



**User manual**  
**Internet banking**  
**for corporate customers**  
**OTPAY**

**Version 24.2.X**



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## CONTENTS

<b>1. PREPARING FOR THE FIRST ENTRANCE .....</b>	<b>6</b>
1.1. System requirements.....	6
1.2. Recommended settings of browser.....	6
1.3. Caching.....	6
1.4. Browser security settings .....	6
1.5. Recommended platforms .....	6
1.6. Removing the cookie .....	7
1.7. Display of web application page .....	7
1.8. Documents printing .....	7
<b>2. GENERAL PRINCIPLES OF OPERATING THE OTPAY SYSTEM .....</b>	<b>8</b>
2.1. Authorization and login .....	8
2.1.1. Initial password change to log in.....	10
2.1.2. Working certificates generating.....	10
2.1.3. Login password recovery .....	13
2.1.4. Emergency private key recovery .....	14
2.1.5. Get a key from mobile.....	17
2.2. System main menu .....	19
2.3. System information menu.....	20
2.4. Viewing and customizing currency rates .....	21
2.5. List of allowed characters .....	24
2.6. Documents signing .....	25
2.7. Filtering, sorting, and updating data on list forms .....	25
2.8. Documents status .....	26
2.9. Documents import .....	26
2.10. Documents export.....	27

<b>2.11. Attached documents .....</b>	<b>27</b>
<b>3. FUNCTIONALITY .....</b>	<b>29</b>
<b>3.1. Accounts.....</b>	<b>29</b>
<b>3.1.1. Turnover on account.....</b>	<b>30</b>
<b>3.1.2. Corporate cards .....</b>	<b>31</b>
<b>3.1.2.1. Statements for all cards.....</b>	<b>33</b>
<b>3.1.2.2. Card operation log .....</b>	<b>34</b>
<b>3.1.2.3. Card information.....</b>	<b>34</b>
<b>3.1.2.4. Card spending limits .....</b>	<b>36</b>
<b>3.1.2.5. Card financial transactions.....</b>	<b>36</b>
<b>3.2. Transactions in the national currency.....</b>	<b>36</b>
<b>3.2.1. Viewing and editing payments in national currency....</b>	<b>40</b>
<b>3.2.2. Creating a new payment to the counteragent .....</b>	<b>41</b>
<b>3.2.3. Creating a new payment between own accounts .....</b>	<b>47</b>
<b>3.2.4. Document templates.....</b>	<b>48</b>
<b>3.2.4.1. Creating a new template.....</b>	<b>49</b>
<b>3.2.4.2. View and edit templates. Create a payment by template .....</b>	<b>50</b>
<b>3.2.5. SMS confirmation of potentially fraudulent payments..</b>	<b>52</b>
<b>3.3. Currency transactions.....</b>	<b>55</b>
<b>3.3.1. Unsigned documents.....</b>	<b>55</b>
<b>3.3.2. Purchase currency requests.....</b>	<b>56</b>
<b>3.3.3. Sale currency requests .....</b>	<b>59</b>
<b>3.3.4. Currency conversion .....</b>	<b>63</b>
<b>3.3.5. Forward .....</b>	<b>66</b>
<b>3.3.6. Payments (SWIFT).....</b>	<b>70</b>
<b>3.3.7. SWIFT advice .....</b>	<b>75</b>
<b>3.3.8. Documents.....</b>	<b>76</b>
<b>3.3.9. Trading platform .....</b>	<b>77</b>
<b>3.3.10. Currency contracts.....</b>	<b>78</b>
<b>3.3.10.1. Creating a currency purchase order .....</b>	<b>82</b>
<b>3.3.10.2. Creating a SWIFT payment.....</b>	<b>85</b>
<b>3.3.10.3. Creating a currency purchase order and a SWIFT payment.....</b>	<b>88</b>
<b>3.3.10.4. Creating an order for currency sale.....</b>	<b>91</b>
<b>3.4. Salary .....</b>	<b>91</b>
<b>3.4.1. Payrolls.....</b>	<b>92</b>
<b>3.4.1.1. New payroll creating .....</b>	<b>93</b>
<b>3.4.1.2. Payroll import .....</b>	<b>98</b>
<b>3.4.2. Employee applications .....</b>	<b>99</b>
<b>3.4.3. Salary projects.....</b>	<b>101</b>
<b>3.5. Statement and account balances .....</b>	<b>104</b>
<b>3.5.1. Account statement.....</b>	<b>104</b>
<b>3.5.2. Account balances .....</b>	<b>106</b>
<b>3.6. Documents uploading .....</b>	<b>107</b>

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3.6.1.	List of uploaded documents .....	108
3.6.2.	Unsigned documents.....	109
3.6.3.	Loading a new document .....	110
3.7.	Deposits.....	111
3.7.1.	Demand deposits .....	111
3.7.2.	Operations with deposits .....	112
3.7.3.	New deposit operation .....	114
3.7.4.	Deposit tranches.....	115
3.7.5.	Future interest accrual.....	117
3.7.6.	Future interest accrual on deposit agreement .....	117
3.7.7.	History of transactions.....	118
3.7.8.	Deposit statement on demand .....	118
3.7.9.	Deposit account statement .....	119
3.8.	Guaranteed payments.....	119
3.8.1.	The "HUB" role.....	119
3.8.1.1.	New product creation.....	119
3.8.1.2.	Counteragents connecting .....	120
3.8.1.3.	Counteragent limits .....	122
3.8.1.4.	Counteragent payments.....	123
3.8.2.	The "Counteragent" role .....	124
3.8.2.1.	Guaranteed payment list.....	124
3.8.2.2.	Guaranteed payment creating.....	126
3.8.2.3.	Guaranteed payment viewing and editing .....	128
3.9.	Beneficiaries .....	129
3.9.1.	Beneficiaries in national currency.....	129
3.9.2.	SWIFT beneficiaries .....	131
3.10.	Messages .....	132
4.	SETTINGS.....	135
4.1.	Personal settings .....	135
4.2.	Security .....	139
4.2.1.	Change of phone number for working with keys OTP confirmation .....	139
4.2.2.	Certificate printing.....	140
4.2.3.	Change the login password.....	141
4.2.4.	Key transfer to mobile client.....	142
4.2.5.	Private key change .....	143
4.3.	Reference books .....	144
4.3.1.	Details of payment.....	144
5.	SYSTEM SAFETY INFO .....	146

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# 1. PREPARING FOR THE FIRST ENTRANCE

## 1.1. System requirements

Hardware requirements	
Parameter	Value
Processor (CPU)	AMD, Intel
CPU Clock speed	1.2 GHz +
RAM	1024 Mb +
HDD	80 GB
Software requirements	
OS	Other software
Win 8.1+ macOS	Mozilla Firefox, Google Chrome, Safari (two latest versions only) (two latest versions)  Java (latest version) for digital signature

## 1.2. Recommended settings of browser

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

- Mozilla Firefox (two latest versions only)
- Safari (two latest versions only)
- Google Chrome (two latest versions only)

Before connecting to the system, you need to set a number of settings for the browser. The location and name of the custom settings depends on the type of browser. You can find a more detailed description of the recommended settings in the help files and manuals for your browser.

## 1.3. Caching

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

## 1.4. Browser security settings

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

To do this, in the security settings:

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

## 1.5. Recommended platforms

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

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

## 1.6. Removing the cookie

The cookies are small text files with the help of which web sites recognize your browser. They contain the information about user preferences (for example, language selection) and user credentials.

To ensure safety of the system we recommend deleting cookies from time to time. You can delete these files in the user settings of your browser.

## 1.7. Display of web application page

To avoid possible errors with display of web application pages in the Internet Explorer, we recommend:

- Enable the "Display mixed content" option in the browser security settings (**Tools/Internet Options/Security/Internet Zone icon/Custom Level**);
- Disable the "**Compatibility View setting**" (the name may differ depending on the Internet Explorer version). To perform this, go to **Tools/Compatibility View Settings**. In the "Websites you've added to Compatibility View", delete the address of the web application, and uncheck "**Display all websites in Compatibility View**".

## 1.8. Documents printing

For adjusting correct document printing in the page settings of the browser set 5 mm (or 0) as the value for the right and left margins and save the settings.

## 2. GENERAL PRINCIPLES OF OPERATING THE OTPAY SYSTEM

### 2.1. Authorization and login

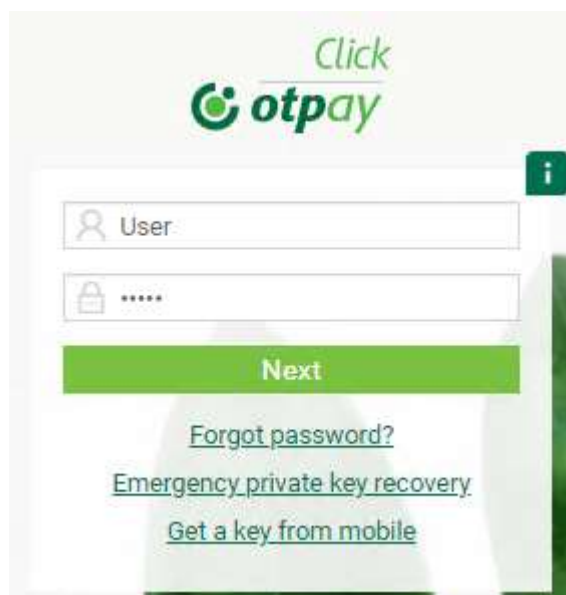
To connect the system, please do the following:

1. Enter the OTPAY Internet banking address into the address bar of your browser. A form for connecting to the system will appear on the screen:




2. The system is multilingual: three languages are available for operation. You can select the interface language on this connection form or after logging in on the main page. The start form for connecting to the system contains buttons for selecting the interface language:
  - «EN» – English
  - «RU» – Russian
  - «UA» – Ukrainian (set by default)
3. You can find the contacts of the bank's support service in the corresponding block in the upper right corner of the page (select the desired tab: "For corporate customers" or "For self-employed individuals").
4. Enter your login and password, click on the "Next" button. At the first login, the system will ask you to change your password (see "Initial password change to log in").



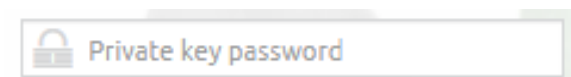
The image shows the 'Click otpay' login interface. At the top, there is a logo with the word 'Click' in green and 'otpay' in a stylized green font. Below the logo, there is a green information icon (i) in a square. The form contains two input fields: the first is labeled 'User' with a person icon, and the second is a password field with a lock icon and masked characters '.....'. Below these fields is a green button labeled 'Next'. Under the 'Next' button, there are three links: 'Forgot password?', 'Emergency private key recovery', and 'Get a key from mobile'.


5. After successful authentication, depending on the rules for entering the system established by the bank, the form may contain:

- Field for entering the path to the private key file (the  button).

The image shows a text input field with the placeholder text 'Select a private key'. To the right of the field is a button with three dots.

- The field for entering the password for the private key:


The image shows a text input field with the placeholder text 'Private key password'. To the left of the field is a lock icon.

- Fields for selecting a USB token with a key (the  button). In this case, you need to connect the token.

The image shows a form for selecting a USB token. It has three input fields: the first contains '00147', the second contains 'e-key IIT Almaz-1K', and the third is labeled 'Private key password' with a lock icon. Below these fields is a green button labeled 'Enter'. There is also a green information icon (i) in a square at the top right of the form.

6. After filling in the required fields, click the "Enter" button.

If you are logging into the system for the first time, for further work you will need to generate working certificates (see "[Working certificates generating](#)").

To open a window with useful information, click on the  button.

If you have any difficulties connecting to the system (you forgot your login password or the private key password, the private key files were lost, or you need to get the key from your mobile phone), use the following links:

- «Forgot password» (see "[Login password recovery](#)").


- «Emergency private key recovery» (see "Emergency private key recovery").
- «Get a key from mobile» (see "Get a key from mobile").

### 2.1.1. Initial password change to log in

After a successful first login, you need to change the login password. To do this, follow these steps:

1. Enter the current password to enter the system.
2. Create and enter a new login password.
3. Re-enter new password.
4. Click on the «**Apply**» button.



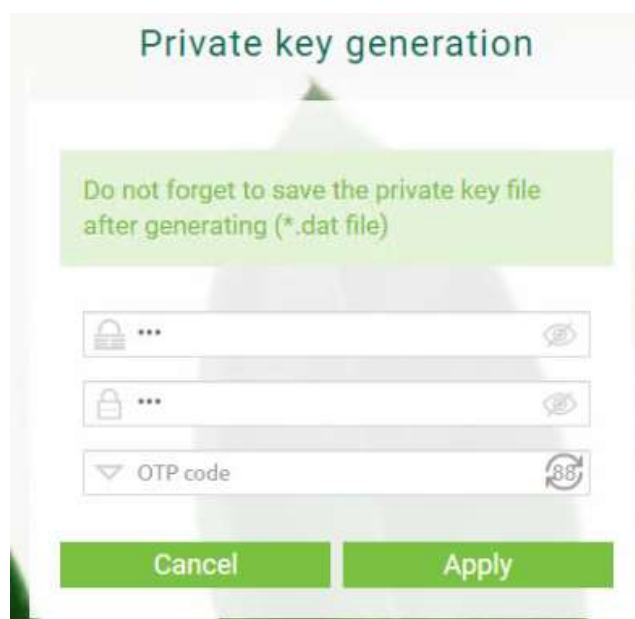
If necessary, you can view the entered password by clicking on the  button.

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

### 2.1.2. Working certificates generating

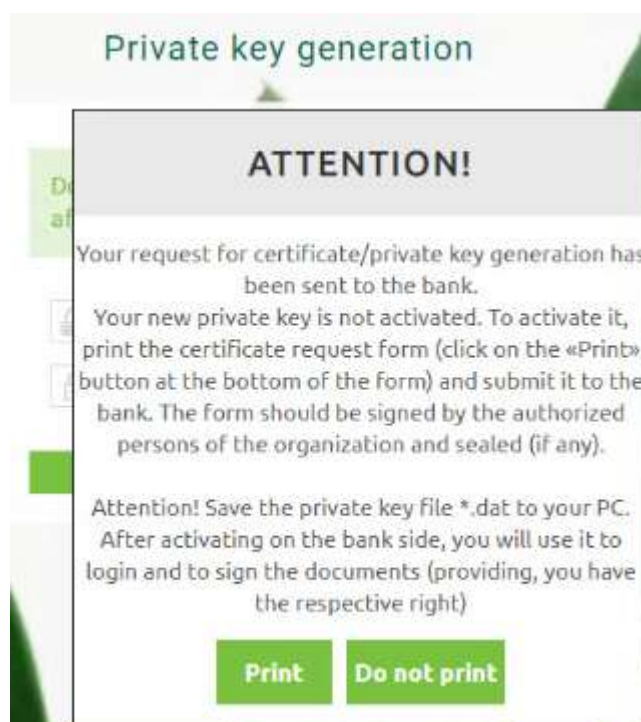
If you are logging into the system for the first time, for further work you need to generate working certificates:

1. You should come up with a password for the private key yourself, enter it in the appropriate field and confirm it once again. Then click on the "**Apply**" button.



The image shows a web form titled "Private key generation". At the top, a green box contains the text: "Do not forget to save the private key file after generating (\*.dat file)". Below this, there are three input fields: the first two are password fields with a lock icon and a toggle eye icon, and the third is labeled "OTP code" with a dropdown arrow and a refresh icon. At the bottom, there are two green buttons: "Cancel" and "Apply".

2. If you work with security tokens, you should specify the type of device, select a device to generate a key, as well as come up with a password for the private key and confirm it in the appropriate field.
3. If the user has the right to confirm actions on keys generating using OTP code, they will receive SMS with a confirmation code to the mobile phone number registered at the bank. Enter the received code into the appropriate field and click on the "**Apply**" button. To request the code again, click on the button to re-request the OTP code.
4. If the user does not have the right to confirm actions to generate keys using the OTP code:
  - The system will generate and send a certificate request to the server. The user will receive a notification:



The image shows a modal dialog box titled "ATTENTION!". The text inside reads: "Your request for certificate/private key generation has been sent to the bank. Your new private key is not activated. To activate it, print the certificate request form (click on the «Print» button at the bottom of the form) and submit it to the bank. The form should be signed by the authorized persons of the organization and sealed (if any). Attention! Save the private key file \*.dat to your PC. After activating on the bank side, you will use it to login and to sign the documents (providing, you have the respective right)". At the bottom, there are two green buttons: "Print" and "Do not print".

- Click on the "Print" button. In this case, the system will generate a report with information on the certificate request, which the user can print or save.

### Інформація про відкриті ключі користувача (запит)

**Клієнт:**

№ сертифіката:

Назва: IFOBS JUR

Ідентифікатор клієнта: **IFOBS JUR**

Адреса:

Телефон:

**Користувач:**

П.І.Б. Диденко

Ідентифікатор користувача: DEV2

E-mail: [adidensk@yandex.ru](mailto:adidensk@yandex.ru)

Телефон: ++38 06

Відкритий ключ

60 15 54 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000 1001 1002 1003 1004 1005 1006 1007 1008 1009 1010 1011 1012 1013 1014 1015 1016 1017 1018 1019 1020 1021 1022 1023 1024 1025 1026 1027 1028 1029 1030 1031 1032 1033 1034 1035 1036 103

• • \_\_\_\_\_

М.П.

**Підпис**

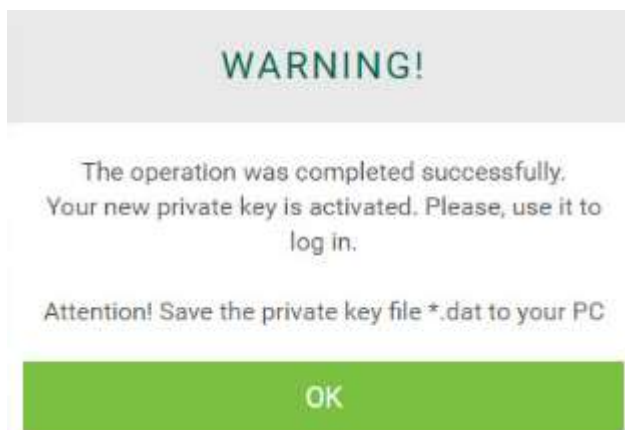
ПІБ користувача

## Підпис

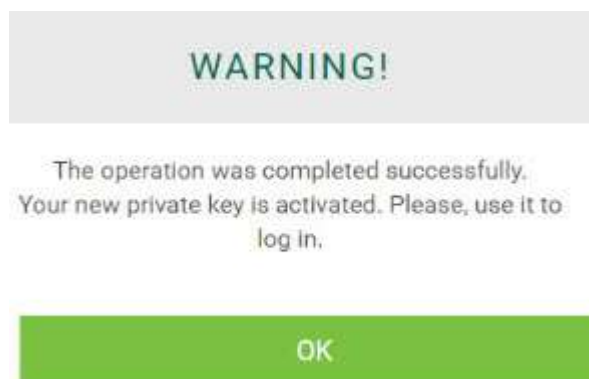
ПІБ керівника

If you do not want the system to generate a report, click on the **"Do not print"** button on the notification form.

5. If the verification of the OTP code is successful, the request for obtaining the private key will be sent to the bank and confirmed there. In case of successful key generating, you will see a notification:



If you generate a key on security token, you will receive the notification:



6. At the next step you should save the private key file (\*.dat).

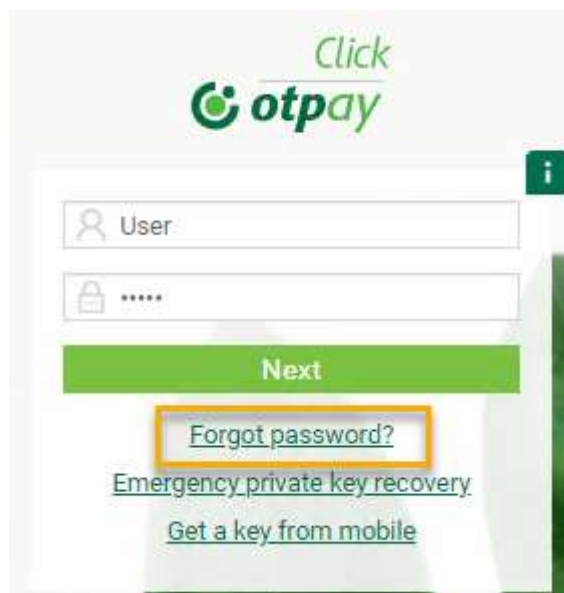
After saving the private key file, you can log in with it and perform operations within the granted rights.

### 2.1.3. Login password recovery

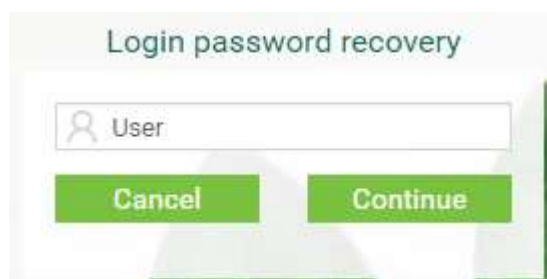
If you forgot your login password, you can use emergency password recovery.

To do this, follow these steps:

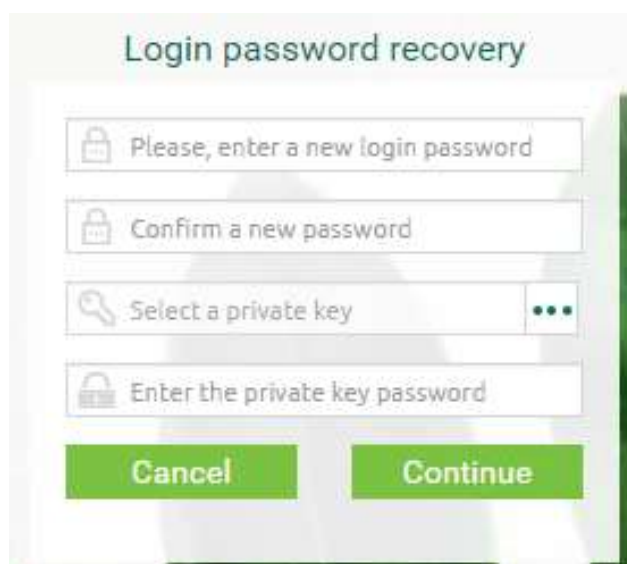
1. On the login page, follow the "Forgot your password" link:



2. Enter your login in the appropriate field:



3. Come up with a new password to enter the system, in the new form enter it in the **Please enter a new login password** field and duplicate it in the **Confirm a new password** field.
4. Specify the path to the private key in the Select a private key field (the button) and enter the password for the key in the corresponding field.
5. Click on the **"Continue"** button.



The screenshot shows a 'Login password recovery' interface. It contains four input fields: 'Please, enter a new login password', 'Confirm a new password', 'Select a private key' (with a dropdown arrow), and 'Enter the private key password'. At the bottom, there are two green buttons: 'Cancel' and 'Continue'.

6. After successfully changing your password, you will receive a corresponding notification:



The screenshot shows a 'WARNING!' dialog box. The text inside says 'The password has been changed!'. At the bottom, there is a green button labeled 'OK'.

#### 2.1.4. Emergency private key recovery

If the private key has expired, the key has been damaged, or the user has forgotten the private key password, you should make the emergency recovery procedure of the private key.

To do this, follow these steps:

1. On the login page, follow the "Emergency private key recovery".



The screenshot shows the OTPAY login page. At the top, it says 'Click otpay'. Below that are two input fields: 'User' and a password field with masked characters. A green 'Next' button is below the password field. At the bottom, there are three links: 'Forgot password?', 'Emergency private key recovery' (which is highlighted with an orange box), and 'Get a key from mobile'.

2. Enter your login and password to enter the system. Click on the "Continue" button.

3. Come up with a password for the new private key, enter it in the appropriate field and confirm. Click on the "Apply" button.

If the user restores keys on security token, on the key generation form, they should fill in the **Select the type of device, Select the device fields** and click on the **"Apply" button**.

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

1. If the user has the right to confirm actions on keys generating using the OTP code, they will receive SMS with a confirmation code. You should enter the received code in the corresponding field and click on the "Apply" button. To request the code again, you should click on the button.

**Note.** If the user has not filled in the parameter **"Phone No for working with keys OTP confirmation"** in the questionnaire, keys generating cannot be performed, and they will need to contact the bank to specify the credentials.

2. If the user does not have the right to confirm keys generating with OTP code, the system will send a request to receive the key to the server. The user will be notified:



**ATTENTION!**

Your request for certificate/private key generation has been sent to the bank.

Your new private key is not activated. To activate it, print the certificate request form (click on the «Print» button at the bottom of the form) and submit it to the bank. The form should be signed by the authorized persons of the organization and sealed (if any).

Attention! Save the private key file \*.dat to your PC. After activating on the bank side, you will use it to login and to sign the documents (providing, you have the respective right)

Print
Do not print

3. In this case, to activate the key, the user should print the certificate request (the "Print" button) and send it to the bank. The form should be sealed (if any) and signed by authorized persons of the organization. The user will need to save the \*.dat private key file, and after activation on the bank's side, they will be able to use it to log in and to sign documents.

ПЕЧАТЬ
X

**Информация об открытых ключах  
пользователя (запрос)**

**Клиент:**

№ сертификата:

Наименование:

Идентификатор клиента:

Адрес:

Телефон:

**Пользователь:**

Ф.И.О.

Идентификатор пользователя:

E-mail:

Телефон:

**Открытый ключ**

9B 9E CF 61 62 12 D6 59 18 73 C6 0F A9 BB 6A 3B 3E 94 68 1A EA AB 3C 99 EE 35  
9D 96 28 42 71 01

« \_\_\_\_\_ »

М.П.

\_\_\_\_\_

Подпись

\_\_\_\_\_

Подпись

\_\_\_\_\_

ФИО пользователя

\_\_\_\_\_

ФИО руководителя

⏮

+

⏭

If the generation is successful, the following notification will appear on the screen: "The operation was successful. The new private key has been activated. Use it to log in." After that, you should save the new private key to the file system. Together with the key, you should also



save the certificate request – report.pdf, which you can print in case you do not managed to print the certificate request and logged out.

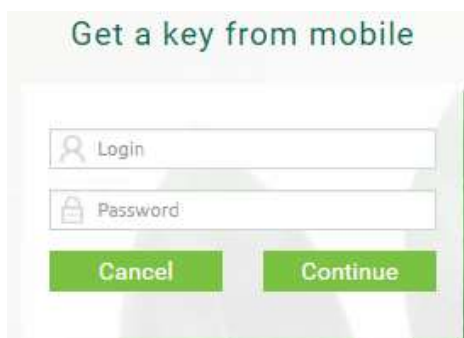
### 2.1.5. Get a key from mobile

If the private key is in your mobile application and you need to transfer it to the file system, follow these steps:

1. In the mobile application, select the option to transfer the key to another device ("Send the key to another device").
2. On the login web page, click on the "Get a key from mobile" link.



3. Enter your login and password to enter the system. Click on the "**Continue**" button.











4. The form will display the linking code and QR code. Enter this code manually on your mobile device, or scan the QR code, enter the password for the private key and confirm the transfer.






5. After the key is transferred from the mobile client, the Enter the password to the private key field will be displayed. Enter your password and click on the "Continue" button.
6. You will receive a notification that the transfer of the private key is successful. Click on the "OK" button. The private key file is loaded onto the file system.

## 2.2. System main menu

The system menu is located on the left side of the page. By clicking on the menu items you can go to the following sections:

Menu item	Description
 Accounts	Information on your current and card accounts (see " <a href="#">Accounts</a> ")
 UAH transactions	Register of transactions in national currency, a form for creating a new payment (see " <a href="#">Transactions in the national currency</a> ")
 Currency transactions	<p>The register of currency transactions, viewing SWIFT advice (see "<a href="#">SWIFT advice</a>"), currency payments (see "<a href="#">Documents</a>") and creation:</p> <ul style="list-style-type: none"> <li>• <b>orders for currency purchase (see "Purchase currency requests")</b></li> <li>• <b>orders for currency sale (see "Sale currency requests")</b></li> <li>• <b>orders for currency conversion (see "Currency conversion")</b></li> <li>• <b>SWIFT payments (see "Payments (SWIFT)")</b></li> </ul>
 Salary	<p>Information on enterprises, employees, payrolls and salary projects:</p> <ul style="list-style-type: none"> <li>• <b>payrolls (see "Payrolls")</b></li> <li>• <b>employee questionnaires (see "Note. If the payer account with mask 2604 is specified in the import file, the commission account must be specified (see the description of the import and export files in a separate document).</b></li> <li>• <b>Employee applications"</b></li> <li>• <b>salary projects (enterprises, employees, employee accounts) (see "<a href="#">Salary projects</a>")</b></li> </ul>
 Statement and balances on accounts	Request for statement generating, viewing account balances (see " <a href="#">Statement and account balances</a> ")
 Document upload	Document uploading (for example, copies of contracts, invoices, questionnaires, etc.), viewing them with the ability to sign and send them to the bank's storage (see " <a href="#">Documents uploading</a> ")
 Guaranteed payments	<p>Information about guaranteed payments. Depending on the user's rights, the system shows a certain set of available operations:</p> <ul style="list-style-type: none"> <li>• <b>for a user with the "HUB" rights (see "The "HUB" role")</b></li> <li>• <b>for a user with the "Counteragent" rights (see "The "Counteragent" role")</b></li> </ul>
 Deposits	Viewing a list of your deposits, general information on each deposit with the ability to perform operations, a schedule for calculating interest and an archive of payments (see " <a href="#">Deposits</a> ")

 Loans	Under development
 Beneficiaries	List of legal entities or individuals which the enterprise of the system client has financial relations ("the enterprise pays the counteragent, or the counteragent pays the enterprise") (see " <a href="#">Beneficiaries</a> ")
 Settings	<p>Settings section:</p> <p>Personal settings - settings for displaying the user interface, account settings, mailing settings, viewing the log of user operations in the system (see «<a href="#">Personal settings</a>»).</p> <p>Security - passwords and certificates managing (see "<a href="#">Security</a>").</p> <p>Reference books – editing, deleting and creating entries in directories (see "<a href="#">Reference books</a>")</p>




The following functions are available on the main page (and on all others):

## 2.3. System information menu


The system information menu is located on the right side of the page.







It includes the following sections:




- Profile photo uploading button . To upload an image, click the  button in the opened form and select the photo (image) on the local disk.
- The button to go to the educational videos of the bank . The list of available videos is displayed in the window. You can view the video description. When you click on the preview, the video will open in a new tab.




- Button for calling help information on the current system section  (in the upper left corner of the system screen).


- 
 Private office – user personal office (see the detailed description in the document “OTPAY\_Личный кабинет\_Руководство пользователя.docx”).
- 
 – messaging with the bank (see “Messages”).
- 
 – the logout button.
- 
 – displaying information about the client's personal manager. Clicking it opens a form with the data of the personal manager(s) assigned to the client.





- 
 – button for viewing and setting exchange rates (see. «Viewing and customizing currency rates»).
- 
 – button for changing the interface language (click it to select the language).
- 
 – click it to get help information for the current section of the system.


## 2.4. Viewing and customizing currency rates

You can view exchange rates by clicking the  button in the information menu. The system will display the exchange rates for the current business day of the bank. You can switch between the NBU, Cash, and Non-cash tabs to view the respective rates.



	\$/€	En	i
Exchange rates			 
NBU	Cash	Non-cash	
28.12.2021	Units	Rate	
RUB	10	3.7005 ▼	
USD	1	27.2306 ▼	
EUR	1	30.8196 ▼	

**Note.** When you select the Non-cash tab, you can view non-cash rates for currency pairs. The rates are displayed depending on their availability.

Exchange rates		 
NBU	Cash	Non-cash
05.09.2023	Purchase	Sale
RUB/UAH	0.3670	0.3770
USD/UAH	27.1600	27.3400
EUR/USD	1.1270	1.1380
EUR/UAH	30.7300	30.9900

In order to customize the list of exchange rates, click the  button, select the checkboxes with the required currency in the list, and click the **"Save"** button:



Exchange rates





36 AUD	<input type="checkbox"/>	124 CAD	<input type="checkbox"/>
156 CNY	<input type="checkbox"/>	203 CZK	<input type="checkbox"/>
208 DKK	<input type="checkbox"/>	280 DEM	<input type="checkbox"/>
348 HUF	<input type="checkbox"/>	376 ILS	<input type="checkbox"/>
392 JPY	<input type="checkbox"/>	398 KZT	<input type="checkbox"/>
643 RUB	<input checked="" type="checkbox"/>	752 SEK	<input type="checkbox"/>
756 CHF	<input type="checkbox"/>	810 RUR	<input type="checkbox"/>
818 EGP	<input type="checkbox"/>	826 GBP	<input type="checkbox"/>
840 USD	<input checked="" type="checkbox"/>	933 BYN	<input type="checkbox"/>
934 TMT	<input type="checkbox"/>	936 GHS	<input type="checkbox"/>

Save

If you want to see the exchange rate for a specific date or period:


- Select the NBU, Cash, or Non-cash tab.
- Click the  button, select "By date" or "For a period" in the drop-down list, click the  button in the field below and use the calendar to specify the date or period for displaying the exchange rate.
- Click the **"Show"** button, and the data for a certain date will be displayed in the section below.

Exchange rates




Period

By date



28.12.2021



Print



Show

NBU	Cash	Non-cash
28.12.2021	Units	Rate
RUB	10	3.7005 ▾
USD	1	27.2306 ▾
EUR	1	30.8196 ▾

To print or save the data in .pdf format, click the **"Print"** button.


Please note: data for a certain period can only be printed or saved in .pdf format.

Exchange rates




Period

For a period




from

05.08.2023



till

05.09.2023



Print

## 2.5. List of allowed characters


The system verifies the contents of all fields on document forms. The characters allowed for encryption are listed in the table.

[illegible]





## 2.6. Documents signing

To confirm an active operation, you should sign the document before sending it to the bank using an electronic digital signature. To do this, follow these steps:

- In the appeared form using the button  provide the path to the private key file.
- Enter the password for the private key.
- After filling in all the required fields, click on the **"Sign"** button.

### Signatures

Signature 1	<input type="text"/>	Signature 2	<input type="text"/>
Select a private key	<input type="text" value="C:\fakepath\OTPAYRB1_Aa12345@_Aa12345@.dat"/> 		
Enter the private key password	<input type="password" value="*****"/> 		


### Signing on behalf of another user

To sign a document on behalf of another user, follow these steps:

- Click the **"Sign on behalf of another user"** button.

Another user (from the list of available)	<input type="text" value="CORP1   Карты Карточки"/> 
Select a private key	<input type="text" value="C:\fakepath\CORP1_123_123.dat"/> 
Enter the private key password	<input type="password" value="***"/> 

- In the new form select the user from the drop-down list.
- In addition, you can search for the user from the list. To do this, in the **Other user (from the list of available)** field in the search bar "User of another client" (above the list of users), enter the client name - the user/users corresponding to the parameters will be displayed.

CORP1   Карты Карточки	
User of another client	
ALENA01   Olena Mudra FS	
ALENA02   Mudra Olena FS	
ANNAIVA1   ANNAIVA ANNAIVA	
ANNAIVA2   ANNAIVATWO ANNAIVATWO	
BANKKEY01   Украинский Василий FS	
CORP1   Карты Карточки	

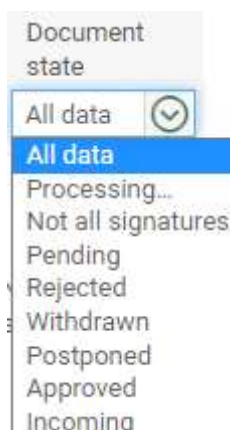
- Select the key storage type from the list.
- If the key is on the file system, use the button to select the private key file.
- Enter the password for the secret key.


