corporate cards is displayed. To view blocked cards, switch to the **Blocked** tab.

The list of cards is grouped by corporate account (see fig. 3.1). Within each account, the following is displayed:
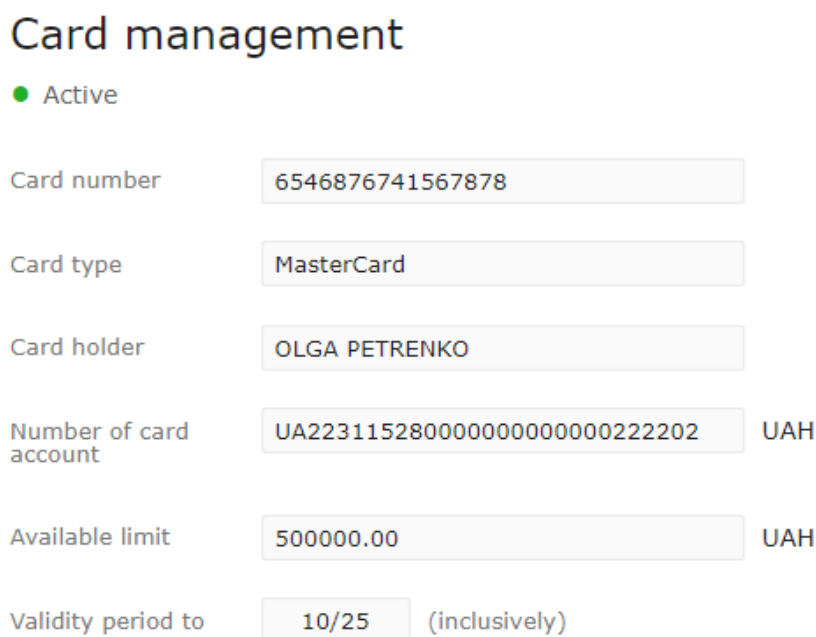

Fig. 3.1. **Corporate cards** Report

1. Account number and name (if specified). Clicking on it will hide the display of the list of corporate cards for that account.

2. Balance amount and three-character currency code of the account.

3. Blocked amount (if any).

4. List of corporate cards linked to this account. For each card in the list, the following information is displayed:

   - ***Card*** — card number;

   - ***Cardholder*** — cardholder's full name;

   - ***Available limit*** — available limit amount on the card in the account currency. This column is displayed if there is at least one card with a value;

- **_Card validity term (inclusive)_** — card expiry date in MM/YY format.

To select other subordinated clients, whose account will be used for statement generation, press the link under the **Corporate cards** page name, then select on the page **Clients** the required subordinated clients and press **Select** button on the toolbar. Depending on the number of the selected subordinated clients, the link name may be: <client name>, «several clients», «all clients».

Viewing information about a corporate card

To view information about a corporate card, click the left mouse button on the card you need in the list on the **Corporate cards** page. As a result, you will be taken to the **Card management** page, which contains information about the card (see fig. 3.2).

Fig. 3.2. **Card management** Page

If there are limits set for the corporate card, a **Limits** list is displayed below the card information fields (see fig. 3.3).
The following information is displayed for each limit in the list:

- **_Type of transaction_** – the name of the transaction to which the limit applies. For each operation type, either a permanent limit or both a permanent and temporary limit can be set. In the latter case, only the temporary limit is valid.

- **_Currency_** – the currency of the limit.

- **_Limit_** – the limit amount.

- **_Used_** – the amount of funds used within the limit.

- **_Cycle_** – the period after which the amount of used funds will be reset.

- **_Start_** – the start of the temporary limit period. Not displayed for permanent limits.

- **_End_** – the end of the temporary limit period. Not displayed for permanent limits.

Card management

● Active

Card number	6546876741567878
Card type	MasterCard
Card holder	OLGA PETRENKO
Number of card account	UA2231152800000000000222202 UAH
Available limit	500000.00 UAH
Validity period to	10/25 (inclusively)

ORDERS >

LIMITS ∨

Type of transaction	Cur.	Limit	Used	Cycle		Start	End	Status		
The total limit on the cards	UAH	5 000.00	2 000.00	4	days	12.04.2018	25.04.2019	●	✎	✕
	UAH	10 000.00	2 500.00	4	days			●		
Cash withdrawal in ATM	UAH	1 500.00	700.00	23	hours	01.03.2018	25.03.2019	●	✎	✕
	UAH	1 500.00	700.00	18	hours			●		
Payment in the Internet	UAH	5 000.00	2 000.00	4	quarter	12.04.2018	25.04.2019	●	✎	✕
	UAH	10 000.00	2 500.00	4	quarter			●		
Payment in supermarkets	UAH	1 500.00	700.00	23	banking days	01.03.2018	25.03.2019	●	✎	✕
	UAH	1 500.00	700.00	18	banking days			●		

Fig. 3.3. **Card management** page with set limits

- **Status** – the status of the limit. Active limits are marked in green, inactive ones in gray.

Corporate card management

The following operations can be performed within corporate card management:

1. **Blocking;**

2. **Unblocking;**

3. **Closing;**

4. **Card validity prolongation;**

5. **Enabling CVV request;**

6. **Disabling CVV request;**

Corporate card management is carried out on the **Card management** page, which is opened by clicking the desired card in the list on the **Corporate cards** page. The history of operations within card management is located in the **Requests** list on the **Card management** page (see fig. 3.4).

Attention!
The available operations depend on the card status and are configured on the bank's side.

