Web-Banking
for Financial Control Centers.
General description

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 basic operations and certain documents and reports.

In the **Purpose and general information about the AWP Web-Banking for FCC** section, the main capabilities of the ARM are listed, and possible workflows with the ARM are described.

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. «Consolidated Balances», «Current Accounts», «Corporate Accounts», «Exchange Rates», and «Last Sessions», which available to client immediately upon AWP logging in.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- Description of working with the additional service **Entrepreneur** – *iBank 2 UA system. Web-Banking for Financial Control Centers. Working with the Entrepreneur Service.*

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

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

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

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

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

Section 1

Purpose and general information about the AWP Web-Banking for FCC

The AWP **Web-Banking for FCC** of the iBank 2 UA system is intended for implementations of schemes of service of large organizations with geographically remote subdivisions, offices and subsidiary structures.

In the AWP **Web-Banking for FCC** offers the following features:

- Simultaneous handling of documents of several organizations.

- Possibility of selective signing (endorsement) of documents of several organizations.

- Obtaining of consolidated statements for accounts of several organizations.

- Absence of necessity to switch between organizations and to change the medium with EDS keys.

For the AWP **Web-Banking for FCC** logging in, there is used the EDS key of the FCC employee and further handling of the documents of the subordinated clients is performed on behalf of the virtual[1] employees of the relevant subordinated client.

The fig. 1.1 shows the scheme of management of the subordinated organizations account by the managing client.

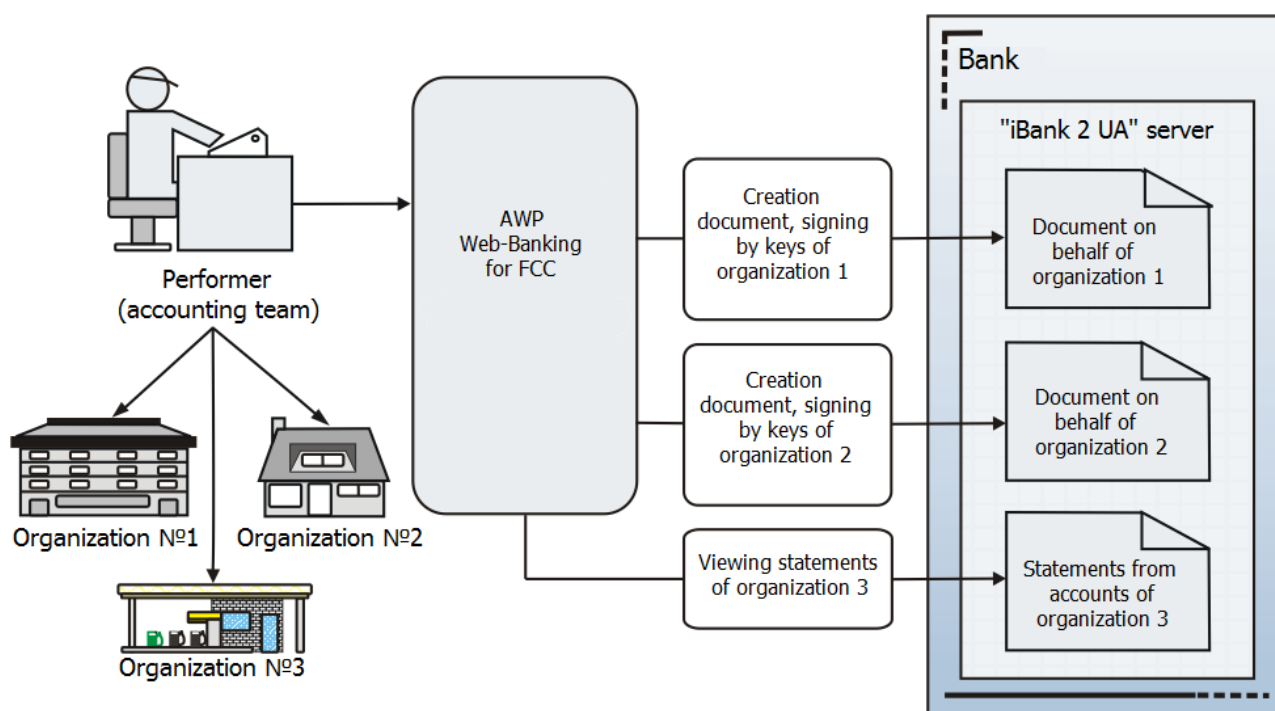Fig. 1.1. Scheme of several organizations accounts management

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[1]These employees are not real employees of the subordinated clients, they are registered only for possibility of the FCC operation on behalf of the subordinated client.

Schemes of operations with the AWP Web-Banking for FCC

Management of accounts of several organizations by one executor or one «accounting team»

The AWP **Web-Banking for FCC** may be operated by one person or by team of the employees («accounting team»). There is supported the simultaneous operation of several users in system.

The executor creates and signs the payment documents on behalf of the subordinated organizations individually, using secret EDS keys of the subordinated organizations, as well as monitor the state of their accounts (revision of account statements, turnovers and balances). The same scheme may be applied to the group of organizations that are serviced by one «accounting team» -– one or several users that performs centralized management of account of several subordinated organizations by iBank 2 UA system.

«Accounting team» of the parent organization works by the AWP **Web-Banking for FCC** in single space of accounts, documents, subsidiary organizations and branch offices statements, performs their financial monitoring, manages their accounts and endorses documents with the relevant keys. The branch offices and subsidiary organizations manage their accounts by electronic banking system — iBank 2 UA, using modules for corporate clients; they create and sign payment documents, obtain statements from bank.

In practice, the AWP **Web-Banking for FCC** is used to support two main schemes of operation:

- The parent company only monitors the accounts and documents of subsidiary organizations.

- The parent company has the right to endorse the documents in order bank accepts the documents of subsidiary organizations for execution.

In a clear view, the latter scheme is presented in the fig. 1.2.
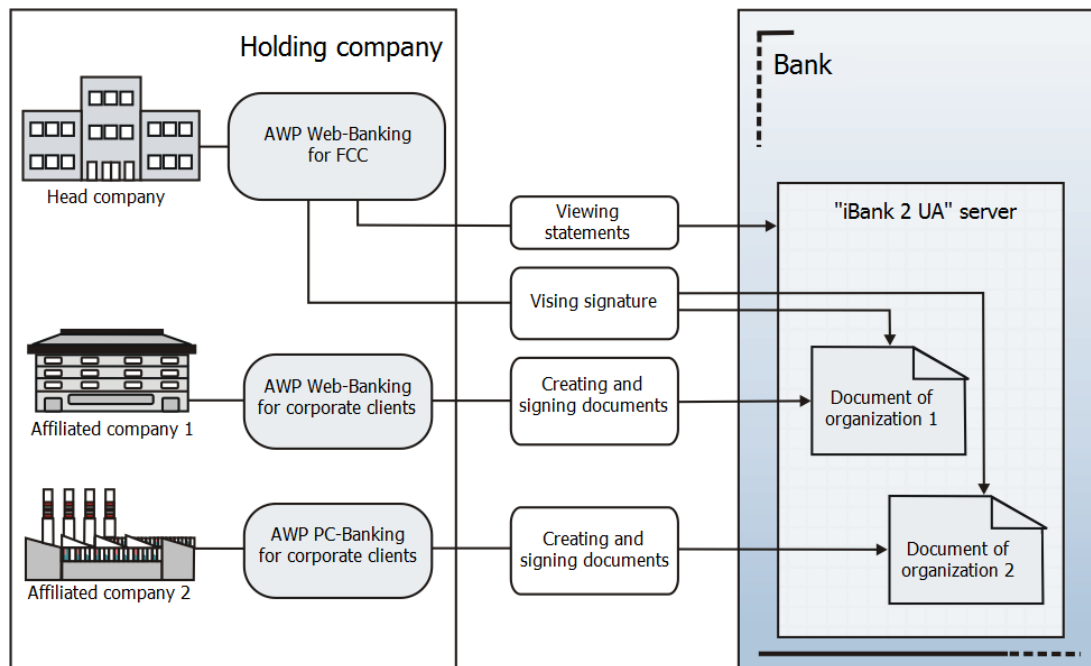
Fig. 1.2. Endorsement of documents and monitoring of accounts of subsidiary organizations

Management of accounts of organizations with complex hierarchical structure

This scheme provides endorsement of documents of the subsidiary organizations by several offices of the parent organization (for example, regional office and head office). Scheme may be applied in case of presence of hierarchy of geographically distributed organization offices.

Regional office manages accounts of subsidiary offices and monitors and endorses documents by the AWP **Web-Banking for FCC**.

