Web-Banking
for Financial Control Centers.
Work with the Payroll 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 **Payroll service**.

> ***Attention!*** ─────────────────────────────────────
> This document provides a direct description of working with the **Payroll service**. For a general description 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.

In the section **Payroll service** is described the main information about the service: its composition, connection scheme and a typical scheme of the client's work with the service.

In the section **Payroll service** is described the process of working with salary sheets, documents, and the directories of the 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).

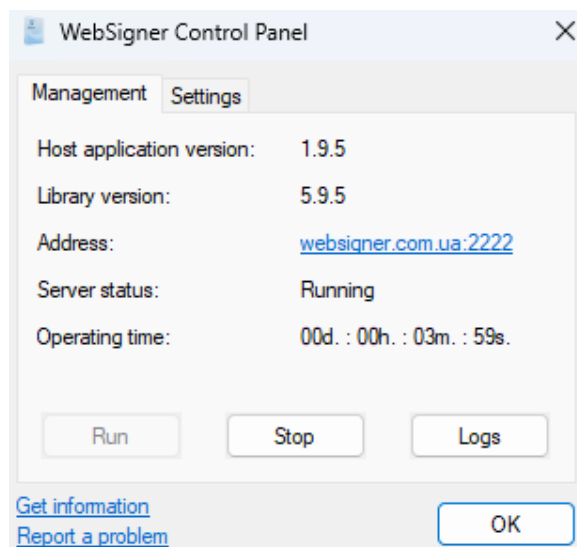Fig. 1.1. Control panel of EDS host plugin

> **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 Payroll Service

The **Payroll Service** is one of the additional services of the iBank 2 UA electronic banking system, which contains everything necessary for organizing the payment of payrolls to corporate clients' employees.

The **Payroll Service** includes the following components:

1. Document ***Payroll sheet***. The main document of the **Payroll service**, in which the client determines amounts that he instructs the bank to transfer to the card accounts of his employees.

   Two payment instructions are associated with the payroll sheet: for the total amount of the payroll sheet and for the payment for cash settlement services (hereinafter referred to as CSS). These payment instructions can be generated automatically or created and linked manually.

2. ***Employees directory*** is necessary for creating most of documents of the **Payroll Service**. It contains information about the employees of the corporate client and their cards, to which funds are transferred within the service.

   The management of the employees directory is carried out by the bank based on documents received from corporate clients. The client does not have direct access to filling out and managing the employees directory, unlike the directories of counterparties and recipients.

   The directory is updated automatically during periodic synchronization with the bank's ABS and card processing.

3. ***Employees directory (other banks)*** is necessary for creating a payroll sheet. It contains data on employees, SCAs of which are opened in other banks. The client independently adds this information to the directory.

4. ***Documents for managing the employees directory***:

   - Card validity prolongation orders;
   - Employee dismissal orders;
   - Card assignment orders.

5. ***Payslips***. They include the settings of the payroll sheet fields, as well as the document **Payslip sheets**. This is a reporting document on the accrued payments, which the client independently imports into the system.

Schemes of work of clients with the Payroll Service

With the **Payroll Service**, the client can work according to one of three schemes:

- ***«Commercial» scheme*** means that enrollments on the cards of the client's employees are covered at the client's expense.

- ***«Budget» scheme*** means that enrollments on the cards of the client's employees are covered by other sources (for example, the budget).

- ***«Mixed» scheme*** means that either «commercial» or «budget» schemes can be used in different payroll sheets. When working according to the «mixed» scheme, when creating documents, the client must independently indicate the source of funds.

The current scheme of working with the service is set on the bank's side.

Below is a description of the typical scheme of working with the **Payroll Service** via «commercial» scheme:

1. The client creates and saves the payroll sheet.

2. In the **Editor** page of the payroll sheet, the client generates two payment instructions which are linked to the payroll sheet. The first document instructs the bank to transfer the entire amount accrued from the payroll sheet; the second document is for the CSS commission.

3. The client checks the payment instructions and signs the payroll sheet.

4. The client signs the payment instructions generated based on the payroll sheet.

5. The payment instructions, if there are no errors, are sent for processing, then for execution, and finally executed.

6. After the payment instructions are executed, the payroll sheet is sent for processing, then for execution, and if there are no errors, it is executed by the bank.

