

# **PROFIBANKA - USER GUIDE**

**for version 1.23.3330**

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# Introduction

This user guide is available in English for the English version of the application.

## Who can use Profibanka

**Legal entities (LE) and natural persons (business) (NPB)** with a monthly average of 101 to 3500 payments can use Profibanka. A statutory representative or NPE may associate their private accounts as well.

Profibanka is an advanced system of direct banking from Komerční banka enabling an electronic payment system. It combines the comfort and performance of a **local application** with the options and benefits of *mojebanka* Internet banking.

The combination of *mojebanka* and *profibanka* systems allows the account holder **to share complete information** on accounts round the clock, seven days a week.

The encryption system, along with digital signature (identical for accessing both *profibanka* and *mojebanka*) ensures **security**.

A client who put his/her accounts in operation in the "Contract of using direct banking services" or a user authorized (either in the Contract or in the application itself) to operate the accounts, can use *profibanka* services.

The application is a standard user-friendly MS Windows application.

## Options

**offline mode** (not connected to the bank)

Entering new payment orders, changing or cancelling payment orders that have not been sent

Entering new standing orders, changing or cancelling standing orders that have not been sent

Importing and exporting files from and to the accounting software of the client

List of all payment orders, transactions, current available balances, currently booked orders sent through electronic channels (loaded on the date of download)

List of all operated accounts

Daily, weekly, monthly, quarterly and custom statements of account movements

Brief (shortened) statements

System statistics

System setup

Setting export and import

**online mode** (the user is connected to the bank)

Authorizing payments, batches and standing orders

Downloading

List of waiting payments and batches (payments and batches with advance due dates or those not transferred to the internal bank system or online payments waiting for the next clearance round)

Direct administration of users and their access rights

Own account aliases

Contra-account aliases

Standing orders for authorization

Sending orders to the bank for instant or batch processing

(to be able to distinguish between these functions, they are marked with a globe symbol in the application)

## ***Users***

Two user groups are defined in the system:

**Global user** - a user with defined access to data of the given subject (accounts, limits) at the level of the bank. The global user holds a certificate issued by the bank that authorizes him/her to carry out active operations with the accounts up to his/her limit (and the limit of the subject) and to retrieve information on accounts he/she has rights to. In case an account holder or a member of a statutory body is authorized for **Online Administration** in the "Contract for using direct banking services" and at the same time he/she is a user of *profibanka*, he/she can use the application to change settings of access rights to accounts, direct banking channels (MB, MBB, PCB, subject activation in PCB, DC) and daily limits of users. In addition, he/she is authorized to assign newly opened accounts of the subject to users, to set daily limits for these accounts or to add and cancel users operating accounts of the subject (users with certificate only). See the *How to get a certificate* section in the *Procedures* chapter for the procedure.

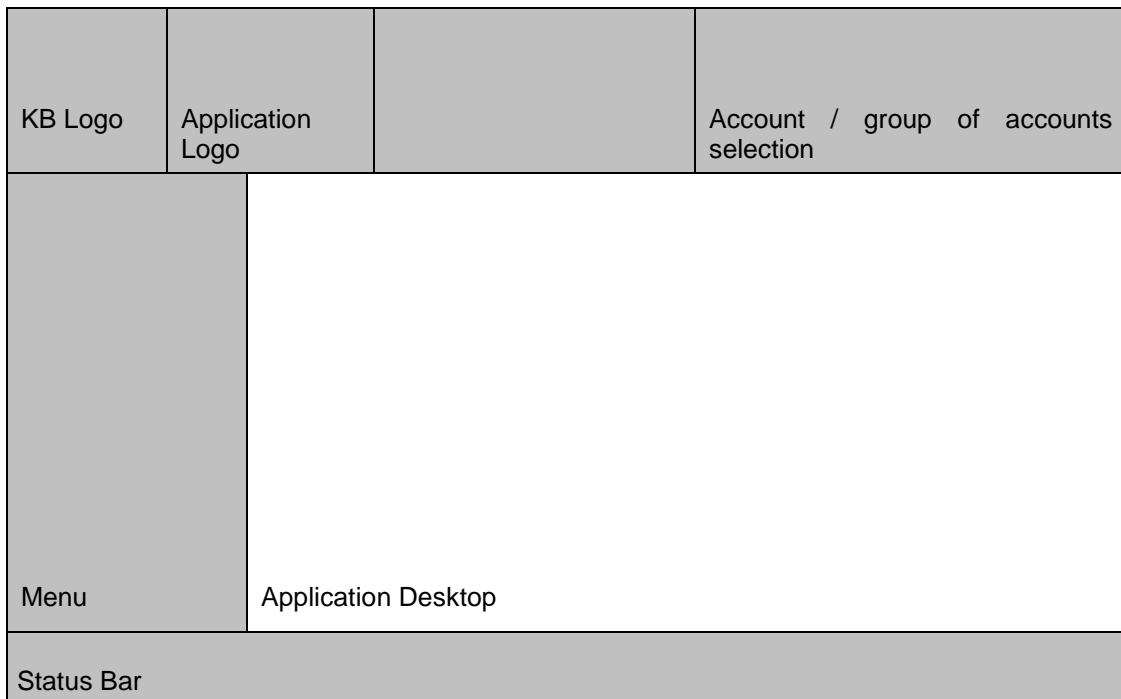
**Local user** - a user with no rights to operate accounts in the to-bank or from-bank directions. Local users have no certificate; therefore they can neither send orders nor retrieve information on transactions by means of direct query to the bank. A user with administrator's rights sets rights for this type of user directly in the application, according to account holder dispositions.

## ***Equipment***

For details on technical equipment, see the Technical conditions for Profibanka users that you receive when concluding the contract, or go to [www.profibanka.cz](http://www.profibanka.cz).



## **Main Screen Layout**



### **Upper Frame**

- The height of the frame is fixed.
- The select list for account / group of accounts is always aligned to the right-hand side of the window. For some functions it is not available - it is empty and inactive (gray).

### **Menu**

- The width of the menu is fixed.
- It contains text items.
- There can be up to 3 submenu levels, each differentiated by its indent and graphic design (colour, bullet, ...) When expanding the menu, the existing items are not redrawn (moved). First level items are marked with icons.

Items representing functions requiring online connection (connection to the bank) are clearly differentiated by graphics (a globe icon).

### **Application Desktop**

The desktop may contain the following elements:

Lists in the form of paged lists  
Reports  
Login dialog  
Forms

### **Status Bar**

The status bar displays the user name of the currently logged-in user and information on current activities and activated keys (buttons).

## **Dialog Boxes**

Modal dialogs are used in order to keep functionality throughout lists (displaying/entering/modifying details...). Modality of windows is ensured within the application.

Click CANCEL to close a dialog box without executing any activities (if defined) (equal to closing the dialog by clicking the x icon).

Dialog boxes contain the following elements:

Forms to enter/modify/display details

Wizard

Error or event messages, confirmation prompts, decision prompts (Yes/No)

Information about execution of activities (progress bar + information)

Lists

## **Properties of the Application**

The Profibanka application is a standard MS Windows application based on MS Internet Explorer technology. Technology-based restrictions:

Typically used operations show response delays in seconds if using recommended system configuration. Longer operations are listed in the *Time Consuming Operations* section. They are accompanied by an informative dialog with the option to cancel the operation, if that is possible.

The application is stable as far as hardware, operating system and used components (Internet Explorer and Baltimore library) allow. In the application, it is possible to activate a system debug log ensuring unique identification of possible application errors (not errors of hardware, OS or used components).

The application enables copying (to the Clipboard) tables from lists and their dragging to applications allowing pasting.

The context sensitive menu is available in certain cases only.

The context sensitive help is available for individual pages only (not for individual elements).

Modifications are not possible in lists (individual details only can be modified).

## **Technology-based Restrictions**

You can only drag and drop when sequencing columns in a view.

The application supports pre-defined shortcut keys only. See the *Shortcut Keys* section.

## **Time Consuming Operations (and Cancel option)**

Combined selections in both payment orders and transactions	- Cancel available
Data transfers	- Cancel available
Export and import to and from the client's accounting system	- Cancel available
Updating database after transferring data from the bank	- Cancel not available
Updating database after importing data from the accounting system	- Cancel not available
Upgrading to a later version	- Cancel not available
Installation	- Cancel available
Archiving, backup	- Cancel not available

# General functionalities

## Data Formats

### Standard Data Types

The Windows local settings of the current user apply for displaying items. Appropriate (according to the local settings) formats are expected when entering data. All standard data types (numbers, text, dates) will be displayed and read this way.

### Account number

Both short (XXX-YYYYYY) and long (000XXX00000YYYYYY) forms of the account number are accepted when entering it. Account numbers may contain the first part of the number separated from the second part by a hyphen.

**The first part** consists of 0 to 6 characters, the second one up to 10 characters.

Some account numbers contain two hyphens. The first hyphen separates the first part of the number from the second part; the second hyphen (in the fourth position from the right) is part of the account number. Do not enter the second hyphen!

The format adjusted in the application is used for displaying.

### Account Number Validation - Modulo 11

KB account numbers may consist of two parts. The first part consists of 0 to 6 characters, the second one of 5 to 10 characters. Other financial institutions may use account numbers consisting of at least 2 characters.

If an account number contains a hyphen, it will be transformed to a 16-digit number without the hyphen before checking. To both parts of the account number must be added zeros from the left side to have the full number of characters - i.e. the first part of the number to 6 chars, the second one to 10 chars.

Example: 158-3214151 will be transformed to 0001580003214151.

7704-7625-011 will be transformed to 0077040007625011 (the hyphen in the fourth position from the right will be left out)

Account numbers are secured by a check digit according to the following rules:

The check digit separately protects the first part of the number and the second.  
The same algorithm is used for check-calculation of both parts.

The sum total of products of individual digits and their respective weights must contain 11 (aliquot).  
The following table describes weights of digits:

	First part of number						Second part of number									
Account number	p1	p2	p3	p4	p5	p6	m1	m2	M3	m4	M5	m6	m7	m8	m9	m10
Weight	10	5	8	4	2	1	6	3	7	9	10	5	8	4	2	1

Example of modulo 11 checking of account number 158-3214151:

	First part of number						Second part of number									
Edit format				1	5	8				3	2	1	4	1	5	1
Weight	10	5	8	4	2	1	6	3	7	9	10	5	8	4	2	1
Product				4	10	8				27	20	5	32	4	10	1

Each part of the account number is checked separately:

First part of number:  $4 + 10 + 8 = 22$

$22 : 11(\text{modulo}) = 2$ , remainder 0

Second part of number:  $27 + 20 + 5 + 32 + 4 + 10 + 1 = 99$   $99 : 11(\text{modulo}) = 9$ , remainder 0

Check successful (division remainders are equal to zero).

## ***Commands in the Application***

Standard Windows features apply for standard operations within the application.

### ***Printing from the Application***

The bundled Word Viewer or an application used by the client such as MS Word (set in the *System setup* window) is used for printing from this application. Profibanka will generate the document in the RTF format needed for printing, and divide it into pages and display it in the appropriate application according to the settings defined in *System setup*. From that application, the client may print required data.

### ***Working with Files***

Standard save/load file dialogs are used in the application for working with files (data export/import).

### ***Selecting list items***

The Search List element is used for selecting items from lists with multiple items. This element combines the functionality of a text field with a select list. When the user enters this element, the select list, showing retrieved items matching the first characters entered in the text field, displays. Only the first 50 items are displayed in the list.



You can enter either a list item or a value not included in the list into the field. Having entered the first characters, you can use the up or down arrow keys to choose the appropriate list item. Press ENTER to select the item. When ENTER or ESC is pressed or if you leave the element, the list will hide.

## Entering Date Items

The **Date Input Field** element is used for entering date type items. This field is combined with a drop-down list offering the next 30 days (usually banking days according to the current bank calendar). Any date can be entered manually. You can also select a date from the graphic calendar. The field is checked for the bank days offered in the drop-down list and highlighted in the graphic calendar.



## TAB Key

The TAB key moves the cursor position always from the left to the right, from the top to the bottom of a window. In a form, you can move to active (applicable) items and buttons only. Inactive (inapplicable) and invisible items will be skipped. In view mode, the TAB key moves to all items with the exception of invisible ones. By pressing the TAB key you will leave the contents of an item exactly in their current condition, without adding any further data. In case the item is subject to validation (e.g. account number, date etc.), its content will be validated before you leave it by pressing the TAB key. See the chapter below for a detailed description of validations performed when leaving the item.

## Enter Key

The ENTER key moves the cursor position from the left to the right, from the top to the bottom of a window. In a form it usually moves to selected items and skips some active buttons and items. It always skips inactive and invisible items. Lists of items accessible by the Enter key are defined specifically for each payment order form. By pressing ENTER you can fill out an item content with filtered select list data matching the entered characters (e.g. the first account number from the filtered list matching the previously entered characters in the Account Number item). In case the item is subject to validation (e.g. account number, date etc.), its content will be validated before you leave it by pressing the ENTER key. See the chapter below for a detailed description of validations performed when leaving the item.

## Shift TAB Keys

The Shift TAB keys combination moves the cursor position in the opposite direction to TAB - i.e. always from the right to the left, from the bottom to the top of a window. In a form, you can move to active items and buttons only. Inactive and invisible items will be skipped.

## Shortcut keys

CTRL+A.....	Select all
CTRL+C .....	Copy the selection to the Clipboard
CTRL+V .....	Paste the selection to the cursor position
ALT + letter highlighted on the button ....	Quick access to the function
END .....	The last row of a list page
HOME .....	The first row of a list page

CTRL+END .....  
CTRL+HOME .....

The first row of the last list page  
The first row of the first list page

## ***Copying Inactive Items***

In view mode, inactive items (read-only) are accessible for moving the text within the frame of the item; it is also possible to copy their data. This feature allows clients, apart from others commands, to copy the content of incoming payment orders in the transaction history and to paste it into any application, including profibanka. Inactive items are gray. Copying is enabled in transaction history details and order details. Copying is disabled while entering new payment orders since inactive fields are disabled.

## ***Defined Functions***

Within the frame of defining view restrictions or templates, you can use some of the following defined functions. The appropriate function will be replaced with the relevant current value when generating the appropriate view or order.

#GetDate(+/-n) – returns the date of the current date +/- n calendar days (date only - not time)  
#GetDate – equal to #GetDate(0) - returns the current date (date only - not time)  
#GetBussDay(+/-n) – returns the date of the current banking day +/- n banking days  
#GetBussDay - equal to #GetBussDay(0) – returns the date of the current banking day  
#GetCurrUserId - returns the current user ID.

## ***Types of Windows***

This chapter describes the main types of windows and views from which all views and windows throughout the application are derived.

The windows and views described are displayed in the application desktop or in dialogs run by an action from the application desktop.

## ***Account / group of accounts selection***

Account/group of accounts selection is the main filter of the application. All reports and views are primarily filtered by this filter. Similarly, when entering (and editing) new orders, only own accounts matching the filter can be entered.

The filter offers the following items:

All accounts - all accounts the user has access rights for

Group 1, Group 2,... - all account groups the user has access rights to (the user has rights to at least one account in a group), in sequence

Account 1, Account 2,... - all accounts the user has access rights to, in sequence.

Groups of accounts are differentiated from individual accounts by their graphic style.

When displaying a group of accounts, only the group name will be displayed. When displaying accounts, account aliases, account numbers and currencies will be displayed.

For single accounts, the account number, currency, name in KB and daily user limit are displayed.

## ***Report***

To display output representing the currently used bank print output to the client, the report is presented in a graphic layout similar to its print layout as much as possible.

Apart from the actual display, the report can be printed. The print format is adjusted to standard printing on a standard printer on A4 paper (orientation - portrait).

A standard control common to all reports and lists activates printing.

In the report, there is also a standard "Print to file" control to save it in an export format.

## ***List***

The list is the most frequent screen within the application. A paged list with associated filters is the main element of the list.

The *Setting view* window is used to define filter settings, to display and sequence list items (columns), own query to the database and optional restrictive conditions (fixed filter). A basic set of views is supplied with the application. These can be further modified within specified restrictions for individual users (for details, see the *Setting view* section).

Along with the paged list and its controls, the list may also contain other active functions activated either by added function buttons or using the context menu.

A summary may be included in the list. It displays the sum total of the currently selected items.

# Display

**KB profbanka** Account/group of accounts selection  
Your certificate will expire in 407 days (all) [Change PIN](#) Group all

**Main menu**

- Downloading
- News
- Payment orders
  - Create orders
  - List of orders
  - Orders for authorization
  - Waiting orders
  - Order templates
- Batches of orders
- Standing orders
- Collection agreement
- Lists
- Statements of transaction
- eStatements
- Information

**Administration**

- Certificate Wizard
- Help
- Exit

**List of orders** Current orders [Help](#)

Due date	Type of order	Onl.	Account number	Contra-account number	Bank	Amount	Curre	CS	VS	SS	DS1/Payment title	Payer's de
13.1.2011	DPO	<input checked="" type="checkbox"/>	940-4847920257	35-3111680217	0100	-3,00	CZK	0	0	0		
13.1.2011	DPO	<input checked="" type="checkbox"/>	940-4847920257	35-3111680217	0100	-3,00	CZK	0	0	0		
13.1.2011	DPO	<input checked="" type="checkbox"/>	940-4847920257	35-3111680217	0100	-3,00	CZK	0	0	0		
13.1.2011	DPO	<input checked="" type="checkbox"/>	940-4847920257	35-3111680217	0100	-3,00	CZK	0	0	0		
13.1.2011	DPO	<input checked="" type="checkbox"/>	940-4847920257	35-3111680217	0100	-3,00	CZK	0	0	0		
13.1.2011	DPO	<input checked="" type="checkbox"/>	940-4847920257	35-3111680217	0100	-3,00	CZK	0	0	0		
13.1.2011	DPO	<input checked="" type="checkbox"/>	940-4847920257	35-3111680217	0100	-3,00	CZK	0	0	0		
13.1.2011	DPO	<input checked="" type="checkbox"/>	940-4847920257	35-3111680217	0100	-3,00	CZK	0	0	0		

Context menu options: Display, Repeat, Save as template, Find out current status, Select all

Page: 1 / 1

**Setting view**

Selected: 1 Informative amount (+/-) 0,00 / 3,00 CZK

Total: 8 Informative amount (+/-) 0,00 / 24,00

[Print](#) [Export](#) [Download](#)

PRJIMENI1 PRJIMENI2 JM&ND1 JMe Superuser NUM SAPS 6.4.2011 10.37



## ***Paged List***

The paged list is the core of the list. It displays the appropriate view of data. According to the type of list, it can include the select list to choose the view. The paged list will be redrawn when changing the view selection.

## ***Paging***

The pre-set page length defines the maximum number of records displayed in the table (the automatic number of rows on the page by default - it is not necessary to scroll down). The total number (for all pages) of items is always displayed.

In case more records than the defined page length can display match the set filters, controls for displaying next and previous pages, a control for going to a specified page. At the same time, the total number of pages will be displayed.

## ***Displaying columns, column sequence, column width***

Individual columns (items) are shown or hidden as per view settings. The view defines the sequence of individual columns too.

Using the mouse (Drag & Drop), you can change the sequence of columns by dragging (while holding down the left mouse button) a column to another position in the list header. The new layout is only a temporary setting within the frame of the current list display (data will be displayed according to the view settings when you display the list next time). You can open the settings to view, modify and save these changes. In addition, it is possible to mouse-adjust the width of column for correct displaying. If a field is small, the application will try to wrap by spaces and slashes.

## ***Sorting and Filtering Individual Items***

Click on a selected column header to sort the list by this column. When you click again, the sorting will be reversed (ascending/descending).

You can also access this function from the context menu activated in the header of the appropriate column (by right mouse button click).

This way you can only define simple sorting by a single column (the sorting will be cancelled at the next sorting by another column).

The sort setting and its direction (ascending/descending) is graphically illustrated in the header of the appropriate column.

To set up the select list, it is possible to use filters of the context menu. The following filters are available: equal to (=), less than the entered value (<), greater than the entered value (>), different from the entered value (<>), and setting up an interval (-).

Again, sorting and filtering adjusted this way is only temporary (you can open the settings to display, modify and save the changes).

## ***Setting view***

Use the ***Setting view*** dialog for advanced settings of displaying columns, their sequence, sorting and filters. You can display the dialog using the context menu in column headers or a special function button.

When setting a filter for a specific column, the column will be highlighted (the column header colour will change).

## Selecting Records

You can select single or multiple records (rows) in a list at the same time. If you activate an action using the context menu or function buttons, these actions will always be executed for all selected records. Selected records are distinguished by a visual change of the whole selected row.

Click on a single record to select it, hold the CTRL or SHIFT keys along with the mouse button to select multiple records. Hold CTRL + click on a record to select separate records, use SHIFT instead of CTRL to select continuous selection (the same functions as in Windows-based lists).

These methods of selection are active within a single list page only (the selection will be cancelled when you display a new page).

You can select all items in a list by using the context menu ("Select all") or the CTRL+A shortcut.

When you have selected all, you cannot further modify this selection (select/deselect items)

The list includes information showing the number of selected items. At least one record must be marked in every view. You can select items in every list.

## Marking Records

By marking a record we mean checking the record in its check box. Marking applies for all list pages. It will not be lost when moving through pages. Only some lists have this record-marking feature.

## Item Context, Page Context

If you activate an action from a list resulting in redrawing the list, one of two types of redrawing will be used depending on the type of action.

Item context - the page displaying the modified item (e.g. a new record, editing) will be displayed

Page context - the same page that was displayed before making the change will be displayed (e.g. removing a record)

## View summary

Each view may contain up to three summaries, depending on the type of summarized data:

Filtered (selected) - within the framework of a defined condition (filter)

Select (marked) - within the framework of the current selection (marked items only)

Total - within the framework of all summary data

You can set the display of the selected summaries and optional filter conditions in the view settings (the filtered (Selected) view is set for selected standard views only and cannot be modified).

Page	◀◀ 1 / 1 ▶▶	View setting
Selected:	0	Informative amount (+/-) 0,00 / 0,00 CZK ▾
Marked:	0	Informative amount (+/-) 0,00 / 0,00
Total:	0	Informative amount (+/-) 0,00 / 0,00

CS Print Export Import FPO New Repeat Templates Send

If the currency of the total is changed, the list will be redrawn and the amounts recalculated (by redrawing the list, the current selection of items will be cancelled). Aggregates are recalculated in the background.

Displaying the type of summary depends on the type of data displayed (defined by the type of list).

## ***Functions of List***

Most of the lists have pre-defined actions that can be activated from each list. You can use function buttons or the context menu to activate these functions. If the action description is identical in the context menu and the button, the same function of the list is always activated. If the action is associated with items selected in the list, activation may result in various processes, depending on whether you select single or multiple items.

### ***Print***

Printing the whole list is a standard feature of every list (regardless of paging). The current settings of visibility and sequence of columns, filters and sorting is used. Formatting is modified for printing on a B/W printer, with paging for printing purpose (paper size is defined by view settings). Font size for printing can be changed by modifying the current view. The header of the printed list contains information of the list header, i.e. the list name. In lists displaying more information (e.g. Batch - details, User - details, ...), this information is displayed, too. The header of the printed list also includes the view name and the current filter settings.

### ***Export***

Exporting the whole list to files in CSV or RTF formats is a standard feature of every list (without paging). RTF format is suitable for displaying data in a text editor such as MS Word. CSV format (a text file with comma-separated items and records) is suitable especially for export to spreadsheets or database applications (e.g. MS Excel, ...) for further data processing. Only the actual list (the header and data) is exported.

The current settings of view and sequence of columns, filters and sorting is used for export.

### ***Copying Data to the Clipboard***

Shortcut keys are used for operating the clipboard. CTRL+A: select all records in the current page; CTRL+C: copy to the clipboard. The table is copied including column headers. The table can be pasted into any application supporting clipboard-pasting feature.

### ***Function Buttons***

Function buttons activate some functions of the list. As standard, every list includes PRINT and EXPORT buttons.

If the list is displayed in a modal window, it also includes a CANCEL button to leave the list window.

### ***Context (context-sensitive) Menu***

There are two context menus in the list.

The context menu for column headers activates the functions of column sorting and view settings.

The primary function of the context menu for items is to activate list functions.

### ***View Selection***

For some lists, the select (drop-down) list for selecting an active view is displayed. Only views of an appropriate type can be offered depending on the type of list.

## Setting view

Use this function to adjust views to your needs. You can modify visibility, sequence and width of columns, and filter data according to specified criteria. You must save the changes in order not to lose them. You can always return to the default view settings.

The screenshot shows a 'Setting view' dialog box for a view named 'Orders to be sent'. The dialog is divided into several sections:

- View name:** Orders to be sent (with a 'Help?' link).
- Table of columns:** A table with columns 'Name', 'Sorting', 'Width', and 'Filter'. It lists various fields with checkboxes for visibility, sorting keys, widths, and filter expressions.
- Summary:** Checkboxes for 'Selected' and 'Total'.
- Print:** Radio buttons for 'Portrait' and 'Landscape' orientation, and a 'Font size' dropdown set to 7.
- Default view:** A checkbox for 'Set this view as default'.
- Restriction:** An empty text input field.
- Heighten:** Two rows for defining filters: 'Red' with 'req\_value\_dt<#GetBusDay(0)' and 'Blue' with 'status='NV' or status='NR''.
- Buttons:** 'Save', 'Save as', 'Syntax check', and 'Cancel' at the bottom.

### Description of the window:

**View name** - the alias of the standard or user-defined view

**List of columns** - the list of columns that can be displayed

**Mark box** - a check box to select visibility of appropriate column

**Name of column** - the alias of the displayed column

**Sorting** - sorting key (max. 3 keys)

**Sort direction** - descending or ascending

**Width of column** - number of characters displayed in the column (approximate value)

**Filter** - basic restrictions for searching:

- = filters out rows where the column value equals the entered value,
- < filters out rows where the column value is lower than the entered value,
- > filters out rows where the column value is higher than the entered value,
- <> filters out rows where the column value does not equal the entered value,
- filters out rows where the column value is within the interval of the 2 entered values,
- '~' filters out rows where the column value contains the entered substring.

**Field name** (displayed in parentheses) - This field name is used to create more specific view filters or to define customized formats

**Summary** - displays total sums for selected items and for all displayed rows

**Print** - choice of portrait or landscape paper orientation necessary to determine number of rows

**Default view** - optional default settings of the view

**Font size for print** (select list) - to set the font size used when printing

**Restriction** - filter settings, based on defined functions (see below for the basic function).

**Heighten** - enter conditions for highlighting matching data in another colour

**Default** - return to the pre-defined view (supplied with the application)

**Save** - save the modified view

**Save as** - create a customized view under a new name

**Syntax check** - check whether data have been entered correctly. If an error is found, the view will not be saved.

**Cancel** - leave the dialog without saving the changes

The user cannot modify the visibility/invisibility of some items - status of the check box in the gray field (this is not checked for temporary changes within the frame of the view - drag & drop).  
Use mouse to change column sequence (drag & drop).

## ***Description of the Restriction field***

### Syntax

The SQL language syntax is used for entering restrictions.

Names of data fields are displayed in a table for the column alias in rounded brackets.

The following operators can be used in the condition: <, >, =, >=, <=, <>, in, like

Individual conditions can be linked by logic operators AND and OR.

### Format for entering constants

text values

text values are specified between single quotes, e.g.: 'text'

numerical value

for number values, the dot is always used as the decimal separator; other digits must be in a solid block with no more separators

Examples

10.2

114

112.32

date and time

date is specified in the „'yyyymmdd'“ format, or „'yyyymmdd hh:nn'“; time is optional

meanings of individual fields:

yyyy – year

mm - month

dd - day

hh - hour

nn - minute

Examples

'20050201' – 1st February 2005

'20051120' – 20th November 2005

'20051120 10:30' – 20th November 2005, 10:30 am

'20051120 17:30' – 20th November 2005, 5:30 pm

**in operator**

use this operator to compare values in the list specified in round brackets and separated by commas

**Examples**

„(original\_transam in (10,20))“ – limiting amounts to 10 and 20

„(other\_bank\_num in ('0100', '2400'))“ – restricting contra-account banks

**like operator**

use this operator to search sub-texts in text fields

the following wildcard characters are used:

"%" - any number of any characters (0-n)

"\_" - single arbitrary character

**Examples**

„(other\_desc\_in3 like '%payment%')“ – restriction to the description for beneficiary, to texts containing the "payment" word in any position

„(other\_desc\_in3 like '%payment%')“ – restriction to the description for beneficiary, to texts starting with the "payment" word; any text may follow

„(other\_desc\_in3 like '%invoice%')“ – restriction to the description for beneficiary, to texts ending with the "invoice" word; any text may precede

**AND logic operator**

use this operator to combine two conditions that apply simultaneously

**Examples**

„(status='E') AND (other\_bank\_num='0100')“ – all entered payment orders with contra-account bank KB

„(original\_transam >= 100 AND original\_transam <= 200)“ – the amount is between 100 and 200

**OR logic operator**

use this operator to combine two conditions, where at least one of the conditions must apply

**Examples**

(other\_bank\_num='0300') OR (other\_bank\_num='0100')“ – all entered payment orders with contra-account bank with „0100“ or „0300“ codes

Payment orders

<b>Order status</b>	<b>Order status</b>	<b>Restriction</b>
<i>no reply</i>	<i>no reply</i>	(status='NR')
<i>partially authorized</i>	<i>partially authorized</i>	(status='ST' AND (sign_count_a+sign_count_b)>0)
<i>waiting</i>	<i>waiting</i>	(status in ('AU','MR','RB'))
<i>waiting for further processing</i>	<i>waiting for further processing</i>	(status in ('TR','W'))
<i>exported</i>	<i>exported</i>	(status='X')
<i>for authoriz.</i>	<i>for authoriz.</i>	(status='ST' AND (sign_count_a+sign_count_b)=0)
<i>to be processed at bank branch</i>	<i>to be processed at bank branch</i>	(status='VO')
<i>invalid</i>	<i>invalid</i>	(status='NV')

<i>sent for clearing</i>	<i>sent to clearing</i>	<i>(status='IC')</i>
<i>not found</i>	<i>not found</i>	<i>(status='NF')</i>
<i>prepared for export</i>	<i>prepared for export</i>	<i>(status in ('Y','Z'))</i>
<i>deleted</i>	<i>deleted</i>	<i>(status='DL')</i>
<i>in batch</i>	<i>in batch</i>	<i>(status='B')</i>
<i>entered</i>	<i>entered</i>	<i>(status='E')</i>
<i>rejected</i>	<i>rejected</i>	<i>(status='RJ')</i>
<i>rejected at bank branch</i>	<i>rejected at bank branch</i>	<i>(status='RO')</i>
<i>booked</i>	<i>booked</i>	<i>(status in ('PP','PR'))</i>
<i>processed</i>	<i>processed</i>	<i>(status='PC')</i>
<i>processed at bank branch</i>	<i>processed at bank branch</i>	<i>(status='PO')</i>
<i>in processing</i>	<i>in processing</i>	<i>(status in ('BP','DE','ER','NP'))</i>
<i>cancelled</i>	<i>cancelled</i>	<i>(status='CA')</i>

<i>Type of order</i>	<i>Type of order</i>	<b>Restriction</b>
<i>FX S</i>	<i>FX S</i>	<i>(whatisit=11)</i>
<i>GP</i>	<i>GP</i>	<i>(whatisit=4)</i>
<i>COL</i>	<i>COL</i>	<i>(whatisit=1)</i>
<i>TVIS</i>	<i>TVIS</i>	<i>(whatisit=12)</i>
<i>FCP</i>	<i>FCP</i>	<i>(whatisit=2)</i>
<i>DPO</i>	<i>DPO</i>	<i>(whatisit in (0,5))</i>
<i>FPO</i>	<i>FPO</i>	<i>(whatisit=3)</i>

Batches of orders

<b>Batch status</b>	<b>Batch status</b>	<b>Restriction</b>
<i>no reply</i>	<i>no reply</i>	<i>(status='NR')</i>
<i>partially authorized</i>	<i>partially authorized</i>	<i>(status='ST' AND (sign_count_a+sign_count_b )&gt;0)</i>
<i>waiting</i>	<i>waiting</i>	<i>(status='AU')</i>
<i>exported</i>	<i>exported</i>	<i>(status='X')</i>

<i>for authoriz.</i>	<i>for authoriz.</i>	(status='ST' AND (sign_count_a+sign_count_b)=0)
<i>invalid</i>	<i>invalid</i>	(status='NV')
<i>not found</i>	<i>not found</i>	(status='NF')
<i>prepared for export</i>	<i>prepared for export</i>	(status in ('Y','Z'))
<i>deleted</i>	<i>deleted</i>	(status='DL')
<i>entered</i>	<i>entered</i>	(status in ('B','EX'))
<i>rejected</i>	<i>rejected</i>	(status='RJ')
<i>processed</i>	<i>processed</i>	(status='PR')
<i>in processing</i>	<i>in processing</i>	(status='NP')
<i>cancelled</i>	<i>cancelled</i>	(status='CA')

Standing orders

<b>Order status</b>	<b>Order status</b>	<b>Restriction</b>
<i>active</i>	<i>active</i>	(status in ('PR','UP'))
<i>partially authorized</i>	<i>partially authorized</i>	(status='ST' AND (sign_count_a+sign_count_b)>0)
<i>for authoriz.</i>	<i>for authoriz.</i>	(status='ST' AND (sign_count_a+sign_count_b)=0)
<i>invalid</i>	<i>invalid</i>	(status='NV')
<i>rejected</i>	<i>rejected</i>	(status='RJ')
<i>received for processing</i>	<i>received for processing</i>	(status='NP')
<i>deleted</i>	<i>deleted</i>	(status='DL')
<i>entered</i>	<i>entered</i>	(status in ('B','E'))
<i>created</i>	<i>created</i>	(status='CR')
<i>changed</i>	<i>changed</i>	(status='CH')
<i>cancelled</i>	<i>cancelled</i>	(status in ('CA','RM'))



# Form

## Display

*The form is always displayed in the modal dialog. Tabs are used if the form displays more data.*

## Form Modes

*Every form can work in Enter, Modification or View modes.*

## Validation

*Entered (modified) items are validated in the modes of entering and modifying data.*

*Validation is executed when saving the whole form. In case the validation fails, the first-found error is displayed and the cursor is positioned to the incorrectly entered item.*

*No action (saving) can be made before validation completes successfully. You can always press CANCEL to leave the dialog.*

*Three types of validation are distinguished:*

*Completion check*

*Syntax check (value format)*

*Objective correctness (availability of the item, user rights, availability of funds,...)*

## Completion check

*For most items, it checks after entering or modification whether they have been filled in.*

## Syntax check (format)

*Depending on the item data type, it checks whether the item value stays unchanged after conversion to this data type.*

*Prior to executing the checks, right spaces are always cut, for non-text items left spaces as well.*

*After being checked, the item is converted to the specified data type and re-displayed in the field in the format changed according to the application settings (Windows and application settings).*

***The following data types are checked:***

***Integer number*** - the item can contain only these characters: "+-0123456789"

***Common number*** - the item can contain only these characters: "+-0123456789,.". XXXeYY convention is not supported, decimal separators "." and "," are supported according to Windows local settings, spaces as a number group separator are ignored.

***Date*** - the formats corresponding to local settings are primarily distinguished

***Account number*** - both short (XXX-YYYY) and long (000XXX000000YYYY) forms of the account number are accepted. Apart from the format, modulo 11 is also checked (see the General functionalities section for algorithm description)

***Text*** - minimum and maximum text length can be specified for text items - they are checked after cutting all right spaces

***Amount*** - weak / strong currency is differentiated (according to the exchange rate list).

*The sign is displayed according to the record type in lists:*

Record type	Sign
Payment orders - Payment	-
Transaction - debit	-
Transaction – re-credit	-

The amount format is used according to the number (not currency) local settings.

### **Objective correctness**

Entered items are checked by comparing them to the application database. The following checks are the most important:

- Availability of the item in the library file - e.g. a bank code
- Checking access rights - e.g. checking own account when entering a payment order
- Limit check - e.g. checking the user limit for a specific account
- Summing check - e.g. checking the daily limit

### **Print**

A print control to print out a form in a print format is available as standard in every form.

### **Message (informative/confirmation dialog)**

This is a modal dialog informing the user of the current situation (a note, warning) and operation results or requiring confirmation to execute or continue the action.

In case the operation has been completed successfully, the client will not be informed of completion of the operation. This is the case for all Downloading operations in all windows, setting of parameters in the system, etc. Only if the operation ends with an error is a pop-up window with the OK button and a text displayed until confirmed by the client.

Ex. Confirmation dialog



## ***Installation***

The client installs the application him/herself (no limit to the number of stations with installed application). The bank provides technical support via a **toll-free support line - +420 955 551 552**. A local user with **Administrator's** rights is created when installing the application. The user will define the name and password during the installation.

The installer may require the computer to be restarted. Always confirm restart.

### **Installation of the application:**

1. Insert the CD disk into the CD-ROM drive.
2. The installer will start automatically. A welcome screen will be displayed on the monitor.  
In case CD autorun is not enabled, press **START** after inserting the disc into the drive, then select **RUN** and type "**X:\setup.exe**" in the command line, where "X" stands for the CD-ROM drive on your computer. Then press **ENTER**.

Use **NEXT** and **BACK** buttons to browse through individual installation screens. Press **CANCEL** to cancel the installation at any moment. If you cancel the installation, all files so far copied to your hard drive will be automatically deleted.

3. Confirm or change the path to the target directory for the installation of *profibanka* application.

The installer will copy files to your PC. The length of this process depends on your PC configuration. The installer will copy all necessary components.

If the installation completes successfully, *profibanka* shortcuts will be created in the *START* menu and on your desktop.

**Note:** It is not recommended to use MS Windows system functions - disk encryption.

### **Installing library files of Electronic courier:**

Electronic courier is an application used for sending extracts of data from the Profibanka application to KB application support (in cases of application troubles).

In case the library versions on a local station are not the latest ones, the user will be prompted to install them. Upon starting the installation of Electronic courier libraries from Profibanka, an Internet browser window showing the installation page of Electronic courier will appear. The installation will be carried out automatically. During installation, confirmations of actions may be required - depending on the browser security levels set.

To install Electronic courier, the logged user must have administrator's rights on the local station. Installation need not be carried out immediately - it can be postponed. Not installing latest libraries of Electronic courier has no influence on function of Profibanka (with the exception of sending extracts to the bank in case of application troubles).

## ***Reinstallation***

Prior to any changes in the version of the operating system you are using or in database system and other system components, verify their mutual compatibility with the manufacturer. It is not possible to guarantee there will be no loss of some data in relation to using direct banking services.

## Logging in for the first time

Logon dialog will be displayed after the first start-up of the application. The administrator must enter his/her name and password (which he entered during the installation).

