CS Ltd

iFOBS

Interactive front-office system of client service

User manual

WinClient

Version 25.5.X

CONTENTS

1. INTRODUCTION

1.1. Document identification

This document is a user's manual for operation of the iFOBS. It contains a description of the interface and work rules with WinClient application.

1.2. System function

The iFOBS system is an interactive front-office banking system, developed specifically for banks with large network of branches, providing a full range of bank services.

The system was created for distant servicing of bank clients (both juridical and physical persons) with the help of the Internet.

A multilevel system of data security is used in the system iFOBS, depending on data confidentiality. Particularly, the system offers a users authorization, monitoring and audit of all their transactions, and accepting of "four-eyes-control" principle for all critical operations.

1.3. Terms and abbreviations

Term, abbreviation	Description
System	Interactive front-office banking system
DB	Database
CBS B2	Core banking system B2 developed by the CS company
IBAN	International Bank Account Number, which can consist of 29 characters: numbers and Latin characters
Req.	Indicator notes if a field is required for filling or not when entering or editing a document: "+" – the field is obligatory for filling "–" – the field is not obligatory for filling "N\A" – indicator makes no sense for the element (e.g. if the element is a button or a filed unavailable for editing)

2. OPERATION WITH THE SYSTEM

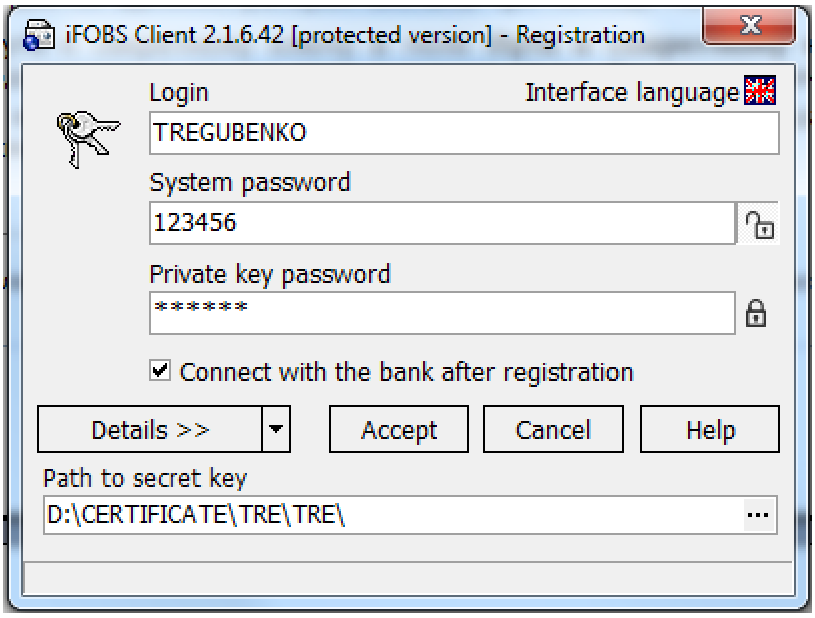
2.1. Connection to the system

The procedure of connection to the system is the same as connection at the first system start (see "First system start"), but this time, the system saves a path to keys and certificates and connection settings. So, at further connections you will not have to enter these settings and path to certificate and keys files again (if path and settings have not been changed).

Attention! Enter a password correctly! If you enter an incorrect system password for several* times, your registration record will be blocked by a system user named ROOT – it means that it automatically blocked by the system after a few attempts to input an incorrect password. ROOT is the preset user on behalf of which automatic changes are made of. To unblock your registration record contact the system administrator, please.

Attention! If users enter an incorrect private key password they can be blocked for a certain period of time*.

If when entering the password you want to see the characters you've typed, click the lock icon on the right of the fields for passwords. If the button looks like a closed lock, the password will be displayed in an encrypted form, if the lock is open - in the form of symbols. This option is set by the bank administrator.



After connection carry out synchronization with the bank (see "Synchronization with the bank"). The system makes it possible to do it automatically (by activating of the option "***Connect with the bank after registration***" on the registration form) or will offer you to synchronize actions with the bank just after starting.

Attention! To activate the field "System password" mark the checkbox "**Connect with the bank after registration**". If you want to load the data manually later than you don't have to enter the system password.

After connection and synchronization the system starting form will be displayed on a screen (see "Description of 'My iFOBS' form").

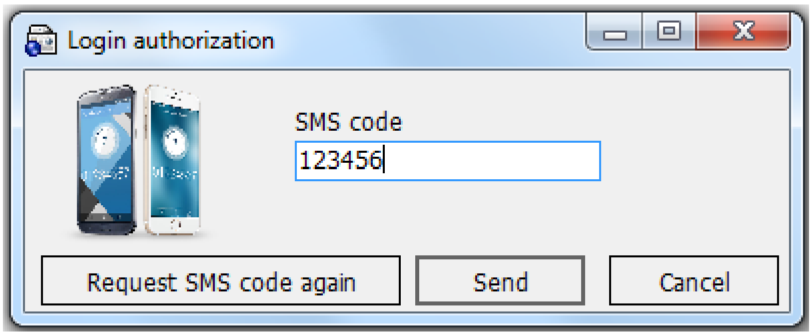
* The parameter is set by the system administrator

2.1.1. SMS-confirmation of login[†]

In certain cases the user should perform the procedure of additional authentication using the one-time password.

The form for entering the dynamic password will be displayed during synchronization. The SMS, containing the one-time password will be sent on your mobile phone number, which you provided when registering in the bank.

Enter the verification code in the **SMS code** field and click on the **"Send"** button.



You can request a new SMS code by clicking on the **"Request SMS code again"** button.

If the code entered correctly and accepted by the system, then after synchronization the starting form will be displayed on a screen (see "Description of 'My iFOBS' form").

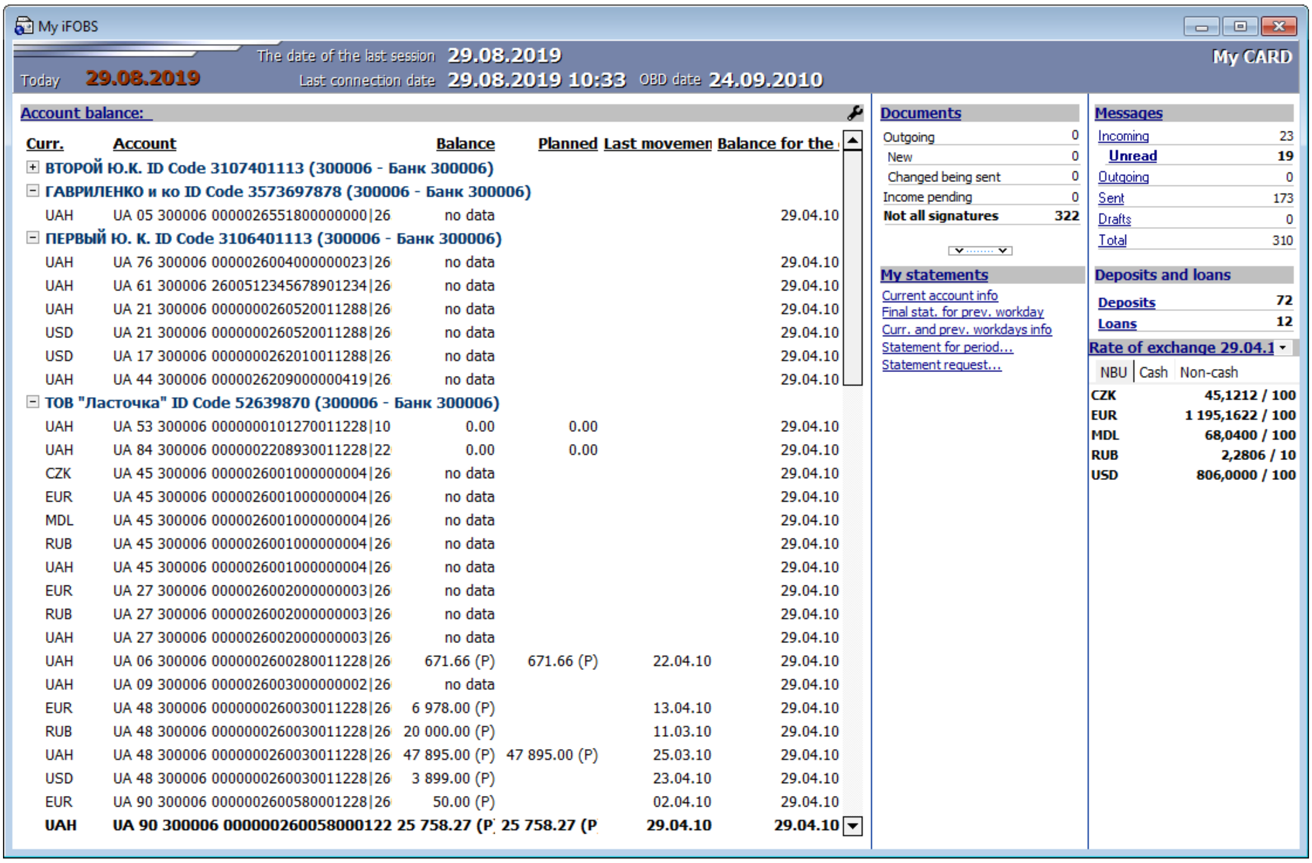
Attention! Enter a password correctly! If you enter an incorrect system password for several[‡] times, your registration record will be blocked. To unblock your registration record, contact the bank, please.

2.2. Description of 'My iFOBS' form

The starting form of the system contains information about the current and previous user connections, the main information about account balance, rates of exchange selected in settings, new incoming and outgoing documents, messages etc.

For clients using the subsystem of Budgetary Management, on the form «My iFOBS» list of companies and accounts for a managing company represented the hierarchical structure of client.

[†] Additional functionality
[‡] The parameter is set by the system administrator



The description of "My iFOBS" form elements you can view in the table:

Item	Req	Description
Today	N\A	Text item displays the current date
Last connection date	N\A	Text element displays the date of the latest connection to the system
Last session date	N\A	Text element displays the date of latest session of connection to the bank's database (synchronization, data sending etc.)
OBD date	N\A	Text element displays the date of bank operating day (displays OBD date, closest to the date of the latest connection to the bank, selected from all branches.)
Account balance	N\A	The heading-link allows to switch to the form "Account balance" for viewing of the balance (see "Accounts balance"). Text items display the general information about contragents' accounts information (account number in IBAN format, planned balance and dates of last movements on account) in bank branches (the system displays bank code and name of the branch at contragent's name and its ID code). The field **Prediction** contains a planned balance by accounts, it's calculated in accordance with the system settings. An indicator (П) means that there is a positive balance on accounts, indicator (A) means that the balance is negative (see "Planned balance on the form "My iFOBS""). **Attention!** You can generate a statement for current account or previous working day: call the contextual menu (right mouse button) on the record with the necessary account and select the menu item ***Current account information*** or ***Final statement for the previous working day*** correspondingly.
Documents	N\A	The text item displays the following information about documents: **New outgoing** – the quantity of the documents in the state "Ready to be sent" that will be passed to the bank at the next synchronization; **Changed being sent** – the quantity of the documents that had been sent to the bank and then revised by a user, will be passed to the bank again at the next synchronization; **Income pending** – documents in national currency which cannot be

Item	Req	Description
		accepted because there is not enough money on debited accounts. These documents will be accepted after funds arrive to the correspondent account; **Not all signatures –** the quantity of the entered documents for the reception of which the signing is necessary. In the tree-like list one can see the quantity of new and changed being sent documents: salary schedule, currency payment orders, applications for the purchase, selling and conversion of currency, etc. Every branch of the tree-like list is a link which enables to go to a form for operating with a certain kind of the document (see "Operation with payment documents and requests")
My statements	N\A	The list of preset statements allows a user to generate and view account statements (see "Generation of account statements"). Every item of the list is a link which initiates a generation of the corresponding statement. The item *Statement request* makes it possible to generate a random statement (see "Random statement for selected accounts by date or period")
Available templates	N\A	The list of statement templates allows a user to generate account statements by saved templates (see "Statement generation by saved template"). The available templates are displayed in the area My templates with the sign . If there are no statement templates in the system, the section "Available templates" is not displayed on the form "My iFOBS"
Messages	N\A	The heading-link is for switching to the form of viewing and sending messages of user exchange with the bank. The form shows a number of incoming, unread, outgoing and sent messages, messages saved as a draft and total number of messages (see "Message exchange").
Deposits and loans	N\A	The link-records show a number of records of deposits and loans and allow to switch to the forms of loans and deposits of user's contragents (see "Deposits and loans")
Rate of exchange	N\A	Text element displays rates of currency exchange as for the moment of last synchronization with the bank (see "Synchronization with the bank"). The data about rates of currency exchange is displayed on three tabs: "**NBU**" (the rate of exchange set by the National Bank of Ukraine); "**Cash**" (cash exchange rates set by the bank); «**Non-cash.**» (the non-cash exchange rate on the Ukrainian Interbank Foreign Exchange Market). To view the required rates of currency exchange click the appropriate tab. If you want to see rates of exchange for another date, click on the button and select the necessary date from the calendar. The system will display rates of exchange for the specified date if they are in the reference book. If the specified date is a day-off, rates of exchange of the last working day before this date will be displayed. The heading-link makes it possible to switch to the form of system settings for selection of currencies, which rates of exchange will be displayed on the form "My iFOBS" (see "Rates of exchange on the form "My iFOBS"")

If you want, that on a form "My iFOBS" was represented only open accounts information, choose setting "**Show information for open accounts only**" by the menu of ***Service/Settings/My iFOBS***. If this setting is not chosen, it will be presented all accessible to the user accounts, painted depending on the state. Thus coloration of accounts on a form "My iFOBS" will be according with coloration of accounts in CBS B2.

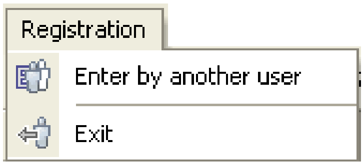
Number	State of account	Coloration	Description
0	Reserved	*italic grey*	Account is reserved
1	Account is opened	normal	Account is opened
2	Account is closed	~~black struck out~~	Account is closed
3	Account is limited		Account is limited
4	Arrested	~~*red italic struck out*~~	Account is arrested
5	Blocked by decision STI	*italic red*	Account is blocked by decision of the State Tax Inspection (blocking of debit, except for

Number	State of account	Coloration	Description
			budgetary payments)
6	Temporal account	*italic green*	The temporal account
7	Complete blocked	*italic red*	Account is blocked completely
8	Blocking of debit	*italic red*	Account is blocked on debit-side
9	Blocking of credit	*italic red*	Account is blocked on credit-side
10	Blocked by decision...	*italic red*	Account is blocked by decision... (blocking of debit)
11	Inactive	*italic red*	Account is inactive (blocking of debit)
12	Not registered in STI	*italic green*	Account is not registered in the State Tax Inspection (blocking of debit)

Attention! If you don't want "My iFOBS" form to be displayed, unmark the checkbox of the function "My iFOBS" on the panel "Actions" or in the menu ***View/My iFOBS*** (Display/Hide the form), and also you can use the Ctrl+F3 key combination to do it.

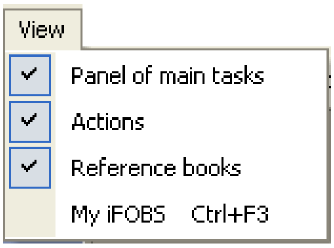
2.3. Menu bar

Menu "Registration"



- "Enter by another user" – end of system operation without application closing (see "End of system operation").
- "Exit" – exit the system.

Menu "View"



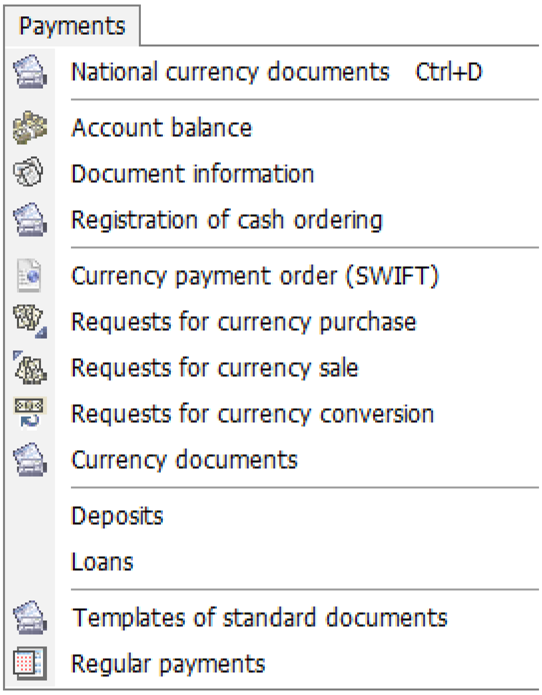
- "Panel of main tasks" – the option turns on/turns off the mode of main tasks panel displaying on the main system form;
- "Actions" – the option turns on/turns off the mode of action panel displaying on the main system form;

.

- "Reference books" – the option turns on /turns off the mode of reference books displaying on the main system form: .
- "My iFOBS" – – the option turns on /turns off the mode of "My iFOBS" form displaying (see "Description of 'My iFOBS' form").

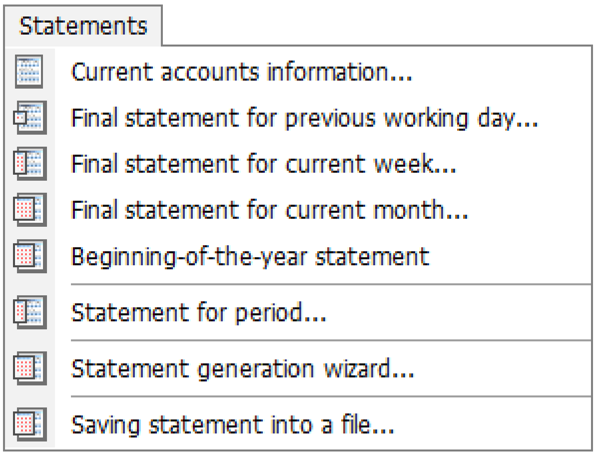
Attention! You can change panel location by dragging of the sign that is on the left side of the panel.

Menu "Payments"



- "National currency documents" – the option makes it possible to operate with payment documents (see "Documents in national currency"). Also it can be invoked by the key combination Ctrl+D.
- "Account balance" – viewing of client's account balance (see "Accounts balance").
- "Document information" – viewing of information on documents (debit and credit), created in CBS B2 on the basis of the user's requests in iFOBS system (see "Document ").
- "Currency payment order (SWIFT)" – the option makes it possible to work with currency payment orders (see "Currency payment orders").
- "Requests for currency purchase" – the option makes it possible to work with requests for currency purchase (see "Requests for currency ").
- "Currency sale request" – the option makes it possible to work with requests for currency selling (see "Requests for currency sale ").
- "Requests for currency conversion" – the option makes it possible to work with requests for currency conversion (see "Requests for currency conversions").
- "Deposits" – viewing of user's deposits information (see "Deposits").
- "Loans" – viewing of user's loans information (see "Loans").
- "Templates of standard documents" – the option makes it possible to work with UAH documents templates (see "Templates of standard documents").
- "Regular payments" – the option makes it possible to work with the regular payments. The detailed process is described in the following document: «iFOBS.StandingOrders_Руководство пользователя_Win.doc».

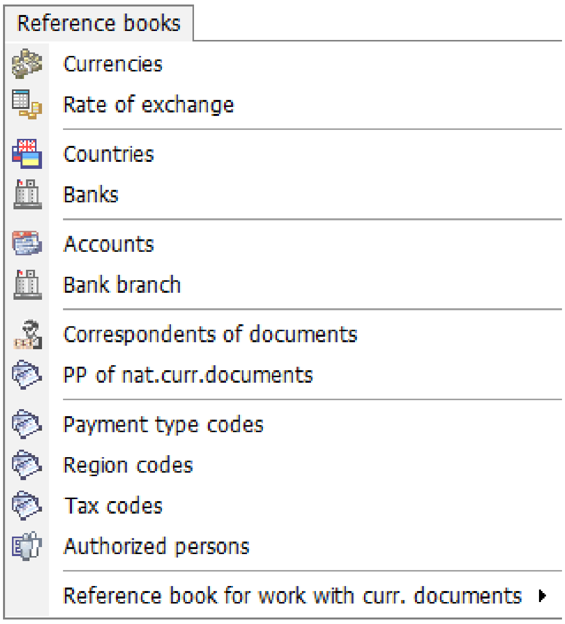
Menu "Statements"



The menu item ***Statements*** provides access to operation with account statements.

- "Current information on accounts" – get a statement of all accounts for the current working day (see "Statement of all the accounts").
- "Final statement for the previous working day" – get a statement for the previous working day (see "Statement of all the accounts").
- "Final statement for the previous week" – get a final statement of all your accounts for the previous week by days (see "Statement of all the accounts").
- "Final statement for the previous month" – get final statement of all your accounts for the previous month by days (see "Statement of all the accounts").
- "Beginning-of-the-year statement" – get a statement for the account state at the beginning of the year (see "Statement of all the accounts").
- "Statement for period" – get a statement for concrete period (see "Statement for a period").
- "Statement generation wizard" – generate a random statement with specified parameters (see "Random statement for selected accounts by date or period").
- "Saving statement into a file" – generate a random statement with specified parameters and save it to the file (see "Statement export into a file").

Menu "Reference books"

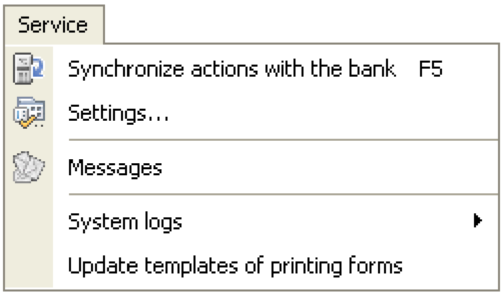


The menu ***Reference books*** provides the access to the system reference books:

- "Currencies" – list of currencies and their codes (see "Currencies").
- "Rates of exchange" – information about rates of exchange (see "Rates of exchange").

- "Countries" – information about countries and their codes (see "Countries").
- "Banks" – information about banks (name and code) – see "Banks".
- "Accounts" – account information (see "Accounts").
- "Bank branches" – list of bank branches (bank code, current and previous working day) – see "Bank branches".
- "Correspondents of nat. curr. documents" – viewing, creation, edition, deletion of information about correspondents of national currency documents (see "Correspondents of national currency documents").
- "PP of nat.curr. documents" – information about payment purposes of national currency documents (see "Payment purposes of national currency documents").
- "Payment type code" – information about payment type codes (code and name) – see "Payment type codes".
- "Region codes" – list of region codes of Ukraine (code and name) – see "Region codes".
- "Tax codes" – list of tax administrations of Ukraine (code and name) – see "Tax administration codes".
- "Authorized persons" – a list of employees authorized to resolve issues on the application (see. "Authorized persons").
- "Reference books for work with curr. documents" – this menu contains submenu of reference books for operation with currency documents (see "Reference books for work with currency documents").

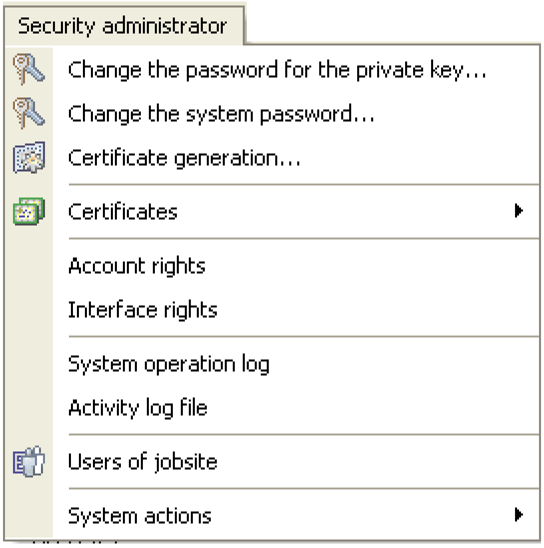
Menu "Service"



The menu ***Service*** provides access to settings of the system, synchronization, messages and log files.

- "Synchronize actions with the bank" – synchronization with the bank. It can be performed with the help of F5 button as well (see "Synchronization with the bank").
- "Settings" – general system settings (see "System settings").
- "Messages" – message exchange between the bank and client (see "Message exchange").
- "System logs" – the option makes it possible to import logs to files and send them to the bank: all, for the date, for the period (see "Log file").
- "Update templates of printing forms" – the function starts the printing form template files updating procedure automatically (without client operating point version updating).

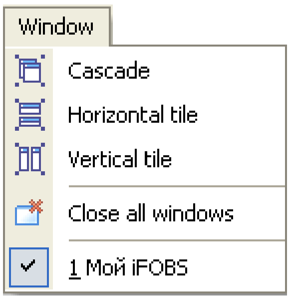
Menu "Security administrator"



The menu ***Security administrator*** provides the access to operations of certificates generation, changing of private key and system passwords, to the forms for operation with user's account, user rights for accounts and interface, and with activity log files etc.

- "Change the password for the private key" – for changing private key password (see "Change of private key password").
- "Change the system password" – for changing system password (see "Change of system password").
- "Certificate generation" – generates new private key and sends request for certificate generation to the bank.
- "Certificates" – contains information about certificates and certificate requests.
- "Account rights" – provides information about user rights for accounts.
- "Interface rights" – provides information about user interface rights.
- "System operation log" – report about system operation.
- "Activity log file" – report about user actions.
- "Users of application" – client's users data.
- "System actions" – submenu of available system actions which contains information updating, data packing, and user settings resetting.

Menu "Window"



The menu ***Window*** makes it possible to set the mode of displaying windows on the workplace if some windows are open:

- "Cascade" – the windows will be placed one on another in order from the first opened window to the last one, but the heading of every window will be viewable, and if you click on it, the window will be placed on top.

- "Horizontal tile" – displays windows in horizontal tile mode.
- "Vertical tile" – displays windows in vertical tile mode.
- "Close all windows" – closes all open windows.
- "My iFOBS" – displays the form My iFOBS.

Menu "Help"

The menu ***Help*** provides access to the help file of operation with the system, and to the information about system developers and server:

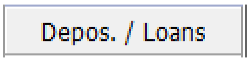
- "Contents" – invoking of the help file.
- "About" – information about the application. To close the form click on it.
- "Server information" – information about server address and version.

2.4. Panel of main operations

The operations panel contains five **main articles**:

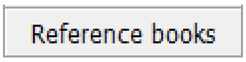
– list of main system operations: National currency documents, Account balance, Document information, Messages, Templates of standard documents.

– list of currency operations: Currency payment order (SWIFT), Currency buy request, Requests for currency sale, Requests for currency conversion, Correspondents of currency payment orders, Payment purposes of currency orders, Application for currency allocation, Informational notification about currency purchase.



– contains forms ***Deposits*** and ***Loans***.

– list of available statements: Current account information, Final statement for the previous working day, Final statement for the previous week, Final statement for the previous month, Final statement for period, Statement generation wizard, Saving statement into a file.



– list of available reference books: Currencies, Rates of exchange, Banks, Countries, Accounts, Bank branches, Correspondents of documents in national currency, PP of national currency documents.

Except for basic, on the operations panel can be also represented follow **additional articles**:

– additional module in which are transactions of interbank work: Deals MM, SWIFT-transactions, List of banks for 1PB form, SWIFT message types, SWIFT national standards.

– subsystem "Salary Project", list of currency operations: Enterprises, Employees, Accounts and user cards, Salary statements, Payment orders, Details of payment.

– subsystem of corporate budgetary, which contains tabs: Ref. books of budget items, Budgets, Client`s organizations hierarchy, Limits for accounts.

– subsystem of multilevel limitation and authorization of payments of corporate clients (“Limits by accounts” tab).

- subsystem of regular payments of corporate clients (“Regular payments” tab).

These articles give access to additional functionality of the system and accessible to you only in case that the proper services are given your bank, and if you purchased rights on these services.

2.5. Exiting the system

To exit the system without closing the application:

1. Select the menu item on the main menu bar ***Registration/Login by another user***;
2. Current user session will be finished but the application will stay opened. The registration form will appear on a screen (see “Connection to the system”).

To exit the system and close the application do the following:

1. Select the menu item on the main toolbar ***Registration/Exit*** and confirm the end of operation in the dialog box;
2. Current user session will be finished and application will be closed.

3. OPERATION WITH ACCOUNTS

Please note: when filling out the recipient's account manually, you should follow the requirements of the NBU related to the introduction of IBAN:

- from **August 05, 2019** till **October 31, 2019** you may fill in either a couple of details (bank code + account number in old format) or one detail (account number in IBAN format).
- from **November 1, 2019** the recipient's account number should be indicated only in the international IBAN format.

3.1. Accounts balance

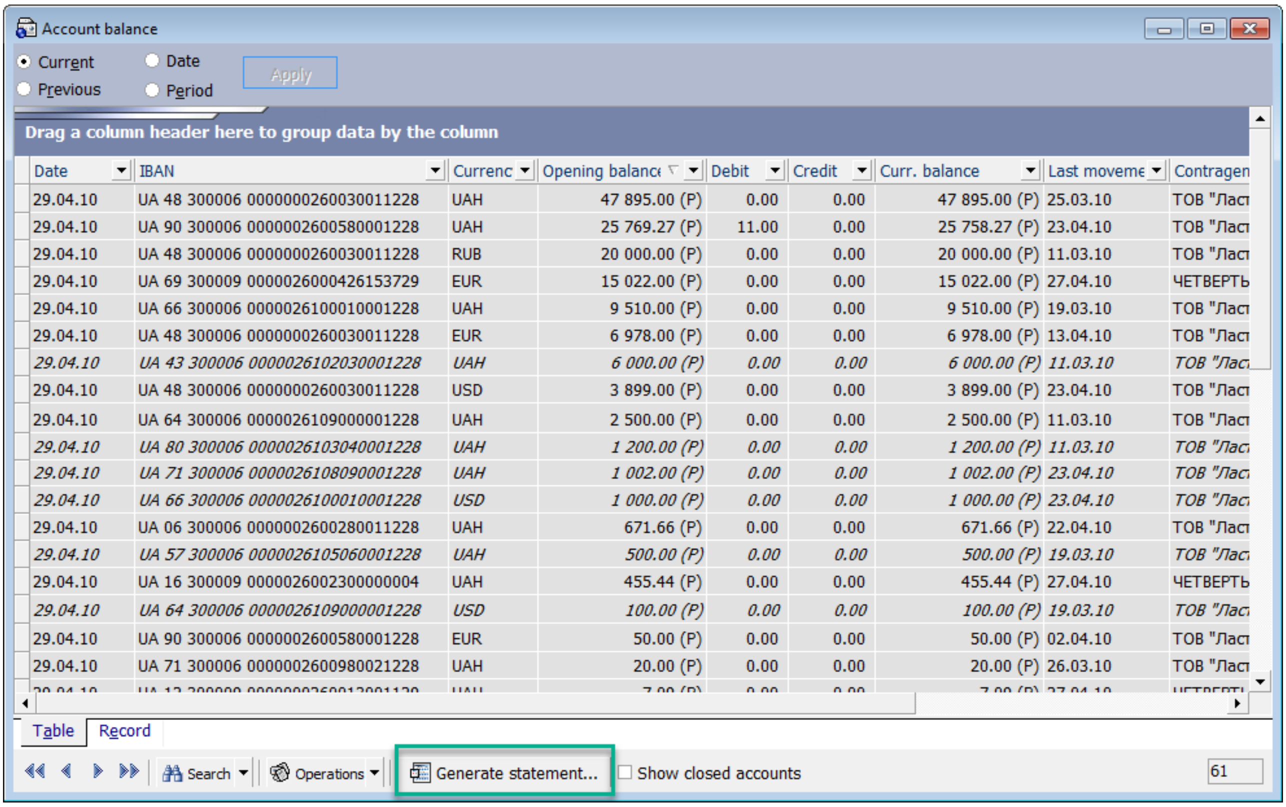
To view your accounts balance, use the button "**Account balance**" on the panel "Operations".

The form displays the data about account balance for accounts available for the user, by selected date or period. In the window "Account balance" account information duplicates the data from the form "My iFOBS". But in the columns "Current balance" and "Balance for the beginning of a day" at the amount of balance it is specified if the balance is active (expected) or passive (present) – letters P or A at the amounts. The data on the form is unavailable for change.

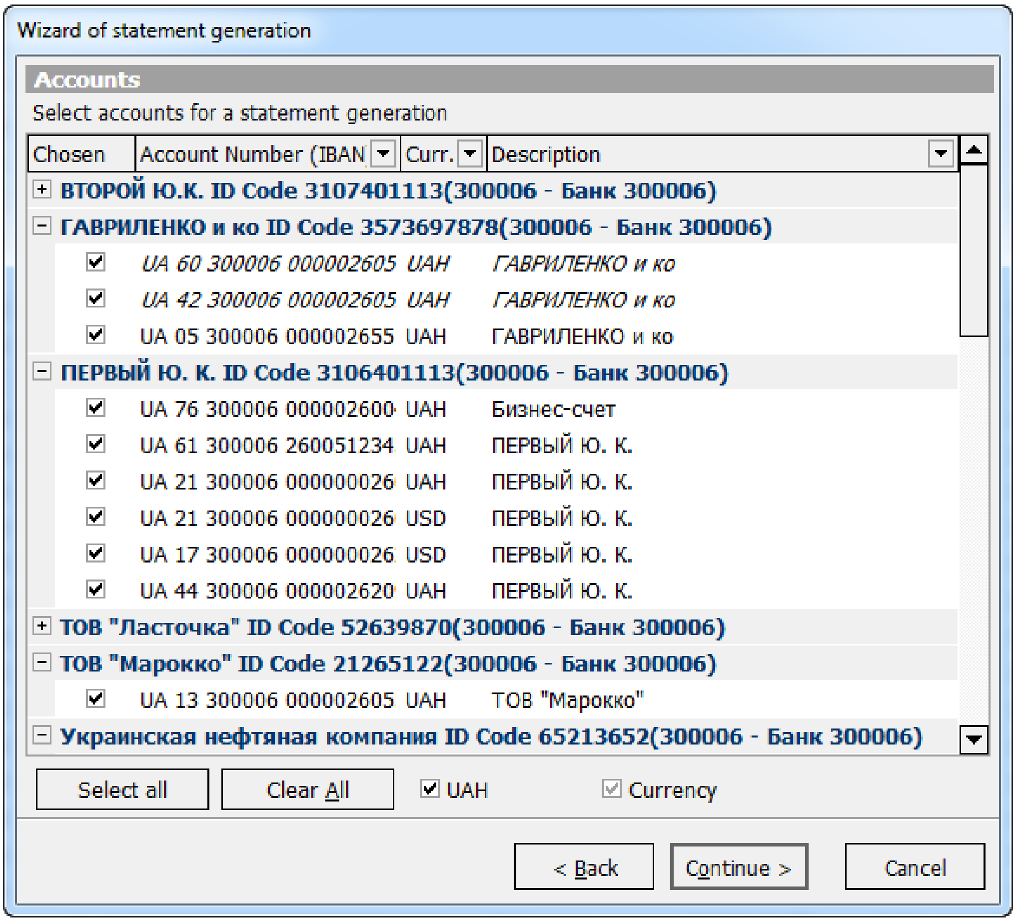
To view the accounts balance as for a date or a period, you can select one of the filters at the top of the form (for more details see "Data filtering in tables").

If you want to view the information about the closed accounts, set the flag "**Show closed accounts**" in the bottom part of the page.

To view the information about the selected record, switch to the bookmark "**Record**". Pay attention that the data in the opened form is not allowed to be changed.



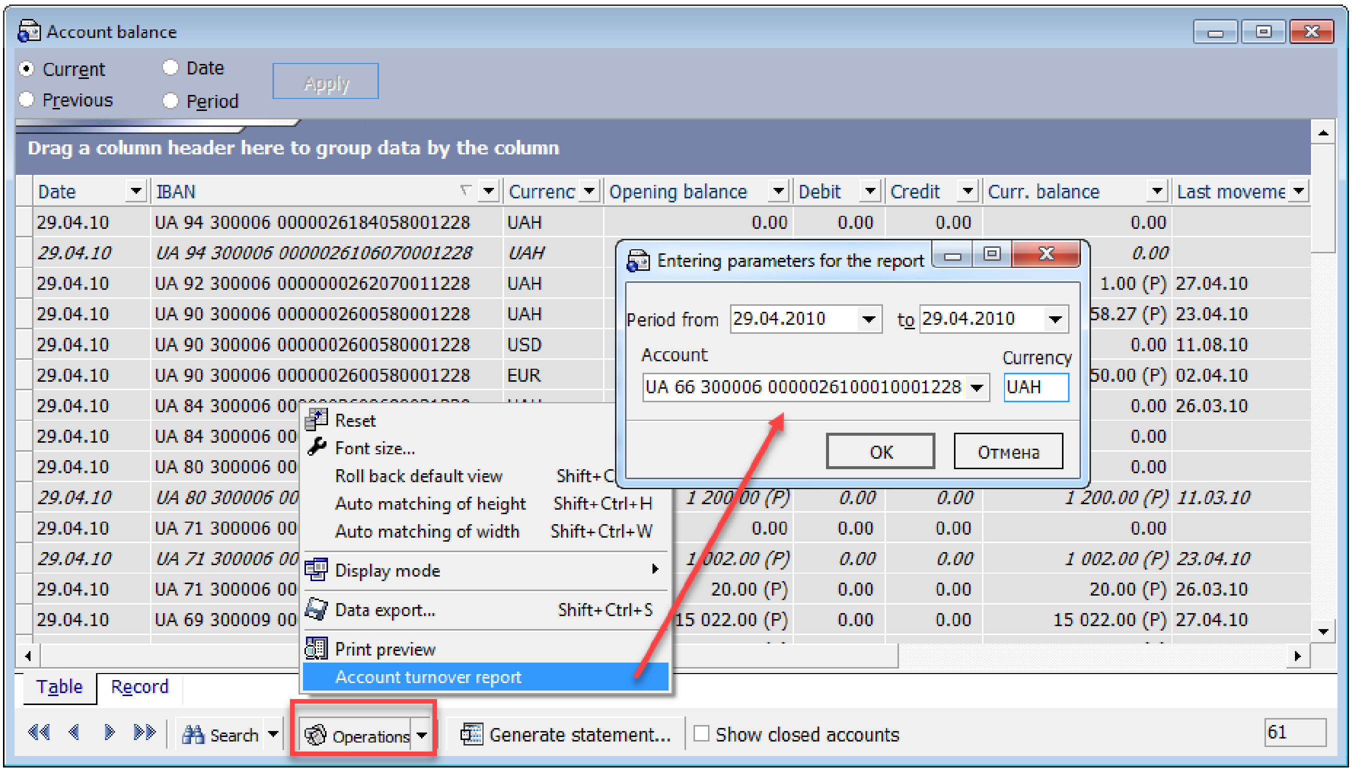
The data of the form can be represented in the form of statement "Account balance". To generate a statement which contains the data displayed on a screen at the moment, click on the button **«Generate statement»** on the toolbar. A form will be opened «**Wizard of statement generation**». If necessary, a generated statement can be saved as a template (see "Statement template generation"). At pressure of the «**Continue**» button the list of accounts will be opened.



Information from the field **Description** can be represented at forming of statements and payment orders. See "Print of payment orders".

At calculation of the value "Prediction" the system allows only the sums of UAH documents with two signatures in all states, except for "Approved" or "Delayed". Additionally, depending on the client setting (IncludeUnsignedDocsInForecast), documents with the status "Not all signatures" may be included in the calculation.

In addition, you can create an account turnover report by the selected period. To do this click on the **"Operation"** button and click the "Account turnover report".



3.2. Peculiarities of statements generation

- at generation of a statement **for the date**, the system displays data by accounts, even for zero-balance accounts. At generation of statements **for period** the data of zero-balance accounts is not displayed;
- if a statement is generated for **several accounts**, the data on each account is displayed on separate page;
- if **closed accounts** are used in the statement, the data by them is displayed as by open accounts;

You can set statement parameters by default (see the details in "Statement").

3.3. Statement of all the accounts

In order to get a statement of all your accounts:

1. Select the section "**Statements**" on the task bar.
2. Depending on the period for which you want to get a statement, click on the button:

a. "**Current information on accounts**" to get a statement for the current working day;

b. "**Final statement on the previous working day**" to get a statement for the previous working day;

c. "**Final statement for current week**" - statement for the current week by working days to get a statement for the previous week by days (from Monday to the current day inclusive);

d. "**Final statement for current month**" to het a statement for the previous month by days (from the 1st day of the month to the current day inclusive);

e. "**Beginning-of-the-year statement**" – statement for the account state at the beginning of the year.

3. The system will generate a statement for the current working day and display its pre-print version on a screen where you can view it and send for print.

3.4. Statement for a period

In order to get a statement for a definite period:

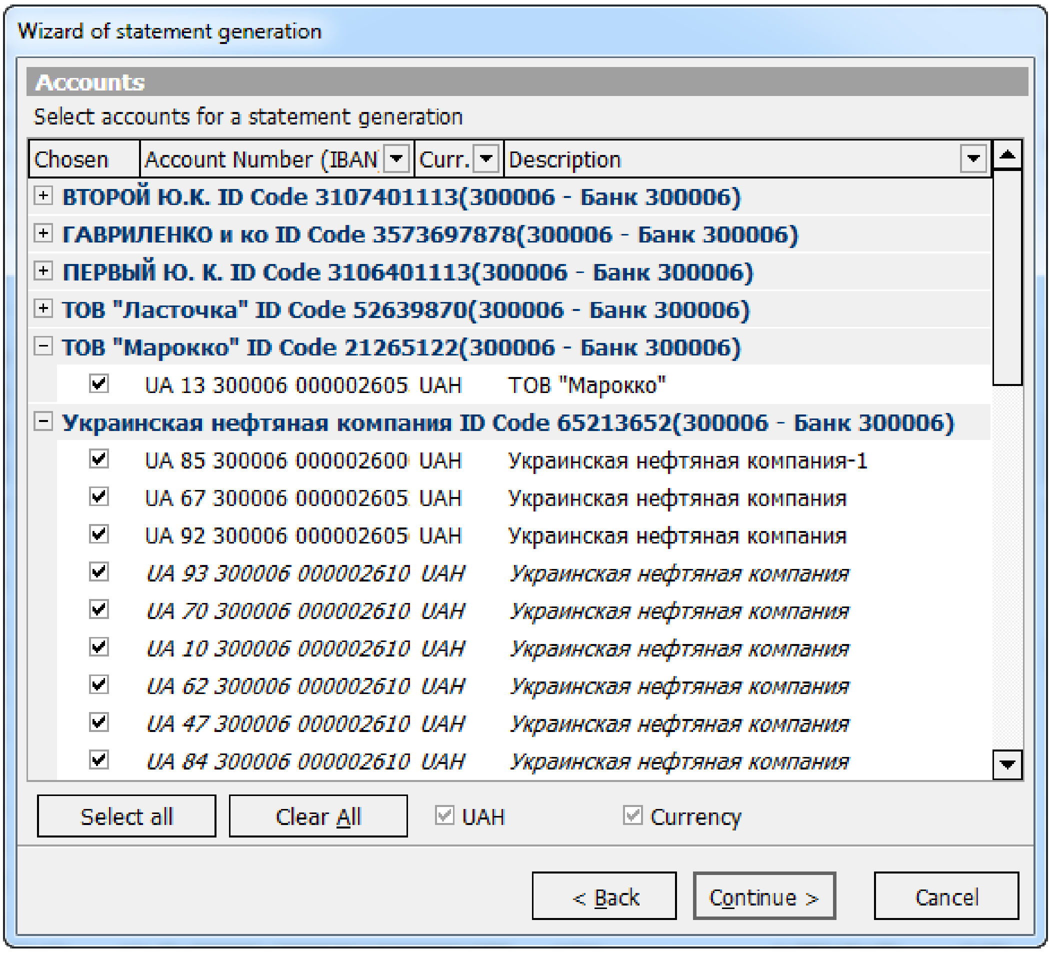
1. Select the section "**Statements**" on the task bar;
2. Click on the button "**Statement for period**";
3. In the opened window specify a date or a period for which you need to get a statement:
   a. **"Current day"** – statement for the current working day;
   b. **"Previous day"** – statement for the previous working day;
   c. **"Current and previous day" –** statement for the current and previous working days;
   d. **"Current week"** – statement for the current week by working days;
   e. **"Current and previous week"** – statement for the current and previous weeks by working days;
   f. **"Current month"** – statement for the current month by working days;
   g. **"Current and previous month"** – statement for the current and previous month;
   h. **"For the date"** – statement for the date specified in the field below;
   i. **"For the period"** – statement for period, the beginning and ending of which is specified in the fields below;
4. Click on "**OK**";
5. The pre-print version of the statement will be displayed on a screen where you can view it and send for print.

3.5. Random statement for selected accounts by date or period

Getting of a statement by definite accounts for any date or period:

1. Select the section "**Statements**" on the task bar;
2. Click on the button "**Statement generation wizard**";
3. The first page of Wizard gives the opportunity of statement generation by previously saved templates (see "Statement generation by saved template" and "Statement template generation");
4. On the page "**Accounts**" set a flag(s) in the column "Selected" for account(s) which will be used for statement generation. The button "**Select all**" allows to select all accounts – set flags for all accounts. The button "**Clear all**" – delete all accounts from the list. The flags "**UAH**" and "**Currency**" allows to select all UAH or currency accounts from the list, respectively;
5. Set the **"Sort by the contragent names"** flag if you want to sort the list by contragent's name*;
6. In the **Contragent name** field enter the name of the contragent or a part of it and the results will automatically be displayed;

* Additional functionality



7. Select the required accounts and click on “**Continue**”;

8. On the next page specify a date or a period for which the statement will be generated (see “Statement for a period”);

9. If you want the system to perform a document data detailing, set the flag “**Detailed statement**”;

10. If you want to save the statement parameters as a template to be able to use it in further working, you should mark the checkbox «**Save parameters of generated statement as a template**»;

11. If you want the system to sort the dates from the latest one to earliest set the flag “**Descending dates**”;

12. If you want the data to be sorted by transaction date, set the flag “**Sort the documents by the dates of transaction**”;

13. If you want a data in the statement to be grouped not only by branches but accounts either, set the flag “**Statement with division by date**”;

14. If you want the UAH equivalents of amounts to be displayed in statements for currency accounts, mark the checkbox “**Display equivalents”**. You can also set the way of equivalent amounts displaying in the statement: by default, the system will display equivalent amounts in the same column with currency amounts (i.e. every line with amount in currency is followed by the line with equivalent amount). If you want the equivalent amount to be displayed in the same line with amount in currency (i.e. equivalent amount to be displayed in additional column) mark the checkbox “**Display in single line”**;

15. If you want the statements to contain only the documents by debit or credit of selected accounts, select the option “**By debit**” or “**By credit**” in the section “**Documents**”;

16. If you select “**Random statement**” all mentioned settings will be deleted;

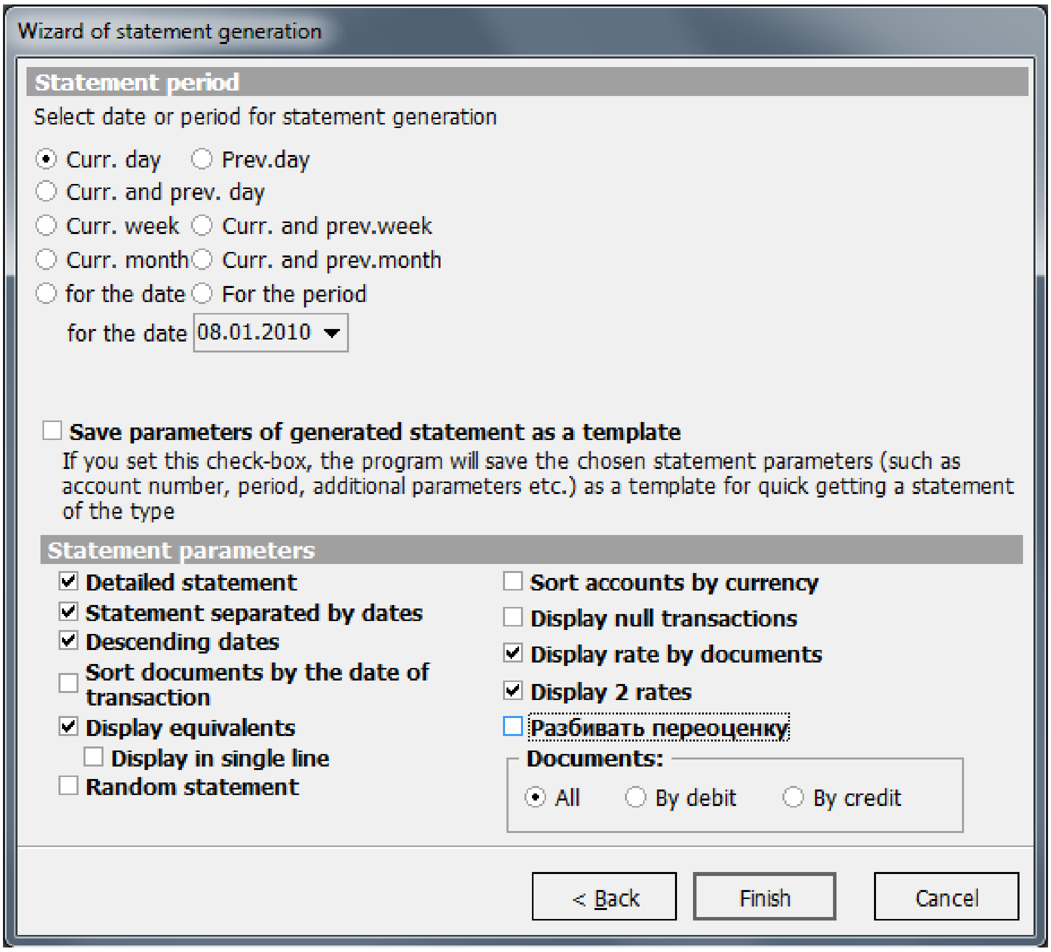
17. If you select "**Sort accounts by currency**", at forming of statement the additional sorting of accounts will be made on the code of currency in such order: UAH, EUR, USD;

18. If you want null transactions of accounts to be displayed in the statement, mark the checkbox **«Display null transactions»**. In the option is unchecked, the following message will be displayed: «There is no cash flow in the selected accounts for the selected period»;

19. If you check the box **"Display rate by documents"**, the current rate will be displayed in each document;

20. If you check the box **"Display 2 rates"**, the previous rate and current rate for the date of accepting of a document will be displayed. If checkbox is disabled, the current rate will be displayed. If the statement is built for the period, then a current rate by the date of the first transaction on the accounts will be displayed;

21. If you check the box **"Break down revaluation"**, then in the statement will be displayed both account revaluation and non operating exchange rate adjustment. If in the lines "Account revaluation" and "Non operating exchange rate" debits and credits are equal to zero, the following lines will not be displayed in the statement;



Attention! Having set the statement, you can save its parameters as a template which you will be able to use for statements generation (see "Statement template generation").

22. Click on the "**Finish**" button.

The system will generate a statement and display the pre-print version of a standard form on the screen.

3.6. Statement export into a file

The option provides the opportunity of statement saving in formats required for operation with external systems.

The wizard of statement saving into a file allows loading the data into client-bank data files (.dat, .txt), into .dbf, .xls, .xml, iBank2 (additional functionality), DBF (VFP) (additional functionality), camt.053 (additional functionality, available for accounts in national currency, document type selection is available, other statement options are not available) file formats, and also SAP R/3 (available if purchased in the complete set of supply of the system) client-bank data files. It's possible to learn more about export files format in the document *"Import and Export Formats Description".*

Attention! A statement contains only approved documents.

Attention! The list of available formats is defined by presence of corresponding export libraries in the catalogue "Plugins".

Attention! While exporting data in the document of any format the digital signature values are not exported.

Getting of electronic statement:

1. Select the section "**Statements**" on the task bar;
2. Click on "**Saving statement into a file**";

3. The first page of the wizard gives the opportunity of statement generation by previously saved templates (see "Statement generation by saved template" and "Statement template generation");

4. On the page "**Accounts**" set the flags in the column "Selected" for accounts which will be used for statement generation. The button "**Select all**" allows to select all accounts – set flags for all accounts. The button "**Clear all**" – delete all accounts from the list. The flags "**UAH**" and "**Currency**" allows to select all UAH or currency accounts from the list, respectively;

5. Having selected accounts for statement click "**Continue**";

6. On the next page specify a date or a period for which the statement will be generated (see "Statement for a period");

7. If you want the system to load the data about account balance, set the flag "**Load account balance**";

8. If you want the overvalue documents to be loaded into the generated statement, set the bookmark "**Load overvalue documents**";

9. If you want to get electronic statement in DOS-coding, set the flag "**DOS coding**";

10. If you want the statements to contain only the documents by debit or credit of selected accounts, select the option "**By debit**" or "**By credit**" in the section "**Documents**";

11. Select the export format you need in the field **Select an export format**;

12. Enter the file name prefix that will be entered at the beginning of generated file – the field **File name prefix**. The file name will be the following: PREFIX + date of the current operation date in the bank. If the prefix field is empty, the file name will contain only the date.

Attention! Having set the statement, you can save its parameters as a template which you will be able to use for statements generation (see "Statement template generation").

Attention! If a statement will be saved as a template, the file name prefix will be saved in it either.

13. Click on the "**Finish**" button;

14. The system will generate statement files and place it in the directory "**Export**" (the directory is placed with iFOBS system executable file). The file about accounts states is in the subdirectory **"AccountBalance"**, file with data by documents (if any documents passed by these accounts) – in subdirectory "**Document**" (herein, a path for saving of files can be set by a user – in the fields **Select the path** (for documents export) and **Select the path** (for export of account balance) see "Import/Export").

3.7. Statement template generation

Generation of a template for the further statement generation:

1. Select the section "**Statements**" on the task bar;

2. Click on the button "**Statement generation wizard**";

3. Set the statement parameters as it is described above (see "Random statement for selected accounts by date or period" and "Statement export into a file");

4. On the third page of the Wizard (data about the period and statement parameters) set the flag "**Save parameters of generated statement as a template**";

5. Click on "**Continue**";

6. In the field **File for saving a template**, set the path and file name in which the new statement template will be saved. If you enter only the file name the system will save it to the catalog which is used by default;

Attention! By default the system saves the statement file-template (in the format .reptmpl for commin statement and .ELreptmpl – for electronic statement) in the folder RepTmplts, which is placed in the same directory with iFOBS system executable file. File-templates from this folder are automatically loaded to the list of available templates that is displayed on the first page of Templates Wizard (see "<u>Statement generation by saved template</u>").

7. In the filed **Template description** enter text description of the statement;
8. Click on "**Finish**".

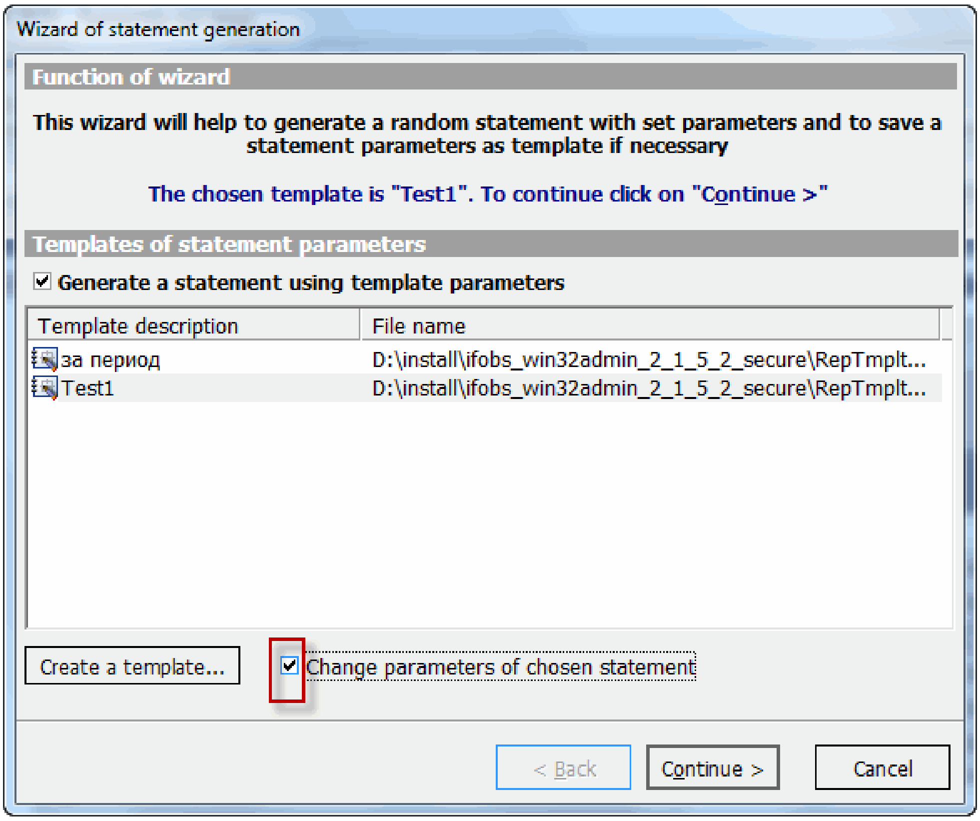
3.8. Statement generation by saved template

The system makes it possible to generate a statement strictly by the template but also it allows to change some parameters of selected template.

To generate a statement by the template:

1. Select "**Statements**" on the task bar;
2. Click on the button "**Statement generation wizard**" or **"Saving statement into a file"**;
3. Set the flag "**Generate a statement using template parameters**";
4. Select the template from the list. The list contains templates *(files of formats .reptmpl for common statement and .ELreptmpl – for electronic statement)* from the folder RepTmplts, which is placed in the same folder with the system executable file;
5. If the necessary template is in another folder, click on the button "**Add template**" and specify the path to the folder in which you are going to generate a statement;
6. Click on "**Finish**" – the statement will be generated by selected statement;

Attention! If you want to change some parameters of a statement, generated by the template, than set the flag "Change parameters of chosen statement" before generation.



4. OPERATION WITH PAYMENT DOCUMENTS AND REQUESTS

4.1. Documents in national currency

4.1.1. Creation of UAH document

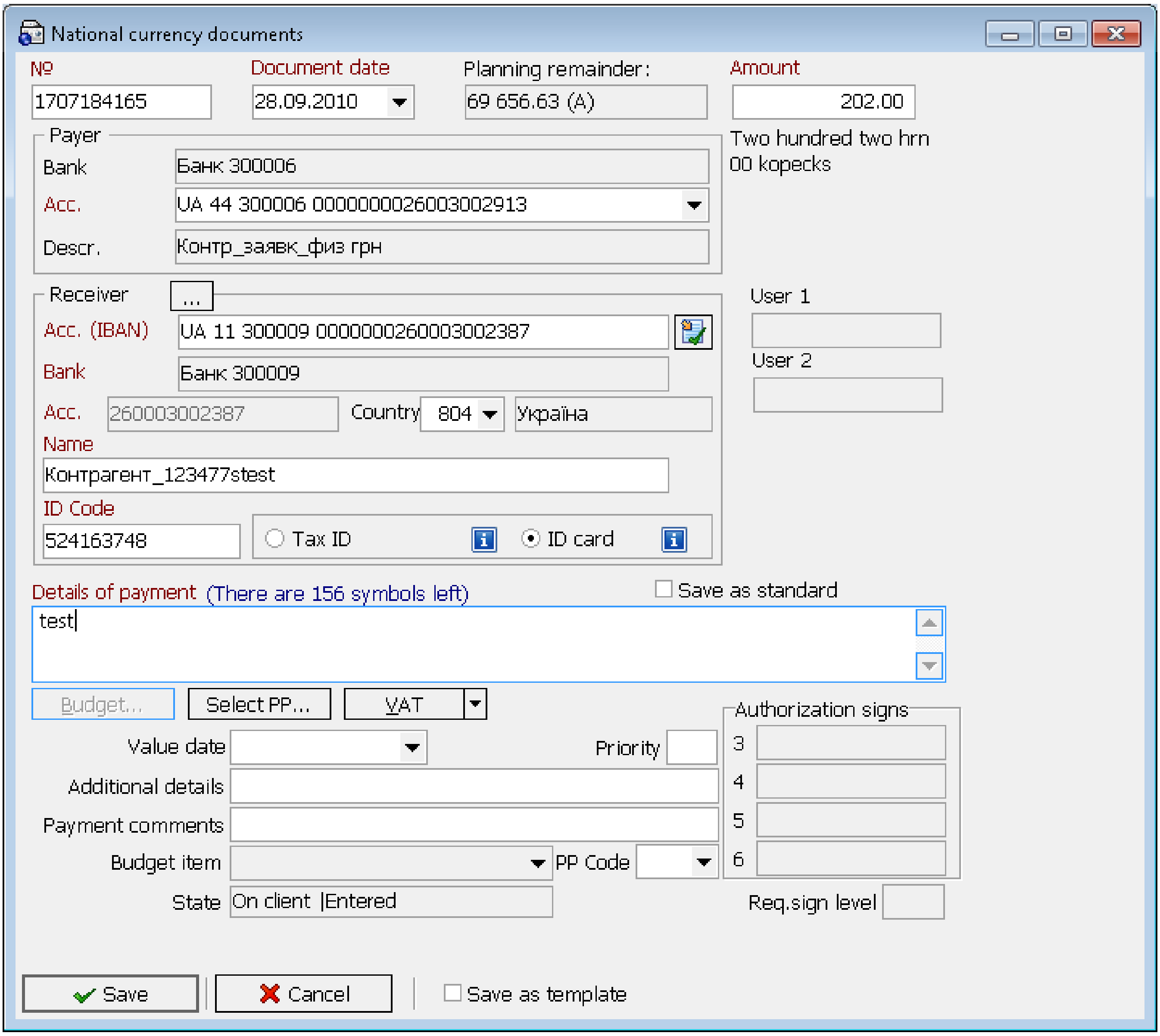
To create a UAH payment document:

1. Click on the button "**National currency documents**" on the taskbar "Operations";
2. Click on the  button on the toolbar;

Note. To work with this functionality the user must have a right to create documents.

3. Fill the form with necessary parameters (see "Description");
4. Save the document. The system will assign a state that is defined in settings to it (see "Setting of a state of a new or edited document by default"). Also, the document can be automatically signed with your digital signature (see "Setting of automatical signing of documents").

Attention! In order the document come into effect it must be sent to the bank server and approved in CBS B2 (see "Sending of documents to the bank" and "Approved documents").



Item description

Item	Req	Description
Document number	+	Field contains document number. The number is inserted automatically in accordance with numbering settings (see "Numeration"), but you can change it. **Attention!** After sending of document to the bank, the field is unavailable for editing!
Date of document	+	Field contains the document date. By default, the system displays the current date of bank operating day. You can change this date
Planned balance	N\A	Text element displays account balance of payer specified in the section "Payer", adjusted for amount of this document (which account balance will be if the document is accepted in the bank). Planned balance is calculated as a difference of the current balance and all unprocessed documents (documents with two signatures in states "Entered", "Ready for sending"). If the option "**Take into account delayed documents on calculation of planned account balance**" is activated (***Service/Settings/Documents/Parameters***), also the "Delayed/On client" documents will be allowed
Amount	+	Field contains amount of payment order
Payer	+	Section contains the data about payer of the document: select the account number of payer in the field **Account (IBAN)**. The bank code, payer name and description of the account will be substituted automatically from the reference book of your accounts (see "Accounts"). If in the "Accounts" reference book one of your accounts is set as "Main", the parameters of this particular account will be substituted to the section "Payer" automatically. **Attention!** If any of the accounts available to the client is not set as "Main", then by default the system fills the field **Payer** with account number from the last saved UAH payment order.
Recipient	+	The section contains the data about payment: select a recipient from the reference book of correspondents of UAH documents (see "Correspondents of national currency documents"), by clicking the button ... – the section fields will be filled automatically. You can fill only the field **ID code** – if the counteragent data is in the reference book. The section will be automatically filled. If the correspondent has several accounts, the last essentials by the record will be used. **Please note:** the functionality works provided that the corresponding entry has been added (or edited) by the user in the "Correspondents of Correspondents of national currency documents" reference book. If after synchronization with the bank, the **Date of the last change** field in the "Correspondents of documents" reference book remains empty, it will not be possible to search for a counteragent by identification code. **Note.** During the saving of document with the identification code of legal entity, which falls short of rules of forming the ID codes, the system gives out a report about incorrect code and asks about a necessity to continue the operation of saving the information. For a physical person in the **ID code** field the ID number or their passport series and number in case if this person has refused from obtaining ID code should be indicated. Also in the **ID code** field, you can enter: - ID card number (9 digits): indicated. if the recipient - the individual person refused the id code for religious reasons. - Tax ID - if the recipient code is specified (consisting of 9 digits) which is assigned to the JAA (joint activity agreement) of the representative office with a «P»-type account that carries out business activities or is a single tax payer. After entering the required value, the switches **"Tax ID"** and **"ID card"** will be displayed - select the appropriate switch.

Item	Req	Description
		The button allows filling of the current document with the details of the previous payment with the same account number of correspondent. If the button is inactive, that means that no payments with the selected account were created. **Note.** Payment information is saved in the local database of the current computer (DATA folder in the iFOBS directory). If the folder was cleared, or the required document was created on another computer, than you won't be able to enter its details on this computer.
Payment purpose	+	Field contains payment purpose of the document. You can also use auxiliary buttons to fill it: "**Budget**", "**Select PP**", "**VAT**" If you want the system to insert a payment purpose by default, select the menu ***Service/System settings/Documents/Templates***, set the flag "**Set the following NP by default**" and enter the payment purpose that will be entered at document creation by default
Budget	N\A	The button makes it possible to generate a payment purpose for a budget document in the format that is required by NBU in semiautomatic way. If you click on the button, the system displays the form "Budget" where you have to select a purpose coding (from 16.09.2002 or from 13.04.2003), and document parameters. As parameters are specified, the record is formed and displayed in the top of the form **Value**. After entering of all parameters, click on the "**OK**" button – and the record will be automatically substituted to the field **Payment purpose**
Select PP	N\A	The button makes it possible to select a payment purpose from the reference book of payments
VAT	N\A	The button calculates the VAT from the document amount automatically (in accordance with the current VAT percent that is determined in settings) and substitutes the corresponding text element (e.g. "VAT incl. <...>% <...,...> hrn.") to the field of payment purpose (see "Setting of VAT percent and template")
Save as standard	-	This option allows to save the value entered in the field **Payment purpose** in the reference book of payment purposes for this correspondent (see "Payment purposes for national currency documents"). At the next creation of UAH payment order you will have the opportunity to use the button "**Select PP**" for selection of the saved payment purpose from the reference book. **Attention!** If in the last saved UAH payment order the option has been activated, the system will automatically set it at creation of new document.
Value date	-	Field allows to specify the value date of the document. The value date cannot exceed the document date more than for 10 days
Additional details	-	The field allows to enter additional details of a document. Depending on the client application settings there can be a drop-down list from the reference book available (see "Codes of UAH documents")
Code PP	-	The field allows to choose the code of payment purpose from a falling out list. At pressure the list of codes and description of PP is opened
Signatures	N\A	Fields contains information about first and second signatures applied on document. **Attention!** The user can sign a document only if he has a right for the corresponding signature and for debit account from which money will be withdrawn.
Priority	-	The field allows to set the priority of a document, created by the template, at processing. **Note.** Depending on the settings of the client's place, the field can be unavailable for editing
Accept comment	N\A	The field contains information about errors of document filling. If there are no errors the field is not displayed
State	N\A	The field is available only for viewing and displays the information about the

Item	Req	Description
		current state of a document (see “Document state”)
Payment with the commission during non-operational hours*	-	If this option is displayed on the form, it means that the user has the opportunity to send national currency payments to the Electronic Payment System after the end of the standard operational hours, with the withdrawal of commission (the checkbox is displayed when the client location setting *UseDocWithFeeOperTimeAfter* is true)
External code*	-	The field allows to assign the document with a unique code that will be used to identify the document within one business day. To use this functionality, the appropriate right should be set to the user by the system administrator. The user can fill the field with any combination of numbers, letters and symbols unique to each document, created within one business day. The field will be filled automatically when you are importing documents in national currency from the .dat files of client-bank data (see "Document import from a file")

Attention! After sending of a document to the bank, it is protected from editing.

Viewing of an approved document created on the basis of a document sent by you to the bank:

1. Click on the button “**National currency document**” on the toolbar “**Operations**”;
2. In the table select the document accepted in the bank;
3. Click on the button to the right from “**Switch to**” and select the menu item **Switch** to approved document;
4. The system will open the form “**Approved documents**”, in which the approved document created by your selected document will be displayed.