Head office may play the role of the owner of general endorsement, used to approve the documents, endorsed by regional offices. In addition, the head office may endorse the documents that do not require regional office signature, as well as monitor financial activity of any subsidiary organization. The fig. 1.3 shows geographically the described scheme of operation.
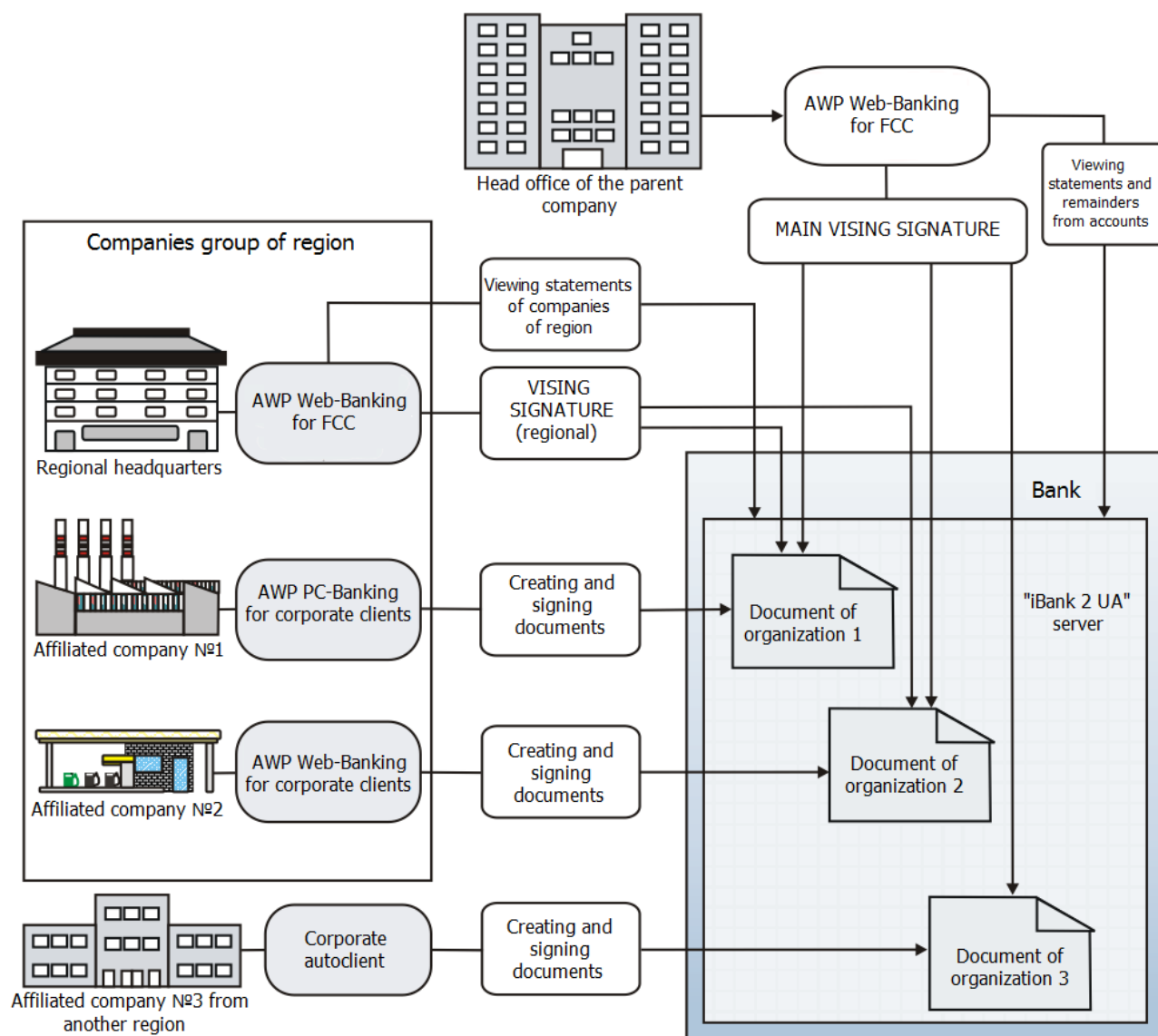
Fig. 1.3. Management of account of organizations with complex hierarchical structure

Section 2

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. 2.1).

Fig. 2.1. Control panel of EDS host plugin

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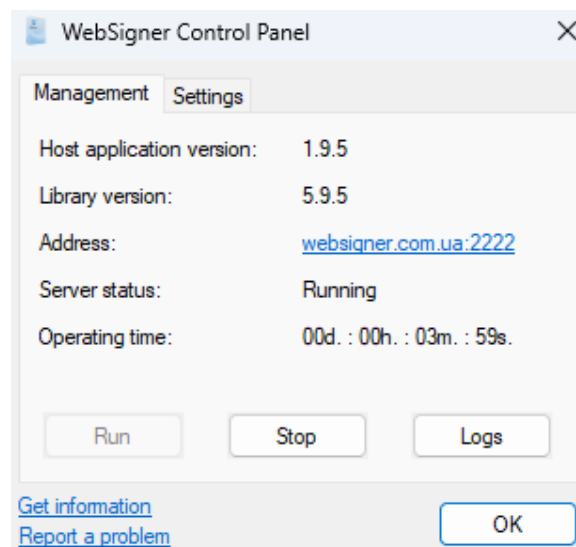> On Windows, icon may sometimes be missing. In this case, the control panel can be manually started from directory with the plugin installed: C:\User\<user name>\AppData\Local\DBO Soft\WebSignerHost\WSHControlPanel.exe.

- 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.

AWP Web-Banking for FCC login page

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

Appearance of the login page (with installed EDS plugin) is presented in fig. 2.2.

The login page includes the following elements:

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

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

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

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

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

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

[2]The tab names are set at the bank side and may differ from the standard.
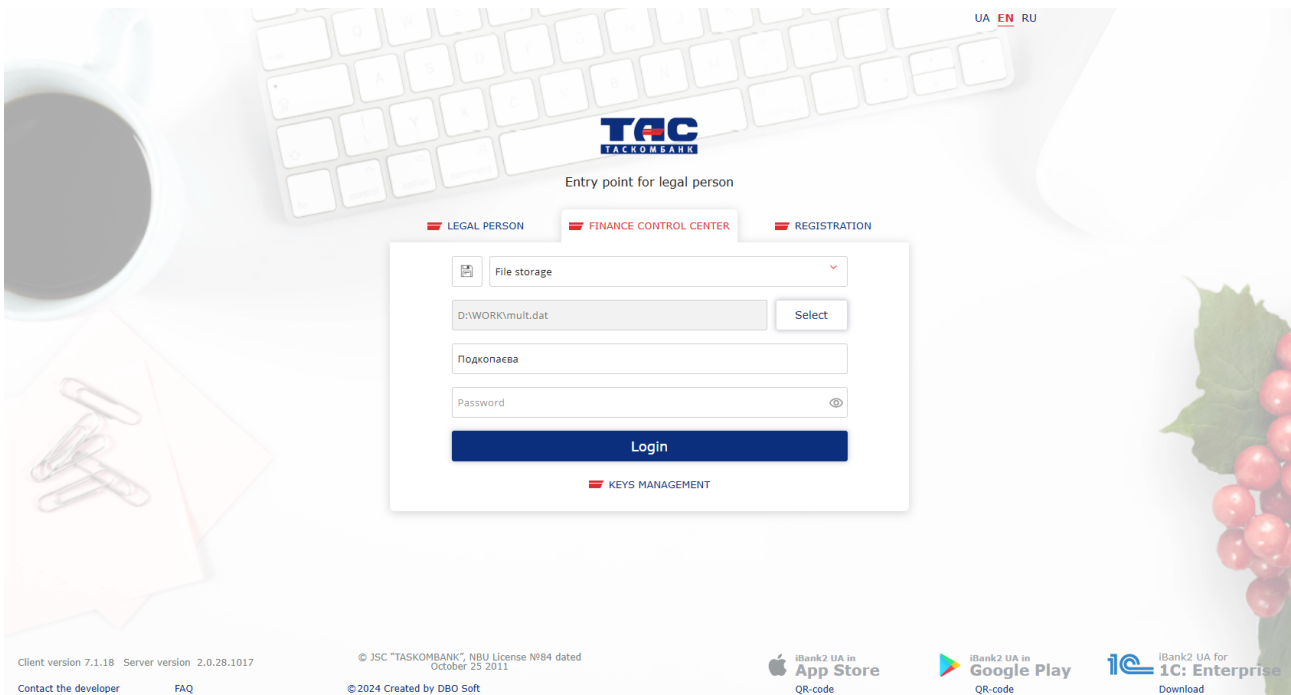
Fig. 2.2. AWP **Web-Banking for FCC** login page with installed EDS plugin

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

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

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

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

  - When you click the **Install Plugin** button, it initiates the download of the latest version of the EDS plugin distribution, which you will then need to install.
  - When you click the **Update Plugin** button, a loading indicator appears, and the plugin is updated without downloading files and their subsequent installation.

- Additional text that may be set at the bank side (on the fig. 2.2 the text is missing).

- Additional link in the left bottom corner of the page that may be set at the bank side (on the fig. 2.2 the link is missing).

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

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

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

- AWP **Web-Banking for FCC** and iBank 2 UA system version in the left bottom corner of the page.

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

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

  > ***Attention!***
  > Mobile application iBank 2 UA supports work only with corporate or private clients. FCC in the application is not available.

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

  > ***Attention!***
  > The plugin **iBank 2 UA** for the **1C: Enterprise** software is only supported for corporate clients.

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

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

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

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

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

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

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

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

5. Press **Login** button.

- If EDS key is in file:

  1. Select **File Storage** type of storage.
  2. Select EDS key storage. For this purpose press **Select** and select in the dialog box the EDS key storage.
  3. Select the required EDS key from the list (if there are several EDS keys in the list). If you enter the name of the key, the relevant EDS keys from the list will be automatically displayed in the list field.
  4. Enter the EDS key password.

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

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

  5. Press **Login** button.

Multi-factor authentication

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

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

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

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

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

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

   - ***OTP-token:*** generate password by OTP-token;
   - ***SMS:*** wait for SMS, sended to the mobile telephone number;
   - ***Google Authenticator:*** generate password by mobile application Google Authenticator.

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

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

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

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

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

  > ***Attention!***
  > If you enter invalid password several times in a row, the FCC may be locked.

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

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

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

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[3]Special hardware device, used for one-time passwords generation.

[4]Generated one-time password will be sent in the form of SMS to the mobile telephone number, specified as contact number of the FCC employee at registration with bank.

[5]More details as to activation of this way of one-time password reception – see subsection **Google Authenticator**.