Select **Administration / Local settings / Subjects - administration** in the left frame. Follow the displayed steps to enter operated subjects step by step. You will need the subject ID to load subjects (for the subject ID, see the **Client Identification Number** section in your "Contract for using direct banking services"). Enter the subject ID only – the remaining data will be loaded from the bank database during updating. **No subject data can be changed in the application. You can only change them at your branch of Komerční banka.**

### The text in the contract with assigned ID

The bank assigns an identification number to the client to identify him/her within the framework of direct banking services.

Client number	identification	
------------------	----------------	--

Select **Administration / Local settings / Users - administration** in the left frame.



Press the *Load ID from certificate* button.

Select **Administration / Local settings / System setup** in the left frame.

Set the format for displaying account numbers, number of displayed rows etc. You can make these settings later - it does not affect correct function of the application.

Select **Administration / Local settings / Setting export and import** in the left frame. Set the file mask for import and export, used format and directories. You can make these settings later - it does not affect correct function of the application.

After entering all information, data must be downloaded from the bank. This can only be done by a **global user with rights to activate** individual subjects (the activation right is specified in the "Contract for using direct banking services").

The Downloading data window displays after successful global user login. After **Downloading library files**, data on subjects and associated accounts will be loaded from the bank.

If you enter **local users**, **follow dispositions of the account holder** (local users do not have rights to operate accounts in the to-bank or from-bank directions). Enter the user name, first name, surname and password.

**We recommend** each user enter this password him/herself. In case the Administrator entered the password when establishing local users, each user may change the password after logging in to the application (see **Changing a local user password**).

Having entered the above-mentioned information, check the accounts accessible to the specified local user in the next window.

**Note:** *Various types of rights can be assigned to each user. For details, see Roles - administration.*

## User Login

The logon window in which the user enters the required information (local user: name and password, global user: PIN to his/her personal certificate) will be displayed when you start the application.

It is possible to log in to the *Profibanka* application only using the certificate stored on the chip card (PKCS#11) - by entering the PIN for this certificate. PIN code accessing the chip card must consist of exactly 4 digits.

To be able to log in to the *profibanka* application using the chip card, the reader must be installed properly on the PC and the chip card with your personal certificate inserted in it. You can only get the chip card at the KB branch operating your account.

After login is complete (successfully), the main application screen will display, showing the main menu corresponding to access rights of the logged user. During your work, you can use all provided functions within the range of your rights (roles, limits, accounts).



### Description of the window:

**Certificate on chip card** - select if the certificate is stored on the chip card and the card reader is installed properly.

**PIN** - enter PIN if you log in using the certificate stored on the chip card.

**Download upon login** - check the box for the application to download KB data after login.

**OK** - the CryptoPlus application window to enter PIN for chip card will open.

**Close** - terminate the application without logging in.

**Flags** - a language version of *profibanka*. The current language flag is on top. Click on the flag to change the language.

Database re-indexing (reorganization) starts after logging in. This may take seconds to minutes - according to the size of database and computer configuration (see "Technical conditions for direct banking").

## **Main menu**

### **Downloading**

This window will appear first after a global user logs in. For all downloads, a general check of the logged user is always performed - only a global user (a user with a valid certificate stored in a chip card) may run download.

The system will also check whether the application is currently connected to the bank AS (application server). If not, it will automatically connect. In case the connection fails, the system will inform the user and the operation will be aborted.

When the connection has been established, the application version is always checked and main libraries updated.

The following restrictions apply for downloading individual data:

Downloading	Restriction
Payment statuses and standing orders	Only statuses of payments along with standing orders for accounts to which the current user has access rights in the AS will be downloaded.
Transaction history	Only transaction histories to accounts to which the current user has access rights in the AS will be downloaded.
Current available balances	Only status of accounts to which the current user has access rights in the AS will be downloaded.
Libraries	No restrictions - all global users.
Downloading library files of Electronic courier	No restrictions - all global users. Only a user with rights of the administrator in the Windows system may carry out installation.  (The date of the last downloading of supporting libraries used for the Electronic courier application will be displayed. Electronic courier is an application used for sending extracts of data from the Profibanka application to KB application support.)
Downloading information	No restrictions - all global users.
Downloading statements	No restrictions - all global users.
Application	No restrictions - all global users.
Downloading transaction history additionally	Only transaction history to accounts to which the current user has access rights in the AS can be downloaded additionally.



**KB** profitbanka Your certificate will expire in 52 days Account/group of accounts selection

[Extend validity](#) [Change PIN](#)

**Main menu**

- Downloading
- News
- Payment orders
- Batches of orders
- Standing orders
- Collection agreement
- Lists
- Statements of transaction
- eStatements
- Payment cards
- Information

**Administration**

- Certificate Wizard
- Help
- Exit

**Current information** Help

News 12.3.2012 14:30:00

Transaction	Debit	Credit	Number
Orders for authorization	1 101 111,00		4
Waiting orders	2 000,00		2
Rejected payments		0,59	3
Orders with no reply			
Batches for authorization	0,43	0,23	1
Waiting batches			
Standing orders for authorization	0,01		1

Statements Number

New statements

Current available balances

KB subj. ID	Subject name	Balance in CZK
143076292	POM-SUBJEKT14 ADOLFF	1 247 660,95
143076321	POM-SUBJEKT15 TESTT	8 792 760,62

Downloading - details

Name	Date	Action
<input checked="" type="checkbox"/> Downloading payment statuses and standing orders	16.3.2012 9:53:15	<a href="#">Download</a>
<input type="checkbox"/> Downloading transaction history and advice	16.3.2012 9:53:18	<a href="#">Download</a>
<input checked="" type="checkbox"/> Downloading current available account balances	16.3.2012 9:53:23	<a href="#">Download</a>
<input checked="" type="checkbox"/> Downloading library files	16.3.2012 9:53:11	<a href="#">Download</a>
<input checked="" type="checkbox"/> Downloading information	12.3.2012 14:30:00	<a href="#">Download</a>
<input checked="" type="checkbox"/> Downloading statements	16.3.2012 9:53:21	<a href="#">Download</a>
<input type="checkbox"/> Downloading libraries of Electronic counter		<a href="#">Download</a>
<input type="checkbox"/> Downloading application upgrade		<a href="#">Display</a>
<input type="checkbox"/> Downloading transaction history additionally		<a href="#">Continue</a>

Validity of information: 16.3.2012 9:53:11

[Print](#) [Download selected](#) [Download all](#)

**Description of the window:**

**Extend certificate validity** – located in the upper frame. The button is shown only to the users whose remaining certificate validity is 90 days or shorter. Press the button to display a new Internet Explorer window with the certification wizard.

**Change PIN** – located in the upper frame. Press this button to open the CryptoPlus application providing the option to change PIN.

**Transaction – Orders with no reply** – the list displays the number and volume of orders for which no results of sending has been received – status of “Download after 15min”. In this case, press Download after a while (**no sooner than after 15 minutes**) or repeat downloading several times. The link refers to List of orders – Rejected orders.

**Account/group of accounts selection** - inactive field; download is performed for all accounts accessible to the client

**News** - date and time of the news update

**Specific news** - displayed only if specific information has been sent to the local station

**Transaction** - summary data of individual views. Use purple titles to open appropriate views.

**Statements / New statements** - quantity of new statements, i.e. quantity of statements in the list of available statements which have not been downloaded yet to the specified local station.

**Current available balances** - the total sum of all current available balances in current accounts (per subject).

**Cash Pooling current available balances** - the sum of all authorized available balances of individual Cash pools. This section is displayed only if the user operates an account added to any of the existing Cash pools.

**Current available balances - MCOD** – summary current information about balances on the level of an account belonging to MCOD (Multicurrency Overdraft) structure.

**Downloading payment statuses** - information specifying the stage of processing a batch or payment order plus information on standing orders.

**Downloading transaction history** - information on orders booked in the bank system on the previous bank day

**Downloading currently available account balances** - information on account balances at the time of query

**Downloading library files** - information on access rights to accounts, bank lists, currency lists etc.

**Downloading information** - information on new functions, inaccessibility etc.

**Downloading statements** - information on statements available for downloading.

**Downloading library files of Electronic courier** - information on the last downloading libraries for the Electronic courier technical service.

**Downloading application upgrade** - information on files downloaded to upgrade the application.

**Downloading transaction history additionally** – use this option to download transaction history to the local database up to 24 past months, however, not before the date of conclusion of the contract of using Profibanka.

This option is to be used in cases, when a client has installed the Profibanka application in a new instance and needs to work with an older transaction history. At standard downloading, transaction history for the past 92 days (3 months) is provided for natural persons (non-business), and for the past 31 days for natural persons (business) and legal entities.

**Download** - press to update the specified data location.

**Display** - information on files for automatic installation of a later version

**Download selected** - press to download selected (checked) items. This setting will be kept.

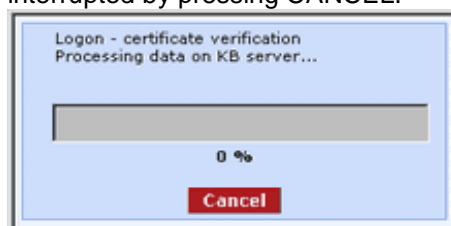
**Download all** - press to download all locations

**CS/EN** - the toggle switch for changing the language for report printouts.

**Print** - printing of the current list in the language set by the toggle switch.

## ***Progress of downloading***

A dialog informing of the progress of replication is displayed during downloading. This information will be saved to the application log after replication has been completed. A text describing the currently performed operation is displayed in the upper part of the dialog. The operation can only be interrupted by pressing CANCEL.



## News

The News window informs the user of the following:

upcoming new versions of profibanka and their functionalities

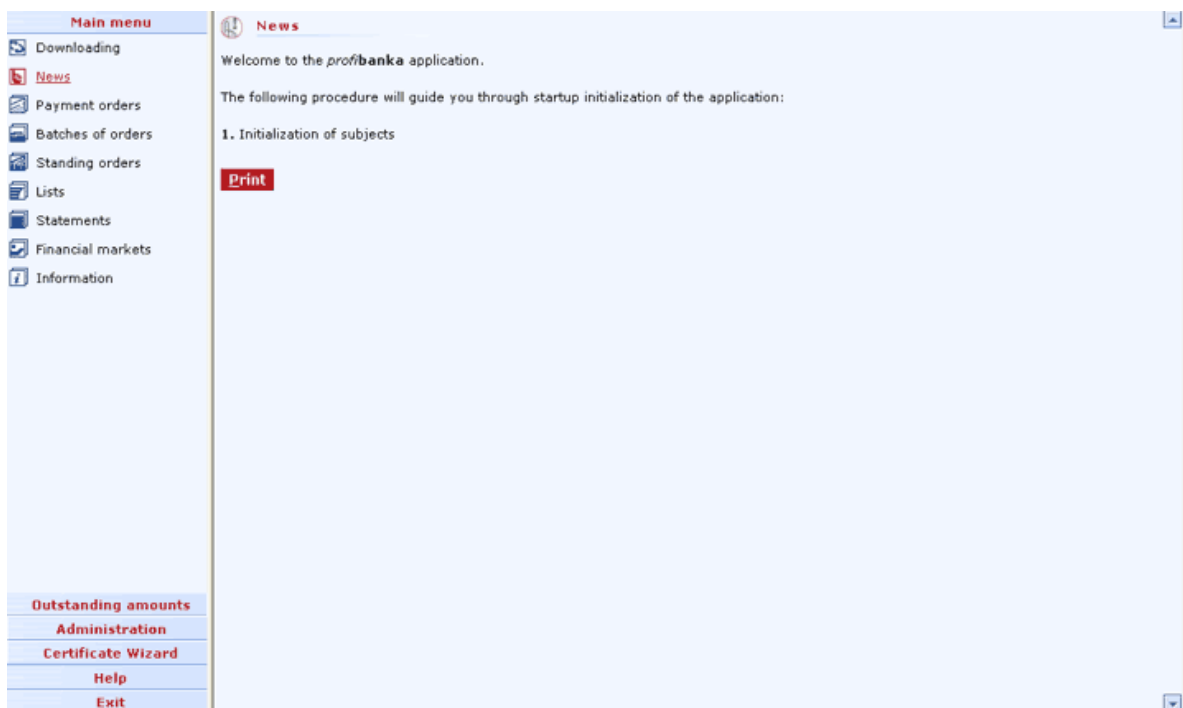
planned restrictions in application operation (e.g. software version upgrade, hardware upgrade on the bank side, etc.)

amendments to the business conditions of *Profibanka* operation

other important information (such as KB Tariff of Fees)

If you download the latest contents of News when downloading, it will appear after the user's first login to profibanka. Press **Print** to print News at any time. See the Downloading - Latest information section for the date and time of the latest News version.

### A separate window for a new message.



### Description of the window:

**Links** - links to external pages. A separate browser window will be opened.

**Print** - press to print the whole News.

**Close News** - press this button to close the window in case of forced news (new information important to the client).

## Import of orders and batches

Use this function to import all types of orders (domestic and foreign) in the local Profibanka application. The summary shows information about the last import of the user.

Domestic orders will always be imported in a batch.

SEPA payments, Foreign payments or SEPA Direct Debit orders can be imported in a batch or as individual online orders. The mode of import can be set in the Setting export and import menu (Definition of import parameters).

Main menu			
Downloading			
News			
Import of orders and batches			
Payment orders			
Batches of orders			
Standing orders			
Collection agreement			
Lists			
Statements of transaction			
Statements			
Payment cards			
Financial markets			
Information			
<b>Outstanding amounts</b>			
<b>Administration</b>			
<b>Certificate Wizard</b>			
<b>Help</b>			
<b>Exit</b>			

Import of orders and batches				
<b>Create batches</b> (Main menu/Batches of orders/...)				
Subject	Credit	Debit	Number of orders	
145076321	0,00 CZK	3 000,00 CZK	2	
<b>Total:</b> 2 <b>Informative amount (+/-)</b> 0,00 / 3 000,00 CZK				
<b>Create orders</b> (Main menu/Payment orders/...)				
Subject	Account	Currency	Amount	Due date
<b>Total:</b> 0 <b>Informative amount (+/-)</b> 0,00 / 0,00 CZK				
<b>Create orders with individual FX</b> (Financial markets/...)				
Subject	Currency	Amount	Due date	
<b>Total:</b> 0 <b>Informative amount (+/-)</b> 0,00 / 0,00 CZK				
Displayed import completed (date and time): 4.3.2014 12:47:04				
CS <b>Print</b> <b>Import</b>				

### Description of the window:

**Create batches** - list of imported batches (importing domestic or foreign orders, SEPA payments or SEPA Direct Debits – according to settings in Setting export and import). Available for import:

- domestic batch (a batch containing domestic payment orders),
- foreign batch (a batch containing foreign payments and SEPA payments),
- SDD batch (a batch containing SEPA Direct Debit orders).

**Create orders** - list of imported orders (importing foreign orders, SEPA payments or SEPA Direct Debits – according to settings in Setting export and import).

**Create orders with individual FX** - list of imported orders with FX (importing of both domestic and foreign orders with FX). This list is accessible only to users with access to at least one subject with the "Of individual rate" contract.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Import** - enables loading files created in an external application (such as a user's accounting software). It is possible to load domestic payments (as batches) or foreign payments (inc. SEPA

payments) or SEPA Direct Debit orders (as batches or individual online orders - depending on settings specified in Setting export and import).

Domestic payments can be imported in the following formats:

- KPC (KM - both entry formats – format of multiple and single order)
- BEST KB
- EDI BEST
- MULTICASH (CFD, CFU)
- User-defined formats according to the definition in the setup - custom formats

Formats for foreign payments:

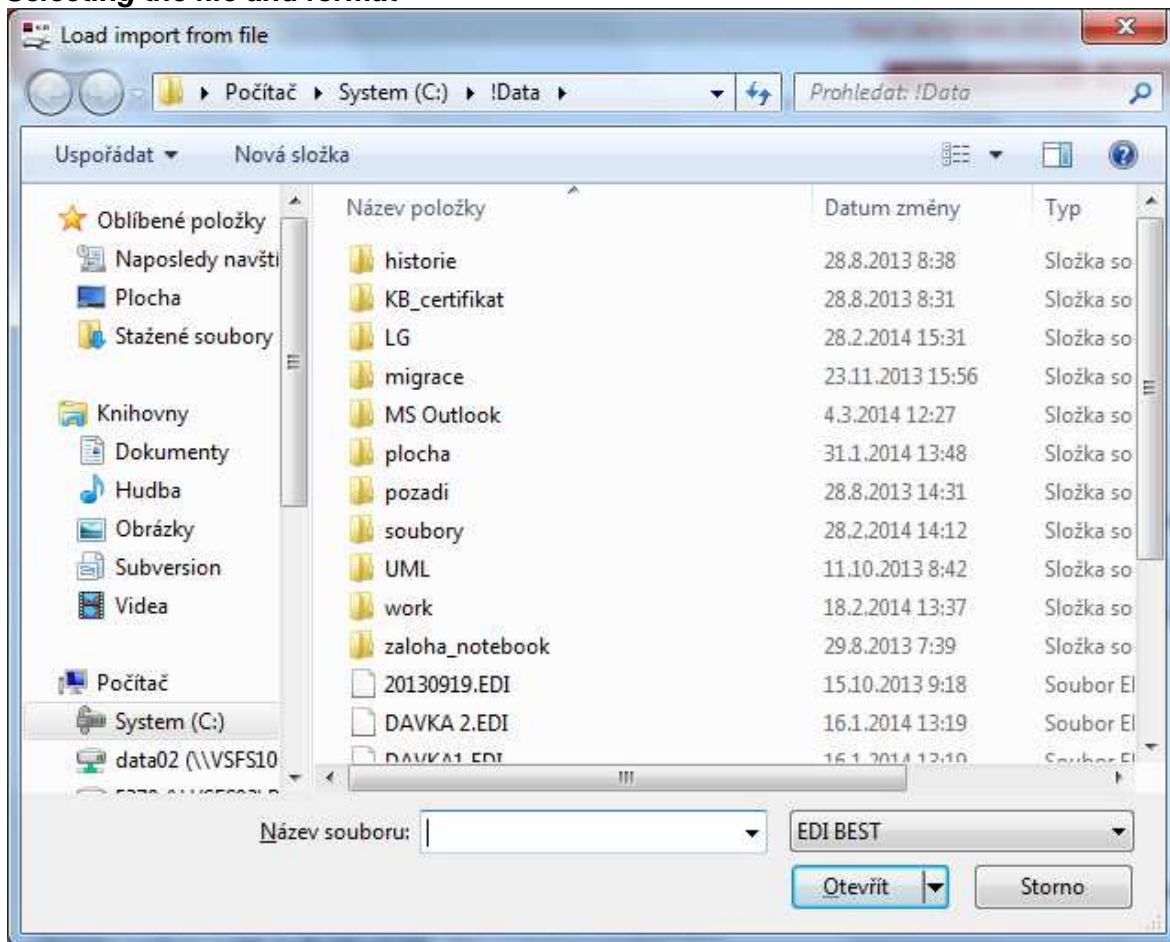
- BEST KB
- EDI BEST
- XML (only for SEPA payments or SEPA Direct Debit orders)
- MULTICASH (CFA)

## ***Import***

Two steps are necessary to import (to load a data file from external software of the user):

- Selecting the file and format
- Checking loaded data, displaying the report.

## Selecting the file and format



**Note:** This window is only for information. It may differ for different MS Windows versions. A standard dialog for opening a file appears.

### **Description of the window:**

**Look in** - the directory in which the required file is stored. You can change this setting in Administration - System setup - Export, Import.

**File name** - the name of the required data file

**File type** - the type of data file you want to import.

Data are validated during loading according to the format definition (completeness of the file, header and footer validation, ...) and loaded into the common auxiliary table (common to all formats). Individual orders are further validated here. For details, see [www.profibanka.cz](http://www.profibanka.cz) (Download / Descriptions of data formats used for communication with KB).

The path set in the system or the last used path is offered for loading batch files after opening the dialog.

### **Validation**

When importing files to the Profibanka application, the system will perform local validation of orders and batches. If the validation fails, the system will display detailed results clearly identifying the reason for the failure - it will display the first 100 non-validated payments with identification of the first item failing in the validation.

The application performs the following local validations:

- **Validation of the file header and footer**

The application validates the imported file by means of the file header and footer. The application validates the identity of the send date in the header and footer, verifies the check sum specified in the footer against the total of amounts in the file and the number of records specified in the footer against the actual number in the file. In case validation is negative, the application will inform the user of this fact and of the reason for this failure. The file will not be imported to Profibanka.
- **Validation of duplicate items**

The application validates whether items being loaded from the file have not already been loaded. By checking the sequential number and the send date during loading of each and every payment, the application validates whether it has already been imported to Profibanka or not. If it has, the application will inform the user and will display the payment in the Orders not loaded section. Such a payment will be marked for loading to the application. If loaded, the duplicity identifier of the payment will be deleted. The application will import other payments of the batch that have not yet been loaded to Profibanka - the duplicity identifier will be kept.
- **Validation of formats and content of items**

The system validates the field formats and contents individually for each payment. After validating all payments in the file, the system will inform the user of all payments which have not been validated, along with reasons stated. Then it will load only those payments that have been successfully validated. Non-validated orders will be marked to be loaded to the application. After loading to the application, orders will be marked as non-validated and users can correct errors.
- **Validation of subject**

You can only insert payments from accounts of the same subject into a single batch (applies to domestic orders). Therefore, the system groups individual orders into batches by subjects when importing a batch. Information on all loaded batches will be displayed in the Import results window.

File checks are stopped at the 101st error; such files cannot be loaded to the application.

## ***Batch label***

If a batch is imported, its batch tag will be displayed. You have to fill in the batch name (a description) and select the mode of accounting for this batch.



### **Description of the window:**

**Batch description** - a name assigned by the user.

**Type of processing** - the drop-down list to select the type of processing (accounting) of individual payment orders within a batch.

**Save** - press to create a batch to which you can add POs.

**Cancel** - use this button to leave the batch create session without saving the data

## ***Loading files***

After validation of a file, the system will load the file with all validated payments as new individual orders with the Entered state as a new batch (or multiple batches) with the Entered state. The system will assign unique local identifiers to individual orders and batch.

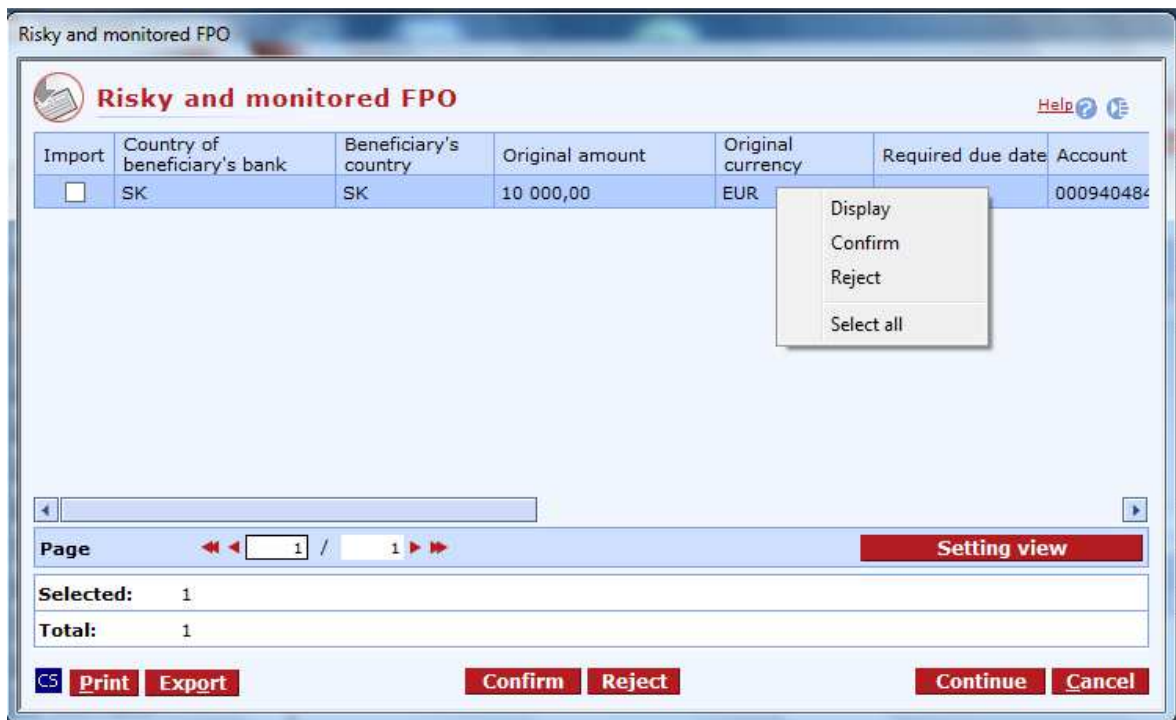
You can view, modify and delete the loaded orders and batches just as the orders and batches entered manually in the Create orders and Create batches lists. After loading a file, a dialog showing the report containing information on the loading procedure and summary information on loaded POs will appear.

Foreign payments heading for risky markets are validated separately; selected FPOs are loaded automatically (if they meet other validating conditions), non-selected FPOs are no longer displayed in the Unread orders section.

## ***Risky and monitored FPO***

This will be displayed only for foreign payments, SEPA payments and SEPA Direct Debit orders heading for risky or monitored areas or banks or for a (risky or monitored) beneficiary.





**Description of the window:**

**Import** - the sign for orders the user wants to import.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current summary (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Confirm** - press to mark the order to be imported (these orders are no longer available in the import results).

**Reject** - press to unmark the order to be imported (these orders are no longer available in the import results)

**Continue** - press to continue loading orders

**Setting view** - enables setting individual columns, rows, etc.

**Cancel** - press to stop loading orders.

## Import results

Import completed successfully

Loaded batches				
Subject	Orders	Credit	Debit	
145076321	2	0,00 CZK	1 100 001,00 CZK	

Loaded orders				
Account	Currency	Amount	Due date	Name of contra-party

Total: 2      Informative amount (+/-) 0,00 / 1 100 001,00 CZK

Orders not loaded					
S	Account Contra-account ID from accounting system	Amount Currency Type	Creation date Due date	VS CS SS	Rejection reason

Mark all    Unmark all    Print    Continue    Cancel

### Description of the window:

**Description** - the field for showing import results.

**Loaded batches** - the list of batches created of the file being loaded according to the principle of one subject = one batch.

**Loaded orders** - the list of individual orders from the file being loaded.

**Orders not loaded** - the list of rejected orders and respective reasons.

**Mark box** - check the box to select payment orders to be loaded and manually corrected. (gray box indicates an irrecoverable error)

**Mark all** - check to mark all unread payment orders (with the exception of serious errors such as non-existing payer's number).

**Unmark all** - check to deselect all payment orders that have not been loaded.

**Print** - press to print the Import results report.

**Continue** - this will finish loading of batches; it will enable loading of all validated orders. Loaded orders and batches will be renamed and moved to the archiving directory.

**Cancel** - use this button to stop loading of orders and batches without saving the data. The file being loaded will stay in its original location.

## **Payment orders**

Use this function to enter and display orders, modify orders not yet sent to the bank, repeat already entered orders, create order templates, sign using the digital signature (chip card PIN) of the user and send for processing or to the *Orders for authorization* list.

You can create orders/batches with instant or advance due dates (up to 364 days).

**Payment orders can be used for payments from current and term accounts only.**

### **Restrictions for payment orders to the credit or to the debit of term accounts:**

In compliance with the Civil code, term account funds are available the next banking day if maturity dates fall on non-banking days. Therefore, in spite of the fact that the user enters a term account maturity date, accounting will be processed only on the first subsequent banking day.

Payment order crediting or debiting term accounts can only be entered within a subject.

When transferring funds from TA, the minimum balance specified by KB information must remain in the account.

Interest cannot be transferred from TAs.

TAs cannot be closed by transferring balances.

### **Types of orders that can be entered in Profibanka application:**

Single payment orders in CZK (Czech crowns) to the credit of CZK accounts, either within the framework of Komerční banka or within the country.

Single domestic collection orders in CZK, either within the framework of Komerční banka or within the domestic payment system (collection orders can only be entered to the credit of current accounts).

Single domestic collection orders in FC (only enabled types of accounts) without conversion (i.e. the same currency in both accounts) **can be sent only within the framework of Komerční banka.**

Payment orders in FC from foreign currency accounts to the credit of CZK accounts can be sent either within the framework of Komerční banka or within the country.

Payment orders in foreign currency can only be sent to another bank if the beneficiary's account (in the other bank) is run in CZK.

Payment orders in foreign currency without conversion (i.e. currencies of the two accounts are identical) can **only be sent within the framework of Komerční banka, online (instant processing) or for batch processing.**

Orders in foreign currency can be sent online to another bank or abroad as Outgoing foreign payments - see below.

Cross-border orders in CZK can be sent as Outgoing foreign payments.

Orders in EUR to SEPA (Single European Payment Area) can be sent as SEPA payment.

Use SEPA Direct Debit orders to initiate direct debit orders in EUR to the SEPA area.

### **Online orders:**

Online orders are checked against the subject and user limits and also against the currently available balance valid at the moment of authorization of the order. For orders with advance due dates, the current available balance is checked on the due date of **the order**. In case the currently available balance is not sufficient at the moment of processing, orders can be included in so-called **multi-round processing** (see below).

Online orders as well as batch orders can be sent to the bank non-stop, round-the-clock. Online orders sent to the bank up to 8:30 p.m. will have the due date on the same business day; after this time, they will have due dates on the following business day.

**Note:**

In some cases, active operations in newly opened accounts may be allowed no sooner than after two business days from opening.

**Note:**

If a user enters a conversion transaction, the bank will use the exchange rate valid at the moment of effectiveness of the order, even in case it is cleared within multi-round processing. The time of acceptance of the payment order by the Bank has no influence on the used exchange rate. For recording, the exchange rate valid at the moment of accounting of the order is used, so it could differ from the rate valid at the time of acceptance of the order.

This means in case of insufficient funds during the day, when the order enters multi-round processing, the order can be recorded with a rate different from the rate valid at the moment of entering the order. If the user does not want to record the order with the later rate, he/she can cancel the payment in the status of awaiting processing and create it later, when there are sufficient funds in the account. A valid exchange rate list is available on the [www.kb.cz](http://www.kb.cz) website or directly in services of direct banking.

The bank will account (clear) conversion transactions with future due dates and conversion transactions entered on the due date earlier than the beginning of a business day on their due date – using the exchange rate valid at the moment of processing, usually after 8:00.

## **Create orders**

This function is available to all users established in the application, with the exception of those whose role settings prevents them from using this menu.

Payment orders can be marked with online or batch signs. The online sign means the payment order will be sent for processing individually and will be processed online. The batch sign means the payment order will be sent for processing in bulk, in the form of a batch. Such a batch may contain either one or multiple payment orders. Individual payment orders with a sign entered in this way will be accounted in the continuous mode - see types of batch accounting.

It allows them to enter, change, display, delete (unsent orders), repeat, create from template, add to a batch and send orders to the bank for processing or to the Orders for authorization list. Payment orders can be created online or as batch orders.

Orders are checked against the subject and user limits and also against the currently available balance valid at the moment of authorization of the order. For orders with advance due dates, the current available balance is checked on the due date of the order. In case the currently available balance is not sufficient, orders can be included in multi-round processing.

For more information on entering and processing orders online and in batches, see Batches of orders and Orders.

**Main menu**

- Downloading
- News
- Import of orders and batches
- Payment orders
  - Create orders
  - List of orders
  - Orders for authorization
  - Waiting orders
  - Order templates
- Batches of orders
- Standing orders
- Collection agreement
- Lists
- Statements of transaction
- Statements
- Payment cards
- Financial markets
- Information

**Outstanding amounts**

**Administration**

**Certificate Wizard**

**Help**

**Exit**

**Create orders**

Orders to be sent

S	Req. due d.	Type	Verif.	Onl.	Account number	Contra-account number	Brk.	Amount	Cur...	CS	VS
<input type="checkbox"/>	1.10.2014	DPO		<input checked="" type="checkbox"/>			0800	-4,32	CZK	0	
<input type="checkbox"/>	6.10.2014	FPO	Yes	<input checked="" type="checkbox"/>				-10 000,00	CZK	6020000000	
<input type="checkbox"/>	6.10.2014	FPO	Yes	<input checked="" type="checkbox"/>				-1,00	EUR	6020000000	
<input type="checkbox"/>	6.10.2014	FPO	Yes	<input checked="" type="checkbox"/>				-100,00	EUR	6020000000	
<input type="checkbox"/>	1.10.2014	DPO		<input type="checkbox"/>			0100	-2,00	CZK	0	
<input type="checkbox"/>	1.10.2014	DPO		<input checked="" type="checkbox"/>			0100	-1,00	CZK	0	
<input type="checkbox"/>	1.10.2014	FCP		<input checked="" type="checkbox"/>			0710	-3,00	CZK	558	8888888888
<input type="checkbox"/>	1.10.2014	DPO		<input checked="" type="checkbox"/>			0800	-4,32	CZK	0	
<input type="checkbox"/>	6.10.2014	FPO	Yes	<input checked="" type="checkbox"/>				-10 000,00	CZK	6020000000	
<input type="checkbox"/>	6.10.2014	FPO	Yes	<input checked="" type="checkbox"/>				-1,00	EUR	6020000000	
<input type="checkbox"/>	6.10.2014	FPO	Yes	<input checked="" type="checkbox"/>				-100,00	EUR	6020000000	
<input type="checkbox"/>	1.10.2014	DPO		<input type="checkbox"/>			0100	-2,00	CZK	0	
<input type="checkbox"/>	1.10.2014	DPO		<input checked="" type="checkbox"/>			0100	-1,00	CZK	0	
<input type="checkbox"/>	1.10.2014	FCP		<input checked="" type="checkbox"/>			0710	-3,00	CZK	558	8888888888
<input type="checkbox"/>	1.10.2014	DPO		<input checked="" type="checkbox"/>			0800	-4,32	CZK	0	
<input type="checkbox"/>	6.10.2014	FPO	Yes	<input checked="" type="checkbox"/>				-10 000,00	CZK	6020000000	
<input type="checkbox"/>	6.10.2014	FPO	Yes	<input checked="" type="checkbox"/>				-1,00	EUR	6020000000	

Page: 1 / 2

Selected: 1  
Marked: 0  
Total: 28

Summary for authorisation

Setting view

Informative amount (+/-) 0,00 / 4,32 CZK

Informative amount (+/-) 0,00 / 0,00

Informative amount (+/-) 0,00 / 51 143,64

Print Export New FPO Repeat From template Send for authorization Send

**Description of the window:**

**Change** - if a single order is marked, the *Order - details* window in modification mode will appear; otherwise the *Order - details* window in the mode of multiple changes will appear (if orders of the same type are selected). Right-click to use this option. If double-clicking on the order row, the *Order - details* window will be displayed directly. Required changes can be carried out and saved in this window. Right-click to use this option.

**Repeat** - press to repeat the selected POs (this option is available the using context menu too).

**Display** - if a single order is selected, this function will display *Order - details* in view mode; otherwise the List of group of payment orders window will be displayed.

**New DPO/New COL/New FCP/New SEPA/New SDD/New FPO/New** - press to display the *Order - details* window in enter mode. Check whether at least one current account is shown in the selection of accounts/groups of accounts. If not, the following message will appear: You can only enter new orders for a current account of the client. Press New to display a simplified form for quick creation of orders in CZK. You can also use the arrow to the right of buttons to select the type of order.

**New** - press to display the *Order - details* window (for the selected type of order) in enter mode (you can also right-click to use this option).

**Delete** - if a single order is selected, this function will display the *Order - details* window in delete mode; otherwise the Confirmation dialog will be displayed for orders (you can also right-click to use this option).

**Save as template** – save the selected payment order as a template.

**Mark** - choose to mark all selected orders to be sent. Right-click to use this option.

**Unmark** - choose to unmark all selected orders to be sent (you can also right-click to use this option).

**Online** - all selected orders will be marked as online (you can also right-click to use this option).

**Mark as batch** - all selected orders will be marked as batch orders (you can also right-click to use this option).

**Repeat** - choose to open the window to select orders to be repeated (you can also right-click to use this option).

**From template** - press to open the window with pre-defined orders. Using these prepared templates, single orders with at least partially repeating particulars can be easily created. However, standing orders cannot use this function.

**Add to the batch** - press to open the Adding to the batch of orders list showing the batches related to the subject to which the account of the order belongs. All selected orders will be added to the selected batch. If the order is "online" order, the client will be prompted by a dialog to change it to "batch". If the selected orders relate to different subjects, the following message will appear: It is not possible to add orders for multiple subjects to one batch (you can also right-click to use this option).

**Create new batch** - choose this option to open the batch Label and add selected orders to the batch. If the order is "online" order, the client will be prompted by a dialog to change it to "batch". If the selected orders relate to different subjects, the following message will appear: It is not possible to add orders for multiple subjects to one batch. Right-click to use this option.

**Send for authorization** – selected orders will be sent to the list of orders for authorization.

**Send** - press to open CryptoPlus application window - the orders marked for sending will be sent upon confirmation. You cannot send more than 600 online orders at a time - if you exceed this number, the appropriate message will appear. All marked orders in the current selection of accounts/group of accounts are sent. If no such order is selected, the following message will appear: "There is no order marked for sending in current account selection".

**FPO bank validation** - choose this option to perform multiple checks of the beneficiary's bank for FPOs, SEPA payments and SEPA Direct Debit orders. Confirm to load the address from library. Right-click to use this option.

**Export payment orders** - press to export orders to a specified directory for later download by another station with *Profibanka* installed. Orders will be exported to an EDI BEST file and disappear from the window for creating orders (they will be displayed in the list of orders with the "exported" status). On another station, orders exported in the above-mentioned way can be imported via *Import of orders and batches* menu.

**Summary for authorisation** – Use this option to display a summary of all selected payment orders before their authorisation.

**Select all** - press to mark all items of the list as selected (on all pages) (you can also right-click to use this option).

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Modification of column** (context menu of column header) - use to make multiple changes to columns of selected (marked) orders directly from the list of orders.

**Setting view** - enables setting of individual columns, rows etc.

## New - Payment order in CZK

Use this window to enter single payment orders in CZK to the credit of CZK accounts, either within the framework of Komerční banka or within the country.

**Payment order in CZK**

**Detail** | **Notifications**

**Account (debit)**

Account alias  
Account number: 27-8812660617  
Bank code: 0100  
Account currency: CZK

**Contra-account (credit)**

Contra-account alias  
Contra-account number  
Contra-account bank code  
Contra-account currency: CZK

Due date: 23.9.2016 | Cal. | Batch  
Amount  
Amount currency: CZK

VS | CS | SS

Payer's description ...  
Description for beneficiary ...  
Message for beneficiary (AV)

Send as express payment  
(Must be sent until 14:00 on the due date)

CS | Print | Export | Save | Save as template | Cancel

### Description of the window:

**Notification tab** - press to set notifications of execution or rejection of payment. Notifications only apply to online payments.