## 2.7. Filtering, sorting, and updating data on list forms

For the convenience of finding data in the system, you can use the following features:

1. Filters in table headers. If there are filters on forms with lists, then by setting their parameters, you can get information only by the category of interest. To set filters, do the following:

- For text fields, enter the parameters according to which the data will be filtered and press the "Enter" key on the keyboard.
- For drop-down lists, select values from the lists:



2. Data sorting in tables. To sort by one of the table columns, click on the button next to its title.
3. Data updating in tables. Using the  button you can update the data in the table. In this case, the information is synchronized with the bank's database.
4. Switching pages. Using the toolbar, you can navigate from page to page and view the entries.




## 2.8. Documents status

The "Status" column in tables, as well as the **Status** field on document forms, contains information about the current state of the document:

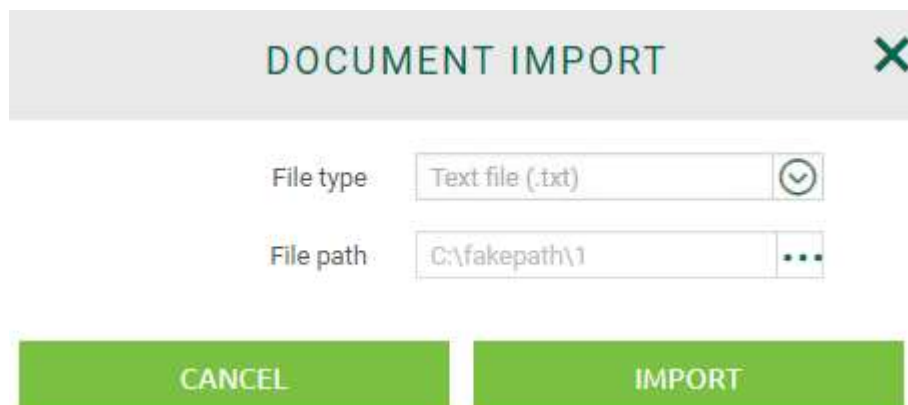
- All data - displays a list of payments/documents without filtering by status.
- Processing... - the document is accepted for processing, but not transferred to any of the final statuses.
- Not all signatures - the document does not have all the required signatures.
- Pending - the status of the payment before it is received by the operator.
- Rejected - the payment was declined by the iFOBS server or in the banking system.
- Withdrawn - the document was removed by iFOBS.
- Postponed - the payment in the bank was postponed.
- Approved - the document was approved in the bank.
- Incoming - documents for incoming (credit) documents.

## 2.9. Documents import

On some tabs you can load a list of documents from the file: for payrolls – in .xml, .dbf, .xls formats, for documents in national currency – in .txt, .xml, .dbf, .xls, iBank2 (.txt), PAIN.001 formats, for documents in foreign currency – in .txt format for requests, .txt and iBank2 (.txt) for SWIFT. To do this, follow these steps:

1. Click on the "Import" button on the form with a documents list.
2. In the new form, select the file format from the drop-down list (the button).
3. Specify the path to the file of the required format (the  button).


4. Confirm your action by clicking on the "Import" button.

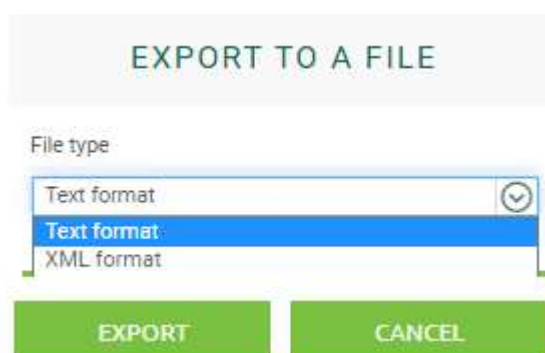


To cancel the action, click on the "**Cancel**" button.

## 2.10. Documents export

On some tabs, you can save the documents list to .txt or .xml file. The .xls format is available for the list of documents in national currency. To do this, follow these steps:


1. Click on the "Export" button on the form with the documents list.
2. In the form that opens, select the file format from the drop-down list (the  button).
3. Confirm your action by clicking on the "Export" button. The file will be saved by means of the browser to the "Downloads" folder. To cancel the action, click on the "Cancel" button.



## 2.11. Attached documents

When creating payment orders, as well as orders for currency purchase, sale, conversion, etc. you can associate documents with them (for example, scanned copies of contracts, invoices, questionnaires).

In order to link a document with a request, in the "Attached documents" section, do the following:


1. If you already have documents that you have uploaded and sent to the bank (see "Attached documents"), select the file from the drop-down list in the Attach document field (the  button) and click on the "OK" button:

Attached documents 

<input type="checkbox"/>	Number	Import date	Filename	Document state
				


Attach document   


2. If you want to upload a new document with automatic linking to this request, click on the Browse button, select values from the drop-down lists in the Operation type, Operation subtype and the file to upload (click on the Browse button). If necessary, enter a comment (maximum 1000 characters):


Upload document 

Client


Branch

Operation type  

Operation subtype  



Comment

3. To remove a link to a document, mark the linked document/documents using the checkbox . To select all documents in the list, check the checkbox in the table header. Click on the "Unlink" button:

Attached documents 

<input type="checkbox"/>	Number	Import date	Filename	Document state
<input checked="" type="checkbox"/>	161314	12.03.2020	Music Concierge inv&act 6755.pdf	Attached
<input type="checkbox"/>	161315	12.03.2020	Act of verification.pdf	Attached

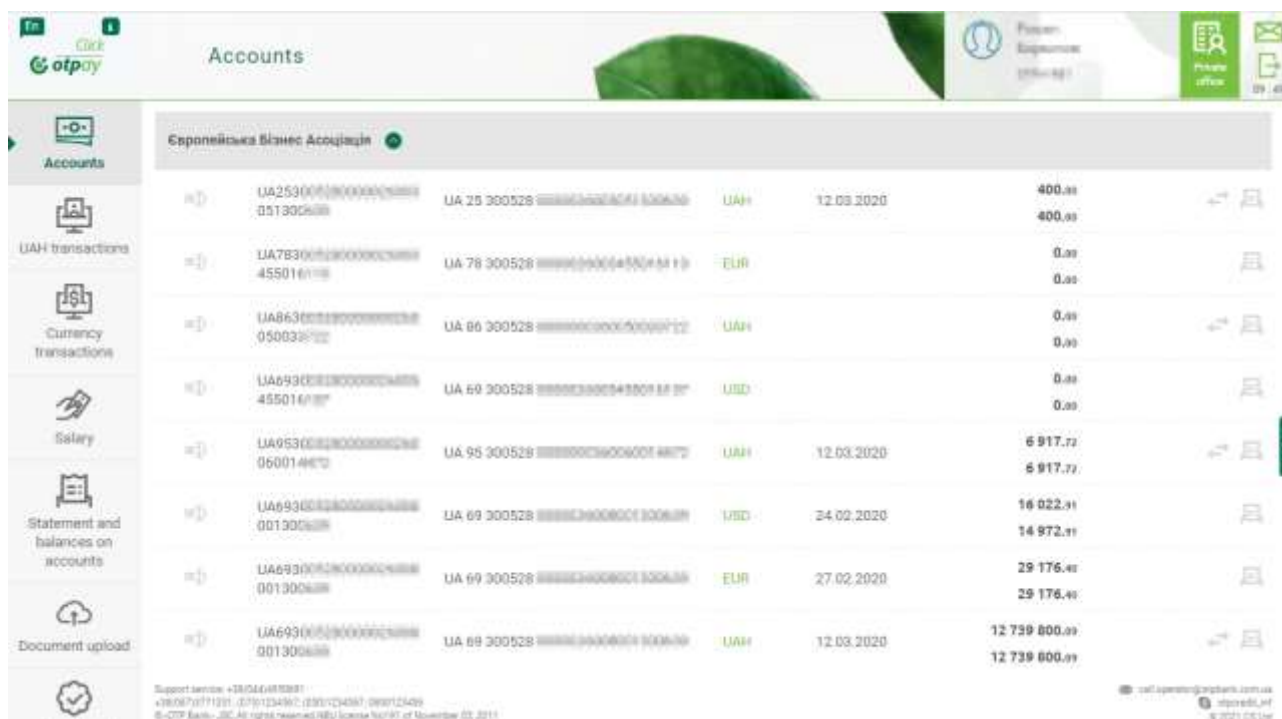


**Note:** you can remove the link to the document in the currency document until it is sent with all the necessary signatures to the bank.







### 3. FUNCTIONALITY

### 3.1.Accounts

You can see lists of all your current and card accounts with information on current and forecast balances on the main page or by selecting the **Accounts** menu item:



If a user has accounts of several enterprises under monitoring within one account, then all accounts will be displayed in the context of enterprises. By default, enterprises are sorted by name, and the accounts of each enterprise are sorted by account number. The user can set their own order of displaying accounts in the **Settings/Account settings** menu section (see "Personal settings") On the "Accounts" page, you can do the following:

- To hide or show the list of cards/accounts of the counteragent, click on the following buttons:  ("Minimize") or  ("Expand").
- To quickly go to the form for creating a new payment, click on the  button (available for accounts in national currency, if the user has the right to debit to this account and the account status is not "Closed"). In this case, the data of the "Payer" section will be filled in automatically, but you can change it if necessary.
- You may assign its own name (pseudonym) to each account. To do this, click on the  button, in the field that opens, enter the new account name and click on the  to save.
- To quickly go to the account statement request form, click on the  button.

For detailed information on the account, select the entry you need in the list.

**Account information**

UA 69 300528 (Account opened) UA 69 300528 UAH

Date of last account activity	06.03.2020
Current balance	12 739 800.09 UAH
Overdraft limit	0.00 UAH
Unused overdraft limit	0.00 UAH
<b>Available balance</b>	<b>12 739 800.09 UAH</b>
Current balance	12 739 800.09 UAH
Overdraft limit	0.00 UAH
Account restrictions	0.00 UAH
Unsent payment orders	0.00 UAH
<b>Planned balance</b>	<b>12 739 690.09 UAH</b>
Operation type	12 739 800.09 UAH
Unauthorized debit	110.00 UAH
Unauthorized credit	0.00 UAH

Serviced office: Головний офіс банку

[Export the account details to PDF](#) [Turnover on account](#)

In the form that opens, you can view the following information about the account:

1. Date of last activity.
2. Current balance.
3. Overdraft limit.
4. Unused overdraft limit.
5. Available balance, split into components:
  - Current balance.
  - Overdraft limit.
  - Account restrictions.
6. Unsent payment orders.
7. Planned balance, split into components:
  - Current balance.
  - Unauthorized debit.
  - Unauthorized credit.
8. Information about the service department.

If necessary, you can export invoice details to a .pdf document by clicking on the «**Export the account details to PDF**» button.

You can view the funds movement on the account by clicking on the «**Turnover on account**» button (see "[Turnover on account](#)").

### 3.1.1. Turnover on account

To go to the "Turnover on account" page, click on the "**Turnover on account**" button on the page for viewing account detailed information.

To select a period, use the fields to set the period: you can enter dates manually or use the built-in calendar, or use the **"Month"**, **"Quarter"**, **"Year"** buttons (the default value is **"Month"**):

You can print the table of account turnovers by clicking on the **"Print"** button:

Turnover on account

Date from: 16.12.2010 to 14.01.2021 OK

By days By weeks **By month**

Recieve date	Opening balance	Total debits	Total credits	Closing balance
16.12.10-31.10.19	0.00 UAH	12 076 724.19 UAH	13 013 487.81 UAH	936 763.62 UAH
01.11.19-30.11.19	936 763.62 UAH	12 600 215.72 UAH	11 950 035.27 UAH	286 583.17 UAH
01.12.19-31.12.19	286 583.17 UAH	20 540 969.18 UAH	20 408 641.07 UAH	154 255.06 UAH
01.01.20-31.01.20	154 255.06 UAH	32 393 419.06 UAH	36 771 727.56 UAH	4 532 563.56 UAH
01.02.20-29.02.20	4 532 563.56 UAH	13 002 953.30 UAH	10 659 726.20 UAH	2 189 336.46 UAH

Print

PRINT

AccountGraphPrint.action 1 / 1

Європейська Бізнес Асоціація


ДОВІДКА

АТ «ОТПБАНК», код ЄДРПОУ 21685166, код банку 300528, згідно з Вашим запитом повідомляє, що рух коштів за період з 16.12.2010р. по 14.01.2021р. за поточними рахунками, відкритими Європейська Бізнес Асоціація, код ЄДРПОУ 31 в АТ «ОТПБАНК» становив:

Номер рахунку	Дебетовий оборот	Кредитовий оборот
UA 69 300528		
16.12.2010 - 31.10.2019	12076724.19	13013487.81
01.11.2019 - 30.11.2019	12600215.72	11950035.27
01.12.2019 - 31.12.2019	20540969.18	20408641.07
01.01.2020 - 31.01.2020	32393419.06	36771727.56
01.02.2020 - 29.02.2020	13002953.30	10659726.20
01.03.2020 - 14.01.2021	108096.56	10658560.19
<b>ВСЬОГО:</b>	<b>90722378.01</b>	<b>103482178.10</b>

Дата	Відкритий залишок	Дебетовий оборот	Кредитовий оборот	Відкритий залишок
16.12.2010 - 31.10.2019	0.00	12076724.19	13013487.81	936763.62
01.11.2019 - 30.11.2019	936763.62	12600215.72	11950035.27	286583.17
01.12.2019 - 31.12.2019	286583.17	20540969.18	20408641.07	154255.06
01.01.2020 - 31.01.2020	154255.06	32393419.06	36771727.56	4532563.56
01.02.2020 - 29.02.2020	4532563.56	13002953.30	10659726.20	2189336.46
01.03.2020 - 14.01.2021	2189336.46	108096.56	10658560.19	0.00
<b>ВСЬОГО:</b>		<b>90722378.01</b>	<b>103482178.10</b>	

АТ «ОТПБАНК»

To return to the form of detailed information on payment, click on the  button at the top of the page.

### 3.1.2. Corporate cards

Card accounts are displayed in the general list of accounts and marked with a card icon.



Accounts						
TOB "PRAVET"						
	UA30300528 55062268	UA 30 300528	268	USD	0.00	
					0.00	
	UA30300528 55062268	UA 30 300528	268	UAH	03.10.2019	1 933.62
						1 933.62
	UA85300528 90034794	UA 85 300528	714	UAH	09.10.2019	1 870.99
						1 870.99
	UA27300528 55062414	UA 27 300528	414	UAH	30.09.2019	0.00
						0.00

Click on the card icon to go to the "Account Information" page.

Account information	
UA 85 300528 (Account opened)	
Date of last account activity	04.03.2020
Current balance	1 870.99 UAH
Available balance	1 969.14 UAH
Serviced office	17 Оболонське відділення
Scheme of account access for cardholders	Separate access
List of account cards	
Valid card "VISA BUSINESS" 03/2022 406760*****3605 ALIENOR SA 1 969.14 UAH	
<div>Export the account details to PDF</div> <div>Statement for all cards</div> <div>Card operation log</div>	

After entering the form with a card account, a request or data update on card accounts is performed, including updating the cards balance.

On the page, you can find information on the card account, balances, account access scheme, as well as a list of cards linked to the account. Card numbers are masked (in the nnnnnn \*\*\*\*\* nnnn format).



The following information is displayed in the card account data block:

Parameter	Value
<b>Alias account</b> (if not set, the account number is displayed). Close to it (in brackets) are the account status and currency	Account number, status in B2 CBS, symbolic currency code
<b>Date of account activity</b>	DD.MM.RRRR (according to B2 CBS)
<b>Current balance</b>	Current account balance from B2 CBS, symbolic currency code
<b>Available balance</b>	Available account balance from IS-Card, symbolic currency code. For accounts with separate access - the amount of available balances for all linked accounts from IS-Card
<b>Serviced office</b>	Name of branch account



<b>Scheme of account access for cardholders</b>	Shared or separate access
---	---------------------------

The following information is displayed in the "List of account cards" block:

Parameter	Value
<b>Search button</b> 	Card search. When pressed, a field for data entry appears (Cyrillic and Latin characters, numbers, spaces, "*", "/" are available.) For all found matches, the filters may be used
<b>Payment system logo</b>	It is displayed depending on the first digit of the card number: <ul style="list-style-type: none"> <li>4 – VISA;</li> <li>5 and 6 – Mastercard;</li> <li>others – the logo is not displayed</li> </ul>
<b>Card type</b>	Card type (VISA GOLD, etc.)
<b>Card status</b>	Current card status (active, blocked, suspended, etc.)
<b>Card expiry date</b>	Card validity period in MM/YYYY format
<b>Card number</b>	Masked card number
<b>Embossed name on the card</b>	Last name and first name of the cardholder
<b>Available balance</b>	Available card balance from IS-Card, symbolic currency code
<b>The</b>  <b>button</b>	Button for updating card balance (data comes from IS-Card)

Each line of the list is a link to the information page of the selected card (see "[Card information](#)").

Click on the "**Export the account details to PDF**" button to get a report with account details in national or foreign currency. You can print the received information .

Click on the "**Statement for all cards**" button to receive a statement from the card system for all cards issued to the account (see "[Statements for all cards](#)").

Click on the "**Card operation log**" button to view the list of transactions with the card account (see "[Card operation log](#)").

Creating a payment from a card account is available for accounts in national currency with public access.

### 3.1.2.1. Statements for all cards

For accounts with general access, the statement is generated according to the card agreement to which the main account in B2 CBS is linked.

For accounts with separate access, a consolidated statement is generated for all card agreements associated with the B2 CBS account.

To receive statements for all cards, click on the "**Statement for all cards**" button on the "Account Information" page, specify the statement period and click on the "**Generate**" button.

×

### STATEMENT FOR ALL CARDS

Date from  to

CANCEL
CREATE

The generated statement will be displayed in a separate window. You can save it as a .pdf file or print it.

### 3.1.2.2. Card operation log

To go to the log, click on the "**Card operation log**" button on the "Account information" page.

The page displays a list of card transactions (request number, request date, card number, account number and currency, organization name, transaction name and request status).

The list displays requests for all account cards to the accounts to which you have access.

Card operation log						User: <span>Private office</span>		30:00
Application number	Date	Card number	Account number and currency	Organization	Operation			
430797	15.04.2020	5472 66** **** 9902	UA 41 300528 UAH	TOB				
430796	15.04.2020	5472 66** **** 9910	UA 86 300528 UAH	TOB				
430795	15.04.2020	5472 66** **** 9910	UA 86 300528 UAH	TOB				
430794	15.04.2020	5472 66** **** 9910	UA 86 300528 UAH	TOB				
430793	15.04.2020	5472 66** **** 9910	UA 86 300528 UAH	TOB				

Request statuses are shown in the following way:

- - not all signatures;
- - approved;
- - rejected.

Each line in the list is a link that can take you to a page with information on a card transaction.

For requests in the "Not all signatures" status, the "Sign" and "Reject" buttons are available, which you can sign or reject the request with.


### 3.1.2.3. Card information

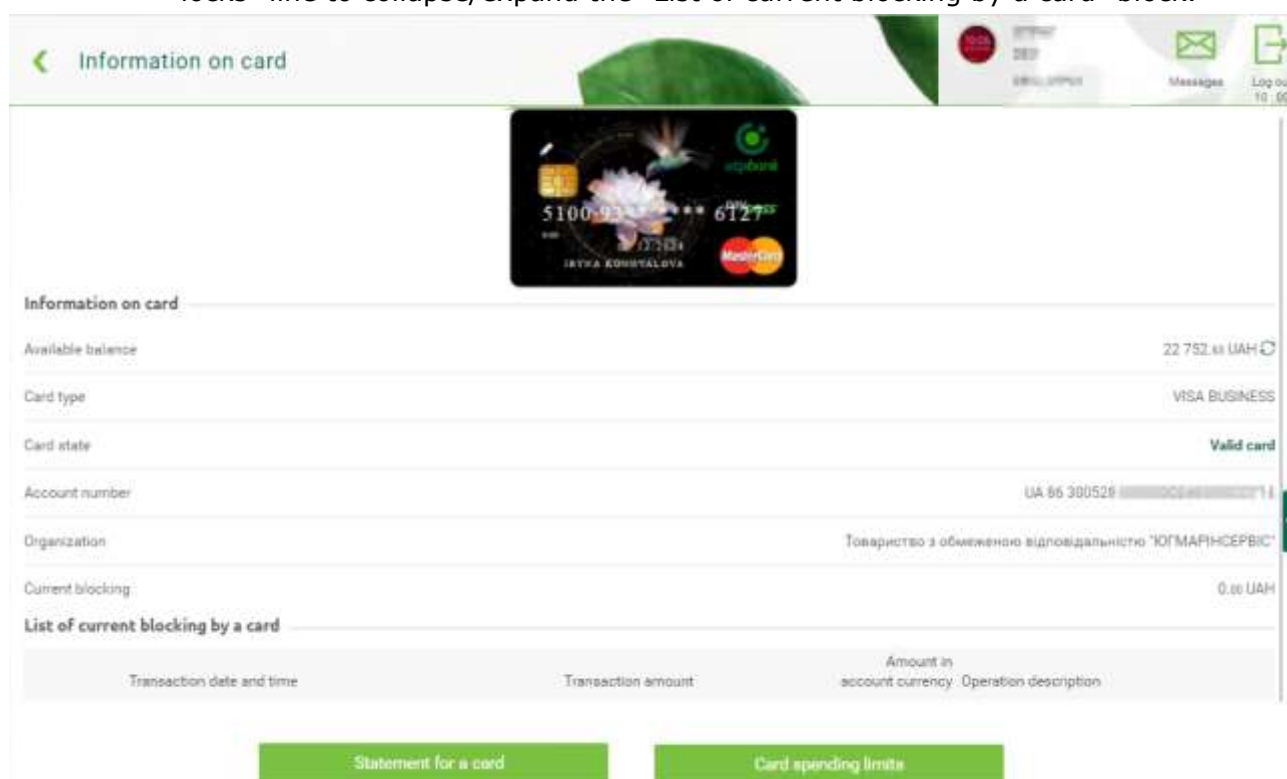
To view detailed information on a card linked to a corporate card account, go to the page for viewing detailed information on a card account and select the required card in the "List of account cards" block.

At the top of the page, you will see a card image with the following details:

- Card alias;
- Card No;
- Expiration date;
- Embossed name of a cardholder.

In the "Information on card" block the following data is displayed:

- Available balance (information from the card system) and the  button to update the card balance;
- Card type;
- Card status;
- Account number;
- Organization;
- Current blocking (total amount). If the amount is less than 0, then an expanded block with a list of current card blockings is displayed below. Click on the "Current locks" line to collapse/expand the "List of current blocking by a card" block.




For cards with separate access, the button "**Statement for a card**" is available on the page, which allows you to request a statement from the card system. Click on the button, indicate the period for which you want to generate a statement, and click on the "**Create**" button.



You can save the statement to a .pdf file or print.

The **"Card spending limits"** button allows you to change the limits of daily cash withdrawals and the limits of trade operations and operations on the internet (see ["Card spending limits"](#)).

#### 3.1.2.4. Card spending limits

To change the values of card spending limits, click on the **"Card spending limits"** button and then click on the  pictogram on the line with the limit you want to change. Then make the appropriate changes. If the spending limits of Sum and Number of operations exceed the limits set by the bank, you will see a message displaying the maximum available amount for input.



To cancel the changes, click on the **"Cancel"** button, and the limits section will be hidden.

You can also save the request for changing the current limits by clicking the **"Save"** button or sign it (click on the **"Sign"** button).

You can update the limits using the **"Refresh"** button.

#### 3.1.2.5. Card financial transactions

You can use your card account to make transfers in national currency, but pay attention to the restrictions: for accounts with public access, debit and credit operations are available, and for accounts with separate access, only replenishment is available.

Currency transactions from card accounts are currently not available.

## 3.2. Transactions in the national currency

### Displaying the number of signatures

**Please note:** on all tabs of the **UAH transactions** section, except for the "Inbox" tab, information on the number of signatures applied to the document is visually displayed (the upper indicator corresponds to the first signature, the lower indicator corresponds to the second):

- Gray - there is no signature of the corresponding level;
- Green – 1st signature applied;
- Yellow – 2nd signature applied;
- Blue - the 3rd signature has been applied (if the user has been granted the right to work with the third signature).

When hovering over the indicator area, a hover with information about signers will be displayed.



### Setting display period

**Please note:** in the **UAH transactions** section on the tabs: "All documents", "Incoming", "Outgoing" in the field For the period "from" to "the current date is displayed by default.

After the user sets a different period/date on any tab of the section, except for the "Unsigned" tab, the system will set the same period on all menu tabs (except "Unsigned") and will display it during the session. The same period will be set in the form of a detailed view of the document, as well as after selecting the operations of import, deletion, printing, export, signing, copying, creating a payment or template.

In the **UAH transactions** menu section you can perform the following actions:

- Switch to the form for creating a new payment, by clicking on the "Create payment" button:
  - you can transfer funds to your counteragents (see "Creating a new payment to the counteragent");
  - you can transfer funds from one of your accounts to another your bank account (see "Creating a new payment between own accounts").
- View payment templates, create a new one or use an existing one to create a new payment in national currency (see "Document templates").
- View the register of transactions in national currency (see "All documents" tab):

The list of transactions in the national currency

Period: CS CS\_USER\_1  
System time: 18.12.2022 10:59  
Operator day: 28.12.2023  
10:00

CREATE PAYMENT TEMPLATES \$€ En

All documents Unsigned (1) Outgoing Incoming


From 15.12.2010 to 18.12.2022 OK Show statistics Page 1 of 10456



Total by selected payments: 24.13 UAH Payments, total: 2

	Date	Doc. No.	Sender	Recipient	Rec. code	Amount	Paym. details	Posting date	Status
<input type="checkbox"/>									All data
<input type="checkbox"/>	04.07.2022	154	Європейська Бізнес Асоціація UA 69 300528 0000026008001300639	Клієнт В UA 95 305299 0000026004031611434	000671787	-4.07 UAH	Перерахування	-	Pending
<input checked="" type="checkbox"/>	04.07.2022	155	Європейська Бізнес Асоціація UA 69 300528 0000026008001300639	Клієнт В UA 95 305299 0000026004031611434	000671787	-4.07 UAH	Перерахування	-	Pending
<input checked="" type="checkbox"/>	28.06.2022	152	Європейська Бізнес Асоціація UA 69 300528 0000026008001300639	Клієнт В UA 95 305299 0000026004031611434	000671787	-20.06 UAH	Перерахування	-	Pending
<input type="checkbox"/>	28.06.2022	151	Європейська Бізнес Асоціація UA 69 300528 0000026008001300639	Клієнт В UA 95 305299 0000026004031611434	000671787	-1.28 UAH	Перерахування	-	Pending
<input type="checkbox"/>	24.06.2022	151	Європейська Бізнес Асоціація UA 69 300528 0000026008001300639	Клієнт В UA 95 305299 0000026004031611434	000671787	-20.06 UAH	Перерахування	-	Pending
<input type="checkbox"/>	24.06.2022	150	Європейська Бізнес Асоціація UA 69 300528 0000026008001300639	Клієнт В UA 95 305299 0000026004031611434	000671787	-20.06 UAH	Перерахування	-	Pending

Import Print Export

On the **"All documents"** tab you can do the following:

- Select display period (by default - current date). To do this, enter the dates in the From ... to ... fields manually or use the built-in calendar (button ) , click on the "OK" button:





From 10.01.2018  to 18.01.2021  OK

January 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31




- Switch to the form for viewing statistics of documents in national currency for the specified period. Click the "Show statistics" button. In the new form you can view information on the number and amount of all user payments in the national currency, grouped by status (info is composed for all documents, taking into account the filters set by the user and for the date or period set for the "All documents" tab).

STATISTICS <span>×</span>		
Number of documents	Total amount	Status
15	15 749.24 UAH	Withdrawn
900	462.28 UAH	Not all signatures
2755	273 955 771.92 UAH	Approved
2863	5 721.87 UAH	Pending
4589	277 062 975.45 UAH	Incoming
OK		




- Search for a document by specified parameters (see "Filtering, sorting, and updating data on list forms").
- detailed information about the selected document (see "Viewing and editing payments in national currency").
- Go to editing and signing a document in the "Not all signatures" status, by clicking the button  (see "Documents signing").
- Copy approved document by clicking the button .
- For a document with the Incoming status, create a reverse payment by clicking the button .
- View the reason for rejection of the document in the "Rejected" status, which is displayed when you hover over the icon .

- Import a list of documents (txt, iBank2 (.txt), PAIN.001 formats), press the "Import" button, see "[Documents import](#)".
- Export the list of documents to an XLS file (the "Export" button).
- Go to the list of documents requiring signing, by selecting the "Unsigned" tab.

On the "Unsigned" tab you can do the following:

- Sort and filter documents in the list (see "Filtering, sorting, and updating data on list forms").
- Switch to the form for viewing detailed information about the selected document (see "[Viewing and editing payments in national currency](#)").
- Sign the selected document by clicking  (see "Documents signing").
- Sign one or more documents by marking them with a symbol  and clicking on the "Sign" button.
- Delete one or several documents by marking them with a symbol  and clicking on the "Delete" button.
- Export the list of documents to an XLS file (the "Export" button).
- Go to the list of your incoming or outgoing payments by selecting the "Outgoing" or "Incoming" tab.

On these tabs you can do the following:

- Select display period (by default - current date). To do this, enter the dates in the From ... to ... fields manually or use the built-in calendar (button ) , click on the "OK" button.
- Sort and filter documents in the list (see "Filtering, sorting, and updating data on list forms").
- Switch to the form for viewing detailed information about the selected document (see "[Viewing and editing payments in national currency](#)").
- Import a list of documents on the "Outgoing" tab (the "Import" button (see "[Documents import](#)").
- Export the list of documents to an XLS file (the "Export" button).
- Delete one or several documents by marking them with a symbol  and clicking on the "Delete" button (for outgoing documents in the "Awaiting processing" status).
- Print one or several documents by checking the checkboxes next to the selected documents  and clicking the "Print" button (for outgoing documents in the "Approved" status).

**Please note:** if you have selected one or several payments in the list, the total amount for the selected payments and the number of selected payments will be displayed at the top of the form:





### 3.2.1. Viewing and editing payments in national currency

To view or change payment documents in national currency, select the **UAH transactions** menu:

The list of transactions in the national currency

CREATE PAYMENT | TEMPLATES | All documents | Unsigned (2) | Outgoing | Incoming

From: 03.02.2020 To: 03.02.2022 OK

Total by selected payments: 4.44 UAH  
Payments, total: 2

	Date	Document number	Sender	Recipient	Recipient code	Amount	Payment purpose	Transaction date	Document state
<input checked="" type="checkbox"/>	28.12.2021	9	TOB UA 8 0000 747	TOB UA 8 0000 747	38740215	-1.22 uah	Перевод між власн ими рахунками бан к/ДБ	20.01.2022 17:41:31	Approved
<input type="checkbox"/>	28.12.2021	8	TOB UA 8 0000 747	TOB UA 8 0000 747	38740215	-12.22 uah	test:0 - accept	-	Withdrawn
<input checked="" type="checkbox"/>	28.12.2021	8	TOB UA 8 0000 747	TOB UA 8 0000 56	38740215	-3.21 uah	Перевод між власн ими рахунками бан к/ДБ	-	Rejected

TOB "EMER"

Import | Print | Export

Each row in the list is a link, you can click on it and switch to the form with payment details.

See more about the items ["Creating a new payment to the counteragent"](#), ["Creating a new payment between own accounts"](#).

Depending on the status of the document, on the form with detailed information you can:

- View document in the "Rejected" status.
- Edit document in the "Not all signatures" status.
- Create a reverse payment based on the current document - click on the **"Create reverse payment"** button.
- Create payment based on the current document - click on the **"Copy"** button. This will create an exact copy of the payment.
- Sign document (see ["Documents signing"](#)).
- Save document without signing (the **"Save"** button).
- Withdraw payment in the "Pending processing" status (the **"Withdraw"** button).
- Print document (the **"Print"** button).
- For approved documents – view detailed information about the document according to ISO 20022 standards (**"Document details"** button). A pdf form of the payment instruction will be displayed, which can be downloaded or printed.



**Document details**

Хом'як  
Георгій-Гена  
OTPAY\_CS

System time: 11.08.2023 16:13  
Operation day: 28.12.2021

Private office 59 : 54

Document type: Incoming

**Document parameters**

Document date: 28.12.2021  
Value date: 28.12.2021  
Posting date: 24.04.2023  
Document number: ttt2  
Amount: 0.01  
Currency: UAH

**Recipient**

IBAN: UA 41 300528 000000026...  
Recipient code: 20740015  
Name: ТОВ 'ЮГ...  
Bank code: 300528  
Account: 2600880000567  
AT 'ОТП БАНК'


**Payer**

IBAN: UA 12 300528 000002920...  
Payer code: 20000000  
Name: АТ 'ОТП Банк', Україна  
Bank code: 300528  
Account: 2920...  
AT 'ОТП БАНК'

**Details of payment**

test



Create a return payment Print Document details


To return to the form with a list of payments, click the button  at the top of the page.

### 3.2.2. Creating a new payment to the counteragent

In order to create and send to the bank a request for transferring funds from your account to the counterparty's account:

1. Select the UAH transactions menu.
2. Click the "Create payment" button.
3. Select "The payment to the counterparty" tab at the top of the form - a new form will open.

**Note.** To show/hide sections on the form, use the  /  buttons.

4. In the "Document parameters" section, specify the document date manually or using the built-in calendar (button ). You can specify the document number manually or it will be assigned automatically after selecting the account from which the payment will be made:

If it is necessary to make a payment on a date different from the bank's current business day, you have to specify the **Value date** (desired payment execution date). In other cases, the **Value date** field is optional.

5. In the "Payer" section, select the account from the drop-down list available in the **Account** field.

6. According to ISO 20022 standards, the payment instruction contains new sections for adding information about the payment participants (actual payer, actual recipient), as well as a structured payment purpose for budget payments.



If you need to enter the actual payer's data, click the **"Actual payer"** button and fill in the appropriate fields. The description of the fields and the view of the form with the expanded sections are given below (see ["Description of the elements of the section with information about payment participants"](#)).


**Please note:** for participants, if they cannot be identified by a code, passport, or other document, additional identification by address and place of birth is possible. The necessity of additional identification depends on the requirements of the bank's financial monitoring (identification and verification programs) and is regulated by bank settings. If additional sections open on the form, fill in the appropriate information in their fields.

