# Web-Banking
# for Financial Control Centers.
# Work with the Reports

# 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 process of working with standard reports, including «Statements» and «Turnovers».

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

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

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

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

In the section **Reports** is described the operation with statements and turnovers for the subordinate client.

In the section **Client data** are described the possibility of AWP of viewing information about the FCC and its subordinate clients, including EDS keys, work settings, etc

# 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).



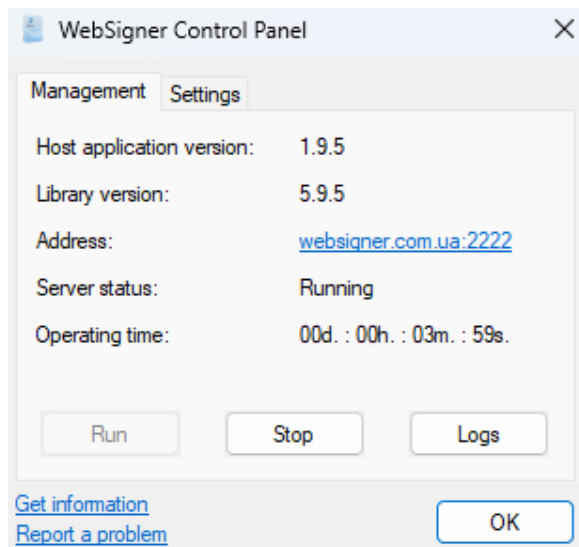Fig. 1.1. Control panel of EDS host plugin

> ***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

# AWP Web-Banking for FCC interface

## Main information

Appearance of the AWP **Web-Banking for FCC** is presented in the fig. 2.1.
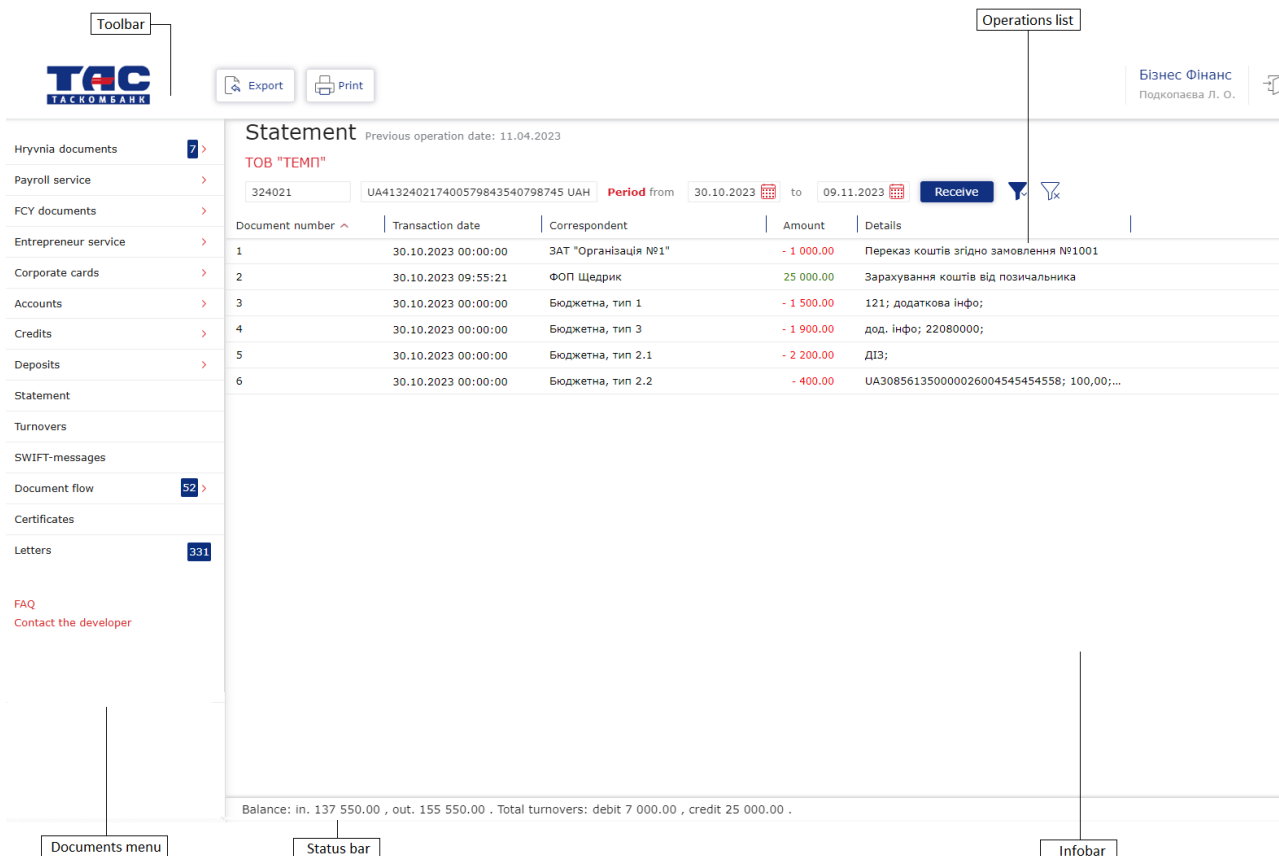