**Account alias** - the intuitive account alias. The account number will be filled in when you confirm the name.

**Account number** - the number of the account the payment is made from. If the account has an alias, it will be filled in the Account alias field.

**Account bank code** - always 0100 (Komerční banka), not to be changed

**Account currency** - always CZK, not to be changed

**Contra-account alias** - the intuitive contra-account name. The contra-account number will be filled in when you confirm the alias.

**Contra-account number** - the number of account to which the amount is transferred. If the contra-account has an alias, it will be filled in the Contra-account alias field.

**Contra-account bank code** - the contra-account bank numeral code assigned in the Czech Republic.

**Contra-account currency** - always CZK, not to be changed

**Required due date** - a banking day date. The nearest banking day is offered.

**Cal.** - a graphic interface for choosing bank days. Use mouse to move a date into the Required due date field.

**Batch** - the field to select the mode of processing for the order: Batch - the order will be processed during night processing. Online - the order will be processed immediately on the Due date and will affect the current balance.

**Amount** - the transferred amount in CZK.

**Amount currency** - always CZK, not to be changed

**VS** - the variable symbol (optional).

**KS** - the constant symbol. It is only checked for forbidden constant symbols, subject to ČNB directions (optional).

**SS** - the specific symbol (optional).

**Arrow next to beneficiary's SS** - search for the contra-account according to specified SS.

**Payer's description** - the field for a brief operation description (displayed to the counterparty, too).

**Description for beneficiary** - the field for a brief operation description (displayed to the counterparty, too).

**Send as express payment** - express payments let clients take advantage of interest running on debited account and cut down time of delivery to partners. Ideally, these payments are credited in the partner's bank on the due date, or on the banking day next to the due date at the latest.

**Message for beneficiary (AV)** - 4 rows for a message to the beneficiary - available only for batch entering.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (HTML). The dialog to select a file name in the language set by the toggle switch will appear.

**Save** - use this button to validate the order; if the order is filled in correctly, it will be saved.

**Save as template** – display the form to save the order as a template.

**Cancel** - use this button to abandon the payment order create-session without saving the data.



## ***New - Collection order***

Single domestic collection orders in CZK, either within the framework of Komerční banka or within the domestic payment system (collection orders can only be entered to the credit of current accounts). Due date of payments to other financial institutions must be the current day + 1 banking day.

Single domestic collection orders in FC (only enabled types of accounts) without conversion (i.e. the same currency in both accounts) **can be sent only within the framework of Komerční banka.**

**Collection order**

**Detail**

**Account (credit)**

Account alias  
Account number  
Account bank code: 0100  
Account currency: EUR

**Contra-account (debit)**

Contra-account alias  
Contra-account number  
Contra-account bank code  
Contra-account currency: EUR

Due date: 25.8.2010  
Amount  
Amount currency: EUR

VS  
CS  
SS

Payer's description ...  
Description for beneficiary ...

Message for beneficiary (AV)

CS Print Export Save Save as template Cancel

### **Description of the window:**

**Notification tab** - press to set notifications of execution or rejection of payment. Notifications only apply to online payments.

**Account alias** - the intuitive account alias. The account number will be filled in when you confirm the name.

**Account number** - the number of the account the payment is credited to. If the account has an alias, it will be filled in the Account alias field.

**Account bank code** - always 0100 (Komerční banka), not to be changed.

**Account currency** - currency of the selected account.

**Contra-account alias** - contra-account currency. It must be the same as the account currency..

**Contra-account number** - the number of account from which the payment is made. If the contra-account has an alias, it will be filled in the Contra-account alias field.

**Contra-account bank code** - the contra-account bank numeral code assigned in the Czech Republic.

**Contra-account currency** - always CZK, not to be changed

**Required due date** - a banking day date. The nearest banking day is offered.

**Cal.** - a graphic interface for choosing bank days. Use mouse to move a date into the Required due date field.

**Batch** - the field to select the mode of processing for the order: **Batch** - the field to select the mode of processing for the order: Online - the order will be processed immediately on the Due date and will affect the current balance.

**Amount** - the transferred amount in the selected currency.

**Amount currency** - according to the account currency, not to be changed.

**VS** - the variable symbol (optional).

**KS** - the constant symbol. It is only checked for forbidden constant symbols, subject to ČNB directions (optional).

**SS** - the specific symbol (optional).

**Payer's description** - the field for a brief operation description (displayed to the counterparty, too).

**Description for beneficiary** - the field for a brief operation description (displayed to the counterparty, too).

**Message for beneficiary (AV)** - 4 rows for a message to the beneficiary - available only for batch entering.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (HTML). The dialog to select a file name in the language set by the toggle switch will appear.

**Save** - use this button to validate the order; if the order is filled in correctly, it will be saved.

**Save as template** – display the form to save the order as a template.

**Cancel** - use this button to abandon the payment order create-session without saving the data.

## New - Payment order in FC

Payment orders in foreign currency with conversion (i.e. the currencies of the two accounts are different) can **only be sent within the framework of Komerční banka**.

Payment orders in foreign currency without conversion (i.e. currencies of the two accounts are identical) can **only be sent within the framework of Komerční banka, online (instant processing) or for batch processing**.

Payment orders in CZK from a foreign currency account can be sent within the Czech Republic.

A payment order in FC to another bank within the Czech Republic is always transferred for clearing to the clearing center of Česká národní banka, therefore, Komerční banka always executes it in CZK, regardless of the payer's account currency.

For orders with an advance due date, the exchange rate list valid at the moment of processing the orders in the bank (i.e. on the due date) will be used.

**Payment order in FC**

**Detail** | **Notifications**

**Account (debit)**

Account alias: pom14\_vlastni

Account number: 940-4847920257

Account bank code: 0100

Account currency: CZK

**Contra-account (credit)**

Contra-account alias: [empty]

Contra-account number: [empty]

Contra-account bank code: [empty]

Contra-account currency: [empty]

Amount in account currency

Amount in contra-account currency

Due date: 1.4.2009

Charge in account currency: [empty] CZK

VS: [empty]

CS: [empty]

SS: [empty]

Payer's description ...: [empty]

Message for beneficiary (AV): [empty]

Description for beneficiary ...: [empty]

**CS** | **Print** | **Export** | **Save** | **Save as template** | **Cancel**

### Description of the window:

**Notification tab** - press to set notifications of execution or rejection of payment. Notifications only apply to online payments.

**Account alias** - the intuitive account alias. The account number will be filled in when you confirm the name.

**Account number** - the number of the account the payment is made from. If the account has an alias, it will be filled in the Account alias field.

**Account bank code** - always 0100 (Komerční banka), not to be changed

**Account currency** - according to the account, not to be changed

**Contra-account alias** - the intuitive contra-account name. The contra-account number will be filled in when you confirm the alias.

**Contra-account number** - the contra-account number to which you pay. If the contra-account has an alias, it will be filled in the Contra-account alias field.

**Contra-account bank code** - the contra-account bank numeral code assigned in the Czech Republic.

**Contra-account currency** - the code of the currency in which the contra-account is operated. It must be in the list.

**Amount in account currency** - the toggle switch and the field for filling in the transferred amount in the account currency

**Account currency** - according to the account currency, not to be changed

**Amount in contra-account currency** - the toggle switch and the field for filling in the transferred amount in the contra-account currency

**Contra-account currency** - according to the contra-account currency, not to be changed.

**Required due date** - a banking day date. The nearest banking day is offered.

**Cal.** - a graphic interface for choosing bank days. Use mouse to move a date into the Required due date field.

**Batch** - the field to select the mode of processing for the order: Batch - during night processing; if FC is with conversion, then online. Online - the order will be processed immediately on the Due date and will affect the current balance.

**Charges in account currency** - the fee charged by the bank for currency conversion. This field appears only if the charge is not zero.

**Currency of charge** - according to the account currency, not to be changed.

**VS** - the variable symbol (an optional field).

**KS** - the constant symbol. It is only checked for forbidden constant symbols, subject to ČNB directions (an optional field).

**SS** - the specific symbol (an optional field).

**Payer's description** - the field for a brief operation description (displayed to the counterparty, too).

**Description for beneficiary** - the field for a brief operation description (displayed to the counterparty, too).

**Message for beneficiary (AV)** - 4 rows for a message to the beneficiary - available only for batch entering.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (HTML). The dialog to select a file name in the language set by the toggle switch will appear.

**Save** - use this button to validate the order; if the order is filled in correctly, it will be saved.

**Save as template** – display the form to save the order as a template.

**Cancel** - use this button to abandon the payment order create-session without saving the data.

### ***New - SEPA payment***

Use this view to enter payments in EUR to SEPA Area. SEPA payments can be used for foreign (cross-border) payments in EUR or for payments in EUR within the Czech Republic (both outside KB and within KB).

You can enter more detailed identification details of the debtor and creditor in SEPA payments to be sent to a so-called SEPA compatible bank (these data usually depend on the agreement between the debtor and creditor). A SEPA-compatible bank is a bank that accepts SEPA payments with all optional SEPA payment data.

Fees for SEPA payments are always divided between the payer and beneficiary (SLV type).

Latest times for sending SEPA payments in order to keep the due date of the current Business day:

<b><i>Mode of payment processing</i></b>	<b><i>Latest time of sending (on business days)</i></b>
Urgent	2:00 PM
Express with conversion* (outside KB)	5:00 PM
Express without conversion	8:30 PM
Express with conversion* (outside KB)	8:30 PM

*\*) Express with conversion – the debtor's account currency is different from the payment currency*

*After 11:00 am, urgent SEPA payments will be processed without additional SEPA information (payment references and optional identification data). If the text "SEPA" is specified (SCT purpose category / Description), urgent SEPA payments entered by 11 am will be processed with additional SEPA information (payment reference and optional identification data).*

**SEPA payment**

Detail Optional information Notifications Online

Account alias Payer's name Payer's name

Payer's account No. Payer's Bank code Payer's currency code

IBAN E2E reference

Beneficiary

Beneficiary's name

Beneficiary bank

Amount, Currency Amount in account currency Exchange rate

Account no. for charges Charge Amount

Due date Priority payment Remittance information

SCT purpose SCT category purpose

Print Export Save Save as template Cancel

**Description of the window:**

**Optional information tab** - You can enter more detailed identification data of the payer and beneficiary (usually, these data depend on agreement between the payer and beneficiary).

**Notification tab** - press to set notifications of execution or rejection of payment. Notifications only apply to online payments.

**Account alias** - the intuitive account alias. The account number will be filled in when you confirm the name.

**Payer's name** - filled in according to the selected account, not to be changed

**Account number / Payer's account No.** The number of the account the payment is made from. If the account has an alias, it will be filled in the Account alias field.

**Account bank code / Payer's Bank code** - always 0100, not to be changed

**Account currency / Payer's currency code** - filled in according to the account currency, not to be changed

**IBAN** - the IBAN format of the payer's account number.

**E2E reference** – a field for user's needs. Its specific content depends on agreement between the payer and beneficiary (END2END).

**Contra-account alias** - the intuitive contra-account name. The contra-account number will be filled in when you confirm the alias.

**Ben. account no. / IBAN** - the beneficiary's account, to be entered only for cashless transfers. For SEPA payments, account number must be entered in the IBAN format. IBAN must be filled in without spaces and hyphens.

**Beneficiary's name** - the name of the beneficiary

**Street (P.O. Box)** - the street of the beneficiary's address

**Town, Postcode, Country** - beneficiary's address

**Select from the list** - open a new window to select the bank:

- From the list (BIC / SWIFT) - based on knowledge of the unique international bank code; it is a direct query to the bank
- From the list (Name) - if you do not know the BIC / SWIFT code, it is possible to find the bank using the first 3 characters of the bank name, town and street. It is a direct query to the bank.

It is not necessary to enter the BIC / SWIFT code. The BIC / SWIFT code will be taken from IBAN during multiple verification of the bank (FPO bank validation).

The following buttons are displayed in the bank selection window:

- **Verify (button)** - starts a direct query to the bank for data on the beneficiary's bank based on previously filled-in data. Up to 100 items can be returned. In case more than 100 banks match the entered data, the client will be prompted to specify more exact details or to fill in the bank manually. From library (Name) - if you do not know the BIC / SWIFT code, it is possible to find the bank using the first 3 characters of the bank name, town and street. It is a direct query to the bank.
- **Insert bank into the form** - if 11 characters are manually entered in BIC / SWIFT, the entered value will be moved to the form.
- **CS/EN** - the toggle switch for changing the language for printouts and the report export.
- **Print** - printing of the current list in the language set by the toggle switch.
- **Export** - exporting the current list (HTML). The dialog to select a file name in the language set by the toggle switch will appear.
- **Cancel** - use this button to abandon the payment order create-session without saving the data.

**Enter BIC / SWIFT code** – Use this option to enter a BIC / SWIFT code directly in the form without having to use the Bank selection function.

**BIC / SWIFT code** - the international bank code. The field is active only if Select from library is set to From library (BIC / SWIFT).

**Verified** - a check box that will be checked in case bank selection was successful. Uncheck the box to change the bank data and re-verify.

**Country** - the location of the bank. This field is to be filled in when selecting the bank manually or from the library (name).

**Name** - the name of a foreign bank

**City** - the town where the bank is located

**Street** - the street where the bank is located

**Amount, Currency** - the transferred amount in the currency entered. SEPA payment can only be paid in EUR currency.

***Payments to the target bank of KB Bratislava received by 15:00 will be paid in the creditor's account right on the current business day; otherwise, they will be paid in on the next business day.***

**Amount in account currency** - the to-be-transferred amount converted to the account currency, not to be changed

**Exchange rate** - information on the rate used to convert the amount

**Account no. for charges** - the account from which the payer pays the charges. By default, it is set to the account from which the payment is made. Any current account of the subject can be set.

**Charge Amount** - the amount and currency of the charge; filled in after booking, not to be changed.

**Priority payment** - the mode of payment (Urgent or Express).

**Due date** - the nearest possible due date - according to the banking day, mode of payment and time.

**Cal. (button)** - a graphic interface for choosing bank days. Use mouse to move a date into the Required due date field.

**SCT purpose** – specify the purpose of the payment.

**Description** – send non-structured information about the purpose of the payment.

**Code** – send information as structured information (code).

**SCT purpose category** – specification of the SCT purpose category.

**Description** – send non-structured information about the SCT purpose category. If the text "SEPA" is specified, urgent SEPA payments entered by 11 am will be processed with additional SEPA information (payment reference and optional identification data).

**Code** – send information as structured information (code).

**Remittance information** - fields for user's needs. 4 rows in total. Variable symbol can be inserted in this field in the **/VS/nnn** format, where **nnn** is the variable symbol (max. 10-digit number). Similarly, the constant symbol can be inserted (**/KS/nnn**, where **nnn** contains up to 7 digits). DCS automatically extracts both symbols to make the following available for the user:

- separate variable symbol,
- separate constant symbol,
- entire content of the Details of payment field.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (HTML). The dialog to select a file name in the language set by the toggle switch will appear.

**Save** - use this button to validate the order; if the order is filled in correctly, it will be saved.

**Save as template** – display the form to save the order as a template.



**Cancel** - use this button to abandon the payment order create-session without saving the data.

Note

Restrictions to entered characters:

- only the following characters are permitted in all fields: 0 to 9 / - ? : ( ) . , ' + { } space a b c d e f g h i j k l m n o p q r s t u v w x y z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
- The characters ":" and "-" must not be in the first position of fields.

### Optional information

The screenshot shows a web form titled "SEPA payment" with three tabs: "Detail", "Optional information", and "Notifications". The "Optional information" tab is active. The form contains several sections:

- Debtor's identification** (checked):
  - Identification type: Organization (dropdown)
  - BIC / SWIFT code: [text input]
  - Document type: [text input]
  - Issuer of the document: [text input]
  - Identification data: [text input]
- Creditor's identification** (unchecked)
- Ultimate Debtor's identification** (checked):
  - Name: [text input]
  - Identification type: Organization (dropdown)
  - BIC / SWIFT code: [text input]
  - Document type: [text input]
  - Issuer of the document: [text input]
  - Identification data: [text input]
- Ultimate Creditor's identification** (unchecked)

At the bottom of the form, there are buttons for "Print", "Export", "Save", "Save as template", and "Cancel".

**Debtor's identification** - check this box to display the field for detailed information identifying the debtor - specific content depends on an agreement between the debtor and creditor.

- **Identification type** - select Business or Non-business.
- **BIC/SWIFT code** – this can only be entered for Identification type - Organisation
- **Document type**
- **Identification data**
- **Issuer of the document**

**Creditor's identification** - check this box to display the field for detailed information identifying the creditor - specific content depends on an agreement between the debtor and creditor.

- **Identification type** - select Business or Non-business.
- **BIC/SWIFT code** – this can only be entered for Identification type - Organisation
- **Document type**
- **Identification data**
- **Issuer of the document**

**Ultimate Debtor's identification** - check this box to display the field for detailed information identifying the ultimate debtor - specific content depends on an agreement between the debtor and creditor.

- **Name**
- **Identification type** - select Business or Non-business.
- **BIC/SWIFT code** – this can only be entered for Identification type - Organisation
- **Document type**
- **Identification data**
- **Issuer of the document**

**Ultimate Creditor's identification** - check this box to display the field for detailed information identifying the ultimate creditor - specific content depends on an agreement between the debtor and creditor.

- **Name**
- **Identification type** - select Business or Non-business.
- **BIC/SWIFT code** – this can only be entered for Identification type - Organisation
- **Document type**
- **Identification data**
- **Issuer of the document**

### ***New - Foreign payment***

Orders in a foreign currency with or without conversion to another bank in the Czech Republic or abroad as Outgoing foreign payment.

Cross-border orders in CZK as an Outgoing foreign payment.

For orders with an advance due date, the exchange rate list valid at the moment of processing the orders in the bank (i.e. on the due date) will be used.

Use this function to enter **urgent** (the value date is the same as the Due date entered by the user) or **express** (the value date is the day following the Due date entered by the user) payments. Urgent payments can be created in selected currencies only (payments to KB Bratislava can be created as Express only).

Orders in any of the currencies shown in the drop-down list can be created as express. Note that for AUD, CNY and JPY, the value date is postponed by two days from the Due date due to different time zones.

In order to keep this timing, it is necessary to send urgent payments to the bank:

- by 10:00 in HRK, HUF and PLN,
- by 11:00 in RUB,
- by 13:00 in CHF, CZK, DKK, NOK and SEK,
- by 14:00 in EUR, USD, CAD and GBP.

It is necessary to send express payments to the bank:

- by 17:00 express payments with conversion on the Due date,
- by 20:30 express payments (without conversion) on the Due date.

The user may enter the information on the beneficiary's bank manually (type it into the appropriate fields in the exact form) or from library files.

**Description of the window:**

**Notification tab** - press to set notifications of execution or rejection of payment. Notifications only apply to online payments.

**Account alias** - the intuitive account alias. The account number will be filled in when you confirm the name.

**Payer's name** - filled in according to the selected account, not to be changed

**Account number / Payer's account No.** The number of the account the payment is made from. If the account has an alias, it will be filled in the Account alias field.

**Account bank code / Payer's Bank code** - always 0100, not to be changed

**Account currency / Payer's currency code** - filled in according to the account currency, not to be changed

**Contra-account alias** - the intuitive contra-account name. The contra-account number will be filled in when you confirm the alias.

**Pay by cheque** - select the mode of disbursement to the beneficiary - cash or cashless

**Ben. account no.** - the beneficiary's account, to be entered only for cashless transfers. For a foreign payment in EUR to countries within the SEPA Area, the beneficiary's account number in the IBAN format is mandatory.

**Beneficiary's name** - the name of the beneficiary

**Street (P.O. Box)** - the street of the beneficiary's address

**Town, Postcode, Country** - beneficiary's address

**Select from the list** - open a new window to select the bank:

- From the list (BIC / SWIFT) - based on knowledge of the unique international bank code; it is a direct query to the bank
- From the list (Name) - if you do not know the BIC / SWIFT code, it is possible to find the bank using the first 3 characters of the bank name, town and street. It is a direct query to the bank.
- Additional bank code - based on knowledge of the Additional bank code; it is a direct query to the bank.

The following buttons are displayed in the bank selection window:

- **Verify (button)** - starts a direct query to the bank for data on the beneficiary's bank based on previously filled-in data. Up to 100 items can be returned. In case more than 100 banks match the entered data, the client will be prompted to specify more exact details or to fill in the bank manually. From the list (Name) - if you do not know the BIC / SWIFT code, it is possible to find the bank using the first 3 characters of the bank name, town and street. It is a direct query to the bank.
- **Insert bank into the form** - if 11 characters are manually entered in BIC / SWIFT, the entered value will be moved to the form.
- **CS/EN** - the toggle switch for changing the language for printouts and the report export.
- **Print** - printing of the current list in the language set by the toggle switch.
- **Export** - exporting the current list (HTML). The dialog to select a file name in the language set by the toggle switch will appear.
- **Cancel** - use this button to abandon the payment order create-session without saving the data.

**Enter manually** - enter all data manually. In this case, the discount for automated order processing will not be applied.

**Enter BIC / SWIFT code** – Use this option to enter a BIC / SWIFT code directly in the form without having to use the Bank selection function.

**BIC / SWIFT code** - the international bank code. The field is active only if Select from library is set to From library (BIC / SWIFT).

**Verified** - a check box that will be checked in case bank selection was successful. Uncheck the box to change the bank data and re-verify.

**Country** - the location of the bank. This field is to be filled in when selecting the bank manually or from the library (name).

**Name** - the name of a foreign bank

**City** - the town where the bank is located

**Additional bank code** - the national bank code (equivalent to bank codes in the Czech Republic).

**Street** - the street where the bank is located.

**Amount, Currency** - the transferred amount in the currency entered. The currency must be selected from the list of allowed currencies.

***Payments to target bank of KB Bratislava in EUR, CZK and USD received by 15:00 and payments in other currencies (with the exception of AUD, CNY, HRK and JPY) received by 14:00 will be paid in the creditor's account right on the current business day; otherwise, they will be paid in on the next business day.***

Weak currencies should be entered without decimals. (decimals are cut off, not rounded)

**Amount in account currency** - the to-be-transferred amount converted to the account currency, not to be changed

**Exchange rate** - information on the rate used to convert the amount

**Details of charges** - selection of the party to pay the bank charges Use this option to select whether the costs of Komerční banka, intermediary banks and the beneficiary's bank incurred by sending the payment will be paid by the payer (OUR) or beneficiary (BEN) or if the payer will pay the costs of Komerční banka and the beneficiary will pay other costs (SHA).

**Note:**

From 21 November 2009, the BEN charge cannot be used under the following conditions:

- the bank country belongs to EES,
- the currency of a country belonging to EES is used.

**Account no. for charges** - the account from which the payer pays the charges. By default, it is set to the account from which the payment is made. Any current account of the subject can be set.

**Charge** - the amount and currency of the charge; filled in after booking, not to be changed.

**Urgent payment** - the mode of payment (Urgent or Express).

**Due date** - the nearest possible due date - according to the banking day, mode of payment and time.

**Cal. (button)** - a graphic interface for choosing bank days. Use mouse to move a date into the Required due date field.

**Remittance information** - fields for user's needs. 4 rows in total. Variable symbol can be inserted in this field in the /VS/nnn format, where nnn is the variable symbol (max. 10-digit number). Similarly, the constant symbol can be inserted (/KS/nnn, where nnn contains up to 7 digits). DCS automatically extracts both symbols to make the following available for the user:  
separate variable symbol,  
separate constant symbol,  
entire content of the Details of payment field.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (HTML). The dialog to select a file name in the language set by the toggle switch will appear.

**Save** - use this button to validate the order; if the order is filled in correctly, it will be saved.

**Save as template** – display the form to save the order as a template.

**Cancel** - use this button to abandon the payment order create-session without saving the data.

#### Note

Restrictions to entered characters:

only the following characters are permitted in all fields: 0 to 9 / - ? : ( ) . , ' + { } space a b c d e f g h i j k l m n o p q r s t u v w x y z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

The characters ":" and "-" must not be in the first position of fields.

You may send only express or urgent payments via *profibanka*. For urgent payments, the value date (the date of booking to the bank account) is defined as D+0 (D = due date, the date of booking in the client's account); for express payments it is defined as D+1. In order to be able to maintain these terms, time limits for sending payment orders have been defined so there is enough time to process transactions in the CKB with the required value.

**Note:** BIC / SWIFT codes starting with "999" are not genuine BIC / SWIFT codes; they are "pseudo codes" used for KB. Charges are calculated differently when using these pseudo codes.


For payments by cheque, it is not necessary for the user to specify the bank to issue the cheque.

### ***New - SEPA Direct Debit order***

Use this form to initiate a SEPA Direct Debit order from a current account in EUR to the SEPA area (to a so-called SEPA DD compatible bank). Orders can be sent within the Czech Republic, incl. Komerční banka.

SEPA Direct Debit order is an instruction (payment creditor) to deduct financial funds from an account of a SEPA Direct Debit debtor. In the Order, the user must specify data corresponding to the agreement (mandate) concluded between the creditor and the debtor of the SEPA Direct Debit.

**The user** (owner/authorised person) **may actively initiate SEPA orders only on condition that the subject being served has concluded a contract for the provision of the SEPA Direct Debit service** (SEPA Direct Debit Initiation Agreement).

 **SEPA Direct Debit order**

**Detail**   **Optional information**   **Amendment of the Mandate**

<b>Account alias</b> DCSII-28688		<b>Name</b> POM-SUBJEKT15 TESTT		<b>Creditor</b>	
<b>Account number</b> 94-3707890207		<b>Bank code</b> 0100		<b>Account currency</b> EUR	
<b>IBAN</b> CZ540100000943707890207		<b>E2E reference</b>			
<b>Contra-account alias</b>				<b>Debtor</b>	
<b>Account in IBAN</b>					
<b>Name</b>		<b>Street (P. O. BOX)</b>		<b>City, ZIP</b>	
				<b>Country</b>	
<input type="radio"/> Select from the list		<input checked="" type="radio"/> Enter BIC / SWIFT code		<b>Debtor's bank</b>	
<b>Bank selection</b> <input type="checkbox"/> Verified		<b>BIC / SWIFT code</b>			
<b>Country</b>		<b>Name</b>		<b>City</b>	
		<b>Street</b>			
<b>Amount, Currency</b> EUR		<b>Creditor Identifier</b>		<b>Payment Scheme</b>	
<b>Type, Sequence</b> Recurrent		<b>Unique Mandate Reference</b>		<b>Date of signing of the Mandate</b> Cal.	
		<b>Account number for charges</b> 94-3707890207		<b>Charge Amount</b> EUR	
<b>Due date</b> 22.10.2015 Cal.		<b>SDD purpose</b> <input checked="" type="radio"/> Description <input type="radio"/> Code		<b>Remittance information</b>	

CS   **Print**   **Export**   **Save**   **Save as template**   **Cancel**

**Description of the window:**

**Optional information tab** - you can enter more detailed identification data of the debtor and creditor (usually, these data depend on an agreement between the debtor and creditor).

**Amendment of the Mandate tab** – use this window to enter optional data about the ultimate authorisation.

**Account alias** - intuitive custom name. The account number will be filled in when you confirm the name.

**Name** – filled in according to the selected account, cannot be changed.

**Account number** - number of the account from which the order is made. If the account has an alias, it will be entered in the Account alias field.

**Bank code** - always 0100, not to be changed.

**Account currency** – added according to the account currency, not to be changed

**IBAN** - IBAN format of the creditor's account number.

**E2E reference** – field for user's needs. Its specific content depends on an agreement between the debtor and creditor (END2END).

**Contra-account alias** – intuitive contra-account alias. The contra-account number will be filled in when you confirm the alias.

**Account in IBAN** – debtor's account must be entered in the IBAN format.

**Name** - name (debtor's name).

**Street (P. O . BOX)** – debtor's address (street).

**City, ZIP, Country** – debtor's address (city, ZIP, country).

**Select from the list** - open a new window to select the bank:

- From the list (BIC / SWIFT) - based on knowledge of the unique international bank code; it is a direct query to the bank
- From the list (Name) - if you do not know the BIC / SWIFT code, it is possible to find the bank using the first 3 characters of the bank name, town and street. It is a direct query to the bank.

For SEPA Direct Debit, only a SEPA Direct Debit (SDD)-compatible bank can be selected.

The following buttons are displayed in the bank selection window:

- **Verify (button)** - starts a direct query to the bank for data on the beneficiary's bank based on previously filled-in data. Up to 100 items can be returned. In case more than 100 banks match the entered data, the client will be prompted to specify more exact details or to fill in the bank manually. From library (Name) - If you do not know the BIC / SWIFT code, it is possible to find the bank using the first 3 characters of the bank name, town and street. It is a direct query to the bank.
- **Insert bank into the form** - if 11 characters are manually entered in BIC / SWIFT, the entered value will be moved to the form.
- **CS/EN** - the toggle switch for changing the language for printouts and report export.
- **Print** - printing of the current summary in the language set by the toggle switch.
- **Export** - exporting of the current summary (HTML). A dialog to select a file name in the language set by the toggle switch will appear.
- **Cancel** - use this button to abandon the payment order create-session without saving the data.

**Enter BIC / SWIFT code** – use this option to enter a BIC / SWIFT code directly in the form without having to use the Bank selection function.

**BIC / SWIFT code** - use this field to enter the international bank code.

**Verified** - checkbox that will be checked in case the bank selection was successful.

**Country** - location of the bank. This field is to be filled in when selecting the bank manually or from the library (name).

**Name** – bank's name.

**City** - the city where the bank is located.

**Street** – bank's street.

**Amount, Currency** - transferred amount in the currency entered. SEPA Direct Debit orders can only be paid in the EUR currency.



**Creditor Identifier** – CID of the creditor specified in the SEPA Direct Debit Initiation Agreement,

**Payment Scheme** – select a payment scheme from those specified in the SEPA Direct Debit Initiation Agreement.

- B2B - for natural persons (entrepreneurs) and legal entities,
- CORE - for natural persons (non-entrepreneurs), natural persons (entrepreneurs) and legal entities.
- COR 1 - for natural persons (non-entrepreneurs), natural persons (entrepreneurs) and legal entities.

**Type, Sequence** – specify the type and sequence of the SEPA Direct Debit according to the agreement concluded between the debtor and creditor so that it matches the "Mandate".

- First
- Recurrent
- Final
- One-off

**Unique Mandate Reference** – specify the UMR concluded in the "Mandate" between the creditor and the debtor.

**Date of signing the Mandate** – date of signing the Mandate agreed between the creditor and the debtor.

**Cal. (button)** - graphical view of calendar days. Use your mouse to move a date into the Date of signing of the Mandate field.

**Account number for charges** – account from which the creditor pays fees for a SEPA Direct Debit paid in. By default, it is set to the account from which the payment is made. Any current account of the subject can be set.

**SDD purpose** – specify the purpose of the direct debit.

**Description** – send non-structured information about the purpose of the direct debit.

**Code** – send information as structured information (code).

**Due date** – the first possible due date (sending a SEPA Direct Debit order), depending on the business day, payment scheme and type (sequence) of direct debit.

**Cal. (button)** - graphic interface for choosing bank days. Use your mouse to move a date into the Required due date field.

**Remittance information** – fields for user's needs.

4 rows in total. Variable symbol can be inserted in this field in the **/VS/nnn** format, where **nnn** is the variable symbol (max. 10-digit number). Similarly, the constant symbol can be inserted (**/KS/nnn**, where **nnn** contains up to 7 digits). DCS automatically extracts both symbols to make the following available for the user:

separate variable symbol,  
separate constant symbol,  
entire content of the Remittance information field.

**Pass on the creditor's address to the debtor** – if "Yes" is specified, the postal address will be provided to the debtor.

**CS/EN** - the toggle switch for changing the language for printouts and report export.

**Print** - printing of the current summary in the language set by the toggle switch.

**Export** - exporting of the current summary (HTML). A dialog to select a file name in the language set by the toggle switch will appear.

**Save** - use this button to validate the order; if the order is filled in correctly, it will be saved.

**Save as template** – display the form to save the order as a template.

**Cancel** - use this button to abandon the payment order create-session without saving the data.

Note

Restrictions on entered characters:

- only the following characters are permitted in all fields: 0 to 9 / - ? : ( ) . , ' + { } space a b c d e f g h i j k l m n o p q r s t u v w x y z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
- The characters ":" and "-" must not be in the first position in the fields.

### Optional information

The screenshot shows the 'Optional information' tab of a 'SEPA Direct Debit order' form. The form is divided into three main sections: 'Creditor's identification', 'Debtor's identification', and 'Ultimate Creditor's identification'. The 'Creditor's identification' section is checked and contains fields for 'Identification type' (set to 'Organization'), 'BIC / SWIFT code', 'Other identification' (selected), 'Document type', 'Identification data', and 'Issuer of the document'. The 'Debtor's identification' section is unchecked. The 'Ultimate Creditor's identification' section is checked and contains fields for 'Name', 'Identification type' (set to 'Organization'), 'BIC / SWIFT code', 'Other identification' (selected), 'Document type', 'Identification data', and 'Issuer of the document'. The 'Ultimate Debtor's identification' section is unchecked. At the bottom of the form, there are buttons for 'Print', 'Export', 'Save', 'Save as template', and 'Cancel'.

**Creditor's identification** - check this box to display the field for detailed information identifying the creditor - specific content depends on an agreement between the debtor and creditor.

- **Identification type** - select Business or Non-business.
- **BIC/SWIFT code** – this can only be entered for Identification type - Organisation

- **Document type**
- **Identification data**
- **Issuer of the document**

**Debtor's identification** - check this box to display the field for detailed information identifying the debtor - specific content depends on an agreement between the debtor and creditor.

- **Identification type** - select Business or Non-business.
- **BIC/SWIFT code** – this can only be entered for Identification type - Organisation
- **Document type**
- **Identification data**
- **Issuer of the document**

**Ultimate Creditor's identification** - check this box to display the field for detailed information identifying the ultimate creditor - specific content depends on an agreement between the debtor and creditor.

- **Name**
- **Identification type** - select Business or Non-business.
- **BIC/SWIFT code** – this can only be entered for Identification type - Organisation
- **Document type**
- **Identification data**
- **Issuer of the document**

**Ultimate Debtor's identification** - check this box to display the field for detailed information identifying the ultimate debtor - specific content depends on an agreement between the debtor and creditor.

- **Name**
- **Identification type** - select Business or Non-business.
- **BIC/SWIFT code** – this can only be entered for Identification type - Organisation
- **Document type**
- **Identification data**
- **Issuer of the document**

### **Amendment of the Mandate**

The screenshot shows a software interface for 'SEPA Direct Debit order'. It has three tabs: 'Detail', 'Optional information', and 'Amendment of the Mandate'. The 'Amendment of the Mandate' tab is active. Inside this tab, there is a section titled 'Amendment of the Mandate' with a checked checkbox. Below this, there are five input fields arranged in two columns: 'Original creditor's name', 'Original debtor's account in IBAN', 'Original Creditor Identifier', 'Original debtor's bank (BIC / SWIFT code)', and 'Original Unique Mandate Reference'. At the bottom of the form, there are several buttons: 'CS', 'Print', 'Export', 'Save', 'Save as template', and 'Cancel'.

**Amendment of the Mandate** - check this box to display the field for detailed information identifying the ultimate authorisation/mandate - specific content depends on an agreement between the debtor and creditor.

- **Original creditor's name**
- **Original Creditor Identifier**
- **Original Unique Mandate Reference**

- Original debtor's account in IBAN
- Original debtor's bank (BIC/SWIFT code)

### ***New - Payment order in CZK (Multiple PO)***

Use this window to quickly enter payment orders in CZK, either within KB or to other domestic banks. The window contains only basic payment data. For detailed entering of payment data, use the *Payment order in CZK* window.

#### **Description of the window:**

**Account** - the number of the account the payment is made from.

**Bank code (of the account)** - always 0100.

**Currency (of the account)** - always CZK.

**Due date** - a banking day date. The nearest banking day is offered.

**Cal. (button)** - a graphic interface for choosing bank days. Use mouse to move a date into the Required due date field.

**Contra-account** - the contra-account number to which you are paying.

**Contra-account bank code** - the contra-account bank numeric code assigned in the Czech Republic.

**Currency (of the contra-account)** - always CZK.

**Batch** - the field to select the mode of processing for the order: Batch - the order will be processed during night processing. Online - the order will be processed immediately on the Due date and will affect the current balance.

**Amount** - the transferred amount in CZK.

**Currency (of the amount)** - always CZK.

**VS** - the variable symbol (optional).

**KS** - the constant symbol. It is only checked for forbidden constant symbols, subject to ČNB directions (optional).

**Question mark** - a list of forbidden CSs.

**SS** - the specific symbol (optional).

**Save** - press to save the order and move to enter a new one.

**Change** - press to modify a selected PO. You can right-click to use the function (multiple modification is available too).

**Delete** - press to delete selected POs.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV or RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

**Close** - press to close the window of multiple entering and move entered POs to the Create orders window.

## New - Collection order (Multiple CO)

Use this window to quickly enter collection orders, either within KB or to other domestic banks. The window contains only basic payment data. For detailed entering of payment data, use the *Collection order* window. Due date of payments to other financial institutions must be the current day + 1 banking day.

**Collection order - entering** Help ?

Account (credit)	Bank code	Currency	Due date	
<input type="text"/>	0100	CZK	25.8.2010	Cal.
Contra-account (to be debited)	Bank code	Currency	Batch	
<input type="text"/>	<input type="text"/>	CZK		
Amount	Currency	VS	CS	SS
<input type="text"/>	CZK	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Save**

Modify	Req.due d.	Account number	Contra-account number	Bnk.	Amount	Currel	VS
--------	------------	----------------	-----------------------	------	--------	--------	----

**Setting view**

<b>Selected:</b>	0	<b>Informative amount</b>	0,00	CZK
<b>Total:</b>	0	<b>Informative amount</b>	0,00	

**Print** **Export** **Close**

### Description of the window:

**Account** - the number of the account the payment is made from.

**Bank code (of the account)** - always 0100.

**Currency (of the account)** - currency of the selected account.

**Due date** - a business day of the bank. The nearest business day is offered.

**Cal. (button)** - a graphic interface for choosing bank days. Use mouse to move a date into the Required due date field.

**Contra-account** - the contra-account number to which you are paying.

**Contra-account bank code** - contra-account currency. It must be the same as the account currency.

**Currency (of the contra-account)** - always CZK.

**Batch** - the field to select the mode of processing for the order: Batch - the order will be processed instantly. Online - the order will be processed immediately on the Due date and will affect the current balance.

