

**Internet banking
for corporate clients
User manual
Web client**

Version 25.X



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1. FIRST LOGIN

1.1. System requirements

Hardware requirements	
Parameter	Value
Processor	AMD, Intel
Clock frequency of the processor	2 GHz +
The amount of RAM	2048 Mb +
Hard drive	80 GB
Software requirements	
Operating System	Other software
Win 10+ macOS Big Sur(11) +	Microsoft EDGE (chromium based). Safari, Chrome, FireFox – latest stable releases. For correct work with EDS (with iSign Desktop), the latest version of Java (OpenWebStart java 11 for Mac OS) must be installed

1.2. Recommended browser settings

Depending on the bank settings and the available method of confirming actions in the system, we recommend using one of the following internet browsers to work with the module:

- Mozilla Firefox;
- Safari;
- Google Chrome.

Before connecting to the system, it is necessary to set a number of browser parameters. The location and name of the user settings depend on the type of browser. You can find a more detailed description of the recommended settings in the help files and manuals for your browser.

1.2.1. Caching

The browser stores (i.e., caches) copies of web pages, images and media files in temporary folders to speed up subsequent attempts to view them. To receive updated versions of pages when working with the system, you should disable caching in your browser settings. The sequence of this operation depends on the browser.

1.2.2. Browser security settings

For security purposes, the Internet browser checks the content of web pages for dangerous elements. To get access to pop-up tips, banners and other content of the web page when working with the system, you need to set the security settings of the browser.

To do this, in the security settings:

- Add the address of the site by which you are connecting to the system to the trusted sites/allowed sites zone.
- In the security level settings, set the minimum value of the protection level for the zone of trusted sites/allowed sites (the need for this setting is determined by the security requirements of your browser).

1.2.3. Recommended platforms

The target platform for working with the Web version of the system is a personal computer or laptop with a standard processor architecture (x86) and a screen width no less than 1000 pixels (with an aspect ratio of 4:3).

That is why we do not recommend to run the applications on platforms which differ from the standard one (for example, mobile phones or tablets) to avoid interface elements incorrect displaying or failures connected with the platform restrictions, which may interfere with the normal run of the application.

1.2.4. Deleting cookies

Cookies are small text files that a website uses to recognize your browser. They contain information about the user's preferences (for example, the chosen language of communication), as well as information about the account.

To ensure the protection of the system, we recommend periodically deleting cookies. You can delete these files in the user settings of your browser.

1.2.5. Printing documents

To set the correct printing of documents in the settings of the browser page settings, set the values of the fields on the right and on the left to 5 mm (or 0) and save the settings.

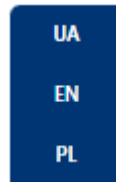
2. GENERAL PRINCIPLES OF WORK IN THE SYSTEM

2.1. Authorization and login

To connect to the system, go to the internet banking link. A system connection form will appear on the screen.

Pay attention: for correct operation with the system, it is recommended to set a number of browser settings (see "[first login](#)").

1. The system is multilingual. Use the list to select the interface language convenient for you



in the upper right part of the page (the buttons):

- **"UA"** - Ukrainian;
 - **"PL"**- Polish;
 - **"EN"**- English.
2. For information about the system, go to the "Useful information" link.
 3. If you have difficulties connecting to the system (you forgot the private key password or the private key files were lost), use the "Emergency recovery of keys" link (see "[Emergency recovery of keys](#)"). If you have forgotten your login or password, contact the bank's contact center.
 4. Enter your login and password to enter the system, if necessary, enter the OTR code.

Welcome to iFOBS

Enter login details

Login

CORP1

Password

... 

Enter

[External key registration](#)

[Certificate recovery](#)

[Helpful information](#)

Pay attention: for security purposes, passwords on the login form are displayed in disguised form. You can click on the  icon to see if you entered the password correctly. The number of login attempts with incorrect credentials is limited. After they finish, the user will be blocked.

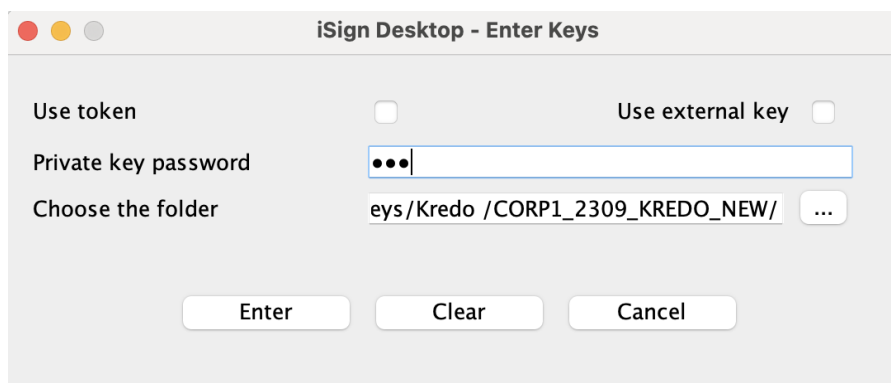
5. Click on the "**Login**" button.

If you have keyless entry and the data is entered correctly, you will be logged in.

6. When working with keys, an information message will be displayed that you need to perform a login operation in the iSignDesktop application. To continue the operation, launch the iSignDesktop application.



7. On the login form, enter the password for the private key, select the folder with the private key.



8. Click on the "**Enter**" button.

If the data is entered correctly, you will be logged in.

2.1.1. First login to the system

When logging in for the first time, do the following:

1. On the system login form, enter your login and login password in the corresponding fields, if necessary, enter the OTR code, click on the "**Login**" button (see "[Authorization and login](#)").
2. The system will prompt you to change your login password. Enter your current password in the appropriate field. Come up with a new password, enter and confirm it, click on the "**Next**" button.

Welcome to iFOBS

For further use of the system you need to change the password for entering the system







Helpful information

- If the password is successfully changed, the system will display a corresponding message.
- The system will redirect you to the login page. Enter your login and new login password, if necessary, enter the OTR code, click on the **"Login"** button (see "[Authorization and login](#)").
- If you have primary certificates, enter the password for the key and specify the folder for the key, click on the **"Login"** button, after which the system will prompt you to proceed to the generation of working certificates (see "[Certificate change](#)").
- If you have keyless access and have primary certificates, the system will prompt you to proceed to the generation of working certificates. You can change the primary certificate to a working one (see "[Certificate change](#)") or continue working in the system. For active operations in the system that require signing, you need to change the certificate.
- If you do not have the original certificates, contact the bank to obtain them.

2.2. List of allowed characters

The system implements verification of the contents of all document fields. The characters allowed for encryption are given in the table.

Symbol category	Symbols
Cyrillic symbols	а б в г д е ё ж з и й к л м н о п р с т у ф х ц ч ш щ ъ ы ь э ю я А Б В Г Д Е Ё Ж З И Й К Л М Н О П Р С Т У Ф Х Ц Ч Ш Щ Ъ Ы Ь Э Ю Я Ѓ Ѓ І І І І € €
Latin symbols	a b c d e f g h i j k l m n o p q r s t u v w x y z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Numbers	0 1 2 3 4 5 6 7 8 9
Other symbols	! " # \$ % & ' () * + , - . / : ; < = > ? @ [\] ^ _ ` { } ~ Ъ Ѓ , Ѓ „ ... † ‡ € %о Љ < Њ Ѓ Ѓ Ѓ ' ' " • – — ™ Љ > Њ Ѓ

2.3. Signing documents

To confirm an active transaction, you must sign the document/documents before sending them to the bank.

To sign using an electronic digital signature (EDS), follow these steps:

- On the form with a document or a list of documents to be signed, click on the **"Sign"** button.
- A message will be displayed stating that you need to perform a signing operation in the iSignDesktop application. To continue the operation, launch the iSignDesktop application.
- A new window will open with information about the document/documents, check the details of the documents, click on the **"Sign"** button.

Currency document										
Documen...	Documen...	Amount	Account	Payer's N...	ID code/...	Account	Recipient...	IBAN	CORRIBAN	Currency...
6	2024-06-04...	10.00 EUR	260030011...	ТОВ "Ласто...	300006	260010000...	ТОВ "Ласто...	UA4830000...	UA4530000...	EUR
5	2024-06-04...	10.00 EUR	260030011...	ТОВ "Ласто...	300006	260010000...	ТОВ "Ласто...	UA4830000...	UA4530000...	EUR

Sign Reject

- In the new window, enter the password for the private key and specify the path to the key.

Signing

Private key password: [password field]

Choose the folder: C:\Cert\ [browse button]

Sign Clear Cancel

- Click on the **"Sign"** button. If the data is entered correctly, the system will display a message about the successful signing result.
-

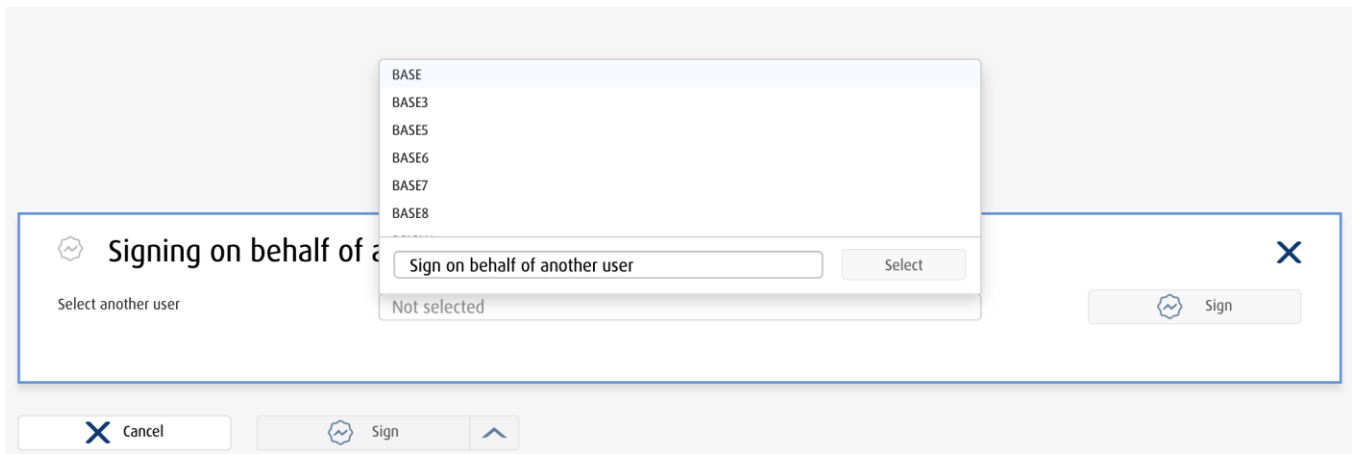
To sign a document on behalf of another user, do the following:

- On the form with the document or list of documents to be signed, click on the button  to the right of the **"Sign"** button and select the displayed **"Sign on behalf of another user"** operation.

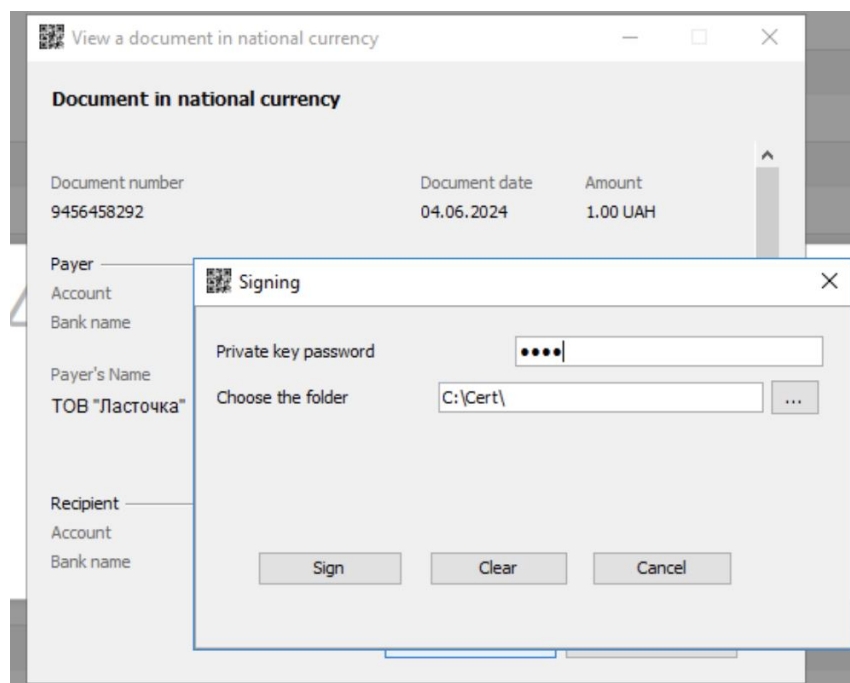
Sign on behalf of another user

Cancel Sign

- In the new form, from the drop-down list, select the user on whose behalf the document will be signed. In addition, you can use the search for the desired user. To do this, enter the user's name in the search bar and click on the select button.



- An information message will be displayed stating that you need to perform a signing operation in the iSignDesktop application. To continue the operation, launch the iSignDesktop application. A new window will open with information about the document/documents, check the details of the document/documents, click on the **"Sign"** button.



- In the new window, enter the password for the private key and specify the path to the key.
- Click on the **"Sign"** button. If the data is entered correctly, the system will display a message about the successful signing result.
-

2.4. Import of documents

On some tabs, you can download a list of documents from a file. To do this, do the following:

1. Click on the **"Import..."** button on the document list form.
2. In the new form, select a file format from the list of available ones.
3. Specify the path to the file of the required format (the button .
4. Confirm your action by clicking on the **"Import"** button.



Import

File type

TXT

Path to the file

C:\fakepath\test_doc.txt



Cancel

Import

A form with the import results will be displayed. You can save or sign successfully imported documents (see "[Signing documents](#)").

Successfully imported documents

Document number	Document date	Amount	Account with Institution	Recipient account
111b	29.09.2010	1.01	BKIDINBBCCB	DE0860070070051438000
112b	29.09.2010	1.02	BKIDINBBCCB	DE0860070070051438000

Cancel Save without signature Sign

Documents that cannot be imported

Document number	Document date	Amount	Account with Institution	Recipient account
103b	29.09.2010	1.01	BKIDINBBCCB	DE0860070070051438000
104b	29.09.2010	1.01	BKIDINBBCCB	DE0860070070051438000

Document number
The uniqueness is violated (the specified value already exists in the database).

Cancel Save the invalid ones

You can view the list of documents that cannot be imported. To view information about an import error, click on the button  for the selected document. To save the list of documents with errors, click on the "**Save the invalid ones**" button. You can correct errors in the saved document and import it again.

Note. If the user has changed the language while viewing the import results, some import errors may be displayed in the language selected at the beginning of the import.

Please note: while importing documents in national currency in DBF format, in order to control the correctness of values entered into the fields with the name of the payment participant, a restriction is imposed on combinations of characters from the following list: . , ? ! : ; - < > () " ' / | \ = + [] * ~ @ # № \$ % ^ & { } ' ` . It is not allowed to use:

- characters only, regardless of their number in the field and repetition;
- digits only, regardless of their number and combinations, including spaces between them;
- characters and numbers only, regardless of their number and combinations;
- use of the character ¡ (from the ASCII table).

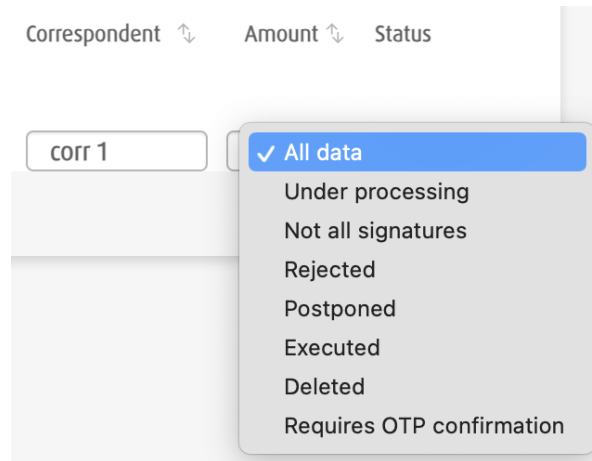
2.5. Filtering, sorting and setting data on list forms

For the convenience of searching data in the system, you can use the following options:

1. **Filters in table headers.** If filters are provided on forms with lists, if you set their parameters, you can get information only about the required category of data.

To configure filters, you should perform the following actions in the filters area (under the table column headings):

- for text fields, enter the parameters according to which the data will be filtered and press the **"Enter"** key on the keyboard;
- for drop-down lists, select a value from the list.



2. **Sorting data in tables.** To sort by one of the table columns, click  in its title. If the sorting was performed in ascending order, then when you click again on the title, sorting in descending order will be performed.
3. Configuring the display of columns. To do this, click on the icon  ( on the "List of documents" form) in the upper right corner of the table. This will open a panel with a list of columns available for display.

Field	Switch Status
Document number	On
Document date	Off
Transaction date	Off
IBAN (Sender's account)	On
IBAN (Recipient's account)	On
Amount	On
Type	On
Recipient tax number (USRIOU/Tax ID)	On
Recipient name	On
Payment purpose	Off
Sender name	Off
USRIOU / INN of the sender	Off
Sender's bank name	Off
Beneficiary bank name	Off

Turn on the switches  opposite to the required columns (the minimum number of selected columns is 3) and click on the "**Apply**" button. This will close the panel and the form will automatically update according to the settings.

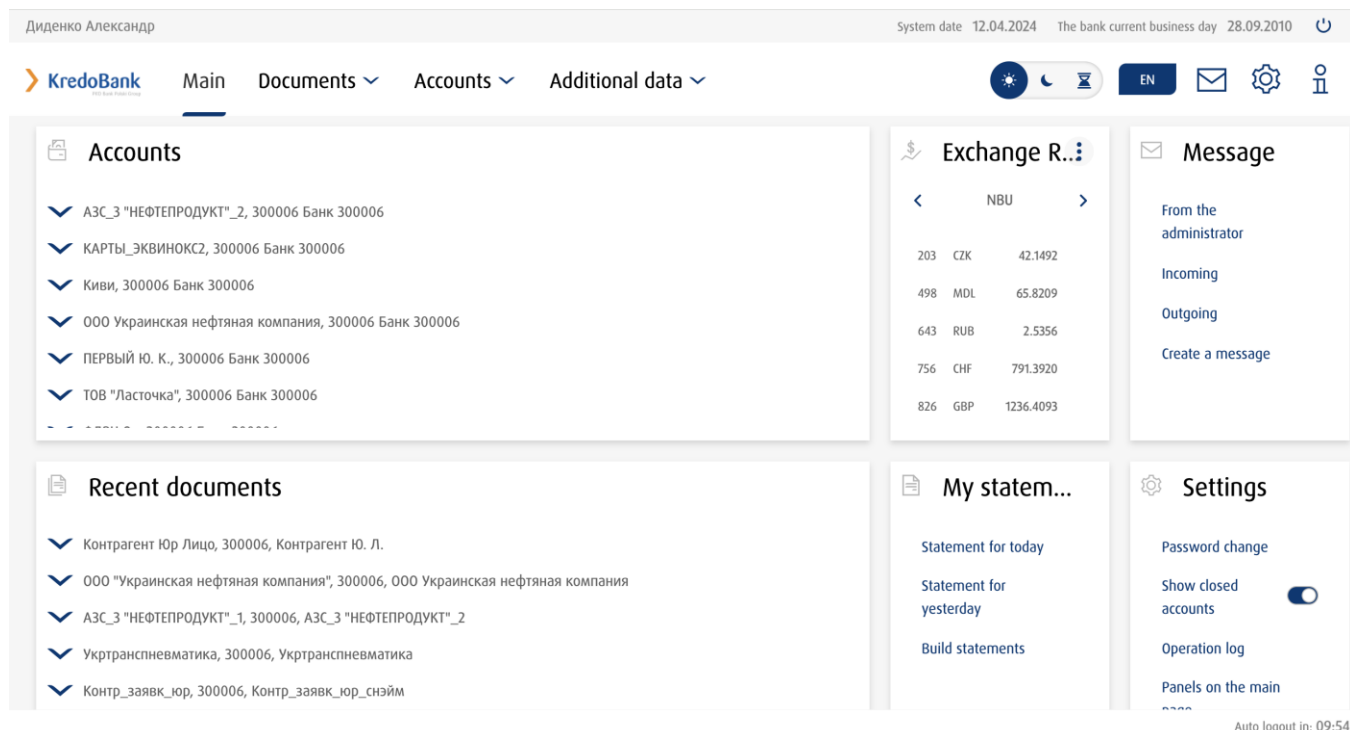
You can also customize the order in which columns are displayed on the form. To do this, drag the lines with the left mouse button and arrange them in the desired order, after that click on the "**Apply**" button.

Click on the "**Default parameters**" and "**Apply**" button to display parameters by default.

3. FUNCTIONALITY

3.1. System menu

The upper information panel contains the user's name, the system date and the date of the bank's current operating day, an exit button for correctly ending the session - .



At the top you can find the main menu items that allow you to perform the following actions/view the following information:

Menu section	Description						
Main	Back from any page to the main page of the system						
Documents	Payment order – go to documents in hryvnia (see "Work with documents in national currency"); Documents in the bank – go to the register of documents (see "Register of documents"); Payment orders templates – see "Payment order templates"; Currency transfer within the bank, SWIFT, Purchase, Sale, Currency conversion – see "Documents in foreign currency"; Uploaded documents – see "Uploaded documents";						
Accounts	All accounts – view accounts (see "SWIFT MX"); Allowed symbols for SWIFT MX payment: <table border="1"> <thead> <tr> <th>Character category</th><th>Symbols</th></tr> </thead> <tbody> <tr> <td>Latin symbols</td><td>a b c d e f g h i j k l m n o p q r s t u v w x y z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z</td></tr> <tr> <td>Numbers</td><td>0 1 2 3 4 5 6 7 8 9</td></tr> </tbody> </table>	Character category	Symbols	Latin symbols	a b c d e f g h i j k l m n o p q r s t u v w x y z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z	Numbers	0 1 2 3 4 5 6 7 8 9
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Numbers	0 1 2 3 4 5 6 7 8 9						

Menu section	Description				
	<table border="1"> <tr> <td>Other symbols</td> <td>/ - ? : () . , ' + as well as Space</td> </tr> <tr> <td>Special symbols</td> <td>! # & % * = ^ _ { } ~ " ; @ [] \ \$ > <</td> </tr> </table> Use the buttons  /  to expand/collapse sections of the form.  Create SWIFT payment order State Document parameters Date 29.09.2010  Number 602392134 Value date  Transfer mode Regular Payment amount and currency Currency USD  Amount DEBTOR (PAYMENT ORIGINATOR) Debtor account UA 17 300006 0000000262010011288 974.49 USD ПЕРВЫЙ Ю. К. Ultimate debtor ULTIMATE DEBTOR (PAYMENT ORIGINATOR) Full form ☒ Name Test Country of residence Австрія  Address Country Албанія  Town name Country subdivision Street name Building number Room Post code	Other symbols	/ - ? : () . , ' + as well as Space	Special symbols	! # & % * = ^ _ { } ~ " ; @ [] \ \$ > <
Other symbols	/ - ? : () . , ' + as well as Space				
Special symbols	! # & % * = ^ _ { } ~ " ; @ [] \ \$ > <				

Menu section	Description
	Identification ☒ Entity ☐ Individual Any BIC LEI Ultimate creditor ULTIMATE CREDITOR CREDITOR AGENT AND ACCOUNT Full form ☒ CREDITOR AGENT ACCOUNT Identification ☒ IBAN ☐ Other IBAN CREDITOR AGENT Financial institution BICFI BKIDINBBCMB LEI Name BANK OF INDIA (CUMBALLA HILL BRANCH) Clearing System Clearing System Member Address Country India v Town name MUMBAI Country subdivision District name Street name Building number INTERMEDIARY AGENT 1 AND ACCOUNT Add intermediary bank 2

Menu section	Description
	REMITTANCE INFORMATION  ☒ Structured ☐ Unstructured Document information 1 TypeAdditional Agreement x Number123 Date01.10.2025 Amount Add a document Additional Remittance InformationTest Save as standard ☐ DETAILS OF CHARGES ☒ Commission charged to the payer (DEBIT) ☐ Commission charged to the recipient (CRED) ☐ Commission charged to the payer and recipient (SHAR) ☐ Commission FullPay Charges ValueUAH Charges AccountUA 87 300006 0000002062930011288 300006 -33.33 UAH ПЕРВЫЙ Ю. К. PAYMENT ADDITIONAL INFORMATION Reason123 Operation code0 - Рух коштів у цілому x Beneficiary's country code36 Beneficiary's countryАвстралія Payment commenttes Desired date of request processing29.09.2010

Menu section	Description																																																					
	ADDITIONAL DATA Additional data SIGNATURES User 1User 2 Back Save without signature Sign Description of elements <table><thead><tr><th>Element</th><th>Req</th><th>Description</th></tr></thead><tbody><tr><td colspan="3">Section "Document parameters"</td></tr><tr><td>Order number</td><td>+</td><td>The field is used to enter the number of the currency order. The number is automatically set when the document is created, according to the numbering settings, but can be changed</td></tr><tr><td>Due date</td><td>+</td><td>The field is used to enter the date of payment. By default, the system fills it with the current date when creating a document. To enter the date, you can use the calendar</td></tr><tr><td>Due date</td><td>+/-</td><td>The field allows you to specify the date of the document's value. You can use the calendar to enter the date</td></tr><tr><td>Transfer mode</td><td>+/-</td><td>The field allows you to specify the order of transfer: regular or urgent. The display of the field depends on the settings in the bank</td></tr><tr><td colspan="3">Section "Payment amount and currency"</td></tr><tr><td>Currency</td><td>+</td><td>Field for specifying the currency of the order from the list (except the national currency)</td></tr><tr><td>Amount</td><td>+</td><td>Field for entering the amount of the order</td></tr><tr><td colspan="3">Section "Debtor (payment originator)"</td></tr><tr><td>Debtor account</td><td>+</td><td>The field is used to select an account number from the list (in the selected currency). If the user has only one account on monitoring, it is automatically substituted</td></tr><tr><td colspan="3">The "Ultimate debtor" is a button that is displayed when the bank setting is enabled. Clicking on it opens the "Ultimate debtor" section. Fill in if necessary</td></tr><tr><td>Checkbox "Full form"</td><td>-</td><td>When the checkbox is enabled, additional tags and fields are displayed</td></tr><tr><td>Sender name</td><td>+</td><td>Field for entering the name of the actual sender. Maximum 140 characters</td></tr><tr><td>Country of residence</td><td>-</td><td>Field for entering the country of residence (selected from the directory)</td></tr><tr><td>Full address</td><td>+/-</td><td>Block for entering address data: Country (selectable from the list), Region, City, Street name, House number, Apartment, Postal code</td></tr><tr><td>Identification</td><td>-</td><td>Block for entering identification data: select the legal status of the initiator using the "Entity" (default value) or "Individual" switch</td></tr></tbody></table>			Element	Req	Description	Section "Document parameters"			Order number	+	The field is used to enter the number of the currency order. The number is automatically set when the document is created, according to the numbering settings, but can be changed	Due date	+	The field is used to enter the date of payment. By default, the system fills it with the current date when creating a document. To enter the date, you can use the calendar	Due date	+/-	The field allows you to specify the date of the document's value. You can use the calendar to enter the date	Transfer mode	+/-	The field allows you to specify the order of transfer: regular or urgent. The display of the field depends on the settings in the bank	Section "Payment amount and currency"			Currency	+	Field for specifying the currency of the order from the list (except the national currency)	Amount	+	Field for entering the amount of the order	Section "Debtor (payment originator)"			Debtor account	+	The field is used to select an account number from the list (in the selected currency). If the user has only one account on monitoring, it is automatically substituted	The "Ultimate debtor" is a button that is displayed when the bank setting is enabled. Clicking on it opens the "Ultimate debtor" section. Fill in if necessary			Checkbox "Full form"	-	When the checkbox is enabled, additional tags and fields are displayed	Sender name	+	Field for entering the name of the actual sender. Maximum 140 characters	Country of residence	-	Field for entering the country of residence (selected from the directory)	Full address	+/-	Block for entering address data: Country (selectable from the list), Region, City, Street name, House number, Apartment, Postal code	Identification	-	Block for entering identification data: select the legal status of the initiator using the "Entity" (default value) or "Individual" switch
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The "Ultimate debtor" is a button that is displayed when the bank setting is enabled. Clicking on it opens the "Ultimate debtor" section. Fill in if necessary																																																						
Checkbox "Full form"	-	When the checkbox is enabled, additional tags and fields are displayed																																																				
Sender name	+	Field for entering the name of the actual sender. Maximum 140 characters																																																				
Country of residence	-	Field for entering the country of residence (selected from the directory)																																																				
Full address	+/-	Block for entering address data: Country (selectable from the list), Region, City, Street name, House number, Apartment, Postal code																																																				
Identification	-	Block for entering identification data: select the legal status of the initiator using the "Entity" (default value) or "Individual" switch																																																				

Menu section	Description		
			The following fields are displayed for a legal entity: - Any BIC - business identification code of the organization. The BIC code of the organization is filled in if it is registered with ISO and is in the BIC catalog. The format is either 8 or 11 characters. - LEI - the organization's identification code. For an individual, fields with birth data are displayed: - Birth date - indicates the date of birth. - City of birth - indicates the city of birth. - Country of birth - indicates the country of birth. The country is selected from the directory
			"Creditor (payment beneficiary)" section. Data on the recipient is entered manually or from the directory (button )
	Checkbox "Full form"	-	When the checkbox is enabled, additional tags and fields are displayed
	Creditor account/Identification	+	Use the radio buttons to select the format of the account: "IBAN" or "Other", enter the identifier
	Creditor	+	In this section, fill in the name of the recipient, the country of residence is selected from the directory
	Postal address	+/-	Block for entering address data: Country (selected from the list), Region, City, Street name, House number, Apartment, Postal code
	Identification	-	Block for entering identification data: select the legal status of the initiator using the "Entity" (default value) or "Individual" switches. The following fields are displayed for a legal entity: - Any BIC - business identification code of the organization. The BIC code of the organization is filled in if it is registered with ISO and is in the BIC catalog. The format is either 8 or 11 characters. - LEI - the organization's identification code. For an individual, fields with birth data are displayed: - Birth date - indicates the date of birth. - City of birth - indicates the city of birth. - Country of birth - indicates
	"Ultimate creditor"	-	Button displayed when the bank's settings are enabled. When you click on it, the "Ultimate creditor" section opens, which is filled in as needed
	Section "Ultimate creditor"		
	Checkbox "Full form"	-	When the checkbox is enabled, additional tags and fields are displayed
	Name	+	Field for entering the name of the actual recipient. Maximum 140 characters
	Country of residence	-	Field for entering the country of residence (selected from the directory)
	Postal address	+/-	Block for entering address data: Country (selected from the list), Region, City, Street name, House number, Apartment, Postal code

Menu section	Description		
	Identification	-	Block for entering identification data: select the legal status of the initiator using the "Entity" (default value) or "Individual" switches. The following fields are displayed for a legal entity: - Any BIC - business identification code of the organization. The BIC code of the organization is filled in if it is registered with ISO and is in the BIC catalog. The format is either 8 or 11 characters. - LEI - the organization's identification code. For an individual, fields with birth data are displayed: - Birth date - indicates the date of birth. - City of birth - indicates the city of birth. Country of birth - indicates
Section "Creditor agent and account"			
	Checkbox "Full form"	-	When the checkbox is enabled, additional tags and fields are displayed
	Creditor agent account/Identification	-	Use the radio buttons to select the format of the account: "IBAN" or "Other", enter the identifier
	Creditor agent	+/-	The data is selected from the bank directory (button ) or filled in manually: BICFI, LEI, identifier of the clearing system, identifier of the clearing system member, name, address (country, region, district, city, street name, house number or fill in the address line). Only one of the following details must be filled in: either the bank's BIC code, or the clearing system information, or address information
	Branch identification	-	A block with a field for entering the branch identifier is displayed if the country is Japan or the BIC of a Japanese bank is specified
	"Add Intermediary bank 1"	-	A button that opens a section for entering data about the intermediary bank. The fields of the section are identical to the fields of the "Creditor agent and account" section. Filled in if necessary
	"Add Intermediary bank 2"	-	A button that is displayed when the bank setting is enabled. Clicking on the button opens a section for entering data on the second intermediary bank. The fields of the section are identical to the fields of the "Creditor agent and account" section. Fill in if necessary
Section "Remittance information"			
	Remittance information	+	The data is selected from the bank directory (button ) or filled in manually. Use the radio buttons to select the type of payment purpose: • "Unstructured" - this displays a single field for entering the purpose of payment. • "Structured" - specify the information about the document(s): type (selected from the list), number, date, amount. To add a document, click the "Add document" button. In addition, you can enter additional information
	"Save as standard" checkbox		When the checkbox is enabled, the payment purpose is saved in the reference book of purposes for foreign currency payment orders
Section "Details of charges"			
	Details of charges	+	Use the radio buttons to select the type of commission: • Commission is charged to the payer (DEBT), by default;

Menu section	Description		
			• Commission is charged to the recipient (CRED); • Commission is charged to the payer and the recipient (SHAR); • The commission is charged as agreed by the parties (SLEV) - displayed when the setting is enabled in the bank • Commission FullPay - displayed when the setting is enabled in the bank
	Commission account	+	Field for selecting the UAH account number for withdrawing the commission
	Section " Payment additional information"		
	Reason	+	Field for entering the reason for the currency payment. The field is automatically filled with the value from the "Document information"/"Number" field when the "Structured" checkbox is selected and can be supplemented with information by the user
	Operation code	+	The field allows you to select the transaction code for the payment order
	Beneficiary's country code, Beneficiary's country	+	The field allows you to select the name of the country of the payment recipient from the list
	Payment comment	-	Field for entering a comment to the currency order
	Desired date of request	-	Field for entering the date of processing the application
	Section "Additional data"		
	Additional data	-	Field for entering additional payment instructions
Additional data	Accounts"); Account statement generation – order an invoice statement (see "<u>Statement of accounts</u>"); Loans – go to operations with loans (see "<u>Помилка! Джерело посилання не знайдено.</u>"); Deposits – go to operations with deposits (see "<u>Deposits</u>»)		
	Salary – go to work with the salary project (see "<u>Salary</u>"); Reference books – view reference books (see "<u>Reference books</u>») Additional services/Cash order, see "<u>Cash order</u>»		
	Switch for changing the interface design. – design of the system in light colors – design of the system in dark colors – automatic color design change depending on the time of day		

Menu section	Description
	System language selection buttons: "UA" – Ukrainian "EN" – English "PL" – Polish
	Go to the section of exchanging messages with the bank (see " Message» ")
	Go to personal settings and security settings (see " Settings ")
	Go to background information

3.2. Home page

The main page displays information in the form of panels/blocks with groups of data.