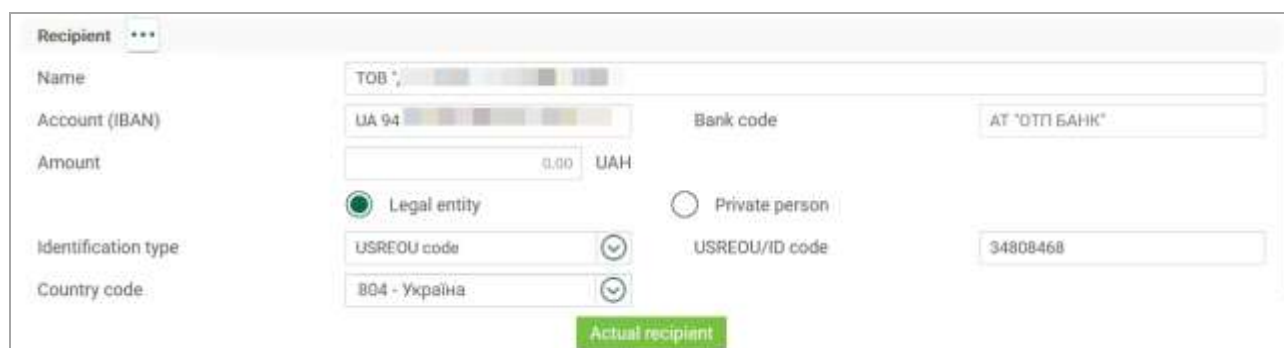
Identification type	No code has been assigned	USREOU/ID code	000000000
Country code	804 - Україна		
<b>Location</b>			
Country code	Not selected	Region	
District		Place	
Street		House number	
Apartment		Postal code	
<a href="#">Clear</a>			

### Description of the elements of the section with information about payment participants

Parameter	Mandatory	Description
<b>Legal entity/ Private person</b>	+	The switch indicates that the participant of the payment is a legal entity or an individual entrepreneur (according to ISO20022, it is identified as a private person)
<b>Country</b>	+	Enter the code or select the country of residence from the list
<b>Actual payer name/Recipient name/ Actual recipient name</b>	+	Field for entering the name of the payment participant
<b>Identification type</b>	+	<p>Select the type of identification from the list. Depending on the selected value, the <b>ID code/USREOU</b> field is filled in.</p> <p><b>For legal entity:</b></p> <ul style="list-style-type: none"> <li>USREOU code - 8 digits (not zeros);</li> <li>Tax ID (taxpayer registration number) displayed for the recipient - 9 digits (not zeros);</li> <li>No code has been assigned (the ID code/USREOU field is filled with the value 000000000).</li> </ul> <p><b>For an individual:</b></p> <ul style="list-style-type: none"> <li>Tax ID (register number of the tax payment record card) - 10 digits (not zeros);</li> <li>Passport - 2 letters and 6 digits or 9 digits (ID card) or 000000000 (for non-residents);</li> <li>Another document - 2 letters and 6 digits (for a resident);</li> <li>No information (the display depends on the bank's settings) - the ID code/USREOU field is filled with the value 99999.</li> </ul> <p><b>Please note:</b> for participants which cannot be identified by a code, passport or other document, additional identification by address and place of birth is possible. The need for additional identification depends on the requirements of the bank's financial monitoring (identification and verification programs) and is regulated by the settings. If additional sections ("Location" and "Date and place of birth") open on the form, fill in the appropriate information in their fields</p>
<b>ID Code/USREOU</b>	+	Field for entering data according to the selected type of identification, see above
<b>Location</b>	-/+	<p>The block is displayed if selected:</p> <ul style="list-style-type: none"> <li>For legal entity: identification type - no code has been assigned,</li> <li>For an individual: identification type - no information.</li> </ul> <p>Fill in the following fields:</p> <ul style="list-style-type: none"> <li>Country - enter a code or select a name from the list;</li> </ul>

Parameter	Mandatory	Description
		<ul style="list-style-type: none"> <li>• Region;</li> <li>• District;</li> <li>• Place (required);</li> <li>• Street;</li> <li>• House number (required);</li> <li>• Apartment;</li> <li>• Postal code.</li> </ul> <p>If at least one field of this block is filled in, then the required fields of the block must be filled in.</p> <p><b>Note.</b> The obligation for filling in location data depends on the settings in the bank</p>
<b>Date and place of birth</b>	-/+	<p>The block is displayed if the identification type selected for the individual is "no information".</p> <ul style="list-style-type: none"> <li>• Birth date;</li> <li>• Place;</li> <li>• Country - enter a code or select a name from the list.</li> </ul> <p><b>Note.</b> The obligation to fill in the date and place of birth data depends on the settings in the bank</p>
		Button for selecting the actual payer/recipient/actual recipient from the reference book
		Button for clearing the entered data on the actual payer/actual recipient

- In the "Recipient" section, enter the name of the counteragent, recipient code, account (IBAN) or use the reference book of counteragents (the  button) for automatic filling of fields.
- If you are filling in the fields of the section manually, select the type of identification from the list. Depending on the selected value, fill in the **ID code/EDRPOU** field (see "Description of the elements of the section with information about payment participants").



Recipient \*\*\*

Name: TOB \*

Account (IBAN): UA 94

Amount: 0.00 UAH

Bank code: AT "OTPI BAHK"

Identification type: Legal entity (selected), Private person

USREOU code: 34808468

Country code: 804 - Україна

Actual recipient

**Please note:** for participants, if they cannot be identified by a code, passport, or other document, additional identification by address and place of birth is possible. The necessity of additional identification depends on the requirements of the bank's financial monitoring (identification and verification programs) and is regulated by bank settings. If additional sections open on the form, fill in the appropriate information in their fields (see "Description of the elements of the section with information about payment participants").

Identification type	No information	USREOU/ID code	99999
Country code	804 - Україна		
<b>Location</b>			
Country code	Not selected	Region	
District		Place	
Street		House number	
Apartment		Postal code	
<b>Date and place of birth</b>			
Birth date		Place	
Country code	Not selected		

9. Select a recipient country from the drop-down list.
10. Enter the payment amount.
11. According to ISO 20022 standards, the payment instruction contains new sections for adding information about the payment participants (actual payer, actual recipient), as well as a structured payment purpose for budget payments.

If you need to enter the actual recipient data, click the **"Actual recipient"** button and fill in the appropriate fields. The look of the form with the expanded sections is given below. For the description of the fields please see "Description of the elements of the section with information about payment participants".

Actual recipient

<b>Actual recipient</b> ...	
Name	БЛАГОДІЙНИЙ ФОНД
<input checked="" type="radio"/> Legal entity <input type="radio"/> Private person	
Identification type	USREOU code
Country code	804 - Україна
<span style="background-color: #4CAF50; color: white; padding: 2px 10px; border-radius: 5px;">Clear</span>	

**Please note:** for participants, if they cannot be identified by a code, passport, or other document, additional identification by address and place of birth is possible. The necessity of additional identification depends on the requirements of the bank's financial monitoring (identification and verification programs) and is regulated by bank settings. If additional sections open on the form, fill in the appropriate information in their fields (see "Description of the elements of the section with information about payment participants").

Identification type	No information	USREOU/ID code	99999
Country code	804 - Україна		
<b>Location</b>			
Country code	Not selected	Region	
District		Place	
Street		House number	
Apartment		Postal code	
<b>Date and place of birth</b>			
Birth date		Place	
Country code	Not selected		
<span style="background-color: #4CAF50; color: white; padding: 2px 10px; border-radius: 5px;">Clear</span>			

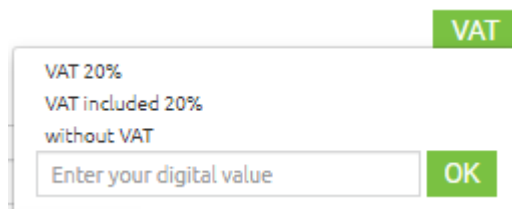
12. Depending on the settings in the bank, a payment to the budget can include a structured payment purpose.

To make a payment to the budget, you must fill in the details of the "Budget" section. Fill in the fields of the "Funds transfer direction" section.

### Fields description

Parameter	Mandatory	Description
<b>Funds transfer direction ...</b>	+	Section for adding data on the budget payment
<b>Payment type code</b>	-	Select the payment type code from the list
<b>Additional information on the entry</b>	-	Enter additional information about the entry (up to 140 characters)
<b>Account number</b>	-	Enter the account number in IBAN format
<b>Tax amount</b>	-	Enter the tax amount. Note: the total amount of all added directions must be equal to the amount of the UAH document
<b>Information about tax notification (decision)</b>	-	Enter information about the tax notification (decision) (up to 140 characters)
<b>Type</b>	-	Enter the budget revenue classification code (up to 35 characters)
		Button for adding a new funds transfer direction. A new entry can be added when the required fields of the previous entry are filled in. The number of transfer directions available for adding is regulated by the settings in the bank
		Button for deleting the additional funds transfer direction

13. In the "Details of payment" section specify the payment purpose manually or select one of the previously saved templates by clicking the button. Please note: for the budget payments this field is filled in with a "Budget payment" link. Please note: if you create a budget payment with a structured purpose, the data entered in the "Budget" section will be displayed on the printed form as a consolidated line separated by a space. The line length is up to 420 characters.
14. Set the **"Save as a template"** flag to save the payment to templates list (see ["Document templates"](#)).
15. Using the **"VAT"** button, you can choose one of three options for displaying value added tax: "VAT 20%" and "VAT included 20%" with the calculated amount of tax, "without VAT" or enter your digital VAT value. The "VAT" button becomes available after you have entered the payment amount.



A dialog box titled "VAT" with a green header. It contains the following text: "VAT 20%", "VAT included 20%", and "without VAT". Below this text is a text input field labeled "Enter your digital value" and a green "OK" button.


16. If necessary, specify additional details in the appropriate field.



The form is divided into two main sections: "Details of payment" and "Additional details".

**Details of payment:** This section has a dropdown menu with three dots. Below it is a large text input field. To the right of this field, it says "Symbols left: 420". Below the input field is a checkbox labeled "Save payment purpose as template" and a green "VAT" button.



**Additional details:** This section contains three buttons: "Save without signature", "Sign", and "Sign on behalf of another user". To the right of these buttons is a checkbox labeled "Save payment as template" which is checked.


17. To save the payment without signing, click on the **"Save without signature"** button.
18. To send the payment to the bank, sign the document (see "[Documents signing](#)").
19. To return to the previous page click on the button  at the top of the page.

### 3.2.3. Creating a new payment between own accounts

In order to create and send to the bank a request for transferring funds between your own accounts opened in OTP BANK:

1. Select the UAH transactions menu.
2. Click the "Create payment" button.
3. Select "Payment between own accounts in OTP BANK" tab at the top of the form - a new form will open.

**Note.** To show/hide sections on the form, use the buttons  / .

4. In the "Document parameters" section, specify the document date and value date (date of payment execution) manually or using the built-in calendar (button ).
5. You can specify the document number manually or it will be assigned automatically after selecting the account from which the payment will be made.



**Creating a payment**

The payment to the counteragent | Payment between own accounts in OTP BANK

**Document parameters**

Document date: 12.03.2020 | Document number: 18121827

Value date:

**Payer**

Account: UA 66 300528 | ПрАТ "ДНІПРОСІЛЬСЬКИЙ" | UAH | 240.04

**Recipient**

Account: UA 98 300528 | ПрАТ "ДНІПРОСІЛЬСЬКИЙ" | UAH | 0.00

Amount: 111.00 UAH

**Details of payment**



Between own account without VAT

Save as a template ☒

**Additional details**

additional details

Save without signature | Sign | Sign on behalf of another user

6. In the section "Payer" select your account from the drop-down list available in the Account field.
7. In the "Recipient" section, select your account from the drop-down list in the Account field, to which funds will be transferred. Enter the transfer amount.
8. In the "Details of payment" section specify the payment purpose manually or select one of the previously saved templates by clicking the button .
9. Set the "Save as a template" flag to save the payment to templates list (see "Document templates").
10. If necessary, specify additional details in the appropriate field.
11. To save the payment without signing, click on the "Save without signature" button.
12. To send the payment to the bank, sign the document (see "Documents signing").
13. To return to the previous page click on the button  at the top of the page.

### 3.2.4. Document templates

On the "**Document templates**" tab you can do the following:

- Search for a template by the specified parameters (see "Filtering, sorting, and updating data on list forms").
- Create a new template - the "New template" button (see "Creating a new template").
- Create a new payment by template, view or edit a template. To do this, click on the line with the template you need (see "View and edit templates. Create a payment by template").





< Create a new template

System time:  
Operation day:

14.12.2023 12:21  
28.12.2021

Private office

20:00

Amount, UAH

Priority

Days till value date

---

**Payer**

Bank

AT "ОТП БАНК"

Account

UA

Description

**Actual payer**

---

**Recipient** ⋮

Account (IBAN)

UA 94

Name

☒ Legal entity

☐ Private person

Identification type

USREOU/ID code

Country code

**Actual recipient**

---

**Payment purpose**

За товари та послуги

Characters left:: 400

---

**Additional details**

---

**Template description**

---

☒ Set the template public

Budget
PP
VAT

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

To clear the filled fields, click on the **"Clear"** button.

In order to return to the previous form without saving changes, click on **"Cancel"** button.

### 3.2.4.2. View and edit templates. Create a payment by template

On the template editing form, you can perform the following actions:

- Make changes to the required fields of the template and save the changes – click on the "Save" button. See below for a detailed description of the template fields.
- Clear template fields - click on the "Clear" button.
- Skip the changes made to the template - click on the "Cancel" button.
- Create payment by this template - click on "New document (UAH)" button (see description below).

**Template editing**

Хочіть  
Геопріфіна  
OTPAY\_CS

System time: 14.12.2023 14:01  
Operation day: 28.12.2021

Private office 20:00

\$/€ En i

Amount, UAH 1.02 UAH Days till value date

Priority 50

**Payer**

Bank AT "ОТП БАНК"

Account UA :38 060 81... UAH

Description

Actual payer

**Recipient** ...

Account (IBAN) UA

Name

Legal entity ☒ Private person ☐

Identification type USREOU code

Country code 804 - Україна

Bank AT "ОТП БАНК"

USREOU/ID code

Actual recipient

**Payment purpose**

Characters left: 403

Платіж до бюджету

**Additional details**

**Template description**

Дт...

☐ Set the template public

Cancel Remove New document (UAH) Clear Save Budget PP VAT


## Creating a document by template

In order to create a new document using a template, follow these steps:

- On the template editing form, click on the button "New document (UAH)".
- A new window "Creating a payment" with filled fields will open.
- If the template was created for a transfer within Ukraine or within the bank to another counteragent, "The payment to the counteragent" tab will open. A detailed description of the fields is given in "[Creating a new payment to the counteragent](#)".
- If the template was created for transferring between your accounts, the "Payment between own accounts in OTP BANK" tab will open. A detailed description of the fields is given in "[Creating a new payment between own accounts](#)".

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

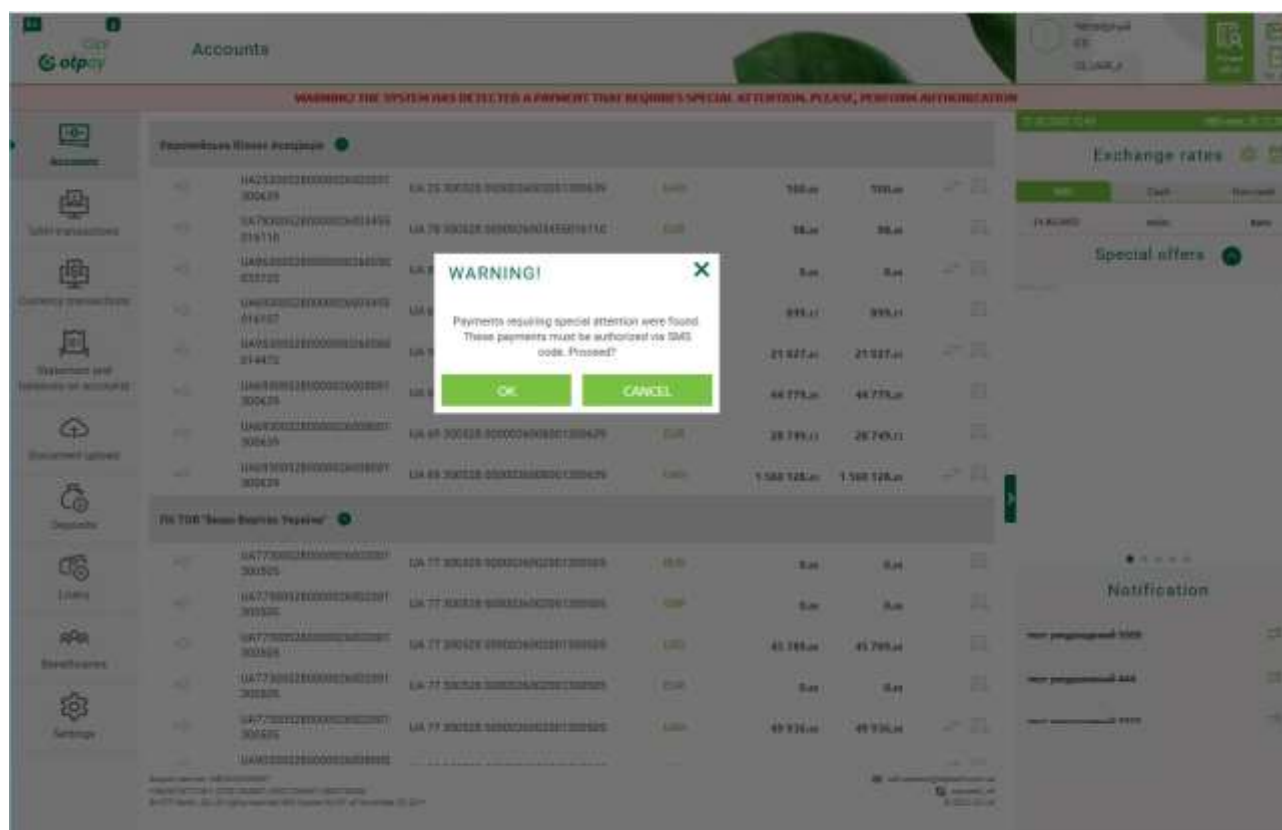
To send the payment to the bank, sign the document (see "[Documents signing](#)").

To return to the previous page click on the button  at the top of the page.

### 3.2.5. SMS confirmation of potentially fraudulent payments

After creation, signing and sending to the bank, the payment should be verified by the anti-fraud system of the bank.

In case the payment was marked as potentially fraudulent, it gets the "Requires OTP confirmation" state, while the user is shown a pop-up notification about the detection of a fraudulent payment with the text "Pay attention! The system has detected a payment that requires special attention. Please perform authorization."



At the same time with a pop-up notification about the detection of fraudulent payment, the system displays a modal window on the top of all windows with the notification: "Payments requiring special attention have been detected. These payments must be authorized using an SMS code. Proceed?"

Click **"OK"** to go to the list of payments requiring authorization, or **"Cancel"** to close the window and continue working in the system.

Please note: if you have refused authorization, a pop-up notification and a warning window will be displayed upon subsequent transitions to any section of the system, as well as when entering it.

### **To authorize/reject a payment:**

1. Go to the "Requires OTP-confirmation" tab in "UAH transactions" menu item.
2. A list of documents requiring OTP confirmation will be displayed. The list displays: date, document number, sender, recipient, recipient code, amount, and purpose of payment.
3. Select the document(s) you need from the list and click the "Authorize" or "Reject" button. The authorization and rejection operations are also available in the form of detailed information about a document requiring OTP confirmation.





### 3.3.Currency transactions

In the **Currency transactions** section, you can perform the following actions:

1. Go to the list of documents requiring signing by selecting the "Unsigned" tab.
2. Go to work with various types of currency documents (tabs "Purchase", "Sale", "Conversion", "Forward", "Payments (SWIFT)", "SWIFT advices", "Documents").
3. View the general register of executed currency payments.

#### **Displaying the number of signatures**

**Please note:** on all tabs of the **Currency transactions** section, except for the "SWIFT advices", and "Documents" tabs, information on the number of signatures applied to the document is visually displayed (the upper indicator corresponds to the first signature, the lower indicator corresponds to the second):

- Gray - there is no signature of the corresponding level;
- Green – 1st signature applied;
- Yellow – 2nd signature applied;
- Blue - the 3rd signature has been applied (if the user has been granted the right to work with the third signature).

When hovering over the indicator area, a hover with information about signers will be displayed.




#### **Setting display period**





**Please note:** in all tabs of **Currency transactions** section except "Unsigned", in the field **For the period "from" to "** the current date is displayed by default.

After the user sets a different period/date on any tab of the section, except for the "Unsigned" tab, the system will set the same period on all menu tabs (except "Unsigned") and will display it during the session. The same period will be set in the form of a detailed view of the document, as well as after selecting the operations of import, printing, export, signing, copying, creating a new request or payment.

#### **3.3.1. Unsigned documents**

To go to the list of documents requiring signing, select the "Unsigned" tab. On the form that opens, you can do the following:

- Select the data display period (by default - the period from the date of the previous ODB to the date of the current ODB). To do this, enter dates manually or use the built-in calendar (the  button). The specified period should not exceed 30 days, including the current day.
- Sort and filter documents in the list (see. "Filtering, sorting, and updating data on list forms").
- Go to the form with detailed information on the selected document, where, depending on the status of the document, you can do the following: save the document after editing it (the "Save" button), copy to a new form (the "Copy" button), print (the "Print" button ) or sign (see "[Documents signing](#)"). For a detailed description of the view form fields, see the sections "[Purchase currency requests](#)", "[Sale currency requests](#)", "[Currency conversion](#)", "[Payments \(SWIFT\)](#)".


- Sign the required document by clicking on the  button (see "Documents signing").
- Sign one or more documents by checking the appropriate boxes  and clicking on the "Sign" button.
- Print one or several documents by checking the corresponding boxes  and clicking on the "Print" button. In bulk printing, one report is generated, which the user can send to print or save as a PDF file using the browser.
- Remove one or more documents by checking the corresponding boxes  and clicking on the "Remove" button.

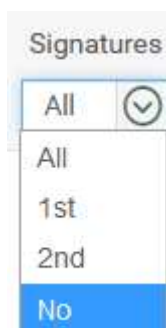
For a detailed description of the view form fields, see the sections "Purchase currency requests", "Sale currency requests", "Currency conversion", "Payments (SWIFT)".



### 3.3.2. Purchase currency requests

In order to view the list of your requests for the currency purchase or create a new one, select the "Purchase" tab.



On the form with a list of requests, you can do the following:

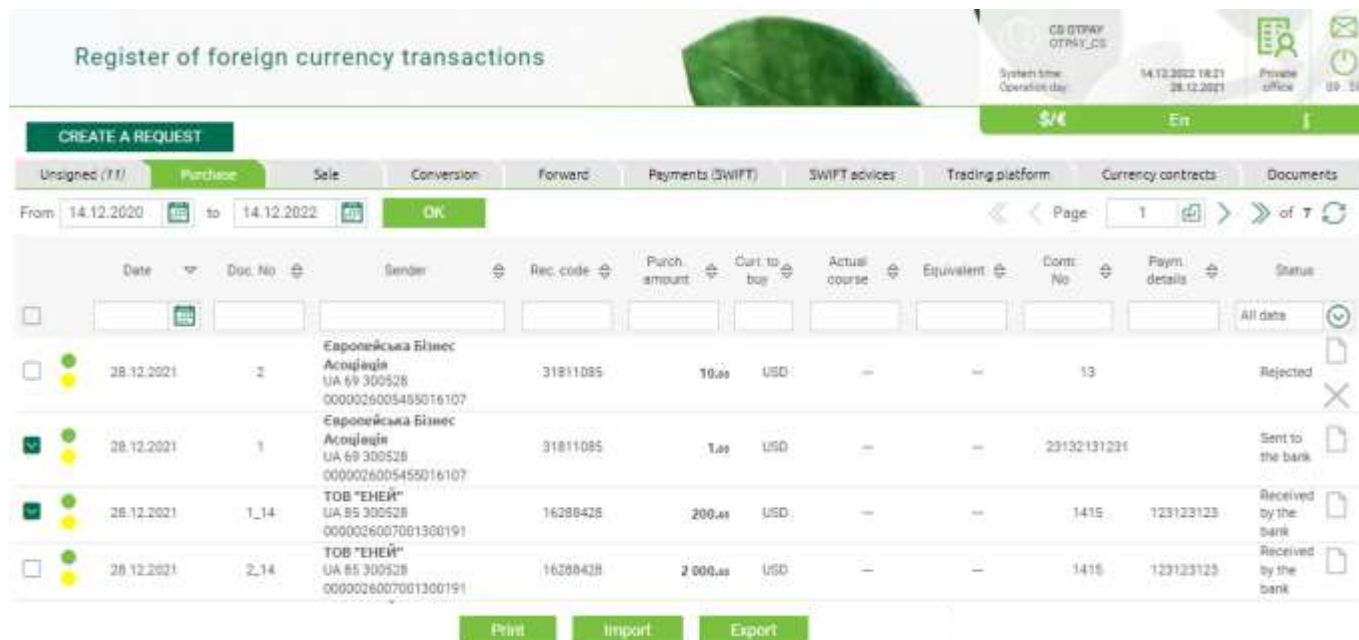
1. Select the data display period (by default - the period from the date of the previous ODB to the date of the current ODB). To do this, enter dates manually or use the built-in calendar (the  button). The specified period should not exceed 30 days, including the current day.
2. Sort and filter documents in the list (see. "Filtering, sorting, and updating data on list forms"), including sorting by the "Signatures" option:



3. Go to the form with detailed information on the selected document, where, depending on the status of the document, you can do the following: copy to a new form (the "Copy" button), print (the "Print" button) or sign (see "Documents signing"), withdraw the request (the "Withdraw" button).
4. Import a list of documents (in .txt format) - the "Import" button ("Documents import").
5. Save the list of documents to a file (in .txt, .xml formats) - the "Export" button (see "Documents export").
6. Print one or several documents by checking the corresponding boxes  and clicking on the "Print" button.
7. Sign the required document by clicking on the  button (see "Documents signing").



8. Copy the required document using the  button. The form for creating a new request for the currency purchase will be shown in the edit mode with data from the copied request filled in automatically.
9. For documents with the "Rejected" status, the icon  is displayed, when you hover over it you can see the reason for the rejection.



Register of foreign currency transactions

CREATE A REQUEST

Unsigned (11) | Purchase | Sale | Conversion | Forward | Payments (SWIFT) | SWIFT advice | Trading platform | Currency contracts | Documents

From: 14.12.2020 to: 14.12.2022 OK

	Date	Doc. No.	Sender	Rec. code	Purch. amount	Curr. to buy	Actual course	Equivalent	Contr. No.	Paym. details	Status
<input type="checkbox"/>	28.12.2021	2	Европейська Бізнес Асоціація UA 69 300528 0000026005455016107	31811085	10.00	USD	—	—	13		Rejected
<input checked="" type="checkbox"/>	28.12.2021	1	Европейська Бізнес Асоціація UA 69 300528 0000026005455016107	31811085	1.00	USD	—	—	23132131231		Sent to the bank
<input checked="" type="checkbox"/>	28.12.2021	1_14	ТОВ "ЕНЕЙ" UA 85 300528 0000026007001300191	16288428	200.00	USD	—	—	1415	123123123	Received by the bank
<input type="checkbox"/>	28.12.2021	2_14	ТОВ "ЕНЕЙ" UA 85 300528 0000026007001300191	16288428	2 000.00	USD	—	—	1415	123123123	Received by the bank

Print Import Export

#### States of the documents:


- All data - displays a list of payments/documents without filtering by status.
- Processing... - the document is accepted for processing, but not transferred to any of the final statuses.
- Sent to the bank.
- Received by the bank.
- Approved - the document was approved in the bank.
- Rejected - the payment was declined in the banking system.
- Not all signatures - the document does not have all the required signatures.
- Withdrawn - the document was removed in the system.
- Document verification – *CS Manager Accepted (ForPay)*.
- Currency purchase. Document verification is successfully completed - *CS HO Control Accepted (ForPay)*.
- Crediting currency to the account - *Treasury Accepted (ForPay)*.


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

#### **Creating a new request for currency purchase**

To create a new request for currency purchase, follow these steps:

1. Click on the "Create a request" button at the top of the form

Note. You can also go to the request creation form by clicking on the  button on the form with a requests list, or the "Copy" button on the form with detailed information on the request. In this case, the fields on the payment creation form will be filled in automatically with the possibility to edit data.

2. In the "Document parameters" section:
  - The Document number field is filled in automatically when you select a debiting account. The value of this field can be changed (no more than 10 characters). Acceptable are Latin letters of different registers, numbers and symbols: "/", "-", "?", ":", "(", ")", ".", ",", " ", "+", "{", "}", Space, non-breaking space.
  - The document date is set by default by the current operating day of the bank. The field is not available for editing.
3. In the "Client" section:
  - The Name, Address, Code fields are filled in automatically after selecting the crediting account. These fields are not available for editing.
  - In the Authorized person field, enter the full name of the authorized person (no more than 30 characters).
  - In the Contact phone number field, enter the phone number of the authorized person (no more than 13 characters).
  - In the Document number field, enter the number of the required document (no more than 38 characters).
  - In the Document Date field, enter the date manually or select it using the built-in calendar (button ).
  - In the Other field, if necessary, you may enter additional information (no more than 250 characters). This field is optional.
4. In the "Terms of foreign currency purchase" section:
  - In the Currency field, select a currency from the list, and the system will automatically fill in the currency code. In this field, you will only have access to the currencies of your accounts. Or enter the digital currency code manually, and the system will automatically fill in the symbolic code.
  - The Currency name in words field is filled in automatically after currency selecting. The field is not editable.
  - In the Purchase amount field, enter the amount of the purchased currency.
  - You can purchase currency on "urgent" terms. To do it check the appropriate checkbox.
  - Select the rate at which the currency will be purchased: "Online rate", "Rate of the bank" or "Maximum rate of agreement". If you select the "Maximum rate of agreement" option, please specify the rate in the field on the right.
  - The **Indicative equivalent in national currency** field will display the amount of the national currency equivalent. If you hover over the field, an informational notification will be displayed: "The amount credited may differ from the calculated equivalent".
  - In the Account field from the drop-down list, select the account which funds in national currency will be debited from to purchase foreign currency.
  - Check the box "Account in JSC "OTP Bank" (by default, the box is checked) to select an account in the OTP bank for transferring the balance in case of excessive transfer of funds in hryvnia, and in the Account (IBAN) field select the required account from the drop-down list.
  - To select an account in another bank, uncheck the box and in the Account (IBAN) field manually enter the account which the currency will be credited to. In this case, the name and address of the bank is filled in automatically.
5. Depending on the bank's settings, the "Pension fund" section may be displayed on the form. The fields in this section are not available for editing.
6. If necessary, you can link a document to the request in the "Attached documents" section (see "Attached documents").

7. To save an unsigned request, click on the "Save without signature" button.
8. To send a document to the bank, sign the document (see "Documents signing")

To go to the extended/compact view of the "Document parameters" section, use the



buttons.

**Currency purchase**

---

**Document parameters**

Document number	94500501	Document date	23.11.2020
-----------------	----------	---------------	------------

**Client**

Name	Берейловська Асоціація
Address	вулиця Гоголя, 10, м. Київ, 04070, Україна
Code	31000000
Authorized person	
Contact phone number	

We authorize to purchase foreign currency on our behalf of and at our expense on terms specified in the request for the purpose:

Document number	123	Document date	06.02.2024
Other	123		

**Terms of foreign currency purchase**

Currency	USD	Purchase amount	200.00
	Indicative equivalent in national currency	7211.72	
Currency name in words	Долар США		
	<input type="checkbox"/> Purchase on urgent terms		
<input checked="" type="radio"/> Online rate	<input checked="" type="radio"/> Rate of the bank	<input type="radio"/> Max. rate of agreement	0.00


We undertake to transfer / ask to retain the amount in hryvnias (advance payment) from the current account (- s), which is necessary for purchasing and / or is related to foreign currency purchasing (including the operation fee and state obligatory pension insurance tax, etc.) in OTP BANK  
**UA 74 300528 0000029001001900000 , Bank Code 300528, ID Code 21685166**  
We authorize to transfer money in foreign currency to our bank account  
**OTP Bank JSC, ID Code 21685166, Bank Code 300528, Kiev**

Account	UA 59 300528 00000260050000000000	Берейловська Бизнес Асоціація	USD	899.17
---------	-----------------------------------	-------------------------------	-----	--------

We authorize to transfer money excess, in case of a surplus transfer of money in national currency, to our account

☒ Account in JSC "OTP Bank"


Account (IBAN)	UA 59 300528 00000260050000000000	Берейловська Бизнес Асоціація	UAH	13 607 941.44
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To return to the previous page click on the  button at the top of the page.

### 3.3.3. Sale currency requests

To go to the list of your documents for the currency sale, select the "Sale" tab.

On the form with a list of requests, you can do the following:

1. Select the data display period (by default - the period from the date of the previous ODB to the date of the current ODB). To do this, enter dates manually or use the built-in calendar (the  button). The specified period should not exceed 30 days, including the current day.
2. Sort and filter documents in the list (see. "Filtering, sorting, and updating data on list forms").
3. Go to the form with detailed information on the selected document, where, depending on the status of the document, you can do the following: save the documents after editing it (the "Save" button), copy to a new form (the "Copy" button), print (the "Print" button) or sign (see "Documents signing").

4. Import a list of documents (in .txt format) - the "Import" button (see "Documents import").
5. Save the list of documents to a file (in .txt, .xml formats) - the "Export" button (see "Documents export").
6. Print one or several documents by checking the corresponding boxes  and clicking on the "Print" button.
7. Sign the required document by clicking on the  button (see "Documents signing").
8. Copy the required document using the  button. The form for creating a new request for the currency sale will be shown in the edit mode with data from the copied request filled in automatically.
9. For documents with the "Rejected" status, the icon  is displayed, when you hover over it you can see the reason for the rejection.

Register of foreign currency transactions

CREATE A REQUEST

Unsigned (7/1) Purchase Sale Conversion Forward Payments (SWIFT) SWIFT advice Trading platform Currency contracts Documents

From 14.12.2020 To 14.12.2022 OK

Page 1 of 6

Date	Doc. No.	Sender	Rec. code	Sale amount	Curr. to sell	Actual course	Equivalent	Paym. details	Status
28.12.2021	3_14	ТОВ "ЮГМАРІНЦЕРВІС" UA 28 300528 000002600645044747	38740215	18 000.00	EUR	-	-	експортная выручка	Rejected
17.12.2021	74	ТОВ "ЮГМАРІНЦЕРВІС" UA 28 300528 000002600645044747	38740215	13 400.00	EUR	-	-	експортная выручка	Approved
16.12.2021	73	ТОВ "ЮГМАРІНЦЕРВІС" UA 28 300528 000002600645044747	38740215	1 300.00	EUR	-	-	експортная выручка	Approved
16.12.2021	89	ТОВ "ТЕРМЕС-ТРЕЙДІНГ" UA 45 300528 0000026001301301551	31867274	465 000.00	USD	-	-	продаж валютної виручки	Approved
15.12.2021	68	ТОВ "ТЕРМЕС-ТРЕЙДІНГ" UA 45 300528 0000026001301301551	31867274	415 000.00	USD	-	-	продаж валютної виручки	Approved

Print Import Export

States of the documents:


- All data - displays a list of payments/documents without filtering by status.
- Processing... - the document is accepted for processing, but not transferred to any of the final statuses.
- Sent to the bank.
- Received by the bank.
- Approved - the document was approved in the bank.
- Rejected - the payment was declined in the banking system.
- Not all signatures - the document does not have all the required signatures.
- Withdrawn - the document was removed in the system.
- Currency sale - *CS Manager Accepted (ForPay)*.
- Crediting hryvnia to the account - *Treasury Accepted (ForPay)*.

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

### Creating a new request for currency sale

To create a new request for currency sale, follow these steps:


1. Click on the "Create a request" button at the top of the form.

**Note.** You can also go to the request creation form by clicking on the  button on the form with a requests list, or the **"Copy"** button on the form with detailed information on the request. In this case, the fields on the payment creation form will be filled in automatically with the possibility to edit data.

2. In the "Document parameters" section:
  - The Document number field is filled in automatically when you select a debiting account. The value of this field can be changed (no more than 10 characters). Acceptable are Latin letters of different registers, numbers and symbols: "/", "-", "?", ":", "(", ")", ".", ",", " ", "+", "{", "}", Space, non-breaking space.
  - The document date is set by default by the current operating day of the bank. The field is not available for editing.
3. In the "Terms of foreign currency sale" section:
  - In the **Currency** field, select a currency from the list, and the system will automatically fill in the currency code. In this field, you will only have access to the currencies of your accounts. Or enter the digital currency code manually, and the system will automatically fill in the symbolic code.
  - In the **Amount** field, enter the amount of the currency to be sold.
  - The **Currency name in words** field is filled in automatically after currency selecting. The field is not editable.
  - Select the rate at which the currency will be sold: "Online rate", "Rate of the bank" or "Minimum sale rate". If you select the "Minimum sale rate" option, please specify the rate in the field on the right.
  - In the **Account** field from the drop-down list, select the account which funds in national currency will be debited from to purchase foreign currency.
  - The **Indicative equivalent in national currency, excluding commission** field will display the amount of the national currency equivalent. If you hover over the field, an informational notification will be displayed: "The amount credited may differ from the calculated equivalent".
  - In the mandatory field **Purpose of currency sale** you need to select the reason for currency sale from the drop-down list. The value of the **Purpose of currency sale** field is duplicated in the **Additional information** field (not editable).
  - If necessary, check the "Sale under Forward Agreement", "Sale under SWAP Agreement" boxes (not mandatory and not mutually exclusive).
  - In the **Account** field from the drop-down list, select the account from which the funds in national currency will be debited to purchase foreign currency.
  - In the "Please, enter the funds in national currency with value date", select the urgency of funds crediting (by default, the option "today" is selected):
    - "Today, urgently" - the document should be urgently approved by the bank (in this case, the course type "Minimum sale rate" will not be available for selection)
    - "Today" - the document should be approved "today" (value date is equal to the document date)
    - "Tomorrow" - the document can be approved "tomorrow" (the value date can be one day later than the document date)
    - "Spot" - the document can be approved "the day after tomorrow" (the value date can be two days later than the document date).