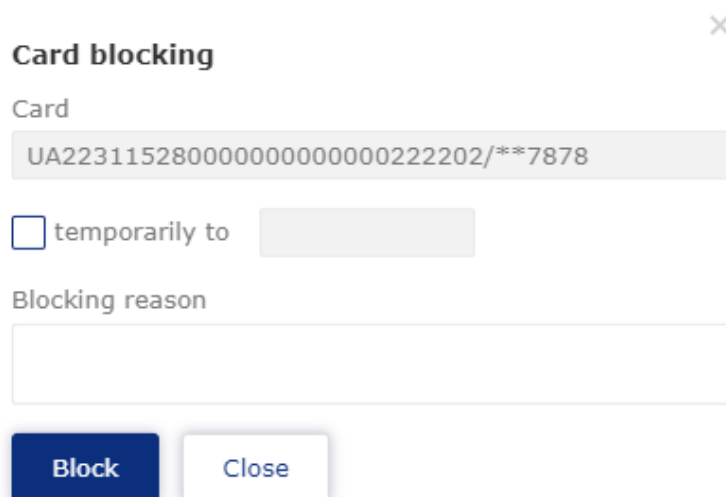Fig. 3.4. **Card management** page with card management history

For each operation in the list, its name, date, authorized employee's full name, and application status are displayed. Viewing and managing operations in the list are not provided.

Blocking a corporate card

To block an active corporate card, you need to go to the **Card management** page of the card you need and click the **Block** button on the toolbar. As a result, the **Card blocking** dialog box will open on the screen (see fig. 3.5).

To block the card, you need to perform the following actions in the **Card blocking** dialog box:

- If the card blocking is temporarily, then check the **temporarily to** flag and specify (manually or using the graphical calendar) the date of temporary blocking. The ability to set temporarily blocking is configured on the bank's side.
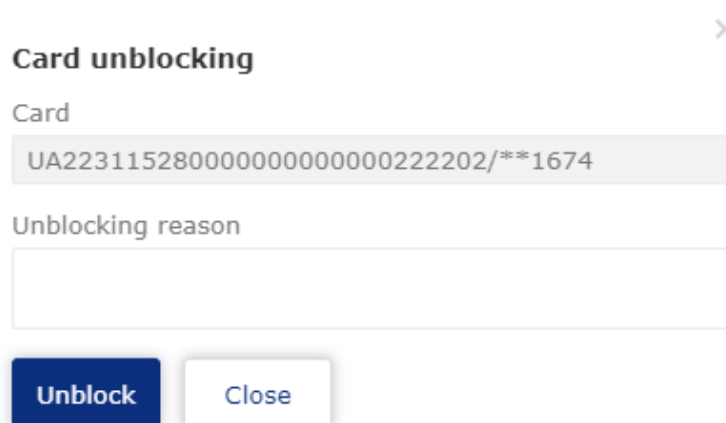
Fig. 3.5. **Card blocking** dialog box

- In the **Blocking reason** field, specify the reason text.

- Click the **Block** button and confirm the action to block the card. Clicking the **Close** button closes the **Card blocking** dialog box without saving application.

Unblocking a corporate card

To unblock a blocked card, you need to go to the **Card management** page of the card you need and click the **Unblock** button on the toolbar. As a result, the **Card unblocking** dialog box will open on the screen (see fig. 3.6).

To unblock the card, you need to specify the reason text in the **Unblocking reason** field in the **Card unblocking** dialog box and then click the **Unblock** button and confirm the action. Clicking the **Close** button closes the **Card unblocking** dialog box without saving application.

Fig. 3.6. **Card unblocking** dialog box

Closing a corporate card

To close a card, you need to go to the **Card management** page of the card you need and click the **Close** button on the toolbar. As a result, the **Card closing** dialog box will open on the screen (see fig. 3.7).

To close the card, you need to specify the reason text in the **Closing reason** field in the **Card closing** dialog box and then click the **Close** button and confirm the action. Clicking the **Close** button closes the **Card closing** dialog box without saving application.
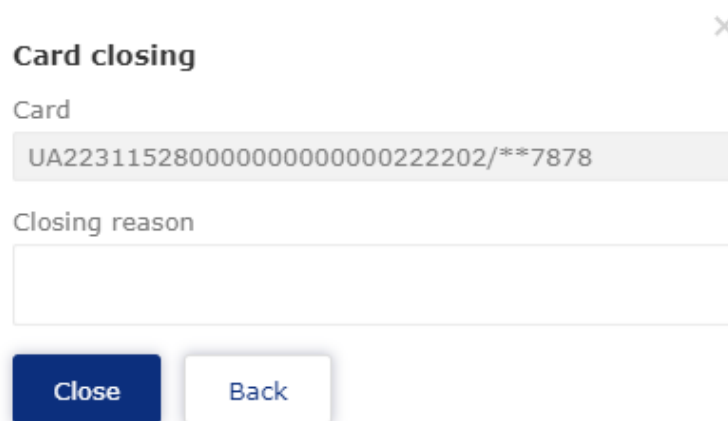
Fig. 3.7. **Card closing** dialog box

Prolongation the validity period of a card

To extend the validity period of a card, you need to go to the **Card management** page of the card you need and click the **Prolong** button on the toolbar. As a result, the **Card validity prolongation** dialog box will open on the screen (see fig. 3.8).

Fig. 3.8. **Card validity prolongation** dialog box

> ***Attention!***
> The period until the end of the card's validity period, for which its prolong will be available, is configured on the bank's side.

To extend the card, you need to click the **Prolong** button in the **Card validity prolongation** dialog box and confirm the action. Clicking the **Close** button closes the **Card validity prolongation** dialog box without saving application.
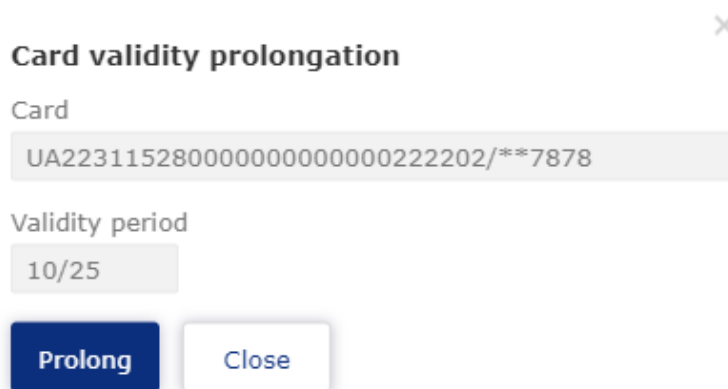
> ***Attention!***
> The term for which the card will be prolong is regulated by the card issuer and is not available for change.