Fig. 2.1. AWP **Web-Banking for FCC**

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

1. *Toolbar* – contains the following elements:

   - top left corner – bank logo that is the link to the AWP home page;
   - top central part – buttons for performance of the available actions with documents, reports and directories. When you hover the cursor over the button, a pop-up tooltip with a combination of keys for quick execution is displayed (for more details – see subsection **Hotkeys**). The composition of buttons depends on the page, where the user is, on document, report and directory type, as well as on the list of rights, available for the FCC and virtual employee of a subordinate client;
   - top right corner – FCC name, that is the link to the sections **My Data and settings** and **Legal persons data**, under it – surname and initials of the organization employee, logged in the AWP. To the right, there is displayed the button for AWP log out, by pressing which you go to login page.

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

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

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

4. ***Status bar*** – contain information about selected documents or total report information.

## Documents menu

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

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

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

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

## Infobar

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

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

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

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

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

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

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

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

  In case of availability of documents or directory records in the list, there is added in bottom part of the infobar the status bar, where there are displayed the total and selected number of list records and amount of the selected documents.

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

## Graphic calendar

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

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

| « | October 2023 | | | | | » |
| Mo | Tu | We | Th | Fr | Sa | Su |
|----|----|----|----|----|----|----|
| 25 | 26 | 27 | 28 | 29 | 30 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |

Default value

Fig. 2.2. Graphic calendar

2. Select the required month and year. To select the required month and year is possible in two ways:

   - scroll the calendar by buttons << or >>;

- click the month or year in the calendar heading and to select the required month or year from the displayed window.

3. Left-click the required date in the calendar window. Herein, the window will be automatically closed and the selected date will be displayed in the input field.

> ***Attention!***
> The number of days in the period of receiving the list of documents is set on the bank's side.

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

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

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

## Automatic logoff in AWP

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

# Section 3

# AWP Web-Banking for FCC home page

## Consolidated balances

To view the consolidated information as to subordinated clients account balances, it is required to switch from the main page to the tab **Consolidated balances**. The appearance of the page is presented in the fig. 3.1.



Fig. 3.1. **Consolidated balances** page

The infobar displays the FCC name, pressing which opens the list of the subordinated clients. Pressing the name of the subordinated client in the list opens the list of this client accounts, grouped by currency. For each account in the list there is displayed the following information:

- *Account name* – account alias;

  Account alias is specified by the FCC employee and is displayed in all the drop-down lists for account selection. In case of absence of the account alias, the column **Account name** will display gray text «Name is not specified». To change the alias, it is required to do the following:

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

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

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

- **Account type**;

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

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

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

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

- **Total remainder** – total amount of account remainder in this currency. If the subordinated client has several opened accounts in one currency, then the field **Total remainder** will be common.

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

Press the subordinated client name or FCC again to hide the relevant lists.

Under the FCC name there is displayed the list of currencies of the opened accounts of all subordinated clients and total accounts remainder in this currency.

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

## Current accounts

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

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

This page infobar contains the list of the subordinate clients account. For each account, there is displayed in the list the following information:

- **Name** – subordinated client name;

- **Account name** — account alias;

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

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

Fig. 3.2. **Current accounts** page

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

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

- **Account type**;

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

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

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

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

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

- button  (**Payment**) for quick redirect to document creation. For hryvnia accounts you will be directed to creation of payment instruction, for currency accounts – to payment instruction in foreign currency. Availability of **Payment** button for certain account depends on the account

type, as well as on the rights of the corresponding virtual employee of the subordinate client for document and account operations.