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

Section 3

AWP Web-Banking for FCC interface

Main information

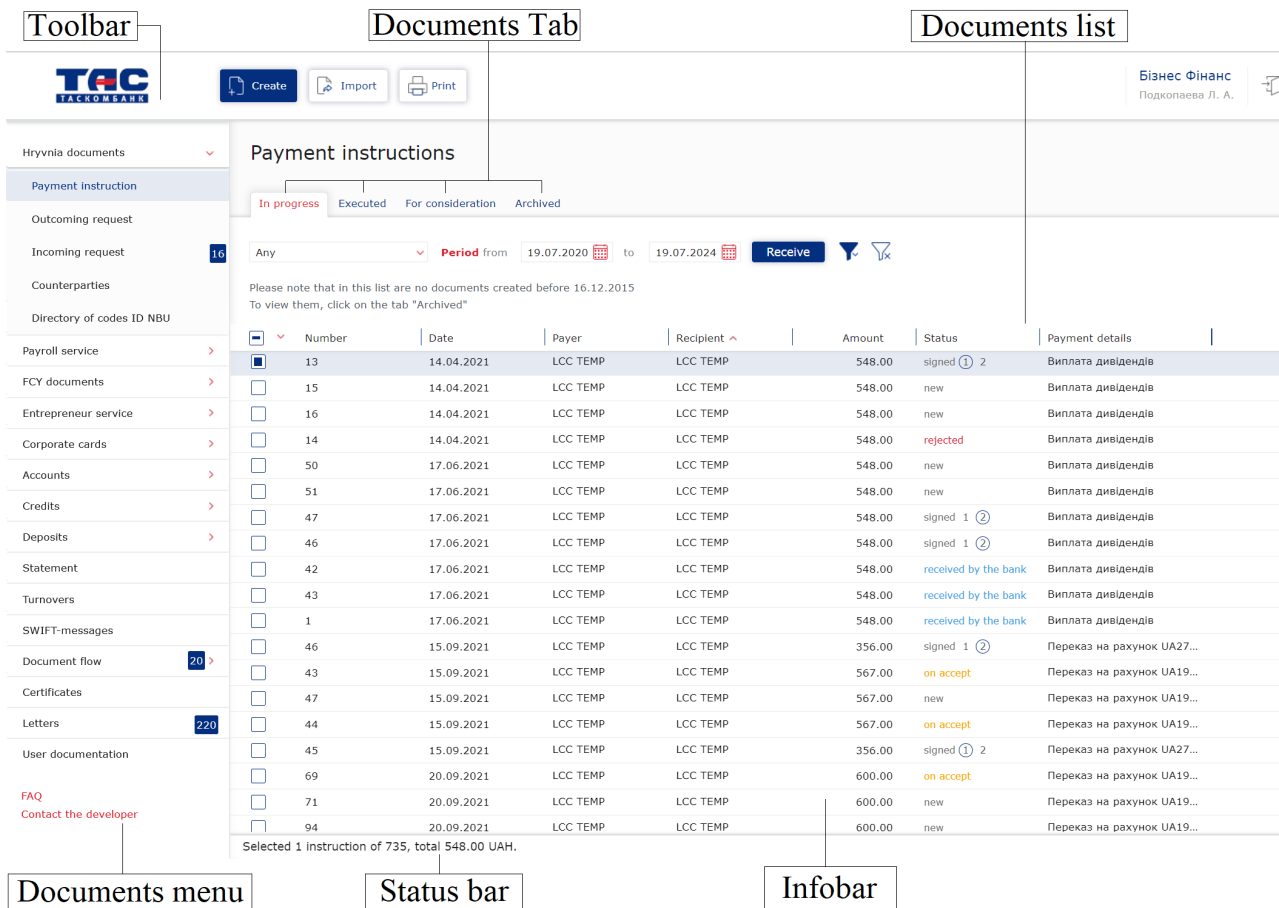Appearance of the AWP **Web-Banking for FCC** is presented in the fig. 3.1.

Fig. 3.1. AWP **Web-Banking for FCC** interface elements

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; (for more details – see section **AWP Web-Banking for FCC home page**); When you mouse over the logo, there emerges screen tip with the AWP **Web-Banking for FCC** and iBank 2 UA versions;

   - top central part – buttons for performance of the available actions with documents, reports and directories. When you hover the cursor over the button, a pop-up tooltip with a combination of keys for quick execution is displayed (for more details – see subsection **Hotkeys**). The composition of buttons depends on the page, where the user is, on document, report and directory type, as well as on the list of rights, available for the 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** (for more details – see subsection **Client 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. If the selected documents are in different currencies, the status line will contain summary information for each currency.

Documents menu

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

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

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

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

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

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

   Archived – documents, transferred to archive. This tab is available only for payment instruction (for more details about operations with archived documents – see documentation **iBank 2 UA system. Web-Banking for Financial Control Centers. Working with the Hryvnia documents**).

   For consideration – the document of the subordinated clients, delivered to bank on paper. This tab is available only for payment instruction(for more details as to handling of documents for consideration – see documentation **iBank 2 UA system. Web-Banking for Financial Control Centers. Working with the Hryvnia documents**).

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, report and directory**).

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.   To select all the documents in the list, it is required to check the box in the table heading. If there are documents with status **New**, **Signed** or **Require confirmation** in the list, then, in addition to the table heading box, there will be added dropdown list, where you may select all the documents with status **New**, **Signed**, **Require confirmation**.

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

Graphic calendar

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

Fig. 3.2. Graphic calendar

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

   - scroll the calendar by buttons << or >>;
   - click the month or year in the calendar heading and to select the required month or year from the displayed window.

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

   Press **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.

Peculiarities of virtual employees EDS keys usage

For possibility of handling of the documents of subordinated client, the EDS keys of virtual employees shall be stored in same directory or on one USB-token with EDS key of the FCC employee or (in case the keys are stored on different USB-tokes) all the USB-tokens shall be connected to PC at operation in the AWP **Web-Banking for FCC**. The FCC employee key and the virtual employees keys passwords shall be equal.

The directory with EDS keys of the virtual employees shall be defined in the section **My data and settings** (for more details – see subsection **Client data**). In case of attempt to create a document on behalf of the subordinated client, to open the document for revision or to perform any active operation without defined directory with keys there will be displayed the relevant error message. However, there will be available the function of documents print.

The directory with the keys of virtual employees shall be specified at the first login in the AWP **Web-Banking for FCC** and upon clearing of temporary files («cache») of web-browser. In case of operation in the AWP **Web-Banking for FCC** through different web-browsers, the directory with the keys selection shall be made in each of them.

Section 4

AWP Web-Banking for FCC home page

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

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

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

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

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

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

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

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

  The list contains the following information:

  - **Date** – session date and time;
  - **IP address** – IP address, from which there was performed the system log-in;
  - **Channel** – service channel (Online, Web, Offline, etc.);
  - **Report** – error text in case of error at login attempt.

---

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

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

Fig. 4.1. **Previous sessions** page

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

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

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. 4.2.

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.

Fig. 4.2. **Consolidated balances** 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.

- **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. 4.4.

							Previous sessions 28.11.2023 16:24 ALL SESSIONS	
Consolidated balances	Current accounts	Corporate accounts	Exchange rates					
Name	Account name..⌄	Code ID NBU	Account	Account type	Balance	Own funds	Unspent ove...	
Accounts in currency UAH	Total balance 14 136 450.16							
ТОВ "Темп"	324021	324021	UA8532402100...	Current	0.00		5 028.13	
ТОВ "Темп"	324021	324021	UA7732402100...	Current	0.00		9 947.36	
ТОВ "Темп"	311528	311528	UA4631152800...	Current	250.00	100.00	16 615.88	
ТОВ "Темп"	311528	311528	UA3131152800...	Current	0.00		18 623.75	
ТОВ "Темп"	311528	311528	UA1431152800...	Current	400.44	200.00	16 136.94	
ТОВ "Темп"	311528	311528	UA5531152800...	Current	0.00		28 268.11	
ТОВ "Темп"	311528	311528	UA2631152800...	Current	0.00		850.54	
ТОВ "Темп"	305653	305653	UA6830565300...	Current	0.00		2 559.32	
ТОВ "Темп"	305653	305653	UA4930565300...	Current	250.00	50.00	12 378.82	
ТОВ "Темп"	300335	300335	UA1930033500...	Current	500.00	250.00	7 253.12	
ТОВ "Темп"	300335	300335	UA3130033500...	Current	250.00	100.00	3 887.82	
ТОВ "Темп"	300335	300335	UA6330033500...	Current	250.00	50.00	28 470.54	
ТОВ "Темп"	300335	300335	UA1930033500...	Current	500.00	200.00	1 815.82	
ТОВ "Темп"	300335	300335	UA7430033500...	Current	9 999 999....	100.44	14 556.16	

Fig. 4.3. **Current accounts** page

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.

- **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[3]. 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 **Settings** subsection).

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

There are available the following operations with the current accounts:

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

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

---

[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.

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. 4.4.

Name	Account name ⌄	Code ID NBU	Account	Balance	Balance without ...	Blocked		
Accounts in currency UAH	Total balance 10 250.00	Other total balances for currency UAH ⓘ						
ТОВ "Темп"	324021 ✎	324021	UA893240210000...	250.00	2 500.00	3 000.00		
ТОВ "Темп"	311528 ✎	311528	UA223115280000...	2 500.00	2 500.00	3 000.00		
ТОВ "Темп"	Name is not ... ✎	311528	UA443115280000...	2 500.00	2 500.00	3 000.00		
ТОВ "Темп"	Name is not ... ✎	311528	UA763115281234...	2 500.00				
ТОВ "Темп"	Name is not ... ✎	300335	UA053003350000...	0.00				
ТОВ Аеліта	Name is not ... ✎	324021	UA033240210000...	2 500.00	2 500.00	3 000.00		
ТОВ Аеліта	Name is not ... ✎	300335	UA893003350000...	0.00				
Accounts in currency USD	Total balance 2 500.00	Other total balances for currency USD ⓘ						
ТОВ "Темп"	Name is not ... ✎	311528	UA223115280000...	2 500.00	2 500.00	3 000.00		
ТОВ Аеліта	Name is not ... ✎	300335	UA893003350000...	0.00				
Accounts in currency XAU	Total balance 2 500.000000	Other total balances for currency XAU ⓘ						
ТОВ "Темп"	Name is not ... ✎	311528	UA873115280000...	2 500.000000	2 500.000000	3 000.000000		

Fig. 4.4. **Corporate accounts** page

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.

- **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[5]. Hovering over it allows you to view information about the summary balances for the fields **Balance excluding locks**, **Blocked**, **Forecast**, and **Acquiring**.

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

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

There are available the following operations with the corporate accounts:

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

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

Exchange rates

To view information about exchange rates, it is required to do from the home page to the tab **Exchange rates**. Appearance of the displayed exchange rate list is presented in the fig. 4.5.

To display the exchange rates perform the following actions:

1. Specify the period of exchange rates. For this purpose, manually enter in the fields from and to, or select by the graphic calendar the required range of dates. By default, there is selected the current date.