- Check the box "Account in JSC "OTP Bank" (by default, the box is checked) to select an account in the OTP bank and in the Account (IBAN) field select the required account from the drop-down list.
  - To select an account in another bank, uncheck the box and in the **Account (IBAN)** field manually enter the account which the currency will be credited to. In this case, the name and address of the bank is filled in automatically.
4. If necessary, you can link a document to the request in the "Attached documents" section (see "Attached documents").
  5. To save an unsigned request, click on the "Save without signature" button.
  6. To send a document to the bank, sign the document (see "Documents signing").

To go to the extended/compact view of the "Document parameters" section, use the / buttons.

To return to the previous page click on the  button at the top of the page.

Currency sale

System time

Operation day

6.05.2024 01:28

31.11.2023

Profile

office

1 - 30

\$/€

En

1

Document parameters

Document number

17340759

Document date

22.11.2023

Client

Name

Асоціація

Address

МІСТО Київ, м. Київ, 04070, Ukraine

Code

31

Authorized person

Contact phone number

We authorize the Bank to sell funds in foreign currency on our behalf and at our expense under the following conditions:

Terms of foreign currency sale

Currency

USD

⌵

BAB

Amount

100.00

Indicative equivalent in national currency, excluding commission

3 656.86

Currency in words

Долар США

Online rate

Rate of the bank

Minimum sale rate

0.00

Purpose of currency sale

Продаж валютної сумки

Additional information

Продаж валютної сумки

Sale under the Forward agreement

Sale under the SWAP agreement

We authorize you to debit our current foreign currency account with OTP Bank JSC / to sell FCY funds from the loan account

Account

UA 68 300528 00000260000000000000

Асоціація

USD

47 279.80

Please, enter the funds in national currency with value date

today

tomorrow

spot

To the following bank details:

Account in JSC "OTP Bank"

Account (IBAN)

UA 25 300528 00000260000000000000

Асоціація

UAH

100 075.80

Attached documents

Number

Import date

Filename

Document state

2501.pdf

OK

Attach document

Upload document

Signatures

Signature 1

Signature 2

Save without signature

Sign






Sign on behalf of another user

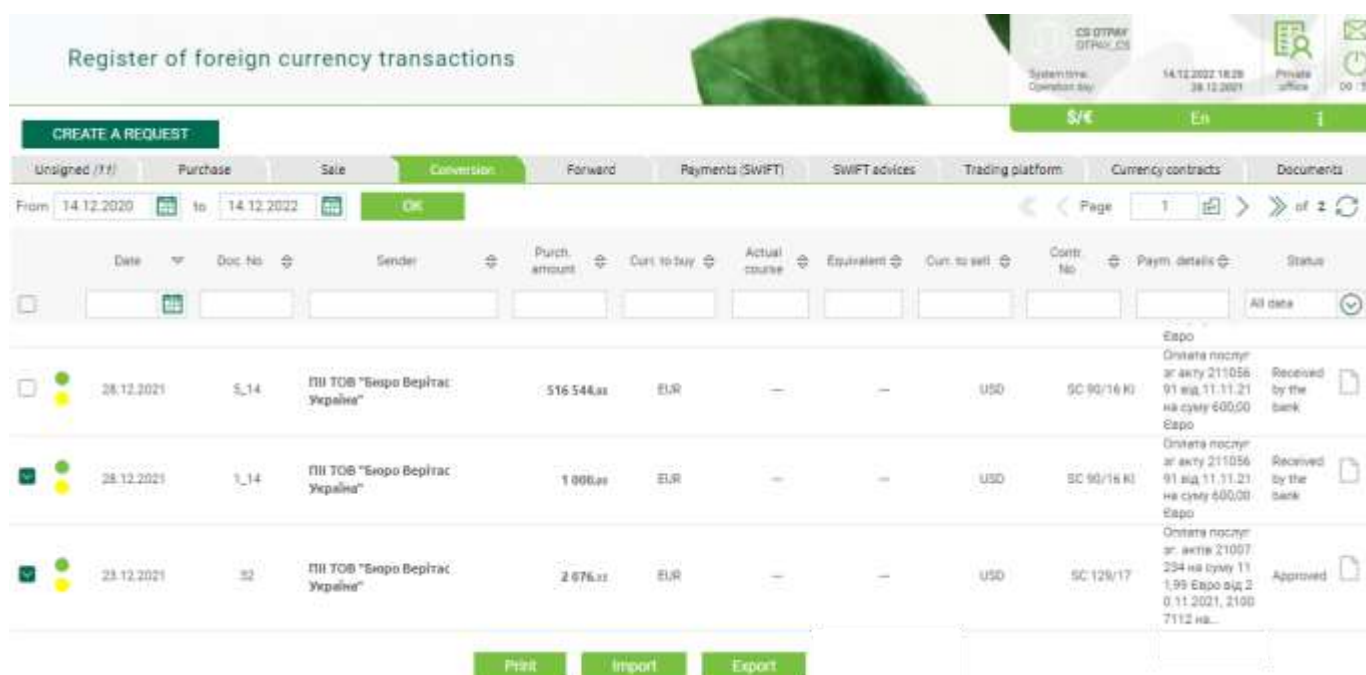


### 3.3.4. Currency conversion

To go to the list of your documents for the currency conversion, select the "Conversion" tab.

On the form with a list of requests, you can do the following:

1. Select the data display period (by default - the period from the date of the previous ODB to the date of the current ODB). To do this, enter dates manually or use the built-in calendar (the  button). The specified period should not exceed 30 days, including the current day.
2. Sort and filter documents in the list (see. "Filtering, sorting, and updating data on list forms").
3. Go to the form with detailed information on the selected document, where, depending on the status of the document, you can do the following: save the documents after editing it (the "Save" button), copy to a new form (the "Copy" button), print (the "Print" button) or sign (see "Documents signing").
4. Import a list of documents (in .txt format) - the "Import" button (see "Documents import").
5. Save the list of documents to a file (in .txt, .xml formats) - the "Export" button (see "Documents export").
6. Print one or several documents by checking the corresponding boxes  and clicking on the "Print" button.
7. Sign the required document by clicking on the  button (see "Documents signing").
8. Copy the required document using the  button. The form for creating a new request for the currency sale will be shown in the edit mode with data from the copied request filled in automatically.
9. For documents with the "Rejected" status, the icon  is displayed, when you hover over it you can see the reason for the rejection.



Register of foreign currency transactions

CREATE A REQUEST

Unsigned (11) Purchase Sale **Conversion** Forward Payments (SWIFT) SWIFT advices Trading platform Currency contracts Documents

From 14.12.2020 To 14.12.2022 OK

Page 1 of 1

	Date	Doc. No.	Sender	Purch. amount	Curr. to buy	Actual course	Equivalent	Curr. to sell	Contr. No.	Paym. details	Status
<input type="checkbox"/>	28.12.2021	5_14	ПІІ ТОВ "Європ Бєпітра: Україна"	516 544.88	EUR	—	—	USD	SC 90/16 K	91 від 11.11.21 на суму 600,00	Received by the bank
<input checked="" type="checkbox"/>	28.12.2021	1_14	ПІІ ТОВ "Європ Бєпітра: Україна"	1 000.00	EUR	—	—	USD	SC 90/16 K	91 від 11.11.21 на суму 600,00	Received by the bank
<input checked="" type="checkbox"/>	28.12.2021	32	ПІІ ТОВ "Європ Бєпітра: Україна"	2 676.22	EUR	—	—	USD	SC 129/17	234 на суму 11 1,99 Євро від 2 0.11.2021, 2100 2112 на...	Approved

Print Import Export

States of the documents:


- All data - displays a list of payments/documents without filtering by status.
- Processing... - the document is accepted for processing, but not transferred to any of the final statuses.
- Sent to the bank.
- Received by the bank.
- Approved - the document was approved in the bank.
- Rejected - the payment was declined in the banking system.
- Not all signatures - the document does not have all the required signatures.
- Withdrawn - the document was removed in the system.
- Document verification – *CS Manager Accepted* (ForPay).
- Currency exchange. Document verification is successfully completed - *CS HO Control Accepted* (ForPay).
- Crediting currency to the account - *Treasury Accepted* (ForPay).


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

### **Creating a new request for currency conversion**

To create a new request for currency conversion, follow these steps:

1. Click on the "Create a request" button at the top of the form.

**Note.** You can also go to the request creation form by clicking on the  button on the form with a requests list, or the "**Copy**" button on the form with detailed information on the request. In this case, the fields on the payment creation form will be filled in automatically with the possibility to edit data.

2. In the "Document parameters" section:
  - The Document number field is filled in automatically when you select a debiting account. The value of this field can be changed (no more than 10 characters). Acceptable are Latin letters of different registers, numbers and symbols: "/", "-", "?", ":", "(", ")", ".", ",", " ", "+", "{", "}", Space, non-breaking space.
  - The document date is set by default by the current operating day of the bank. The field is not available for editing.
3. In the "Client" section:
  - The Name, Address, Code fields are filled in automatically after selecting the debiting account. These fields are not available for editing.
  - In the Document number field, enter the number of the required document (no more than 38 characters).
  - In the Document Date field, enter the date manually or select it using the built-in calendar (button ).
  - In the Other field, if necessary, you may enter additional information (no more than 250 characters). This field is optional.
4. In the "Necessary conditions for FCY exchange" section:
  - In the **Purchase currency** field, select the purchased currency from the list, and the system will automatically fill in the digital currency code; or enter the digital currency code manually, and the system fills in the symbolic currency code automatically. In this field, you will only have access to those currencies in which you have accounts. If you have already selected the sale currency, it will not be available for selection.



- In the **Sale currency** field, select the currency to be sold from the list, and the system will automatically fill in the currency code; or enter the digital currency code manually, and the system will fill in the symbolic currency code automatically. In this field, you will only have access to those currencies in which you have accounts. If you already have a purchase currency been selected, it will not be available for selection.
  - In the **Purchase amount** field, enter the amount of the purchased currency.
  - Select the rate at which the currency will be exchanged: "Rate of the bank" or "Online rate".
  - The **Indicative currency equivalent** field will display the indicative amount of the currency equivalent. If you hover over the field, an informational notification will be displayed: "The amount credited may differ from the calculated equivalent".
  - The **Currency in words** field is filled in in words automatically after the purchase currency is selected. Not editable.
5. In the "Funds in foreign currency that are bought" section you need to fill in the "We ask to transfer to our currency account in OTP BANK" block (in the **Receiving account** field select from the drop-down list the account to which the national currency will be transferred).


**Please note:** the "We authorize you to transfer funds under the FCY payment order" block is displayed in the current program version, but its fields (**Payment order No.** and **Date**) are not available for filling.

6. If necessary, you can link a document to the request in the "Attached documents" section (see "Attached documents").
7. To save an unsigned request, click on the "Save without signature" button.
8. To send a document to the bank, sign the document (see "Documents signing").

To go to the extended/compact view of the "Document parameters" section, use the



buttons.

To return to the previous page click on the  button at the top of the page.

**Necessary conditions for FCY exchange**

Purchase currency:         Sell currency:

Purchase amount:       Currency in words:

☐ Online rate      ☒ Rate of the bank

Indicative currency equivalent:

We authorize you to debit our foreign currency account in OTP BANK.

Debited account:

Currency in words:

**Purchased amount in foreign currency**

A) we ask to transfer to our currency account in OTP BANK.

Receiving account:   Account type:

B) we authorize you to transfer funds under the FCY payment order.

Payment order No.:       Date:

**Attached documents**

Number	Import date	Filename	Document state
<input type="button" value="Upload"/>			

Attach document:

Upload document

**Signatures**

Signature 1:

Signature 2:

### 3.3.5. Forward

To view a list of your forward orders or create a new one, select the "Forward" tab.

Register of foreign currency transactions

CREATE A REQUEST

Unsigned (429)

Purchase

Sale

Conversion

Forward

Payments (SWIFT)

SWIFT advice

Documents

From

10.01.2014

to

18.01.2021

OK

Page 1 of 8

Document date

Number

Sender

Beneficiary

Beneficiary code

Amount for sale

Sale currency

Currency for sale ID

Amount for purchase

Purchase currency

Currency for purchase ID

Status

All data

☐

10.10.2020

8

ПАТ "ОК"  
"Унібанк"  
UA 71 300528 00000260010000000000  
S2B

ПАТ "ОК"  
"Унібанк"  
UA 71 300528 00000260010000000000  
S2B

20113829

12.00

USD

840

24.00

UAH

980

Received by the bank

☒

12.03.2020

21

ПАТ "ОК"  
"Унібанк"  
UA 71 300528 00000260010000000000  
S2B

ПАТ "ОК"  
"Унібанк"  
UA 71 300528 00000260010000000000  
S2B

20113829

784.00

UAH

980

14.00

USD

840

Received by the bank

☐

12.03.2020

1

ПАТ "ОК"  
"Унібанк"  
UA 71 300528 00000260010000000000  
S2B

ПАТ "ОК"  
"Унібанк"  
UA 71 300528 00000260010000000000  
S2B

20113829

248 064.00

UAH

980

4 444.00

USD

840

Rejected

☒

12.03.2020

6

ПАТ "ОК"  
"Унібанк"  
UA 71 300528 00000260010000000000  
S2B

ПАТ "ОК"  
"Унібанк"  
UA 71 300528 00000260010000000000  
S2B

20113829

2 500.00

UAH

980

100.00

USD

840

Rejected

☐

12.03.2020

7

ПАТ "ОК"  
"Унібанк"  
UA 71 300528 00000260010000000000  
S2B

ПАТ "ОК"  
"Унібанк"  
UA 71 300528 00000260010000000000  
S2B

20113829

2 500.00

UAH

980

100.00

USD

840






Rejected

Print

Import

Export


On the form with a list of requests, you can do the following:

1. Select the data display period (by default - the period from the date of the previous ODB to the date of the current ODB). To do this, enter dates manually or use the built-in calendar (the  button). The specified period should not exceed 30 days, including the current day.
2. Sort and filter documents in the list (see. "Filtering, sorting, and updating data on list forms").
3. Go to the form with detailed information on the selected document, where, depending on the status of the document, you can do the following: save the documents after editing it (the "Save" button), copy to a new form (the "Copy" button), print (the "Print" button), sign (see "Documents signing"), withdraw the request (the "Withdraw" button) or remove it (the "Remove" button).
4. Import a list of documents (in .txt format) - the "Import" button (see "Documents import").
5. Save the list of documents to a file (in .txt, .xml formats) - the "Export" button (see "Documents export").
6. Print one or several documents by checking the corresponding boxes  and clicking on the "Print" button.
7. Sign the required document by clicking on the  button (see "Documents signing").
8. Copy the required document using the  button. The form for creating a new request for the currency sale will be shown in the edit mode with data from the copied request filled in automatically.
9. For documents with the "Rejected" status, the icon  is displayed, when you hover over it you can see the reason for the rejection.
10. Each line of the list is a link by which you can go to the form of the document detailed viewing or editing, depending on its status and type.


### **Creating a new forward request**

To create a new forward request, follow these steps:

1. Click on the "Create a request" button at the top of the form.

**Note.** You can also go to the request creation form by clicking on the  button on the form with a requests list, or the "Copy" button on the form with detailed information on the request. In this case, the fields on the payment creation form will be filled in automatically with the possibility to edit data.

2. In the "Document parameters" section:
  - The Agreement number field is filled in automatically when you select a debiting account. The value of this field can be changed (no more than 10 characters). Acceptable are Latin letters of different registers, numbers and symbols: "/", "-", "?", ":", "(", ")", ".", ",", " ", "+", "{", "}", Space, non-breaking space.
  - The Agreement date is set by default by the current operating day of the bank. The field is not available for editing.
3. In the "Agreement" section:
  - In the drop-down list, select the Agreement type: Purchase, Sell, or Conversion.

- Specify the Value date using the built-in calendar (the  button). In this case, the Term field is automatically filled by the system.
4. In the "Client" section:
    - The Name and Address fields are filled in automatically after filling in the Refund forward cover to the account in OTP BANK. These fields are not available for editing.
    - In the Person for customer contact field, enter the details of the contact person (no more than 30 characters).
    - In the Contact phone number field, enter the phone number of the contact person (no more than 13 characters).
  5. In the "Contract terms" section:
    - In the Purchase currency/Sale currency field, select the currency from the drop-down list. When converting, two fields are used: Purchase currency and Sale currency.
    - Fill in the Purchase amount/Sale amount field. When converting, two fields are used: Purchase amount and Sale amount.
    - Fill in the Forward price field.
    - The Equivalent in UAH field is filled in by the system automatically.
    - The Commission amount field is filled in by clicking the "Calculate fee" button.
    - If necessary, fill in the Amount of additional commission field.
    - In the Debit the commission from field select the account to write off commissions from the drop-down list. If necessary, check the "Transit account" box. In this case, the field for selecting an account will become inactive.
    - When you click on the "Calculate fee" button, the Commission amount field is filled in automatically.
    - If necessary, fill in the Additional information field (no more than 140 characters).
  6. In the "Forward covers and limits":
    - The Amount of priority forward cover, Percent of forward cover and Amount of priority forward cover out of the forward limit fields are automatically filled in by the system.
    - The Amount of priority forward cover out of funds field automatically filled in by the system. In this case, the user can change the value of the field.
    - Note: when the user makes changes, the value of the field cannot be less than the amount calculated by the system and more than the value from the Amount of priority forward cover field.
    - In the Debit the priority forward cover from select the account that will be used to debit the commission on the forward transaction from the drop-down list, or select the "Transit account" checkbox.
    - In the Debit additional forward cover from field select the account that will be used to write off the commission on the forward transaction, or select the "Transit account" checkbox.
    - In the Refund forward cover to the account in OTP BANK field select the required account from the drop-down list.
    - The Date of last limits synchronization field is automatically filled in by the system and displays the current date and time of the received data by limits.
    - The fields Approved amount of forward limit, Amount of used forward limit, Available forward limit of customer, End date of forward limit are automatically filled in by the system.
  7. In the "Prolongation" section:



- If necessary, check the "Terms change" box. In this case, the section will display the fields Agreement number and Agreement date.
- In the Agreement number field from the drop-down list select the required request.
- The Agreement date field is filled in by the system automatically after the user fills in the Agreement number field.


8. The "Signatures" section displays the name of the person who signed the document with the 1st and 2nd signature.

To save an unsigned request, click on the **"Save without signature"** button.

To send a document to the bank, sign the document (see "[Documents signing](#)")

To go to the extended/compact view of the "Document parameters" section, use the

 /  buttons.

To return to the previous page click on the  button at the top of the page.

### 3.3.6. Payments (SWIFT)

Page 70 of 147

**CREATE PAYMENT**

Unsigned (367) Purchase Sale Conversion Forward **Payments (SWIFT)** SWIFT advices Trading platform Currency contracts Documents

From 06.07.2021 to 06.07.2023 OK Page 1 of 8


	Date	Doc. No	Sender	Beneficiary	Rec. code	Amount	Cur.	Curr. code	Paym. details	Type	Status	
<input type="checkbox"/>	28.12.2021	14155d	ПрАТ "Технології" UA 67 300528 0000026002	PLATEL1PLATEL2 string3string4 AT293400	-	3 000.26	USD	840	string1 string g2 string3	External	Not all signatures	
<input checked="" type="checkbox"/>	28.12.2021	14156d	ПрАТ "Технології" UA 67 300528 0000026002	PLATEL1PLATEL2 string3string4 AT293400	-	3 000.26	USD	840	string1 string g2 string3	External	Not all signatures	
<input type="checkbox"/>	28.12.2021	14157d	ПрАТ "Технології" UA 67 300528 0000026002	PLATEL1PLATEL2 string3string4 AT293400	-	3 000.26	USD	840	string1 string g2 string3	External	Not all signatures	
<input type="checkbox"/>	28.12.2021	14160d	ПрАТ "Технології" UA 67 300528 0000026002	PLATEL1PLATEL2 string3string4 AT293400	-	3 000.26	USD	840	string1 string g2 string3	External	Not all signatures	
<input type="checkbox"/>	28.12.2021	14161d	ПрАТ "Технології" UA 67 300528 0000026002	PLATEL1PLATEL2 string3string4 AT293400	-	3 000.26	USD	840	string1 string g2 string3	External	Not all signatures	
<input type="checkbox"/>	28.12.2021	14162d	ПрАТ "Технології" UA 67 300528 0000026002	PLATEL1PLATEL2 string3string4 AT293400	-	3 000.26	USD	840	string1 string g2 string3	External	Not all signatures	

**Print Import Export**

On the form with a list of payments, you can do the following:

1. Select the data display period (by default - the period from the date of the previous ODB to the date of the current ODB). To do this, enter dates manually or use the built-in calendar (the button).
2. Sort and filter documents in the list (see "Filtering, sorting, and updating data on list forms").
3. Go to the form with detailed information on the selected document, where, depending on the status of the document, you can do the following: save the documents after editing it (the "Save" button), copy to a new form (the "Copy" button), print (the "Print" button), sign (see "Documents signing") or remove the document (the "Remove" button).
4. Import a list of documents (in .txt, iBank2 (.txt) formats) - the **"Import"** button (see "Documents import").
5. Save the list of documents to a file (in .txt, .xml formats) - the "Export" button (see "Documents export").
6. Print one or several documents by checking the corresponding boxes and clicking on the "Print" button.
7. Sign the required document by clicking on the button (see "Documents signing").
8. Copy the required document using the button. The form for creating a new request for the currency sale will be shown in the edit mode with data from the copied request filled in automatically.
9. For documents with the "Rejected" status, the icon is displayed, when you hover over it you can see the reason for the rejection.



- For documents in the "Approved" status, compose a SWIFT advice copy by clicking the  button.

Each line of the list is a link by which you can go to the form of the document detailed viewing or editing, depending on its status and type. For documents in the "Approved" status, compose a SWIFT advice copy by clicking the **"Compose a SWIFT advice copy"** button.


States of the documents:

- All data - displays a list of payments/documents without filtering by status.
- Processing... - the document is accepted for processing, but not transferred to any of the final statuses.
- Sent to the bank.
- Received by the bank.
- Approved - the document was approved in the bank.
- Rejected - the payment was declined in the banking system.
- Not all signatures - the document does not have all the required signatures.
- Withdrawn - the document was removed in the system.
- Document verification – *Wait for Val. Vise* (for payments "outside the bank").
- Debiting currency from the account. Documents verification is successfully completed - *Wait for Val CR* (for payments "outside the bank").

### **Creating a new SWIFT payment**

To create a new SWIFT payment, follow these steps:

- Click on the "Create a payment" button at the top of the form.

**Note.** You can also go to the payment creation form by clicking on the  button on the form with a payments list, or the **"Copy"** button on the form with detailed information on the payment. In this case, the fields on the payment creation form will be filled in automatically with the possibility to edit data.



The screenshot shows the 'Foreign Currency Payment Order (SWIFT)' form. At the top, there's a header with a back arrow, the title, a green leaf icon, and system information (System time: 30.06.2023 13:27, Operator day: 28.12.2021, Private office, 29:53). Below the header, there's a green bar with currency symbols (\$/€, £, ¥) and a language selector (En). The main form area is divided into sections. The 'Document parameters' section is expanded, showing fields for 'Document number' (1) and 'Document date' (28.12.2021). Below these are checkboxes for 'Within the bank', 'Urgent', and 'Select the debit correspondent account'. The 'Currency (32: Currency)' section shows 'Currency' (EUR) and 'Amount' (200.00). The 'Amount in words' field contains 'Двасті євро 00 євро центів'. The 'Debit correspondent account (53)' section shows 'Correspondent bank account' (BE7V...). The form is designed with a clean, modern interface using light gray and green accents.

- In the "Document parameters" section:
  - The **Document number field** is filled in automatically when you select a debiting account. The value of this field can be changed (no more than 10 characters). Acceptable are Latin letters of different registers, numbers and symbols: "/", "-", "?", ":", "(", ")", ".", ",", " ", "+", "{", "}", Space, non-breaking space.
  - The document date is set by default by the current operating day of the bank. The field is not available for editing.



- Check the **"Within the bank"** box if the payment will be made within the bank, or leave it unchecked if the payment will be made outside the bank.
- If necessary, mark the payment as "urgent" (the **"Urgent"** checkbox).
- Set the **"Select the debit correspondent account"** checkbox (available for payments outside the bank) if you need to debit the funds from the correspondent bank account. In the **Correspondent bank account** field that appears, select the required account.

To go to the extended/compact view of the "Document parameters" section, use the



buttons.

3. In the "Currency (32: Currency)" section:

- In the **Currency** field, select a currency from the list, and the system will automatically fill in the currency code; or enter the digital currency code manually, and the system will substitute the symbolic currency code automatically. In this field, you will only have access to those currencies in which you have accounts.
- In the **Amount** field, enter the amount of the currency to be sold.
- The **Amount in words** field is filled in automatically after selecting a currency entering an amount. Not editable.


Payer (50 - Ordering Customer)			
Payer account	UA 24 300528 0000026001	БЛАГОДІЙНИЙ ФОНД	EUR 135 894.25
Commission account	UA 19 300528 000002600	БЛАГОДІЙНИЙ ФОНД	UAH 396 413.76
Country of registration (for non-residents)		Payer ID (for residents)	37231043
Name	БЛАГОДІЙНИЙ ФОНД		
Address	наб. ,місто Ужгород, Закарпатська область, 88600, Україна		

4. In the "Payer (50 - Ordering Customer)" section:

- In the **Payer account** field, select the account to be debited from the drop-down list of current user accounts.
- In the **Commission account** field, select the commission account in the national currency from the drop-down list.
- The fields **Country of registration (for non-residents), Payer ID (for residents), Name, Address** are filled in automatically after selecting the payer's account. The fields are not available for manual editing.


Correspondent bank (56 - Intermediary Bank) ***	
BIC/SWIFT	NTSBDE33XXX
Bank name	N26 BANK AG
Address	VOLTAIRESTRASSE 8 GERMANY
Bank of recipient (57 - Beneficiary Bank) ***	
BIC/SWIFT	NTSBDE33XXX
Account number	
Bank name	N26 BANK AG
Address	VOLTAIRESTRASSE 8 GERMANY

5. In the "Correspondent bank (56 - Intermediary Bank)" section (this section is not displayed for SWIFT payments within the bank) select a bank from the reference book of

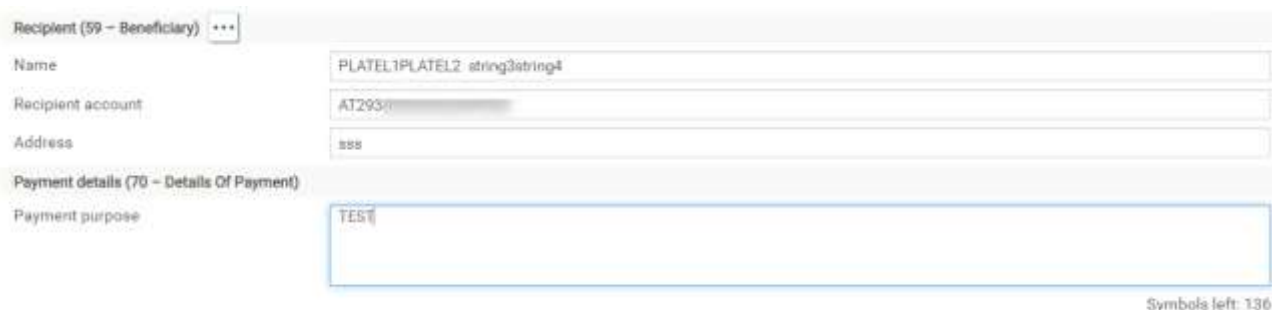
foreign banks by clicking on the  button, and then the fields BIC/SWIFT, Bank name, Address will be filled in automatically; or enter data in these fields manually.


**Note:** if the fields of block 56 are not filled in, then none of the fields are required. If at least one field of block 56 is filled in, then the **Bank name** field is mandatory. In this case, the fields **BIC/SWIFT**, **Address** are not required.

6. In the "Bank of recipient (57 - Beneficiary Bank)" section (this section is not displayed for SWIFT payments within the bank) select a bank from the reference book of

foreign banks by clicking on the  button, and then the fields BIC/SWIFT, Account number, Bank name, Address will be filled in automatically; or enter data in these fields manually.

**Note:** the fields **Bank name** and **Address** are required.



7. In the "Recipient (59 - Beneficiary)" section, select the beneficiary from the SWIFT counteragent reference book by clicking on the  button, and then the fields **Name**, **Address**, **Recipient account** will be filled in automatically; or enter data in these fields manually.

8. In the "Payment details (70 - Details Of Payment)" section: in the **Payment purpose** field, specify the purpose of the SWIFT payment.




9. In the "Commission (71 - Details of charges)" section (this section is not displayed for SWIFT payments within the bank):

- OTP BANK charges - select the parameter who pays commissions of OTP Bank: to be paid by sender, to be paid by beneficiary.
- Charges of other banks - select the parameter who pays commissions of other banks: to be paid by sender, to be paid by beneficiary.

**Note.** The combination of OTP Bank chargers to be paid by beneficiary and Charges of other banks to be paid by sender is prohibited.



10. If necessary, in the "Additional information (72 - Additional information)" section (this section is not displayed for SWIFT payments within the bank), you can provide additional information for the recipient.
11. If necessary, you can link a document to the request in the "Attached documents" section (see "Attached documents").
12. To save an unsigned request, click on the **"Save without signature"** button.
13. To send a document to the bank, sign the document (see "[Documents signing](#)").

To return to the previous page click on the  button at the top of the page.

### 3.3.7. SWIFT advice

To view a list of your SWIFT advice, select the "SWIFT advice" tab.

On the form with a list of advices, you can do the following:

1. Select the data display period (by default - the period from the date of the previous ODB to the date of the current ODB). To do this, enter dates manually or use the built-in calendar (the  button). The specified period should not exceed 30 days, including the current day.
2. Sort and filter documents in the list (see "Filtering, sorting, and updating data on list forms").
3. Compose a SWIFT advice copy by clicking the  button.
4. Go to the form with detailed information on the selected document.


Each line of the list is a link by which you can go to the form of detailed viewing of the document.

#### Viewing SWIFT advice


1. In the "Document parameters" section:
  - The Type of advice field displays the type of SWIFT advice: "Credit" or "Debit".
  - The Value date field displays the date of the SWIFT payment.
  - The Reference value of SWIFT payment field displays the unique SWIFT payment number.
  - The Account field displays the number of the debited account for the "Debit" type or the number of the credited account for the "Credit" type.
  - The Account sequence field is displayed with a link in the bank's CBS for the Account field.
  - The Commission account field displays the commission account number and account currency code.
  - The Additional charges field displays the type of hold.
  - The Amount field displayed is the transfer amount and the symbolic currency code.
  - The Commissions of correspondent banks field displays the amount of commission and the symbolic currency code.
  - The Payment commission field displays the amount of the commission and the symbolic currency code.
2. In the "Sender" section, the information about the sender is displayed (Sender, Sender's bank fields).
3. The section "Beneficiary" displays information about the beneficiary (Beneficiary field).



4. The "Details" section displays the purpose of the payment.

You can compose a SWIFT advice copy by clicking the **"Compose a SWIFT advice copy"** button

Click on the  button to return to the previous page.

< View information on a SWIFT advice



		UAH	EUR
<b>Document parameters</b>			
Type of advice	<input type="text" value="Credit"/>	Value date	<input type="text" value="28.12.2021"/>
Account	<input type="text" value="26002455047790"/>	The reference value of SWIFT payment	<input type="text" value="211.228/CHE-98020"/>
Account sequence	<input type="text" value=""/>	Commission account	<input type="text" value="26002455047790"/>
Additional charges	<input type="text" value=""/>	Amount	<input type="text" value="1.0%"/> USD
Commissions of correspondent banks	<input type="text" value="0.0%"/> UAH	Payment commission	<input type="text" value="20.00"/> UAH
<b>Sender</b>			
<input type="text" value="/UA463001180500229002400047790&lt;br/&gt;LLC HERMES TRADING&lt;br/&gt;S/VUL YEVHENIA KOVOVAL STR 32B LITERA A&lt;br/&gt;KYIV KYIV TO KYIV"/>			
Sender's bank			
<input type="text" value=""/>			
<b>Beneficiary</b>			
<input type="text" value="/UA6530011805002290029013001V1&lt;br/&gt;LLC HERMES TRADING&lt;br/&gt;UKRAINE KIEV SHORGA STR 32B"/>			
Details			
<input type="text" value=""/>			

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Compose a SWIFT advice reply

### 3.3.8. Documents

To view the list of executed currency payments (debit and credit), select the "Documents" tab.

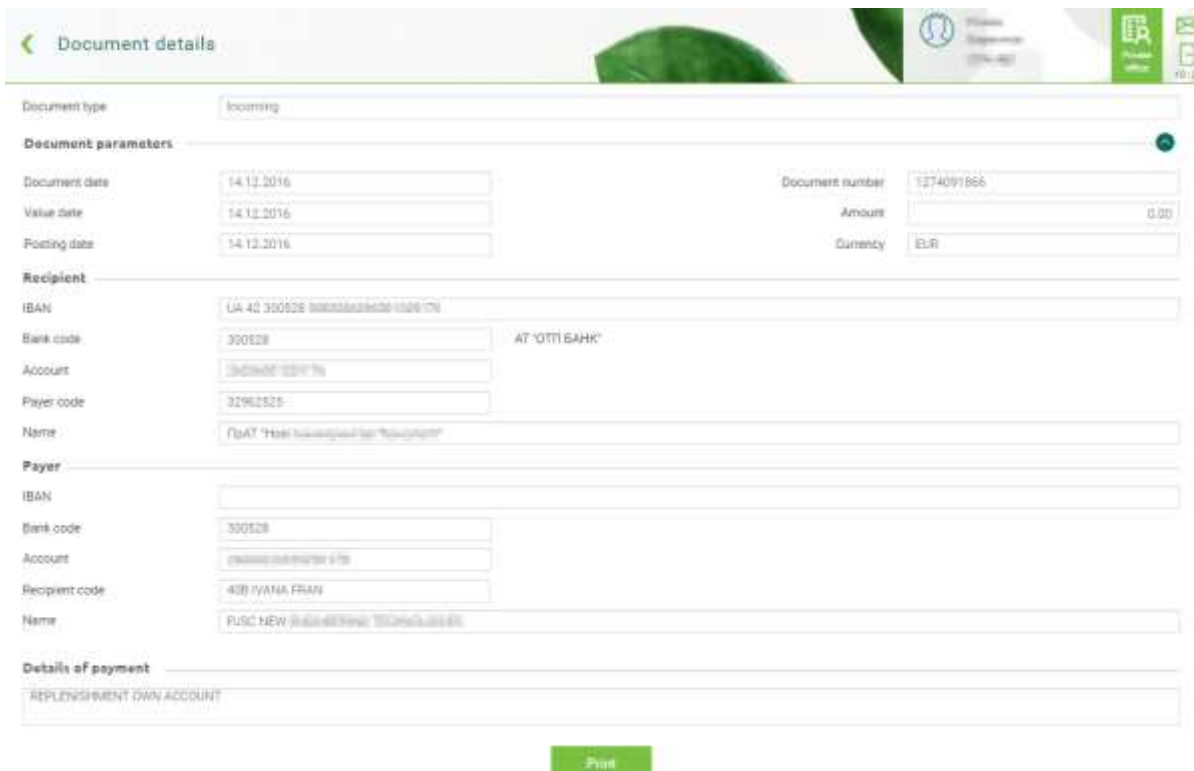
[illegible]

On the form with a list of documents, you can do the following:

1. Select the data display period (by default - the period from the date of the previous ODB to the date of the current ODB). To do this, enter dates manually or use the built-in calendar (the  button). The specified period should not exceed 30 days, including the current day.
2. Sort and filter documents in the list (see "Filtering, sorting, and updating data on list forms").
3. Go to the form with detailed information on the selected document.
4. Each line of the list is a link by which you can go to the form of detailed viewing of the document.