4.1.1.1. Creation of UAH document by template

1. Click the button “**National currency documents**” on the panel “**Operations**”;
2. Click on the button to the right from the button and select ***Create by template***;

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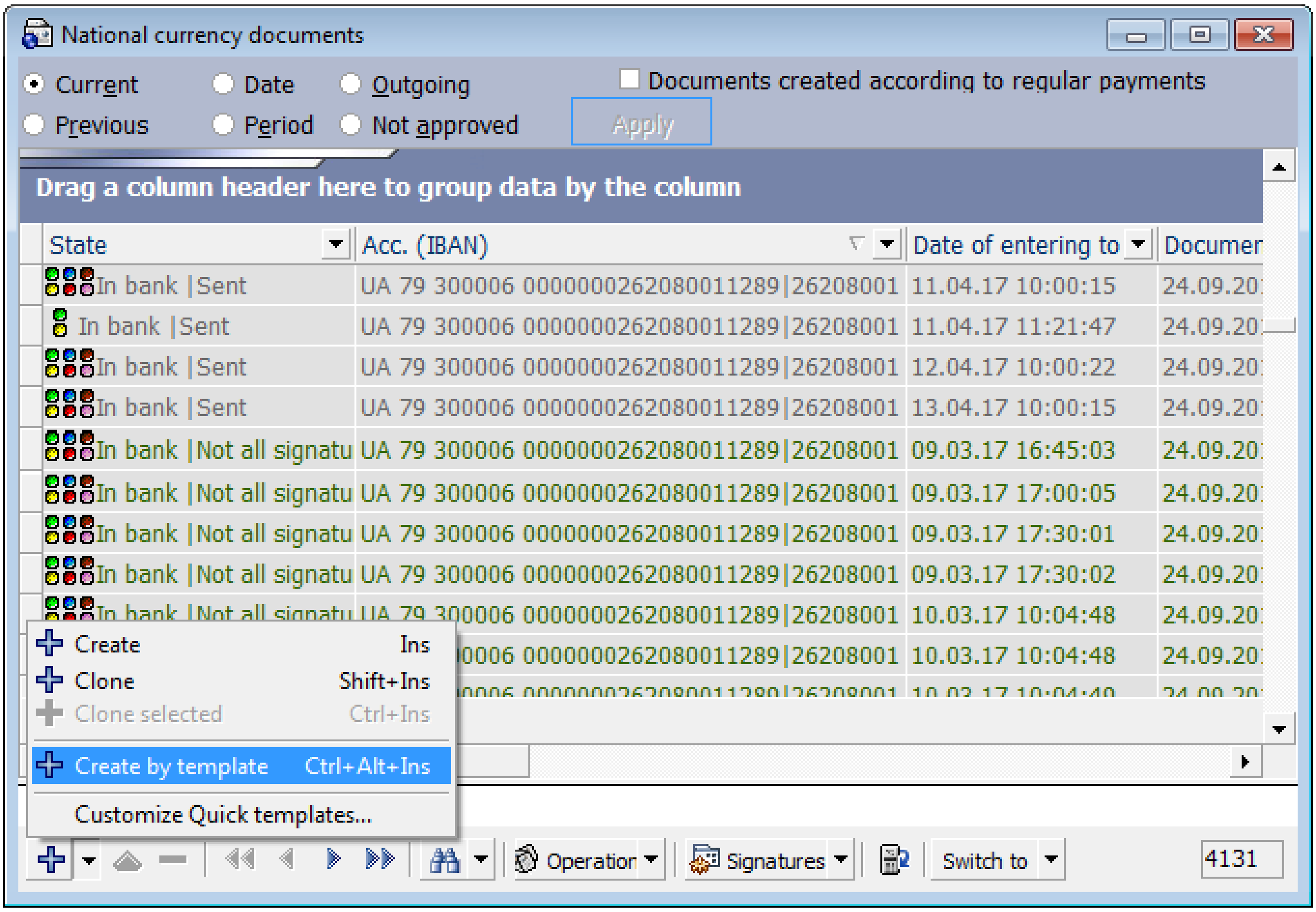
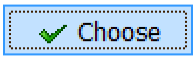
* Additional functionality
* Additional functionality

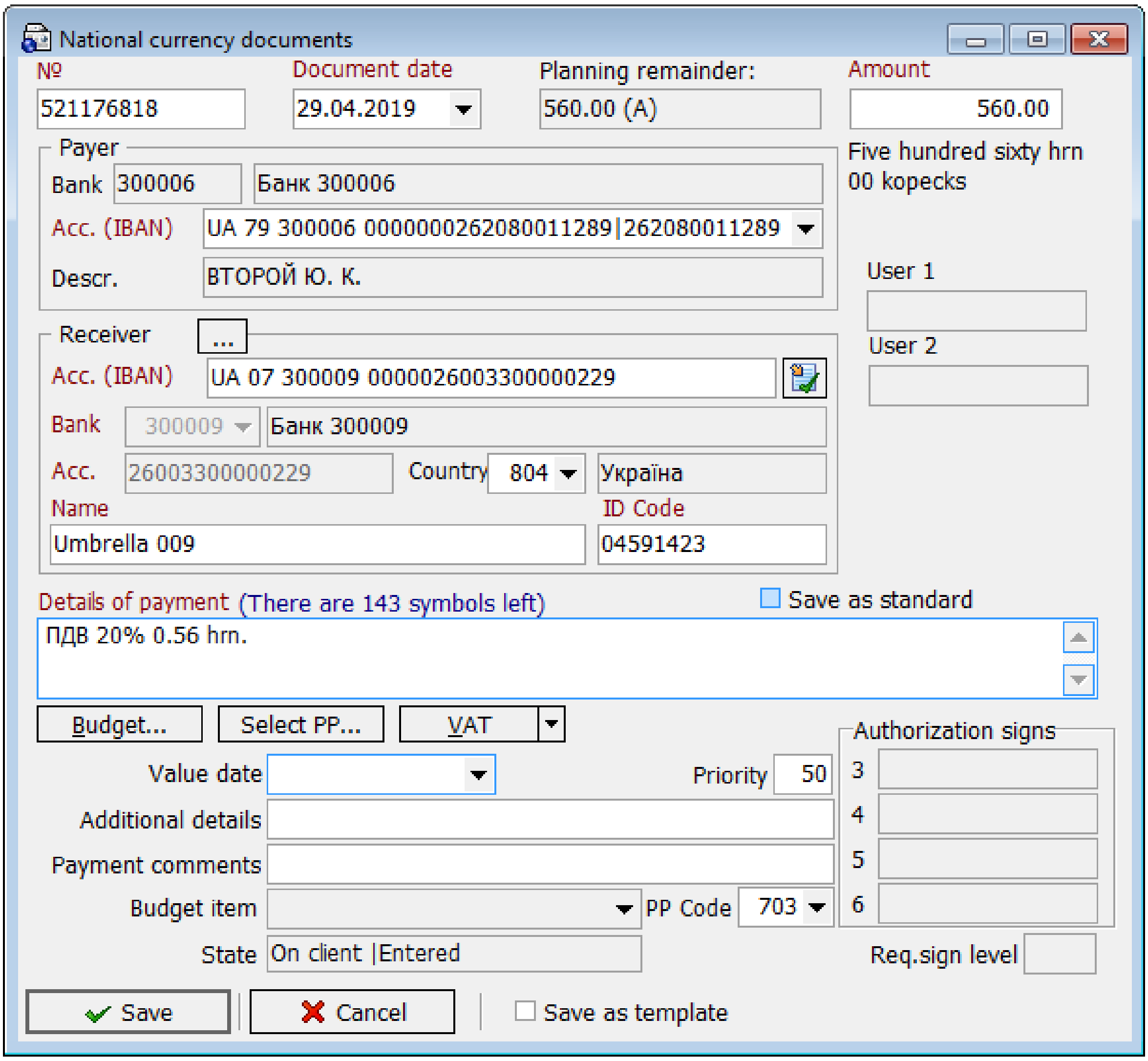


Note. To work with this functionality the user must have a right to create documents.

3. In the opened form select a necessary template and click on the 

button;

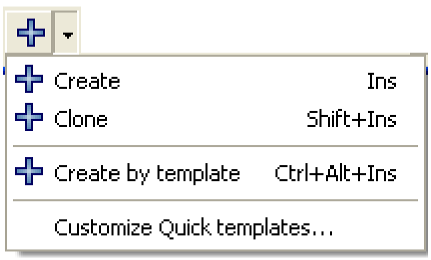
4. The system will create a document with data specified in this template and display it on a screen. The document number will be entered in accordance with numbering settings, the document date will be the same as the current working day date, the value date will be substituted according to template settings.



Creation of a document by template using hotkey:

1. Invoke the operation “**National currency documents**” on the “**Operations**” taskbar;
2. Use the combination of hotkeys set for the template according to which toy are going to create a document;
3. The system will create a document with data specified in this template and display it on a screen. The document number will be entered in accordance with numbering settings, the document date will be the same as the current working day date, and the value date will be substituted according to template settings.

Attention! To set a combination of hotkeys for the template, click on the  button to the left from  and select the item “Customize quick templates” (see “Setting of fast access to national currency documents templates”).



4.1.2. Document import from a file

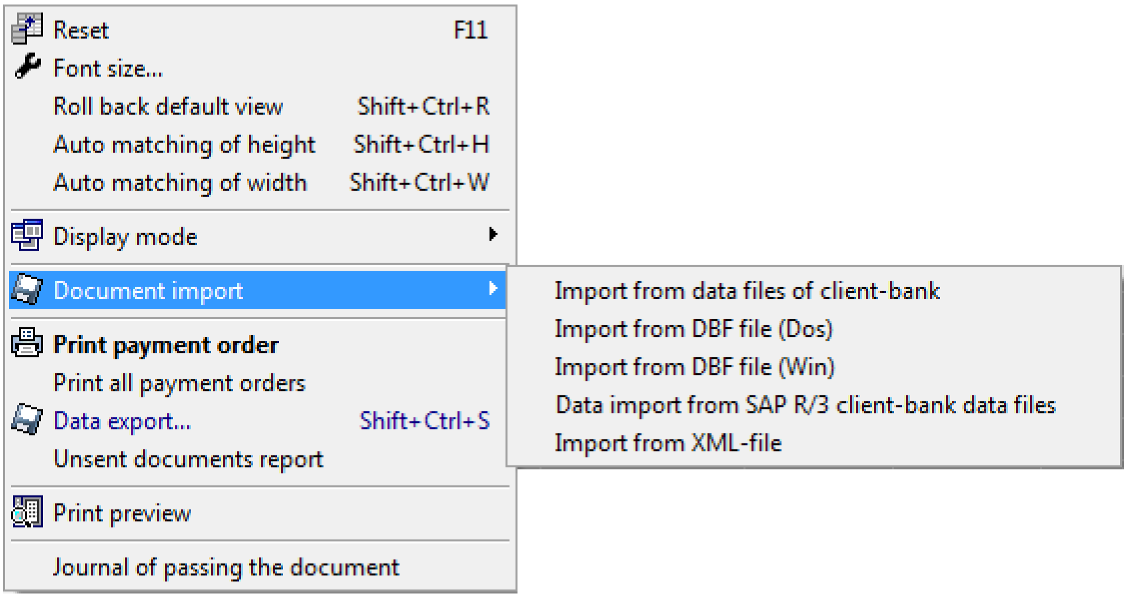
The system makes it possible to import UAH documents to the DB from client-bank data files (.dat, .txt), from .xml, .xls, .dbf, PAIN.001, iBank2 (additional functionality), DBF (VFP) (additional functionality) file formats, and also SAP R/3 (available if purchased in the complete set of supply of the system) client-bank data files. It's possible to learn more about import files format in the document *"Import and Export Formats Description".* In order the system could perform the import, the folder "**Plugins**" should contain import library files ***ImportCB.dll*** and ***ImportXml.dll***.

Attention! At the document import the system performs all checks applied on documents when they are added manually.

To work with this functionality the user must have a right to document import.

To import data:

1. Click on the button "**National currency documents**" on the panel "Operations";
2. Click on the button to the right from "**Operations**" on the form toolbar. Select "**Document import**" from drop-down list;
3. In the menu **Import** select the import file format;



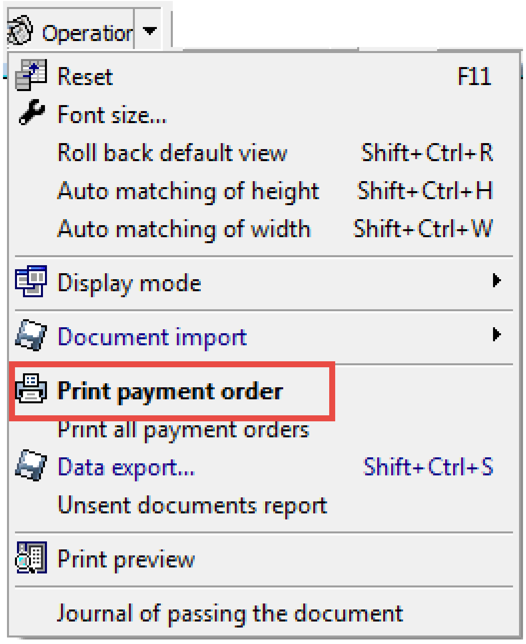
4. In the next window specify the location and name of the file from which the data will be imported;
5. Click on the "**Open**" button.

Attention! The system provides the opportunity of extension of import functions by new DLL-libraries that makes it possible to import data from files of any format.

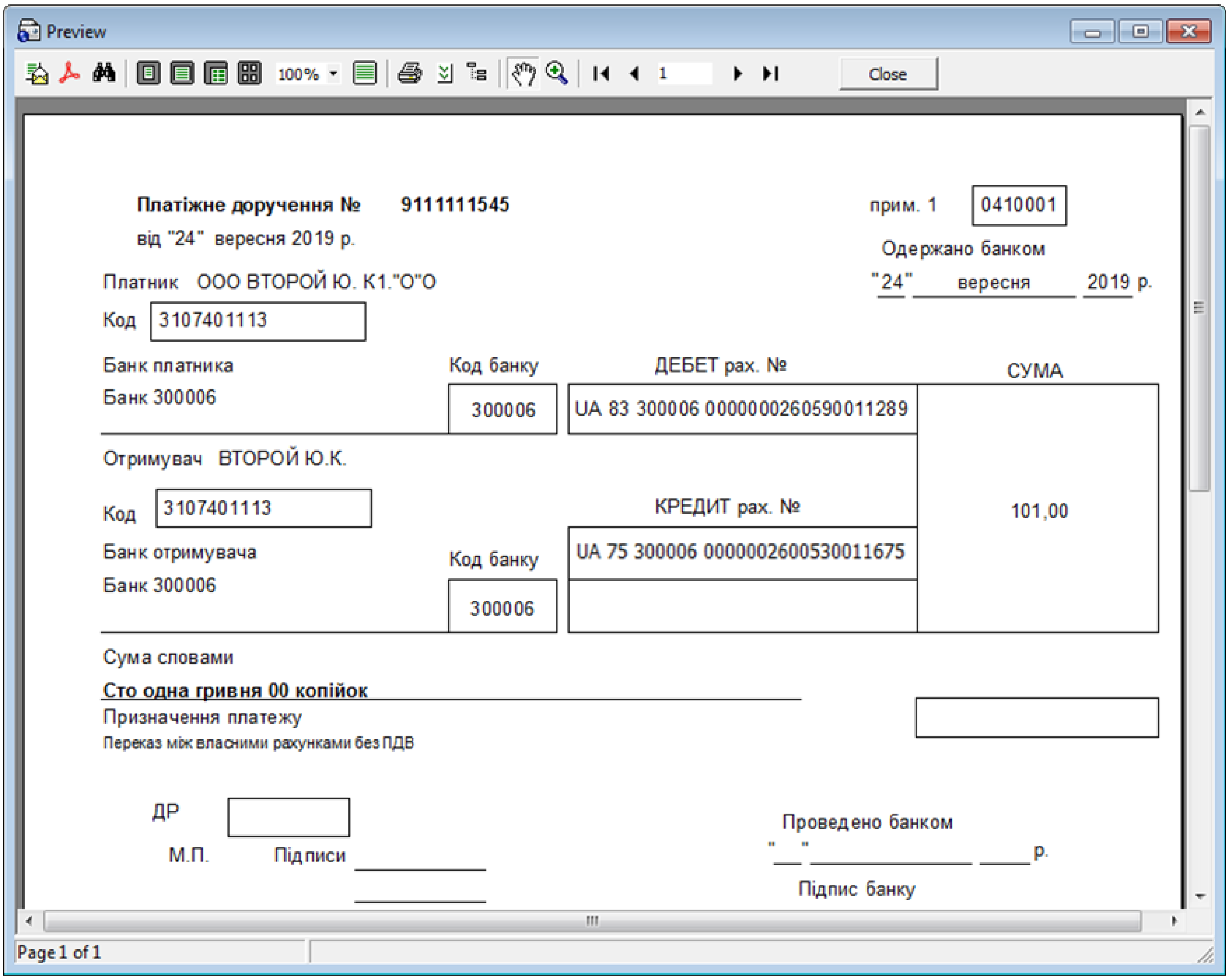
4.1.3. Print of payment orders

<u>To generate the payment order by a document:</u>

1. Select the required document;
2. Click on the button to the right from "**Operations**" button on the toolbar and select the ***Print payment order*** option;



3. You can view payment order in the preprint mode. After checking you can print it or close the form.



Attention! If you want to print the selected payment order, press [Ctrl] + "**Operations**" and the process will be performed automatically

To generate the payment order by several documents:

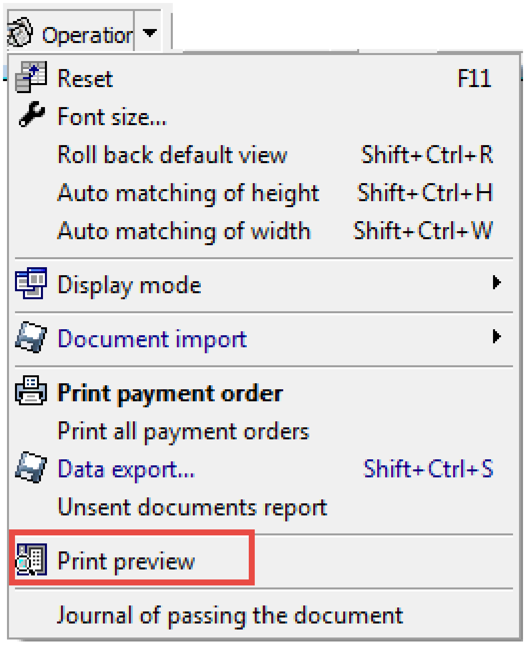
1. Select the required documents, holding down [Shift], if you need to select several documents in a row, or [Ctrl], if you need to select documents randomly;
2. Click on the button to the right from “**Operations**” button on the toolbar and select the ***Print selected payment orders*** option;
3. You can view payment order in the preprint mode. After checking you can print it or close the form.

To generate payment orders by all documents from the selected filter (i.e. by all records displayed in the table):

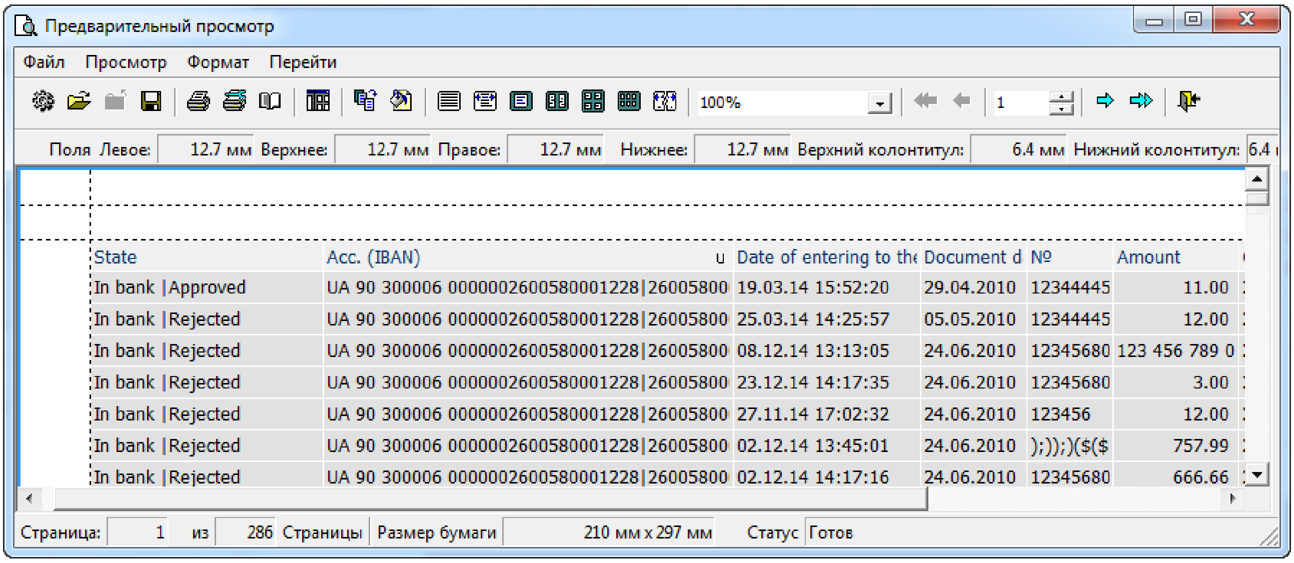
1. Click on the button to the right from the “**Operations**” button and select the menu item ***Print all payment orders****;*
2. The system will generate payment orders and display them on a screen in preview mode. After that the document can be printed or closed.

To print the list of documents:

1. Click on the button to the right from “**Operations**” button on the toolbar and select the ***Print preview*** option;



2. The system will generate the list of documents and display them in preview mode. Use the toolbar to set the printing options and print the document.



The printing parameters, such as number of copies, sorting and the possibility of printing in the text mode can be set and changed (see “Printing of payment orders”).

During statements and payment orders forming it is possible to display the account by its description instead of the contragent’s name. This description of the account is taken from the CBS as it can be seen in the "Wizard of statement generation" form, the **Description** field (see "Accounts balance").

If a client has several branches, he can specify their names instead of the name of the head organization in the statements and payment orders.

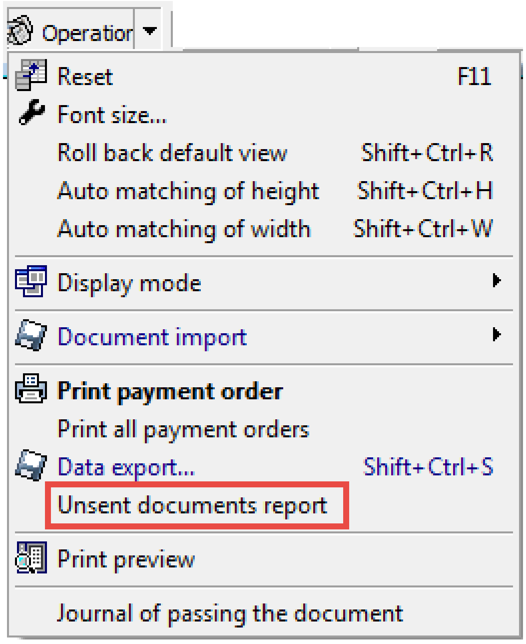
For setting of this possibility contact the system administrator with a request to set the ***ShowAccountDescr*** parameter for the proper client. Setting of parameter and possible values are described in manual of iFOBS system administrator.

4.1.4. Printing a report of documents ready for sending

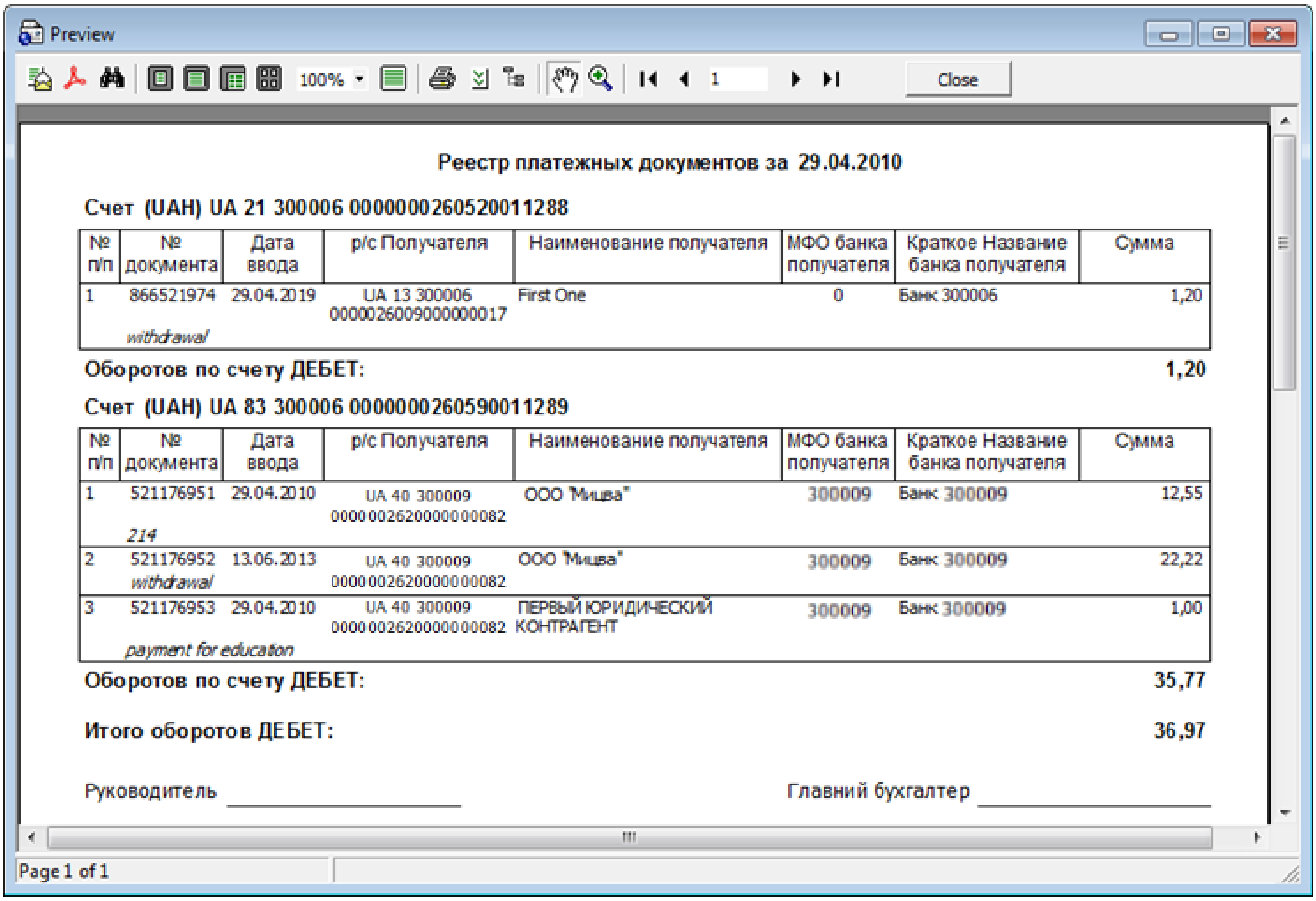
Documents in the national currency those are ready for sending, i.e. entered and signed by all the necessary signatures, can be printed and given for signatures to the director and the chief accountant before sending to the bank.

For printing an unsent documents report follow the items below:

1. Click on the button  on the right side from the **“Operations”** button and select the ***Unsent documents report*** item;



2. The system will generate the report of payment documents ready for sending and display it in the preview form;
3. Click on the button  in the toolbar for printing the report.



Реестр платежных документов за 29.04.2010

Счет (UAH) UA 21 300006 0000000260520011288

№ п/п	№ документа	Дата ввода	р/с Получателя	Наименование получателя	МФО банка получателя	Краткое Название банка получателя	Сумма
1	866521974 *withdrawal*	29.04.2019	UA 13 300006 0000026009000000017	First One	0	Банк 300006	1,20

Оборотов по счету ДЕБЕТ: 1,20

Счет (UAH) UA 83 300006 0000000260590011289

№ п/п	№ документа	Дата ввода	р/с Получателя	Наименование получателя	МФО банка получателя	Краткое Название банка получателя	Сумма
1	521176951 *214*	29.04.2010	UA 40 300009 0000002620000000082	ООО "Мицва"	300009	Банк 300009	12,55
2	521176952 *withdrawal*	13.06.2013	UA 40 300009 0000002620000000082	ООО "Мицва"	300009	Банк 300009	22,22
3	521176953 *payment for education*	29.04.2010	UA 40 300009 0000002620000000082	ПЕРВЫЙ ЮРИДИЧЕСКИЙ КОНТРАГЕНТ	300009	Банк 300009	1,00

Оборотов по счету ДЕБЕТ: 35,77

Итого оборотов ДЕБЕТ: 36,97

Руководитель ____________ Главний бухгалтер ____________

4.1.5. Document information

To invoke the task use the button "**Document information**" on the panel "**Operations**".

The form contains documents created and approved in CBS B2 by UAH documents, created by user in iFOBS system or by terminal kiosk and sent to the bank.

The table displays debit documents of D type (for debiting client's account on the basis of the information received from iFOBS), credit documents of C type (for crediting of money to client's account), information credit documents of IC type (payment requirements sent to your debtor), information debit documents of ID type (payment requirements sent to you).

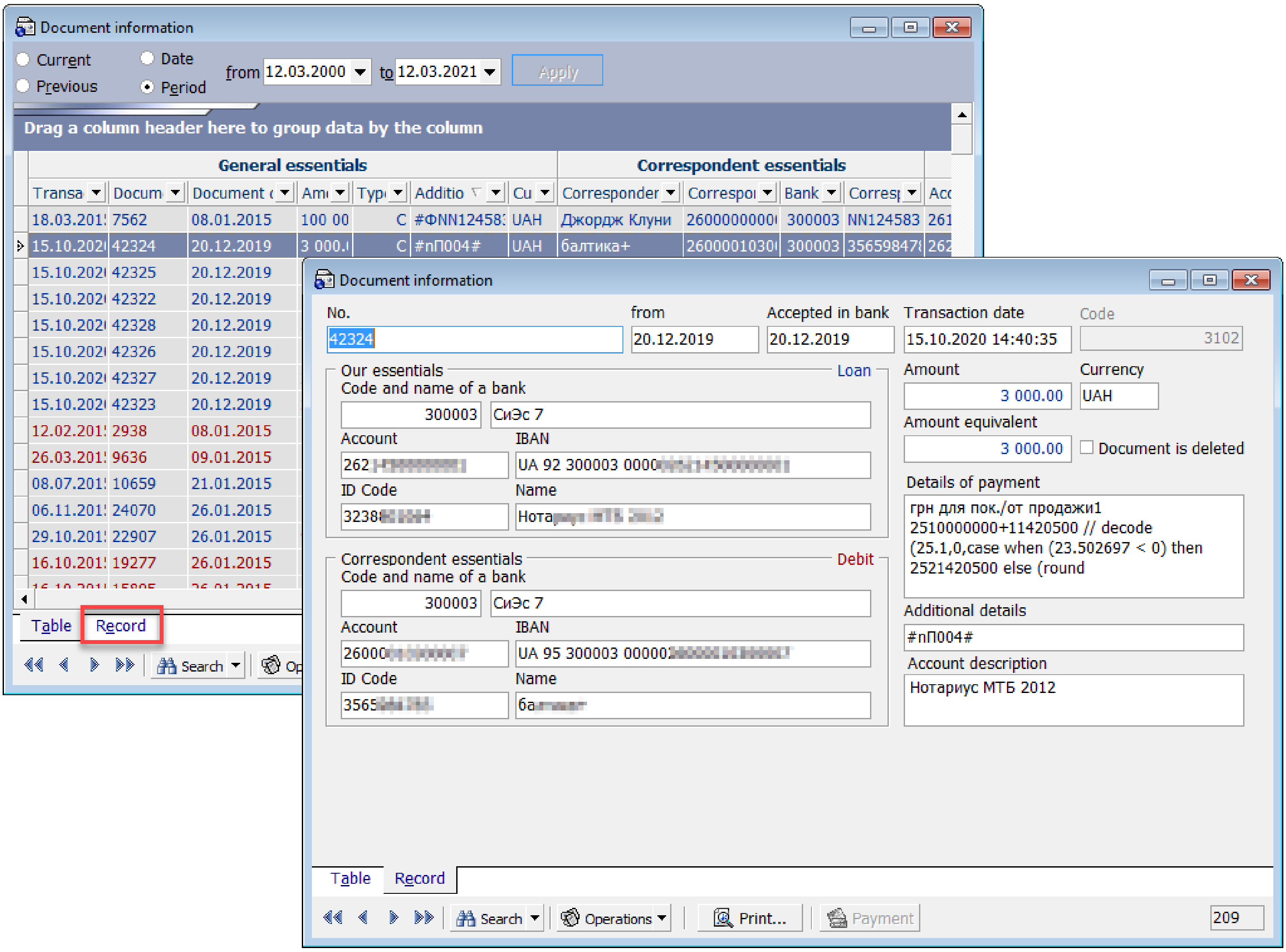
You can adjust the filters for proper viewing (see "Data filtering in tables").

Approved documents in which our account is used as a payer's account are marked with red color (D and ID type), approved documents in which our account is used as a recipient's account are marked with blue (C and IC type).

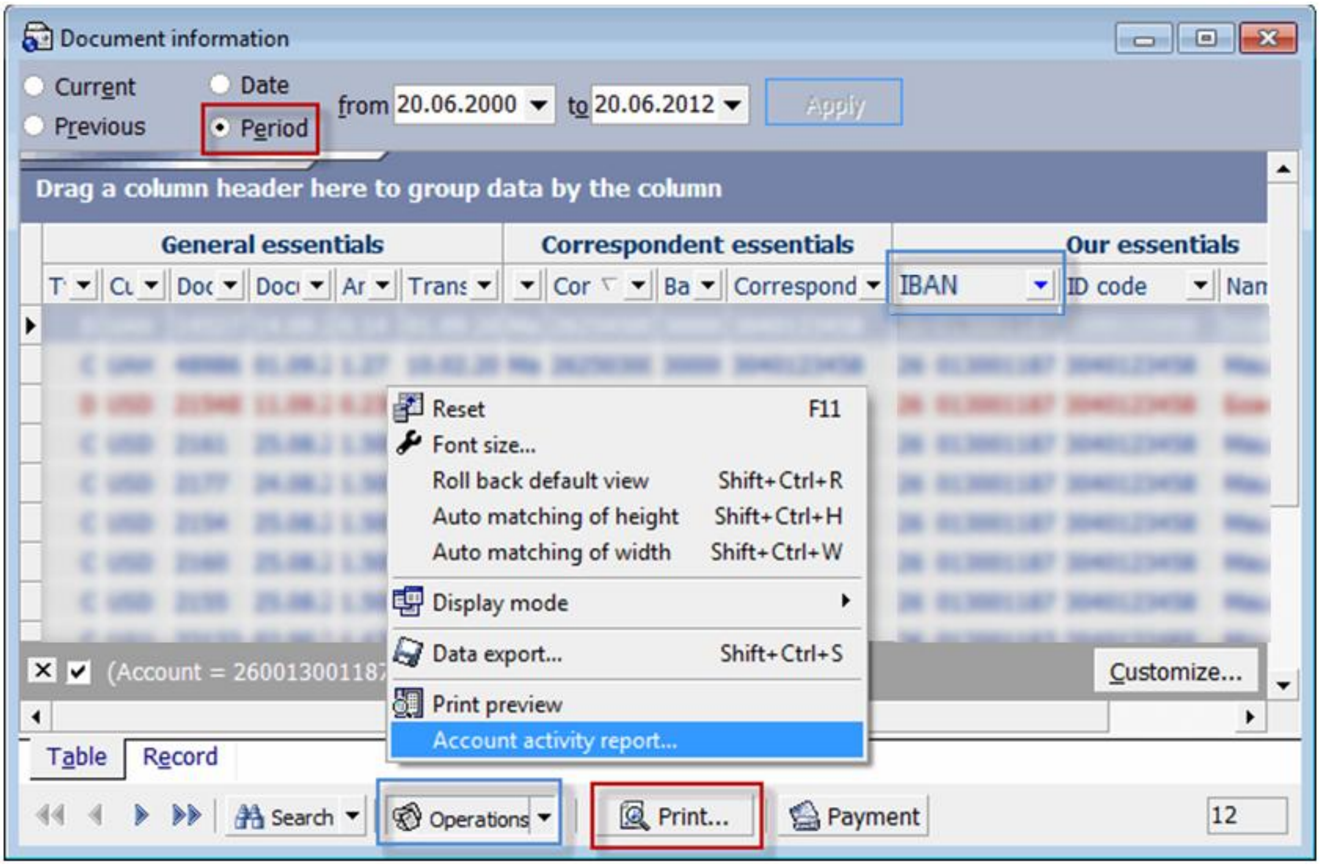
On the form you can view the total amount for the selected documents (see "Viewing the total amount for selected documents").

If you want to print a payment order, select a document and click on the button **"Print"** on the toolbar.

To view detailed information on the document, select the required line in the list and go to the "Record" tab.

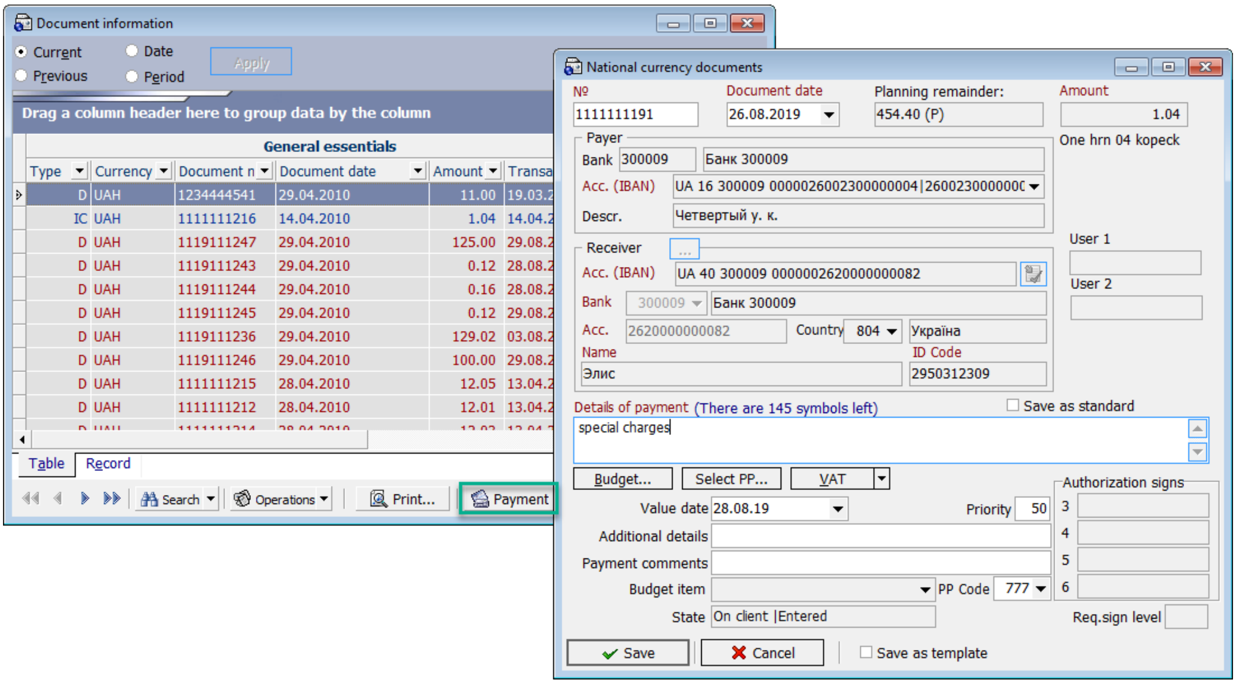


On the form "Document information" you can create a report of activity between your account and accounts of correspondents. To do this choose your account (column **Our essentials/IBAN**), select the period (see "Data filtering in tables"), select ***Operations/Account activity report.***



In the "Document information" form you can create a copy of payment order for documents in national currency. For this:

1. Select the document and click the **"Payment"** button.
2. For debit document system will clone the previewed document. The "Payer" section in the "National currency document" form will be filled with data about payer from the "Document information" form, and the "Receiver" section in the "National currency document" form will be filled with data about receiver from the "Document information" form. You can edit the data (for the payment order, based on the document of information debit (see "Create a payment order based on an ID document") the payer and receiver details and the amount of payment can not be edited.



3. For credit document the system will create a new payment order, where The "Payer" section will be filled with data about receiver from the "Document information" form, and the "Receiver" section will be filled with data about payer from the "Document information" form. You can edit the data (for the payment order, based on the document of information debit (see "Create a payment order based on an ID document") the payer and receiver details and the amount of payment can not be edited.
4. Having filled all the fields of the document, save it, then sign it with your digital signature (or signatures, depending on your user rights and rules of document acceptance in the bank) and send it to the bank.

4.1.6. Informational debit documents§

Informational debit (ID) documents are payment requests used for a counteragent notification about an existing debt or a necessity to pay a certain amount. Documents of such a type are informational ones and on the basis of them a payment order can be created.

You can view (see "View ID documents"), create (see "Create an ID document") or import ID documents from a file (see "Import ID documents from a file") and make payments based on ID documents received from counteragents (see "Create a payment order based on an ID document").

To make an invoice for your debtor follow the instruction:

- create ID document (see "Create an ID document");
- fill in the fields of the "Informational debit document entry" form (specify your essentials in the "Payer" group-box and your debtor's ones in the "Receiver" group-box, enter a debt amount in the **Amount** field);
- sign a document and send it to the bank.

After an ID document is passed in the bank, the balance of your and your debtor's accounts will not change. Your debtor will receive an ID document and you will receive an informational credit (IC) document (see "Document information"). Your debtor can create a payment order based on this ID document (see "Create a payment order based on an ID document") with his essentials as a payer's ones and your essentials as a recipient's ones. After the payment order is sent to the bank and passed in it, the specified debt amount will be transferred from your debtor's account to your account. You will receive a credit (C) document and your payer will receive a debit (D) document (see "Document information").

§ For operating ID documents you should have a license

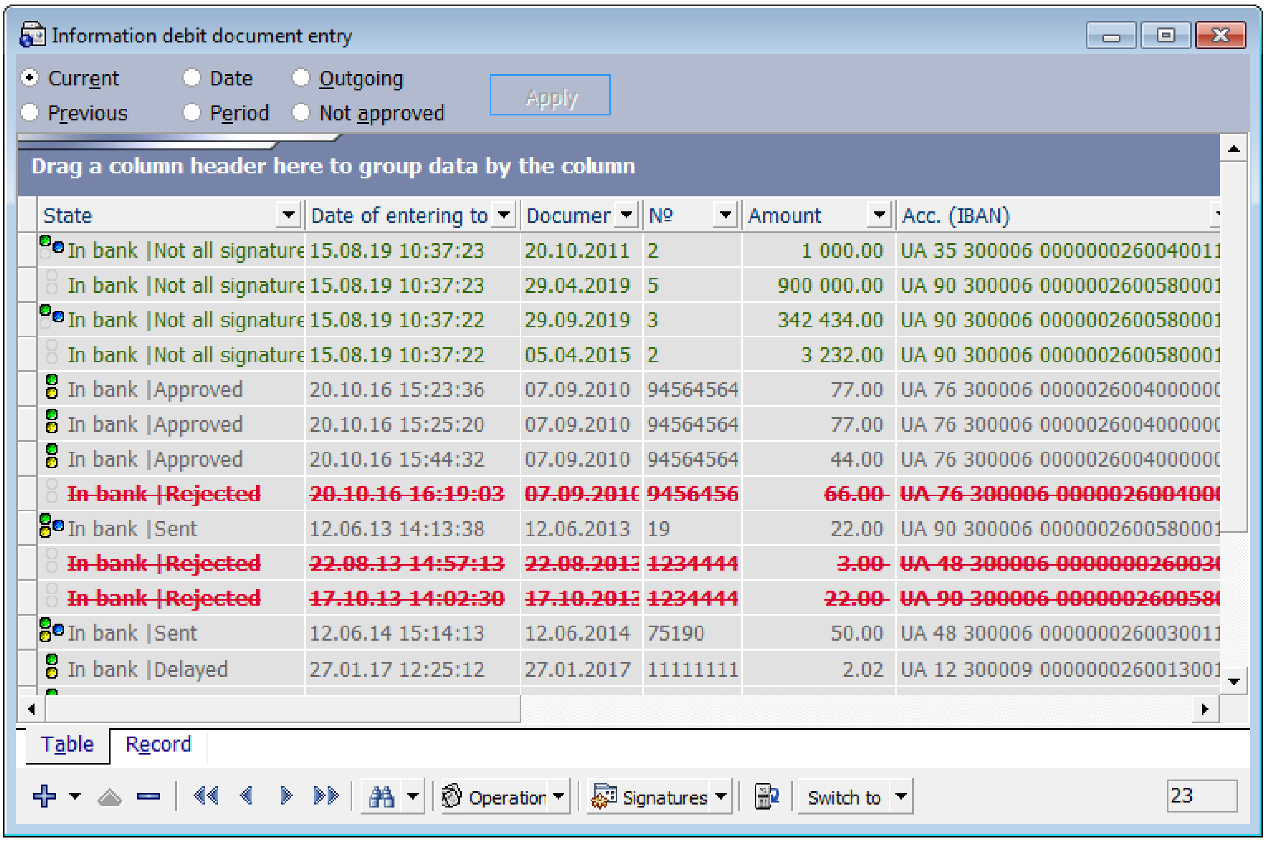
If an invoice was sent to you and you received an ID document (see "Document information"), you can create a payment order based on it (see "Create a payment order based on an ID document"), with your essentials as a payer's ones and the essentials of a counteragent who created the ID document as a recipient's ones.

After the payment order is sent to the bank and passed in it, your debt amount will be transferred from your account. You will receive a debit (D) document and your recipient will receive a credit (C) document (see "Document information").

4.1.6.1. View ID documents

Use the "**Informational debit document entry"** button in the "**Operations"** bar to view ID documents.

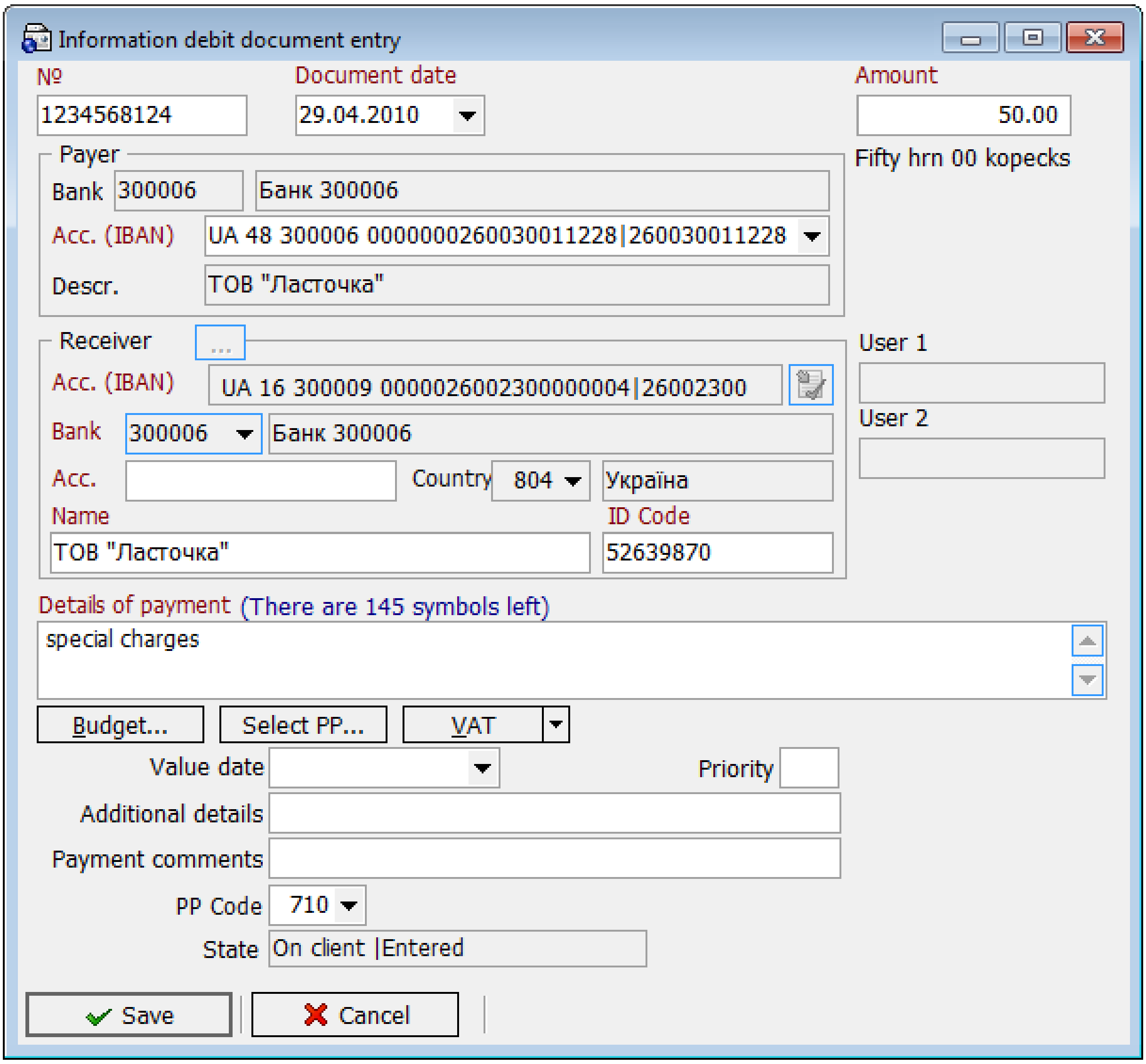
Select a filter type, which limits displayed ID documents (see "Data filtering in tables") in a way you need, in the top of the form and click on the "**Apply"** button. A list of documents selected according to the applied filter conditions is displayed in the table.



Depending on a document state a line can be displayed in the table in a various font format. In the **State** column there is information about signatures as well (see "Document state").

4.1.6.2. Create an ID document

Click on the button  in the toolbar of the "Informational debit document entry" form to create a new ID document. Fill in document fields in a proper way (see "Creation of UAH document", item description), considering that in the "Payer' group-box you should specify the essentials of your account, which you wish to get a debt amount to, and the "Receiver' group-box is to be filled in with your debtor's account number and essentials.



After you save the document, a state specified in the settings is assigned to a new document (see "Setting of a state of a new or edited document by default"). Besides, your digital signature can be affixed on the document automatically (see "Setting of automatical signing of documents").

Attention! To make a document valid it is to be sent to the bank server and passed in CBS B2 (see "Sending of documents to the bank", "Document information").

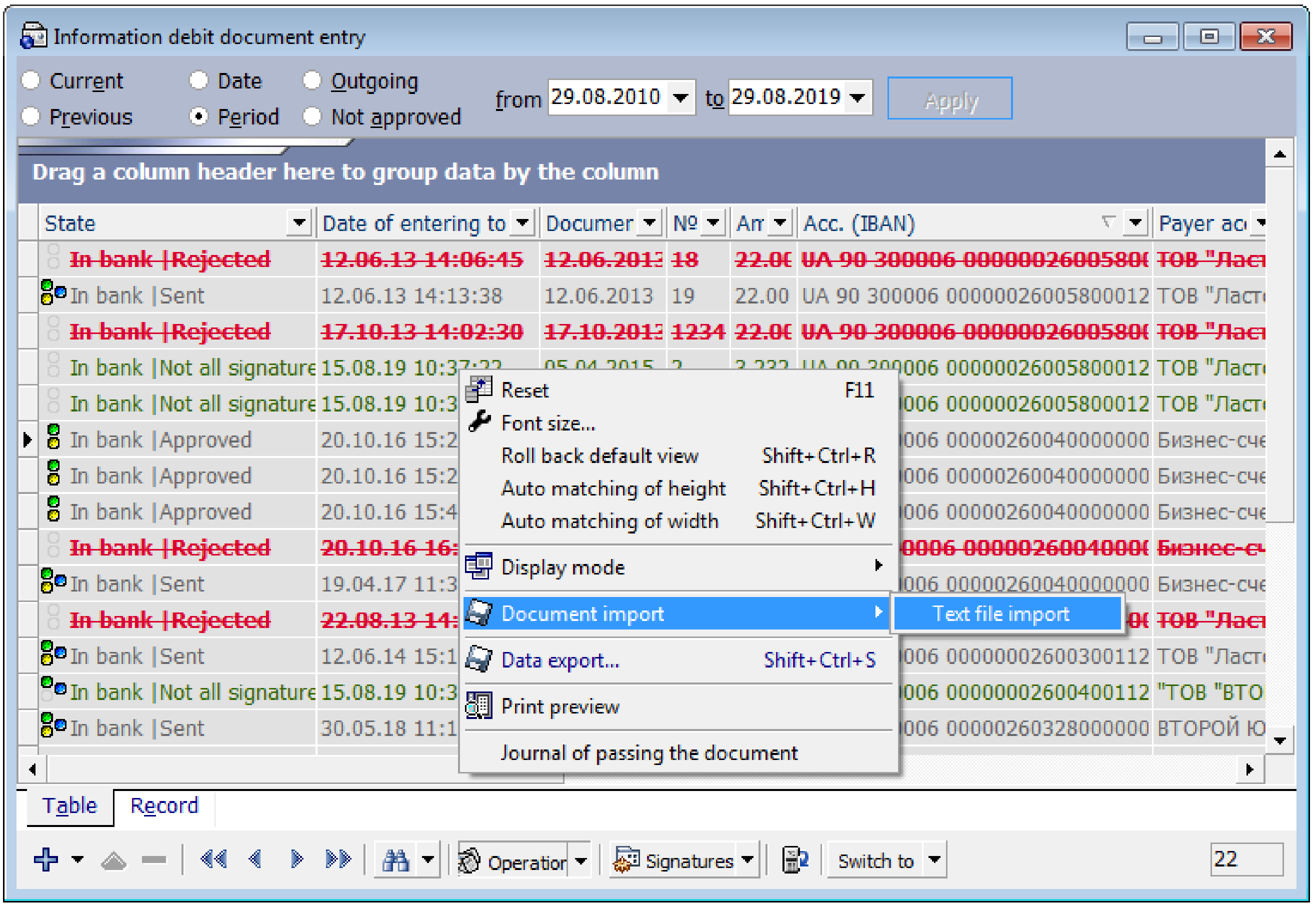
Attention! After a document is sent to the bank, it is edit-protected.

After the document is sent and passed in the bank, you can view essentials of a payment order created on the basis of your ID document in the "Document information" form (see "Document information"), if you select documents of the IC type.

4.1.6.3. Import ID documents from a file

You can import ID documents (payment requests used to notify you, a payer, about an existing debt or a necessity to pay a certain amount to a recipient) from text files for the further editing and operating of them.

To import ID documents click on the "**Operations"** button in the "Informational debit document entry**"** form, select ***Document import/Text file import***. In the opened form specify a file directory and a file name you need to import data from and click on the "**Open"** button.



Before documents are imported, a list of documents which can be imported without errors and a list of documents which cannot be imported because of errors are displayed. Document without errors can be sent to the bank, being signed or not. Documents with errors can be saved in a file in order to correct them and try to import later.

See formats of import files in the document *"Import and Export Formats Description.doc"*.

4.1.6.4. Create a payment order based on an ID document

Use the "**Document information"** button in the "**Operations"** bar to view ID documents sent to you.

To make a payment order, based on an ID document, in the "Document information" form follow the instruction:

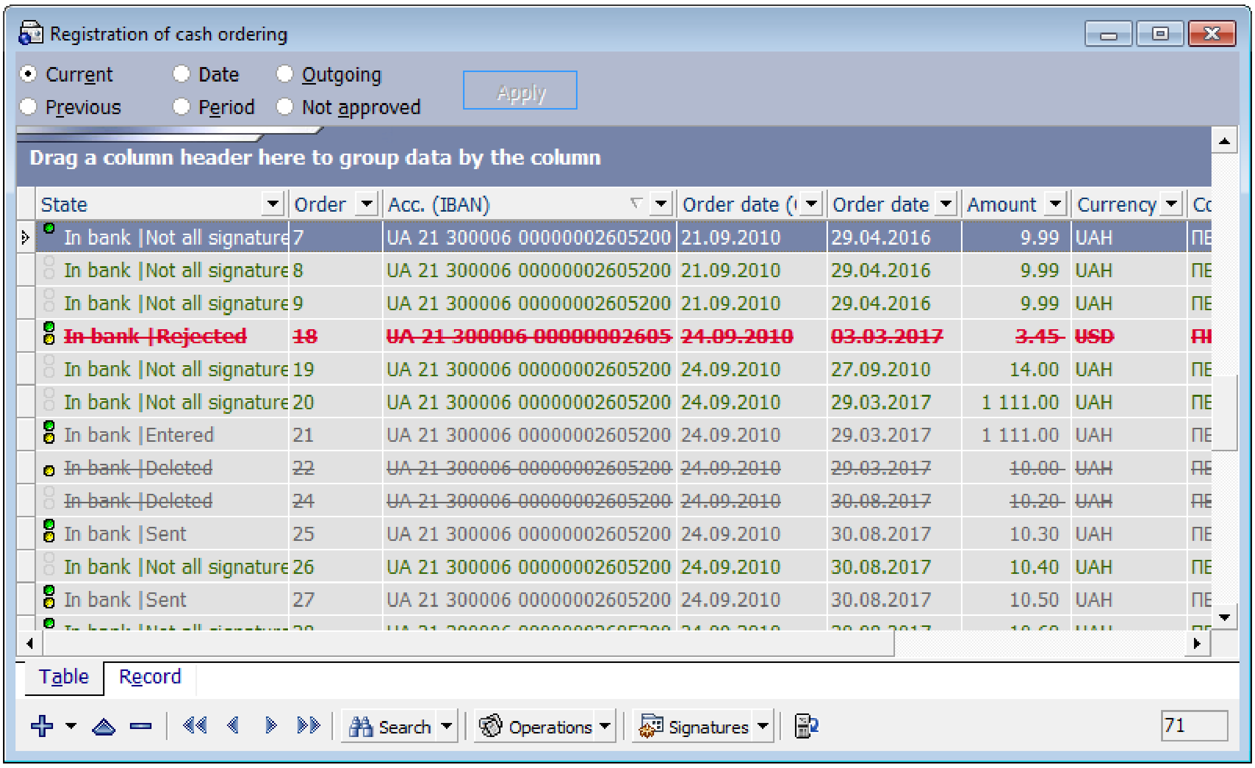
1. Select an ID document you need.
2. Click on the "**Payment"** button.
3. The form for creating a payment order is opened (see "Creation of UAH document"). You can change the document number and date, details of payment, additional details and payment comments. The payer's and receiver's essentials and payment amount are edit-protected.
4. Having filled all the fields of the document, affix it with your digital signature (or signatures, depending on your user rights and rules of document acceptance in the bank) and sent it to the bank.

4.2. Registration of cash ordering*

To invoke the task click on the **"Registration of cash ordering"** button on the "Operation" taskbar or select the ***Payments/Registration of cash ordering*** menu item.

Note. To work with this functionality user should have a right to work with cash ordering.

* Additional functionality

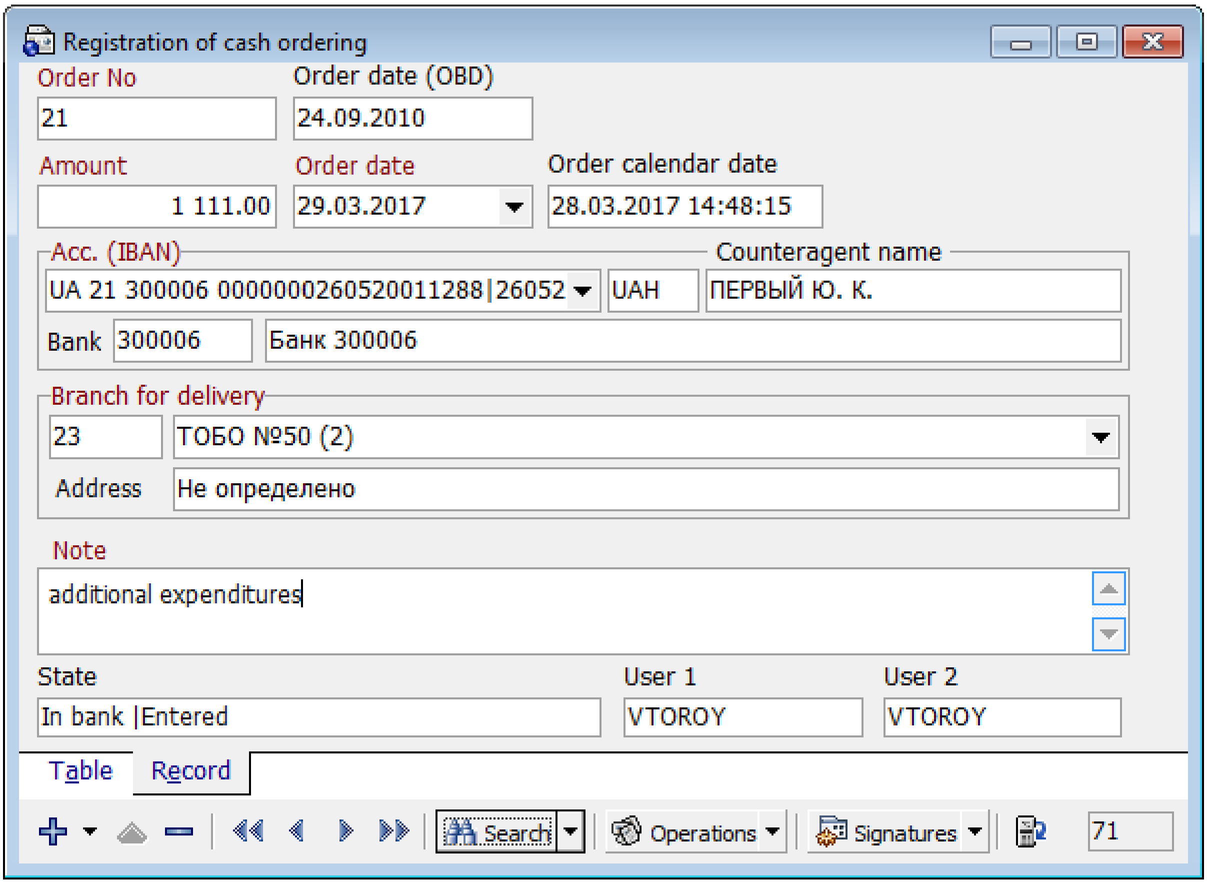


In the “Registration of cash ordering” form the user can view requests of cash ordering and perform operation with them. The user can also view requests of cash ordering, created in the CBS B2. These requests are highlighted with another color and can not be edited.

To create a requests of cash ordering:

1. Click the **“Registration of cash ordering”** button on the “Operation” taskbar or select the ***Payments/Registration of cash ordering*** menu item;
2. Click on the ➕ button on the toolbar;
3. Fill the form with necessary parameters (see “”);
4. Save the document. The system will assign the request with an initial status "On client /Entered".

Attention! The document should be sent to the bank server and approved in CBS B2 (see “Sending of documents to the bank” and “Approved documents”).



Item description

Item	Req	Description
Order №	N/A	Field contains document number. The number is inserted automatically and can not be edited
Order date (OBD)	N/A	The date of request creating (current OBD date). The data is inserted automatically and can not be edited
Amount	+	Amount of the request for cash ordering
Order date	+	Planned date of receipting the order. The user should fill in the field manually. If the request is created before 16:00 in the latest calendar date relating to the current date ODB (hereinafter LKD), the date of the order must be greater or equal to the current date ODB + 1 working day. Example: the OBD of Monday, 14.10.2013 is opened at Friday, 11.10.2013 in the evening. So, the request of cash ordering can be created on a Saturday 12.10 or Sunday 13.10 at any time. Timestamp at 16:00 can occur only in the last calendar date of opened ODB – at 14.10.2013 16:00. If this condition is not fulfilled, the system will display a blocking message: "Attention! The order date should be greater than the current OBD date. Please, enter another value!" If the request is created after 16:00 at LKD, then the date of the order must be greater or equal to the current date ODB + 2 working days. If this condition is not fulfilled, the system will display a blocking message: "Attention! For the request created after 16:00 the order date should be greater or equal to the current OBD + 2 working days.

		Please, enter another value!" If the specified order date is a holyday, the system will display a warning message: "Attention! The specified order date is a holiday. Please, enter another value!"
Order calendar date	N/A	Order date and time (the current calendar date). The data is inserted automatically and can not be edited.
Acc. (IBAN)	+	The counteragent's current account number in IBAN format, by which the request for cash ordering is created. The user selects the needed account number from the drop-down list. The system fills the field by default with the details of the previous payment with the same account number of counteragent.
Currency	N/A	Currency code. The data is inserted automatically and can not be edited.
Counteragent name	N/A	Counteragent name. The data is inserted automatically and can not be edited.
Branch for delivery	+	The field fills in by default with the name of the branch of the selected account. The user can select from the list another branch, where he wants to receive the order.
Branch for delivery code	N/A	The bank branch code. The data is inserted automatically and can not be edited.
Branch for delivery address	N/A	The bank branch address. The data is inserted automatically and can not be edited.
Note	-	The user can enter his wishes about banknotes at par The user can fill in the field in any format (the max length is 160 symbols).
State	N/A	The current state of the request. The data is inserted automatically and can not be edited.
User 1, 2	N/A	The field displays the login of the user who has signed the document

Depending on the state of an order, the standard operations of filtering, sorting, editing, cloning, and deleting available for each request (see "General principles of operation with documents", "General principles of operation with system forms").
The user can also export the list of requests of cash ordering into .xls or .xml file format (see. "Export of table data into a file").

4.3. Currency documents

4.3.1. Currency payment orders (SWIFT)

To invoke the task click on the **"Currency payment order (SWIFT)"** button on the "Currency operations" panel or select the ***Payments/Currency payment order (SWIFT)*** menu item.

4.3.1.1.SWIFT MT

The Currency payment order (SWIFT) may be displayed as a single-page form with scrolling or as a form with separate tabs. It depends on the setting that the bank set for your client place (***FXSwiftOnePage***). But you can also adjust the look of the SWIFT document - using your personal settings. To do this, go to the menu ***Tools/Settings/Currency orders*** and find the setting "Application form of currency payment order is to be displayed on one page”. For more details see the section “Currency orders”.

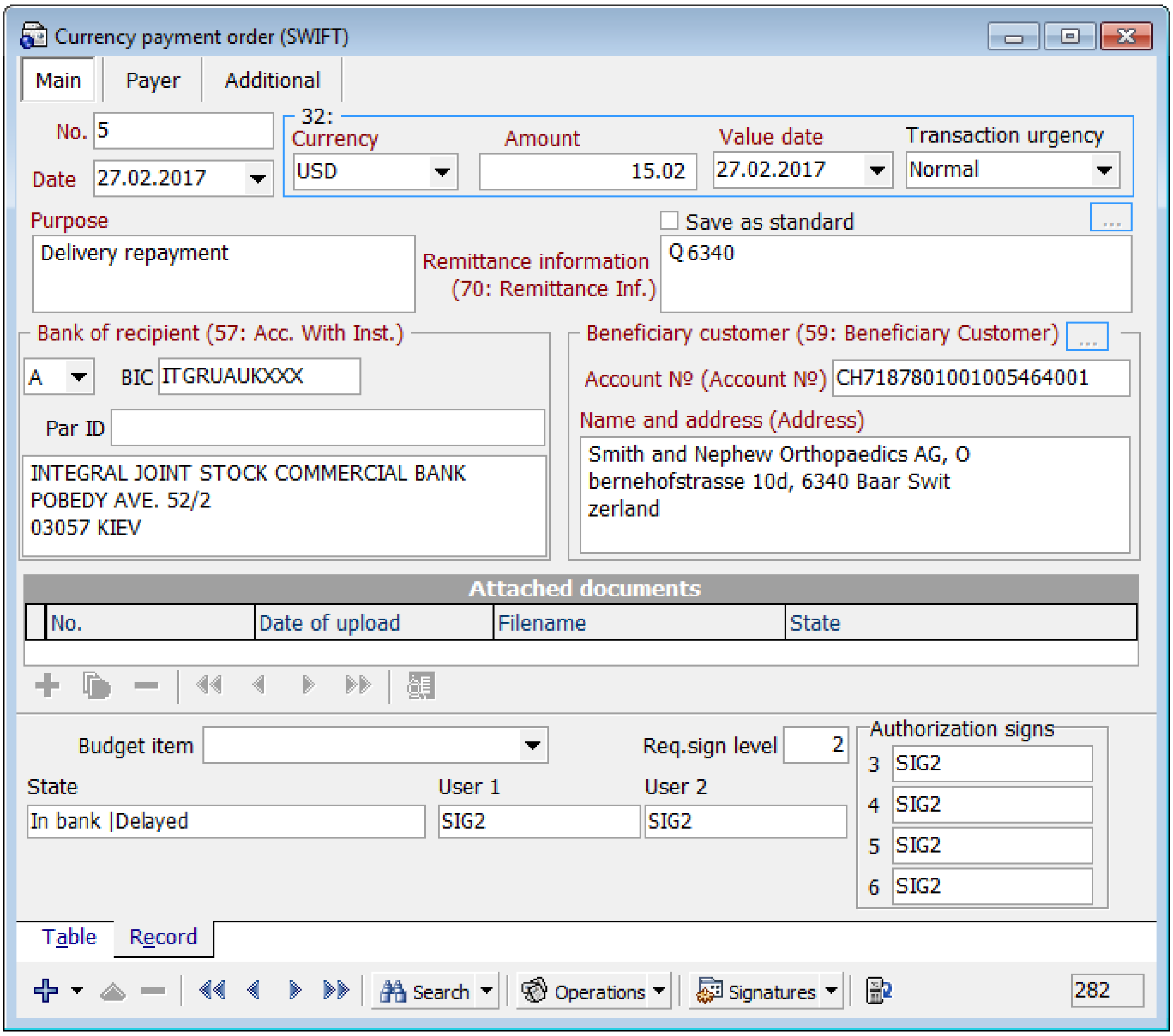
Allowed symbols

Attention! The option of check of correspondence of the data, entered to the fields of currency payment order to be allowed for SWIFT documents, is activated in the system by default. To turn off this option and get the opportunity of entering Cyrillic symbols to currency payment order, in the menu ***Service/System/Documents/Actions*** set the flag “**Allow entering of Cyrillic symbols in curr.paym.orders**”.