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

Fig. 4.5. Exchange rates page

2. Select the currencies, for which there will be displayed the exchange rates. For this purpose, select the required currencies in the drop-down list **Currency**[7]. When you enter the name or symbol code of the currency, the list will automatically display the relevant currencies. By default, there are selected the currencies USD, EUR and RUB.

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

3. Press **Receive** button.

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

- *Date* – currency exchange rate date;

- *Currency* – currency name;

- *Code* – symbol code of the currency;

- *NBU rate* – exchange rate of the National Bank of Ukraine in format <exchange rate value>/<nominal value>;

- *Buy* – bank currency purchasing rate of exchange;

- *Sell* – bank currency selling rate of exchange.

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

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

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

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

Section 5

Operations with documents, reports, directories

Types and statuses of documents in AWP Web-Banking for FCC

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

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

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

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

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

Registry documents — documents, generated by the FCC for mass generation of documents of subordinate clients. Used within the service «Enterpreneur service» (operation of this service is described in detail in the documentation *iBank 2 UA system. Web-Banking for Financial Control Centers. Working with the Entrepreneur Service*).

Letters – information messages between the bank and the client.

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

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

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

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

The iBank 2 UA system provides the following document statuses:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The fig. 5.1 shows typical graph of possible document statuses with operational transfers.
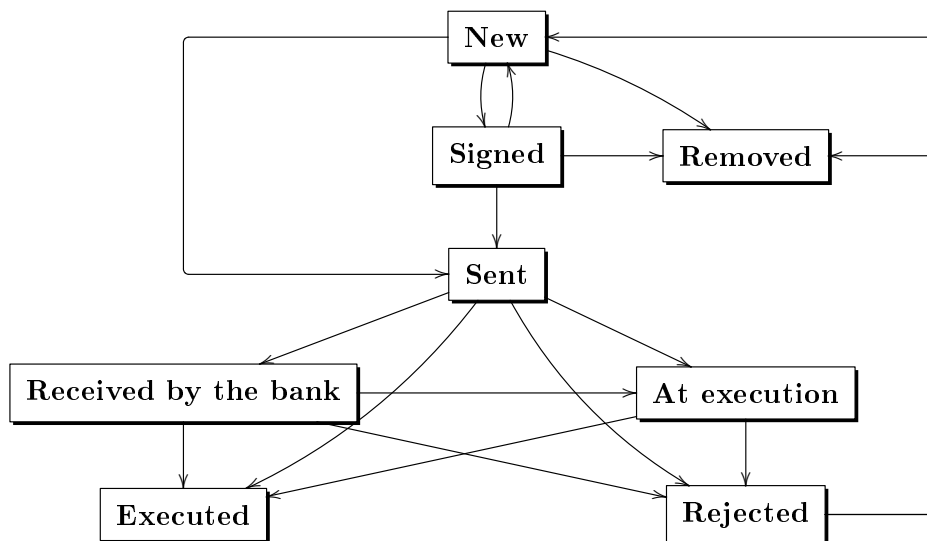
Рис. 5.1. Document status change process

Editor document, report, directory page

General operations of the client with the documents (create, edit, save, etc.), report records and directories are performed on the page **Editor**, the appearance of which (by the example of the payment instruction) is presented in the fig. 5.2.

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

The main elements of the **Editor** page interface are:

1. **Toolbar** – appearance and meaning are similar to the toolbar of other pages of the AWP **Web-Banking for 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 documents, report records or directories.

   In order to return to the list of documents, report records or directories from the **Editor** page in the edit mode, press **Cancel** button on the toolbar.

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

4. **Document, report record or directory name** – is displayed in top part of the page, under the toolbar.

5. **Subordinated client details** – is displayed under the document tittle and includes name, EDRPOU code and country code of the subordinated client. It is displayed only for documents of the subordinated clients.

6. **Document, report record or directory screen form** – is the list of the fields with document, report record or directory details. Its appearance may differ, depending on the document, report, directory type.

Fig. 5.2. **Editor** page (preview mode)

7. **Status** link – near the link there is displayed the document status. When you click the link, there is displayed the document history that is in the form of the table with description of actions in respect of the document: action time and full name of the EDS key owner that has performed this action. When signing the document, after the full name of the key owner there is specified in brackets the signature group of the EDS key (for more details as to documents signing – see subsection **Sign documents**). Under the row of the table, a comment regarding the status can also be displayed. For documents in the **Rejected** status, the comment contains the reason for document rejection. For other statuses, it includes information from the bank regarding the current processing stage of the document. If there is a comment specified for the current status, it is also displayed under the **Status** link. To hide the document history press the **Status** link again.

8. **Your comment link** – displays the comments to the documents, added by the subordinate client or a FCC on its behalfclient. When you click the link, there is displayed the dialog box **Your comment** (fig. 5.3), where you may add new or change the existing comment.

9. **Bank comment** link – displays the comments to the document, added by the bank employee. When you click the link, there is displayed the field, where you may read the comment. This link is not displayed if there are no available bank comments to the document.
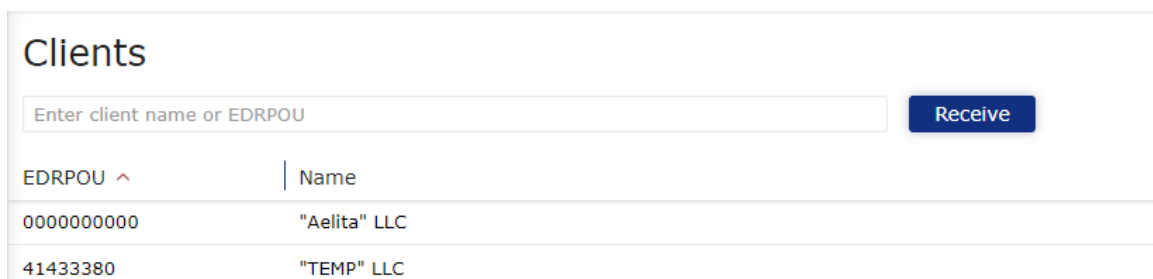
Fig. 5.3. **Your comment** dialog box

Documents, reports and directories management

Create documents and directories

To go to document creation perform the following:

1. Select the required document type in document menu.

2. Press **Create** button on the toolbar. As a result, you will switch to the page **Legal persons** with the list of the subordinated clients (fig. 5.4). For each client in the list there is displayed it EDRPOU code and name.

Fig. 5.4. **Legal persons** page

Following operations are available over list of subordinate clients:

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

- *Filter by the name and EDRPOU code.* To apply the filter, fill in the filter field with the relevant values and press the **Receive** button. There is supported the filtration by both complete and partial matching. Filtration is case independent.

3. Select on the page **Clients** the subordinated client on behalf of which there will be created the document.

As a result, you will be directed to the **Editor** page, where there will be displayed the selected document type form. Some documents fields are filled in automatically and may be unavailable for editing by the client.

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

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

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

Directory records creation is performed similar to the documents creation except the absence of choice subordinate client.

Copy documents or directories

New document or directory record may be created through copying of the existing data. It may be required in case you create similar documents or directory records. To copy left-click the required document or directory record in the list, go to the **Editor** page and press **Copy** button on the toolbar.
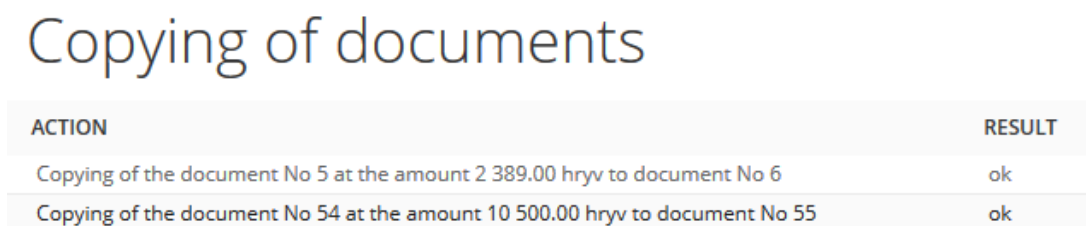
As a result, you will go to the **Editor** page in editing mode, where the field values will be copied from the original document[1] or directory record. To create new document or directory record, it is required to change the field values (if required) and to press the **Save** button on the toolbar.

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

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

For documents, there is supported copying of both one and groups of the documents, for directory records – only one record copying. To copy the document group, select them in the list and press **Copy** button on the toolbar. As a result, you will go to the **Copying of documents** page (fig. 5.5) that contains:

Copying of documents

ACTION	RESULT
Copying of the document No 5 at the amount 2 389.00 hryv to document No 6	ok
Copying of the document No 54 at the amount 10 500.00 hryv to document No 55	ok

Fig. 5.5. **Copying of documents** page

- Number of original document and its copy;

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[1]Except the fields with the document number, which is assigned automatically through automatic numbering, and document date, which is specified as the current date.

- Amount of copies document (if any);

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

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

Edit documents and directories

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

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

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

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

Directory records editing is performed similar to the documents editing.

Delete documents and directories

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

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

There is supported deletion of both one and group of the documents or directory records. To delete the document or directory record group, select them in the list and press **Delete** button on the toolbar. As a result, you will go to the **Deleting of documents** page (fig. 5.6) that contains:

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

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

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

---

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

Deleting of documents

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

Fig. 5.6. **Deleting of documents** page

Sign documents

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

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

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

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

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

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

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

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

After signing by the group «All», the document is always considered signed by all groups and automatically receives the status **Sent**.
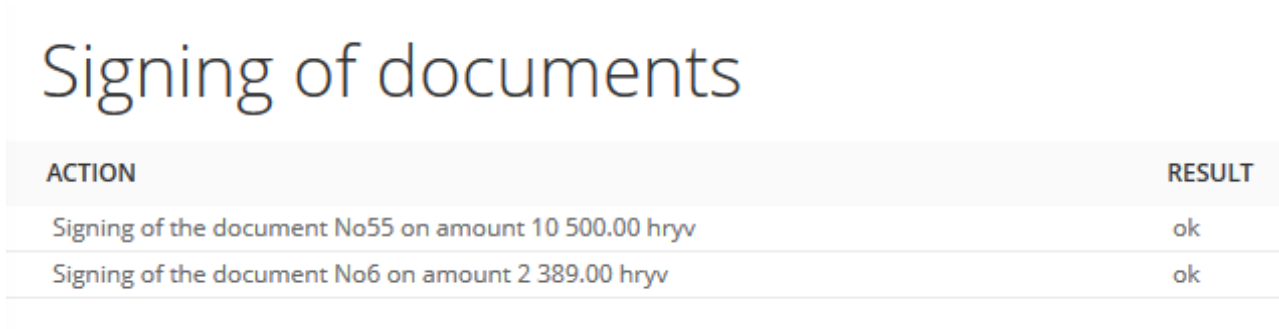
> ***Attention!***
>
> When a salary statement will be signed by the last required signature group, it changes to status **Waiting for signatures**. After all linked payments are signed, the status changes to **Sent**.