**Amount** - the transferred amount in the selected currency.

**Currency (of the amount)** - according to the account currency, not to be changed.

**VS** - the variable symbol (optional).

**KS** - the constant symbol. It is only checked for forbidden constant symbols, subject to ČNB directions (optional).

**Question mark** - a list of forbidden CSs.

**SS** - the specific symbol (optional).

**Save** - press to save the order and move to enter a new one.

**Change** - press to modify a selected PO. You can right-click to use the function (multiple modification is available too).

**Delete** - press to delete selected POs.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.



**Export** - exporting the current list (CSV or RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

**Close** - press to close the window of multiple entering and move entered POs to the Create orders window.

### ***Add to the batch of orders***

The selected order is added to the actual batch here. If the order has been marked for Online processing, it will be transferred to batch processing. Only orders not sent for processing in the AS (application server) are shown. Only orders for the subject to which the batch is assigned are displayed.

 **Adding to the batch of orders** [Help](#) 

Req.due d.	Type	Onl.	Account number	Contra-account number	Bnk.	Amount	Curren	CS
19.3.2008	DPO	<input type="checkbox"/>	35-3131780207	123	0100	-55,00	CZK	
19.3.2008	DPO	<input type="checkbox"/>	35-3131780207	123	0100	-55,00	CZK	
19.3.2008	DPO	<input checked="" type="checkbox"/>	35-3131780207	123	0100	-55,00	CZK	
10.3.2008	DPO	<input checked="" type="checkbox"/>	35-3131840257	35-284030657	0100	-500,00	CZK	
10.3.2008	FCP	<input checked="" type="checkbox"/>	35-3131840257	850287	0100	-500,00	CZK	

Display  
 Add to batch  
 Select all

Page ◀◀ 1 / 1 ▶▶ Setting view

Selected: 1 Informative amount (+/-) 0,00 / 55,00 CZK ▾

Total: 5 Informative amount (+/-) 0,00 / 1 165,00

CS Print Export Add to batch Close

**Description of the window:**

**Display** - use this option to display order details in view mode or List of group of payment orders

**Add to the batch** - batch details will appear to add the PO or to perform Multiple adding

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV or RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

**Close** - close the dialog.



## Repeat

The list of orders used for repeating orders (creating a new order on the basis of an existing order). Previously entered orders can be repeated from *List of orders* - using the context menu, or from the *Create orders* list - using the Repeat button. Either single or multiple orders can be repeated. Different types of multiple orders can be repeated simultaneously (payments in CZK, collections, payments in FC).

Due date	Type of order	Onl.	Account number	Contra-account number	Bnk.	Amount	Curre	CS
21.1.2008	SEP	<input checked="" type="checkbox"/>	35-3131840257			-10,00	EUR	6020000
5.2.2008	DPO	<input type="checkbox"/>	35-3131840257	35-3131830227	0100	-20 000,00	CZK	
7.2.2008	SEP	<input checked="" type="checkbox"/>	35-3131830227			-7,00	EUR	6020000
7.2.2008	FPO	<input checked="" type="checkbox"/>	35-3131830227			-6,50	EUR	6020000
14.2.2008	SEP	<input checked="" type="checkbox"/>	35-3131840257			-5,00	EUR	6020000
14.2.2008	SEP	<input checked="" type="checkbox"/>	35-3131840257			-5,00	EUR	6020000
14.2.2008	SEP	<input checked="" type="checkbox"/>	35-3131840257			-5,00	EUR	6020000
14.2.2008	SEP	<input checked="" type="checkbox"/>	35-3131840257			-5,00	EUR	6020000
14.2.2008	SEP	<input checked="" type="checkbox"/>	35-3131830227			-9,00	EUR	6020000

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Selected: 1 Informative amount (+/-) 0,00 / 256,70 CZK

Total: 29 Informative amount (+/-) 0,00 / 24 761,80

Print Export Repeat Close

### Description of the window:

**Orders to be sent** - choose a filter for displaying data. By default, orders not yet sent are set.

**Display** - use this option to display the Order - details window in view mode or List of group of payment orders.

**Repeat** - this function will display Order - details in the Repeat mode, pre-fill some of the fields or display Multiple repetition

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

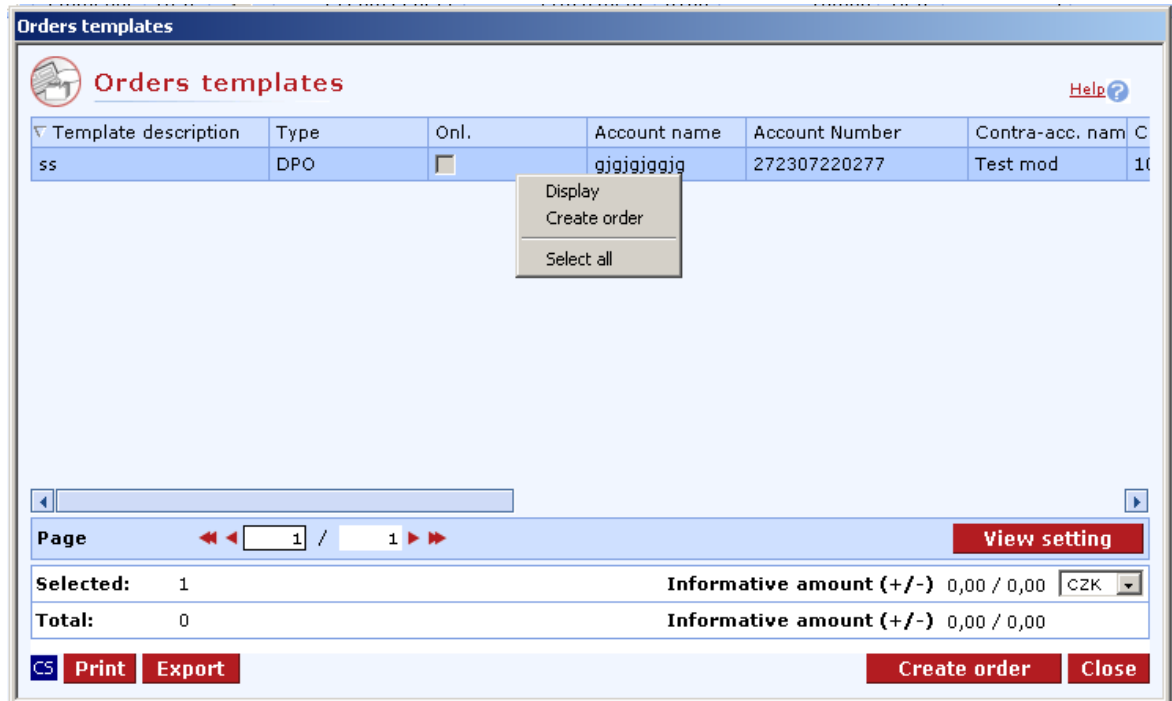
**Setting view** - enables setting individual columns, rows etc.

**Close** - close the dialog.

## Templates

Press the *From template* button in the *Create orders* menu.

Use this option to display the Order templates window. You can create a new order on the basis of a selected order template.



### Description of the window:

**Display** - use this option to display Template detail in view mode or List of group of order templates

**Create order** - this option will display the order display in the New mode, pre-fill some of the fields on the basis of the template or display List of group of order templates in the New mode

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

**Close** - close the dialog.

## List of orders

The main viewing function that displays all orders, regardless of their state of processing. It shows the stage of order/ batch processing and the result of processing.

Press **Download** to receive the **last status** of every payment.

If you want to display only some orders (e.g. rejected), make your choice in the upper right corner of this window. When opening a list of orders, "current orders" will always be displayed first - i.e. all sent and unsent orders for the last 30 days - see *System setup* - according to their due dates and regardless of their status of processing.

The "rejected orders" option includes only rejected payments sent through direct banking applications (rejected payments entered through the call center or a branch, rejected standing orders, rejected SIPO payments, etc. will not be displayed).

For every selected order you can display a detailed view and the payment identification, specifying who and when changed, sent and authorized the payment and what type of notification was required.

Due date	Type of order	Onl.	Account number	Contra-account number	Bnk.	Amount	Currel	CS	VS	SS	DSI/Payment title	Payer's de
13.1.2011	DPO	<input checked="" type="checkbox"/>	940-4847920257	35-3111680217	0100	-3,00	CZK		0	0		
13.1.2011	DPO	<input checked="" type="checkbox"/>	940-4847920257	35-3111680217	0100	-3,00	CZK		0	0		
13.1.2011	DPO	<input checked="" type="checkbox"/>	940-4847920257	35-3111680217	0100	-3,00	CZK		0	0		
13.1.2011	DPO	<input checked="" type="checkbox"/>	940-4847920257	35-3111680217	0100	-3,00	CZK		0	0		
13.1.2011	DPO	<input checked="" type="checkbox"/>	940-4847920257	35-3111680217	0100	-3,00	CZK		0	0		
13.1.2011	DPO	<input checked="" type="checkbox"/>	940-4847920257	35-3111680217	0100	-3,00	CZK		0	0		
13.1.2011	DPO	<input checked="" type="checkbox"/>	940-4847920257	35-3111680217	0100	-3,00	CZK		0	0		
13.1.2011	DPO	<input checked="" type="checkbox"/>	940-4847920257	35-3111680217	0100	-3,00	CZK		0	0		
13.1.2011	DPO	<input checked="" type="checkbox"/>	940-4847920257	35-3111680217	0100	-3,00	CZK		0	0		
13.1.2011	DPO	<input checked="" type="checkbox"/>	940-4847920257	35-3111680217	0100	-3,00	CZK		0	0		
17.1.2011	DPO	<input checked="" type="checkbox"/>	940-4847920257	35-3111680217	0100	-25,00	CZK		0	0		
17.1.2011	DPO	<input checked="" type="checkbox"/>	940-4847920257	35-3111680217	0100	-25,00	CZK		0	0		
17.1.2011	DPO	<input checked="" type="checkbox"/>	940-4847920257	35-3111680217	0100	-3,00	CZK		0	0		
17.1.2011	DPO	<input checked="" type="checkbox"/>	940-4847920257	35-3111680217	0100	-25,00	CZK		0	0		

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Selected: 1      Informative amount (+/-) 0,00 / 3,00 CZK

Total: 15      Informative amount (+/-) 0,00 / 177,00

Buttons: Print, Export, Download

### Description of the window:

**Display** - use this option to display the Order - details window in view mode or List of group of payment orders.

**Repeat** - press to repeat selected orders and move them to the Create orders list.

**Save as template** – save the selected payment order as a template.

**Find out current status** - Use this option to download data of selected payment orders from the server of Komerční banka. This option will be used when users do not download (update) the database for longer time and orders remain in so-called incomplete status.

**Download** - press to update the status of payment orders. If you are not connected to the bank application server (AS), this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to AS is established,

the application version check and download of main libraries will be performed at the same time. You have to enter the chip card PIN before establishing a new connection. Global users with valid certificates are authorized to perform downloads.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

## Order - details

You can display a variety of complementary data for every PO. Access this data via tabs in the PO display in view mode.

### ID / audit

The ID / audit tab contains the main data on the PO history and its state.

**Payment order in CZK** Payment order in CZK  
P100000AAOF  
processed

**Detail** | **ID/Audit** | Signatures

**Identification PO**

Enter date	ID from accounting system
20.3.2002 17:05:59	
Local order ID	KB order ID
6310	P100000AAOF
KB reference - FPO	KB charge ID - FPO

**Batch identification**

Local batch ID	KB batch ID

**State**

Order state	Balance description
processed	

**Audit**

Changed by	Changed
2002-03-20 16:57:52	20.3.2002 16:57:52
Sent by	Sent
	20.3.2002 16:57:52
Cancelled by	Cancelled

**Transaction**

Transaction ID	Accounting date
Requested value date	Value Date
20.3.2002	
Value date	

CS **Print** **Export** **Close**

### Description of the window:

**Creation date** - the date the order was created or imported

**ID from accounting system** - identification from the client's accounting software

**Local order ID** - an internal number of an order in the application

**KB order ID** - an identifier assigned to the order by AS when sending to the bank

**KB reference - FPO** - a numerical identifier of a foreign payment order in the system of Smooth payments

**KB charge ID - FPO** - an identifier of an additional transaction to a foreign payment order

**Local batch ID** - an internal number of the batch into which the order was inserted

**KB batch ID** - an identifier assigned by AS to the batch containing this payment order when sending the batch to the bank

**Order status** - description of the current state of the order

**Order description** - details of the current state of the order

**Changed by** - identification of the client who initialized the last change of the order (corrected ...)

**Changed** - the date and time when the order was changed

**Created by** - identification of the client who sent the order to the bank

**Receipt date in KB** - the date and time of sending the order to the bank

**Cancelled by** - identification of the client who signed the order in the For Authorization list (who authorized the order for processing)

**Cancelled** - the date and time of authorization

**Transaction ID** - an identifier from the internal bank system

**Clearing date** - the date on which the order was cleared

**Required due date** - the date on which the client wanted to clear the order

**Due date** - the date when the exchange rate is used or from which the amount is bearing interest

**Value date** - the date when the FP or SEPA was received by the bank or when it was sent from the bank

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (HTML). The dialog to select a file name in the language set by the toggle switch will appear.

**Close** - close the dialog.

## Signatures

History of a PO authorization is displayed in this window.

**Signatures under the payment**

KB order ID: **P10000AAOF**

First name	Global ID	Date	Time	Role	Type of authorization
ZP_TEST2	137530336	20.03.2002	04:57:00		Příkaz plně autorizován - samostatná autorizace EN

**Summary**

Number of Authorizers A	0
Number of Authorizers B	0
Total number of signatures	0
Total number of required signatures	1

**Close**

### Description of the window:

**List of users** - identification of users who signed the PO. Only data for multiple authorizations are displayed.

**Number of signatures of A authorizers** - the number of role A users who signed the PO

**Number of signatures of B authorizers** - the number of role B users who signed the PO

**Total number of signatures** - the total of all undersigned users of both role types

**Total number of required signatures** - the total number of all required signatures of users of both roles.

**Close** - close the signing window and return to the *Order - details* window.

## Notification tab

Notifications can only be set for online payments. By setting up notifications of execution or rejection of payments or of its saving for authorization (or always - regardless of execution or rejection of payments), it is possible to have a message sent informing of results of payment processing - via GSM-SMS, e-mail or fax messages. Notifications cannot be set for collections or for multiple creation of orders. A notification of a single payment can be sent to multiple numbers or addresses (up to five).

**Payment order in CZK**

**Detail** | **Notifications**

Notify of processing

Always when processec  
 Never  
 If booked  
 If rejected  
 Always when processed  
 Save for authorization

Number/address

Language

Czech  
 Czech  
 Czech  
 Czech  
 Czech

SMS +420  
 SMS +420  
 SMS +420

EN Print Export Save Save as template Cancel

**Description of the window:**

**Send notification** - “never” is set by default. Conditions of sending notifications can be set: if booked, if rejected, if saved for authorization or always at processing.

**Channel** - a combo box to select the channel for sending notifications. GSM-SMS, e-mail or fax can be selected.

**Number/address** - a field for defining phone or fax numbers or an e-mail address (depending to the set channel)

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (HTML). The dialog to select a file name in the language set by the toggle switch will appear.

**Save** - use this button to validate the order; if the order is filled in correctly, it will be saved.

**Save as template** – display the form to save the order as a template.

**Cancel** - use this button to abandon the payment order create-session without saving the data



## Orders for authorization

This window shows the list of orders sent by a user for authorization by another user (e.g. a user with higher rights - limit, or for signing by other users if multiple authorization is applied) or for later authorization by the same user. Apart from orders sent to this list directly by the user, orders that were sent by the user directly for processing but exceeded user or subject limits are also stored automatically in this list. In this list, orders can be changed, cancelled and sent for authorization and processing individually or in bulk.

Features of the Orders for authorization function:

The list of orders for authorization shows orders related to current accounts/groups of accounts selected in the combo box in the upper frame of the application to which the user has access rights. It is possible to sort and filter payment orders in the list of orders for authorization using a number of criteria.

Orders are stored in the Orders for authorization list for up to 31 calendar days. Older orders will be deleted from the list automatically without prior warning.

Req. due d.	Type	Onl.	Account number	Contra-account number	Bnk.	Amount	Cur...	CS	VS	SS
23.9.2014	FPO	<input checked="" type="checkbox"/>				-33,00	USD	6020000000	0	
23.9.2014	FPO	<input checked="" type="checkbox"/>				-100,00	EUR	6020000000	0	

### Description of the window:

**Display** - use this option to display Order - details in view mode or List of group of payment orders

**Modification of column** (context menu of column header) - use to make multiple changes to columns of selected (marked) orders directly from the list of orders.

**Change** - this will open the Order - details window in the edit mode. This option is not available for multiple orders.

**Delete** - the Order - details window in cancel mode or Confirmation of multiple deletion will appear

**Authorize** - you can authorize up to 600 orders at a time only. The sum total of authorized orders must not exceed the remaining user and subject limits to accounts. If everything is correct, the CryptoPlus application window will appear. You can sign the orders here and send them for processing.

**Find out current status** - Use this option to download data of selected payment orders from the server of Komerční banka. This option will be used when users do not download (update) the database for longer time and orders remain in so-called incomplete status.

**Summary for authorisation** – Use this option to display a summary of all selected payment orders before their authorisation.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Remaining limits** - use this function to display information on remaining daily account and subject limits

**Download** - press this button to update the payment orders for authorization. If you are not connected to the bank application server (AS), this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to AS is established, the application version check and download of main libraries will be performed at the same time. You have to enter the chip card PIN before establishing a new connection.

**Setting view** - enables setting individual columns, rows etc.

## Remaining limits

Remaining limits show current user limits in accounts that the user operates. User limits in accounts, subject limits and limits of payments with indiv. FX are restored (renewed) at 8:30 pm every business day of the bank. User limit, subject limit and limit of payments with indiv. FX will decrease at the moment of authorizing an order. In one day, an amount higher than the subject limit or account limit can be cleared to the debit of a subject's account if the user or users have sent one or more orders with advance due dates that day.

A user with administration rights can increase or decrease the user limit in account online in the List of users menu. This change of limit will be applied instantly. Subject limits can only be changed at a branch.

If a subject has multiple or multi-level authorization permitted, the subject limit is the decisive factor.

Account number	Bank code	Currency ID	Account alias	Remaining account limit
217461	0100	CZK	TP BU 21	unlimited
100153022	0100	CZK	TP BU 12	unlimited
101101021	0100	CZK	TP BU 31	unlimited
19-792042154	0100	CZK		0,00
19-917938027	0100	CZK	TP BU 11	unlimited
27-356084024	0100	CZK		unlimited
27-672946044	0100	CZK		unlimited
27-844936062	0100	CZK		0,00
27-865268067	0100	CZK		0,00
51-142638060	0100	CZK		unlimited
51-500104115	0100	CZK		unlimited
78-613232025	0100	EUR	TP BU 24	1 000,00

**Description of the window:**

**Current account limits** - select view of limits to accounts or subject limits.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

**Close** - press the button to exit the window.

## ***Waiting orders***

Using this function you can display the list of online POs that have been successfully authorized by the user but still not sent for accounting to the bank system. In other words, the list displays both authorized POs with advance due date that have not reached the due date yet and authorized POs with instant due date that have not been sent to the internal system due to (for example) inaccessibility of the bank system or due to insufficient funds in the client's account. If a payment is not booked due to insufficient current available balance, its "waiting" status will remain and the order will be processed in multi-round processing.

The POs can be modified and deleted in the Waiting orders list. Both modification and deletion must be signed by the user who made these operations. These signatures in the list are necessary, since POs in the list have already been authorized - signed when sent.

### **Features of the Orders for authorization function:**

POs in the list are displayed only for accounts selected in the upper frame of the application, either individually or as a group of accounts. If a group of accounts is selected, the POs from those accounts to which the user has access rights will be displayed in the list.

Deleting a PO in the list has no effect on daily subject or user limits, with the exception of the day of creating the PO - in case the PO is deleted, the user and subject limits will increase by the amount of the PO (not applicable to collection orders).

Modifications of POs in the list of waiting orders have the following effects on subject and user account limits:

If the PO was modified on the same banking day as it was authorized:

The daily subject limit will be changed by the difference between the original and the new amount of the PO.

If the PO was modified by the same user who authorized the original PO, his/her daily account limit will be changed by the difference between the original and the new amount of the PO.

If the PO was modified by another user, his/her daily account limit will be decreased by the total amount of the modified PO and the daily account limit of the user who authorized the original PO will be increased by the total amount of the original PO.

If the PO was modified on a business day different from the day it was authorized:

The daily subject limit will be decreased by the total amount of the newly modified PO.

If the PO was modified by the same user who authorized the original PO, his/her daily account limit will be decreased by the total amount of the newly modified PO.

If the PO was modified by another user, his/her daily account limit will be decreased by the total amount of the newly modified PO. The limit of the user who authorized the original PO will not be changed.

After sending these POs to the bank system, they will be removed from the Waiting orders list. You can sort and filter POs in the list by displayed columns.

Req. due d.	Type	Onl.	Account number	Contra-account number	Bnk.	Amount	Curre	CS	VS	SS	Payer's description	
17.1.2011	DPO	<input checked="" type="checkbox"/>	940-484700053	SE.0331400217	0100	-3,00	CZK		0	0	0	

**Description of the window:**

**Modification of column** (context menu of column header) - use to make multiple changes to columns of selected (marked) orders directly from the list of orders.

**Display** - use this option to display Order - details in view mode or List of group of payment orders

**Change** - if a single order is marked, the *Order - details* window in modification mode will appear; otherwise the *Order - details* window in the mode of multiple changes will appear (if orders of the same type are selected).

**Delete** - the *Order - details* window in delete mode or Multiple deletion - authorization will appear.

**Find out current status** - Use this option to download data of selected payment orders from the server of Komerční banka. This option will be used when users do not download (update) the database for longer time and orders remain in so-called incomplete status.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Download** - press this button to update the payment orders for authorization. If you are not connected to the bank application server (AS), this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to AS is established, the application version check and download of main libraries will be performed at the same time. You have to enter the chip card PIN before establishing a new connection.

**Setting view** - enables setting individual columns, rows etc.

## Order templates

A template is a user-defined specimen of a PO allowing the user to easily enter frequently used orders. A template contains all order fields to be entered with the exception of the due date field, which will be set to the current business day of the bank when a new order is created according to the template (the user can override the date - up to 364 calendar days in advance).

Order templates allow for creating a new template by entering the template in a form very similar to the form for creating orders (apart from all fields necessary for creating an order, it also contains a field for the template name) or by loading it from an existing order and filling in the name.

### Creating an order template

Use this list to view, create and modify order templates.

Order template name	Type	Onl.	Account number	Contra-account number	Brnk.	Amount in AC	CS	VS	SS
elektrfina	DPO	<input checked="" type="checkbox"/>	940-484		0300	-100,00	0	0	0

### Description of the window:

**Display** - use this option to display the Template - details window in view mode or List of group of order templates

**New DPO/New COL/New FCP/New SEPA/New SDD/New FPO** -- press to display the Order template - details window in enter mode. The screen is the same as the screen for individual PO types, extended by the Template description field for entering a name.

**New** - press to display the Order template - details window (for the selected type of order) in enter mode. Right-click to use this option.

**Change** - this will open the Template - details window in the edit mode. Multiple changes are not supported. Right-click to use this option.

**Delete** - press this option to display the Template - details screen in delete mode or the Multiple deletion window. Right-click to use this option.

**From order** - this will display all orders. A template is created on the basis of a selected PO. Multiple creations of templates are not supported.

**Add to batch template** - press to display the ***Adding templates to batch templates*** list. Only batch templates for the subject of the currently selected template will be displayed. Click the Add to batch template button to add the selected template to the batch template. It will no longer be displayed in order templates.

**Create new batch template** - choose this option to display the batch template label (modal dialog). After you have entered the batch template description and the batch description, the batch template detail will be displayed, where you can add templates to the batch template.

**Export templates** – press to export templates to a specified directory for later download by another station with *Profibanka* installed. On another station, templates exported in the above-mentioned way can be imported via *Order templates* menu.

**Import templates** – press to import templates from the selected directory to which templates from another station with installed *Profibanka* have been exported.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

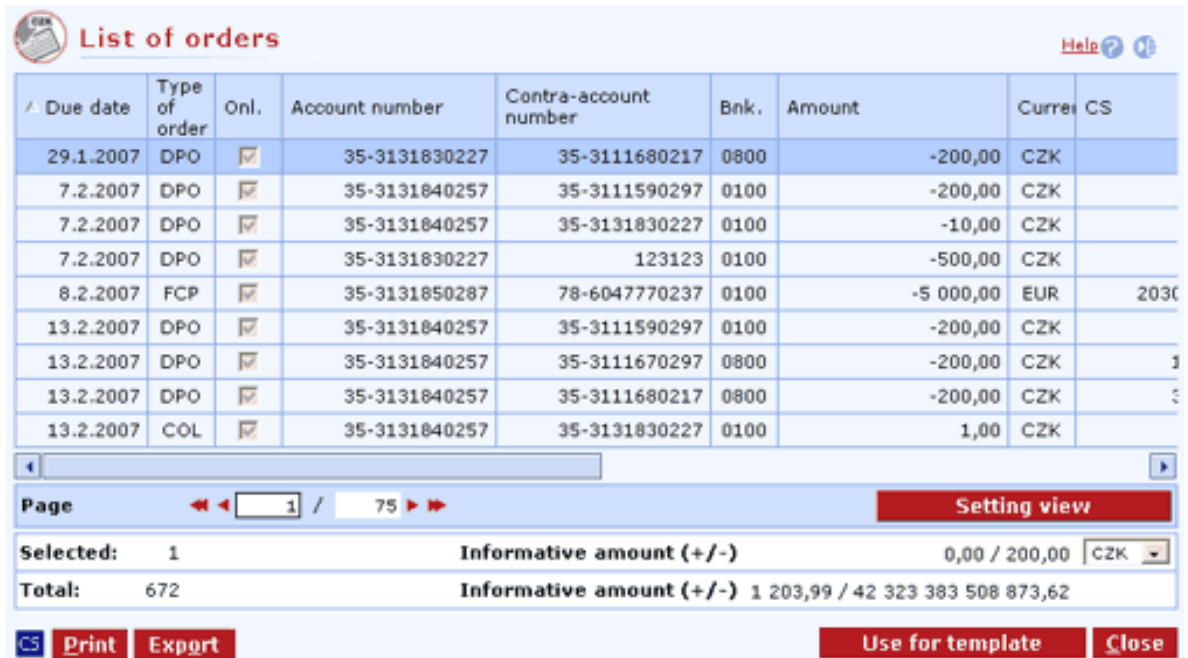
**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

## From order

This is a list of all orders stored in the local database.



**List of orders** Help ?

Due date	Type of order	Onl.	Account number	Contra-account number	Bnk.	Amount	Curre	CS
29.1.2007	DPO	<input checked="" type="checkbox"/>	35-3131830227	35-3111680217	0800	-200,00	CZK	
7.2.2007	DPO	<input checked="" type="checkbox"/>	35-3131840257	35-3111590297	0100	-200,00	CZK	
7.2.2007	DPO	<input checked="" type="checkbox"/>	35-3131840257	35-3131830227	0100	-10,00	CZK	
7.2.2007	DPO	<input checked="" type="checkbox"/>	35-3131830227	123123	0100	-500,00	CZK	
8.2.2007	FCP	<input checked="" type="checkbox"/>	35-3131850287	78-6047770237	0100	-5 000,00	EUR	2030
13.2.2007	DPO	<input checked="" type="checkbox"/>	35-3131840257	35-3111590297	0100	-200,00	CZK	
13.2.2007	DPO	<input checked="" type="checkbox"/>	35-3131840257	35-3111670297	0800	-200,00	CZK	1
13.2.2007	DPO	<input checked="" type="checkbox"/>	35-3131840257	35-3111680217	0800	-200,00	CZK	5
13.2.2007	COL	<input checked="" type="checkbox"/>	35-3131840257	35-3131830227	0100	1,00	CZK	

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Selected: 1 Informative amount (+/-) 0,00 / 200,00 CZK

Total: 672 Informative amount (+/-) 1 203,99 / 42 323 383 508 873,62

CS Print Export Use for template Close

### Description of the window:

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Use for template** - the template will be created from this order: the template detail will appear.

**Setting view** - enables setting individual columns, rows etc.



## New template

**Payment order in CZK template**

**Detail**

Order template name

Account alias **Account (debit)**

Account number Account bank code Account currency

Contra-account alias **Contra-account (credit)**

Contra-account number Contra-account bank code Contra-account currency

Value date Amount Amount currency

VS CS SS

Payer's description Message for beneficiary (AV)

Description for beneficiary

CS Print Export Save Cancel

### Description of the window:

**Template description** - the name of the order template

See Order - details for remaining fields.

## Multi-round processing of orders

### General function

The system of multi-round processing of orders has been designed to optimize financial flow in clients' accounts. Any payment order in CZK, in FC or foreign payment (including SEPA EuroPament) may be added to this multi-round processing; however, this system has been designed for online payments only, or for batches for which *online* processing was chosen.

Only online orders that could not be cleared immediately after the client's signature due to insufficient funds or, for orders with advance due dates, those that could not be cleared immediately after they became due, can be added to this system. In such case, these uncleared payments will be marked with the "waiting" status until the next round of processing. During processing, order status is "in processing". If sufficient funds are found in the client account during any of the rounds, the payment will be cleared and its status will change from "in processing" to "cleared".

### Clearing rules - advance due date

- If an online order with advance due date is entered, its status will be "waiting".
- On their due dates, orders will be cleared in the following rounds:
  - All orders in CZK, all orders in FC (without conversion), SEPA payments (without conversion) and Outgoing foreign payments (without conversion) will be booked immediately after night processing has been completed.

- Orders in CZK, orders in FC and Outgoing foreign payments will be booked at the start of the business day (8 am) (the first round for all conversion transactions).
- Orders in CZK, orders in FC, SEPA payments and Outgoing foreign payments will be cleared at 8:50 am.
- Orders in CZK, orders in FC, SEPA payments and Outgoing foreign payments will be cleared at 9:50 am and the last round of clearing Outgoing "Urgent" foreign payments in HRK, HUF and PLN will be executed.
- Orders in CZK, orders in FC, SEPA payments, Outgoing foreign payments and will be cleared at 10:50 am and the last round of clearing Outgoing "Urgent" foreign payments in RUB will be executed.
- Orders in CZK, orders in FC, SEPA payments "Express" and Outgoing foreign payments will be cleared at 11:20 am.
- Orders in CZK, orders in FC, SEPA payments "Express" and Outgoing foreign payments will be cleared at 11:50 am.
- Orders in CZK, orders in FC, SEPA payments "Express" and Outgoing "Express" foreign payments will be cleared at 12:50 pm, and the last round of clearing Outgoing "Urgent" foreign payments in CHF, CZK, DKK, NOK and SEK will be executed.
- Orders in CZK, orders in FC, SEPA payments "Express", Outgoing "Express" foreign payments and Outgoing "Urgent" foreign payments (in EUR, USD, CAD and GBP) will be cleared at 1:20 pm.
- Orders in CZK, orders in FC, SEPA payments "Express", Outgoing "Express" foreign payments and will be cleared at 1:50 pm, and the last round of clearing the Express payments in CZK and SEPA payments "Urgent" and Outgoing "Urgent" foreign payments (payments to all banks in EUR, USD, CAD and GBP) will be executed.
- Orders in CZK, orders in FC, SEPA payments "Express" and Outgoing "Express" foreign payments will be cleared at 2:50 pm.
- Orders in CZK, orders in FC, SEPA payments "Express" and Outgoing "Express" foreign payments will be cleared at 3:50 pm.
- Orders in CZK, orders in FC, SEPA payments "Express" and Outgoing "Express" foreign payments will be cleared at 4 pm.
- Orders in CZK, orders in FC and will be cleared at 4:50 pm; in addition, SEPA payments "Express" (without conversion) and Outgoing "Express" foreign payments (without conversion) and the last round of clearing SEPA payments "Express" with conversion (to all banks with the exception of KB) and Outgoing "Express" foreign payments with conversion will be executed.
- Orders in CZK and orders in FC, SEPA payments "Express" (without conversion) and Outgoing "Express" foreign payments (without conversion) will be cleared at 5:30 pm.
- Orders in CZK and orders in FC, SEPA payments "Express" (without conversion) and Outgoing "Express" foreign payments (without conversion) will be cleared at 6:30 pm.
- Orders in CZK and orders in FC, SEPA payments "Express" (without conversion) and Outgoing "Express" foreign payments (without conversion) will be cleared at 7:30 pm.
- The last round of clearing orders in CZK and orders in FC, SEPA payments "Express" (all payments to KB and payments without conversion to all banks) and Outgoing "Express" foreign payments (without conversion) will be carried out at 8:20 pm.

***Clearing rules - standard due date (current)***

If funds are insufficient during the first round of processing an online order with the standard due date, its status will be set to “waiting” and the order will be automatically added to multi-round processing so it can be included in further processing rounds (see chapter above).

If an order is not be booked in any of rounds due to insufficient funds, its status will be set to “waiting” and it will be processed in the next round(s).

Only after sufficient funds were not found even in the last round of processing (rounds depend on the type of payment), will the payment be rejected and its status will change from “in processing” to “rejected”.

## Batches of orders

A batch of orders is a group of orders that are sent in bulk to the bank and passed on individually - order by order - for further processing within the bank system. A batch may only contain orders belonging to the same subject, specified for processing within the bank system. Subsequent accounting of individual payment orders within a batch depends on the selected type of processing. Batch - payment orders are sent for accounting in bulk on the due date, at 6 pm, and processed at the end of the banking day.

Continuous - payment orders are accounted online one by one (on their due date); in case of insufficient funds in the account, orders are sent for further processing in bulk at 6 pm.

Online - payment orders are accounted online one by one (on their due date); in case of insufficient funds in the account, orders are added to multi-round processing.

Batch processing modes	Online processing of orders of a batch	Night processing of orders of a batch	When will the order of a batch be rejected?
<i>Online</i>	<b>Yes</b> - after sending the batch and then (unless the order is booked immediately after sending) within multi-round processing within the course of the day (same as in the case of sending a standard online order).	<b>No</b>	If it is not booked in the last round of multi-round processing on the due date.
<i>Continuous</i>	<b>Yes</b> - after sending the batch (the order will not enter multi-round processing).	<b>Yes</b> - unless the order is booked online. <i>Min. 2 attempts to book the order will be carried out.*</i>	If it is not booked within night processing.
<i>Batch</i>	<b>No</b>	<b>Yes</b> - <i>min. 2 attempts to book the order will be carried out.*</i>	If it is not booked within night processing.

\*) Number of attempts can be higher based on individual settings of the KB register service. This service can be set at a KB branch.

Certain types of orders are accounted only in the online mode, i.e. on their due dates; they are never accounted at the end of the banking day in batch processing. See the table for types of orders along with other restrictions.

Payment type	Multi-round processing	Further restrictions
Foreign currency payment with conversion	YES	
Foreign currency payment with individual rate	NO	Can be sent only until 4 pm
Payment in CZK - express	YES - with restrictions	Can be sent only until 1 pm
Collection to other financial institution	NO	
Payment to the debit or credit of	YES	

a term account		
SEPA Direct Debit order	NO	
SEPA payment „Urgent“	YES	Can be sent only until 2 p.m.
Outgoing “Urgent” foreign payments in HRK, HUF and PLN	YES	Can be sent only until 10 a.m.
Outgoing “Urgent” foreign payments in RUB	YES	Can be sent only until 11 a.m.
Outgoing “Urgent” foreign payments (in CHF, CZK, DKK, NOK and SEK)	YES	Can be sent only until 1 p.m.
Outgoing “Urgent” foreign payments (in EUR, USD, CAD and GBP)	YES	Can be sent only until 2 p.m.
SEPA payments “Express” with conversion	YES	Can be sent only until 5 p.m.
Outgoing “Express” foreign payments with conversion	YES	Can be sent only until 5 p.m.

Until payment orders within a batch are fully authorized and due, it is possible to cancel the batch directly in the application or to delete those individual payment orders in the batch which have not been booked yet. If a batch contains already booked orders and orders with advance due dates, only the payment orders with advance due dates will be deleted. This means those payment order that have not yet been completed or rejected will be deleted. If a batch was sent with the "batch" or "continuous" type of processing (payment orders have not been booked in the "online" mode due to insufficient funds), the batch can no longer be deleted in the application. After this moment, only the branch can cancel payments. Results of accounting are available always on the day following the due dates of orders.

Payment orders in a batch with "batch" or "continuous" types of processing received by 6 pm will have due dates on the current banking day (until 8:30 for payment orders in a batch with the "online" type of processing). Orders received after this time will be due on the next banking day. To ensure their correct processing, their due dates should be equal to the date of the next banking day.

Priority of orders can be set to influence processing of orders within "batch" accounting (this applies only to domestic batches in "batch" or "continuous" processing)

Priority is set on the 2nd position of the CS in KM-format files (CS must contain ten positions).

In BEST-format files, the priority is set on the 2nd position of the CS (ten-position CS) or in the Payer's comment or Beneficiary's comment fields in the form of a "Priority X" string (regardless of letter case), where X is a numerical value. Information is evaluated in the following order: Payer's comment, Beneficiary's comment, CS. If the value is not found, 5 is inserted by default.

Priority is adjusted in its own field in EDI BEST-format files.

Priority values:

0 -2 reserved for KB (if used by the user, 5 will be substituted)

3 - 9 (3 highest, 9 lowest)

A new batch can be created by importing, filling in the label (Batch label) and adding individual orders (Add orders) or on the basis of a batch template (selection of order batch template).

Batches are created especially when importing files - all orders associated with accounts of the same subject are imported in a single batch (that is why one or more batches of orders will be created from a single file)

Another way of creating batches is user-defined grouping of orders into batches (restricted to a single subject).

When sending orders for processing to the bank, the orders specified for batch processing but not yet added to a batch are automatically grouped by individual subjects into newly created batches and signed and sent in these new batches.

User-defined batches (created while importing or by adding orders to a batch) can be furnished with a text description to make identification easier.

The results of processing within the bank system will then be known separately for individual orders. Statuses of orders sent in batches are available in the **List of batches** menu in details of the given batch.

Apart from adding an order to a batch and the text description of the batch, every batch contains further identification data, including the status of batch processing. All batches, including their statuses, can be displayed in the **List of batches** menu.

Similarly to the **Create orders** option, the **Create batches** option enables creating, modifying and sending batches.

All these actions can only be executed with batches not sent to the bank yet. Therefore only unsent batches and batches without confirmed sending to the bank will be displayed.

Prior to actual sending a batch to the bank (to the application server), the CryptoPlus application window will be displayed where all batches being sent are displayed. After signing the batches using the user's certificate, orders are sent to the bank and the transmission result will be shown (Communication returns).