Card reissue

To reissue a card, you need to go to the **Card management** page of the card you need and click the **Reissue** button on the toolbar. As a result, the **Card reissuing** dialog box will open on the screen (see fig. 3.9).

Fig. 3.9. **Card reissue** dialog box

To reissue the card, you need to perform the following actions in the **Card reissuing** dialog box:

- Select the reason for card reissue from the list. The list of available reasons for card reissue is configured on the bank's side. There may also be an icon next to the field, hovering over which will display a hint about card reissuing.

- Choose a bank's branch to receive a new card.

- Click the **Reissue** button and confirm the action to reissue the card. Clicking the **Close** button closes the **Card reissuing** dialog box without saving application.

Enabling CVV request

Enabling the CVV request is available for corporate cards for which the CVV request is disabled. To enable the CVV request, you need to go to the **Card management** page of the card you need

and click the **Enable CVV** button on the toolbar. As a result, a dialog box will appear on the screen asking you to confirm the operation or decline it.

Disabling CVV request

Disabling the CVV request is available for corporate cards for which the CVV request is enabled. To disable the CVV request, you need to go to the **Card management** page of the card you need and click the **Disable CVV** button on the toolbar. As a result, a dialog box will appear on the screen asking you to confirm the operation or decline it.

Changing a limit

To change a limit, you need to go to the **Card management** page of the card you need and click the ✎ (**Change limit**) button on the toolbar. As a result, a dialog box **Order for change limit** will appear on the screen.

Fig. 3.10. **Change limit** dialog box
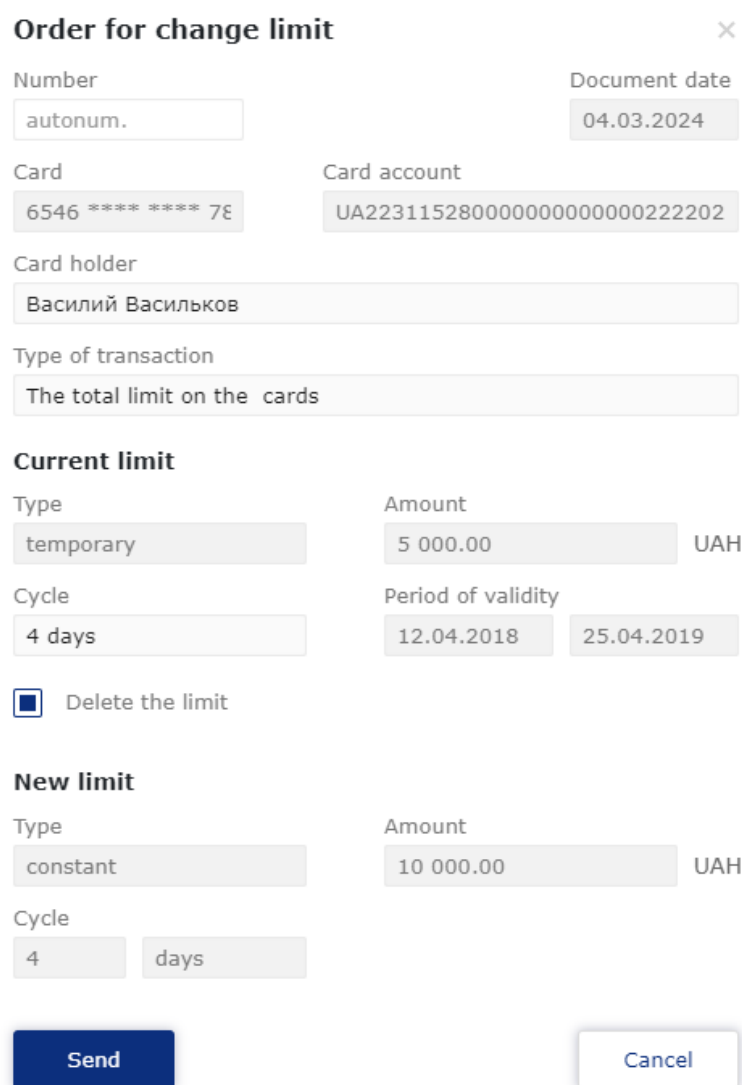
To change the limit, you need to specify the amount and validity period of the new limit in the **New limit** block in the **Order for change limit** dialog box, and then click the **Send** button. Clicking the **Cancel** button closes the **Order for change limit** dialog box without saving application.

> ***Attention!***
> Enabling the **Delete the limit** checkbox will set the document to delete the limit.

Deleting a limit

To delete a limit, click the ✕ (**Delete limit**) button in the line of the desired limit on the **Card Management** page of the desired card in the **Limits** drop-down list. As a result, a dialog box **Order for change limit** will open on the screen (see fig. 3.11).

Fig. 3.11. Dialog window **Order for change limit** (limit deletion)

To delete the limit, you need to click the **Send** button in the **Order for change limit** dialog box. Clicking the **Cancel** button closes the **Order for change limit** dialog box without saving application.

Section 4

Issuing a corporate card

When selecting the **Issue cards** item from the **Corporate cards** document group, you will be redirected to the **Corporate cards issue** page, which contains a list of documents.

By default, the list of documents in progress is displayed. To view executed documents, you need to switch to the **Executed** tab.

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

- Icon indicating the presence of attached files 🔗, absent for documents without attachments;

- Flag for selecting the document in the list;

- **Number** — document number;

- **Date** — document date;

- **Employee** — full name of the cardholder for whom the card is issued;

- **Account** — number of the corporate account to which the card is issued. If the card is issued to a new account, the field displays the text «new»;

- **Status** — document status (absent in the list of executed documents).