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

List of accounts groups by currency. For each currency there are display name, total balance of all accounts in this currency, as well as other summary balances for the currency. For the other summary balances, a tooltip icon is displayed[1]. Hovering over it allows you to view information about the summary balances for the **Acquiring** and **Forecast** fields.

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

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

There are available the following operations with the current accounts:

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

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

# Corporate accounts

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

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

This page infobar contains the list of the subordinate clients account. For each account, there is displayed in the list the following information:

- ***Name*** – subordinated client name;

- ***Account name*** — account alias;

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

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

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

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

Fig. 3.3. **Corporate accounts** page

2. Enter the required account alias.

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

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

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

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

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

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

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

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

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

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

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

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

There are available the following operations with the corporate accounts:

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

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

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[3]The tooltip displays the total balance only for filled fields
[4]List sorting does not affect on order in which accounts group by currency.

# Section 4

# Operations with reports

## Print reports on printer and PDF-file

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 report; to do this, if you print report: generate the report and press the **Print** button on the toolbar.

    Appearance of the **Print the report** page is presented in the fig. 4.1.

**Print** | Print in PDF | Cancel

Additionally added:

☐ Bank marks on the each page

☐ Bank marks on the last page

# Print report

КРД АППБ "АВАЛЬ", СІМФЕРОПОЛЬ 666, код ID НБУ 324021
ТОВ "ТЕМП", ЄДРПОУ 41433380
Виписка по рахунку N UA41 3240 2174 0057 9843 5407 9874 5 з 30.10.2023 до 09.11.2023
Валюта рахунка: UAH
Дата попередньої операції: 11.04.2023
Вхідний залишок: 137 550.00

Сторінка 1

| Дата опер. | Дебет | Кредит | Реквізити кореспондента | Призначення платежу |
|---|---|---|---|---|
| 30.10.2023 00:00:00 | 1 000.00 | | Код ID НБУ: 311528 Рахунок: UA71 3115 2800 0002 6003 6627 1847 2 ЄДРПОУ: 8209146790 ЗАТ "Організація №1" | Номер док-та: 1 Переказ коштів згідно замовлення №1001 |
| 30.10.2023 09:55:21 | | 25 000.00 | Код ID НБУ: 300335 Рахунок: UA58 3003 3500 0002 6003 6627 1847 9 ЄДРПОУ: 2324253464 ФОП Щедрик | Номер док-та: 2 Зарахування коштів від позичальника |
| 30.10.2023 00:00:00 | 1 500.00 | | Код ID НБУ: 311528 Рахунок: UA71 3115 2800 0002 6003 6627 1847 2 ЄДРПОУ: 8209146790 Бюджетна, тип 1 | Номер док-та: 3 121; додаткова інфо; |
| 30.10.2023 00:00:00 | 1 900.00 | | Код ID НБУ: 311528 Рахунок: UA71 3115 2800 0002 6003 6627 1847 2 ЄДРПОУ: 8209146790 Бюджетна, тип 3 | Номер док-та: 4 дод. інфо; 22080000; |
| 30.10.2023 00:00:00 | 2 200.00 | | Код ID НБУ: 311528 Рахунок: UA71 3115 2800 0002 6003 6627 1847 2 ЄДРПОУ: 8209146790 Бюджетна, тип 2.1 | Номер док-та: 5 ДІЗ; |
| 30.10.2023 00:00:00 | 400.00 | | Код ID НБУ: 311528 Рахунок: UA71 3115 2800 0002 6003 6627 1847 2 ЄДРПОУ: 8209146790 Бюджетна, тип 2.2 | Номер док-та: 6 UA3085613500000260045454545 58; 100,00; податок №1; UA3085613500000260045454545 58; 300,00; згідно податкового рішення №5341-1; податок №2; |

Документів:                    5                   1
ВСЬОГО:              7 000.00         25 000.00
Вихідний залишок:   155 550.00

Керівник        _____

М. П.

Бухгалтер       _____

Fig. 4.1. **Print the report** page

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

2. Press button on the toolbar:

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

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

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

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

## Export reports

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

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

- DBF – employee directory.

- IBIS – statements.

- Profix – statements.

- iBank 2 – counterparty and recipient directory.