3.2.1. Panels on the main page

Use the buttons  / , to show/hide information in blocks.

1. The "Accounts" block displays a list of your accounts. Accounts are grouped by counteragents. Account balances are displayed broken down by currency.

 Accounts	
 АЗС_3 "НЕФТЕПРОДУКТ"_2, 300006 Банк 300006	
 КАРТЫ_ЭКВИНОКС2, 300006 Банк 300006	
 UA 92 300006 0000026000799999999, UAH	9.29
 UA 92 300006 0000026000799999999, USD	130.64
 ИД 44 300006 7600117345617348888 ИСД	0.00

By selecting an account from the list, you can view the following information:

- Balance at the beginning of the current day. At the same time, only archival documents on customer accounts on the closed day, which were sent by the user of iFOBS and processed by the manager at the bank CBS, are taken into account.
- Current balance. At the same time, only the current day's documents for clients' accounts that have arrived in CBS, were processed by the bank manager and delivered to iFOBS at the time of the statement request by the iFOBS user are taken into account.
- Estimated balance.
- Debit and credit turnover amounts.

- The latest movement.

The buttons for quick transition will be available:

- **"Details"** – to view account details.
- **"Account statement"** – obtaining a statement.
- **"Create payment"** – for hryvnia accounts, on which debit is allowed, go to the creation of a new payment in nat. currency
- **"Currency purchase"** – for hryvnia accounts, on which debit is allowed, go to the creation of a request for the purchase of currency.
- **"Create SWIFT"** – for foreign currency accounts to which debit is allowed, proceed to the creation of a SWIFT document.
- **"Currency sale"** – for foreign currency accounts that are allowed to be debited, go to the creation of a request for the sale of foreign currency.



Accounts

UA 85 300006 000002600581111111, USD					0.00
Account opened					Opened: 24.09.2010
Opening balance	Current balance	Planned balance	Total debits	Total credits	Last account activity
0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD	
New SWIFT Currency sale Account statement Details					
UA 30 300006 0000026006800000038, UAH					2 240.86

- The "Recent documents" block displays the latest documents the user worked with. To view the details of a document, select it from the list.

Recent documents

Джугадор Південний Максимович, 300006, Джугадор П. М.

No amount:

19041

Beneficiary name:

УК у Київському р-ні м.Харкова

Amount:

27.03

Date and time:

27.03.2024 10:44:22

Status:

Approved

No amount:

19040

Beneficiary name:

ФЕДОРЕНКО НАТАЛІЯ СЕРГІЙВНА

Amount:

21.03

Date and time:

Status:

Pending

Debit account:

UA 44 300006 0000026204000000395

Debit account:

UA 44 300006 0000026204000000395

- In the "Documents to be signed» block the unsigned documents are displayed. Documents are grouped by type.

In order to sign document(s), please do the following:

- Specify the date of the documents to be signed (the button).
- Check the boxes next to the documents you need to sign.
- Click on the **"Sign"** button or select **"Sign on behalf of another user"** option.


Documents to be signed

22.09.2025

☒ All

☒ Nat. currency payment

Payment UAH: 150.00 UAH

 Sign 

4. In the "Exchange rate» block current exchange rates are displayed. Using the buttons < / > it is possible to view the rates of the NBU, cash and non-cash.


Exchange Rates


< NBU >

203	CZK	42.1492
498	MDL	
643	RUB	
756	CHF	
826	GBP	


Exchange Rates


Rates displaying

Display by date

Print

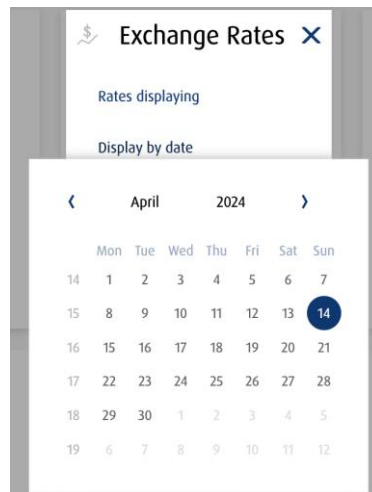
By clicking on the button , you can do the following:

- Go to the settings of the list of currencies which exchange rate should be displayed in the list. To do this, click on the **"Rates displaying"** button. Select the currencies using the checkboxes, click on the **"Save"** button.

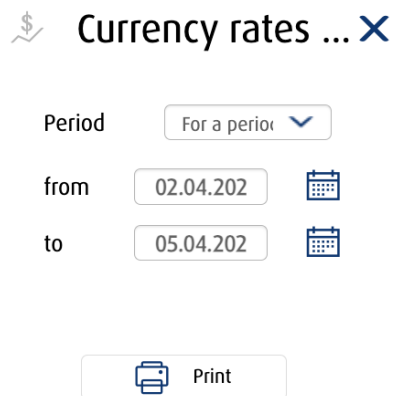

Rates displaying


20	ADP	☐
51	AMD	☐
36	AUD	☐
100	BGL	☐
986	BRL	☐
974	BYR	☐
756	CHF	☒
203	CZK	☒

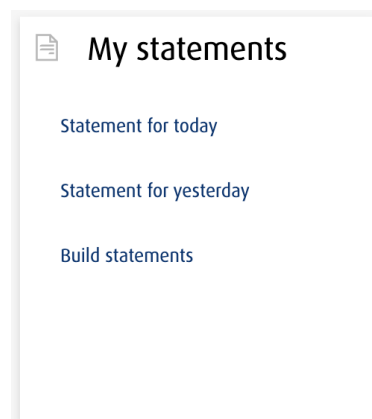
- View the exchange rate for the selected date. To do this, click on the **"Display by date"** button and select the desired date from the displayed calendar.



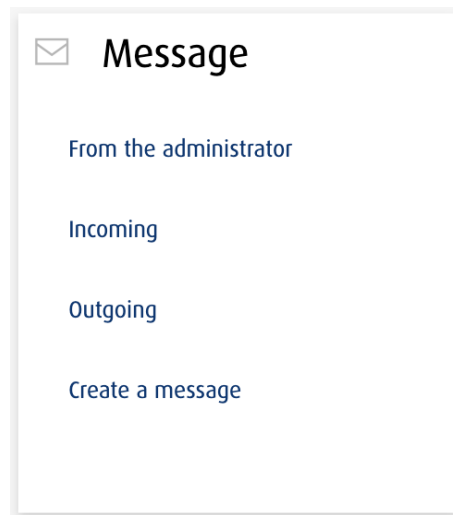
- Print out information on exchange rates. To do this, click on the **"Print"** button, set the period or date and click on the **"Print"** button.



5. In the "My statements" block, you can proceed to the formation of a statement for the current working day, the previous day, or go to setting the statement parameters, see "[Statement of accounts](#)".

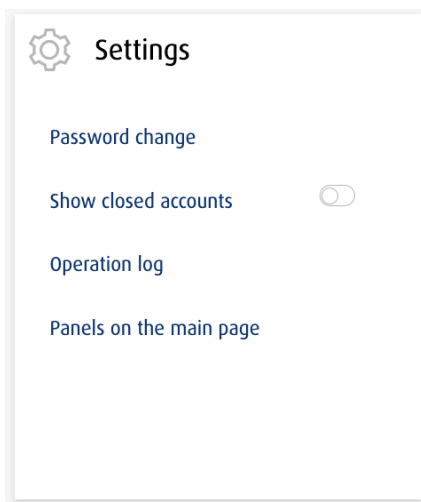


6. The "Messages" block displays incoming and outgoing messages, messages from the administrator and their number. To create a new message, click on the **"Create message"**. For more details, see the "[Message](#)" section.



7. In the "Settings» block the following options are displayed:

- Password change (see "Changing the login password").
- Show closed accounts. To display closed accounts in the list of accounts, turn on the switch .
- View the operation log (see "Personal settings").
- Panels on the main page (see "Panels display settings").
-



3.2.2. Panels display settings

To configure the display of blocks, select the **Panels on the main page** on the main page in the "Settings" block or go to the settings (the button ) , and select **Panels on the main page**.

You can choose to display extended panels "Accounts", "Documents to be signed", "Recent documents" and standard panels "Exchange rates", "Messages", "My statements", "Settings".

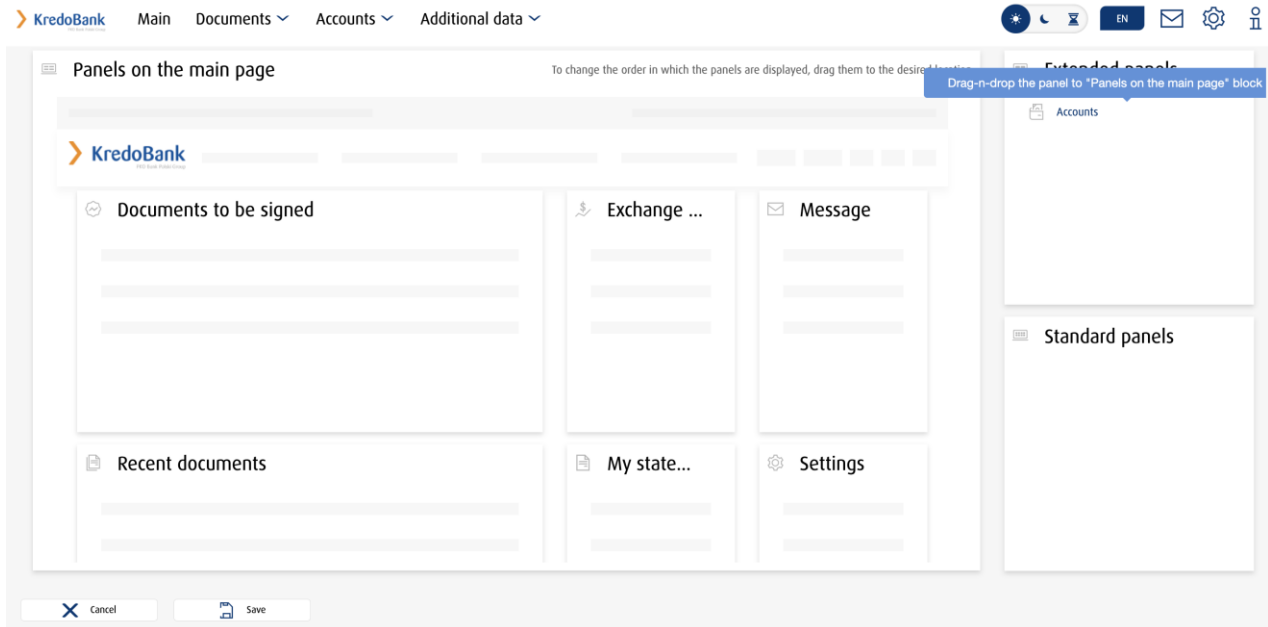
The "Extended panels" and "Standard panels" blocks contain lists of panel names that are not displayed on the main page and are available for selection. When you hover over the icon next to the name of each panel, a tooltip is displayed "Drag-n-drop the panel to "Panels on the main page" block". You can arrange the panels in the order you like by dragging them within the "Panels on the main page" block.

Note. You can place a maximum of two extended panels on the main page.

To hide a panel, hover over it and click on the **"Remove"** button displayed in the middle of the panel, the name of the panel will be displayed in the corresponding "Extended panels"/"Standard panels" block.

After setting the desired display of blocks, click on the **"Save"** button.

Note. Panels are automatically stretched and placed on the main page if there is free space.



3.3. Work with documents in national currency

To view payments in national currency, select the **Documents/Payment orders** menu item.

Operations
Create payment
Copy
Sign
Print
Payment import
Delete

List of payments in national currency
Total amount : 286.00 Documents: 2

From 29.09.2023 to 29.09.2024

	Document number	Date	IBAN (Sender's account)	Recipient's bank code	IBAN (Recipient's account)	Amount	Status
☐							
☐	6002151563	14.08.2024	UA 95 300006 0000000026509001913	300006	UA 48 300006 0000000026004300119	13.00	Under processing
☐	28076	14.08.2024	UA 18 300006 00000026205000000221	300006	UA 48 300006 0000000026004300119	13.00	Under processing
☒	9898992677	13.08.2024	UA 71 300006 00000260090000000040	300006	UA 75 300006 0000000029090300119	190.00	Not all signatures
☒	9898992671	13.08.2024	UA 71 300006 00000260090000000040	300006	UA 75 300006 0000000029090300119	96.00	Not all signatures
☐	9898992675	13.08.2024	UA 71 300006 00000260090000000040	300006	UA 75 300006 0000000029090300119	190.00	Not all signatures
☐	9898992667	13.08.2024	UA 71 300006 00000260090000000040	300006	UA 75 300006 0000000029090300119	96.00	Not all signatures

Mark one or more documents (turn on the checkboxes in the first column). The number and total amount of the selected documents is displayed above the list of documents. At the same time, the following operations are available with the document/documents:

- In the upper part of the form using the built-in calendar (the button ) set the period for which the information will be displayed. By default, the display date corresponds to the date of the operational day set in the bank.

- For a more accurate document search, you can set additional filters or sort the data (see ["Filtering, sorting and setting data on list forms"](#)).
- Configure the display of columns on the form. To do this, click on the icon  in the upper right corner of the form, see ["Filtering, sorting and setting data on list forms"](#).
- If the "Not All Signatures" state is selected, you will see the radio buttons that allow you to choose which documents in the "Not All Signatures" state to display:
- **"All"** – at the same time, all unsigned documents are displayed, regardless of your signature right.
- **"Signed by me"** – documents that have your signature and you have the right to sign will be displayed.
- **"Waiting for my signature"** – at the same time, documents are displayed that already have a signature/signatures and require your signature, or documents that do not have any signature and you have the right to sign.

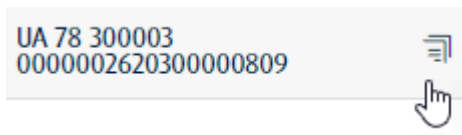
☒ All ☐ Signed by me ☐ Waiting for my signature

-
- Signing a payment (payments) - the **"Sign"** button (becomes active if the user marks one or more payments in the "Not all signatures" state). In order to sign an array of payments, mark all necessary payments and click on the **"Sign"** button (see ["Signing documents"](#)).

Pay attention: mass signing of payments is available only when using an electronic digital signature (EDS).

- Creating a copy of the payment – the **"Copy"** button for the marked payment.
- Import documents in UAH in XML, TXT, XLS, DBF, PAIN.001 formats – the **"Payment import"** button. In the new form, specify the file type and file path. If the DBF format is selected, use the checkbox to specify the DOS encoding if necessary.
- Print the selected document (documents) – the **"Print"** button.
- Delete the selected document (documents) – the **"Delete"** button.
- To create a new payment in UAH, click on the **"Create payment"** button (see ["Create a new payment"](#)).

You can copy the sender's or recipient's account number to the clipboard. To do this, point to the desired account number, click on the  button, which is displayed.



Each line of the list is a link that you can use to go to the form of detailed viewing or editing of the document, depending on its state and type.

For more detailed information about form elements, see ["Create a new payment"](#).

On the detailed view form, depending on the state of the document, the following options may be available to you:

- creating a new document - the **"Create payment"** button (see ["Create a new payment"](#));

- document editing (available for documents with the "Not all signatures", "Requires OTR-confirmation" and "Rejected" states);
- signing – the "**Sign**" button (see "Signing documents");
- saving a document without a signature - the "Save without a signature" button;
- creating a copy of the payment – the "Copy" button;
- print the document – the "Print" button;
- delete the document – the "Delete" button.

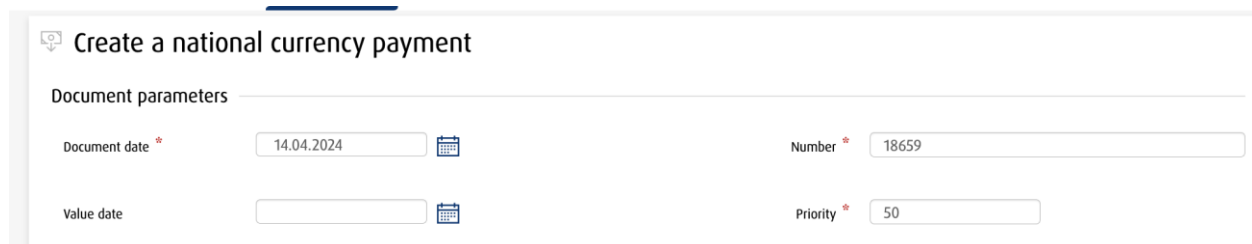
For payments in the "Rejected" state, the reason for the rejection of the document is displayed in the upper part of the form.

To cancel changes and return to the form with a list of payments, click on the "Back" button.

3.3.1. Create a new payment

In order to create a new payment in the national currency, perform the following actions:

1. On the payment list form, click on the "**Create payment**" button, or on the detailed payment view form, click on the "**Create payment**" button.
2. A new form "Create payment in national currency" will open.
3. In the "Document parameters" section, specify the **document date** and the **value date**. The document **number** will be assigned automatically after selecting the account from which the payment will be made. You can edit this field. If necessary, you can specify the degree of priority of the document in the **Priority** field.



Create a national currency payment

Document parameters

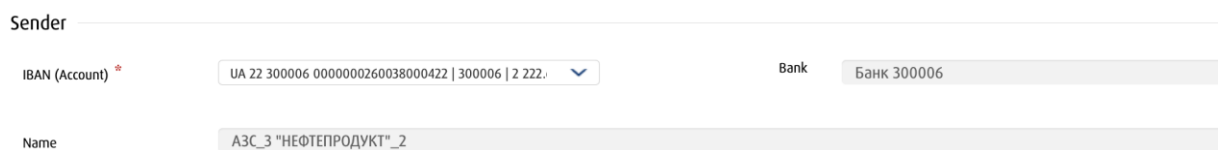
Document date * 14.04.2024

Number * 18659

Value date

Priority * 50

4. In the "Sender" section, from the list available in the **IBAN (Account)** field, select the account from which you plan to make the transfer. After selecting an account, the **Name** and **Bank** fields will be automatically filled in by the system.



Sender

IBAN (Account) * UA 22 300006 0000000260038000422 | 300006 | 2 222.

Bank Банк 300006

Name АЗС_3 "НЕФТЕПРОДУКТ" _2

5. In accordance with the ISO 20022 standards, the payment instruction contains new sections for adding information on payment participants (actual sender, actual recipient), as well as a structured payment assignment for budgetary payments.

If you need to enter the details of the actual sender, click on the "**Actual sender**" button and fill in the appropriate fields. Descriptions of the fields and the appearance of the form with the sections opened are shown below.

Actual sender

X

Name

First Lastname

☒ Legal entity
 ☐ Private person/Private entrepreneur

Identification type

Code not assigned

ID code/USREOU

000000000

Country of residence

Not selected

Location

Country

Not selected

Oblast

District

Place

Street

House

Apartment

Postal code

Description of fields

Element		Description
"Legal entity"/"Private person/Private entrepreneur"	+	With the help of the appropriate switch, it is indicated that the participant of the payment is a legal entity or a private person – an entrepreneur (identified as a private person according to ISO20022)
Name	+	Field for entering the name of the payment participant. To fill in, you can use the reference book of counteragents by clicking the corresponding button
Identification type	+	Select an identification type from the list. Depending on the selected value, the ID code/USREOU field is filled. For legal entity: - ID code/USREOU – 8 digits (no zeros); - ID code (taxpayer registration number), displayed for the recipient – 9 digits (no zeros); - The code is not assigned (the ID code/USREOU field is filled with the value 000000000) For private persons: - Id.code (taxpayer registration card number) – 10 digits (no zeros), - Passport – 2 letters and 6 digits or 9 digits (ID card) or 000000000 (for a non-resident), - Another document – 2 letters and 6 numbers (for a resident), - There is no information (display depends on the settings in the bank) – the ID code/USREOU field is filled with the value 99999
Country of residence/Country code	+	Enter the code or select the name of the country of residence from the list
Id. code/USREOU	+	Field for entering data according to the selected type of identification, see above

Location	-/+	The block is displayed if: • For legal entity: identification type – code not assigned, • For private persons: type of identification – no information. Fill in the following fields: • Country/Country code – enter the code or select a name from the list, • Oblast, • District, • Place (required), • Street, • House (required), • Apartment, • Postal code If at least one field of this block is filled, then the mandatory fields of the block should be filled. Note. Mandatory filling in of location data depends on the settings in the bank
-----------------	-----	---

The  button allows you to delete data about the actual payer.

6. In the "Recipient" section, select the type of identification and enter the details of the counteragent or use the reference book of counteragents to automatically fill in the fields –

the button . Please note: all Win-1251 encoding characters from number 32 to number 255 are allowed for the **Name** field.

7. If you fill in the section fields manually, depending on the selected identification type, fill in the **Id. code/USREOU** field.

For legal entity:

- USREOU code – 8 digits (no zeros);
- ID code (taxpayer registration number), displayed for the recipient – 9 digits (no zeros);
- The code is not assigned (the ID code/USREOU field is filled with the value 000000000)

For private persons:

- ID code (registration number of the taxpayer's registration card) – 10 digits (no zeros);
- Passport – 2 letters and 6 digits or 9 digits (ID card) or 000000000 (for a non-resident);
- Another document – 2 letters and 6 numbers (for a resident);
- There is no information (display depends on the settings in the bank) – ID field. code/USREOU is filled with the value 99999.

8. Enter the code or select the name of the country of residence from the list.

9. If the bank is configured to work with instant payments, the "**Instant payment**" checkbox will be displayed. Check it to create an instant payment.

For instant payments, the designation of the actual payer and/or recipient is not supported and work with the "Budget" block is limited.

When editing a payment instruction, editing the "Instant payment" attribute is prohibited.

In addition, the amount of instant payments may be limited by limits. You can configure limits for instant payments yourself, see "Personal settings". User limits cannot exceed the limits set by the bank.

Recipient 

Name

Bank

IBAN (Account) *

☒ Legal entity
 ☐ Private person/Private entrepreneur
 ☒ Instant payment

Identification type
 ID code/USREOU

Country of residence

Pay attention: in the "Recipient" block, an additional section "Location" may open (if one of the combinations "Legal entity+Id.code", "Legal entity+Code not assigned" or "Private person+Information missing" is selected). In this case, it is necessary to fill in additional fields of the section:

- Country/Country code – enter the code or select a name from the list;
- Oblast,
- District,
- Place (required),
- Street;
- House (mandatory);
- Apartment;
- Index.

Pay attention: for participants who cannot be identified using a code, passport or other document (the combination of switches "Private person+Information missing"), additional identification by address and place of birth is possible. The need for additional identification depends on the requirements of the bank's financial monitoring (identification and verification programs), is regulated by the setting, and includes the **Date of birth, City, Country** fields.

10. **According to ISO 2022 standards** the payment instruction contains new sections for adding information about payment participants (actual sender, actual recipient), as well as a structured payment assignment for budget payments.

If you need to enter the details of the actual recipient, click on the "**Actual recipient**" button and fill in the appropriate fields. Descriptions of the fields and the appearance of the form with the sections opened are shown below.

Actual recipient  Actual recipient X

Name

☐ Legal entity
 ☒ Private person/Private entrepreneur

Identification type
 ID code/USREOU

Country of residence

Location

Country		Not selected ▼	Oblast	
District			Place	
Street			House	
Apartment			Postal code	

date and place of birth

Birth date	01.02.1989		Place	
Country		Not selected ▼		

Description of fields

Element	Mandatory	Description
"Legal entity"/"Private person"	+	With the help of the appropriate switch, it is indicated that the participant of the payment is a legal entity or a private person – an entrepreneur (identified as a private person according to ISO20022)
Name	+	Field for entering the name of the payment participant. To fill in, you can use the reference book of counteragents by clicking the corresponding button
Identification type	+	Select an identification type from the list. Depending on the selected value, the Id.code/USREOU field is filled. For legal entity: - Id.code/USREOU – 8 digits (no zeros); - Id.code (taxpayer registration number), displayed for the recipient – 9 digits (no zeros); - The code is not assigned (the ID code/USREOU field is filled with the value 000000000) For private persons: - Id.code (taxpayer registration card number) – 10 digits (no zeros), - Passport – 2 letters and 6 digits or 9 digits (ID card) or 000000000 (for a non-resident), - Another document – 2 letters and 6 numbers (for a resident), - There is no information (display depends on the settings in the bank) – the Id.code/USREOU field is filled with the value 99999
Id. USREOU code	+	Field for entering data according to the selected type of identification, see above
Location	-/+	The block is displayed if: - For legal entity: identification type – code not assigned, - For private persons: type of identification – no information. Fill in the following fields: - Country/Country code – enter the code or select a name from the list, - Oblast,

		• District, • Place (required), • Street, • House (required), • Apartment, • Postal code If at least one field of this block is filled, then the mandatory fields of the block should be filled. Note. Mandatory filling in of location data depends on the settings in the bank
Date and place of birth	-/+	The block is displayed if for a private person the "no information" identification type was selected. • Birth date, • Place, • Country – enter the code or select a name from the list. Note. Mandatory of the data depends on the settings in the bank
Country of residence/Country code	+	Enter the code or select the name of the country of residence from the list

The  button allows you to delete data about the actual recipient.

11. In the "Payment details" section:

- Enter the payment **Amount** in the appropriate field.

Payment details

Budget ☐ Amount *

Code of payment purpose

Payment purpose * 

☒ Save as standard Characters left: 391

VAT

Additional details

Payment comment

Save as template ☐

- In the drop-down list, select the **Code of payment purpose**.
- Enter or select **Payment purpose** from the reference book –the  button. Please note: all Win-1251 encoding characters from number 32 to number 255 are allowed for this field.
- Check the "**Save as standard**" to save the payment assignment in the payment assignment reference book for this correspondent.

- Using the **"VAT"** button, you can choose one of three options for displaying value added tax: "VAT 20%" and "VAT included 20%", "without VAT", or enter your own VAT value.
- Check **"Save as template"** to save the payment assignment in the payment assignment reference book for this correspondent.
- If necessary, enter **Additional details**.
- If necessary, enter a **Payment comment**.
- **To make a payment to the budget** check the **"Budget"** box. At the same time, the additional section "Direction of enrollment" will open.

Budget ☒ Amount *

Direction of enrollment 1 

Payment type code

Additional record information

Account number Tax amount

Tax decision information

Type

Description of fields

Element	Mandatory	Description
Direction of enrollment	–	Section for adding budget payment data. The number of sections to add (a new section appears after clicking on the "+" button) is limited by the bank's settings. WARNING! The total amount of all enrollment directions should be equal to the amount of the document in UAH
Payment type code	–	Select the desired value of the payment method code from the list
Additional record information	–	Enter additional information about the record (up to 140 characters)
Account number	–	Enter the account number in IBAN format
Tax amount	–	Enter the tax amount
Tax decision information	–	Enter information about the tax notice (decision) (up to 140 characters)
Type	–	Enter the budget revenue classification code (up to 35 characters)
"Add direction of enrollment" ("+")		The button for adding a new enrollment direction. A new entry can be added when the mandatory fields of the previous entry are filled. The number of enrollment directions available for addition is regulated by the bank settings
		The button for clearing the fields of the section or removing the enrollment direction that was added additionally

Pay attention: for a payment to the budget, the "Payment to the budget" inscription is displayed in the **Payment purpose** field.