There are available the following operations with the documents (for more details – see document **iBank 2 UA system. Web-Banking for Financial Control Centers. General description**):

- **Document list sorting on one or group of columns, changing the column width, moving the column**.

- **Standard operations:** create, edit, copy, delete, sign, print (on printer and PDF-file), document list filtration by date and status.

- **Attachment handling**.

Filling out document fields

To create new document press on the **Corporate cards issue** page the **Create** button on the toolbar, then select on the **Clients** page the subordinated client, on behalf of which there will be created the document. As a result, you will be redirected to the **Editor** page with the document screen form (see fig. 4.1).

Below are the main recommendations for filling out the document fields:

- By default, the document number is not filled in and is available for editing. When saving a document with an empty number, the field is filled in accordance with automatic numbering.

  > **Attention!**
  > The document number will not be automatically generated if the number of the last document contains letters or special characters. In this case, the document number must be filled in manually.

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

- The **Account for card** field is a list of the client's corporate accounts that the organization's employee has access to. The last item in the list displays the value «new account» for opening a new corporate account and issuing a card to it.

- The **Currency** field contains the currency code of the corporate account and is not available for editing. When issuing a card to a new account, the field becomes a drop-down list that contains the available currencies for opening an account.

- The **Bank** field contains the bank's ID NBU code and name where the selected account is opened. The field is not available for editing.

- The **Subdivision** field contains the name of the bank subdivision where the selected account is opened. The field is not available for editing.

- The **Employee full name (Cardholder)** field is mandatory and is intended for entering information about the cardholder for whom the card is issued.

- The **Card holder ITN** field is mandatory and is intended for entering the cardholder's ITN. Valid values are 9 or 10 digits.

- The **Card holder passport** field is mandatory and is intended for entering the cardholder's passport details. Both old (series and number) and new (number only) formats are supported.

- The **Name on the card (Latin)** field is mandatory and is intended for entering the cardholder's information using transliteration.

- The **Code word** field is mandatory. An information tooltip icon appears next to the field to assist with filling it out.

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

Corporate cards issue

1st International Association
EDRPOU: 41433380, Country code: 804

Number

| autonum. |

Document date

| 04.03.2024 📅 |

Account for card

| UA053003350000262012356987577 ⌄ |

Currency

| UAH |

Bank

| 300335 | | JOINT-STOCK POST PENSION BANK AVAL |

Subdivision

| Уровень 3а из Уровня 2б МФО 300335 |

Employee full name (Cardholder)

| |

Card holder ITN

| |

Card holder passport

| Serial | | Number |

Name on the card (Latin)

| |

Code word

| | ⓘ

Financial phone number

| |

Additional information

| optional |

ATTACH COPIES OF DOCUMENTS (max. size 1000000.00 KB)

| Drag files here or click on this area |

Fig. 4.1. Document screen form for issuing a card

Section 5

Payments of the «Corporate cards» service

The following documents are used for fund transfers with the participation of clients' corporate accounts:

- **Hryvnia payment instruction** — for fund transfers in the national currency from the clients' corporate accounts to the recipients' accounts (for more details on working with the document, see the documentation **iBank 2 UA system. Web-Banking for Financial Control Centers. Working with the Hryvnia documents**).

- **Internal payment instruction** — for fund transfers in foreign currency from the clients' corporate accounts to the recipients' accounts within the bank (for more details on working with the document, see the documentation **iBank 2 UA system. Web-Banking for Financial Control Centers. Working with the FCY documents**).

- **Card payment** — for fund transfers in national currency from clients' corporate accounts to the recipient cards (for more details – see the **Card payments** subsection).

In addition, support for corporate accounts is available in the **Payroll sheet** document (for more details on working with the document, see the documentation **iBank 2 UA system. Web-Banking for Financial Control Centers. Working with the Payroll Service**).

> **Attention!**
> The ability to work with corporate accounts in documents **Hryvnia payment instruction, Internal payment instruction and Payroll sheet** is configured on the bank's side.

Card payments

When selecting the **Card payments** item from the **Corporate cards** document group, you will be redirected to the **Card payments** page, which contains a list of documents.

By default, the list of documents in progress is displayed. To view executed documents, you need to switch to the **Executed** tab.

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

- A checkbox to select the document in the list;

- **Number** — the document number;

- **Date** — the document date;

- **Payer** – name of subordinated client;

- **Card** — the recipient's card number;

- **Recipient** — the recipient's name;

- **Amount** — the document amount;

- **Status** — the document status (not displayed in the list of completed documents);

- **Payment details** — the payment details text.

There are available the following operations with the documents (for more details – see document ***iBank 2 UA system. Web-Banking for Financial Control Centers. General description***):

- ***Document list sorting on one or group of columns, changing the column width, moving the column***.

- ***Standard operations:*** create, edit, copy, delete, sign, print (on printer and PDF-file), document list filtration by date and status.

- ***Filter list of documents by advanced filter***. Fields of advanced filter corresponds to display information about the document in the list.

Filling in the document fields

To create new document press on the **Card payment** page the **Create** button on the toolbar, then select on the **Clients** page the subordinated client, on behalf of which there will be created the document. As a result, you will be redirected to the **Editor** page with the document screen form (see fig. 5.1).

Below are the main recommendations for filling in the document fields:

- The document number is not filled in by default and is available for change. When saving a document with an empty number, the field is filled in according to automatic numbering.

  > ***Attention!***
  > The document number will not be automatically generated if the last document number contains letters or special characters. In this case, the document number must be filled in manually.

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

- The value date no filled in automatically and is available for editing. The field is not obligatory. The value shall not exceed 10 days from the document date. The date of valuation cannot be earlier than or equal to the document date[1].