**Note:**

The method of crediting a payment order amount within KB with the current due date and sent in a batch to a beneficiary's account also depends on the type of processing of the batch:

Batch processing: available balance of the beneficiary will be increased in the morning of the banking day subsequent to the required due date specified in the order.

Continuous processing: if the order is booked immediately, the available balance in the beneficiary's account will be increased online. In case the order has not been cleared immediately, the given order will be sent for night processing and the available balance will be increased no sooner than on the banking day following the due date specified in the orders.

Online processing: in this case, the available balance will be increased online if the order is booked immediately (there is sufficient balance to complete the order in the payer's account). This order will be placed in multi-round processing. If the order is not booked in any of the rounds, it will finally be rejected in the last round and will not be passed to night processing.

## Create batches of orders

This option enables batches to be entered, modified, viewed, deleted (unsent) or repeated, and creates batch templates and sends batches for processing to the bank or to the list of batches for authorization. You can send more batches in a day from accounts of the same subject. There is no limit to the number of items in a batch (this depends on the configuration of the user's PC - see "Technical conditions for direct banking users").

### There are two ways to create a new batch:

**Import a file - Import of orders and batches** function.

**Create a batch of orders created in the actual profibanka application** in the **Create orders** function (orders will be moved into the created batch and it will no longer be possible to send them online).

Within the framework of the *profibanka* service, batches can contain up to 2000 payment orders per day and subject in the online mode or continuous processing. In the batch mode, the number of orders is not limited.

Batch orders rejected in the first round of processing due to insufficient funds in the account (waiting for funds) can be cancelled at a Sales point - until they are cleared or rejected.

If any orders within the batch are not in the "booked", "rejected" or "waiting for funds" status on the next banking day after its due date, the user is obliged to verify the status of the order on the following phone number before re-sending it: green line - +420 955 551 552.

S	Type of processing	Verif.	Changed	Batch description	No of ords.	CR in CZK	DB in CZK	Batch status
<input type="checkbox"/>	batch	No	4.3.2015 9:15:31	davka 2	2	0,00	1 702,74	entered
<input type="checkbox"/>	online	No	4.3.2015 9:14:59	davka	2	659,12	0,00	entered

### Description of the window:

**New – Domestic payment / New – Foreign payment / New – SEPA DD order** - choose this option to open a batch label to fill in an alias. Then press "Save" to confirm. The Batch - details window will appear to add orders to the batch.

**Display** - use this to display the Batch - details window in view mode. Multiple viewing is not supported.

**Change** - use this to display the Batch - details window in edit mode. Multiple changes are not supported.

**Delete** - use this to display the Batch - details window in delete mode. Multiple deleting is not supported.

**Label** - this will display the batch label with information on the batch enabling modification of the batch description.

**From template of batches** - displays the Batch templates list. The batch will be created on the basis of a selected batch template.

**Repeat** - choose this to open the Repeat batches window. The new batch will be created on the basis of a selected batch.

**Mark** - press this to mark (check) all selected batches for sending if their status is Entered or if there is no answer to them ("no reply" status).

**Unmark** - press to uncheck all selected batches.

**FPO bank validation** - choose this option to perform multiple checks of the beneficiary's bank for FPOs, SEPA payments and SEPA Direct Debit orders. Confirm to load the address from library. Right-click to use this option.

**Export payment orders** - press to export orders to a specified directory for later download by another station with *Profibanka* installed. Orders in the batch will be exported to an EDI BEST file and disappear from the window for creating batches (the batch will still be displayed in the list of batches with "exported" status). On another station, orders exported in the above-mentioned way can be imported via *Import of orders and batches* menu.

**Summary for authorisation** – Use this option to display a summary of all payment orders in selected batches before their authorisation.

**Send for authorization** – selected batches will be sent to the list of orders for authorization.

**Send** - use this to open the CryptoPlus application window for sending to the bank.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

### ***New batch***

The batch label will appear. You have to fill in the batch name (a description) and the mode of accounting for the batch.





**Description of the window:**

**Batch description** - a name assigned by the user

**Type of processing** - the drop-down list to select the type of processing (accounting) of individual payment orders within a batch.

**Save** - press to create a batch to which you can add POs

**Cancel** - use this button to leave the batch create session without saving the data

## Batch - details

The window displays the main data of the batch (Description, ID, Status), particularly the list of orders added to the batch. In case the batch cannot be displayed completely due to access rights setting (or setting of account/account group filter), the user will be notified by a highlighted message in the header of the Batch - details window.

Value date	Type	Onl.	Account number	Contra-account number	Bnk.	Amount	Curre	CS/DS2
22.9.2004	DPO	<input type="checkbox"/>	3690617	5250237	0100	-54,00	CZK	
22.9.2004	DPO	<input type="checkbox"/>	3690617	5250237	0100	-54,00	CZK	
22.9.2004	DPO	<input type="checkbox"/>	73690617	105250237	0100	-54,00	CZK	

Page	1 / 1	Setting view
Selected:	1	Informative amount (+/-) 0,00 / 54,00 CZK
Total:	3	Informative amount (+/-) 0,00 / 162,00

### Description of the window:

**Display** - use this option to display order details in view mode or List of group of payment orders

**Change** - press this option to display the Order - details window in edit mode or the Multiple changes window

**Delete** - press this option to display the Order - details screen in delete mode or the Multiple deletion window Deleted orders will be shown in the List of orders window, in the Cancelled status.

**File** - press to load orders from a file

**Remove PO** - this option displays the Order - details window for the order being removed or the Multiple remove window. Removed orders will be shown in the Payment orders - Create orders window.

**Add PO** - this will open the Adding to the batch of orders window. Here you can select orders you want to add to the batch.

**Validation** - press this to validate all orders in the batch and to set the status of the batch on the basis of the validation result.

**Label** - shows details of the batch.

**FPO bank validation** - choose this option to perform multiple checks of the beneficiary's bank for FPOs, SEPA payments and SEPA Direct Debit orders. Confirm to load the address from library. Right-click to use this option.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

**Close** - press to close the window and save all changes.

Batch label

This window shows details of the batch (without the list of orders).

You can view and edit the item in this window. You can change only the batch description and type of processing fields here. Other fields are read-only. Only unspent batches can be modified.

Batch description	pokus
Type of processing	batch
Local batch ID	online
KB batch ID	continuous
	batch
Number of orders	3
Credit	0,00
Debit	232,00
Created by	
Receipt date in KB	
Cancelled by	
Cancelled	
Status	not valid
Status description	Batch contains invalidated orders.

**Save** **Cancel**

**Description of the window:**

**Batch description** - the batch name (view only)

**Type of processing** - the drop-down list to select the type of processing (accounting) of individual payment orders within a batch

**Cancel** - press to close the dialog (view mode) without saving the changes

**Save** - saves the change

## Adding to the batch of orders

Req.due d.	Type	Onl.	Account number	Contra-account number	Bnk.	Amount	Curren	CS
19.3.2008	DPO	<input type="checkbox"/>	35-3131780207	123	0100	-55,00	CZK	
19.3.2008	DPO	<input type="checkbox"/>	35-3131780207	123	0100	-55,00	CZK	
19.3.2008	DPO	<input checked="" type="checkbox"/>	35-3131780207	123	0100	-55,00	CZK	
10.3.2008	DPO	<input checked="" type="checkbox"/>	35-3131840257	35-284030657	0100	-500,00	CZK	
10.3.2008	FCP	<input checked="" type="checkbox"/>	35-3131840257	35-284030657	0100	-500,00	CZK	

Page 1 / 1 Setting view

Selected: 1 Informative amount (+/-) 0,00 / 55,00 CZK

Total: 5 Informative amount (+/-) 0,00 / 1 165,00

Print Export Add to batch Close

### Description of the window:

**Display** - use this option to display the Order - details window in the view mode.

**Add to the batch** - this option displays the Order - details window for the order being added or the Multiple adding window.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

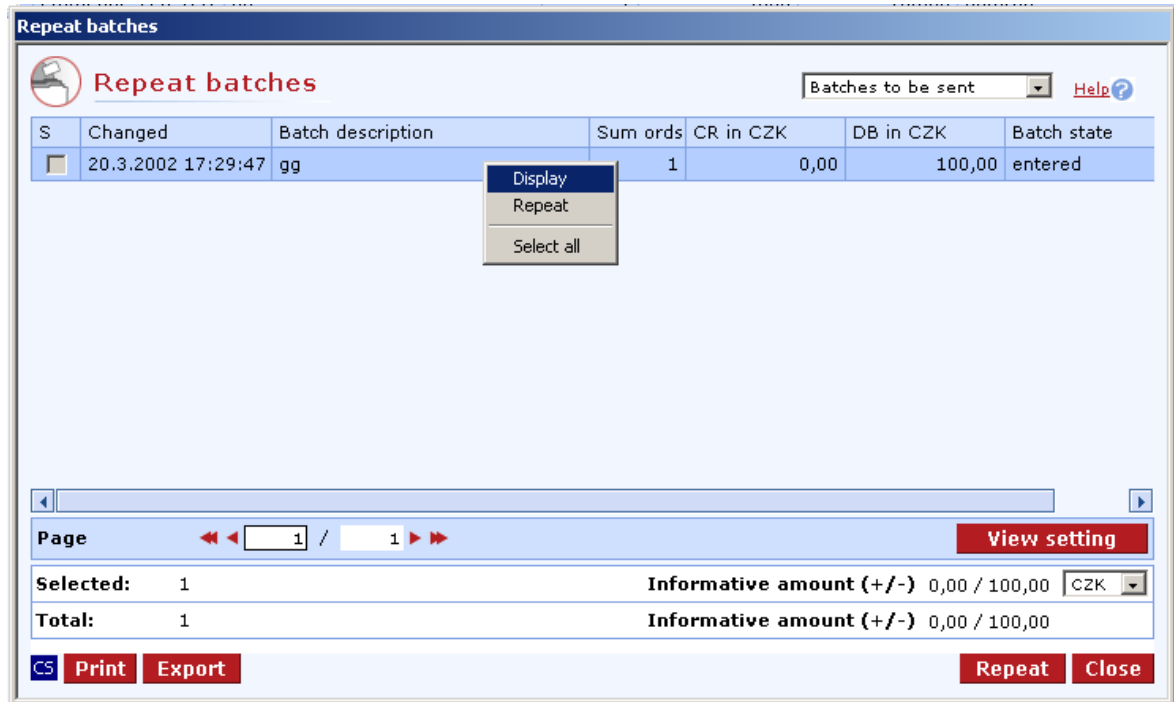
**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

**Close** - press to close the window and save all changes.

## Repeating batches

In this list, you can find batches of orders and repeat them (create a new batch on the basis of an existing batch of orders). Open this list from the **Create batches of orders** list. If a repeated batch contains a PO with an overdue due date, the user will be prompted with: "The selected batch contains a PO with expired due date. Do you want to change it to the current date?" If the answer is No, the PO will be saved in the batch with the due date of the repeated PO and the "Invalid" status will be set. The "Invalid" status will be set for the whole batch. If the answer is Yes, the PO will be saved in the batch with the due date set to the nearest banking day (if the current date is a banking day, then it will be set to the current date). If the batch contains orders with reversed and advance due dates, only due dates of orders with reversed due dates will be changed.



### Description of the window:

**Batches to be sent** - set the selection of batches here

**Display** - use this option to display the Batch - details window in the view mode.

**Repeat** - use this option to display the Batch - details window in the repeat mode.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

**Close** - press to close the window and save all changes.

## From template of batches

This option will open the window with the list of created batch templates.

### Batch templates

You can open this list of batch templates from the **Create batches of orders** list. A new batch of orders can be created on the basis of a selected batch template.

Template description	No of ords.	CR in CZK	DB in CZK
platby dluznikum	1	0,00	0,00

Selected:	1	Informative amount (+/-)	0,00 / 5,00	CZK
Total:	1	Informative amount (+/-)	0,00 / 5,00	

### Description of the window:

**Display** - press to display the Batch template - details window.

**Create batch** - press to create a new batch on the basis of a selected template.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

**Close** - press to close the window and save all changes.

## List of batches

Use this list to view all batches, regardless of the status of their processing. Press **Download** to receive the **last (current) status** of every batch. If you want to display only some batches (e.g. rejected), make your choice in the upper right corner of this window. Otherwise, current batches - i.e. all batches from the Create batches list and all batches for the last 30 days (according to date of the last modification) regardless of the status of their processing will be displayed. The number of days for which current batches are to be displayed can be set in the Administration / Local settings / **System setup** menu.

A detailed view with individual orders of the batch can be displayed for each selected batch (if the user has appropriate access rights).

Type of processing	Receipt date in KB	Batch description	No of ords.	CR in CZK	DB in CZK	Batch status	A signatures
batch	9.12.2010 14:15:08	export	3	0,00	75,00	for authoriz.	
batch	9.12.2010 14:15:41	export	3	0,00	75,00	waiting	

### Description of the window:

**Display** - use this option to display the Batch - details window in the view mode.

**Repeat** - press to repeat a selected batch and move it to the Create batches view.

**Find out current status** - Use this option to download data of selected batches from the server of Komerční banka. This option will be used when users do not download (update) the database for longer time and batches remain in so-called incomplete status.

**Download** - press to update the status of payment batches. If you are not connected to the bank application server (AS), this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to AS is established, the application version check and download of main libraries will be performed at the same time. You have to enter the chip card PIN before establishing a new connection.

**Select all** - this option will mark all items in the list as selected.

**Display summary** - this option displays only sum totals by accounts, due dates and statuses of individual orders.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

### **Batch - details**

The window displays the main data of the batch, particularly the list of orders added to the batch. In case the batch cannot be displayed completely - due to access rights setting (or setting of an account/account group filter), the user will be notified by a highlighted message in the header of the Batch - details window.

The screenshot shows the 'Batch - details' window. At the top left is a logo and the title 'Batch - details'. To the right is a summary table:

Description	Davka 1	Number of orders	4	<a href="#">Help</a>
Type of processing	batch	Credit	0,00	
KB batch ID		Debit	1 918,00	
Status	entered			

Below the summary table is a list of orders with the following columns: Due date, Type, Onl., Account number, Contra-account number, Bnk., Amount, Currei, CS.

Due date	Type	Onl.	Account number	Contra-account number	Bnk.	Amount	Currei	CS
19.2.2008	DPO	<input type="checkbox"/>	35-3131780207	35-3131790237	0100	-50,00	CZK	
19.2.2008	DPO	<input type="checkbox"/>	35-3131780207	35-3131790237	0100	-50,00	CZK	
19.2.2008	FCP	<input type="checkbox"/>	35-3131780207	35-3131800247	0100	-36,00	EUR	
19.2.2008	FCP	<input type="checkbox"/>	35-3131780207	35-3131800247	0100	-36,00	EUR	

At the bottom of the window, there is a navigation bar with 'Page 1 / 1' and a 'Setting view' button. Below that is a summary bar showing 'Selected: 1' and 'Total: 4', along with 'Informative amount (+/-) 0,00 / 50,00 CZK' and 'Informative amount (+/-) 0,00 / 1 918,00'. At the very bottom are buttons for 'Print', 'Export', 'File', 'Add PO', 'Remove PO', 'Validation', 'Label', and 'Close'.

### **Description of the window:**

**Display** - use this option to display the order details or List of group of payment orders.

**Select all** - use this option to select all POs in the batch.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Label** - shows details of the batch.

**Signatures** - press to display information on authorization of the batch.

**Setting view** - enables setting individual columns, rows etc.



**Close** - press the button to exit the window.

## Signatures

**Signatures under the batch** KB batch ID: **10000014J1**

First name	Global ID	Date	Time	Role	Type of authorization
------------	-----------	------	------	------	-----------------------

**Summary**

Number of Authorizers A	0
Number of Authorizers B	0
Total number of signatures	0
Total number of required signatures	1

**Close**

### Description of the window:

**List of users** - identification of users who have signed the batch. Only data for multiple authorizations are displayed.

**Number of signatures of A authorizers** - the number of role A users who signed the PO

**Number of signatures of B authorizers** - the number of role B users who signed the PO

**Total number of signatures** - the total of all undersigned users of both role types

**Total number of required signatures** - the total number of all required signatures of users of both roles.

**Close** - close the signing window and return to the *Order - details* window.

## Batches for authorization

Use the Batches for authorization function to display the list of batches the user has placed here. Here you can display orders contained in the batch, authorize and send the batch to the bank for processing or delete the batch, if needed. This list allows the user to store the batch for later sending to the bank, possibly by another assigned person with higher daily limit to all accounts in the batch orders.

### The features of the "Batches for authorization" function:

Batches are stored in the Batches for authorization list for up to 31 calendar days. Older batches will be deleted from the list automatically without prior announcement.

You can delete more batches at a time from the list. All delete actions must be signed with the chip card PIN.

You can authorize and send multiple batches.

It is possible to modify (change) a batch.

You can sort and filter batches in the list by displayed columns.

The batches exceeding the remaining daily subject or user limits when being sent for processing will be automatically added to the list of batches for authorization.

The system always stores the date, time and identification of the user who authorized or deleted a batch.

### Viewing orders in a batch

You can display the content of batches by double-clicking on the required batch or by selecting it and pressing the Display button. The Batch - details window will appear. It shows information on POs filtered by account/group of accounts, as chosen in the upper frame of the application. If the user does not have access rights to all accounts, he/she will be informed about it by the "No access rights to view entire batch" message in the header of the window. Only POs from accounts the user has access rights to will be displayed in the Batch - details window. POs are displayed in a paged list through which you can move by clicking on the arrow symbols. The user can display PO details by double-clicking on the required PO, by selecting the PO and pressing ENTER or by selecting the Display option in the context menu (right-click to open it). The Batch - details window will appear.

Main menu							
Downloading	Batches for authorization						
News	Type of processing	Changed	Batch description	No of ords.	CR in CZK	DB in CZK	Batch status
Import of orders and batches	batch		impe		0,00	134,00	for authoriz.
Payment orders	batch		expe		0,00	800 000,00	for authoriz.
Batches of orders	batch		Prim		7 865,36	0,00	for authoriz.
Create batches	batch		5-31		0,00	246,00	for authoriz.
List of batches	batch		ped		0,00	500,00	for authoriz.
Batches for authorization	batch		expe		0,23	0,21	for authoriz.
Waiting batches	batch		expe		0,00	347,00	for authoriz.
Batch templates	batch		expe		0,00	458,00	for authoriz.
Standing orders	batch		t7		0,00	140,00	for authoriz.
Collection agreement	online		t23		0,00	110,00	for authoriz.
Lists	batch		Primy kanal	2	0,00	420,00	for authoriz.
Statements of transaction	batch		Primy kanal	2	0,00	421,00	for authoriz.
Statements	batch		Primy kanal	2	0,00	480,00	for authoriz.
Payment cards	batch		Primy kanal	2	0,00	480,00	for authoriz.
Financial markets	batch		Primy kanal	2	0,00	579,00	for authoriz.
Information	batch		Primy kanal	1	0,00	135,00	for authoriz.
	batch		Primy kanal	2	0,00	203,00	for authoriz.
	online		limited	1	0,00	2 223 334 444,00	for authoriz.
	online		safdafawe	1	0,00	2 223 334 444,00	for authoriz.
Outstanding amounts	Page 1 / 2						
Administration	Selected: 1 Informative amount (+/-) 0,00 / 134,00 CZK						
Certificate Wizard	Total: 24 Informative amount (+/-) 25 330,00 / 4 447 553 959,69						
Help	Print Export Display Delete Authorize Download						
Exit							

### **Description of the window:**

**Display** - press to display Batch - details. Only the POs for accounts to which the user has access rights will be displayed. In case the batch also contains orders for accounts to which the user has no rights, he/she will be informed by the appropriate message.

**Display summary** - this option displays only sum totals by accounts, due dates and statuses of individual orders.

**Find out current status** - Use this option to download data of selected batches from the server of Komerční banka. This option will be used when users do not download (update) the database for longer time and batches remain in so-called incomplete status.

**Delete** - the Deleting batches - CryptoPlus application window will appear. The user must have rights to all POs in the batch. The batch can only be edited if it contains less than 200 orders.

**Authorize** - the CryptoPlus application window will appear. After signing, the batches will be sent for further processing. The user must have rights to all POs in the batch. The sum total of all POs must not exceed the remaining user or subject limits to accounts.

**Download** - press this button to update the statuses of batches for authorization. If you are not connected to the bank application server (AS), this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to AS is established, the version check and download of main libraries will be performed at the same time. You have to enter the chip card PIN to establish a new connection.

**Summary for authorisation** – Use this option to display a summary of all payment orders in selected batches before their authorisation.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.


### **Communication results**

The window shows results of sending to the application server. The Result field shows a phrasal description (such as “transaction authorized successfully”).

**If no information on results of sending was received**, the status of these orders will be set to “**Download after 15min**”. In this case, press Download after a while (**no sooner than after 15 minutes**) or repeat downloading several times.

If this condition persists, **call profibanka product support on +420 955 551 552**.

If the support personnel find out that the order has not been sent, it can be re-sent by repeating the order.

 **Communication returns**

BATCHES					
KB batch ID	Orders	Credit	Debited	Batch description	Result
	1	0.00	2000.00	export	No payer's account access rights or the batch contains accounts of different subjects
	1	0.00	200.00	export	No payer's account access rights or the batch contains accounts of different subjects
<a href="#">1000001NE8</a>	1	0.00	51.20	import	Insufficient user limits - batch has been stored to list for authorization.
					No payer's account access

Online orders					
Account	Amount	Currency	Creation date	VS	Payer's description
Contra-account		Type	Value Date	CS	
KB order ID				SS	

CS **Print** **Close**

**Description of the window:**

**Batches** - the list of authorized batches.

**KB batch ID** - link to Batch - details.

**Print** - press to print the list of batches and POs received by the bank.

**Close** - press to close the informative window.

***Batches - change***

Use this option to open the Batch - details window to be able to mark payment orders selected for deletion (removal) from the given batch. Batches displayed in the Batches for authorization dialog can be modified - i.e. individual payment orders in a batch can be deleted. The user can change a batch only in case he has access rights to all payment orders of that batch. Batches sent via EDI or DC applications cannot be changed in the *profitbanka* application.

**Batch - details**

Description		Number of orders	2
Type of processing	batch	Credit	0,00
KB batch ID	10CRE6BSVZ	Debit	1 003,00
Status	for authoriz.		

S	Due date	Type	Onl.	Account number	Contra-account number	Bnk.	Amount	Currel	CS
<input type="checkbox"/>	10.3.2008	DPO	<input type="checkbox"/>	35-3131780207	123	0300	-501,00	CZK	
<input type="checkbox"/>	10.3.2008	DPO	<input type="checkbox"/>	35-3131780207	35-3131810222	0100	-502,00	CZK	

Display  
 Delete  
 Select not processed  
 Select all

Page 1 / 1

Selected: 1      Informative amount (+/-) 0,00 / 501,00 CZK

Total: 2      Informative amount (+/-) 0,00 / 1 003,00

Print   Export   Label   Signatures   Delete   Close

**Description of the window:**

This window is identical to the Batch - details window in the list of batches, the only difference being that payment orders to be deleted (removed) from the batch can be marked.

## ***Waiting batches***

Use this function to display the list of batches authorized and sent to the bank, but not yet sent for processing to the internal bank system, or those already partially processed (some payment orders of the batch have been processed, some have not).

You can do the following in the Waiting batches list:

View individual POs in batches

Delete batches. You have to sign deleting batches in this list, since they have already been authorized by the user when sent. If you delete a batch from the list, the subject and user limits for accounts will be increased by the sum total of POs (with the exception of collection orders and SEPA Direct Debit orders) contained in the deleted batches, provided that the banking day is identical with the date of sending the batch to the bank.

Change batch - this means deletion of not-yet processed payment orders in the batch. This action must be authorized; after its completion, the status of deleted payment orders will be changed to "deleted" and they will no longer be processed.

## ***Batches - change***

The user can select payment orders (in a batch) to be deleted (the application will recognize which payment orders have not been processed yet and therefore can be deleted). Batches shall be changed in the Batch - details window (just as if viewing payment orders in the batch) that allows marking individual payment orders. The batch can only be edited if it contains less than 200 orders.

## ***Viewing orders in a batch***

You can display the content of batches by double-clicking on the required batch or by selecting it and pressing the Display button. The Batch - details window will appear. It shows information on POs filtered by account/group of accounts as chosen in the upper frame of the application. If the user does not have access rights to all accounts, he/she will be informed about it by the "No access rights to view entire batch" message in the header of the window. Only POs from accounts the user has access rights to will be displayed in the Batch - details window. POs are displayed in a paged list through which you can move by clicking on the arrow symbols. The user can display PO details by double-clicking on the required PO, by selecting the PO and pressing ENTER or by selecting the Display option in the context menu (right-click to open it). The Batch - details window providing details of the selected PO will appear.

**Description of the window:**

**Display** - press to display Batch - details. Only the POs for accounts to which the user has access rights will be displayed. In case the batch also contains orders for accounts to which the user has no rights, he/she will be informed by the appropriate message.

**Display summary** - this option displays only sum totals by accounts, due dates and statuses of individual orders.

**Delete** - the Deleting batches - CryptoPlus application window will appear. The user must have rights to all POs in the batch.

**Find out current status** - Use this option to download data of selected batches from the server of Komerční banka. This option will be used when users do not download (update) the database for longer time and batches remain in so-called incomplete status.

**Download** - this option will update the status of waiting batches. If you are not connected to the bank application server (AS), this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to AS is established, the version check and download of main libraries will be performed at the same time. You have to enter the chip card PIN to establish a new connection.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

## Batch templates

A batch template is a user-defined group of order templates allowing the user to easily enter frequently used batches of orders (only domestic orders). In a single batch template, you can only group templates for accounts of a single subject (the same restriction as for actual batches of orders).

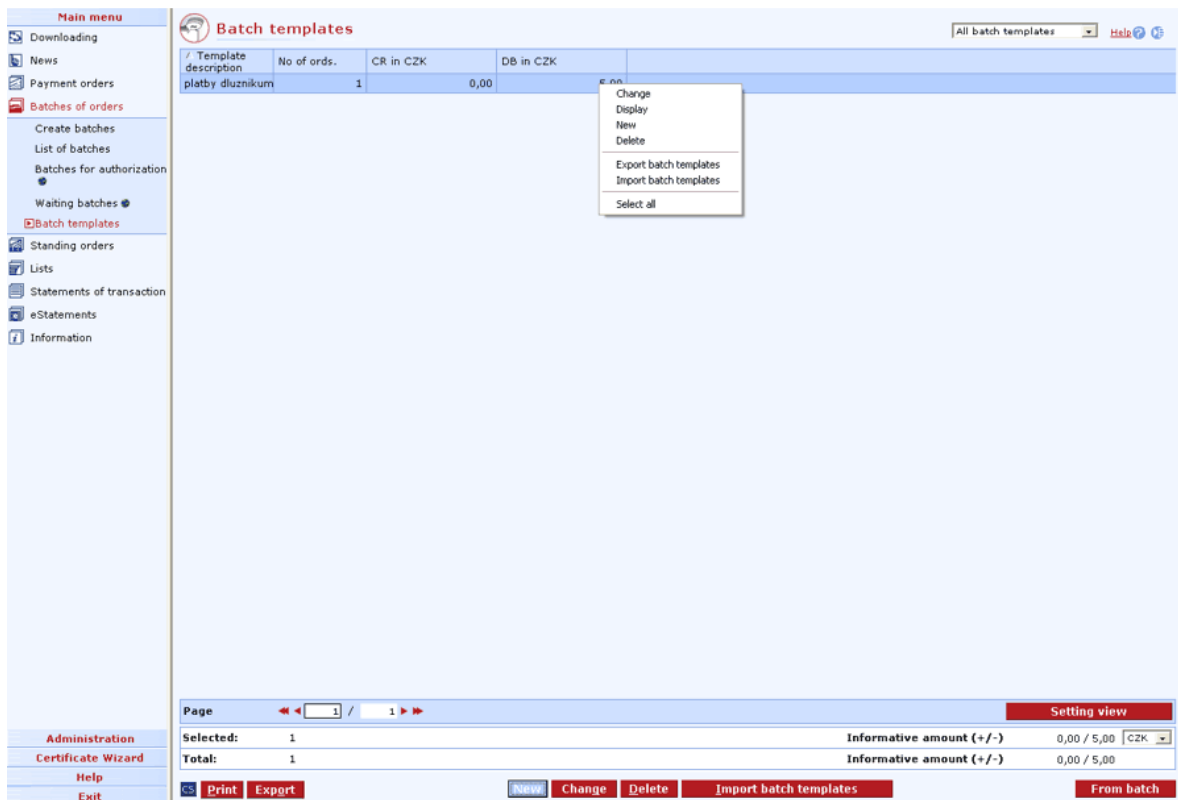
The template consists of individual order templates. When using the template, all individual orders will be generated and added into the batch.

Administration of batch templates allows the creation of a new template by entering its description and subsequent adding of individual order templates to the batch template or by generating it from an existing batch by filling in a template description.

Order templates can only be inserted into a single batch of templates one at a time. When added into the batch of templates, the order template can only be accessed via the appropriate batch template.

### Create batch templates (the list)

Use this list to view, create and modify batch templates.



The screenshot shows the 'Batch templates' application window. On the left is a 'Main menu' with options like 'Downloading', 'News', 'Payment orders', 'Batches of orders', 'Standing orders', 'Lists', 'Statements of transaction', 'eStatements', and 'Information'. The main area displays a table with the following data:

Template description	No of ords.	CR in CZK	DB in CZK
platby dluznikum	1	0,00	0,00

A context menu is open over the first row, listing actions: Change, Display, New, Delete, Export batch templates, Import batch templates, and Select all. At the bottom, there is a 'Page' indicator (1 / 1), a 'Setting view' dropdown, and a summary table:

Selected:	1	Informative amount (+/-)	0,00 / 5,00	CZK
Total:	1	Informative amount (+/-)	0,00 / 5,00	

Buttons at the bottom include 'Print', 'Export', 'Change', 'Delete', 'Import batch templates', and 'From batch'.

#### Description of the window:

**New** - press to display the Batch template label dialog. After you enter a batch description, details of the batch template where you can add order templates will be displayed.

**Change** - this option will open the Batch template - details window in modification mode.

**Display** - use this to display the Batch template - details window in view mode.



**Delete** - this option will open the Batch template - details window in delete mode.

**Export batch templates** – press to export batch templates to a specified directory for later download by another station with *Profibanka* installed. On another station, batch templates exported in the above-mentioned way can be imported via *Batch templates* menu.

**Import batch templates** – press to import batch templates from the selected directory to which batch templates from another station with installed *Profibanka* have been exported.

**From batch** - press to display the Batches of orders dialog (list of batches). After you select a batch, a template will be created based on that batch.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

### ***Batch template - details***

Batch template detail displays main information on a batch template, particularly the list of order templates already added to the batch template. You can insert and remove order templates to/from the current batch template.

Template description	Type	Onl.	Account name	Account Number	Contra-acc. nam	C
ss	DPO	<input type="checkbox"/>	gjggjggjg	272307220277	Test mod	1

Page 1 / 1 View setting

Selected: 1 Informative amount (+/-) 0,00 / 0,00 CZK

Total: 0 Informative amount (+/-) 0,00 / 0,00

CS Print Export Insert order template Eliminate order template Label Close

### **Description of the window:**

**Add order template** - press to display the **Adding templates to batch** window, in which existing order templates can be selected and added to the current batch template.

**Remove order template** - press to remove the template from the batch. If you remove a template from the batch, it will be placed to order templates.

**Label** - use this option to display the label, where you can change the names of the template and the batch.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

## Standing orders

Standing payment orders (in CZK or foreign currency) are used for repeated payments of fixed amounts on fixed dates from a current account to fixed beneficiaries' accounts. In KB, the beneficiary's account can be a current or savings account, or, under certain conditions, a term account. From accounts in CZK or foreign currency, amounts in CZK can be transferred to other banks within the Czech Republic. The bank does not supervise coverage of standing orders. Orders that could not be executed due to insufficient funds will be rejected. The client may pay the SO by a single payment order.

A user may create up to 250 standing orders for a single account.

The earliest date for opening a standing order can be D+2 (the current date + two banking days), the latest date can be set to up to 364 days in advance.

In the Profibanka application, only payment orders in CZK can be created, changed or cancelled (type 1, short name PAYMENT) in CZK or foreign currency. Other types of standing orders can be operated via Expresní linka or at a branch. All types of standing orders are displayed in *List of active SO*.

If multiple/multilevel authorization is set, this window applies for the creation or changing of a standing order.

- Account holder – natural person (non-business) always executes authorization himself.
- Account holder – natural person (business) always executes authorization himself.
- Statutory representatives and mandatories always execute authorization according to rules of multiple/multilevel authorization, regardless of their limits in accounts.

### List of types of standing orders:

Type 1	PAYMENT	Standing payment order
Type 2	INTEREST	Transfer of interest
Type 3	REPAYMENT	Repayments of credit/interest
Type 4	LOAN	Transfer of loan
Type 5	CHARGES	Transfer of credit charges
Type 6	EXC BAL	Transfer of excess balance without fixed date
Type 7	MIN BAL	Transfer ensuring minimum available balance in account
Type 8	PREV DEBET	Transfer preventing rise of debit balance
Type 9	EXC BAL T	Transfer of excess current balance with fixed date

### Statuses of standing orders

Status	Status description
<b>Entered</b>	An SO entered in the system (not sent).
<b>Invalid</b>	Invalid SO - it contains errors preventing it from being sent. For example, a user tries to send an SO that he/she entered in the past with an old opening date.
<b>Deleted</b>	SO deleted from the Create standing orders menu and from Orders for authorization.
<b>For authorization</b>	These are POs in the SO for authorization list (sent to the list by the user or automatically due to insufficient limits). The user can modify or delete SOs with this status using Profibanka's online functions.
<b>Received for</b>	A successfully authorized SO. The user cannot modify orders

- processing** with this status in any way.
- Rejected** An SO rejected by DI (or other way).
- Active** All SOs set in the user's accounts within KB.
- Cancelled** A cancelled active SO. This status may only arise if an SO is cancelled via PCB/IB applications immediately without the termination date filled in.
- Created** An SO newly created via PCB/IB. This status arises at the moment of accepting the SO in DI, i.e. the SO will become active and marked with the "created" status in History of SO changes.
- Changed** An active SO changed via PCB/IB. This status arises when a change to an active SO is accepted in DI. This means that the original (to-be-changed) active SO is deleted from the list of active SOs and replaced by a new active SO with changed items. The SO with the "changed" status will be saved in the history of SO changes.

## Create SOs

Use this window to create standing payment orders in CZK or foreign currency (further referred to as "standing orders" only) and to change or delete as yet unauthorized standing orders. When authorizing standing orders, checks are carried out only on the subject limit; however, the limit will not be decreased after the authorization. Standing orders can only be created for payments from current accounts; the earliest date for opening a standing order can be D+2 (the current date + two banking days), the latest date can be set to up to 364 days in advance.

Up to 20 standing orders can be sent at a time.

The bank does not supervise coverage of standing orders. Orders that could not be executed due to insufficient funds will be rejected. The client may pay the SO by a single payment order.

S	Payment description	First payment date	Termination date	Type	Account number	Contra-account number	Bnk.	SO amount	currency	Payment period
<input type="checkbox"/>		.2013		PAYMENT	35-3105320207	35-3105310287	0100	CZK	month	
<input type="checkbox"/>		.2013		PAYMENT	90042-857030217	90042-857230227	0100	EUR	month	
<input type="checkbox"/>		.2013		PAYMENT	35-3105320207	35-3119080267	0100	JPY	month	
<input type="checkbox"/>		.2013		PAYMENT	35-3105320207	35-3105290247	0100	CZK	month	
<input type="checkbox"/>		.2013		PAYMENT	35-3103670297	35-3103130207	0100	CZK	quarter	
<input type="checkbox"/>		.2013		PAYMENT	35-3103370227	35-3103210207	0100	CZK	month	

<b>Selected:</b>	1	<b>Informative amount (+/-)</b>	0,00 / 10,00	CZK
<b>Marked:</b>	0	<b>Informative amount (+/-)</b>	0,00 / 0,00	
<b>Total:</b>	6	<b>Informative amount (+/-)</b>	0,00 / 1 251,31	

### **Description of the window:**

**Change** - press to display the *Standing order - details* window in modification mode.

**New from selected** - press to display the *Standing order - details* window in modification mode. Data will be filled in according the selected SO. The user can change the date.

**Display** - press to display the *Standing order - details* window in view mode.

**New SO in CZK/New SO in FC** - press to display the *Standing order - details* window in enter mode.

**Delete** - press to display the *Standing order - details* window in delete mode.

**Mark** - press to mark an order to be sent.

**Unmark** - choose to unmark the selected order to be sent.

**Send for authorization** – selected standing orders will be sent to the list of standing orders for authorization.

**Send** - press to open the CryptoPlus application window - the standing orders marked for sending will be sent upon confirmation. All marked standing orders in the current selection of accounts/group of accounts are sent. If you are not connected to the bank, this function will open the connection. If a new connection to the bank is established, the version check and download of main libraries will be performed at the same time. The button is only available to global users. The chip card PIN must be entered before establishing a new connection.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting of individual columns, rows, etc.

## ***List of active SO***

Use this list to display standing orders (related to the selected account) created through direct banking channels, at a branch or via the call center (KB Expresní linka). In this list, “active” standing payment orders in CZK or foreign currency can be modified and cancelled using context menu options. SOs with the “active” status do not show up in any other list. For standing orders with several due dates in the selected period (this type of standing order can only be created at sales points), their due dates cannot be changed via direct banking.