Note. In the case of creating a budget payment with a structured assignment, the data entered in the "Budget" section will be displayed on the printed form in the form of a consolidated line separated by a space. The line length is up to 420 characters.

12. To save a payment without a signature, click on the **"Save without signature"** button.

13. To send a payment to the bank, sign the document – the **"Sign"** button (see ["Signing documents"](#)).

If the document was successfully sent to the bank, a corresponding message will appear on the screen.

To return to the previous page without changes, click on the **"Back"** button.

3.3.2. Register of documents

The **Documents/Documents in the bank** menu section allows you to get information about all payment documents for invoices for the period:

Number	IBAN (Sender's account)	IBAN (Recipient's account)	Amount	Type	Recipient tax number (USREOU/Tax ID)	Recipient name
☒ 741744	UA 87 300006 00000260018000000055	UA 22 300006 00000261020100000012	201.00 USD	Credit	65213652	Українська нафтяна компанія
☒ 741744	UA 87 300006 00000260018000000055	UA 22 300006 00000261020100000012	201.00 USD	Debit	65213652	Українська нафтяна компанія
☐ 99244	UA 87 300006 00000260018000000055	UA 17 300006 0000000000290088005	20.00 USD	Debit	1234567890	КАРТЫ_ЭКВИНОКСТ
☐ 99257	UA 87 300006 00000260018000000055	UA 17 300006 0000000000290088005	5.00 USD	Debit	1234567890	КАРТЫ_ЭКВИНОКСТ
☐ 97753	UA 17 300006 0000000262010011288	UA 80 300006 0000000000380008005	1.00 USD	Debit	1234567890	КАРТЫ_ЭКВИНОКСТ

On the "Register of documents" form, you can do the following:

1. Select the document display period – the  button.
2. For a more accurate document search, set additional filters or sort the data (see ["Filtering, sorting and setting data on list forms"](#)).

3. Print the register of documents. To do this, select the necessary documents using the checkboxes and click on the **"Print"** button.
4. Configure the display of columns on the "List of documents" form. To do this, click on the icon  in the upper right corner of the form, see "Filtering, sorting and setting data on list forms".
5. Copy the sender's or recipient's account number to the clipboard. To do this, point to the desired account number, click on the button , which will be displayed. Each row is a link to go to a detailed view where you can print the data (the **"Print"** button).

In addition, for documents in the national currency, you can do the following:

- Go to the creation of a payment (the **"Payment"** button). For the debit document, the system will create a copy of the document under review. For the loan document, the system will create a document in which the "Sender" section will be filled with the data of the recipient of the document being reviewed, the "Recipient" section will be filled with the payer's data of the document being reviewed. At the same time, the data on the created form is available for editing.
- **"Document details"** – a button for viewing detailed information about the document. At the same time, a pdf form of the payment instruction will be displayed, which can be downloaded or printed.

 Document viewing

Document parameters

Document date	27.09.2010	Number	258491
Posting date	04.05.2020		
Amount	1.00	Currency	UAH

Sender

IBAN (Account)	UA 88 300006 0000000026007003565	ID code/USREOU	33486527
Bank code	300006	Bank name	Банк 300006
Sender name	Укртрансспневматика		

Recipient

IBAN (Account)	UA 11 300009 00000000260003002387	ID code/USREOU	5241637485
Bank code	300009	Bank name	Банк 300009
Beneficiary name	Контрагент_123477		

Payment purpose

Payment purpose	 gfhfghghf123
-----------------	--

 Back
  Print
  Payment
  Document details

To return to the previous page, click on the **"Back"** button.

3.3.3. Payment order templates

The system allows you to create documents based on templates. At the same time, the fields of the new document are filled with values from the template. You can view the list of templates by selecting the menu item **Documents/Payment orders templates**.

Template description	IBAN (Sender's account)	IBAN (Recipient account)	Recipient's bank code	Amount
КАРТЫ_ЭКВИНОКС23340651278300006	UA 96 300006 00000260038000000019	UA 92 300006 00000260007999999999	300006	314.99
КАРТЫ_ЭКВИНОКС23340651278300006	UA 96 300006 00000260038000000019	UA 92 300006 00000260007999999999	300006	14 000.00
КАРТЫ_ЭКВИНОКС23340651278300006	UA 96 300006 00000260038000000019	UA 69 300006 00000260038000000020	300006	3.00
ООО "Нильский олигарх"_123456789_300006	UA 96 300006 00000260038000000019	UA 15 300006 0000000610041010101	300006	1.41
КАРТЫ_ЭКВИНОКС2_12345678_300006	UA 12 300006 00000260078000000037	UA 32 300006 00000260590000000012	300006	3.01

On the template list form, you can copy the sender's or recipient's account number to the clipboard. To do this, point to the desired account number, click on the  button, which will be displayed.

The form of creating and editing a template is identical to the form of creating documents in UAH, however, the value date is set not as a date, but as the number of days that will be added to the document date (at the time of creating a document in UAH based on the template) to form the value date for a new document in UAH (the Days before the value date field).

To create a document template:

Method 1

Create a regular document (see "[Create a new payment](#)"), and before saving (signing) it, select the "**Save document as a template**" mark.

Method 2

1. Select the **Documents/Payment orders templates** menu.
2. Click on the "**New template**" button.
3. Fill in the fields of the template with the required values.
4. Save the entry.

Pay attention: if you want the template to be available to other users, check "**Set the template public**". If the template should be available only to you, uncheck the option.

 Create national currency payment template

Document parameters

Days till value date

2

Priority *

50

Sender

IBAN (Account) *

UA 55 555306 0000000000191900012 | 555306 | 0.00 UAH | Нерезидентт

Bank

CS

Name

Нерезидентт Ф. Ф.

Actual sender

Recipient



Name

Панасенко В. Н

Bank

CS філія 1

IBAN (Account) *

UA 30 555317 0000000002600480018

☐ Legal entity

☒ Private person/Private entrepreneur

☒ Instant payment

Identification type

Passport

ID code/USREOU

E71538745

Country of residence

804

Україна

Actual recipient

Payment details

Budget



Amount *

22.00

Direction of enrollment 1



Payment type code

09P

Відшкодовано пені з ПДВ за рішенням суду

Additional record information

add

Account number

Tax amount

Tax decision information

Type

Payment purpose *



Платіж до бюджету

OK

Clear

Cancel

Additional details

test details

Template description

template two

Set the template public



Back

Save

To change the document template:

1. Select the **Documents/Payment orders templates** menu item.
2. Click on the entry line with the desired template.
3. Make the necessary changes in the template fields.
4. Save the entry (the **"Save"** button).

To delete a template, click on the **"Delete"** button.

To create a document based on a template:

1. Select the **Documents/Payment orders templates** menu item.
2. Click on the entry line with the desired menu item.
3. Click on the **"New payment"** button.

The system will create a new document and fill its fields with the values of the template fields. You can sign and send the document to the bank (see ["Signing documents"](#)).

Pay attention: if you create a new document template with key parameters similar to the template already in the database, the system will automatically replace the previously created template with a new one.

3.4. Uploaded documents

The iFOBS system allows you to upload document files (for example, scanned copies of contracts, invoices, questionnaires, etc.), sign them with an electronic digital signature and send them to the bank via the secure channel.

To view a list of uploaded documents, select the **Documents/Uploaded documents** menu item.

Number	Import date	Document type	Counteragent name	Filename	Package type	Contract No	Contract date	Status
9996	06.06.2024	КАРТЫ_ЭКВИНОКС2		test.doc				Attached
9971	28.05.2024	ПЕРВЫЙ Ю. К.		test.jpg				Attached
9986	05.06.2024	КАРТЫ_ЭКВИНОКС2		test.doc				Attached
9987	05.06.2024	КАРТЫ_ЭКВИНОКС2		test2.doc				Attached
9921	15.04.2024	Рахунок	АЗС_3 "НЕФТЕПРОДУКТ"_2	Enhancement order_UA_EN_isc.doc	Валютна справа (Імпорт)			Attached
9941	18.04.2024	Рахунок	АЗС_3 "НЕФТЕПРОДУКТ"_2	Enhancement order_UA_EN.doc	Валютна справа (Імпорт)			Attached
9995	06.06.2024	КАРТЫ_ЭКВИНОКС2		test.doc				Attached
9957	19.04.2024	КАРТЫ_ЭКВИНОКС2		19042024.pdf				Attached

Description of document states

State	Document state in iFOBS	Operations available in iFOBS
"Attached"	Document uploaded by iFOBS user, not signed	- view - delete - edit comment - sign and send
"In processing"	Document uploaded, signed by iFOBS user and sent, not yet delivered to DocBS bank storage	view
"Received"	The document signed by the iFOBS user has been successfully delivered to the bank's storage	view
"Rejected"	The document was rejected automatically by the server or manually by the repository user	view
"Approved"	The document has been verified and accepted into the repository	view
"Deleted"	The document was deleted by the client manually or automatically as expired	view

For a more accurate document search, you can set additional filters or sort the data (see ["Filtering, sorting and setting data on list forms"](#)).

The following operations are available on the page:

1. View uploaded documents – each line of the list is a link, which you can use to go to the form for viewing information about the document.
2. Download a new document (see "[Uploading the document](#)").
3. Enter the values of the attributes for creating a request from iFOBS to create a new package of client documents (PCD) in the DocBS system, see "[Creation of a new package of client documents](#)".
4. Delete an unsigned document – select one or more documents from the list using the checkboxes and click on the "**Delete documents**" button.
5. Sign the unsigned document(s) and send it to the bank – for this, select the required documents using the checkboxes and click on the "**Sign documents**" button. In a new form select "**Sign**" or "**Sign on behalf of another user**" option.
6. Edit parameters of unsigned documents. To do this, go to the form for viewing information about the document, edit the values of the available fields: document type and user comment, contract number (for documents that were created when a contract was selected from the drop-down list), the value of the requisites of the PCD (for documents that were created when the sign was selected "New" and filled in fields with details for creating a request for a new PCD). Click on the "**Save**" button.

3.4.1. Uploading the document

To upload a document file and send it to the bank's storage, click on the "**Upload document**" button on the "Upload documents" page. The download form will open:

In the new form, do the following:

1. In the **Client** field, select from the list the counteragent on whose behalf the file will be sent.
2. Select the package type and contract from the lists. If the contract you need is not in the list, you can create a new package of documents (see "[Creation of a new package of client documents](#)").
3. Select the document type, then click on the button  and select the file to upload.
4. Enter a comment on the document (if necessary).
5. If you need to add one or more documents, click on the "**Add document**" button and repeat the steps described above.
6. To sign and send the document to the bank's storage, click on the "**Sign**"/ "**Sign on behalf of another user**" button. To save the document, click on the "**Save without signature**"

button – the document will be saved in the "Attached" state, and it will be possible to sign it and send it to the bank in the future.

3.4.2. Creation of a new package of client documents

If the entry you need is missing in the **Contract** field on the "Upload document" form, select the "New" checkbox.

The system will display an additional dynamic block for entering all the details of the specified type of PCD. The parameters and the sequence of displaying the fields depend on the bank's settings, so the appearance of the block may differ from that shown in this document.

Enter the details of all fields (manually or select the required parameters from the lists), then select the document type from the list and using the  button select the document to download. Fill in the **Comment** field (if necessary).

If you want to upload one (or more) documents, click on the **"Add a document"** button.

To sign and send the document to the bank's storage, click on the **"Sign"** button. To save the document, click on the **"Save without signature"** button – the document will be saved in the "Attached" state, and it will be possible to sign it and send it to the bank in the future.

3.5. Documents in foreign currency

The system allows the following transactions with foreign currency:

- work with currency transfers within the bank (see "Currency transfer within the bank");
- work with requests for the currency purchase (see "Request for the currency");
- work with requests for the currency sale (see "Requests for the sale of currency");
- work with requests for currency conversion (see "Requests for currency conversion");
- work with SWIFT currency payment orders (see "SWIFT currency payment orders").

3.5.1. Currency transfer within the bank

To view currency payments, select the **Documents/Currency transfer within the bank** menu item.



In the upper part of the form using the built-in calendar (the button ) set the period for which the information will be displayed.

Pay attention: by default, the display date corresponds to the date of the operational day set in the bank.

Operations		Documents in foreign currency							
Create payment Copy Sign Print Delete		From	to						
☒	234770	29.09.2010	Контр_заявк_юр_снэйм	UA 27 300006 0000000026037001913	UA 31 300006 0000000260000011180	ТОВ "АДВ Україна"	58.00	Not all signatures	
☒	9	29.09.2010	Джугадрр П. М.	UA 44 300006 0000026204000000395	UA 55 300006 0000026206820014655	ДЖУГАДОР ПІВДЕННИЙ МАКСИМОВИЧ	17.04	Not all signatures	
☐	234772	29.09.2010	Контр_заявк_юр_снэйм	UA 27 300006 0000000026037001913	UA 31 300006 0000000260000011180	ТОВ "АДВ Україна"	8.08	Under processing	
☐	18226	29.09.2010	Баб'єв В. Д.	UA 83 300006 00000000262580011006	UA 56 300006 000000002609001565	USEREX	55.55	Under processing	
☐	20747	29.09.2010	Баб'єв В. Д.	UA 83 300006 00000000262580011006	UA 49 300006 0000002620200000488	прапанр	11.00	Under processing	
☐	28051	29.09.2010	Путкин В. В.	UA 18 300006 0000002620500000221	UA 87 300006 0000000026080800019	ТОВ "Міцра"	10.99	Under processing	

The following operations are available on the page:

- Creating a new currency payment – the **"Create payment"** button (see description below).
- Signing the payment(s). To do this, set the checkboxes for payments in the "Not all signatures" state and click on the **"Sign"** button (see ["Signing documents"](#)).
- Creating a copy of the payment – the **"Copy"** button for the marked payment.

Pay attention: mass signing of payments is available only using an electronic digital signature (EDS).

- Printing of documents selected with the help of checkboxes – the **"Print"** button.
- Delete the selected document (documents) – the **"Delete"** button.

On the document list form, you can copy the sender's or recipient's account number to the clipboard. To do this, point to the desired account number, click on the button , which will be displayed.

For a more accurate document search, you can set additional filters or sort the data (see ["Filtering, sorting and setting data on list forms"](#)).

To configure the display of columns on the form, click on the icon  in the upper right corner of the form, see ["Filtering, sorting and setting data on list forms"](#).

Each line of the list is a link, by which you can go to the form of detailed viewing or editing of the document, depending on its state and type.

On the detailed view form, depending on the state of the document, the following options may be available to you:

- Creating a new document – the **"Create payment"** button.
- Editing of the document (available for documents with the "Not all signatures", "Requires OTR-confirmation" and "Rejected" states).
- Signing – the **"Sign"** button (see ["Signing documents"](#));
- Saving a document without a signature – the **"Save without a signature"** button.
- Creating a copy of the payment – the **"Copy"** button.
- Print the document – the **"Print"** button.
- Deleting a document – the **"Delete"** button.

For payments in the "Rejected" state, the reason for the rejection of the document is displayed in the upper part of the form.

To cancel changes and return to the form with a list of payments, click on the **"Back"** button.

3.5.1.1. Creation of a new currency transfer within the bank

In order to create a new currency transfer within the bank, perform the following actions:

1. On the payment list form, click on the **"Create payment"** button, or on the detailed payment view form, click **"Create new payment"**.
2. A new form "Creating a currency document" will open.
3. In the "Document parameters" section:
 - Enter the date of the document and, if necessary, the value date.
 - Document **number** will be assigned automatically after selecting the account from which the payment will be made. You can edit this field.
 - If necessary, specify the degree of priority of the document in the **Priority** field.
 - Enter the **amount** of the currency transfer in the appropriate field.
 - Select the payment **currency** from the drop-down list.
4. In the "Payer" section, from the list available in the **IBAN (Account)** field, select the account from which you plan to make the transfer. After selecting an account, the **Description** and **Bank** fields will be automatically filled in by the system.
5. In the "Recipient" section, enter the details of the counteragent.
6. Enter the **Payment purpose** in the appropriate field.
7. To save a payment without a signature, click on the **"Save without signature"** button.
8. To send a payment to the bank, sign the document – the **"Sign"** button (see "[Signing documents](#)").

If the document was successfully sent to the bank, a corresponding message will be displayed on the screen.

To return to the previous page without changes, click on the **"Back"** button.

Creating a currency document

State			
Document parameters			
Number *	12	Document date	15.04.2024 
Priority *	50	Value date	
Amount *	222.00	Currency *	EUR 
Payer			
IBAN (Account) *	UA 78 300006 00000260508000000006 300006 2 200.00 EUR САМ БАНК 		
Bank	Банк 300006	Description	КАРТЫ_ЭКВИНОК1

Receipient 

IBAN (Account) *

Bank Country

Beneficiary name * ID code/USREOU *

Payment purpose

Payment purpose *

Symbols left: 148

Signatures

User 1 User 2

 Back  Save without signature  Sign 

3.5.2. Request for the currency purchase

To view currency purchase orders, select the **Documents/Purchase** menu item.

In the upper part of the form using the built-in calendar (the button ) set the period for which the information will be displayed.

Pay attention: by default, the display date corresponds to the date of the operational day set in the bank.

Mark one or more documents (turn on the checkboxes in the first column).

Operations

Create a request

Copy

Sign

Print

Requests import

Delete

List of requests for currency purchase

From

29.09.2010

to

29.09.2010

</

- The following operations are available on the page:
- creating a new request for the purchase of currency – the **"Create a request"** button (see the description below);
- signing the request (requests) – the **"Sign"** button (becomes active if the user ticks one or more documents in the "Not all signatures" state), see ["Signing documents"](#);

Pay attention: mass signing of payments is available only using an electronic digital signature (EDS).

- print the selected document (documents) – the **"Print"** button;
- creating a copy of the payment – the **"Copy"** button for the marked payment.
- import request(s) in text format – button **"Requests import"**.
- delete the selected document (documents) – the **"Delete"** button.

On the form with the list of documents, you can copy the account number in the national currency or in the currency to the clipboard. To do this, point to the desired account number, click on the button , which will be displayed.

For a more accurate document search, you can set additional filters or sort the data (see ["Filtering, sorting and setting data on list forms"](#)).

To configure the display of columns on the form, click on the icon  in the upper right corner of the form, see ["Filtering, sorting and setting data on list forms"](#).

Each line of the list is a link, by which you can go to the form of detailed viewing or editing of the document, depending on its state and type.

On the detailed view form, depending on the state of the document, the following options may be available to you:

- creating a new document – the **"Create a request"** button (see below);
- document editing (available for documents with the state "Not all signatures", "Requires OTR confirmation" and "Rejected");
- signing – the **"Sign"** button (see "Signing documents");
- saving a document without a signature – the **"Save without a signature"** button;
- creating a copy of the payment – the **"Copy"** button;
- print the document – the **"Print"** button;
- delete the document – the **"Delete"** button.

For payments in the "Rejected" state, the reason for the rejection of the document is displayed in the upper part of the form.

If documents were added to the request as a basis for purchase, then for requests that have the states "under processing", "rejected", "postponed", "approved", "deleted", these documents are available for viewing (editing documents is not available).

To cancel changes and return to the form with a list of payments, click on the **"Back"** button

3.5.2.1. Creation of a new request for the currency purchase

In order to create a request to buy currency, perform the following actions:

1. On the form with a list of payments, click on the **"Create a request"** button or on the detailed payment view form, click on the **"Create new payment"**.
2. A new form "Create a request for currency purchase" will open.
3. In the "Document parameters" section:
 - Enter the **date** of the request (by default, the system substitutes the current date).
 - The document **number** will be assigned automatically by the system with the possibility of editing.
 - In the **Valid till** field, enter the cut-off date until which the request is considered valid and subject to execution.

Create a request for currency purchase

State

Document parameters

Date *

15.04.2024



Number *

12

Valid till

14.05.2024



4. In the "Currency" section:

- Select a **currency code** from the reference book.
- If the amount should be in UAH, set the corresponding checkbox.
- Enter the purchase **amount**.
- In the **IBAN** (currency account) field, select the account to which the currency will be credited from the list.

Currency

Currency (code) *

978

EUR



Amount *

123.00

EUR

☐

State amount in UAH

IBAN (Foreign currency account) *

UA 96 300006 00000260038000000019 | 300006 | 3 014.43 EUR | CAM BAHK



5. If the "Commission" section is displayed (which depends on the bank's settings), select the type of commission calculation:

- "Retain from the purchased amount"

Commission (%)



Retain from the purchased amount



Retain from our account



Transfer to a bank account

Commission (%)

1

Commission (Amount)

0.00

Commission currency

UAH

Max com. amount

10.00

- "Retain from our account"

Commission (%)



Retain from the purchased amount



Retain from our account



Transfer to a bank account

Commission (%)

Commission (Amount)

10.00

Commission currency

UAH

Max com. amount

10.00

Commission account

UA 64 300006 00000261090000001228 | 300006 | 2 500.00 UAH | ТОВ "Ласточка"



- "Transfer to a bank account"

Commission (%)

☐ Retain from the purchased amount
 ☐ Retain from our account
 ☒ Transfer to a bank account

IBAN (Bank account)

Commission (%)
 Commission (Amount)

Commission currency
 Max com. amount

Depending on the selected type of commission, a certain set of fields will be available to the user to fill in:

- **Commission (%)** – the field is for entering the commission fee percentage for the sale of currency (if the commission is charged as a percentage).
- **Commission currency** – the commission currency is displayed in the field (in accordance with the requirements of the NBU, it is the national currency).
- **Commission (Amount)** – the field is for entering the amount of the commission fee (if the commission is charged as a fixed amount).
- **Max. com. amount** – the field is for entering the maximum amount of the commission fee.
- **IBAN (Foreign currency account)** – the field is available for the commission type "Debit from our account" and is intended for selecting the account number from which the commission amount will be debited (accounts in national currency, according to the requirements of the NBU).
- **IBAN (Bank account)** – the field is available for the "Transfer to bank account" commission type and is for entering the account number to which the commission amount should be transferred.

6. In the "Purchase rate" section, select the type of currency purchase rate: "Authorized bank", "Fixed" or "By agreement".

When selecting the rate types "Fixed" or "By agreement" (if available), the **Purchase rate** field will open, in which you must specify the rate of purchase.

Purchase rate

☐ Authorized bank
 ☒ Fixed
 ☐ ratefixed_2

Purchase rate ^{*}

7. In the "Transfer the currency" section, use the switch to select one of the options:

- "To our account" – the purchased currency is credited to a previously known account selected in the "Account in the national bank" section. currency"
- "According to the fees. nearby." – the purchased currency must be transferred according to the payment order).
- **Pay attention:** when choosing this option, the user must fill in the fields Date and Number of the payment order in the "Payment order" section.

8. In the section "Account in nat. currency" from the drop-down list in the IBAN (Customer account in national currency) field, select an account for debiting national currency to purchase foreign currency. When selecting an account, the fields Bank and ID. the code is filled in automatically by the system.

Transfer the currency

☐ To our account
 ☒ According to pay. order

Account in nat. currency

IBAN (Customer's account in nat. currency) *

UA 39 300006 0000026000700014517 | 300006 | 15.00 UAH | CAM БАНК

Bank

Банк 300006

Tax ID

12345678

Payment order

Date

04.04.2024



Number

123

9. The "Pension fund" section is intended for specifying the details of deductions to the pension fund. Its display depends on the bank's settings.

Pension fund

Bank



836014

ГУ ДКСУ В ІВАНО-ФРАНКІВСЬКІЙ ОБЛАСТІ

IBAN (Account)

UA 49 300006 0000000026001001422

Tax ID

1234

Registration number

1234

Name

Name

Reason for purchase

Add a contract

10. In the "Reason for purchase" section, you can add information about contracts and documents under the contract as a basis for buying currency:

- Click on the **"Add contract"** button.
- Enter the contract number, contract amount, contract date, select the country of the bank and the country of the beneficiary from the drop-down list.

Reason for purchase

Reason 1

Delete

Contract No *

3123123213123

Contract amount *

123.00

Contract date

15.04.2024



Bank country

Not selected



Beneficiary country

Not selected



Documents



- Using the button  in the "Documents" section, there is a transition to the form of entering documents into the basis of the purchase of currency. The form contains fields for filling in the number, date, amount. Select the type of document from the list: CCD, ACT, invoice, advance payment. To add a document, click on the "**Add**" button. Entered documents are displayed as a list. You can edit or delete the selected document from the list.

 Documents ✕

Number Date 

Amount Type

☐ Delete
 Number
 Type
 Date
 Amount

✓ Not selected
 CCD
 ACT
 INVOICE
 ADVANCE PAYMENT

- The **Reason** field is intended for entering information on the basis of the purchase (selected from the list of the NBU reference book).

Documents 

Reason ✕

Purpose  ✕

CEA 

Commodity group name ✕

B010 bank name ✕

 Add a contract

- The **Purpose** field contains a list from which you should select the purpose of buying currency.
- Using the  button in the **CEA** field, the "CEA" reference book opens. Select the entry you need, and the field will be filled with data from the reference book.

 CEA ✕

Identifier	Name	K111	K112	K113	K119
3	Інше (для новостворюваних суб'єктів господарювання)	ZZ	Z	ZZ	Z
0	Інше (для фізичних осіб (у т.ч. приватних нотаріусів та адвокатів) та нерезидентів)	00	0	00	Z

- In the **Commodity group name** field, select an entry from the connected reference book. Similarly – in the B010 bank name field.

The **"Delete"** button is used to delete the contract.

11. If necessary, enter additional information about the request and/or comment in the "Note" section.

Note

Note

test note

Characters left: 245

Payment comment

test comment

Characters left: 148

12. In the "Authorized person" section, specify the employee authorized to resolve issues under the contract and his contact phone number. The data is selected from the reference book

"Authorized persons" (the button ).  – a button to delete a record about an authorized person.

Authorized person

Authorized person 

Тестовый тест Тестович

Contact phone number  +311111111111

13. To save the request without a signature, click on the **"Save without signature"** button.

14. To send the request to the bank, sign the document - the **"Sign"** button (see "Signing documents").

If the document is successfully sent to the bank, a corresponding message will appear on the screen.

To return to the previous page without changes, click on the **"Back"** button.

3.5.3. Requests for the sale of currency

To view requests for the currency sale, select the **Documents/Sale** menu item.

In the upper part of the form using the built-in calendar (the button ) set the period for which the information will be displayed.

Pay attention: by default, the display date corresponds to the date of the operational day set in the bank.

Mark one or more documents (turn on the checkboxes in the first column).

Operations
 Create a request
 Copy
 Sign
 Print
 Import of orders
 Delete

List of requests for currency sale

From 29.09.2010 to 29.09.2010

	Document number	Date	IBAN (foreign currency account)	IBAN (Customer's account in nat. currency)	Amount	Currency	Status
☐							
☐	2402	29.09.2010	UA 72 300006 000000026008002565	UA 56 300006 000000026009001565	1.00	USD	Not all signatures
☐	33	29.09.2010	UA 44 300006 0000026204000000395	UA 55 300006 0000026206820014655	26.12	USD	Executed
☒	1008	29.09.2010	UA 72 300006 000000026008002565	UA 56 300006 000000026009001565	1.00	USD	Not all signatures
☐	2604	29.09.2010	UA 72 300006 000000026008002565	UA 56 300006 000000026009001565	1.00	USD	Not all signatures
☐	1013	29.09.2010	UA 72 300006 000000026008002565	UA 56 300006 000000026009001565	1.00	USD	Not all signatures
☐	27111	29.09.2010	UA 72 300006 000000026008002565	UA 56 300006 000000026009001565	1.00	USD	Not all signatures
☐	2609	29.09.2010	UA 56 300006 000000026009001565	UA 88 300006 000000026007003565	14.17	USD	Not all signatures

- The following operations are available on the page:
- creating a new request for the currency sale - the **"Create a request"** button (see the description below);
- signing the request (requests) - the **"Sign"** button (becomes active if the user ticks one or more documents in the "Not all signatures" state), see ["Signing documents"](#);

Pay attention: mass signing of payments is available only using an electronic digital signature (EDS).

- print the selected document (documents) - the **"Print"** button;
- creating a copy of the payment – the **"Copy"** button for the marked payment.
- import request(s) in text format – the **"Import of orders"** button.
- delete the selected document (documents) – the **"Delete"** button.

On the form with a list of documents, you can copy the number of the currency account or account in the national currency to the clipboard. To do this, point to the desired account number, click on the button , which will be displayed.

For a more accurate document search, you can set additional filters or sort the data (see ["Filtering, sorting and setting data on list forms"](#)).

To configure the display of columns on the form, click on the icon  in the upper right corner of the form, see ["Filtering, sorting and setting data on list forms"](#).

Each line of the list is a link, by which you can go to the form of detailed viewing or editing of the document, depending on its state and type.

On the detailed view form, depending on the state of the document, the following options may be available to you:

- creating a new document - the **"Create new payment"** button (see description below);
- document editing (available for documents with the "Not all signatures", "Requires OTR confirmation" and "Rejected" states);
- signing - the **"Sign"** button (see ["Signing documents"](#));
- saving a document without a signature - the **"Save without a signature"** button;
- creating a copy of the payment - the **"Copy"** button;
- print the document - the **"Print"** button;
- delete the document - the **"Delete"** button.

For payments in the "Rejected" state, the reason for the rejection of the document is displayed in the upper part of the form.

To cancel changes and return to the form with a list of payments, click on the "**Back**" button.

3.5.3.1. Creation of a new request for the sale of currency

In order to create a new request for the sale of currency, perform the following actions:

1. On the form with a list of payments, click on the "**Create request**" button or on the detailed payment view form, click on "**Create new payment**".
2. A new form "Create a request for currency sale" will open.
3. In the "Document parameters" section:
 - Enter the **date** of the request (by default, the system fills in the current date).
 - **Document number** will be assigned automatically by the system, editable.
 - In the **Valid till** field, enter the cut-off date until which the request is considered valid and subject to execution.

 Create a request for currency sale

State

Document parameters

Date *  Number *

Valid till * 

4. In the "Currency" section:

- Specify a currency or select it from the reference book.
- Enter the sale amount.
- In the **IBAN (Foreign currency account)** field, select the account to which the currency will be credited from the list.