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

> **Attention!** ━━━
> The subordinated client document signing is performed on behalf of the relevant virtual employee.

The signature is supported both for one and group of documents. To sign the documents group it is required to select them from the list and to press the **Sign** button on the toolbar. As a result, you will go to the **Signing of documents** page (fig. 5.7) that contains:

Signing of documents

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

Fig. 5.7. **Signing of documents** page

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

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

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

Confirmation documents by one-time passwords

Confirmation of sending documents by one-time passwords

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

> **Attention!** ━━━
> Settings of the document confirmation through one-time passwords, amount, above which there will be required the confirmation, as well as the possibility to use the authorized counterparties directory are set by the bank employee for subordinated clients and virtual employees. For the FCC the additional settings are not required.

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

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

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

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

  - the document goes to the status **Requires confirmation**, regardless of the amount of the document;

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

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

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

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

To confirm the document with the status **Require confirmation**, left-click the required document from the list and go to the **Editor** page, then press **Confirm** button on the toolbar. As a result there will be displayed the **Confirmation** section.

Further actions, required for the document confirmation, are similar to the actions in case of multi-factor authentication (for more details – see subsection **Multi-factor authentication**).

If virtual employee for subordinated client has rights to work with the directory of trusted counterparties, with a single confirmation of the payment instruction with the counterparty who is not in the directory, in the block **Confirmation** is shown the box for adding counterparty to directory and field for inputing the amount of limit for this counterparty. The appearance of the block **Confirmation** is presented in fig. 5.8.

Fig. 5.8. The block **Confirmation**

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

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

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

Confirmation documents editing by one-time passwords

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

> ***Attention!***
> Settings of the document confirmation editing through one-time passwords, as well as the possibility to edit the authorized counterparties directory are set by the bank employee for subordinated clients and virtual employees. For the FCC the additional settings are not required.

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

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

Print documents and reports on printer and PDF-file

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

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

   Appearance of the **Print the document** page (by example of payment instruction) is presented in the fig. 5.9.

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

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

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

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

Fig. 5.9. **Print the document** page

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

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

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

Available print/display settings include the following:

- Clicking on the **Show all** link (in electronic documents with attachments) opens a preview page of all attachments available for viewing. The **Show all** link is not displayed if there are fewer than two attachments or if the attached files are in text format, which are available for viewing, such as with extensions .doc, .docx, *.pdf, *.jpg, *.png, *.gif, *.bmp;
- To return to the first attachment, click **Up** (the button appears starting from the second attachment);
- By clicking on the file name in the list of attached files available for viewing (the list is located under the print settings), the focus will switch to viewing the selected attachment.

If there are attachments in the list that are not available for viewing, their names will appear in gray (inactive) color, and the section header will look like this: **Viewing is not available for attachments**;

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

- Print settings apply to all attachments open for viewing;

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

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

3. Press button on the toolbar:

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

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

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

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

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

Import documents and directories

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

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

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

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

- CSV – payroll sheet.

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

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

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

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

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

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

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

Import result page at the example of payment instruction import in iBank 2 format is presented in the fig. 5.10.

Result import of documents

ACTION	RESULT	
Import of the document № 101 from file ua_payment_ua.txt on amount 7 100.99 hryv	ok	
Import of the document № 102 from file ua_payment_ua.txt on amount 6 852.04 hryv	error	Error while filling field "Document date": Document date is less than allowed: 03.07.2017

Import is partly completed (imported documents 1 of 2)

Fig. 5.10. **Document import result** page

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

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

Export reports and directories

In AWP **Web-Banking 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.

---

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

- 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. 5.11.

Filtration document, report and directory

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

In document tabs, where the documents may be with various statuses, there is available the filter by status. To set the filter, select in the list of statuses *Any* (all statuses), *New* (documents with New, Signed status), *Sent* (documents with Sent status), *In bank* (documents with Sent, Received by the bank, At execution status, Waiting for signatures, Paid) or *Rejected* (documents with Rejected

Export statement

ACTION	RESULT
Statement of account **UA963003350000026009000000011** for the period since **03.02.2020** till **11.02.2020** has been successfully exported to file C:\Users\Admin\Documents\export\export.dbf	ok

Fig. 5.11. **Export statement** page

status). As a result, there will be displayed in the list the documents with the selected statuses. When filtering the list of documents of section **Payment instruction**, there is also possible to select each status separately. For more details about document statuses – see subsection **Types and statuses of documents in AWP Web-Banking for FCC**.

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

1. Click on the **Period** link to the left of the date input field. This will open a window for selecting the display period (see fig. 5.12).

Yesterday	Today
Previous week	Current week
Previous month	Current month
Previous quarter	Current quarter
For the last	days

Fig. 5.12. Filter **Period**

2. Choose the desired period from the standard templates:

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

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

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

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

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

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

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

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

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

- of the period start, then:

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

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

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

---

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

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

For all documents, letters and statements there is available the advanced filter. To display the advances filter press ▼˅ (**More filter options**) button on the infobar. The fields of the advanced filter for different documents may differ. For filtration it is required to fill in the fields with the required values and to press the **Receive** button. During the filtration the values in the list of documents and directories are marked with bold font, which are the same with parameters in the fields in the advanced filter. To hide the advanced filter, press ▼˄ (**Hide filter**) button on the infobar. Herein, if the filter fields have been filled in, then, instead of the fields of the advanced filter, there will be displayed the list of the filled in fields with the relevant values, as well as there will be filtered the document list. Next to each field value there will be additionally displayed the button for this value cleaning. To clean all the filter fields press ▽× (**Set default values**) button on the infobar.

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

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

Page by page directory review

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

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

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

  - for counterparties, employees, recipients directory: 100, 500 and 1000 records;
  - for Directory Codes ID NBU: 50, 200 or 500 records;
  - for SWIFT directory: 500, 1000 or 5000 records.

  By default, there is displayed the least of the available values on the page.

- The line with final information as to total and displayed number of records on the current directory page. The line is displayed in the bottom part of the page.

Attachment handling

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

To add an attachment, do one of the following actions:

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

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

If there are available the attached files, the attachment section becomes the list. For each file from the list there are displayed it name and extension, size, as well as attachment delete button. On the page with the list of documents, such documents are marked with the icon 📎.

To save the attached file, left click the required document in the list, transfer to the **Editor** page and in attachment section left click the file name in the list. As a result, there will be displayed the standard dialogue box of file saving. In case of several attachments, there will be displayed the button **Save all**, pressing which will open the standard dialogue box for selection of directory, where there will be saved the all attached files with print settings selected by the client (display of EDS key owner's details and Service info).

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

To view the attached file, left click the required document in the list, transfer to the **Editor** page and in attachment section left click the file name in the list. If there are two or more attachments in the document, is displayed the **View all** link, pressing which will open the a page with a preview of all the attached files available for viewing.

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

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

Hotkeys

When working in the AWP **Web-Banking 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. 5.13). The list of used **hotkeys** is provided below.
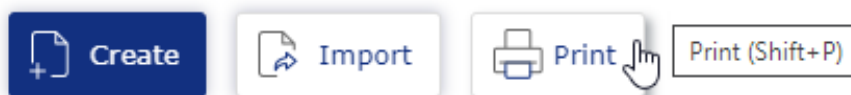
Fig. 5.13. Display tooltip **Hotkey**

Hotkeys available in the documents list

Shift+A — Select all items in the list.

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

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

Shift+N — Create a new document.

Shift+E — Edit the document.

Shift+D — Delete selected documents.

Shift+G — Sign selected documents.

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

Shift+B — Enable or disable channel in monitoring.

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

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

Shift+Z — Export directory, reports or documents.

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

Shift+A — Select all items in the list.

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

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

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

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

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

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

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

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

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

Hotkeys available in the document editor

Shift+S — Save the document.

Shift+E — Edit the document.

Shift+R — Reply to an incoming letter.

---

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

Shift+W — Accept the payment.

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

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

Shift+H — Create payments to the payroll.

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

Shift+W — Approve the electronic contract.

Shift+I — Reject the electronic contract.

Shift + K — Create clients' documents from the registry document («Enterpreneur service»).

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

Hotkeys available from the preview page of the printed form

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

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

Hotkeys available in modal windows

Esc — Close the modal window.

Section 6

Accounts

Your accounts

To go to the list of subordinated client select the **Your accounts** menu item from the **Accounts** section, then on the **Clients** page, select the subordinate client.

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

Current accounts

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

To view information as to accounts of subordinated clients, it is required to go from the **Your accounts** page to the tab **Current accounts**. Appearance of the page is presented in the fig. 6.2.

Fig. 6.1. **Current accounts** page

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

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

- ***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 **Account name**, there is displayed in grey the following text – «Name is not specified». To change the alias, perform the following actions:

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

2. Enter the required account alias.

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

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

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

- **Account type**;

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

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

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

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

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

- button 🖼 (**Payment**) for quick redirect to document creation. For hryvnia accounts you will be directed to creation of payment instruction, for currency accounts – to payment order in foreign currency. Availability of **Payment** button for certain account depends on the account type, as well as on the rights of the 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 and total balance of all accounts in this currency. For the other summary balances, a tooltip icon is displayed[1]. Hovering over it allows you to view information about the summary balances for the **Acquiring** and **Forecast** fields. Accounts in national currency display first in the list. Currency accounts display next, with groups of currencies sort in ascending order of the symbol code.