Allowed symbols for SWIFT documents

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 VW X Y Z
Numbers	0 1 2 3 4 5 6 7 8 9
Other symbols	/- ? : ( ) . , ' + and also Space and Carriage return { } are allowed, except of the field **Additional information**
Cyrillic symbols (if entering is allowed)	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 і І ї Ї є Є

Main



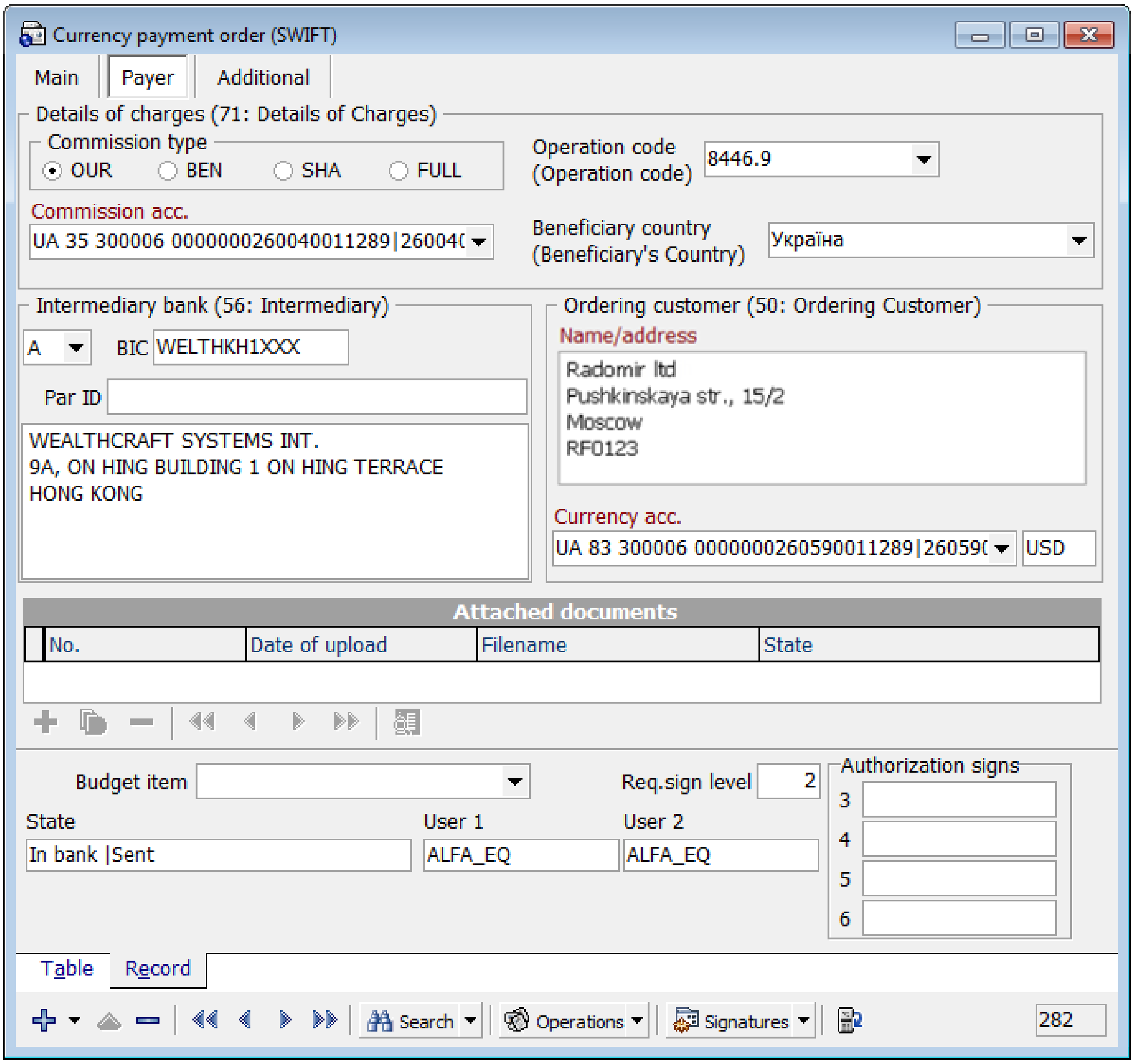
Item description

Item	Req	Description

Item	Req	Description
No.	+	Field contains number of currency payment order. A number is inserted automatically according to numbering settings (see "Numeration"), but you can change it. **Attention!** After sending of a document to the bank the field is unavailable for editing!
Date	+	Field contains the date of document creation. By default the system displays the current date of bank operating day. You can change this date
32:	+	Section contains data about currency, amount, value date and transaction urgency
Currency	+	This is the field for specifying the currency of a payment order. Depending on your workstation configurations either all the currencies from the reference-book (see "Currencies") or only currencies, you have accounts in, are available in the drop-down list. To change the client workstation configurations contact the system administrator
Amount	+	Field contains amount of payment order
Transaction urgency	+	The displaying of the fields of this section depends on the setting that the bank set for your client place (***FxSwiftValueDate***). When the setting is enabled, the urgency of processing the SWIFT document will be indicated in the fields **Value date** and **Transaction urgency** (Normal or Urgent). When the setting is disabled, the **Transaction urgency** section will be displayed: **T+0** – the document have to be approved today (value date is the same as the document date); **T+1** – the document can be approved only tomorrow (value date can be one day later than the document date); **T+2** – the document can be approved the day after tomorrow (value date can be two days later than the document date) **Attention!** You can set the **Transaction urgency** by default - go to the menu ***Tools/Settings/Currency orders*** and find the setting "Urgent type". For more details see the section "Currency orders".
Purpose	+	Field contains the purpose for currency payment order. This field may contain letters and numbers, but not service digits (the maximal length of the field – 90 symbols)
Save as standard	-	Field makes it possible to save the data about remittance in reference book of purposes for currency payment orders. **Attention!** If in the last saved payment order the flag is set, the system will automatically activate the option at creation of a new document
Remittance information **(70: Remittance Inf.)**	+	The field contains the data about remittance of payment order in appropriate format. The field may not contain more than 4 lines and 35 symbols for each of them.
Bank of recipient (57: Acc. With Inst.)	+	Section contains data about bank of recipient: BIC-code or name and address of a bank, and the Par ID (the maximal length of the Par ID field - 34 symbols). Depending on selected A/D version you may enter either BIC-code, or name and address of a bank. **Attention!** Possibility of input of BIC for the D option is regulated by client place adjusting (FxSWIFTNeedBIC). Please, contact the system administrator for information. In the section BIC-code you may enter only 8 or 11 symbols, service digits are unavailable (only letters and numbers are permissible). **Attention!** Depending on tuning of your client place (FxSWIFTSpecialLabel) the field of Par ID can be renamed on **ACC.№/Correspondent Account** and then you need to enter the number of account in IBAN format of bank-correspondent in this field.

Item	Req	Description
		Attention! When you enter the details of bank of recipient to separate the name from the address, use the line break by clicking on the «**Enter**» key. **Attention!** For filling of the section "Beneficiary customer" you may use the reference book (see "Correspondents of currency payment orders"), the system inserts the data about bank from this reference book. Depending on the settings of the client's place, the block of fields can be displayed in the section: **Name, Country, City, Address.** In addition, the maximum number of characters for the fields **Name + Address** – 140, **Country + City** – 70
Beneficiary customer (59: Beneficiary Customer)	+	Section contains data about recipient: account number in IBAN format, name and address. You can enter the data manually or select it from the reference book (see "Correspondents of currency payment orders"). Closed account numbers are unavailable for selection. **Attention!** When you enter the details of beneficiary customer to separate the name from the address, use the line break by clicking the «**Enter**» key. **Attention!** At selection of recipient in the reference book, the system automatically fills the section "Bank of recipient" and "Intermediary bank" as well (the bookmark "Payer"), if the data about recipient and intermediary bank is in the reference book (see "Correspondents of currency payment orders"). **Note.** The system checks the data entered in the **Account** field for compliance with the IBAN format. If the format is correct, in section "57 (Acc. With Inst)" option "A" will be set and the **BIC** field is filled in automatically. You can edit this field. **Note.** For USD payments, if the option "D" is set, Par ID. starts with the characters // FW (in the section "57 (Acc. With Inst)"), then the system checks the FEDWIRE code in the **Account** field. If an error is detected or the verification is not possible, a corresponding message will be displayed. At the same time, further work with the payment is possible. **Note.** Depending on the settings of the client's place, the block of fields can be displayed in the section: **Name, Country, City, Address.** In addition, the maximum number of characters for the fields **Name + Address** – 140, **Country + City** – 70
Name and address	+	The field **Name and address** consists of four lines. The first 2 lines contain **Name**, the last ones – **Address**. They are displayed on a print form in this very order. If a name fits in one line, the second one must be left blank, and address should be entered in the third line than. If a name/address cannot be fitted in one line it will be carried over to the next line automatically. A forced hyphenation to the next line is executed by the button "**Enter**".

Payer

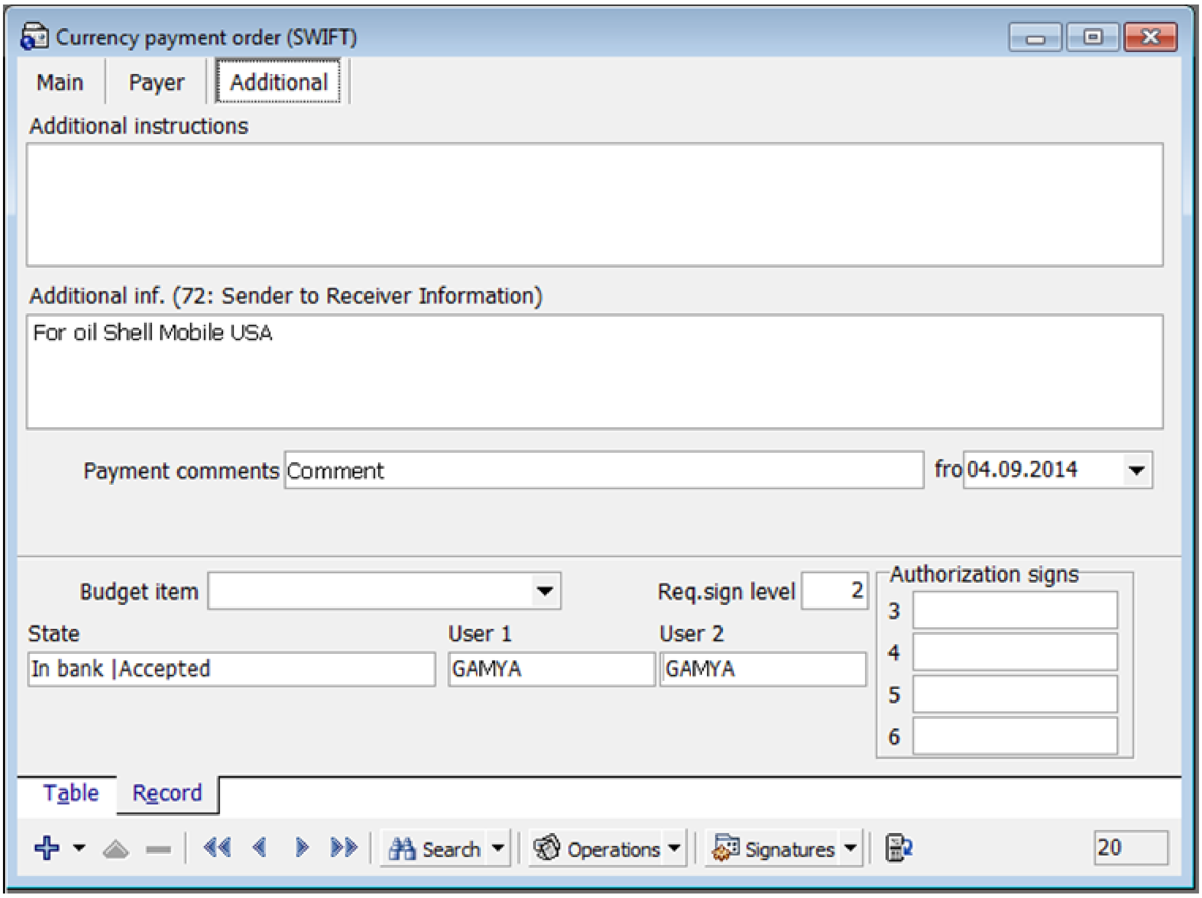


Item description

Item	Req	Description
Details of charges (71: Details of Charges)	+	Section contains data about commission type and account in IBAN format, operation code, beneficiary's country
Commission type	+	Group of buttons makes it possible to select the type of commission: **OUR** – commission fee is charged from payer (our account); **BEN** – commission fee is charged from recipient (from account of recipient); **SHA** – commission fee is charged both from payer, and payment recipient **FULL** – commission fee is levied from payer (the field **72** is filled with the value FULLPAY)
Commission acc.	+	Field allows to select an account number for commission withdrawal from the reference book (see "Accounts"). Closed account numbers are unavailable for selection.
Operation code	+	Field contains the operation code by payment purpose. The value is taken from the reference book of operation codes that is saved on the bank server. **Attention!** The value set for the parameter "Country destignation" of the **Operation code** field, will define the rules of filling for the following fields:

Item	Req	Description
		▪ 0 or not specified – check is not performed; ▪ 1 – the **Beneficiary country code** field is to be "Ukraine"; ▪ 2 – countries, selected in the fields **Currency** (the field 32) and **Beneficiary country** are to be the same; ▪ 3 – the **Beneficiary country code** field is to be different from Ukraine
Beneficiary country code	+	Field contains country code of payment recipient. The value is taken from the reference book (see "Countries"). Name of the country is entered automatically after code entering
Intermediary bank (56: Intermediary)	+	Section contains data about intermediary bank: BIC-code or name and bank address, and Party Information. Depending on selected A\D, you can enter either BIC-code or name and address of a bank. **Attention!** Possibility of input of BIC for the D option is regulated by client place adjusting (FxSWIFTNeedBIC). Please, contact the system administrator for information. In the section BIC-code you may enter only 8 or 11 symbols, service digits are unavailable (only letters and numbers are permissible). **Attention!** If you used the reference book at filling of the section "Beneficiary customer" on the bookmark "Main" (see "Correspondents of currency payment orders"), the system will insert data about the correspondent of the intermediary bank from this reference book. Depending on the settings of the client's place, the block of fields can be displayed in the section: **Name, Country, City, Address.** In addition, the maximum number of characters for the fields **Name + Address** – 140, **Country + City** – 70
Ordering customer (50: Ordering Customer)	+	The section contains data about payer: name, address, currency number and code of payer account. Depending on settings of the client's place, the following options are available: • Section is filled in manually. Enter the name and address of the payer, the currency (choose it from the list) and the account (the list of accounts is formed depending on the currency you choose, closed account numbers are unavailable for selection.). • Section is filled in automatically with the ability to edit. • The section is automatically filled without the ability to edit. Account number in IBAN format, specified in the field **Currency account**, is also used for identification of bank branch to which the created document will be sent. Depending on the settings of the client's place, the block of fields can be displayed in the section: **Name, Country, City, Address.** In addition, the maximum number of characters for the fields **Name + Address** – 140, **Country + City** – 70

Additional



Item description

Item	Req	Description
Additional instructions	-	Section may contain any additional information about transaction
Additional inf. (72: Sender to Receiver Information)	-	Section may contain any data for recipient **Attention!** Maximally possible amount of symbols for the field **Additional information** – 210. Thus information is broken up on lines for 35 symbols in each (maximum 6 lines). If there are more symbols in the copied report, information after a 210 symbol is reduced.
Transaction Type Code (26T: Transaction Type Code)*	-	Field contains the additional information about transaction type*
Regulatory Reporting (77B: Regulatory Reporting)*	-	Field contains the additional information about calculation enumerations tax and another regulatory reporting*
Payment comments	-	Field contains the additional information about payment
from	+	Field contains the date from which the payment order is valid. By default the system inputs the current date to the field.
State	+	The field contains data about documents state (see "Document state"). The information about users signed the documents is displayed on the bookmark "**Record**". If it's necessary to sign a document by another user select the option "Signs" in the bottom of the form "Currency payment order (SWIFT)". From the drop down list select "Delete all signatures" and after that – "**Sign on behalf of**". Enter authorization information of another user and click on "**Sign**". You can sign a document on behalf of another user only

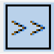
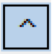
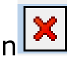
Item	Req	Description
		if the document state is “On client”. A document marked as sent to the bank (“In bank”) cannot be signed with signature of another user.

* - For SWIFT-payments in Russian rubles there is a possibility of tax payments, collections and other payments to the budgetary system of the Russian Federation.

4.3.1.2.SWIFT MX

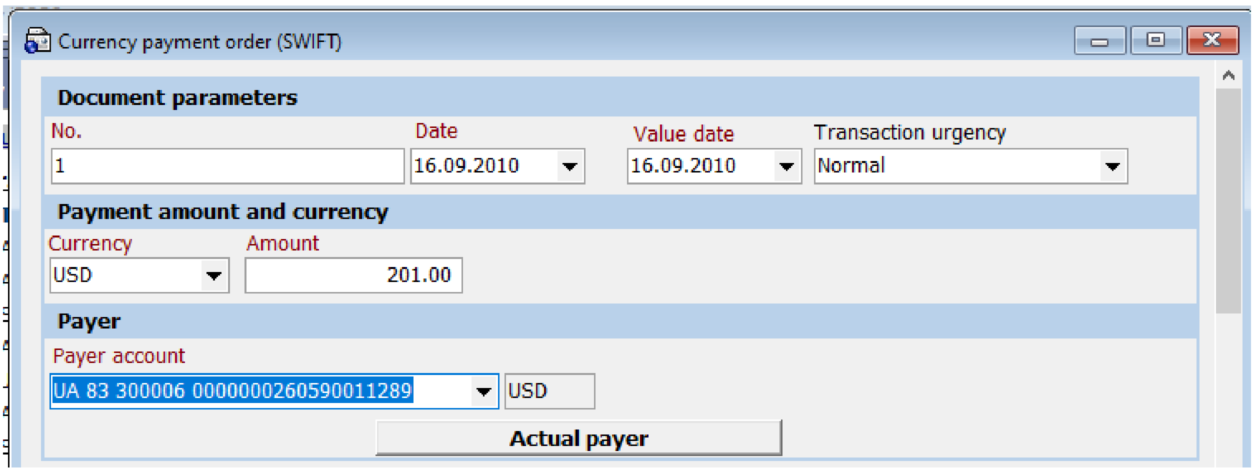
SWIFT MX payments are available if you have a license and the bank has enabled the setting.

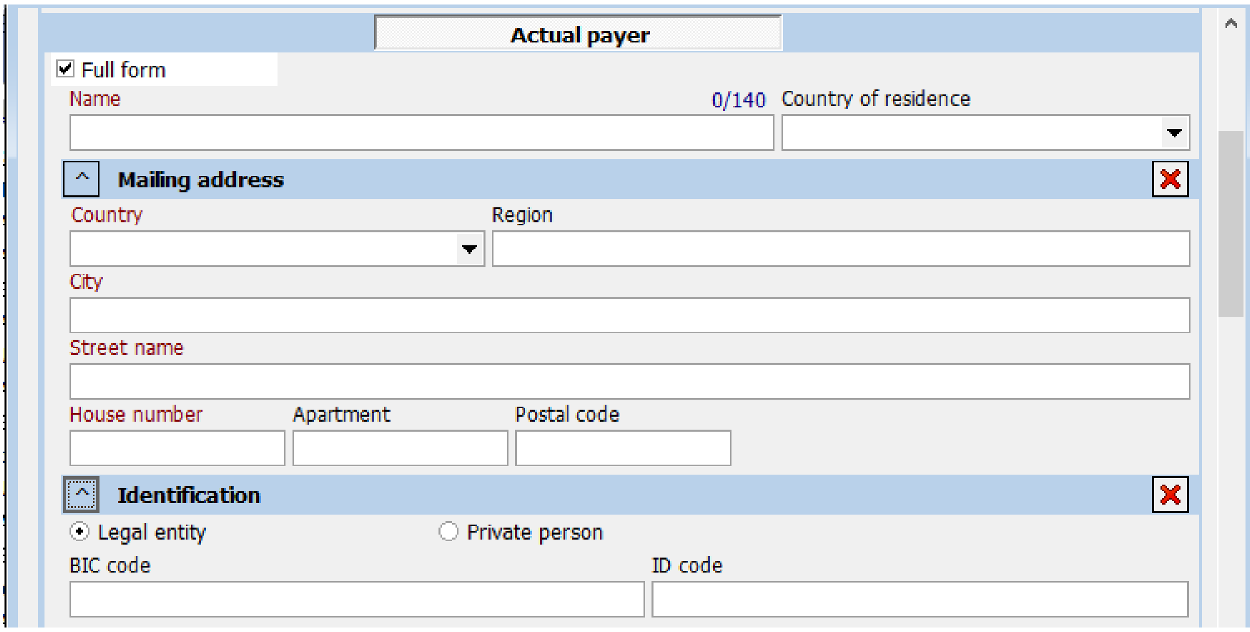
If SWIFT MX document creation is available, SWIFT MT document creation is no longer available. Previously created SWIFT MX payments are available for viewing, printing, and cloning only.

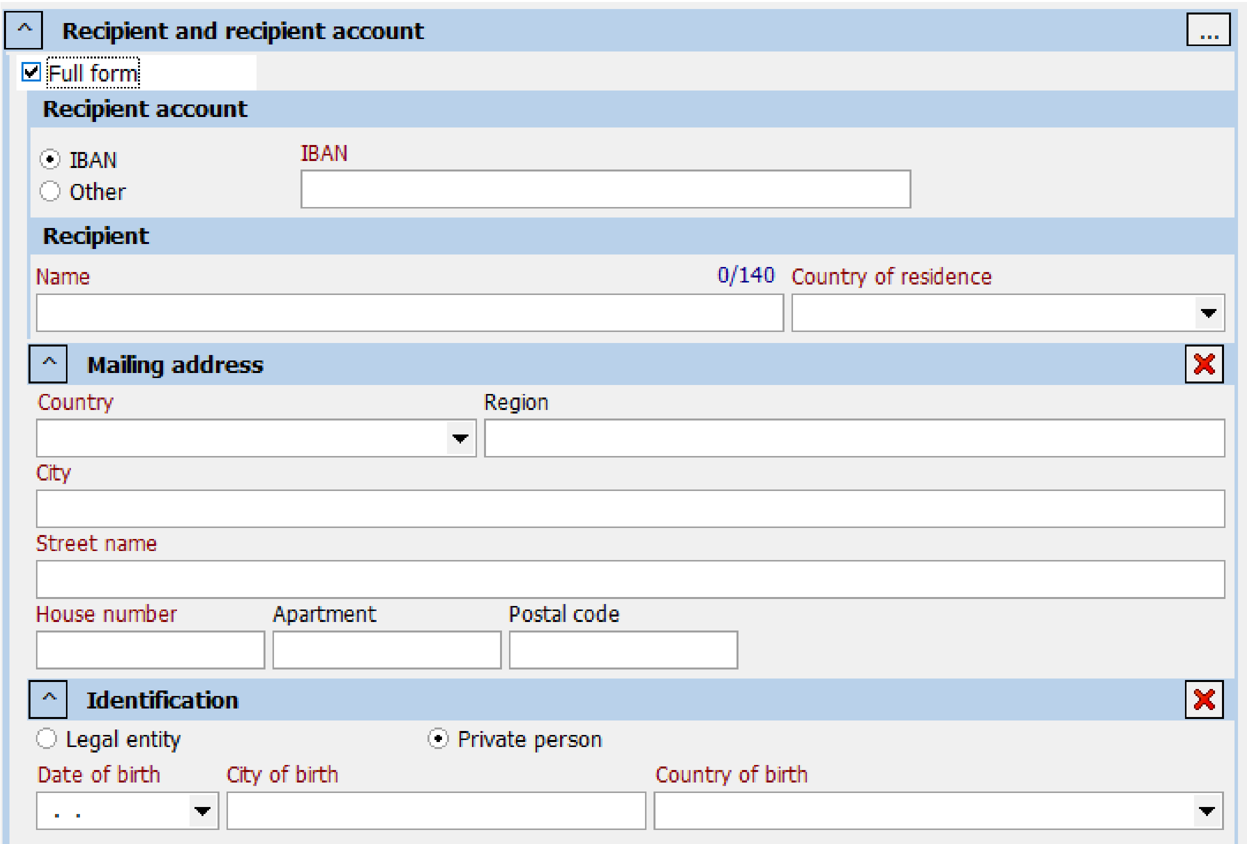
Use the buttons  /  to expand/collapse sections of the form. Use the button  to clear the fields of the section.

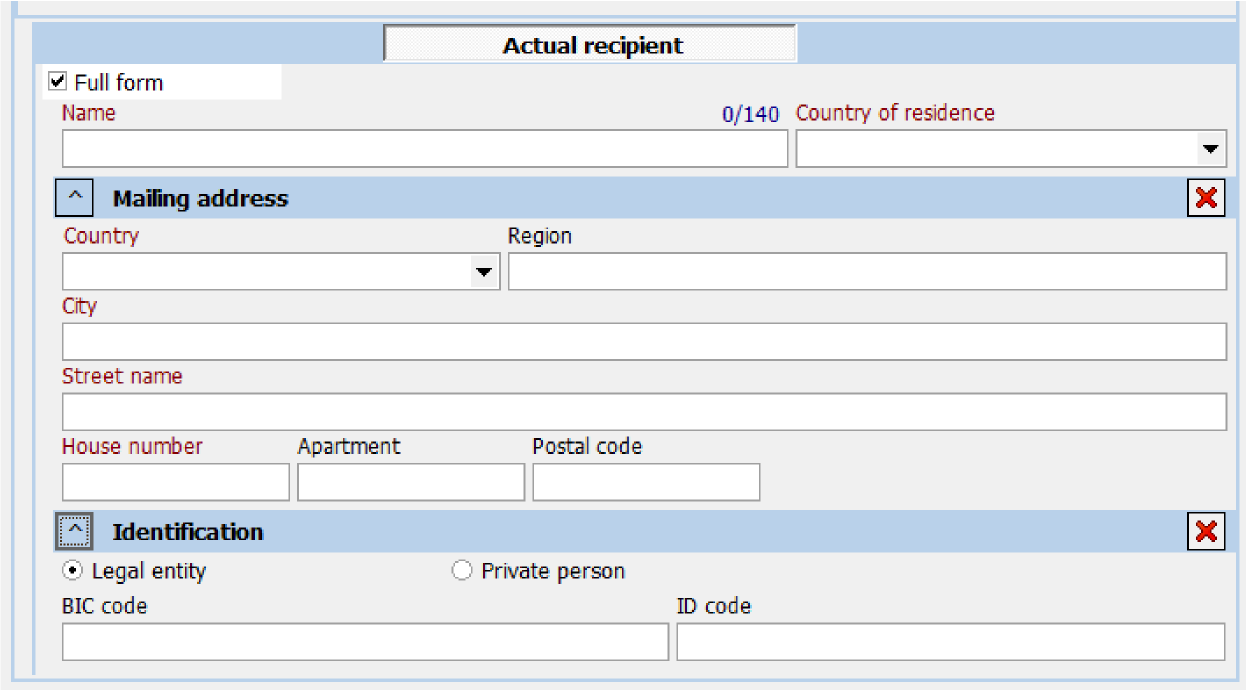
Allowed symbols for SWIFT MX payment:

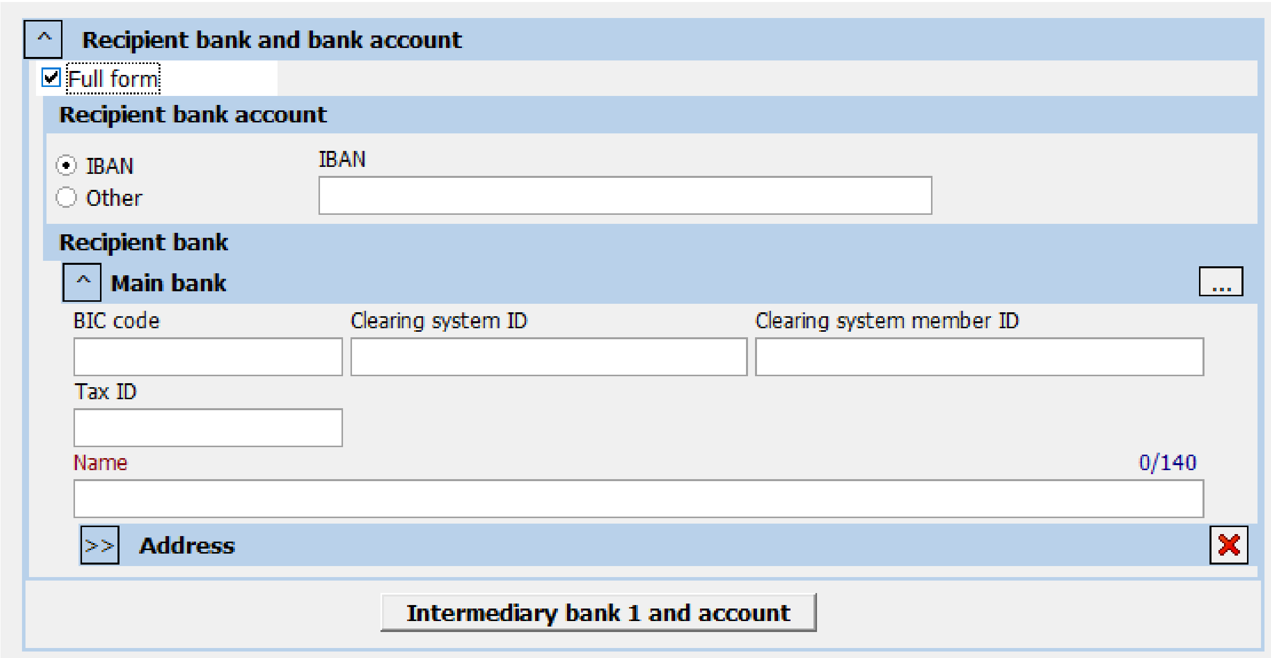
Character category	Symbols
Latin symbols	a b c d e f g h i j k l m n o p q r s t u v w x y z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Numbers	0 1 2 3 4 5 6 7 8 9
Other symbols	/ - ? : ( ) . , ' + as well as Space
Special symbols	! # & % * = ^ _ { | } ~ " ; @ [ ] \ $ > <

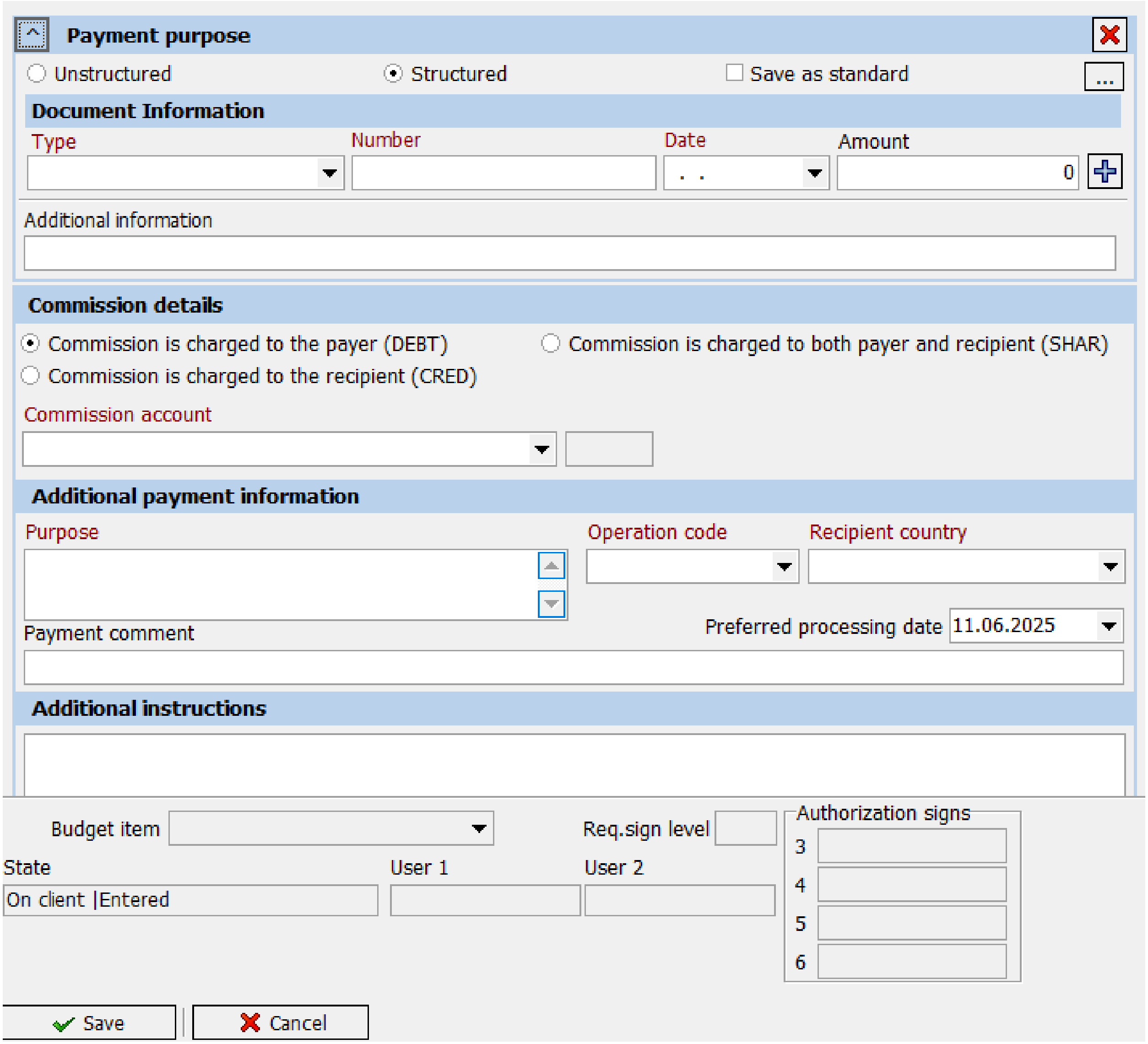



Actual payer
Full form
Name
0/140
Country of residence
Mailing address
Country
Region
City
Street name
House number
Apartment
Postal code
Identification
Legal entity
Private person
BIC code
ID code


Recipient and recipient account
...
Full form
Recipient account
IBAN
Other
IBAN
Recipient
Name
0/140
Country of residence
Mailing address
Country
Region
City
Street name
House number
Apartment
Postal code
Identification
Legal entity
Private person
Date of birth
City of birth
Country of birth


Actual recipient
Full form
Name
0/140
Country of residence
Mailing address
Country
Region
City
Street name
House number
Apartment
Postal code
Identification
Legal entity
Private person
BIC code
ID code


Recipient bank and bank account
Full form
Recipient bank account
IBAN
Other
IBAN
Recipient bank
Main bank
...
BIC code
Clearing system ID
Clearing system member ID
Tax ID
Name
0/140
>> Address
Intermediary bank 1 and account



Description of elements

Element	Req	Description
Section "Document parameters"		
No	+	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
Transaction urgency	+/-	The field allows you to specify the order of transfer: normal or urgent. Depending on the settings of the client seat, the section will display either the "Value date" and "Transfer order" fields or the "Urgency" section, where you can set the urgency level of the foreign currency payment order using the radio buttons: • T+0 - the document must be sent "today" (the value date is equal to the document date). The default value; • T+1 - the document can be sent "tomorrow" (the value date can be set one day later than the document date); • T+2 - the document can be sent "the day after tomorrow" (the

Element	Req	Description
		value date can be set two days later than the document date)
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 "Payer"		
Payer 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
"Actual payer" is a button that is displayed when the bank setting is enabled. Clicking on it opens the "Actual payer" 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)
Mailing 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 "Legal entity**" (default value) or **"Private person"** switches. The following fields are displayed for a legal entity: – **BIC code** - 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. – **Id code** - the organization's identification code. **Note.** If the option "Legal entity" is selected, at least one field **BIC code, Id code** must be filled in**.** For an individual, fields with birth data are displayed: – **Date of birth -** 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. **Note.** If the "Individual" option is selected, the fields **Date of birth, City of birth, Country of birth** must be filled in
"Recipient and recipient account" 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
Recipient's account	+	Use the radio buttons to select the format of the account: "IBAN" or "Other", enter the identifier. **Note.** Depending on the settings in the bank, for payments in USD, the system may check the FEDWIRE code. If an error is detected or verification is not possible, the following message will be displayed
Recipient	+	In this section, fill in the name of the recipient, the country of residence is selected from the directory
Mailing 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 "Legal entity**" (default value) or **"Private person"** switches. The following fields are displayed for a legal entity:

Element	Req	Description
		– **BIC code** - 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. – **Id code** - the organization's identification code. **Note.** If the option "Legal entity" is selected, at least one field **BIC code, Id code** must be filled in**.** For an individual, fields with birth data are displayed: – **Date of birth -** 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. **Note.** If the "Individual" option is selected, the fields **Date of birth, City of birth, Country of birth** must be filled in**.** **Note.** Depending on the settings in the bank, the system can automatically substitute the BIC code based on the entered IBAN
"Actual recipient"	-	Button displayed when the bank's settings are enabled. When you click on it, the "Actual payer" section opens, which is filled in as needed
Section "Actual recipient"		
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)
Mailing 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 "Legal entity**" (default value) or **"Physical person"** switches. The following fields are displayed for a legal entity: – **BIC code** - 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. – **Id code** - the organization's identification code. **Note.** If the option "Legal entity" is selected, at least one field **BIC code, Id code** must be filled in**.** For an individual, fields with birth data are displayed: – **Date of birth -** 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. **Note.** If the "Individual" option is selected, the fields **Date of birth, City of birth, Country of birth** must be filled in
Section "Recipient bank and bank account"		
Checkbox "Full form"	-	When the checkbox is enabled, additional tags and fields are displayed
Recipient bank account	-	Use the radio buttons to select the format of the account: "IBAN" or "Other", enter the identifier. **Note.** Depending on the bank settings, for payments in USD, the system may check the FEDWIRE code. If an error is detected or verification is not possible, the following message will be displayed
Recipient bank/Main bank	+	The data is selected from the bank directory (button ...) or filled in

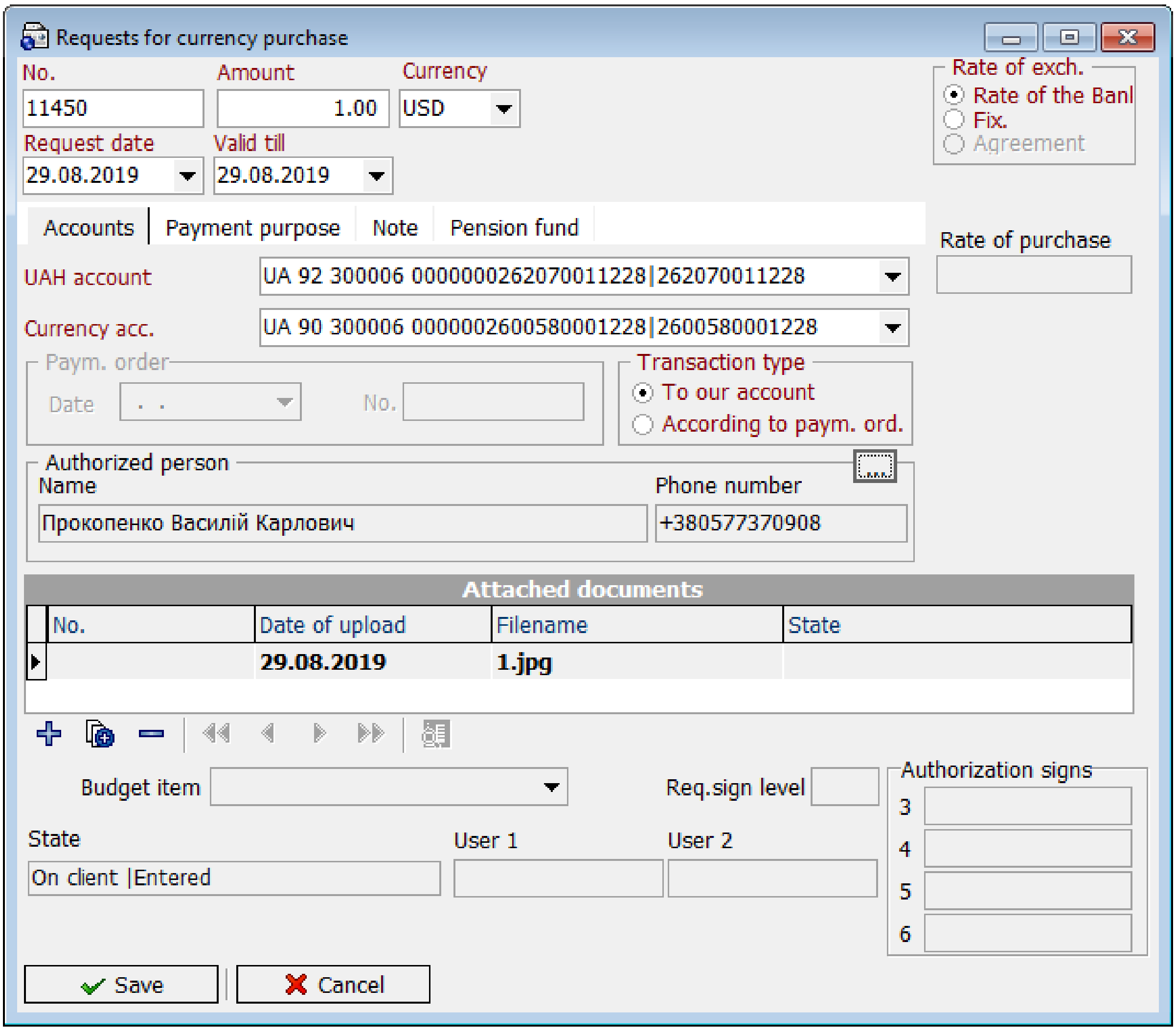
Element	Req	Description
		manually: BIC code of the bank, identifier of the clearing system, identifier of the clearing system member, name, address (country, region, district, city, street name, house number or fill in the address line). Only one of the following details must be filled in: either the bank's BIC code, or the clearing system information, or address information. **Note.** Depending on the settings in the bank, the system may automatically substitute the BIC code based on the entered IBAN
Recipient's bank/Branch ID	-	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
"Intermediary bank 1 and account"	-	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 "Recipient bank and bank account" section. Filled in if necessary
"Intermediary bank 2 and account"	-	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 "Recipient bank and bank account" section. Fill in if necessary
Section "Payment purpose"		
Payment purpose	+	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 button (the number of documents is limited by the settings). The ability to create a structured payment depends on your bank's settings. 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 "Commission details"		
Commission details	+	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, • **FullPay - -** displayed when the setting is enabled in the bank
Commission account	+	Field for selecting the account number for withdrawing the commission
Section "Additional payment information"		
Purpose	+	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
Recipient 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
Preferred processing date	-	Field for entering the date of processing the application

Element	Req	Description
Section "Additional instructions"		
Additional instructions	-	Field for entering additional payment instructions

4.3.2. Requests for currency purchase

To invoke the option use the button "Requests for currency purchase" on the panel "Currency operations" or menu ***Payments/Requests for currency purchase.***

The request for currency purchase may be displayed as a single-page form with scrolling or as a form with separate tabs. It depends on the setting that the bank set for your client place (***FXBuyOnePage***). But you can also adjust the look of the request for currency purchase - using your personal settings. To do this, go to the menu ***Tools/Settings/Currency orders*** and find the setting "Application form of currency purchase is to be displayed on one page". For more details see the section "Currency orders".



Item description

Item	Req	Description
Table	N\A	Table contains a list of requests for currency purchase that correspond to the filter parameters set at the top of the form (see "Data filtering in tables"). Records are marked with different colors in compliance with documents states, the first column contains signatures applied on documents (see "Document state")
Record		

Item	Req	Description
No.	+	Field contains number of request for currency purchase. Number is inserted automatically at document creation according to numbering settings (see "Numeration"), but you can change it. Number can contain both numbers and letters. **Attention!** After sending of document to the bank, this field is unavailable for editing!
Amount	+	Field contains amount of acquiring currency
Currency	+	Field contains information as for currency of request. The value is inserted from the reference book (see "Currencies")
Type of commission	+	Group of buttons makes it possible to select a commission type: "Retain from purchased amount", "Retain from our account" or "Transfer to bank account". At selection of variants 2 or 3, the fields **Commission account** or **Bank account** are available, respectively. **Attention!** If group of buttons is inactive, and you can not choose the type of commission, but consider that this operation must be accessible for you, please contact the system administrator with a request to set the parameter FxCanChangeFeeType for your client place. Setting of parameter and possible values is described in manual of iFOBS system administrator.
Rate of exch.	+	Group of buttons allows to set a rate of exchange: market (at request processing, the amount is calculated according to the rate of exchange of NBU by the date of processing (see "Rates of exchange"), fixed or by agreement. If you selected the **Fix.** Or **Agreement** options the field **Rate of purchase** is available (the minimum allowable value of the field is 0.0001 or "empty"). **Attention!** Depending on your work-station configuration, set in the bank, the following different variants of values for the radio-button "Rate" can be available for you: Market (or Authorized bank), Fixed, Agreement. Pay attention, please: if "Agreement" option is selected (in the "Rate of exch." section), but the rate of purchase is not specified, the amount of the request will be recalculated according to the NBU rate
Request date	+	Field contains date of request creation. By default the system displays the current date of bank operating day. You can change this date
Value date**	-	Field allows to specify the value date of the document. By default, is filled with the system date, but the value can be edited
Valid till	+/-	The maturity date of a request., the following options are available: • The field is optional. • The field is filled in automatically with the current date with the ability to edit. • The field is filled in automatically without the ability to edit
Enter UAH amount	-	If a client wants to purchase some amount in foreign currency for a definite amount in hryvnya (e.g. some amount of dollars for 1000 hryvnyas at the rate – see the description of the **Rate of exch.** field), he is to set the check-box **"Enter UAH amount"**, enter an amount in hryvnya in the **Amount** field and select the currency of the purchase in the **Currency** field (see above the description of the fields). If there is no such a necessity, the check-box is to be set off and an amount of the currency for purchasing is to be entered in the **Amount** field. **Note.** The availability of field on the form is regulated by settings adjusted by the bank administrator
Accounts	+	The section/bookmark provides the opportunity of selection of UAH and currency account numbers, commission accounts from reference book of accounts. If the accounts in the different banks/branches are available in the dropdown list in the **UAH account** field, then after choosing one of them

** Additional option

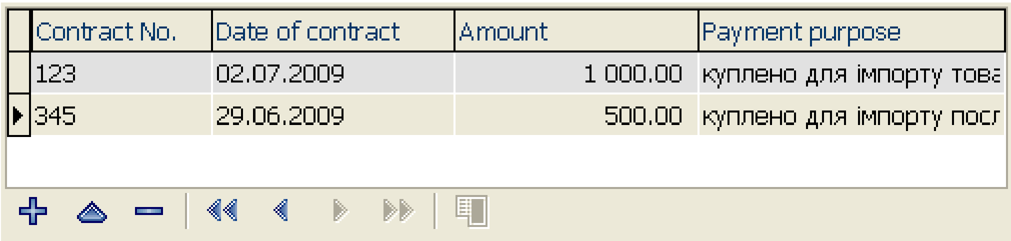
Item	Req	Description
		you can select only the accounts of specified bank/branch in the **Currency acc** and **Comission acc.** fields. If the **Currency acc.** field is filled primarily and in the dropdown list accounts in the different banks/branches are available, then after choosing one of them you can select only the accounts of specified bank/branch in the **UAH account** and **Comission acc.** fields. If the bought currency is transferred to account that is previously known, select the option "**To our account**" in section "Include currency" and then select or enter manually an account number to which currency will be transferred in the field **Currency account**. Closed accounts are unavailable for selection. If the bought currency should be transferred according to payment order, select the option "**According to paym. order**" and enter the date and number of corresponding payment document in the section "Paym. order". **Attention!** Even if the bought currency is transferred "According to payment order", you should fill the field **Currency account** – it will be used for determination of a bank branch to which the created document will be sent
Payment purpose	+	The section/bookmark contains information about purpose for currency purchase (see "Purpose for currency purchase/sale"). The button provides the opportunity to invoke the form of viewing the data about reason for currency purchase
Note	-	The section/bookmark contains any additional information concerning the request. This field allows to enter no more than 254 symbols
Commission		
Commis. amount	-	Field contains commission amount (if the commission is withdrawn as fixed amount)
Commission curr.	-	Field contains the currency of commission. The value is inserted from reference book (see "Currencies")
Commission acc.	-	The field contains account number from which commission amount will be withdrawn. This field is available only for commission type "Retain from our account" If the **Comission acc.** field is filled primarily and in the dropdown list accounts in the different banks/branches are available, then after choosing one of them you can select only the accounts of specified bank/branch in the **UAH account** and **Currency acc.** fields.
Commission (%)	-	Field contains the percent of commission for currency purchase (if the commission if withdrawn in percents)
Max. sum of commis.	-	Field contains the data as for the maximal amount of commission
Bank account	-	Field contains account number to which commission will be transferred. It is available only for commission type "Transfer to bank account"
Additional commission compensation %	-	Field contains the % of additional commission compensation (if necessary)
Payment comments	-	Field contains the additional information about payment
Pension fund	-	The bookmark/section contains essentials of assessment to pension fund. **Note.** The availability of fields on the form is regulated by settings adjusted by the bank administrator
Budget item	-	If the currency account you specified is a budget account it is necessary to specify the budget item (select from the drop-down list)
State	N\A	The field contains information about the current document state (see "Document state")
Req. sign level	N\A	Number of signatures required for sending the document to the bank is

Item	Req	Description
		specified in the field (for documents having the state "Not all signs")
User 1	N\A	The field displays the login of the user who has signed the document with the first signature
User 2	N\A	The field displays the login of the user who has applied the second signature to the document
Authorization signs	N\A	The fields of this section display the logins of the users applied authorization signatures of the 3-6th levels to the document. The third signature is necessary if the amount of the document exceeds the authorization limit amount set by the administrator. The fourth, the fifth and the sixth signatures are required in case when the debited account is a budget account

Attention! If bank settings are configured for one-page mode of displaying of the currency buy documents, all the data will be provided on the bookmark "Record".

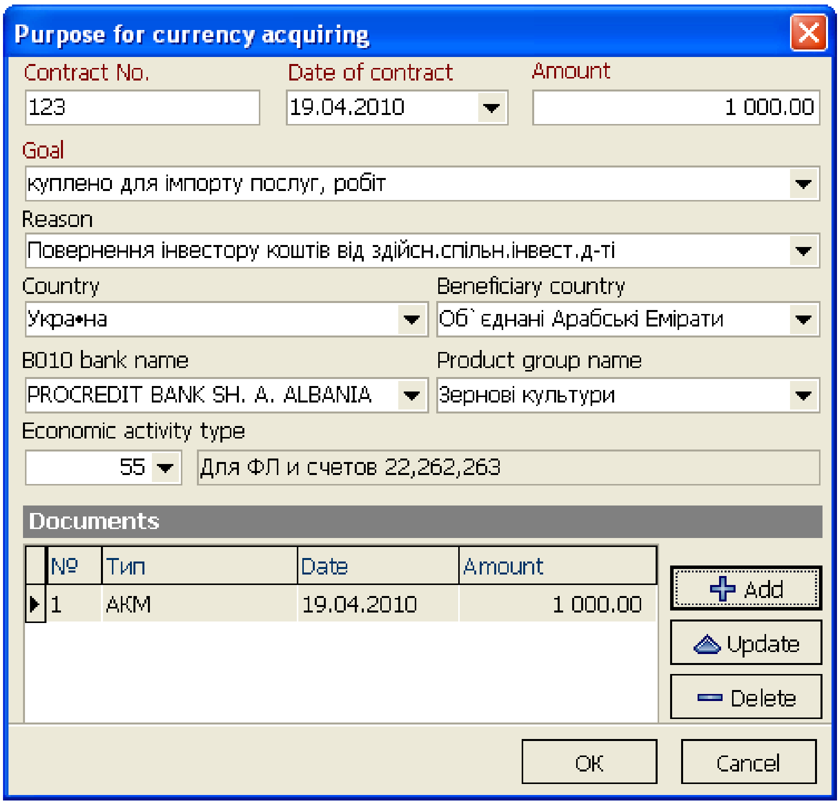
4.3.2.1.Purpose for currency purchase/sale

The bookmark contains information about purpose for currency purchase or sale: Number and Date of contract, Amount, Payment purpose.



The bookmark contains the bar of tools for addition, editing, delete and detailed viewing of records.

To add a new record, click on . Fill the fields in the opened form "Purpose for currency purchase" or "Purpose for currency sale". Pay attention, that all fields (except for *Contract №* and *Amount*) are contained by lists.

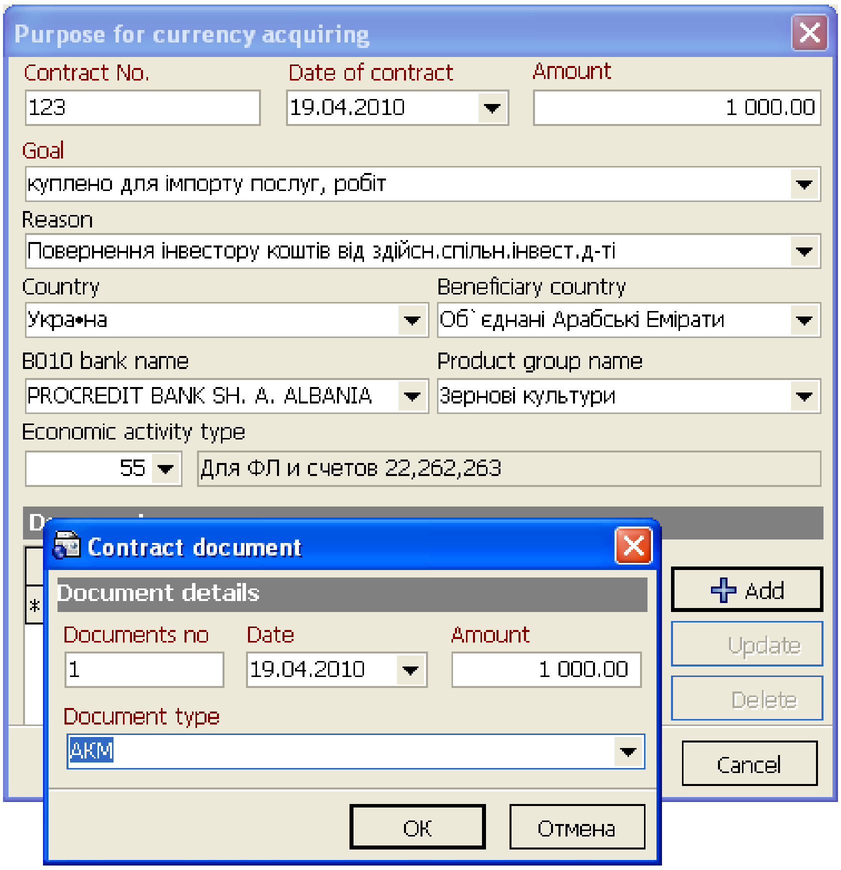


There is possibility to input the documents in purpose for currency purchase or sale. For this purpose click on the button «**Add**» in a section «**Documents**». In the opened form «**Document of contract**» fill the essential elements of document: number, date, sum, type of document (choose from a falling out list). Click on the «**OK**» button.

To change or delete the documents of contract use the proper buttons on the form. For saving of the entered documents click on the «**OK**» button on this form.

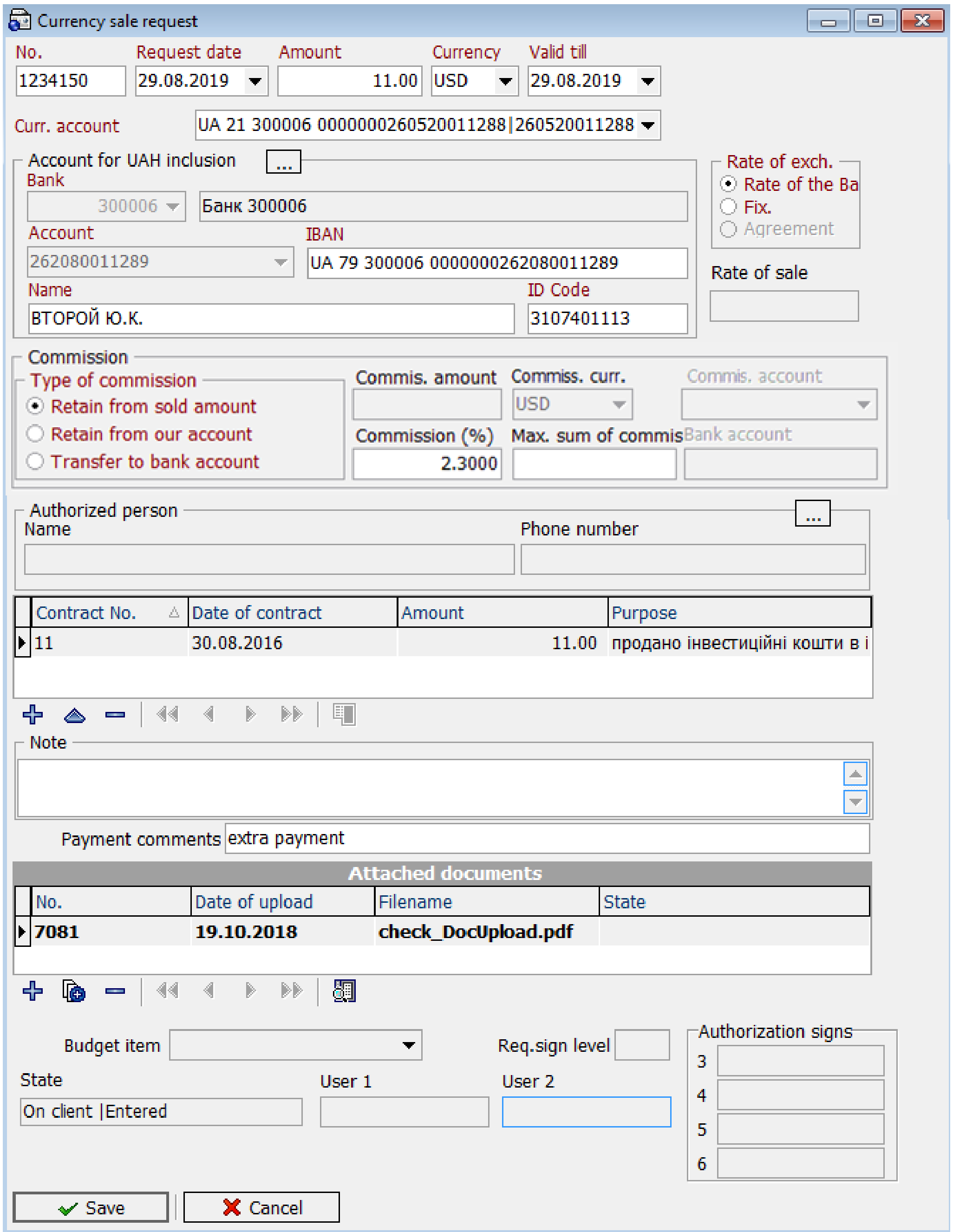
There is no limit on a number of the documents which one contract can contain.

Attention! When making a request for currency purchase or sale the system behavior is determined by the work-station configuration FxEqualContracts - depending on the value set by the system administrator the total amount by the contracts can or can not exceed the amount of purchasing or selling currency specified in the request, or it must be equal to it. If the condition specified in the FxEqualContracts setting, is not met, the request will not be created and you will get an appropriate message.



4.3.3. Requests for currency sale

To invoke the task use the button **"Requests for currency sale"** on the panel "Currency operations" or the menu ***Payments/Requests for currency sale***.



Item description

Item	Req	Description
Table	N\A	Table contains a list of requests for currency sale that correspond to the filter parameters set at the top of the form (see "Data filtering in tables"). Records are marked with different colors in compliance with documents states, the first column contains signatures applied on documents (see "Document state")
Record		
No.	+	The field contains number of request for currency sale. A number is inserted automatically at document creation, according to numbering settings (see (see "Numeration"), but you can change it. Number can contain both numbers and letters. **Attention!** After documents sending to the bank, the field is unavailable for editing!
Request date	+	Field contains a date of request creation. By default the system displays the current date of bank operating day. You can change this date

Item	Req	Description
Value date*	-	Field allows to specify the value date of the document. By default, is filled with the system date, but the value can be edited
Amount	+	The field contains amount of sold currency
Currency	+	The field displays a currency for which sale a request is formed. The value is inserted from the reference book (see "Currencies")
Curr. account	+	The field allows to select currency account number from the reference book of accounts. A currency account number is used also for determination of a bank branch to which the created document will be sent. Account numbers of closed accounts are unavailable for selection. If the **Curr. account** field is filled primarily and in the dropdown list accounts in the different banks/branches are available, then after choosing one of them you can select only the accounts of specified bank/branch in the **Account** and **Comis. account** fields.
Valid till	+/-	The maturity date of a request. Depending on the settings of the client's place, the following options are available: • The field is optional. • The field is filled in automatically with the current date with the ability to edit. • The field is filled in automatically without the ability to edit
Account for UAH inclusion	+	The section contains essentials for entering of UAH account to which money will be charged after currency selling. You can use the button ... activating the reference book of accounts or the drop-down list in the field **Account** and the fields of the section will be filled in automatically. If the **Account** field is filled primarily and in the dropdown list accounts in the different banks/branches are available, then after choosing one of them you can select only the accounts of specified bank/branch in the **Curr. account** and **Comis. account** fields. This rule does not apply to those cases when you have selected the bank ID in the reference book and have filled the **Account** manually. **Attention!** The system saves the last entered data for hryvnya charging and inserts it to the field in the next created document by default
Rate of exchange	+	The group of radio buttons provides the opportunity to select the type of the rate of exchange: market (the amount is calculated proceed from NBU rate for the date of request processing (see "Rates of exchange"), fixed or by agreement (if the two latter are chosen the field **Rate of sale** becomes active (the minimum allowable value of the field is 0.0001 or "empty")). **Attention!** Depending on your work-station configuration, set in the bank, the following different variants of values for the radio-button "Rate" can be available for you: Market (or Authorized bank), Fixed, Agreement (By agreement)
Type of commission	+	Group of buttons makes it possible to select a commission type: "Deduct from amount for purchase", "Charge off from our account" or "Transfer to bank account". **Attention!** If group of the radio buttons is inactive, and you can not choose the type of commission, but consider that this operation must be accessible for you, please contact the system administrator with a request to adjust the parameter FxCanChangeFeeType for your client place. Setting of parameter and possible values is described in manual of iFOBS system administrator.
Commis. amount	-	Field contains commission amount (if the commission is withdrawn as fixed amount)
Commission (%)	-	Field contains the percent of commission for currency purchase (if the commission if withdrawn in percents)
Commission	N\A	Field contains the currency of commission (according to the NBU

* Additional option

Item	Req	Description
curr.		requirements is hryvnia)
Commiss. account	-	The field contains account number from which money for commission will be withdrawn. The field is available for commission type "Charge off our account" only. If the **Comission acc** field is filled primarily and in the dropdown list accounts in the different banks/branches are available, then after choosing one of them you can select only the accounts of specified bank/branch in the **UAH account** and **Currency acc** fields
Max. sum of commission	-	Field contains data as for the maximal amount of commission
Bank account	-	Field contains account number to which commission will be transferred. It is available only for commission type "Transfer to account in the bank"
Payment comments	-	The field is for entering comments, maximum 160 symbols
Note	-	The field contains any additional information concerning the request. This field allows to enter no more than 254 symbols
Purpose for currency sale	+	The bookmark contains information about purpose for currency sale (see "Purpose for currency purchase/sale"). Maximally possible amount of contracts – 5
Budget item	-	In the currency account you specified is a budget account it is necessary to specify the budget item (select from the drop-down list)
State	N\A	The field contains information about the current document state (see "Document state")
Req.sign level	N\A	Number of signatures required for sending the document to the bank is specified in the field (for documents having the state "Not all signs")
User 1	N\A	The field displays the login of the user who has signed the document with the first signature
User 2	N\A	The field displays the login of the user who has applied the second signature to the document
Authorization signs	N\A	The fields of this section display the logins of the users applied authorization signatures of the 3-6th levels to the document. The third signature is necessary if the amount of the document exceeds the authorization limit amount set by the administrator. The fourth, the fifth and the sixth signatures are required in case when the debited account is a budget account.
Accept comment	N\A	The field contains message about errors occurred at filling of the document form. If there are no errors, the field is not displayed

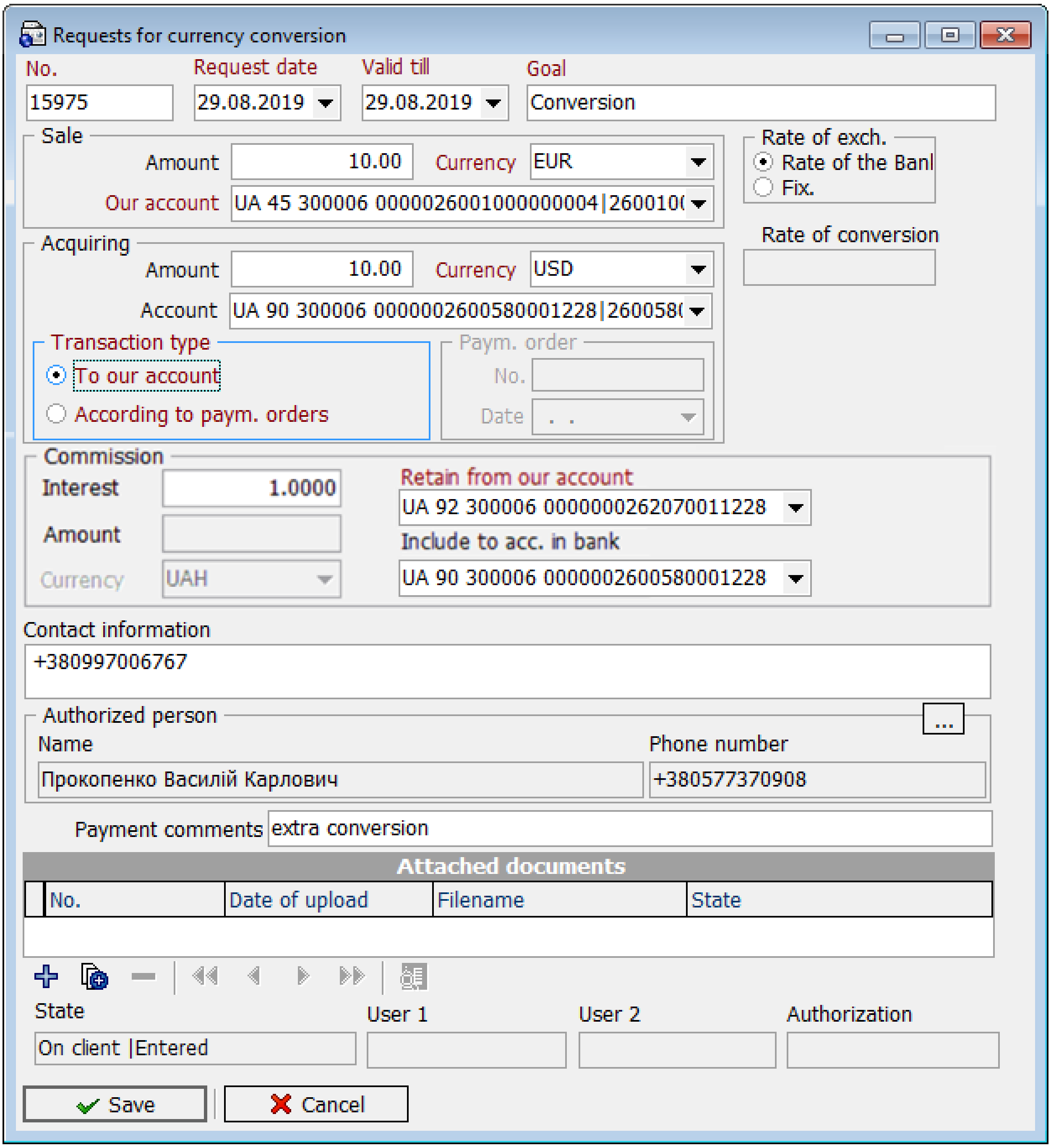
4.3.4. Requests for currency conversions

To invoke the task use the button **"Requests for currency conversions"** on the panel "**Currency operations**" or in the menu item ***Payments***.

Attention! For conversion operations ability, you must have accounts in the relevant foreign currencies be opened, as well as an account in the national currency for the commission charging.

According to agreement with your Bank, you can transfer acquiring currency to an account opened in another bank, or to an account of your partner. To do this, you need to switch option **According to paym. orders** in the section **Transaction type** and enter the number and date of the payment order (or SWIFT currency document), according to which the Bank must be made currency transfer.

Processing of applications in the bank is carried out manually, according to business process, and such cases are individual.



Item description

Item	Req	Description
Table	N\A	Table contains a list of requests for currency conversion that correspond to the filter parameters set at the top of the form (see "Data filtering in tables"). Records are marked with different colours in compliance with documents states, the first column contains signatures applied on documents (see "Document state")
Record		
No.	+	The field contains a number of request for currency conversion. The number is inserted automatically at document creation in accordance with numbering settings (see "Numeration"), but you can change it if necessary. **Attention!** After documents sending to the bank, the field is unavailable for editing!
Request date	+	Field contains date of request creation. By default the system displays the current date of bank operating day. You can change this date

Item	Req	Description
Valid till	+/-	The maturity date of a request. Depending on the settings of the client's place, the following options are available: • The field is optional. • The field is filled in automatically with the current date with the ability to edit. • The field is filled in automatically without the ability to edit
Goal	+	The field contains the purpose for currency conversion
Sale		
Amount	-	The field contains amount of currency for sale. Depending on work-station configuration the field could be mutually exclusive to the amount of the currency acquiring field (i.e. it is possible to fill in only one of these two fields, the second value will be calculated automatically), or both fields (the amount of acquiring and amount for sale) must be filled manually
Currency	+	Field contains the currency of commission. The value is inserted from reference book (see "Currencies")
Our account	+	The field allows entering or selecting an account number from which specified amount of sold currency will be withdrawn. Besides, according to account specified in the field, the system defines a bank branch to which the created document will be sent. A list of accounts becomes to be available only after entering of a currency. Closed accounts numbers are unavailable. If the **Our account** field is filled primarily and in the dropdown list accounts in the different banks/branches are available, then after choosing one of them you can select only the accounts of specified bank/branch in the **Account** and **Retain from our account** fields
Acquiring		
Amount	-	The field contains an amount of acquiring currency. Depending on work-station configuration the field could be mutually exclusive to the amount of the currency for sale field (i.e. it is possible to fill in only one of these two fields, the second value will be calculated automatically), or both fields (the amount of acquiring and amount for sale) must be filled manually
Currency	+	Field contains the currency of commission. The value is inserted from reference book (see "Currencies")
Transaction type	+	The switcher makes it possible to select if the bought currency should be transferred to the specified account or to the one specified in payment order. Subject to this, it is necessary to specify either account number in the field **Account** or data of payment purpose in the section "Payment order"
Account	-	The field contains account number to which the bought sum will be transferred (filled in accordance with the selected switcher "Transfer to"). The list for account selection is available only after entering of the currency. Closed accounts numbers are unavailable. If the **Account** field is filled primarily and in the dropdown list accounts in the different banks/branches are available, then after choosing one of them you can select only the accounts of specified bank/branch in the **Our account** and **Retain from our account** fields
Payment order	-	The field contains number and date of the payment order according to which the bought currency will be charged (filled in accordance with the selected switcher "Transfer to")
Commission		
Interest	-	The field contains the interest rate of commission (if the commission is collected from amount)
Amount	-	The field contains commission amount (if the commission is collected as fixed amount)
Currency	-	In this field a user can select a currency for commission amount. The list of currencies is inserted from the reference book "Currencies"
Retain from our	+	The field contains our account number from which from which the

Item	Req	Description
account		commission amount will be withdrawn. Closed account numbers are unavailable for selection. If the **Retain from our account** field is filled primarily and in the dropdown list accounts in the different banks/branches are available, then after choosing one of them you can select only the accounts of specified bank/branch in the **Account** and **Our account** fields
Include to account in bank	+	The field contains a number of account to which commission amount will be charged
Rate of exchange	+	The field contains type of rate of exchange (the minimum allowable value of the field is 0.0001 or "empty"). **Attention!** Depending on your work-station configuration, set in the bank, the following different variants of values for the radio-button "Rate" can be available for you: Market (or Authorized bank), Fixed.
Rate of conversion	+	This is a field to enter the maximum rate for currency purchase and minimum rate for currency selling (in hrynvia). Filled in case that the value of course is chosen "*Fixed*"
Contact information	-	The field contains contact information of our enterprise, maximum 180 symbols
Payment comments	-	Field contains the additional information about payment
State	+	The field contains information about the current document state (see "Document state")
User 1	N\A	The field displays the login of the user who has signed the document with the first signature
User 2	N\A	The field displays the login of the user who has applied the second signature to the document
Accept comment	N\A	The field contains message about errors occurred at filling of the document form. If there are no errors, the field is not displayed

If there is no data about counteragent's address in the system, a form for manual entering of address will be displayed during the request creating.