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

- To the right of the **Ask to transfer** field is the **Add VAT to the amount** field, which is a drop-down list with available VAT percentage rates[2]. An empty value is displayed first in the list to remove the selected VAT amount and cancel all changes. Next, the available VAT rates that can be added to the amount are displayed: **VAT at 20%**, **VAT at 14%** or **VAT at 7%**. At the same time, 20%, 14% or 7% VAT is added to the payment amount, respectively. VAT information is added to the text of the payment details, and the **Add VAT to the details** link above the **Payment details** field is not displayed. When the **Add VAT to the amount** field is cleared, the change to the indicated amount and payment details is canceled, and the **Add VAT to the details** link is displayed above the **Payment details** field.

- The field **From account/card** represents the drop-down list with hryvnia accounts of the subordinated client, to which the corresponding virtual 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, type. For each unique link «corporate account + card issued to it» in the list,

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

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

Card payment

1st International Association
EDRPOU: 41433380, Country code: 804

Number	Document date	Value date
autonum.	04.03.2024	optional

Ask to transfer	Add VAT to the amount
0.00	

From account/card

UA273003350002600417083110871

Planned balance

999 999.00

Recipient

[   ]   **Find**

Holder

[   ]

Payment details   Add VAT to the details

Select template

[   ]

0 / 420

Fig. 5.1. Document screen form for card payment

the following format is displayed:
<corporate account number>/<last four digits of the card number>

Attention!

When selecting a corporate account with an attached card, only the account number is displayed in the field.

By default, the last account used when creating a document of this type is selected. If there is only one corresponding account, it is automatically selected, and the field becomes unavailable for change.

- The field **Planned balance** is unavailable for editing and contains the amount of balance at the selected hryvnia account less total amount of all accepted for consideration and/or had not received documents. Formula to calculate planned balance is configure by subordinate client in the **My data and settings** section (for more details – see the documentation *iBank 2 UA system. Web-Banking for Financial Control Centers. General description*).

- The **Recipient** field is obligatory and is intended for entering the card number without spaces. When entering the number, spaces will be automatically set as separators.

- The **Holder** field is obligatory and is intended for entering the name of the cardholder. For cards issued by an authorized bank, the cardholder's name may be filled in automatically. To do this, enter the card number and click the **Find** button. Otherwise, the field is filled in manually.

- The **Payment details** field is mandatory and is intended for entering the payment details text. Counter of entered characters is displayed below the field.

  The field can be filled in automatically using templates: a dropdown list of templates is displayed above the field. When selecting a template from it, the **Filling the payment details from a template** modal window appears on the screen to fill in the fields of the payment details template. The list of templates and the composition of fields in the **Filling the payment details from a template** modal window are configured on the bank side.

  If necessary, to add information about VAT to the payment details text, click link **Add VAT to the details** above the **Payment details** field and enter the required rate[3]: **VAT at 20% of the amount**, **VAT at 14% of the amount**, **VAT at 7% of the amount** or **VAT not included**.

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

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

Section 6

Working with service reports

Statement for account

With the help of the **Statement for account** report, the client can obtain operational information about the movement of funds on the corporate account for the selected period with detailed information about the counterparty and the payment purpose. To obtain the report, you need to perform the following steps:

1. Select the **Statement for account** item from the **Corporate Cards** document group.

2. Select on the page **Clients** the required subordinated clients and press **Select** button on the toolbar. To generate a report, all selected clients must have at least one corporate account.

3. By default, one of the ID NBU codes is selected, in which the client has corporate accounts. To select another ID NBU, select the required value from the **ID NBU** dropdown list. As a result, only the accounts opened in the selected ID NBU will be displayed in the account list.

4. By default, one of the client's corporate accounts opened in the selected ID NBU is selected. To select other accounts, in the **Account** field, select the required accounts from the list or check the **All** checkbox to select all corporate accounts opened in the selected ID NBU. Group selection of accounts is possible in the list. To do this, while holding down the Shift key, click on the account in the list. As a result, all accounts starting from the last checked one (or the first one in the list if there are no checked accounts) to the selected account will be selected. Group deselection is not supported. For each account in the list, the following is displayed: IBAN format number (29 characters), name (if specified), balance amount, type. The corresponding accounts will be automatically displayed when entering a value in the list.

5. Specify the period for obtaining the report. To do this, manually enter or select the required date range using the graphical calendar in the **from** and **to** fields. By default, the report is generated for the current date.

> **Attention!**
> The bank has the ability to set a limit on the maximum number of days in the period when retrieving the list of operations. 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 operations is not generated.

6. Click the **Receive** button.

To select other subordinated clients, whose account will be used for statement generation, press the link under the **Statement for account** page name, then select on the page **Clients** the required subordinated clients and press **Select** button on the toolbar. Depending on the number of the selected subordinated clients, the link name may be: <client name>, «several clients», «all clients».

Information about operations in the statement

The appearance of the generated report page for one account is shown in fig. 6.1.

Fig. 6.1. List of operations for one corporate account

The report's relevance date[1] and the date of the previous operation are displayed above the filter fields.

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

- **Document number** — document number.

- **Operation date** — date of the operation.

- **Correspondent** — correspondent name. If the value does not fit completely, three dots are added at the end. In this case, the full text of the correspondent name is displayed when hovering over the field.

- **Amount** — operation amount. Credit amounts to the account are displayed in green, debit amounts are displayed as negative values in red.

- **Details** — payment details text. If the value does not fit completely, three dots are added at the end. In this case, the full text of the payment details is displayed when hovering over the field.

At the bottom of the page, a summary information line is displayed, which contains:

- **Balances: in** — the amount of money on the account at the beginning of the first day of the selected period;

- **Balances: out** — the amount of money on the account at the end of the last day of the selected period;

- **Total turnover: debit** — the total amount of debit operations on the account for the selected period;

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[1]The presence of the report's relevance date is configured on the bank's side

- **Total turnover: credit** — the total amount of credit operations on the account for the selected period.