Main menu		Active standing orders									
Downloading		Payment description	Last payment date	Next payment date	Termination date	Type	With interruption	Account number	Contra-account number	Bnk.	R b
News		ZASLÁNÍ UPOMÍNKY				CHARGES	No	940-4605630257	78-5235511107	0100	
Payment orders		PLATBA ÚROKU/POK				CHARGES	No	940-4605630257	78-5235511107	0100	
Batches of orders		ZASLÁNÍ UPOMÍNKY				CHARGES	No	940-4605630257	78-5236511117	0100	
Standing orders		PLATBA ÚROKU/POK				CHARGES	No	940-4605630257	78-5236511117	0100	
Create SO		OZNÁM O PŘEČERPÁNÍ				CHARGES	No	90042-919530277	90018-1200531337	0100	
List of active SO		PLATBA ÚROKU/POK						90042-919530277	90018-1200531337	0100	
SO for authorization		SPRAVOVÁNÍ ÚVĚRŮ	1.2.2013					90042-919530277	90018-1200531337	0100	
History of SO changes		ZASLÁNÍ UPOMÍNKY						90042-919530277	90018-1200531337	0100	
Collection agreement								90018-1086721347	940-4847920257	0100	
Lists								90018-1200531337	90042-919530277	0100	
Statements of transaction			25.2.2013					90018-1656690627	90042-856830247	0100	
eStatements			20.9.2012								
Payment cards		TKT NOVY ACCOUNT	7.2.2013	7.3.2013		PAYMENT	No	35-3105320207		369	8040
Financial markets		TKT NOVY ACCOUNT	21.2.2013	28.2.2013		PAYMENT	No	35-3105320207		369	8040
Information		TP NEPOVOLENA PRŮPLATA	27.2.2013	28.2.2013		PAYMENT	No	35-3105320207	35-3105270297	0100	
		VBI TEST 3 - VYPLNENY VS	15.2.2013	16.3.2013		PAYMENT	No	35-3105240207	35-3105320207	0100	
		VBI TEST 2 BEZ VS	25.2.2013	25.3.2013		PAYMENT	No	35-3105240207	35-3105320207	0100	
		MJA-TEST-CHANGE-050304	21.2.2013	28.2.2013		PAYMENT	No	35-3105320207	35-3105290247	0100	
			30.1.2013	28.2.2013		PAYMENT	No	35-3105320207	35-3105290247	0100	
			21.2.2013	28.2.2013		PAYMENT	No	35-3105320207	35-3105290247	0100	
			22.2.2013	3.3.2013		PAYMENT	No	35-3105320207	35-3105290247	0100	
Page: 1 / 4 Selected: 1 Informative amount (+/-) 0,00 / 0,00 CZK Total: 67 Informative amount (+/-) 0,00 / 1 000 149 511,11 Print Export Download											

### Description of the window:

**Download** - use this option to update statuses of standing orders. If you are not connected to the bank, this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to the bank is established, the version check and download of main libraries will be performed at the same time. The button is only available to global users. The chip card PIN must be entered before establishing a new connection.

**Display** (context menu option) - press to display the *Order - details* dialog in the view mode.

**Change** (context menu option) - press to display the **Order - details** dialog in the modification mode (Changing active SO).

**Cancel** (context menu option) - press to display the **Order - details** dialog in the modification mode (Cancelling active SO).

**Create order from...** (a context menu option) – create a payment order with values of a selected standing order.

**Select all** (context menu option) - press to mark all items of the list as selected.

**CS/EN** - the toggle switch (only for changing the language for printouts and the report export).

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting of individual columns, rows, etc.

**Note:**

The bank does not supervise coverage of standing orders. Orders that could not be executed due to insufficient funds will be rejected. The client may pay the SO by a single payment order.

## SO for authorization

Use this menu to display a list of all standing orders sent for authorization, e.g. to another user (to a user with higher rights - limit). Along with standing orders sent to this list directly by the user, standing orders that have been sent by the user directly for processing but have not passed validation (checking) of user or subject limits and roles are automatically saved here too. Within this function, standing orders in the list can be modified, cancelled or sent for processing. Standing orders for authorization are not displayed in any other list.

In the list of orders for authorization, new SOs are distinguished from changes to active SOs. For new SO's, validation of **D+2** (the current date + two banking days) will be carried out in the *Opening date* field, for changed active SO's, **D** validation will be carried out (D = the nearest banking day).

Standing orders can be authorized within 30 days of the day of being saved in this list.

Payment description	First/next payment date	Termination date	Type	Account number	Contra-account number	Bnk.
			PAYMENT	3105220257	123	0300
MGL test TP 4	4.9.2004	1.11.2004	PAYMENT	3105250237	123123123	8030
	18.8.2004	21.8.2004	PAYMENT	3105190297	123	0300
TKT04	12.8.2004		PAYMENT	3105190297	246	8040
tommy 01	2.8.2004	2.9		3105190297	123	0300
MKP 20040729 002	31.7.2004			3105290247	105270297	0300
MKP 20040729 001	31.7.2004			3105290247	105270297	0300

**Description of the window:**

**Display** (context menu option) - press to display the *Order - details* dialog in the view mode.

**Change** (context menu option) - press to display the *Order - details* dialog in the modification mode. In this list, account and contra-account numbers cannot be modified in an SO - see *Changing standing orders*.

**Delete** - press to delete one or more SO's selected (highlighted) in the list. If you select an SO, the system will open the *Order - details* window with pre-filled data of the selected SO and let you delete this order. If you select more SO's, the *CryptoPlus* application window will appear, which contains a summary of SO's selected. They can be deleted here.

**Authorize** - press to authorize and send the selected SO(s) for processing.

**Select all** (context menu option) - press to mark all items of the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - press to print the current list.

**Export** - press to export the current list in CSV or RTF formats. Choose this option to open the dialog to select a file name and saving location.

**Download** - press to download the list of orders for authorization. If you are not connected to the bank application server (AS), this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to the bank (AS) is established, the version check and download of main libraries will be performed at the same time. You have to enter the chip card PIN to establish a new connection.

**Setting view** - enables setting of individual columns, rows, etc.

## History of SO changes

Use this window to display history of SO changes. In this window, all standing payment orders in CZK or foreign currency, with the exception of active standing orders and standing orders for authorization, are displayed.

Payment description	Receipt date in KB	First/next payment date	Termination date	Type	Account number	Contra-account number
TKT NOVY ACCOUNT TYP	14.7.2004 13:50:00	12.7.2004	29.7.2004	PAYMENT	5320207	369
K AUTORIZACI 8	14.7.2004 13:51:00	15.7.2004	13.8.2004	PAYMENT	5240207	123
MDJA 040715 C	15.7.2004 20:15:00	2.8.2004	14.8.2004	PAYMENT	5320207	5250237
TKT TP 24	22.7.2004 15:47:00	28.7.2004	30.7.2004	PAYMENT	5320207	123
TKT TP 24	22.7.2004 15:47:00	28.7.2004	6.8.2004	PAYMENT	5320207	123
TKT TP 24	22.7.2004 15:47:00	19.8.2004		PAYMENT	5320207	123
TKT TP 24	22.7.2004 15:47:00	28.7.2004	6.8.2004	PAYMENT	5320207	123
TKT TP 24	22.7.2004 15:47:00	20.8.2004		PAYMENT	5320207	123
TP NEPOVOLENA FREK 2M	26.7.2004 16:41:00	27.8.2004		PAYMENT	5320207	5270297
TP NEPOVOLENA FREK 2M	26.7.2004 16:41:00	24.8.2004		PAYMENT	5320207	5270297
TKT	26.7.2004 18:13:00	30.4.2004	29.7.2004	PAYMENT	5240207	123
TKT	26.7.2004 18:13:00	30.7.2004	2.8.2004	PAYMENT	5240207	123
ODESLANI 20040727	27.7.2004 12:31:00	29.8.2004		PAYMENT	5320207	5290247
ODESLANI 20040727	27.7.2004 12:31:00	29.8.2004		PAYMENT	5320207	5290247
20040726 TP 003	28.7.2004 16:35:46	5.8.2004	6.8.2004	PAYMENT	5240207	3670667
20040726 TP 003	28.7.2004 16:35:46	5.8.2004	6.8.2004	PAYMENT	5240207	3670667
autorizace 20040727	29.7.2004 9:44:56	31.7.2004		PAYMENT	5270297	5250237
	29.7.2004 10:32:09	5.8.2004		PAYMENT	5290247	5270297
MKP 20040729 004	29.7.2004 10:41:28	31.7.2004		PAYMENT	5290247	5270297

### Description of the window:

**Display** - use this to display the Standing order - details window in the view mode.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Download** - use this option to update changes to standing orders. If you are not connected to the bank application server (AS), this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to AS is established, the version check and download of main libraries will be performed at the same time. You have to enter the chip card PIN to establish a new connection.

**Setting view** - enables setting individual columns, rows etc.



## **Collection agreement**

All users with access to the account (both adults and children) can create a collection agreement / SIPO / collection agreement for O2 – landline/internet / SEPA Direct Debit Mandate in the Profibanka application. SIPO direct debit mandates cannot be created for business accounts in direct banking.

The requirement for creating of the collection agreement / SIPO / collection agreement for O2 / SEPA Direct Debit Mandate is subject to multiple/multilevel authorization according to the following rules:

<b>User</b>	<b><i>The subject has not set the multiple/multilevel authorization</i></b>	<b><i>The subject has set the multiple/multilevel authorization</i></b>
Holder - natural person - non-business	Able to fully authorize individually.	Able to fully authorize individually.
Holder - natural person - business	Able to fully authorize individually.	Able to fully authorize individually.
Statutory representative - legal entity	Able to fully authorize individually up to his/her total daily account limit. When exceeding the account limit, the requirement is saved in the "for authorization" status.	The requirement is always subject to multiple/multilevel authorization.
Assignee	Able to fully authorize individually up to his/her total daily account limit. When exceeding the account limit, the requirement is saved in the "for authorization" status.	The requirement is always subject to multiple/multilevel authorization.

## **Create collection agreements**

Use this window to create collection agreements / SIPO / collection agreements for O2 – landline/internet / SEPA Direct Debit Mandates and to delete or change so far non-authorized collection agreements.

S	Type of collection agreement	Valid from	Account number	Contra-account number	Bnk.	SIPO payer connection number	Reference number	Limit of individual payment
	Collection agreement	5.4.2012	43-1682150237		123	0100		2 000,00
	Collection agreement	5.4.2012	43-1682150237		123	0100		2 000,00

Selected:	1	Informative amount (+/-)	0,00 / 2 000,00	CZK
Marked:	0	Informative amount (+/-)	0,00 / 0,00	
Total:	2	Informative amount (+/-)	0,00 / 4 000,00	

**Description of the window:**

**Change** - this will display details of the selected collection agreement in the edit mode.

**New from selected** - this will display details of the selected collection agreement in the edit mode. Data in the form will be filled in according to the selected collection agreement. The user can change the data.

**Display** - use this option to display the detail window of the selected collection agreement in the view mode.

**New** - use this button to display the detail window of the selected collection agreement in the enter mode.

**New collection agreement/New SIPO collection agreement/New O2 collection agreement/New SEPA Direct Debit Mandate** - use this button to display the detail window of the selected collection agreement in the mode of entering the appropriate collection agreement type. It will check whether you have at least one current account enabled for the entering of collection agreements in the Account selection/Group of accounts selection lists. You can also use the arrow to the right of the buttons to select the type of individual collection agreement.

**Delete** - use this option to display the form of the selected collection agreement in the delete mode.

**Mark** - press to mark a collection agreement to be sent.

**Unmark** - choose to unmark the selected collection agreement to be sent.

**Send for authorization** – selected direct debit agreements will be sent to the list of direct debit agreements for authorization.

**Send** - press to open the CryptoPlus application window - the collection agreements marked for sending will be sent upon confirmation. All marked collection agreements in the current selection of accounts/group of accounts are sent. If you are not connected to the bank, this function will open

the connection. If a new connection to the bank is established, the version check and download of main libraries will be performed at the same time. The button is only available to global users. The smart card PIN must be entered before establishing a new connection.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting of individual columns, rows, etc.

### ***New – collection agreement***

Use this form to create a collection agreement to the debit of a CZK (Czech crowns) or foreign currency current account.

By creating a collection agreement, the account holder or an assignee allows the counterparty (i.e. the payment beneficiary) to draw funds from his/her own account (i.e. transfer funds from the holder's account to the beneficiary's account) up to the limit of the individual payment (the payment limit is defined by the party creating the collection agreement). The limit of the individual payment can be set up to the total daily subject limit. If the total daily subject limit is exceeded, creating the collection agreement will not be permitted.

Currencies of the permitting and collecting accounts must be the same. In case the collection agreement is in a foreign currency, the collecting contra-account must be a KB account.

The limit of an individual payment is not limited in time (such as one day). It is a limit of an individual payment.

The number of direct debit payments can be restricted by setting a frequency other than unlimited. This value specifies after how many days from the last processed direct debit another direct debit payment associated with the direct debit mandate can be made.

The user must inform the counterparty that the collection order has been created. In case of creating a general collection agreement, the bank will not inform holders of contra-accounts.

**Description of the window:**

**Account alias** - the intuitive account alias. The account number will be filled in when you confirm the name.

**Account number** – the number of the account in which a collection agreement is set. If the account has an alias, it will be filled in the Account alias field.

**Account bank code** - always 0100 (Komerční banka), not to be changed

**Account currency** – currency of the selected account.

**Contra-account alias** - the intuitive contra-account name. The contra-account number will be filled in when you confirm the alias.

**Contra-account number** – the number of the account from which collection orders can be created to the debit of the permitting (agreeing) account. If the contra-account has an alias, it will be filled in the Contra-account alias field.

**Contra-account bank code** - the contra-account bank numeral code assigned in the Czech Republic.

**Contra-account currency** – contra-account currency. It must be the same as the account currency.

**Valid from** - date from which the collection agreement is permitted. The next business day at the earliest.

**Cal.** - a graphic interface for choosing banking days. Use the mouse to move a date into the Valid from field.

**Valid until** - date until when (which business day, inclusive) the collection agreement is to be permitted (optional field).

**Cal.** - a graphic interface for choosing banking days. Use the mouse to move a date into the Valid until field.

**Limit of individual payment** – the limit of an individual payment (in the currency of the permitting account).

**Frequency** – This value specifies after how many days from the last processed direct debit another direct debit payment associated with the direct debit mandate can be made.

<i>Frequency</i>	<i>Description</i>
<b>Daily</b>	Every calendar day, only one collection payment can be executed.
<b>Weekly</b>	A collection payment can be taken from the account once, on the 5th calendar day from the last collection payment at the earliest (i.e. during the 4 days from the day the last collection payment was executed, all requests for collections will be rejected).
<b>Monthly</b>	A collection payment can be taken from the account once, on the 25th calendar day from the last collection payment at the earliest (i.e. during the 24 days from the day the last collection payment was executed, all requests for collections will be rejected).
<b>Quarterly</b>	A collection payment can be taken from the account once, on the 80th calendar day from the last collection payment at the earliest (i.e. during the 79 days from the day the last collection payment was executed, all requests for collections will be rejected).
<b>Semiannually</b>	A collection payment can be taken from the account once, on the 180th calendar day from the last collection payment at the earliest (i.e. during the 179 days from the day the last collection payment was executed, all requests for collections will be rejected).
<b>Annually</b>	A collection payment can be taken from the account once, on the 360th calendar day from the last collection payment at the earliest (i.e. during the 359 days from the day the last collection payment was executed, all requests for collections will be rejected).
<b>Unlimited</b>	Every calendar day, any number of collection payments can be executed.
<b>Other</b>	If you select this option, you must enter a specific number of days between direct debit payments.

**Days between collections** – this value specifies after how many days another collection payment (from the last booked payment) associated with the collection agreement can be made. Specific number of days between collections can only be selected when using the other frequency option. If the number of days entered corresponds to a frequency, this frequency will be set for the collection agreements.

*Examples:*

<i>Days between collections</i>	<i>Description</i>
0	Every calendar day, <b>any number</b> of collection payments can be executed.
1	Every calendar day, <b>only one</b> collection payment can be executed.
15	A collection payment can be taken from the account <b>once, on the 15th calendar day</b> from the last collection payment at the earliest (i.e. during

	the 14 days from the day the last collection payment was executed, all requests for collections will be rejected).
30	A collection payment can be taken from the account <b>once, on the 30th calendar day</b> from the last collection payment at the earliest (i.e. during the 29 days from the day the last collection payment was executed, all requests for collections will be rejected).
180	A collection payment can be taken from the account <b>once, on the 180th calendar day</b> from the last collection payment at the earliest (i.e. during the 179 days from the day the last collection payment was executed, all requests for collections will be rejected).
360	A collection payment can be taken from the account <b>once, on the 360th calendar day</b> from the last collection payment at the earliest (i.e. during the 359 days from the day the last collection payment was executed, all requests for collections will be rejected).

*Note: When setting the value of a monthly collection payment, the lower number of days in February must be taken into consideration (28 or 29 days).*

**Note** – Use this field to enter details of the collection agreement identification. This field is not transferred to the beneficiary's account. It is only displayed in direct banking systems (optional field).

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (HTML). The dialog to select a file name in the language set by the toggle switch will appear.

**Save** - use this button to validate the order; if the order is filled in correctly, it will be saved.

**Cancel** - use this button to abandon the collection agreement create-session without saving the data.

## ***New – SIPO collection agreement***

Use this form to create a SIPO collection agreement (Centralised Collection of Resident Payments) to the debit of a CZK (Czech crowns) current account. SIPO direct debit mandates cannot be created for business accounts in direct banking.

By creating a SIPO collection agreement, the account holder (or an assignee) allows Česká pošta, s.p. to collect funds from his/her account within the framework of the SIPO system and to further process the collected amount according to the effective terms and conditions of SIPO.

The limit of the SIPO individual payment entered via Profibanka must not exceed the daily subject limit and, at the same time, it must not exceed the amount of CZK 99 998 due to technical restrictions. If the daily subject limit is exceeded, creating the SIPO collection agreement will not be permitted.

On the 24th day of each month, Komerční banka submits requests for creating SIPO collection agreements to Česká pošta, a.s. In case the 24th day of the month is not a business day, the date is shifted to the nearest previous business day. In order for the first SIPO payment to be carried out in the next month, the request for creating the SIPO collection agreement must be submitted to Komerční banka one business day before sending the request to Česká pošta. Business day ends at 8:30 pm.

### **Example 1:**

24.2. is a Saturday (not a business day). On Friday 23 February (i.e. the nearest previous business day), Komerční banka submits requests for creating SIPO payments to Česká pošta. In order for the SIPO payment to be carried out in the next month, the request for creating the SIPO collection agreement must be submitted to Komerční banka by Thursday 22 February, 8:30 pm at the latest.

### **Example 2:**

24.3. is a Wednesday. It is a business day, therefore, Komerční banka submits requests for creating SIPO to Česká pošta. In order for the SIPO payment to be carried out in the next month, the request for creating the SIPO collection agreement must be submitted to Komerční banka by Tuesday 23 February, 8:30 pm at the latest.

**SIPO collection agreement**

**Detail**

Account alias **Account (debit)**

Account number Account bank code: 0100 Account currency: CZK

SIPO payer connection number

Valid from: 1.10.2010 Cal. Limit of individual payment: CZK

VS SS

Note

CS Print Export Save Cancel

**Description of the window:**

**Account alias** - the intuitive account alias. The account number will be filled in when you confirm the name.

**Account number** – the number of the account in which a SIPO collection agreement is set. If the account has an alias, it will be filled in the Account alias field.

**Account bank code** - always 0100 (Komerční banka), not to be changed

**Account currency** - always CZK, not to be changed

**SIPO payer connection number** – unique identification number for the SIPO payer issued by Česká pošta, a.s.

**Valid from** - date from which the SIPO collection agreement is to be permitted. The first day of the month from which SIPO is to be permitted should be specified here. The closest possible date is defined on the basis of rules for submitting requests to Česká pošta, a.s. - see above.

**Cal.** - a graphic interface for choosing banking days. Use the mouse to move a date into the Valid from field.

**Limit of individual payment** – Limit of an individual SIPO payment. Maximum limit is CZK 99 998. (in CZK).

**Note** – Use this field to enter details of the SIPO collection agreement identification. This field is not transferred to beneficiaries. It is only displayed in direct banking systems (optional field).

**CS/EN** - the toggle switch for changing the language for printouts and the report export.



**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (HTML). The dialog to select a file name in the language set by the toggle switch will appear.

**Save** - use this button to validate the order; if the order is filled in correctly, it will be saved.

**Cancel** - use this button to abandon the SIPO collection agreement create-session without saving the data.

### ***New – collection agreement for O2 – landline/internet***

Use this form to create a collection agreement to the debit of a CZK (Czech crown) current account for payments for a landline/internet of O2 Czech Republic, a.s.

By creating a collection agreement, the account holder (or an assignee) allows O2 Czech Republic, a.s. to draw funds for landline/internet payments from his/her own account up to the specified limit. The limit of the individual payment must be higher or equal to CZK 500 and must not exceed the daily subject limit. If the subject limit is exceeded, the collection agreement will not be created.

The phone number always relates to a single reference number. Multiple phone numbers may relate to a single reference number. In case multiple phone numbers relate to a single reference number, it is necessary to set a limit sufficient to cover the payment for all the phone numbers. In case the client has multiple reference numbers, an individual collection agreement must be created for each reference number.

On the 25th day of each month, Komerční banka submits requests for creating collection agreements of O2 Czech Republic, a.s. In case the 25th day of the month is not a business day, the date is shifted to the nearest previous business day. In order for the first payment for landline/internet to be carried out in the next month, the request for creating the collection agreement must be submitted to Komerční banka one business day before sending the request to O2 Czech Republic, a.s. Business day ends at 8:30 pm.

#### **Example 1:**

25.2. is a Saturday (not a business day). On Friday 18 February (i.e. the nearest previous business day), Komerční banka submits requests for creating payments for a landline/internet of O2. In order for the payment for landline/internet to be carried out in the next month, the request for creating the collection agreement must be submitted to Komerční banka by Thursday 23 February, 8:30 pm at the latest.

#### **Example 2:**

25.3. is a Wednesday. It is a business day, therefore, Komerční banka submits requests for creating payments for the landline/internet to O2. In order for the payment to be carried out in the next month, the request for creating the collection agreement must be submitted to Komerční banka by Tuesday 24th March, 8:30 pm at the latest.

**Description of the window:**

**Account alias** - the intuitive account alias. The account number will be filled in when you confirm the name.

**Account number** – the number of the account in which a collection agreement is set. If the account has an alias, it will be filled in the Account alias field.

**Account bank code** - always 0100 (Komerční banka), not to be changed

**Account currency** - always CZK, not to be changed

**Telephone number** – the number of the phone (number of one of the phones) to which the service relates.

**Reference number** – the identification number of a client at O2 Czech Republic.

**Valid from** - date from which the collection agreement is to be permitted. The first day of the month from which the collection agreement is to be permitted should be specified here. The closest possible date is defined on the basis of rules for submitting requests to O2 - see above.

**Cal.** - a graphic interface for choosing banking days. Use the mouse to move a date into the Valid from field.

**Limit of individual payment** – the limit of an individual payment for a landline/internet (in CZK).

**Frequency** – This value specifies after how many days from the last processed direct debit another direct debit payment associated with the direct debit mandate can be made. For direct debit mandates of O2 Czech Republic a.s., the "unlimited" value is preset and cannot be changed. This means that every calendar day, any number of direct debit payments, each up to the entered limit, can be executed.

**Note** – Use this field to enter details of the collection agreement permission. This field is not transferred to beneficiaries. It is only displayed in direct banking systems (optional field).

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (HTML). The dialog to select a file name in the language set by the toggle switch will appear.

**Save** - use this button to validate the order; if the order is filled in correctly, it will be saved.

**Cancel** - use this button to abandon the collection agreement create-session without saving the data.

### ***New SEPA Direct Debit Mandate***

Use this view to set up a SEPA Direct Debit mandate to the debit of a current account in EUR. All users with access to the account (both adults and minors) can set up SEPA Direct Debit mandates.

By setting up a SEPA Direct Debit mandate, the account holder (or an assignee) allows the counterparty to draw funds from his/her own account (i.e., transfer funds from the holder's account to the creditor's account based on the SEPA Direct Debit) up to the limit of the individual payment (the payment limit is defined by the party setting up the SEPA Direct Debit mandate). The single payment limit can be set up to the total daily subject limit. If the total daily limit of subject is exceeded, setting up the SEPA Direct Debit mandate will not be permitted. The subject limit is stated in CZK; for checking within the framework of setting up a SEPA Direct Debit mandate, the limit will be converted to EUR using the KB middle exchange rate.

The single payment limit is not limited in time (such as one day). The number of direct debit payments can be restricted by setting a frequency other than unlimited. This value specifies after how many days from the last processed SEPA direct debit another direct debit payment associated with the direct debit mandate can be made.

The user must inform the counterparty that the SEPA Direct Debit mandate has been set up. In case of setting up a SEPA Direct Debit mandate, the bank will not inform owners of counteraccounts.

**Description of the window:**

**Account alias** - the intuitive account alias. The account number will be filled in when you confirm the name.

**Name** - filled according to the selected account, cannot be changed.

**Account number** - the number of the account the payment is made from. If the account has an alias, it will be filled in the Account alias field.

**Bank code** - always 0100, not to be changed.

**Account currency** - according to the account currency, not to be changed

**IBAN** - the IBAN format of the payer's account number.

**Creditor Identifier** - the identification code of the creditor to whom the payments will be sent based on SEPA Direct Debits.

**Name** - the name of the creditor to whom the payments will be sent based on SEPA Direct Debits.

**Unique Mandate Reference** - the unique mandate reference (UMR) agreed between the creditor and the payer in the "Mandate".

**Payment scheme** - select a payment scheme from those supported for SEPA Direct Debit mandate.

**Type** - select whether the mandate will be granted for one-off or recurrent SEPA Direct Debits.

**Single payment limit** - the limit of a single direct debit payment.

**Frequency** – This value specifies after how many days from the last processed direct debit another direct debit payment associated with the SEPA Direct Debit mandate can be made. The value must be set for the recurrent type of SEPA Direct Debit. In case of one-off SEPA Direct Debits, this value is not entered.

<i>Frequency</i>	<i>Description</i>
<b>Daily</b>	Every calendar day, only one direct debit payment can be executed.
<b>Weekly</b>	A direct debit payment can be taken from the account once, on the 5th calendar day from the last collection payment at the earliest (i. e. during the 4 days from the day the last collection payment was executed, all requests for collections will be rejected).
<b>Monthly</b>	A direct debit payment can be taken from the account once, on the 25th calendar day from the last collection payment at the earliest (i. e. during the 24 days from the day the last collection payment was executed, all requests for collections will be rejected).
<b>Quarterly</b>	A direct debit payment can be taken from the account once, on the 80th calendar day from the last collection payment at the earliest (i. e. during the 79 days from the day the last collection payment was executed, all requests for collections will be rejected).
<b>Semiannually</b>	A direct debit payment can be taken from the account once, on the 180th calendar day from the last collection payment at the earliest (i. e. during the 179 days from the day the last collection payment was executed, all requests for collections will be rejected).
<b>Annually</b>	A direct debit payment can be taken from the account once, on the 360th calendar day from the last collection payment at the earliest (i. e. during the 359 days from the day the last collection payment was executed, all requests for collections will be rejected).
<b>Unlimited</b>	Every calendar day, any number of direct debit payments, each up to the entered limit, can be executed. We recommend this value in cases when more than one SEPA Direct Debit request can be sent to your account (from a single creditor).
<b>Other</b>	If you select this option, you must enter a specific number of days between SDD.

**Number of days between SDD** - this value specifies after how many days (from the last processed direct debit) another direct debit payment (from the last recorded payment) associated with the SEPA Direct Debit mandate can be made. The value must be set for the recurrent type of SEPA Direct Debit. In case of one-off SEPA Direct Debits, this value is not entered. Specific number of days between SDD can only be selected when using the other frequency option. If the number of days entered corresponds to a frequency, this frequency will be set for the direct debit mandate.

*Examples:*

<i>Days between direct debits</i>	<i>Description</i>
0	Every calendar day, any number of direct debit payments, each up to the

	entered limit, can be executed. We recommend this value in cases when more than one SEPA Direct Debit request can be sent to your account (from a single creditor).
1	Every calendar day, only one direct debit payment can be executed.
25	A direct debit payment can be taken from the account once, on the 25th calendar day from the last direct debit payment at the earliest (i.e. during the 24 days from the day the last direct debit payment was executed, all requests for direct debits will be rejected). This interval is recommended for payments to be direct-debited once a month (a longer interval is not suitable due to "short" February, or the direct debiting date can move - Saturdays, Sundays, holidays).
30	A direct debit payment can be taken from the account once, on the 30th calendar day from the last direct debit payment at the earliest (i.e. during the 29 days from the day the last direct debit payment was executed, all requests for direct debits will be rejected).
180	A direct debit payment can be taken from the account once, on the 180th calendar day from the last direct debit payment at the earliest (i.e. during the 179 days from the day the last direct debit payment was executed, all requests for direct debits will be rejected).
360	A direct debit payment can be taken from the account once, on the 360th calendar day from the last direct debit payment at the earliest (i.e. during the 359 days from the day the last direct debit payment was executed, all requests for direct debits will be rejected).

*Note: When setting the value of monthly direct debit payments, the lower number of days in February must be taken into consideration (28 or 29 days). Recommended setting for monthly direct debit payments is 25 days.*

**Valid from** - the date from which the SEPA Direct Debit mandate is permitted. The next calendar day at the earliest. You can choose the date using the associated calendar.

**Cal.** - graphical view of calendar days. Use the mouse to move a date into the Valid from field.

**Validity of SEPA Direct Debit Mandate** - the date until which the SEPA Direct Debit mandate is valid. The next calendar day at the earliest. You can choose the date using the associated calendar.

**Valid until** - the date up to which (inclusive) the SEPA Direct Debit mandate is to be valid. You can choose the date using the associated calendar.

**Cal.** - graphical view of calendar days. Use the mouse to move a date into the Valid until field.

**Note** - use this field to enter details of the SEPA Direct Debit mandate identification. This field is not transferred to the counterparty. It is only displayed in direct banking systems.

**Do you require detailed identification of creditor?** - check this option to be able to enter details of the creditor (Street (P.O. BOX), Town, Postcode and Country).

**CS/EN** - the toggle switch for changing the language for printouts and report export.

**Print** - printing of the current summary in the language set by the toggle switch.

**Export** - exporting of the current summary (HTML). The dialog to select a file name in the language set by the toggle switch will appear.

**Save** - use this button to validate the order; if the order is filled in correctly, it will be saved.

**Cancel** - use this button to abandon the direct debit mandate create-session without saving the data.

## List of collection agreements

Use this window to display a list of all active collection agreements related to the selected account. Active general collection agreements, active SIPO collection agreements, active collection agreements for landlines/internet of O2 Czech republic, a.s. and active SEPA Direct Debit Mandates are displayed here.

The list shows not only collection agreements entered via the Profibanka application but also collection agreements entered using the Mojebanka application, in the KB branch or via Expresní linka KB.

Individual items are displayed according to the type of collection agreement.

List of displayed statuses of collection agreements:

**Active** - active and valid collection agreement.

**Before validity** - the validity of the collection agreement is to take effect later.

**Changed** - the status for SIPO collection agreements and collection agreements for O2 – landline/internet. This becomes effective in case these collection agreements are changed. The list displays both the original and new settings.

Main menu							
List of collection agreements							
Type of collection agreement	Last collection date	Account number	Contra-account number	Bnk.	SIPO payer connection number	Reference number	Limit of individual payer
SIPOEN		940-4847930287			8174849708		5 000,00
Collection order		940-4847930287	123	2200			12,00
Collection order		940-4847930287	123	2050			45,00
Collection order		940-4847930287	9404847920257	0100			1 000,00
TO2 collection order		940-4847930287				4000004564	501,00
TO2 collection order		940-4847920257				6548946516	1 000,00
Collection order		940-4847930287	123	6000			1 999,00
Collection order		940-4847930287	123	8030			1,00
Collection order		940-4847930287	123	4300			10,00
TO2 collection order		940-4847930287				4545465465	500,00
Collection order		940-4847920257	123123	0300			1 500,00

Page 1 / 1

Selected: 1 Informative amount (+/-) 0,00 / 5 000,00 CZK

Total: 11 Informative amount (+/-) 0,00 / 11 568,00

Print Export Download

### Description of the window:

**Download** - use this option to update the statuses of agreed (permitted) collection agreements. If you are not connected to the bank, this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to the bank is established, the version check and download of main libraries will be performed at the same time. The button is only available to global users. The smart card PIN must be entered before establishing a new connection.

**Display** (context menu option) - press to display the *Collection agreement - details* dialog in the view mode.



**Change** (context menu option) - press to display the Collection agreement - details dialog in the modification mode (Changing an active collection agreement).

**Cancel** (context menu option) - press to display the Collection agreement - details dialog in the modification mode (Cancelling an active collection agreement).

**Select all** (context menu option) - press to mark all items of the list as selected.

**CS/EN** - the toggle switch (only for changing the language for printouts and the report export).

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting of individual columns, rows, etc.

## ***Collection agreements for authorization***

Use this screen to authorize collection agreements, SIPO collection agreements, collection agreements for O2 and SEPA Direct Debit Mandates, which have not yet been authorized or which have been authorized only partially (within multiple/multilevel authorization).

Requirements are displayed for 30 days from the date entered in the Valid from field on the screen.

Only collection agreements of the same type can be authorized at the same time.

On this screen, collection agreements, SIPO collection agreements, collection agreements for O2 and SEPA Direct Debit Mandates will be displayed in the following statuses:

**for authorization** - the collection agreement does not contain a signature.

**partially authorized** - the collection agreement contains at least 1 signature and awaits another signature within the framework of multiple/multilevel authorization.

*Note:*

*In order for creations or changes of SIPO collection agreements or collection agreements for O2 to be valid from the required date, they must be fully signed by the specified dates. – see chapters describing the creating of individual collection agreements.*

**Main menu**

- Downloading
- News
- Payment orders
- Batches of orders
- Standing orders
- Collection agreement
  - Create a collection agreement
  - List of collection agreements
  - Collection agreements for authorization
  - History of collection agreement changes
- Lists
  - Statements of transaction
  - eStatements
  - Information

**Administration**

- Certificate Wizard
- Help
- Exit

**Collection agreements for authorization**

Type of collection agreement	Valid from	Order status	Last collection date	Account number	Contra-account number	Bnk.	SIPO payer connection number	Refs
Collection order	24.9.2010	for authoriz.		940-4847920257	123123	0300		
SIPOEN	1.10.2010	for authoriz.		940-4847920257			8629651551	
SIPOEN	1.9.2011	for authoriz.		940-4847920257			0512683166	
Collection order	11.8.2010	for authoriz.		940-4847930287	123	0600		

Context menu options: Display, Change, Delete, Authorize, Select all

Page: 1 / 1

Setting view

Selected:	1	Informative amount (+/-)	0,00 / 1 500,00	CZK
Total:	4	Informative amount (+/-)	0,00 / 7 800,00	

Buttons: Print, Export, Delete, Authorize, Download

**Description of the window:**

**Display** (context menu option) - press to display the Collection agreement - details dialog in the view mode.

**Change** (context menu option) - press to display the Collection agreement - details dialog in the modification mode.

**Delete** - press to delete one or more collection agreements selected (highlighted) in the list.

**Authorize** - press to authorize and send the selected collection agreements for processing.

**Select all** (context menu option) - press to mark all items of the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - press to print the current list.

**Export** - press to export the current list in CSV or RTF formats. Choose this option to open the dialog to select a file name and saving location.

**Download** - press to download the list of Collection agreements for authorization. If you are not connected to the bank application server (AS), this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to the bank (AS) is established, the version check and download of main libraries will be performed at the same time. You must enter the smart card PIN when establishing a new connection.

**Setting view** - enables setting of individual columns, rows, etc.

## History of collection agreement changes

Use this window to display the history of changes in a collection agreement, SIPO collection agreement, collection agreement for O2 and SEPA Direct Debit Mandate applied using the Mojebanka and Profibanka applications, KB branch and Expresní linka KB.

Type of collection agreement	Order status	Valid from	Last collection date	Account number	Contra-account number	Bnk.	SIPO payer connection number	Refe
Collection order		26.8.2010		940-4847920257	353111680217	0100		
Collection order		24.9.2010		940-4847920257	123123	0300		

### Description of the window:

**Display** - use this option to display the Collection agreement - details window in the view mode.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Download** - use this option to update changes to collection agreements. If you are not connected to the bank application server (AS), this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to AS is established, the version check and download of main libraries will be performed at the same time. You must enter the smart card PIN when establishing a new connection.

**Setting view** - enables setting of individual columns, rows etc.

## Changing collection agreements

All users with access to the account (both adults and children) can change a collection agreement / SIPO / collection agreement for O2 – landline/internet / SEPA Direct Debit Mandate in the Profibanka application. SIPO direct debit mandates cannot be amended for business accounts in direct banking.

The requirement for changing the collection agreement for a collection agreement / SIPO / collection agreement for O2 / SEPA Direct Debit Mandate is subject to multiple/multilevel authorization according to the following rules:

<b>User</b>	<b><i>The subject has not set the multiple/multilevel authorization</i></b>	<b><i>The subject has set the multiple/multilevel authorization</i></b>
Holder - natural person - non-business	Able to fully authorize individually.	Able to fully authorize individually.
Holder - natural person - business	Able to fully authorize individually.	Able to fully authorize individually.
Statutory representative - legal entity	Able to fully authorize individually up to his/her total daily account limit. When exceeding the account limit, the requirement is saved in the "for authorization" status.	The requirement is always subject to multiple/multilevel authorization.
Assignee	Able to fully authorize individually up to his/her total daily account limit. When exceeding the account limit, the requirement is saved in the "for authorization" status.	The requirement is always subject to multiple/multilevel authorization.

**You can change active collection agreements in the following items:**

- Valid until
- Frequency / Limit of individual payment
- Days between collections
- Note

Other items of an active collection agreement cannot be changed. If you want to make such a change, you must cancel the collection agreement and create a new one.

It is necessary that the user informs the counterparty of any changes carried out (such as limit change). In case a general collection agreement is changed, the bank will not inform the holders of contra-accounts.

**You can change active SIPO collection agreements in the following items:**

- Limit of individual payment
- Note

Other items of an active SIPO collection agreement cannot be changed. If you want to make such a change, you must cancel the SIPO collection agreement and create a new one.

On the 24th day of each month, Komerční banka submits requests for changing SIPO collection agreements to Česká pošta, a.s. In case the 24th day of the month is not a business day, the date is shifted to the nearest previous business day. In order for the first SIPO payment to be carried out in the next month, the request for changing the SIPO collection agreement must be submitted to Komerční banka one business day before sending the request to Česká pošta. Business day ends at 8:30 pm.

**Example 1:**

24.2. is a Saturday (not business day). On Friday 23 February (i.e. the nearest previous business day), Komerční banka submits requests for changing SIPO payments to Česká pošta. In order for the SIPO payment to be carried out in the next month, the request for changing the SIPO collection agreement must be submitted to Komerční banka by Thursday 22 February, 8:30 pm at the latest.

**Example 2:**

24.3. is a Wednesday. It is a business day, therefore, Komerční banka submits requests for changing SIPO to Česká pošta. In order for the SIPO payment to be carried out in the next month, the request for changing the SIPO collection agreement must be submitted to Komerční banka by Tuesday 23 February, 8:30 pm at the latest.

**You can change active collection agreements for O2 – landline/internet in the following items:**

- Limit of individual payment
- Note

Other items of an active collection agreement for O2 – landline/internet cannot be changed. If you want to make such a change, you must cancel the collection agreement and create a new one.