Based on these documents, the bank debits the client's account. Then, based on the payroll sheet, the bank distributes these funds to the card accounts of the organization's employees. The payroll sheet can be processed either automatically using the iBank 2 UA system gateway or manually by a bank employee.

Connecting to the Payroll Service

To be serviced under the **Payroll Service**, you need to:

- For clients registered in the iBank 2 UA system:

  1. Sign a contract with the bank for servicing under the **Payroll Service**;
  2. If it is planned to open accounts for employees in this bank, it is necessary to instruct the bank to open SCAs for employees and issue plastic cards for them;
  3. If the bank supports the creation of statements on SCAs opened in other banks, the client must independently fill out the Employees directory (other banks).

  As a result, the bank will open card accounts for employees, issue cards, and set up the necessary rights for the client to work with the **Payroll Service**.

- For clients who are not yet registered in the iBank 2 UA system:

  1. Go through the preregistration procedure in the system (see more in the documentation **iBank 2 UA system. Web-Banking for corporate clients. Registration in the system**);
  2. Personally visit the bank and sign a contract for servicing in the iBank 2 UA system together with the **Payroll Service**;
  3. If it is planned to open accounts for employees in this bank, it is necessary to instruct the bank to open SCAs for employees and issue plastic cards for them;
  4. If the bank supports the creation of statements on SCAs opened in other banks, the client must independently fill out the Employees directory (other banks).

  As a result, the bank will register a new client in the system, provide the necessary rights, and open SCAs for employees and issue payroll cards for them.

Section 3

Payroll service

Payroll sheet

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

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

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

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

- Check-box for document selection from the list;

- *Number* – document number;

- *Date* – document date;

- *Client* – subordinate client name;

- *Type of charge* – payroll type of charge;

- *Amount* – final document amount;

- *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.

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), import (in formats iBank 2 and DBF, CSV), document list filtration by date.

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

- *Generation of the linked payments* (for more details – see subsection **Operations with linked payments**).

- *Attachment handling*.

Payroll sheet

LLC Temp
EDRPOU: 12345678, Country code: 804

Number	Document date	Value date
autonum.	07.11.2024 📅	optional 📅

Write-off account

UA0930033500000000000000025687 ⌄   ☐ funds come from *other account*

Type of charge

Business trip advance ⌄

Account to charge the commissions for CSS

UA0930033500000000000000025687 ⌄

Recipients

Start typing full name, IBAN or ITN	0.00

Add

Recipients (other bank) ↪

Start typing full name, IBAN or ITN	0.00

Add

Delete all

	↪	Full name	Card account	ITN	Amount
•	↪	Григоренко Юрій...	UA593052992620...	000000000	5 600.00 ✕
•		Сидоров Иван Пе...	123456789	1234567891	2 300.00 ✕
All recipients:	2				**Total amount: 7 900.00 UAH** ›

ATTACH COPIES OF DOCUMENTS (max. size 87891.19 KB)

Drag files here or click on this area

Fig. 3.1. Payroll sheet screen form

Filling document fields

To create new document, press on the **Payroll sheets** 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 (fig. 3.1). Below, there are provided the main recommendations as to the document fields filling in:

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

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

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

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

- The field **Write-off account** is the drop-down list with the 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. By default, there is selected the account, used last time at this type documents creation.

  > ***Attention!***
  > The bank may allow creating documents using corporate accounts. In this case, the **Write-off account** field will also display hryvnia corporate accounts subordinated client, to which the corresponding virtual employee has access.

- The **funds come from other account** check-box is displayed if set the «mixed» scheme to client's working with the **Payroll Service** on the bank side. If the **funds come from other account** check-box not selected that means the enrollments to the client's employees in the document are made at the client's expense («commercial» scheme of work). If the check-box is selected the accruals will be made at the expense of other sources («budget» scheme of work).

- The field **Type of charge** is the drop-down list with the accrual types, to which the relevant virtual employee has the access. Depending on the selected accrual type, the filed **Period of charging** may become available or unavailable for editing. In case the field is available for editing it is obligatory for filling in. Depending on the settings at the bank side, the field **Period of charging** is displayed as a text field or contains two fields **month**, **year** as drop-down lists.