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

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

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

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

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

3. In the displayed standard dialog box specify:

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

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

- In case of report export:

  1. Heading with the exported report title.

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

- In case of directory export:

  1. Heading with the exported directory name.

  2. Location and name of the generated export file.

The page with the export results by the example of export of statements in **Profix** format is presented in fig. 4.2.



Fig. 4.2. **Export statement** page

## Filtration document and report

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

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

1. Click on the **Period** link to the left of the date input field. This will open a window for selecting the display period (see fig. 4.3).

2. Choose the desired period from the standard templates:

   - ***Yesterday*** — Information for the previous calendar day.

   - ***Today*** — Information for the current calendar day.

   - ***Previous week*** — Information for the previous calendar week (start date – Monday of the previous week, end date – Sunday of the previous week).

   - ***Current week*** — Information for the current calendar week (start date – Monday of the current week, end date – Sunday of the current week).

Fig. 4.3. Filter **Period**

- ***Previous month*** — Information for the previous calendar month (start date – First date of the previous month, end date – Last date of the previous month).

- ***Current month*** — Information for the current calendar month (start date – First date of the current month, end date – Last date of the current month).

- ***Previous quarter*** — Information for the previous calendar quarter (start date – First date of the previous quarter, end date – Last date of the previous quarter[1].

- ***Current quarter*** — Information for the current calendar quarter (start date – First date of the current quarter, end date – Last date of the current quarter[1].

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

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

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

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

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

---

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

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

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

For filtration it is required to fill in the fields with the required values and to press the **Receive** button. During the filtration the values in the list of documents and directories are marked with bold font, which are the same with parameters in the fields in the advanced filter.
At filtration, the **Receive** button becomes inactive and there is displayed the loading indicator.

## Hotkeys

When working in the AWP **Web-Banking for FCC**, clients have the ability to use various key combinations for quick execution of specific actions. These keys are called **hotkeys**. The tooltips for using **hotkeys** are displayed when you hover the mouse over the action button (see fig. 4.4). The list of used **hotkeys** is provided below.
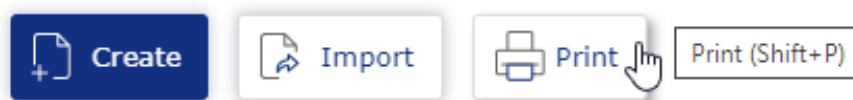


Fig. 4.4. Display tooltip **Hotkey**

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

*Shift+A* — Select all items in the list.

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

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

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

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

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

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

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

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

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

**Hotkeys available from the preview page of the printed form**

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

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

**Hotkeys available in modal windows**

**Esc** — Close the modal window.

# Section 5

# Reports

## Statements

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

1. Select the **Statements** menu item.

2. Select on the page **Clients** the required subordinated clients and press **Select** button on the toolbar.

3. By default, there is selected one of the banks, with which there are opened the client accounts. To select another bank, select from the list in Code ID NBU field another value or check the first item **All** to select all banks. As a result, the account list will display only the opened with the selected bank accounts.

4. By default, there is selected one of the subordinated clients account, opened with the selected bank. To select other accounts, check in the account list field required accounts or check the first item **All** to select all the accounts, opened with the selected bank. For each account in the list there is displayed its number in the IBAN format (29 characters), currency, as well as account name (if specified). When you enter the value, the list will automatically display the relevant accounts. It is possibly to choose a group of accounts in the list. To do this, hold down the Shift key and click on the value in the list. As a result, all accounts will be selected starting from the last marked (or the first in the list, if there are no marked accounts) to the selected value. Deselection of group items is not supported.

5. Specify the period of report. For this purpose, enter in the fields from and to manually or select by of the graphic calendar the required range of dates. By default, the report is generated for the current date.

6. Press the **Receive** button.

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

To select other subordinated clients, whose account will be used for statement generation, press the link under the **Statement** 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 for one account is presented in the fig. 5.1.

Above the filter fields there are displayed the last report update date and date of previous operation (in case of its absence, there is displayed the phrase «no operations»).

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

- *Document number*;

Fig. 5.1. Operations list

- **Transaction date** – date of operation;

- **Correspondent** – correspondent name;

- **Amount** – operation amount. Credit amount are displayed in green colour, debit amount – negative value of red colour.

- **Details** – text of payment details. Is there is not enough place for value, then there is put ellipsis at the end. Full text of the payment details is displayed at cursor pointing at the field.