### **Viewing the document**

1. The section "Document parameters" displays information about the document: date, value date, posting date, number, amount and currency.
2. The section "Recipient" displays information about the recipient of the transfer: IBAN, bank code, account, recipient code and name.
3. In the section "Payer" information about the payer is displayed: IBAN, bank code, account, payer's code and name.
4. In the section "Details of payment" you can view the purpose of the payment.



**Document details**

Document type: incoming

**Document parameters**

Document date: 14.12.2016 | Document number: 1374091956  
 Value date: 14.12.2016 | Amount: 0.00  
 Posting date: 14.12.2016 | Currency: EUR

**Recipient**

IBAN: UA42 300528 10000000000000000000  
 Bank code: 300528 | AT "OTI BAHK"  
 Account: 10000000000000000000  
 Payer code: 32962525  
 Name: ПІДАТ "Хеліс" (суб'єкт господарювання)

**Payer**

IBAN:   
 Bank code: 300528  
 Account: 10000000000000000000  
 Recipient code: 408 IVANA FRANK  
 Name: FISC NEW (суб'єкт господарювання)

**Details of payment**

REPLENISHMENT OWN ACCOUNT

**Print**





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

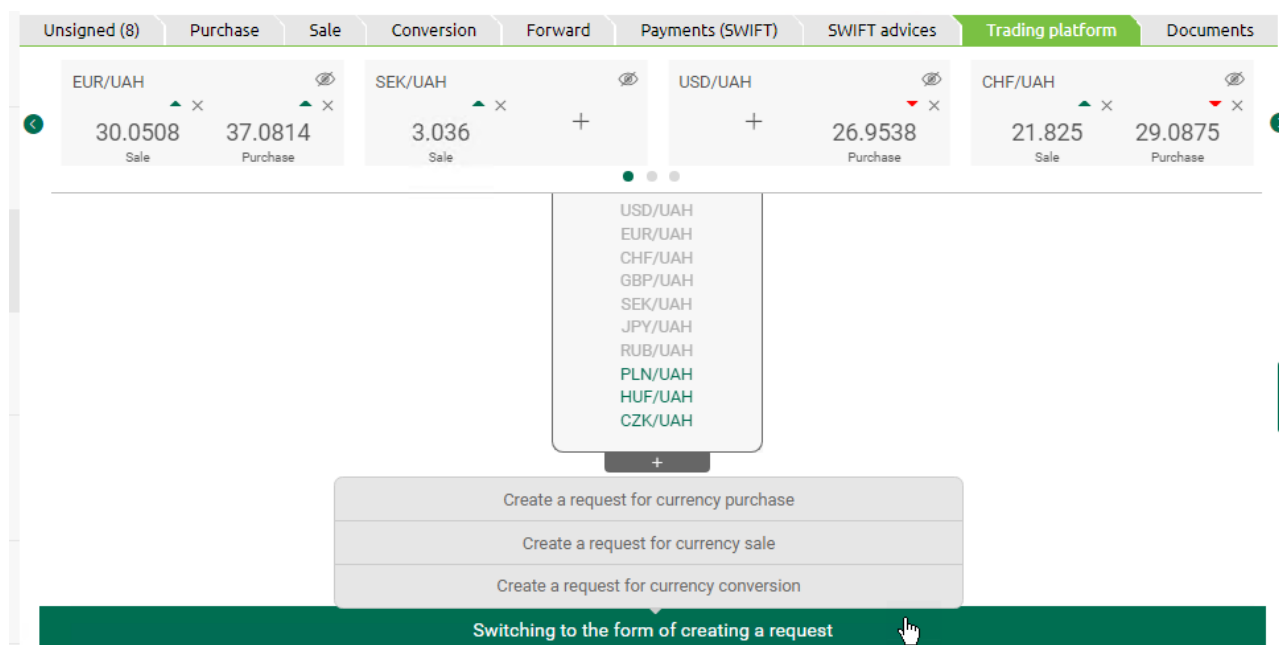
### **3.3.9. Trading platform**







To view trading rates and create requests for the currency purchase, sale or conversion at the trading e rates, go to the **Currency transactions** menu item and select the "Trading platform" tab.

On the form, you can:

1. View general information about the standard rates set by the bank. The data is displayed in separate widgets. By default, widgets with currency pairs USD / UAH, EUR /

UAH, EUR / USD are displayed. You can browse through the widgets using the  /  or   buttons.



2. View and set displaying for an individual currency pair:
  - Each widget displays the standard selling and buying rates (depending on the customer's category) and the dynamics of rate changes ( - rate increase,  - rate decrease). If the bank has not set standard rates for the selected currency pair, the widget is displayed with empty rates.
  - To hide the buy and/or sell rate, press the  button. To return to the course display, press .
  - To remove the currency pair widget, tap .
3. Add a new widget with a currency pair. To do this, press the  button. Select the required pair from the list. Available for selection pairs are displayed in green font. Currency pairs for which widgets have already been created are displayed in gray font. The ability to track exchange rates does not depend on the availability of corresponding foreign currency accounts. The list of available currency pairs is set up by the bank.
4. Create a new currency request. To do this, click the button "Switching to the form of creating a request", in the displayed list, select the required operation:
  - Create a request for currency purchase, see "[Purchase currency requests](#)".
  - Create a request for currency sale, see "[Sale currency requests](#)".
  - Create a request for currency conversion, see "[Currency conversion](#)".


### 3.3.10. Currency contracts

To view the information about your currency contract cards, select the menu item **Currency transactions /Currency contracts**.

Unsigned	Purchase	Sale	Conversion	Forward	Payments (SWIFT)	SWIFT advices	Trading platform	Currency contracts	Documents
Export					Import				
From 11.04.2021		to 11.04.2023		OK		Active		Archived	
Contract No	Contract date	Contract amount	Contract currency	Client (resident)	Non-resident	Balance on payment	Declaration/act balance	Contract term	Contract state
122021	22.12.2021	71 280.00	EUR	ПП "НВФ "Мостопроєкт" DE73600	Firm "WORA" UA 98 300528 000002600	0.00	71 280.00		Pending for payment or shipping
0120	28.12.2021	10.00	USD	ТОВ "ДІ ЕЛ СІ Трейд" 2778	PAREX (TIANJIN) FURNITURE TRADE CO., LTD UA 79 300528 000002600	-162 850.00	-126 058.00	31.12.2025	Decontrolled
0718/1	28.12.2021	123.00	USD	ТОВ "ДІ ЕЛ СІ Трейд" 110000	TIANJIN GOODWILL IMP. AND EXP. CO., LTD UA 79 300528 000002600	-100 307.00	-60 345.00	31.12.2021	Decontrolled
0618	28.12.2021	12.00	USD	ТОВ "ДІ ЕЛ СІ Трейд" 509	TOP FURNITURE LIMITED UA 79 300528 000002600	-33 752.00	-46 752.00	31.12.2019	New / active
1018	29.12.2021	1 312.00	USD	ТОВ "ДІ ЕЛ СІ Трейд" 009120	DONGGUAN BEST FOISON IMPORT AND EXPORT CO., LTD UA 79 300528 000002600	-387 843.00	-248 050.00	31.12.2021	Pending for payment or shipping
SC 159/21	05.05.2021	1 856.00	USD	ПІІ ТОВ "Бюро Верітас Україна" GE37CF	PRIVATE ENTREPRENEUR SHMAGIN ALEXANDER UA 77 300528 000002600	-2 438.00	-39.00		New / active

**Export**

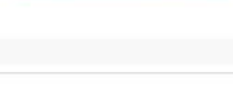
On the form with a list of documents, you can perform the following actions:

1. Select the data display period (by default – the current date). To do this, enter the date manually or use the built-in calendar (the  button).
2. Select the "Export" or "Import" tabs to display currency contracts for export/import agreements.
3. Display active and/or archived contracts by selecting the appropriate checkboxes above the list of contracts.
4. Sort and filter documents in the list (see ["Filtering, sorting, and updating data on list forms"](#)). In addition, you can view the list of contracts, filtering them by the status:
  - New/active,
  - Pending of payment or shipping,
  - Limiting day is expiring (shown in orange in the list),
  - Delay in payment or shipping (shown in red in the list),
  - Decontrolled,
  - Closed (account closing),
  - Transferred to another bank.
5. Set the checkbox **"Active"** to display contracts in the states "New/active", "Pending of payment or shipping", "Limiting day is expiring", "Delay in payment or shipping" and/or the checkbox **"Archived"** to display contracts in the states "Decontrolled", "Closed (account closing)", "Transferred to another bank".
6. Save the list of documents to a file (in .txt, .xls formats) - the **"Export"** button.
7. Go to the form with detailed information on the selected contract by clicking on the line in the list.



<

## Currency contract



Холмік  
Геопріт-Тема  
ОПРАВ\_СБ

System time:  
Operation day:

11.04.2023 12:59  
28.12.2021

Private office

59 : 00

**Client (resident)**  

Name	ТОВ "ДІ ЕЛ СІ Трейд"
Account No (IBAN)	UA79300528000002601

**Contract parameters**  

Mode	Import	Document number	1018
Date	29.12.2021	Expiration date	31.12.2021
Amount	1312.00	Currency	USD 840
Remaining balance by payments	-387843.00	Remaining balance by declarations/acts	-248050.00
Oper. type	Delivery of goods	Contract state	Pending for payment or shipping
Validity term	Till date	Contract state	В процесі согласования

**Non-resident**  

Name (IBAN)	DONGGUAN BEST FOISON IMPORT AND EXPORT CO., LTD
Account No (IBAN)	00912039
Country	CHN 156
Address	ROOM 315, B UNIT JINAO BUILDING, NO. 181 DONGCHENG WEST ROAD, XINGTANG DISTRICT, GUANCHENG, DONGGUAN, GUANGDONG, P.R. CHINA.

**Non resident bank**  

Name	DONGGUAN RURAL COMMERCIAL BANK CO.,LTD.
BIC	DGCC CN 22
Country	CHN 156
Address	Дунгуань, Китай
Non-resident bank account	00912039202



**Correspondent bank**  


Exist	Yes
Name	DONGGUAN RURAL COMMERCIAL BANK CO.,LTD.
BIC	DGCC CN 22
Country	CHN 156

**Attached documents**

On the form for viewing detailed information on the currency contract, you can:

1. Add attached documents.

To switch to the expanded/compact view of the “Attached documents” section, use the /  buttons.

The **Client** field displays the name of the client to which the currency contract is linked. Fill in the fields Branch, **Operation type**, **Operation subtype** by selecting a value from the lists, add a file (the  button), enter a comment. You can sign the document or save it without a signature.

Attached documents

Attached documents

Client

ТОВ "ДІ ЕЛ СІ Трейд" -

Branch

Відділення "Повітрофлотське" в м. Київ

Operation type

Електронні контракти

Operation subtype

Депозитний транш

Add a file

...

List of uploaded files

report.pdf (0.03 Mb) X

Comment

Signature 1

Signature 2

Sign

Save without signature

Payment schedule

Shipping schedule



After uploading a document, it can be viewed, edited, and signed in the **Documents Uploading** section.

**Note.** The fields of the "Currency contract" form, except for the "Attached documents" section, are available only for viewing and are not available for editing.

2. View the payment schedule.

On the "Currency Contract" form, click the **"Payment schedule"** button.

Хочу/хотю: 

Генерация файла

OTPAY\_CS

System time: 11.04.2023 13:15  
Operation day: 28.12.2021

Private office 59 : 00

\$/€

En

i

Payment date	<div></div>	Purchase amount	Payment order No.	Payment currency	The limiting date of shipment	<div></div>	Uncovered amount of the declaration/act
06.07.2021		1 856.00	8537124	USD	05.07.2022		1 856.00
04.08.2021		1 895.00	6444007	USD	03.08.2022		0.00
05.11.2021		543.00	9623715	USD	04.11.2022		543.00

Export

On the "Payment schedule" form, you can:

- Save the payment schedule under the currency contract to a file (in .txt, .xls formats) - the **"Export"** button.
- Go to the form with detailed information on the selected payment by clicking on the line in the list.

Detailed information on the payment			
<div> <div>Хочу/хотю: <span>Генерация файла</span> <span>OTPAY_CS</span></div> <div>System time: 11.04.2023 13:15 Operation day: 28.12.2021</div> <div>Private office 58 : 59</div> </div>			
<div> <div>\$/€</div> <div>En</div> <div>i</div> </div>			
Client (resident)	ПІІ ТОВ "Бюро Експертів"		
Non-resident	PRIVATE ENTREPRENEUR SHMAGIN ALEXANDER		
Contract No	SC 159/21	Contract date	05.05.2021
Currency	USD <input checked="" type="checkbox"/> 840	Contract category	Import
Pay. order number	6444007	Payment date	04.08.2021
Purchase amount	1895.00	Payment currency	USD <input checked="" type="checkbox"/> 840
Declaration/act amount	1895.00	Limiting date of the product/service shipping	03.08.2022
Pending amount	0.00		
Declaration/acts			
Declaration/act date	30.07.2021	Declaration/act No.	Akt 007/BTM/BV-2021
Declaration/act amount	0	Amount for payment closing	1 895.00

3. View the shipping schedule.

On the "Currency Contract" form, click the **"Shipping schedule"** button.

№ Declarations	Sum	Unpaid amount	Shipping date	Currency code	Contract currency	Paid amount	Limiting date
100110000/9/111287	10 088.00	0.00	22.01.2019	840	USD	10 088.00	—
500110000/0/002562	9 768.00	0.00	06.03.2020	840	USD	9 768.00	—
500110000/0/002563	9 424.00	0.00	06.03.2020	840	USD	9 424.00	—
500170000/9/015753	11 166.00	0.00	06.07.2019	840	USD	11 166.00	—
500170000/9/017928	9 702.00	0.00	02.08.2019	840	USD	9 702.00	—
500170000/9/028164	10 320.00	0.00	12.11.2019	840	USD	10 320.00	—

Export

On the "Shipping schedule" form, you can:

- Save the shipping schedule under the currency contract to a file (in .txt, .xls formats) - the **"Export"** button.
- Go to the form with detailed information on the selected declaration/act by clicking on the line in the list.

№ Payment date	Purchase amount	Amount for declaration closing
16.07.2019	6 791.40	0
05.06.2019	2 910.60	0

### 3.3.10.1. Creating a currency purchase order

On the **Currency transactions/Currency contracts** form, select the contract for which you want to create a currency purchase order and click the **"Purchase"** button.

After that, an additional block with fields to be filled in will be opened on the form.

**Currency contract**

Name: \_\_\_\_\_

BIC: \_\_\_\_\_ Country: \_\_\_\_\_ Not select: \_\_\_\_\_

Attached documents:

**Purchase**

Purchase currency: 840 USD Amount: 1 000.00

☒ Rate of the bank ☐ Max. rate of agreement Rate: 0.00

Currency deposit account: UA 77 300528 00000260020013

Account for settlements in hryvnia: UA 65 300528 00000260040000

Authorized person: John Doe Contact phone number: 380501234567

Other: Prepayment

☐ Customs declaration (CD) ☐ Acts ☒ Prepayment

Quantity of documents: 0 In the amount of: 0.00

Create a purchase requisition Payment schedule Shipping schedule

Fill in the fields of the section as described below:

- **Purchase currency** - select the purchase currency from the drop-down list. By default, the field is filled with the value of the contract currency.
- **Amount** - enter the amount required for the purchase. The amount you enter may exceed the value stated in the **Remaining balance by declarations/acts** field on the "Currency contract" form, in which case the system will remind you to provide documents to the bank to increase the contract amount when signing the request, but you will be able to create the request;
- **"Rate of the bank"** (filled in by default) and **"Max. rate of agreement"** (when selecting it, you will need to fill in the **Rate** field) radio buttons;
- **Currency deposit account** - select the required account from the list. If you have only one account in the selected currency under monitoring, the number of this account will be inserted into the field;
- **Account for settlements in hryvnia** - select the required account from the list of your UAH accounts. If you have only one hryvnia account under monitoring, the number of this account will be inserted into the field;
- **Authorized person** - enter the details of the authorized person;
- **Contact phone number** - enter the contact number of the authorized person;
- **Other** - the field contains the purchase reason. It can be filled in automatically with the selected numbers of customs declaration and acts and their dates, amounts, and currency entered by the user. You cannot edit the automatically filled data, but you can add the necessary information;
- The checkboxes **"Customs declaration (CD)"**, **"Acts"**, **"Prepayment"** can be enabled simultaneously. The **"Prepayment"** checkbox is set by default, and no additional sections are displayed.

When the **"Acts"** checkbox is enabled, the list section is displayed. Select the acts, which are bound to the contract, from the list and specify the amount to be deducted from the amount of the currency exchange transaction (the **Amount to be paid** field).

<input checked="" type="checkbox"/> Customs declaration (CD)	<input checked="" type="checkbox"/> Acts	<input checked="" type="checkbox"/> Prepayment	Quantity of documents: 4	In the amount of: 1 000.00
--	--	--	--------------------------	----------------------------

List of acts

Act(1)

Act: Not selected

Act number:

Act currency: 840 USD

Amount to be paid: 200.00

☒ Add new act

Act date: 11.09.2023

Act amount: 1 000.00

Act(2)

Act: 47331 | 03.06.2011 | 1 500.00

Amount to be paid: 350.00

☐ Add new act

Customs declaration (CD) list

CD(1)

Customs declaration (CD): 47332 | 03.06.2011 | 2 000.00

☐ CD in another bank

[Create a purchase requisition](#)
[Payment schedule](#)
[Shipping schedule](#)

Using the "+" button, you can add an unlimited number of acts and fill in the amount for them. You can delete the selected acts using the button.

**For import contracts** you can add a new act that has not been submitted to the bank by checking the "Add new act" box. Enter the data for the new act to the **Act number**, **Act date**, **Act currency**, **Act amount** and **Amount to be paid**.

If the "Customs declaration (CD)" box is checked, the customs declarations list section is displayed. Select the CDs, which are bound to the contract, from the list (the list displays the CD number, date, and unpaid amount) and specify the amount to be credited to the CD from the amount of the currency exchange transaction (**Amount** field). Using the "+" button, you can add an unlimited number of CDs and fill in the amount for them. You can cancel the addition of the selected CD using the button.

< Currency contract

Картончик  
Карты  
CORP

System time: 19.09.2023 14:13  
Operation day: 20.12.2023

Private office: 30:00

Other:  Symbols left: 190

Prepayment and payment CD: 47332 dd 03.06.2011 - 200.00 USD,

<input checked="" type="checkbox"/> Customs declaration (CD)	<input type="checkbox"/> Acts	<input checked="" type="checkbox"/> Prepayment	Quantity of documents: 2	In the amount of: 450.00
--	-------------------------------	--	--------------------------	--------------------------

Customs declaration (CD) list

CD(1)

Customs declaration (CD): 47332 | 03.06.2011 | 2 000.00

Amount to be paid: 200.00

☐ CD in another bank

CD(2)

Customs declaration (CD): Not selected

CD number:

CD currency: 840 USD

Amount to be paid: 250.00

☒ CD in another bank

CD date: 12.09.2023

CD amount: 1 000.00

Transferred from the bank: AT "ПІРАБЕКС БАНК"

[Create a purchase requisition](#)
[Payment schedule](#)
[Shipping schedule](#)

**For import contracts** you can add a customs declaration issued by another bank, which is not in the drop-down list by checking the **"CD in another bank"** box. The system will display a message:

A warning dialog box with a light gray background. At the top, the word "WARNING!" is displayed in green. Below it, the text "Indicate if the customs declaration is transferred to OTP Bank" is shown in a smaller, gray font. At the bottom, there are two green buttons with white text: "YES" on the left and "NO" on the right.

If you click "Yes", the window will be closed and you will be able to fill in the **CD number, CD date, CD currency, CD amount, Amount to be paid, Transferred from bank** fields.

If you click "No", the system will display a message: "To submit the customs declaration, which was filed to another bank, you should contact the manager of the bank".

In the **Quantity of documents** and **In the amount of** fields, the number and amount of selected acts and CDs are displayed, including the new acts and CDs added.

Once the above fields are filled in, the **"Create a purchase requisition"** button becomes active, and the system will offer you to sign the purchase request or save it without signature.

**Please note** that currency purchase requests of this kind are not available for editing from the list of purchase currency requests.

### **3.3.10.2. Creating a SWIFT payment**

Select the contract for which you want to create a currency purchase order on the **Currency transactions/Currency contracts** form, and click the **"SWIFT"** button.

After that, an additional block with fields to be filled will be opened on the form.

Exist: Yes

Name:

BIC:

Country: Not selected

Attached documents:

**Purchase** **SWIFT**

Payment currency: 840 USD Amount: 1 000.00

**OTP bank commission**

☒ To be paid by sender ☐ To be paid by beneficiary

**Other banks commissions**

☒ To be paid by sender ☐ To be paid by beneficiary

**Commission account**

Commission account: UA 77 300528 000002600200130050

Payment purpose: PREPMNT BY CNTR 16112023 DO 16.11.2023

☐ Customs declaration (CD) ☐ Acts ☒ Prepayment

Quantity of documents: 0 In the amount of: 0.00

Create payment SWIFT Payment schedule Shipping schedule

Fill in the fields of the section as described below:

- **Payment currency** - select the purchase currency from the drop-down list. The field is filled with the value of the contract currency by default.
- **Amount** - enter the required transfer amount. The amount you enter may exceed the value stated in the **Remaining balance by payments** field on the "Currency contract" form, in which case the system will remind you to provide documents to the bank to increase the contract amount, but you will be able to create the request;
- **OTP bank commission** – set of radio buttons **"To be paid by sender"** (is filled by default) and **"To be paid by beneficiary"**;
- **Other banks commissions** – set of radio buttons **"To be paid by sender"** (is filled by default) and **"To be paid by beneficiary"**;
- **Commission account** - a field for selecting a commission account (the list is filtered by counteragent);
- **"Customs declaration (CD)", "Acts", "Prepayment"** - checkboxes can be enabled simultaneously. The **"Prepayment"** box is checked by default, and no additional sections are displayed.

When the **"Acts"** box is checked, the list section is displayed. Select the acts, which are bound to the contract, from the list and specify the amount to be deducted from the amount of the currency exchange transaction (the **Amount to be paid** field).



☒ Customs declaration (CD)
 ☒ Acts
 ☒ Prepayment
 Quantity of documents: 3
 In the amount of: 500.00

List of acts (+)

Act(1) (+)

Act: 20112023 | 20.11.2023 | 1 000.00

Amount to be paid: 500.00

Act(2) (+)


Act: Not selected

Amount to be paid: 0.00

Customs declaration (CD) list (+)

CD(1) (+)

Create payment SWIFT
 Payment schedule
 Shipping schedule

Using the "+" button, you can add an unlimited number of acts and fill in the amount for each. You can delete the selected acts using the  button.

**For import contracts** you can add a new act that has not been submitted to the bank, by checking the "Add new act" box. Enter the data on the new act to the **Act number**, **Act date**, **Act currency**, **Act amount** and **Amount to be paid**.

☐ Customs declaration (CD)
 ☒ Acts
 ☒ Prepayment
 Quantity of documents: 1
 In the amount of: 0.00

List of acts (+)

Act(1) (+)

Act: Not selected

Act number:

Act date:


Act currency: 840 USD

Act amount: 0.00

Amount to be paid: 0.00

Create payment SWIFT
 Payment schedule
 Shipping schedule

If the "**Customs declaration (CD)**" box is checked, the customs declarations list section is displayed. Select the CDs, which are bound to the contract, from the list (the list displays the CD number, date, and unpaid amount) and specify the amount to be credited by the CD from the amount of the currency exchange transaction (**Amount** field).

You can add an unlimited number of CDs - use the "+" button, and fill in the amount for each. You can cancel the addition of the selected CD using the  button.

☒ Customs declaration (CD)
 ☐ Acts
 ☒ Prepayment
 Quantity of documents: 2
 In the amount of: 200.00

Customs declaration (CD) list (+)

CD(1) (+)

Customs declaration (CD): 2011 | 20.11.2023 | 1 000.00

Amount to be paid: 200.00

CD(2) (+)

Customs declaration (CD): Not selected

Amount to be paid: 0.00

Create payment SWIFT
 Payment schedule
 Shipping schedule

**For import contracts** you can add a customs declaration issued by another bank, which is not in the drop-down list by checking the "**CD in another bank**" box. The system will display a message:





If you click "Yes", the window will be closed and you will be able to fill in the **CD number**, **CD date**, **CD currency**, **CD amount**, **Amount to be paid**, **Transferred from the bank** fields.

If you click "No", the system will display a message: "To submit the customs declaration, which was filed to another bank, you should contact the manager of the bank".

In the **Quantity of documents** and **In the amount of** fields, the number and amount of selected acts and CDs are displayed, including the new acts and CDs added.

- **Payment purpose** - the field is automatically filled with the following data: <type of payment> BY CNTR DD <contract date> NO. <contract number> (data is received from the currency payment card). The automatically filled text is not available for editing.

At the same time, if the contract number contains at least one of the characters that are NOT included in the list of allowed ones, the system displays a message indicating the incorrect characters and offering to edit the contract number, which in this case will be available for editing.

After filling in the above fields, the **"Create payment SWIFT"** button becomes active, and after clicking it, the system:

- generates a SWIFT payment, according to the data from the "Currency contract card" form and the data entered by user;
- offers the user to sign the SWIFT payment or save the SWIFT payment without signature.

After saving or signing a SWIFT payment, the system displays a message on successfully generated SWIFT payment, upon closing which the list of currency contract cards will be displayed.


### 3.3.10.3. Creating a currency purchase order and a SWIFT payment

On the **Currency transactions/Currency contracts** form, select the contract for which you want to create a purchase order and SWIFT payment and click the **"Purchase+SWIFT"** button.


After that, an additional block with fields to be filled in will open on the form.



When the **"Acts"** checkbox is enabled, the list section is displayed. Select the acts, which are bound to the contract, from the list and specify the amount to be deducted from the amount of the currency exchange transaction (the **Amount to be paid** field).

Using the **"+"** button, you can add an unlimited number of acts and fill in the amount for them. You can delete the selected acts using the  button.

**For import contracts** you can add a new act that has not been submitted to the bank by checking the **"Add new act"** box. Enter the data for the new act to the **Act number, Act date, Act currency, Act amount** and **Amount to be paid**.

If the **"Customs declaration (CD)"** box is checked, the customs declarations list section is displayed. Select the CDs, which are bound to the contract, from the list (the list displays the CD number, date, and unpaid amount) and specify the amount to be credited to the CD from the amount of the currency exchange transaction (**Amount** field). Using the **"+"** button, you can add an unlimited number of CDs and fill in the amount for them. You can cancel the addition of the selected CD using the  button.

Fill in the fields of the SWIFT section as described below:

- **Payment currency** - select the purchase currency from the drop-down list. The field is filled with the value of the contract currency by default.
- **Payment amount** - enter the required transfer amount. The amount you enter may exceed the value stated in the **Remaining balance by payments** field on the "Currency contract" form, in which case the system will remind you to provide documents to the bank to increase the contract amount, but you will be able to create the request.
- **OTP bank commission** – set of radio buttons **"To be paid by sender"** (is filled by default) and **"To be paid by beneficiary"**.
- **Other banks commissions** – set of radio buttons **"To be paid by sender"** (is filled by default) and **"To be paid by beneficiary"**.
- **Commission account** - a field for selecting a commission account (the list is filtered by counteragent).
- **Payment purpose** - the field is automatically filled with the following data: <type of payment> BY CNTR DD <contract date> NO. <contract number> (data is received from the currency payment card). The automatically filled text is not available for editing.

At the same time, if the contract number contains at least one of the characters that are NOT included in the list of allowed ones, the system displays a message indicating the incorrect characters and offering to edit the contract number, which in this case will be available for editing.

After filling in the above fields, the **"Create purchase order and SWIFT payment "** button becomes active, and after clicking it, the system:

- Generates a purchase order and a SWIFT payment, according to the data from the "Currency contract card" form and the data entered by user/
- Offers the user to sign the order and SWIFT payment or save them without signature.

After saving or signing an order and a SWIFT payment, the system displays a message on successfully generated documents, upon closing which the list of currency contract cards will be displayed.

#### 3.3.10.4. Creating an order for currency sale

On the **Currency transactions/Currency contracts** form, select the contract for which you want to create a currency purchase order and click the **"Sell"** button.

After that, an additional block with fields to be filled in will be opened on the form.

Sale currency	<input type="text" value="840"/>	<input type="text" value="USD"/>	Amount	<input type="text" value="1 000.00"/>
<input checked="" type="radio"/> Rate of the bank	<input type="radio"/> Minimum sale rate		Rate	<input type="text" value="0.00"/>
Currency debit account	<input type="text" value="UA 77 300528 0000026002001000505 ПЛІ ТЧ"/>			
Account for settlements in hryvnia	<input type="text" value="UA 77 300528 0000026002001000505 ПЛІ ТЧ"/>			
Additional information	<input type="text" value="Продано з іншою метою"/>			
<input type="checkbox"/> Sale under the Forward agreement	<input type="checkbox"/> Sale under the SWAP agreement		Purpose of currency sale	<input type="text" value="Продано з іншою метою"/>
Authorized person	<input type="text" value="Петренко"/>		Contact phone number	<input type="text" value="0505050505"/>

[Create a sale requisition](#)
[Payment schedule](#)
[Shipping schedule](#)

Fill in the fields of the section as described below:

- **Sale currency** - select the sale currency from the drop-down list. By default, the field is filled with the value of the contract currency.
- **Amount** - enter the amount required for the sale. The amount you enter may exceed the value stated in the **Remaining balance by declarations/acts** field on the "Currency contract" form, in which case the system will remind you to provide documents to the bank to increase the contract amount when signing the request, but you will be able to create the request.
- Select the selling rate using the radio buttons **"Rate of the bank"** (filled in by default) and **"Maximum sale rate"** (when selecting it, you need to fill in the **Rate** field).
- **Currency debit account** - select the required account from the list. If you have only one account in the selected currency on monitoring, the number of this account will be inserted into the field.
- **Account for settlements in hryvnia** - select the required account from the list of your UAH accounts. If you have only one hryvnia account under monitoring, the number of this account will be inserted into the field.
- **Purpose of currency sale** - select the reason for currency sale from the drop-down list.
- If you need to sell under a Forward and/or SWAP agreement, select the appropriate checkboxes.
- **Authorized person** - enter the details of the authorized person.
- **Contact number** - enter the contact number of the authorized person.

After filling in the above fields, the **"Create a sale request"** button becomes active, after clicking which the system will offer you to sign the order or save it without signature.

**Please note** that currency sale requests of this kind are not available for editing from the list of sale currency requests.

### 3.4. Salary

In the system you can view data about companies, employees, employee accounts, check the processing status and sign payrolls.

To work with payrolls, employee applications or salary projects select the ***Salary*** menu item on the main page:



### 3.4.1. Payrolls

The system allows you to view, sign, create and import payroll. To view the list of payrolls, select the **Salary/Payrolls** menu item – and the list of all created payrolls will be displayed.

#### Displaying the number of signatures

**Please note:** on all tabs of the section, information on the number of signatures applied to the document is visually displayed (the upper indicator corresponds to the first signature, the lower indicator corresponds to the second):

- Gray - there is no signature of the corresponding level;
- Green – 1st signature applied;
- Yellow – 2nd signature applied;
- Blue - the 3rd signature has been applied (if the user has been granted the right to work with the third signature).

When hovering over the indicator area, a hover with information about signers will be displayed.

#### Setting display period





**Please note:** in the **Payrolls** section on the "All payrolls" tab in the field **For the period "from" to "** the current date is displayed by default.

After the user sets a different period/date on this tab, the system will display it during the session for this tab. The same period will be set in the form of a detailed view of the document, as well as after selecting the operations of import, signing, copying.

	Date	Number	Account	Enterprise	Annual type	Amount	Approved amount	Status
<input type="checkbox"/>	29.03.2024	15413213	UA4930002600000026	ПВ ТОВ "Боро"	Поворотна матеріальна допомога	233.00 UAH	0.00 UAH	Pending
<input type="checkbox"/>	01.04.2023	15413203	UA7790002600000026	ПВ ТОВ "Боро"	Поворотна матеріальна допомога	309.00 UAH	0.00 UAH	Pending
<input type="checkbox"/>	01.04.2023	1403301a	UA8130002600000026	ТОВ "Боро"	Заробітна плата / аванси	10.00 UAH	10.00 UAH	Approved
<input checked="" type="checkbox"/>	01.04.2023	3412	UA1030002600000026	ТОВ "Боро"	Заробітна плата / аванси	10.00 UAH	0.00 UAH	Pending
<input type="checkbox"/>	01.04.2023	15413207	UA4930002600000026	ПВ ТОВ "Боро"	Заробітна плата / аванси	5.00 UAH	0.00 UAH	Pending

On the form with the list of payrolls you can do the following:

- View the list of unsigned payrolls and sign documents on the "Unsigned" tab (see "[Documents signing](#)").

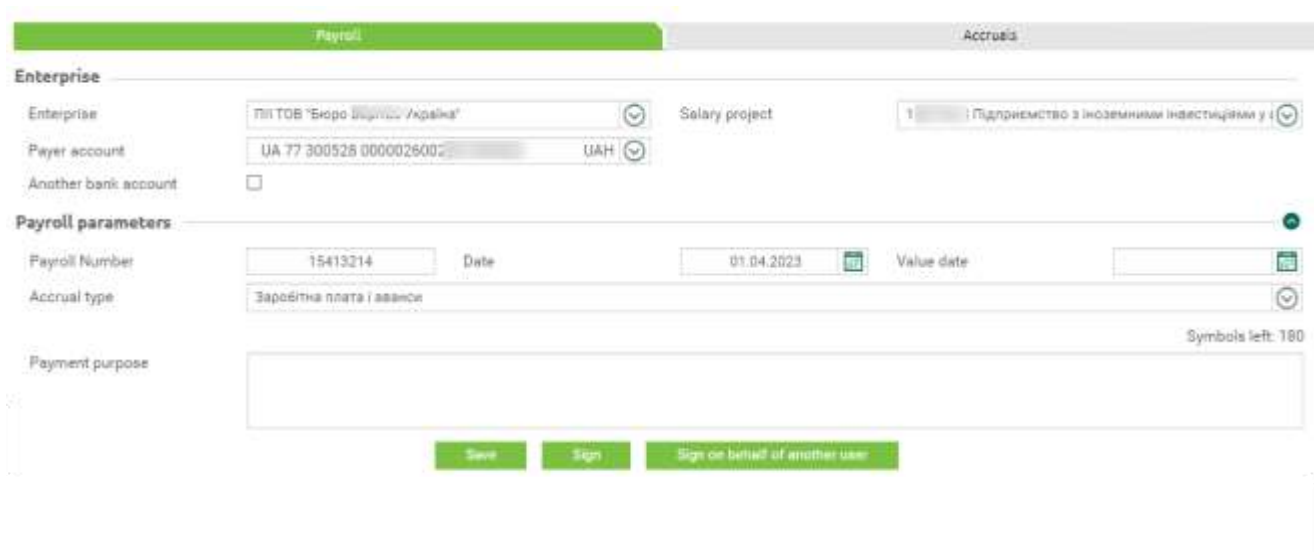
- Select the data display period (by default - the current date). To do this, enter the dates manually or use the built-in calendar (button ).
- Sort and filter documents in the list (see "[Filtering, sorting, and updating data on list forms](#)").
- Go to the form with detailed information on the selected document, where, depending on the status of the document, you can: save the document after making changes (the **"Save"** button), copy to a new form (the **"Copy"** button), print (the **"Print"** button) or sign (see "[Documents signing](#)").
- Import payroll - the **"Import"** button (see description below).
- Sign the required payroll. Click the button  or mark the unsigned payroll/payrolls using the checkboxes, click the "Sign" button (see "[Documents signing](#)").
- Copy the required document using the button . This will display the form for creating a new payroll in edit mode with data that was filled in automatically from the copied payroll.
- Delete payroll/payrolls. To do this, select the payroll/payrolls using the checkboxes, click the **"Remove"** button.
- Print one payroll. To do this, select the payroll using the checkbox, click the **"Print"** button.
- For documents in the "Rejected" status, the icon  is displayed, when you hover over this icon you can see the reason for the rejection of the payroll.