- The field **Account to change the commissions for CSS** is displayed at accrual type selection for which there is enabled the support of commission for CSS account other than debit account debiting at the bank side. The field is the drop-down list to which 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. By default, there is selected the account used the last time at creation of this type document.

  > ***Attention!***
  > The bank may allow creating documents using corporate accounts. In this case, the **Account to change the commissions for CSS** field will also display hryvnia corporate accounts subordinated client, to which the corresponding virtual employee has access.

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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.

- Table part of the document **Recipients**. It is the list of the employees of subordinated client, as well as total information about number of the employees and amount of accruals in respect of all the employees from the list. To add the employee to the table part, perform the following actions:

  - Check in the drop-down list **Recipients** or **Recipients (other bank)** the required recipients from the employee directory or check the first item **Select all** to select all the employees from the list. The **Recipients (other bank)** drop-down list contains employees whose SCA are open in other banks. The presence of this field depends on the employee having the right to work with a directory of employees in other banks. For each employee in the list there are displayed his full name, SCA number and ITN. To facilitate the process of the employees search at specification of one of the details in the list, there will be automatically displayed only matching employees from the directory. It is possibly to choose a group of employees in the list. To do this, hold down the Shift key and click on the value in the list. As a result, all employees will be selected starting from the last marked (or the first in the list, if there are no marked employees) to the selected value. Deselection of group items is not supported.
  - Enter the charge amount for the selected employees. The charge amount is not obligatory. If the field is filled this amount will be automatically installed to all the added employees in the table section. Otherwise, you will need to manually enter the charge amount to each employee after adding it to the table.
  - Press **Add** button.

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

  - Colour mark of the record status (for more details – see subsection **Statuses of individual records in the document table part**).
  - Icon ➦ employee's belonging to the directory of employees whose SCA are opened in other banks.
  - *Full name* – employee full name (unavailable for editing);
  - *SCA* – employee SCA number (unavailable for editing);
  - *ITN* – employee ITN (unavailable for editing);
  - *Amount* – charge amount (available for editing);
  - Button to delete the employee from the list.

There ara available changing columns width and moving columns in table part of the document.

> *Attention!*
> In the document table part one employee may be present two or more times.

The summary information is displayed under the table part. It contains total number of employees and the amount of accruals. After the total amount, is displayed a button for detailed information. It contains a list of accruals and commissions for employees from the directory of employees and employees (other banks).Zero amounts are not displayed.

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

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

Further work with the document depends on the scheme according to which the client works with the **Payroll Service**:

- when working according to the «commercial» scheme (or if the **funds come from other account** check-box was left unchecked when creating the document), then it is necessary to create payment instructions for linking to the the payroll sheet.

- when working according to the «budget» scheme (or if the **funds come from other account** check-box was checked when creating the document), it is enough to sign the document. Generation and management of payment instructions for linking to the payroll sheet will not be available.

Regardless of the work scheme, when viewing the **Editor** page, an information message will be displayed describing the next actions of the client to send the document to the bank.

Operations with linked payments

Preparation payment instructions for link with the payroll sheet

If the client works with the **Payroll Service** on the «commercial» scheme, then after you save the payroll sheet, you have to generate two payment instructions. The first payment instruction is intended to the main assets transfer from the account of the subordinated corporate client to the bank account, intended for the payroll project. Then, the debited amount will be transferred to the employee card accounts. The second payment instruction is intended for transfer of commission for the settlement and cash services to the bank (payment for CSS). The amount of the CSS payment is calculated on the base of the payroll sheet amount and the established by the bank commission rate.

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

The iBank 2 UA system provides the possibility of both manual and automatic generation of the payment instructions for payroll sheet.