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

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

- **Balance: inc.** – amount of monetary assets at the account as of the beginning of the first date of the selected period;

- **Balance: out.** – amount of monetary assets at the account as of the end of the last date of the selected period;

- **Total turnovers: debit** – final amount of operations of monetary assets debiting from the account for the selected period;

- **Total turnovers: credit** – final amount of operations of monetary assets crediting to the account for the selected period.

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

- In top part of the page there are not displayed the last date of the report update and date of the previous transaction.

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

- **Account** and **Currency** columns are added into the transaction list.

- In the bottom part of the page there is not displayed the line with final information.

If the statements are generated for several or all banks, then there is added into the operation list the **Code ID NBU** column, if they are generated for several or all subordinated clients – there is added the column **Client**.

If you check the box **Group by accounts**, the transaction list will be grouped by account (fig. 5.2). Within the measures of each account there are displayed:

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

- List of account operations.

- Final information with balances and turnovers.

## Statement

**ТОВ "ТЕМП"**

| 324021 | Selected accounts: 2 | **Period** from | 30.10.2023 | to | 09.11.2023 | **Receive** |

☑ Group by account

| Document number ⌃ | Transaction date | Correspondent | Amount | Details |
|---|---|---|---|---|
| **UA413240217400579843540798745 UAH** | | | | |
| 1 | 30.10.2023 00:00:00 | ЗАТ "Організація №1" | - 1 000.00 | Переказ коштів згідно замовлення №1001 |
| 2 | 30.10.2023 09:55:21 | ФОП Щедрик | 25 000.00 | Зарахування коштів від позичальника |
| 3 | 30.10.2023 00:00:00 | Бюджетна, тип 1 | - 1 500.00 | 121; додаткова інфо; |
| 4 | 30.10.2023 00:00:00 | Бюджетна, тип 3 | - 1 900.00 | дод. інфо; 22080000; |
| 5 | 30.10.2023 00:00:00 | Бюджетна, тип 2.1 | - 2 200.00 | ДІЗ; |
| 6 | 30.10.2023 00:00:00 | Бюджетна, тип 2.2 | - 400.00 | UA30856135000002600454545 4558; 100,00;… |

Balance: in. 137 550.00 , out. 155 550.00 . Total turnovers: debit 7 000.00 , credit 25 000.00 .

Fig. 5.2. List of operations, grouped by accounts

There are available the following operations with the statements:

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

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

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

- **_Export_** in formats Excel Workbook (.xls), Comma-Separated Values file (\*.csv), DBF, IBIS, Profix (for more details – see subsection **Export reports**).

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

## Print report

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

1. **_Print report._** It is possible to print the following types of print form: **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, informational operations are printed as the separate table.

2. **_Print list of operations from type._** It is performed on the page with the operation list. 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.

   > **_Attention!_**
   > List of operations there are not included the informational operations, as well as operations that so not satisfy the advanced filter criteria.

3. **_Print of payment instructions._** 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 **Payment instructions**. The print form is a list of hryvnia operations for the specified period. In order to print the payment instructions it is necessary to have the statement for one hryvnia account for which there is at least one operation. It is supported to print by printer or in PDF-file.

   > **_Attention!_**
   > The ability to print the payment instructions is set at the bank side.

   > **_Attention!_**
   > If the directory with client keys is not specified in the section **My data and settings** (for more details – see subsection **Client data**) or the key of the corresponding subordinate client is missing in the specified directory, then printing payment instructions in national currency from the **Statements** section does not occur and a modal window is displayed with a warning that the selected keys are missing.

4. **_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:
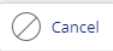
– bank marks on the each page (only for **Statements**);

– bank marks on the last page (only for **Statements**);

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.

   Appearance of the **Print the report** page is presented in the fig. 5.3



Fig. 5.3. **Print the report** page

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 correspondent's EDRPOU (**Correspondent's EDRPOU** field). Herein, you may specify the correspondent's EDRPOU code 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 correspondent's account (field **Correspondent's account**). Herein, you may specify the correspondent's account manually or select it from the list.

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

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 details 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 ⟨icon⟩ (**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 ⟨icon⟩ (**Set default values**) button on the Infobar.