For payrolls selected with the checkboxes, their number and total amount are displayed both on the "All payrolls" tab and on the "Unsigned" tab.

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

#### 3.4.1.1. New payroll creating

To create a new payroll, click the **"Create payroll"** button at the top of the form, a new "Payroll" form will open.



#### **Tab "Payroll"**

In the "Enterprise" section, do the following:



- In the **Enterprise** field, select from the drop-down list the user's enterprise serviced by salary projects. If the user has one company, it will be automatically filled into the field.
- In the **Salary project** field, select the salary project of the selected enterprise from the drop-down list. The list of projects becomes available after selecting an enterprise. If a value has been changed in the **Enterprise** field, the **Salary project** field is cleared.
- Select the payer account for the selected payroll project. If the account is one, it will be automatically placed in the field.
- If the payer's account with mask 2604 is specified, the **Commission account** field will be displayed. Select the commission account from the drop-down list.

Enterprise

Enterprise	ПІІ ТОВ "Бюро Верітас Україна"	Salary project	1657454   Підприємство з іноземними інвестиціями
Payer account	UA 49 300528 0000026046090300505 UAH	Commission account	UA 77 300528 0000026002001300505 UAH
Another bank account	<input type="checkbox"/>		

- Set the **"Another bank account"** flag if the funds will be transferred from an account in another bank. The checkbox becomes available after choosing a salary project. If the checkbox **"Another bank account"** is checked, the **Payer account** field is cleared, and the following fields are opened:
  - Payment order number - in this field you can specify the number of the payment order sent by the client from another bank to account 2924 as a cover for the payroll (maximum 10 characters). This field is optional.
  - Payment order date - in the field you specify the date of the payment order sent by the client from another bank to account 2924 as cover for the payroll (format DD.MM.YYYY). This field is optional.



Enterprise

Enterprise	ПІІ ТОВ "Бюро Верітас Україна"	Salary project	1657454   Підприємство з іноземними інвестиціями
Payer account	Not selected	Commission account	
Another bank account	<input checked="" type="checkbox"/>		
Payment instruction number		Payment instruction date	

Specify the number of the document on transfer of the amount of accruals and the amount of commission to the account 2924\* of OTP Bank from the account in another bank.

Specify the date of the document on transfer of the amount of accruals and the amount of commission to the account 2924\* of OTP Bank from the account in another bank.

#### 1. In the section "Payroll parameters":

- The **Payroll Number** field is filled in automatically after selecting the enterprise and account. The field is available for editing. Available characters for this field are: uppercase and lowercase Latin and Cyrillic letters, letters of the Ukrainian alphabet such as "і, І, ї, Ї, Є, €", digits, "%", "\", "/", "-", "?", ":", ";", "(", ")", "[", "\", "!", "<", ">", ".", ",", "+", "{", "}", "^", "~", "`", "\*", "°", "#", "\$", "&", "=", "@", space, unbroken space, line break, carriage return.
- The **Date** field is filled in automatically with the date of the current operating day of the bank. The field is available for editing. To make changes, enter the date manually or select it using the built-in calendar (button ). The date of the document cannot be less than the date of the current operating day of the bank.
- In the **Value date** field, you can specify the date manually or select it using the built-in calendar (button ). The value date cannot be less than the payroll date.
- In the **Accrual type** field, select a value from the drop-down list.
- Enter a payment purpose (mandatory, maximum 180 characters).

### The "Accruals" tab



After filling out the "Payroll" tab, the "Accruals" tab will be available.

Employee	Taxpayer number	Account	Amount
Барь Павло Валентинович	3325	UA 36 300528 000000026203	0.00 UAH
Іванко Олександр Сергійович	2771	UA 03 300528 000000026203	0.00 UAH
Петренко Петро Петрович	1234567890	UA 97 305749 0000002600530	2 000.00 UAH

On the tab, you can create a list of accruals for the salary project both to employees' accounts in your own bank (the **"Add accruals to accounts in OTP bank"** button) and in another bank (the **"Add accruals to accounts in other banks"** button), see below.

You can delete (the  button) and edit accruals (depending on the status).

The list of accruals shows the amount and number of accruals - total, to OTP bank accounts, to accounts of other banks.

Each line in the list of accruals is a link that opens a form with detailed information on the selected accruals.

To add a new accrual to accounts in OTP Bank, do the following:

- Click the **"Add accruals to accounts in OTP bank"** button. The new form will display a list of employees according to the selected payroll parameters.
- If necessary, sort and filter the records in the list (see ["Filtering, sorting, and updating data on list forms"](#))
- Use the checkboxes to select the employees for whom you want to make payments. Or enable the general checkbox to select all records.
- Click the **"Select"** button, confirm the action.

Accruals to accounts in OTP Bank

Education Video

System time: 21.05.2024 17:12  
Operation day: 28.12.2021

Private office 59:58

\$/€ En i

Page 1 of 3

Beneficiary name Beneficiary code Account

☐ ☐ ☒ ☐

Олег В'ячеславович 3127 UA2930052800000002620

Павло Валентинович 3329 UA3630052800000002620

Олександр Сергійович 2771 UA0330052800000002620

Сергій Володимирович 28117 UA9630052800000002620

Enable the general checkbox to select records to create accruals

Select Cancel

The selected employees will be displayed in the general list on the "Accruals" tab, see above. Select an accrual to the OTP bank account from the list to edit it and set the amount of the accrual.

ACCRUAL FOR PAYROLL

Employee

Taxpayer number

Employee account  300528 946943 ТОВ "ЮГМАРІНС..."

Amount


CANCEL SAVE CREATE NEW



To save the accrual, click the **"Save"** button.

To create a new accrual, click the **"Create new"** button.


To return to the list of accruals form, click the **"Cancel"** button.



To add a new accrual to accounts in other banks, do the following:

- Click the **"Add accruals to accounts in other banks"** button.
- In the new form, click the  button.
- In the line, enter the employee's surname, name, patronymic, tax ID number (if you do not have an ID number, enter the number of your Ukrainian passport/ID card), account number in another bank (in IBAN format), and the amount of the accrual.

- If necessary, edit the record, add a new record (button ) , and delete the record (select it using the checkbox and click the button  ).
- Select all the records in the list using the checkboxes or enable the general checkbox.
- Click the **"Select"** button and confirm the action.





Last name	First name	Patronymic	ID. number 	Employee account	Amount
<input checked="" type="checkbox"/>	<input type="text"/>				
<input checked="" type="checkbox"/>	<input type="text" value="Петренко"/>	<input type="text" value="Петро"/>	<input type="text" value="Петрович"/>	<input type="text" value="1234567890"/>	<input type="text" value="UA 97 305749 000000260053002"/>
					<input type="text" value="2 000.00"/> 

The entered accruals will be displayed in the general list on the "Accruals" tab, see above. If necessary, select an accrual from the list to edit it.

**ACCRUAL FOR PAYROLL** ×

Last name	<input type="text" value="Петренко"/>
First name	<input type="text" value="Петро"/>
Patronymic	<input type="text" value="Петрович"/>
Tax ID (passport / ID card if no tax ID)	<input type="text" value="1234567890"/>
Employee account	<input type="text" value="UA973057490000002600530"/>
Amount	<input type="text" value="2 000.00"/>

AK1

To save the accrual, click the **"Save"** button.

To create a new accrual, click the **"Create new"** button.

To return to the list of accruals form, click the **"Cancel"** button.

**Note.** The following fields are displayed for created payroll:

- Amount of performed accruals: displays the amount of accruals successfully completed in the bank system for salary payrolls in the statuses "Approved" and "Partially approved".
- Status: status of accrual. The status value is displayed after the payroll has been saved and updated during processing.
- Payroll status: the status value is displayed after the payroll has been saved and is updated while the payroll is being processed.

### 3.4.1.2. Payroll import

To import a payroll, click on the "Import" button at the bottom of the payroll list form. You can import the payroll in three formats: .xml, .dbf, .xls.

**Please note:** when importing salary statements, various options for the system's behavior are provided, which depend on the settings set in the bank:

Customization options for client locations	Description
<b>1. If it is impossible to download part of the accruals or if the amount in the payroll header does not coincide with the total amount of accruals</b>	
Option 1	Partial import takes place: only accruals without errors are imported, and incorrect accruals are saved in a text protocol. In this case, the user can view the error log and, if necessary, make corrections and import the corrected accruals as a new payroll. If the amount in the head of the payroll does not match with the amount of imported correct accruals, the system will automatically correct the amount in the header.
Option 2	The payroll is not fully imported with a message that it contains errors. In this case, the user can make corrections and re-import the payroll.
<b>2. If the payroll contains both card and non-card accounts</b>	
Option 1	The user can import payroll, which includes accrual accounts, card and current accounts.
Option 2	If the imported payroll includes accruals to current accounts, the system issues a warning message to the user and further behavior depends on the bank's settings.
<b>3. When importing a statement for enterprises that do not have accounts</b>	
Option 1	For an enterprise that is monitored by a client and for which the user does not have rights to any of its accounts, the user can import a payroll, but only from an account in another bank.
Option 2	The user can import payroll only for the enterprise that is monitored by the client and for which the user has rights to its accounts.
<b>4. Depending on the availability of the salary card project and enterprises to the user</b>	
Option 1	If the user does not have the right to any of the client's current account, then he can import payroll for all salary card projects of enterprises that are monitored by the client, but only from an account in another bank.

	If the user has the right to at least one current account of the client (if the current account is specified), then he can import the payroll for salary card project of enterprises, if he has the right to the current account of this salary card project
	If the user has the right to at least one current account of the client (if the current account is not specified), then he can import the payroll in the national currency of the enterprise of this salary card project.
Option 2	The user can import payroll only for those salary card projects of enterprises that are monitored by the client, and the user has rights to accounts of these enterprises.

**Note.** If the payer account with mask 2604 is specified in the import file, the commission account must be specified (see the description of the import and export files in a separate document).

### 3.4.2. Employee applications

On the form with a list of employee applications, you can perform the following actions:

1. Sort and filter documents in the list (see "Filtering, sorting, and updating data on list forms").
2. Go to the form with detailed information about the selected employee.

Employees

Private office

09:51

Page 1 of 166

Last name	First name	Patronymic	Code	Passport	Birth date	Status
						All data
Ольга	Василівна	3294	HE48	16.03.1990	Processed	
Микола	Іванович	2993	EA47	16.12.1981	Processed	
АЛІНА	МИКОЛАЇВНА	3323	CM9	02.01.1991	Processed	
ВІТАЛІЙ	МИКОЛАЙОВИЧ	2773	CH63	09.12.1975	Processed	
СЕРГІЙ	ОЛЕКСАНДРОВИЧ	2501	EA87	28.06.1968	Processed	
ВЛАДИСЛАВ	ВАЛЕРІЙОВИЧ	3316	EB17	16.10.1990	Processed	
ВІКТОР	ВОЛОДИМИРОВИЧ	2672	EB17	06.03.1973	Processed	
ОЛЕНА	АНАТОЛІВНА	2755	EA84	10.06.1975	Processed	
Леонід	Леонідович	2756	CT50	23.06.1975	Processed	

In order to view the application for a specific employee, select the required line in the list - a form with detailed information will be displayed. The form is available for viewing only.

**Employee application**

Роман Барвинов  
ОТРАВРБ1

Private office 10:00

**Employee information**

Last name: Москаленко First name: Катерина Patronymic: Сергіївна  
 Client name transliteration: Code: 30718  
 Sex: ☐ male ☒ female

**Passport data** Address Contacts Enterprises

Birth date: 07.02.1984 Place of birth: місто Черкаси Citizenship: Україна  
 Passport: HE715794 Date of issue: Country of residence: Україна  
 Place of issue: Residency: ☐

**Passport data** Address Contacts Enterprises

Country: Україна Postal code: 18029 Oblast: 23  
 District: Place: місто Черкаси Street: вул. Сєдова50  
 House number: Apartment:  
 Address: місто Черкаси вул. Сєдова50

**Passport data** Address Contacts Enterprises

Home phone: 38067 Business phone:  
 Mobile phone: Email of employee:

**Passport data** Address Contacts Enterprises

Enterprise	Salary project	Branch	Pers. No	Details	Date of hire	Date of leaving
ПРАТ "Нова"	1698952   SP/012/000061/18	300528			16.05.2018	

Status: Processed

### Items description

Item	Description
<b>Section "Employee information"</b>	
Last name	The fields display the name of the employee
First name	
Patronymic	
Client name transliteration	The field displays transliterated first and last name of the employee
Code	The field displays employee identification code
Sex	The field displays the sex of the employee. Values: "male" / "female"
<b>Tab "Passport data"</b>	
Birth date	The field displays employee's date of birth
Place of birth	The field displays employee's place of birth
Citizenship	The field displays name of the employee's country of citizenship
Passport	The field displays employee document data (series and number)
Date of issue	The field displays date of issue of the document to the employee
Place of issue	The field displays place of issue of the document to the employee

Country of residence	The field displays name of the employee's country of residence
Checkbox "Residency"	An option shows that the employee is a resident
<b>Tab "Address"</b>	
Country	The fields display employee address
Postal code	
Region	
Oblast (District)	
Place	
Street	
House number	
Apartment	
Address	The field displays full address of the employee
<b>Tab "Contacts"</b>	
Home phone	The fields display employee phone numbers
Business phone	
Mobile phone	
Email of employee	The field displays employee email address
<b>Tab "Enterprises"</b>	
Enterprise	Employee salary project name
Salary project	Name of the employee's enterprise salary project
Branch	Bank branch code (MFO) in which the company is incorporated
Pers. No	Employee's personnel number
Details	Detailed information about the employee's relationship with the salary project of the enterprise (for example, position)
Date of hire	Date of admission (binding) of the employee to the salary project of the enterprise
Date of leaving	Date of dismissal (unbinding) of the employee from the salary project of the enterprise
Status	Application processing status in the bank system

### 3.4.3. Salary projects

On the "Salary projects" form you can view the list of enterprises and their salary projects.

If necessary, you can sort the data in the list (see "[Filtering, sorting, and updating data on list forms](#)").



**Salary projects**

Page 1 of 2

Enterprise code: 38398, Name of the company: ТОВ "ФЕЛІКС"

38370, ТОВ "ТТБ"

Show closed salary projects

SP/600/004346/17	31.10.2017	SP/600/004346/17	Open
SP/600/002529/16	12.07.2016	SP/600/002529/16	Open

38783, ТОВ "ТТБ"

If you want to see the salary projects in the "Closed" status, check the **"Show closed salary projects"** checkbox.

To view detailed information, click on the line with the salary project you need.

**Salary project employees**

Enterprise data

Enterprise code: 38370567, Enterprise: ТОВАРИСТВО "ОТРИМАННЯ ТА ОБСЛУГОВУВАННЯ"

Contract number: SP/600/004346/17, Contract date: 31.10.2017

Enterprise employees

Employee	Taxpayer number	Account number	Account state	Date of hire	Date of leaving	Dismissal mark
Specify Full name/Taxpayer number/Account			All data			
Кочетко Ольга Іванівна	3386	UA 35 30 00000000000000000000	Open	12.09.2019		<input type="checkbox"/>
Карпенко Євгенія Іванівна	3570	UA 32 30 00000000000000000000	Open	09.09.2019		<input type="checkbox"/>
Каращенко Ірина Іванівна	3349	UA 89 30 00000000000000000000	Open	09.09.2019		<input type="checkbox"/>
Кочетко Ольга Іванівна	3049	UA 58 30 00000000000000000000	Open	09.09.2019		<input type="checkbox"/>
Захарченко Марина Борисівна	2988	UA 51 30 00000000000000000000	Open	24.07.2019		<input type="checkbox"/>
Хирич Ірина Іванівна	3259	UA 07 30 00000000000000000000	Open	22.07.2019		<input type="checkbox"/>

The "Salary project employees" form displays detailed data on the selected salary project and a list of employees with accounts linked to this salary project.

### Items description

Item	Description
<b>Section "Enterprise data"</b>	
Enterprise code	Enterprise USREOU code Date of the salary project agreement
Enterprise	Enterprise name
Contract number	Contract number of the salary project
Contract date	Contract date of the salary project
<b>Section "Enterprise employees"</b>	

(the list displays employees associated with the selected salary project)	
Employee	Last name, first name and patronymic of employee
Taxpayer number	Employee taxpayer number
Account number	Employee account binded to the selected salary project
Account state	<p>Employee account state:</p> <p><b>Reserve</b> - the account is reserved</p> <p><b>Open</b> - the account is open</p> <p><b>Closed</b> - the account is closed</p> <p><b>Limited</b> - the account is limited</p> <p><b>Account arrested</b> - account arrested</p> <p><b>Blocked by the decision of the State Tax Inspectorate</b> - the account was blocked by the decision of the State Tax Inspectorate (debit blocking, except for budget payments)</p> <p><b>Unauthorized</b> - the account is not yet authorized</p> <p><b>Full blocking</b> - the account is completely blocked</p> <p><b>Debit blocking</b> - the account is blocked by debit</p> <p><b>Blocked by decision ...</b> - account blocked by decision ... (debit blocking)</p> <p><b>Inactive</b> - the account is not active (debit blocking)</p> <p><b>Not registered in the State Tax Inspectorate</b> - the account is not registered with the State Tax Inspectorate (debit blocking)</p> <p><b>Transit account</b> - the account is in transit</p>
Date of hire	Employee hiring date (date of binding to the selected salary project)
Date of leaving	Date of employee dismissal (date of unbinding from the selected salary project)
Dismissal mark	Sign of dismissal of an employee (the checkbox is checked if the employee is dismissed)

You can also save data on employees' accounts to .dbf or .csv file format (click the **"Export"** button, select the file format, click the **"Export"** button to upload data, or **"Cancel"** to cancel the action).

**Salary project employees**

**Enterprise data**

Enterprise code: 38740215      Enterprise: Товариство з обмеженою відповід ...

Contract number: SP/403/000754/16      Contract date: 29.09.2016

**Enterprise employees**

Employee	Taxpayer number	Date of leaving	Dismissal mark
Шевченко Олег В'ячеславович	3127420716		<input type="checkbox"/>
Ісакин Олександр Володимирович	2770311251		<input type="checkbox"/>
Нікітін Володимир Володимирович	3466312517	07.03.2019	<input type="checkbox"/>
Мазепа Андрій Яковлевич	2985704991	28.11.2018	<input type="checkbox"/>
Кретов Денис Вікторович	3021509693	05.10.2018	<input type="checkbox"/>

**EXPORT TO A FILE**

File type

- DBF format
- DBF format
- CSV format



EXPORT CANCEL


Export

### 3.5.Statement and account balances

#### 3.5.1. Account statement

In the **Statement** section of the menu, you can request the generation of an account statement. To do this, follow these steps:

1. Select the period for generating the statement: for the previous working day or for the period. To select the statement period, enter the dates in the field from ... to ... manually or use the built-in calendar (button ).
2. Set the type of movements that will be displayed in the statement by switching the appropriate tab: "All payments", "Debit", "Credit".
3. Set the type of accounts you want to display by switching the appropriate tab: "All", "National currency", "Foreign currency".
4. Mark the account (list of accounts) to build the statement using the symbol .
5. Please note: you can select no more than 100 accounts to build a statement.

6. In the "Statement parameters" section mark the required parameters using the symbol .

### Statement parameters

Parameter	Description
<b>Descending dates</b>	Mark the checkbox if you need to get a statement with descending sort documents
<b>Sort by the posting date</b>	Mark the checkbox if you want data in a statement to be sorted by the date of document posting in a descending order
<b>Send to another e-mail</b>	If you need to send the statement to an e-mail different from the one specified in the user settings, set this parameter, and in the field that appears, enter the required e-mail address
<b>Separate digits</b>	Mark the checkbox if you want document amounts to be shown with a separator (1 000 000 instead of 1000000)
<b>Fees in one line</b>	Mark the checkbox if you want documents for specified conditions to be displayed in one line
<b>Show revaluation</b>	Mark the checkbox if you want to get not only values of revaluation but also non-operating rate difference in a statement

7. To display the statement on the monitor screen and further print it, click on the **"View and print"** button.
8. To save the statement to a file click the **"Export"** button. In the form that opens, select the file format from the drop-down list:
- Microsoft Excel (.xls);
  - Text file (.iBank2) (Excel .csv);
  - Text file (.txt);
  - Text file (.xml);
  - Database file (.dbf);
  - Database file (.dbf) alternative (available only when "All payments" and "Foreign currency" tabs are active);
  - Camt.053 (.xml) – select only national currency accounts and turn off the statements options (the availability of the format is regulated by the settings in the bank).

Click the **"Export"** button to confirm the action (**"Cancel"** - to cancel the action).



9. To send the statement to the e-mail specified in your account, or to the address specified in the Send to another e-mail field, click the **"Send on e-mail"** button.

**Statement generation**

☐ For the current day
 ☐ By date:

☐ For the previous working day
 ☒ FROM: 05.02.2019 TO: 27.03.2019

☒ All payments
 ☐ Debit
 ☐ Credit

☐ All
 ☒ National currency
 ☐ Foreign currency

Selection of accounts for statement (5 accounts selected)

Enterprise	Account number	Currency	Balance
<input type="checkbox"/>	UA 03 300528 00000000000000000000	UAH	0.00
<input type="checkbox"/>	UA 96 300528 00000000000000000000	UAH	0.00
<input checked="" type="checkbox"/> ТОВ Енвіроп К	UA 60 300528 00000000000000000000	UAH	80.31
<input checked="" type="checkbox"/>	UA 25 300528 00000000000000000000	UAH	6 238.00
<input type="checkbox"/>	UA 10 300528 00000000000000000000	UAH	-100.00
<input type="checkbox"/>	ПрАТ СК Універсальна		
<input type="checkbox"/>	ФОП Володимир Сергій		
<input type="checkbox"/>	Володимирів		

**Statement parameters**

☒ Descending dates
 ☒ Separate digits
 ☒ Fees in one line

☐ Sort by the posting date
 ☐ Show revaluation

☐ Send on another e-mail

### 3.5.2. Account balances

In the menu section **Statement and Account Balances/Account Balances**, you can view the balances on current accounts and the last movement of funds.


**Balances on accounts**

☐ For the current working day
 ☐ By date:

☐ For the previous working day
 ☒ From: 14.01.2015 to: 05.01.2021

Date	IBAN	Currency	Opening balance	Debit	Credit	Current balance	Last activity	Counteragent	Counteragent ID	Account state
12.03.2020	UA 48 300528 00000000000000000000	UAH	3 024.56(T)	0.00	0.00	3 024.56(T)	06.03.2020	ТОВ "ЮРПРОС" ДОВ	32900000	Positive
12.03.2020	UA 72 300528 00000000000000000000	UAH	0.00(T)	0.00	0.00	0.00(T)	12.03.2020	ТОВ "ЮРПРОС" ДОВ	32900000	Positive
12.03.2020	UA 57 300528 00000000000000000000	UAH	0.00(T)	0.54	999.99	999.45(T)	12.03.2020	ТОВ "ЮРПРОС" ДОВ	34400000	Positive
12.03.2020	UA 68 300528 00000000000000000000	UAH	0.00(T)	0.00	0.00	0.00(T)	26.02.2020	АТ "БІЛ" "МЕТІ" БІЛ	02910000	Positive

Using the radio buttons, select the date for reflecting the balances (for the current working day, for the previous working day) or specify your own date **By date** or display period

**From... to...** using the built-in calendar (button ). Click on the **"Apply"** button.

The list will display data for the specified date/period.

In order to go to the form with detailed information, click on the required line:

**Balances on account**

Counteragent	Євпоном Банк Україна		
Counteragent ID	31811005	Currency	UAH
IBAN	UA 69 300528 000000 000000 000000		
Account opening date	06.04.2004	Current date	19.01.2021
Date of last account activity	12.03.2020		
Current balance	3 000 200.00(П)	Opening balance	3 000 000.00(П)
Debit turnovers	0.00	Credit turnovers	200.00
Planned balance	3 000 200.00		
By account debit	0.00	By account credit	0.00
Available balance	3 000 000.00	Overdraft limit	
Unused overdraft limit	0.00	Account restrictions	0.00
Unsent payment orders	0.00		

### 3.6. Documents uploading

In this section of the menu, you can upload files of necessary documents (for example, copies of contracts, invoices, etc.), view them, sign and send them to the bank's storage.

List of uploaded documents

Import date	Document number	Operation type	Operation subtype	Client	Filename	Document links	Search	Status
28.12.2021	562060	Документи по програмі ЄДР	Документи ЄДР при отриманні	ТОВ "Тутанко-Україна"	report (7).pdf	Linked to 1 requests	562060	Attached
28.12.2021	562064	Документи по програмі ЄДР	Документи ЄДР при отриманні	ТОВ "ТЕРМЕС-ТРЕЙДІНГ"	ReportAffa-Bank_2022011_132156.pdf	Not linked	562063	Attached
28.12.2021	561794	Факторинг	Факторинг	ФОП Краєна Тетяна Дмитрівна	afba_rnrl_2.pdf	Not linked		Attached
28.12.2021	560358	Сверддрфт «Гостиний» документи для подання	Фінансова звітність за минулий рік	ТОВ "ЕНЕР"	report (7).pdf	Not linked		Attached
28.12.2021	679180	Експортні операції		ТОВ "ТЕРМЕС-ТРЕЙДІНГ"	YS-898_PC.pdf	Not linked		Attached
28.12.2021	660457	Кредити отримані (пер.)	Кредити отримані (пер.)	ТОВ "ТЕРМЕС-ТРЕЙДІНГ"	18.08.21.pdf	Linked to 1 requests		Attached

Sign a document    Delete documents

#### Displaying the number of signatures

**Please note:** on all tabs of the section, information on the number of signatures applied to the document is visually displayed (the upper indicator corresponds to the first signature, the lower indicator corresponds to the second):

- Gray - there is no signature of the corresponding level;
- Green – 1st signature applied;
- Yellow – 2nd signature applied;
- Blue - the 3rd signature has been applied (if the user has been granted the right to work with the third signature).



When hovering over the indicator area, a hover with information about signers will be displayed.


### Setting display period

**Please note:** in the **Document upload** section on the "All documents" tab in the field **For the period "from" to "** the current date is displayed by default.




If the user sets a different period/date on this tab, the system will display it during the current session.

#### 3.6.1. List of uploaded documents


On a form with a list of your requests, you can do the following:

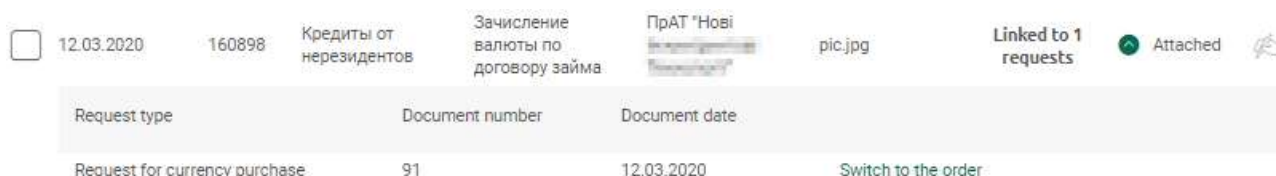
1. Select the data display period (by default - the period from the date of the previous ODB to the date of the current ODB). To do this, enter dates manually or use the built-in calendar (the  button).
2. Sort and filter documents in the list (see "[Filtering, sorting, and updating data on list forms](#)").
3. Upload a new document (see "[Loading a new document](#)").
4. Go to the form with detailed information on the selected document, where, depending on the status of the document, you can do the following: save the documents after editing it (the **"Save"** button), sign (see "[Documents signing](#)") or remove the document (the **"Remove"** button).



5. On the form with detailed information, you can view the current status of the document, date of upload, document number, client name, branch, type and subtype of the operation; view the comment and the link between the document and the orders ("Linked to requests"). For a detailed description of the form fields, see the section "[Loading a new document](#)".
6. For documents with the "Attached" status, sign the required document by clicking the button  (see "[Documents signing](#)").
7. For documents in the "Attached" status, sign one or several documents by checking the boxes next to the required documents  and clicking on the "Sign a document" button.
8. For documents in the "Attached" status and in the "Not linked" link, delete one or more documents by marking the checkboxes next to the required documents  and clicking on the "Delete a document" button.




9. For documents in the "Linked to N orders" linking, you can view the linked orders to which this document was attached. To do this, click on the  button ("Expand").



Request type	Document number	Document date	
Request for currency purchase	91	12.03.2020	<a href="#">Switch to the order</a>


To go to the detailed form for viewing the order to which the document is attached, click on the "Switch to the order" link.

You can collapse the section with detailed information about document links by clicking on  ("Minimize").

10. Depending on the subtype of the operation, the uploaded document may be included in a bunch. In this case, the bunch ID will be displayed at the top of the form with detailed information. The bunch number is a link to the list of all uploaded documents contained in the bunch.







Date	Document number	Operation type	Operation subtype	Chart	Filename	Document link	Bunch	Status
08.12.2021	682881	Документ по программе СТС	Документ СТС по операции	ТСБ "Трунаво/Украина"	report (3).pdf	Linked to 1 requests	682880	attached
08.12.2021	682880	Документ по программе СТС	Документ СТС по операции	ТСБ "Трунаво/Украина"	report (1).pdf	Linked to 1 requests	682880	attached

11. For documents with the "Rejected" status, the icon  is displayed, when you hover over which you can see the reason for the rejection of the document.

### 3.6.2. Unsigned documents

To go to the list of documents requiring signing, select the "Unsigned" tab.

On the "Unsigned" tab, you can do the following:

- Select the data display period (by default - the period from the date of the previous ODB to the date of the current ODB). To do this, enter dates manually or use the built-in calendar (the  button). The specified period should not exceed 30 days, including the current day.
- Sort and filter documents in the list (see "Filtering, sorting, and updating data on list forms").
- Go to the form with detailed information on the selected document, where, depending on the status of the document, you can do the following: save the document after editing it (the "Save" button), sign (see "Documents signing") or remove it (the "Remove" button).
- Sign the required document by clicking on the  button (see "Documents signing").
- Sign one or more documents by checking the appropriate boxes  and clicking on the "Sign" button.
- Remove one or more documents by checking the corresponding boxes  and clicking on the "Remove" button.








### 3.6.3. Loading a new document

To upload a new document, follow these steps:

1. On the form with a list of uploaded documents, click on the "Upload document" button. The "Document upload" form will open:

The screenshot shows the 'Document upload' form. The 'Document parameters' section has the following fields: Client (dropdown), Branch (dropdown), Operation type (dropdown), Operation subtype (dropdown), Add a file (button with three dots), and List of uploaded files (table with columns for file name and size). The 'Signatures' section has Signature 1 and Signature 2 fields. At the bottom, there are three buttons: 'Save without signature', 'Sign', and 'Sign on behalf of another user'.

2. In the "Document parameters" section:

- In the Client field from the drop-down list of companies (the  button) select the customer name. If the user has the right to work with accounts of only one client, the field will be filled in automatically.
- In the Branch field from the drop-down list, select the client's branch (the  button). If there is only one available compartment, the field is filled in automatically.
- In the Operation type field from the drop-down list, select the required operation type (the  button).
- In the Operation subtype field from the drop-down list, select the required operation subtype (the  button).
- In the Add a file section, click on the  button and provide the path to the file(s) you want to download. If necessary, you can also add the file (s) by clicking on the  button.
- The name and size of the uploaded file (s) will be displayed in the List of uploaded files field. If necessary, you can delete the file by clicking on the  button.
- In the Comment field, if necessary, you can add a comment to the uploaded file.

3. To save the payment without signing, click on the "Save without signature" button.
4. To sign the uploaded file (see "Documents signing").

After you have successfully completed the «Save without signature» and sign actions, the document status changes to Attached.

Document parameters

The operation performed successfully

Document state: Attached Bunch ID: 652091

Import date: 28.12.2021

Client: ТОВ "ТЕРМЕС-ТРЕЙДІНГ" - 301551

Branch: Відділення "Михайлівський"

Operation type: Документи по програмі 579

Operation subtype: Додаток 579 при отриманні

Document number: 882091

Comment: test

Document links: Not linked

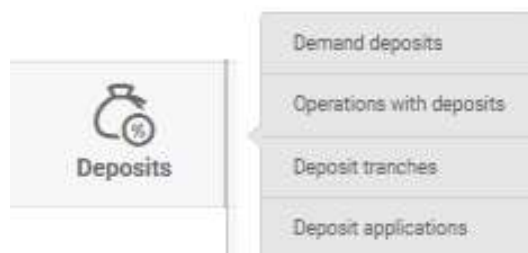
Signatures

Signature 1: Signature 2:

**Note.** For some document subtypes, uploaded documents are included into bunches. When a document is successfully saved, the bunch number is displayed, which is a link to the list of documents in the bunch.

### 3.7. Deposits

If you have the appropriate right, you can view information about deposit transactions of your enterprises and perform operations with them - select the menu item **Deposits**.



#### 3.7.1. Demand deposits

To view the list of "Demand deposits" transactions and enterprises (active and already closed), select the menu item **Deposits/Demand deposits**.

Demand deposits

Page 1 of 2



Enterprise	Currency	Agreement number	Opening date	Interest rate	Current balance	Status	
ТОВ "Термес-Трейдінг" UA 62 300528	UAH	%5.5 d	12.03.2020	6.5%	0.00	Acting	A new deposit operation
ФОП Іван Михайлович UA 86 300528	UAH	013/000302/19	28.02.2019	6.5%	0.00	Acting	A new deposit operation

Deposit name	Closing date	Current account (IBAN)	Forecasted amount of accrued %	Date of interest payment
SLER08, UAH, ФОП Вільний, До востребования		null		

Future interest accrual History of transactions Statement

On the form with a list of deposits, you can perform the following actions:

1. Sort and filter data (see "Filtering, sorting, and updating data on list forms").

2. Create a deposit operation - click on "A new deposit operation" button (see "New deposit operation")
3. Using the buttons  /  you can show/hide the section with detailed information about the deposit, where the following is available:
  - Request the history of future interest accruals by deposit - click on the "Future interest accrual" button (see "Future interest accrual").
  - Request the history of transactions by deposit - click on the "History of transactions" button (see "History of transactions").
  - Request a statement for the deposit - click on the "Statement" button (see "Deposit statement on demand").

### 3.7.2. Operations with deposits

To view the list of user-created and executed/outstanding operations with deposit transactions, select the menu item ***Deposits/Operations with deposits***.

#### **Displaying the number of signatures**

**Please note:** on all tabs of the section, information on the number of signatures applied to the document is visually displayed (the upper indicator corresponds to the first signature, the lower indicator corresponds to the second):

- Gray - there is no signature of the corresponding level;
- Green – 1st signature applied;
- Yellow – 2nd signature applied;
- Blue - the 3rd signature has been applied (if the user has been granted the right to work with the third signature).

When hovering over the indicator area, a hover with information about signers will be displayed.

#### **Setting display period**


**Please note:** in the ***Operation with deposits*** section on the "All operations" tab in the **For the period "from" to"** field the current date is displayed by default.

After the user sets a different period/date on this tab of the section, the system will display it during the session for this tab only.