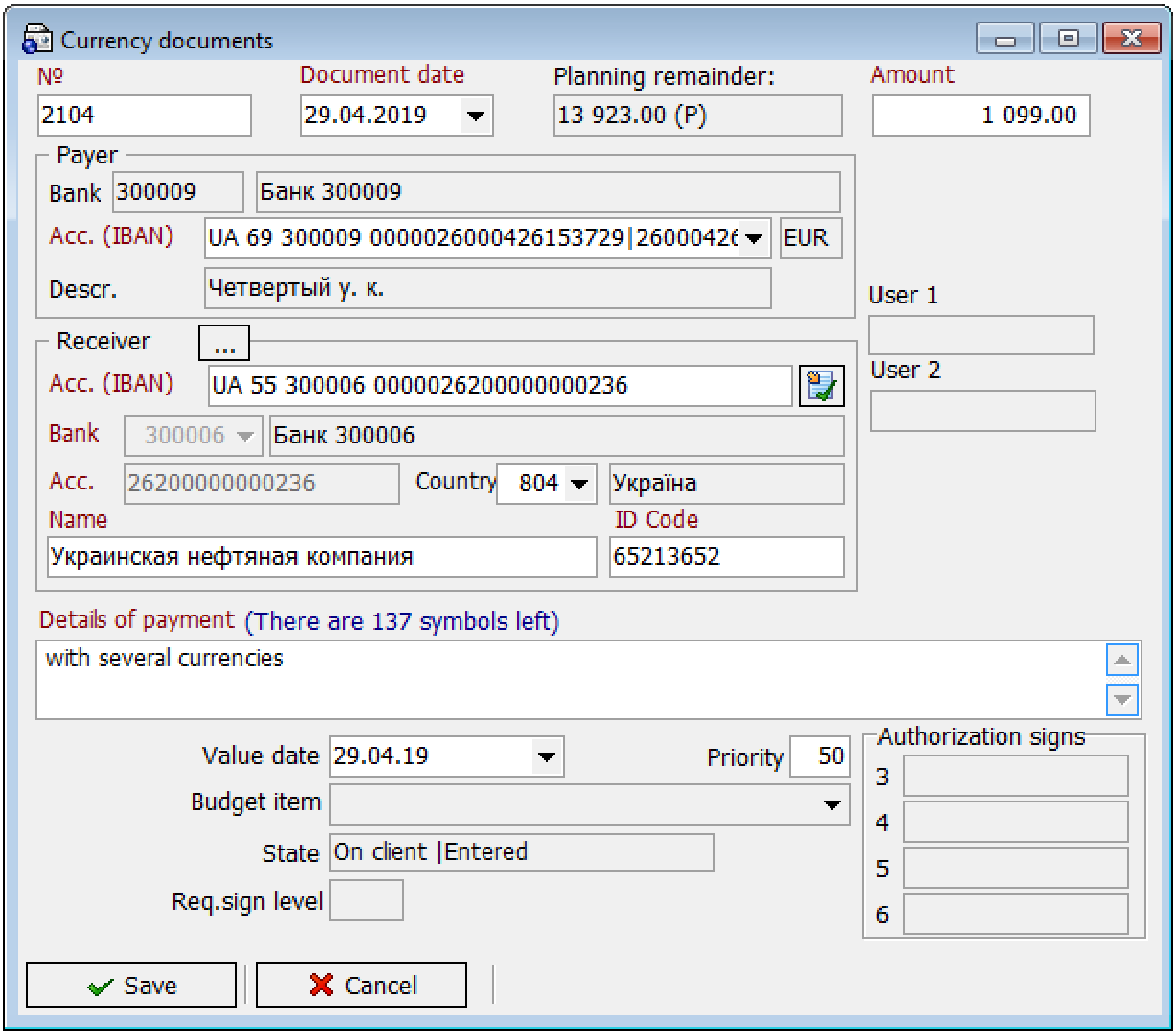
4.3.5. Currency documents

The section "**Currency documents**" is an analog of operation of national currency documents creation but which makes it possible to work with several currencies. Unlike SWIFT documents a currency memoorder is used for money transactions to currency accounts within one bank branch. To work with this functionality a user must be provided with a right for operation with currency documents.

Creation of currency memoorder:

1. Click on the button "**Currency documents**" on the taskbar "Currency operations";
2. Click on the button  on the toolbar;
3. Fill the form with necessary parameters (see the description below);
4. Save the document. The system will assign a state that is defined in settings to it (see "Setting of a state of a new or edited document by default"). The document can also be automatically signed with your digital signature (see "Setting of automatical signing of documents").

Attention! In order the document come into effect it must be sent to the bank server and approved in CBS B2 (see "Sending of documents to the bank" and "Document information").



Item description

Item	Req	Description
№	+	Field contains document number. The number is inserted automatically in accordance with numbering settings (see "Numeration"), but you can change it. **Attention!** After sending of document to the bank, the field is editing protected!
Document date	+	Field contains the document date. By default the system displays the current date of bank operating day. You can change this date
Planned remainder	N\A	Text element displays account balance of payer specified in the section "Payer", adjusted for amount of this document (which account balance will be if the document is accepted in the bank). Planned balance is calculated as a difference of the current balance and all unprocessed documents (documents with two signatures in states "Entered", "Ready for sending"). If the option "**Take into account delayed documents on calculation of planned account balance**" is activated (Service/Settings/Documents/Parameters) the "Delayed/On client" documents will be also allowed
Amount	+	Field contains amount of payment order
Payer	+	Section contains the data about payer of the document: select the account number of payer in the field **Account**. The bank code, payer name and description of the account will be substituted automatically from the reference book of correspondent (see "Correspondents of currency documents"). **Attention!** The system fills the field with account number from the last

Item	Req	Description
		saved currency payment order
Receiver	+	The section contains the data about payment: select a recipient from the reference book (see "Correspondents of currency documents"), by clicking on the button – the section fields will be filled automatically. You can fill only the field **ID code** – if the contragent data is in the reference book. The section will be automatically filled. If the correspondent has several accounts, the last essentials by the record will be used. **Note.** During the saving of document with the identification code of legal entity, which falls short of rules of forming the ID codes, the system gives out a report about incorrect code and asks about a necessity to continue the operation of saving the information. **Note.** For a physical person the ID number or their passport series and number in case if this person has refused from obtaining ID code should be indicated.
Details of payment	+	Field contains payment purpose of the document.
Value date	-	Field allows to specify the value date of the document. The value date cannot exceed the document date more than for 10 days
Priority	-	The field allows to set the priority of a document, created by the template, at processing. **Note.** Depending on the settings of the client's place, the field can be unavailable for editing
Budget item	-	If the currency account you specified is a budget account it is necessary to specify the budget item (select from the drop-down list)
Authorization signs	N\A	The fields of this section display the logins of the users applied authorization signatures of the 3-6th levels to the document. The third signature is necessary if the amount of the document exceeds the authorization limit amount set by the administrator. The fourth, the fifth and the sixth signatures are required in case when the debited account is a budget account
State	N\A	The field is available only for viewing and displays the information about the current state of a document (see "Document state")
Req. sign level	N\A	Number of signatures required for sending the document to the bank is specified in the field (for documents having the state "Not all signs")
Accept comment	N\A	The field contains information about errors of document filling. If there are no errors the field is not displayed

4.3.6. Currency documents import from a file

The system makes it possible to import currency documents to the DB from client-bank data files (.dat, .txt), and also to import currency payment orders from client-bank data files of the extended format (EXP). It's possible to learn more about import files format in the document *"Import and Export Formats Description.doc"*.

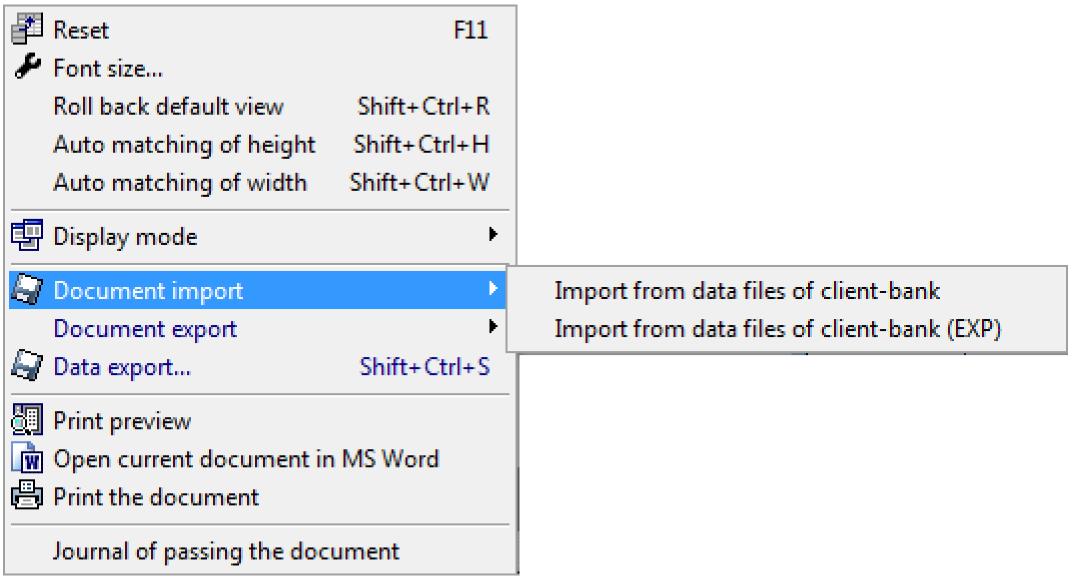
Attention! The list of available formats is defined by presence of corresponding import libraries in the catalogue "Plugins".

Attention! At the document import the system performs all checks applied on documents when they are added manually.

To import data:

1. On the taskbar **"Currency operations"** choose the necessary document type for import: **"Currency payment order (SWIFT)"**, **"Currency purchase request"**, **"Requests for currency sale"** or **"Requests for currency conversion"**;
2. Click on the button to the right from "**Operations**" on the form toolbar. Select "**Document import**" from drop-down list;

3. Select the import file format;



4. In the next window specify the location and name of the file from which the data will be imported;
5. Click on the **«Open»** button.

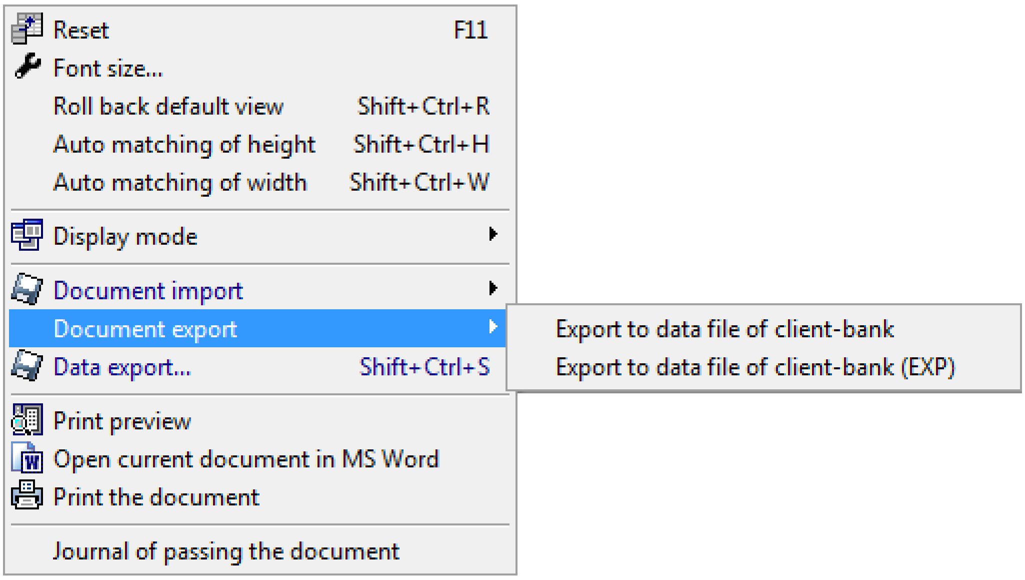
4.3.7. Currency documents export to a file

The system makes it possible to export currency documents to client-bank data files (.dat, .txt), SAP R/3[*] client-bank data files and also to export currency payment orders to client-bank data files of the extended format (EXP). It's possible to learn more about export files format in the document *"Import and Export Formats Description.doc".*

To export data:

1. On the taskbar **"Currency operations"** choose the necessary document type for export: **"Currency payment order (SWIFT)"**, **"Currency purchase request"**, **"Requests for currency sale"** or **"Requests for currency conversion"**;
2. Click on the  button to the right from "**Operations**" on the form toolbar. Select "**Document export**" from drop-down list;
3. Select the export file format;

[*] Export to SAP R/3 files is possible, if such functionality is purchased in the complete set of supply of the system



4. In the next window specify the location and name of the file to which the data will be exported;
5. Click on the **«Save»** button.

4.3.8. Print of currency documents

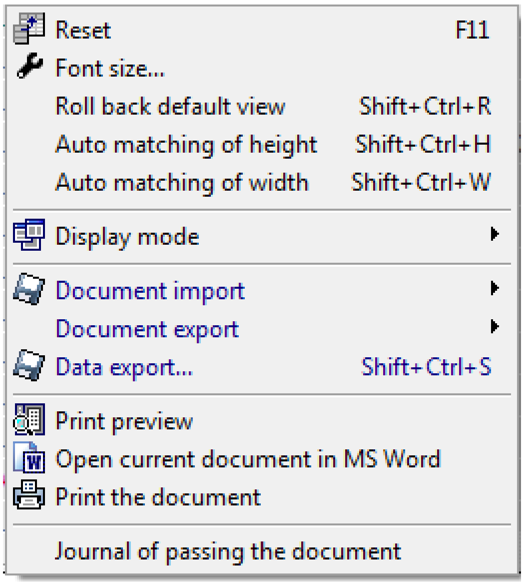
__**In order to print the document:**__

1. Select the document.
2. Click on the button to the right from the “**Operations**” button and select ***Print the document*** from the drop down list.
3. You can view the preprint version of the document. After that the document can be printed or closed.

__**In order to print the list of documents:**__

1. Click on the “**Operations**” button on the form of currency document;

2. Select ***Print preview*** from the drop down list. You can view the preprint version of the list of documents. After that the document can be printed or closed.



It is also possible to open current document in MS Word format for editing and print.

To open the document in MS Word:

1. Click on the “**Operations**” button on the form of currency document;
2. Select ***Open current document in MS Word*** from the drop down list. The received document can be edited, saved or printed.

4.4. General principles of operation with documents

4.4.1. List of allowed symbols

The system provides check of all the document form fields which content is used on applying of digital signatures. The list of symbols allowed for ciphering is specified in the following table:

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 і І ї Ї є Є
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 VW X Y Z
Numbers	0 1 2 3 4 5 6 7 8 9
Other symbols	% \ /- ? : ; ( ) . , ' + < > | { } [ ] ! ^ ~ ` * " № # $ & = @ _

Attention! The symbols CR and LF (Carriage return key) are restricted symbols, this is why it is recommended not to use the [Enter] button when entering the documents.

4.4.2. Templates of standard documents

To invoke the operation use the button “**Templates of standard documents**” on the panel “Operations”.

Attention! The current system version provides operation with templates only for UAH documents.

The system allows to create documents using templates. And the document fields are filled with template’s parameters.

Creation of a document template:

Method 1

Create a document (see “Creation of UAH document”), but before saving it, set the flag “**Save as template**”.

Method 2

1. Select the operation “Templates of standard documents”;
2. Click on the button  on the toolbar;
3. Fill the fields with necessary values (see the ***Description***);
4. Save the record.

Item description

Item	Req	Description
Table	N\A	The bookmark contains a list of templates of standard documents. Subject to templates state their records are marked with different colours: Template – state of “Not sent” record – template was added or changed on client application and will be sent to the server at the next synchronization; Template – state of “Sent” record – template was sent to the server; Template – state of “Changed being sent” record – template was sent to the server and than changed on client application. The data about changes will

		be sent to the server at the next synchronization; ~~Template – state of "Sent/Deleted" record – template was sent to the server and then deleted on client workstation~~
Record		
Payer	+	Fields contain information about payer by the document, which is created by this template. After entering of the bank code, name is entered automatically, if the reference book of correspondents contains information about this payer. **Attention!** If the field **Receiver** is filled, this section is not obligatory for entering.
Receiver	+	Fields contain information about the bank, account and country of payment recipient by the document which is created by this template. The bank code can be selected from the reference book of banks, after that the bank name will be entered automatically. Country code is selected from reference book of counties
Amount	-	The field contains amount of documents created by this template
Details of payment	-	The field contains payment purpose of the document, that is created by the template
Budget	N\A	The button makes it possible to generate a payment purpose for budget document in the format that is required by NBU (National bank of Ukraine). If you click on the button, the system displays the form "Budget" where you have to select a purpose coding (from 16.09.2002 or from 13.04.2003), and document parameters. As parameters are specified, the record is formed and displayed in the top of the form "Value**"**. After entering of all parameters, click on the "**OK"** button – and the record will be automatically substituted to the field **Payment purpose**
Select PP	N\A	The button makes it possible to select a payment purpose from the reference book of payments
VAT	N\A	The button calculates the VAT from the document amount automatically (in accordance with the current VAT percent that is determined in settings) and substitutes the corresponding text element (e.g. "VAT incl. <...>% <...,...> hrn.") to the field of payment purpose (see "Setting of VAT percent and template")
Days till value date	-	The field allows to specify amount of days which will be added to the document date for filling the field **Value date**. For example, if the value of this field is 2, and the date of created document is 20.03.2008 than the **Value date** of the document will be 22.03.2008
Priority	-	The field allows to set the priority of a document, created by the template, at processing. **Note.** Depending on the settings of the client's place, the field can be unavailable for editing
PP Code	-	The field allows to choose the payment purpose code from a list
Additional details	-	The field allows to enter additional details of a document, that is created by the template
Template description	+	The field allows to add a short description of a created template
State	N\A	The field is available only for viewing and displays the information about the current state of a template (see description of states in description of "Table" description)

Please note: after creating a template and performing synchronization, editing and deleting the sent data is temporarily unavailable. These buttons will be available after the next synchronization, when the current data from the iFOBS database will arrive to the client application from the server.

4.4.3. Documents cloning

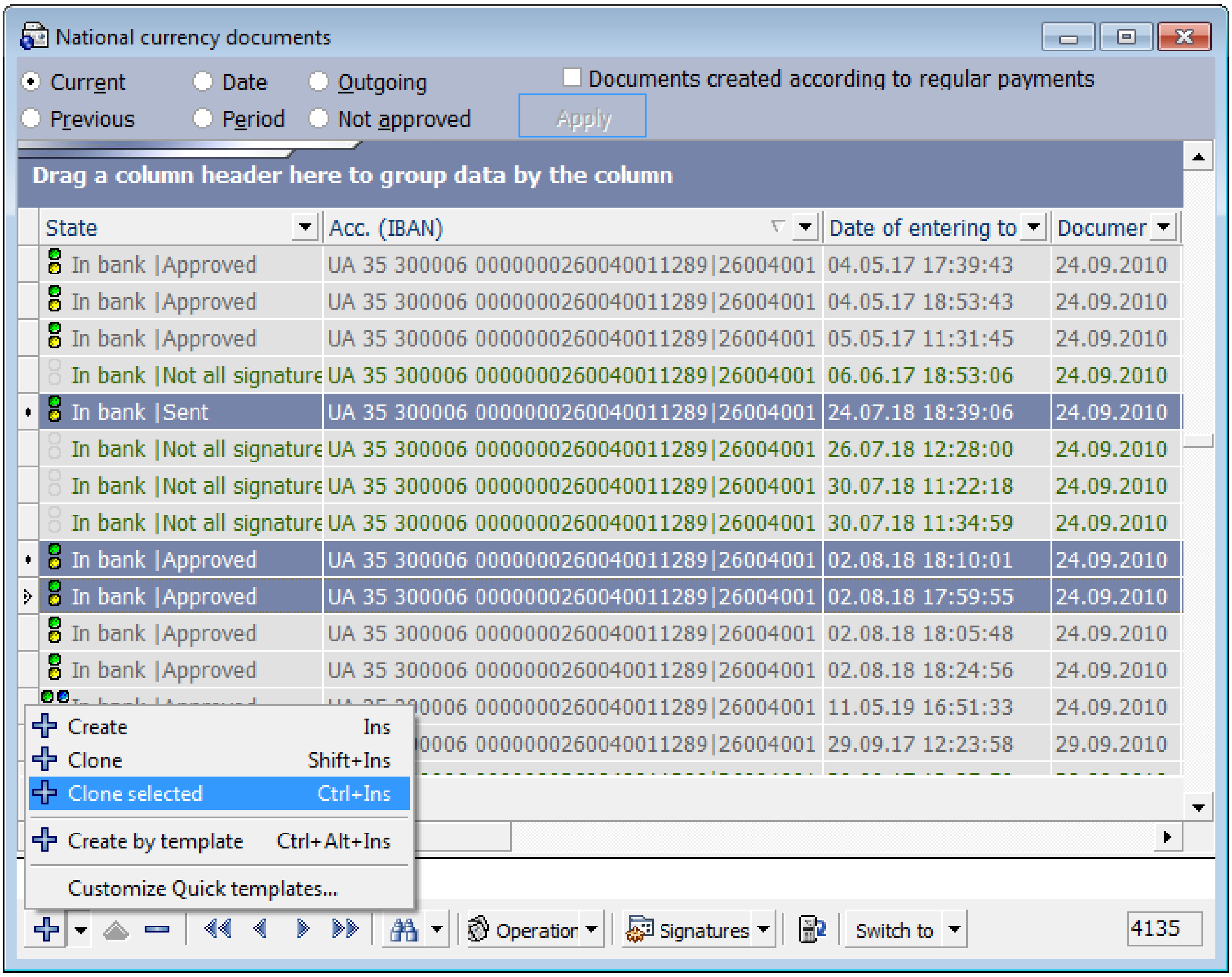
The function of cloning was provided for the case of creating several documents with the same essential elements. Lest enter the same data while creating identical documents, proceed as follows:

1. Select from the list the document you need to clone;
2. On the toolbar invoke the list on the right of the documents adding button and select the item '**Clone**'. Or press the key combination 'Shift+Ins';

Note. To work with this functionality the user must have a right to documents cloning.

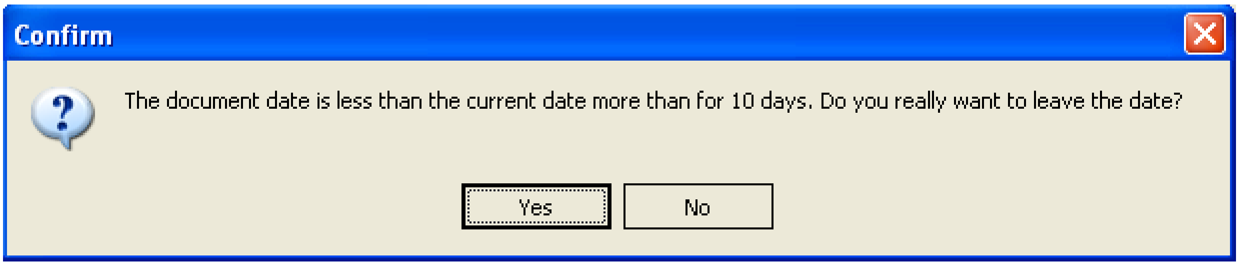
3. Check whether the fields values of the cloned document are right and edit them, if it is necessary;
4. Click on the button '**Save**'.

Note. On the form ***National currency documents*** you can clone several documents at once. To do this select the documents and click on **"Clone selected"** or the key combination [Ctrl]+[Ins].



It is necessary to keep in mind that while cloning, the essential elements of the source document are placed in the new document, except for several fields values that are changed or cleared by the system automatically:

1. *Document Number* – it is changed to the ordinal number of the new document automatically;
2. *Document Date* (in the national currency) – it is updated for the current date automatically;
3. *Application Date* (for the purchase, selling, conversion of currency) – if it is less than the current date, the system will propose you to change it;
4. *Value Date* – the field is cleared if the date entered in it is less than or equal to the document generating date.



Attention! While cloning applications for the purchase or selling of currency the documents are cloned in the purpose of purchase or selling. If any of the parameters has been removed from the reference book, cloning will proceed, but when you save the request, you will receive a message, and will be able to edit the field.

4.4.4. Signing of documents

To apply a digital signature on a document, do the following:

1. Select the document for signature applying;
2. Activate the context menu of this record and select ***Sign***. Your digital signature will be applied on a document (or both signatures, if you have the right to apply two signatures).

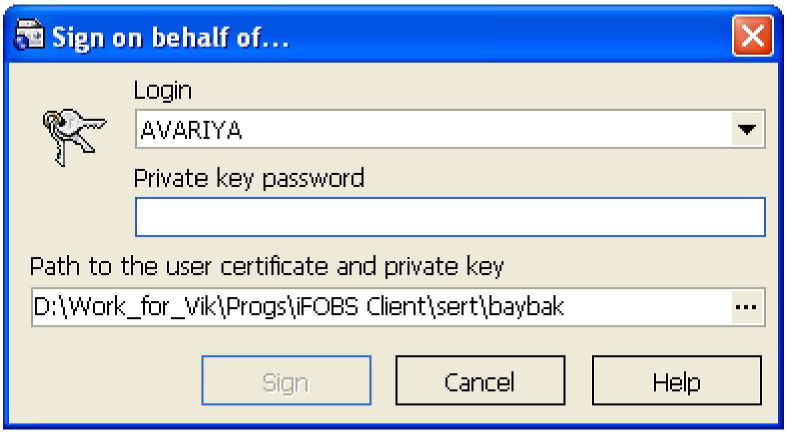
Attention! A user is able to sign documents only if he has rights for corresponding signatures and for debit accounts from which money will be withdrawn (see "Account rights" and "Interface rights").

To sign all documents, use the option "**Sign all**" from "**Operations**" on the tool bar of the form.

Attention! According to the security requirements, the system checks the certificate term of validity every time when the document is sent to the bank. The sent document should to be signed with valid certificates only. And the certificates have to be valid for the moment of documents sending. If the certificates are invalid, you will see the corresponding message and the document will be sent with an error.

To sign a document on behalf of another user (of a user that is not registered in the system):

1. Select the document which you are going to sign;
2. Click on the button , to the right from "**Signatures**" or activate the context menu of the record and select the option ***Sign on behalf of***;

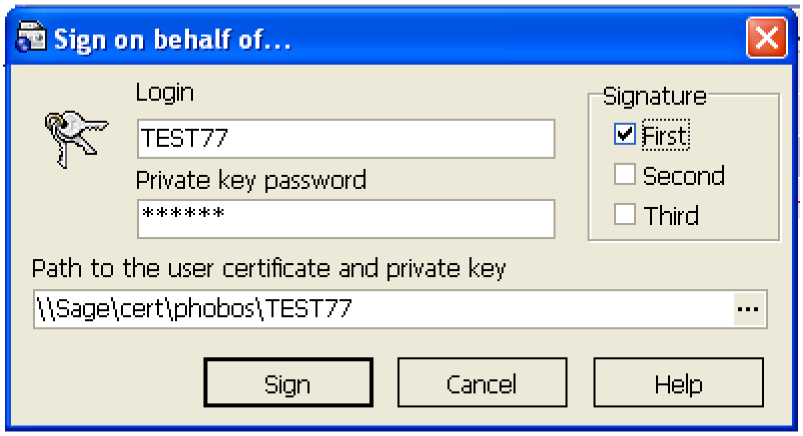


3. In the opened authorization form enter a name of a user, digital signature of which you are going to apply on the document, specify the path to files of key and certificate of the user and enter the user's private key password. Click on "**Sign**";
4. If the entered data is correct, the signature will be applied on a document.

<u>To sign a document on behalf of user of other client:</u>

1. Select the document which you are going to sign;

2. Click on the button , to the right from "**Signatures**" or activate the context menu of the record and select the option ***Sign on behalf of (other client)*;**



3. In the opened authorization form enter the login of the user, which digital signature you are going to apply on the document, specify the path to files of key and certificate of the user and enter a user's private key password. In the «**Signature**» section mark, with which signature (first and/or second, third) you want to sign a document. Click "**Sign**";

4. If the entered data is correct, the signature will be applied on a document.

Attention! A user is able to sign documents only if he has rights for corresponding signatures and for debit accounts from which money will be withdrawn (see "<u>Account rights</u>" and "<u>Interface rights</u>"). Otherwise, during synchronization with the bank, you will receive the error message.

To delete the digital signature from the selected document, use the option "***Delete the first signature***", "***Delete the second signature***" or "***Delete all signatures***" – depending on which signature you want to delete.

You can adjust the number of signatures required for sending to the bank (see "<u>Setting of number of signatures required for sending to the bank</u>"), and also automatical signing of documents (see "<u>Setting of automatical signing of documents</u>").

4.4.5. Sending of documents to the bank

In order to send documents to the bank, do the following:

1. Make sure that all new documents which you are going to send are in the state "**Ready for sending**" or "**Changed being sent**";

2. In order the document be in the state "**Ready for sending**" select this document, click on the button to the right from "**Signatures**" on the toolbar and select "**Switch to 'Ready for sending' state**";

Attention! The system will automatically switch the document state to "Ready for sending" or "Changed being sent" if the document has the required amount of digital signatures (see "<u>Setting of number of signatures required for sending to the bank</u>").

3. To send documents to the bank and get the latest data about their state, click on the button on the toolbar.

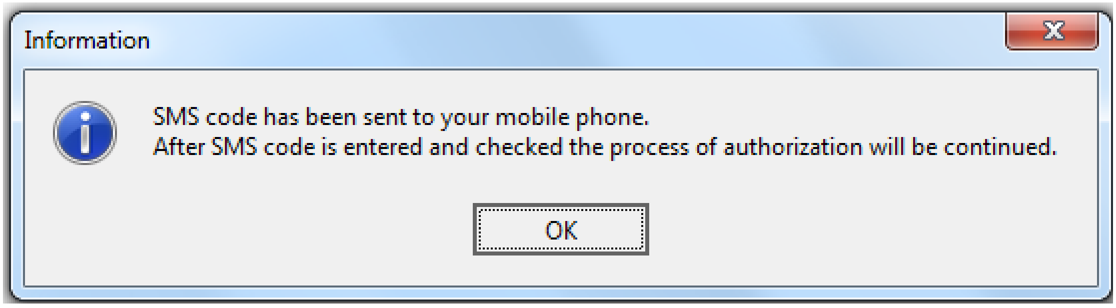
The system can send not only your documents at synchronization but also documents with the state "**Ready for sending**" of other users of this application (see "<u>Sending</u>").

4.4.5.1.SMS-confirmation of the document††

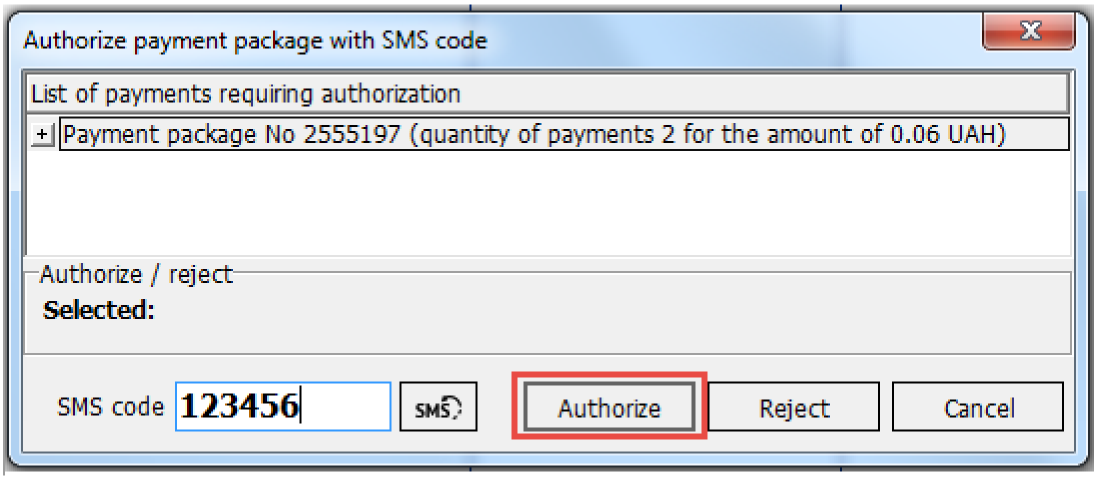
In certain cases the user should confirm a transaction additionally by using one-time password.

__To confirm the document:__

1. When the form for entering the dynamic password will be displayed, click the **"Resend SMS code"** button. The SMS, containing the one-time password, will be sent on the phone number which you have provided when registering in the bank.

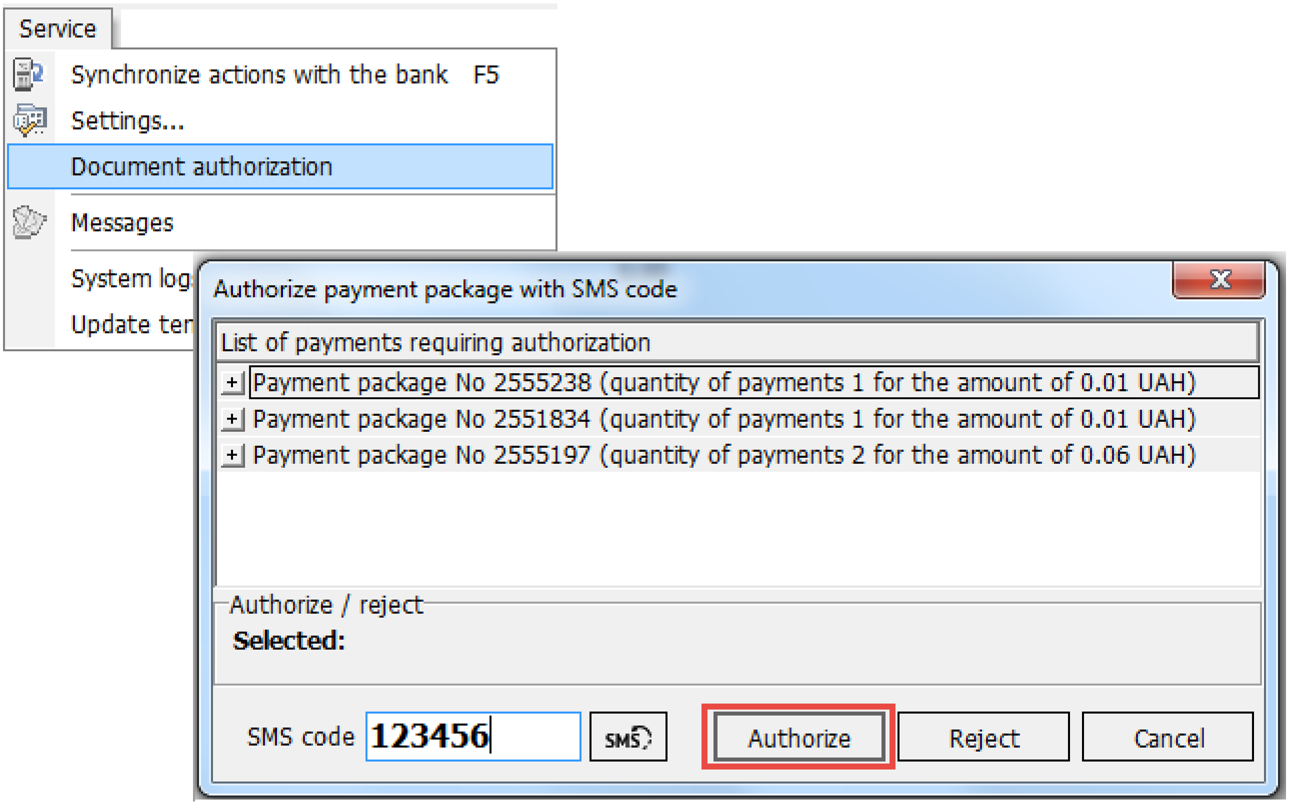


2. Enter the received code in the **SMS code** field and click on the **"Authorize"** button.

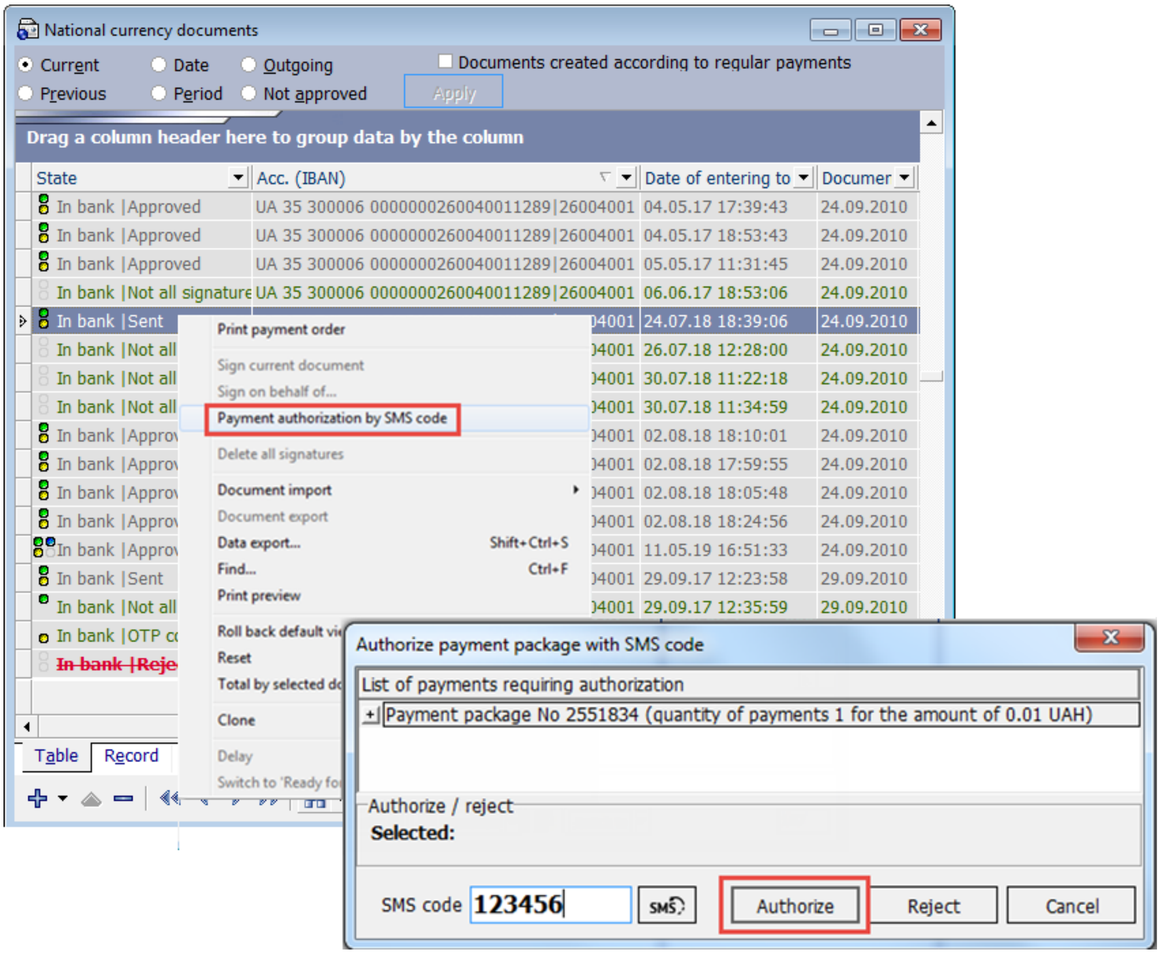


3. If SMS code was not accepted by the system, an error message will be displayed. Click "Request SMS-code" again, enter the new code and click on the **"Authorize"** button.
4. If you enter an incorrect SMS code for several times, your registration record will be blocked. To unblock your registration record, contact the bank, please.
5. You can refuse of authorizing the document by clicking the **"Reject"** or **"Cancel"** button on the "Authorization payment package with SMS code" form. If you click on the **"Reject"** button, the document will be rejected.
6. If you click **"Cancel"** button, authorization of the document will be canceled and the document will get the "Requires confirmation" state. Pay attention, please, that for document in the "Requires confirmation" state the operations of editing, signing and deleting are not available. For further operations you have to re-authenticate the document by using ***Service/Document authorization*** menu item. Select the package of payments you want to authorize, click the **"Resend SMS code"** button, enter the confirmation code in the **SMS code** field and click the **"Authorize"** button.

†† Additional functionality

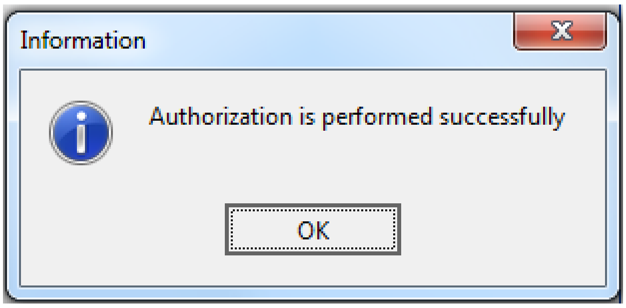


7. You can also authorize a single document that requires authorization by selecting the ***Payment authorization by SMS code*** menu item or the same item of the ***Signatures*** menu.

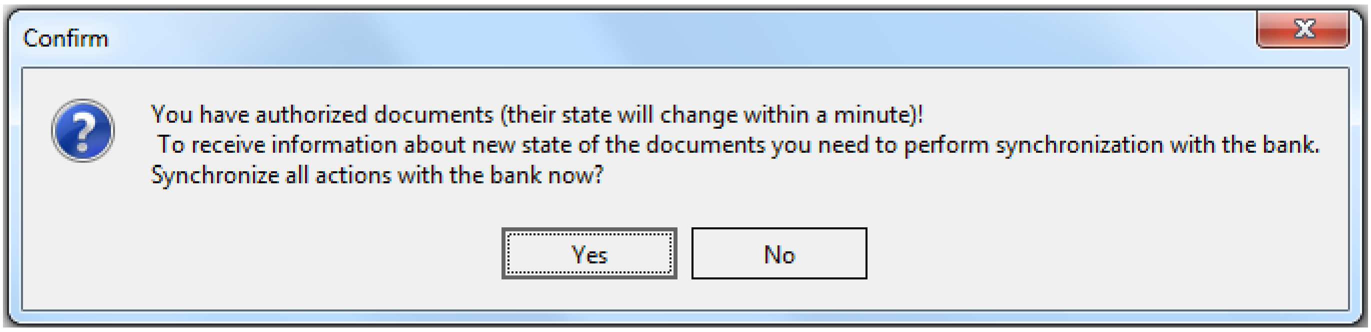


Pay attention please - if the package includes more than one document, the ***Payment authorization by SMS code*** menu item will be inactive. You can authorize the package using the ***Service/Document authorization*** menu item.

8. After successful authorization you will get an appropriate message. Click **"OK"** button.



9. On the next step the system will display information that the state of the authorized documents will change within a minute and will offer you to synchronize actions with the bank.



4.4.6. Deleting of documents

To delete a document, which is not send to the bank:

1. Select the document or some documents you want to delete;
2. Click on the button – **"Delete the current record"**;
3. Click on the **"Yes"** button in the dialog window.

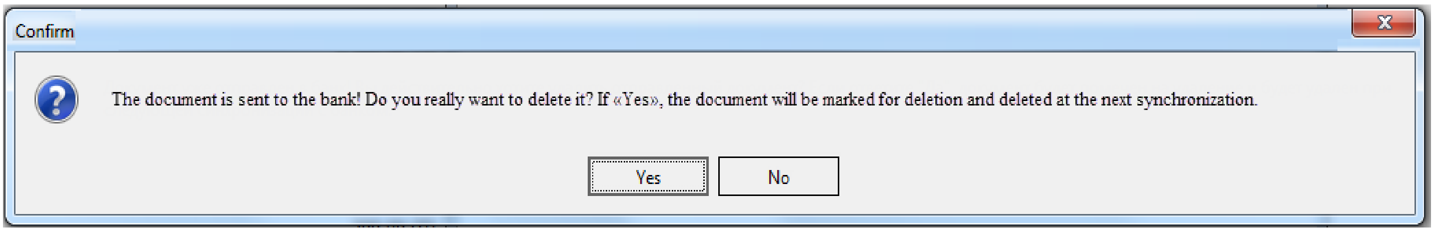
Selected documents will be deleted.

You can also click by the left mouse button on the icon in the left top corner of the form and in the opened menu select the ***Delete unsent data...*** item (see "Data updating"). This operation will delete all unsent to the bank documents from this form.

You can also delete documents already sent to the bank, provided that they are not processed in the CBS and the system administrator enabled system setting "Allow deletion of documents sent to the bank" (see "General").

To delete a document, sent to the bank, but not processed in the CBS:

1. Select the document (in the "In bank/Entered" state);
2. Click on the button – **"Delete the current record"**;
3. System will ask for confirmation. Click on the "**Yes"** button. The document will be marked for deletion.



4. Click on the button  to synchronize the data;
5. If the document is not processed in the CBS yet, it will be deleted;
6. If after marking a document for deletion the synchronization fails, then the document status, the signatures and the document version will be restored at the time of removal, and the user will receive an error message indicating the reason of the deletion error (e.g., "The document was processed by operator and can not be changed", "The document was deleted by the operator", "The document type is not define", "No connection to the bank").

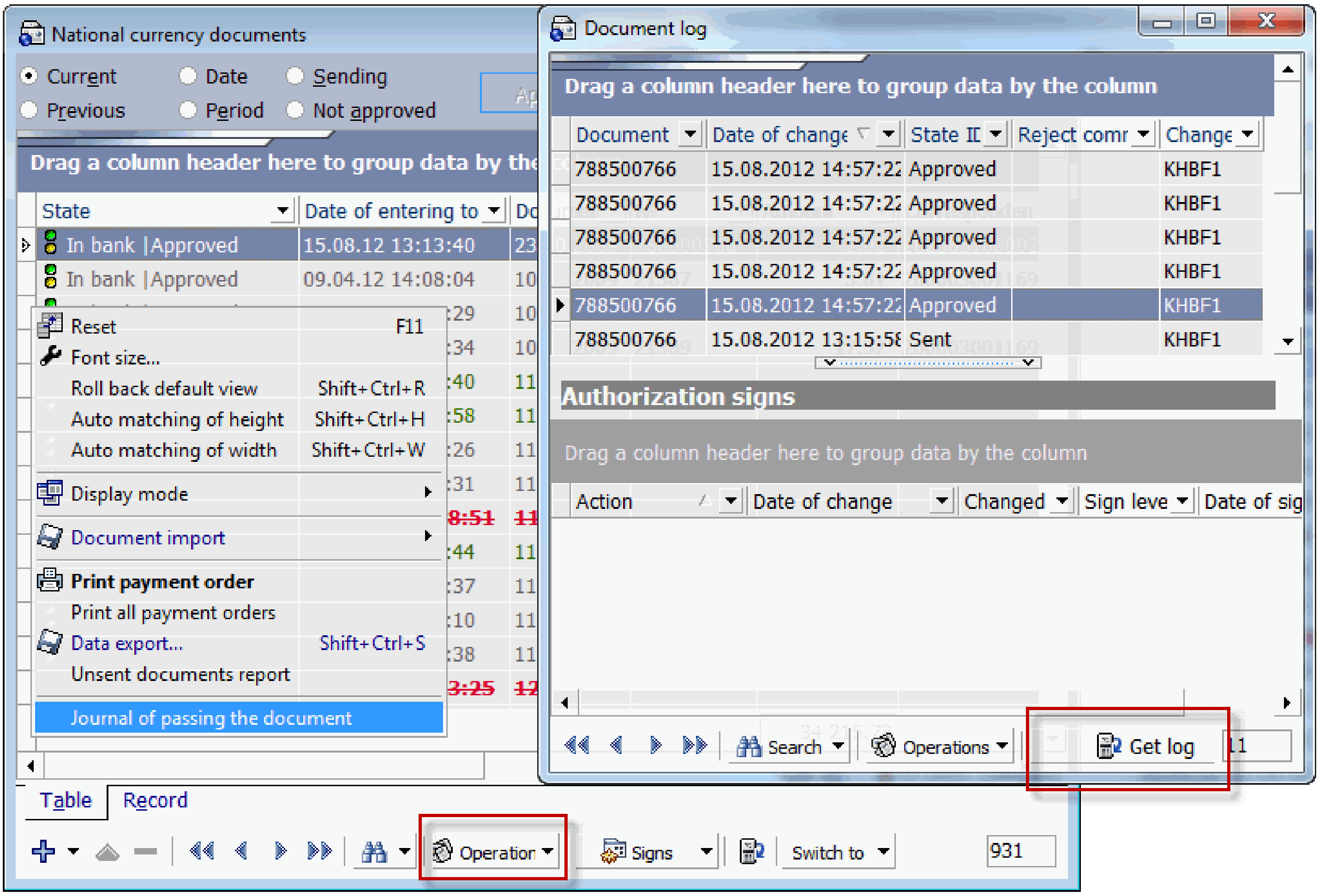
Attention! If within one client several users were created, then each user is able to delete documents created and signed by other users within the same client.

4.4.7. The journal of passing documents

The iFOBS users can view the journal of passing documents both in the national and foreign currency. The availability of such a journal makes it possible, for example, to resolve controversial situations concerning delaying payments via the banking system.

For this purpose do the following:

1. Select the document you need in the form of entering documents (in the national or foreign currency).
2. Click on the button "**Operations"** and select the item **Journal of passing the document**.
3. Click on the button "**Get log"** in the bottom part of the opened form for receiving actual data concerning the document.
4. Use filters and sorting for easy operating the journal (see «Data sorting in tables», «Data filtering in tables»).


National currency documents
Current
Date
Sending
Previous
Period
Not approved
Drag a column header here to group data by the column
State
Date of entering to
In bank |Approved
15.08.12 13:13:40
In bank |Approved
09.04.12 14:08:04
Reset F11
Font size...
Roll back default view Shift+Ctrl+R
Auto matching of height Shift+Ctrl+H
Auto matching of width Shift+Ctrl+W
Display mode
Document import
Print payment order
Print all payment orders
Data export... Shift+Ctrl+S
Unsent documents report
Journal of passing the document
Table
Record
Operation
Signs
Switch to
931
Document log
Drag a column header here to group data by the column
Document
Date of change
State ID
Reject comr
Change
788500766 15.08.2012 14:57:22 Approved KHBF1
788500766 15.08.2012 14:57:22 Approved KHBF1
788500766 15.08.2012 14:57:22 Approved KHBF1
788500766 15.08.2012 14:57:22 Approved KHBF1
788500766 15.08.2012 14:57:22 Approved KHBF1
788500766 15.08.2012 13:15:58 Sent KHBF1
Authorization signs
Drag a column header here to group data by the column
Action
Date of change
Changed
Sign leve
Date of sig
Search
Operations
Get log

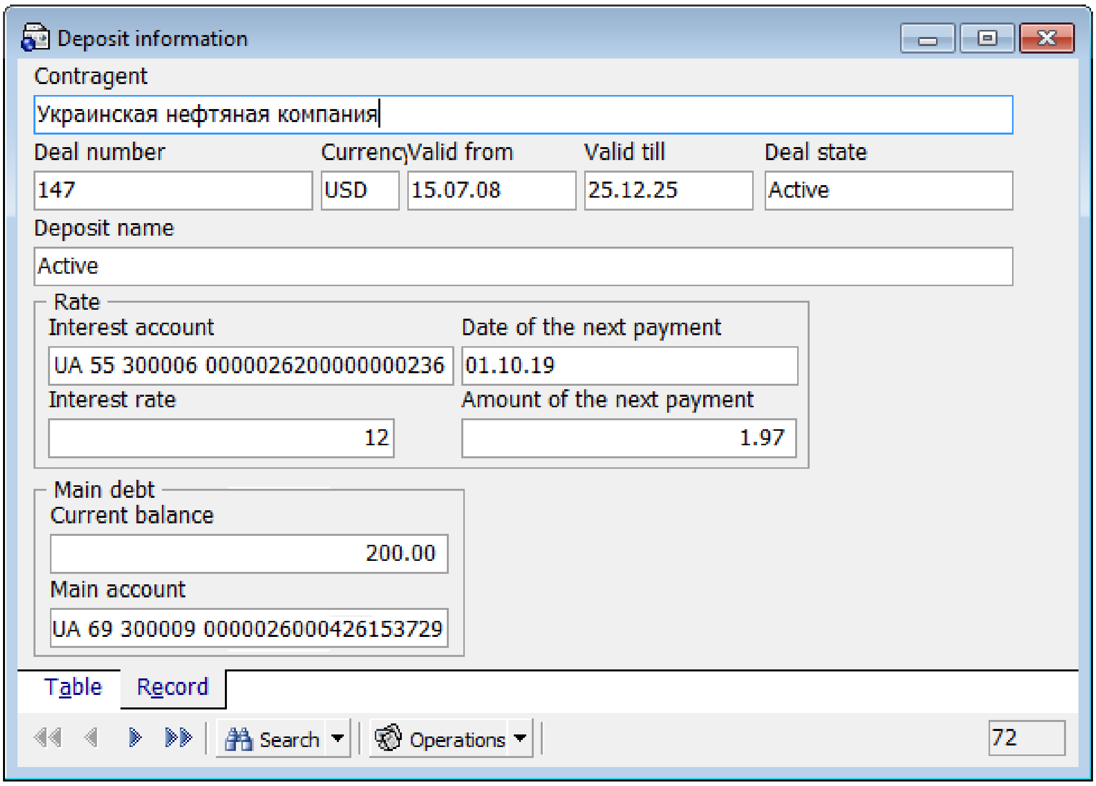
5. DEPOSITS AND LOANS

There is a possibility for users to view data about deposits and loans of their counteragents as well as to perform the deposit active operations (if performing active operations is admitted with deposit contract terms) in the system. Data is loaded into the system from the CBS B2.

5.1. Deposits

For viewing data about deposits go to the menu item ***Deposits/Loans*** on the main taskbar and click on the "**Deposits**" button or select the menu item ***Payments/Deposits.***

There is a list of deposits on the tab "Table" and there is detailed data about the deposit selected from the list on the tab "Record" (see the items description below).



Items description

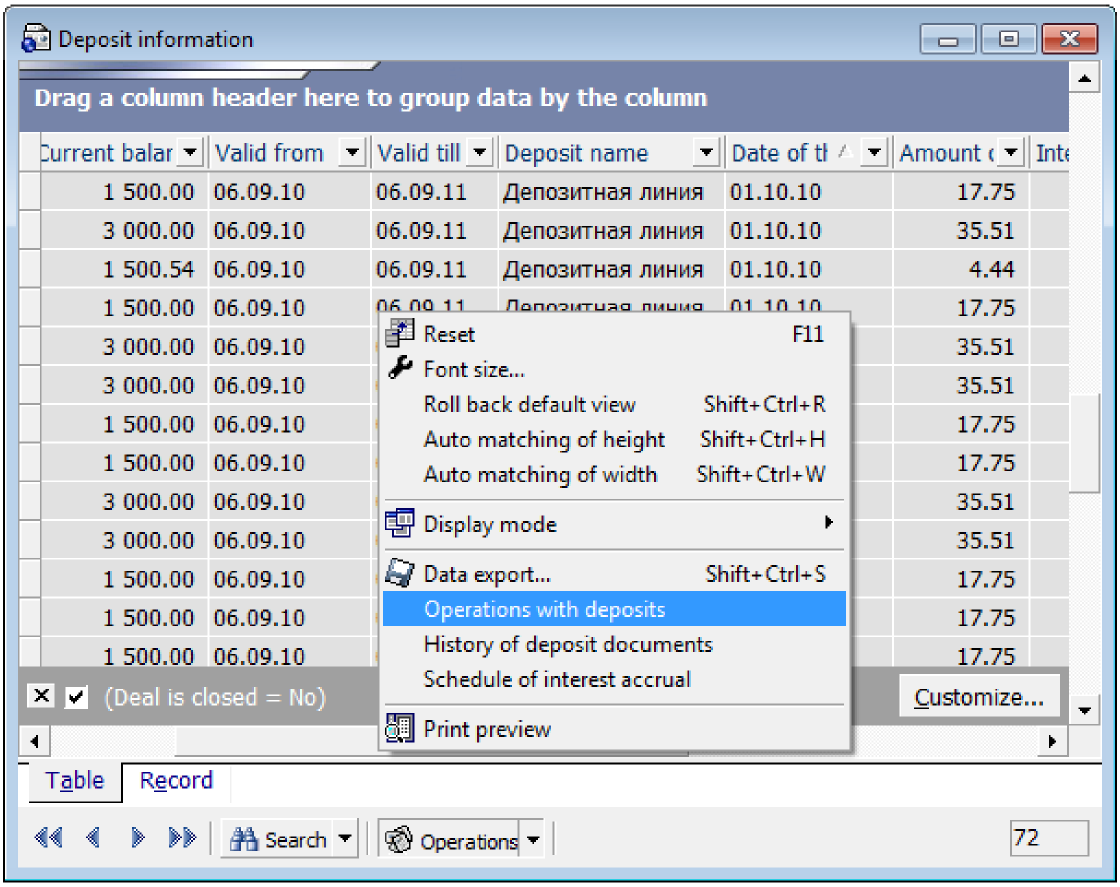
Item	Required to be filled in	Description
Table	N\A	The table contains the list of counteragent's deposits.
Record		
Contragent	N\A	The field contains data about the counteragent whose deposit deal is viewed by a user.
Deal number	N\A	The deal number in the CBS B2 DB is displayed in the field.
Currency	N\A	The field contains the deal currency code.
Valid from	N\A	The field contains the beginning date of the deposit term.
Valid till	N\A	The field contains the expiration date of the deposit term.
Deal is closed	N\A	The check-box for defining whether the deal is closed in the CBS B2.
Deposit name	N\A	The field contains the name of deposit
Interests	N\A	The section contains data about deposit interests, i.e. interest accrual account, deposit interest rate, as well as the date and amount of the next payment.
Main debt	N\A	The section contains data about the deposit main debt, i.e. the deposit main account number and current balance of this account.

Attention! In the iFOBS only deposits of such deal types in the CBS B2 as 61, 340, 361 are displayed.

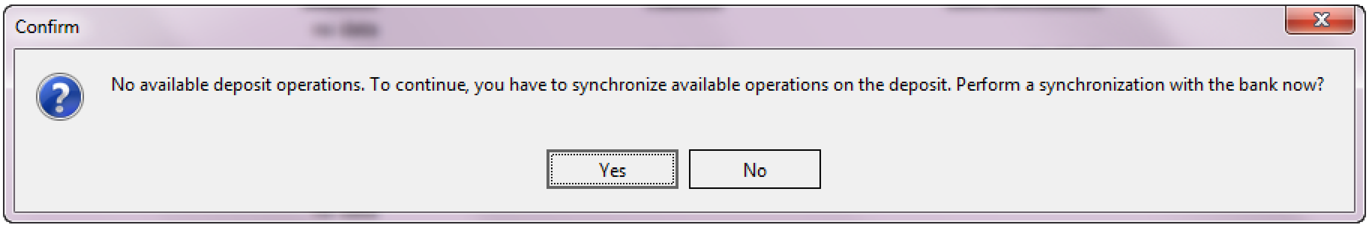
5.1.1. Deposit operations

If performing deposit active operations is conceded with deposit contract terms, you can fulfill them in the iFOBS. For this do the following:

1. Select the deposit you need from the list.

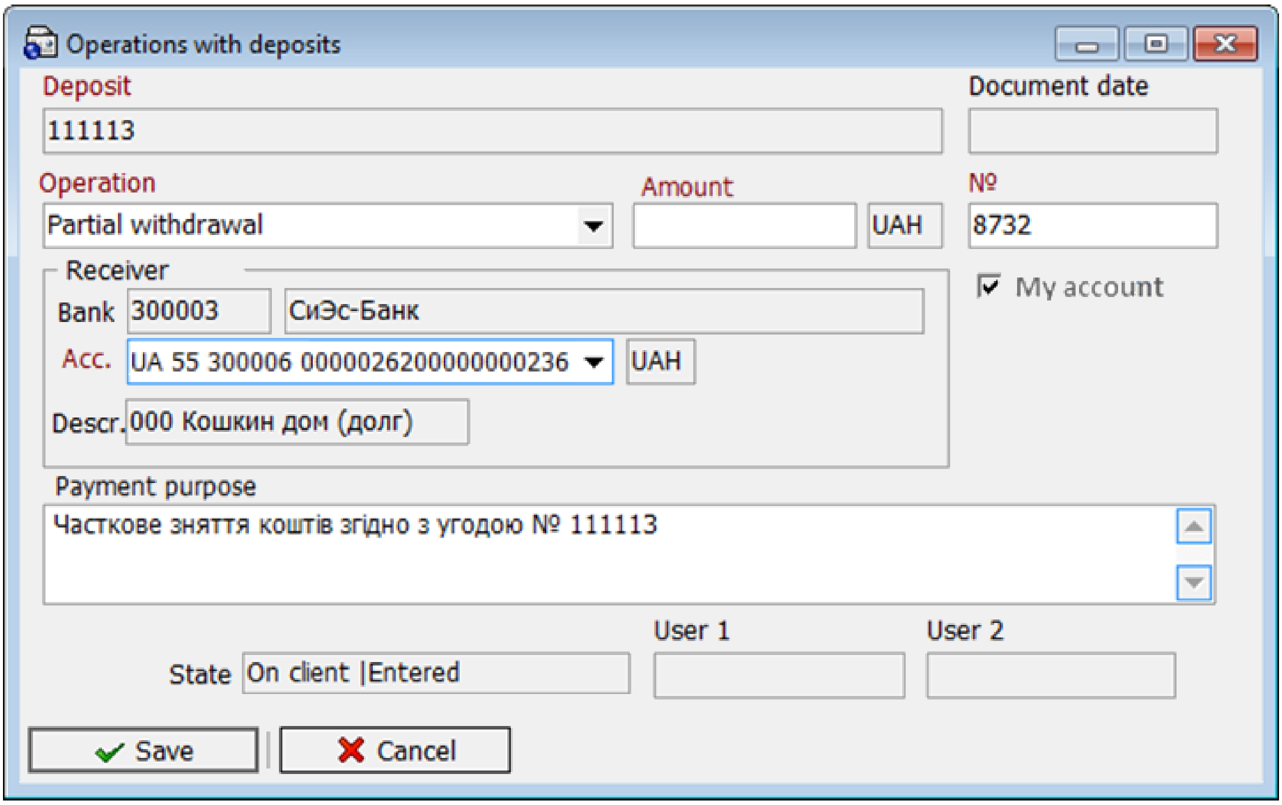


2. Activate the task "Operations with deposits" and a message about necessity of performing synchronization with the bank will be displayed.



3. Perform the synchronization (by means of the button "**Yes**" in the message window).

4. Fill in the fields of the form "Operations with deposits" which has been opened (see description in the table below).



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

6. Sign the document and perform the synchronization.

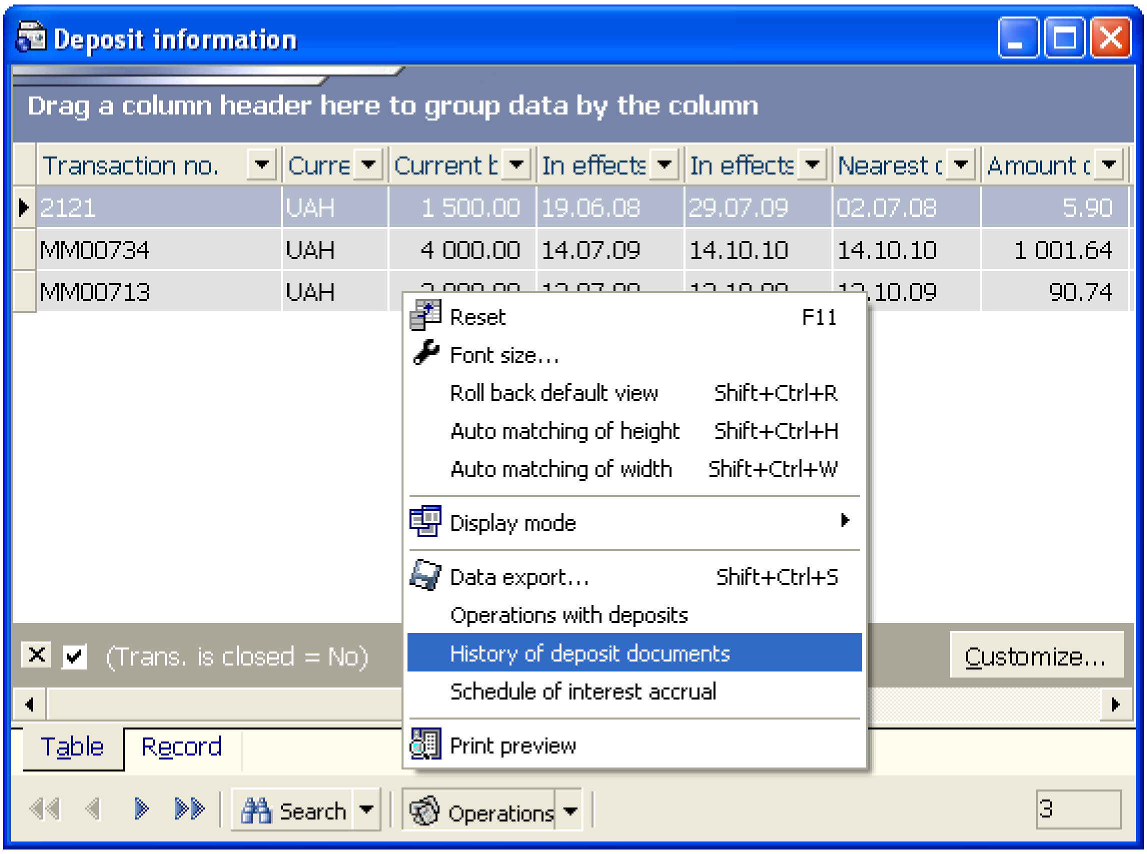
7. For viewing the list of deposit operations as well as detailed data about each operations, go to the item ***Deposits/Loans*** on the main taskbar and click on the button "**Operations with deposits**".

Items description

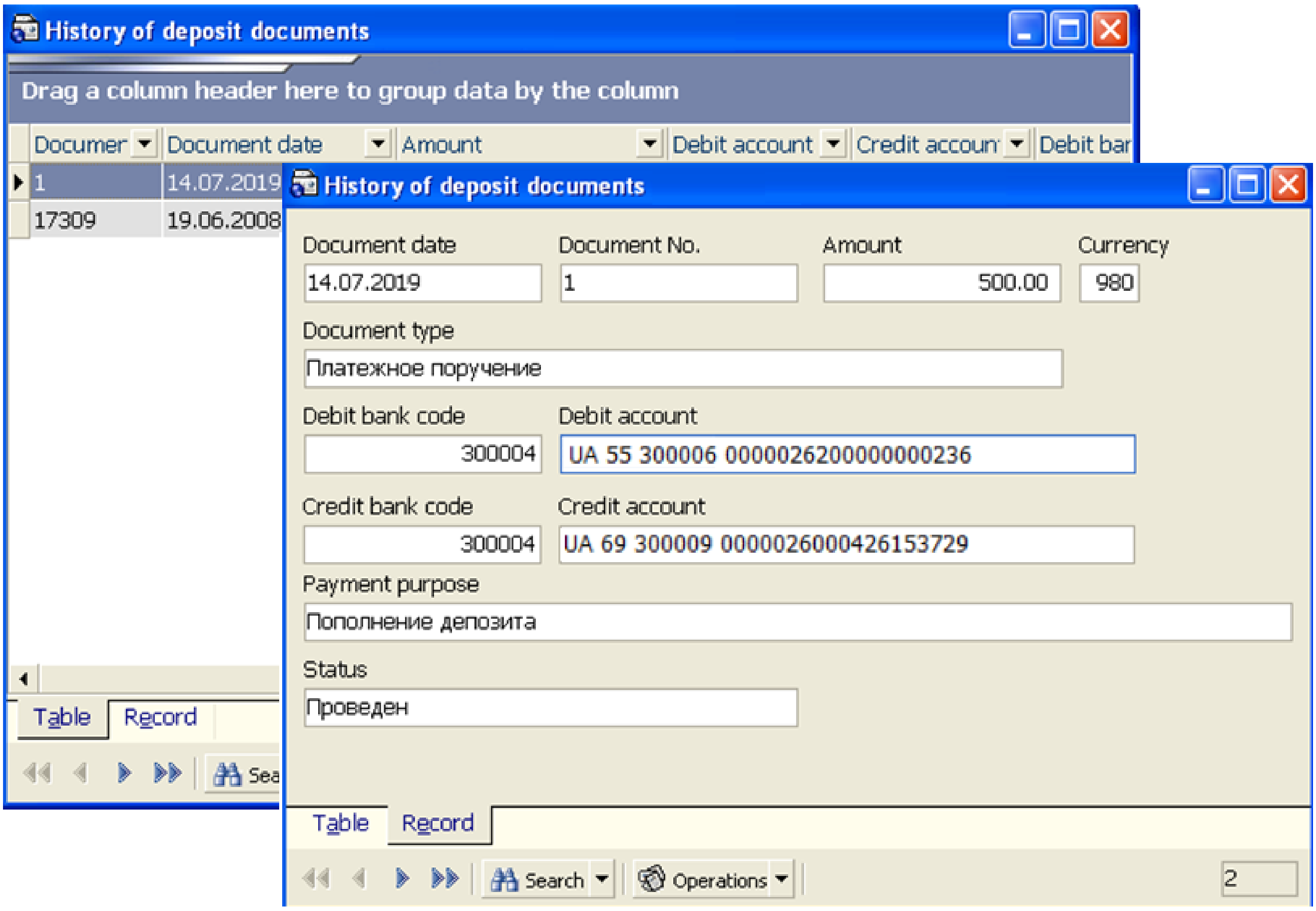
Item	Required to be filled in	Description
Deposit	N\A	The deposit contract number.
Document date	N\A	The current date is set on default.
Operation	+	The list of deposit available operations.
Amount	+	This is the field for entering an amount of the operation in the currency of the deposit.
№	+	The ordinal number of the document (it is specified automatically according to the rules of documents automatic numeration).
Receiver	+	This is the section for entering data about a recipient: the bank code and name (it is selected from the adjusted reference book of banks in Ukraine), the account number, the country, the name and the ID code.
My account	+/-	When the checkbox is set the list of accounts to which funds from the deposit can be transferred will be shown automatically in the **Account** field. If the checkbox is disabled the user enters details in the section "Receiver" manually. **Note**. The checkbox is available only for the operation "Partial withdrawal".
Payment purpose	+	This is the field for entering a payment purpose (the maximum quantity of symbols is 160).

5.1.2. The history of deposit documents

For viewing the history of deposit payment documents select a deposit from the list and activate the task “**History of deposit documents**”.