Currency

Currency (code) * Foreign currency amount *

IBAN (Foreign currency account) *

5. In the "Selling rate" section, select a selling rate. When selecting the "Fixed" or "By agreement" (if available) option, in the field **Selling rate**, specify the required value:

Selling rate

☐ Authorized bank ☒ Fixed ☐ ratefixed_2

Selling rate *

6. If the "Commission" section is displayed (which depends on the bank's settings), select the type of commission calculation:

- "Retain from the amount to sale",

Commission

☒ Retain from the amount for sale
 ☐ Retain from our account
 ☐ Transfer to a bank account

Commission currency * UAH

Commission (%)
 Commission (amount)
 Max commission amount

- "Retain from our account",

Commission (%)

☐ Retain from the amount for sale
 ☒ Retain from our account
 ☐ Transfer to a bank account

Commission (%)
 Commission (Amount)

Commission currency UAH
 Max com. amount

Commission account UA 90 300006 0000002600580001228 | 300006 | 24 444.81 UAH | ТОВ "Ласточка"

- "Transfer to a bank account"

Commission (%)

☐ Retain from the amount for sale
 ☐ Retain from our account
 ☒ Transfer to a bank account

IBAN (Bank account) UA 65 300006 0000000026000002422

Commission (%)
 Commission (Amount)

Commission currency UAH
 Max com. amount

Depending on the selected type of commission, a certain set of fields will be available to the user to fill in:

- **Commission (%)** -the field is intended for entering the commission fee percentage for the sale of currency (if the commission is charged as a percentage).
- **Commission currency**– the commission currency is displayed in the field (in accordance with the requirements of the NBU, it is the national currency).
- **Commission (amount)**– the field is intended for entering the amount of the commission fee (if the commission is charged as a fixed amount).
- **Max. commission amount.** – the field is intended for entering the maximum amount of the commission fee.
- **IBAN (Commission Account)**– the field is available for the commission type "Debit from our account" and is intended for selecting the account number from which the commission amount will be debited (accounts in national currency, according to the requirements of the NBU).

- **IBAN (Bank Account)**- the field is available for the commission type "Transfer to bank account" and is intended for entering the account number to which the commission amount must be transferred.

7. In the "Crediting nat. currency" section:

- Select the recipient: "To the correspondent account" or "To own account".
- When choosing the option "To your own account", fill in the fields IBAN (Customer's account in nat. currency), **USREOU/code** and **Name of correspondent**. In this case, the Bank field is automatically filled in by the system.

Crediting nat. currency

☐ To the correspondent account
 ☒ To own account

IBAN (Customer's account in nat. currency) *

USREOU / code

Bank
 Name of correspondent

- When selecting the option "To the correspondent's account" in the IBAN (Customer's account in nat. currency) field, select the required account from the drop-down list – the button . At the same time, the **USREOU/code**, **Name of correspondent** and **Bank** fields are automatically filled in by the system.

Crediting nat. currency

☒ To the correspondent account
 ☐ To own account

IBAN (Customer's account in nat. currency) * 
 USREOU / code *

Bank
 Name of correspondent

Reason for sale

 Add a contract

8. In the "Reason for sale" section, you can add information about contracts as a basis for selling the currency:

- Click on the **"Add a contract"** button.
- Enter the contract number, contract amount, contract date, select the country of the bank and the country of the beneficiary from the drop-down list.

Reason for sale _____

Reason 1 _____ DeleteContract No * Contract amount * Contract date  Bank country × Beneficiary country Reason × Purpose * × 

- The **Reason** field is for entering information on the reason of the sale (selected from the NBU reference book list).
- The **Purpose** field contains a list from which you should select the purpose of selling the currency.
- Using the button  in the **CEA** field, the "CEA" reference book opens. Select the entry you need, and the field will be filled with data from the reference book.

CEA  Commodity group name × B010 bank name ×  Add a contract

- In the Product group name field, select an entry from the connected reference book. Similarly - in the field Name of the bank B010.

To delete a contract, use the "**Delete**" button

9. If necessary, enter additional information about the request and/or comment in the "Note" section.

Note _____

Note

Symbols left: 245

Payment comment

Symbols left: 148

10. In the "Authorized person" section, specify the employee authorized to resolve issues under the contract and their contact phone number. The data is selected from the reference

book "Authorized persons" – the button   is a button to delete a record on authorized person.

Authorized person

Authorized person * 

test

Contact phone
number *

+123123123213



11. To save the request without a signature, click on the **"Save without signature"** button.

12. To send the request to the bank, sign the document - the **"Sign"** button (see ["Signing documents"](#)).

If the document was successfully sent to the bank, a corresponding message will appear on the screen.

To return to the previous page without changes, click on the **"Back"** button.

3.5.4. Requests for currency conversion

To view requests for currency conversion, select the **Documents/Conversion** menu item.

In the upper part of the form using the built-in calendar (the button ) set the period for which the information will be displayed.

Pay attention: by default, the display date corresponds to the date of the operational day set in the bank.

Mark one or more documents (turn on the checkboxes in the first column).

Operations

- Create a request
- Copy
- Sign
- Print
- Import of orders
- Delete

List of requests for currency conversion

From: To:

	Number	Date	Payer	IBAN (Account from)	Sale	Purchase	Status
☐							
☒	test3_conv	21.05.2018	Контр_заявк_юр_снейм	UA 28 300006 0000000026004001913	EUR	USD	Not all signatures
☐	test2_conv	21.05.2018	Контр_заявк_юр_снейм	UA 28 300006 0000000026004001913	EUR	USD	Postponed
☐	test1_conv	21.05.2018	Контр_заявк_юр_снейм	UA 28 300006 0000000026004001913	EUR	USD	Postponed
☐	9	21.02.2017	ПЕРВЫЙ Ю. К.	UA 21 300006 0000000260520011288	USD	EUR	Not all signatures
☐	9	02.11.2018	Укртранснєвматика	UA 72 300006 0000000026008002565	RUB	EUR	Postponed
☐	9	20.12.2019	ТОВ "Міцва"	UA 13 300006 0000000026189300119	USD	EUR	Under processing

•

The following operations are available on the page:

- creating a new request for currency conversion - the **"Create a request"** button (see description below);
- signing the request (requests) - the **"Sign"** button (is active if the user select one or more documents in the "Not all signatures" state), see ["Signing documents"](#)).

Pay attention: mass signing of payments is available only when using an electronic digital signature (EDS).

- print the selected document (documents) - the **"Print"** button;
- creating a copy of the payment – the **"Copy"** button for the marked payment.
- import request(s) in text format – the **"Import of orders"** button.
- delete the selected document (documents) – the **"Delete"** button.

On the document list form, you can copy the sales invoice number to the clipboard. To do this, point to the desired account number, click on the button , which will be displayed.

For a more accurate document search, you can set additional filters or sort the data (see ["Filtering, sorting and setting data on list forms"](#)).

To configure the display of columns on the form, click on the icon  in the upper right corner of the form, see ["Filtering, sorting and setting data on list forms"](#).

Each line of the list is a link, by which you can go to the form of detailed viewing or editing of the document, depending on its state and type.

On the detailed view form, depending on the state of the document, the following options may be available to you:

- creating a new request - the **"Create new payment"** button (see description below);
- document editing (available for documents in the "Not all signatures", "Requires OTR confirmation" and "Rejected" states);
- signing - the **"Sign"** button (see "Signing documents");
- saving a document without a signature - the **"Save without a signature"** button;
- creating a copy of the payment - the **"Copy"** button;
- print the document - the **"Print"** button;
- delete the document - the **"Delete"** button.

For payments in the "Rejected" state, the reason for the rejection of the document is displayed in the upper part of the form.

To cancel changes and return to the form with a list of payments, click on the **"Back"** button

3.5.4.1. Creating a new request

In order to create a new request for currency conversion within the bank, perform the following actions:

1. On the form with a list of payments, click on the "Create a request" button or on the detailed payment view form, click on "Create new".
2. A new form "Create currency conversion request" will open.
3. In the "Document parameters" section:
 - Enter the **date** of the request (by default, the system fills in the current date).
 - The document number will be assigned automatically by the system with the possibility of editing.
 - In the **Valid till** field, enter the cut-off date until which the request is considered valid and subject to execution.

Create a request for currency conversion

State

Document parameters

Date *

16.04.2024



Number *

22

Valid till *

15.05.2024



- Depending on the bank's settings, the "**Documents**" button may be available in this section



", intended to indicate information about the documents that accompany the request:

 Documents
 X

Number

Amount

Date

Type

0.00

04.06.2024

Not selected

Delete

Number

Type

Date

Amount

☒

1

1

04.06.2024

10

☐

2

2

04.06.2024

10

Add

Change

Delete

4. In the "Purchase" section:

- Specify a **currency** or select it from the reference book.
- Enter the **amount** of currency to be purchased.

Pay attention: the **Amount** field in the "Purchase" section and the **Amount** field in the "Sell" section are mutually exclusive. You can only fill in one of these two fields.

Purchase

Currency (code) *

978

EUR



Amount *

100.00

IBAN (Foreign currency account) *

UA 78 300006 0000026050800000006 | 300006 | 2 200.00 EUR | САМ БАНК



- In the **Transfer to** field, select one of the two options: "To our account" or "According to payment order". When choosing the "According to the payment order" option, specify the number and date of the payment order.

Transfer to



To our account

Number *

100



According to payment order

Date *

18.04.2024



5. In the "Sale" section:

- Specify the sale **currency** or select it from the reference book.
- Enter the **amount** of currency to be sold.
- Pay attention:** the **Amount** field in the "Sell" section and the **Amount** field in the "Purchase" section are mutually exclusive. You can only fill in one of these two fields.

- In the **IBAN (Foreign currency account)** field, select an account in the currency of sale from the list.

Sale

Currency (code) *	840	USD	Amount *	230.00
IBAN (Foreign currency account) *	UA 17 300006 0000000262010011288 300006 976.49 USD ПЕРВЫЙ Ю. К.			

6. In the "Conversion rate" section, select the type of currency conversion rate: "Authorized bank", "Fixed". When selecting the "Fixed" type (if available), the field "Conversion rate" will open, in which you should specify the conversion rate.

Conversion rate

☐ Authorized bank
 ☒ Fixed

Conversion rate * 29

7. If the "Commission" section is displayed (which depends on the bank's settings), select the type of commission calculation:

- **Commission currency** – the commission currency is displayed in the field (in accordance with the requirements of the NBU, it is the national currency).
- **IBAN (Retain from our account)**– the field is intended for selecting the account number from which the commission amount will be debited.
- **IBAN (Transfer to account)**– the field is intended for entering the account number to which the commission amount should be charged.
- **Commission (%)**– the field is intended for entering the commission fee percentage for the purchase of currency (if the commission is charged as a percentage).
- **Commission (amount)**– the field is intended for entering the amount of the commission fee (if the commission is charged as a fixed amount).

Commission

Commission currency	UAH		
IBAN (Retain from our account) *	UA 48 300006 0000000260030011228 300006 47 958.03 UAH T	IBAN (Transfer to account)	
Commission (%)		Commission (amount)	0.00

8. In the "Authorized persons" section, the Authorized person to resolve issues under the agreement and their contact phone number are indicated. The data is selected from the

"Authorized persons" reference book – the button   is a button to delete a record about an authorized person.

Authorized persons

Authorized person 

test

Contact number

+123123123213



9. In the **Purpose** field, you should enter the purpose of the currency conversion (maximum 160 characters).

10. Depending on the bank's settings, the **Contact Information** field may be displayed. If necessary, enter your contact information (maximum 180 characters).

11. In the **Payment comment** field, you can enter a comment (maximum 160 characters).

Purpose *

test purpose

Characters left: 147

Payment comment

test comment

Characters left: 148

12. To save the request without a signature, click on the **"Save without signature"** button.

13. To send the request to the bank, sign the document - the **"Sign"** button (see ["Signing documents"](#)).

If the document was successfully sent to the bank, a corresponding message will appear on the screen.

To return to the previous page without changes, click on the **"Back"** button.

3.5.5. SWIFT currency payment orders

To view SWIFT currency payment orders, select the **Documents/SWIFT** menu item.

In the upper part of the form using the built-in calendar (the button ) set the period for which the information will be displayed.

Pay attention: by default, the display date corresponds to the date of the operational day set in the bank.

Operations Create SWIFT document Copy Sign Print SWIFT import Delete	List of SWIFT documents									
	From 29.09.2010		to 29.09.2010							
	Document number	Date	Payer address	Recipient's account number	Amount	Currency	IBAN (Commission account)	Status	Payment format	
	☐									
	☐ 1	29.09.2010		IT08F0890461 621024000 001324	789.00	USD	UA 22 300006 0000000026 0038000422	Under processing	MX	
	☐ 5777890000	29.09.2010		Test corresp ondent	1 001.00	USD	UA 22 300006 0000000026 0038000422	Under processing	MX	
	☐ 5777890013	29.09.2010		Test corresp ondent	1 001.00	USD	UA 22 300006 0000000026 0038000422	Rejected	MX	
	☐ 57778900FP	29.09.2010		Test corresp ondent	1 001.00	USD	UA 22 300006 0000000026 0038000422	Rejected	MX	
	☐ 1	29.09.2010	Kharkov Ivanova street 45	CZ4703000000 000195620 209	8.20	USD	UA 49 300006 0000000026 6001001422	Under processing	MT	
	☐ 2	29.09.2010	Kharkov Ivanova street 45	CZ4703000000 000195620 209	8.20	USD	UA 49 300006 0000000026 6001001422	Under processing	MT	
	☐ 9	29.09.2010	Kharkov Ivanova street 45	CZ4703000000 000195620 209	8.20	USD	UA 49 300006 0000000026 6001001422	Under processing	MT	

Mark one or more documents (check the boxes in the first column). At the same time, the following operations are available with the document/documents:

- signing a payment (payments) - the **"Sign"** button (is active if the user selects one or more payments in the "Not all signatures" state). In order to sign an array of payments, mark all necessary payments with a symbol and click on the **"Sign"** button (see ["Signing documents"](#)).

Pay attention: mass signing of payments is available only by using an electronic digital signature (EDS);

- print the selected document (documents) - the **"Print"** button;
- creating a copy of the payment – the **"Copy"** button for the marked payment.
- import SWIFT MT in TXT format - **"SWIFT import"** button.
- delete the selected document (documents) – the **"Delete"** button.

On the document list form, you can copy the sender's account number or commission account number to the clipboard. To do this, point to the desired account number, click on the button , which will be displayed.

For a more accurate document search, you can set additional filters or sort the data (see ["Filtering, sorting and setting data on list forms"](#)).

To configure the display of columns on the form, click on the icon  in the upper right corner of the form, see ["Filtering, sorting and setting data on list forms"](#).

If you have configured work with SWIFT MX payments, on the form with the list of documents:

- The Format field is available for filtering, where you can select MT or MX format for display.
- TXT, XML (pain.001) formats are available for import (the **"Import"** button). After import, SWIFT MX payments are created. When importing TXT format files, imported documents can be saved and further supplemented.

If the creation of SWIFT MX documents is available, then the creation of SWIFT MT documents is no longer available. SWIFT MT payments created earlier are available only for viewing, printing, and cloning.

To create a new SWIFT payment, click on the **"Create SWIFT document"** button (see description below).

Each line of the list is a link, by which you can go to the form of detailed viewing or editing of the document, depending on its state and type.

On the detailed view form, depending on the state of the document, the following options may be available to you:

- creating a new request – the **"Create new"** button (see description below);
- document editing (available for documents with the state "Not all signatures", "Requires OTR confirmation" and "Rejected");
- signing - the **"Sign"** button (see ["Signing documents"](#));
- saving a document without a signature - the **"Save without a signature"** button;
- creating a copy of the payment - the **"Copy"** button;
- print the document - the **"Print"** button;
- delete the document - the **"Delete"** button.

For payments in the "Rejected" state, the reason for the rejection of the document is displayed in the upper part of the form.

To cancel changes and return to the form with a list of payments, click on the "**Back**" button.

3.5.5.1. SWIFT MT

To create a new SWIFT payment order, follow these steps:

1. In the "Document parameters" section:

- Enter the payment **date** (by default, the system substitutes the current date).
- The document **number** will be assigned automatically by the system with the possibility of editing.
- Depending on the settings of the client locations, the fields **Value date** and **Transfer mode** (regular or urgent) or the **Urgency** field (T+0 - today, T+1 - tomorrow, T+2 - the day after tomorrow) may be available in this section.

 Create SWIFT payment order

State

DOCUMENT PARAMETERS

Date * 

Number *

Value date 

Transfer mode

☒ Regular
☐ Urgent

2. In the "32. CURRENCY" section:

- Select a **currency** from the drop-down list.
- Enter the **amount** of the order.

32. CURRENCY

Currency * 

Amount *

3. In the section "50. ORDERING CUSTOMER»:

- Select the payer's account number from the drop-down list.
- Enter the payer's name and address in the appropriate fields.

50. ORDERING CUSTOMER

Account (IBAN) * 

Name *

Country 

City *

Address *

4. In the "56. INTERMEDIARY BANK" section you should fill in the details of the intermediary bank:

- If option "A" is selected, you should enter the bank's BIC/SWIFT code.
- If option "D" is selected, you should enter the name and address of the bank. At the same time, if you entered the bank's **BIC/SWIFT** code, the system checks whether it matches the entry in the reference book of foreign banks. If there is such a record, the necessary fields will be filled in automatically, the data is available for editing.

- You can specify the **bank account** number.
- Pay attention:** you can enter the data manually or select from the reference book of foreign

banks – the button .

56. INTERMEDIARY BANK 

Option	D	BIC/SWIFT	
Bank account		Bank name *	SCOTIABANK SUD AMERICANO
Country *	Чилі	City *	CONCEPCION
Address *	O'HIGGINS 487CONCEPCION		

5. In the section "57. BENEFICIARY BANK" you should fill in the details of the recipient bank:

- If option "A" is selected, you should enter the bank's **BIC/SWIFT** code.
- If option "D" is selected, you should enter the name and address of the bank. At the same time, if you entered the bank's **BIC/SWIFT code**, the system checks whether it matches the entry in the reference book of foreign banks. If there is such a record, the necessary fields will be filled in automatically, the data is available for editing.
- You can specify the **bank account** number.
- Please pay attention:** you can enter the data manually or select from the reference book of

foreign banks – the button .

57. ACCOUNT WITH INSTITUTION 

Option *	D	BIC/SWIFT	
Bank account		Bank name *	BANK OF INDIA(MANDVI BRANCH)
Country *	Індія	City *	MUMBAI
Address *	KANMOOR HOUSE 281-287 NARSI NATHA STREET, MANDVIMUMBAI 400009		

6. In the section "59. BENEFICIARY»:

- Enter the recipient's account **name** and address in the appropriate fields.
- Enter the recipient's **account number**.

Pay attention: you can enter the data manually or select from the reference book of SWIFT

correspondents – the button .

59. BENEFICIARY



Recipient's account number *

test3

Name *

test4

Country

ІНДОНЕЗІЯ

City *

test5

Address *

test6

7. In the section "70. REMITTANCE INFORMATION»:

- Enter the **payment purpose** or select a value from the reference book.
- Enter the **reason** of payment.

70. REMITTANCE INFORMATION

Payment purpose *

test 12345



test 12345

Characters left: 130

Reason *

test reason

Characters left: 79

8. In the section "71. DETAILS OF CHARGES»:

- Use the selector buttons to select the fee type: To be paid by sender (OUR), To be paid by beneficiary (BEN), At the expense of the payer and the beneficiary (SHA), At the expense of the payer with a guarantee of delivery of the full amount (OUROUR/FULLPAY).
- The commission currency is displayed in the **commission currency** field – national currency in accordance with the requirements of the NBU.
- Select the commission account from which the commission will be charged from the drop-down list.
- Select the payment order operation code from the reference book.
- Select the payee's country code.

71. DETAILS OF CHARGES



To be paid by sender (OUR)



At the expense of the payer with a guarantee of delivery of the full amount (OUROUR / FULLPAY)



At the expense of the payer and the beneficiary (SHA)



To be paid by beneficiary (BEN)

Commission currency

UAH

Commission account *

Not selected



Operation code

2135.2 - За оренду морськ.трансп з...



Recipient country code

372

Ірландія



9. In the section "72. SENDER TO RECEIVER INFORMATION:

- In the **Additional information** field you can enter additional information about the transfer (maximum 210 characters).
- In the **Payment comment** field, you can enter a comment to the currency order (maximum 160 characters).
- You can indicate the desired date of request processing.

72. SENDER TO RECEIVER INFORMATION

Additional
information

Characters left: 210

Payment comment

Characters left: 160

Additional data

Characters left: 140

Desired date of request
processing


10. To save the request without a signature, click on the **"Save without signature"** button.

11. To send the request to the bank, sign the document - the **"Sign"** button (see ["Signing documents"](#)).

If the document was successfully sent to the bank, a corresponding message will appear on the screen.

To return to the previous page without changes, click on the **"Back"** button.

3.5.5.1. SWIFT MX**Allowed symbols for SWIFT MX payment:**

Character category	Symbols
Latin symbols	a b c d e f g h i j k l m n o p q r s t u v w x y z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Numbers	0 1 2 3 4 5 6 7 8 9
Other symbols	/ - ? : () . , ' + as well as Space
Special symbols	! # & % * = ^ _ { } ~ " ; @ [] \ \$ > <

Use the buttons  /  to expand/collapse sections of the form.

 Create SWIFT payment orderState

Document parameters

Date Number Value date Transfer mode

Payment amount and currency

Currency Amount

DEBTOR (PAYMENT ORIGINATOR)

Debtor account ULTIMATE DEBTOR (PAYMENT ORIGINATOR) Full form ☒Name Characters left: 136Country of residence

Address

Country Town name Country subdivision Street name Building number Room Post code

Identification

☒ Entity☐ IndividualAny BIC LEI ULTIMATE CREDITOR

CREDITOR AGENT AND ACCOUNT

Full form ☒

CREDITOR AGENT ACCOUNT

Identification

☒ IBAN☐ Other

IBAN

CREDITOR AGENT



Financial institution

BICFI

BKIDINBBCMB

LEI

Name

BANK OF INDIA (CUMBALLA HILL BRANCH)

Characters left: 104

Clearing System

Clearing System Member

Address

Country

India

Town name

MUMBAI

Country subdivision

District name

Street name

Building number

INTERMEDIARY AGENT 1 AND ACCOUNT



Add intermediary bank 2

REMITTANCE INFORMATION

☒ Structured☐ Unstructured

Document information 1

Type

Additional Agreement



Number

123

Date

01.10.2025



Amount

200.00

Add a document

Additional Remittance
Information

Test

Characters left: 136

Save as standard ☐

DETAILS OF CHARGES

- ☒ Commission charged to the payer (DEBT)
 ☐ Commission charged to the recipient (CRED)
- ☐ Commission charged to the payer and recipient (SHAR)
 ☐ Commission FullPay

Charges Value

UAH

Charges Account

UA 87 300006 0000002062930011288 | 300006 | -33.33 UAH | ПЕРВЫЙ Ю. К.

PAYMENT ADDITIONAL INFORMATION

Reason

123

Characters left: 87

Operation code

0 - Рух коштів у цілому

Beneficiary's country code

36

Beneficiary's country

Австрія

Payment comment

tes

Characters left: 156

Desired date of request processing

29.09.2010



ADDITIONAL DATA

Additional data

Characters left: 140

SIGNATURES

User 1

User 2



Back



Save without signature



Sign

**Description of elements**

Element	Req	Description
Section "Document parameters"		
Number	+	The field is used to enter the number of the currency order. The number is automatically set when the document is created, according to the numbering settings, but can be changed
Date	+	The field is used to enter the date of payment. By default, the system fills it with the current date when creating a document. To enter the date, you can use the calendar
Value date	+/-	The field allows you to specify the date of the document's value. You can use the calendar to enter the date
Transfer mode	+/-	The field allows you to specify the order of transfer: regular or urgent. The display of the field depends on the settings in the bank

Element	Req	Description
Section "Payment amount and currency"		
Currency	+	Field for specifying the currency of the order from the list (except for the national currency)
Amount	+	Field for entering the amount of the order
Section "Debtor (payment originator)"		
Debtor account	+	The field is used to select an account number from the list (in the selected currency). If the user has only one account on monitoring, it is automatically substituted
"Ultimate debtor" is a button that is displayed when the bank setting is enabled. Clicking on it opens the "Ultimate debtor" section. Fill in if necessary		
Checkbox "Full form"	-	When the checkbox is enabled, additional tags and fields are displayed
Name	+	Field for entering the name of the actual sender. Maximum 140 characters
Country of residence	-	Field for entering the country of residence (selected from the directory)
Postal address	+/-	Block for entering address data: Country (selectable from the list), Region, City, Street name, House number, Apartment, Postal code
Identification	-	Block for entering identification data: select the legal status of the initiator using the "Entity" (default value) or "Individual" switches. The following fields are displayed for a legal entity: - Any BIC - business identification code of the organization. The BIC code of the organization is filled in if it is registered with ISO and is in the BIC catalog. The format is either 8 or 11 characters. - LEI - the organization's identification code. For an individual, fields with birth data are displayed: - Birth date - indicates the date of birth. - City of birth - indicates the city of birth. - Country of birth - indicates the country of birth. The country is selected from the directory
"Creditor (payment beneficiary)" section. Data on the recipient is entered manually or from the directory (button )		
Checkbox "Full form"	-	When the checkbox is enabled, additional tags and fields are displayed
Creditor account/Identification	+	Use the radio buttons to select the format of the account: "IBAN" or "Other", enter the identifier
Creditor	+	In this section, fill in the name of the recipient, the country of residence is selected from the directory
Postal address	+/-	Block for entering address data: Country (selected from the list), Region, City, Street name, House number, Apartment, Postal code
Identification	-	Block for entering identification data: select the legal status of the initiator using the "Entity" (default value) or "Individual" switches. The following fields are displayed for a legal entity: - Any BIC - business identification code of the organization. The BIC code of the organization is filled in if it is registered with ISO and is in the BIC catalog. The format is either 8 or 11 characters. - LEI - the organization's identification code. For an individual, fields with birth data are displayed: - Birth date - indicates the date of birth. - City of birth - indicates the city of birth.

Element	Req	Description
		– Country of birth - indicates
"Ultimate creditor"	-	Button displayed when the bank's settings are enabled. When you click on it, the "Ultimate creditor" section opens, which is filled in as needed
Section "Ultimate creditor"		
Checkbox "Full form"	-	When the checkbox is enabled, additional tags and fields are displayed
Name	+	Field for entering the name of the actual recipient. Maximum 140 characters
Country of residence	-	Field for entering the country of residence (selected from the directory)
Postal address	+/-	Block for entering address data: Country (selected from the list), Region, City, Street name, House number, Apartment, Postal code
Identification	-	Block for entering identification data: select the legal status of the initiator using the "Entity" (default value) or "Individual" switches. The following fields are displayed for a legal entity: – Any BIC - business identification code of the organization. The BIC code of the organization is filled in if it is registered with ISO and is in the BIC catalog. The format is either 8 or 11 characters. – LEI - the organization's identification code. For an individual, fields with birth data are displayed: – Birth date - indicates the date of birth. – City of birth - indicates the city of birth. Country of birth - indicates
Section "Creditor agent and account"		
Checkbox "Full form"	-	When the checkbox is enabled, additional tags and fields are displayed
Creditor agent account/Identification	-	Use the radio buttons to select the format of the account: "IBAN" or "Other", enter the identifier
Creditor agent	+/-	The data is selected from the bank directory (button ) or filled in manually: BICFI, LEI, identifier of the clearing system, identifier of the clearing system member, name, address (country, region, district, city, street name, house number or fill in the address line). Only one of the following details must be filled in: either the bank's BIC code, or the clearing system information, or address information
Branch identification	-	A block with a field for entering the branch identifier is displayed if the country is Japan or the BIC of a Japanese bank is specified
"Add Intermediary bank 1"	-	A button that opens a section for entering data about the intermediary bank. The fields of the section are identical to the fields of the " Creditor agent and account " section. Filled in if necessary
"Add Intermediary bank 2"	-	A button that is displayed when the bank setting is enabled. Clicking on the button opens a section for entering data on the second intermediary bank. The fields of the section are identical to the fields of the " Creditor agent and account " section. Fill in if necessary
Section "Remittance information"		
Remittance information	+	The data is selected from the bank directory (button ) or filled in manually. Use the radio buttons to select the type of payment purpose: • "Unstructured" - this displays a single field for entering the purpose of payment.

Element	Req	Description
		"Structured" - specify the information about the document(s): type (selected from the list), number, date, amount. To add a document, click the "Add document" button. In addition, you can enter additional information
"Save as standard" checkbox		When the checkbox is enabled, the payment purpose is saved in the reference book of purposes for foreign currency payment orders
Section "Details of charges"		
Details of charges	+	Use the radio buttons to select the type of commission: Commission is charged to the payer (DEBT), by default; Commission is charged to the recipient (CRED); Commission is charged to the payer and the recipient (SHAR); The commission is charged as agreed by the parties (SLEV) - displayed when the setting is enabled in the bank Commission FullPay - displayed when the setting is enabled in the bank
Commission account	+	Field for selecting the UAH account number for withdrawing the commission
Section " Payment additional information"		
Reason	+	Field for entering the reason for the currency payment. The field is automatically filled with the value from the "Document information"/"Number" field when the "Structured" checkbox is selected and can be supplemented with information by the user
Operation code	+	The field allows you to select the transaction code for the payment order
Beneficiary's country code, Beneficiary's country	+	The field allows you to select the name of the country of the payment recipient from the list
Payment comment	-	Field for entering a comment to the currency order
Desired date of request	-	Field for entering the date of processing the application
Section "Additional data"		
Additional data	-	Field for entering additional payment instructions

3.6. Accounts

The client of the bank can get information about the balances on their accounts, both in national and foreign currency. To view information by account, go to the **Accounts/All accounts** menu item.

Main Documents ▾ Accounts ▾ Additional data ▾

EN

Accounts

▲ АЗС_3 "НЕФТЕПРОДУКТ" 2, 300006 Банк 300006

IBAN (Sender's account)	Branch	State	Currency	Current / planned balance	Debit turnover	Credit turnover
UA 69 300006 0000026104040000422	★ 300006, Банк 300006	Opened	UAH	1 000.00 997.26	0.00	0.00
UA 46 300006 0000026184048000422	★ 300006, Банк 300006	Opened	UAH	0.00 0.00	0.00	0.00

▼ КАРТЫ_ЭКВИНОКС2, 300006 Банк 300006

▼ Киви, 300006 Банк 300006

▼ ООО Украинская нефтяная компания, 300006 Банк 300006

The form displays information on the counteragent's accounts in UAH, US dollars, and euros. You can see the following information:

- account state;
- account currency;
- current/planned balance;
- the amount of debit and credit turnover.