### Browse detailed information about operation

To browse detailed information about operation, left-click the button in the line of the relevant operation in the list. As a result, you will be redirected to the **Editor** page with the screen form of detailed information about operation in view mode (fig. 5.4). Depending on the transaction type (debit, credit), the name of the page will be respectively «Debit operation» or «Credit operation». The main elements of the **Editor** page interface are:

1. ***Toolbar*** — appearance and meaning are similar to the toolbar of other pages of the AWP **Web-Banking for FCC** (for more details – see subsection **AWP Web-Banking for FCC interface**).

2. ***Back to the list*** link — is located in the left part of the **Editor** page in the preview mode and is intended to return to the list of report records.

3. ***Side list of the report records*** — is displayed in the right part of the **Editor** page in preview mode. The side list duplicates the list of report records for quick movement across the records without going back to the main list. By default, the side list is minimized. To display it, press the link **Show list**, to hide it -– press the link **Hide**. Information that is displayed for each record from the side list may differ for different documents and reports.

4. ***Report record name*** — is displayed in top part of the page, under the toolbar.

5. ***Report record or directory screen form*** — is the list of the fields with report record details.

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

## Credit operation for 08.10.2024 08:08:01

EDRPOU: 55210256, Country code: 804

**Document number**
2

**Document date**
08.10.2024

**Account**
UA273003350002600417083110871 UAH

**Value date**

**Amount**
15 995.50 UAH

### Correspondent

ФОП Ключник А.Е.

**Name of payment services provider**
АКЦ. ПОШТОВО-ПЕНС. БАНК "АВАЛЬ" М. КИЇВ

**Account**
UA583003350000026003662718479

**EDRPOU**
2324253464

**Identity document**
АН 123456 (тип посвідчення: Паспорт громадянина України)

**Location**
49081, УКРАЇНА, Дніпропетровська, Дніпровський, Дніпро, вул. Осіння, 62, 414

**Country of Residence**
804 - УКРАЇНА

**Date and place of birth**
11.08.1993, м.Дніпро, УКРАЇНА

**Contact details of the correspondent**
ПІБ контактної особи корреспондента, +380 97 455 71 64, test1010

### Payment information

**Payment details code**
1234

**Payment details**
операція зарахування За виконані будівельно-монтажні роботи за договором № 351 від 06.10.2024 р. У тому числі ПДВ – 15995.50

**Additional information**
Додаткова інформація для отримувача Платіжної інструкції

**UETR**
d12beb59-6259-4fa1-a733-adcd523d72dc

### Initiating party

ТОВ Агросервіс

**EDRPOU**
74837283

**Country of Residence**
804 - УКРАЇНА

**Location**
49083, УКРАЇНА, Вінницька, Вінницький, Вінниця, Просп. Космонавтів, 19, 24

**Date and place of birth**
08.10.1987, м.Одеса, УКРАЇНА

**Contact details of the initiating party**
ПІБ контактної особи ііініціатора, +380 93 455 71 64, test1044@ukr.r

### Ultimate payer

Фактичний платник

**EDRPOU**
0000000000

**Country of Residence**
804 - УКРАЇНА

**Identity document**
123456789 (тип посвідчення: ID-картка громадянина України)

**Location**
49080, УКРАЇНА, Київська, Київський, Київ, Просп. Дружби Народів, 21, 544

**Date and place of birth**
04.07.1985, м.Рівне, УКРАЇНА

**Contact details of the ultimate payer**
ПІБ контактної особи фактичного платника, +380 67 455 71 64, tes

### Ultimate recipient

Фактичний отримувач

**EDRPOU**
123456789

**Country of Residence**
804 - УКРАЇНА

**Identity document**
123456798 (тип посвідчення: Посвідка на постійне проживання)

**Location**
49082, УКРАЇНА, Херсонська, Херсонський, Херсон, Просп. Ушакова, 25, 114

**Date and place of birth**
05.05.1991, м.Житомир, УКРАЇНА

**Contact details of the ultimate recipient**
ПІБ контактної особи фактичного отримувача, +380 50 455 71 64, t

Fig. 5.4. Detailed information about operation screen form

- Document number.

- Document date.

- Account.

- Value date.

- Amount.

- Equivalent (for currency transactions 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. 5.5).
    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).
  - 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.

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

Fig. 5.5. View mode of the budget payment template

- **Print.** There are supported following print modes:

  - **Print individual operation on printer or PDF-file.** Press **Print** button on toolbar and select item **Payment order** from drop-down list. The print form corresponds to the print form of the payment instruction. Print is not available for currency accounts operations.