There are available the following operations with account list

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

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

To open new account, press on the **Your accounts** page the button **Open** on the toolbar, then select on the **Legal persons** 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 (for more details – see subsection **Account opening**).

---

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

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

Corporate accounts

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

To view information as to corporate accounts, it is required to go from the home page to the tab **Corporate accounts**. Appearance of the page is presented in the fig. 6.2.

Your accounts

Name	Account name	Code ID NBU	Account ⌄	Balance	Balance without ...	Blocked		
Accounts in currency UAH		Total balance 617 470 935.54	Other total balances for currency UAH ⓘ					
ТОВ "Темп"	Name is not ...	312345	UA713123450000...	181 990.07	2 500.00	3 000.00		
ТОВ "Темп"	Name is not ...	300335	UA663003350000...	617 283 945....	2 500.00	3 000.00		
ТОВ "Темп"	Name is not ...	311528	UA413115280000...	2 500.00				
ТОВ "Темп"	Name is not ...	300335	UA373003350000...	2 500.00	2 500.00	3 000.00		
Accounts in currency EUR		Total balance 25 000.00						
ТОВ "Темп"	Name is not ...	300335	UA503003350000...	25 000.00				
Accounts in currency USD		Total balance 338 573.43	Other total balances for currency USD ⓘ					
ТОВ "Темп"	Name is not ...	300335	UA713003350000...	2 500.00				
ТОВ "Темп"	Name is not ...	300335	UA323003350000...	130 141.25				
ТОВ "Темп"	Name is not ...	300335	UA313003350000...	205 932.18	2 500.00	3 000.00		

Fig. 6.2. **Corporate accounts** page

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 **Account name**, there is displayed in grey the following text – «Name is not specified». To change the alias, perform the following actions:

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

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

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

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

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

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

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

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

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

There are available the following operations with the corporate accounts:

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

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

To open new account, press on the **Your accounts** page the button **Open** on the toolbar, then select on the **Legal persons** 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 (for more details – see subsection **Account opening**)

Account opening

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

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

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

---

[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.

- 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;

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

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

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

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

There are available the following operations with the documents:

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

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

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

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

Filling document fields

To create new document press on the **Account opening** page the **Create** button on the toolbar, then select on the **Legal persons** 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. 6.3).
Below, there are provided the main recommendations as to the document fields filling in:

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

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

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

Account opening

LLC TEMP

EDRPOU: 1111111111, Country code: 804

Number

autonum.

Document date

19.07.2024 🗓

Bank

300335 ⌄   JOINT-STOCK POST PENSION BANK AVAL

Subdivision

Уровень 3а из Уровня 2а МФО 300335 ⌄

Currency   Type

UAH ⌄   Current ⌄

Disposers (list)

Start typing   **Add**

Type of economic activity (for individual entrepreneurs only)

Select activity type

Additional information

optional

ATTACH COPIES OF DOCUMENTS (max. size 48830.47 KB)

Drag files here or click on this area

Fig. 6.3. Account opening screen form

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

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

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

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

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

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

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

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

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

Limits

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

To redirect to the list of configured limits, you need to select the **Limits** menu item from the **Accounts**, then select on the **Legal persons** page the subordinated client. Depending on the settings on the bank side a FCC employee looks at or limits the corresponding virtual employee, or the limits of the selected employee. On viewing limits of an individual employee, you need to select the necessary employee on the **Employees** page.

When you switch back to the menu item **Limits**, a list of limits is generated for the previously selected subordinate client. To select another subordinate client which list will be generated, press left-click on the link <name of subordinate client> under the header of the **Employees** page, and then select the necessary subordinate client on the **Legal persons** page.

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

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

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

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

- ***Amount*** — limit amount;

- ***Type*** — limit type;

- ***Period*** — limit validity period;

- ***Start*** — limit validity start date;

- **End** — limit validity end date;

- **Status** — limit status.

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

Limit change

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

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

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

- Check-box for document selection from the list;

- **Number** – document number;

- **Date** – document date;

- **Client** – subordinate client name;

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

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

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

- **Type** — limit type;

- **Amount** — limit amount;

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

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

There are available the following operations with the documents:

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

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

Fig. 6.4. Limit change orders

Filling document fields

To create new document press on the **Limit change orders** page the **Create** button on the toolbar, then select on the **Legal persons** 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. 6.4).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 7

SWIFT-messages

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

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

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

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

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

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

5. 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 are display: number in the IBAN format (29 characters), name (if it's specified), balance amount, type. When you enter the value, the list will automatically display the relevant accounts.

6. 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.

7. Press the **Receive** button.

The appearance of the generated report for one account is presented in th fig. 7.1.
For each message in the list, the following information is displayed[1]:

- *Reference* — SWIFT-message reference;

- *Date* — SWIFT-message date;

- *Type* — SWIFT-message type;

- *Correspondent* — correspondent name;

- *Amount* — operation amount.

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

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

---

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

Fig. 7.1. SWIFT-messages list

- **Account/IBAN** and **Currency** columns are added into the messages list. If report is received for several or all clients, a column **Client** is also added.

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

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

- List of SWIFT-messages of account.

There are available the following operations with the messages:

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

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

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

Browse SWIFT-message

To view the SWIFT-message, click the left mouse button on the desired message in the list. As a result, you will go to the page **SWIFT-message** with the printed form of the message (fig. 7.2).

From the **SWIFT-message** page, you can export and printing a message on printer and PDF-file.

Export of SWIFT-messages of type MT 940

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

Fig. 7.2. **SWIFT-message** page

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

Section 8

Certificates

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

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

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

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

- Check-box for document selection from the list;

- *Number* – document number;

- *Date* – document date;

- *Certificate Type* — type of bank certificate;

- *Status* – document status (the column is unavailable in the list of the executed documents);

There are available the following operations with the documents:

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

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

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

Filling document fields

To create new document, it is required to press on the **Orders for obtaining certificates** page, the button **Create** on the toolbar, then select on the **Legal persons** 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. 8.1).

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

- The **Certificate Type** represents the drop-down list with the names of active certificate types.

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

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

Fig. 8.1. Screen form of orders for obtaining certificates

Attention!

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

- Upload an attachment from the document screen form by clicking on the link with the attachment name;

- View the attachment using the **View** link to the right of the attachment;

- Print the attachment on the viewing page;

- Export the attachment if the document has a qualified electronic signature from the bank.

Section 9

Letters

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

Incoming letters

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

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

- Icon ▷, that indicates the importance of a letter;

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

- Check-box for letter selection from the list;

- **Number** – letter number;

- **Date** – letter date;

- **Subject** — letter subject;

- **Recipient** – subordinate client name.

Appearance of the incoming letter screen form is presented in fig. 9.1.

Fig. 9.1. Incoming letter screen form

There are available the following operations with the letters:

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

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

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

- **Answer to letter.** To create answer to incoming letter, left-click the required letter in the list and go to the **Editor** page, where press the **Reply** button on the toolbar. As a result you will be redirected to the new letter **Editor** page, where:

  – The letter subject will be generated in the following way: `Re:` + `<original letter subject>`.
  – Attached files are not selected.
  – The letter text will be generated in the following way: `>` + `<original letter text>`.

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

Outcoming letters

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

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

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

- Check-box for letter selection from the list;

- **Number** – letter number;

- **Date** – letter date;

- **Subject** – letter subject;

- **Sender** – subordinated client name;

- **Status** – letter status.

There are available the following operations with the letters:

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

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

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

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

Filling letter fields

To create the letter, it is required to press on the **Letter** page the button **Create** on the toolbar, then select on the **Legal persons** page the subordinated client, on behalf of which there will be created the letter. As a result, you will be redirected to the **Editor** page with the letter screen form (fig. 9.2).

Fig. 9.2. Outcoming letter screen form

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

- If on the side of the bank there are set the templates of letter creation, then the letter subject is the drop-down list with possibility to enter the value manually. In the list there are the set by the bank templates of the letter creation. When you select the value from the list, there will be automatically filled in the fields **Subject** and **Message** from the information about the selected template. Herein, the letter text may be supplemented or changed.

- If on the side of the bank there are no set letter templates, then the letter subject will be one-line editable field.

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

Section 10

User Documentation

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

Section 11

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.

Keys

By default, you are redirected to the **Keys** tab (fig. 11.1), where there is displayed the list of the EDS keys of the FCC employee, logged in the AWP.

Fig. 11.1. FCC employee EDS keys list

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

- Icon of key storage type: – EDS key in file, – EDS key on USB-token;

- **Key ID** – EDS key identifier;

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

- **Status** – EDS key status;

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

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

If you left-click the EDS key in the list, you will be redirected to the **Detailed information about the key** page (fig. 11.2), where the FCC employee may see the detailed information about the EDS key, as well as its status change history. There is available to print the report of EDS key registration in the iBank 2 UA system.

Fig. 11.2. Detailed information about the key

Employees

To go to the FCC employees list, select in the section **My data and settings** the tab **Employees**. Appearance of the page is presented in fig. 11.3. For each employee in the list there is displayed

Fig. 11.3. FCC employees list

the following information:

- *Full name* – employee full name;

- *Position* – employee position;

- *Status* – employee status (active, blocked, deleted).

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

Google Authenticator

If bank has set for the FCC the document confirmation by SMS, then the FCC has the possibility to set the alternative way of onetime passwords reception by mobile application **Google Authenticator**.

> *Attention!*
> The possibility of usage of the mobile application **Google Authenticator** by the clients for login the AWP and hryvnia payment orders confirmation is set on the bank side.