Manual generation of the payment instruction and linking setting

You may create the payment instructions for the payroll sheet in the following ways:

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

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

To fill in the fields of the payment instruction the user must know the following details:

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

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

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

1. In payment instruction in respect of the main payroll sheet amount:

- Specify the valuation date, matching the date of valuation in the payroll sheet (if any).
- Specify the subordinated client account, matching the account in the payroll sheet.
- Fill in the details of the recipient in accordance with the information, received from the bank (name, EDRPOU code, account number and ID NBU code of the bank, with which there is opened the recipient account).
- Specify the payment amount equal to the amount of the payroll sheet.
- Specify in the payment purpose description the text of free content, for example:
  Заробітна плата та аванси ТОВ "ТЕМП" згідно відомості N 2 від 03.02.2017

2. In the payment instruction in respect of the CSS payment:

   - Specify the valuation date, matching the date of valuation in the payroll sheet (if any).
   - Specify the subordinated client account, matching the account in the payroll sheet.
   - Fill in the details of the recipient in accordance with the information, received from the bank (name, EDRPOU code, account number and ID NBU code of the bank, with which there is opened the recipient account).
   - Calculate the payment amount in accordance with the described above formulae and specify it in the document.
   - Specify in the payment purpose description the text of free content, for example:
     Комісія банку за зарахування коштів на СКР працівників ТОВ "ТЕМП"
     - Заробітна плата та аванси згідно відомості N 2 від 03.02.2017

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

1. Open the required payroll sheet.

2. Press on the toolbar the **Payment**[2] button and select from the drop-down list the item **Links management**. As a result there will be displayed the dialog box **Link management**, where there are displayed the fields **Main payment** and **Payment for CSS** with the lists of the relevant documents for association (fig. 3.2). For each document in the list there are displayed its number, date, amount and status.

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

4. Press the **Apply** button

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

- The payroll sheet account matches the account of the payer in the payment instruction.

- The recipient details in the payment instructions match the set details for bank, with which there is opened the specified in the payroll sheet client account. To receive these details you must address the account bank.

- The payment amount according to the payroll program and calculated amount of the payment for CSS match the amount in the payroll sheet.

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[2]The display of the button **Payment** is configured on the bank side.
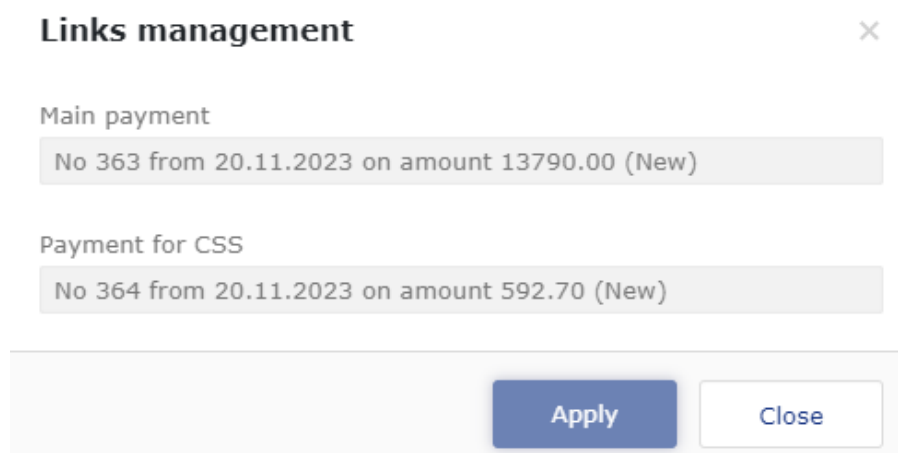
Fig. 3.2. **Links management** dialog box

Payroll sheet and payment instruction are with the compatible for association statuses. The list of compatible for association statuses is presented below.

Payroll sheet, statuses	Payment instrustion, statuses for link addition
New	New
Signed	New, Signed, Executed[3]
Waiting for signature	New, Signed, Require confirmation, Sent[4], Executed[5]
Sent	New, Signed, Require confirmation, Sent, Executed[5]

Depending on the bank settings, the payroll sheet can be sent to the bank, changing its status to:

- **Waiting for signature**. To do this, the payroll sheet needs to be signed by the required number of signatures for the statuses **New**, **Signed**, and **Waiting for signature**.

- **Paid**. To do this, you need to create and sign the payroll sheet and payments by the required number of signatures, as well as wait for their successful execution for the statuses **New**, **Signed**, **Waiting for signature**, **Sent**, and **Paid**.

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

Automatic generation of the payment instructions

To generate the payment instruction automatically it is required to open the required payroll sheet and then press on the toolbar the **Payment** button[2], then select from the drop-down list the item Generate payments. As a result there will be generated the relevant payment instructions, as well as there will added links of the generated documents with the payroll sheet.