    > **Attention!**
    > The ability to print individual operation is set at the bank side.

  - **Print advices on printer and PDF-file.** Press **Print** button on toolbar and select item **Advice** from drop-down list. Depending on the statement type, print form is statement in the form of a debit or credit advice.

- **Copy operation.** Available only for operations of «debit» type and only for hryvnia accounts.

  To copy the operation, press the **Copy** button on the toolbar. As a result, you will be redirected to the page of the payment instruction creation, where all the information (document amount, client account, recipient requisites and text of the payment details) will be copied from original operation (for more details – see document **iBank 2 UA system. Web-Banking for Financial Control Centers. Work with the Hryvnia documents**).

- **Add correspondent to directory.** Available only for hryvnia accounts operations.

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

## Turnovers

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

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

2. Specify the period of report. For this purpose, enter in the fields **from** and **to** manually or select by graphic calendar the required range of dates. By default, report is generated for the current date.

3. By default, there are selected all the currencies of the opened accounts of the subordinated clients. To generate the report in respect of one currency, select in the currency field the required currency.

4. Press the **Receive** button.

Appearance of the generated report is presented in fig. 5.6.



Fig. 5.6. Turnovers list

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

- **Client** – name of the subordinated client;

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

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

- **Currency** – symbolic code of the subordinated client account;

- **Inc. balance** – amount of monetary assets at the account as of the beginning of the date, for which the turnover is generated;

- **Turnover dt.** – total amount of assets debit transactions for the date, for which the turnover is generated.

- **Turnover ct.** – total amount of assets credit transactions for the date, for which the turnover is generated.

- **Out. balance** – amount of monetary assets at the account as of the end of the date, for which the turnover is generated.

You may perform the following operations with turnovers:

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

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

- **Redirect to statement list.** When you left-click the turnover in the list, you are redirected to the **Statements** report that is automatically generated for the relevant account and date of the selected turnover.

When clicking on the account, there is a quick transition to the section **Statements**. In this case:

- these statements are generated according to the account from which the transition to the section **Statements** took place;

- in the drop-down list with accounts, only the account for which the report is created is selected;

- in the Code ID NBU field, the value corresponds to the Code ID NBU of the account;

- the report generation period corresponds to the previously specified period in the **Turnovers** section.

# Section 6

# Client data

AWP **Web-Banking for FCC** provide the possibility to view information about FCC, as well as its subordinated clients.

## My data and settings

To go to the section **My data and settings** left-click the FCC name in top right corner of the widow and select from the drop-down list the item **My data and settings**. Here, there is the information about the FCC employees, the EDS keys of the FCC employee, logged in the AWP,  supported import and export formats, as well as the settings for obtaining of one-time passwords by mobile application Google Authenticator and directory with the EDS keys of virtual employees of the subordinated clients.

### Work settings

When you select the **Work settings** tab of the **My Data and settings** section, you are redirect to the page that contains the settings of the catalog with customer keys, setting default dates in document and report filters, and configuration of the formula for calculate planned balance in the hryvnia payment order (fig. 6.1).

The **Clients' keys** section specifies the path to the directory with the keys of the subordinate clients. It can be specified manually or you can choose the location of their storage on the computer in a dialog box by clicking the **Select** button.

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

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

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

- *letters*;

- *opers and turnovers*;