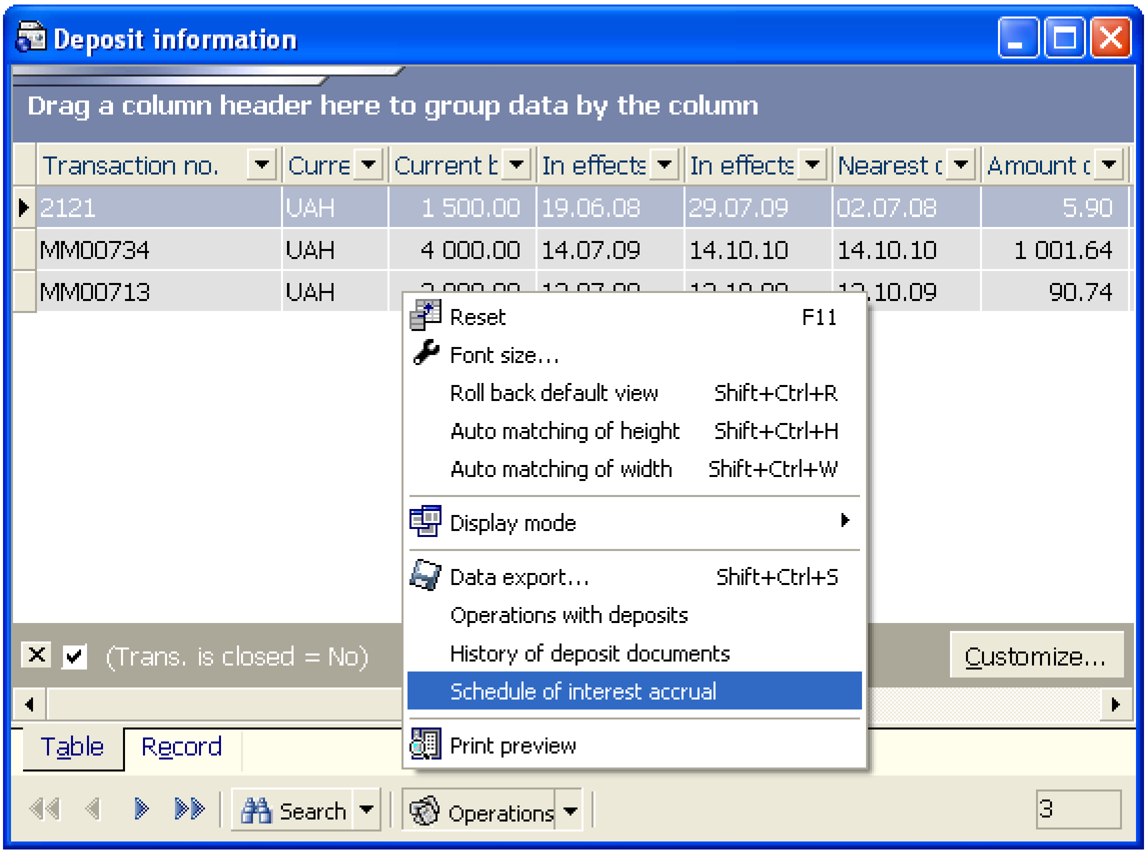


In the form which has been opened there is a list of all the documents concerning the deposit in the tab “Table” and there is detailed data about each document in the “Record” tab, i.e. the date, number and currency of the document, the document type, the debit bank code and the debit account, the credit bank code and the credit account, the payment purpose and the document status. The data of this form is only in the view mode.

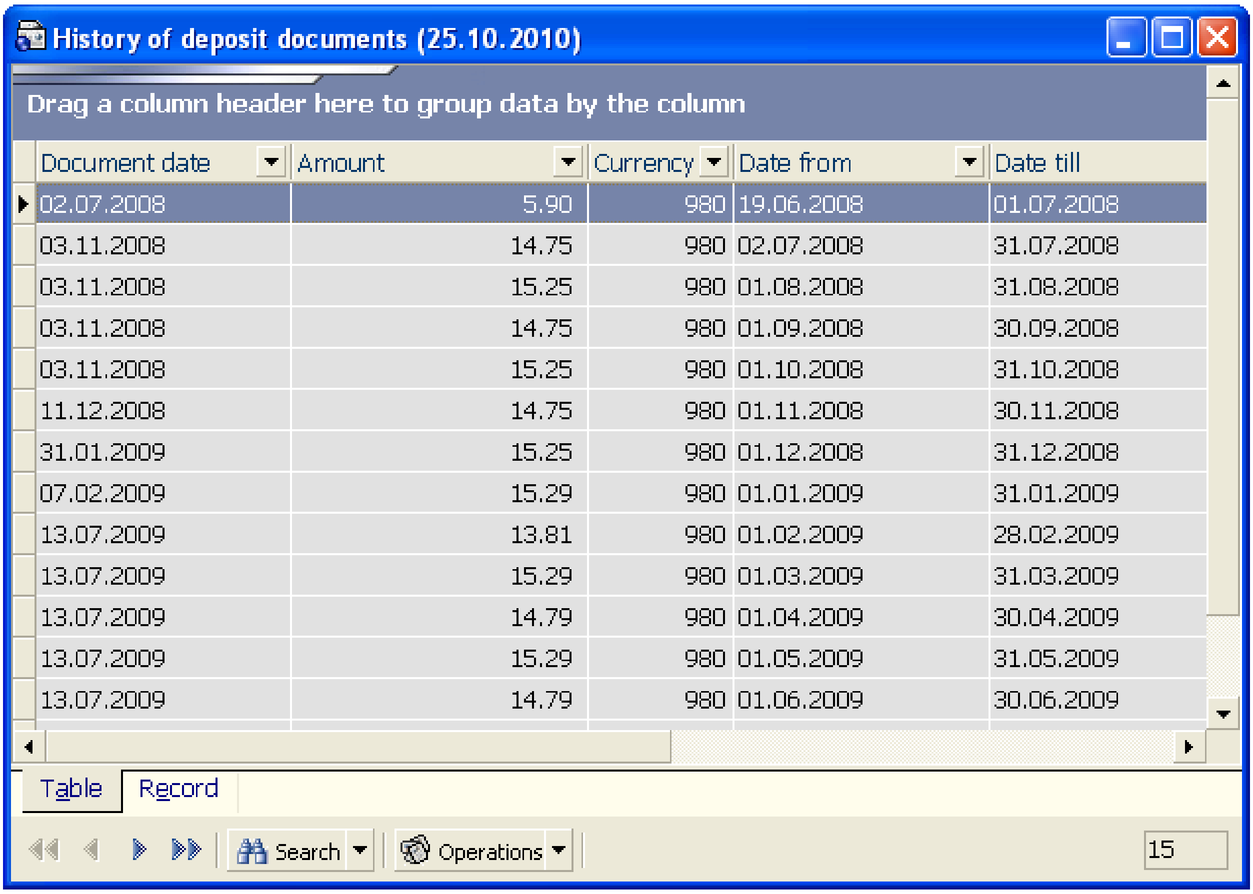


5.1.3. The schedule of interest accrual

For viewing the schedule of deposit interest accrual select a deposit from the list and activate the task "**Schedule of interest accrual**".



In the form which has been opened there is a list of all the interest accruals concerning the deposit in the tab "Table" and there is detailed data about each accrual in the tab "Record", i.e. the date, amount and the currency, the branch code, the account number, the correspondent bank code and account, the description and the state. The data of this form is only in the view mode.



Document date	Amount	Currency	Date from	Date till
02.07.2008	5.90	980	19.06.2008	01.07.2008
03.11.2008	14.75	980	02.07.2008	31.07.2008
03.11.2008	15.25	980	01.08.2008	31.08.2008
03.11.2008	14.75	980	01.09.2008	30.09.2008
03.11.2008	15.25	980	01.10.2008	31.10.2008
11.12.2008	14.75	980	01.11.2008	30.11.2008
31.01.2009	15.25	980	01.12.2008	31.12.2008
07.02.2009	15.29	980	01.01.2009	31.01.2009
13.07.2009	13.81	980	01.02.2009	28.02.2009
13.07.2009	15.29	980	01.03.2009	31.03.2009
13.07.2009	14.79	980	01.04.2009	30.04.2009
13.07.2009	15.29	980	01.05.2009	31.05.2009
13.07.2009	14.79	980	01.06.2009	30.06.2009

5.1.4. Depositing money[‡‡]

If your bank provides such service, you can create a request for depositing money and send it to the bank.

For creating a request:

1. Use the button **"Depositing money"** on the panel ***Deposits/Loans***.
2. Click on the button on the toolbar.
3. In the **"Source account"** group-box choose a source account from the list of your enterprise accounts.
4. Select a deposit you interested in from the list in the **Deposit name** field.

In the "Deposit conditions" group-box information about the deposit you selected will be displayed.

5. Select a **deposit term** (choose from the available conditions according to the parameters you have selected).

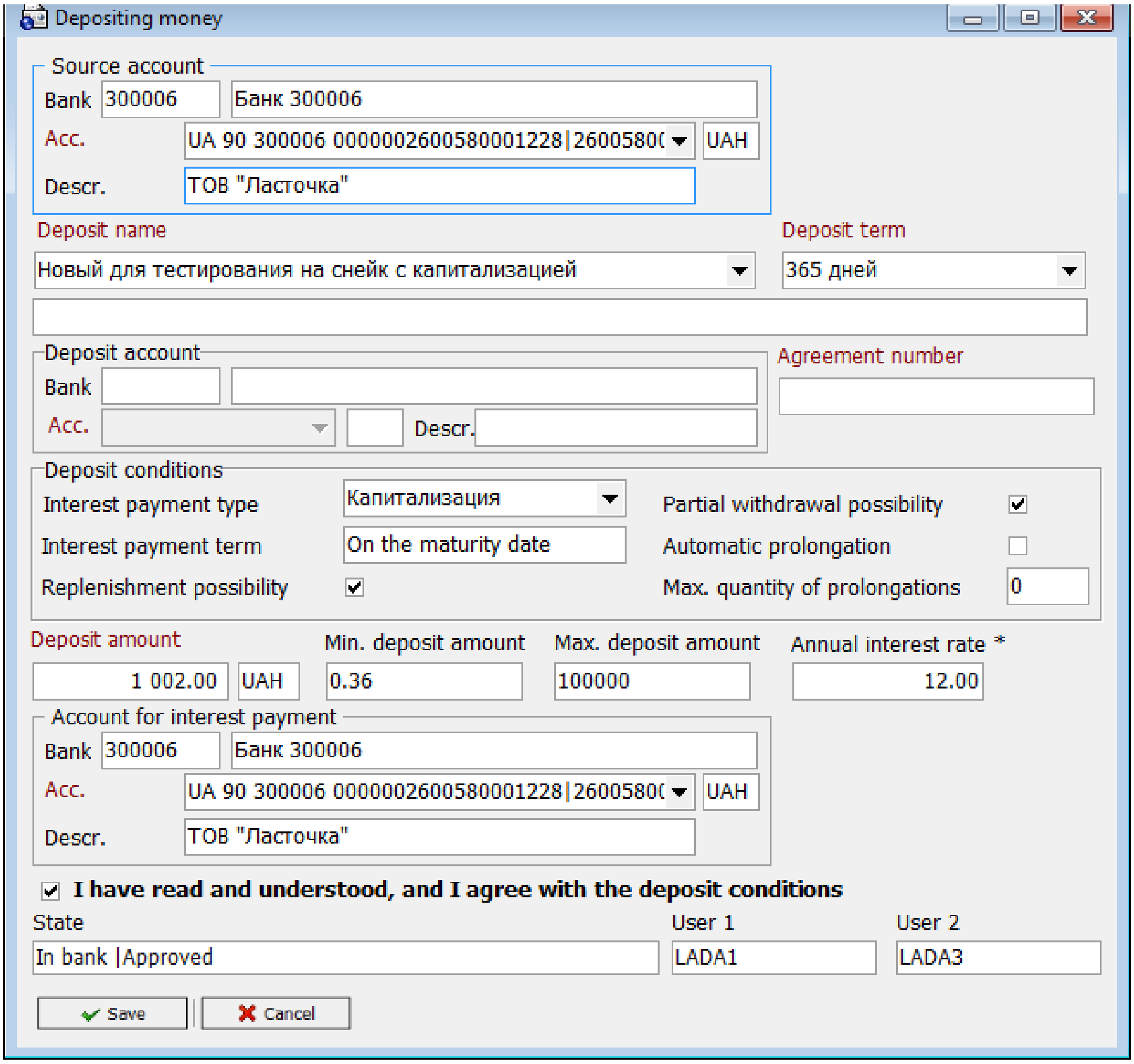
Depending on the type of the chosen deposit the **minimum** and **maximum deposit amounts** will be displayed on the screen.

6. Enter **deposit amount**.

[‡‡] additional functionality

The **Annual interest rate** field will be filled in automatically (interest rate is calculated as of current date and can change during the deposit contract validity period depending on its conditions).

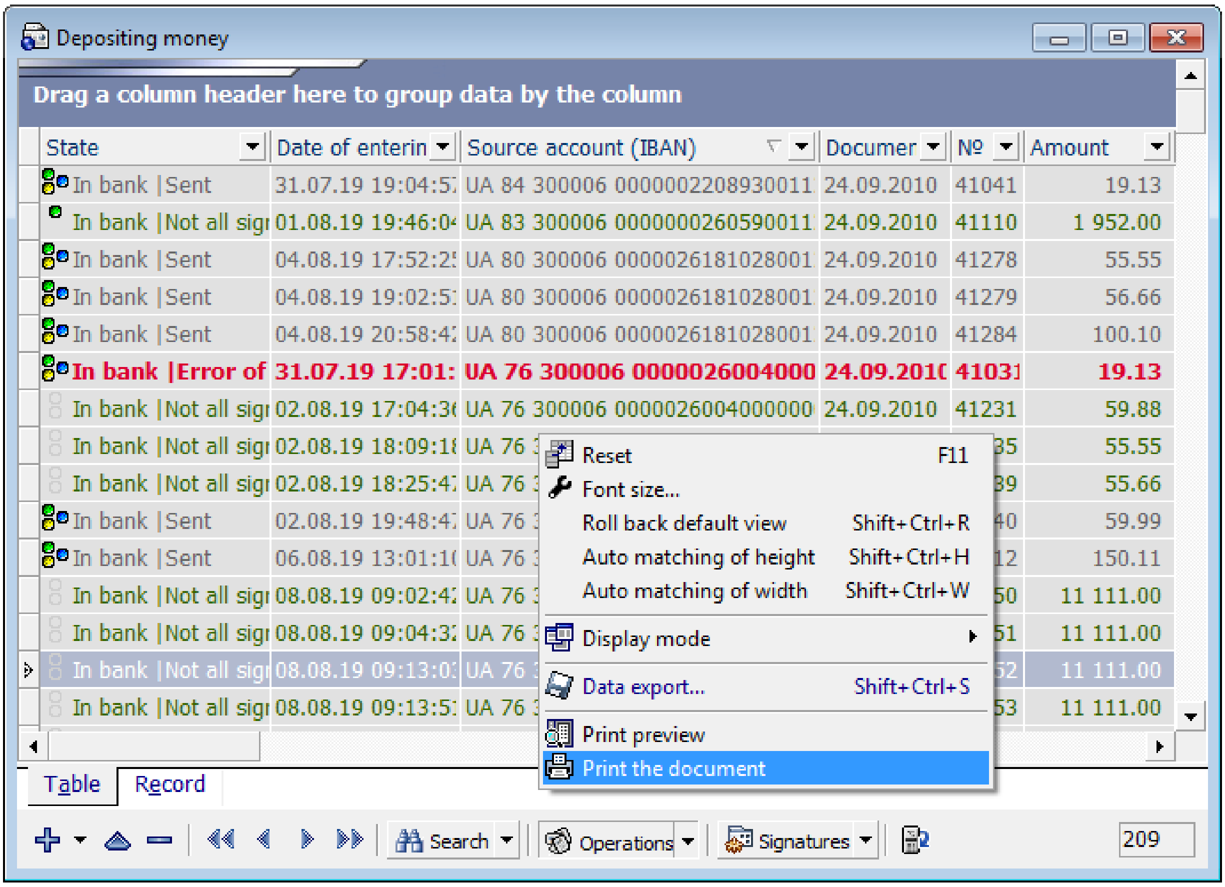
7. In the **"Account for interest payment"** group-box select an account for interest payment.
8. Check your deposit conditions once more and set the check-box **"I have read and understood, and I agree with the deposit conditions"**.
9. Click on the **"Save"** button.
10. Sign the document and perform the synchronization for sending it to the bank.



5.1.5. Print a request for depositing money

If you need to print a request for depositing money:

1. Use the button **"Depositing money"** on the panel ***Deposits/Loans***.
2. In the form which has been opened there is a list of all requests for depositing money in the tab "Table". Select the request from the list and activate the operation **"**Print the document***"***.
3. You can view the preprint version of the request for depositing money.
4. Click on the button  in the toolbar for printing the request.

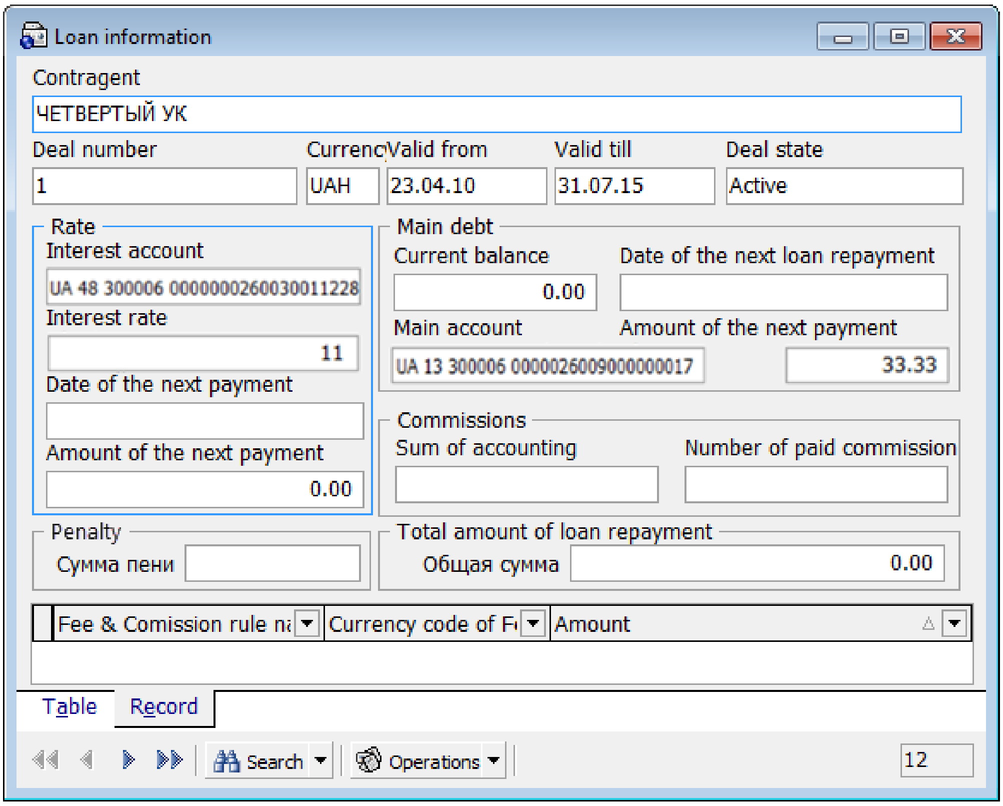


5.2. Loans

To call the task use the button "**Loans**" on the panel ***Deposits/Loans*** or ***Payments/Loans***.

The form provides the information about loans of user's counteragents.

The client application allows only to view the loans; adding, editing and deletion are unavailable on the form.



Item description

Item	Req	Description
Table	N\A	Table contains list of contragent's loans
Record		
Contragent	N\A	The field contains a data about contragent, whose credit transaction is viewed by the user
Deal number	N\A	The field contains the number of transaction in CBS B2
Currency	N\A	The field contains currency code of the deal
Valid from	N\A	The field displays the date of the beginning of a credit
Valid til	N\A	The field displays the date till which the credit is valid
Deal is closed	N\A	Indication if the deal is closed in CBS B2
Interests	N\A	The section contains the data about interests by credit: interest account number, interest rate by credit, and the date and amount of the next credit interest repayment
Main debt	N\A	The section contains the data about the main credit amount: the main account number by credit, the current account balance, and the date and amount of the next repayment
Penalty	N\A	The field contains the data n the amount of the penalty (depending on the bank settings, this field may not be displayed on the form)
Commissions	N\A	The section contains the data by credit commission: amount of charged and paid commissions (depending on the bank settings, this section may not be displayed on the form)
Charge information	N\A	The section displays information about commissions and fees charged for the credit (if available): charge name, currency code and amount

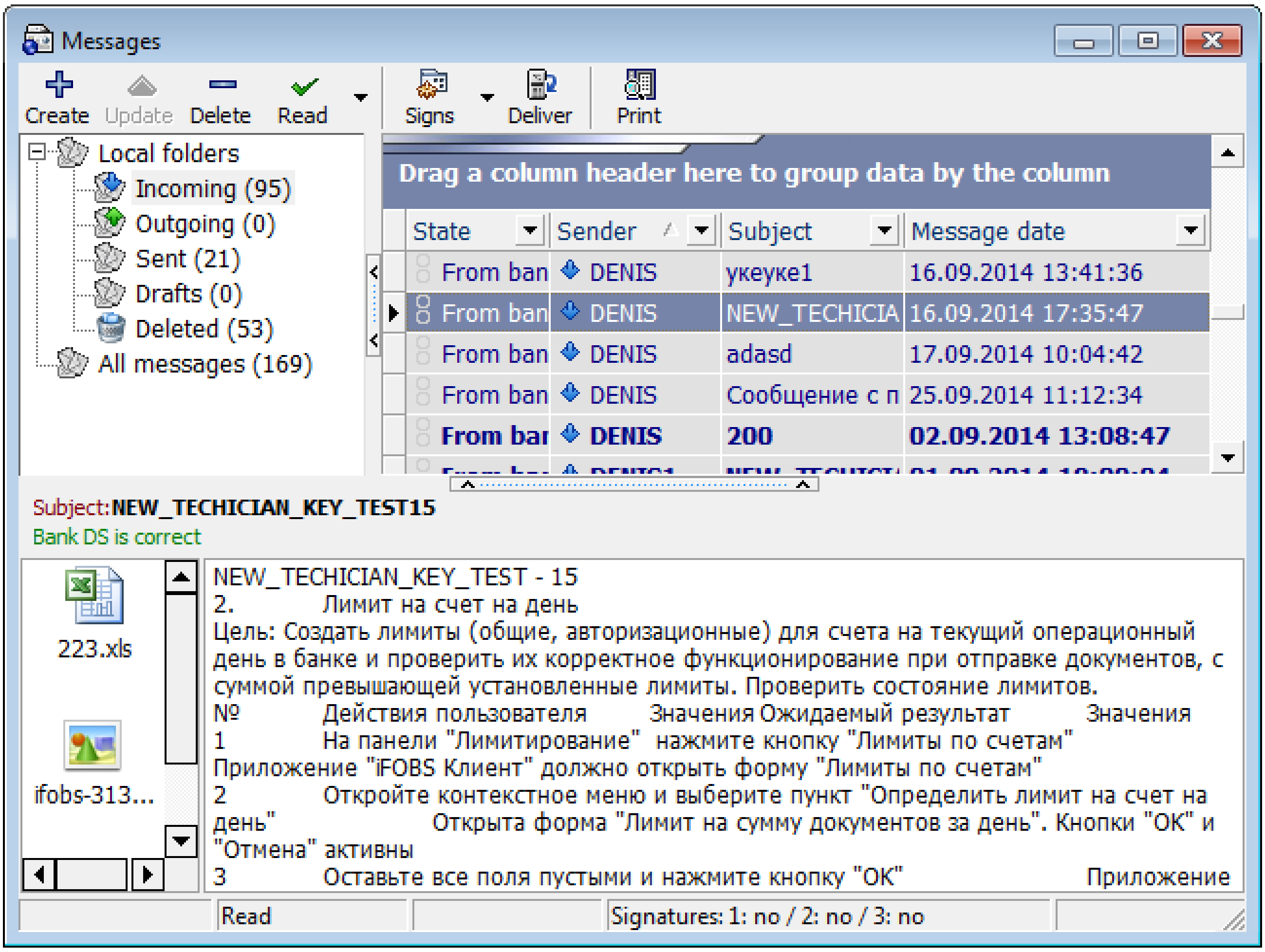
Pay attention: iFOBS displays only the loans with deal types – 309 and 353.

6. MESSAGE EXCHANGE

6.1. Message viewing

Viewing of messages:

1. Select the section “Operations” on the main toolbar (it is also available from the menu “Service” on the top toolbar of the form);
2. Click on the button **“Messages”**;



Select the type of messages for viewing:

- **“Incoming”** – messages received from the bank server;
- **“Outgoing” –** messages which will be sent to the bank at the next synchronization, i.e. messages that have the required amount of signatures but not sent yet;
- **“Sent”** – messages sent to the bank;
- **“Drafts”** – drafts of messages and messages that are not ready for sending to the bank (that do not have the required amount of signatures);
- **“Deleted”** – deleted messages.

3. If necessary you can sort the documents by date – descending/ascending sorting or you can select the date to view the documents only by the date (the table column “**Date**”**)**.

There is a list of messages in the top of the form. To view a message, click on it and its content will be displayed in the lower section of the form.

Attention! In order a message not to be displayed as unread, mark it with the sign “**Read**” after reading. For this click the button “**Read**” on the toolbar of the form or use the contextual menu of the message and confirm the operation in the opened window. Depending on the bank settings a message can be marked as read automatically when opening an unread message. In this case a warning about changing of the message state can be displayed.

Depending on documents states they are displayed in different fonts:

Subject	A message is ready for sending and will be sent to the server at the next synchronization. Such documents are available for editing and deletion
Subject	**A message is received but not read yet (is not marked as read). The amount of unread messages is displayed on the form “My iFOBS”**
Subject	*A message is saved as a draft and will not be sent to the bank at the next synchronization, until the sign “Save as a draft” will not be cancelled. Draft messages can be edited and deleted as well*
Subject	A message is sent to the bank. These messages are unavailable for editing and deletion

On the "Messages" form can be displayed an additional inscription "Bank DS is correct" or "DS error". It is an indication that the message has been certified by an authorized person of the bank with an EDS*. To verify the digital signature, select the needed message, right-click to open the context menu and select ***Bank DS check*** item. The system will check the relevance of the EDS and displays the result as a message about DS correctness, DS error or expiration the term for checking this message.

The documents’ state is also displayed on the form – if a message is sent or not, if it is read or not, if it has signatures and how many.

Messages may contain attachments, which will be displayed to the left in the opened window. The total size of attached messages must not exceed 1 Mb.

Attention! The attachment file name must not contain Cyrillic symbols.

6.2. Message creation

A new message creation:

1. On the task panel select the section “**Operations**”;
2. Click on the button “**Messages**”;
3. Click on the button  on the toolbar of the form;
4. In the field **Subject** enter a message subject;
5. Enter a message text;
6. If you want to attach any file(s) to a message, click on the button “**Attach”** and specify a path to this file;
7. If you want to save the message as a draft sat the flag “**Save as a draft**” and you’ll be able to create a new message using this draft later;
8. In the field **Branch-recipient** select a bank code from the list to which a message will be sent. The list of bank codes contains all bank branches in which you have accounts;
9. In the field **Message addressing** (if available) you can choose a message subject area form the list;
10. Click on the button “**Apply**”;
11. The created message will appear in the list of outgoing messages. According to system settings, it may be required to sign a message with your digital signature (see “Setting of amount of signatures required for message sending” and “Applying of signatures on a message”). For this set the flag “**Sign**”.

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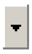
* Additional functionality

6.3. Applying of signatures on messages

To sign a message:

1. On the task panel select the section "**Operations**";
2. Click on the button "**Messages**";
3. Select a message on which you are going to apply an digital signature;
4. Click on the button  to the right from the button "**Signatures**" and perform the operation "Sign". The selected message will be signed with your digital signature;
5. If it's necessary to sign a document on behalf of another user, click on the button  to the right from the button "**Signs**" and select the menu item ***Sign on behalf of***, enter the other user's password and click on "**Sign**".

Attention! According to the security requirements, the system checks the certificate term of validity every time when the document is sent to the bank. The sent document is to be signed with valid certificates only. And the certificates have to be valid for the moment of documents sending. If the certificates appear to be invalid, you will see the corresponding message and the document will be sent with an error.

6. In order to delete an digital signature from a message use the options "**Delete the first signature**", "**Delete the second signature**", "**Delete the third signature**" or "**Delete all signatures**" – depending on which signature must be deleted.

You can adjust autiomatical signing of messages (see "Setting of automatical signing of messages").

Attention! If the message has been edited before sending to the bank or its attachment has been modified, then all the authorization signatures would be removed, and you would need to sign the message again before sending it to the bank.

6.4. Sending and getting of messages

1. On the task panel select the section "**Operations**";
2. Click on the button "**Messages**";

Perform synchronization with the help of the button 

.

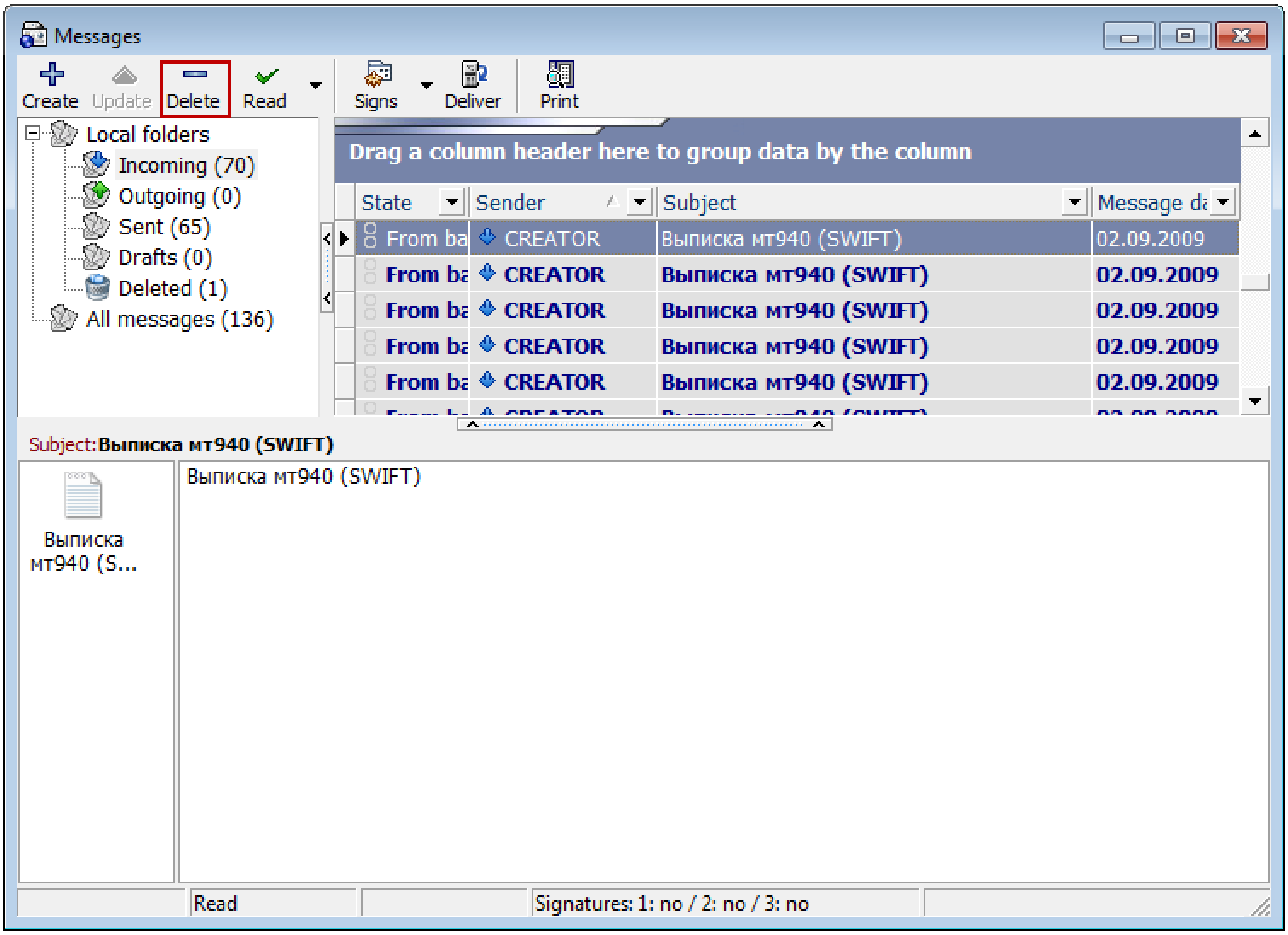
Attention! A message will be sent to the server only if its state is "Ready for sending" (see "Setting of amount of signatures required for message sending").

6.5. Deleting messages

To delete a message from the list it is necessary to:

1. Select the ***Tasks/Messages*** item in the taskbar (or the ***Service/Messages*** item in the main menu);
2. Select the message type you need, i.e. incoming, outgoing, sent or deleted;
3. Click on the "**Delete**" button in the top part of the "Messages" form;
4. Perform the synchronization by clicking on the 

button.



Attention! Outgoing messages being sent to the bank as well as unread incoming messages cannot be deleted (see "Message viewing"). The "**Delete**" button is not available for such messages.

For deleting an incoming message, it is necessary to:

1. Select a message and mark it as read one, i.e. click on the "**Read**" button in the toolbar for it (or activate the contextual menu with the right mouse button and select the appropriate item) and confirm performing the operation in the opened dialog box;
2. Perform the synchronization by clicking on the  button;
3. After the bank receives the reading confirmation, the message state will be changed to "Read" and the operation of deleting will become available for it, then click on the "**Delete**" button.

Attention! If any user deletes a message, it will be deleted for all other users associated with the same client. Deleted messages can not be changed; the operations of signing and changing the settings are no longer available for them.

All deleted messages are saved in the "Deleted" folder.

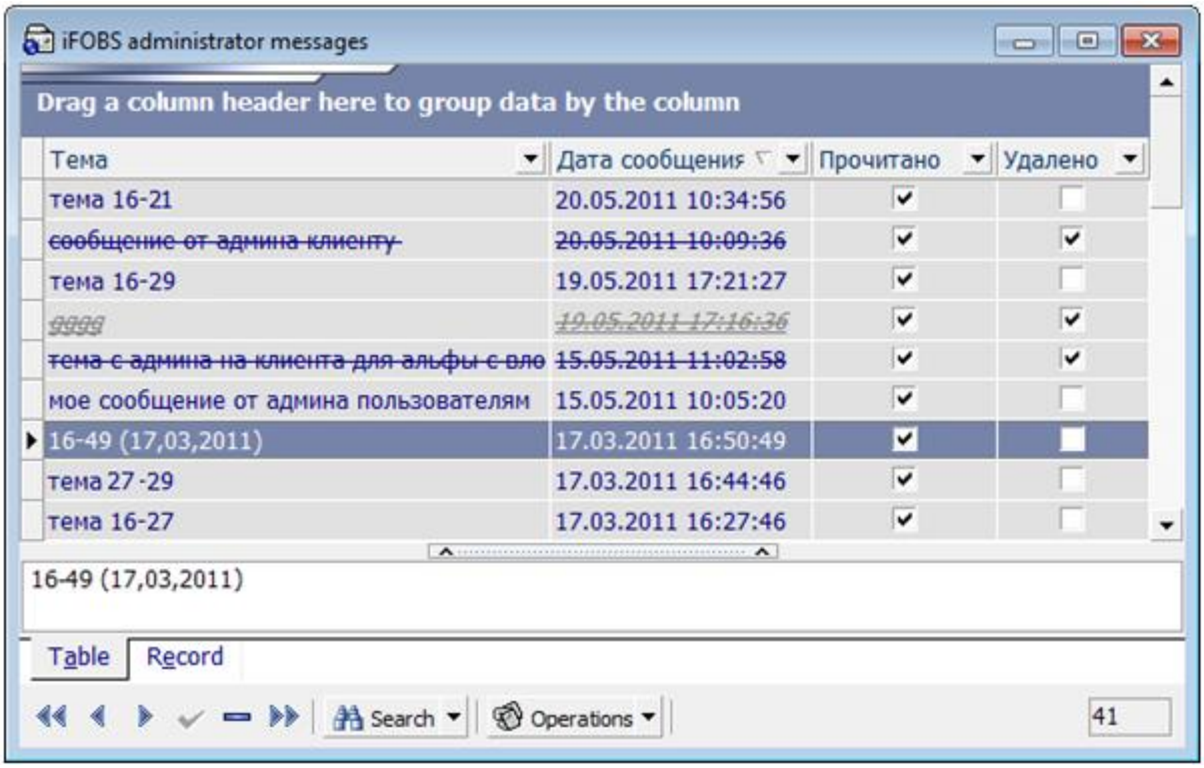
6.6. iFOBS administrator messages viewing[§§]

A user can receive and look through messages from iFOBS system administrator. New messages come to the client's application at synchronization with the server.

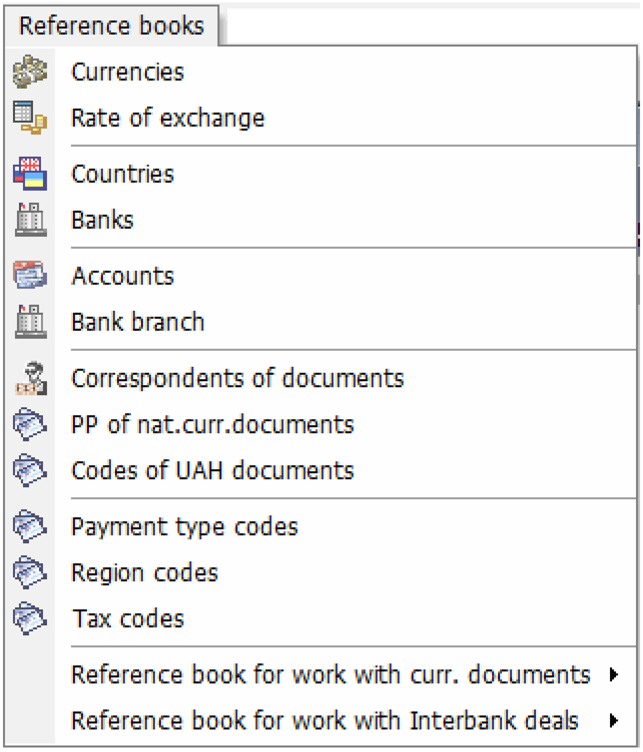
[§§] Additional functionality

For viewing administrator messages choose the menu item ***Service/iFOBS administrator messages***. In the messages list message status is displayed: "Read" or "Deleted".

In order to mark a new message as read, click on the button  on the toolbar (or invoke the contextual menu with the right mouse button and select **"Read"**). For deleting a read administrator message, click on the button  (or invoke the contextual menu with the right mouse button and select **"Delete"**). Deleted messages are displayed on the form in ~~strikethrough font~~.



7. REFERENCE BOOKS OF THE SYSTEM



The system contains a set of reference books which contain a frequently used data, such as a list of currencies, banks, rates of exchange etc.

Forms of reference books are standardized, rules of work with them are the same for all reference books.

Attention! At calling of a reference book from the field the button "**Select**" appears. It allows to set the selected value in the filed.

7.1. Update of reference books data

To have the most urgent reference information it is necessary to update the reference books periodically.

To update the data in reference books, do the following:

1. Check the correctness of synchronization (see "Setting of an automatical synchronization");
2. Click on the button "**Synchronize all actions with the bank**" on the toolbar;
3. In the opened registration form enter the password for connection to the bank server in the field **System password** and click on the "**OK**" button.

Attention! A guarantee of a correct update procedure is properly set connection to the bank server. If the connection is not set or set in a wrong way, the data will not be updated.

7.2. Currencies

To invoke the task use the menu: ***Reference books/Currencies***.

The reference book contains a list of currencies and their numeric and letter codes according to international classification. The reference book is kept in CBS B2, its data is unavailable for editing.

7.3. Rates of exchange

To invoke the task use the menu: ***Reference books/Rates of exchange***.

The reference book contains a list of rates of exchange of NBU (National bank of Ukraine) by dates (till the date of last update). The reference book is kept in CBS B2, its data is unavailable for editing.

7.4. Countries

To invoke the task use the menu: ***Reference books /Countries***.

The reference book contains list of countries with codes and official currencies. The reference book is kept in CBS B2, its data is unavailable for editing

7.5. Banks

To invoke the task use the menu: ***Reference books/Banks***.

The reference book of banks contains a list of banks and their bank codes. "Disabled" banks are marked with strikeout Strings and are unavailable for selection at creation of UAH and currency documents. The reference book is kept in CBS B2, its data is unavailable for editing.

7.6. Accounts

To invoke the task use the menu: ***Reference books /Accounts***.

The reference book contains a list of accounts available for the user. The closed accounts are marked with strikeout lines and are unavailable for selecting at creating of UAH or currency documents. The reference book is kept in CBS B2, its data is unavailable for editing.

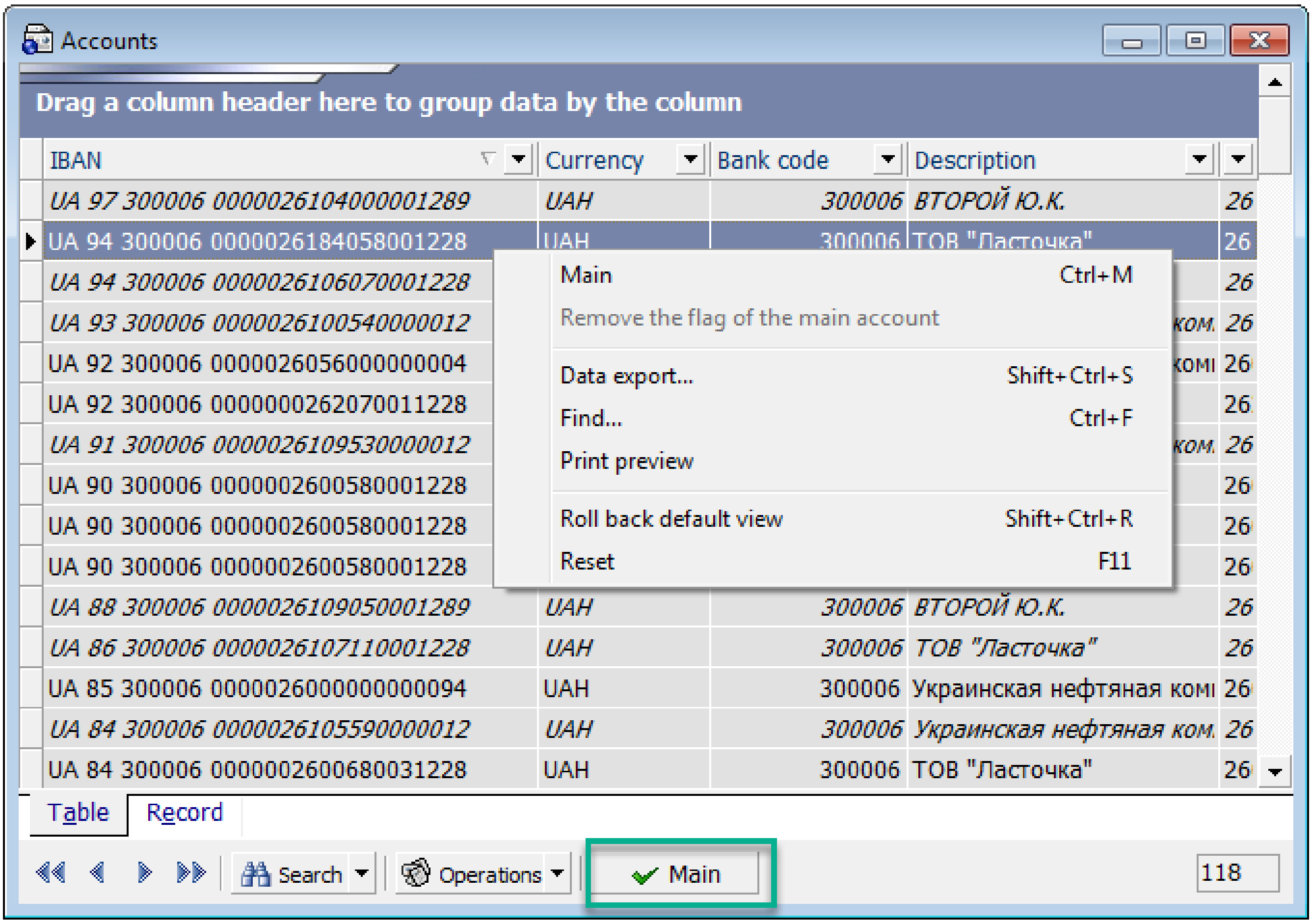
You can set one of yours available accounts as "Main". Select the account and click on the 

button or right-click to open the context menu and select "Main". After that, the main account will be highlighted in bold.

When you create the UAH payment document, the parameters of main account will be substituted to the section "Payer" automatically, if you have the right for account debit (see "Creation of UAH document").

To remove the "Main" option select the main account, right-click to open the context menu and select "Remove the flag of the main account".

If any of the accounts available to the client is not set as "Main", then by default the system fills the "Payer" section with account number from the last saved UAH payment order.

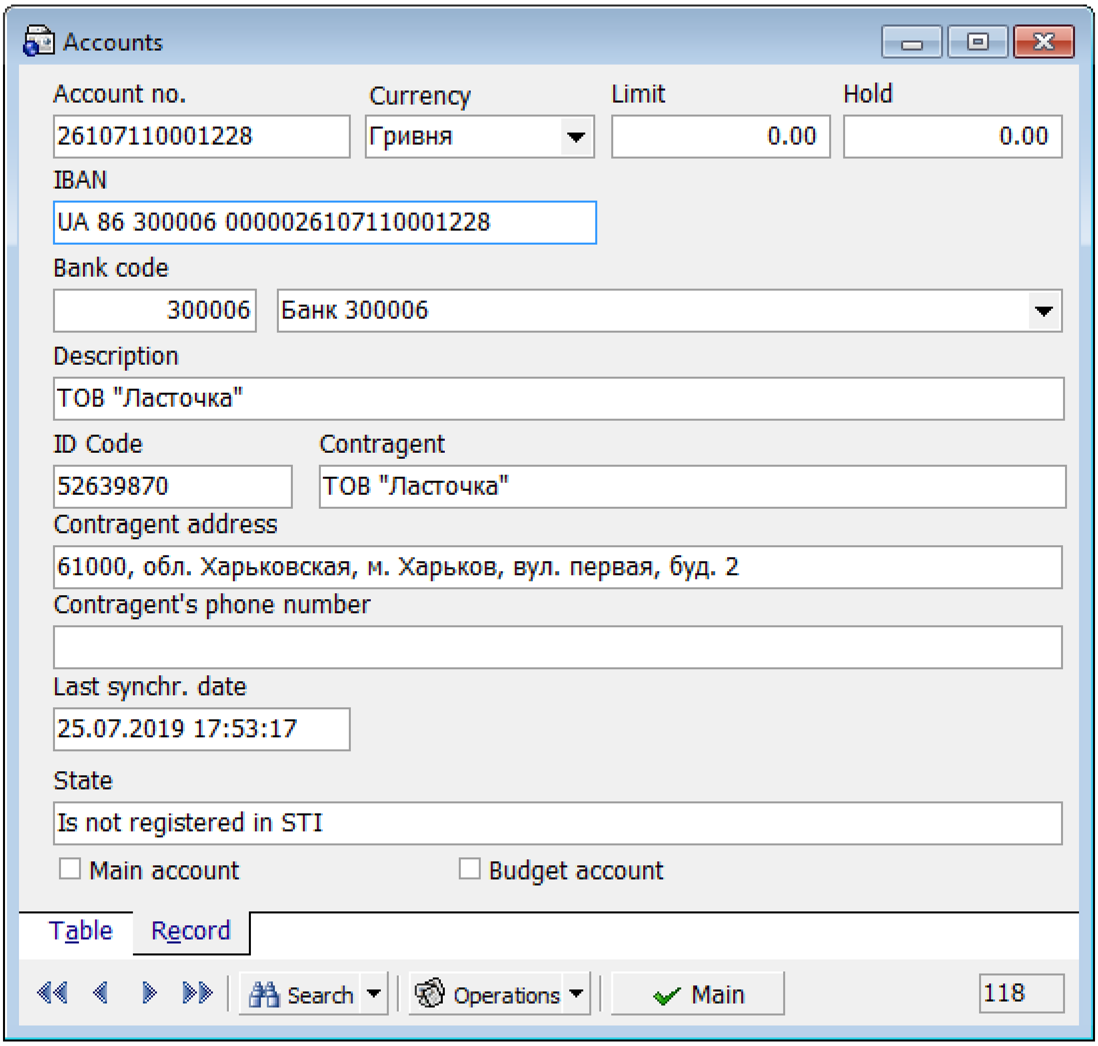


You can find the information about user’s rights for definite operation with available accounts in the reference book of account (see “Account rights”).

To view the details of the account, double-click on it or click on the "Record" tab.

In the opened form you can view such a data:

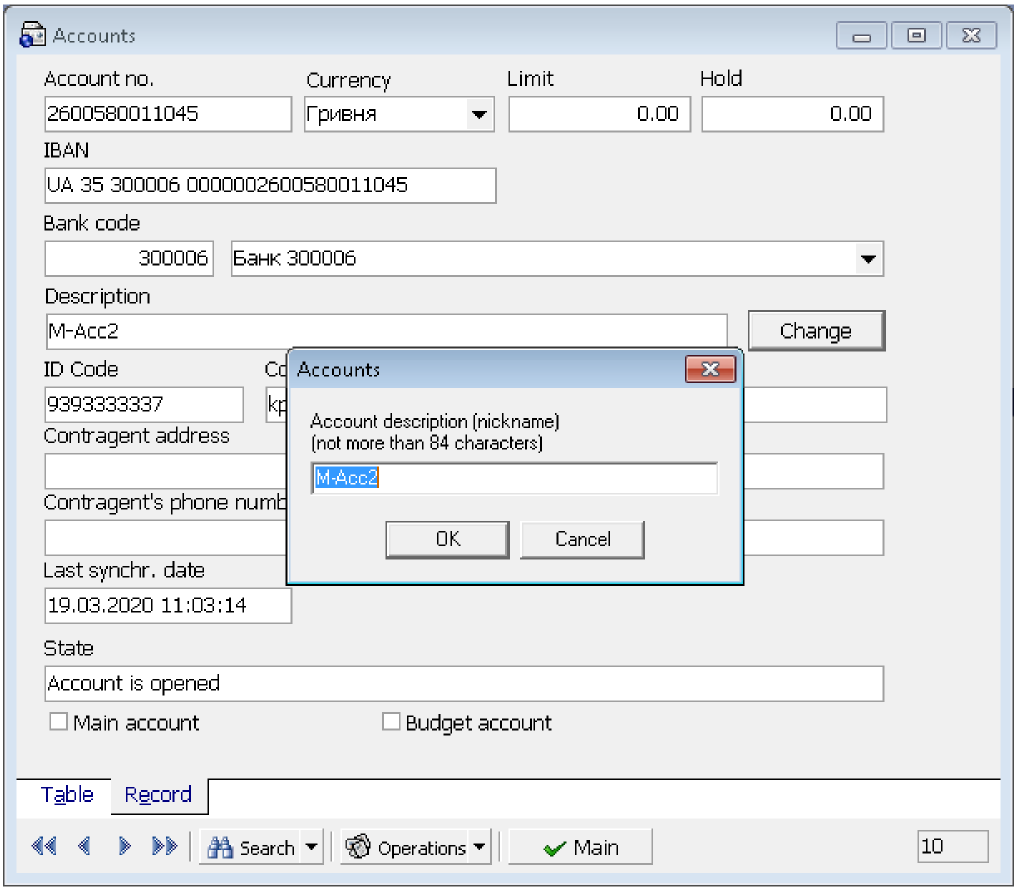
- account number and currency;
- the size of the credit limit set by the bank (**Limit** field);
- the size of the hold (temporarily reserved amount on account transactions until the transaction confirmation or rejecting within a term set by the bank);
- bank code and name;
- contragent’s ID, name, address and phone number;
- last synchronization date;
- state of the account;
- whether the account is set as main or budget (in this case, the appropriate checkbox will be ticked).



In addition, using a special option, you can specify your account name. To do this, click the **"Change"** button in the **Description** field (additional functionality).

In the new form enter a description of the account, click **"OK".**

If the option **"Display account description"** is set (additional functionality, see ***Settings/System Settings/My iFOBS,*** "My iFOBS") and the account description is specified by user, then the account number and its name specified by the user will be displayed in the list of accounts. If the name of the account is not specified, the account number and the name of the counteragent will be displayed.



7.7. Bank branches

To invoke the task use the menu: ***Reference books /Bank branches.***

The reference book contains a list of bank branches that are available for the user. It's necessary to select a bank branch, which working day will be set as a current date at synchronization. For this, invoke a contextual menu of the bank branch record and select "Main".

7.8. Correspondents of national currency documents

To invoke the task use the menu: ***Reference books/Correspondents of documents***.

The reference book contains list of accounts and ID codes of correspondents of UAH documents, and the data about banks of correspondents. You can add, change and delete the data from reference book. Having changed any data do not forget to send it to the server in order them to be added to the system DB (see "Update of reference book data").

There is possibility of sorting the records in a reference book. If a few users work at your client workplace, each of them can add the correspondents. Using a reference book, you can work as with the list of the correspondents only added by you, so with the complete list of correspondents, including those which was added by other users your workplace. For choosing the complete list of correspondents, added all users of workplace was represented, set a small flag opposite the button «**All users data**». For choosing the list was represented only your correspondents take off a small flag.

Value of the last chosen sign «**All users data**» is saved and reproduced at following login to the system.

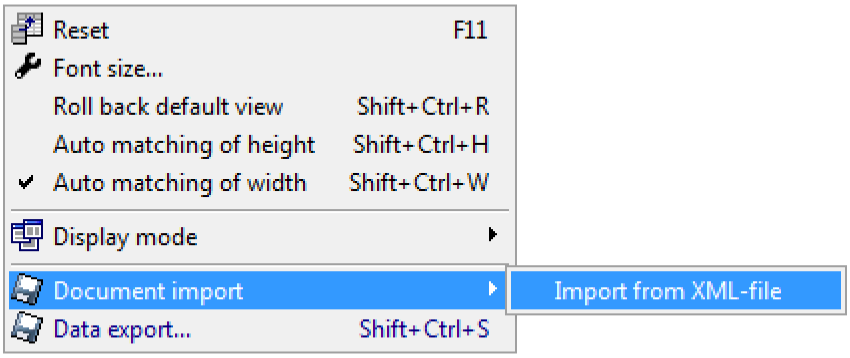
7.8.1. Correspondents data import from a file

To fill in the reference book of correspondents of UAH documents with data from external systems use the possibility of correspondents list import from a file of .xml format.

It's possible to learn more about import files format in the document *"Import and Export Formats Description".*

To import data:

1. Select the menu item ***Reference books/Correspondents of documents***, then the task **"Document import"/"Import from XML-file"**:



2. Specify the location and name of the file of .xml format containing the list of your correspondents of UAH documents and click on the **"Open"** button for loading the data from the file.

In case of successful import the proper message will be displayed.

If there have occurred any errors while importing, a warning will be displayed by the system and it will be advised to you to see errors in the file being imported.

7.9. Payment purposes of national currency documents

To invoke the task use the menu: ***Reference books/PP of national currency documents***.

The reference book contains the list of payment purposes for correspondents of payment orders in currency 'hryvna'. While entering a new payment purpose, it is necessary to input a receiver's name by means of selecting him from the drop-down list in the **Correspondent** field. You can add, change and delete the data from reference book, also you can change connections "payment purpose-correspondent". Having changed any data do not forget to send it to the server in order them to be added to the system DB (see "Update of reference book data").

There is possibility of sorting the records in a reference book. If a few users work at your client workplace, each of them can add the payment purposes. Using a reference book, you can work as with the list of the payment purposes only added by you, so with the complete list of payment purposes, including those which was added by other users your workplace. For choosing the complete list of payment purposes, added all users of workplace was represented, set a small flag opposite the button «**All users data**». For choosing the list was represented only your payment purposes take off a small flag.

Value of the last chosen sign «**All users data**» is saved and reproduced at following login to the system.

7.10. Codes of UAH documents

To invoke the task use the menu: ***Reference books/Codes of UAH documents***.

The reference book contains a list of UAH documents codes and their description.

The reference book is used when creating a UAH document for entering the details of budget payment on the "Budget" form (the list in the **Additional details** field).

This reference book is filled in and edited by a user and is kept in the client application.

7.11. Payment type codes

To invoke the task use the menu: ***Reference books/Payment type codes***.

The reference book contains a list of codes and names of payment types by documents and indication if a record about payment type was valid at the moment of the last synchronization ("invalid" payment types are marked with the "**Deleted**" flag in the "Table" and "Record" tabs).

The reference book is used when creating UAH documents for entering the details of budget payment on the "Budget" form (a list in the **Code of payment type** field). Invalid payment types are not in the list for selection.

The reference book is kept in CBS B2, its data is unavailable for editing.

7.12. Region codes

To invoke the task use the menu: ***Reference books/Region codes***.

The reference book contains a list of codes and names of country regions, indication if a record about region was valid for the moment of the last synchronization ("invalid" regions are marked with strikeout Strings, on the bookmark "Record" they are marked with the flag "**Deleted**").

The reference book is used in the reference book of tax administrations (the field **Region code**).

Invalid regions are not in the list for selection.

The reference book is kept in CBS B2, its data is unavailable for editing.

7.13. Tax administration codes

To invoke the task use the menu: ***Reference books/Tax code***.

The reference book contains a list of codes and names of tax administrations with the information about which regions every State tax administration (STA) belongs to, and indication if a record about STA was valid for the moment of the last synchronization ("invalid" tax administrations are marked with strikeout Strings, on the bookmark "Record" they are marked with the flag "**Deleted**").

Invalid tax administrations are not in the list for selection.

The reference book is kept in CBS B2, its data is unavailable for editing.

7.14. Authorized persons

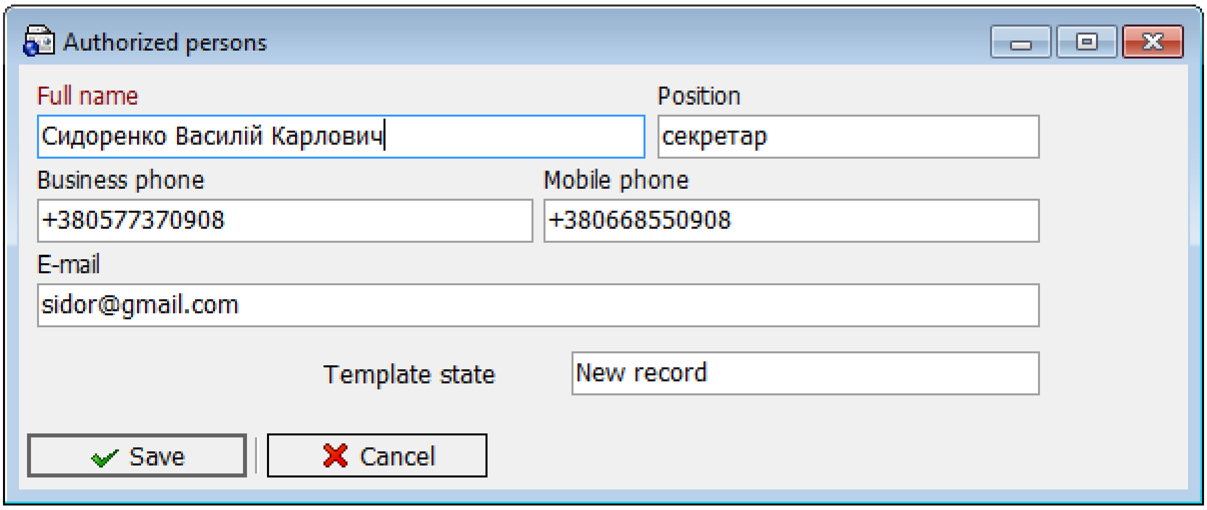
To invoke the task use the menu: ***Reference books/Authorized persons***.

The reference book a list of authorized persons to handle requests for currency purchase, sale and conversion. Its data is used when creating currency requests. Use the data search and filter to easily find your authorized person.

You can add, edit and delete directory data if you need.

To add a new authorized person you should specify the following:

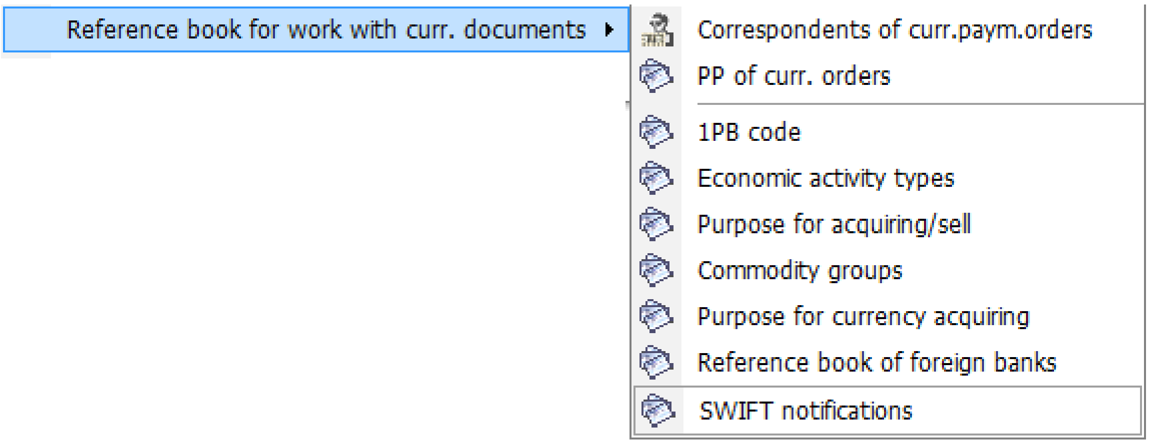
- Full name of authorized person.
- Position.
- Business and mobile phone.
- E-mail address.



Fill in the required fields and click on the "**Save**" button.

7.15. Reference books for work with currency documents

The section contains such forms as "Correspondents of currency payment orders", "PP of currency orders", "1PB codes", "Economic activity types", "Purpose for acquiring/sell", "Commodity groups", "Purpose for currency purchase", "Foreign banks", "SWIFT notifications".



7.15.1. Correspondents of currency payment orders

To invoke the task use the menu: ***Reference books/Reference book for work with curr.documents/Correspondents of currency payment orders*** or ***Currency operationi/Correspondents of currency payment orders.***

The reference book contains information about correspondents of currency payment documents.

Item description

Item	Req	Description
Beneficiary customer	+	The section contains account number, name and address of recipient-organization of amount by currency payment order
Bank of recipient	+	The section contains information about bank of a recipient: BIC-code or bank name and address, and the Party Information. Depending on selected A\D option you can enter either BIC code or bank name and address of recipient
Intermediary bank	+	The section contains the data about intermediary bank: BIC-code or bank name and address, and the Party Information. Depending on selected A\D option you can enter either BIC code or name and address of intermediary bank

You can add, change and delete the data from reference book. Having changed any data do not forget to send it to the server in order them to be added to the system DB (see "Update of reference book data").

There is possibility of sorting the records in a reference book. If a few users work at your client workplace, each of them can add the correspondents. Using a reference book, you can work as with the list of the correspondents only added by you, so with the complete list of correspondents, including those which was added by other users your workplace. For choosing the complete list of correspondents, added all users of workplace was represented, set a small flag opposite the button «**All users data**». For choosing the list was represented only your correspondents take off a small flag.

Value of the last chosen sign "**All users data**" is saved and reproduced at following login to the system.

7.15.2. Payment purposes of currency documents

To invoke the task use the menu: ***Reference books/Reference book for work with curr.documents/PP of currency orders*** or ***Currency operations/PP of currency orders.***

The reference book contains a list of payments that are offered to correspondents of currency payment orders by default. At entering of a new payment purpose for currency document's correspondent, the system allows to save this value for current correspondent. You can add, change and delete the data from reference book, also you can change connections "payment purpose-correspondent". Having changed any data do not forget to send it to the server in order them to be added to the system DB (see "Update of reference book data").

7.15.3. 1 PB codes

To invoke the task use the menu item ***Reference books/Reference book for work with curr.documents/1 PB codes***.

The reference book contains a list of codes and names of parameters for the form 1 PB, types of operation for these parameters and indication if a record about a code was valid for the moment of the last synchronization ("invalid" codes are marked with strikeout Strings, on the bookmark "Record" they are marked with the flag "**Deleted**").

Invalid 1PB codes are not in the list for selection.

The reference book is kept in CBS B2, its data is unavailable for editing.

7.15.4. Economic activity types

To invoke the task use the menu item ***Reference books/Reference book for work with curr.documents/Economic activity types***.

The reference book contains a list of codes and names of economic activity types, and indication if a record about an economic activity was valid for the moment of the last synchronization ("invalid" types are marked with strikeout Strings, on the bookmark "Record" they are marked with the flag "**Deleted**").

Inactive economic activity types are not in the list for type selection in form fields.

The reference book is kept is CBS B2, its data is write protected.

7.15.5. Purpose for currency purchase/sell

To invoke the task use the menu item ***Reference books/Reference book for work with curr.documents/Purpose for acquiring/sell.***

The reference book contains a list of purposes for currency purchase or sell, and codes corresponding to deals. As on other forms it is possible to open a form by any specific record and a table with all records.

The reference book is kept in CBS B2, its data is write protected.

7.15.6. Commodity groups

To invoke the task use the item menu ***Reference books/Reference book for work with curr.documents/Commodity groups.***

The reference book contains a list of P70 commodity groups, group names and the date of group opening and closing.

The reference book is kept is CBS B2, its data is write protected.

7.15.7. Purpose for currency purchase

To invoke the task use the menu item ***Reference books/Reference book for work with curr.documents /Purpose for currency purchase.***

The reference book contains a list of reasons for currency purchase, and a list of p63 codes which correspond to every record.

The reference book is kept in CBS B2, its data is write protected.

7.15.8. Reference book of foreign banks

To invoke the task use the menu item ***Reference books/Reference book for work with curr.documents/Reference book of foreign banks.***

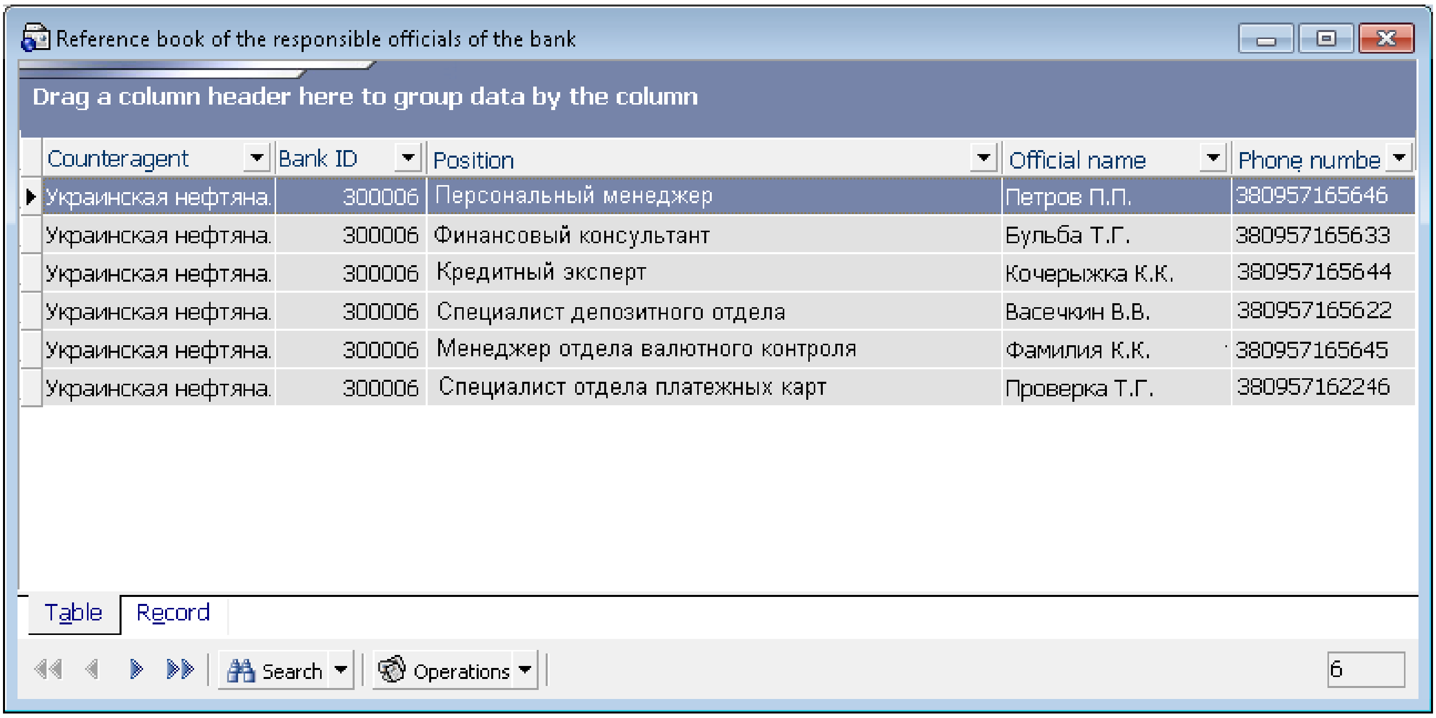
The reference book contains a list of bank names, B010 codes, country codes and, city and country names in which the banks are located, SWIFT codes and telex codes of these banks, TNP, and provides the opportunity to specify a bank technological signification.

The reference book is kept in CBS B2, its data is unavailable for editing.

7.16. Reference book of Bank Responsible Employees***

In the system you can view the list of the bank responsible employees which you can contact to seek advice and urgent solution to questions related to the banking services. Select ***Reference books / Reference book of Bank Responsible Employees*** menu item to go to the reference book.

*** Additional functionality



Counteragent	Bank ID	Position	Official name	Phone numbe
Украинская нефтяна.	300006	Персональный менеджер	Петров П.П.	380957165646
Украинская нефтяна.	300006	Финансовый консультант	Бульба Т.Г.	380957165633
Украинская нефтяна.	300006	Кредитный эксперт	Кочерыжка К.К.	380957165644
Украинская нефтяна.	300006	Специалист депозитного отдела	Васечкин В.В.	380957165622
Украинская нефтяна.	300006	Менеджер отдела валютного контроля	Фамилия К.К.	380957165645
Украинская нефтяна.	300006	Специалист отдела платежных карт	Проверка Т.Г.	380957162246

The reference book is kept in CBS B2, its data is unavailable for editing.