The ★ icon indicates that the account is selected. It will appear first in the list of your debit account selections. To set an account as a favorite, click on the icon . To view help information for selected accounts, hover over the ★ icon. In addition, the selected accounts can be set in the **Settings/Account settings** menu section

3.6.1. Statement of accounts

In order to receive an account statement:

1. Go to the **Accounts/Account statement generation** menu item. The system will display a list of available accounts depending on the user's rights.

In addition, it is possible to go to the statement from the main page by selecting the "Build statements" menu item in the "My statements" block.

Options

- ☐ Hide zero amounts
- ☐ Group by date
- Sort:
- ☐ Break down revaluation
- ☐ Display exchange rate
- ☒ Bank stamp
- ☐ By correspondent
- ☐ Consolidated statement
- ☐ Account activity

Composing a statement

Period: By date:

☒ Income ☒ Outcome ☒ Nat. currency ☒ Foreign currency

Account number (IBAN) Account alias

☐ To search, enter the name of the correspondent (min 5 characters) ☐ To search, enter at least 5 characters (account No, account alias)

	Account number (IBAN)	Account alias	Currency	Balance	Last account activity
☐	To search, enter the name of the correspondent (min 5 characters)				
☐	To search, enter at least 5 characters (account No, account alias)				
☐	"Журнал1", 300006, Банк 300006				
☐	UA 51 300006 0000000002620100143		UAH	66.72	07.09.2010
☒	A3C_3 "НЕФТЕПРОДУКТ" _2, 300006, Банк 300006				
☒	UA 65 300006 000000000260000002422		UAH	105 595.86	29.09.2010
☒	UA 21 300006 00000260020000000014		UAH	1 000.00	06.09.2010
☐	UA 88 300006 00000260020000000069		UAH	906.93	29.09.2010
☐	UA 22 300006 00000002600380000422		EUR	3 958.89	11.08.2010
☐	UA 22 300006 00000002600380000422		UAH	2 186.93	29.09.2010

Printed copy Save to a file Send on e-mail

2. In the "Composing a statement" section:

- Select the statement period from the drop-down list: for the current day, for the previous day, for the current month, for a period or by date. If necessary, enter the date/dates manually or using the built-in calendar – the button .
- With the checkboxes, specify which documents should be included in the statement: "Income", "Outcome", "Nat. currency", "Foreign currency".

Note. If a large amount of data is selected, an icon will be displayed. You can view the message about the formation of the statement by hovering the icon.

3. In the "Options" section:

- "Hide zero amounts"** – select this option if you do not want data with zero values to be displayed in the statement (in the absence of operations of a certain type (income/expense) on the account).
- "Group by date"** – select this option if you want the statement data to be grouped not only by accounts, but also by dates.
- Choose from the drop-down list how to sort the documents in the statement: by date, by document number, by document amount. Documents will be sorted in ascending order.
- "Break down revaluation"** – set this option so that the statement displays not only the revaluation values, but also the non-operational exchange rate difference.
- "Display exchange rate"** – set this option so that the statement displays the data with the exchange rate of each document.
- "Bank stamp"** – set this option so that the bank facsimile is displayed on the printed form of the statement.
- "By correspondent"** – select this option to build a statement by the selected correspondent. Select the desired correspondent from the reference book from the drop-down list. In addition, you can search for a correspondent from the reference book by name or ID code. In addition, it is possible to build a statement for a correspondent who is not in the reference book. To do this, enter the USREOU of the correspondent in the corresponding field and click on the button



☒ By correspondent

Not selected

12

КАРТЫ_ЭКВИНОКС2 23	12345678
КАРТЫ_ЭКВИНОКС2	12345678
КАРТЫ_ЭКВИНОКС1	12345678
ппп123	12345678
КАРТЫ_ЭКВИНОКС2	12345678

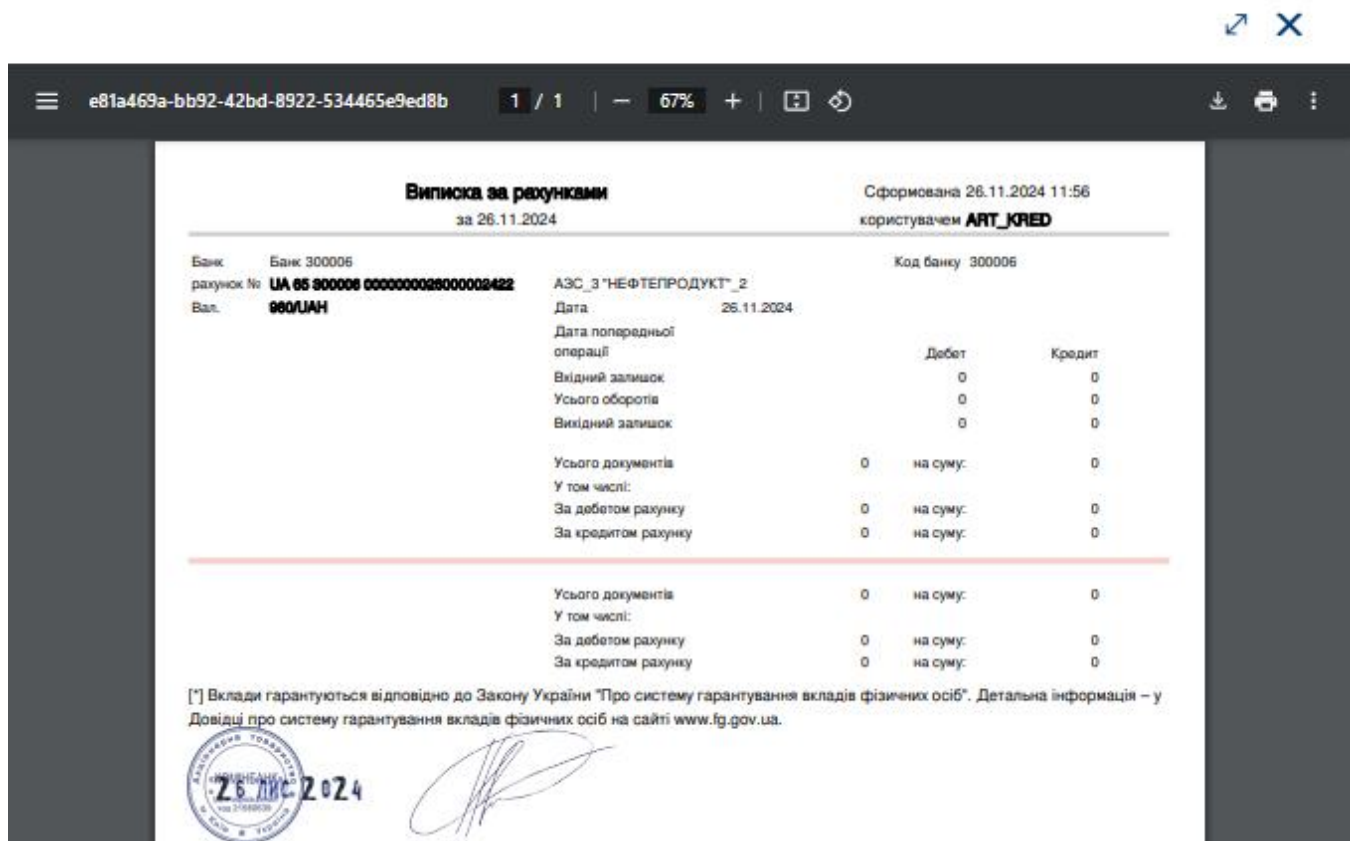
Another correspondent... ☒

- **"Consolidated statement"**. When selecting this option, the following parameters are unavailable: **"Group by date"**, all parameters from the **"Sort"** drop-down list, available - **"Hide zero amounts"**, **"Break down revaluation"**, **"Display exchange rate"**, **"Bank stamp"**, **"By correspondent"**. Data can be generated by period, by income/outcome, by account/accounts: national currency, foreign currency. In addition, the following operations are available: **"Printed copy"**, **"Save to a file"** (PDF, XLS formats with unique structure), **"Send to e-mail/alternative e-mail"**.
 -
 - **"Account activity"**. When setting this option, the following parameters are unavailable: "Hide zero amounts", "Group by date", all parameters from the "Sort" drop-down list, "Break down revaluation", "Display exchange rate", "Bank stamp", "Consolidated statement", "By correspondent". In the data selection block of the "Composing a statement" form, it is possible to select the period, account type - national currency, foreign currency, the "Income" and "Outcome" checkboxes are not available for selection. In addition, the following operations are available: "Printed copy", "Save to a file" (PDF, XLS formats with a unique structure), "Send to e-mail/alternative e-mail".
 -
4. In the list of accounts:
- To expand/collapse the list of accounts by counteragent, use the buttons / to the right of the correspondent's name. To expand/collapse the list of all accounts, use the buttons / to the right of the search fields.
 - You can sort accounts by the following parameters: account number (IBAN), account alias, currency, balance, latest account activity. To do this, click on the name of the sorting option. The symbol  and  to the right of the parameter name indicates that this parameter is being sorted.
 - You can search for a counteragent or an account number or alias. To do this, enter at least five characters of the name of the counteragent or account number/alias in the corresponding search field.

- Use the checkboxes to select the accounts for which the statement will be generated. What to set checkboxes for all accounts of the counteragent, set the checkbox to the left of the name of the counteragent.

The number of accounts available for selection may be limited. When selecting an operation, the system will display a corresponding message.

5. After you have set all the necessary parameters, you can perform the following operations:
- View the statement on the screen and print it - the "**Printed copy**" operation.



Use the / buttons to expand/collapse the statement screen.

- Create a statement and save it to the file system of your computer - the "**Save to file**" operation.
- When you click on the "**Save to file**" button, a window will open in which you should select the export format (DBF, CSV, XLS, XML, PDF, TXT, BOL, DAT or CAMT.053) and click on the "**Export**" button.

Pay attention to the specific features of some formats:

- **For DBF format**, you need to select:
 - Encoding (WIN/DOS) - Windows-1251 or DOS-866, respectively;
 - A way of file saving. If you have requested a statement for a certain period, you can save the statement in one file or in several ones split by date. To save the statement divided into files, select the **"Split into separate files by account activity dates"** checkbox.



Export

Select export format:

DBF

WIN

Split into separate files by account activity dates ☐

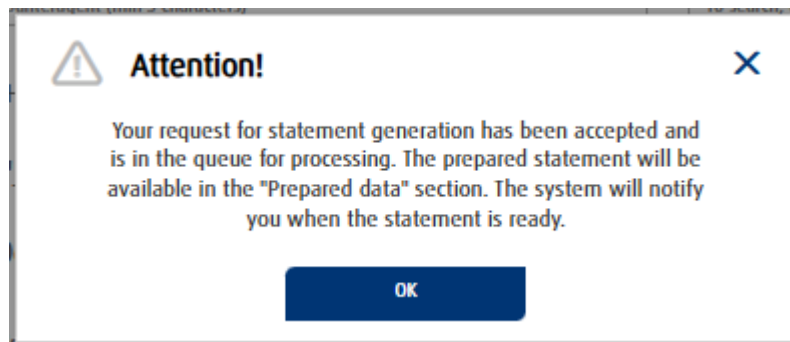
Cancel

Export

- **CAMT.053 format** is available only for UAH accounts, whereby you can define the statement period and document type, and all other statement parameters will be unavailable (except for the "By correspondent" checkbox).

Data on generated statements are stored in the "Prepared data" section, see "[Prepared statement data](#)".

If a statement generated by selecting the "Printed copy" and "Save to file" operations has a large amount of data and is prepared for a longer time than specified in the bank settings, such a statement will be queued for preparation. The system will display a corresponding message.



After generating a statement, a corresponding information message will be displayed in the lower right corner of the screen. You can follow the link to the "Prepared data" section to view the statement data, see "Prepared statement data". In addition, you can go to the "Prepared data"



section by clicking the button to the right of the system main menu.

- Send a statement to e-mail - "**Send to e-mail**" operation. At the same time, the system will send the statement file in PDF format to the address specified by you in the user settings (see "[Personal settings](#)"). If you want to receive a statement to a different email address than the

one specified in the user settings, click on the button  to the right of the "Send to e-mail" button, select the "**Send to an alternative e-mail**" option, enter the desired e-mail in the displayed window, click on the "**Send**" button.



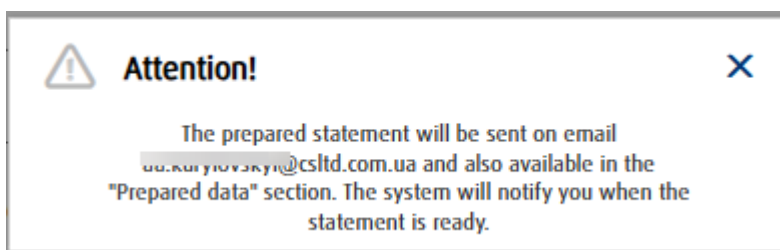
Send to an alternative e-mail

Specify e-mail

Cancel

Send

The statement generated by the operation "Send to e-mail" / "Send to alternative e-mail" will be sent to the specified email and will be available in the "Prepared data" section. The system will display the appropriate message.

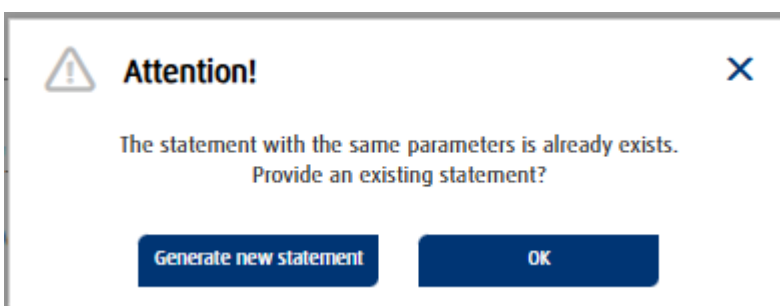


After generating the statement, the appropriate information message will be displayed in the lower right corner of the screen. You can follow the link to the "Prepared data" section to view the statement data, see "Prepared statement data". In addition, you can go to the "Prepared data"



section by clicking the button to the right of the system main menu.

If you request the generation of a statement, and at the same time in the "Prepared data" section there is already a statement with the same parameters for the same period and for the same accounts, the system displays the appropriate message.



Click **"OK"** to display the printed form, export in the format, or send to e-mail (depending on the selected operation).

Click **"Generate new statement"** to generate a statement with such parameters instead of the existing one.

If you request the generation of a statement, and at the same time a statement with the same parameters is in the process of being generated, the system displays a corresponding message.

**Attention!**

Your request for statement generation has been accepted and is in the queue for processing. The prepared statement will be available in the "Prepared data" section. The system will notify you when the statement is ready.

OK

Pay attention: current balances are calculated based on the results of work for the day, that is, taking into account all the documents created by the client and processed by the bank at the current moment. At the same time, only the current day's documents for clients' accounts that have arrived at the CBS, processed by the bank manager and delivered to the system at the time of the statement request by the system user are taken into account.

3.6.2. Prepared statement data

Records of statements generated by the operations **"Printed copy"**, **"Save to file"**, **"Send to e-mail"**/ **"Send to alternative e-mail"** will be displayed in the "Prepared data" section.



To go to the "Prepared data" section, click the button in the main menu bar of the system. The button displays the number of new statements records. The counter increases when the statement was executed for more time than specified by the bank, and the result of the statement was not immediately displayed to the user, and when an error occurred during the statement generation.

In addition, after the statement is generated, an information message about its readiness is displayed in the lower right corner of the screen. You can follow the link to view the statement data.

The "Prepared data (statements)" form displays the date of generation, statement period, statement type (by accounts, by correspondent), status (in progress, ready, error) for each record.

System date: 26.11.2024 The bank current balance: 20000000

Prepared data

KredoBank Main Documents Accounts Additional data

Prepared data (statements)

Display data only for my requests

Formation date Period Statement type Status

The search is possible by correspondent name only

21.11.2024 28.09.2009 - 28.09.2010 By accounts (1) Ready

21.11.2024 28.09.2009 - 28.09.2010 By accounts (1) Ready

21.11.2024 03.03.2010 - 03.03.2010 By accounts (1) Ready

21.11.2024 28.09.2006 - 28.09.2006 By accounts (1) Ready

21.11.2024 28.09.2009 - 28.09.2010 By accounts (2) Ready

22.11.2024 28.09.2009 - 28.09.2010 By accounts (1) Ready

By date

Printed copy

Save to a file

Send on e-mail

You can perform the following actions:

- The form displays data for the user and users of the same client. To make sure that only your data is available to you, set the **"Display data only for my requests"** switch.
- Search for the desired parameter and sort data, see "Filtering, sorting and setting data on list forms".
- View the parameters that were selected for the statement. To do this, hover over the icon  that will be displayed when you hover over the selected line.

- To view the cause of the error, hover over the "Error" status of the selected record.
- Delete records in the "Error" status – the  button .
- Perform operations with records in the "Ready" status. To do this, click the  button that will be displayed when you hover over the selected line, select the operation: **"Printed copy"**, **"Save to file"**, **"Send to e-mail"** (**"Send to alternative e-mail"**).

Records with which no active operations were performed (**"Printed copy"**, **"Save to file"**, **"Send to e-mail"** / **"Send to alternative e-mail"**) are displayed in bold.

Records regarding statements for which, within the time specified in the bank settings, the user was shown a statement (by the **"Printed copy"** operation) or data was saved to a file (by the **"Save to file"** operation), are displayed in regular (not bold) font.

Records with statement data on the "Prepared data (statements)" form are stored for the period specified in the bank.

3.7. Loans

To view a list of your loans, select the menu **Accounts/Loans/Loan agreements**.

If you want all contracts to be displayed in the list, enable the **"Show closed loan contracts"** switch. If you want only active contracts to be displayed in the table, turn off the switch.

For a more accurate document search, you can set additional filters or sort the data (see ["Filtering, sorting and setting data on list forms"](#)).


Main Documents ▾ Accounts ▾ Additional data ▾




EN




☐ Show closed loan agreements									
Agreement number	IBAN (Account)	Currency	Valid from	Valid till	Current balance	Interest rate	Nearest repayment date	Next payment amount	Status
123456	UA 87 300006 0000002062930011288	UAH	05.09.2010	05.09.2011	0.00	18.00	05.09.2011	33.33	Active
422/24092010		UAH	23.09.2010		0.00	0.00		0.00	Active

All data ▾

On the credit list form, you can copy the account number to the clipboard. To do this, point to the desired account number, click on the button , which will be displayed

Each line of the list is a link to go to the form for viewing information on the selected credit agreement.

Loan agreement overview

Basic data

Enterprise	ПЕРВЫЙ Ю. К.		
Agreement number	123456	Currency	UAH
Valid from	05.09.2010	to	☐ Agreement is closed
	05.09.2011		

Principal debt

IBAN (Credit account)	UA 87 300006 00000002062930011288	Current balance on the credit account	0.00
Nearest repayment date	05.09.2011	Nearest repayment amount	33.33

Interest

IBAN (Interest account)	UA 24 300006 0000000020684000028	Interest rate	18.00
Nearest repayment date	02.10.2010	Nearest repayment amount	0.45

Commissions

Amount of accrued commissions	0.00	Paid commissions amount	0.00
-------------------------------	------	-------------------------	------

Penalty amount

Penalty amount	0.00
----------------	------

Total amount of loan repayment

Total amount	0.00
--------------	------



Back



Loan repayment

Data is only available in view mode.

To repay the loan, click on the "**Loan repayment**" button (see "[Loan repayment](#)").

To return to the list of credit agreements, click on the "**Back**" button.

3.7.1. Loan operations

In order to view the list of loan repayment documents, go to the menu item **Accounts/Loans/Operations with loans**.

In the From field, enter the start and end dates manually or using the built-in calendar – the button . After selecting the period, the relevant documents will be displayed in the list.

For a more accurate document search, you can set additional filters or sort the data (see "[Filtering, sorting and setting data on list forms](#)").

Loan operations

From to

Document number	Agreement number	Bank	IBAN (Account)	Recieve date	Amount	Status
						All data
19839	123456	300006		29.05.2019	11.00	Not all signatures
19840	123456	300006	UA 06 300006 0000002620100000373	29.05.2019	25.00	Not all signatures
7073	123456	300006		19.07.2016	0.32	Pending
7070	123456	300006		19.07.2016	0.77	Not all signatures

On the document list form, you can copy the account number to the clipboard. To do this, point to the desired account number, click on the button , which will be displayed

Each row of the list is a link that you can use to go to the form of detailed viewing or editing of the document depending on its state.

KredoBank Main Documents Accounts Additional data

View a loan operation

Basic data

Document number Document date

Amount Currency

Status

Agreement number

IBAN (Account)

Payment purpose

Characters left: 115

Signatures

User 1 User 2

Back Save without signature Delete Sign

On the detailed view form, depending on the state of the document, the following options may be available to you:

- document editing (for documents with the state "Not all signatures", "Requires OTP confirmation" and "Rejected");
- signing - the **"Sign"** button (see "Signing documents");
- saving a document without a signature - the **"Save without signature"** button;
- delete the document - the **"Delete"** button.

For documents in the "Rejected" state, the reason for rejection is displayed at the top of the form.

To cancel changes and return to the form with a list of documents for loan repayment, click on the **"Back"** button.

3.7.2. Loan repayment

To repay the loan, do the following:

1. On the form with a list of loan agreements, click on the required line. A form for detailed review of information on the selected credit agreement will open.
2. Click on the **"Loan repayment"** button. In the new form, the payment destination will be filled in automatically.
3. Enter the date of the document (by default, the system substitutes the current date).
4. The **Agreement number** is filled in automatically by the system and corresponds to the number of the credit agreement from which the transition to this form took place.
5. Enter the repayment amount in the **Amount** field.
6. In the **IBAN (Account)** field, select the account from which the funds will be transferred.
7. To save the request without a signature, click on the **"Save without signature"** button.
8. To send the request to the bank, sign the document (see ["Signing documents"](#)).

To return to the previous page without changes, click on the **"Back"** button.

Create a loan operation

Basic data

Document date: 18.04.2024

Amount: 250.00 Currency: UAH

Agreement number: 123456

IBAN (Account): UA 78 300006 00000260508000000006 | 300006 | 2 000.03 UAH | CAM БАНК

Payment purpose: Loan repayment according to the agreement № 123456

Characters left: 110

Signatures

User 1: User 2:

Buttons: Back, Save without signature, Sign, Upward arrow

You can view the list of documents for repayment of the loan on the "Operations with the loan" page (see ["Loan operations"](#)).

3.8. Deposits

To view a list of your deposits, select the **Accounts/Deposits/Deposit agreements** menu.

If you want all contracts to be displayed in the list, enable the "Show closed deposits" switch. If you want only active contracts to be displayed in the table, turn off the switch.

For a more accurate document search, you can set additional filters or sort the data (see "[Filtering, sorting and setting data on list forms](#)").

List of deposit agreements									
☐ Show closed deposits									
Number	Bank	Currency	IBAN (Account)	Valid from	Valid till	Current balance	Interest rate	Status	
								All data v	
903	300006	USD	UA 78 300006 0000026100000001379	17.02.2010	17.02.2011	1 110.00	0.16	Active	
1505	300006	USD	UA 32 300006 0000026103030000422	30.06.2010	30.06.2011	6 035.28	0.08	Active	
Kivi_Deposit	300006	UAH		18.02.2010	31.12.2012	0.00	0.22	Active	
1591	300006	UAH	UA 69 300006 0000026104040000422	10.08.2010	11.08.2010	1 000.00	0.12	Active	
2782	300006	UAH	UA 93 300006 0000026108030001288	28.09.2010	28.12.2010	169.00	0.20	Active	

On the deposit list form, you can copy the account number to the clipboard. To do this, point to the desired account number, click on the button , which will be displayed

Each line of the list is a link to go to the information view form for the selected deposit.


Main Documents Accounts Additional data




EN   


View a deposit

Main data

Enterprise

Kivi

Agreement number

903

Valid from

17.02.2010

to

17.02.2011

☐ Agreement is closed

Deposit name

nn

Currency

USD

Accounts and amount

Interest rate

16.00%

Date of the next interest payment

17.10.2010

IBAN (Interest account)

UA 55 300006 0000026180008001379

Amount of next interest payment

14.60

Principal amount

IBAN (Deposit account)

UA 78 300006 0000026100000001379

Current balance amount

1 110.00

 Back

 Deposit operations

 Interest accrual schedule

 Deposit documents archive

You can view the following information on the deposit review form:

- The "Main data" section: information about the enterprise whose deposit agreement record is viewed by the user; name of the deposit; agreement number; the currency of the agreement, the start and end date of the deposit; the mark, whether the agreement is closed.
- The "Accounts and amount" section: interest rate amount, interest account number, date of the next interest payment, amount of the next payment.
- The "Principal amount" section: current balance, deposit account number.

The following options are available on the detailed view form:

- Top up or partially withdraw funds - the **"Deposit operations"** button (see ["Creating a new operation on a deposit"](#)).
- Interest accrual schedule (see ["Interest accrual schedule"](#)).
- Archive of deposit documents (see ["Archive of deposit documents"](#)).

To return to the list of deposits, click on the **"Back"** button.

3.8.1. Operations with deposits

To view deposit transactions, go to **Accounts/Deposits/Deposit operations**.

In the **From...to** field, enter the start and end dates manually or using the built-in calendar -



. After selecting the period, the relevant documents will be displayed in the list.

For a more accurate document search, you can set additional filters or sort the data (see ["Filtering, sorting and setting data on list forms"](#)).

Deposit operations

From28.09.2010to31.12.2019

Agreement number	Document number	Date	Bank	IBAN (Account)	Operation	Amount	Currency	Status
					Not selected			All data
Kivi_2	9067	10.05.2016	300006		Deposit replenishment	0.10	UAH	Executed
Kivi_2	9026	06.05.2016	300006		Deposit replenishment	0.10	UAH	Not all signatures
Kivi_2	8888	20.04.2016	300006		Deposit replenishment	1.00	UAH	Executed
Kivi_2	2001	11.04.2014	300006		Deposit replenishment	1.00	UAH	Executed
Kivi_2	1999	11.04.2014	300006		Deposit replenishment	3.00	UAH	Rejected
Kivi_2	2000	11.04.2014	300006		Deposit replenishment	4.00	UAH	Rejected

On the document list form, you can copy the account number to the clipboard. To do this, point to the desired account number, click on the button , which will be displayed

Each row of the list is a link that you can use to go to the form of detailed viewing or editing of the document depending on its state.

View a deposit operation

Basic data

Document number: 9026 Document date: 05.05.2016

Amount: 0.10 Currency: UAH

Status: Not all signatures

Agreement number: Kivi_2

Operation type: Partial withdrawal

My account: ☐

Recipient

IBAN (Account):

Name: Киви USREOU / code: 23454123

Recipient country: Україна Bank: Банк 300006

Payment purpose: Часткове зняття коштів згідно з угодою № Kivi_2

Characters left: 113

Signatures

User 1: User 2:

Buttons: Back, Delete, Save, Sign, Up arrow

On the detailed view form, depending on the state of the document, the following options may be available to you:

- document editing (available for documents with the state "Not all signatures", "Requires OTP confirmation" and "Rejected");
- signing - the **"Sign"** button (see "Signing documents");
- saving a document without a signature - the **"Save"** button;
- delete the document - the **"Delete"** button.

For documents in the "Rejected" state, the reason for rejection is displayed at the top of the form.

To cancel changes and return to the form with a list of documents for loan repayment, click on the **"Back"** button.

3.8.2. Creating a new operation on a deposit

If the terms of the deposit agreement allow replenishment or partial withdrawal, the user has the opportunity to perform such an operation in the iFOBS system.

In order to create a new transaction with a deposit – replenishment or partial withdrawal, perform the following actions:

1. On the form for viewing detailed information on the deposit, click on the **"Deposit operations"** button.

Create a new deposit operation

Basic data

Document date: 18.04.2024

Amount: 0.00 Currency: UAH

Agreement number: 2764

Operation type: Deposit replenishment

My account: ☒

IBAN (Account): Not selected

Payment purpose: Поповнення депозиту згідно з угодою № 2764

Characters left: 118

Signatures

User 1: _____ User 2: _____

Buttons: Back, Clear, Save, Sign, Up

2. In the new form, enter the transaction amount in the **Amount** field.
 3. Enter the date of the document (by default, the system substitutes the current date).
 4. The **Currency** field contains the symbol code of the transaction.
 5. The agreement number is filled in automatically by the system and corresponds to the number of the deposit agreement from which the transition to this form took place.
 6. In the **Operation type** field, select the required operation from the list: deposit replenishment or partial withdrawal.
 7. The "My Account" label is available for withdrawal operations. If there is a check mark, the user can choose one of his own accounts from the drop-down list in the IBAN (Account) field; if there is no mark, the user fills in the details of the recipient in the "Recipient" section.
 8. The payment destination will be displayed automatically without the possibility of editing.
 9. To save the document without a signature, click on the **"Save"** button.
 10. To delete data from filled fields, click on the **"Clear"** button.
 11. To send the document to the bank, sign the document - the **"Sign"** button (see "[Signing documents](#)").
- To return to the previous page without changes, click on the **"Back"** button.

Create a new deposit operation

Basic data

Document date

Amount Currency

Agreement number

Operation type

My account ☒

IBAN (Account)

Payment purpose

Characters left: 115

Signatures

User 1

User 2

Back Clear Save Sign

3.8.3. Interest accrual schedule

In order to review the schedule of accrual of interest on the deposit.

1. Click on the **"Interest accrual schedule"** button on the form for viewing the deposit agreement (see ["Deposits"](#)).
2. Specify the period for which you want to receive data: for the entire period or for the period

From.. to.. (to enter the start and end dates, use the built-in calendar – the button).

3. Click on the **"Perform the request"** button.

In the received statement, you will be able to view a list of payments indicating the date, account number, amount and currency of the payment, payment period, description of the transaction.

If necessary, you can print the interest calculation schedule – the **"Print"** button.

To return to the form for viewing the deposit agreement, click on the **"Back"** button.