Operations with deposits							
All operations				Unsigned (1)			
From	05.01.2020	to	04.02.2022	Page 1 of 12			
Number of contract	Document number	Date	Enterprise	Operation	Amount	Status	
001-13-42	1945422	21.05.2020	ТОБ "ЕНЕР"	Partial withdrawal	-1 500 000.00 uzs	Approved	
001-13-42	1945492	22.05.2020	ТОБ "ЕНЕР"	Deposit replenishment	+4 300 000.00 uzs	Approved	
001-13-42	1945582	25.05.2020	ТОБ "ЕНЕР"	Partial withdrawal	-2 000 000.00 uzs	Approved	
001-13-42	1945601	26.05.2020	ТОБ "ЕНЕР"	Deposit replenishment	+900 000.00 uzs	Approved	
001-13-42	1945836	29.05.2020	ТОБ "ЕНЕР"	Partial withdrawal	-400 000.00 uzs	Approved	

On the form with a list of deposit operations, you can perform the following actions:

1. Sort and filter data (see "Filtering, sorting, and updating data on list forms").
2. View the list of unsigned operations and sign the necessary ones – the "Unsigned" tab.
3. Switch to the form with detailed information about the deposit operation by clicking on the line with the required operation, where, depending on the status of the operation, you can:
  - Save unsigned application – click on the "Save without signature" button.
  - Sign a document – click on the "Sign" button (see "Documents signing").
  - Delete application – click on the "Remove" button.
  - Withdraw the application – click on the "Withdraw" button.

To return to the previous page click on the button  at the top of the page.

**Deposit operation**

Operation state: Not all signatures

**Document parameters**

Document number: 1944508 Document date: 12.03.2020

**Operation info**

Enterprise: TOB "Zapora Khorosha"

Amount: 12.11 UAH Agreement number: %5.5d

Deposit operation: Deposit replenishment

Deposit account number (IBAN): UA 09 300528

Amount: 34.00 UAH

Current account number (IBAN): UA 97 300528

Amount: 3790.00 UAH

Payment purpose: Поповнення вкладу на "вимогу" згідно Договору № %5.5d від 12/03/2020 та заяви № 1944508 від 12/03/2020.

**Signatures**

Signature 1: Signature 2:

Sign Sign on behalf of another user Save without signature Remove


### 3.7.3. New deposit operation


To create a request for new operation with valid deposit, follow these steps:

- Go to the page for viewing deposit transactions Deposits/Demand deposits.
- On the line with the required deposit, click the "New deposit operation" button.
- In the section "Document parameters":
  - The Document number field is filled in automatically by the system but you can edit it (no more than 10 characters).
  - The Document date is set automatically as the date of the current operating day of the bank. The field is not available for editing.
- In the section "Operation info":
  - The Enterprise field displays the name of the company. The field is not editable.
  - In the Amount field, enter the transaction amount.
  - The Agreement number field is filled in automatically by the system. The field is not available for editing.
  - In the Deposit operation field select the required type of operation from the drop-down list: "Not selected" (by default), "Deposit replenishment", "Partial withdrawal".
  - The fields Deposit account number (IBAN) and Amount (the amount of the deposit account balance) are filled in automatically by the system. The field is not editable.
  - The fields Current account number (IBAN) and Amount (the amount of the current account balance) are filled in automatically by the system. The field is not editable.
  - The Payment purpose field is filled in automatically when you select the types of operations "Deposit replenishment" and "Partial withdrawal".
- The section "Signatures" displays the surname, name, patronymic of the user who signed the document with the 1st and 2nd signature.

To save an unsigned application, click the **"Save without signature"** button.

To send a document to the bank, sign the document (see ["Documents signing"](#)).

To return to the previous page click on the button  at the top of the page.

 Deposit operation

Document parameters

Document number: 1944698 Document date: 12.03.2020

Operation info

Enterprise: TOB "Bank" "Bank"

Amount: 560.00 UAH Agreement number: 001-13-43

Deposit operation: Deposit replenishment

Deposit account number (IBAN): UA 11 300528 0000000000000000

Amount: 14200056.04 UAH

Current account number (IBAN): UA 28 300528 0000000000000000

Amount: 0.00 UAH

Payment purpose: Поповнення вкладу на "вимогу" згідно Договору № 001-13-43 від 07/08/2013 та заяви № 1944698 від 12/03/2020.

Signatures

Signature 1: Signature 2:



**Sign** **Sign on behalf of another user** **Save without signature**

### 3.7.4. Deposit tranches

On the page "Deposit tranches" the user is presented with a list of general transactions and tranches.

Master agreements and tranches

Page 1 of 2

Enterprise / Tranche No	Currency	Tranche allocation date	Tranche ending date	Current balance	Status
Agreement No 70-1-3/75DL from 30.06.2017					
 ПрАТ "ДНІПР" / UA 66 300528 0000000000000000					<b>Deposit account statement</b>
 ПрАТ "ДНІПР" / UA 43 300528 0000000000000000					<b>Deposit account statement</b>
5	UAH	30.10.2017	26.11.2021	1 424 379.25	Acting
4	UAH	28.09.2017	26.11.2021	1 457 634.95	Acting
2	UAH	25.07.2017	26.11.2021	1 277 312.90	Acting
3	UAH	31.08.2017	26.11.2021	1 254 668.65	Acting

In order to receive a statement of the deposit account, select the required line in the list and click on the button **"Deposit account statement"** (see ["Deposit account statement"](#)).

To view the tranches, you must open the form with detailed information. To do this, click on the required line.



Deposit tranche

Deposit tranche main info

Master agreement

Agreement No 5 from 30.06.2017

Enterprise

ПрАТ "Інвестбанк"

Deposit account (IBAN)

UA 43 300528

Currency

UAH

Current balance

1 424 379.25

Status

Acting

Tranche allocation agreement No

5

Tranche allocation date

30.10.2017

Tranche ending date

26.11.2021

Amounts and interests

Tranche amount

1 424 379.25

Interest rate

9%

Forecasted amount of accrued %

10 157.36

Type of interest payment

Every month

Interest rate for early termination

1.5%

Next date of interest payment

30.03.2020

Pledged deposit

☐

Future interest accrual


History of transactions

### **Items description**

Item	Description
Section "Deposit tranche main info"	
Master agreement	Number of contract
Enterprise	Enterprise name
Deposit account (IBAN)	Account number
Currency	Currency symbolic code
Current balance	Current balance amount
Status	Deposit tranche status: "Active" or "Closed"
Tranche allocation agreement No	Number of the agreement for the tranche
Tranche allocation date	Tranche allocation date
Tranche ending date	Tranche expiration date
Section "Amounts and Interests"	
Tranche amount	Tranche amount
Interest rate	The value of the interest rate on the tranche
Forecasted amount of accrued %	The projected amount of accrued interest on the tranche
Type of interest payment	Tranche interest payment type
Interest rate for early termination	Interest rate in case of early termination
Next date of interest payment	Date of next payment of interest on the tranche
Pledged deposit	Checkbox showing whether the deposit is pledged


On the form for viewing detailed information about the tranche, you can perform the following actions:

1. Request future accruals of interest for the tranche – click on the "Future interest accrual" button (see "Future interest accrual").
2. Request the transaction history for the tranche – click on the "Transaction history" button (see "History of transactions").


To return to the page "Deposit tranches" click the button  at the top of the page.

### 3.7.5. Future interest accrual

To view future interest accruals for the tranche, follow these steps:




1. Go to the menu item Deposits/Deposit tranches.
2. Click on the line with the required tranche and then click on the "Future interest accrual" button on the detailed information form.
3. The Tranche field will display information about the selected tranche.
4. Specify the period using the "Whole term" or "Specified term" radio buttons. When selecting the radio button "Specified term", specify the dates from... to... using the built-in calendar - the button .
5. Click the "Perform the request" button.

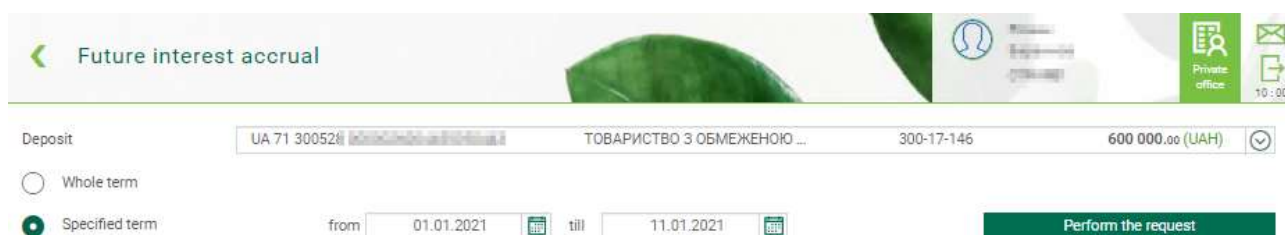



To return to the previous page click on the button  at the top of the page.

### 3.7.6. Future interest accrual on deposit agreement

To view future interest accrual under the deposit agreement, follow these steps:

1. Go to the menu item Deposits/Demand deposits.
2. Click on the line with the required tranche and then click the "Future interest accrual" button. To go to the extended/compact view of the sections of deposit agreements, using the buttons  / .
3. In the Deposit field, select the deposit agreement from the drop-down list. By default, the field will display the contract from which the transition was made.
4. Specify the period using the "Whole term" or "Specified term" radio buttons. When selecting the radio button "Specified term", specify the dates from... to... using the built-in calendar - the button .
5. Click on the "Perform the request" button.




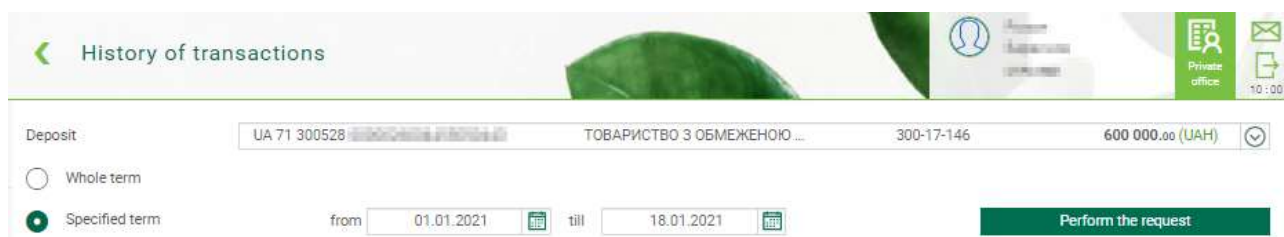
To return to the previous page click on the button  at the top of the page.


### 3.7.7. History of transactions

To view the history of transactions under a deposit agreement or tranche click the "History of transaction" button on the form with detailed information about deposit or a deposit tranche.

In the displayed form, do the following:


1. Select the deposit/tranche from the drop-down list. By default, the field will display the contract from which the transition was made.
2. Specify the period using the "Whole term" or "Specified term" radio buttons. When selecting the radio button "Specified term", specify the dates from... to... using the built-in calendar - the button .
3. Click the "Perform the request" button. The system will display the transaction history with the ability to print or save the data.

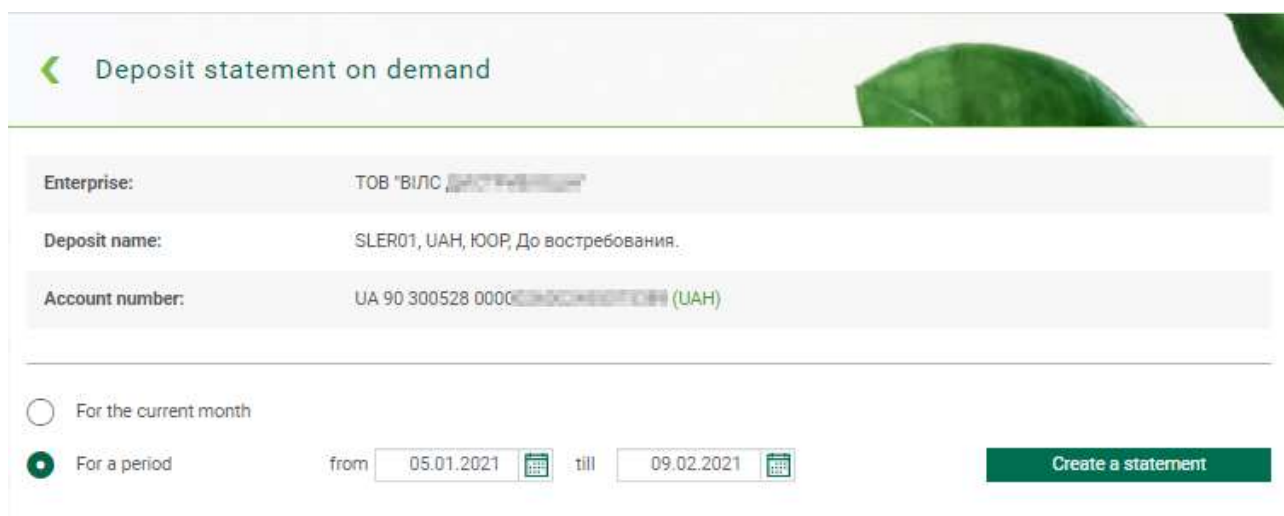



To return to the previous page click on the button  at the top of the page.

### 3.7.8. Deposit statement on demand

To view the statement of the deposit:


1. Go to the menu item Deposits/Demand deposits.
2. Click on the line with the required deposit and then click on the "Statement" button on the detailed information form.
3. Specify the period using the "For the current month" or "For a period" radio buttons. When selecting the radio button "For a period", specify the dates from... till... using the built-in calendar - the button .
4. Click the "Create a statement" button.

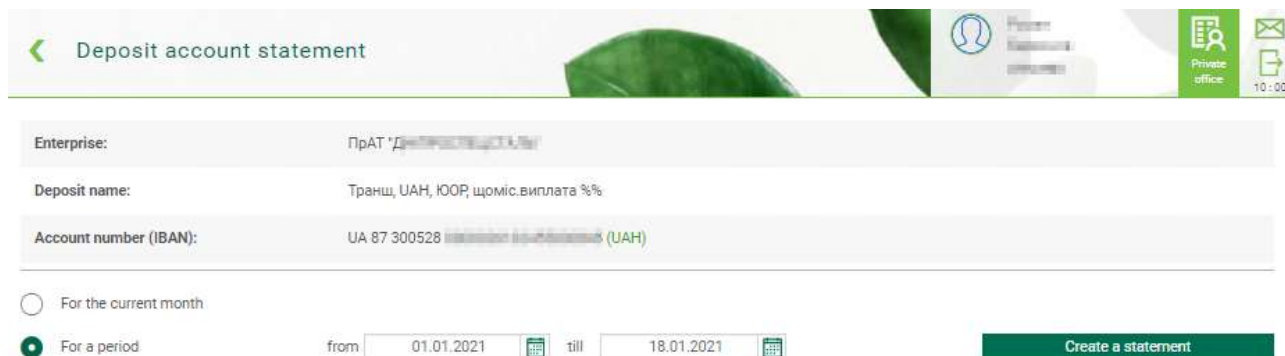



To return to the previous page click on the button  at the top of the page.

### 3.7.9. Deposit account statement

To view the statement of the deposit account:

1. Go to the menu item Deposits/Deposit tranches.
2. On the line with the required deposit, click on the "Deposit account statement" button.
3. Specify the period using the "For the current month" or "For a period" radio buttons. When selecting the radio button "For a period", specify the dates from... till... using the built-in calendar - the button .
4. Click the "Create a statement" button.



To return to the previous page click on the button  at the top of the page.

## 3.8. Guaranteed payments

If you have the appropriate rights, the user can access the **Guaranteed payments** menu item.

Depending on the user's rights (HUB or counteragent), the system reflects a certain set of available operations:

1. Users with "HUB" rights have access to the following operations:
  - Creating of a request for a new product (see "New product creation").
  - Creating and viewing requests for connecting counteragents (see "Counteragents connecting").
  - Counteragent limits (see "Counteragent limits").
  - Counteragent payments (see "Counteragent payments").
2. The user with the "counteragent" rights can view and create a regular payment in favor of the HUB (see "The "Counteragent" role").

### 3.8.1. The "HUB" role

#### 3.8.1.1. New product creation

In order to create a new product, go to your personal account, select the "Guaranteed payments" tab and click on the **"Order"** button.

The mechanism for filling out the form for creating a new product and connecting a counteragent coincides with the creation of a new request for connecting a counteragent (see "[Counteragents connecting](#)").

**Note:** the operation of request creating for connecting a counteragent from a personal account is available under one of the following conditions:

- HUB does not yet have any created request for connecting a counteragent;
- all previously created requests were rejected;
- all previously approved limits are closed.

The user can create requests for connecting new counteragents in the section **Guaranteed payments/Counteragents connecting** (see "[Counteragents connecting](#)").

### 3.8.1.2. Counteragents connecting


To create a new request for connecting a counteragent or view existing ones, go to the **Guaranteed payments/Counteragents connecting** menu item.

Document date	Request category	Request type	Status
16.11.2020	Заявка на подключение контрагента	Заява на підключення контрагента	Pending
04.11.2020	Заявка на подключение контрагента	Заява на підключення контрагента	Pending

On the form with a requests list, you can:

1. Sort and filter (see "Filtering, sorting, and updating data on list forms").
2. Create a new request for connecting a counteragent - the "Add a counteragent" button (see below).
3. View rejected requests for counteragent connecting - the "Show rejected" checkbox.
4. Send a request in the "Not sent" status. To do this, go to the line with the required

request and click on the  button.

5. Delete a request in the "Not sent" status. To do this, go to the line with the required request and click on the  button.
6. View detailed information on the request. To do this, click on the line with the required operation, where, depending on the status of the request, you can do the following:
  - Make changes to the request and save. To do this, edit the required fields and to save changes without sending them to the bank, click on the "Save draft" button.
  - Send a request to the bank - the "Send " button.
  - Delete request - the "Remove" button.

### **New request for counteragent connecting**

To create a request for counteragent connecting, follow these steps:

1. On the form with a list of requests, click on the "Add a counteragent" button. The "Request to the bank" form will open.
2. The Enterprise field displays the name of the company from which the request is created. The field is not editable.
3. In the Request category field from the drop-down list, select "Заявка на подключение контрагента" ("Order for connecting a counteragent").
4. In the Request type field from the drop-down list, select "Подключение контрагента" ("Counteragent connection").
5. Date of request set automatically by the current date. The field is not editable.
6. Enter the counteragent code (8-10 characters).
7. Select the region of the counteragent from the drop-down list.
8. Add a comment, if necessary (up to 250 characters).
9. If necessary, in the «Уполномоченное лицо контрагента» ("Authorized person of the counteragent") section, indicate the full name, phone number (12 characters in the 380XXXXXXXXX format) and the email address of the authorized person.
10. If necessary, in the «Уполномоченное лицо HUBa» ("Authorized person of the HUB") section, indicate the full name, phone number (12 characters in the 380XXXXXXXXX format) and the email address of the authorized person.

In order to send a request to the bank, click on the "**Send**" button. If you want to save the request without sending it to the bank, click on the "**Save draft**" button.

In order to return to the previous form, click on the  button.

Request to the bank

Request parameters

Enterprise

ПРАТ "Київський Банк"

Request category

Заявка на подключение контрагента

Request type

Заявка на підключення контрагента

Заява на підключення контрагента

Дата заявки

19.01.2021

Код контрагента\*

655765

Найменування контрагента\*

Counteragent Name

Регіон контрагента\*

Кіровоградська область

Коментар

comment

Уповноважена особа контрагента

ПІБ

Ivanov

Номер телефону

+ 3806

E-Mail

ivanov@gmail.com

Уповноважена особа HUB'a

ПІБ

Petrov

Номер телефону

+ 3806

E-Mail

petrov@gmail.com


Save draft

Send

### 3.8.1.3. Counteragent limits

In order to view the list of counteragents with the limits approved by the bank, go to the **Guaranteed payments/Counteragent limits** menu item.

On the "counteragent limits" form, you can perform the following actions:

- Select the data display period. To do this, enter dates manually or use the built-in calendar (the  button).
- Sort and filter (see "Filtering, sorting, and updating data on list forms").
- Print or save a simple report with a list of limits for the set filters - the "Print" button.
- Export the list in .CSV format - the "Export" button.
- Show inactive counteragent limits in the list. To do this, check the "Show inactive" box.

Each line contains information about a separate counteragent:

- HUB name.
- Counteragent USREOU code.
- Counteragent name.
- The region where the counteragent is located.
- The total limit on counteragent accounts for guaranteed payments and the symbolic currency code.
- The amount of the available limit on the counteragent's accounts for guaranteed payments and the symbolic currency code.
- The expiration date of the limit on the selected order for this counteragent.
- Limit status for the current day: "Active" (if the expiration date has not passed) and "Not active" (if the expiration date has passed).



Counteragent limits

From  to  OK

☒ Отображать неактивные


HUB	Beneficiary code	Beneficiary name	Counteragent region	Total limit amount	Available limit amount	Limit validity period	Status
ТОВ "УТЕК"	21701250	Товариство з обмеженою відповідальністю "УТЕК"	null	1 000.00 UAH	936.16 UAH	10.03.2022	Active
ТОВ "УТЕК"	33343146	Товариство з обмеженою відповідальністю "УТЕК"	null	2 000.00 UAH	1 341.52 UAH	10.03.2022	Active

Export Print

### 3.8.1.4. Counteragent payments

In order to view the list of guaranteed payments created by counteragents in favor of the HUB, go to the **Guaranteed payments/Counteragent payments** menu item or on the "Private office" page select the "Guaranteed payments" tab with the "Active" filter set.

On the "Counteragent payments" form, you can perform the following actions:

- Select the data display period. To do this, enter dates manually or use the built-in calendar (the  button).
- Sort and filter (see "Filtering, sorting, and updating data on list forms").

Each line represents a separate payment and contains the following information:

- HUB name.
- Counteragent USREOU code.
- Counteragent name.
- Date of guaranteed payment order creation by the HUB counteragent.
- Guaranteed payment order number.
- The planned date of the guaranteed payment.
- Guaranteed payment amount and currency symbolic code.
- Purpose of the guaranteed payment (the first 50 symbols of the purpose are displayed. You can view the full text of the payment purpose by hovering the cursor over the text).
- The date of the guaranteed payment by the bank (displayed for entries in the "Executed" status).
- The current status of the guaranteed payment.

Note: rejected guaranteed payments are not shown in the list.



Counteragent payments										
From <input type="text"/> to <input type="text"/> <input type="button" value="OK"/>		Page 1 of 3								
HUB	Beneficiary code	Beneficiary name	Date of creation	Payment request number	Planned execution date	Amount	Payment purpose	Actual payment date	Status	
ТОВ "ВТЕК" "Сторінка 1 з 1"	21701000	ТОВ "ВТЕК" "Сторінка 1 з 1"	09.03.2020	15012021	12.03.2020	16.96 у.а.н.	1696	15.01.2021	Executed	
ТОВ "ВТЕК" "Сторінка 1 з 1"	21701000	ТОВ "ВТЕК" "Сторінка 1 з 1"	12.03.2020	18121831	09.03.2022	12.77 у.а.н.	12.77		Pending	
Прод. "ВТЕК" "Сторінка 1 з 1"	33101000	ТОВ "ВТЕК" "Сторінка 1 з 1"	12.03.2020	19111631	13.03.2020	2.01 у.а.н.	Тестовий Гарантований платіж, изменение		Pending	
Прод. "ВТЕК" "Сторінка 1 з 1"	33101000	ТОВ "ВТЕК" "Сторінка 1 з 1"	12.03.2020	19111630	13.03.2020	1.01 у.а.н.	Тестовий Гарантований платіж		Pending	
Прод. "ВТЕК" "Сторінка 1 з 1"	33101000	ТОВ "ВТЕК" "Сторінка 1 з 1"	12.03.2020	19111629	16.03.2020	1.01 у.а.н.	Тест, дата исполнения приходится на рабочий день.		Pending	
Прод. "ВТЕК" "Сторінка 1 з 1"	33101000	ТОВ "ВТЕК" "Сторінка 1 з 1"	12.03.2020	19111628	15.03.2020	1.01 у.а.н.	Тестовий Гарантований платіж		Pending	

### 3.8.2. The "Counteragent" role

#### 3.8.2.1. Guaranteed payment list

To view the list of guaranteed payments, select the **Guaranteed payments** side menu section.

On the form "Counteragent payments" you can perform the following actions:

- Select the data display period (by default - the period from the date of the previous ODB to the date of the current ODB). To do this, enter dates manually or use the built-in calendar (the  button). The specified period should not exceed 30 days, including the current day.
- Sort and filter documents in the list (see. "Filtering, sorting, and updating data on list forms").
- Create a new guaranteed payment - the "Create guarantee payment" button (see "Guaranteed payment creating").
- View information on a counteragent, counteragent work parameters with the HUB and a list of guaranteed payments (see description below).
- Note: deleted tickets are not displayed in the list.
- View detailed information on an individual guaranteed payment. To do this, click on the required payment in the list (see "").
- For documents with the "Rejected" status, the icon  is displayed, when you hover over it you can see the reason for the rejection.

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

**Please note:** information on the number of signatures applied to the document is visually displayed in the page (the upper indicator corresponds to the first signature, the lower indicator corresponds to the second):

- Gray - there is no signature of the corresponding level;
- Green – 1st signature applied;
- Yellow – 2nd signature applied;

- Blue - the 3rd signature has been applied (if the user has been granted the right to work with the third signature).

When hovering over the indicator area, a hover with information about signers will be displayed.

## Guaranteed payments

**CREATE GUARANTEE PAYMENT**

---

**Enterprise**

Enterprise

An enterprise account

---

**Information about HUB**

Name <input "one-stop-retailer"="" type="text" value="ТОВ " утек=""/>	Code <input type="text" value="32955220"/>
Total limit amount <input type="text" value="2 000.00"/> UAH	Used limit amount <input type="text" value="69.69"/> UAH
Available limit amount <input type="text" value="1 541.53"/> UAH	Limit expiration date <input type="text" value="10.03.2022"/>

Available amount of the total limit, excluding secured guarantee payments awaiting execution and processing

---

**Guaranteed payments**

From  to  OK

Page  > >> of 9

Date of creation	Payment request number	Planned execution date	HUB account	Amount	Payment purpose	Actual payment date	Status
12.03.2020	19111694	13.03.2020	UA 67 300526 00000000000000000000	1.01 uah	Тестовий Гарантований платеж		Not all signatures
12.03.2020	19111693	13.03.2020	UA 67 300526 00000000000000000000	1.01 uah	Тестовий Гарантований платеж		Not all signatures
12.03.2020	19111692	13.03.2020	UA 67 300526 00000000000000000000	1.01 uah	Тестовий Гарантований платеж		Not all signatures

The description of the form fields is given in the table below.

Field	Description
<b>The "Enterprise" section</b>	
<b>Enterprise</b>	<p>A drop-down list of enterprises that the user has in the system, connected as a counteragent to the HUB, and with not expired limits. By default, no companies are selected in the field</p> <p>Information in the sections below is displayed on this enterprise</p>
<b>An enterprise account</b>	<p>Counteragent account for guaranteed payments to work with this HUB.</p> <p>For such an account, the user should have the "Account available" right to be able to see it and use it when creating guaranteed payments.</p>
<b>The "Information about the HUB" section</b>	
<b>Name</b>	HUB name
<b>Code</b>	HUB code
<b>Total limit amount</b>	The total limit on counteragent accounts for guaranteed payments during the period of its validity for this HUB, and the symbolic currency code

<b>Used limit amount</b>	The amount of the used limit on counteragent accounts for guaranteed payments during the period of its validity for this HUB, and the the symbolic currency code
<b>Available limit amount</b>	The amount of the available limit on the counteragent accounts for guaranteed payments and the symbolic currency code
<b>Limit expiration date</b>	Calendar date of the limit expiry for this HUB
<b>The "Guaranteed payments" section</b>	
<b>Date of creation</b>	Date of the guaranteed payment creation in the DD.MM.YYYY format
<b>Payment request number</b>	Guaranteed payment number
<b>Planned execution date</b>	The planned date of the guaranteed payment in the DD.MM.YYYY format
<b>HUB account</b>	HUB account for guaranteed payment
<b>Amount</b>	Guaranteed payment amount and currency
<b>Payment purpose</b>	Purpose of guaranteed payment
<b>Actual payment date</b>	Date of the guaranteed payment approved by the bank in the DD.MM.YYYY format. Displayed for records in the "Executed" status
<b>Status</b>	Current status of guaranteed payment

**Note.** You can view brief information on guaranteed payments by enterprises on the "Guaranteed payments" tab in your private office. The list displays the following information: HUB name, HUB code, total limit amount, amount of limit, limit validity period, number of payments.

Private office

Enterprise: TOB "Kazakhstan"

Manager contacts

RM:

Phone number: E-mail:

Current accounts Deposits Loans Corp. card accounts Salary projects **Guaranteed payments** Certificates

Table headers: Наименование HUB, Код HUB, Total limit amount, Amount of limit used, Limit validity period, Number of payments

TOB "Kazakhstan"	329566/01	1 000.00 UAH	0.00 UAH	10.03.2022	3
------------------	-----------	--------------	----------	------------	---

### 3.8.2.2. Guaranteed payment creating


**To create a new guaranteed payment, follow these steps:**

1. Select the Guaranteed payments menu item and click on the "Create guaranteed payment button."

**Note:** the "Create guarantee payment" button may be inactive, and you will not be able to create a payment if:

- the amount of the available limit on the counteragent's account for guaranteed payments is zero;
  - the date limit on the counteragent account for guaranteed payments has expired.
2. On the opened form in the "Document parameters" section:
    - The Date of creation field of the guaranteed payment is filled in automatically with the date of the current ODB without the possibility of editing.
    - In the Payment request number field is substituted by the system automatically with the possibility of editing (maximum - 10 characters).
  3. In the "Payer" section:
    - The Account field automatically displays account No. without editing possibility.


Note. The user should have the right to such an account. If such an account does not exist or the user does not have rights for it, then if trying to create a guaranteed payment (when opening the creation form), the system will display a corresponding message indicating that the user needs to contact the bank. Under this condition, the user cannot create a guaranteed payment.

4. In the "Beneficiary" section:
  - The HUB field displays the name of the HUB and its USREOU code. The field is filled in by the system automatically.
  - In the HUB Account (IBAN) field, enter the account number (29 characters).
  - Please note: the user can save the guaranteed payment only with an account in the OTP bank.
  - The HUB Bank field displays the name and bank code of the OTP bank.
5. In the "Payment details" section:
  - In the Planned execution date field specify the date manually or using the built-in calendar (the  button).
  - Please note: the planned execution date should be greater than the request date and less than or equal to the limit expiration date. By default: the expiration date of the limit minus one day.
  - The Available limit amount field displays the amount of the available limit on the counteragent's accounts for guaranteed payments and the symbolic currency code.
  - In the Amount field enter the amount of the guaranteed payment.
  - Please note: the amount of the new guaranteed payment cannot exceed the amount of the available limit.
  - In the Payment purpose window enter the purpose of the guaranteed payment. The maximum number of characters is 160, the minimum is 4.

6. The "Signatures" section displays the names of the persons who signed the payment with 1 and 2 signatures.

To save an unsigned request, click on the "**Save without signature**" button.

To send a document to the bank, sign the document by clicking on the "**Sign**" button (see "[Documents signing](#)"). In order to sign a request on behalf of another user, click on the "Sign on behalf of another user" button.

To return to the previous page, click on the  button at the top of the page.

**Guaranteed payments**

Private office

---

**Document parameters**

Date of creation	<input type="text" value="12.03.2020"/>	Payment request number	<input type="text" value="19111694"/>
------------------	---	------------------------	---------------------------------------

**Payer**

Account	<input type="text" value="UA 27 300528 00000000000000000000"/>
---------	--

**Beneficiary**

HUB	<input -="" type="text" value="ПрАТ " новатех"="" нові="" технології="" україни"=""/>
HUB Account (IBAN)	<input type="text" value="UA 67 300528 00000000000000000000"/>
HUB Bank	<input type="text" value=""/>

**Payment details**

Planned execution date	<input type="text" value="13.03.2020"/>	Available limit amount	<input type="text" value=""/>	UAH
Amount	<input type="text" value="1.01"/> UAH	Available amount of the total limit, excluding executed guarantee payments awaiting execution and processing		
Payment purpose	<input type="text" value="Тестовий Гарантований платеж"/> There is/are 160			

### 3.8.2.3. Guaranteed payment viewing and editing

In order to view detailed information on a guaranteed payment or edit a payment, select the **Guaranteed payments** menu item or go to your Private office and select the "Guaranteed payments" tab, and in the list click on the line with the required payment. For a detailed description of the form fields, see "[Guaranteed payment creating](#)".

**Note.** A payment in the "Not all signatures" status is opened in the editing mode, payments in other statuses - only in the viewing mode.

On the form with detailed information, depending on the status of the payment, you can perform the following actions:

- Please note: for payments with the "Rejected" status, information about the reasons for the payment rejection is displayed at the top of the form.



In the **Beneficiaries** menu section, you can view the list of beneficiaries of your financial transactions.

To work with the list of beneficiaries of your financial transactions in national currency, select the "Beneficiaries in UAH" tab.



Beneficiaries in UAH

SWIFT beneficiaries

Incoming

Outgoing

Page 1 of 664

Enter the beneficiary name/Beneficiary code/beneficiary bank/account:

	Beneficiary name	Beneficiary code	Beneficiary bank	Bank code	Account	
<input type="checkbox"/>	ПрАТ "Вентіліація повітря"	30637114	АТ "ОТП БАНК"	300528	UA 13 000002600	
<input type="checkbox"/>	Мосійчук Віталій Іванович	ВН009454	АТ "УКРСИББАНК"	351005	UA 67 000002620	
<input checked="" type="checkbox"/>	ТОВ "УТЕК"	32955220	АТ "ОТП БАНК"	300528	UA 69 000002600	
<input type="checkbox"/>	Кришак	14360570	АТ КБ "ПРИВАТБАНК"	305299	UA 32 000002924	
<input checked="" type="checkbox"/>	ЛАЗЕПКО ЛІВКА ІВАНІВНА	2561105381	АТ "ОТП БАНК"	300528	UA 49 000002620	

Remove

On the tab "Beneficiaries in UAH" you can do the following:

1. Filter the list of beneficiaries by the type of the payment, selecting the "Incoming" or "Outgoing" tab.
2. You can use the contextual search line by specifying one of the beneficiary credentials (beneficiary name, beneficiary code, beneficiary bank, bank code or account number).
3. Sort records in descending/ascending order by clicking on the field name.
4. For each beneficiary from the list you can switch to the form for creating a payment (button , see "Creating a new payment to the counteragent"). In this case, the beneficiary credentials will be automatically substituted as the recipient's ones.
5. For each beneficiary from the list you can switch to the form for generating a statement (button , see "You can also save data on employees' accounts to .dbf or .csv file format (click the **"Export"** button, select the file format, click the **"Export"** button to upload data, or **"Cancel"** to cancel the action).

**Salary project employees**

**Enterprise data**

Enterprise code: 38740215      Enterprise: Товариство з обмеженою відповід ...

Contract number: SP/403/000754/16      Contract date: 29.09.2016

**Enterprise employees**

Employee	Taxpayer number	Date of leaving	Dismissal mark
Шевченко Олег В'ячеславович	3127420716		<input type="checkbox"/>
Ісакин Олександр Володимирович	2770311251		<input type="checkbox"/>
Нікітін Володимир Володимирович	3466312517	07.03.2019	<input type="checkbox"/>
Мазепа Андрій Яковлевич	2985704991	28.11.2018	<input type="checkbox"/>
Кретов Денис Вікторович	3021509693	05.10.2018	<input type="checkbox"/>


**EXPORT TO A FILE**

File type

- DBF format
- DBF format
- CSV format

**EXPORT** **CANCEL**

**Export**

- Statement and account balances"), where the selected beneficiary will be automatically placed. In this case, an extract is generated only for payments with this beneficiary (for all its user accounts and the selected beneficiary).
- If the beneficiary has several accounts in different banks, then in the columns Beneficiary bank and Account the records "and N more banks", "and M more accounts" will be displayed, when you click on these records, the remaining records for the beneficiary will be displayed.
- To remove one or several beneficiaries, select them from the list by ticking . Then click the "Remove" button.