Each FCC employee may have only one Google authenticator account. To set **Google authenticator**, go in the **My data and settings** section to the **Google authenticator** tab. If the FCC employee **Google authenticator** has not yet activated, then he will be redirected to the page of general information about the application (fig. 11.4). In case of activated **Google authenticator** the employee will be switched to the page with the information about the **Google authenticator** activation (fig. 11.5).
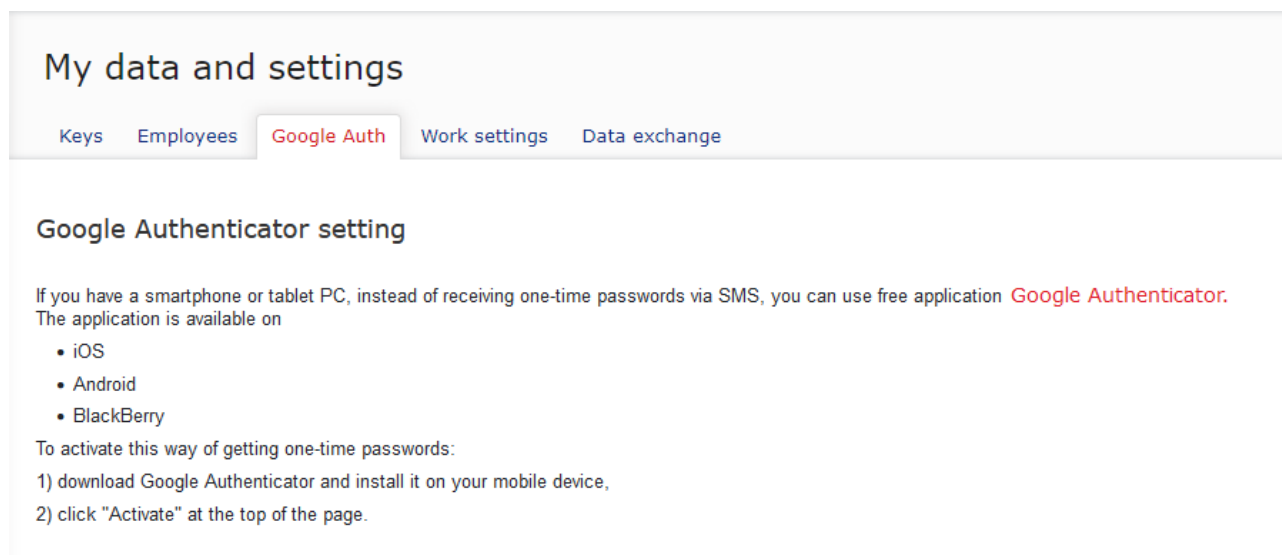

Fig. 11.4. General information about **Google Authenticator**
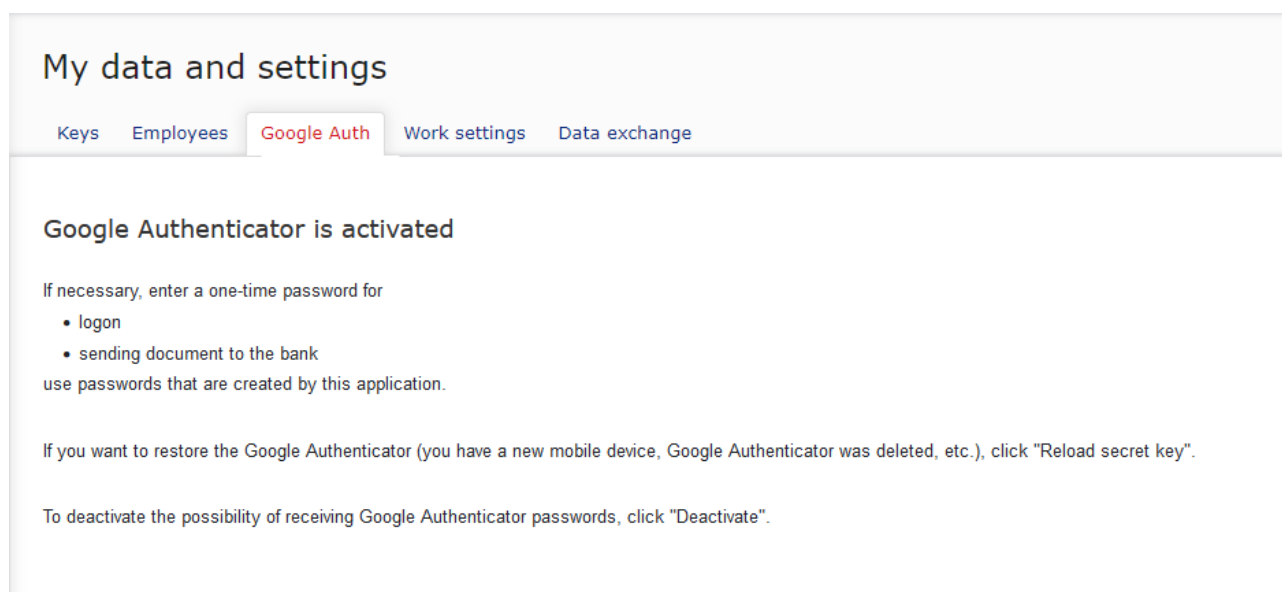
Fig. 11.5. Information about **Google Authenticator** activation

To activate **Google Authenticator** (provided that the application is installed on mobile device of the FCC employee), perform the following actions:

1. On the page with the information about **Google Authenticator** press the button **Activate** on the toolbar. As a result, there will be displayed the box SMS-confirmation (fig. 11.6), and the client will receive SMS with one-time password.

Fig. 11.6. **Google Authenticator** activation

2. In SMS-confirmation box enter the received one-time password and press **Confirm**. As a result you will be redirected to the page of **Google Authenticator** activation confirmation (fig. 11.7).

3. Add new account in the mobile application **Google Authenticator** in one of the following ways:

   - by the mobile device camera scan the bar-code on the page of **Google Authenticator** activation;

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

4. Enter generated in the mobile application one-time password and press in the **Google Authenticator** box the button **Confirm**. As a result there will be activated the usage of **Google Authenticator** for the AWP log-in (for more details – see subsection **Multi-factor authentication**). Herein, you will be redirected to the page with the information about **Google Authenticator** activation (fig. 11.5).

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

   To delete the **Google Authenticator** account press on the page with information about **Google Authenticator** activation, displayed at redirecting to the **Google Authenticator** tab of the **My**
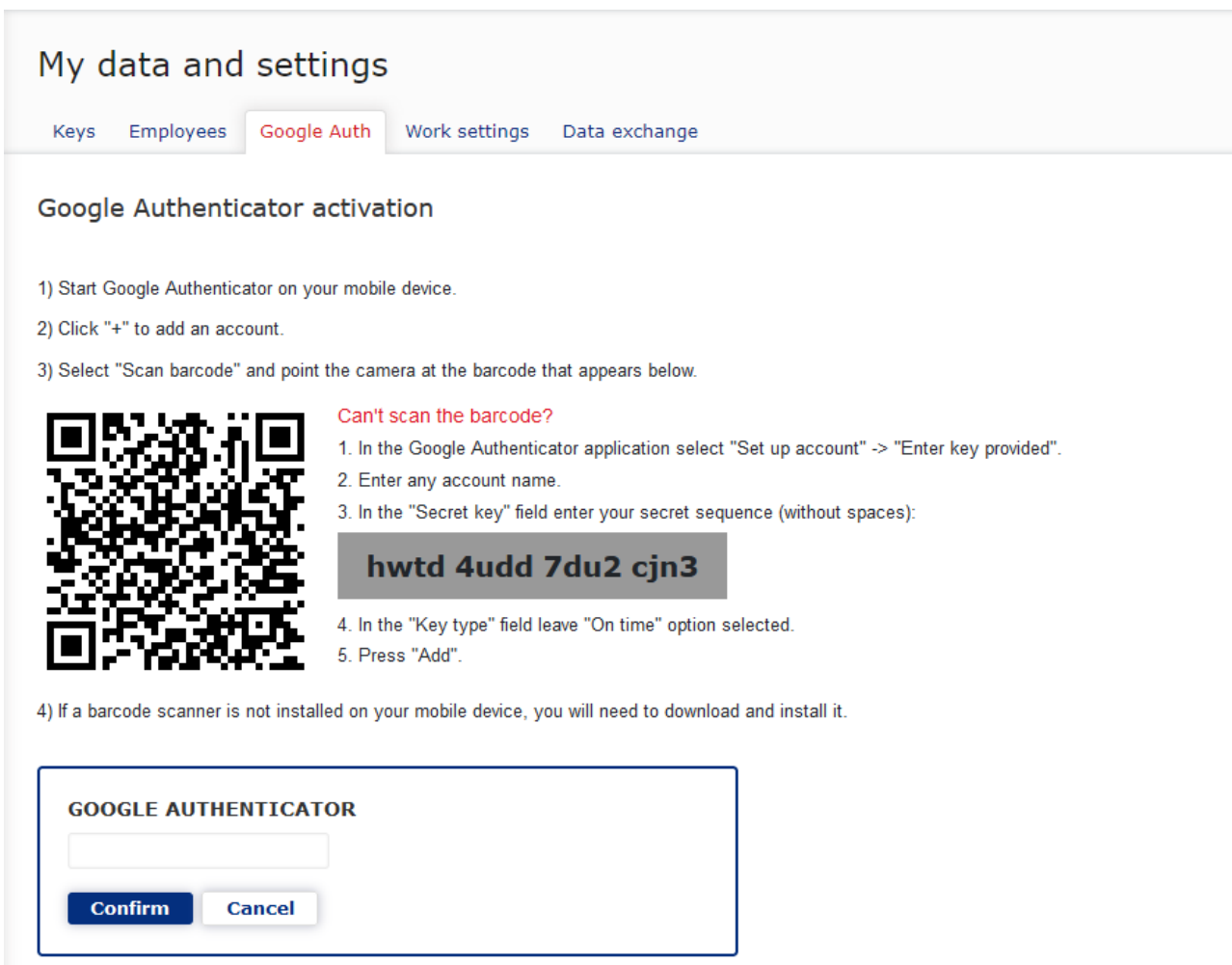
Fig. 11.7. Confirmation of **Google Authenticator** activation