The schedule of deposit interest accrual

Deposit ☒ For the whole term ☐ From to

No.	Payment date	IBAN (Debit account)	Payment amount	Payment currency	Payment term	Operation description
1	01.07.2010	UA 09 300006 0000026183038000422	3.97	USD	30.06.2010 / 02.07.2010	Возврат процентов
2	03.08.2010	UA 09 300006 0000026183038000422	41.01	USD	03.07.2010 / 02.08.2010	Возврат процентов
3	02.09.2010	UA 09 300006 0000026183038000422	41.01	USD	03.08.2010 / 02.09.2010	Возврат процентов
4	03.10.2010	UA 09 300006 0000026183038000422	39.68	USD	03.09.2010 / 02.10.2010	Возврат процентов

Back Print

3.8.4. Archive of deposit documents

In order to view the archive of documents for the deposit:

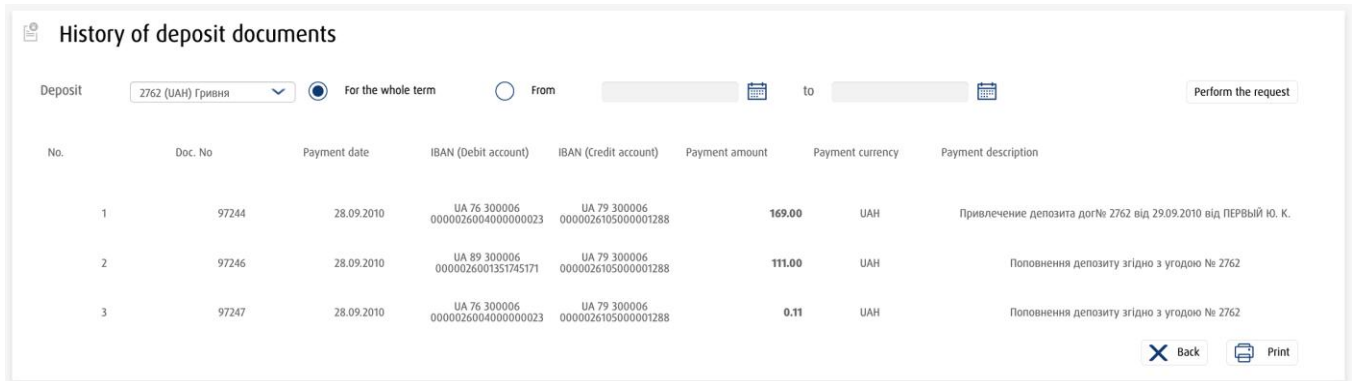
1. Click on the **"Deposit documents archive"** button on the form for viewing the deposit agreement (see ["Deposits"](#)).

- Specify the period for which you want to receive data: for the entire period or for the period from.. to.. (to enter the start and end dates, use the built-in calendar – the button ).
- Click on the **"Perform the request"** button.

The statement will display: document number, date of payment, number of debit and credit accounts, amount and currency of payment, description of payment.

If necessary, you can print the document - the **"Print"** button.

To return to the form for reviewing the deposit agreement, click on the **"Back"** button.

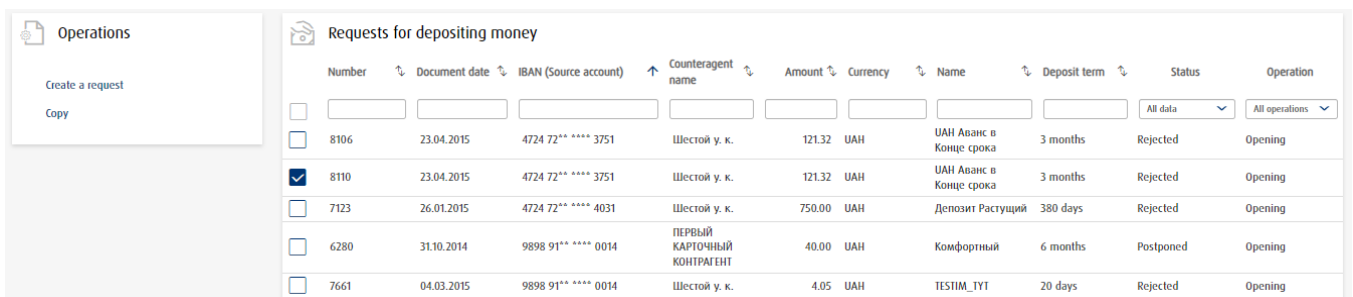


No.	Doc. No.	Payment date	IBAN (Debit account)	IBAN (Credit account)	Payment amount	Payment currency	Payment description
1	97244	28.09.2010	UA 76 300006 00000260040000000023	UA 79 300006 00000261050000001288	169.00	UAH	Привлечение депозита до № 2762 від 29.09.2010 від ПЕРВЫЙ Ю. К.
2	97246	28.09.2010	UA 89 300006 0000026001351745171	UA 79 300006 00000261050000001288	111.00	UAH	Поповнення депозиту згідно з угодою № 2762
3	97247	28.09.2010	UA 76 300006 00000260040000000023	UA 79 300006 00000261050000001288	0.11	UAH	Поповнення депозиту згідно з угодою № 2762

3.8.5. Deposit opening requests

To view your deposit opening requests, go to the **Accounts/Deposits/Request for depositing money** menu item.

For a more accurate request search, you can set additional filters or sort the data (see ["Filtering, sorting and setting data on list forms"](#)).



Number	Document date	IBAN (Source account)	Counteragent name	Amount	Currency	Name	Deposit term	Status	Operation
☐ 8106	23.04.2015	4724 72** **** 3751	Шестой у. к.	121.32	UAH	УАН Аванс в Конце срока	3 months	Rejected	Opening
☒ 8110	23.04.2015	4724 72** **** 3751	Шестой у. к.	121.32	UAH	УАН Аванс в Конце срока	3 months	Rejected	Opening
☐ 7123	26.01.2015	4724 72** **** 4031	Шестой у. к.	750.00	UAH	Депозит Растущий	380 days	Rejected	Opening
☐ 6280	31.10.2014	9898 91** **** 0014	ПЕРВЫЙ КАРТОЧНЫЙ КОНТРАГЕНТ	40.00	UAH	Комфортный	6 months	Postponed	Opening
☐ 7661	04.03.2015	9898 91** **** 0014	Шестой у. к.	4.05	UAH	TESTIM_TYI	20 days	Rejected	Opening

On the form with a list of documents, you can copy the withdrawal account number to the clipboard. To do this, point to the desired account number, click on the button , which will be displayed.

Each line of the list is a link by which you can go to the form for a detailed view of the request. On the form with detailed information about the request, depending on its state, you can perform the following operations:

- creating a new document - the **"Create new payment"** button (see description below);
- signing - the **"Sign"** button (see "Signing documents");
- saving a document without a signature - the **"Save without signature"** button;
- creating a copy of the request – the **"Copy the document"** button;
- print the document – the **"Print"** button;
- delete a request in the state "Not all signatures", "Entered" – the **"Delete"** button;
- return to the list of requests – the **"Back"** button.

 **View a deposit**

Main data

Enterprise	A3C_3 "НЕФТЕПРОДУКТ"_2	Deposit name	nn
Agreement number	1505	Currency	USD
Valid from	30.06.2010 to 30.06.2011	☐ Agreement is closed	

Accounts and amount

Interest rate	8.00%	IBAN (Interest account)	UA 09 300006 0000026183038000422
Date of the next interest payment	03.10.2010	Amount of next interest payment	39.68

Principal amount

IBAN (Deposit account)	UA 32 300006 0000026103030000422	Current balance amount	6 035.28
------------------------	----------------------------------	------------------------	----------

[Back](#)
[Deposit operations](#)
[Interest accrual schedule](#)
[Deposit documents archive](#)

To create a new request, on the form with a list of requests, click on the button **"Create a request"** or on the form with detailed information, click **"Create new payment"**.

3.8.6. Creation of a new request for opening a deposit

To create a new request for opening a deposit, on the form with a list of requests, click on the **"Create a request"** button, or on the form with detailed information about the request, click on the **"Create new payment"** button.

 **Request for depositing money**

Deposit

IBAN (Source account) * ☐ From account in another bank

Deposit name *

Deposit term * Number of days

Deposit description

In a new form:

- Select your account from the list to attract funds for deposit.
- If the checkbox **"From an account in another bank"** is displayed, it is possible to attract funds from an account in another bank. Set the checkbox, in the displayed fields enter the account number in IBAN format, ID code/USREOU and name of the account owner, select from the counteragent list, select the currency of the account. In addition, a reference book

of banks is available (the button ).

- Select the name of the deposit from the list of available.
- Select the term of the deposit from the list of available ones.
- Depending on the type of deposit, the number of days of the deposit may be editable.
- The deposit start and end dates will be displayed automatically, but you can change the start date.
- Select the deposit account to which the funds will be deposited from the list of your available accounts.

- Choose from the list the number of the general agreement within which the deposit is placed. If there is no general agreement, select the "Open a new deposit account" checkbox.
- The terms of the selected deposit will be displayed. Depending on the type of deposit, the "Auto-extension" option may be available for editing.

Conditions of the deposit

Interest payment period	Monthly	Replenishment possibility	Yes
Interest payment type	Обычная	Partial withdrawal	Yes
Deposit minimum amount	10.00	Automatic prolongation	No
Maximal amount of deposit	2500.00	Maximum number of prolongations	0

- Select an account from the list to pay interest. If the checkbox **"To account in another bank"** is available, you can set it and enter the details of the account in another bank.
- Select the account for the refund from the list. If the checkbox **"To account in another bank"** is available, you can set it and enter the details of the account in another bank.

Accounts and amount

IBAN (Account for interest payment) *

UA 39 300006 0000026000700014517 | 300006 | 15.00 UAH | CAM BAHK

☐ To account in another bank

IBAN (Account for funds repayment) *

UA 39 300006 0000026000700014517 | 300006 | 15.00 UAH | CAM BAHK

☐ To account in another bank

Deposit amount *

200.00

Annual interest rate

20

☒ I have read and agree with the terms of the deposit. I confirm that I have read the content of the Information on the deposit guarantee system (used for private persons - entrepreneurs)

Signatures

User 1

User 2

Back

Send without signature

Sign

- Enter the **deposit amount**, taking into account the displayed minimum and maximum deposit amounts. In addition, the annual deposit rate will be displayed.
- Set the "I have read and agree with the terms of the deposit..." checkbox.
- To save the document without a signature, click on the **"Send without signature"** button.
- To send the document to the bank, sign the document - the **"Sign"** button (see ["Signing documents"](#)).

To return to the previous page without changes, click on the **"Back"** button.

3.9. Salary

The **Additional data/Salary** menu item allows you to go to the following menu items:

- Salary projects.
- Employee .
- [Salary information](#).

Pay attention:the following abbreviations are used in the text of the instructions:

- **PRL** – payroll.
- **SCP** – salary card project.

3.9.1. Salary projects

To work with salary projects, select the **Additional data/Salary/Salary projects** menu item.

The form will display a list of iFOBS user enterprises and their salary projects, according to which they are serviced by the bank.

The screenshot shows the 'Salary projects' interface. At the top, there's a navigation bar with 'KredoBank', 'Main', 'Documents', 'Accounts', and 'Additional data'. Below this, the 'Salary projects' section is active. It displays a list of enterprises. The first enterprise is '000 Украинская нефтяная компания' with contract number 65213652. The second is 'Контрагент Ю. Л.' with contract number 11345676. Below the list, there are filters for 'Salary project contract No', 'Salary project date', 'Name of salary project', and 'Salary project state'. A toggle switch for 'Show closed salary projects' is set to 'Off'. The bottom of the list shows a sample entry with contract number 223423, date 'Львов 242508', and state 'Opened'.

To expand/collapse the section with the list of accounts, use the buttons / .

To display the closed salary projects, use the "**Show closed salary projects**" switch (disabled by default). The included value is valid within the user session.

Each line of the SCP list is a link to the list of SCP employees.

Salary project employees

Enterprise data

The 'Enterprise data' section contains the following fields: 'USREOU' with value 65213652, 'Enterprise' with value 000 Украинская нефтяная компания, 'Agreement number' (empty), and 'Agreement date' (empty).

Salary project additional parameters

The 'Salary project additional parameters' section shows a table with columns 'Parameter' and 'Value'. Below the table, it says 'Your search found no results'.

Enterprise employees

Employee	Code (RNTRC)	IBAN (Account number)	Account state	Date of hire	Date of leaving	Dismissed
Иванова Мария Ивановна	2841302980		Account opened	06.06.2016		
ПРР ИЕЕ Епп	4357778543	UA 63 300006 26207000000000000016	Account opened	26.04.2020	04.10.2021	
Тартянских Ирина .	3085110501	UA 85 300006 00000026201300000195	Account opened	06.06.2016		
Тартянских Ирина .	3085110501	UA 96 300006 0000000026208001195	Account opened	06.06.2016		
Фамилия Имя Отчество	3055103355	UA 68 300012 0000002600030117834	Account opened	31.12.1999		
ФамилияНовый паспорт Имя новый паспорт Отчество Новый паспорт	5443778433	UA 75 300006 26203000000000000012	Account opened	20.04.2020		
ФамилияНовый паспорт Имя новый паспорт Отчество Новый паспорт	5453334277	UA 66 300006 26206000000000000015	Account opened	20.04.2020	04.10.2021	

Back

The "Salary project employees" form displays detailed data for the selected SCP.

In the "Enterprise data" section, the USREOU and the name of the enterprise, as well as the number of the contract of the SCP and the date of the contract are displayed.

In the "Salary project additional parameters" section, a list of additional parameters of binding of SCP to the enterprise and their set/allowable values is displayed. Use the buttons / to expand/collapse the section.

The "Enterprise employees" section displays information about employees.

You can set additional filters or sort the data in the list (see "[Filtering, sorting and setting data on list forms](#)").

To return to the "Salary projects" form, click on the "**Back**" button.

3.9.2. Employee application

To view information about employees of salary projects, go to the menu item **Additional data/Salary/Employee application**:

Operations
[Create an application](#)
[Import applications](#)
[Export applications](#)

Employees

Surname	Name	Patronymic	Tax ID (RNTIC)	Passport	Birth date	Status
i						All data
ii	iii	wq	1234567779	123436775	25.05.1992	Pending
ИУЯИШ	ЮЛІЯ	СЕРГІЙВНА	2789608864	KA597265	04.06.1992	Pending
ГРИНЕВИЧ	ОЛЕНА	ВАДИМОВНА	3085110505	012EE111111	15.08.1970	Pending
ГРИНЕВИЧ	ОЛЕНА	ВАДИМОВНА	3085110505	EE111111	15.08.1970	Pending
Прізвище	Ім'я	уфге	1231231231	KY323211	09.02.1968	Pending
Прізвище	Ім'я	По батькові	2134234242	ав423423	01.01.1990	Pending

In the fields above each column, you can set additional filters or sort the data (see "[Filtering, sorting and setting data on list forms](#)").

The following operations are available on this page:

- Creating a new application – the "**Create an application**" button (see description below).
- Import employee application from the XML, DBF, XLS file formats – the "**Import applications**" button. At the same time, a new form will open, where you need to select the enterprise, salary project, contract template, file type from the drop-down lists and specify the path to the file. Then click on the "**Import**" button.

Import

Enterprise

Контрагент Юр Лицо | 11345676 | 300006

Salary project

1001060 | Львов 242508

Card type

Visa Electron

Agreement template123

12

Тип карточного продукта

100 - APEX cards

File type

XML

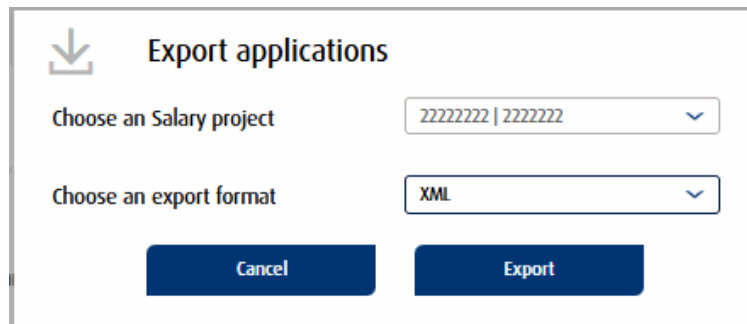
Path to the file

Not selected

Cancel

Import

- Export employee applications to XML, XLS format files – the "**Export applications**" button. This will open a new form where you need to select a salary project and file type from the drop-down lists. Then click the "**Export**" button.



Export applications

Choose an Salary project: 22222222 | 22222222

Choose an export format: XML

Buttons: Cancel, Export

Each line of the list on the "Employees" form is a link to the application form. For a detailed description of the form fields, see lower.

3.9.2.1. Creating a new employee application

To create a new application on the "Employees" form, click on the "Create an application" button and fill in the fields below.

1. In the "Employee information" section, enter the following data:

- Surname of the employee (Latin, Cyrillic – maximum 38 characters).
- Name (Latin, Cyrillic – maximum 38 characters).
- Patronymic (Latin, Cyrillic – maximum 38 characters). Optional field.
- Transliteration of the client's name (Latin – maximum 26 characters). If you want to generate

a name automatically, click on the button .

- Gender of the employee.
- Tax ID (RNTRC) of the employee (for non-residents, as well as for residents who refused to assign an identification code, it is filled with the value "000000000").

Employee application

Employee information

Surname *	Aliksieieva	Name *	Hanna
Patronymic			
Client name transliteration *	ALIEKSIEIEVA HANNA		
Sex *	☐ male ☒ female		Tax ID (RNTRC) *
			1321312331

- On the "Passport data" tab, enter the following data: date and place of birth of the employee, citizenship (name of the country of which the employee is a citizen), passport number of the employee, date and place of passport issuance, residency - a sign (checkbox) of whether the employee is a resident (if a value different from "Ukraine" is specified in the **Country of residence** field, the checkbox is automatically disabled).

Passport data	Address	Contacts	Enterprises	Additional data
Birth date *	03.04.2024		Place of birth *	Ukraine
Citizenship *	Україна		Passport *	PP122112
Date of issue *	04.04.2024		Place of issue *	Kharkiv
Country of residence *	Австрія		Residency *	☐
Bank branch	5 300006 TOGO №50		State	
Formation source				

2. Fill in the fields of the "Address" tab.

Passport data	Address	Contacts	Enterprises	Additional data
Country *	Австрія		Postal code	1200
Oblast	TEST		District	BRIGITT
Place	WIEN		Street	Handel
House number	11		Apartment	12
Address	Handelskai 100			
Bank branch	5 300006 TOBO №50		State	
Formation source				

3. Fill in the fields of the "Contacts" tab.

- **Pay attention:** filling in at least one phone number is mandatory.

Passport data	Address	Contacts	Enterprises	Additional data
Home phone *	380671112233		Business phone	380671112233
Mobile phone	380671112233		Email of employee	
Bank branch	5 300006 TOBO №50		State	
Formation source				

4. The data on the "Enterprises" tab is a list of enterprises and SCP to which the employee is attached. Click on the "**Create connection to the enterprise**" button to add a new link of the employee to the enterprise and to the SCP (see below).

Passport data	Address	Contacts	Enterprises	Additional data
Enterprise	Salary project	Branch	Pers. No	Details
				Date of hire
				Date of leaving
Bank branch	5 300006 TOBO №50		State	
Formation source				

- Each line is a link to view the record on the "Enterprise-Employee Relationship" form with the possibility of editing.

To save the changes, click on the "**Save**" button.

To delete a connection, click on the "**Delete**" button.

To close the "Enterprise-Employee contact" form and return to viewing the application, click on the "**Back**" button.

In the lower part of the form, the state of the application and the source of its formation are displayed in the corresponding fields.

The application, in which the mandatory fields are filled in, linked to the company's SCP and which has successfully passed all checks, is stored in the iFOBS database and transferred to the bank CBS.

Attachment of the employee to the enterprise

In order to link an employee to an enterprise:

1. On the "Enterprises" tab, click on the "**Create connection to the enterprise**" button.
2. The **Employee** field displays the employee's last name. The field is not editable.
3. In the **Enterprise** field from the drop-down list of client enterprises that work on salary projects, select the required one. If there is only one company in the list, it is filled in automatically.
4. The **Bank code** is filled in automatically after selecting the enterprise.
5. If necessary, enter the employee's **personnel number**.

6. Fill in the date of the employee's date of hire to the company under the SCP manually or using the built-in calendar – the button .
7. If necessary, fill in the date of leaving the company.
8. In the **Salary project** field, select the required one from the drop-down list of the enterprise payroll. The field is available after selecting the enterprise. If there is only one SCP in the list, the field is filled in automatically.
9. If the account is opened in another bank, set the corresponding checkbox, enter the account in IBAN format in the displayed field.

Account in another bank ☒

IBAN (Account)

Bank

10. In the **Details** field, you can specify additional data (for example, the position of the employee). Maximum 100 characters.

To save the connection, click on the **"Save"** button.

To delete a connection, click on the **"Delete"** button.

To close the form without changes and return to viewing the application, click on the **"Back"** button.


Connection 'Enterprise-employee'
✕

Employee			
Enterprise	000 "Українська нафтяна компанія" 	Bank code	300006
Personnel number	313123	Date of hire	02.02.2022 
Salary project	2222222 	Date of leaving	17.04.2024 
Account in another bank	☐		
Card type	Visa Gold  		
Agreement template ¹²³	Not selected  Not selected 		
Details	test details		

Delete
Save
Cancel

3.9.3. Salary information

The system allows you to view, sign, create and import payrolls. To view the list of salary information, go to the menu section **Additional data/Salary/Payrolls** – a list of all created payrolls will appear on the form:

Operations

Create a payroll

Copy

Sign

Print

Import payroll

Delete

Payrolls

From to

	Number	Date	IBAN (Account)	Enterprise	Accrual type	Amount	Approved accruals	Status
☐					All data			All data
☒	2367554061	20.02.2024	UA 89 300006 0000000022061300112	ООО "Украинская нефтяная компания"	Пособие в связи с рождением ребенка	20.00	0.00	Not all signatures
☒	2367554062	20.02.2024	UA 89 300006 0000000022061300112	ООО "Украинская нефтяная компания"	Пособие в связи с рождением ребенка	20.00	0.00	Not all signatures
☐	2367554059	20.02.2024	UA 89 300006 0000000022061300112	ООО "Украинская нефтяная компания"	Пособие в связи с рождением ребенка	20.00	0.00	Not all signatures
☐	2367554060	20.02.2024	UA 89 300006 0000000022061300112	ООО "Украинская нефтяная компания"	Пособие в связи с рождением ребенка	20.00	0.00	Not all signatures

On the form with a list of payrolls, you can:

1. Sort and filter documents in the list (see "[Filtering, sorting and setting data on list forms](#)").
2. In the upper part of the form using the built-in calendar (the button ) set the period for which the information will be displayed.
3. Sign the required payroll(s). To do this, check the lines with the required payrolls and click on the "**Sign**" button (see "[Signing documents](#)").
4. Create a copy of the payment – the "**Copy**" button for the marked payment.
5. Import payrolls in XML, DBF, XLS format – the "**Import payroll**" button.



Import

File type

Path to the file 

Path to the file for accruals 

DOS encoding ☒

Cancel
Import

At the same time, a new window will open, where you should select the file type from the drop-down list, specify the path to the file with the report and click on the "**Import**" button.

Pay attention: for XML and XLS formats, the user should specify the path to the report file. For the DBF format, the user should specify the path to the payroll file and the path to the accruals file separately and, if necessary, specify the DOS encoding.

6. Print the selected document(s) – the "**Print**" button.
7. Delete the selected document (documents) – the "**Delete**" button.
8. Create a new payroll (see below).
9. Go to the form with detailed information on the selected document, where depending on the state of the document, you can:
 - save the document after making changes - the "**Save without signature**" button,
 - copy data to a new form – the "**Copy**" button,

- print – the **"Print"** button,
- sign – the **"Sign"** button (see "Signing documents"),
- exit without saving changes - the **"Back"** button,
- delete the report - the **"Delete"** button.
- copy the account number to the clipboard - for this, point to the desired account number, click on the button , which will be displayed.

3.9.3.1. Creation of a new payroll

To create a new salary statement, follow these steps:

1. Click on the **"Create a payroll"** button at the top of the form. Or, to create a payroll with filled-in details, click on the **"Copy"** button on the salary statement view form.

Pay attention: when copying information in a new PRL, the number and date are automatically updated, the value date is cleared; deferred charges (except rejected and deleted); in such information, the company and SCP cannot be changed, and it cannot be saved without charges.

2. In the "Payroll parameters" section:

- The **Date** field is filled in automatically with the date of the bank's current business day. The field is editable. To make changes, enter the date manually or select using the built-in calendar  (the button ). The date of the document cannot be less than the date of the bank's current business day.

 Payroll

Payroll parameters

Date *	28.09.2010		Payroll Number *	21
Value date				

- The **Payroll number** field is filled in automatically after selecting the company and account. The field is editable.
 - In the **Value date** field, you can specify the date manually or select using the built-in calendar  (the button ). The value date cannot be less than the information date.
 - **Pay attention:** when copying a document with a filled-in **Value date** field in a new salary statement, it is cleared.
3. In the "Enterprises" section:
 - In the **Accrual type** field, select a value from the drop-down list.

Enterprise

Accrual type *	Зароботная плата и аванс		
Enterprise *	000 Украинская нефтяная компания	Bank code	300006
Salary project *	22222222 22222222		
Salary project date		Salary project contract No	
Payer account (IBAN) *	UA 15 300006 0000000022024300212 300006 0.00 UAH 000 Украинская нефтяная компания		
Another bank account	☐		
Transit account (IBAN) *	UA 15 300006 0000000022024300212 300006 0.00 UAH 000 Украинская нефтяная компания		

- In the **Enterprise** field, select a value from the drop-down list of user enterprises served by salary projects. If the user has only one company, it will be automatically added to the field.
 - The **Bank code** field is filled in automatically with the code of the bank branch in which the enterprise is registered.
 - In the **Salary project** field, select the salary project of the selected enterprise from the list. The list of projects becomes available after selecting a company. If the selected enterprise has only one SCP, it is automatically inserted into the field.
 - The fields **Salary project date**, **Salary project contract No** are filled in automatically without the possibility of editing.
 - In the **Payer account (IBAN)** field, select the required account from the drop-down list, the transit account will be displayed automatically without the possibility of editing.
 - Check the "**Account of another bank**" box if the transfer of funds will be made from an account in another bank. By default, the checkbox is disabled. The checkbox becomes available after selecting a salary project. If the checkbox is enabled, the **Payer account** field is cleared.
4. In the "Comment" section, you can add a comment to the salary statement (maximum 180 characters).
5. On the "Accruals" tab, you can create a list of accruals for the salary project. You can add, delete and edit accruals. Each line of the list is a link to detailed information on the selected accrual. The **Completed accruals** line under the list of charges displays the amount of successfully completed charges in the bank's system.

To add a new charge to the list:

- Click on the "**Create new**" button.
- In the **Employee** field, select the first name of the employee from the list.
- The **Tax ID (RNTRC)** and **IBAN (Accounts of employee)** fields will be filled in automatically after selecting an employee.
- In the **Amount** field, enter the required accrual amount for the selected employee.
- To save the calculation, click on the "**Save**" button. After that, the calculation for the employee will be added to the general list.



Accrual for payroll



Employee *	Иванова Мария Ивановна
Tax ID (RNTRC) *	2841302980
IBAN (Accounts of employee) *	26259000000146 300006 (22222222) 2222222
Amount *	230.00

Cancel

Save

Create new

6. If the "Tax payment documents" tab is displayed, you can add, delete, and edit tax payment document links for the payroll statement. The display of the section depends on the bank's settings.

Each line of the list of linked documents is a link that opens a form with detailed information about the link.

Accruals					Tax payment documents	
Add a document						
Document number	Document date	Amount	IBAN (Account)	Payment purpose	Note	
7276	23.09.2010	5.78	UA 87 300006 00000260018000000055	777777777		
30532	23.09.2010	5 000.00	261031500000012	Привлечение депозита дог№ 888888 від 03.11.2008 від Українська нафтяна компанія		
73847	28.09.2010	0.06	UA 56 300006 0000000022083300112	Нарахування % за період 30.07.2010-14.08.2010 за кред. договором № йц від 20.05.2008		
Signatures						
User 1					User 2	
Back Save without signature Sign						

To link a new document:

- Click on the **"Add a document"** button.
- Select the Document type: payment order, iFOBS document or document scanned copy.

 Tax payment documents
 X

Document type

☒ Payment order
 ☐ iFOBS document
 ☐ Document scanned copy

Select document 

Document information

Document number: 7276
 Document date: 23.09.2010
 Amount: 5.78
 IBAN (Account): 26008000000104
 Payment purpose: 7777777777

Note

Cancel Save Link a new

- Click on the button  in the "Select document" section and in the new form, select the desired document from the list.
- The **Document number**, **Document date**, **Amount**, **IBAN (Account)**, **Payment purpose** fields are filled in automatically after selecting a document. Fields are not manually edited.
- In the **Note** field, you can add additional information about the document.
- To save the binding, click on the "**Save**" button. After that, the link will be added to the general list.

To remove the charge, click on the button  in the desired line of the list.

7. To save salary information without a signature, click on the "**Save without signature**" button.

8. To send information to the bank, sign it (see "[Signing documents](#)").

To return to the previous page without changes, click on the "**Back**" button.

Note. The following fields are available on the form for viewing already created payroll:

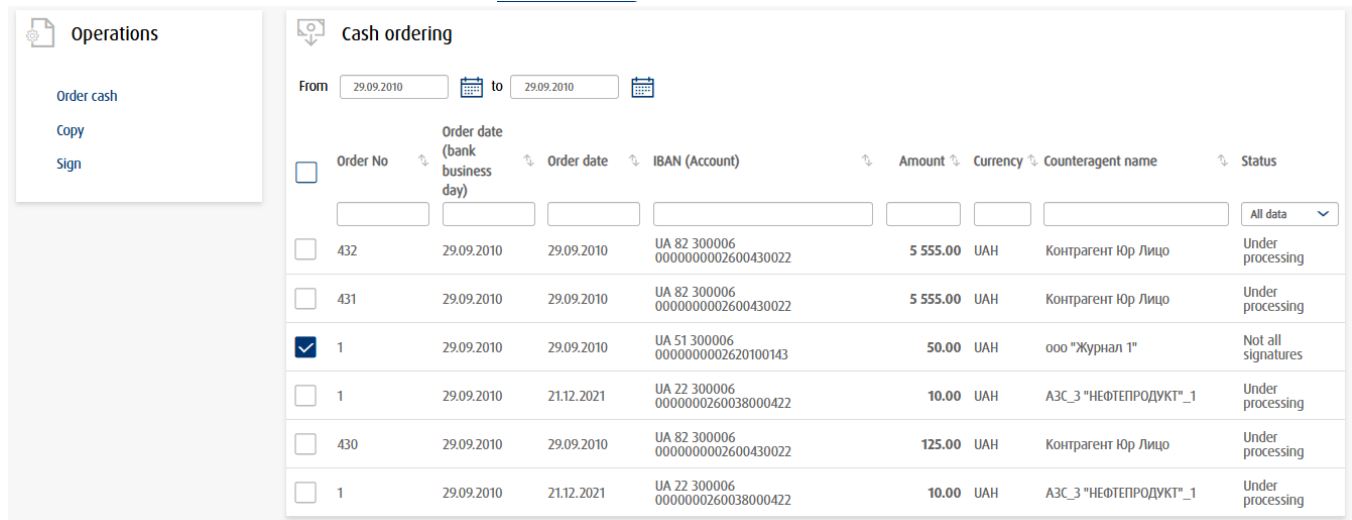
- In the **State** column on the already created payroll form, the accrual state is displayed.
- The amount of completed accruals:** displays the amount of accruals successfully completed in the bank's system for payroll information in the "Completed" and "Partially implemented" states.
- State:** accrual state. The state value is displayed after saving the payroll and is updated during its processing.
- Source of payroll formation:** the value is determined automatically (add, import, copy).
-

3.10.Cash order

To work with requests for cash orders, select the menu section **Additional data/Additional services/Cash orders**.