On the 25th day of each month, Komerční banka submits requests for changing collection agreements of O2 Czech Republic, a.s. In case the 25th day of the month is not a business day, the date is shifted to the nearest previous business day. In order for the first payment for landline/internet to be carried out in the next month, the request for changing the collection agreement must be submitted to Komerční banka one business day before sending the request to O2 Czech Republic, a.s. Business day ends at 8:30 pm.

**Example 1:**

25.2. is a Saturday (not business day). On Friday 18 February (i.e. the nearest previous business day), Komerční banka submits requests for changing payments for a landline/internet of O2. In order for the payment for landline/internet to be carried out in the next month, the request for changing the collection agreement must be submitted to Komerční banka by Thursday 23 February, 8:30 pm at the latest.

**Example 2:**

25.3. is a Wednesday. It is a business day, therefore, Komerční banka submits requests for changing payments for the landline/internet to O2. In order for the payment to be carried out in the next month, the request for changing the collection agreement must be submitted to Komerční banka by Tuesday 24th March, 8:30 pm at the latest.

**Change active SEPA Direct Debit mandate**

The following values cannot be changed in an active SEPA Direct Debit mandate: Creditor's identification code (CID), Mandate reference (UMR), Payment scheme, Direct debit type and Valid from (mandate validity start). If these values must be changed, it is necessary to cancel the mandate and set up a new one.

The single payment limit is not limited in time (such as one day). The number of direct debit payments can be restricted by setting a frequency other than unlimited. This value specifies after how many days from the last processed SEPA Direct Debit another direct debit payment associated with the direct debit mandate can be made.

It is necessary that the user inform the counterparty of any changes carried out (such as a limit change). In case of changing a SEPA Direct Debit mandate, the bank will not inform the counterparty.

## **cancelling collection agreements**

All users with access to the account (both adults and children) can cancel collection agreements / SEPA Direct Debit Mandate within the Profibanka application. SIPO direct debit mandates cannot be cancelled for business accounts in direct banking.

A requirement for cancelling the collection agreement / SIPO collection agreement / collection agreement for O2 / SEPA Direct Debit Mandate is not subject to multiple/multilevel authorization.

### **Cancelling an active collection agreement**

A collection agreement can be cancelled **immediately**, i.e. after processing of the cancellation requirement, or **by the end of the defined business day**, i.e. specified payments will be carried out on the defined business day.

The user must inform the counterparty that the collection agreement has been cancelled. In case a general collection agreement is cancelled, the bank will not inform the holders of contra-accounts.

### **Cancelling an active SIPO collection agreement**

On the 24th day of each month, Komerční banka submits requests for cancelling SIPO collection agreements to Česká pošta, a.s. In case the 24th day of the month is not a business day, the date is shifted to the nearest previous business day. In order for the SIPO payment not to be carried out in the next month, the request for cancelling the SIPO collection agreement must be submitted to Komerční banka one business day before sending the request to Česká pošta. Business day ends at 8:30 pm.

#### **Example 1:**

24.2. is a Saturday (not business day). On Friday 23 February (i.e. the nearest previous business day), Komerční banka submits requests for cancelling SIPO payments to Česká pošta. In order for the SIPO payment not to be carried out in the next month, the request for cancelling the SIPO collection agreement must be submitted to Komerční banka by Thursday 22 February, 8:30 pm at the latest.

#### **Example 2:**

24.3. is a Wednesday. It is a business day, therefore, Komerční banka submits requests for cancelling SIPO to Česká pošta. In order for the SIPO payment not to be carried out in the next month, the request for cancelling the SIPO collection agreement must be submitted to Komerční banka by Tuesday 23 February, 8:30 pm at the latest.

### **Cancelling an active collection agreement for O2 – landline/internet**

On the 25th day of each month, Komerční banka submits requests for cancelling collection agreements of O2 Czech Republic, a.s. In case the 25th day of the month is not a business day, the date is shifted to the nearest previous business day. In O2, direct debit mandates will be cancelled as of the calendar month following the submission of these requests.

### **Cancel active SEPA Direct Debit mandate**

A SEPA Direct Debit mandate can be cancelled immediately, i.e., after processing of the cancellation requirement, or by the end of the defined Business day, i.e., specified payments will be carried out on the defined Business day.

Cancelled SEPA Direct Debit mandates will not be displayed in the List of direct debit mandates, the cancellation request will be displayed on the Direct debit mandates - modification history screen.

The user must inform the counterparty that the SEPA direct debit mandate has been cancelled. The bank will not inform the counterparty about the cancellation.

## Lists

Transaction history and information on balances are provided for periods of up to 92 days (3 months) (non-business) or up to 31 calendar days (1 month) (business and legal entities), however, not for periods preceding the date of concluding the "Contract for using direct banking services". If the holder started using the *mojebanka* service for the same accounts before establishing the *profibanka* service, transaction history of accounts associated with the latter will be displayed from the date they started using the *mojebanka* service.

### List of accounts

This list shows all accounts for which the user has access rights (with regards to the current selection of an account/group of accounts).

It is a common list for all types of accounts for which only current values of individual parameters are displayed.

Account details (Account label) are different for different types of accounts.

Cleared	Surname/KB account name	Account type	Account number	Current balance	Available balance	Balance of credit	Undrawn amount	Account status
11.9.2008	POM_SUBJEKT14	current accou	940-4847920257	CZK 1 000 027,78	1 000 027,78	0,00	0,00	A
11.9.2008	POM_SUBJEKT15	current accou	940-4847930287	CZK 454 899,31	454 899,31	0,00	0,00	A
11.9.2008	MHL_BU_1	current accou	35-3131830227	CZK 43 035 367,96	43 035 367,96	0,00	0,00	A
11.9.2008	MHL_BU_2	current accou	35-3131840257	CZK 18 063 573,83	18 063 573,83	0,00	0,00	A
11.9.2008	TEST_MHL_FOO FOO	current accou	940-4581950247	CZK 713 075,99	713 075,99	0,00	0,00	A
11.9.2008	TEST_MHL_FOO FOO	current accou	940-4582150217	CZK -147,92	0,00	0,00	0,00	A
11.9.2008	TEST_MHL_FOO FOO	current accou	940-4977240217	CZK 9 975 508,26	9 975 508,26	0,00	0,00	A
11.9.2008	MHL_BU_3	current accou	35-3131850287	EUR 266 127,61	266 127,61	0,00	0,00	A
11.9.2008	TEST_MHL_FOO FOO	current accou	940-4977250247	EUR 449 203,49	449 203,49	0,00	0,00	A
11.9.2008	MHL_BU_4	current accou	35-3131860207	USD 16 204,71	16 204,71	0,00	0,00	A
11.9.2008	TEST_MHL_FOO FOO	current accou	940-4977280227	USD 502 064,05	502 064,05	0,00	0,00	A
11.9.2008	TEST_MHL_FOO FOO	term account	35-284030657	CZK is not available	is not available	is not available	is not available	A

### Description of the window:

**Display** - use this option to display the Account label window in view mode

**Download** - press to update account balances to the date of clearance. If you are not connected to the bank application server (AS), this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to AS is established, the version check and download of main libraries will be performed at the same time. You have to enter the chip card PIN before establishing a new connection.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.



**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

### ***Account label***

The account label displays information on the account. For each type of account, specific information is displayed along with some common information. See below for details.

The screenshot shows a window titled "Account profile" with a light blue background. It contains several sections of data, each with a label on the left and a text input field on the right. The sections are: Account number (35-3105180267), IBAN (CZ720100000353105180267), Name of account holder (LA\_SUBJEKT\_4), Account type (current), Account alias (S4BU42EUR), Account currency (EUR), Information as of (empty), Current balance (empty), Available balance (empty), Reservation/block/tie up (0,00), Authorized debit (empty), Days in debit (0), Debit due date (25.2.2005), Account status (active), Interest rate (0,40), Daily subject limit (1 000 000,00), Daily user limit to account (unlimited), and Creation date (5.5.2004). At the bottom, there are four buttons: "CS", "Print", "Export", and "Close".

Account number	35-3105180267
IBAN	CZ720100000353105180267
Name of account holder	LA_SUBJEKT_4
Account type	current
Account alias	S4BU42EUR
Account currency	EUR
Information as of	
Current balance	
Available balance	
Reservation/block/tie up	0,00
Authorized debit	
Days in debit	0
Debit due date	25.2.2005
Account status	active
Interest rate	0,40
Daily subject limit	1 000 000,00
Daily user limit to account	unlimited
Creation date	5.5.2004

### **Description of the window:**

**Account number** - the long version of the account number.

**IBAN** - the IBAN format of the account number.

**Name of account holder** - the name of the account holder in the internal bank system.

**Account type** - the type of account (current, credit ...).

**Type of credit** (credit accounts) - the type of credit account (such as mortgage).

**Account alias** - the user-defined account name.

**Account currency** - the code (ISO) of the account currency.

**Information as of** - the date on which the information was valid.

**Current balance** (current, term and savings accounts) - the account balance for the last accounting day.

**Available balance** (current, term and savings accounts) - the remaining balance for the last accounting day after deducting blocked, reserved or tied amounts.

**Reservation/block/tie up etc.** (current, term and savings accounts) - the amount that cannot be used, for various reasons (such as securing a credit).

**Authorized debit** (current, term and savings accounts) - allowed overdraft.

**Days in debit** (current, term and savings accounts) - the number of days for which debit has been drawn.

**Debit due date** (current, term and savings accounts) - the date on which the debit is due, i.e. on which the account must show a credit balance.

**Account status** - the actual status of the account (active, new, limited, frozen, closed, undrawn).

**Interest rate** (with the exception of term accounts) - the interest rate on the deposit.

**Daily subject limit** (current, term and savings accounts) - the maximum amount for the subject that the user may transfer in a day (transfers between accounts within the same subject are not included).

**Daily user limit in account** (current, term and savings accounts) - the maximum amount of the account that the user may transfer in a day (transfers between accounts within the same subject are not included).

**Opening date** (current accounts) - the date of opening the current account in the internal bank system.

**Maturity date upon notice** (savings accounts) - the date on which the noticed amount of a savings account is mature, i.e. the date from which the noticed amount can be drawn without paying a contractual fine.

**Date of notice exercisability** (savings accounts) - the date until which the noticed amount can be used without paying a contractual fine. After this date, the savings account is closed and another notice must be filed.

**Noticed amount** (savings accounts) - the amount the client noticed in a savings account.

**Term of deposit** (term accounts) - specification of the period for which funds are tied up in the term account.

**Automatic roll-over (Y/N)** (term accounts) - specification of single or multiple deposits.

**Next maturity date** (term accounts) - the date on which it is possible to deposit/withdraw money in/from the account.

**Final maturity date** (term accounts) - the date from which it is possible to withdraw money from the account only.

**Credit amount** (credit accounts) - the amount specified in the credit contract.

**Undrawn amount** (credit accounts) - the amount that was not drawn.

**Balance of credit** (credit accounts) - the outstanding part of the credit.

**Next repayment date** (credit accounts) - the date specified in the credit contract on/by which the debtor is obliged to make the next repayment.

**Next repayment amount** (credit accounts) - the amount in the account currency the debtor is to pay.

**Late charges** (credit accounts) - the total amount of late charges in the currency of the credit account.

**Amount overdue** (credit accounts) - the amount overdue.

**Days after due date** (credit accounts) - the amount overdue.

**Contract signing date** (credit accounts) - the date of signing the credit contract.

**Due date** (credit accounts) - the date of terminating the credit.

**Specified regular monthly repayment** (credit card) - the amount of the calculated regular monthly repayment.

**thereof amount overdue** (credit card) - the amount overdue.

**Due amount to claim interest-free period** (credit card) - if this amount is paid, interest will not be charged.

**Due date to claim interest-free period** (credit card) - the date until which the amount to claim an interest-free period must be paid.

**Interest rate fixed until** (mortgage credit) - the date until which the interest rate is fixed.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Close** - press the button to exit the window.

## Current available balances

Use this function to display the list of current available balances for all accounts with regards to access rights and current selection of accounts/groups of accounts in the upper right frame.

Since the displayed balances always relate to the last connection to the bank, you can “Download balances”. While downloading, available balances are requested by a direct query to the bank system.

Only global users can execute downloading by pressing the **Download** button or from the **Download** menu.

Date and time	KB subj. ID	Surname/Subj. name	Account alias	Account type	Account number	AC	Surname/KB account name	Cur. avail. bal.
12.9.2008 10:16:39	144966234	TEST_MHL_FOO		current account	940-4582150217	CZK	TEST_MHL_FOO FOO	
12.9.2008 10:16:39	144966234	TEST_MHL_FOO		current account	35-3131860207	USD	MHL_BU_4	16 20
12.9.2008 10:16:39	144966234	TEST_MHL_FOO		current account	35-3131850287	EUR	MHL_BU_3	266 12
12.9.2008 10:16:39	144966234	TEST_MHL_FOO		current account	940-4977250247	EUR	TEST_MHL_FOO FOO	449 20
12.9.2008 10:16:39	144966234	TEST_MHL_FOO		current account	940-4977280227	USD	TEST_MHL_FOO FOO	502 06
12.9.2008 10:16:39	144966234	Select all	FOO	current account	940-4581950247	CZK	TEST_MHL_FOO FOO	713 07
12.9.2008 10:16:39	145076292	POM_SUBJEKT14	pom14_vlastni	current account	940-4847920257	CZK	POM_SUBJEKT14	1 050 03
12.9.2008 10:16:39	145076321	POM_SUBJEKT15		current account	940-4847930287	CZK	POM_SUBJEKT15	1 404 88
12.9.2008 10:16:39	144966234	TEST_MHL_FOO		current account	940-4977240217	CZK	TEST_MHL_FOO FOO	9 975 50
12.9.2008 10:16:39	144966234	TEST_MHL_FOO		current account	35-3131840257	CZK	MHL_BU_2	17 063 57
12.9.2008 10:16:39	144966234	TEST_MHL_FOO	MHL_BU_1 foo	current account	35-3131830227	CZK	MHL_BU_1	43 035 36

### Description of the window:

**Download** - press to update available balances in accounts. If you are not connected to the bank application server (AS), this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to the bank (AS) is established, the version check and download of main libraries will be performed at the same time. You have to enter chip card PIN to establish a new connection.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list.

**Setting view** - enables setting individual columns, rows etc.

## List of balances

Use this window to display balances for the past accounting day, including a history of all accounts (current, term, credit and savings) according to the current selection of accounts/groups of accounts and access rights adjusted.

**Main menu**

- Downloading
- News
- Payment orders
- Batches of orders
- Standing orders
- Lists**
  - List of accounts
  - Current available balances
  - List of balances**
  - List of transactions
  - Rejected payments, collections and standing orders
  - Blocks of payment operations
  - Export of accounting data
  - Today's activities
  - Pre-advice and advice for foreign payments and SEPA payments
  - Advice for collections
- Statements of transaction
- eStatements
- Information

**Administration**

- Certificate Wizard
- Help
- Exit

**List of balances**

✓ Cleared	Surname/KB account name	Account type	Account number	Curre	Current balance	Available balance	Balance of credit	Undrawn amount
11.9.2008	TEST_MHL_FOO FOO	term account	35-284030657	CZK	is not available	is not available	is not available	is not available
11.9.2008	MHL_BU_1	current accou	35-3131830227	CZK	43 035 367,96	43 035 367,96	0,00	0,00
11.9.2008	MHL_BU_2	current accou	35-3131840257	CZK	18 063 573,83	18 063 573,83	0,00	0,00
11.9.2008	MHL_BU_3	current accou	35-3131850287	EUR	266 127,61	266 127,61	0,00	0,00
11.9.2008	MHL_BU_4	current accou	35-3131860207	USD	16 204,71	16 204,71	0,00	0,00
11.9.2008	TEST_MHL_FOO FOO	current accou	940-4581950247	CZK	713 075,99	713 075,99	0,00	0,00
11.9.2008	TEST_MHL_FOO FOO	current accou	940-4582150217	CZK	-147,92	0,00	0,00	0,00
11.9.2008	POM_SUBJEKT14	current accou	940-4847920257	CZK	1 000 027,78	1 000 027,78	0,00	0,00
11.9.2008	POM_SUBJEKT15	current accou	940-4847930287	CZK	454 899,31	454 899,31	0,00	0,00
11.9.2008	TEST_MHL_FOO FOO	current accou	940-4977240217	CZK	9 975 508,26	9 975 508,26	0,00	0,00
11.9.2008	TEST_MHL_FOO FOO	current accou	940-4977250247	EUR	449 203,49	449 203,49	0,00	0,00
11.9.2008	TEST_MHL_FOO FOO	current accou	940-4977280227	USD	502 064,05	502 064,05	0,00	0,00
10.9.2008	TEST_MHL_FOO FOO	term account	35-284030657	CZK	is not available	is not available	is not available	is not available
10.9.2008	MHL_BU_1	current accou	35-3131830227	CZK	43 035 247,96	43 035 247,96	0,00	0,00
10.9.2008	MHL_BU_2	current accou	35-3131840257	CZK	18 063 573,83	18 063 573,83	0,00	0,00
10.9.2008	MHL_BU_3	current accou	35-3131850287	EUR	266 127,61	266 127,61	0,00	0,00
10.9.2008	MHL_BU_4	current accou	35-3131860207	USD	16 204,71	16 204,71	0,00	0,00
10.9.2008	TEST_MHL_FOO FOO	current accou	940-4581950247	CZK	713 075,99	713 075,99	0,00	0,00
10.9.2008	TEST_MHL_FOO FOO	current accou	940-4582150217	CZK	-147,92	0,00	0,00	0,00
10.9.2008	POM_SUBJEKT14	current accou	940-4847920257	CZK	1 000 027,78	1 000 027,78	0,00	0,00
10.9.2008	POM_SUBJEKT15	current accou	940-4847930287	CZK	454 899,31	454 899,31	0,00	0,00
10.9.2008	TEST_MHL_FOO FOO	current accou	940-4977240217	CZK	9 975 508,26	9 975 508,26	0,00	0,00
10.9.2008	TEST_MHL_FOO FOO	current accou	940-4977250247	EUR	449 203,49	449 203,49	0,00	0,00
10.9.2008	TEST_MHL_FOO FOO	current accou	940-4977280227	USD	502 064,05	502 064,05	0,00	0,00
9.9.2008	TEST_MHL_FOO FOO	term account	35-284030657	CZK	is not available	is not available	is not available	is not available
9.9.2008	MHL_BU_1	current accou	35-3131830227	CZK	43 030 247,96	43 030 247,96	0,00	0,00
9.9.2008	MHL_BU_2	current accou	35-3131840257	CZK	18 063 573,83	18 063 573,83	0,00	0,00
9.9.2008	MHL_BU_3	current accou	35-3131850287	EUR	266 127,61	266 127,61	0,00	0,00
9.9.2008	MHL_BU_4	current accou	35-3131860207	USD	16 204,71	16 204,71	0,00	0,00
9.9.2008	TEST_MHL_FOO FOO	current accou	940-4581950247	CZK	713 075,99	713 075,99	0,00	0,00
9.9.2008	TEST_MHL_FOO FOO	current accou	940-4582150217	CZK	-147,92	0,00	0,00	0,00
9.9.2008	POM_SUBJEKT14	current accou	940-4847920257	CZK	1 000 027,78	1 000 027,78	0,00	0,00
9.9.2008	POM_SUBJEKT15	current accou	940-4847930287	CZK	454 899,31	454 899,31	0,00	0,00
9.9.2008	TEST_MHL_FOO FOO	current accou	940-4977240217	CZK	9 975 508,26	9 975 508,26	0,00	0,00

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**Setting view**

### Description of the window:

**Download** - press to update balances in accounts. If you are not connected to the bank, this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to the bank is established, the version check and download of main libraries will be performed at the same time. You have to enter the chip card PIN before establishing a new connection.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

## List of transactions

Use this window to display the list of transaction history for all accounts according to access rights and current selection of accounts/groups of accounts in the upper right frame.

The list includes credit and debit transactions related to the selected account/group of accounts booked during bank night processing. Transactions of current, deposit and credit accounts are displayed.

By default, data from the last business day loaded in the system are displayed (you can set the filter manually to any date or range of dates).

You can display a detailed view called Transaction - details for any selected transaction.

For better orientation, you can display certain transactions only. You can do this by entering a time period or other filters which display only transactions with selected data - for details on setting filters and sorting items, see Setting view.

On the bank side, clients can access transaction history as follows:

- natural persons (business) and legal entities - for a period of 31 calendar days (1 month),
- natural persons (non-business) - for a period of 92 calendar days (3 months).

Transaction history starts to be formed at the moment of first use of a direct banking service.

**Main menu**

- Downloading
- News
- Payment orders
- Batches of orders
- Standing orders
- Lists
  - List of accounts
  - Current available balances
  - List of balances
  - List of transactions**
  - Rejected payments, collections and standing orders
  - Blocks of payment operations
  - Export of accounting data
  - Today's activities
  - Pre-advice and advice for foreign payments and SEPA payments
  - Advice for collections
- Statements of transaction
- eStatements
- Information

**Administration**

- Certificate Wizard
- Help
- Exit

**List of transactions**

Current trans. history Help

The selected group contains accounts from which it is not allowed to display transaction history

Clearing date	Due date	Acc.	Account number	Contra-account number	Bnk.	Amount	Currei CS	Payer's description
11.9.2008	11.9.2008	CR	35-3131830227	940-4607510267	0100	120,00	CZK	0 BU_TEST_13

Display  
Select all

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Setting view

Print Export Formatted printing Download

### Description of the window:

**Display** - use this option to display the Transaction - details window in view mode

**Download** - press to update statuses of transactions. If you are not connected to the bank, this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to the bank is established, the version check and download of main libraries will be performed at the same time. The button is only available to global users. The chip card PIN must be entered before establishing a new connection.

**Formatted printing** - use this option to generate a file listing transactions in the RTF format. The print report contains a complete list of transactions from the summary displayed on the screen. Sorting of transactions can be set in Administration - Local settings - Setting export and import. In case filtering criteria different than "Booking date" are selected in the summary, the print report will not contain the start and end balances of the account.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch (only for changing the language for printouts and the report export).

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

You can display all transactions by choosing the Transaction history - all view.

### ***Transaction - details***

You can only view transaction data in this window. Modifying is not enabled.

The screenshot shows a web application window titled "Transaction - details". At the top right, there is a text box containing "Payment to the credit of your account". Below this, there are two input fields: "KB order ID" and "KB transaction ID" with the value "302-18022008 1027 700481 001201".

The main content area is a light blue box with a "Details" tab. It contains several sections of input fields:

- Account information:** "Account alias" (empty), "Account number / Bank code" (35-3131780207/0100), "Contra-account alias" (empty), "Contra-account number / Bank code" (0/0100), and "Contra-account name" (empty).
- Dates and Amount:** "Clearing date" (18.2.2008), "Due date" (18.2.2008), "Enter date" (18.2.2008), "Deduction date in other bank" (18.2.2008), "Amount" (1 000 000,00), and "Currency" (CZK).
- Symbols:** "Variable symbol" (0), "Constant symbol" (0), and "Specific symbol" (0).
- Descriptions:** "Payer's description" (VKLAD HOTOVOSTI), "Message for beneficiary (AV)" (empty), and "Description for beneficiary" (empty).
- Transaction codes:** "Transaction serial number" (1), "Transaction code" (36), and "Additional transaction code" (35).

At the bottom of the window, there are four buttons: "CS" (language toggle), "Print", "Export", and "Close".

#### **Description of the window:**

**Transaction type** - description of the transaction type.

**KB order ID** - an identifier assigned by the AS.

**KB transaction ID** - an identifier of the transaction from the central bank system.

**Account alias** - the user-defined account name.

**Account number / bank code** - the account number along with the bank code.

**Contra-account alias** - the user-defined contra-account name

**Contra-account number / bank code** - the contra-account number along with the bank code.

**Contra-account name** - the name of the contra-account in the central bank system.

**Clearing date** - the date of clearance.

**Due date** - the required date of clearance.

**Enter date** - the date on which the order was created.

**Deduction date in OB** - the date to which the amount bears interest or on which the exchange rate was used

**Amount** - the amount cleared.

**Currency** - the currency of the cleared amount.

**Variable symbol** - the variable symbol.

**Constant symbol** - the constant symbol.

**Specific symbol** - the specific symbol.

**Payer's description** - a description by the payer.

**Description for beneficiary** - a description for the beneficiary.

**Message for beneficiary (AV)** - a message to the beneficiary.

**Transaction serial number** - the sequence in which the order was booked.

**Transaction code** - information of the internal bank system.

**Additional transaction code** - additional information of the internal bank system.



## Rejected payments, collections and standing orders

Use this window to display a list of orders (including foreign payments) and standing order payments that were sent for processing and rejected from booking. The list shows rejected orders created within all direct banking applications and rejected standing order payments from all KB systems.

Order status	Status description	Due date	Payment type	Account number	Contra-account number	Bnk.	Amount
rejected	Payment could not be processed d	27.8.2009	Payment (DPO)	940-4847930287	940-4847920257	0100	-250 000,00
rejected	Payment could not be processed d	27.8.2009	Payment (FPO)	940-4847930287			-10 000,00
rejected	Duplicate payment code from clie	12.8.2009	Payment (FPO)	940-4847920257			-15,00
rejected	Duplicate payment code from clie	28.7.2009	Payment (FPO)	940-4847930287			-1 000,00
rejected	Duplicate payment code from clie	28.7.2009	Payment (FPO)	940-4847930287			-1 000,00
rejected	Duplicate payment code from clie	28.7.2009	Payment (FPO)	940-4847930287			-1 000,00
rejected	Collection rejected in KB		Collection to the credit of your acc	940-4847930287	940-4848610277	0100	1,00
rejected	Duplicate payment code from clie	11.6.2009	Payment (DPO)	940-4847930287		123 0300	-99,00
rejected	Entered due date is outside allowe	11.6.2009	Collection to the credit of your acc	940-4847930287		123 0300	99,00
rejected	Collection rejected in KB	23.4.2009	Collection to the credit of your acc	940-4847920257	940-4847930287	0100	1 999,99
rejected	Entered due date is outside allowe	22.4.2009	Collection to the credit of your acc	940-4847930287		123 0300	99,00
rejected	Incorrect telephone number	22.4.2009	Payment (DPO)	940-4847920257	35-3111680217	0100	-200,00
rejected	Incorrect telephone number	22.4.2009	Payment (DPO)	940-4847920257	35-3111590297	0100	-9 999,00
rejected	Incorrect telephone number	22.4.2009	Payment (DPO)	940-4847920257	35-3111680217	0100	-9 999,00
rejected	Collection rejected in KB	8.4.2009	Collection to the credit of your acc	940-4847930287	940-4847920257	0100	500,00
rejected	Incorrect telephone number	7.4.2009	Payment (DPO)	940-4847930287	35-3111590297	0800	-200,00
rejected	Entered due date is outside allowe	18.3.2009	Collection to the credit of your acc	940-4847930287	940-4849440257	0300	501,00

### Description of the window:

**Download** - press to update rejected payments, collections and standing orders. If you are not connected to the bank, this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to the bank is established, the version check and download of main libraries will be performed at the same time. You have to enter the chip card PIN before establishing a new connection.

**Display** - use this option to display the Rejected transaction - details window in view mode.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

## Export of accounting data

Use this window to display balances (according to the current selection of accounts/groups of accounts and access rights adjusted). Balances are displayed only for days with movements (transactions).

You can export accounting data (transactions, balances) for selected items. According to the selected action, a single file for all days or separate files for individual days will be generated. Exporting is affected by system settings - see Administration - Local settings - Setting export and import.

The payment identifier from the client's accounting system will only be sent in the format identical with the format used for batch import. In case of crossways export (e.g. a batch imported in KM, TH exported in BEST), the identifier will not be sent - it will be replaced by "0" or a space.

The screenshot shows the 'Export of accounting data' window. On the left is a sidebar menu with options like 'Main menu', 'Download', 'News', 'Payment orders', 'Batches of orders', 'Standing orders', 'Lists', 'List of accounts', 'Current available balances', 'List of balances', 'List of transactions', 'Rejected payments, collections and standing orders', 'Blocks of payment operations', 'Export of accounting data', 'Today's activities', 'Pre-advise and advice for foreign payments and SEPA payments', 'Advice for collections', 'Statements of transaction', 'eStatements', and 'Information'. The main area displays a table of account balances with columns: Cleared, Surname/KB account name, Account type, Account number, Current balance, Available balance, Balance of credit, and Undrawn amount. A context menu is open over the table with options: 'Export day by day', 'Export to one file', and 'Select all'. At the bottom, there are buttons for 'Print', 'Export', and 'Setting view', along with a language dropdown set to 'BEST KB (OKM)' and a 'Export day by day' toggle.

Cleared	Surname/KB account name	Account type	Account number	Current balance	Available balance	Balance of credit	Undrawn amount
9.6.2008	MHL_BU_1	current accou	35-3131830227	CZK 24 700 666,83	24 700 666,83	0,00	0,00
9.6.2008	MHL_BU_2	current accou	35-3131840257	CZK 10 532 044,87	10 532 044,87	0,00	0,00
9.6.2008	MHL_BU_4	current accou	35-3131860207	USD 13 094,52	13 094,52	0,00	0,00
10.6.2008	MHL_BU_1	current accou	35-3131830227	CZK 24 700 566,83	24 700 566,83	0,00	0,00
10.6.2008	MHL_BU_2	current accou	35-3131840257	CZK 10 531 524,87	10 531 524,87	0,00	0,00
11.6.2008	MHL_BU_1	current accou	35-3131830227	CZK 24 701 103,13	24 701 103,13	0,00	0,00
11.6.2008	MHL_BU_2	current accou	35-3131840257	CZK 10 530 621,57	10 530 621,57	0,00	0,00
12.6.2008	MHL_BU_1	current accou	35-3131830227	CZK 24 702 102,13	24 702 102,13	0,00	0,00
12.6.2008	MHL_BU_2	current accou	35-3131840257	CZK 10 528 623,57	10 528 623,57	0,00	0,00
13.6.2008	MHL_BU_1	current accou	35-3131830227	CZK 24 702 162,13	24 702 162,13	0,00	0,00
13.6.2008	MHL_BU_2	current accou	35-3131840257	CZK 10 523 423,57	10 523 423,57	0,00	0,00
16.6.2008	MHL_BU_1	current accou	35-3131830227	CZK 24 703 022,13	24 703 022,13	0,00	0,00
16.6.2008	MHL_BU_2	current accou	35-3131840257	CZK 10 521 663,57	10 521 663,57	0,00	0,00
17.6.2008	MHL_BU_1	current accou	35-3131830227	CZK 24 698 638,13	24 698 638,13	0,00	0,00
17.6.2008	MHL_BU_2	current accou	35-3131840257	CZK 10 521 163,57	10 521 163,57	0,00	0,00
18.6.2008	MHL_BU_1	current accou	35-3131830227	CZK 24 697 686,13	24 697 686,13	0,00	0,00
18.6.2008	MHL_BU_2	current accou	35-3131840257	CZK 10 521 613,57	10 521 613,57	0,00	0,00
19.6.2008	MHL_BU_1	current accou	35-3131830227	CZK 24 696 477,13	24 696 477,13	0,00	0,00
23.6.2008	MHL_BU_1	current accou	35-3131830227	CZK 24 643 777,13	24 643 777,13	0,00	0,00
23.6.2008	TEST_MHL_FOO FOO	current accou	940-4581950247	CZK 23 934,54	23 934,54	0,00	0,00
24.6.2008	MHL_BU_1	current accou	35-3131830227	CZK 24 556 827,13	24 556 827,13	0,00	0,00
24.6.2008	MHL_BU_2	current accou	35-3131840257	CZK 10 518 943,57	10 518 943,57	0,00	0,00
24.6.2008	TEST_MHL_FOO FOO	current accou	940-4581950247	CZK 20 134,54	20 134,54	0,00	0,00
25.6.2008	MHL_BU_1	current accou	35-3131830227	CZK 24 555 427,13	24 555 427,13	0,00	0,00
26.6.2008	MHL_BU_2	current accou	35-3131840257	CZK 10 518 143,57	10 518 143,57	0,00	0,00
26.6.2008	TEST_MHL_FOO FOO	current accou	940-4581950247	CZK 5 134,54	5 134,54	0,00	0,00
26.6.2008	TEST_MHL_FOO FOO	current accou	940-4977240217	CZK 9 975 046,94	9 975 046,94	0,00	0,00
27.6.2008	MHL_BU_1	current accou	35-3131830227	CZK 24 557 423,13	24 557 423,13	0,00	0,00
27.6.2008	TEST_MHL_FOO FOO	current accou	940-4581950247	CZK 134,54	134,54	0,00	0,00
30.6.2008	MHL_BU_1	current accou	35-3131830227	CZK 24 562 414,90	24 562 414,90	0,00	0,00
30.6.2008	MHL_BU_2	current accou	35-3131840257	CZK 10 520 596,99	10 520 596,99	0,00	0,00
30.6.2008	MHL_BU_3	current accou	35-3131850287	EUR 265 956,22	265 956,22	0,00	0,00
30.6.2008	MHL_BU_4	current accou	35-3131860207	USD 13 067,12	13 067,12	0,00	0,00

### Description of the window:

**Export day by day** - each accounting day is exported to a separate file

**Statements into one file** - all selected items are exported to a single file

**Export format** - available formats as per export settings (Administration menu).

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

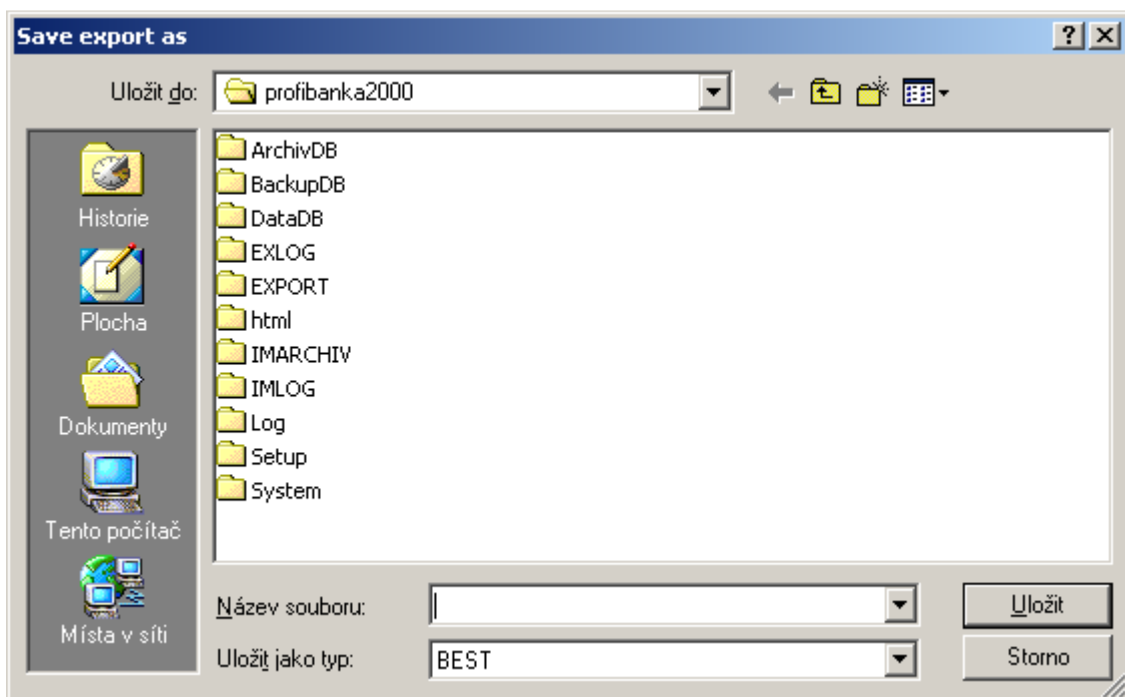
**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

## **Export parameters**

A standard dialog for exporting into a file. Enter the type of file format here (BEST OKM, BEST KMO, KM, KM76, KM78, EDI BEST, XML and customized formats), its name and path to the file. If exporting day by day, a mask entered by the client will be available and the \_RRRRMMDD mask is added. If the client does not enter any mask, the pre-defined RRRRMMDD mask will be available and nothing will be added.

## **Dialog for saving exported data**



### **Description of the window:**

**Save to** - the path for saving the file. It is affected by the *Profibanka* system settings.

**File name** - a user-defined name. Dates will be added when exporting by days.

**File format** - specifies the data format in which exported data will be saved (see formats).

**Save** - press to start exporting

**Cancel** - press to abort the dialog without exporting data

### **Information on export execution**

Information specifying whether data for the specified day and account were exported will be added to the "Export of accounting data" list. Records exported are highlighted in red if this is defined in Setting view - Heighten - Red - **post\_importWh=0**.

## Today's activities

The Today's activities list provides switching between viewing all advice, credit advice, debit advice and counter-parties' orders. Each of these options provides different view with different columns.

Credit advice (Advice type = CA or CO): collections initiated by client, incoming FPOs (advice and pre-advice), credit POs in CZK and FC.

Debit advice (Advice type = DA or DO): collections initiated by counterparty, outgoing FPOs, debit POs in CZK and FC.

Use the Download button to download data. You can only download data for an account selected from the select list in the page header.

By downloading data, the latest data on today's activities will be downloaded and, at the same time, all information (for which transaction records are available) on the previous download will automatically be deleted from the list.

Data will be downloaded for items to which no transaction records exist, however, up to one day back from the current banking day.

Press the Export button to export records of the displayed view to CSV or RTF format. Use the Export of advice button to export in EDI BEST format - as a whole, not accrued.

The Export of advice function opens the standard Save as dialog. Clients select the location for files, which will be created after filling in a name. Extensions matching individual advice types will be added to the name:

Credit advice: #date.ACO or ACRE\*.EDI

Debit advice: #date.ADO or ADEB\*.EDI

**Export of today's activities**

Account: 940-4847930287 CZK  
Type: All

Downloading date: 12.9.2008 9:37:22

Advice type	Operation code	Account number	Amount in AC	AC	Contra-account number	Contra-account bank	SS	VS
A	00	940-4847930287	1 000 000,00	CZK	35-3131840257	0100	0	0
A	00	940-4847930287	-50 000,00	CZK	940-4847920257	0100	0	0
A	00	940-4847930287	-10,00	CZK	940-4847920257	0100	0	1209

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Selected: 1 Informative amount (+/-) 1 000 000,00 / 0,00 CZK

Total: 3 Informative amount (+/-) 1 000 000,00 / 50 010,00

Buttons: Print, Export, Export of advice, Download

### Description of the window:

**All** - select a view of data.

**Download** - press to update transactions as of the date of clearing. If you are not connected to the bank application server (AS), this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to AS is

established, the version check and download of main libraries will be performed at the same time. You have to enter the chip card PIN to establish a new connection.