If the statements are obtained for several or all accounts, the following changes are displayed on the page:

- The date of the previous operation is not displayed at the top of the page.

- A **Group by accounts** flag is displayed above the list of operations.

- The **Account** and **Currency** columns are added to the list of operations.

- The summary information line is not displayed at the bottom of the page.

If the statements are generated for several or all subordinated clients then there is added into the operation list the column **Client**.

When the **Group by accounts** flag is selected, the list of operations is grouped by accounts (see fig. 6.2). Within each account, the following is displayed:

Fig. 6.2. List of operations for several corporate accounts

- The number and currency of the corporate account. Clicking on it hides or shows the list of operations for this account.

- The list of operations for the account.

- Summary information with balances and turnovers.

The following operations are available above the statements (for more details – see document **iBank 2 UA system. Web-Banking for Financial Control Centers. General description**):

- *Records list sorting on one or group of columns, changing the column width, moving the column*.

- *Print operations and list of operations on printer and PDF-file* (for more details – see subsection **Print report**).

- **Standard operations:** export (in formats Excel Workbook (.xls), Comma-Separated Values file (.csv), IBIS, Profix, DBF).

- **Browse and work with individual operation from the list** (for more details – see subsection **Viewing detailed information about the operation**).

- **Operation list filtration by advanced filter** (for more details – see subsection **Advanced filter of operations**).

Print report

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

1. **Print report.** It is possible to print the following types of print form: **Standard form, Brief form, Extended form, Extended (landscape) form**. It is performed on the page with the operation list. Press the **Print** button on the toolbar and select of the relevant print option from drop-down list. The print form is the list of the selected account operations for the specified period.

2. **Print list of operations from type.** It is performed on the page with the operation list. Press the **Print** button on the toolbar and select from the drop-down list option **Debit list** or **Credit list**. The print form is the short list of operations of the relevant type. It is supported to print by printer or in PDF-file.

3. **Print advices.** It is performed on the page with the operation list. Press the **Print** button on the toolbar and select from the drop-down list option **Advices**. The print form is operation in debet or credit advices form for the specified period. Print advices is possible if there is at least one hryvnia or currency statement in the list. It is supported to print by printer or in PDF-file.

- 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:

  - bank marks on the each page;
  - bank marks on the last page;

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

  1. Open the **Print the report** page, where there is displayed the appearance of the print form of the record; to do this generate the report and press the **Print** button on the toolbar and choose type of print form in drop-down list.
     To close the **Print the document** page press the **Cancel** button on the toolbar.
  2. Check or uncheck the boxes of displaying of bank marks in the print form.
  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.

Advanced filter of operations

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

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

- By operation type (**Operation type** field).

- By document number (**Document number** field).

- By UETR identifier (**UETR** field). The UETR number is specifying manually.

> **Attention!**
> Filtering by document number and UETR uses a common advanced filter field. To change the criterion, click on the link in the field name (**Document number** or **UETR**) and select the desired criterion from the drop-down list. When changing the criteria, the previously entered value is not saved (that is, filtering is possible only according to one of the criteria).

- By operation amount (**Amount from...to** field). Herein, there is the possibility to set both the amount range and maximal or minimal amounts. Filtering by zero amounts is also supported.

- By payment details (**Payment details** field). Filtration by the payment details is case sensitive.

- By correspondent (**Correspondent** field). Herein, you may specify the correspondent name manually or select it from the list.

- By the correspondent EDRPOU (**EDRPOU** field). Herein, you may specify the correspondent EDRPOU manually or select it from the list.

- By initiating party (**Initiating party** field). Herein, you may specify the initiating party's name manually or select it from the list.

- By initiating party's EDRPOU (**Initiating party's EDRPOU** field). Herein, you may specify the initiating party's EDRPOU manually or select it from the list.

- By ultimate recipient (**Ultimate recipient** field). Herein, you may specify ultimate recipient name manually or select it from the list.

- By ultimate recipient's EDRPOU (**Ultimate recipient's EDRPOU** field). Herein, you may specify the ultimate recipient's EDRPOU manually or select it from the list.

- By ultimate payer (**Ultimate payer** field). Herein, you may specify ultimate payer name manually or select it from the list.

- By ultimate payer's EDRPOU (**Ultimate payer's EDRPOU** field). Herein, you may specify the ultimate payer's EDRPOU manually or select it from the list.

> **Attention!**
>
> To reduce the size of the advanced filter panel, the fields for filtering by name and EDRPOU of the correspondent, initiating party, ultimate payer and recipient have been combined. To change the filtering criteria (correspondent, initiatsing party, ultimate recipient or ultimate payer), you need to click on the link in the name of the field with the name, and select the desired criteria in the drop-down list. When changing the criteria, the name of the fields for filtering changes, and previously entered values are also saved (i.e. filtering is possible by group of criteria).

- By the correspondent account (**Account** field). Herein, you may specify the correspondent account number manually or select it from the list.

When you enter the values into the fields of the advanced filter **Correspondent** (**Initianting party, Ultimate payer, Ultimate recipient**), **EDRPOU**, **Account**, there will be displayed in the lists of the relevant values.

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

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

Viewing detailed information about the operation

To view detailed information about an operation, you need to click the left mouse button on the desired operation in the list. As a result, you will be taken to the **Editor** page with a detailed view of the operation in view mode (see fig. 6.3). Depending on the type of operation (debit, credit), the page name will be either **Debit operation** or **Credit operation**.

The **Report record screen form** includes the following fields:

- Document number.

- Document date.

- Account.

- Value date.

- Amount.

- Equivalent (for currency transactions only).

- Card (for the operations using the card only)

- **Correspondent** section:

  - Correspondent field.
  - Name of payment services provider.
  - Account.