On the request list form, you can sort and filter the documents in the list (see "[Filtering, sorting and setting data on list forms](#)").

In the upper part of the form using the built-in calendar (the button ) set the period for which the information will be displayed.



	Order No	Order date (bank business day)	Order date	IBAN (Account)	Amount	Currency	Counteragent name	Status
☐	432	29.09.2010	29.09.2010	UA 82 300006 0000000002600430022	5 555.00	UAH	Контрагент Юр Лицо	Under processing
☐	431	29.09.2010	29.09.2010	UA 82 300006 0000000002600430022	5 555.00	UAH	Контрагент Юр Лицо	Under processing
☒	1	29.09.2010	29.09.2010	UA 51 300006 0000000002620100143	50.00	UAH	ооо "Журнал 1"	Not all signatures
☐	1	29.09.2010	21.12.2021	UA 22 300006 000000000260038000422	10.00	UAH	АЭС_3 "НЕФТЕПРОДУКТ"_1	Under processing
☐	430	29.09.2010	29.09.2010	UA 82 300006 0000000002600430022	125.00	UAH	Контрагент Юр Лицо	Under processing
☐	1	29.09.2010	21.12.2021	UA 22 300006 000000000260038000422	10.00	UAH	АЭС_3 "НЕФТЕПРОДУКТ"_1	Under processing

On the document list form, you can copy the account number to the clipboard. To do this, point to the desired account number, click on the button , which will be displayed.

To create a copy of the document, use the **"Copy"** button for the marked document.

Each line corresponding to the document is a link that you can use to view and edit the cash order request.

The "Review request for cash order" form, depending on the state of the document, allows:

1. Return to the list of requests (the **"Back"** button).
2. Create a new request (the **"Create new"** button).
3. Edit the request and save the changes (the **"Save without signature"** button).
4. Delete the request (the **"Delete"** button).
5. Create a copy of the request (the **"Copy"** button).
6. Print the document (the **"Print"** button).
7. Sign the document (the **"Sign"** button). In a new form select **"Sign"** or **"Sign on behalf of another user"** operation.

3.10.1. Creating a new request for a cash order

To create a cash order request, click on the **"Cash order"** button on the "Cash order" page or the **"Create new"** button on the "View cash order request" form.

In the new form, do the following:

1. In the "Counteragent" section, select the account for which the request for a cash order is created (the **IBAN (Account)** field). The **Currency**, the **Counteragent name**, and **Bank** fields will be filled in automatically.

2. In the "Document parameters" section, enter the amount of the order in the **Amount** field.

Specify the date of the order manually or using the built-in calendar – the button . The **Order No.**, **Order date** (bank business day), **Order calendar date** and **State** fields will be filled in automatically.

KredoBank Main Documents Accounts Additional data

Create a new request for cash ordering

Document parameters

Order No	1	Order date (bank business day)	29.09.2010	
Status	Not all signatures	Order calendar date	04.06.2024	
Amount*	10 000.00	Order date	10.06.2024	

Counteragent

IBAN (Account)*	UA 45 300006 00000260010000000004 300006 35	Counteragent name	ТОВ "Ласточка"
Currency	UAH	Bank	300006 Банк 300006

Note. The beginning and end dates of the order are set by the bank. The system performs a verification, if the conditions are not fulfilled, it issues a warning about the need to change the order receipt date.

3. In the "Branch for delivery" section, select a bank branch from the drop-down list, the branch address will be displayed automatically.

Branch for delivery

Branch for delivery* 1 1 | СпЕс-Банк

Address м.Київ, вул. Іванова,145 Головне відділення

4. If a hryvnia account is selected for the request, the "Authorised person" section can be displayed. The display of the section depends on the bank's settings.

Select a proxy from the list, other details about the proxy will be filled in automatically.

Authorised person

Full name* Руководитель

Code (RNTRC) Birth date

Document Паспорт громадянина України

Date and place of issue

Address

Citizenship

5. If a hryvnia account is selected for the request, the "Purpose of request" section will be displayed. The display of the section depends on the bank's settings. Select the cash reporting symbol or its name from the list.
6. In the "Note" section, enter the text of the note to the request. If a hryvnia account is selected in the **IBAN (Account)** field, the **Note** field is filled in automatically with the purpose of the order. You can enter your notes, for example, wishes according to the denomination of banknotes.

Purpose of request

Purpose of request * 43 Видача на виплати за відрадженнями

Note

Note * 43. Видача на виплати за відрадженнями

Characters left:122

7. To save the request without a signature, click on the **"Save without signature"** button.

8. To send the request to the bank, sign the document – the **"Sign"** button / **"Sign on behalf of another user"** operation (see ["Signing documents"](#)).

If the document was successfully sent to the bank, a corresponding message will appear on the screen.

To return to the previous page without changes, click on the **"Back"** button.

3.11.Reference books

The system provides users with special reference books that allow not to enter the same data many times. Data is stored in reference books and used when filling out fields in UAH and currency documents. This way of filling out documents not only facilitates and speeds up the user's work, but also avoids errors in the details of accounts, banks, and payment purposes.

To view and work with reference data, select the **Advanced data/Reference books** menu.

3.11.1. Correspondents of payments in national currency

To call the reference book, select the menu item **Additional/Reference books/Correspondent of payments in national currency**.

The reference book contains a list of accounts and tax IDs of correspondents of document in UAH, as well as data of correspondent banks.

KredoBank

Main

Documents

Accounts

Additional data

Operations

Create a new correspondent

Correspondents import

Correspondents of payments in national currency

Correspondent	Correspondent tax ID	Correspondent bank	IBAN (Correspondent Account No)
КАРТЫ_ЭКВИНОКС1	12345678	300006	UA 18 300006 0000026053800000014
КАРТЫ_ЭКВИНОКС2	3340651278	300006	UA 28 300006 0000026059800000018
КАРТЫ_ЭКВИНОКС223	12345678	300006	UA 46 300006 0000026058800000019
КАРТЫ_ЭКВИНОКС2	3340651278	300006	UA 19 300006 0000026058800000020
Проверочный транзитный	5236987412	300006	UA 05 300006 0000000292410011227
КАРТЫ_ЭКВИНОКС2	1234567890	300006	UA 12 300006 00000260040000000108
Диденко А.С	3340651278	300006	UA 77 300006 0000026004700020002
КАРТЫ_ЭКВИНОКС2	12345678	300006	UA 32 300006 0000026059000000012

On the form with the list of correspondents, you can copy the account number of the correspondent to the clipboard. To do this, point to the desired account number, click on the button .

In the reference book you can do the following:

1. View and change correspondent data. To do this, click on the line with the desired entry in the list, on the detailed form that opens, make the necessary changes and click on the **"Save"** button. In order to return to the form with the list of correspondents without changes, click on the **"Back"** button.
2. Delete reference book data. To do this, click on the line with the required entry in the list and on the detailed form that opens, click on the **"Delete"** button.
3. Add a new correspondent. To do this, click on the **"Create a new correspondent"** button in the "Operations" section and fill in the data on the new form:
 - Use the switch to set the type of correspondent (legal entity or private person/private entrepreneur). This will automatically fill in the **Identification type** field, but you can change it if necessary.
 - Enter the **name** of the correspondent, their **ID code/USREOU** and account number (IBAN) to the appropriate fields.
 - You can choose a correspondent bank using the reference book. At the same time, the name of the bank will be displayed.
 - Select a country from the drop-down list.
 - To save an entry in the reference book, click on the **"Save"** button.

4. Import correspondents to the reference book in .xml format. To do this, click on the **"Correspondents import"** button in the "Operations" section and in the new form, select the file type - .xml and specify the path to the file – the button . Click on the **"Import"** button.

3.11.2. Payment purposes in national currency

The reference book contains payment purposes offered by default for correspondents of hryvnia payment orders.

To call the reference book, select the **Additional data/Reference books/Payment purposes in national currency** menu item.

Correspondent	IBAN (Correspondent Account No)	Payment purpose
КАРТЫ_ЭКВИНОКС2	UA 32 300006 0000026059000000012	asdasd
КАРТЫ_ЭКВИНОКС2	UA 76 300006 0000026559800000002	asdasdadas
КАРТЫ_ЭКВИНОКС2	UA 55 300006 0000026555000000000	dfsdf
КАРТЫ_ЭКВИНОКС2	UA 91 300006 00000260050000000107	asdasd
КАРТЫ_ЭКВИНОКС2	UA 32 300006 0000026059000000012	adsasdasd
КАРТЫ_ЭКВИНОКС2	UA 12 300006 00000260040000000108	Повернення коштів з корп. карт. рах. 26555000000000

On the form with a list of payment assignments, you can copy the account number to the clipboard. To do this, point to the desired account number, click on the button , which will be displayed

In this reference book you can do the following:

1. View and change payment destination data. To do this, click on the line with the necessary entry in the list, on the detailed form that opens, make the changes and click on the **"Save"** button. In order to return to the form with the list without changes, click on the **"Back"** button.
2. Delete reference book data. To do this, click on the line with the required entry in the list and on the detailed form that opens, click on the **"Delete"** button.
3. Add a new entry. To do this, click on the **"Add a payment purpose"** button in the "Operations" section and fill in the data on the new form:
 - Select the **name of correspondent** from the reference book (the button ). At the same time, the **Correspondent tax ID** and **IBAN (Correspondent account No)** fields will be filled in automatically.
 - Enter the payment purpose in the appropriate field (maximum 160 characters).

To save an entry in the reference book, click on the **"Save"** button.

New details of payment in national currency

Name of correspondent  carduser

Correspondent tax ID 57623561

IBAN (Correspondent Account No) UA 89 300006 00000000026256001

Budget ☐

Payment purpose

Characters left: 420

 Cancel  Save

If you want to create a purpose for a budget payment, select the **"Budget"** checkbox. The "Direction of enrollment" section will open on the form. Fill in its fields (see ["Description of fields»"](#)) and save the changes.

New details of payment in national currency

Name of correspondent carduser

Correspondent tax ID 57623561 IBAN (Correspondent Account No) UA 89 300006 0000000026256001

Budget ☒

Direction of enrollment 1

Payment type code 051 Надходження до бюджету коштів від реалізації товарів, транспортних засобів, зазначених у пункті 3 статті 461 Митного кодексу України, конфіскованих за §

Additional record information additional

Account number Tax amount

Tax decision information

Type

Payment purpose Платіж до бюджету

OK Clear Cancel

Cancel Save

3.11.3. Authorized persons

In the system, you can view a list of authorized persons to whom you can contact to receive advice and promptly resolve issues related to banking services.

To call the reference book, select the **Additional data/Reference books/Authorized persons** menu item.

Operations Add Record	Authorized persons				
	Full name	Job title	Business phone	Mobile phone	E-mail
	Зинеддин Зидан	хзт	+7450505	+380632748300	test23@gmail.com
	вапр	дир	+805015015082		
	test	test	+123123123123	+123123123123	test@gmail.com

In this reference book you can:

1. View and change authorized person data. To do this, click on the line with the desired entry in the list, on the detailed form that opens, make the necessary changes and click on the **"Save"** button. In order to return to the form with the list without changes, click on the **"Back"** button.
2. Delete reference book data. To do this, click on the line with the required entry in the list and on the detailed form that opens, click on the **"Delete"** button.
3. Add a new entry. To do this, click on the **"Add record"** button in the "Operations" section and fill in the data on the new form:
 - Enter the person's name, job title, phone numbers, and email in the appropriate fields.

To save an entry in the reference book, click on the **"Save"** button.

New authorized person

Full name

Job title

Business phone
 Mobile phone

E-mail

Back
 Save

3.11.4. SWIFT correspondents

To call the reference book, select the **Additional data/Reference books/SWIFT Correspondents** menu item.

The reference book contains the details of correspondents of currency documents: account number, as well as the name and address of the recipient organization of the amount under the currency payment order, data on the recipient's bank and the correspondent bank.

Main Documents Accounts Additional data

Operations

Create a new correspondent

SWIFT correspondents

IBAN (Correspondent Account No)	Correspondent	Country	City	Address	BIC/SWIFT of beneficiary bank	BIC/SWIFT of intermediary bank
test3	test4	Індонезія	test5	test6	BKIDKEM1XXX	BKIDINBBSPT
12345	123333	Ісландія	2222	55555	BKNZNZ22800	BKIDKEM10NA
UA603809460000026205000677001	Autotests name		KIEV	CHERVONOARMYIS KA STREET 1001004 KIEV		
CZ4703000000000195620209	fewff4f24f	Італія	frhyfshjtaej	hthrtthrtthrtthrt		

On the form with the list of correspondents, you can copy the account number to the clipboard.

To do this, point to the desired account number, click on the button .

In this reference book you can do the following:

1. View and change correspondent data. To do this, click on the line with the necessary entry in the list, on the detailed form that opens, make the necessary changes and click on the **"Save"** button. In order to return to the form with the list of correspondents without changes, click on the **"Back"** button.
2. Delete reference book data. To do this, click on the line with the required entry in the list and on the detailed form that opens, click on the **"Delete"** button.
3. Add a new SWIFT correspondent. To do this, click on the **"Create a new correspondent"** button in the "Operations" section and fill in the form fields in the new form. The sections of the "New SWIFT Correspondent" form correspond to the sections of the SWIFT document (see "SWIFT currency payment orders").
4. To save an entry in the reference book, click on the **"Save"** button.

Description of the sections of the "New SWIFT Correspondent" form

Field	Description
59. Beneficiary	The section allows you to enter data about the recipient: account number, name and address of the recipient

Field	Description
57. Account with institution	The section allows you to enter the recipient's bank details. Depending on the A/D option selected, you can enter either the BIC code or the recipient's bank name and address. You can use the button  to call the reference book of foreign banks. Select the record you need, and the corresponding field will be filled with data from the reference book
56. Intermediary bank	The section allows you to enter data about the correspondent bank. Depending on the selected A/D option, you can enter either the BIC code or the name and address of the correspondent bank. You can use the button  to call the reference book of foreign banks. Select the record you need, and the corresponding field will be filled with data from the reference book

 A new correspondent for the SWIFT

59. Beneficiary

Account Name
Country City
Address

57. Account with Institution 

Option BIC/SWIFT
Bank account Bank name
Country City
Address

56. Intermediary Bank 

Option BIC/SWIFT
Bank name
Country City

 Back  Save

3.11.5. Purpose of payments (currency)

The reference book contains payment assignments offered by default for currency payment order correspondents.

To call the reference book, select the **Additional data/Reference books/Payment purposes (currency)** menu item.

Operations

Add a payment purpose

Payment purposes for operations in foreign currency

IBAN (Account)	Payment purpose
12345	test payment purpose
CZ4703000000000195620209	wqwqwqwqw

On the form with a list of payment purposes, you can copy the account number to the clipboard.

To do this, point to the desired account number, click on the button .

In this reference book you can:

1. View and change payment destination data. To do this, click on the line with the desired entry in the list, on the detailed form that opens, make the necessary changes and click on the **"Save"** button. In order to return to the form with the list without changes, click on the **"Back"** button.
2. Delete reference book data. To do this, click on the line with the required entry in the list and on the detailed form that opens, click on the **"Delete"** button.
3. Add a new entry. To do this, click on the **"Add a payment purpose"** button in the "Operations" section and fill in the data on the new form:

- Select a correspondent from the drop-down list – the button .
- Enter the payment purpose in the appropriate field (maximum 140 characters).
- To save an entry in the reference book, click on the **"Save"** button.

Create a new payment purpose for operations in foreign currency

Correspondent  12345

Payment purpose

test payment purpose

Characters left: 120

 Back  Save

3.12.Message

To view messages received and sent to internet banking, click on the button , which is located on the right at the top of the page. The button displays the number of unread messages from the bank.

Operations

Create a message

Delete

Message list

From to

	Date	Message type	Sender	Subject	State	Status
☐		All data			All data	All data
☐	15.09.2019	Outgoing	Диденко А.	Тема1	Unread	Sent to the bank
☒	15.09.2019	Outgoing	Диденко А.	3243243432	Unread	Sent to the bank
☒	15.09.2019	Outgoing	Диденко А.	Тема16	Unread	Sent to the bank
☐	19.02.2018	Outgoing	dsfd a.	1111	Unread	Not all signatures
☐	26.10.2017	Outgoing	Диденко А.	eartdflhg	Unread	Sent to the bank
☐	02.08.2017	Outgoing	dghghbj f.	восемь	Unread	Sent to the bank

The message list contains general information:

- Date.
- Message type: incoming, outgoing.
- Sender.
- Message subject.
- Read state: read, unread.
- Message state: received from bank, not all signatures, entered, being sent to the bank, sent to bank, error.

On this page you can:

1. Filter messages according to the necessary categories of messages (see "[Filtering, sorting and setting data on list forms](#)").
2. Delete one or more messages: for this, mark them with checkboxes and click on the "**Delete**" button.
3. View detailed information on the message and attachments. To do this, click on the line with the required message. A view form will open where you can:
 - Reply to an incoming message - the "**Reply**" button.
 - Delete message – the "**Delete**" button.
 - Go to the form for creating a new message - the "**Create message**" button.

View message

Message

Date * 09.05.2024

Bank branch * Банк 300006

Subject * Special prop Symbols left: 72

Message text test text to draw attention Symbols left: 1973

Attached files payroll.dbf

Signatures

User 1

User 2

Back Create a message Save without signature Delete a message Sign

4. Create a new message – the "**Create a message**" button (see "[Create a new message](#)").

3.12.1. Create a new message

To create a new message:

1. On the form with a list of messages, click on the "**Create a message**" button.
2. On the new form:
 - Enter the **subject** of the message.
 - Select a **bank branch** from the drop-down list. If only one option is available for selection, the field will be automatically filled with that value by default. If there is more than one entry, the field will display the "Not selected" value. Mandatory field.
 - In the **Message addressing** field, you can select the addressing (subject) of the message from the drop-down list. The choice of topic depends on filling in the **Bank branch** field and is available only after filling it out. If only one option is available for selection, the field will be automatically filled with that value by default. If there is more than one entry, the field will display the "Not Selected" value. Optional field.
 - Write the **text** of the message (no more than 2,000 characters).
 - To add a file to the message, click on the button . If you need to add more than one file, click on the button again. If you need to delete the attachment, click on the button next to the file name.
 - **Pay attention:** total file size may be limited.
 - To send a message to the bank, click on the "**Sign**" button (see "[Signing documents](#)").
 - To save a message without a signature, click on the "**Save without signature**" button.
 - To return to the page with a list of messages, click on the "**Back**" button.

Create a message

Main data

Date *

09.05.2024

Subject *

Special prop

Symbols left: 72

Message text

test text to draw attention

Symbols left: 1973

Bank branch *

Банк 300006

▼

Message addressing *

test tema

▼

Attached files

+

payroll.dbf

Signatures

User 1

User 2

Back

Save without signature

Sign

3.13. Settings

The **Settings** (the button) menu item opens access to the following sections:

- Personal settings (see "[Personal settings](#)").
- Safety and Security (see "[Safety and security](#)").

Main Documents Accounts Additional data

Settings

Account settings

Operation log

Log out time 55 min.

Panels on the main page

Show closed accounts

Reset the counters

Mailing settings

Profile parameters

Use the reference book of payment purposes without binding to the reference book of correspondents

Safety and security

Change the login password

Certificate change

Connect external key

Printing information about the certificate

Enable notifications on certificate expiring in 60 days

3.13.1. Personal settings

In the personal settings section, you can perform the following actions:

1. Go to the account setup form where you can do the following:
 - view the list of all available accounts;

- give the account its own name for ease of working with it (click on the button , enter a nickname and click on the button again 
- mark the account to be selected. At the same time, it will be displayed first in the selection list of your accounts for debiting. To view help information for selected accounts, hover over the icon . In addition, the selected accounts can be configured in the **Accounts/All accounts** menu section;
- enable the account to be displayed on the main page and on the "All accounts" page (see "SWIFT MX

Allowed symbols for SWIFT MX payment:

Character category	Symbols
Latin symbols	a b c d e f g h i j k l m n o p q r s t u v w x y z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Numbers	0 1 2 3 4 5 6 7 8 9
Other symbols	/ - ? : () . , ' + as well as Space
Special symbols	! # & % * = ^ _ { } ~ " ; @ [] \ \$ > <

Use the buttons  /  to expand/collapse sections of the form.

 Create SWIFT payment order

State

Document parameters

Date

29.09.2010 

Number

602392134

Value date



Transfer mode

Regular 

Payment amount and currency

Currency

USD 

Amount

200.00

DEBTOR (PAYMENT ORIGINATOR)

Debtor account

UA 17 300006 0000000262010011288 | 974.49 | USD | ПЕРВЫЙ Ю. К. 

Ultimate debtor

ULTIMATE DEBTOR (PAYMENT ORIGINATOR)



Full form 

Name

Test

Characters left: 136

Country of residence

Австрія 

Address

Country

Албанија

Town name

Country subdivision

Street name

Building number

Room

Post code

Identification

☒ Entity☐ Individual

Any BIC

LEI

Ultimate creditor

ULTIMATE CREDITOR

CREDITOR AGENT AND ACCOUNT

Full form ☒

CREDITOR AGENT ACCOUNT

Identification

☒ IBAN☐ Other

IBAN

CREDITOR AGENT



Financial institution

BICFI

BKIDINBBCMB

LEI

Name

BANK OF INDIA (CUMBALLA HILL BRANCH)

Characters left: 104

Clearing System

Clearing System Member

Address

Country

Индја

Town name

MUMBAI

Country subdivision

District name

Street name

Building number

INTERMEDIARY AGENT 1 AND ACCOUNT [Add intermediary bank 2](#)REMITTANCE INFORMATION ☒ Structured☐ Unstructured

Document information 1

Type

Additional Agreement



Number

123

Date

01.10.2025



Amount

200.00

[Add a document](#)

Additional Remittance Information

Test

Characters left: 136

Save as standard

☐

DETAILS OF CHARGES

☒ Commission charged to the payer (DEBT)☐ Commission charged to the recipient (CRED)☐ Commission charged to the payer and recipient (SHAR)☐ Commission FullPay

Charges Value

UAH



Charges Account

UA 87 300006 0000002062930011288 | 300006 | -33.33 UAH | ПЕРВЫЙ Ю. К.



PAYMENT ADDITIONAL INFORMATION

Reason

123

Characters left: 87

Operation code

0 - Рух коштів у цілому



Beneficiary's country code

36



Beneficiary's country

Австралія



Payment comment

tes

Characters left: 156

Desired date of request processing

29.09.2010



ADDITIONAL DATA

Additional data

Characters left: 140

SIGNATURES

User 1

User 2

Back

Save without signature

Sign

Description of elements

Element	Req	Description
Section "Document parameters"		
Number	+	The field is used to enter the number of the currency order. The number is automatically set when the document is created, according to the numbering settings, but can be changed
Date	+	The field is used to enter the date of payment. By default, the system fills it with the current date when creating a document. To enter the date, you can use the calendar
Value date	+/-	The field allows you to specify the date of the document's value. You can use the calendar to enter the date
Transfer mode	+/-	The field allows you to specify the order of transfer: regular or urgent. The display of the field depends on the settings in the bank
Section "Payment amount and currency"		
Currency	+	Field for specifying the currency of the order from the list (except for the national currency)
Amount	+	Field for entering the amount of the order
Section "Debtor (payment originator)"		
Debtor account	+	The field is used to select an account number from the list (in the selected currency). If the user has only one account on monitoring, it is automatically substituted
"Ultimate debtor" is a button that is displayed when the bank setting is enabled. Clicking on it opens the "Ultimate debtor" section. Fill in if necessary		
Checkbox "Full form"	-	When the checkbox is enabled, additional tags and fields are displayed
Name	+	Field for entering the name of the actual sender. Maximum 140 characters
Country of residence	-	Field for entering the country of residence (selected from the directory)
Postal address	+/-	Block for entering address data: Country (selectable from the list), Region, City, Street name, House number, Apartment, Postal code
Identification	-	Block for entering identification data: select the legal status of the initiator using the "Entity" (default value) or "Individual" switches. The following fields are displayed for a legal entity: - Any BIC - business identification code of the organization. The BIC code of the organization is filled in if it is registered with ISO and is in the BIC catalog. The format is either 8 or 11 characters. - LEI - the organization's identification code.

Element	Req	Description
		For an individual, fields with birth data are displayed: - Birth date - indicates the date of birth. - City of birth - indicates the city of birth. - Country of birth - indicates the country of birth. The country is selected from the directory
"Creditor (payment beneficiary)" section. Data on the recipient is entered manually or from the directory (button )		
Checkbox "Full form"	-	When the checkbox is enabled, additional tags and fields are displayed
Creditor account/Identification	+	Use the radio buttons to select the format of the account: "IBAN" or "Other", enter the identifier
Creditor	+	In this section, fill in the name of the recipient, the country of residence is selected from the directory
Postal address	+/-	Block for entering address data: Country (selected from the list), Region, City, Street name, House number, Apartment, Postal code
Identification	-	Block for entering identification data: select the legal status of the initiator using the "Entity" (default value) or "Individual" switches. The following fields are displayed for a legal entity: - Any BIC - business identification code of the organization. The BIC code of the organization is filled in if it is registered with ISO and is in the BIC catalog. The format is either 8 or 11 characters. - LEI - the organization's identification code. For an individual, fields with birth data are displayed: - Birth date - indicates the date of birth. - City of birth - indicates the city of birth. - Country of birth - indicates
"Ultimate creditor"	-	Button displayed when the bank's settings are enabled. When you click on it, the "Ultimate creditor" section opens, which is filled in as needed
Section "Ultimate creditor"		
Checkbox "Full form"	-	When the checkbox is enabled, additional tags and fields are displayed
Name	+	Field for entering the name of the actual recipient. Maximum 140 characters
Country of residence	-	Field for entering the country of residence (selected from the directory)
Postal address	+/-	Block for entering address data: Country (selected from the list), Region, City, Street name, House number, Apartment, Postal code
Identification	-	Block for entering identification data: select the legal status of the initiator using the "Entity" (default value) or "Individual" switches. The following fields are displayed for a legal entity: - Any BIC - business identification code of the organization. The BIC code of the organization is filled in if it is registered with ISO and is in the BIC catalog. The format is either 8 or 11 characters. - LEI - the organization's identification code. For an individual, fields with birth data are displayed: - Birth date - indicates the date of birth. - City of birth - indicates the city of birth. - Country of birth - indicates
Section "Creditor agent and account"		

Element	Req	Description
Checkbox "Full form"	-	When the checkbox is enabled, additional tags and fields are displayed
Creditor agent account/Identification	-	Use the radio buttons to select the format of the account: "IBAN" or "Other", enter the identifier
Creditor agent	+/-	The data is selected from the bank directory (button ) or filled in manually: BICFI, LEI, identifier of the clearing system, identifier of the clearing system member, name, address (country, region, district, city, street name, house number or fill in the address line). Only one of the following details must be filled in: either the bank's BIC code, or the clearing system information, or address information
Branch identification	-	A block with a field for entering the branch identifier is displayed if the country is Japan or the BIC of a Japanese bank is specified
"Add Intermediary bank 1"	-	A button that opens a section for entering data about the intermediary bank. The fields of the section are identical to the fields of the " Creditor agent and account " section. Filled in if necessary
"Add Intermediary bank 2"	-	A button that is displayed when the bank setting is enabled. Clicking on the button opens a section for entering data on the second intermediary bank. The fields of the section are identical to the fields of the " Creditor agent and account " section. Fill in if necessary
Section "Remittance information"		
Remittance information	+	The data is selected from the bank directory (button ) or filled in manually. Use the radio buttons to select the type of payment purpose: • "Unstructured" - this displays a single field for entering the purpose of payment. • "Structured" - specify the information about the document(s): type (selected from the list), number, date, amount. To add a document, click the "Add document" button. In addition, you can enter additional information
"Save as standard" checkbox		When the checkbox is enabled, the payment purpose is saved in the reference book of purposes for foreign currency payment orders
Section "Details of charges"		
Details of charges	+	Use the radio buttons to select the type of commission: • Commission is charged to the payer (DEBT), by default; • Commission is charged to the recipient (CRED); • Commission is charged to the payer and the recipient (SHAR); • The commission is charged as agreed by the parties (SLEV) - displayed when the setting is enabled in the bank • Commission FullPay - displayed when the setting is enabled in the bank
Commission account	+	Field for selecting the UAH account number for withdrawing the commission
Section " Payment additional information"		
Reason	+	Field for entering the reason for the currency payment. The field is automatically filled with the value from the "Document information"/"Number" field when the "Structured" checkbox is selected and can be supplemented with information by the user
Operation code	+	The field allows you to select the transaction code for the payment order
Beneficiary's country code,	+	The field allows you to select the name of the country of the payment recipient from the list

Element	Req	Description
Beneficiary's country		
Payment comment	-	Field for entering a comment to the currency order
Desired date of request	-	Field for entering the date of processing the application
Section "Additional data"		
Additional data	-	Field for entering additional payment instructions

- Accounts");
- include the account for display on the statement page (see "Statement of accounts");
- view information on account state;
- save changes (the "**Save**" button).

Account settings

IBAN (Sender's account)

Account alias

Favorite accounts ?

Show in the main and in the "All accounts" pages

Display on the «Statement» page

Account state

AЗС_3 "НЕФТЕПРОДУКТ"_2

UA 65 300006 0000000026000002422

★

Account opened

UA 65 300006 0000000026000002422

★

Account opened

UA 49 300006 0000000026001001422

☆

Account opened

UA 49 300006 0000000026001001422

☆

Account opened

UA 21 300006 0000026002000000014

★

Account opened

UA 21 300006 0000026002000000014

☆

Account opened

UA 21 300006 0000026002000000014

☆

Debit blocking

Back

Save

2. Set the **"Show closed accounts"** option, which regulates the display of accounts in the "Closed" state and their information in the account block on the main page.
3. Go to the settings form for sending statements and information about the movement of funds in SMS and e-mail. By setting the appropriate switches, you can set individual parameters for sending reports on the movement of funds for each account, as well as set limit amounts, when exceeding which you will receive SMS messages about the execution of debit and credit operations on the account.

Pay attention: availability of this option depends on your bank settings.