8. SETTINGS

8.1. Installation and first system start

Before the system installation, the administrator must register your user account and provide this account with rights for accounts. After that, the administrator should give you a distributive (a CD, a flesh-card, or other medium) with key files and with the system installation packet (see "Installation packet and keys").

8.1.1. Installation packet and keys

Installation packet contains the installation file in the format *ifobs_win32client_x.x.x.x.zip* (or *ifobs_win32client_x.x.x.x_secure.zip**), where x.x.x.x – number of the application version.

The key distributive contains the following files:

- ca.cer;
- TRANSPORT.cer;
- <USER>.cer, where <USER> is your login;
- <USER>.key, where <USER> is your login;
- <USER>.cer2[†††], where <USER> is your login;
- <USER>.key2[*], where <USER> is your login.

Copy files with keys to an information medium (a CD, a flash-card or other).

8.1.2. System installation

To install the system, run the file with client application installation and install it on your computer.

8.1.3. First system start

The administrator will give you an information medium (a CD, a flash-card or other) with the keys files for working with the system.

1. Mount the medium with the key files.
2. Run the file ***iFOBSClient.exe*** from the working directory of the system or run the link created at the installation.
3. For system version before 2.1.7.8 do the following:

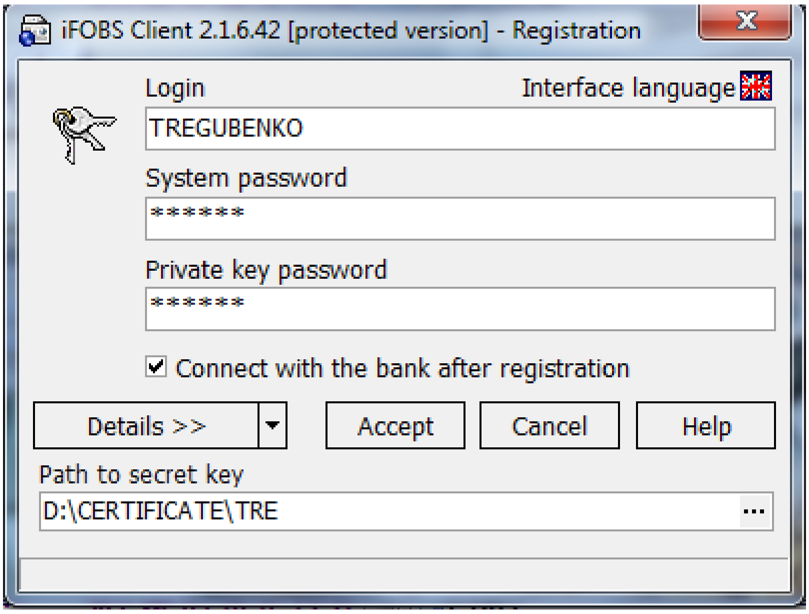
- Enter your login in the field **Login**;
- Enter your private key password in the field **Private key password**;
- Specify the path to the private key in the field **Path to the private key**.

4. For system version 2.1.7.8 and higher do the following:

- Enter your login in the field **Login**;
- Enter your system password;
- Click on the "**Accept**" button. After that the fields for entering data about your private key would be available;
- Enter your private key password in the field **Private key password**;
- Specify the path to the private key in the field **Path to the private key**.

[†††] The distributive should contain the file only if the bank uses the crypto-safety facilities of the company "Cipher" in the system.

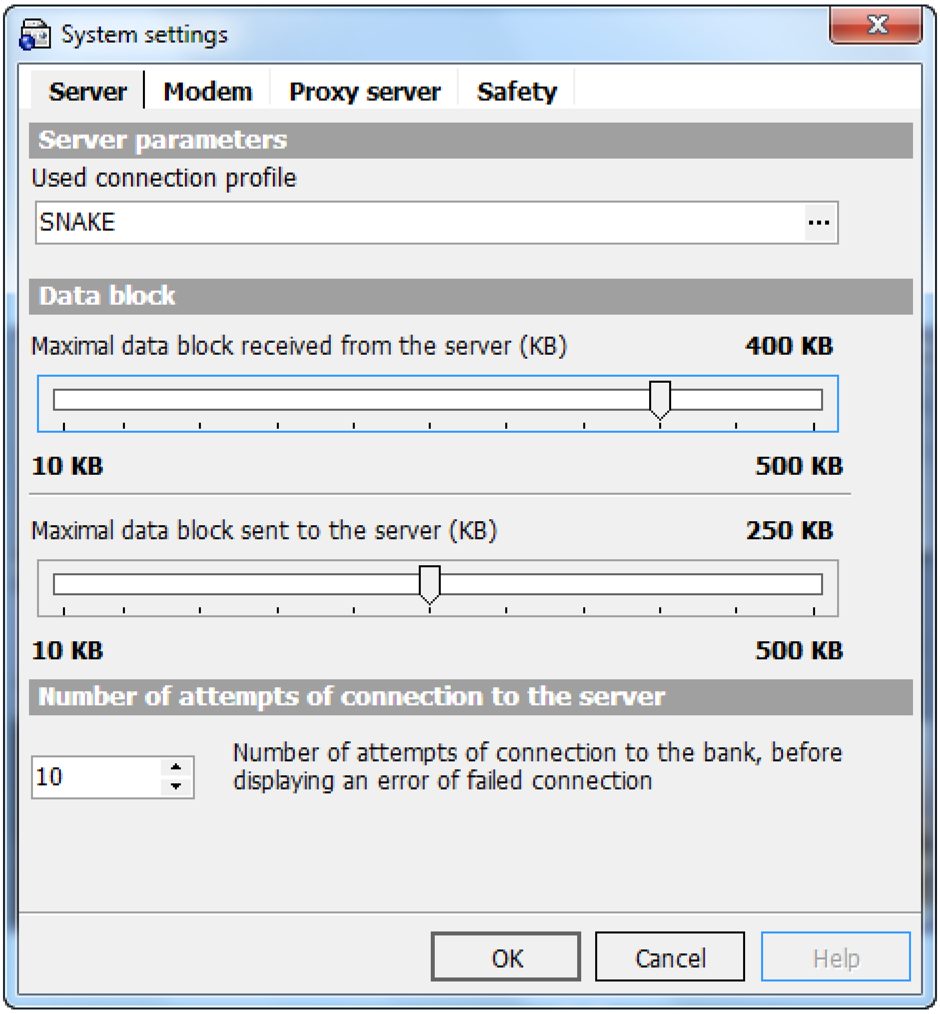
5. By default, the system fills the field with the value "A:\". You can change the path with the help of the button ··· or enter it to the field manually. If you do not see this field on the registration form, click on the button "**Details**".



6. To start working with the system, you need to perform its initialization (get user certificate) and synchronization (loading) of data. For that contact the bank server after synchronization (see "Primary synchronization"). You can omit this step and contact the bank later – for this unmark the checkbox "**Connect with the bank after registration**" and click on the button "**Accept**".

7. In order to connect to the bank after registration, mark the checkbox "**Connect with the bank after registration**". The system password for connection to the system must be entered in the field **System password.** Click on the button "**Accept**".

Attention! Before entering to the system set the parameters of connection to the bank server! For that click on the button at the button "**Details**" and select the menu item "Connection to the server" (see "Settings of connection to the bank server"). Depending on the way of connection to the server, it is can be required to set the modem connection parameters (see "Setting modem connection") or the proxy-server connection (see "Settings of proxy-server connection").



Attention! The system can verify the password* according to the reference book of forbidden user's passwords (password shouldn't consist of regular sequences of characters, such as 11111, 12345, qwerty, etc.), and also check that the password does not include a personal data (login, phone number, date of birth). The parameters and necessary of checking are set by the system administrator. If verification is enabled and your password does not match its conditions, you'll get a message saying that your password does not correspond to the bank password security policy. In this case, the password must be changed. Verification is performed when user logs into the system for the first time, when user changes the password, (see "Change of system password"), and in the process of certificates generation and regeneration (see "Operation with certificates").

8. If all the data is correct, the main system form will appear on the screen. If you unmarked the automatical connection to the bank, the system will display the following message: "*This is the first system launch. For the system initialization it is necessary to contact the bank administrator for getting of necessary information. Synchronize all actions with the bank now?*". After clicking on the "**Yes**" button the system will request to enter the system password and start initialization (see "Primary synchronization").

8.1.4. Primary synchronization

After the first connection to the system you need to perform its initialization, i.e. to get working certificates for operation with the system, and primary synchronization, i.e. to load the data from the bank server to the local DB:

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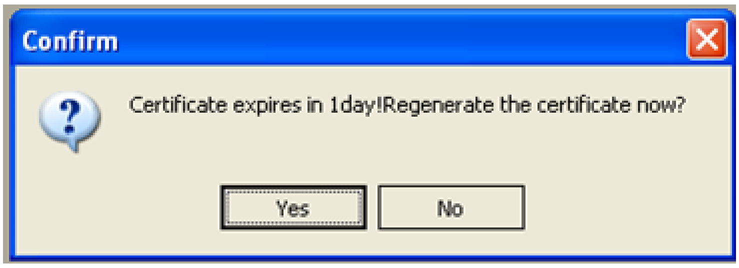
* Additional functionality

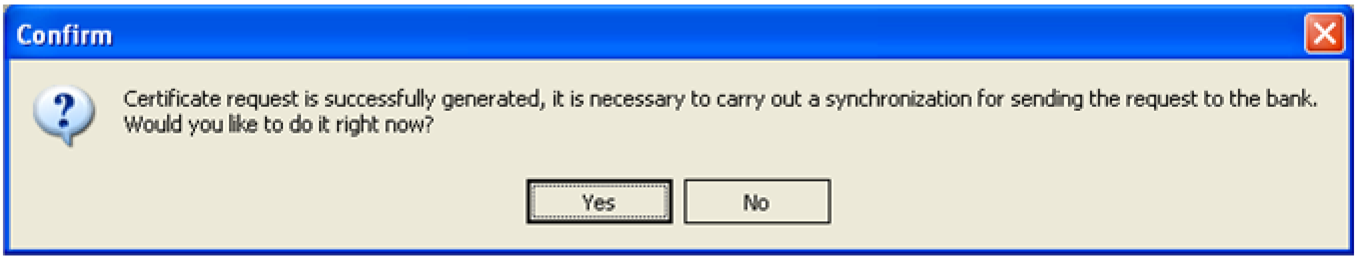
1. At the first system running there's displaying a form on the screen which notifies that certificates will be expired in 1 day, and suggesting to start a generation of working certificates:



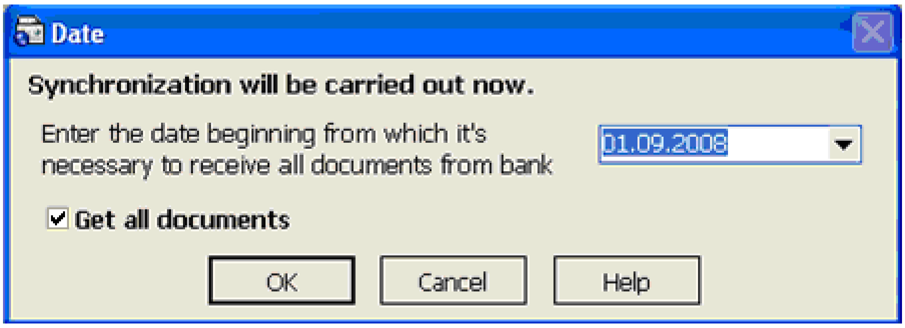
"**No**" – the process is postponed for some time – till the next connection with the bank.

"**Yes**" – activates the process of keys and certificates regeneration.

2. The next stage is certificates regeneration (see "Certificates regeneration");
3. After successful certificates generation you'll get the message:



4. Then you need to enter the date beginning from which the data will be loaded from bank DB to the local DB. Specify the date or mark the checkbox "**Get all documents**", if you want to load all the data. Then click on "**OK**";



Attention! The earliest date you enter for loading, the longest time period will be taken to finish it. Thus, size of loaded data will be also increased.

8.2. Operation with certificates

A function of user certificate is encoding of data that is sent to the server by the user.

A certificate is provided by a certification centre (e.g. a bank) after generation of private key and sending of request for certificate receipt by the user.

The main certificate parameters

- ***Issued to*** - name of a user who got the certificate;
- ***Issued by*** - name of certification centre issued the certificate;
- ***Valid from*** - date from which the certificate is valid;
- ***Valid till*** - date of certificate expiration.

At connection the system verifies if a user has a certificate which allows to encode the data and send it to the server. The certificate must be issued by the certain certification centre.

Attention! In the process of certificates generation and regeneration the system can check the password* according to the reference book of forbidden user's passwords (password shouldn't consist of regular sequences of characters, such as 11111, 12345, qwerty, etc.), and also check that the password does not include a personal data (login, phone number, date of birth). The parameters and necessary of checking are set by the system administrator. If verification is enabled and your password does not match its conditions, you'll get a message saying that your password does not correspond to the bank password security policy. In this case, the password must be changed.

8.2.1. Certificate generation

If you have primary key you can enter the system. But for the further operation with the system it will be necessary to send a request for working certificates to the bank. You can send a request with the help of the function "**Certificate generation**" (***Security administrator/Certificate generation***).

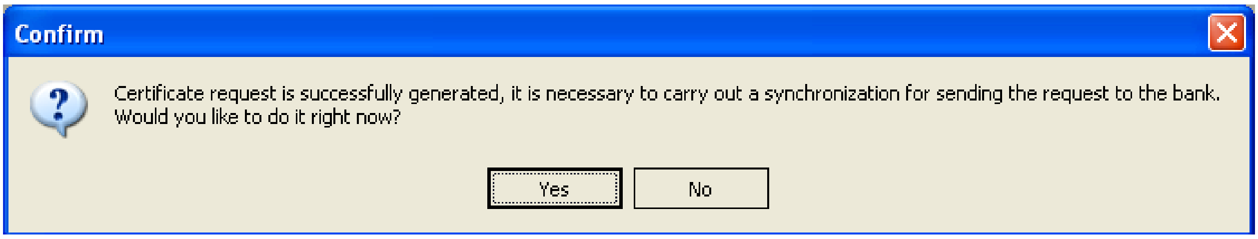
Description of the form

Field name	Field content
Old password	Enter private key password provided by the iFOBS system administrator. If you do not want to change the password, enter your current password in all three fields.
New password	Enter a new password which will be convenient to you. **Attention!** The system checks the password for valid characters. Only Latin letters of both cases, numbers and following symbols are valid: ! " # $ % & ' ( ) * + , - . /: ; < = > ? @ [\ ] ^ _ ` { | } ~ All other characters, the space and Cyrillic letters will be ignored.
Retype new password	Retype a new private key password
These fields are followed by the informational fields, filled by the administrator at your account	

* Additional functionality

registration in the iFOBS system. The information will be used by the system for creation of report about working certificate.	
User	Your login in iFOBS system. The field is forbidden for edition
Country	Short abbreviation of the country (Ukraine) for correct generation of a new certificate. The field is forbidden for edition
City	City of registration of your organization
Organization	Name of your organization
Unit	Department of your organization
E-mail	E-mail of your organization

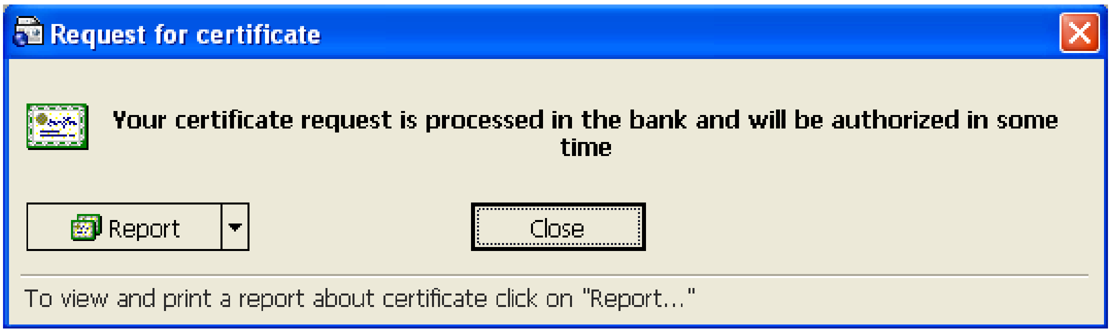
1. For generation of certificate request click on the button "**Create**";
2. The system will send a request for generation of working certificate to the bank. After successful generation, the system will display the message:



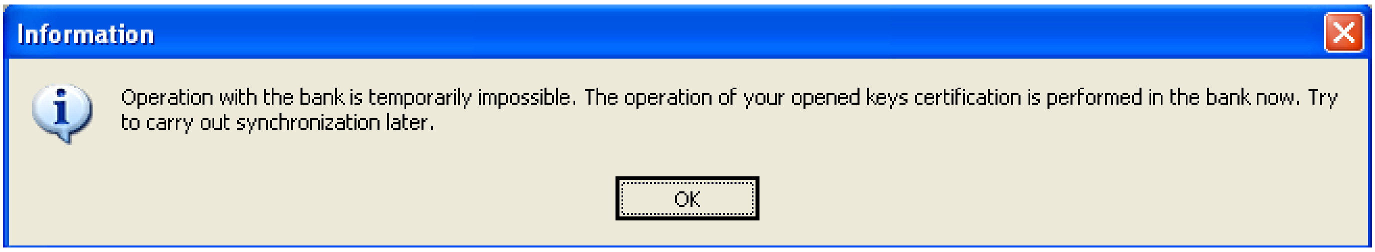
3. After clicking on "**Yes**" the system will start a data synchronization (see "Primary synchronization");

Attention! The primary synchronization can take some minutes – its speed depends on the way of connection to the bank, communications channel power and data bursts size. If you stop the process of synchronization by clicking on the button "**Cancel**", the system will annul the data state in local database till the state when the synchronization was started.

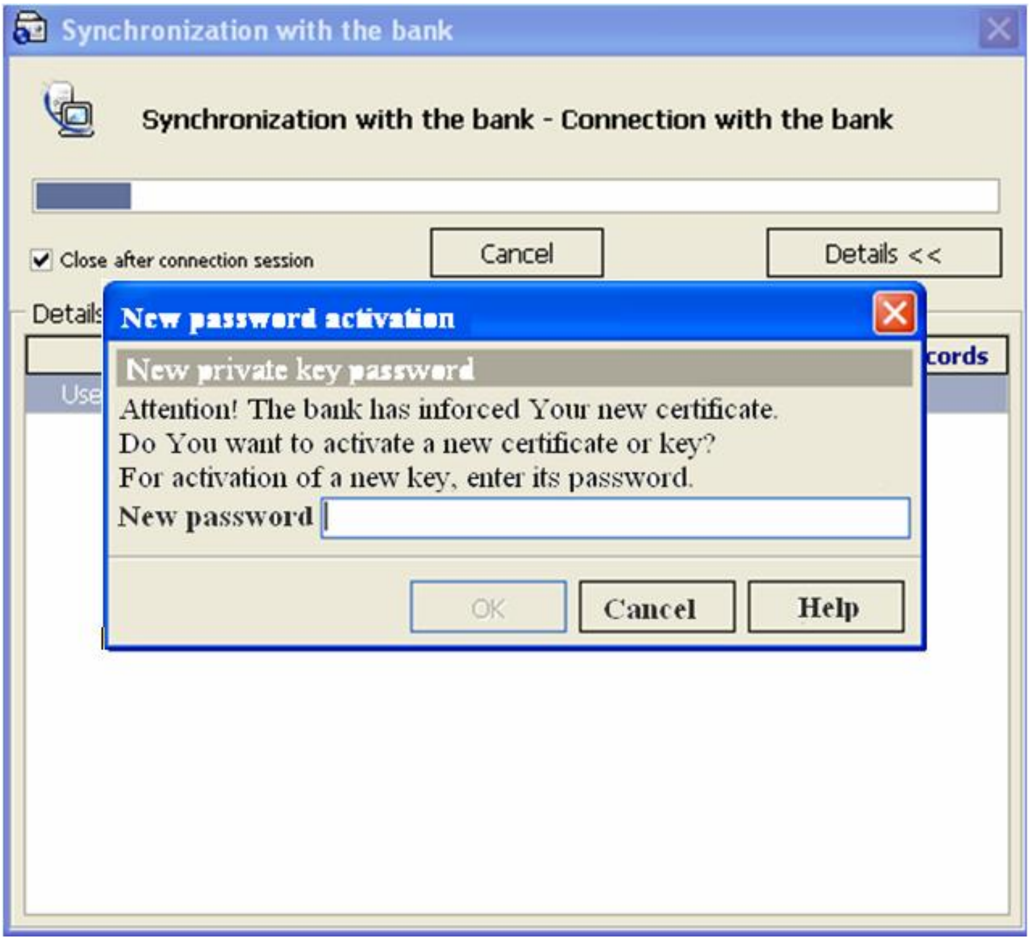
4. After synchronization with the bank, the user gets a message:



5. The repeated synchronization should be performed in some (10) minutes after certificate request authorization by the administrator of the system;
6. If your certificate request is not processed in the bank yet, the system will display a message:



7. If a request for new certificate generation is processed in the bank, the system will display the message:



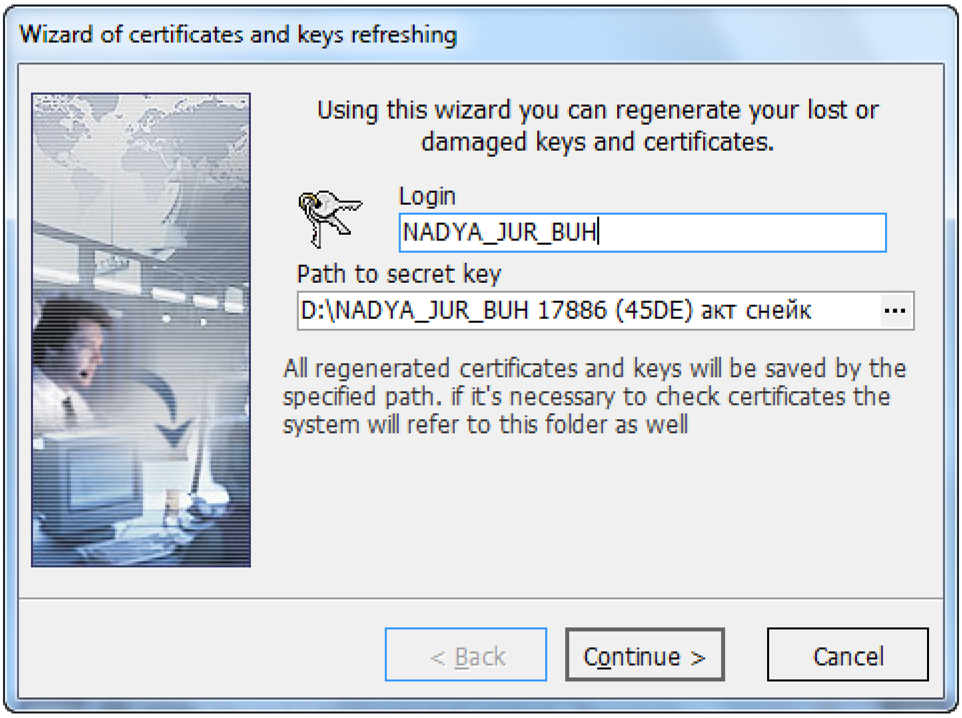
8. Here you need to enter a new password for a new private key in order to confirm that it is the same user who created the request.
9. If activation of a new certificate and key was successful, the synchronization will be continued, and the main information required for processing will be loaded to the client application (see “Description of ‘My iFOBS’ form”).

8.2.2. Certificates regeneration wizard

If certificates were lost or damaged it is necessary to regenerate them:

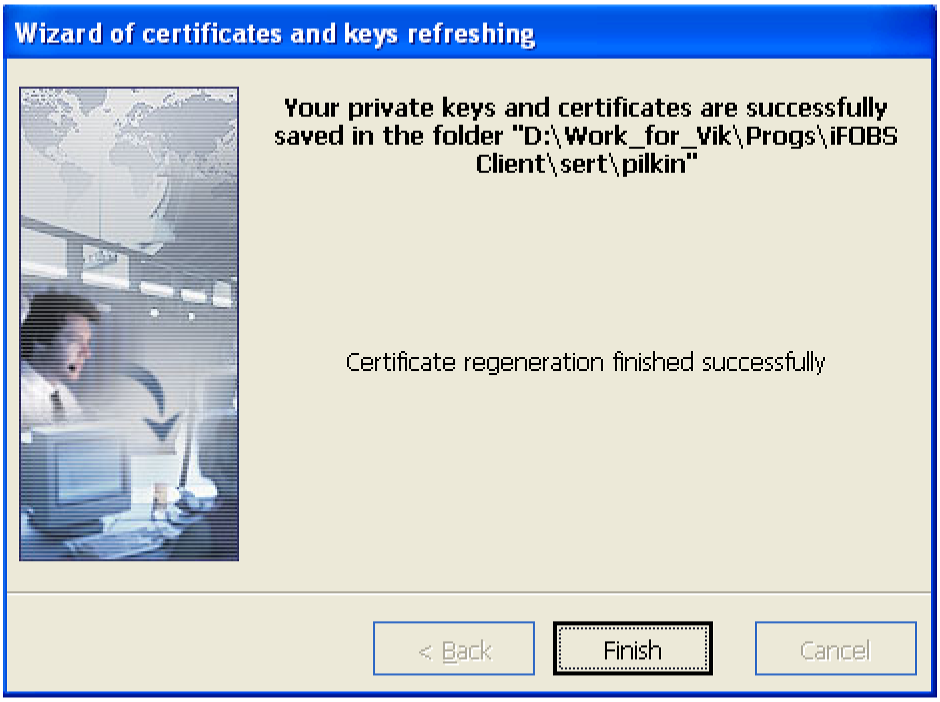
1. Click on the button  to the right from “**Details**” on the registration form and the menu item ***Certificate regeneration***;

2. In the next window enter the login and the path to secret key;



3. If there're temporary private keys in the set folder, a message about uncertified private keys will appear on a screen. To prove a request sending to the bank click on the button "**Next**";
4. Follow the Wizard instructions for creation of new private keys and certificates which will be sent to the bank for authorization;
5. Possibility to unseal a certificate will appear after completion of the first phase of procedure of certificates regeneration;
6. New certificates must be authorized in the bank. After authorization invoke the Wizard of certificates regeneration again to verify the presence of regenerated certificates.

7. Enter the system and private key passwords received from the administrator in the bank and click on the button "**Next**". The system will perform certificates regeneration and data synchronization;
8. After successful certificates regeneration, the message that informs about it will be displayed on a screen;



9. After finishing carry out a synchronization with the bank. The log report will be displayed on a screen.

8.3. Rights and passwords

8.3.1. Multiuser operation mode

In the iFOBS system it is possible for several users to operate consecutively in one workstation. For doing this it is necessary to add accounts of all the users of this workstation to the local DB.

Version before 2.0.0.0

Any user of this workstation with administrator rights can add and delete user accounts in the workstation.

Attention! The workstation administrator is not the system administrator! This user has rights only to add other users' accounts to the local data base of the workstation.

Viewing, adding and deleting users' accounts in the workstation is available in the 'Users of jobsite' form.

Attention! Before adding a user's account to the local DB their account should have been added to the system DB on the server by the administrator. Also the user should have all necessary keys, certificates and rights of access to the system data and functions.

To add a new user to the workstation:

1. Go to the menu item ***Security administrator/Users of jobsite***;
2. Click on the button  on the form toolbar;
3. In the opened form of the Wizard for adding a user enter the new user login and specify the path to the file of their key;

4. If **Your passwod for entering the system** field is available for filling in, enter your password for connecting to the server in it. This field cannot be edited if during the current session you have already synchronized the data with the bank server – in this case the system has already identified you and there is no need to re-enter the password;
5. Click on the **"Next"** button and wait for a few seconds – the system will connect to the bank server and check whether the user's account you are adding is available there;
6. In the next form of the Wizard select a user type for the user you adding to the workstation. The difference between a standard user and the workstation administrator is that the administrator will be able to view, add and delete accounts of other users of the workstation;
7. Click on the **"Finish"** button.

To delete an account, select it, click on the **"Delete a record"** button and confirm the deletion.

Version 2.0.0.0 and higher

All users have equal rights so only the bank administrator can add a user's account. After providing a user with a primary key, a certificate and rights to data access, they can enter the WinClient system.

8.3.2. User rights to system functions and accounts

The rights for the user are set by the system administrator. On the client application he can only view the accounts and interface rights which are fore him.

If some rights are not set for the user by mistake he should contact the system administrator.

8.3.3. Account rights

Viewing of account rights: ***Security administrator/Account rights***.

The reference book contains list of accounts available for the user and provides information about user rights for operations with these accounts, and parameters of some operations: for example, account debit limit. The user's not able to edit his rights, if he needs some rights to be changed he must contact the system administrator in the bank.

8.3.4. Interface rights

Viewing of interface rights: ***Security administrator/Interface rights***.

The reference book contains a list of interface rights available for the user. The user's not able to edit his rights, if he needs some rights to be changed he must contact the system administrator in the bank.

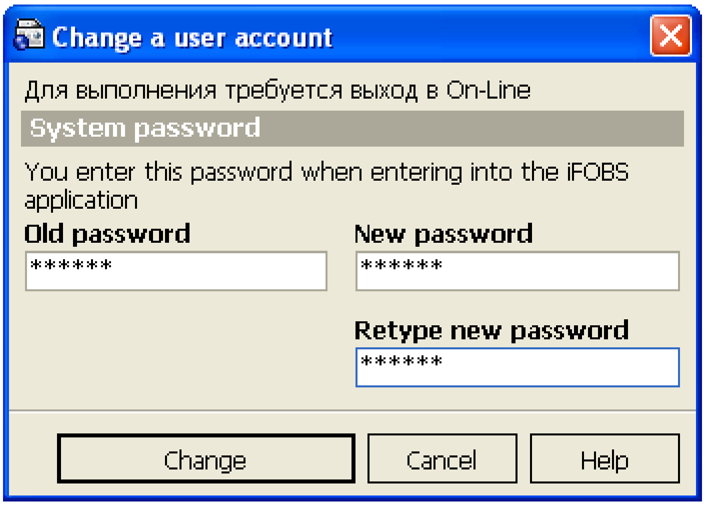
8.3.5. Change of private key password

1. Select the menu item ***Security administrator/Change the password for the private key***;
2. Enter the current password in the field **Old password**;
3. Enter new password and retype it the corresponding fields. It's not recommended to use Cyrillic symbols in passwords;
4. Click on the button "**Change**".

Attention! The system checks the password for valid characters. Only Latin letters of both cases, numbers and following symbols are valid: ! " # $ % & ' ( ) * + , - . /: ; < = > ? @ [\ ] ^ _ ` { | } ~ All other characters, the space and Cyrillic letters will be ignored.

8.3.6. Change of system password

1. Select the menu item ***Security administrator/Change the system password***;
2. Enter the current password in the field **Old password**;
3. Enter new password and retype it the corresponding fields. For correct system operation it's not recommended to use Cyrillic symbols in passwords;
4. Click on the button "**Change**".



Attention! The system checks the password for valid characters. Only Latin letters of both cases, numbers and following symbols are valid: ! " # $ % & ' ( ) * + , - . /: ; < = > ? @ [\ ] ^ _ ` { | } ~ All other characters, the space and Cyrillic letters will be ignored.

The system can verify the password* according to the reference book of forbidden user's passwords (password shouldn't consist of regular sequences of characters, such as 11111, 12345, qwerty, etc.), and also check that the password does not include a personal data (login, phone number, date of birth). The parameters and necessary of checking are set by the system administrator. If verification is enabled and

* Additional functionality

your password does not match its conditions, you'll get a message saying that your password does not correspond to the bank password security policy. In this case, the password must be changed.

8.3.7. Changing the password to the local database

In the WinClient application the local storage of data is provided, for updating this data the user is to connect to the bank server. The local database is encoded by a password. For providing data security from unauthorized access the periodic changing of this password is provided. The expiration date of this password is set by the system administrator and after it expires the user will receive the appropriate notification containing the offer to change the password to the local database.

For changing password do the following:

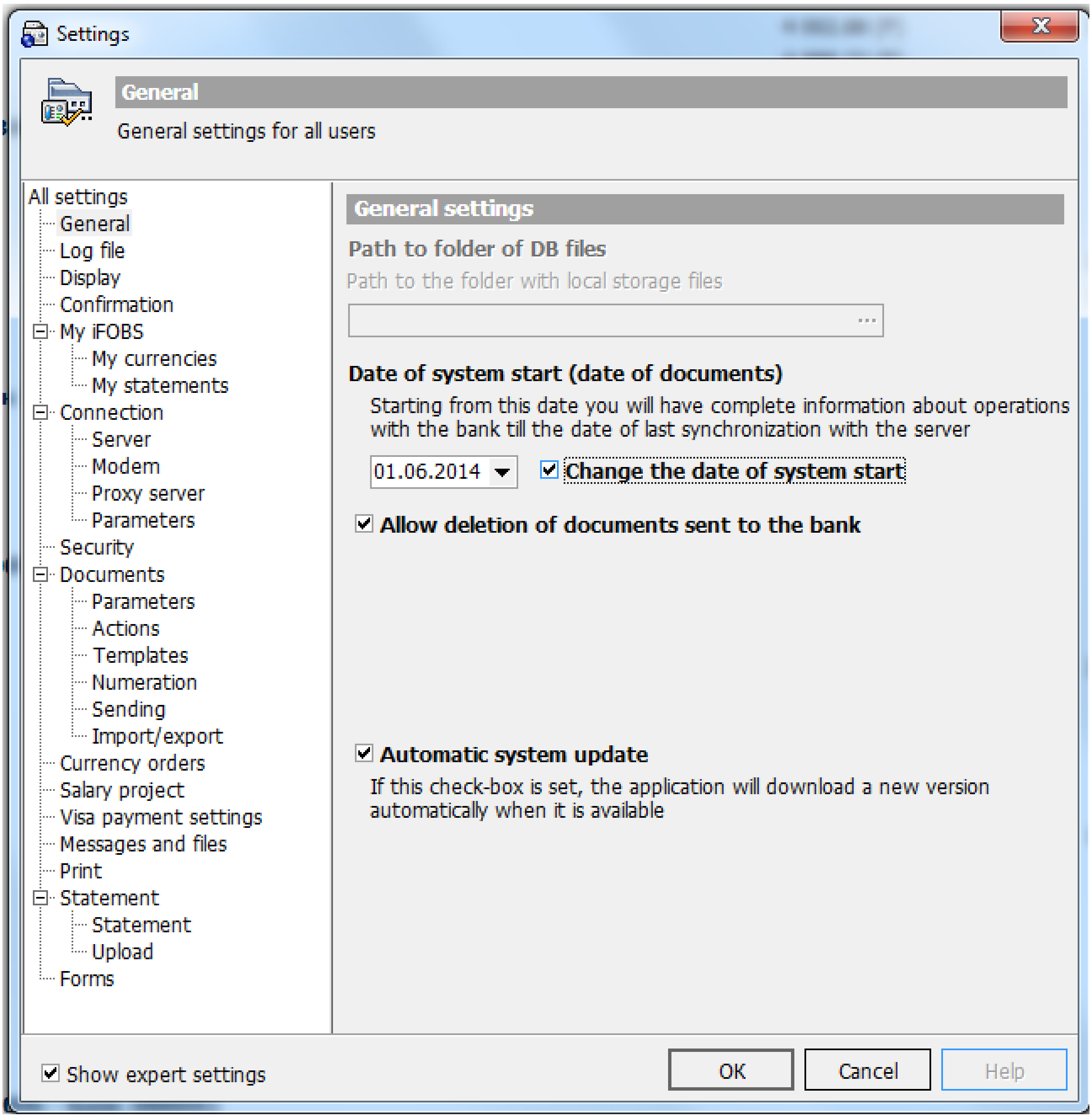
1. Agree to change the password to the local database.
2. Connect to the bank (i.e. to perform synchronization) for receiving a new password.

Attention! After changing the password to the local database it is necessary for all users of the given work place to synchronize with the bank and receive a new password for the further operating of the system.

8.4. System settings

8.4.1. General

Select menu item ***Service/Settings…*** In the item **General** there are general settings for all the users (see description in the table).



Item description

Setting	Description
Path to folder of DB files	This is a field for entering directory which contains local storage files.
Date of system start (date of documents)	This is a field for entering the date from which documents were downloaded to this workstation of the user (till the date of the last synchronization with the bank).
Change the date of system start	Starting from this date you will have complete information about operations with the bank till the date of last synchronization with the server (see "Setting of system starting date")
Allow deletion of documents sent to the bank	The option enables to delete documents already sent to the bank. Set by the system administrator. If the checkbox is set. A user can delete the documents, sent to the bank, provided that they are not processed in the CBS

Automatic system update	If this check-box is set, the application will download a new version automatically when it is available (see "Setting of automatical update")

8.4.1.1.Setting of system starting date

To change the system starting date set the checkbox "**Change the system starting date**" in the issue, all further synchronizations will be performed beginning from this date. If the new date is earlier than the previous one, this very date will be entered in the field of date. If a new date is later, the **Date** field value will remain unchangeable.

8.4.1.2.Setting of automatical update

The system allows to set an automatical update of the program to the latest version in the bank. If this mode is activated than every time at synchronization the system checks if there are any updates. If there is a new version on the bank server, a message is displayed for informing about it, about changes of this version and it is proposed you to start the loading.

Attention! At a new version loading there opens a window in which the user must accept or deny a new version loading. The automatical synchronization mode denies loading of updates. So, in case of automatical synchronization activating, the automatical update of the system is disabled.

The loading is performed in the background mode. That means, that at the time of updates loading you can continue operation with the system. The loading process is displayed in the status line of the main system window.

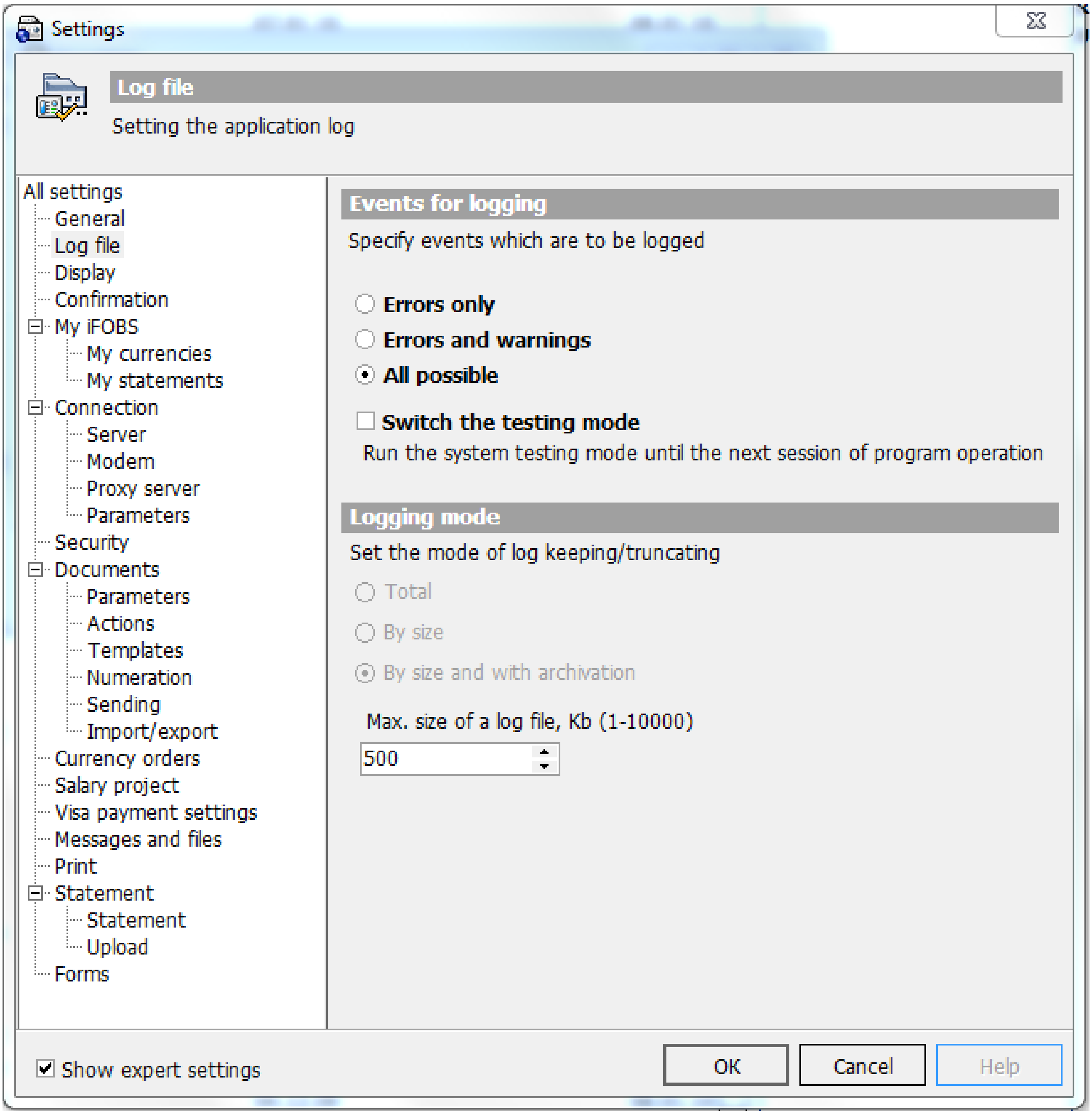
Activation of automatical system update:

1. Select the menu item ***Service/Settings…***;
2. Select the section ***General*** in the settings tree;
3. Set the checkbox "**Automatic system update**";
4. Click on "**OK**".

Attention! If updates loading was broken by user's log out, than at the next session it will be continued from the breakpoint. If you do not want the system to continue the loading at the next session, you have to delete the folder "NewVersion_temp" manually.

8.4.2. Log file

There are settings of the application log in the item **Log file**. The settings are available only in the expert mode and in order to see them it is necessary to set the check-box **Show "expert" settings** in the bottom of the form (see description of settings in the table).

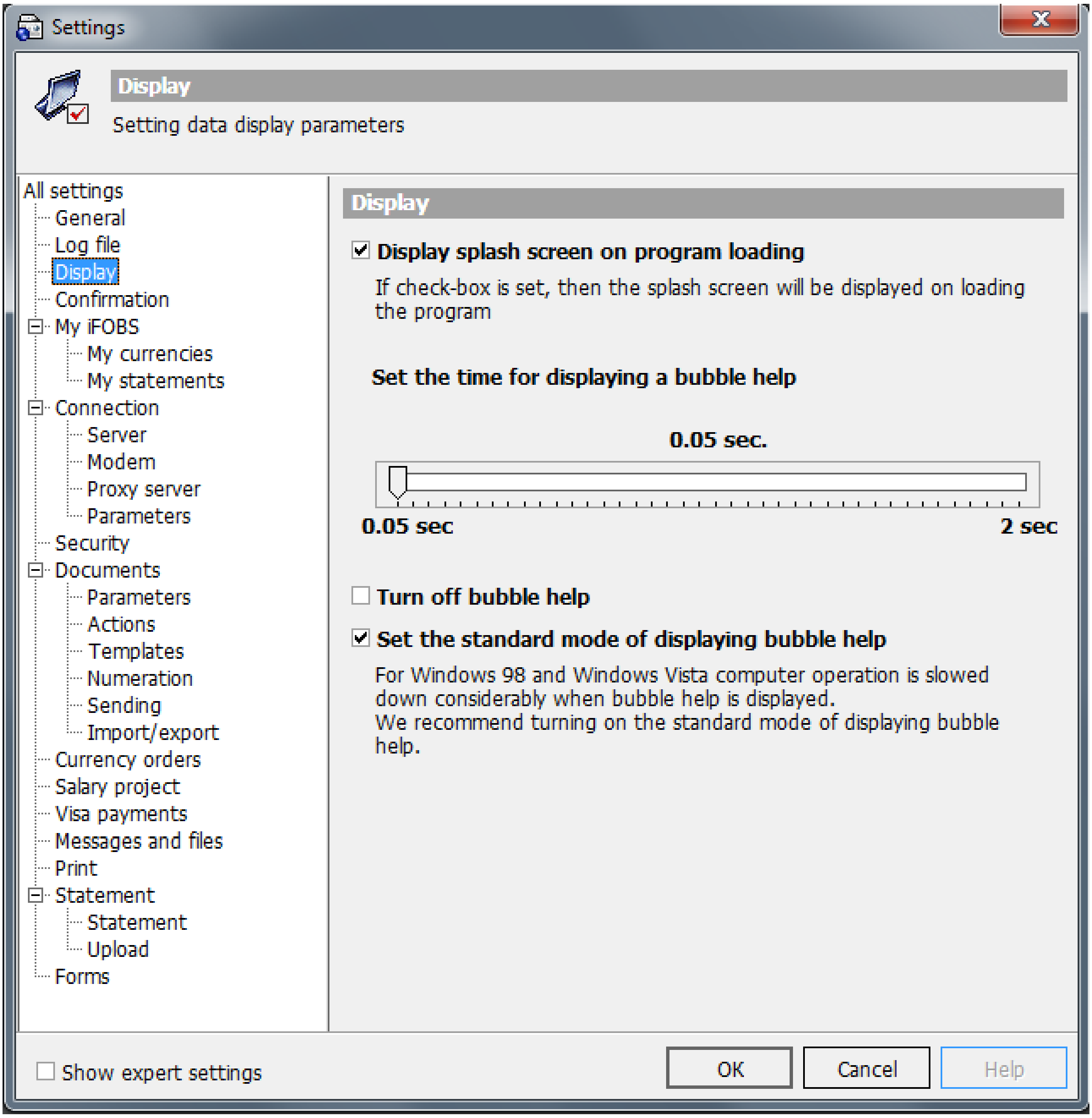


Item description

Setting	Description
Events for logging	This is a group box for specifying events for saving in the log, i.e. only errors, errors and warnings or all that is possible.
Switch the testing mode	If the testing mode is activated, more detailed recording of users actions in the log is performed (in order to make it possible for a developer to explore occurred problems in greater detail).
Logging mode	This is a group box for specifying the log keeping mode, i.e. total, (compressed) by size or archived.
Max. size of a log file	The setting enables to specify the size of files for splitting the log (from 1 to 10 000 Kb).

8.4.3. Display

In this item it is possible to set displaying bubble helps and the splash screen (see description of settings in the table).

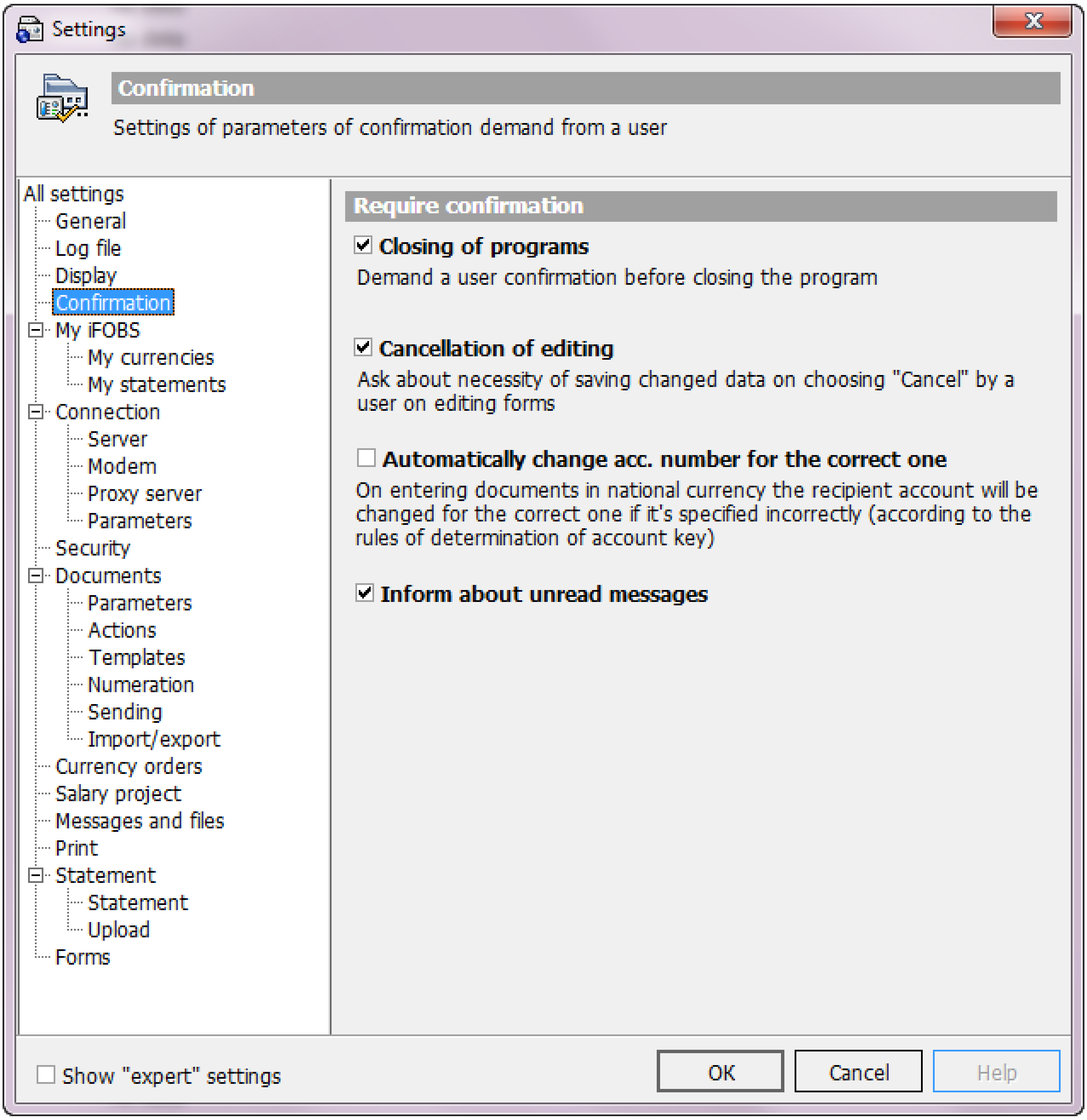


Item description

Setting	Description
Display splash screen on program loading	If this check-box is set, the splash screen will be displayed at loading the application.
Set the time for displaying a bubble help	Time interval which will pass from the moment of placing the pointer on the object till the moment of appearing a bubble help (from 0.1 till 2 sec.).
Turn off bubble help	The check-box enables to deactivate bubble helps.
Set the standard mode of displaying bubble help	As in some operating systems the PC running decelerates, if bubble helps are displayed, it is recommended to set the standard mode of displaying bubble helps.

8.4.4. Confirmation

In this item it is possible to set requests for confirmation of one or another of user's actions (see description of settings in the table).



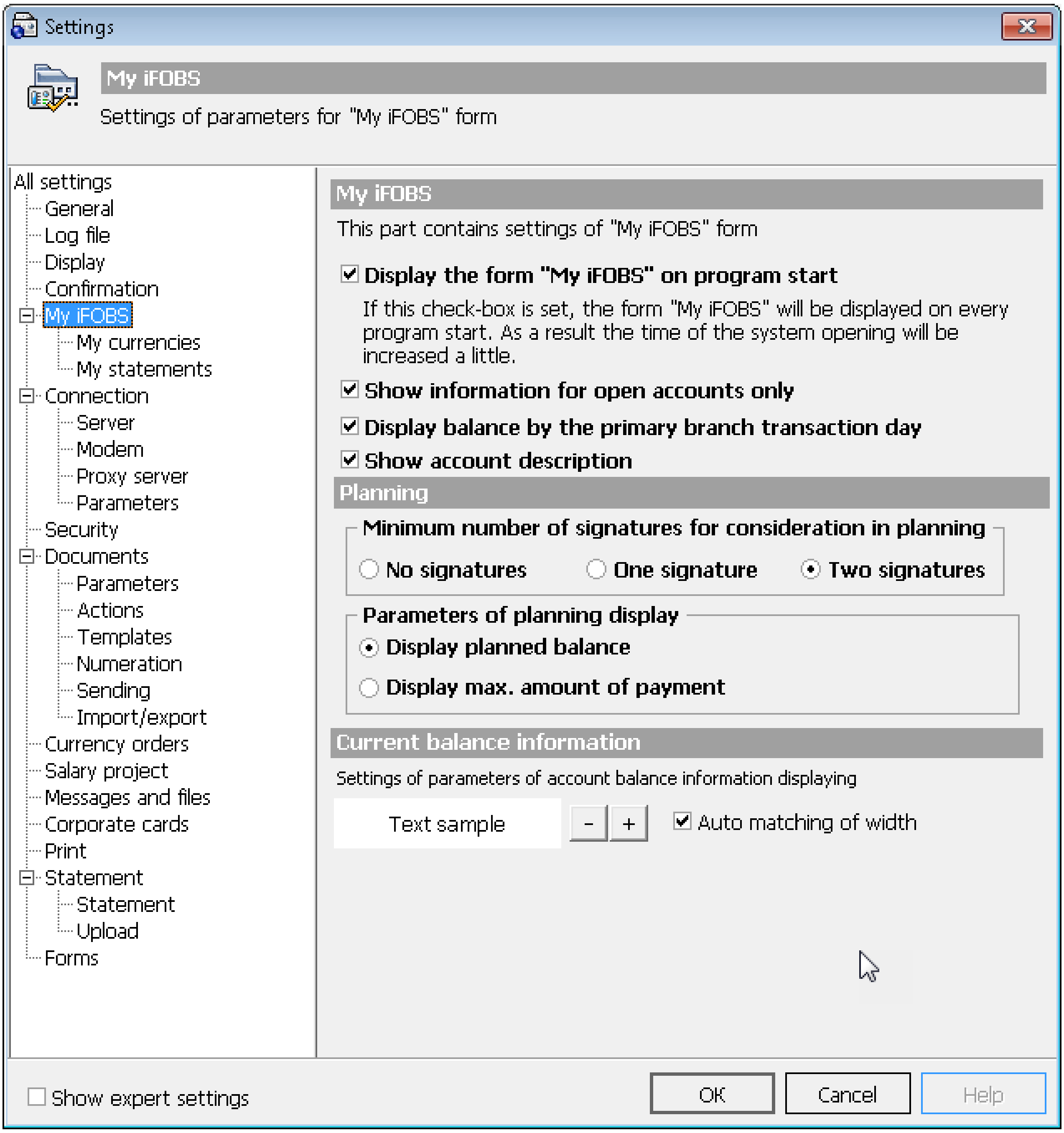
Item description

Setting	Description
Closing of programs	If this check-box is set, a user will be enquired by the system, whether he really wants to finish the application running.
Cancellation of editing	If this check-box is set, a user will be enquired by the system about the necessity of saving changed data on selecting the action "Cancel" by the user in the forms of editing documents.
Automatically change acc. number for the correct one	If this check-box is set, every time a user enters an incorrect account of a payment recipient in documents in the national currency, the account

	number will be automatically changed for the correct one (according to the rules of determining the account key).
Inform about unread messages	If the option is enabled, the system informs about unread messages

8.4.5. My iFOBS

In the item **My iFOBS** there are settings of parameters for the form of the same name (see description of settings in the table).



Item description

Setting	Description
Display the form "My iFOBS" on program start	If this check-box is set, the form "My iFOBS" will be displayed in the start page on every program start that delays the application opening a little.
Show information for open accounts only	If this check-box is set, the data about user's

	open accounts only will be displayed in the form "My iFOBS". If this check-box is not set, there will be closed accounts as well in the list of accounts (they are displayed in the strikethrough font).
Display balance by the primary branch transaction day	If this check-box is set, in the form "My iFOBS" account balance will be displayed as of the date of the transaction day of the primary bank. If this check-box is not set - account balance will be displayed as of the date of the transaction day of a branch of the bank
Show account description	Additional functionality. If this check-box is set, the account number and its name specified by the user are displayed in the list of accounts (see "Accounts"). If the account name is not specified, the account number and the name of the counteragent are displayed
Planning	The group for setting the planned balance (see "Planned balance on the form "My iFOBS")
Current balance information	One can set the font size of data about accounts balance, which is displayed on the page "My iFOBS". Use buttons "**–**" and "**+**" for decreasing and increasing the text size. For justified alignment set the check-box "Auto matching of width".

8.4.5.1. Planned balance on the form "My iFOBS"

The system provides an opportunity to set the displaying of a planned balance on the form "**My iFOBS**".

If you want the planned balance on accounts to be displayed on the form "**My iFOBS**" you should:

1. Select the menu item ***Service/Settings…***
2. In the settings tree select the section "**My iFOBS**".
3. In the section ***Prediction/Options of prediction displaying*** select the switch button "**Display predicted balance**" (if you want a maximal sum of payment to be displayed instead of a planned balance than select the next switcher).
4. In the section ***Prediction/Minimum number of signatures for inclusion to prediction*** you can set a number of signatures required by the system to perform a recalculation of a planned balance displayed on the form "**My iFOBS**".
5. Click **"OK"**.

Attention! Do not confuse the setting "Minimal number of signatures required for inclusion to prediction" with "Required number of signatures for sending to the bank" (***Service/Settings/Documents/Sending***).

The first setting checks a number of signatures for the document and, if it meets a number specified in settings, the "Prediction" data concerning account of the document on the form "My iFOBS" will be updated. If the document is not signed with a required number of signatures, the data of the form "My iFOBS" will be unchanged until the number of signatures for the document fulfills the set parameters.

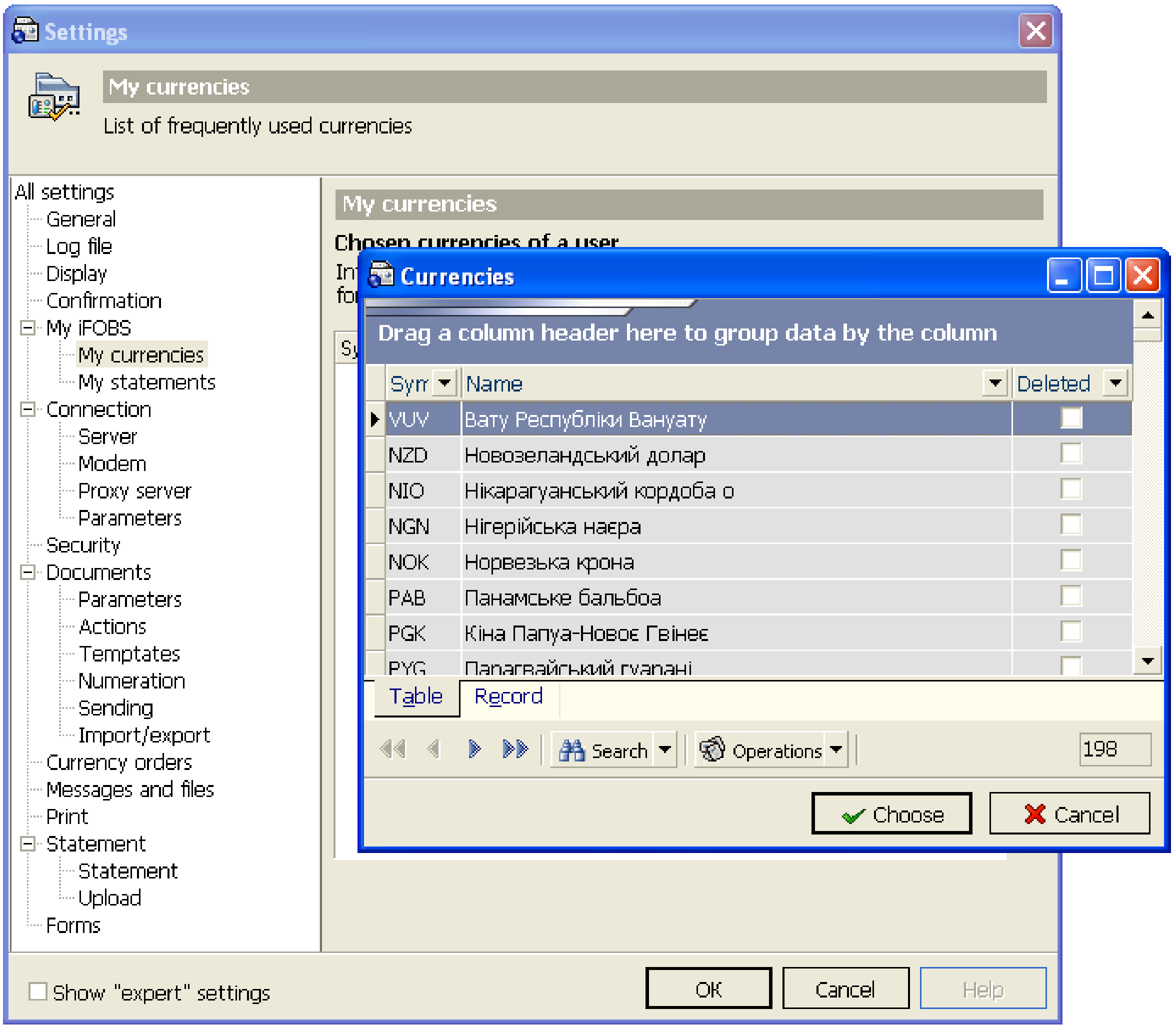
The second setting checks a number of signatures for the document at synchronization for sending it to the bank, i.e. if it has a required number of signatures, the document will be sent to the bank and the server data will be refreshed; otherwise the document will not be sent to the bank and new data will not be transferred to the server. Thus, it's necessary to keep in mind that a planned balance will be updated on the server only if the "number of signatures required for inclusion to prediction" is the same or more than the number of signatures required for sending to the bank.

Note: If the setting that controls the inclusion of documents with the status "Not all signatures" when calculating the forecast balance for selected customers (IncludeUnsignedDocsInForecast) is enabled, set the “Minimal number of signatures required for inclusion to prediction” and the “Required number of signatures for sending to the bank” parameters to "No signatures."

8.4.5.2. Rates of exchange on the form “My iFOBS”

Selection of currencies to be displayed on the starting form “**My iFOBS**”:

1. Select the menu item ***Service/Settings…***
2. In the settings tree select the section ***My iFOBS /My currencies***.
3. Click on the  button.



4. In the opened reference book (see “Currencies”) select the necessary currency and click on 

.
5. After selection of all the necessary currencies click on the button “**OK**” on the form of settings and at the next invoking of the “My iFOBS” form the information about rates of exchange for selected currencies will be displayed on the form (see “Description of ‘My iFOBS’ form”).

The button  makes it possible to add all the currencies from the list.

In order the currency not to be displayed on the form “My iFOBS”:

1. Select the menu item ***Service/Settings***.
2. In the settings tree select the section ***My iFOBS /My currencies***.

3. Select a currency, data about which should not be displayed on the form “**My iFOBS**”.

4. Click on the  button;

After editing the list of currencies, click on the “**OK**” button on the settings form and at the next invoking of the “**My iFOBS**” form the information about rates of exchange for selected currencies will not be displayed on the form (see “Description of ‘My iFOBS’ form”).

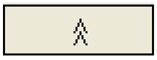
The button  makes it possible to delete all the currencies from the list.

8.4.5.3. My statements

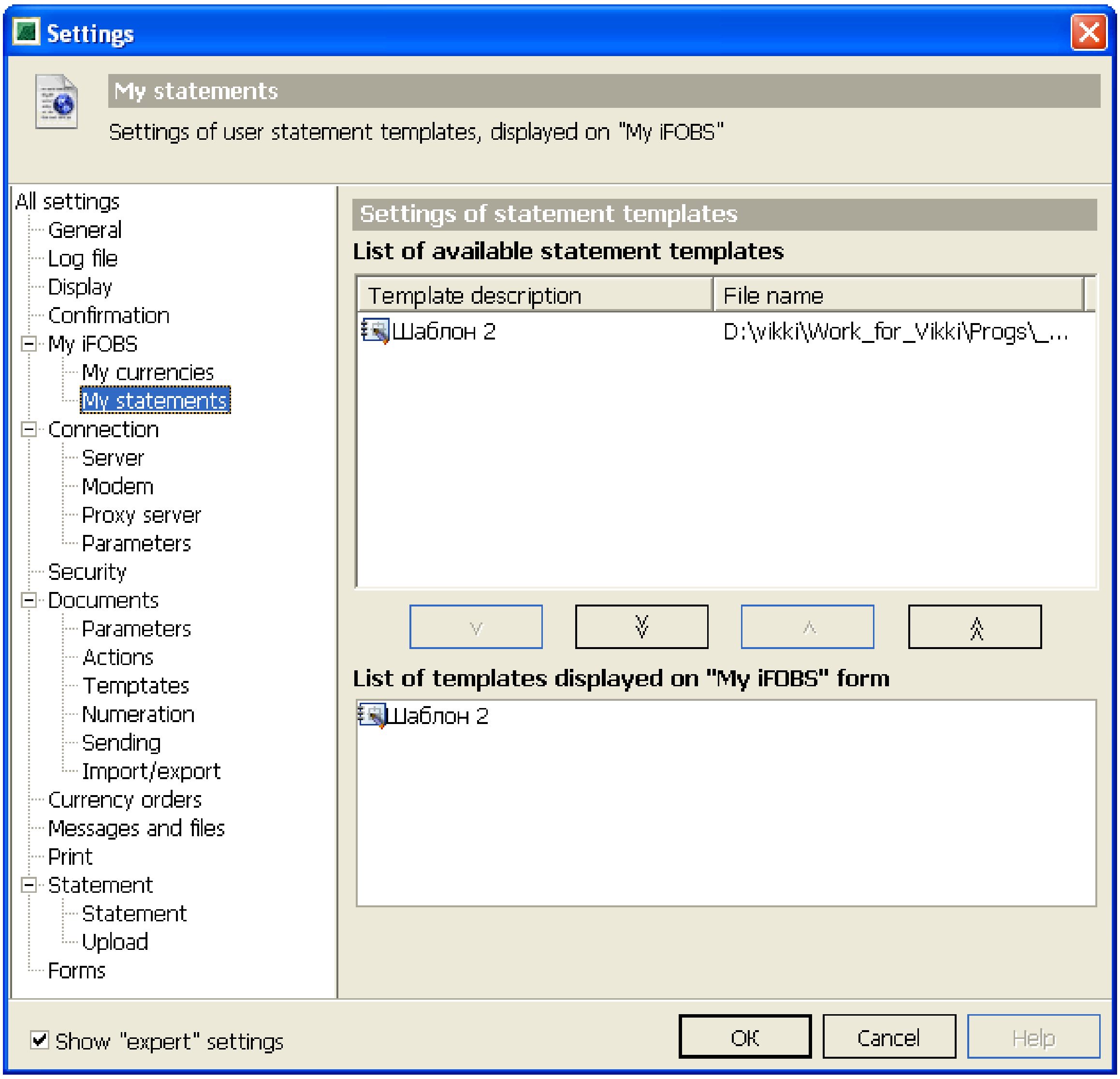
In this item one can set the list of statement templates to be displayed on the “My iFOBS” form. For it do the following:

1. Select the statement templates you want to be available from the “My iFOBS” form from the top list of available statement templates (see “Statement template generation”).

2. Use the button  for adding one template or the button  for adding all available templates to the list which will be displayed on the “My iFOBS” form.

3. For deleting one or all the records from the list of templates displayed on the “My iFOBS” form use the buttons  and  respectively.

4. Click on the button **“OK”**.



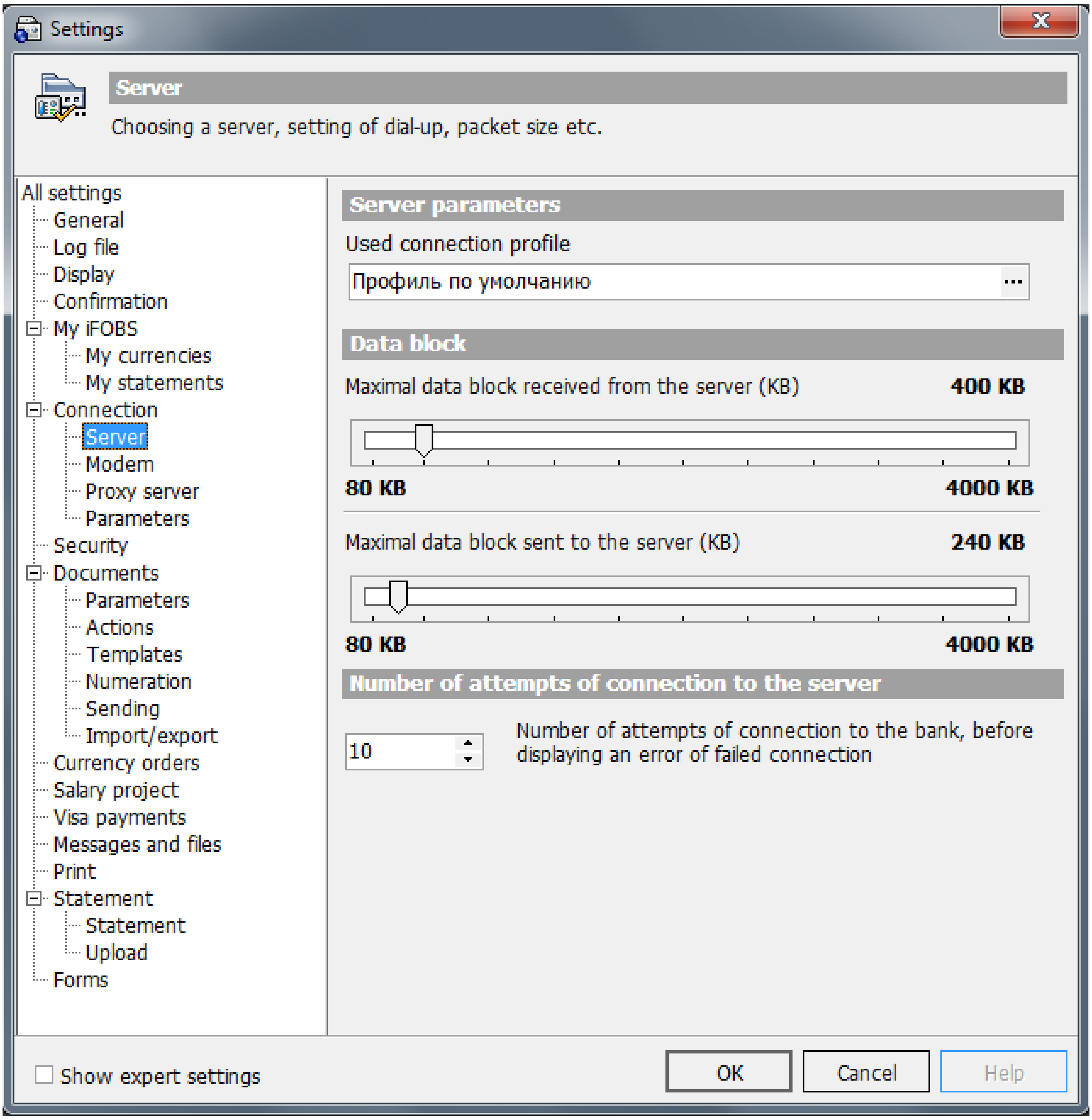
8.4.6. Connection

8.4.6.1. Settings of connection to the bank server

For correct system operation the parameters of connection to the bank server are to be specified. The connection can be implemented directly to the server or by means of a modem or a proxy-server.