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[3]Upon the payroll sheet signing by all the required signature groups it will change the status to **Paid**.

[4]Herein, the payroll sheet change the status to **Sent**.

[5]Herein, the payroll sheet change the status to **Paid**.

Attention! ——

The dates of the generated payment instructions depend on the date of the payroll sheet:

- If the date of the payroll sheet is current or has passed, then payment instructions will be generated for the current date.

- If the date of the payroll sheet is in the future, then payment instructions will be generated for the date of the payroll sheet.

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Attention! ——

If the automatically generated payment instruction number has already been assigned to another document or exceeds the maximum length (10 characters), a new modal window will suggest manually entering the number with a recommended available number.

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Attention! ——

In case of automatic generation of the payment instruction there are created and link only missing documents. Automatic generation of the payments is unavailable for payroll sheet, linked with the required number of the payment instructions.

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Linked payment instructions management

When you open the payroll sheet, in top part of the page there are displayed the links **Main payment** and **Payment for CSS**[6], pressing which you will be redirected to the **Editor** page of the relevant linked payment instruction (fig. 3.3). Near the links there are displayed the colour marks, pointing which will display the screen tip with the current state of the linked document. In case of absence of the linked documents the relevant links are inactive.

Operations with the hryvnia payment instructions[7], associated with the payroll sheet, do not differ from the operations with the payment instructions without links, except the following peculiarities:

- On the **Editor** page, in top part there is displayed the text with payment type (main payment or payment for CSS), as well as the link **Salary sheet** to transfer to the **Editor** page of the associated payroll sheet. Near the link there is displayed the colour mark pointing which displays the screen tip with the current state of the payroll sheet.

- The user is unable to sign the payment instruction, if the associated payroll sheet is not signed by all the required signature groups.

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

- If it is necessary to return a rejected payroll sheet and the associated payment instructions to work, perform the following actions:

  1. Edit the payroll sheet and make the necessary changes;
  2. Sign the payroll sheet with the required signature groups;
  3. Copy the rejected payment instruction and make the necessary changes;
  4. Sign the new payment instruction with the required signature groups;

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[6]The display of the links **Main payment** and **Payment for CSS** is configured on the bank side.

[7]For more information about working with hryvnia payment instructions, see in the documentation ***iBank 2 UA system. Web-Banking for Financial Control Centers. Working with the Hryvnia documents.***

Fig. 3.3. Payroll sheet screen form in preview mode

5. Open the screen form **Payroll Sheet** and in the **Links management** window, replace the rejected payment instruction with the new one.

6. Press the **Apply** button. On the bank side, automatic removal of the rejected payment instructions may be enabled when changing associated payments. In this case, a notification is issued: «Are you sure you want to substitute the rejected payment(s)? Rejected payment(s) will be deleted after substitution.» with the following options:

   – *Replace Payment* — the rejected payment is deleted, and the new payment is associated with the statement;
   – *Cancel* — the replacement of payments is not performed.

Statuses of individual records in the document table part

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

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

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

Employee directory

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

Appearance of the page is presented in fig. 3.4.

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

- *Full name* – employee full name;

- *ITN* – employee ITN;

- *Card account* – employee SCA number.

When you re-enter the menu item **Employees** the directory is formed on the previously selected subordinated client. To select another subordinated client, on which the directory will be formed, left-click on link <name of subordinated client> under the title of the page **Employees**, select on the **Clients** page the subordinated client.

You may perform the following operations with the employee directory records: (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*.

- *Standard operations:* record list filtration, page by page view of the records.

- *Export* in formats Bank-Client (.dbf) and Comma-Separated Values file (*.csv).

Employee directory (other bank)

This directory contains employees of subordinate client, whose SCA are opened in other banks. Directory is used when creating a document of **Payroll sheet** type.

To go to the employee directory records list of subordinated client select the menu item **Employees (other bank)** from the document group **Payroll service**, then on the **Clients** page select a subordinate client.