- EDRPOU.
- The following fields may be present: Identity document, Location, Country of residence, Date and place of birth and Contact details of the correspondent.

- **Payment information** section:

  - Payment details code (if available).
  - Payment details field (for regular transactions) or Structured details of the budget payment (for budget debit transactions).
    The name of the field **Structured details of the budget payment** is a link. When you click on it, a dialog box is displayed for viewing the details of the budget payment. The composition of the fields in the dialog box depends on the type of budget payment and may include: (see fig. 6.4).
    1. Code of payment type.
    2. Additional information.
    3. Additional remittance information.
    4. Type.
    5. Table containing information about fund allocation with columns: Amount, Account, Additionally, and summary row.
    6. Table containing information about the document that serves as the basis for the operation with columns: Document, Number, Date, and summary row.
  - Additional information (if available).
  - Transaction date.
  - The UETR field (if available) contains a unique transaction identifier that is displayed when viewing payments processed by the bank.

- If available, the **Initiating party** section is displayed under the UETR field and contains:

  - Name of initiating party field.
  - EDRPOU.
  - The following fields may be present: Country of residence, Identity document, Location, Date and place of birth and Contact details of the initiating party.

- If available, the **Ultimate payer** section is displayed under the **Initiating party** section and is filled in similarly.

- If available, the **Ultimate recipient** section is displayed under the **Ultimate payer** section and is filled in similarly.

The following operations are available to the user from the **Editor** page:

- ***Print individual operation on printer or PDF-file.*** It is performed when you press the **Print** button on the toolbar. The print form corresponds to the print form of the debet or credit advices.

- **Copying the operation**. Available only for debit operations on hryvnia accounts. To copy the operation, you need to click the **Copy** button on the toolbar. As a result, you will be taken to the page for creating payment instructions, where all information (document amount, client account, recipient details, and payment purpose text) will be copied from the source operation.

> ***Attention!***
> For the ability to copy operations, the bank must have the ability to create payment instructions from client corporate accounts.

- **Adding a correspondent to the directory**. Available only for operations on hryvnia accounts. To add a correspondent to the recipient directory, you need to click the **Add correspondent** button on the toolbar. As a result, an information message will appear on the screen about the successful addition of the correspondent to the directory or an error message that such a correspondent is already present in the directory.

Card operations

Using the **Card operations** report, a client can get real-time information about the movement of funds in terms of corporate cards for the selected period. To get the report, you need to follow these steps:

1. Select the **Card operations** item from the **Corporate Cards** document group.

2. Select on the page **Clients** the required subordinated clients and press **Select** button on the toolbar. To generate a report, all selected clients must have at least one corporate card.

3. By default, a corporate card issued to one of the accounts to which the organization's employee has access is selected. To select other cards, you need to check the required cards in the card selection field. Also, group selection of cards is possible:

   - the first item **All** to select all cards in the list;
   - items **All for <account number> <currency>** to select all cards in the list that are linked to the corresponding account;
   - holding down the Shift key and clicking on the card in the list. As a result, all cards starting from the last checked one (or the first in the list if there are no checked cards) to the selected card will be selected. Group unchecking is not supported.

4. Specify the report generation period. To do this, manually enter or use the graphical calendar to select the desired date range in the **from** and **to** fields. By default, the report is generated for the current date.

5. By default, operations in the report are grouped by date. To change the grouping attribute of the report, select the desired value («by operation date», «by employees», «by operation type») in the **Group by** field.

   > **Attention!**
   > To change the grouping, you need to regenerate the report.

6. Click the **Receive** button.

To select other subordinated clients, whose account will be used for statement generation, press the link under the **Card operations** page name, then select on the page **Clients** the required subordinated clients and press **Select** button on the toolbar. Depending on the number of the selected subordinated clients, the link name may be: <client name>, «several clients», «all clients».

The appearance of the generated report page depends on the grouping of operations and is shown in fig. 6.5, fig. 6.6 and fig. 6.7.

Within each group, the operations are displayed as follows:

1. Title. Depending on the option of grouping operations, it contains the following information:

   - group by date: operation date;

- group by employees: information in the format «<Owner's full name>/<corporate card number>/<corporate account number> <currency symbol>»;

- group by operation type: operation type name.

Clicking on the title will hide or display the list of operations in this group.

2. List of operations. For each operation in the list, the following information is displayed:

- **Client name** — name of the subordinate client. Displayed when generating a report for several or all subordinate clients.

- **Operation date** — operation date. Displayed when grouping the list by employee or type.

- **Card details** — owner's full name, corporate card number, account number, and currency symbol. Displayed when grouping the list by date or type.

- **Description of operation** — operation description text.

- **Operation amount** — operation amount. Debit amounts are displayed as negative values.

- **Amount in account currency** — operation amount in account currency. Debit amounts are displayed as negative values.

    Attention!
    The colors of the amounts for different types of operations are set by the bank.

- **Commission** — commission amount and currency for the operation.

3. Summary information with turnovers. Displayed when grouping the list of operations by date or employee.

Clicking on an operation in the list will reveal detailed information about the operation, which includes the following fields:

- operation type;

- operation date;

- customer authorization code.

There are available the following operations with the report (for more details – see document **iBank 2 UA system. Web-Banking for Financial Control Centers. General description**):

- **Record list sorting on one or group of columns, changing the column width, moving the column**.

- **Printing the report (to a printer and to a PDF file)**.

Turnovers

With the **Turnovers** report, the client can get summary information about the movement of funds on the corporate account, specifying only the total turnover amounts for debit and credit, incoming and outgoing balances for each day within the specified period. To get the report, you need to perform the following steps:

1. Select the **Turnovers** item from the **Corporate Cards** document group.

2. Select on the page **Clients** the required subordinated clients and press **Select** button on the toolbar. To generate a report, all selected clients must have at least one corporate account.