Setting of connection to the bank server:

1. Select menu item ***Service/Settings…***



2. In the settings tree select the section ***Connection/Server***.

3. Click on the button  in the field "**Used connection profile**".

4. In the opened form you can add new connection profile or change the current one (the buttons "**Add**" or "**Change**" respectively). Select the necessary operation. A link profile set by a system administrator is used on default.

5. Enter IP-address or bank server name in the field **Name** or **IP**.

6. Enter the bank port number in the field **Port**.

7. By means of the scroll bar set the maximal size of data blocks sent and received from the server. The more data your equipment allows to load, the more size can be set for maximal block.

8. Enter the quantity of attempts to connect to the bank, after which an error message about synchronization failure will be displayed.

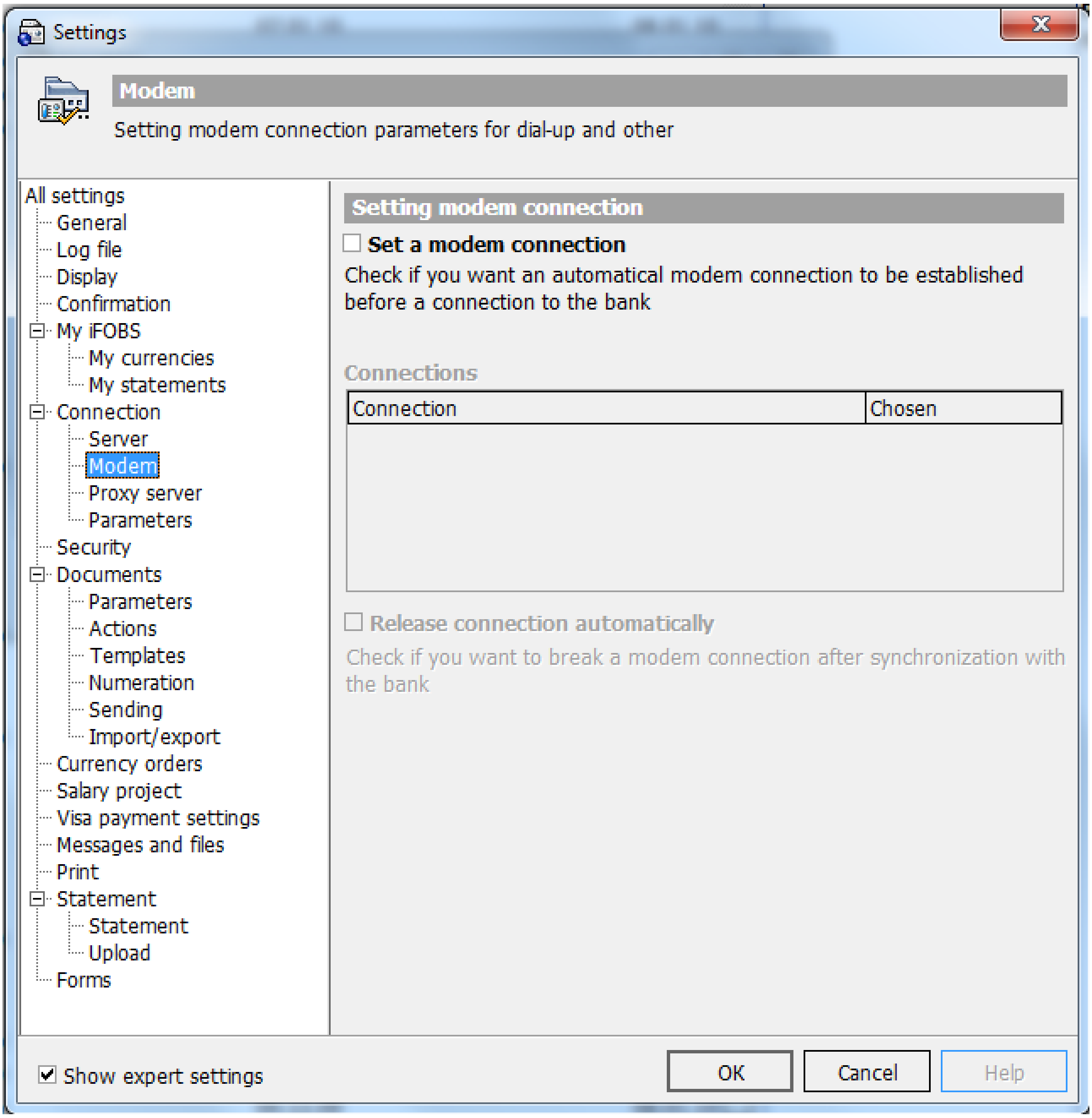
9. Having set the parameters, click on "**OK**".

Attention! If you use a modem or a proxy-server for connection to the bank, do not forget to set the corresponding parameters. (see “Setting modem connection” and “Settings of a proxy-server connection”).

8.4.6.2. Setting modem connection

For setting a modem connection:

1. Select the menu item ***Service/Settings…***
2. In the settings tree select the section ***Connection/Modem***.



3. Set the check-box “**Set a modem connection**”.
4. In the list of modem connections select the one which is to be used for connection to the bank server.

Attention! If your computer does not have modem connections, the list will be empty.

5. Set the check-box "**Release connection automatically**", if you want a modem connection to be released just after session of connection to the bank;

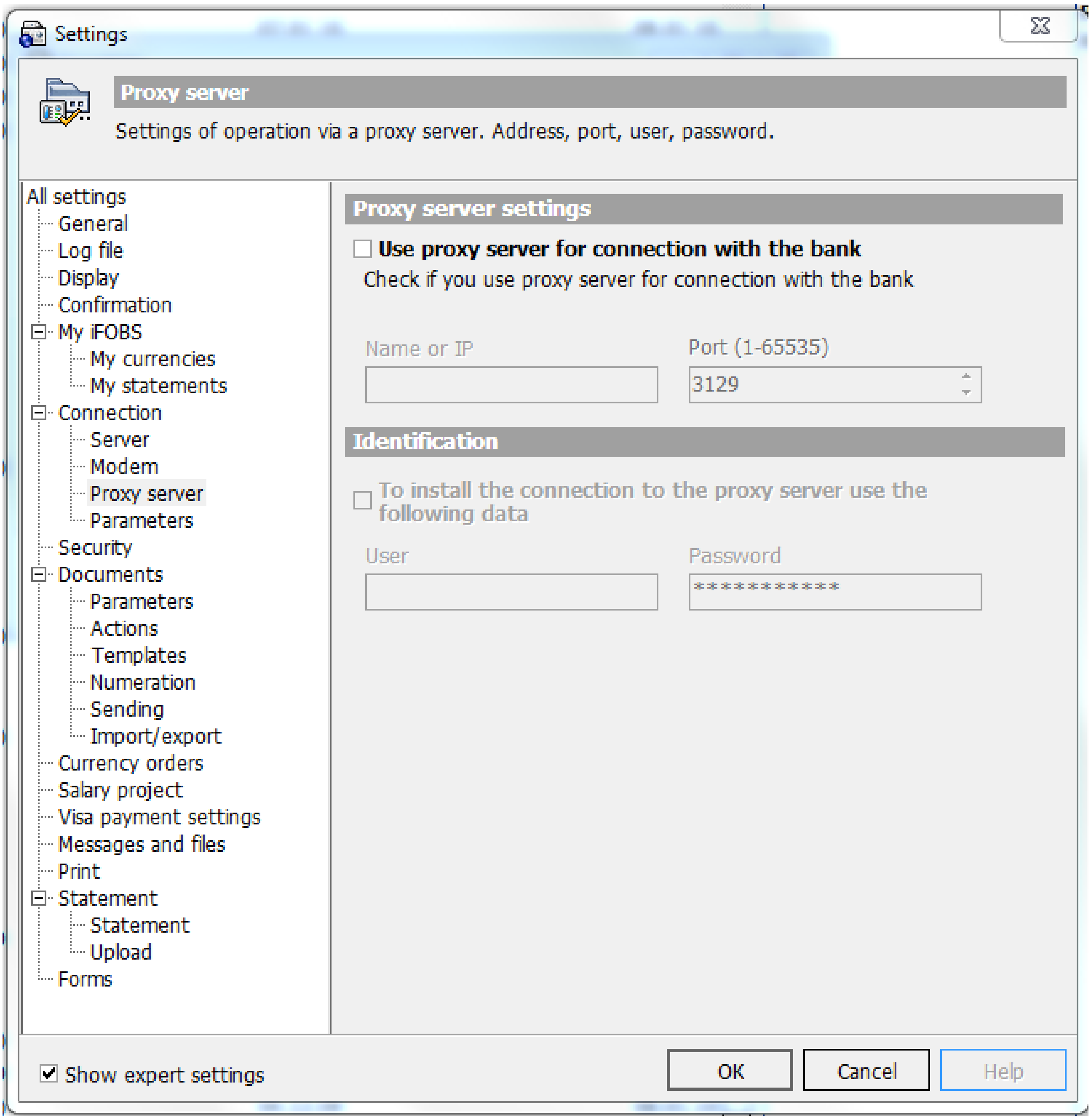
6. Having set the modem parameters, click on "**OK**".

8.4.6.3. Settings of a proxy-server connection

To set a proxy-server connection with the bank:

1. Select the menu item ***Service/Settings...***

2. In the settings tree select the section ***Connection/Proxy server***.



3. Set the check-box "**Use proxy server for connection with the bank**".

4. Enter the name or the IP and the proxy-server number.

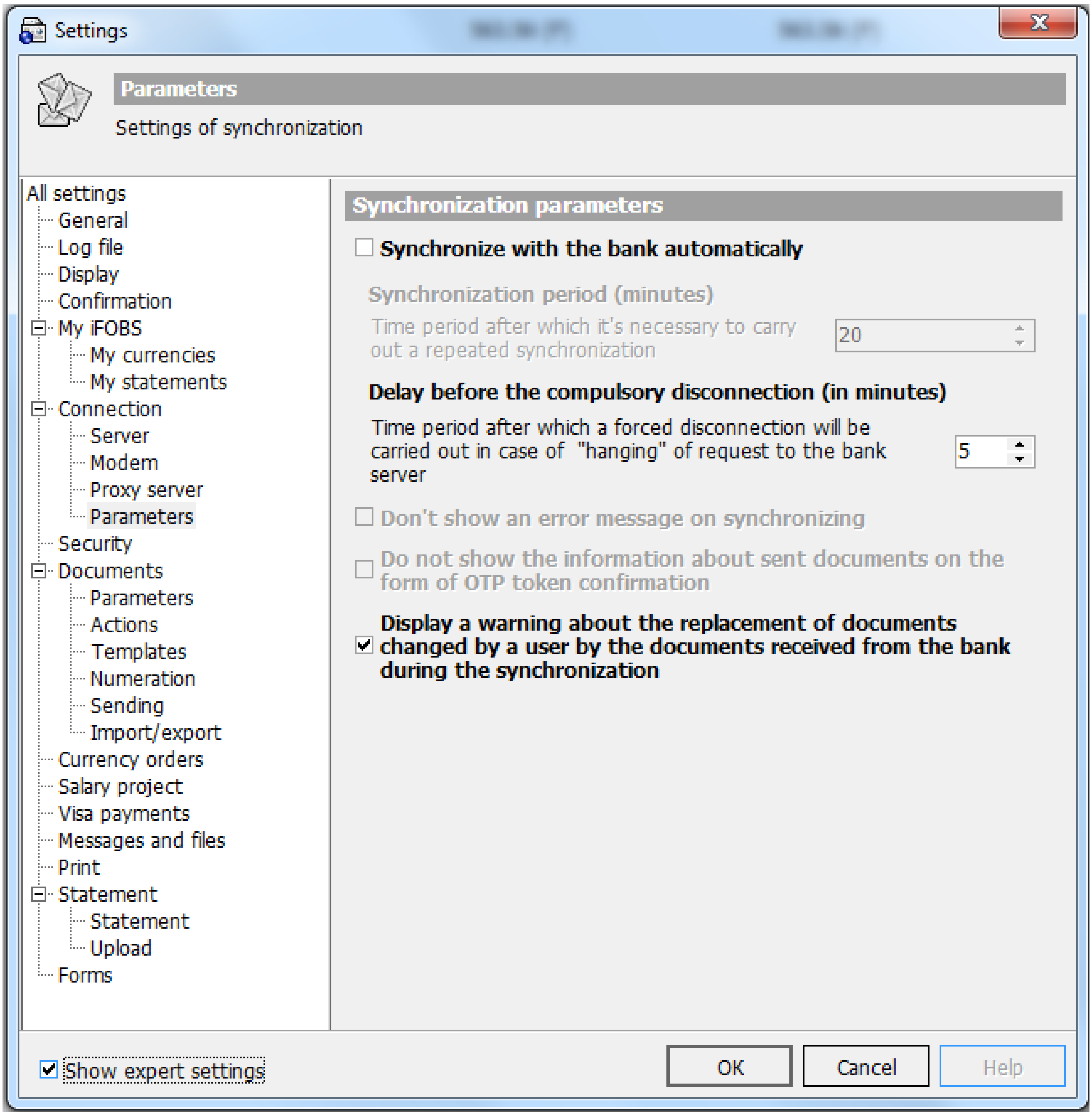
5. Set the check-box in the group "**Identification**", if login and password are to be used for connection with the proxy-server, and specify the username and password in the fields below.

6. Having set the modem parameters, click on "**OK**".

8.4.6.4. Setting of an automatical synchronization

For setting an automatical synchronization of the system (see "Synchronization with the bank"):

1. Select the menu item ***Service/Settings...***
2. In the settings tree select the section ***Connection/Parameters***.
3. Set the check-box "**Show 'expert' settings**".



4. Set the check-box "**Synchronize with the bank automatically**" and specify the time in the field **Synchronization period** to define the periodicity of synchronizations;

5. Specify the time of disconnection in the field **Delay before the compulsory disconnection** for the case of unsuccessful attempt of connection to the bank server;

6. Additional options allows you to set the displaying mode of the synchronization procedure:

7. **"Don't show an error message on synchronizing"** defines whether to inform about errors detected while synchronization;

8. **"Do not show the information about sent documents on the form of OTP token conformation" –** defines whether to display information about sent documents on the form of OTP password confirmation;

9. Check the box **"Display a warning about the replacement of documents changed by a user by the documents received from the bank during the synchronization"** if you want such a warning to be displayed to a user;

10. Click on "**OK**".

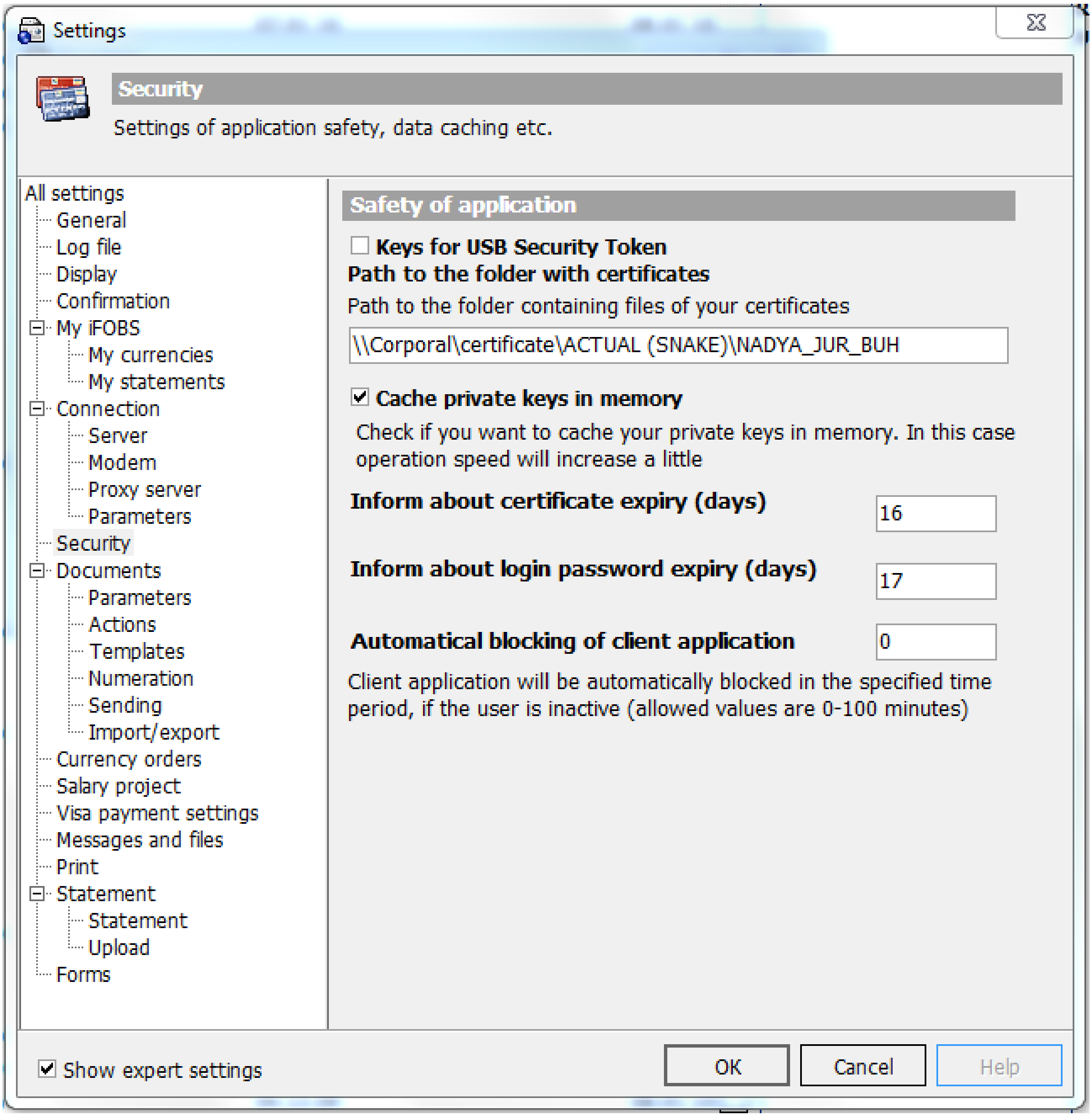
The section "Transaction parameters" (for the versions of *WinClient under 2.0.0.0*) makes it possible to set the parameters of finishing the data synchronization, i.e. the number of attempts to stop (0-10) and the delay between these attempts (100 – 5000 msec). These settings are related to the error at renaming the folder with the system data at the process of synchronization finishing, if the Web Monitor is running on the user's computer.

Attention! At loading a new version there opens a window in which a user is to accept or deny the loading of a new version. The automatical synchronization mode denies loading of updates. So, in case of activation of automatical synchronization, an automatical updating will be disabled.

8.4.7. Security settings

Attention! Security settings are related to the group of expert settings, they are recommended to be used only by administrators or advanced users under the directions of administrators.

1. Select the menu item ***Service/Settings…***
2. In the settings tree select the section ***Security***.
3. Set the check-box **"Show 'expert' settings"**.



4. In the field **Path to the folder with certificates** you can specify path to the folder with the user's private keys and certificates.

5. The option "**Cache private keys in memory**" saves the certificates and key data in cache during the user session. This setting hastens the system operation, but reduces the data security.

6. The "**Additional checks at the entering of a new password**" is a security setting, which is displayed when using the system version below 2.1.6.X. When the "Additional checks at the entering of a new password" option is enabled, the system checks new user passwords for uniqueness, if passwords consist of at least six different characters in different cases (upper and lower). This check is configured by the system administrator and is not available to the user for editing.

7. The field **Inform about certificates expiry (days)** makes it possible to specify the quantity of days a user will be informed about certificate expiry before the set number of days.

8. The field **Inform about login password expiry (days)** makes it possible to specify the quantity of days a user will be informed about login password expiry before the set number of days.

9. The field **Automatical blocking of client application** is for specifying the quantity of minutes (from 1 to 100), on the expiry of which your application will be blocked automatically, if you have not performed any actions in the system for the specified period of time. If the value "0" is specified, the automatic blocking will be disabled.

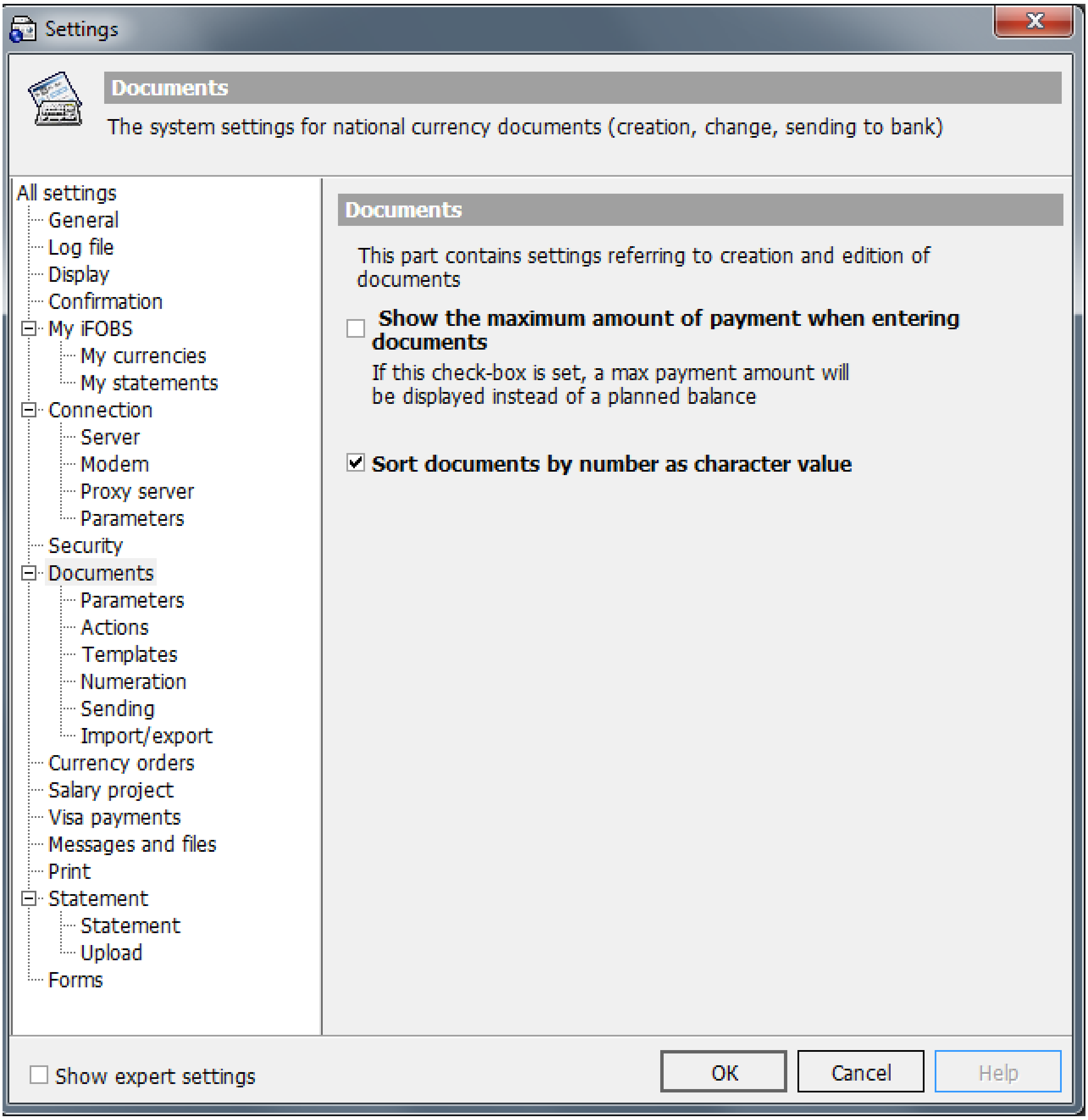
10. Click "**OK**".

8.4.8. Documents

There are settings for operating documents in the national currency in this item (i.e. creating, editing, sending to the bank and exporting/importing).

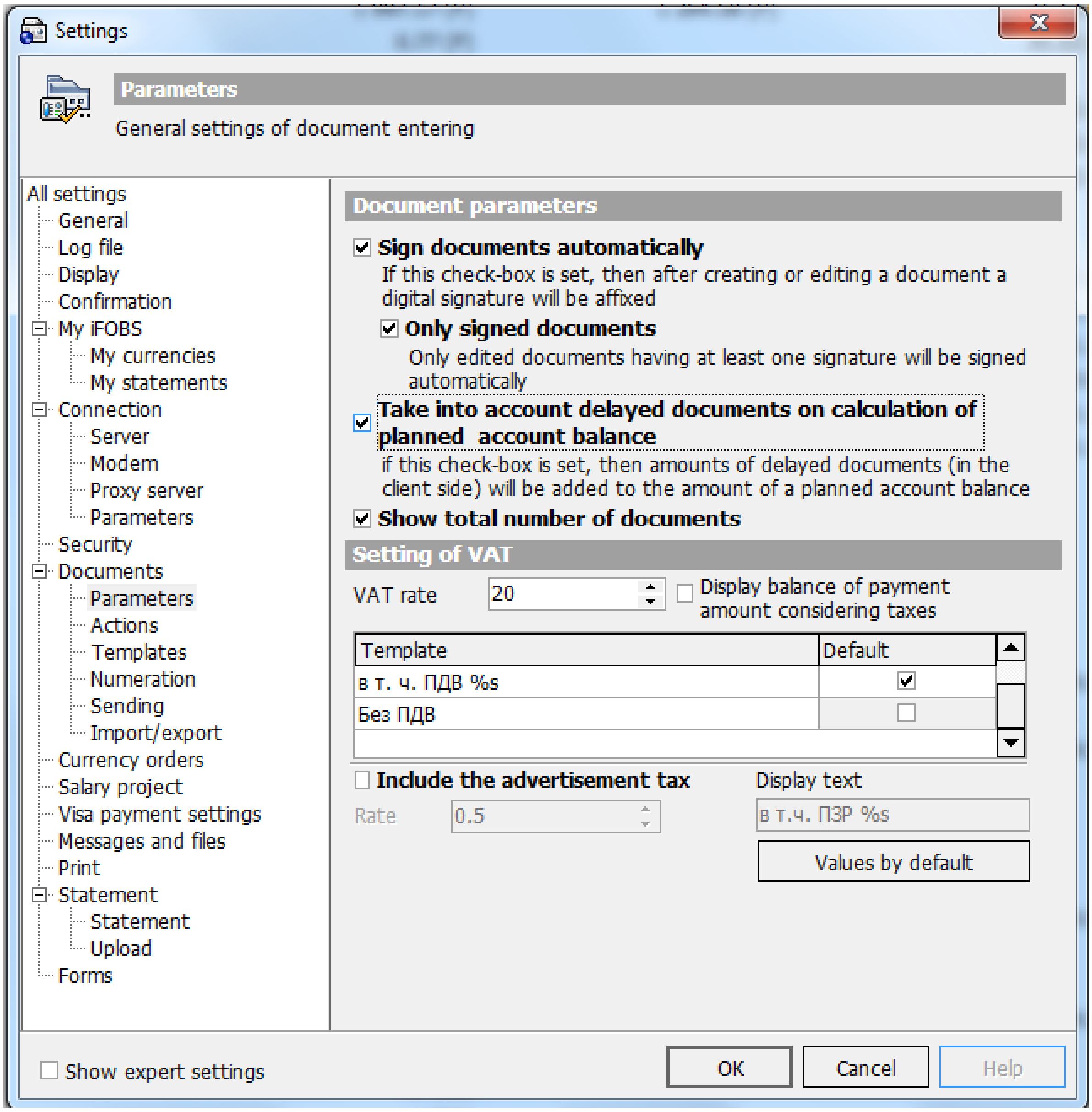
If you wish the maximum amount of payment to be displayed in the form of entering a document in the national currency (see "Creation of UAH document"), set the check-box **"Show the maximum of payment when entering documents"**. If you wish a planned balance to be displayed while entering a document in the national currency, set off the check-box.

Since the number of the document can include not only numbers, but different characters, the system provides an ability of sorting documents by numbers as character value. To enable this feature check the **"Sort documents by number as character value"** option. When the option is disabled, documents will be sorted by number as a numerical value.



8.4.8.1. Parameters

In this item one can adjust general settings of entering a document (see description in the table).



Item description

Setting	Description
Sign documents automatically	If this check-box is set, a digital signature of the user, under whose name (under whose profile) the client application is started, will be automatically affixed on the document being created or edited.
Only signed documents	If this check-box is set, then a digital signature of this user will be automatically affixed only on the documents having already had at least one signature before they are edited. The setting is available, only if the check-box “Sign documents automatically” is set.
Take into account delayed documents on calculation of planned account balance	If this check-box is set, then amounts of delayed documents (in the client side) will be taken into account while calculating the amount of a planned account balance.
Show total number of documents	If this check-box is set, then the total quantity of displayed documents will be calculated automatically in the table with the documents.
Setting of VAT	This is the group of settings concerning the

Setting	Description
	calculation of a value-added tax amount and displaying it in the field of the payment purpose (see "Setting of VAT percent and template").
Include an advertisement tax	If this check-box is set, then besides the VAT, an advertisement tax amount will be calculated as well and displayed in the field of the payment purpose. Specify an interest of an advertisement tax and the text to be displayed.
Values by default	If one presses this button, then the VAT settings, one adjusted, will be set by default by clicking on the button "**VAT**" in the form of entering documents (see "Creation of UAH document").

8.4.8.1.1. Setting of automatical signing of documents

The adjustment makes it possible to activate the mode in which the system will automatically apply an digital signature of a user on created and changed documents. Amount of applied signatures depends on user rights.

Setting of automatical documents signing:

1. Select the menu ***Service/Settings***;
2. In the tree of settings select ***Documents/Parameters***;
3. Set the flag "**Sign documents automatically**";
4. If you want the system to sign automatically only the changed documents which were applied at least with one signature, set the flag "**Only signed documents**"
5. Click on "**OK**".

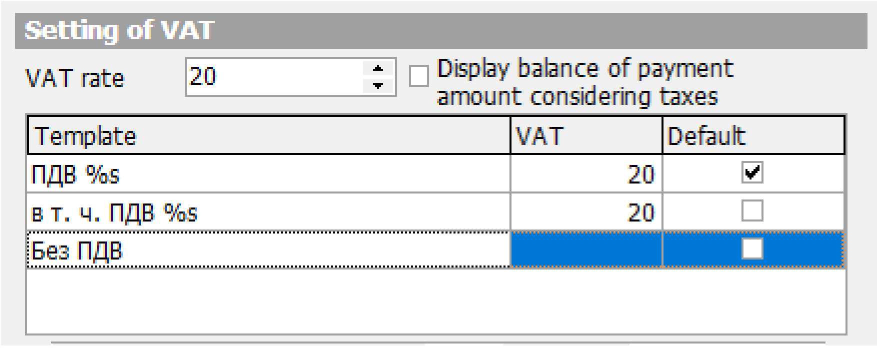
8.4.8.1.2. Setting of VAT percent and template

The group of settings allows to create a VAT template that is inserted to the payment record.

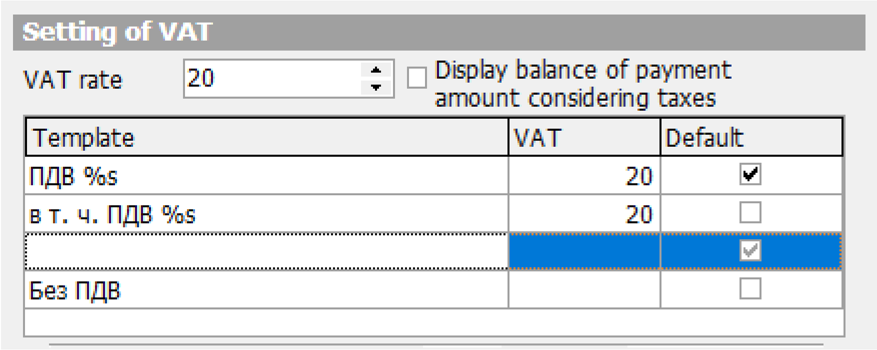
1. Select the menu ***Service/Settings***;
2. In the tree of setting select ***Documents/Parameters***;
3. In the field **VAT rate** specify value;
4. If you want the payment purpose record to contain not only the amount of VAT but also the balance of payment amount, set the flag "**Display balance of payment amount considering taxes**";
5. Select the VAT template that is inserted to the field of PP by default (i.e. after clicking on "**VAT**"). To do it, set the flag in the column "**By default**" opposite the necessary template:
   a. **VAT %s –** the payment purpose field will contain the value "VAT <...> hrn."
   b. **incl VAT %s** – the payment purpose field will contain the value "incl. VAT <...> hrn.";
   c. **net of VAT** – the payment purpose field will contain the value "Net of VAT";
6. The button "**Values by default**" resets user settings.

Entering other values of VAT rate

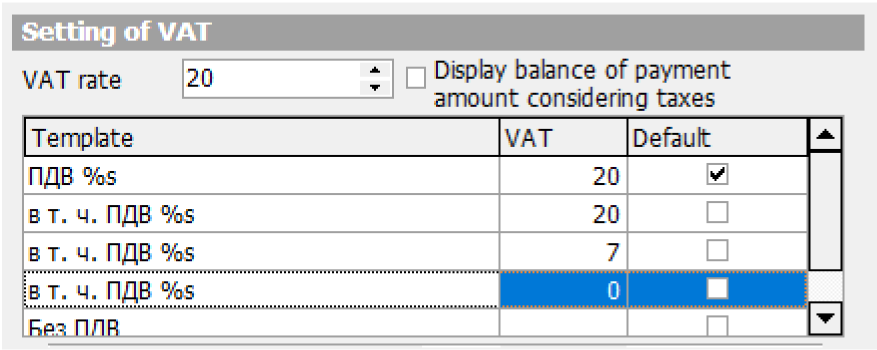
To add a row with a different VAT rate to the "Setting of VAT" table, select any record in the table and click [Insert].



Above the selected record, an empty row will be added for entering a new VAT value.



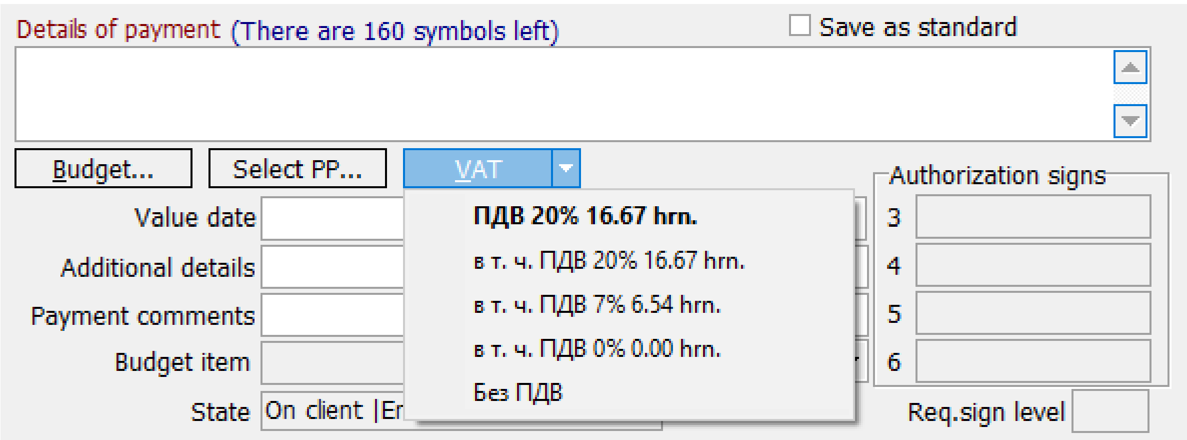
Add and fill in the required number of VAT values. The table can contain no more than 10 values.



To delete a template, select the corresponding record and click [Del].

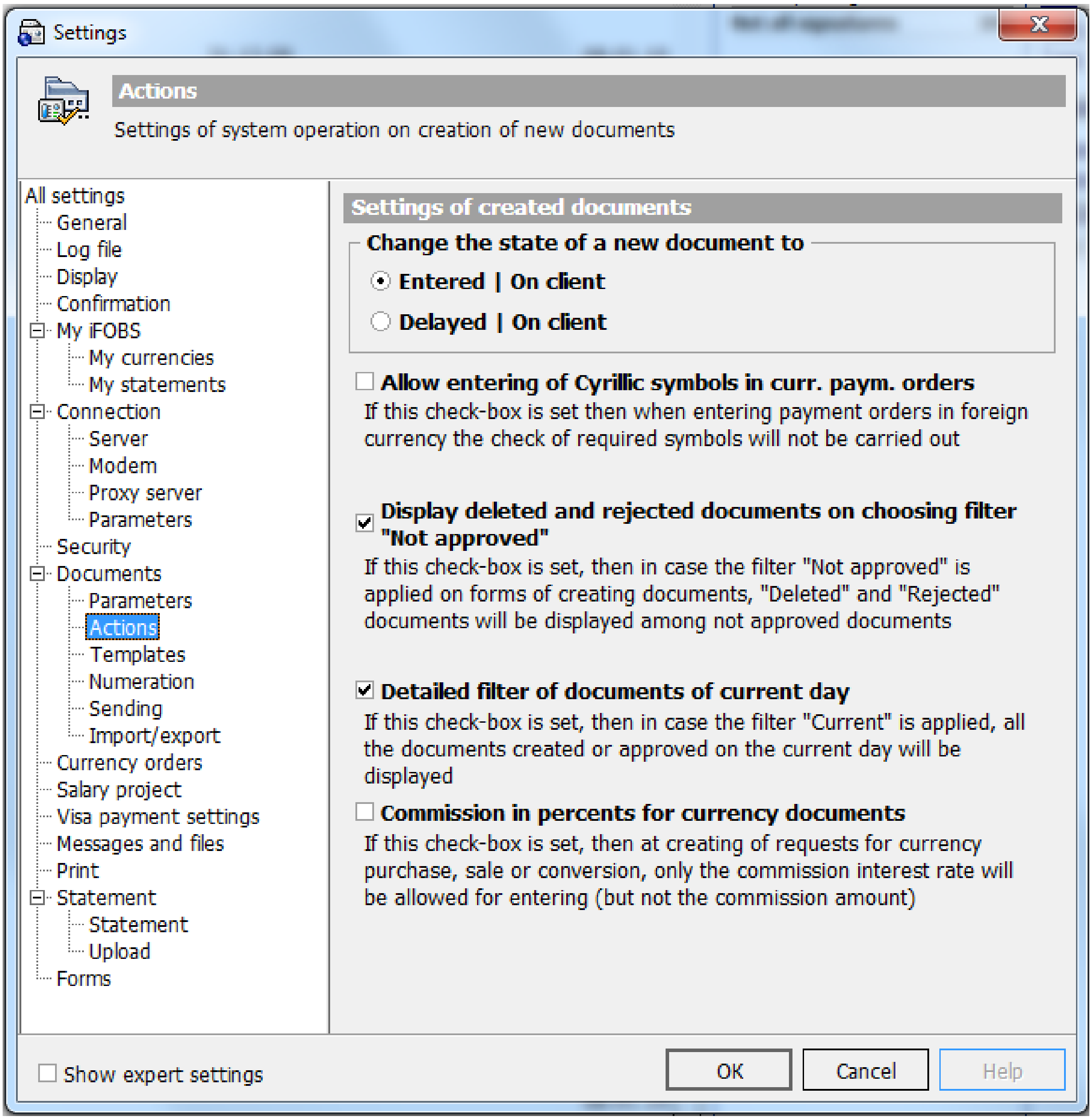
Save changes by clicking the **"OK"** button.

After that, all the entered values will be available when selecting the VAT rate on the national currency document creation form (see "Creation of UAH document").



8.4.8.2. Actions

There are settings of the system operation on creating new documents in this item (see description in the table).



Item description

Setting	Description
Change the state of a new document to	This is a radio-group for selecting the state to be set for a document after creating it (see "Setting of a state of a new or edited document by default")
Allow entering of Cyrillic symbols in curr. paym. orders	If this check-box is set, then letters of Russian and Ukrainian alphabet will be added to the symbols allowed for a payment order in a foreign currency
Displayed deleted and rejected documents on choosing filter "Not approved"	If this check-box is not set, then in case the filter "Not approved" is applied, the documents in the states *entered, delayed, signed with not all signatures, sent* will be displayed in the forms of entering documents. If this check-box is set, then

Setting	Description
	the list will also contain documents in the states “deleted” and “rejected”.
Detailed filter of documents of current day	If this check-box is not set, then in case the filter “Current” is applied, on the forms containing documents only documents those can be passed in the current day will be displayed. If this check-box is set, then the lists will contain all the documents created or passed in the current day.
Commission in percents for currency documents	If this check-box is set, then at creating requests for purchase, sale or conversion of the currency the entering of the commission percent only is allowed (the filed for entering the commission amount will be unavailable). If this check-box is not set, then at creating a document in a foreign currency both the fields will be available and a user can enter a value in one of this fields.

8.4.8.2.1. Setting of a state of a new or edited document by default

The group of settings allows to select the state assigned to created or edited document after saving:

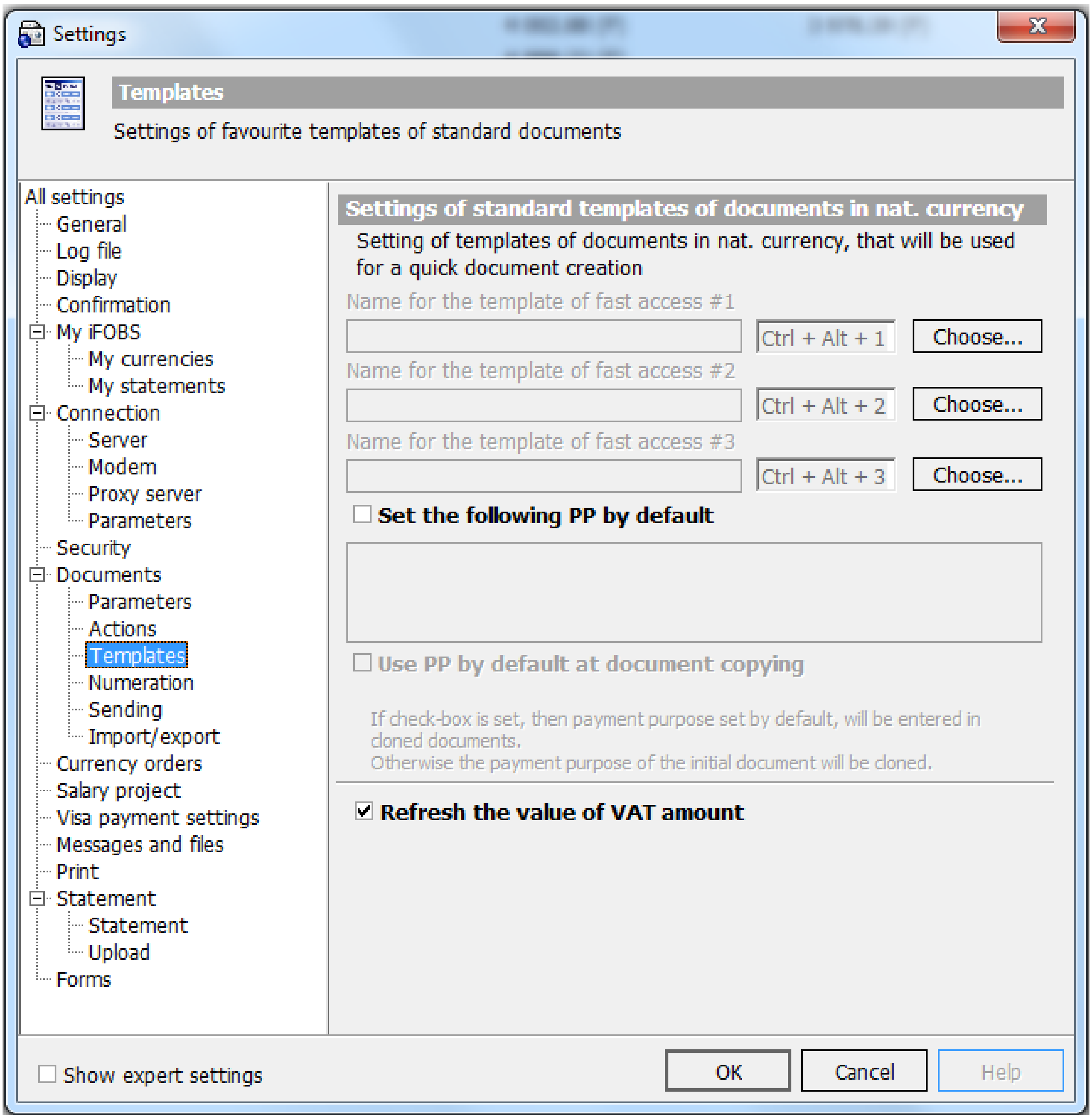
1. Select the menu item ***Service/System settings***;
2. In the tree of settings select ***Documents/Actions***;
3. In the section “Change the state of a new document to” select the state that will be assigned to a new or changed document:

a. **“Entered”** – after saving the document state is “**Entered**”. This state does not require presence of digital signatures. The document with the state is not sent to the server at synchronization, but if it will have the required amount of signatures, the document state will be automatically changed to “Ready for sending”. Than at the next synchronization it will be sent to the bank;

b. **“Delayed”** – after saving the document state is “**Delayed**”. This state also does not require presence of digital signatures. The document is not sent to the bank server at synchronization. If the required signatures will be applied on the document, its state will not be changed. The state “Ready for sending” can be applied manually only.

8.4.8.3. Templates

In this item one can set templates to be used for the quick creating of documents in the national currency (see description in the table).



Item description

Setting	Description
Setting of standard templates of documents in nat. currency	See the detailed description in the manual item "Setting of fast access to national currency documents"
Set the following PP by default	If this check-box is set, then one can enter a payment purpose that will be set by default in all the documents created in the national currency.
Use PP by default at document copying	If this check-box is set, then at cloning documents the payment purpose adjusted in the settings by default will be used (see the previous setting description). If this check-box is not set, then the PP of the initial document will be used.
Refresh the value of the VAT amount	If this check-box is set, then an amount of the VAT will be recalculated automatically at every editing of the document amount on the forms of creating documents.

8.4.8.3.1. Setting of fast access to national currency documents templates

The system makes it possible to select three templates for document in national currency and set hot keys of fast access for these templates. Having set them, you can create UAH documents by selected templates with the help of hot keys combinations.

Attention! You can set hotkeys for templates if there is at least one template for national currency documents in the system.

Setting of hotkeys for document creation by template:

1. Select the menu ***Service/Settings***;
2. In the tree of settings select ***Documents/Templates***;
3. Click on the button "**Select**" (see the picture);
4. In the opened form select a document template for which you are going to set hot keys. Click on the  button;
5. Set the pointer in the field for setting of hot keys and click on the button **[Backspace]** to clear the field;
6. Press the key combination which will be used for creation of a national currency document by selected template (for example **[Ctrl]+[Alt]+[1]**);
7. Click on **"OK"**;
8. Switch to "National currency documents" and press the specified key combination. The system will create a new UAH document by the selected document.

8.4.8.4. Numeration

In this item one can set the enumeration of documents and reset counters.

At the automatical numbering the system assigns a new document a number greater by one than the biggest number of a document of the type (if continuous numbering is not set, the system considers the number of documents of the type for the corresponding date to be the biggest one).

Besides, the system does not identify "wrong" document numbers (i.e. numbers which contain only digital symbols, for example 12A, 120-54).

That is why if the biggest document number is 15 and then you create a document with the number 15B, and after that you create a new document, the system will automatically assign number 16 to it.

8.4.8.4.1. Setting of continuous numbering

At continuous numbering documents of the same type are numbered irrespectively of creation date (i.e. if you created a payment order with number 5 on 01.01.2008, and the next payment order was created on 05.01.2008, the system will automatically assign number 6 to it). If this option is inactive, the system numbers documents from the start every day.

Setting of continuous numbering:

1. Select the menu item ***Service/Settings***;
2. From the tree of settings select ***Documents/Numeration***;
3. Set the flag "**Continuous numbering of documents**";
4. Click on the "**OK**" button.

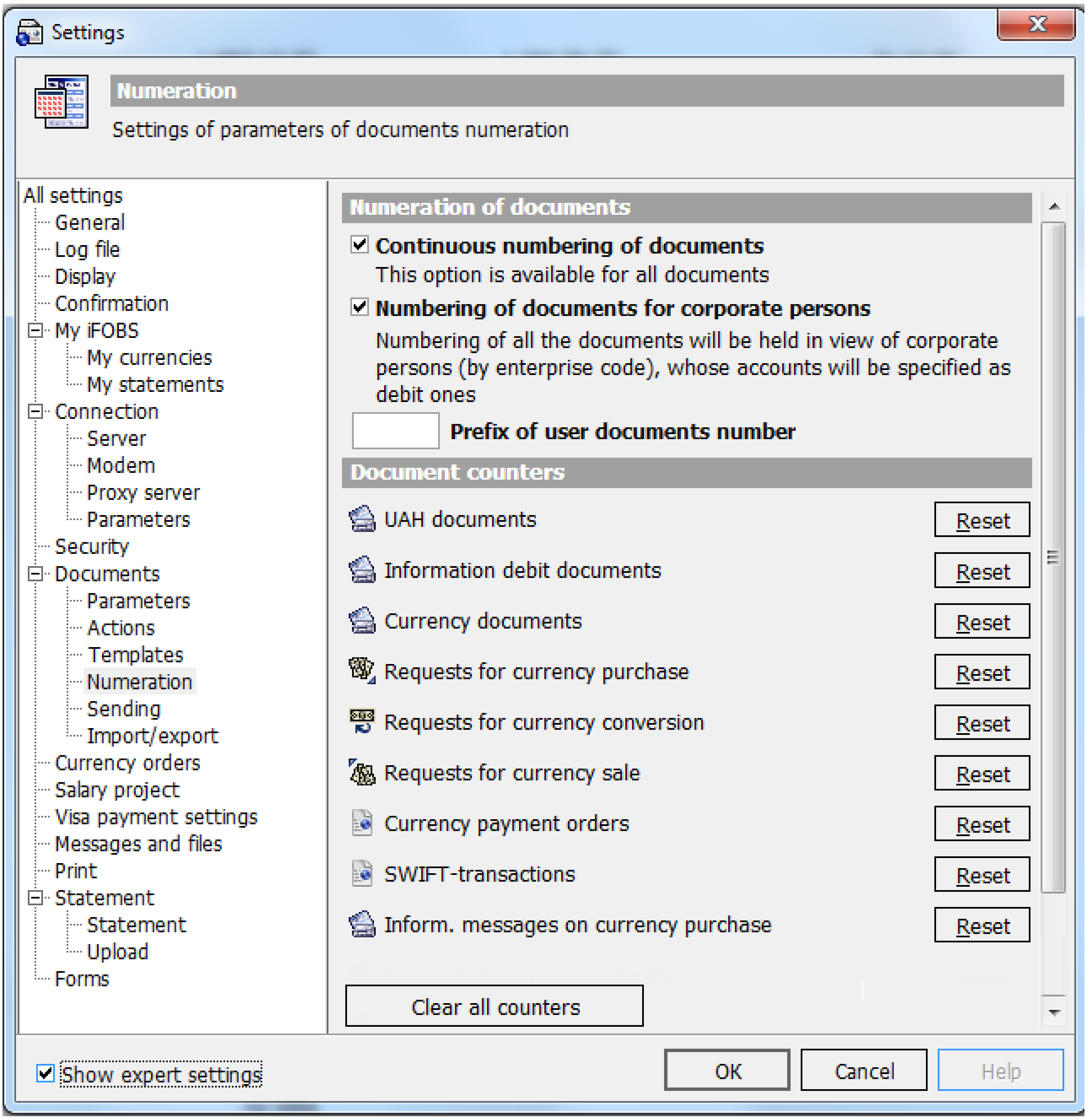
Attention! If a user select the Continuous numbering of documents and Documents numeration by legal persons, documents will be numbered by contragents' numbers only. So, it's necessary to set either Continuous numbering (all documents will be numbered by dates) or Numeration by legal persons (than all documents will be numbered regardless of dates, by account numbers only).

8.4.8.4.2. Setting of documents numeration by legal persons

If there are several legal persons (contragents) for one user in the system, the documents can be numbered separately by each contragent.

Activation of numbering by legal persons:

4. Select the menu item ***Service/Settings***;
5. In the tree of settings select ***Documents/Numeration***;
6. Set the flag "**Documents numeration for corporate persons**";
7. Click on the "**OK**" button.



At the same time, the continuous numbering by these documents is also saved. For example, if you create a payment order, payer of which is Contragent's Account 1, and which was assigned the number 1, the next payment order by this account will have the number 2. But if you create a payment order, payer of which is Contragent's Account 2, the system will assign number 1 to it. So, the numbering will be continuous by document types and account numbers.

8.4.8.4.3. Prefix of user documents number

If you want the system to add the prefix of documents number, do the following:

4. Select the menu item ***Service/Settings***;
5. In the tree of settings select ***Documents/Numeration***;
6. Enter the prefix in the **Prefix of user documents number** field;
7. Click on "**OK**".

Note. A prefix consists of three characters (all Cyrillic and Latin symbols and the "-" and "_" are allowed).

If several users work at your client workplace, the prefix for document numbers can be set for each user separately. In this case, the numbering of documents will be continuous for each user (prefix) separately.

8.4.8.4.4. Reset of document counters

The system registers the biggest existent numbers for each document types – i.e. numbers to which one is added for numbering of new documents of the same types.

If necessary you can reset counters and start numbering from the beginning. It may be necessary if the system operates in the mode of continuous numbering, but at the beginning of the year it is required to start numbering.

Resetting of counters:

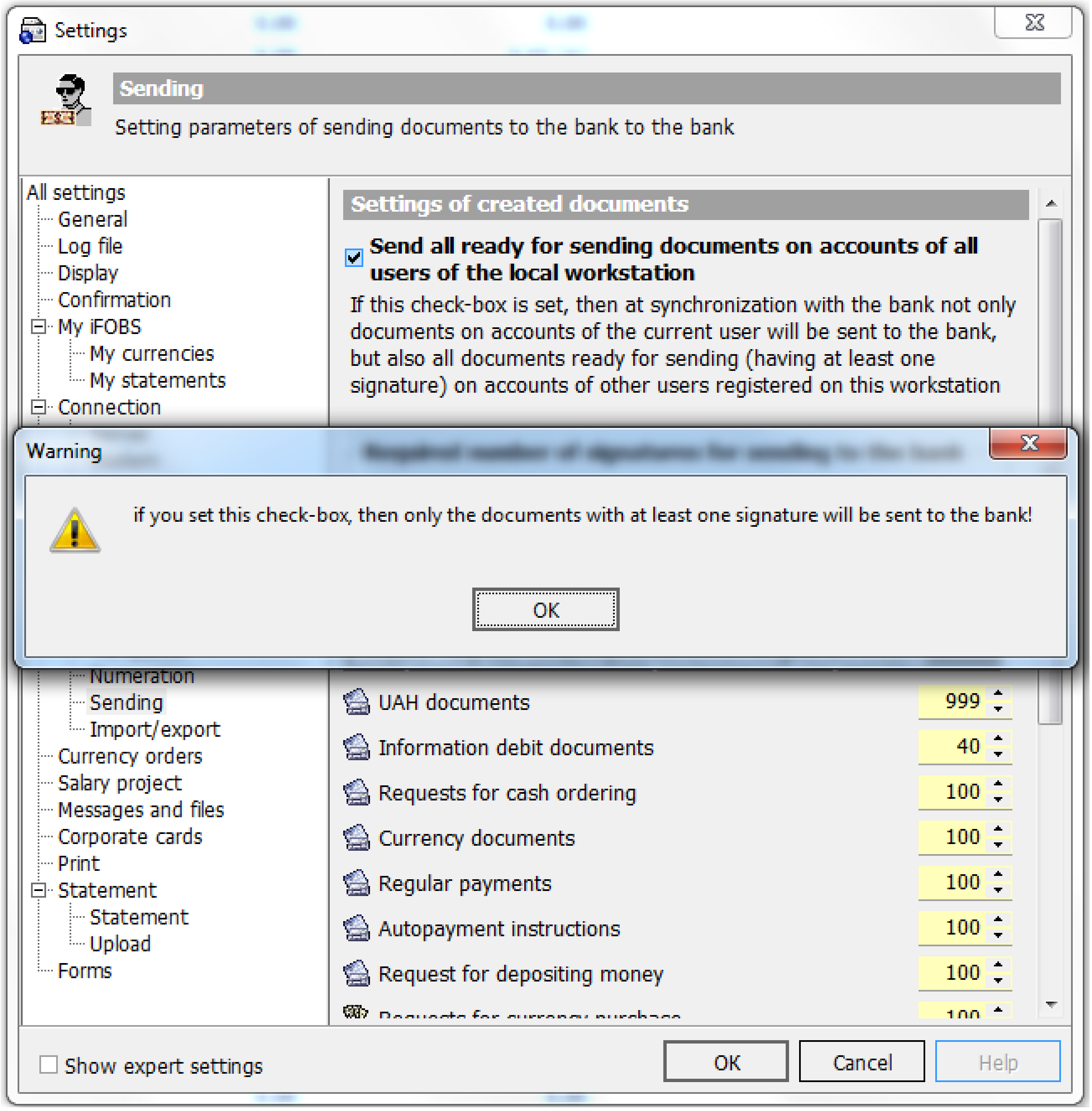
1. Select the menu item ***Service/Settings***;
2. In the tree of settings select ***Documents/Numeration***;
3. To start the numbering of documents of the same type, click on the button "**Reset**" at the document of a necessary type;
4. To start the numbering of documents of all the types, click on the button "**Clear all counters**";
5. Having cleared all counters, click on "**OK**".

Attention! The procedure of counters resetting is activated only from the beginning of the day! If you have reset the counters and now continue to create documents, the numbering will be continued as if resetting was not performed. It is recommended to reset counters at the start of a day, before documents creation.

8.4.8.5. Sending

There are settings of parameters for sending documents to the bank in this item. You can activate sending the documents of all the users of this workstation. In order to do this:

1. Go to the menu ***Service/Settings***;
2. In the tree of settings select ***Documents/Sending***;
3. Set the flag "**Send all ready for sending documents on accounts of all users of the local workstation**";
4. Click on "**OK**".



Attention! If the option is activated, only the documents which have at least one signature are considered to be ready for sending. You cannot send to the bank any unsigned documents. This limitation is imposed because at acceptance of a new document in the bank the system must identify a document as a document of concrete user (to verify compliance of document parameters with user rights for accounts and operations). If you send only "your" documents, the system will identify them by user name of the session at which the documents were sent. If you send documents of "other" users, the system cannot bind them to concrete user, because they don't have any signatures.

8.4.8.5.1. Setting of number of signatures required for sending to the bank

You can specify amount of digital signatures which must be applied on a document so it could be assigned a state "Ready for sending" and sent to the server at synchronization. If you change this adjustment, the system will update states of all UAH and currency documents in local DB and assign them the required states.

Setting of amount of signatures:

1. Select the menu ***Service/Settings***;

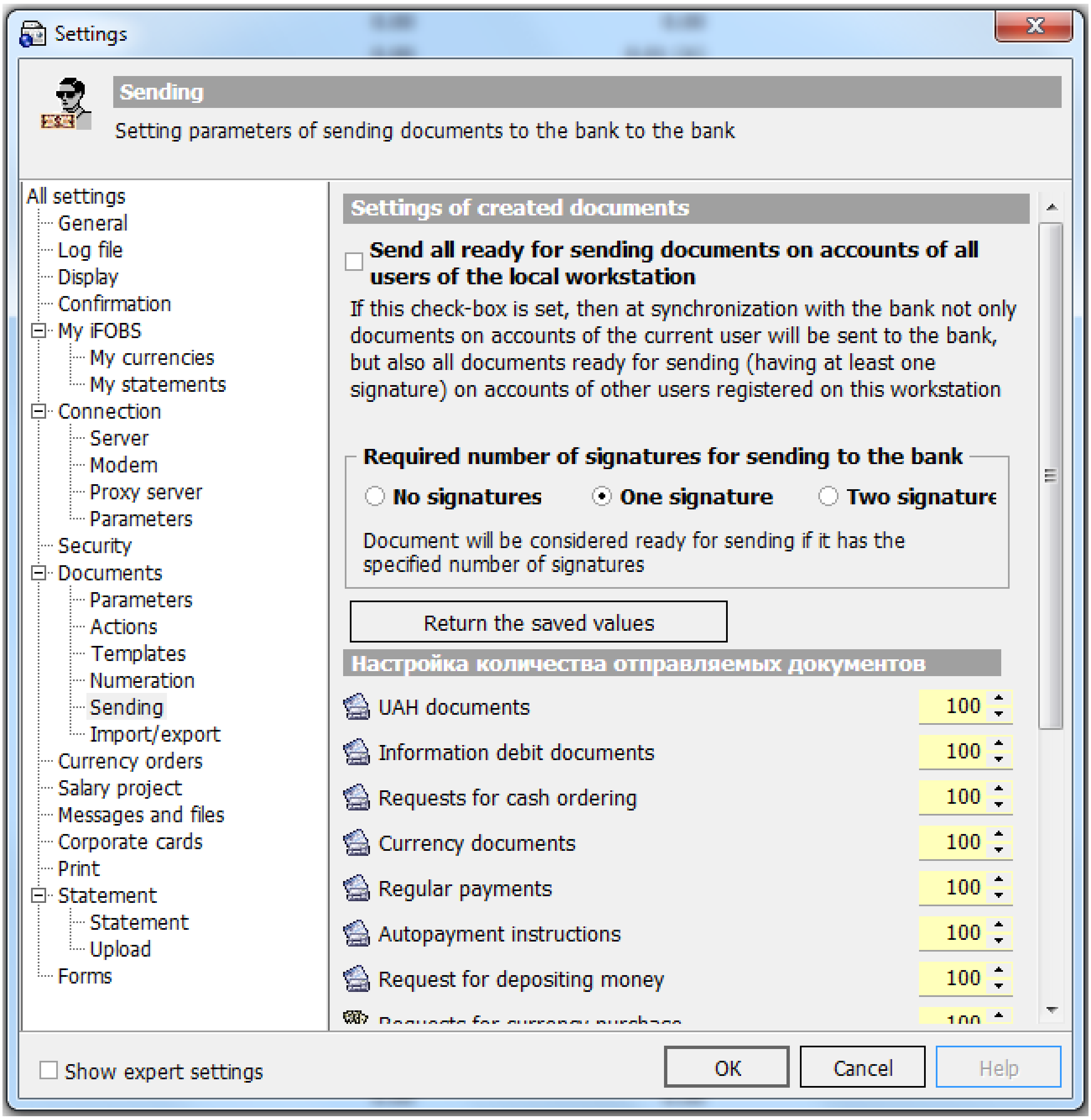
2. In the tree of settings select ***Documents/Sending***;

3. In section "Required number of signatures for sending to the bank" select number of signatures, having which, the document will be considered to be ready for sending;

Note: If the setting that controls the inclusion of documents with the status "Not all signatures" when calculating the forecast balance for selected customers (IncludeUnsignedDocsInForecast) is enabled, set the "Minimal number of signatures required for inclusion to prediction" and the "Required number of signatures for sending to the bank" parameters to "No signatures."

4. For each type of documents you can also set the limit for the number of documents that will be sent to the server in one package. The range of valid values is from 0 to 999. If the value is 0, the document packages will be generated according to the settings of connection to the server (see "Settings of connection to the bank server"). The exception are multi-level documents (payroll sheets, pay slips, etc.) - for them, the calculation will be made with allowance for accruals and calculation of the total size of the entire document. If the document is large, then sending will be performed by one document in each package.

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



Attention! Settings on the client application can differ from bank settings, so, if you set the adjustments "No signature" or "One signature", it doesn't mean that the document will be accepted by the bank. Settings of states on client workstation by default uses for filtering of documents sending and not sending to the bank. Besides, the amount of documents with the state "Ready for sending" is displayed on the form "My iFOBS" as the amount of new outgoing documents, which will be sent to the bank at the next synchronization.

8.4.8.6. Import/Export

The parameters of importing documents in the national currency as well as parameters of exporting statements and account information are set in this item.

The following settings can be adjusted in the section "**Settings of import of documents in nat. currency**":

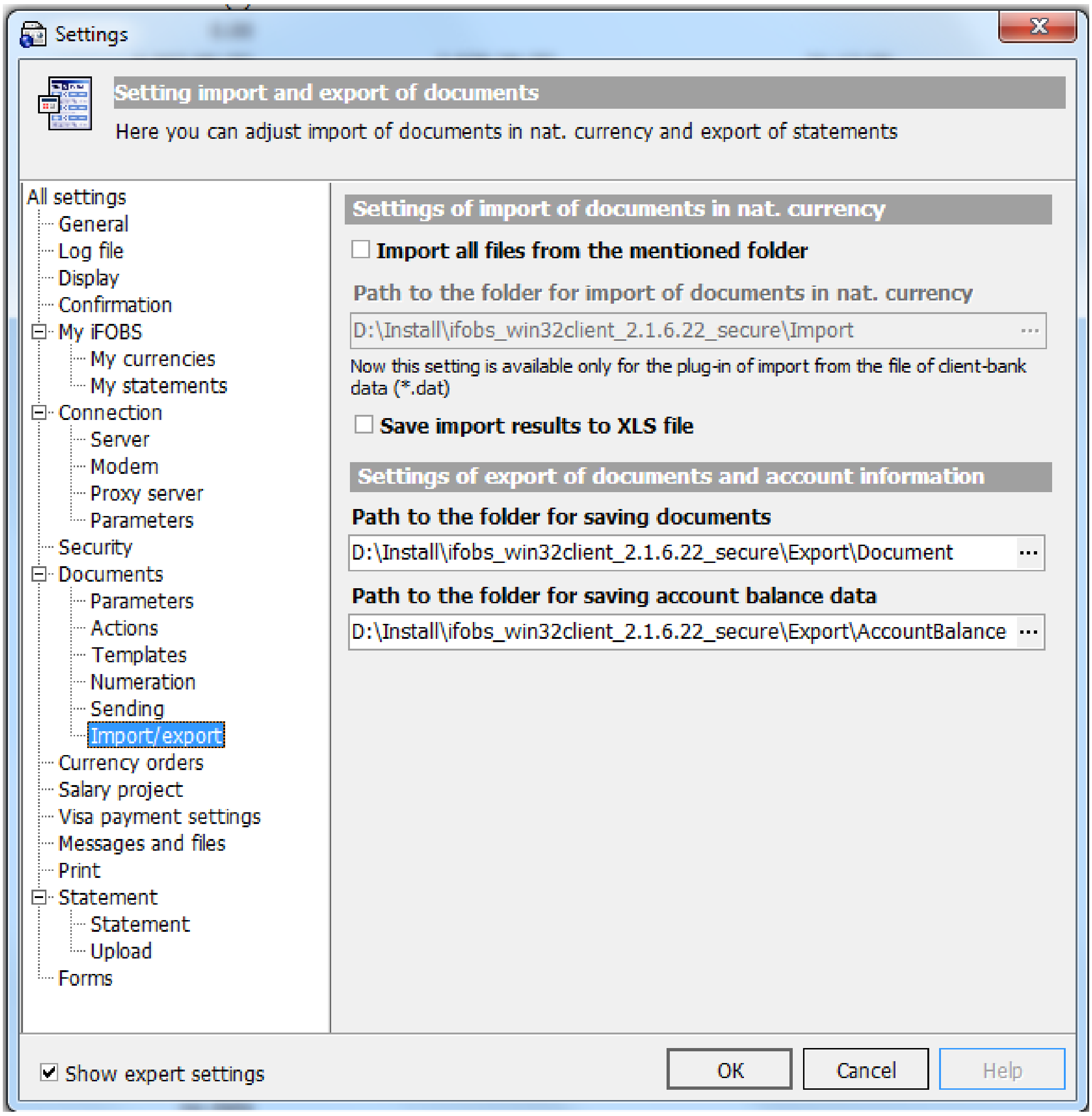
1. "**Import all files from the mentioned folder**"[‡‡‡]. If this check-box is set, then at performing the task "Import" for documents in the national currency (see "Document import from a file") the system will address to the folder specified in the field **Path to the folder for import of documents in nat. currency**.

2. "**Save import results to XLS file**". The check-box makes it possible to save a report containing results of importing in the file of the format *.xls (besides import results saved in the formats *.html и *.xml). Generated reports will be saved in the directory **Log/ImportResult** (the directory is situated in the same place where performed file of the iFOBS system is cited).

The following settings can be adjusted in the section "**Settings of export of document and account information**":

1. Specify the folder where statements being exported will be saved in the field **Path to the folder for saving documents** (see " Statement export ").

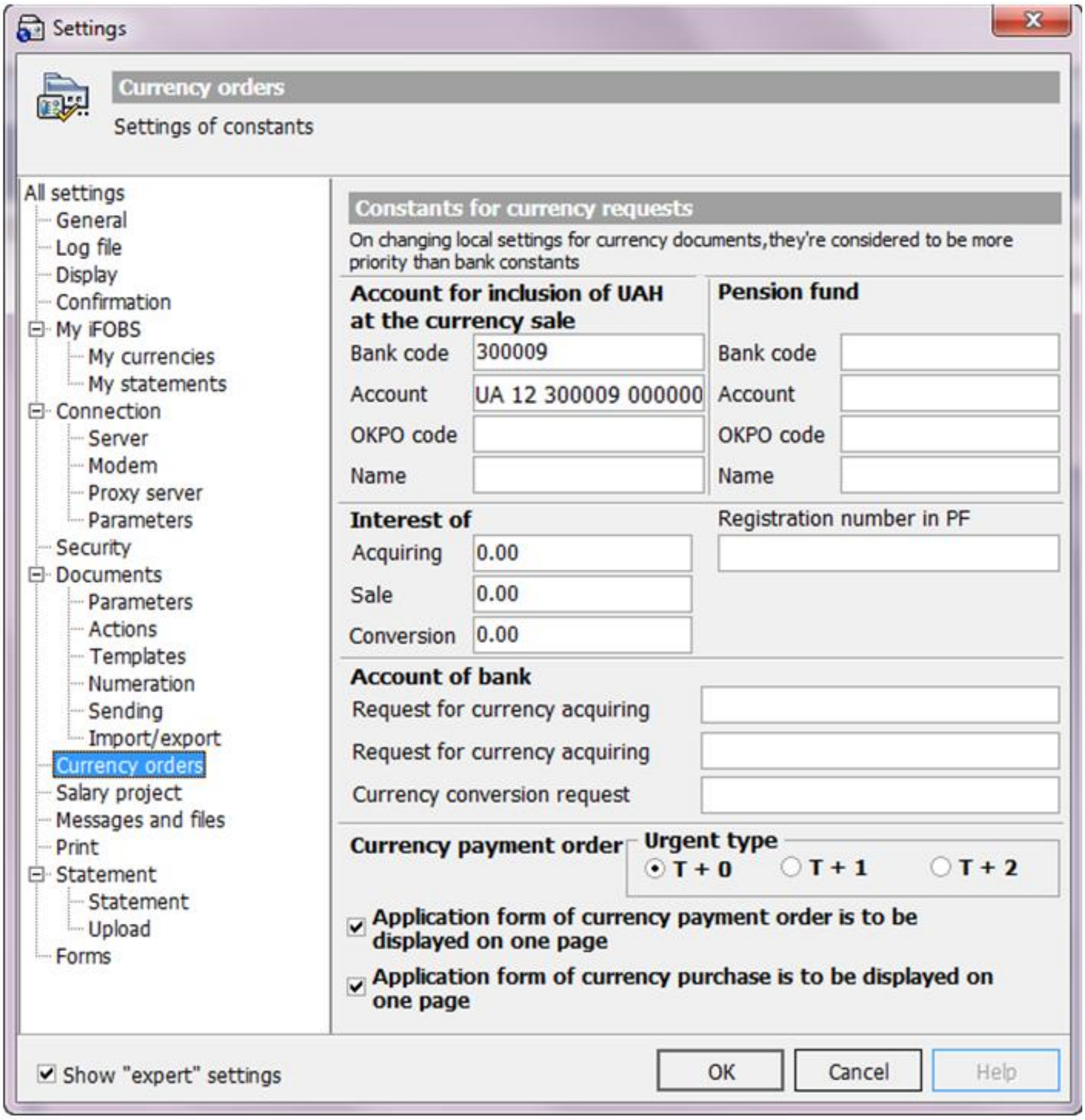
2. Specify the folder where account balance statements being exported will be saved in the field **Path to the folder for saving remains** (see "Accounts balance").