Employees

1st International Association

Full name ^	ITN	Card account
Весна Надежда Петровна	7843211128	UA173115280000000007412221212
Марія Василівна Шевченко	1243211128	UA303115280000012346678901234
Иванов Л. Ф.	3333344444	UA633003350000033330333333333
Козенко А. К.	3333300000	UA943003350000066667666666666
Корж А. К.	3333300000	UA943003350000066667666666666
Маев К. П.	3333399999	UA323003350000044449444444444
Мелов-дабл Олег Олегович	0000000000	UA903003350000099994999999999
Нестеров А. К.	0000000000	UA283003350000077776777777777
Петров И. Д.	2222255555	UA983003350000011112111111111
Полт-дабл Арсен Араратович	3333300000	UA593003350000088885888888888
Сидоров Иван Петрович	1234567891	UA703003350000000000123466789
Сидоров О. О.	2222244444	UA323003350000022221222222222
Сурок А. О.	3333312125	UA633003350000055558555555555

Records from 1 to 13 of 13

Fig. 3.4. Employee directory records list

Attention!

The availability of the menu item **Employees (other bank)** depends on the rights of the employee.

Appearance of the page is presented in fig. 3.5.

For each employee in the list there are displays his full name, ITN, as well as the number of account in IBAN format (29 characters). If the requisites of the identity document (series and/or number) are specified for at least one employee, then the **Identity card** field will also be present in the list.

When you switch back to the menu item **Employees (other bank)**, directory is generated for the previously selected subordinate client. To select another subordinate client which directory will

Fig. 3.5. Employee directory (other bank) records list

be generated, press left-click on the link <name of subordinate client> under list of credits, and then select the necessary subordinate client on the **Clients** page.

You may perform the following operations with the employee directory records: (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*.

- *Standard operations:* create, edit, copy, delete, sign, print (on printer and PDF-file), import in formats iBank 2 and DBF, document list filtration by date.

- *Import and export* in DBF format.

Directory is filled in manually. To create a new record, click the **Create** button and in the **Editor** page (fig. 3.6) fill in the fields **Full name, ITN, Account**, and additional fields[8] (when ITN is 10 zeros «0000000000»), and click the **Save** button. If necessary, activate the **Resident** checkbox and fill in the **Country of Residence** field.

> *Attention!*
> _____
> When *creating* a record from the employee's IBAN or ITN already contained in the directory — a corresponding warning will appear in the modal window with the possibility of confirming or canceling the creation. At the same time, *import* with a non-unique ITN (for example, 10 zeros) — is allowed, and import with a non-unique IBAN — is prohibited.

Card validity prolongation order

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

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

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

---

[8]When the employee's ITN is 10 zeros, the Editor displays fields for the document's series and number, as well as a dropdown list **Type of identity document** containing entries from the document types directory configured on the bank side. This field must be filled with one of the available values. The format for filling in the document series and number fields depends on the selected document type.

Fig. 3.6. Screen form of creating a new record in the employee directory (other banks)

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

- Check-box for document selection from the list;

- **Number** – document number;

- **Date** – document date;

- **Client** – subordinate client name;

- **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.

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), import in formats iBank 2 and DBF, document list filtration by date.

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

- **Attachment handling**.

Filling document fields

To create new document press on the **Card validity prolongation orders** 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 (fig. 3.7).

Fig. 3.7. Card validity prolongation order screen form

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

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

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

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

- The field **Bank** is the drop-down list that contains the ID NBU codes of the banks, with which there are opened the subordinated client account, upon ID NBU code selection from the list, there is automatically filled in the bank name.

- The document table part **Cards**. It is the list of the subordinated client employee cards, as well as final information about number of cards. To add the card to the table part, perform the following actions:

  - Check in the drop-down list **Cards** the required employee cards from the employee directory or check the first item **Select all** to select all the cards from the list. For each card in the list there are displayed its number, currency, full name, ITN, SCA of the employee, validity term, as well as the name, indicated on card. To facilitate the process of the cards search at specification of one of the details in the list, there will be automatically displayed only matching cards from the directory. It is possibly to choose a group of cards in the list. To do this, hold down the Shift key and click on the value in the list. As a result, all cards will be selected starting from the last marked (or the first in the list, if there are no marked cards) to the selected value. Deselection of group items is not supported.
  - In the drop-down list, select the bank branch for card deliveries. For each branch, the list displays its name and internal code. The branch is optional. If the field is filled in, the selected branch will be automatically set for all cards added to the table part. Otherwise, you will need to select the bank branch for each card after adding it to the table part.
  - Press **Add** button.