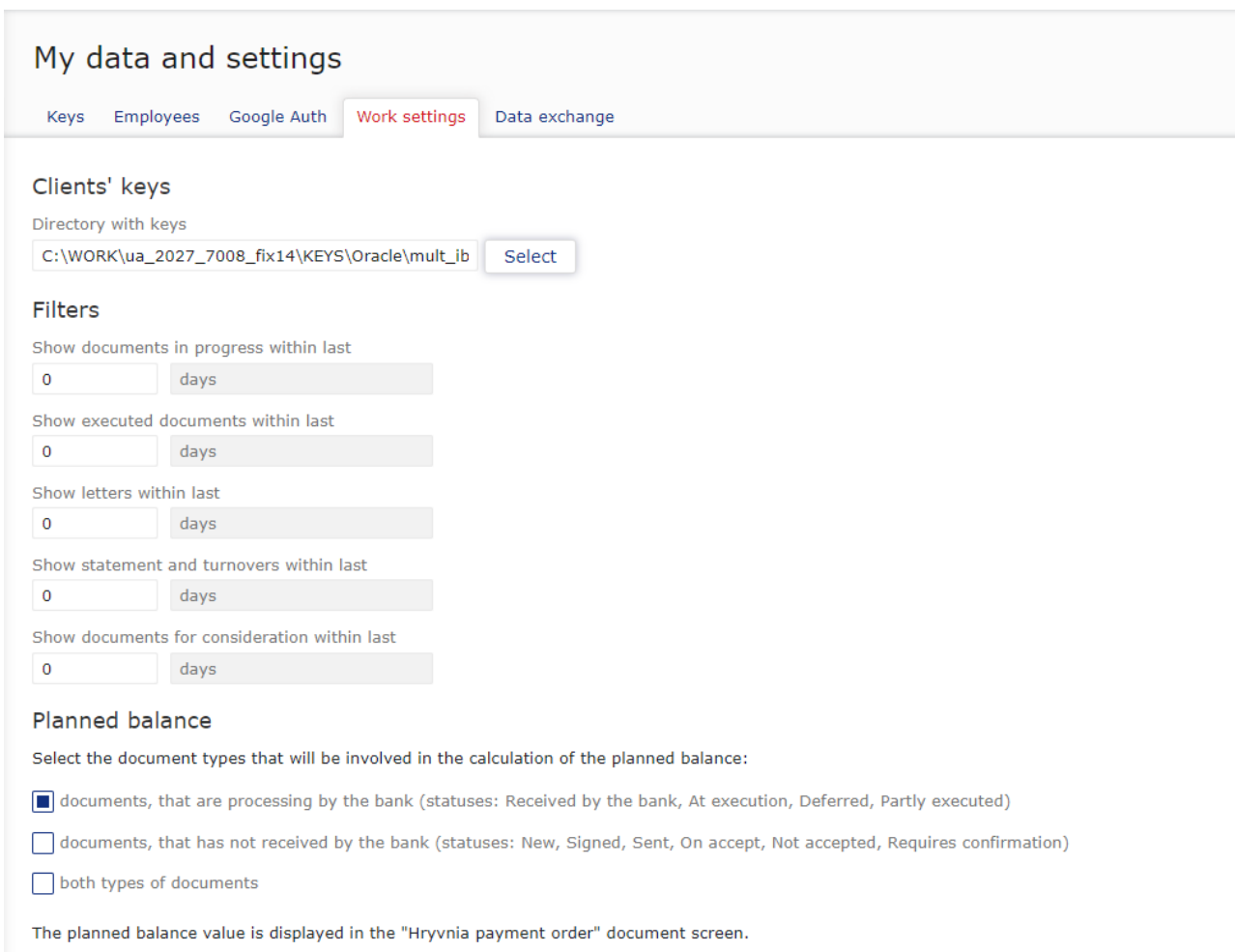- *for consideration* (if the FCC employee has the appropriate document rights).

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

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

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

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

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

- both options.

Fig. 6.1. **Work settings** page

### Data exchange

When you select the **Data exchange** tab of the **My Data and settings** section, you are taken to a page that contains list of import and export formats supported by iBank 2 UA system ( fig. 6.2). For each format in the list, there is displayed the following information:

- **Format** — name of import or export format.

- **Encoding** — name of the encoding in which import or export is supported. If more than one encoding is supported, then the field is a drop-down list with available encodings.

- **Data type** — list of documents, reports or references that support import or export in the coresponding format.

For each client in the **Legal persons data** section under **Data exchange**, you can additionally configure default import directories (for more details, refer to section **Data exchange**).

At the end of the page there are checkboxes for adding individual fields to the **Statement** export file:

- Report «Current and corporate account statement». Add record ID to export file (OPER_ID field). If the flag is activated - when receiving a report for *.xls, *.cvs, *.dbf, PROFIX, IBIS formats, the **Operation identifier** field will be added.

Fig. 6.2. **Data exchange** page

- Report «Current and corporate account statement». Add all fields provided by the ISO 20022 standard to export file. For more information on ISO 20022 fields, see in the documentation **_Formats of import and export data in the iBank 2 UA system. Technical description_**.

# Section 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 несправ-ностей.*

- *Formats of import and export data in the iBank 2 UA system. Technical description.*

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

- *Система iBank 2 UA. iBank 2 UA для 1С: Підприємства. Інструкція користувача.*

*Attention!*
With all offers and requests for documentation, please contact us by e-mail
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