Mailing settings

☒ Enable all (empty statements including)
 ☒ Enable all (without empty statements)
 ☐ Disable all

IBAN (Sender's account)	Morning mailing by SMS	Evening mailing by SMS	SMS mailing about cash flow	The minimum amount for messaging on debit operation	The minimum amount for messaging on credit operation	Morning mailing by e-mail	Evening mailing by e-mail	E-mail mailing about cash flow
Контрагент Ю. Л.								
000 Украинская нефтяная компания	☐	☐	☐	0.00	0.00	☐	☐	☐
UA 85 300006 00000101290000000000 UAH	☐	☐	☐	0.00	0.00	☐	☐	☐
Mailing of an empty statement	☐	☐						
UA 98 300006 00000181948000000000 UAH	☒	☐	☐	0.00	0.00	☐	☐	☐
Mailing of an empty statement	☐	☐						
UA 54 300006 00000191938000000000 EUR	☒	☐	☐	0.00	0.00	☐	☐	☐
Mailing of an empty statement	☐	☐						

4. View the user Operation log – the latest 10 user actions in the system. The log records information about the operations of creating, deleting, changing documents and messages, information about entering the system, about regenerating certificates, etc. To view details of the operation, click on the selected record.

Operation log

USER'S OPERATION LOG				CARD OPERATION LOG
No.	Date	Operation		Result
1	09 May 2024	Сообщение	Details of information CONTRAGENTID 1228 Correspondent account 260030011228 DEPOSITYPEID 21 TERMMEASURE M TERM 12	Successfully
2	01 May 2024	Deposit money		Successfully
3	01 May 2024	Deposit money		Error
4	01 May 2024	System login		Error
5	01 May 2024	Deposit money		Successfully

5. Reset the counters for selected counteragents and document types: set the appropriate switches and click on the **"Reset counters"** button.

Reset the counters

All counteragents	☐	All documents	☐
300006 <О'О'О> "Киви" очень длинное название контрагента юридического лица1 очень длинное	☒	Documents in nat. currency	☐
300006 АЗС_3 "НЕФТЕПРОДУКТ"_1	☐	Documents in foreign currency	☐
300006 Джугадор Південний Максимович	☐	Currency orders	☐
300006 КАРТЫ_ЭКВИНОКС2	☐	Request for currency purchase	☐
300006 Контр_заявк_юр	☒	Request for currency sale	☐
300006 Контрагент Юр Лицо	☐	Request for currency conversion	☐
300006 ООО "Украинская нефтяная компания"	☒	Payrolls	☐
300006 ПЕРВЫЙ ЮРИДИЧЕСКИЙ КОНТРАГЕНТ	☐		

6. Go to the edit Profile parameters form. On this form, you can enter or edit an e-mail address or phone number for mailing.

Profile parameters

E-mail address for mailing: osaso.yakovlieva@gmail.com

Phone number for mailing: +12121212123333

Back Save

7. Set the **"Use the reference book of payment purposes without binding to the reference book of correspondents"** option, which regulates the use of the reference book of payment assignments.
8. Set the time (in minutes) before the session is automatically disconnected if the user has not performed any actions in the system.
9. Configure panels on the main page (see ["Panels on the main page"](#)). You can change the location and number of elements on the main page (see ["Panels display settings"](#)).
10. If work with instant payment is available, you can set limits on instant payments.

Instant payment limits

One operation	20.00
Per day	150.00
Per month	500.00

Back Signature

- Set limits for **one operation**, **per day** and **per month** (in UAH). At least one of the fields must be filled in and should be more than zero. The limit for one transaction cannot exceed the limit for the day, and the limit for the day cannot exceed the limit for the month. User limits cannot exceed the limits set by the bank. The operation of changing limits for instant payments requires a signature.
- To save changes, click on the **"Save"** button.

3.13.2. Safety and security

In the "Safety and security" section, you can perform the following actions:

- Change the login password (see ["Changing the login password"](#)).
- Change the certificate (see ["Certificate change"](#)).
- View and print information about existing certificates (see ["Certificate printing"](#)).
- Set how many days to notify about the expiration of the certificate.

Enable notifications on certificate expiring in days

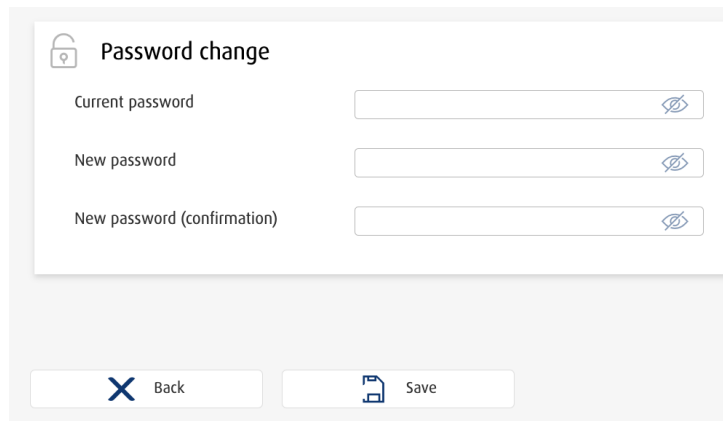
•

3.13.2.1. Changing the login password

In order to change the password for entering the system, click on the button **"Settings"**, in the "Security" section, select "Change the login password" menu item.

On the "Change login password" form, do the following:

- Enter your current login password in the **Current password** field.
- Enter a new password in the **New password** field and repeat it in the **New password (confirmation)** field.
- Click on the **"Save"** button.



Pay attention: the system checks the password for valid characters. Latin letters of various cases, numbers and symbols are allowed: ! " # \$ % & ' () * + , - . / : ; < = > ? @ [\] ^ _ ` { | } ~

All other symbols, spaces and Cyrillic letters are ignored.

3.13.2.2. Certificate change

If you have a working key and a certificate, you will be able to perform its scheduled replacement regardless of whether you have rights to sign documents.

To change the certificate, click on the **"Settings"** button , in the "Security" section, select **Certificate change**.

3.13.2.2.1 Request for a new certificate

To request a new certificate, follow these steps:

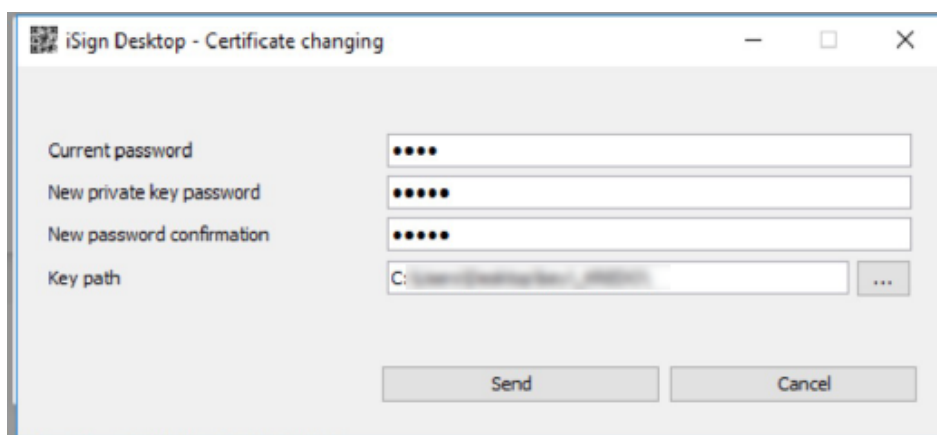
1. After proceeding to the certificate change, a message will be displayed that you need to perform the certificate change operation in the iSignDesktop request.



Perform the operation of certificate changing in «iSignDesktop» window

Cancel

2. In the new form, enter your private key **current password**.
3. Create, enter and confirm the **new private key password**.
4. Check/select the **key path**.
5. Click on the **"Send"** button.



iSign Desktop - Certificate changing

Current password: [password field]

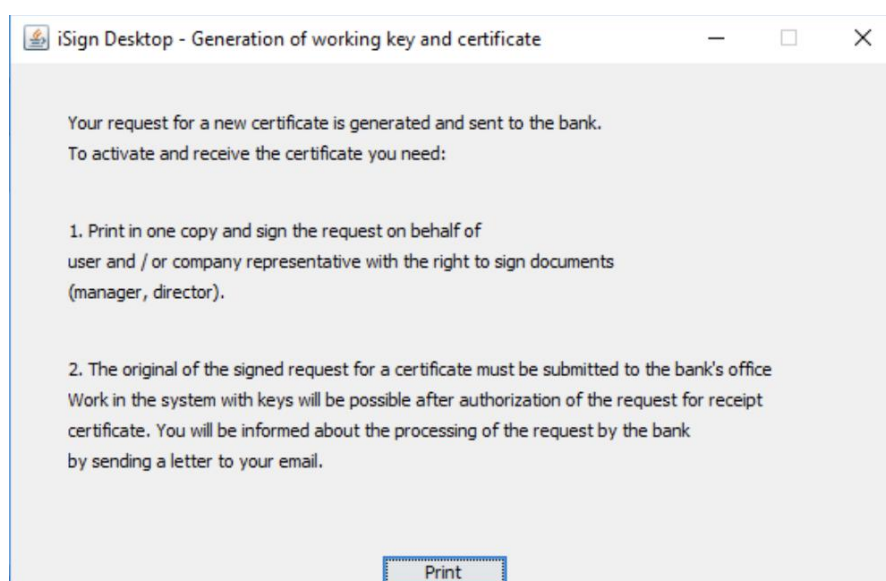
New private key password: [password field]

New password confirmation: [password field]

Key path: C:\[path] [browse button]

[Send] [Cancel]

6. Your request for a new certificate will be sent to the queue for processing. You need to print out the request (the **"Print"** button), sign it, and hand over the original to the bank. You will be notified about the processing result later.



iSign Desktop - Generation of working key and certificate

Your request for a new certificate is generated and sent to the bank.
To activate and receive the certificate you need:

1. Print in one copy and sign the request on behalf of user and / or company representative with the right to sign documents (manager, director).
2. The original of the signed request for a certificate must be submitted to the bank's office. Work in the system with keys will be possible after authorization of the request for receipt certificate. You will be informed about the processing of the request by the bank by sending a letter to your email.

[Print]



Attention!



The new certificate request was successfully created and is currently under processing

You can reprint the certificate request before authorizing the certificate request. If you use login keys, a message will be displayed after you enter your login and password. If you have keyless access, select the **Security/Certificate change** menu item in the system.

Certificate change

Your request for certificate is in the queue for authorization.

Select the certificate request file to print the request (it is usually named Login_not_certified_date.req)

Select the certificate request file

Not selected



Select the certificate request file Cihper

Not selected



Back

Print

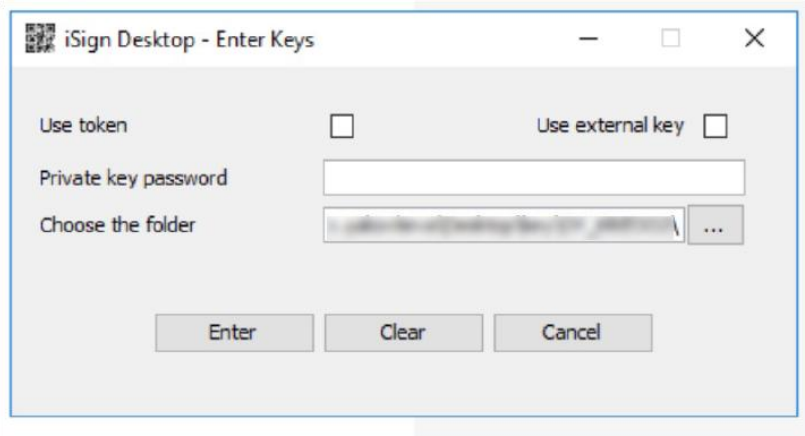
In the displayed form, select the request file, click on the **"Print"** button.

3.13.2.2.2 Obtaining a certificate

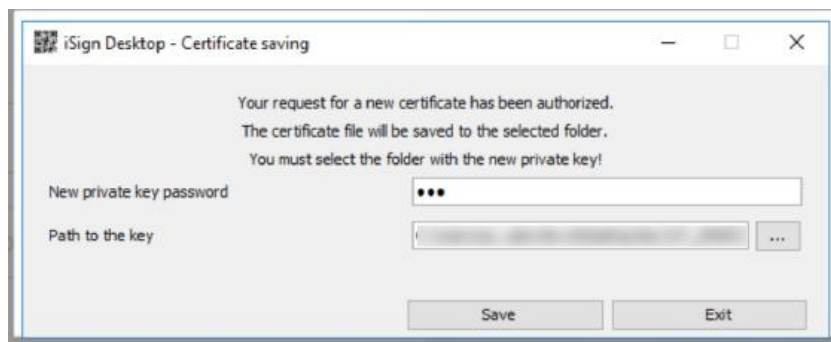
The system will inform you when your request has been processed and the new certificate is ready for delivery.

1. If you enter the system with a key, on the login page, enter your login and password, click **"Login"**.

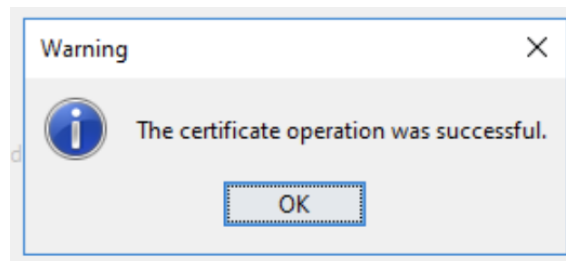
In the iSignDesktop application, enter your old password to the private key and select the folder where the key is stored, click **"Login"**.



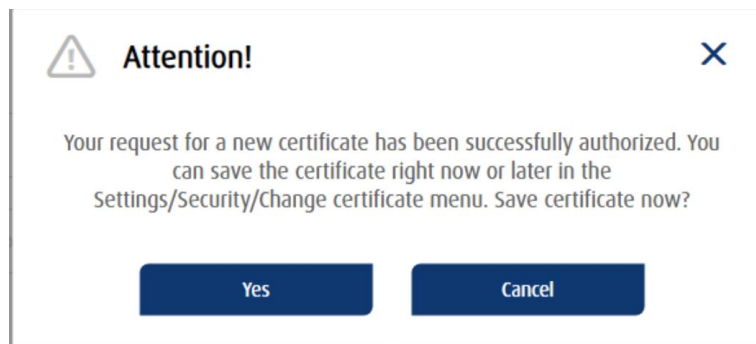
The "Save certificates" form will be displayed. Enter the password for the new private key, note/verify the path to the key, click on the **"Save"** button.



The system will inform about the results of changing the certificate, click **"OK"**.



2. If the bank has activated the **"Login without a key"** setting for you, on the login page, enter your login and password, click **"Login"**. Information about the readiness of the certificate and the possibility to download it will be displayed. You can download the certificate (the **"Yes"** button) or refuse to download it (the **"Cancel"** button).



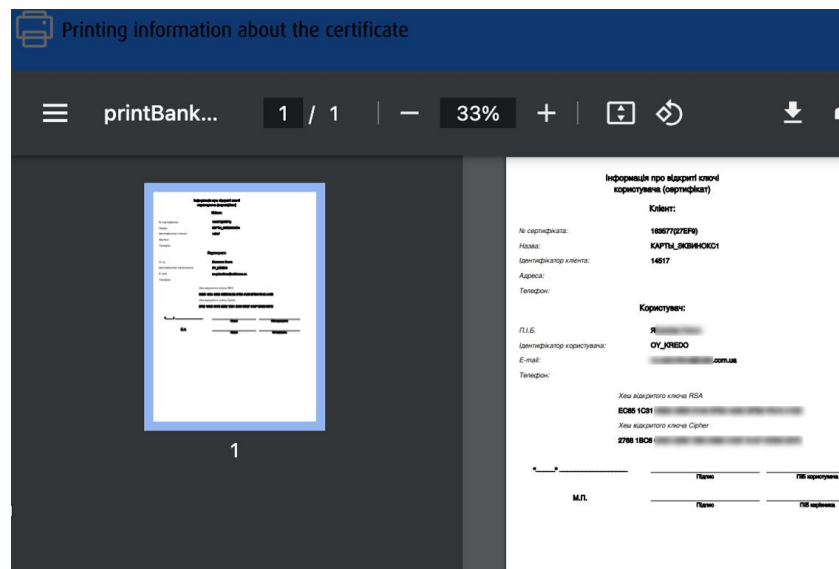
If the operation is canceled, go to the settings and select the **Safe and Security/Certificate change** menu item in order to generate working certificates.

3.13.2.3. Certificate printing

In order to print the certificate, click on the **"Settings"** button and in the "Safe and security" section, select the **Printing information about the certificate** item.

Information about the certificate will appear on the screen.

You can view, save or print the certificate.



3.13.2.4. Emergency recovery of keys

If your certificates have expired, you forgot the key password, or the key is damaged, you need to contact your bank and get an emergency password from the system administrator.

3.13.2.4.1 Certificate recovery

To create a request for a new certificate, follow these steps:

1. After receiving the emergency password from the system administrator, go to the **"Certificate recovery"** link on the system login page.

Welcome to iFOBS

Enter login details



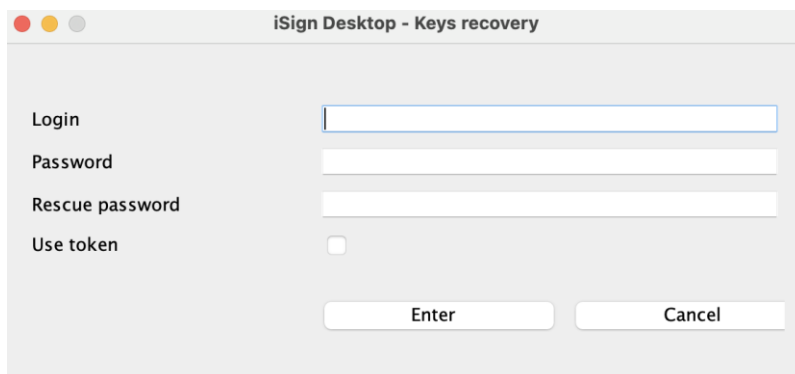
Enter

[External key registration](#)

[Certificate recovery](#)

[Helpful information](#)

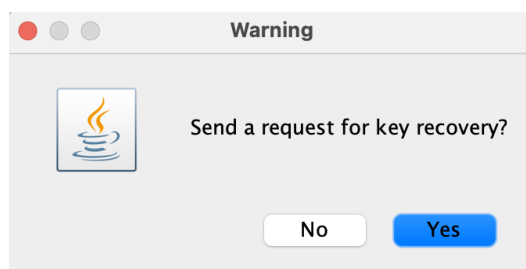
2. A message will be displayed that you need to perform a key recovery operation in the iSignDesktop application. To continue the operation, launch the iSignDesktop app.
3. In the new form, enter your login, password and rescue password.
4. Click on the "**Enter**" button.



The dialog box titled "iSign Desktop - Keys recovery" contains the following fields and controls:

- Login:
- Password:
- Rescue password:
- Use token: ☐
- Buttons: Enter, Cancel

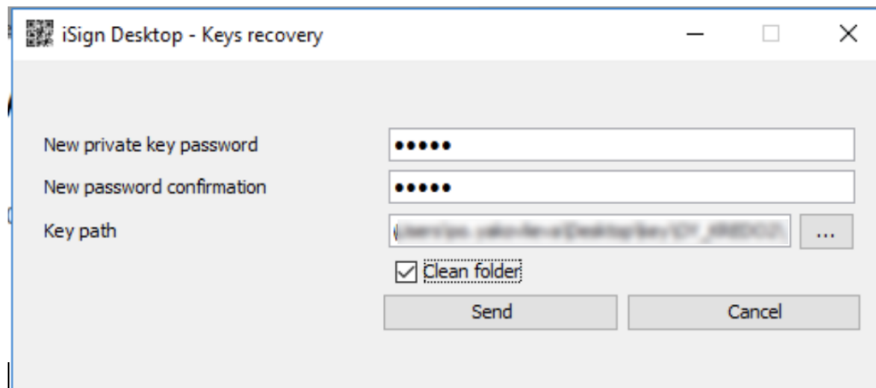
5. Confirm the action in the dialog box.



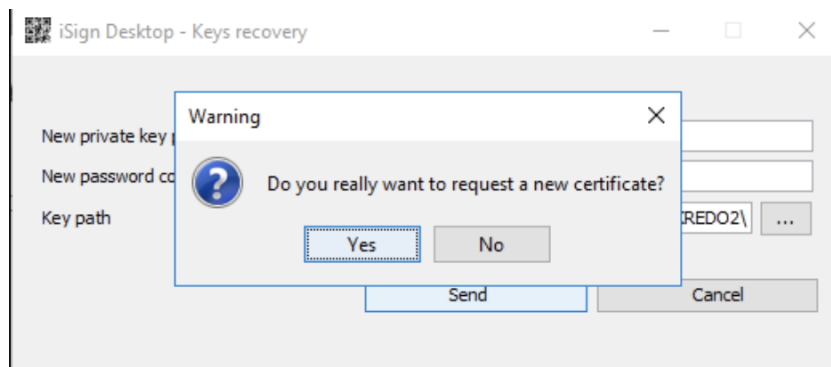
The warning dialog box titled "Warning" contains the following elements:

- Icon: A blue square with a white flame and a blue swirl.
- Text: Send a request for key recovery?
- Buttons: No, Yes

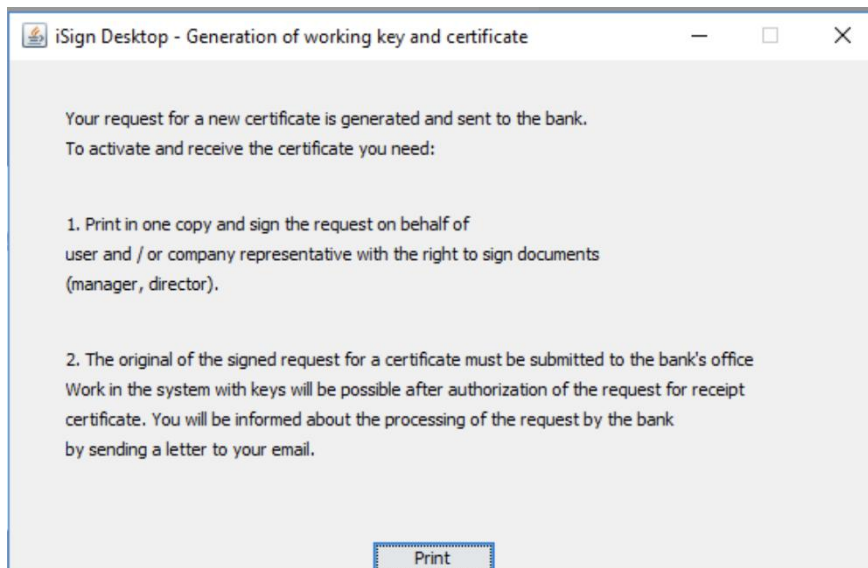
6. In the new form, come up with, enter and confirm the password for the new private key.



7. Select the path to the key using the button .
8. If the key folder is not empty, you should clear it by selecting the "**Clear folder**" checkbox displayed.
9. Click on the "**Send**" button and confirm the action.



10. Your request for a new certificate will be sent to the queue for processing. You need to print out the request (the "**Print**" button), sign it, and hand over the original to the bank. You will be notified about the processing result later.



Users using login keys cannot work with the system until new certificates are obtained. When you try to log in, you can print the certificate request again.

Certificate change

Your request for certificate is in the queue for authorization.

Select the certificate request file to print the request (it is usually named Login_not_certified_date.req)

Select the certificate request file 

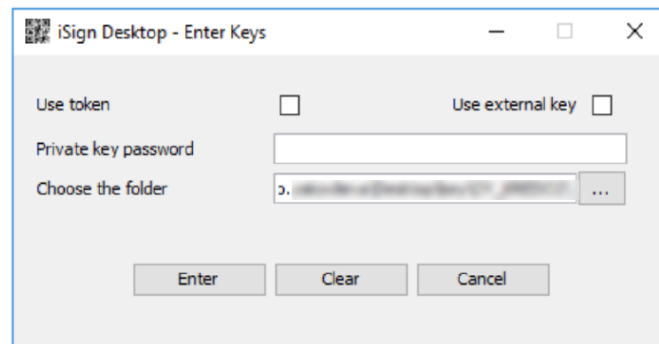
Select the certificate request file Cihper 

3.13.2.4.2 Obtaining a certificate

The system will inform you when your request has been processed and the new certificate is ready for delivery.

1. If you log in to the system with a key, on the login page, enter your login and password, click "**Login**".

In the iSignDesktop application, enter your new private key password and select the folder where the key is stored, click "**Login**".



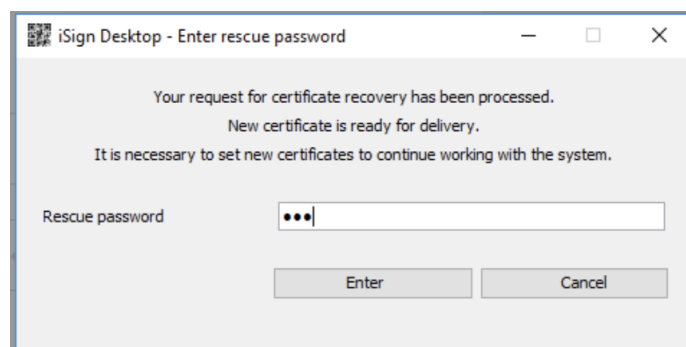
iSign Desktop - Enter Keys

Use token ☐ Use external key ☐

Private key password

Choose the folder 

In the new window, enter the emergency password, click on the "**Login**" button.

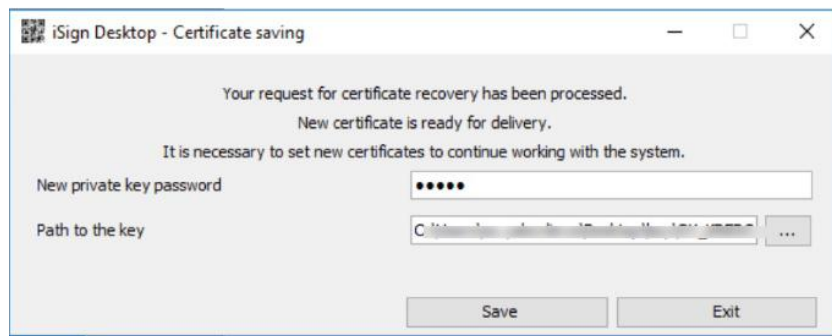


iSign Desktop - Enter rescue password

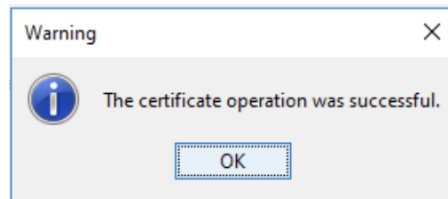
Your request for certificate recovery has been processed.
New certificate is ready for delivery.
It is necessary to set new certificates to continue working with the system.

Rescue password

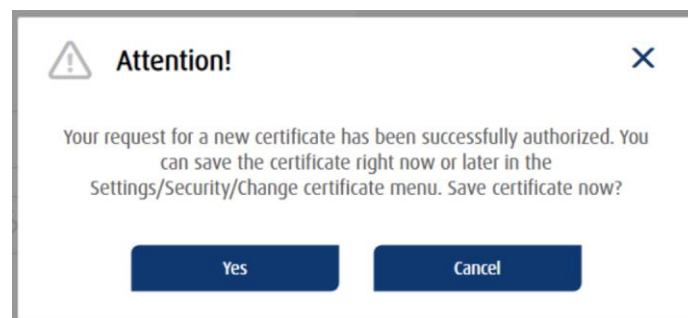
Enter the password for the new private key, specify the path to the key, click on the "**Save**" button.



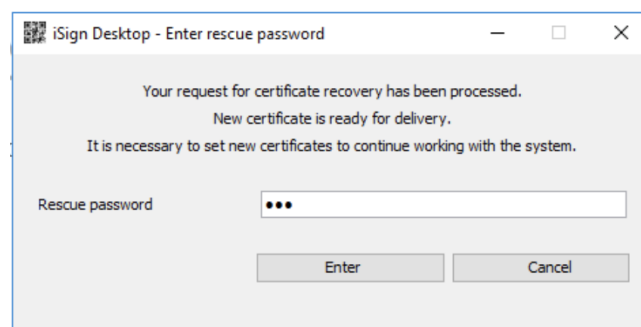
The system will notify you about the results of saving the certificate, click "**OK**".



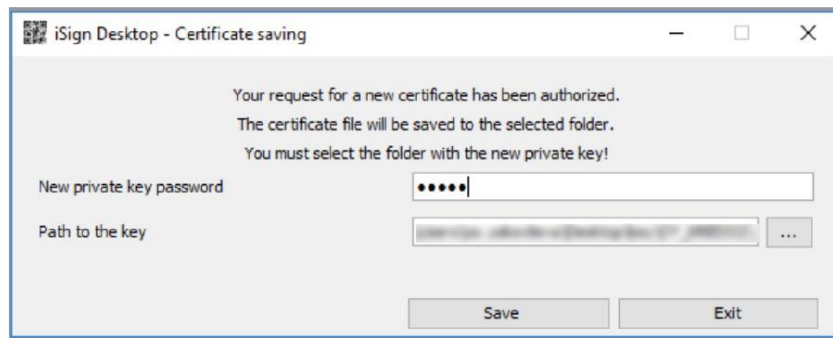
2. If the bank has activated the "**Login without a key**" setting for you, on the login page, enter your login and password, click "**Login**". Information about the readiness of the certificate and the possibility to download it will be displayed. Click Yes to download the certificate.



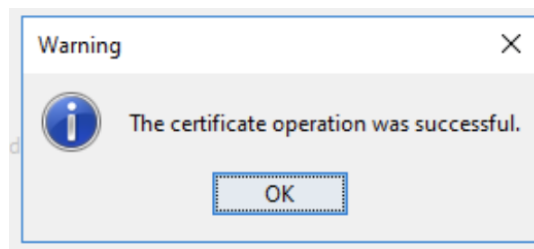
In the iSignDesktop application, perform the procedure for saving certificates. Enter your emergency password, click "**Login**".



Enter the password for the new private key, specify the path to the key, click on the "**Save**" button.



The system will notify you about the results of saving the certificate, click "**OK**".



If the operation is canceled (the "**Cancel**" button), go to the settings and select the menu item **Safe and security/Certificate change**, in order to generate working certificates.

4. SYSTEM SECURITY INFORMATION

Do not disclose your login and password to third parties

The system identifies the user by login and password. To avoid unauthorized access to your confidential information, do not disclose your data to third parties.

Use the "Exit" button when you are done with the system.

Distraction from the computer during an active login to the system, without ending the session with the program, can provoke a third party to take advantage of the situation.

It is not recommended to work with the system:

- in internet cafes and other similar places, where there is no guarantee that your actions are not monitored by another person;
- in places where video surveillance devices are installed, which can be used to obtain information about user passwords;
- if there is no confidence in the security of the software you use (presence of viruses, special programs that send user passwords to third parties, etc).

If you suspect a security breach, contact the bank's contact center immediately.