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

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

There ara available changing columns width and moving columns in table part of the document.

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

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

Statuses of individual records in the document table part

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

Fire staff order

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

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

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

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

- Check-box for document selection from the list;

- **Number** – document number;

- **Date** – document date;

- **Client** – subordinate client name;

- **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.

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), import in formats iBank 2 and DBF, document list filtration by date.

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

- **Attachment handling**.

Filling document fields

To create new document press on the **Fire staff orders** 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 (fig. 3.8).

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

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

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

Fig. 3.8. Fire staff order screen form

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

- The field **Bank** is the drop-down list that contains the ID NBU codes of the banks, with which there are opened the subordinated client account, upon ID NBU code selection from the list, there is automatically filled in the bank name.

- The document table part **Employees**. It is the list of the subordinated client employees, as well as final information about number of employees. To add the employee to the table part, perform the following actions:

  - Check in the drop-down list **Employees** the required employee from the employee directory or check the first item **Select all** to select all the employees from the list. For each employee in the list there are displayed his full name, ITN and SCA. To facilitate the process of the cards search at specification of one of the details in the list, there will be automatically displayed only matching employees from the directory. It is possibly to choose a group of employees in the list. To do this, hold down the Shift key and click on the value in the list. As a result, all employees will be selected starting from the last marked (or the first in the list, if there are no marked employees) to the selected value. Deselection of group items is not supported.
  - Press **Add** button.

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

  - Colour mark of the record status (for more details – see subsection **Statuses of individual records in the document table part** for payroll sheet).

- – **Full name** – employee full name;
- – **SCA** – employee SCA number;
- – **ITN** – employee ITN;
- – Button to delete the employee from the list.

There ara available changing columns width and moving columns in table part of the document.

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

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

Statuses of individual records in the document table part

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

Card assignment order

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

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

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

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

- Check-box for document selection from the list;

- **Number** – document number;

- **Date** – document date;

- **Client** – subordinate client name;

- **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.

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), import in formats iBank 2 and DBF, document list filtration by date.

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

- ***Attachment handling***.

Filling document fields

To create new document press on the **Card assignment orders** 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 (fig. 3.9).

Fig. 3.9. Card assignment order screen form

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

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

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

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

- The field **Bank** is the drop-down list that contains the ID NBU codes of the banks, with which there are opened the subordinated client account, upon ID NBU code selection from the list, there is automatically filled in the bank name.

- The document table part **Cards**. It is the list of the organization employee cards, as well as final information about number of cards. To add the card to the table part, manually fill in the information about the card and its owner, then press the **Add** button. As a result, the card with the specified data will be added to the document table part.

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

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

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

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

Statuses of individual records in the document table part

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

Payslips

When you select the **Payslips** menu item from the document group **Payroll service** you are redirected to the **Payslip sheets** page, containing the document list.

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

- Check-box for document selection from the list;

- *Number* — document number;

- ***Dste*** — document date;

- ***Client*** — subordinate client name;

- ***Period*** — document generation period.

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***.

- ***Import in iBank 2 and DBF formats***.

- ***Standard operations:*** edit, delete, document list filtration by date.

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

- ***Document print***.

- ***Filter list of documents by advanced filter***. Fields of advanced filter corresponds to display information about the document in the list, except for the presence of a field **Contains employee** to filter documents by name, ITN, or employee's personal number.

Document import

To import a document, press the **Import** button on the toolbar, and then select necessary document import file in iBank 2 or DBF format. As a result, you will be redirected to the **Editor** page with the screen form of the document, on which the field values will be filled with information from the file import (fig. 3.10).

> ***Attention!***
> To be able to import a document, its attribute structure must correspond to the template structure of the payslip (for more details – see subsection **Payslip structure**).

Below, there are provided description of document fields:

- Document fields can be automatically filled from the import file in iBank 2 format, provided that they are in the file. Otherwise:

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

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

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

  - The document generation period is not automatically filled out and is available for change. This field is required. The field is filled in the format YYYY-MM.

Fig. 3.10. Payslip sheet screen form

- Table part of the document **Payslips**. It is a list of organization employees, as well as total information about the number of items. For each employee, list displays his full name, ITN and personal number.

  When you left-click on an employee in the list, the **Payslip** dialog box will appear on the screen (fig. 3.12).