3. By default, one of the ID NBU codes opened for the client is selected. To select another ID NBU, in the **ID NBU** field, select the required value from the list. As a result, only the accounts opened in the selected ID NBU will be displayed in the list of accounts.

4. By default, one of the client's accounts opened in the selected ID NBU is selected. To select other accounts, in the **Account** field, set the flags for the required accounts from the list or set the first flag **All** to select all accounts opened in the selected ID NBU. Group selection of accounts is possible in the list. To do this, while holding down the Shift key, click on the account in the list. As a result, all accounts starting from the last marked (or the first in the list if there are no marked accounts) to the selected account will be selected. Group deselection is not supported. For each account in the list, the following is displayed: IBAN number (29 characters), name (if specified), balance amount, type. When entering a value in the list, the corresponding accounts will be automatically displayed.

5. Specify the period to receive the report. To do this, in the **from** and **to** fields, enter the required date range manually or select it using the graphical calendar. By default, the report is generated for the current date.

6. Click the **Receive** button.

To select other subordinated clients, whose account will be used for statement generation, press the link under the **Turnovers** page name, then select on the page **Clients** the required subordinated clients and press **Select** button on the toolbar. Depending on the number of the selected subordinated clients, the link name may be: <client name>, «several clients», «all clients».

The appearance of the generated report is shown in fig. 6.8.

For each record in the list, the following information is displayed:

- *Date* — the date for which the turnover is generated;

- *Incoming balance* — the amount of money on the corporate account at the beginning of the day for which the turnover is generated;

- *Turnovers debit* — the total amount of operations for debiting funds from the corporate account for the date for which the turnover is generated;

- *Turnovers credit* — the total amount of operations for crediting funds to the corporate account for the date for which the turnover is generated;

- *Outgoing balance* — the amount of money on the corporate account at the end of the day for which the turnover is generated.

At the bottom of the page, a row with summary information about the amounts of debiting and crediting operations for the selected period is displayed.

If the turnovers are obtained for several or all accounts, then the following changes are displayed on the page:

- Above the list of turnovers, a flag **Group by accounts** is displayed.

- The list of operations is added with columns **Account** and **Currency**.

- The row with summary information is not displayed at the bottom of the page.

If the turnovers are generated for several or all subordinated clients then there is added into the operation list the column **Client**.

When selecting the flag **Group by accounts**, the list of turnovers is grouped by accounts. Within each account, the following is displayed:

- Account number and currency. Clicking on it will hide or show the list of turnovers for this account.

- List of turnovers for the account.

- Summary information with turnovers.

There are available the following operations with the turnovers (for more details – see document **iBank 2 UA system. Web-Banking for Financial Control Centers. General description**):

- **Record list sorting on one or group of columns, changing the column width, moving the column**.

- **Standart operations:** print (to printer and to PDF file) and export (in «Comma Separated Values (.csv)».

- **Transition to the list of operations.** When clicking the left mouse button on the turnover in the list, a transition to the **Statement for account** report is executed, which is automatically generated for the corresponding account and date of the selected turnover.

Debit operation for 13.04.2022 11:01:00

EDRPOU: 41433380, Country code: 804

Document number

1

Document date

13.04.2022

Account

UA763115281234569974654321798 UAH

Value date

13.04.2022

Amount

50 000.00 UAH

Correspondent

Баюл Оксана Сергеевна

Name of payment services provider

ЖИТОМИРСЬКА ОБЛДИРЕКЦІЯ АППБ "АВАЛЬ"

Account

UA743115280000026257881738498

EDRPOU

5555555555

Payment information

Payment details

Наз. плат. Операція проведена згідно з договором №2307.

Transaction date

13.04.2022

Fig. 6.3. Screen form with detailed information about the operation using the card

Fig. 6.4. View mode of the budget payment template

Fig. 6.5. List of card operations with grouping by operation date

Fig. 6.6. List of card operations with grouping by employees

Fig. 6.7. List of card operations with grouping by type

Turnovers

1-я Международная Ассоциация

| 311528 ∨ | UA2231152800000000000222202 UAH | **Period** from | 17.02.2020 ▦ | to | 27.02.2024 ▦ | Receive |

Date ∨	Inc. balance	Turnovers Dt.	Turnovers Ct.	Out. balance
29.11.2023	0.00	2 500.00	5 000.00	2 500.00
28.11.2023	0.00	2 500.00	5 000.00	2 500.00
25.10.2023	62 500.00	50 000.00	2 500.00	15 000.00
23.10.2023	62 500.00	50 000.00	2 500.00	15 000.00
22.10.2023	62 500.00	50 000.00	2 500.00	15 000.00
21.10.2023	62 500.00	50 000.00	2 500.00	15 000.00
20.10.2023	62 500.00	50 000.00	2 500.00	15 000.00
19.10.2023	62 500.00	50 000.00	2 500.00	15 000.00
18.10.2023	62 500.00	50 000.00	2 500.00	15 000.00
17.10.2023	62 500.00	50 000.00	2 500.00	15 000.00
04.01.2021	62 500.00	50 000.00	2 500.00	15 000.00
30.04.2020	62 500.00	50 000.00	2 500.00	15 000.00
29.04.2020	62 500.00	50 000.00	2 500.00	15 000.00

Total turnovers: debit 555 000.00 , credit 37 500.00 .

Fig. 6.8. List of turnovers

Section 7

Sources of additional information

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

- *Main information about iBank 2 UA electronic banking system.*

- *iBank 2 UA system. Web-Banking for Financial Control Centers. General description.*

- *Система iBank 2 UA. Хост плагін EDS «WebSigner». Діагностика та усунення несправностей.*

- *iBank 2 UA system. Web-Banking for Financial Control Centers. Working with the Hryvnia documents.*

- *iBank 2 UA system. Web-Banking for Financial Control Centers. Working with the Payroll Service.*

- *iBank 2 UA system. Web-Banking for Financial Control Centers. Working with the FCY documents.*

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