[‡‡‡] At the moment the setting is valid only for importing documents in the format *.dat.

8.4.9. Currency orders

The values for constants which will be used in currency orders by default can be set in this item.



Description of constants:

- ***Account for inclusion of UAH at the currency sale***. In this section the user enters account attributes for hryvnya inclusion at the currency sale (bank code, account number in IBAN format, OKPO code, name).
- ***Pension fund***. Pension fund account attributes (bank code, account number, OKPO code, name) can be entered in this section.
- ***Registration number in PF*** – the pension fund registration number.
- ***Interest of*** – interest rates for currency purchase, sale and conversion.
- ***Account of bank*** – bank account for inclusion of commission for currency purchase, sale and conversion.

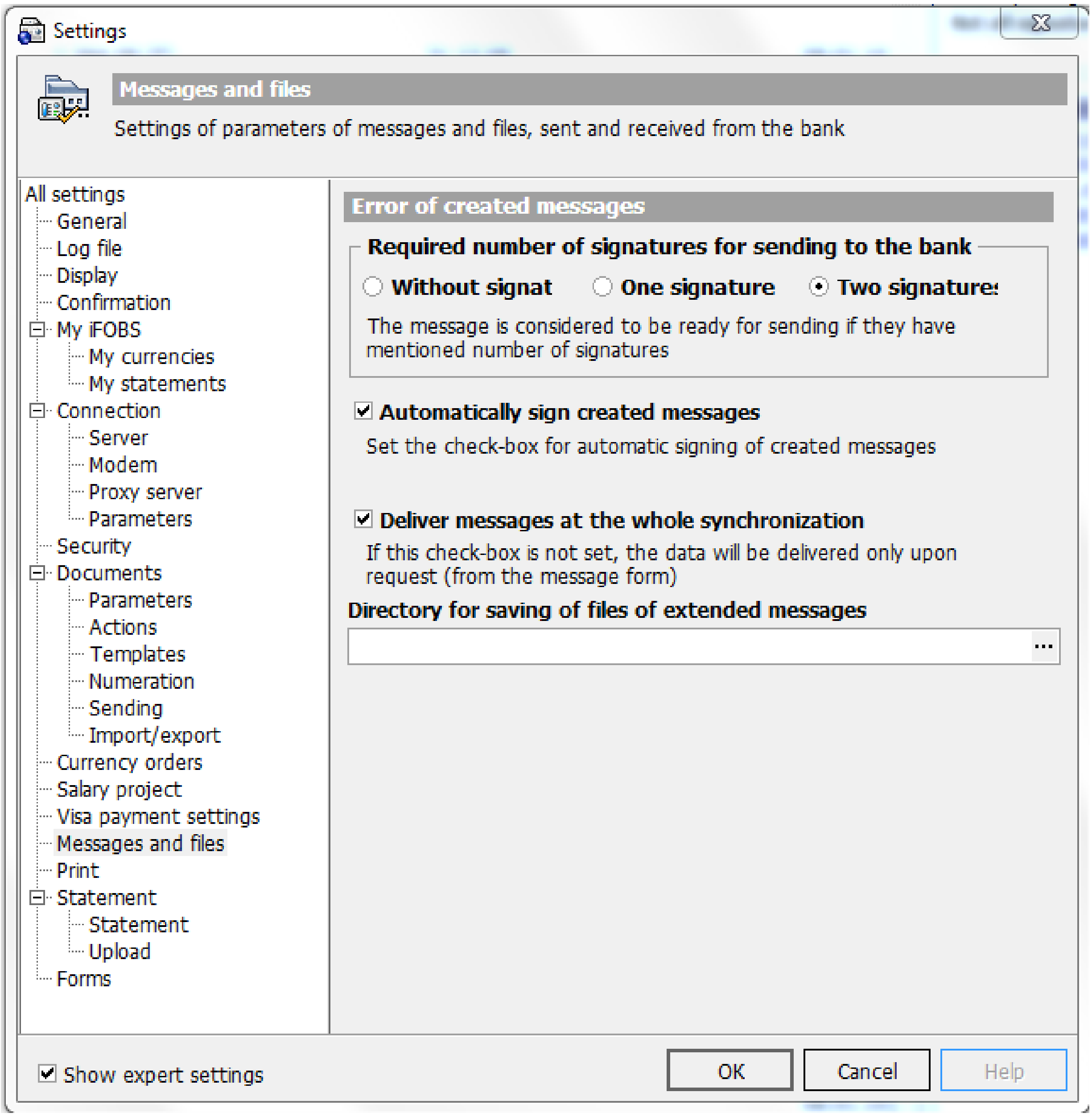
The radio group makes it possible to set the urgency of currency payment order approval:

- **T+0** – the document have to be approved today (the value date is the same as the document date);

- **T+1** – the document can be approved only tomorrow (the value date can be one day later than the document date);
- **T+2** – the document can be approved the day after tomorrow (the value date can be two days later than the document date);
- **Application form of currency payment order is to be displayed on one page** – check this box and the form for creating a currency payment order will be displayed on single page;
- **Application form of currency purchase is to be displayed on one page** – check this box and the form for creating a currency purchase order will be displayed on single page.

8.4.10. Messages and files

There are settings of parameters for messages and files sent to the bank and received from the bank in this item (see description in the table).



Item description

Setting	Description
Required number of signatures for sending to the bank	This is a group box for specifying the quantity of signatures to be enough for sending a message to the bank

Automatically sign created messages	If this check-box is set, then the digital signature of the user, under whose name (under whose profile) the client application is started, will be automatically affixed on every new message after creating. If this check-box is not set, messages will be created without signature
Deliver messages at the whole synchronization	If this check-box is set, then delivering messages will be performed at the full synchronization of tasks with the bank. If this check-box is not set, then messages will be delivered only by clicking on the button "**Deliver**" on the message form (see "Sending and getting of messages")

8.4.10.1. Setting of automatical signing of messages

In order the system to apply your digital signature on created or edited message automatically, do the following:

1. Select the menu ***Service/Settings***;
2. From the tree of settings select ***Messages***;
3. Set the flag "**Automatically sign created messages**";

At saving of a new or edited message, the system will apply your digital signature on this message.

8.4.10.2. Setting of amount of signatures required for message sending

Setting of a required amount of signatures for message sending to the bank:

1. Select the menu ***Service/Settings***;
2. From the tree of settings select ***Messages***;
3. Specify the amount of signatures that will be obligatory for message sending to the bank:
    a. **"Without signature"** – a message without signatures will be sent to the bank server and signed there on behalf of another user;
    b. **"One signature"** – a message will be sent to the bank if it has at least one digital signature;
    c. **"Two signatures"** – a message will be sent to the server only if it is signed with both signatures;
4. Click on **"OK"**.

8.4.11. Printing of payment orders

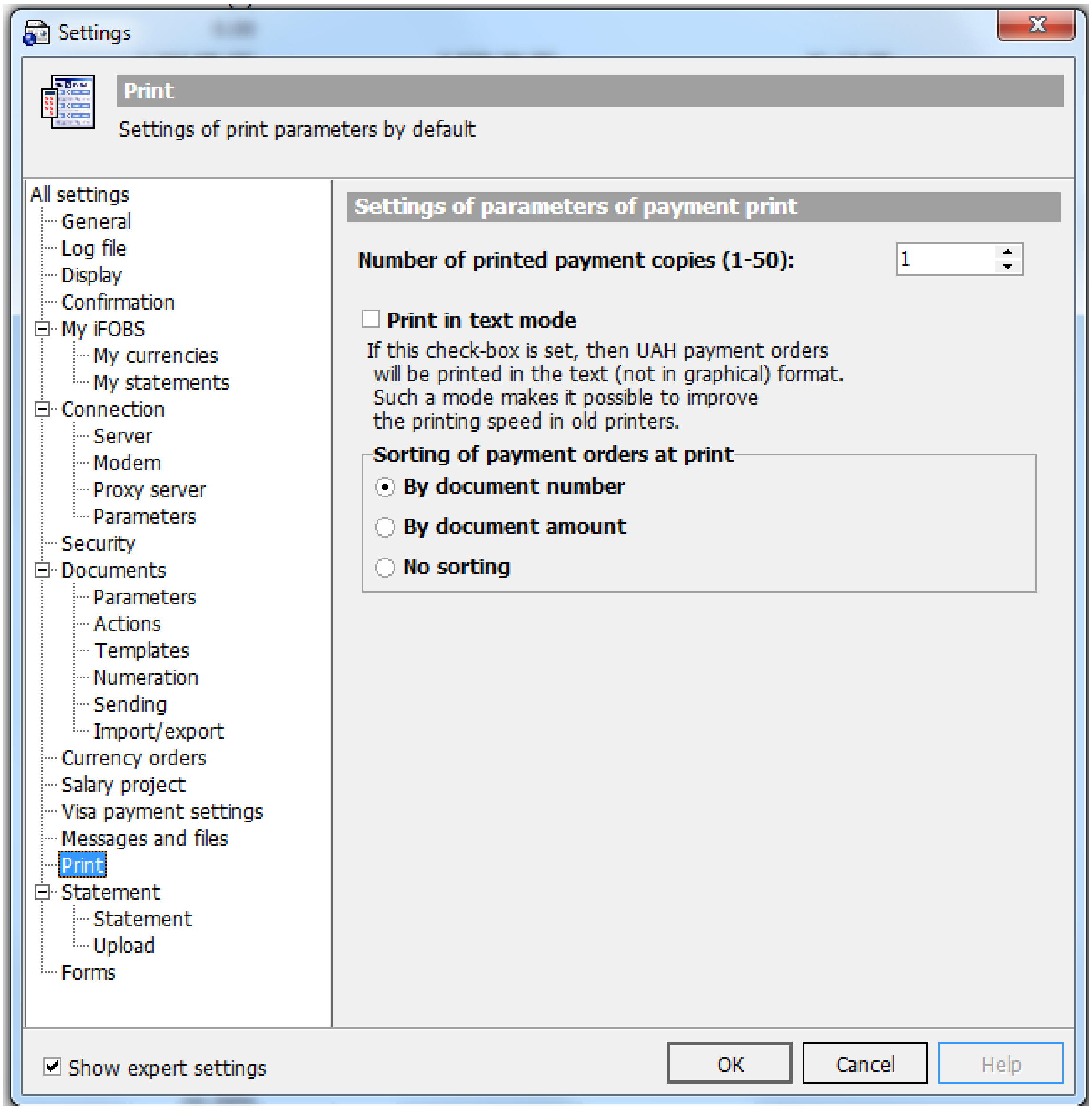
The following parameters of printing payment orders can be set in this item:

1. **Number of printed payment copies** (1-50);

2. **Print in text mode**. If this check-box is set, then a payment order will be printed in the text format, but not in the graphical one. Such a mode makes it possible to improve the printing speed in old printers.

3. **Sorting of payment orders at print** is a setting by means of which it is possible to print a list of payment orders, sorted either by a document number or by a document amount (in the ascending order).

If the value "**No sorting**" is set, payment orders will be printed in the same sequence, they are displayed.

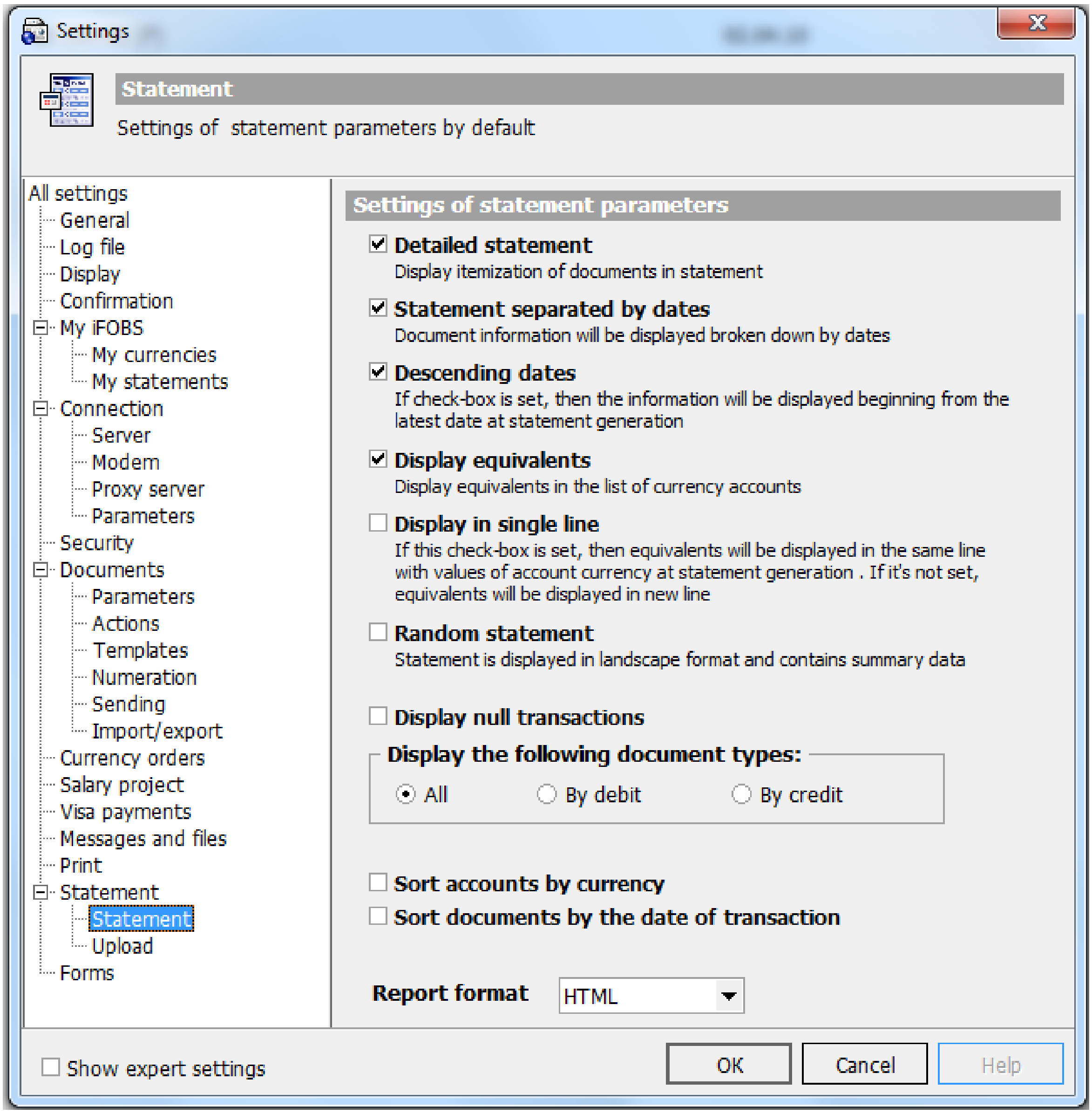


8.4.12. Statement

To set statetment parameters select the menu ***Service/Settings...***, select the article Statements from the tree of settings. You can adjust the following parameters:

- if you need the detailed data to be displayed, mark the checkbox "**Detailed statement**";
- if you need the data to be grouped by dates, mark the checkbox "**Statement separated by dates**";
- to set the descending sorting for dates (the latest document to be the first), mark the checkbox "**Descending dates**";
- in order the documents to be sorted by transaction date, mark the checkbox "**Sort the documents by the date of transaction**";
- in order the UAH equivalents of amounts to be displayed in statements for currency accounts, mark the checkbox "**Display equivalents**". By default, the system will display equivalent amounts in the same column with currency amounts (i.e. every line with amount in currency is followed by the line with equivalent amount). If you want the equivalent amount to be displayed in the same line with amount in currency (i.e. equivalent amount to be displayed in additional column), mark the checkbox "**Display in single line**";
- **"Random statement" –** an alternative variant of detailed statement

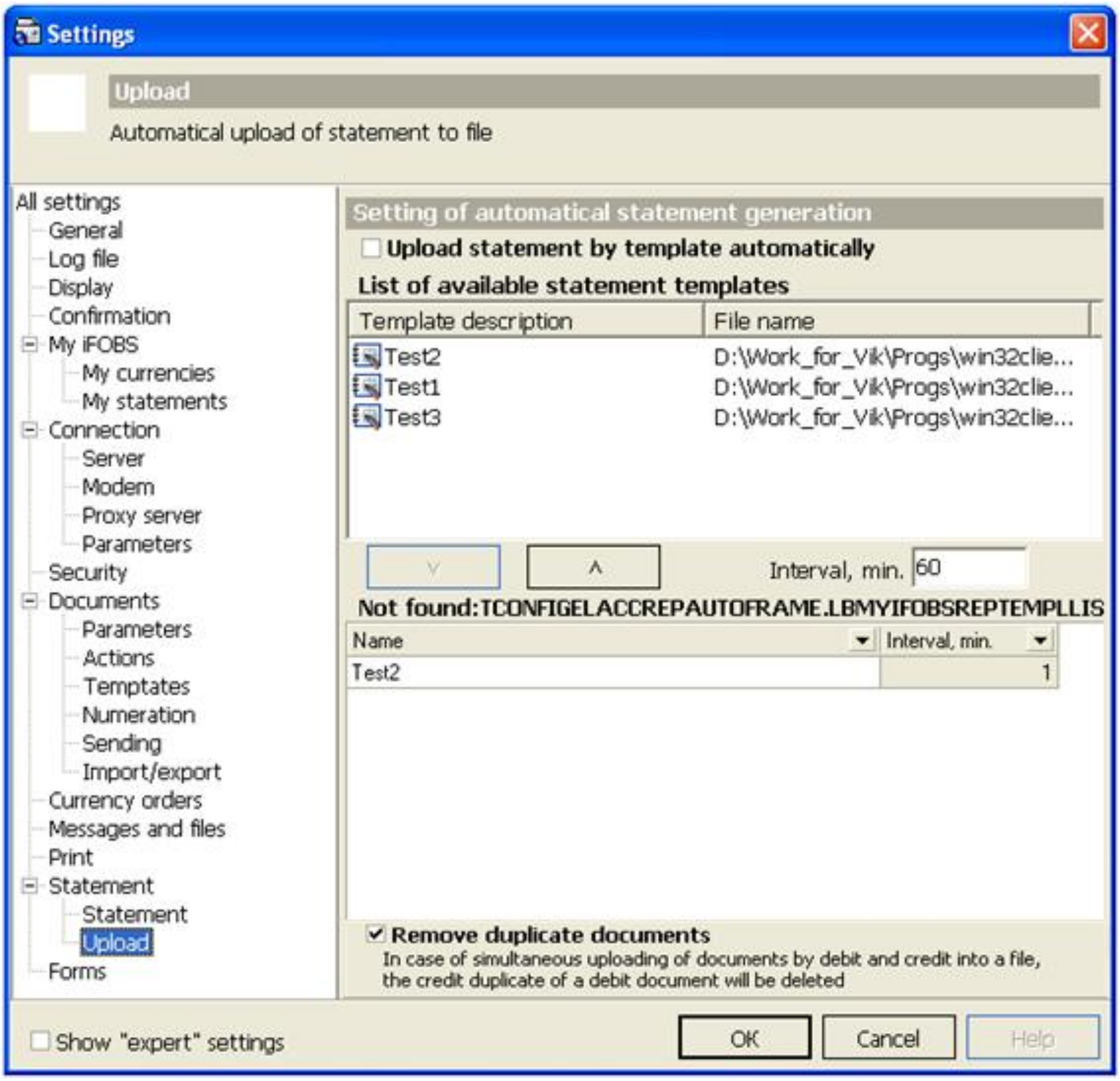
- **"Display null transactions" -** if you want null transactions of accounts to be displayed in the statement, check the box **«Display null transactions»**. If the option is unchecked, the following message will be displayed: «There is no cash flow in the selected accounts for the selected period»;
- if you need the statements to contain only the documents by debit or credit of selected accounts, select the option "**By debit**" or "**By credit**" in section "**Display the following document types**";
- if you select "**Sort accounts by currency**", at forming of statement the additional sorting of accounts will be made on the code of currency in such order: UAH, EUR, USD;
- to have documents sorted by the date of transaction, select the **"Sort documents by the date of transaction"** option;
- in the **Report format*** field you can select from the drop-down list the format of reports, that will be sent to your e-mail by the e-statements mailing system. The following formats are available: HTML (by default), PDF, RTF, TXT and XLS.



* The presence of this field is determined by a license for the corresponding module

8.4.12.1. Automatical statement generation

The system provides the opportunity of automatical statement generation by templates at set time intervals.



In order a statement by template to be generated automatically, you should put a checkmark "**Upload statement by template automatically**". See also "Statement template generation".

Attention! By default the system saves the statement file-template in the folder RepTmplts, which is placed in the same directory with iFOBS system executable file. File-templates from this folder are automatically loaded to the list of available templates that is displayed on the form.

In the section ***List of available statement templates*** it is necessary to choose a template by which statement will be generated. The buttons ,  are used for adding/deleting of selected templates to the list of uploaded statements.

The section ***List of templates of uploaded statements*** contains the information about templates by which statements will be generated and interval after which upload will be performed.

At adding of a statement to the list of uploaded statements you can set a time period (in minutes) in the field **Interval**, at which the automatical statement generation will be executed.

Generated statement files are saved in the directory "**Export**" (the directory is placed with iFOBS system executable file). The file about accounts states is in the subdirectory "**AccountBalance**", file with data by documents (if any documents passed by these accounts) – in subdirectory "**Document**".

If to set a small flag in an option «**Remove duplicate documents**», at the simultaneous unloading of debit documents and credit documents the credit doublet of debiting document will be deleted.

Attention! In order the changes come into effect, the system should be restarted.

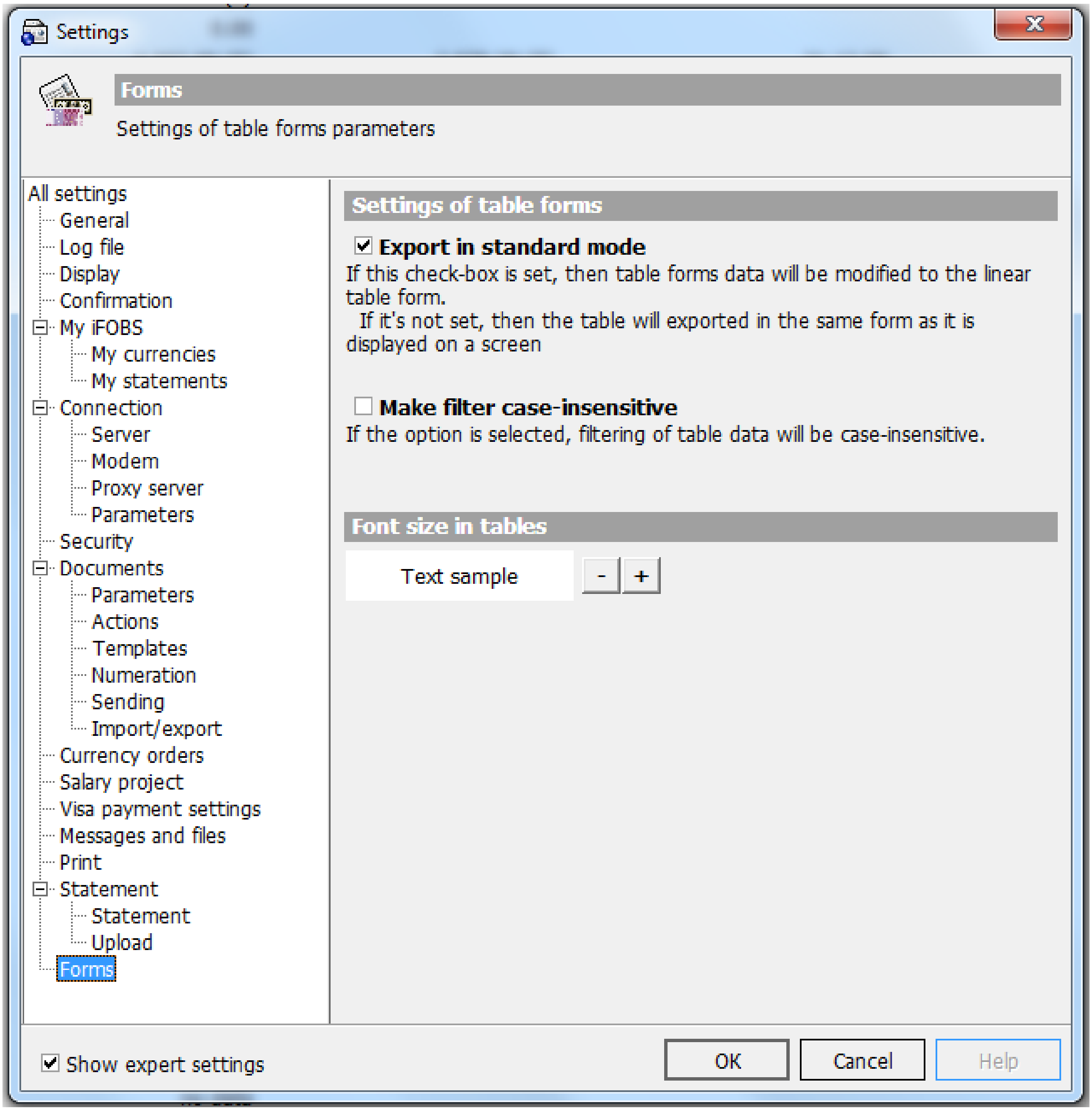
8.4.13. Table forms

The following parameters can be set in this item:

1. **Export in standard mode**. If this check-box is set, then data out of forms will be modified to the linear table form before being exported. If this check-box is not set, then a table will be exported in the same form as it is displayed on a screen.

2. **Make filter case-insensitive**. If this check-box is set, the table data will be case-insensitive.

3. **Font size in tables**. Using the buttons "–" and "+" you can set the size you need for text in tables.



8.5. General principles of operation with system forms

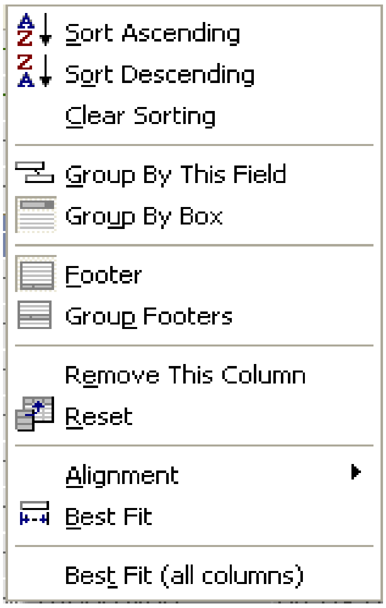
The system table forms make it possible to group the data randomly, sort and filter it; and also to export, import and print the data from tables. All these operations are described in the respective articles of this user manual.

On some forms the user can add, edit and delete records.

8.5.1. Working area of table forms

The data is displayed in table forms, which makes it possible to group, sort and filter a data upon user's request. Also, work area allows to find a necessary record in a table.

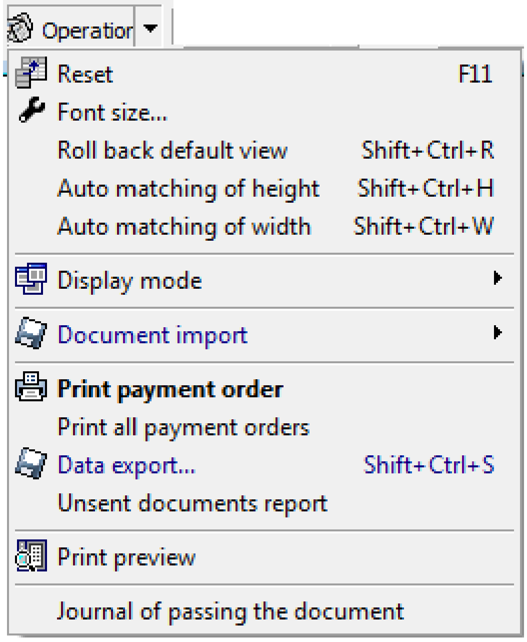
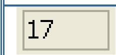
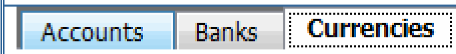
You can edit the working area parameters with the help of context menu. To invoke the table contextual menu right-click on the table column heading:



- "Sort Ascending/Descending" – the data can be arranged in order of magnitude or decrease.
- "Group by this field" – grouping of the data by selected field. You can also group the data by dragging a column heading to the field under the table.
- After grouping there will appear the option "Open all" to the right, after activation of which all the data will be displayed by the specified field.
- "Display grouping area" – display/hide a grouping area.

- "Footer/Group footers" – footer displays all totals or group of totals.
- "Remove this column" – delete the column.
- "Reset" – selection of columns for displaying.
- "Alignment" – the data can be flushed right, left or centre.
- "Best fit" – the column width depends on column heading length.
- "Best fit" – automatical setting of all columns width.

8.5.2. Working area toolbar

Item	Description
	The button "**Add new record**" – adds a new record in the table. The operation can be also invoked by key combination specified in the drop-down list (Ins). The data of selected record can be copied: click on the button to the right from "**Add new record**" and select "**Clone**". The operation can also be invoked by the key combination Shift+Ins.
	Edit a record (F2).
	Delete a record (Del).
	Go to the beginning of the list (Home).
	Move up to one record (PageUp).
	Move down to one record (PageDown).
	Go to the end of the list (End).
	Allows to find any record (Ctrl+F) or to apply filter on the list of records (Ctrl+Alt+F). To do it, select the corresponding menu item which is invoked by clicking on to the right from "**Search**".
	The button "**Operations**" contains a list of operations available for this form: "Reset" – select columns for displaying. "Roll back default view" – standard displaying of data. "Auto matching of height" – automatical matching of cells height. "Auto matching of width" – automatical matching of columns width. "Display mode" – setting of displaying mode of the form. "Document import" – allows to import the data from a file (see "Document import from a file") "Print payment order" – allows to view the payment order in the preprint mode and print it (see "Print of payment orders") "Print all payment orders" – allows to generate the payment orders by all documents from the selected filter (i.e. by all records displayed in the table) and display them in the preprint mode (see "Print of payment orders") "Data export" – saving of the displayed data into a file "Unsent documents report" – allows to view an unsent documents in the preprint mode (see "Printing a report of documents ready for sending") "Print preview" – shows a print preview of the list of documents "Journal of passing the document" – allows to view the journal of passing the document (see "The journal of passing documents")
	Apply/delete signature, switch to the state "Ready for sending". **Attention!** A user can sign a document only if he has the right for corresponding signature and account debit from which money will be withdrawn.
	Makes it possible to switch to connected forms
	Send documents ready for sending to the bank
	Amount of records in the table (taking into consideration applied filters)
	This button appears when you apply a filter. With its help you can set additional parameters for the data filtering.
	Reject data filtering.
	Panel to control opened windows is at the bottom the main form. The

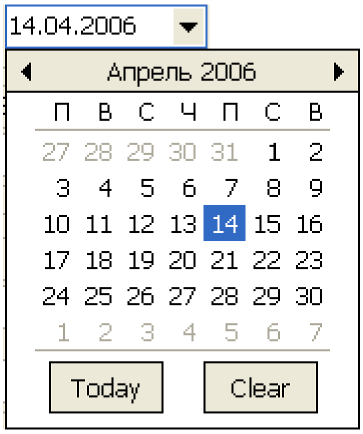
	context menu with commands "Minimize", "Restore", "Close" is invoked by right-clicking

Menu item by default

When you click on the button on a toolbar, a list of available actions opens. In every list there is a menu item marked with bold type (e.g. in the menu "**Operations**" – it is **Print of selected payment order**). That means that when you press [Ctrl] and "**Operations**", print of selected payment orders will be performed automatically. Thus, "menu items by default" can be used for quick access to different options.

8.5.3. Date fields

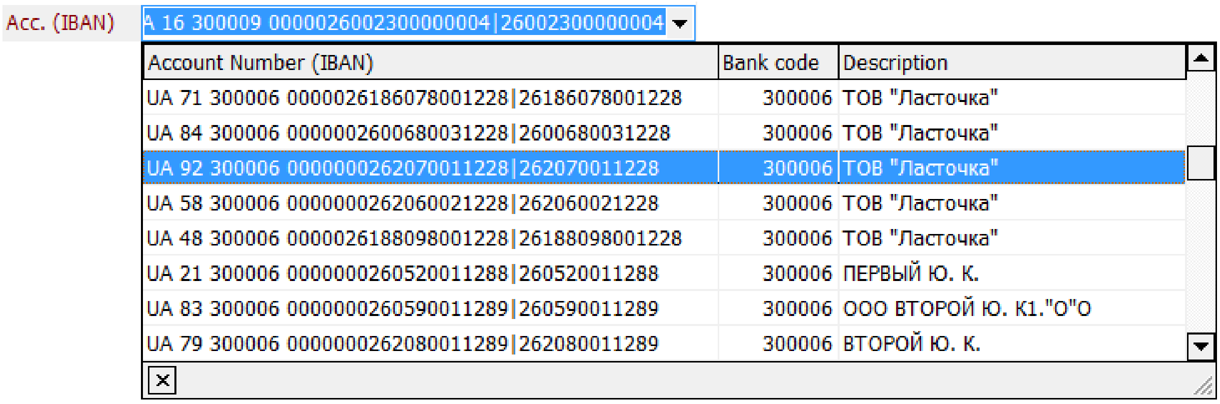
The fields for date entering make it possible not to enter the date manually but to select it from the built-in calendar (see the picture).



The buttons "**<**" and "**>**" in the calendar top parts to switch one month back and forward. Having selected the month, select the date – and the necessary date will be specified in the field. If you click on the button "**Today**", the field will be filled with the current date.

8.5.4. Fields with access to reference books

The fields which contain reference data are filled with the help of reference books attached to them (see the picture).



To set the value in such a field, click on the button ▼ and select the necessary value from the opened list. If there is no the value the user needs, it must be added to the reference book and then selected in the field.

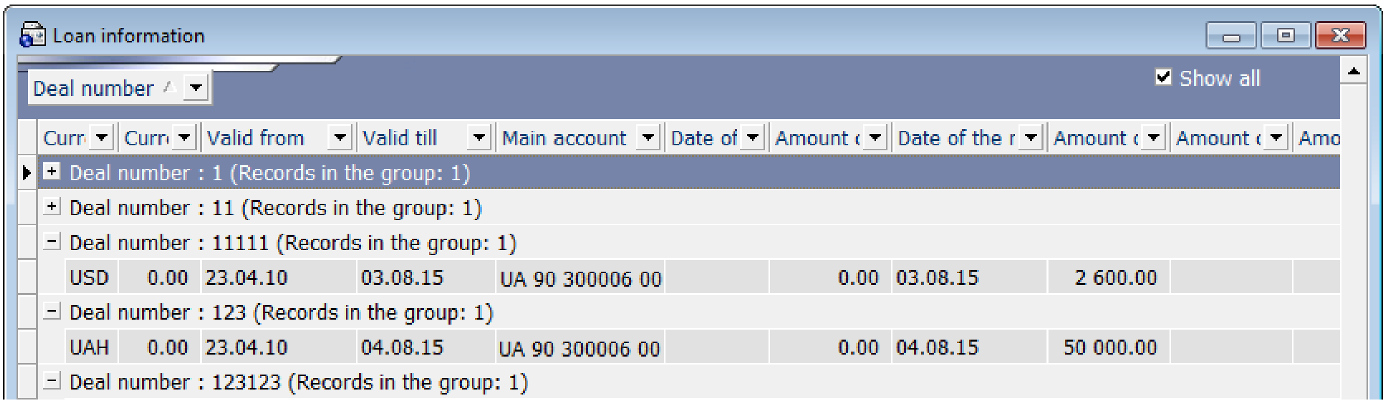
8.5.5. Data grouping

The table forms of iFOBS system makes it possible to group the data randomly, and grouping can be multilevel.

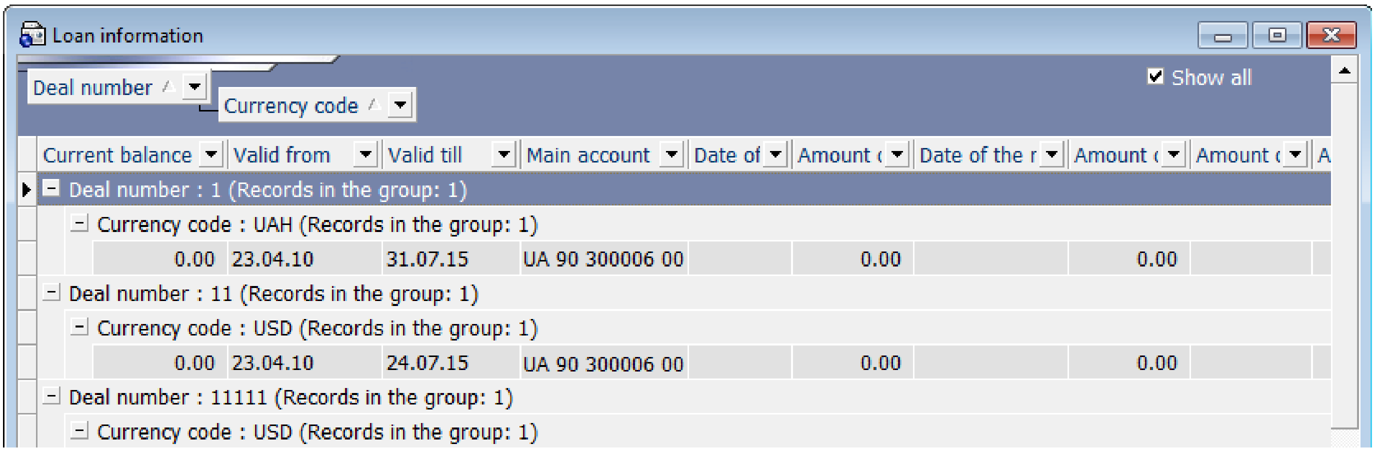
Example

Let's suppose that you need to get the information about loans which should be grouped by deal number and currency number. For this the data in the table "Loans" must be sorted by the values: "Deal number" and "Currency code", and the second value must depend from the first one at that.

1. In order to sort the data by the column "Transaction number", drag the heading of this column to the top part of workspace, at the sign "Drag a column header here to group data by the column" or select "Group by this filed" from the contextual menu. In some seconds the data will be grouped and the table will be reformed into the tree structure. You can view the documents data by clicking on the button ⊞ at deals numbers. The button ⊟ makes it possible to reduce the record. The flag "**Show all**" in the top part of the form makes it possible to show or hide all table records;



2. In order to add the next level of grouping, drag the heading of the column "Currency code" to the top part of the workspace. After that the documents information will be sorted by two values, and tree structure of the table will contain two levels.



The top part of the workspace displays the values by which data is sorted and levels of grouping.

Attention! You can set the order of columns in system tables by dragging columns heading.

8.5.6. Data sorting in tables

To sort the data by a column, left click on the heading of this column.

If the data is sorted by some column, an arrow appears at the heading of this column, this arrow shows the direction of sorting: up arrow denotes ascending sort (A-Z, 0-…), down arrow denotes a descending sort. In order to change the sort direction, left click on the column heading.

Attention! The set sorting will be used on the form in future. To reset the sorting, invoke the context menu and select the menu item "Clear sorting".

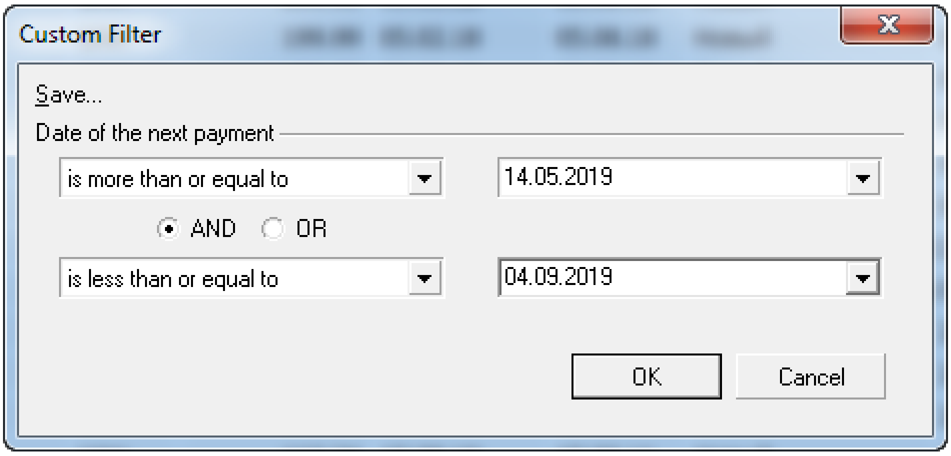
8.5.7. Data filtering in tables

There are 3 ways of data filtering in the table:

Method 1

You can sort the data in the table by some value, e.g. *display only the documents for certain period. For this do the following actions*:

1. Click on the button ▾ at the heading of column "**Date**" and select the menu item ***Custom***;
2. On the form "**Custom filter**" select the modifier "is greater than or equal to" and set the date of the beginning. Set the modifier "AND", select the modifier "is less than or equal to" in the lower field, and specify the last date of the period. Thus, the condition of sampling will be: "Select records in which values of the field **Date** is greater or equals to the date of a period beginning and is less or equals to the last date of the period";



3. Click on the "**OK**" button to apply the sampling.

To clear the filter parameters, you need to click on the button ▾ again and select ***All*** from the list.

Attention! If the sampling is partial (e.g. "select all records which contain values 'agreement', including 'agreements'"), it is required to use masks:

mask _ sets "any single symbol";

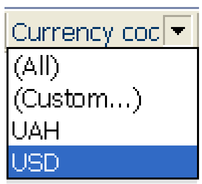
mask % makes it possible to sat "any character set".

Attention! In order to reset all filters applied by user press the key combination Ctrl+Alt+X.

Method 2

There are standard filters for most of the columns which can sort the data in columns by all values from the column. For example, sampling by definite currency:

1. Click on the button ▾ in the heading of "Currency code" column;
2. Select the necessary currency code from the drop-down list;

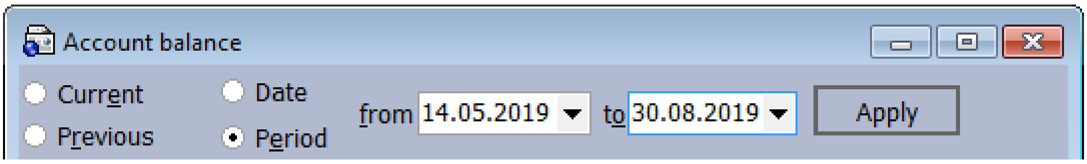


3. In some seconds the data will be filtered, and the column will contain only the records by selected currency.

Attention! In order to reset all filters applied by user press the key combination Ctrl+Alt+X.

Method 3

Some forms contain a set of standard filters. In the top part of such forms there is additional filter panel (e.g. forms "Account balance", "Document information"):



- **"Current"** – displaying of data for the current working day;
- **"Previous"** – displaying of data for the previous working day;
- **"Date"** – displaying of data for the specified date;
- **"Period"** – displaying of data for specified period;
- **"Sending"** – displaying of documents which will be send to the bank at the next synchronization (documents in the state "**Ready for sending**", "**Changed being sent**", "**For deletion**");
- **"Not approved"** – displaying of documents sent to the bank but not approved in CBS B2 yet, and UAH documents that were not sent to the bank and will not be sent there at the next synchronization (e.g. documents which do not have the required amount of signatures).

Attention! If you want not only unsent documents to be displayed at selection of "Not sent" but also rejected and deleted documents, in the menu ***Service/Settings/Documents/Actions*** set the flag "Display deleted and rejected documents on choosing filter 'Not approved'" and click on the "**OK**" button.

Setting of one of the standard filters:

- Select the filter using the selection buttons.
- Specify the date or period for the filter "Date" or "Period".
- Click on the "**Apply**" button.

Attention! The "Current" filter displays the documents for the current date (date of the current working day in the main bank branch), and also documents approved in the current working day.

For displaying of documents created or approved in the current day it is required to activate the option "Detailed filter of documents of current day", (Service/Settings/Documents/Actions).

Attention! In order to reset all filters applied by user press the key combination Ctrl+Alt+X.

8.5.8. Document state

In tables in the column "State" and also in document forms in the field **State** there is information on the current document state.

Document state description

State	Description
On client/Entered	Document is entered on client workstation and not sent to the bank yet
On client/Ready for sending	Document is entered on client workstation end will be sent to the bank at the next synchronization (state "Ready for sending")
On client/Delayed	Document is entered but will not be sent to client workstation until its state is "Ready for sending"
On client/Changed being sent	The sent document was changed, it is required to resent
~~On client/For deletion~~	Request for deletion will be sent to the bank. If the document in the bank is not in the state in which it cannot be edited, it will be deleted. Otherwise, the document state on

	client will be updated and the document will not be deleted
On client/Error	There is an error in document settings, it cannot be accepted by the bank. The detailed information about an error is in the field **Accept comment** on the bookmark "Record" and on the bottom of the window. If an error occurs, it is required to: 1. Edit the document, save it and try to send it again. 2. If an error appears again, contact bank administrator.
In bank/Entered	Document is sent to the bank and waiting to be loaded to the CBS
In bank/Sent	Document is sent to the bank, loaded to CBS and accepted for processing. Available for editing, but not available for deleting.
In bank/Not all signatures	Document was sent to the bank and then changed, and changes can not be sent because the document does not have the required amount of signatures. It is necessary to check up adjusting of signatures for sending document to the bank and repeat synchronization
~~**In bank/Deleted**~~	~~Document is deleted~~
In bank/Processed by bank	*Document is sent to the bank but is not approved yet. At the time the document is unavailable for editing. Carry out synchronization in some minutes after sending. After successful synchronization the document will be available for viewing and editing*
In bank/Error at acceptance by bank	Document has been saved in the system but after some editing, an error occurred, so it cannot be accepted in the bank. For error recovery it is required: 1. Edit the document end resend it to the bank. 2. If an error appears again, contact the bank administrator.
In bank/Delayed	Document is accepted in the bank but not approved. For example, if the date of document sending does not coincide with the date specified in payment: date of sending 10.08.07, document date 13.08.07, – the document will be automatically delayed.
In bank/Not all signatures	Document is sent to the bank but for approval it does not have the required amount of signatures. It may be caused by the amount of signatures required for sending to the bank does not coincide with the one required for document approval
In bank/Accepted	Document accepted in the bank
~~**In bank/Rejected**~~	Document is not approved in the bank by some reasons. The reason is displayed in the bottom of the form or on the bookmark "Record"
In bank/Approved	Document accepted and approved in the bank
In bank/OTP-confirmation is required	Document is signed with the required amount of signatures, but needs an OTP-confirmation to be sent to the bank. Such document can not be edited

For some banks the states of documents could be displayed as "Server /..." instead of "In bank /..."[§§§]. Descriptions of "Server /..." states are corresponding to descriptions of the "In bank /..." states, listed in the table.

In tables in the column "State" there is data about signatures applied on documents – in graphical form:

- first signature;

- second signature;

Attention! In versions before 2.0.0.10 - first signature, - second signature.

- third signature.

Attention! Third signature is required in case if document amount exceeds the amount set by administrator of authorization limit.

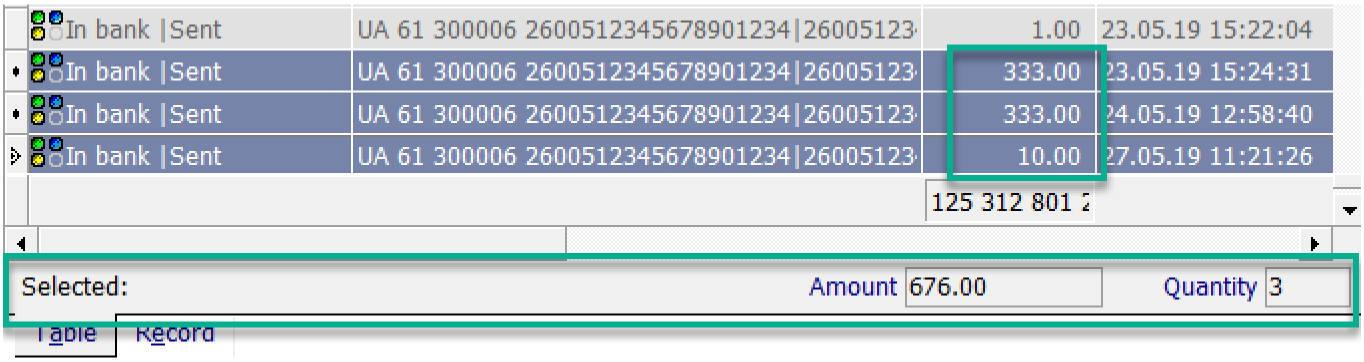
[§§§] Additional functionality

8.5.9. Viewing the total amount for selected documents

In the forms ***National currency documents*** *and* ***Document information*** there is an opportunity to view the total amount for selected documents.

To do this:

1. In the form invoke context menu and choose the item **"Total by selected documents"** or press the key combination: [Shift]+[Ctrl]+[G];
2. Select necessary documents in the table with the help of the keys Shift or Ctrl;
3. A line with documents number and total amount by the selected documents will appear under the table.



Note. In the form ***Document information*** the total amount for documents is calculated separately for each currency.

8.5.10. Export of table data into a file

The system gives the opportunity of export of table data into .txt, .xls, .xml and .html file formats, and also data export into the format of "Client-Bank" system developed by the CS company (see "Statement export into a file").

To export data from the form into a file:

1. Open the form which data you need to export;
2. Click on the ▾ on the button "**Operations**" on the toolbar and select "**Data export**" from the drop-down list;
3. In the next window specify the location and name of the file to which the table data will be exported;
4. Select the format of the file to which the data will be exported;
5. Click on the "**OK**" button.

Attention! Remember, only the data displayed on a screen at the moment of export is exported to the file. If you do not need all this data, apply a filter before exporting.

Attention! Editing and saving of export text files of the form "Entering of documents in national currency" (for the further editing and import) must be executed by the Windows tools only. Otherwise the system will display messages "Invalid file format" at the file import.

8.5.11. Print of table data

Print the report by table data:

1. In the form which data you are going to print, click on the **"Operations"** button and select ***Print preview***;

2. If you do not like the pre-print variant of the report, click on the "**Page settings**" button and change the pre-print settings;

3. To print the document **– Operations/Print payment order**.

If the form does not contain the option of print of special reports (print of payment order, of statement etc.) than at selection of "**Print preview**" the system exports for print the data of the opened form. At this, depending on amount and width of table columns, the data can not be fitted on a screen. That's why set the column width and the form before printing.

Attention! The system will print the number of documents specified in the print settings by default. To change amount of copies go to Service/Settings/Print, specify the required number of copies and click on "OK".

8.5.12. Synchronization with the bank

The operation of synchronization allows to send the data from the local DB of application to the server and at the same time to receive the latest data from the bank (information about states of sent documents, about last changes in reference books etc).

Attention! The synchronization can be performed automatically: mark the checkbox "**Automatical synchronization**" on the toolbar of the main system form.

The time period of automatical synchronization can be specified in the system settings (see "Setting of an automatical synchronization").

Performing of synchronization:

1. Click on the "***Synchronize actions with the bank***" button on the toolbar or use the main menu ***Service/Synchronize actions with the bank***;

2. In the opened registration form, enter the password for connection to the bank server in the field **System password** and click on the "**OK**" button (if you entered the system password at registration, you will not be required to enter it again);

3. The information from local DB adjusted in accordance with data from the bank server.

Attention! If the session of connection to the bank was terminated by user (the "**Cancel**" button) than the data received from the server will be deleted, and the data of local DB will the same as it was before synchronization.

It is possible to set the maximal period after which connection will be broken after clicking on the "**Cancel**" button (menu ***Service/Settings/Parameters/Delay before the compulsory disconnection***. The interval is specified in minutes, the recommended time period is not less than 5 minutes.

8.5.13. Synchronization of documents and messages

The system provides the opportunity of synchronization of documents ready for sending of the selected type or messages (e.g. only the data by currency payment orders). At performing of this operation the system does not synchronize the reference data and data of documents of other types.

To synchronize the data by documents or messages:

1. Switch to the form displaying information about documents (messages) which you are going to synchronize;

2. Click on the button  on the main toolbar;

3. The data of documents (messages) ready for sending will be synchronized with the bank server.

Attention! When you try to synchronize actions with the bank, an error message can appear on the screen: "Access violation at address…" or "DEP Error. It is required to add the application to authorized zone". This error can occur in consequence of operation with 64-digits operating system or with the system in which the security option "DEP" is activated.

Error recovery:

1. "**My computer**" – invoke the contextual menu;

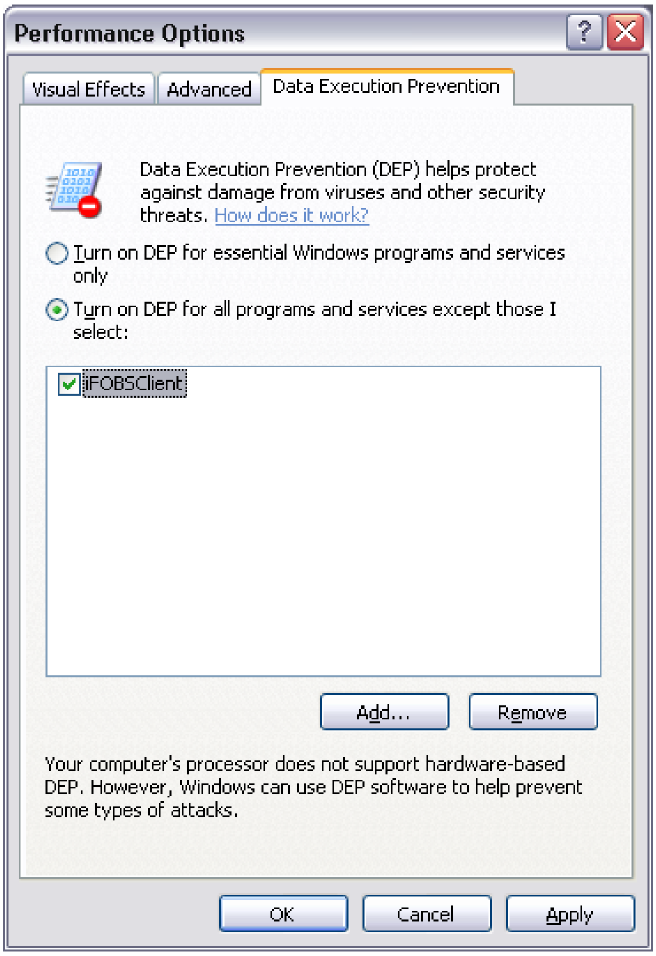
2. Select the menu item ***Properties***;

3. On the form "**Properties**" select the bookmark "**Advanced**";

4. In the article ***Performance*** click on the "**Settings**" button;

5. On the form ***Performance*** Settings open the bookmark "**Data Execution Prevention**";

6. If the option "**Turn on DEP for all programs and services except those I select**" is activated – select iFOBSClient as an exception and click on the "**OK**" button.



8.5.14. Procedure of accepting rejected documents

If a document sent to the bank was rejected there, then depending on the client application settings a user can either edit and resend it to the bank or the "Rejected" state will be the final state. To be able to edit rejected documents contact the system administrator, and he should activate the proper setting (CanSendRejectedDocument) for your workstation.

During the synchronization of tasks with the bank the verification of rejected documents received from the bank server with the documents stored in your local DB is carried out:

1. If there is no difference between the documents, a document from the server is accepted;
2. If there is a difference between the documents, the user gets a message about it and then:
   - When editing rejected documents is prohibited (CanSendRejectedDocument=false) – a document from the server is accepted, and it cannot be edited and send to the bank later;
   - If a user can edit rejected documents (CanSendRejectedDocument=true), then he will have two options: accept a document from the server or save his own variant. The answer of the user is recorded in the log and in the client's internal DB (LogDetail).

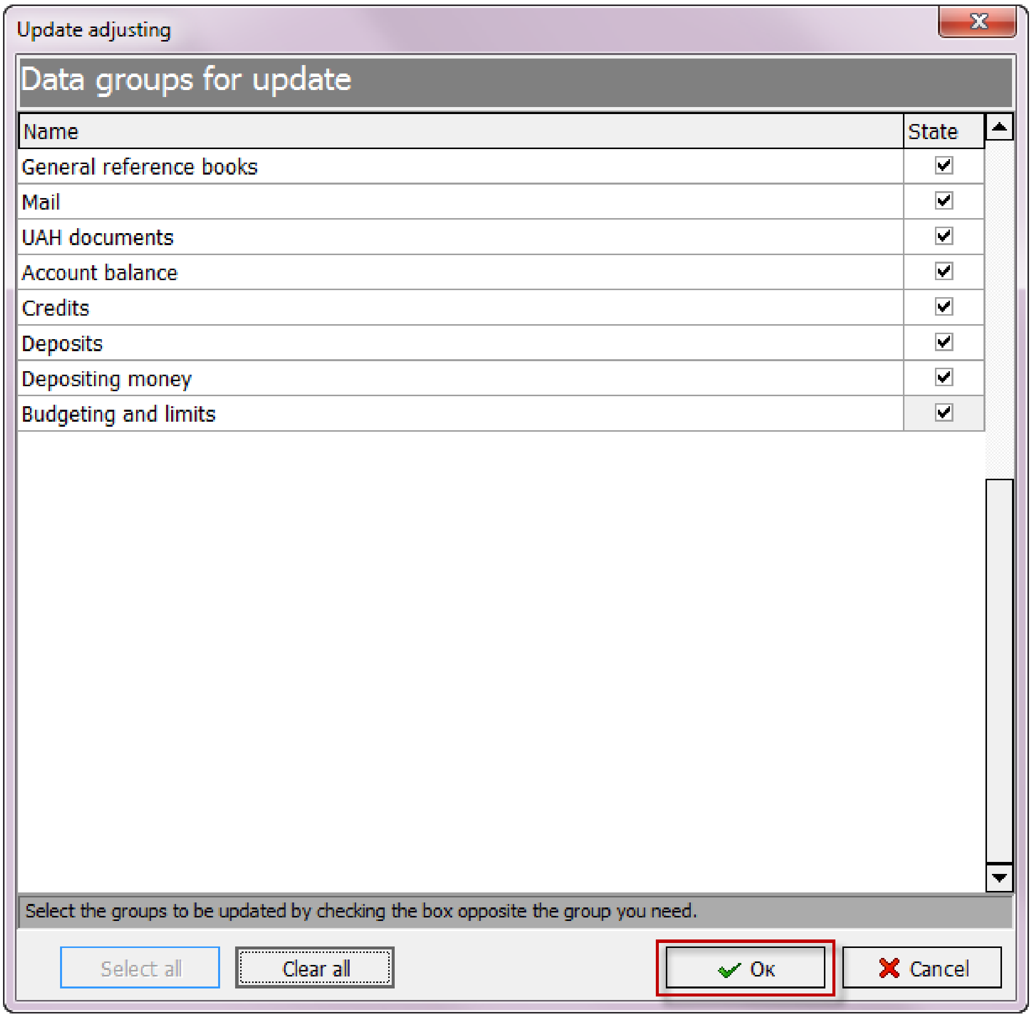
8.5.15. Data updating

The function of data updating is intended for deleting old information from the local database and overwriting new one from the iFOBS base.

Update operation can be performed either for all the data that the user is authorized to access, or for a separate group of data (for example, national currency documents).

If you need to update all the data in the system:

1. Select the ***Security administrator/System action/Refresh information*** menu item. In the opened window a list of all the data groups which you have the right of access will be displayed;
2. Click on the "**OK**" button to start refreshing information;



3. The system will offer you to synchronize with the bank. Click on the "**Yes**" button, if you want to download new information ("**No**" for cancellation).

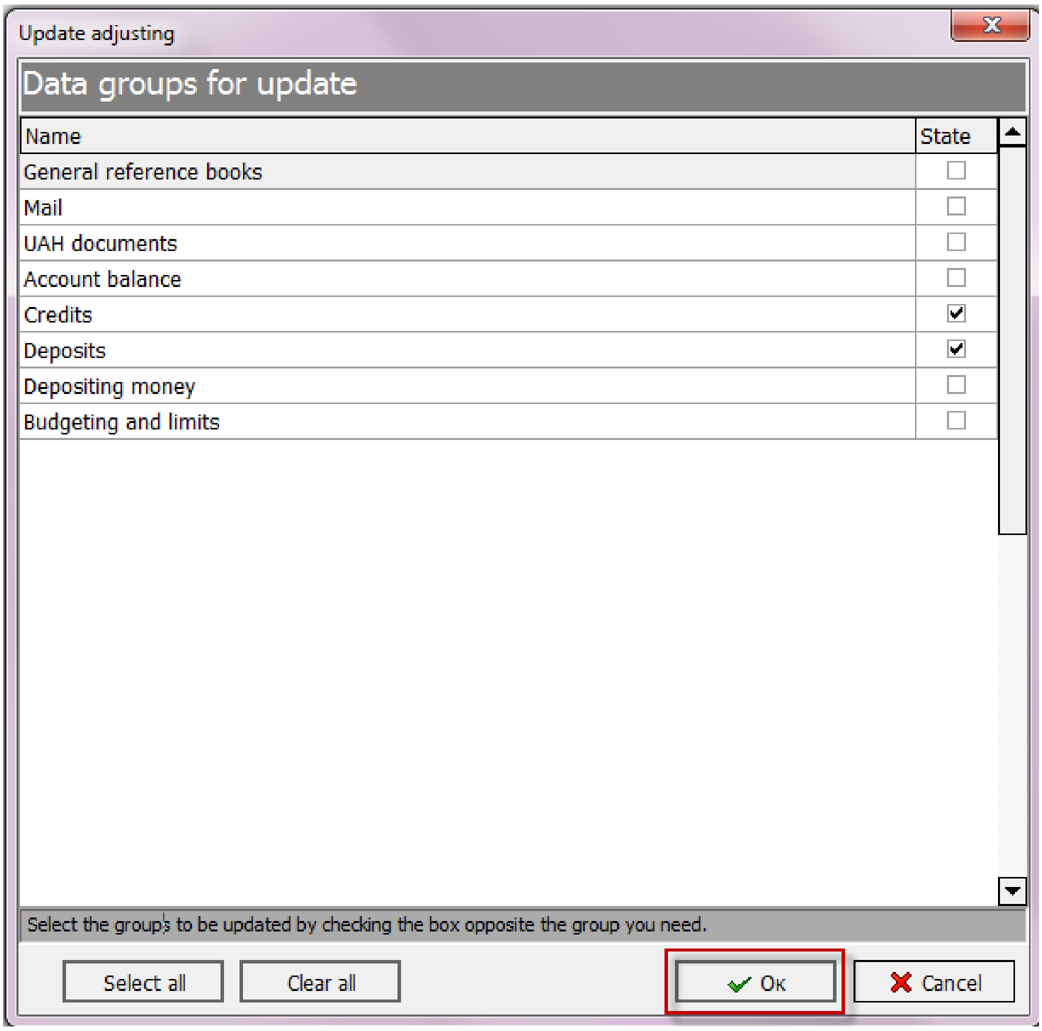
While synchronizing the old data will be deleted from the local data warehouse and new one will be downloaded from the iFOBS database.

Refreshing a separate group of data can be done in two ways:

- In the ***Security administrator/System action/Refresh information*** menu item;
- In the menu item that needs updating (this method allows you to set the date from which the system will update the data).

For refreshing a separate group of data in the ***Security administrator/System action/Refresh information*** menu item do the following:

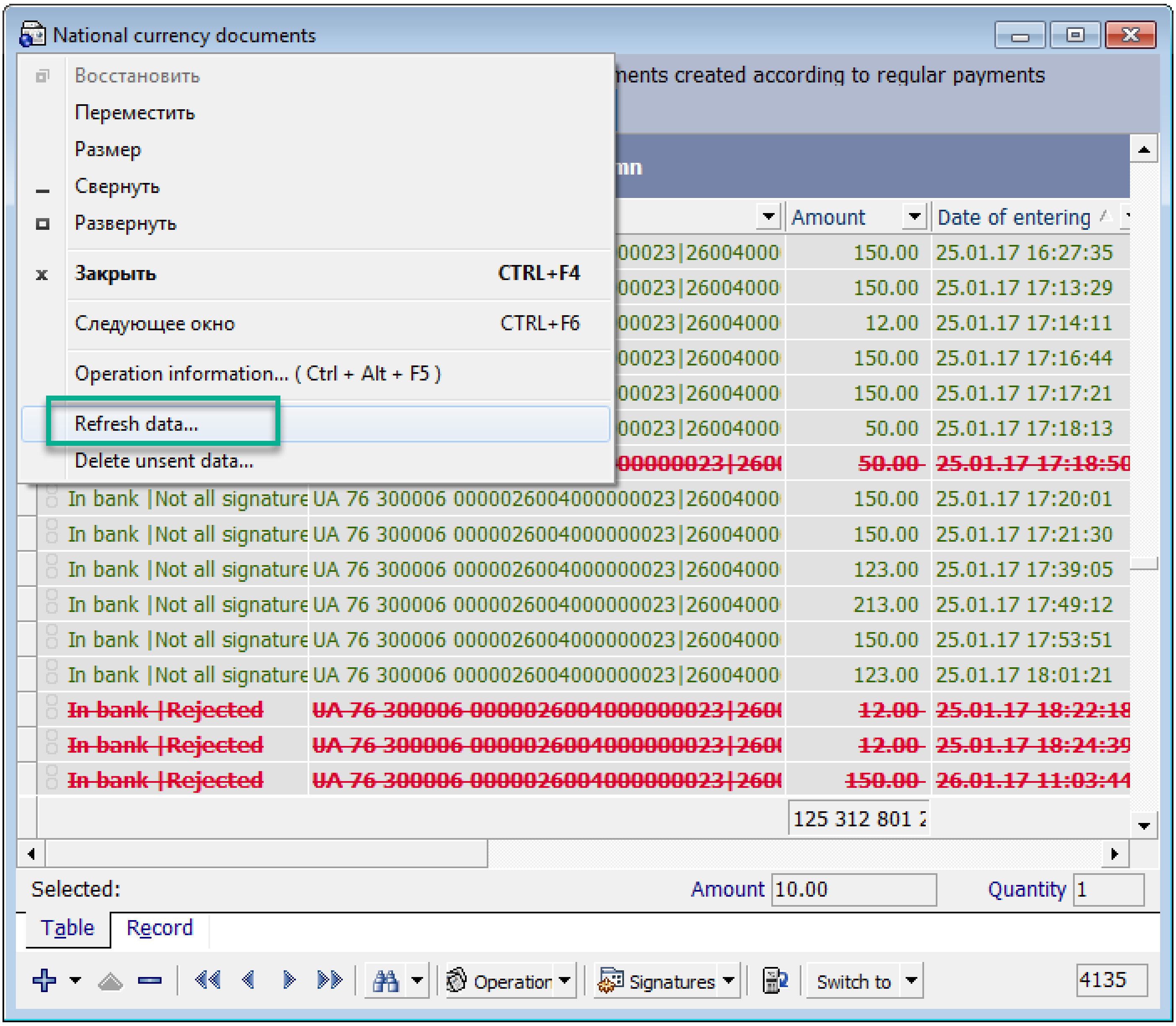
1. In the opened window click on the "**Clear all**" button to remove the default selection of the groups marked for updating;
2. Set the flag opposite the item you need. Also you can update several items at the same time by setting the flags opposite them;
3. Click on the "**OK**" button to start updating;



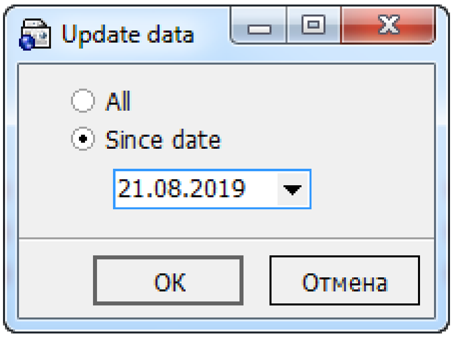
4. The system will offer you to synchronize with the bank. Click on the "**Yes**" button, if you want to download new information ("**No**" for cancellation). Pay attention, the documents, which were created in the workplace, but not yet sent to the bank, will not be deleted.

For updating the data in a separate selected menu item (e.g. ***Operations/National currency documents***) do the following:

1. Go to the task form (if it is displayed in the maximized view, then reduce it by clicking on).
2. Click by the left mouse button on the icon in the left top corner of the form and in the opened menu select the ***Refresh data...*** item.



3. Specify the period of updating:
- *All* – for updating data for the whole period;
- *Since date* – for specifying a definite date, since which the information will be updated;



4. Click on the "**OK**" button. The system will offer you to synchronize with the bank. Click on the "**Yes**" button, if you want to download new information ("**No**" for cancellation). Pay attention, the documents, which were created in the workplace, but not yet sent to the bank, will not be deleted. To delete them, select the ***Delete unsent data…*** menu item.

Attention! If you press the [**Ctrl**] button and the ***Refresh data*** menu item simultaneously, only information that is displayed in the form will be deleted from the local data warehouse, after that the system will offer you to synchronize with the bank for receiving new data. The documents, which were created in the workplace, but not yet sent to the bank, will also be deleted and could not be restored.