  There are following information contains in the **Payslip** dialog box in edit mode:

  - Information about corporate client (name and code of EDRPOU), available for viewing only.
  - Information about employee (full name, ITN, personal number), available for edit.
  - Number of payslip sheet, available for viewing only.
  - The table part, which is a list of attributes. For each attribute in the list there is displayed the following information:
    * **Attribute** — attribute name from template of the structure of the payslip (for more details – see subsection **Payslip structure**). Not available for edit.
    * **Value** — attribute value. It is filled from the file import and available for edit.
    * **Payroll number** — payroll sheet number, in which reflects value of the corresponding employee attribute. It is filled from the file import and available for edit.
    * **Payroll date** — payroll sheet date, in which reflects value of the corresponding employee attribute. It is filled from the file import and available for edit.

    Attention!
    Editing attributes in the saved document will become unavailable after changing the payslip structure.

Fig. 3.11. **Payslip** dialog box

To save the made changes, press the **OK** button, pressing the **Cancel** button closes the **Payslip** dialog box without saving changes.

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

Document print

For document there are supported several modes of print:

1. ***Print a single payslip.*** To print a single payslip, you need to open required document in the list, then select employee in the table part and press the **Print** button in the **Payslip** dialog box (fig. 3.12).

   Print form is a list of employee attributes from the corresponding payslip. You can print it on printer or PDF file.

2. ***Print a payslip sheet.*** To print a payslip sheet, do one of the following actions:

Fig. 3.12. **Payslip** dialog box in view mode

- In the list of documents, select necessary documents from the list, then press the **Print** button on the toolbar and select **Print a sheet** from the drop-down list.

- Open necessary document in the list for viewing, and then press the **Print** button on the toolbar.

Print form is a list of employees and their attributes from the table part of the document. You can print it on printer or a PDF file.

3. *Print payslip sheet list.* To print the payslip sheet list, select necessary documents from the list, then press the **Print** button on the toolbar and select **Print a list** from the drop-down list.

The list of payslip sheets contains all payslip sheets from selected documents, which are printed on separate pages. You can print it on printer or a PDF file.

Payslip structure

When working with **Payslip sheets** documents, client can view and manage[9] current template structure of the payslip sheet. For go to view structure of the payslip sheet, select the menu item **Settings** from the group of documents **Payroll service** and go to the tab **Payslip**. The appearance of the page is presented on fig. 3.13.

Fig. 3.13. View template of payslip sheet

Template of payslip sheet is a list of attributes. For each attribute in the list, there are displayed following information:

- **Number** — attribute number. Not displayed for attributes that must be present in the structure of the payslip;

- **Attribute** — attribute name;

- **Required** — a sign of the mandatory presence of the attribute value in the file import of the payslip sheet;

- **Payroll sheet** — a sign of the mandatory presence of the payroll number and date un the file import of the payslip sheet.

By default, template of the structure of the payslip contains the following attributes: *ПІБ, ІПН, Табельний номер, Період, Зарплата (Грн.), Аванс (Грн.), Утримано (Грн.), Сплачено (Грн.)*. Moreover, the presence of the **ПІБ, ІПН, Табельний номер** attributes in the structure of the attributes are mandatory.

Manage payslip structure

By default, payslip template displays in view mode. To switch to edit mode, press the **Edit** button on the toolbar.

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[9]Possibility to change template of payslip structure by client is configured on the bank side.

There are available the following operations with payslip structure:

- **Edit attribute**. Client can change name of the attribute, as well as enable or disable the signs of require and payroll.

- **Add attribute**. To add an attribute, input attribute name in the **Add attribute** block and press the **Add** button.

- **Delete attribute**. To remove an attribute, press the ✕ button for the necessary attribute in list.

- **Delete all attributes**. To delete all available for changing attributes, press the **Delete all** button.

- **Restore structure**. To restore the template of payslip structure to default value, press the **Default** button.

To save changes, press the **Save** button on the toolbar. Pressing the **Cancel** button goes to the page for viewing the template of payslip structure without changes. If, when saving in the template, there are no attributes available for editing, then the system returns to using default template.

Section 4

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.*

- *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 Financial Control Centers. Working with the Hryvnia documents.*

Attention!

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