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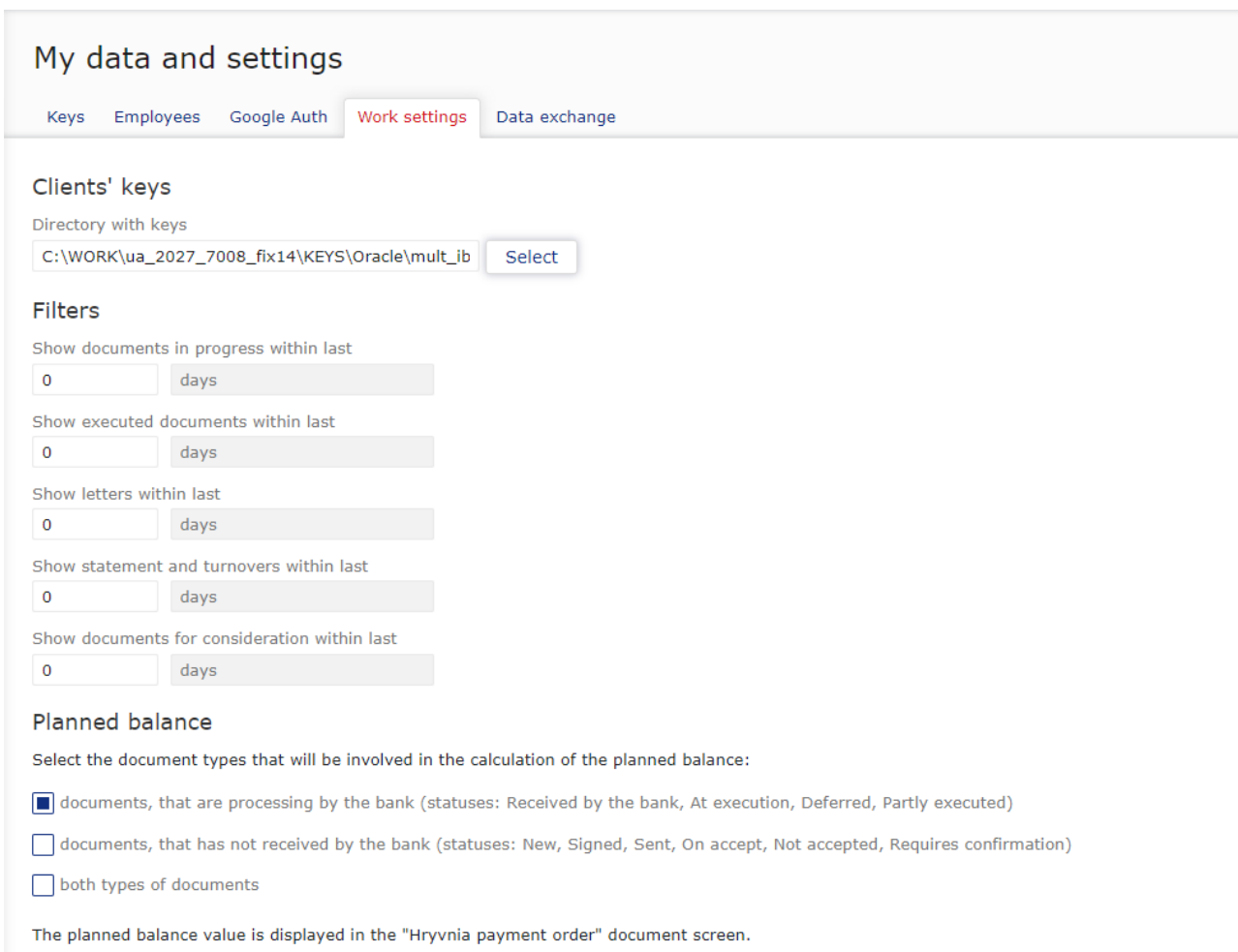
Work settings

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. 11.8).

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:

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

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

- *letters*;

- *opers and turnovers*;

Fig. 11.8. **Work settings** page

- **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.

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. 11.15).

Fig. 11.9. **Data exchange** page

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.

- 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**.

Legal persons data

To go the section **Legal persons data**, left-click the FCC name in top right corner of the page and select from the drop-down list the item **Legal persons data**, then select on the **Legal persons** page the subordinated client. Here, there is information about the subordinated clients details, as well as virtual clients EDS keys.

Bank details

By default, you are redirected to the **Bank details** page (fig. 11.10), where there are displayed the details and contacts of the subordinated client, as well as it internal identifier in the iBank 2 UA system. All the information on this page is read only.

Fig. 11.10. Subordinated client details

Keys

To go to the virtual employees keys list, go in the **Legal persons data** section to the **Keys** tab, then select the virtual employees from the subordinated client employees list.

Appearance of the page is presented in fig. 11.11.

Fig. 11.11. Virtual employee EDS key list

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

- Icon of key storage type: 🖫 – EDS key in file, 🔲 – EDS key on USB-token;

- **Key ID** – EDS key identifier;

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

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

- **Status** – EDS key status;

- **Max. amount** – maximal amount, for which there may be signed the hryvnia payment order with this EDS key. In case maximal amount is exceeded, the payment will not be signed and the organization employee will receive the relevant error message. Setting of this amount and display of this column are set on the bank side.

  > **Attention!**
  > The list displays only the EDS leys that are on the connected USB-tokens or in the directory of the virtual employees EDS keys, defined in the section **My data and setting**.

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

If you left-click the EDS key in the list, you will be redirected to the **Detailed information about the key** page (fig. 11.12), where the organization employee may see the detailed information about the EDS key, as well as its status change history. There is available to print the report of EDS key registration in the iBank 2 UA system.

Fig. 11.12. Detailed information about EDS key

Acceptance

To navigate to the **Acceptance** page in the iBank 2 UA system, you need to go to the **Legal persons data** section and select the **Acceptance** tab. On this page, the employee of the FCC can view and configure the **Payment Acceptance** service for hryvnia payment orders of the selected subordinate client (for more details – see document **iBank 2 UA system. Web-Banking for Financial Control Centers. Working with the Hryvnia documents**).

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

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

The external appearance of the page is shown in fig. 11.13.

Fig. 11.13. Acceptance Page

The following information is displayed on the page:

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

- **_Limit Types_**: For payment, Daily.

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

- **_Limit amount input fields_**, as well as the currency code next to each field.

- **_Activate flag_** located under each amount field.

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

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

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

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

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

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

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

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

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

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

- **Account Name** - account alias.

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

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

- **Account Type**.

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

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

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

- Button to remove the account from the list.

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

Settings

When selecting the **Work settings** tab in the **Legal persons data** section, you will be redirected to a page where the FCC employee can configure the accounts that will be set as default when creating documents from the selected subordinate client. The page contains the following settings (fig. 11.14):

Fig. 11.14. **Settings** page

- **Account** is a default empty and unedited field, in the form of a dropdown list that includes all active current accounts of the subordinate client, for which the virtual employee of the subordinate client has permission (**All operations** or **Save**). The list of accounts is rebuilt according to the selected currency.

- **Currency** is an unedited field, by default filled with the value of the first element in the list. In the form of a dropdown list that contains a list of currencies for which the subordinate client has active current accounts and for which the virtual employee of the subordinate client has permission (**All operations** or **Save**). The list displays only those currencies for which default accounts have not yet been specified.

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

- The **x** button:

  - if the account information is being edited, clears the **Account** and **Currency** fields;

  - if the account information has been saved, deletes the **Account** and **Currency** fields.

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

Data exchange

When selecting the **Data exchange** tab within the **Legal persons data** section, you will be directed to a page containing the **Settings of import directories** in the iBank 2 UA system. This page is presented in the form of a table with the capability to adjust column width and the sequence of displayed columns:(fig. 11.15).

Fig. 11.15. **Data exchange** page

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

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

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

The **Settings of import directories** block appears as a table with the ability to adjust the width and sequence of displayed columns:

- **Directory** — By default, this field is empty and displays a hint: **Directory not specified**. Users have the option to manually input the path to the import files.

  To the right of the field, there is a button with a folder icon that allows you to select a directory. When this button is clicked, a dialog window opens for selecting the required directory containing the import files.

- *Data type* — This field is presented as a list with selectable options:

- – Hryvnia payment orders;
- – Hryvnia payment requests;
- – Salary sheets;
- – Card prolongation orders;
- – Fire staff orders;
- – Assign card orders;
- – Payment orders in foreign currency;
- – Internal foreign currency orders;
- – Applieds of foreign currency sales;
- – Applieds of foreign currency purchases;
- – Applieds of foreign currency exchange;

In the list of the **Data type** field, the document types for which settings have already been applied are not displayed. To the right of the field, there is a + button that adds a new data type along with its corresponding directory. It also saves the entered directory for the selected document type.

> **Attention!** ━━
> If the **Directory** field in the previous row is not filled out, the user won't be able to add a new data type. In this case, the field will be highlighted in red and display the error message «Required field».
> ━━

For added entries, an editing button is displayed next to the **Directory** field, while a delete button is shown to the right of the **Data type** field.

Section 12

Distance replacement EDS key

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

> ***Attention!***
> Access to the Distance replacement EDS key service is set by the bank employee in accordance with the applicable account bank security policy or at the request management FCC.

> ***Attention!***
> **Replace EDS key remotely** isn't supported for EDS qualified keys.

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

- Left-click the FCC in the top right corner of the page, select item **My data and settings**, then go to the **Keys** tab and press the toolbar button **Replace EDS key remotely**.

- On welcome page, in box with warning message as to EDS key validity term end, press the button **Replace EDS key remotely**. Number of days left till the ends of the key validity term, when the message starts to be displayed, is set on the bank side.

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

- There is checked and inactive the box my key is active, but it will expire soon.

- In section **Key owner** there are displayed full name and position of the FCC employee, whose key is remotely replaced.

- There is checked the box **I give the permit for my personal data processing**.

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

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

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

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

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

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

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

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

Fig. 12.2. **Device initialization** dialog box

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

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

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

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

- If EDS key is in file:

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

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

> ***Attention!*** ────────────────────────────────────
> Storage is always saved with «dat» extension.

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

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

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

2. Confirm captcha **I'm not a robot**. The presence of captcha is configured on the bank side.

3. Check the box **I give the permit for my personal data processing**.

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

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

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

Section 13

Sources of additional information

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

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

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

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

- *iBank 2 UA system. Web-Banking for corporate clients. Registration in the system.*

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

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

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

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

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

- *iBank 2 UA system. Web-Banking for Financial Control Centers. Working with the Corporate Cards service.*

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

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

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

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

Attention!

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