### 3.9.2. SWIFT beneficiaries

To work with the list of SWIFT beneficiaries, select the "SWIFT beneficiaries" tab.

← List of beneficiaries


Beneficiaries in UAH SWIFT beneficiaries


Page 1 of 5

<input type="checkbox"/>	Recipient account	Name and address	Beneficiary bank SWIFT/BIC	Intermediary SWIFT/BIC	
<input type="checkbox"/>	PL611090101	Ben Aflek NEW YORK	GLOPUS33TPG	ELGLUS33	↔
<input type="checkbox"/>	DE853905000	INT AACHEN-GMBH Rotter Bruch 26 a, 52068 Aachen, Germany	SOBKDEBB	HOLVDEB1	↔
<input checked="" type="checkbox"/>	NL62BOFA02	Colortrade Finance Ltd Unity Grove, Knowsley Business Park, Merseyside L34 9...	WFBUS6A		↔
<input checked="" type="checkbox"/>	UA023005280	TOV "Ukrainian" Warshava, Green line st., 15	WRLLUS31CLS		↔
<input type="checkbox"/>	40702810938	State <del>Bank of Russia</del> werwrwr	044525225	044525225	↔
<input type="checkbox"/>	40702810938	State <del>Bank of Russia</del> РФ Москва	044525225	044525225	↔
<input type="checkbox"/>	LU210141841	PolyOne Investment Fund 19 route de Bastogne, Pommerloch, 9638, Luxembourg	CELLULL		↔
<input type="checkbox"/>	DE853905000	INT AACHEN-GMBH Rotter Bruch 26 a, 52068 Aachen, Germany	AACSDE33		↔

Remove

You can use the contextual search line by specifying one of the beneficiary credentials (Recipient account, name or address, beneficiary bank SWIFT/BIC, Intermediary SWIFT/BIC).

For each beneficiary from the list you can switch to the form for creating a payment (button , see "Payments (SWIFT)") with automatic substitution of requisites from this reference book. The created SWIFT payment is characterized by the sign "within the bank" or "outside the bank", depending on the SWIFT/BIC of the beneficiary bank.

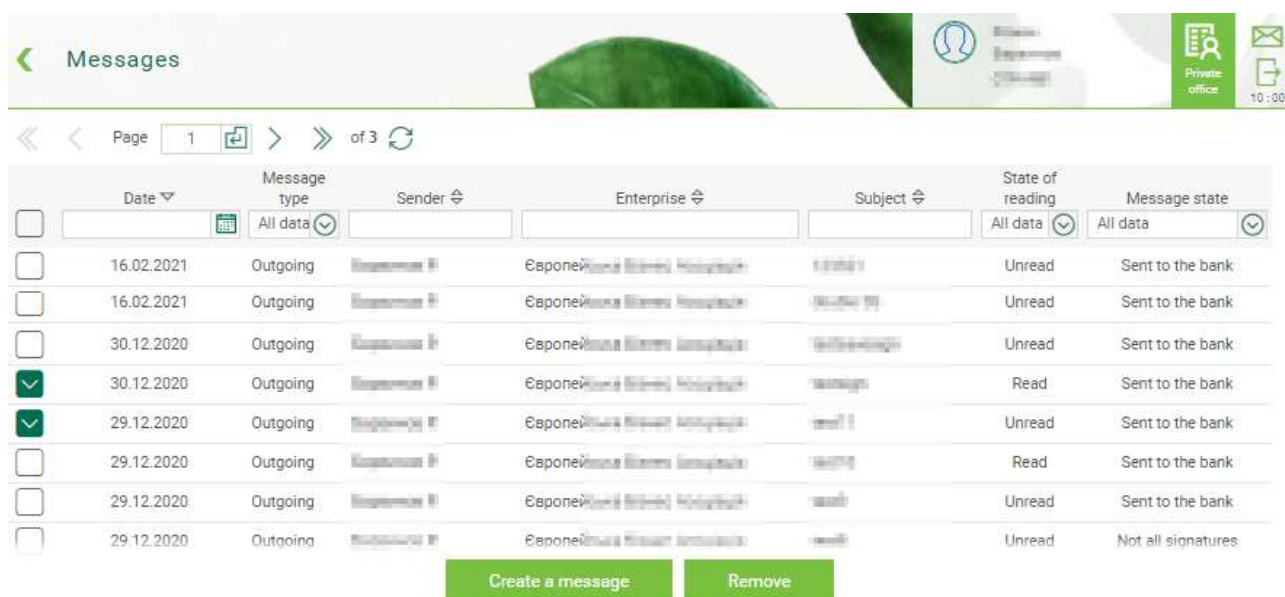
To remove one or several beneficiaries, select them from the list by ticking . Then click the **"Remove"** button.

### 3.10. Messages

To view the messages received and sent in internet banking, click on the button



Сообщения, located on the right at the top of the page. The button displays the number of unread messages from the bank.




	Date	Message type	Sender	Enterprise	Subject	State of reading	Message state
<input type="checkbox"/>		All data				All data	All data
<input type="checkbox"/>	16.02.2021	Outgoing	Євпонець Ірина Вікторівна	Євпонець Ірина Вікторівна	16.02.2021	Unread	Sent to the bank
<input type="checkbox"/>	16.02.2021	Outgoing	Євпонець Ірина Вікторівна	Євпонець Ірина Вікторівна	16.02.2021	Unread	Sent to the bank
<input type="checkbox"/>	30.12.2020	Outgoing	Євпонець Ірина Вікторівна	Євпонець Ірина Вікторівна	16.02.2021	Unread	Sent to the bank
<input checked="" type="checkbox"/>	30.12.2020	Outgoing	Євпонець Ірина Вікторівна	Євпонець Ірина Вікторівна	16.02.2021	Read	Sent to the bank
<input checked="" type="checkbox"/>	29.12.2020	Outgoing	Євпонець Ірина Вікторівна	Євпонець Ірина Вікторівна	16.02.2021	Unread	Sent to the bank
<input type="checkbox"/>	29.12.2020	Outgoing	Євпонець Ірина Вікторівна	Євпонець Ірина Вікторівна	16.02.2021	Read	Sent to the bank
<input type="checkbox"/>	29.12.2020	Outgoing	Євпонець Ірина Вікторівна	Євпонець Ірина Вікторівна	16.02.2021	Unread	Sent to the bank
<input type="checkbox"/>	29.12.2020	Outgoing	Євпонець Ірина Вікторівна	Євпонець Ірина Вікторівна	16.02.2021	Unread	Not all signatures

Buttons: Create a message, Remove

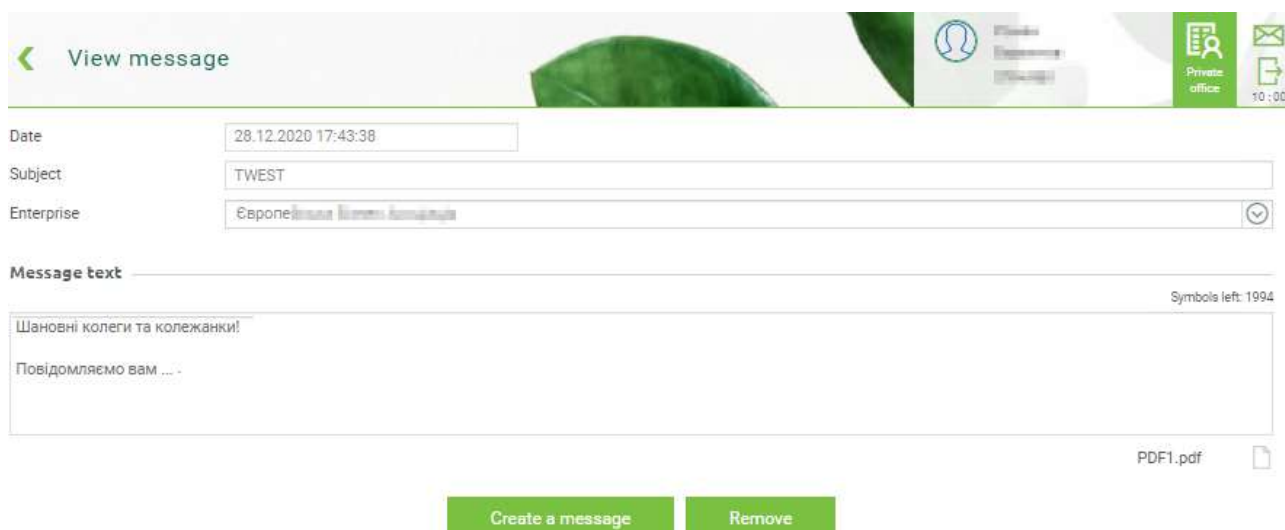
The message list contains general information:

- Date;
- Message type: incoming, outgoing;
- Sender;
- Enterprise;
- Subject;
- State of reading: read, unread.
- Message state: in process, not all signatures, entered, sent to the bank, received from the bank, virus check, virus detected, error.

There are filters on the form, apply them to get information only on the category of messages you need (see "[Filtering, sorting, and updating data on list forms](#)").

You can delete one or several messages by marking them with a symbol  and then clicking the **"Remove"** button.

To view detailed information on a message, click on the line with the message you need. On the viewing form, you can view full information about the message and open attachments.



**View message**

Date: 28.12.2020 17:43:38

Subject: TWEST

Enterprise: Євпонець Ірина Вікторівна

Message text

Шановні колеги та колежанки!

Повідомляємо вам ...






Symbols left: 1994

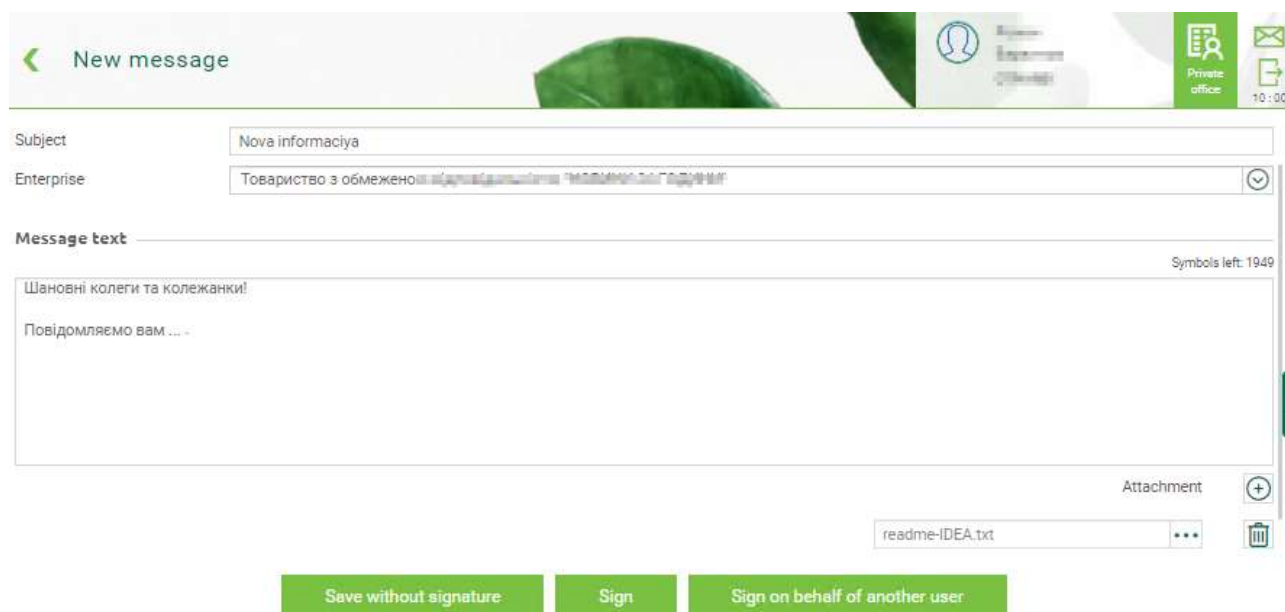
PDF1.pdf

Buttons: Create a message, Remove

### **Create a new message**

Follow these steps to create a message:

1. Click on the "Create a message" button at the bottom of the message list form.
2. In the form that opens, specify the subject of the message.
3. Select a company from the drop-down list by clicking the button .
4. Write your message text (no more than 2,000 characters).
5. To attach a file to the message, click the button . If you need to attach more than one file, click the button again . If you need to remove the attachment, click  next to the file name.
6. Please note: a message cannot contain several files with the same name.
7. To send a message to the bank, click the "Sign" button (or "Sign on behalf of another user") (see "Documents signing").
8. To save the message without signature, click on the "Save without signature" button.
9. To return to the page with a list of messages, click .



**New message**

Subject: Nova informacija

Enterprise: Товариство з обмеженою відповідальністю "МІСІОНЕРІ"

Message text: Шановні колеги та колежанки! Повідомляємо вам ...

Symbols left: 1949

Attachment: readme-IDEA.txt

Buttons: Save without signature, Sign, Sign on behalf of another user

## 4. SETTINGS

The Settings menu allows you to switch to the following items:

- Personal settings.
- Security.
- Reference books.

### Settings

Show closed loans	<input type="checkbox"/>	How many days before the login password expiration alert appears	<input type="text" value="14"/>
Show closed cards	<input type="checkbox"/>	Use the reference book of payment purposes without binding to the reference book of correspondents	<input type="checkbox"/>
Mailing settings	>	Operation log	>
Record number on one page	<input type="text" value="5"/>		

**Security**

Changing of phone number for OTP confirmation of working with keys	>	Printing the certificate	>
Change the login password	>	The private key transfer to mobile client	>
Private key change	>		

**Reference books**


Templates of payment purposes	>
-------------------------------	---

Save

### 4.1. Personal settings

In the section of personal settings, you can do the following:

1. Go to the account settings form, where you can:
  - view a list of all available accounts;

- assign your own name to the account for the convenience of working with it (the  button);
- enable the account to be displayed on the "Accounts" page (see "Accounts");
- enable the account to be displayed on the statement generation page (see "You can also save data on employees' accounts to .dbf or .csv file format (click the **"Export"** button, select the file format, click the **"Export"** button to upload data, or **"Cancel"** to cancel the action).

**Salary project employees**

**Enterprise data**

Enterprise code: 38740215      Enterprise: Товариство з обмеженою відповід ...

Contract number: SP/403/000754/16      Contract date: 29.09.2016

**Enterprise employees**

Employee	Taxpayer number	Date of leaving	Dismissal mark
Шевченко Олег В'ячеславович	3127420716		<input type="checkbox"/>
Ісакин Олександр Володимирович	2770311251		<input type="checkbox"/>
Нікітін Володимир Володимирович	3466312517	07.03.2019	<input type="checkbox"/>
Мазепа Андрій Яковлевич	2985704991	28.11.2018	<input type="checkbox"/>
Кретов Денис Вікторович	3021509693	05.10.2018	<input type="checkbox"/>

**EXPORT TO A FILE**

File type

- DBF format
- DBF format
- CSV format

**EXPORT** **CANCEL**

**Export**

- Statement and account balances");
- view information about the account status;
- set your own order of displaying accounts on the "Accounts" page (see "Accounts") by dragging the required account to the required position (move the mouse pointer over the account number, press the left mouse button and drag the account to the required position);
- save changes (the "Save" button).



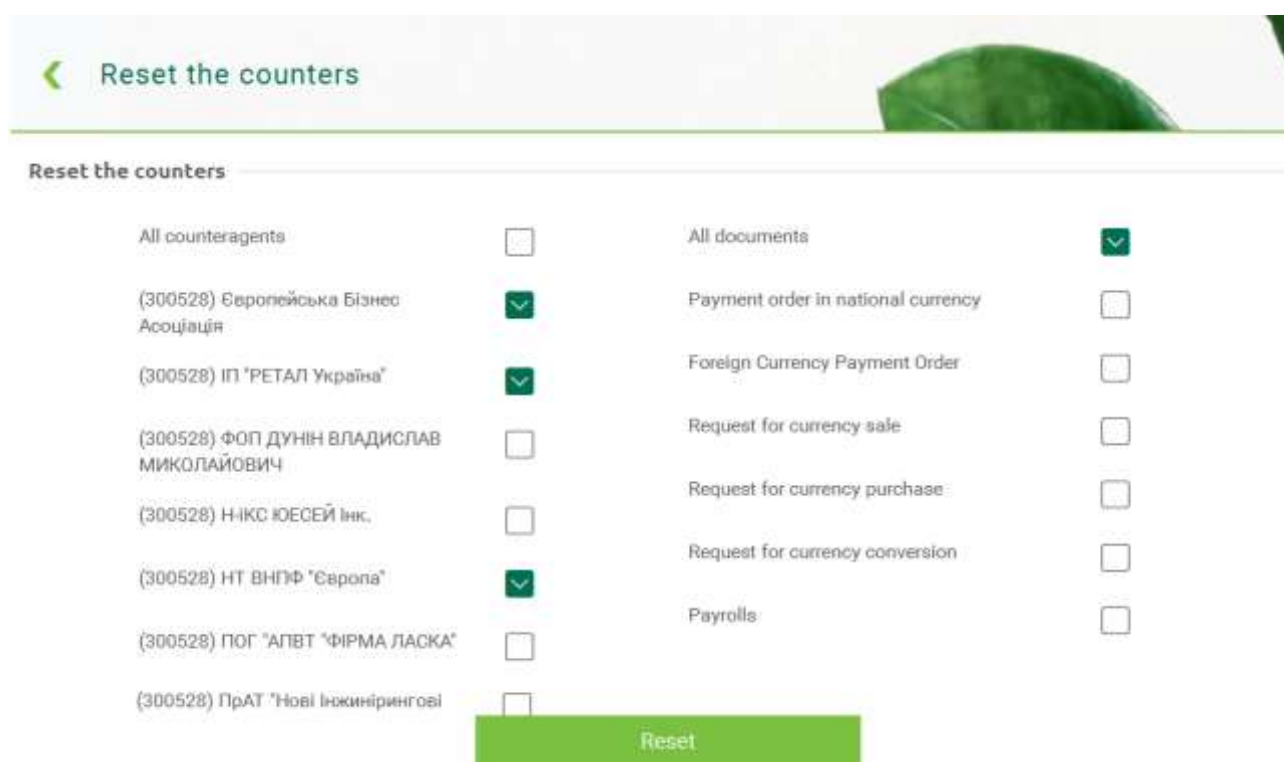
< Account setting

**Accounts Settings**

Account	Name	Display on the «accounts» page	Display on the «statement» page	Account state
Товариство з обмеженою відповідальністю 300528 АТ "ОТП БАНК"				
UA 53 300528 0000026002455001074 RUB		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Account opened
UA 53 300528 0000026002455001074 USD		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Account opened
UA 53 300528 0000026002455001074 EUR		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Account opened
UA 53 300528 0000026002455001074 UAH		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Account opened
UA 08 300528 0000026034455029314 RUB		<input type="checkbox"/>	<input type="checkbox"/>	Account opened
UA 03 300528 0000026038455000265 EUR		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Account opened
UA 82 300528 0000026039455000264 USD		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Account opened
UA 39 300528 0000026040455001683 UAH		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Account opened

Save

2. Set the time (in minutes) before auto session disconnection in the range from 1 to 10, if there are no actions performed on the system.
3. Set the "Show closed accounts" option, which controls the display of accounts in the "Closed" status and information on them in the "Accounts" section.
4. Reset counters for selected counteragents and document types.



**Reset the counters**

All counteragents	<input type="checkbox"/>	All documents	<input checked="" type="checkbox"/>
(300528) Європейська Бізнес Асоціація	<input checked="" type="checkbox"/>	Payment order in national currency	<input type="checkbox"/>
(300528) ІП "РЕТАЛ Україна"	<input checked="" type="checkbox"/>	Foreign Currency Payment Order	<input type="checkbox"/>
(300528) ФОП ДУНІН ВЛАДИСЛАВ МИКОЛАЙОВИЧ	<input type="checkbox"/>	Request for currency sale	<input type="checkbox"/>
(300528) Н-ІКС ЮРЕСЕЙ Інкс.	<input type="checkbox"/>	Request for currency purchase	<input type="checkbox"/>
(300528) НТ ВНПФ "Європа"	<input checked="" type="checkbox"/>	Request for currency conversion	<input type="checkbox"/>
(300528) ПОГ "АПВТ "ФІРМА ЛАСКА"	<input type="checkbox"/>	Payrolls	<input type="checkbox"/>
(300528) ПрАТ "Нові Інжинірингові	<input type="checkbox"/>		

**Reset**

5. Set the "Show closed deposits" option, which regulates the display of deposits in the "Closed" state and information on them in the Deposits menu item.
6. Go to the form for configuring account settings. On the form, you can specify or edit the phone number for SMS mailings and email addresses for mailings.



**Profile parameters**

Phone number/e-mail for SMS alerts	<input type="text" value="+380951234567"/>
E-mail for alerts	<input type="text" value="name@example.ua"/>
E-mail 1	<input type="text" value="name1@example.ua"/>
E-mail 2	<input type="text" value="name2@example.ua"/>

**Save**

7. Set the "Show closed loans" option, which controls the display of loans in the "Closed" state and information on them in the "Loans" section.
8. Specify how many days in advance you should be notified about the expiration of the login password (1 - 365 days).
9. Set the "Show closed cards" option, which regulates the display of cards in the "Closed" state and information on them in the "Accounts" section.
10. Set the option "Use the reference book of payment purposes without linking to the reference book of correspondents".
11. Go to the form for setting up mailings and information on the movement of funds via SMS and e-mail. By checking the necessary options, you can set individual parameters

for sending reports on the movement of funds for each account, as well as set the limit amounts, and when exceeding them you will receive SMS notifications about debit and credit transactions on the account.

**Note:** The availability of this option depends on your bank settings.

12. You can view the user's activity log - 10 last user actions in the system. The log records information about the operations of creating, removing, changing documents and messages, information about logging into the system, about regenerating certificates, etc. To view the details of the operation, click on the selected line.

The screenshot shows the 'Operation log' section of the system. It features a table with columns: NO, Date, Operation, and Result. The table lists 10 recent operations, all marked as 'Successfully'. A modal window titled 'Operation details' is open, displaying information for a specific operation (NO 10).

NO	Date	Operation	Result
1	25 February 2021 18:08	Message	Successfully
2	25 February 2021 18:06	Message	Successfully
3	25 February 2021 17:58	System login	Successfully
4	24 February 2021 16:48		Successfully
5	24 February 2021 16:36		Successfully
6	24 February 2021 15:59		Successfully
7	24 February 2021 15:56		Successfully
8	24 February 2021 15:50		Successfully
9	24 February 2021 15:43		Successfully
10	24 February 2021 15:40		Successfully

Document in national currency	
Document ID	51124146
Recipient ID code	03769729
Amount	24.02
Document number	2402006
Recipient name	ДП "БІТАЛ-АГРО"
Document date	12.03.2020

## 4.2. Security

In the "Security" section you can do the following:

1. Change phone number for OTP confirmation of actions with keys (see "Change of phone number for working with keys OTP confirmation").
2. View and print information about a valid certificate (see "Certificate printing").
3. Change login password (see "Change the login password").
4. Transfer the secret key to the mobile client (see "Key transfer to mobile client").
5. Change the private key (see "Private key change").

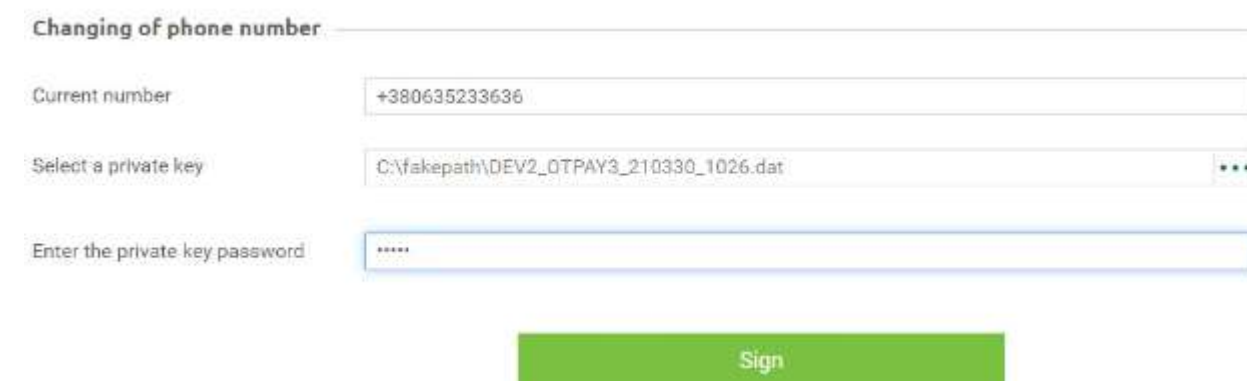
### 4.2.1. Change of phone number for working with keys OTP confirmation

To change the phone number for working with keys OTP confirmation, select the **Settings/Security/Change of phone number** menu item.

A field with the current phone number will appear on the screen. Enter a new phone number and click on the **"Change"** button.



The form will display fields for selecting a private key and a password to it to confirm the change of the phone number. After filling in the fields, click on the "**Sign**" button.



If you successfully change your phone number, you will receive a correspondent notification.

#### 4.2.2. Certificate printing

To print information about your public keys (certificate), select the **Settings/Security/Printing the certificate** menu item.

Information about the certificate will appear on the screen.

PRINT ✕

BankCertificatePrint.action
1 / 1

↺
↓
🖨

**Інформація про відкриті ключі користувача (сертифікат)**

**Клієнт:**

№ сертифіката: 1100000443(4190ACBB)

Назва: ОТПАУ

Ідентифікатор клієнта: ОТПАУ

Адреса:

Телефон:

**Користувач:**

П.І.Б. Бер

Ідентифікатор користувача: ОТПАУ

E-mail:

Телефон: +38 0957

Відкритий ключ

DC A5 3C C7 B4 9C  
9C 22 FE 0F 6C 01

\_\_\_\_\_

М.П.

\_\_\_\_\_

Підпис

\_\_\_\_\_



ПІБ користувача

\_\_\_\_\_

Підпис

\_\_\_\_\_

ПІБ користувача

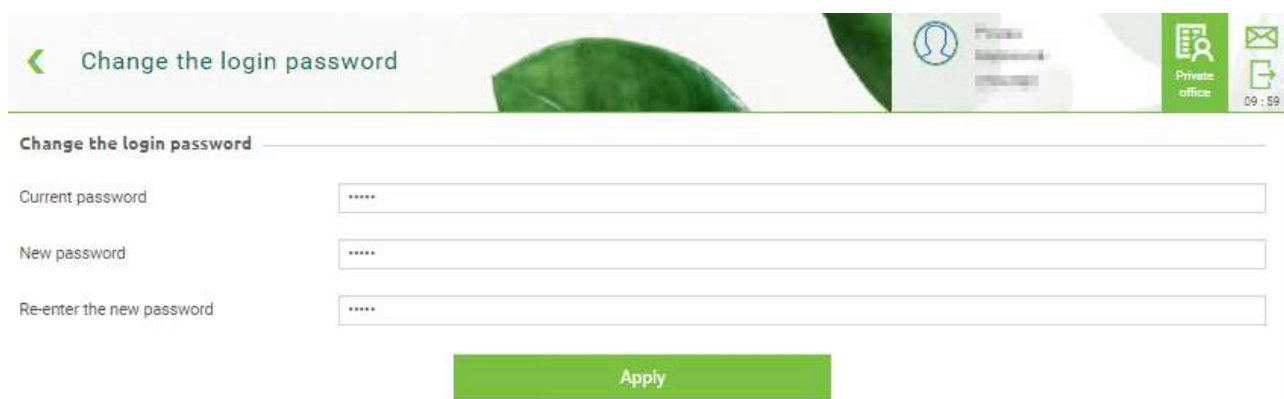
Click on the  button - **"Print"** to print the certificate. To save the certificate, click on the  button - **"Save"**, the certificate will be saved to a file.

### 4.2.3. Change the login password

In order to change the password for logging in, select the **Settings/Security/Change the login password** menu item.

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

1. Enter your current login password in the Current password field.
2. Enter a new password in the New password field and retype it in the Re-enter the new password field.
3. Click on the "Apply" button.



**Note:** the system verifies the password for valid characters. Only Latin letters of different registers, numbers and symbols are allowed: ! " # \$ % & ' ( ) \* + , - . / : ; < = > ? @ [ \ ] ^ \_ ` { | } ~ All other characters, space and Cyrillic letters are ignored.

#### 4.2.4. Key transfer to mobile client


**To transfer the private key to the mobile client, follow these steps:**

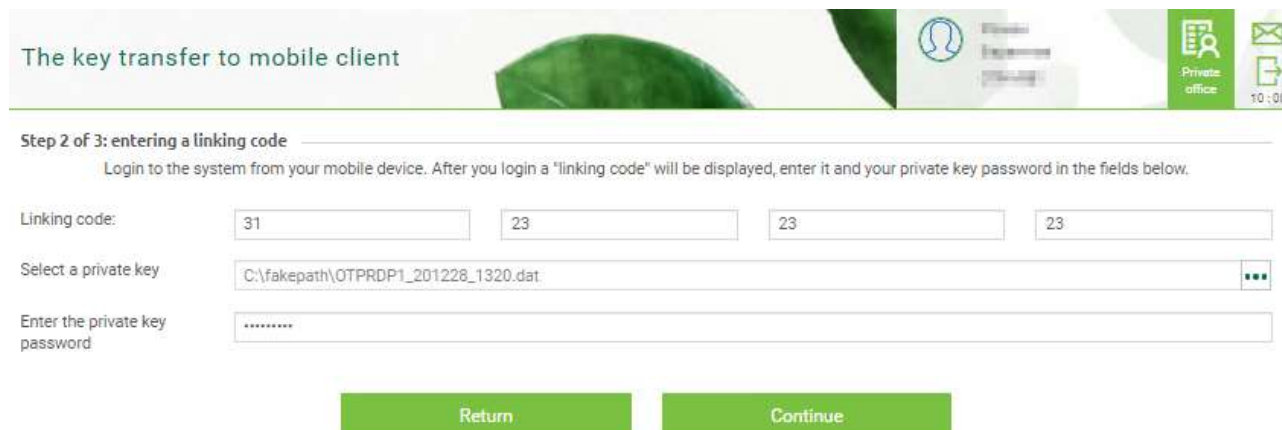
1. Go to the Settings/Security/The key transfer to mobile client menu item.
2. A message will be displayed on the form:



3. According to the instructions, go to the mobile client with your account and go to the Settings/Key transfer menu item. The linking code will be displayed on your screen.




4. Click on the "Continue" button on the web page. Enter the linking code received in the mobile client in the Linking code field on the form that opens. Specify the path to the private key (  ) and enter the password for it. Click on the "Continue" button.



5. After clicking on the "Continue" button, the system verifies the correctness of the data and sends the encrypted key to the server for further transmission to the mobile client. You will proceed to the next step and receive a notification: "All necessary operations have been completed. To finish accepting certificates and keys on your mobile device, enter the password for the secret key." To perform the operation, click on the "Finish" button.


#### 4.2.5. Private key change

To change the private key, follow these steps:

1. Go to the Settings/Security/Private key change menu section.
  - Depending on the types of certificates you are working with, the form may contain:
  - The field for entering the current password for the private key.
  - A field for entering a password for a new private key.
  - The field for confirming the password for the new private key.
  - Field for specifying the path to the current private key (the  button).
  - Field for selecting the type of device.
  - Device selection field.





2. After filling in the fields, click on the "Continue" button.
3. To confirm the operation, you may be sent an SMS with a code that you will need to enter in the appropriate field. After entering the code, click on the "Confirm" button. If necessary, you can apply for sending the code once again by clicking the button to re-send the request .

Private key change

Do not forget to save the private key file after generating (\*.dat file)

Enter the current private key password

Enter the new private key password

Confirm entering the new private key password

Select a private key

OTP code



**Confirm**

**Note.** If the user does not have a phone number for OTP confirmation of working with keys, the system will not be able to generate keys. A corresponding notification will be displayed on the screen and the user will be prompted to fill in the phone number.


4. If the user does not have the right to confirm the generation of keys with OTP code, the system generates and sends a request to obtain a private key and certificate to the server. The user will see a window with a notification: "The operation was successful. The new key has been activated. Use it to log in. Attention! Be sure to save the \*.dat private key file on your PC. "
5. Upon successful replacement of the private key, a notification will be displayed on the screen and you will be prompted to save the private key file to the file system. The private key is then ready for use.

## 4.3. Reference books

In the "Reference books" section you can perform the following actions:

- View the list of existing reference books.
- Go to managing the settings of the selected reference book.

### 4.3.1. Details of payment

You can use the reference book of payment purposes when creating a payment document in national currency by clicking the button  in the section "Details of payment".

When you select one of the reference book templates, the **Details of payment** field will be filled in automatically.

To set up this reference book, go to the **Settings/Reference books/Details of payment** menu item.

In the form that opens, you can perform the following actions:

- View a list of existing templates;
- Search for a template by the specified parameters (see "Filtering, sorting, and updating data on list forms");
- Go to the form for editing and deleting a template;
- Add new template.

- Each line of the list is a link, using it you can switch to the form for editing and deleting a template.


To edit the template, make the necessary changes to the fields and click on the **"Save"** button. To delete a template, click on the **"Remove"** button.

[illegible]

### **Creating a new "Details of payment" template**

Follow these steps to create a new template:

1. Select the Settings/Reference books/Details of payment menu item.
2. Click the "Add payment details" button.
3. Fill in the template fields with the required values:

- In the Account (IBAN) field (button ) select the required counteragent from the list that opens in a new form.
- The Beneficiary name field will be filled in automatically after selecting a counteragent from the list. The field is not available for editing.
- If necessary, enter the Details of payment (maximum 160 characters).

- Click the "Save" button to save the template.

5. To return to the list of templates click 

[illegible]

## 5. SYSTEM SAFETY INFO

### ***Providing of security while operating via the Internet***

The security of data exchange at operation via the Internet is assured by accurate mutual authentication of data exchange participants.

The client application sends to the server a connection request which is signed with the digital signature of the user; after that the crypto-safety libraries create the required private parameters and keys and confirm connection establishment. So, every connection has its unique parameters and makes it possible to identify data exchange participants definitely.

The data exchange can be started only after establishment of cryptographic connection between «Client» and «Server» units. All the data exchange between client and system server, including sending of client's authentic authorities (passwords) for registration and access to the data and operation, is performed in an encrypted way. The operation of data encryption/decryption is provided by crypto-safety libraries and performed on application level at the time of data preparation for sending to the bank.

### ***Hold in confidence your login and password***

The system identifies a user by their login and password. To prevent illegal access to your confidential information do not disclose your credentials to other persons.

### ***Do not share your username and password with third parties***

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

### ***It is not recommended to operate the system:***

- in internet cafes and other places of the kind where there is no guarantee that user actions are not followed by outliers;
- in places with visual inspection units using which it's possible to get the password information;
- if you are not confident in the used software safety (presence of viruses, programs that send password information to unauthorized people etc).

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

### ***Save your private key on an external media device***

The working private key and certificate will be generated during your first login.

Keeping this information on the external media device ensures not only protection of your confidential information in the "OTPAY" system but also assures the safety of private keys at sudden failures of your computer.

### ***Do not keep the external media device with your private key together with login and passwords***

Do not keep the external media device with your private key together with login and passwords. In case of loss other people can use this information for their needs.

### ***Use the «Exit» button to finish the system session***

If you are distracted from the computer when the system is running without logging out, an outlier may be provoked to use the situation.

Do not forget to extract the external media device as soon as you finish working with the «OTPAY» system

Do not forget to extract the external media device as soon as you finish working with the «OTPAY» system – this information may be used by unauthorized persons, it may be irretrievably lost or damaged when using other applications.

***User rights***

Subject to the mode of operation mentioned in the agreement for the connection and service of the "OTPAY" system client, a user may be provided with a full or restricted access to the system menu, accounts, and rights for carrying out operations or for viewing information only.

The limitation of rights may be also stipulated. For example, a user has the right to prepare documents but not to sign them.

To change the user rights it's necessary to contact the system administrator in the bank.