**Export of advice** - press to open the standard Save as dialog. Exporting can only be done in EDI BEST format.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

## Transactions awaiting booking

The list displays payment card transactions realised at partners or cash dispensers, which have not been booked on their account, but have already been blocked to the credit of KB. Since the creation of these blocks, i.e. since the payment with the card or cash dispenser withdrawal, they (the blocks) decrease the amount of available balance. After blocks have been booked, these items are automatically deleted from this list and displayed in the list of transaction history.

Use the Download button to download data. You can only download data for an account selected from the select list in the page header.

By downloading data, latest blocks resulting from payment card operations will be downloaded and, at the same time, all the information of the previous download will automatically be deleted from the list.

The date and time of the last data download for the selected account will be displayed in the page header.

The screenshot shows the 'Transactions awaiting booking' page. On the left is a navigation menu with categories like 'Main menu', 'Lists', 'Statements of transaction', and 'Administration'. The main area displays a table with columns: Transaction date and time, Card number / Telephone number, Account no., Amount, Amount in CZK, Currency, and Partner/cash dispenser. Above the table, there are filters for 'card no.' (set to 'all') and 'account' (with a dropdown menu showing several account numbers). A 'Downloading date: 24.5.2011 10:00:57' is shown. At the bottom, a summary bar shows 'Page 1 / 1', 'Selected: 0', 'Total: 0', and 'Informative amount (+/-) 0,00 / 0,00 CZK'. Buttons for 'Print', 'Export', and 'Download' are visible.

### **Description of the window:**

**Download** - download data for an account selected from the select list in the page header. If you are not connected to the bank application server (AS), this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to AS is established, the version check and download of main libraries will be performed at the same time. You have to enter the chip card PIN to establish a new connection.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

## **Summary of SEPA Direct Debits Initiation Agreement**

Based on the SEPA Direct Debits Initiation Agreement, the user (owner/authorised person) can actively initiate SEPA Direct Debit orders from EUR accounts according to the conditions specified in the contract for the provision of the SEPA Direct Debit service. Meeting of the conditions specified in this contract is checked during every execution of a SEPA Direct Debit order.

Subject ID	Beneficiary's name	Start date of Initiation Agreement	End date of Initiation Agreement	Status of Initiation Agreement	Expected volume of SEPA Direct Debits in EUR	Volume of initiated SEPA Direct Debits in EUR
145076321	POM-SUBJEKT15 TESTT	5.2.2015	5.2.2016	Active	25 000,00	0,00

### **Description of the window:**

**Display** - use this option to display Detail of SEPA Direct Debits Initiation Agreement in the view mode.

**Download** - press to update this list. If you are not connected to the bank, this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to the bank is established, the version check and download of main libraries will be performed at the same time. The button is only available to global users. The smart card certificate PIN must be entered before establishing a new connection.

**CS/EN** - the toggle switch (only for changing the language for printouts and the report export).

**Print** - printing of the current summary in the language set by the toggle switch.

**Export** - exporting the current summary (CSV, RTF). A dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting of individual columns, rows, etc.

**Export** - exporting of the current summary (CSV, RTF). A dialog to select a file name in the language set by the toggle switch will appear.

### ***Detail of the SEPA Direct Debits Initiation Agreement***

The Detail of the SEPA Direct Debits Initiation Agreement window shows the contractual conditions that must match the data entered by the client in a SEPA Direct Debit order.

Detail of SEPA Direct Debits Initiation Agreement	
Subject ID	145076321
Beneficiary's name	POM-SUBJEKT15 TESTT
Beneficiary's address	PRAŽSKÁ 10 PRAHA 150 00 Czech Republic
CID	CZ30 ZZZ 14507 CZ30 ZZZ 14508
Payment scheme	B2B CORE
Start date of Initiation Agreement	5.2.2015
End date of Initiation Agreement	5.2.2016
Status of Initiation Agreement	Active
Expected volume of SEPA direct debits	25 000,00 EUR
Volume of initiated SEPA Direct Debits	0,00 EUR

CS Print Export Close

#### **Description of the window:**

**Owner's ID, Creditor's name, Beneficiary's address** – subject's identification data.

**CID** – Creditor Identifier – a mandatory item identifying the creditor of a SEPA Direct Debit order. In the Czech Republic, CID is assigned by the Czech National Bank. The bank can mediate a client's request for assigning a CID.

**Payment Scheme** – payment scheme defined in the contract.

- B2B - for natural persons (entrepreneurs) and legal entities,
- CORE - for natural persons (non-entrepreneurs), natural persons (entrepreneurs) and legal entities.
- COR 1 - for natural persons (non-entrepreneurs), natural persons (entrepreneurs) and legal entities.

**Start date of Initiation Agreement** – the date from which the SEPA Direct Debit Initiation Agreement is effective for the client.

**End date of Initiation Agreement** – the date to which the SEPA Direct Debit Initiation Agreement is effective.

#### **Status of Initiation Agreement**

- Active – the client can actively initiate SEPA Direct Debits.
- Suspended – the initiation agreement has been suspended by KB or the client.
- Ended – the validity of the initiation agreement has ended, the agreed validity period has expired, or validity has been ended by KB or the client.

**Expected volume of SEPA Direct Debits** – the limit from the contract of the SEPA Direct Debit Initiation Agreement, limit specified in EUR. Displayed only for schemes with the limit specified in the contract.

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**Volume of initiated SEPA Direct Debits** – volume of SEPA Direct Debits which the client initiated during the last 8 weeks; the limit is not updated online; the limit is displayed with a delay of one business day; the limit is not counted in the total involvement of the client. Displayed only for schemes with the limit specified in the contract.

**CS/EN** - the toggle switch for changing the language for printouts and report export.

**Print** - printing of the current summary in the language set by the toggle switch.

**Export** - exporting of the current summary (CSV, RTF). A dialog to select a file name in the language set by the toggle switch will appear.

**Close** - press the button to exit the window.



## Pre-advice and advice for foreign payments and SEPA payments

Use this menu to get detailed information on incoming payments in foreign currency and CZK from abroad, in foreign currency from another bank in the Czech Republic, on outgoing foreign payments in foreign currency and in CZK payments in foreign currency to another bank in the Czech Republic, on payments and requests for payments SEPA direct debit advice to be accounted (pre-advice) or already accounted (advice) to your credit or to your debit. Users can receive advice and pre-advice only for current accounts

- of which he/she is the holder and which have been assigned for Internet operation in the direct banking contract.
- to whose operation he/she was empowered by another person through the contract of direct banking.

### Incoming foreign payments:

The bank will credit all incoming foreign payments to the client's accounts as URGENT ones on D+0. An incoming payment will be pre-adviced to the client after the bank has processed and completed the payment upon receipt of a SWIFT message. In this pre-advice, the client will be informed of almost all particulars of the payment. On the due date, the pre-advice will change to the advice and the payment amount will be available to the client on this date. By advice (pre-advice) we mean static information on the incoming payment that the client can display actively.

However, the sending bank may cancel the pre-advice and then the amount will not be cleared (no advice will be created).

This list also displays so-called Multiple payments from abroad. Typically, these are dividend payouts, pensions etc.

Incoming Multiple payments are entirely accounted by the system of smooth payments. The client will only receive pre-advice for a payment; advice will not be displayed.

Pre-advice contains all the information on the payment that Komerční banka has received from the correspondent bank or payer's bank.

The client will see the actual clearing of the payment in the transaction history on the following day. The first row of the SWIFT field intended for the message for the beneficiary will be specified in the credit item comment on his/her account.

List of advice and pre-advice											
KB reference	Origin currer	Original amount	Trans/ currer	Transaction amount	Exchange rate	Value date	Partner's bank (SWIFT)	Partner's account	Details of payment 1	Client's account	Cl ac su
347884512602			EUR	50,00	25,250000000000	11.2.2008	SOGEFRPPXXX	DE0265070084039275		35-3131830227	C2
347884612602			EUR	60,00	25,260000000000	8.2.2008	SOGEFRPPXXX	DE0265070084039275		35-3131830227	C2
347884712602			EUR	70,00	25,250000000000	11.2.2008	SOGEFRPPXXX	DE0265070084039275		35-3131830227	C2
347888312602			EUR	8,00	25,161000000000	13.2.2008	SOGEFRPPXXX	DE0265070084039275		35-3131840257	C2
347889412602			EUR	1 000 001,00	25,082000000000	14.2.2008	SOGEFRPPXXX	FR1420041010050500		35-3131830227	C2
347889512602			EUR	70,00	1,000000000000	15.2.2008	SOGEFRPPXXX	DE0265070084039275		35-3131850287	EU
347889612602			EUR	71,00	1,000000000000	15.2.2008	SOGEFRPPXXX	DE0265070084039275		35-3131850287	EU
347889712602			EUR	50 001,00	1,000000000000	15.2.2008	SOGEFRPPXXX	DE0265070084039275		35-3131850287	EU
347889812602			EUR	301,00	1,000000000000	15.2.2008	SOGEFRPPXXX	786141730207		35-3131850287	EU
347890512602			EUR	81,00	1,000000000000	19.2.2008	SOGEFRPPXXX	DE0265070084039275	Viktorovi za	35-3131850287	EU
347890612602			EUR	82,00	1,000000000000	19.2.2008	SOGEFRPPXXX			35-3131850287	EU
347890712602			EUR	83,00	1,000000000000	19.2.2008	SOGEFRPPXXX	DE0265070084039275		35-3131850287	EU
347890812602			EUR	84,00	1,000000000000	19.2.2008	SOGEFRPPXXX	DE0265070084039275		35-3131850287	EU
347890912602			EUR	85,00	1,000000000000	19.2.2008	SOGEFRPPXXX			35-3131850287	EU
347890912602	EUR	111,00		111,00	1,000000000000	29.2.2008	SOGEFRPPXXX	DE0265070084039275	poplatky1	35-3131850287	EU
34789112602			EUR	112,00	1,000000000000	29.2.2008	SOGEFRPPXXX	DE0265070084039275		35-3131850287	EU
34789122602			EUR	112,00	1,000000000000	29.2.2008	SOGEFRPPXXX	DE0265070084039275		35-3131850287	EU
34789312602			EUR	113,00	1,000000000000	29.2.2008	SOGEFRPPXXX	840392790200		35-3131850287	EU
34789412602			EUR	114,00	1,000000000000	29.2.2008	SOGEFRPPXXX	840392790200		35-3131850287	EU
34789512602			EUR	115,00	1,000000000000	29.2.2008	SOGEFRPPXXX	840392790200		35-3131850287	EU
347895612602			EUR	117,00	1,000000000000	29.2.2008	SOGEFRPPXXX	4005385884		35-3131850287	EU
347899712602			EUR	118,00	1,000000000000	29.2.2008	SOGEFRPPXXX	4005385884		35-3131850287	EU
347899812602			EUR	120,00	1,000000000000	29.2.2008	SOGEFRPPXXX	DE0265070084039275		35-3131850287	EU
347899912602			EUR	121,00	1,000000000000	29.2.2008	SOGEFRPPXXX	DE0265070084039275		35-3131850287	EU
34790012602			EUR	122,00	1,000000000000	29.2.2008	SOGEFRPPXXX	840392790200		35-3131850287	EU
347900112602			EUR	123,00	1,000000000000	29.2.2008	SOGEFRPPXXX	SK3575000000004005		35-3131850287	EU
347900212602			EUR	124,00	1,000000000000	29.2.2008	SOGEFRPPXXX	SK3575000000004005		35-3131850287	EU
347900312602	EUR	119,00		119,00	1,000000000000	29.2.2008	SOGEFRPPXXX	SK3575000000004005	poplatky2	35-3131850287	EU
347900412602			EUR	311,00	24,905000000000	29.2.2008	SOGEFRPPXXX	DE0265070084039275		940-4977240217	C2
347900512602			EUR	313,00	24,905000000000	29.2.2008	SOGEFRPPXXX	DE0265070084039275		940-4977240217	C2
347900612602			EUR	314,00	24,905000000000	29.2.2008	DEUTDEFFXXX	840392790200		940-4977240217	C2
347900712602			EUR	315,00	1,000000000000	29.2.2008	SOGEFRPPXXX	DE0265070084039275		940-4977250247	EU
347900812602			EUR	316,00	1,000000000000	29.2.2008	SOGEFRPPXXX	DE0265070084039275		940-4977250247	EU

**Description of the window:**

**Display** - use this option to display the Incoming FPO or requests for payments - details window in view mode.

**Download** - press to update incoming FPOs and requests for payments. If you are not connected to the bank application server (AS), this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to AS is established, the version check and download of main libraries will be performed at the same time. You have to enter the chip card PIN to establish a new connection.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

***Pre-advice / Advice of credit transfer order***

An incoming payment will be completed according to the SWIFT message. Based on data available on the AS, it will be decided whether the incoming payment meets the defined conditions for providing advice via *profi*banka. Payments not meeting these conditions will be sent to the bank branch for standard processing. Payments meeting the defined conditions will be sent to the bank AS for processing.

An incoming payment can be cancelled upon the request of the payer's bank only if the transaction is in the stage of pre-advice. The "Cancelled" note will appear in the "Pre-advice" list next to the transaction. The cancelled transaction can be re-processed later and entered for booking as a new transaction. This new transaction will appear in the appropriate list, while the original transaction will stay in the list marked with the "Cancelled" note. Our Call center will provide detailed information, if necessary. On the due date, the pre-advice is changed to the advice at 1 p.m.; pre-advised payments are transferred to the client's account using the current exchange rate list. Payments sent to the bank by SWIFT message on the due date after 1 p.m. (by approx. 3 pm) will be booked immediately (according to processing) and advice will be sent to the client. In this case, no pre-advice will be displayed.

During the whole accounting day, incoming payments are accounted with the value defined by the ordering bank.

**Advice of credit payment order**

Amount, Currency	8,98 EUR
Credited Amount, Currency	241,63 CZK
Exchange rate	26,907600
Credited on	27.3.2014
Value date	27.3.2014
KB reference	1038192912602
Sender's reference	6CB7820928611586
E2E reference	0000005366
Variable symbol	
Constant symbol	

Debtor	BUPOKBBTDCSFIRMA2 MUSKATOVA 2 BRATISLAVA81106 Slovensko
Debtor's bank	KOMBSKBAXXX
Debtor's account number	SK5481000000435300120277
Debtor's identification	
Identification type	Organization
BIC / SWIFT code	
Document type	.
Identification data	.
Issuer of the document	

Ultimate Debtor	
Name	
Ultimate Debtor's identification	
Identification type	
BIC / SWIFT code	
Document type	
Identification data	
Issuer of the document	

Creditor	D D D Česko
Creditor's bank	KOMBCZPPXXX
Creditor's account number	CZ8701000009404847930287
Creditor's identification	
Identification type	Organization
BIC / SWIFT code	
Document type	.
Identification data	

CS **Print** **Export** **Close**

**Description of the window:**

**Amount, Currency** - the amount and currency of the payment sent by the sending or correspondent bank.

**Credited Amount, Currency** - the amount and currency of the incoming payment to be cleared to the credit of the KB client's account (according to the currency of the client's account). In case of conversion, when a different currency is in the "We advise payment in your favour" or "Beneficiary's account" fields, only the currency of the client's account will be pre-filled in this field; the amount will be added by a processing specialist during processing of the payment by the department of smooth payments (SP).

**Exchange rate** - the following data is given:

1. For payments in FC (foreign currency) to CZK accounts: the currency-buy rate of the payment currency valid on the value date of the payer's bank, or an agreed rate.

2. For payments in CZK to FC accounts: the FC currency-sell rate of the account currency valid on the value date of the payer's bank, or an agreed rate.
3. For payments in FC to accounts in a different FC: a prompt ratio to agio calculated to the value date of the payer's bank.
4. For payments without conversion: "1".

**Credited on** - date of clearing of the payment.

**Value date** - the date of crediting money to KB specified by the sender's bank.

**KB reference** - a number assigned to the payment by Komerční banka. Used for payment identification for communication with Komerční banka.

**Sender's reference** - reference number of the sender's (payer's) bank.

**E2E reference** - a reference entered by the payer.

**Variable symbol** - the variable symbol.

**Constant symbol** - the constant symbol.

**Debtor** - information on the debtor.

**Debtor's bank** - SWIFT code of the correspondent or sending bank.

**Debtor's account** - the debtor's account.

**Debtor's identification** - identification of the debtor can be included in the incoming SEPA payment.

**Ultimate Debtor** – information on the ultimate debtor.

**Ultimate Debtor's identification** – identification of the ultimate debtor can be included in the incoming SEPA payment.

**Creditor** - information on the creditor.

**Creditor's bank** - SWIFT code of the creditor's bank.

**Creditor's account** - the account to be credited funds specified by the sender's bank.

**Creditor's identification** - identification of the creditor can be included in SEPA payment.

**Ultimate Creditor** – information on the ultimate creditor.

**Ultimate Creditor's identification** – identification data about the ultimate creditor entered in the SEPA payment.

**Remittance information** – purpose of payment entered by the creditor.

**SCT purpose, SCT category purpose** – SCT purpose entered by the creditor.

**Original amount of payment** - the currency and amount of the payment transferred by the payer to the sending bank.

This currency may not be identical with the currency, hence the amount, sent by the sending or correspondent bank to KB. If this field is not filled in, the currency and amount transferred by the payer to the sending bank will be identical with the currency and amount received by KB from the sending or correspondent bank.

**Detail of charges** - specification of who will pay the charges (OUR, BEN, SHA). In case of SEPA payments, SLV type is used.

**Correspondent banks's charges** - charges of intermediary banks.

**KB charges** - amount of KB charges.

**Account of charges** - the number of the account for charges.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Close** - press the button to exit the window.

### ***Pre-advice / Advice of debit payment order***

Use this window to display details of pre-advice or notification (advice) for debit (Outgoing) payment execution. Pre-advice informs users of the fact that an outgoing smooth payment will be booked to the debit of his account.

Advice of debit payment order	
Amount, Currency	92,00 USD
Debited Amount, Currency	1 617,59 CZK
Exchange rate	17,582500
Due date	24.6.2011
Debited on	24.6.2011
Value date	24.6.2011
KB reference	7793955311602
E2E reference	
Variable symbol	
Constant symbol	
Debtor	BU-TEST-POM-105A SUBJEKT 5A U PAZDERNY 415 01 TEPLICE 1 Česko
Debtor's bank	KOMBCZPPXXX
Debtor's account number	940-4605570207
Debtor's identification	
Identification type	
BIC / SWIFT code	
Document type	
Identification data	
Issuer of the document	
Ultimate Debtor	
Name	
Ultimate Debtor's identification	
Identification type	
BIC / SWIFT code	
Document type	
Identification data	
Issuer of the document	
Creditor	SEPA 9-2 12345678912345678912345678
Creditor's bank	SEPA 9-2 Slovensko KOMBSKBAXXX
Creditor's account number	SK7481000000353131830227
Creditor's identification	
Identification type	
BIC / SWIFT code	
Document type	

CS **Print** **Export** **Close**

**Description of the window:**

**Amount, Currency** - the amount and currency entered by the payer.

**Debited Amount, Currency** - the amount and currency debited from the payer's account.

**Exchange rate** - the following data is given:

1. For outgoing payments in FC (foreign currency) from CZK accounts: the currency-sell rate of the payment currency valid on the due date of the payment order, or an agreed rate.
2. For outgoing payments in CZK from FC accounts: the currency-buy rate of the account currency valid on the due date of the payment order, or an agreed rate.
3. For payments in FC to accounts in a different FC: a prompt ratio to agio calculated on the due date of the payment order.
4. For payments without conversion: "1".

**Due date** - date of processing the payment order.

**Debited on** - date of clearing the payment amount from the payer's account.

**Value date** - date of transferring the payment amount to the correspondent nostro/loro accounts of the bank.

**KB reference** - KB reference number.

**E2E reference** - a reference entered by the payer.

**Variable symbol** - the variable symbol.

**Constant symbol** - the constant symbol.

**Debtor** - information on the debtor.

**Debtor's bank** - SWIFT code of the correspondent or sending bank.

**Debtor's account** - the debtor's account.

**Debtor's identification** - identification of the debtor can be included in the SEPA payment.

**Ultimate Debtor** – information on the ultimate debtor.

**Ultimate Debtor's identification** – identification of the ultimate debtor can be in the SEPA payment.

**Creditor** - information on the creditor.

**Creditor's bank** - SWIFT code of the creditor's bank.

**Creditor's account** - the account to be credited funds specified by the sender's bank.

**Creditor's identification** - identification of the creditor can be included in SEPA payment.

**Ultimate Creditor** – information on the ultimate creditor.

**Ultimate Creditor's identification** – identification data about the ultimate creditor entered in the SEPA payment.

**Remittance information** – purpose of payment entered by the creditor.

**SCT purpose, SCT category purpose** – SCT purpose entered by the creditor.

**Urgent payment** - specification of who will pay the charges.

**Detail of charges** - specification of who will pay the charges (OUR, BEN, SHA). In case of SEPA payments, SLV type is used.

**KB charges** - amount of KB charges.

**Account of charges** - the number of the account for charges.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Close** - press the button to exit the window.

### ***Advice (or pre-advice) of request for payment MT 101***

Advice for request for payment - MT101	
Amount and currency of transfer	500,00 EUR
For clearing	15 094,50 CZK
Exchange rate	30,1890
KB reference number	18168451867
Deducted on	26.10.2005
Order party	Jan Vasek Cervena ulice 130 00 PRAHA 3
SWIFT code of order party's bank / BIC	9FIRUSNEAAG
Order party's bank reference	555666777888
Account holder	IB_TEST_7 AAI ULICE 31337 612 00 AAIMESTO
Payer's account number	353106800237
Account for charges	353106800237
Charge	SHA
KB charge amount	200,00 CZK
Details of payment	Pokusny MT 101 Avizo k zadosti o uhradu
Payment title	120
Beneficiary's account number	
Beneficiary	Jaroslav Kratky 20th Stree, New York USA
Beneficiary's bank	SOGEFRPPCMI FIRST COUNTY BANK NEW BADEN,IL~*~*~*~*~*~*

CS Print Export Close

#### **Description of the window:**

**Amount and currency of transfer** - the amount and currency transferred.

**For clearing** - the amount and currency cleared.

**Rate** - displayed in case currency conversion has been carried out.

**KB reference number** - KB reference number

**Deducted on** - date of clearing of the payment.

**Payer** - information on the payer.



**SWIFT code of payer's bank** - SWIFT code of the correspondent or sending bank.

**Account holder** - payer's name and address.

**Payer's account number** - the account from which the collection will be drawn and the bank code.

**Account for charges** - the number of the account for charges.

**Charge** - specification of who will pay the charges (OUR, BEN, SHA).

**KB charge amount** - amount and currency of the charge charged by KB.

**Payment title** - the code for the purpose of the payment specified by the provision of ČNB Decree no. 36/2000 Coll.

**Details of payment** - details of payment entered by the beneficiary.

**Order party's bank reference** - a bank code assigned to the payment by the payer's bank. Used for payment identification.

**Beneficiary's account number** - beneficiary's account number.

**Beneficiary** - information on the beneficiary.

**Beneficiary's bank** - description of the beneficiary's bank.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Close** - press the button to exit the window.

### ***Pre-advice / Advice of SEPA Direct Debit - debtor***

Use this window to display details of pre-advice or a SEPA Direct Debit advice - debtor note (direct debits in EUR sent within the Single European Payment Area).

Advice of SEPA Direct Debit - debtor	
Amount, Currency	57,57 EUR
Debited on	1.4.2015
KB reference	1971602
Transaction identification	6CP7823525381602
E2E reference	reference prijemce
UMR	123456
Date of signing of the Mandate	
Payment scheme	
Type, sequence of SDD	Recurrent
CID	CZ36832698630
KB charges	7,08 EUR
Account for charges	35-3108350217
Debtor	Zbysek Cech Thamova Praha Česko
Debtor's bank	KOMBCZPPXXX
Debtor's account number	CZ5101000000353108350217
Debtor's identification	
Identification type	Organization
BIC / SWIFT code	
Document type	5
Identification data	4
Issuer of the document	6
Ultimate Debtor	
Name	identifikace puvodniho platce
Ultimate Debtor's identification	
Identification type	Organization
BIC / SWIFT code	
Document type	11
Identification data	10
Issuer of the document	12
Creditor	IBDAV1 ZBYSEK ABG ULICE 00028 PRTAHA163 00 Česko
Creditor's bank	KOMBCZPPXXX
Creditor's account number	CZ0401000000353107090257
Creditor's identification	
Identification type	Organization
BIC / SWIFT code	
Document type	2
Identification data	1

CS Print Export Close

**Description of the window:**

**Amount, Currency** – the amount and currency entered by the payer in EUR.

**Credited on** – settlement date of the payment.

**KB Reference** – KB reference number.

**Transaction identification** – transaction identification.

**E2E reference** – reference entered by the creditor.

**UMR** – unique Mandate Reference specified in the SEPA Direct Debit order.

**Date of signing of the Mandate** – date of signing of the Mandate agreed between the creditor and the debtor.

**Payment scheme** – payment Scheme selected by the creditor of the payment.

**Type, sequence of SDD** – value specified in the SEPA Direct Debit order.

**CID** – Creditor Identifier for the transaction.

**KB charges** – fees for SEPA direct debits paid in.

**Account for charges** – account from which the creditor pays fees.

**Debtor** – information about the debtor.

**Debtor's bank** – SWIFT code of the Debtor's Bank.

**Debtor's account** – the IBAN format of the Debtor's account number.

**Debtor's identification** – identification data about the debtor entered in the SEPA Direct Debit order.

**Ultimate Debtor** – information on the ultimate debtor.

**Ultimate Debtor's identification** – identification data about the ultimate debtor entered in the SEPA Direct Debit order.

**Creditor** – information about the creditor.

**Creditor's bank** – SWIFT code of the Creditor's Bank.

**Creditor's account** – the IBAN format of the Creditor's account number.

**Creditor's identification** – identification data about the creditor entered in the SEPA Direct Debit order.

**Ultimate Creditor** – information on the ultimate creditor.

**Ultimate Creditor's identification** – identification data about the ultimate creditor entered in the SEPA Direct Debit order.

**Remittance information** – purpose of payment entered by the creditor.

**SDD purpose, SDD category purpose** – SDD purpose entered by the creditor.

**CS/EN** - the toggle switch for changing the language for printouts and report export.

**Print** - printing of the current summary in the language set by the toggle switch.

**Export** - exporting the current summary (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Close** - press the button to exit the window.

### ***Pre-advice / Advice of SEPA Direct Debit - creditor***

Use this window to display details of a pre-advice note or SEPA Direct Debit advice note – creditor. It is a pre-advice/advice note for a transaction created based on a SEPA Direct Debit order entered by the payment creditor.

Advice of SEPA Direct Debit - creditor	
Amount, Currency	12,00 EUR
Credited on	27.2.2015
KB reference	7823171381602
Transaction identification	6CP7823171381602
E2E reference	5 ID dohodnute s partnerem
UMR	UMR Mandatu
Date of signing of the Mandate	3.2.2015
Payment scheme	CORE
Type, sequence of SDD	Recurrent
CID	CZ30ZZZ14507
KB charges	8,17 EUR
Account for charges	94-3707890207
Debtor	Francouz Adresa platce Ulice platce Francie
Debtor's bank	KOMBCZPPXXX
Debtor's account number	FR1420041010050500013M02606
Debtor's identification	
Identification type	Organization
BIC / SWIFT code	
Document type	Platce typ dokumentu
Identification data	Platce identifikace
Issuer of the document	Platce vystavce dokumentu
Ultimate Debtor	
Name	Puvodni platce jmeno
Ultimate Debtor's identification	
Identification type	Organization
BIC / SWIFT code	
Document type	
Identification data	
Issuer of the document	
Creditor	POM-SUBJEKT15 TESTT PRAZSKA 10 PRAHA150 00 Česko
Creditor's bank	KOMBCZPPXXX
Creditor's account number	CZ5401000000943707890207
Creditor's identification	
Identification type	Private
BIC / SWIFT code	

CS [Print](#) [Export](#) [Close](#)

**Description of the window:**

**Amount, Currency** – the amount and currency entered by the payer in EUR.

**Credited on** – settlement date of the payment.

**KB Reference** – KB reference number.

**Transaction identification** – transaction identification.

**E2E reference** – reference entered by the creditor.

**UMR** – unique Mandate Reference specified in the SEPA Direct Debit order.

**Date of signing of the Mandate** – date of signing of the Mandate agreed between the creditor and the debtor.

**Payment scheme** – payment Scheme selected by the creditor of the payment.

**Type, sequence of SDD** – value specified in the SEPA Direct Debit order.

**CID** – Creditor Identifier for the transaction.

**KB charges** – fees for SEPA direct debits paid in

**Account for charges** – account from which the creditor pays fees.

**Debtor** – information about the debtor.

**Debtor's bank** – SWIFT code of the Debtor's Bank.

**Debtor's account** – the IBAN format of the Debtor's account number.

**Debtor's identification** – identification data about the debtor entered in the SEPA Direct Debit order.

**Ultimate Debtor** – information on the ultimate debtor.

**Ultimate Debtor's identification** – identification data about the ultimate debtor entered in the SEPA Direct Debit order.

**Creditor** – information about the creditor.

**Creditor's bank** – SWIFT code of the Creditor's Bank.

**Creditor's account** – the IBAN format of the Creditor's account number.

**Creditor's identification** – identification data about the creditor entered in the SEPA Direct Debit order.

**Ultimate Creditor** – information on the ultimate creditor.

**Ultimate Creditor's identification** – identification data about the ultimate creditor entered in the SEPA Direct Debit order.

**Remittance information** – purpose of payment entered by the creditor.

**SDD purpose, SDD category purpose** – SDD purpose entered by the creditor.

**CS/EN** - the toggle switch for changing the language for printouts and report export.

**Print** - printing of the current summary in the language set by the toggle switch.

**Export** - exporting the current summary (CSV, RTF). A dialog to select a file name in the language set by the toggle switch will appear.

**Close** - press the button to exit the window.

## ***Advice for collections***

Use this summary to display known direct debit advice notes from the debtor's account.

The summary informs about the course of the direct debit processing from its receipt to recording or rejecting, including direct debits with advance due dates. A report of direct debit processing is given at each direct debit, in the STATUS column.

Date registered, due date and processing date are displayed for each direct debit.

History of direct debit advice notes is kept for 90 days from their respective due date.

Types of collection processing:

*online* - the direct debit will be processed online during the day within the framework of multi-round processing of orders in case of insufficient funds.

*continuous* - the direct debit will be processed online first, mostly without multi-round processing during the day in case of insufficient funds. In case it is not recorded during online processing (due to insufficient balance or if any of conditions of Direct debit mandate is not met), the attempt for recording will be repeated during night processing on the same day. In this case, the processing type will be changed to Batch.

*batch* - the direct debit will be processed at the end of accounting day, within the framework of night processing. Direct debits marked Batch do not enter multi-round processing during the day and do not change the available balance during the day.

Processing status of direct debits:

*Awaiting due date*: The due date of the direct debit order is an advance date; currently, the direct debit meets the conditions of the entered active direct debit mandate.

*Awaiting due date - Not permitted*: The due date of the direct debit order is an advance date; currently, no direct debit mandate has been set or the entered mandate is not active.

*Awaiting due date - Permitted limit exceeded*: The due date of the direct debit order is an advance date; currently, the direct debit amount exceeds the limit set in the active direct debit mandate.

*Awaiting due date - Number of days between direct debits not reached*: The due date of the direct debit order is an advance date; currently, the direct debit does not meet the condition of the number of days between direct debits within the entered active direct debit mandate.

*Awaiting due date – Status is updated*: Information on the direct debit processing results (recording, rejection or another attempt at processing) is being updated. Verify the condition upon next login.

*Awaiting due date – Other reason*: A condition for direct debit processing has not been met, for example, an account limit has been set.

*Awaiting processing*: The direct debit order will be processed on the required due date; currently, the direct debit meets the conditions of the entered active direct debit mandate.

*Awaiting processing - Not permitted*: The direct debit order will be processed on the requested due date; currently, no direct debit mandate has been entered or the entered mandate is not active.

*Awaiting processing - Permitted limit exceeded*: The direct debit order will be processed on the requested due date; currently, the direct debit amount exceeds the limit set in the active direct debit mandate.

*Awaiting processing - Number of days between direct debits not reached*: The direct debit order will be processed on the requested due date; currently, the direct debit does not meet the condition of the number of days between direct debits within the entered active direct debit mandate.

*Awaiting processing - Insufficient funds*: The direct debit order will be processed on the requested due date; currently, there are insufficient funds to process it.

*Awaiting processing – Other reason*: The direct debit order will be processed on the requested due date; currently, some conditions for processing have not been met, such as a limit set in the account.

*Awaiting processing – Status is updated*: Information on the direct debit processing results (recording, rejection or another attempt at processing) is being updated. Verify the condition upon next login.

*Status is updated*: Information on the direct debit processing results (recording, rejection or another attempt at processing) is being updated. Verify the condition upon next login.

*Recorded*: The direct debit order has been recorded successfully.

**Rejected - Not permitted/Permitted limit exceeded:** The direct debit order has been rejected; it will not be processed. No direct debit mandate has been set or is not active, or the direct debit amount exceeded the limit set in the active direct debit mandate.

**Rejected – Number of days between direct debits not reached:** The direct debit order has been rejected; it will not be processed. The condition of the number of days between direct debits set in the active direct debit mandate has not been met.

**Rejected – Insufficient funds:** The direct debit order has been rejected; it will not be processed due to insufficient funds in the account.

**Rejected – Other reason:** The direct debit order has been rejected; it will not be processed – a condition for processing has not been met, such as a limit set in the account.

The screenshot shows the 'Advice for collections' page in the Profibanka web application. The page header includes the KB logo, the text 'Your certificate will expire in 125 days', and a 'Change PIN' button. The main content area displays a table with the following data:

Processing date	Status	Payer's account number	Beneficiary's account name	Number / IBAN Beneficiary's account	Bank code	Beneficiary's account alias	Note
28-09-2013	Will be processed	353105250237	FOTOVISTA CZK	FR76300030308500...			

The page also features a navigation menu on the left with options like 'Main menu', 'Download', 'Payment orders', and 'Advice for collections'. At the bottom, there are buttons for 'Print', 'Export', and 'Download', along with user information: 'LA\_TEST\_4', 'Superuser', and system status: 'NUM CAPS 23-09-2013 12:02'.

### **Description of the window:**

**Download** - download data for an account selected from the select list in the page header. If you are not connected to the bank application server (AS), this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to AS is established, the version check and download of main libraries will be performed at the same time. You have to enter the smart card PIN when establishing a new connection.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows, etc.

## Statements of transaction

This function offers displaying transaction history data in the form of statements. The following options are available: Daily (upon account activity only), Weekly for closed weeks, Monthly for closed months, Quarterly for closed quarters and Custom statements for user-defined periods; however, they are available not sooner than on the business day following booking of payment orders.

These displayed statements are not official bank statements.

### Daily statement

The standard statement of daily movements in the account.

Selecting the statement:

criterion - Account/group of accounts selection

criterion - Statement date

criterion - Of account (can be selected even by account aliases)

Based on the selection of the first criterion, all clearing dates on which the selected account/group of accounts was accounted will be provided in the second criterion. In the third criterion, specific accounts credited on the selected date will be displayed.

Each time, only one account is displayed on the screen. Statement is printed always for all accounts matching the selection criteria.

Statements are displayed for the selected banking day - according to the clearing date; the due date is displayed for individual transactions.

Data are sorted by value dates (ascending), then by transaction serial numbers.

The middle part of the statement header (balances and turnovers) is not printed on further statement pages.

**Main menu**

- Downloading
- News
- Payment orders
- Batches of orders
- Standing orders
- Lists
- Statements of transaction
  - Daily statement**
  - Weekly statement
  - Monthly statement
  - Quarterly statement
  - Custom statement
- eStatements
- Financial markets
- Information

**Outstanding amounts**

**Administration**

- Certificate Wizard
- Help
- Exit

**Daily statement - detailed**

Komerční banka, a.s.  
KOMBCZPPXXX

**STATEMENT**  
DAILY UPON ACCOUNT MOVEMENT

of account: 35-3105270297 CZK  
name: S1LA BU 16  
IBAN: CZ26201000000353105270297  
date: 5.9.2005 **Cal.**  
type: current account

ser. no.: 179  
distribution: electronic  
period: daily

Previous statement date: 2.9.2005  
Start balance: 1 022 224,14  
Credit: 12,45  
Debit: 0,00  
End balance: **1 022 236,59**  
Number of items: 1

**LA\_BU\_16**  
**ULICE 23**  
**12000 MESTO,CZ**

Date	Description	Variable	Amount to debit	Amount to credit
due date	Contra-account name	Constant	(debit)	(credit)
deduction in OB	Contra-account/Bank code	Specific		
	Transaction identification	symbol		
5.9.2005	<b>Transfer credit</b>		0	12,45
	TP NEPOVOLENA FREK 2M K 28		0	
	Z CK-0000353105320207		0	
	LA_BU_11			
	35-3105320207/0100			
	000-05092005 005-005-001046511			

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**Brief** **Print to file** **Print**

LA\_SUBJEKT\_1 Superuser NUM CAPS 6.9.2005 15:43



**Description of the window:**

**Account/group of accounts selection** - all selected accounts are ready to be printed.

**Name** - the selected account will appear on the screen - selection by the account alias (not displayed on printed statements).

**Of account** - the selected account will appear on the screen.

**IBAN** - the IBAN format of the account number.

**Date** - accounts in the *Of account* field are provided according to the available dates.

**Account type** - the type of the selected account will appear.

**Cal.** - press to choose the date using the mouse.

**Brief/Detailed** - press to toggle between brief and detailed statements.

**Print to file** - press to print as an RTF file.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the statement in the language set by the toggle switch.

## ***Brief statement***

Some information (such as AV field, payer's description, description for beneficiary) is left out for space reasons in the daily statement upon movement in order to form a brief statement. The function is the same as that of the Daily statement.

## Weekly statement

Use to print a statement per closed week. Statement numbers match week numbers.

**Main menu**

- Downloading
- News
- Payment orders
- Batches of orders
- Standing orders
- Lists
- Statements of transaction
  - Daily statement
  - Weekly statement**
  - Monthly statement
  - Quarterly statement
  - Custom statement
- eStatements
- Financial markets
- Information

**Outstanding amounts**

**Administration**

**Certificate Wizard**

**Help**

**Exit**

**Weekly statement - detailed**

Komerční banka, a.s.  
KOMBCZPPXXX

**STATEMENT PERIODIC**

of account: 35-3105250237 CZK  
name: 91LABU18CZK  
IBAN: CZ540100000353105250237  
period: 29.08.05-04.09.05 (36) **Cal.**  
type: current account

ser. no.: 36  
distribution: electronic  
period: weekly

Previous statement date: 28.8.2005  
Start balance: 8 803 767,49  
Credit: 2 941,23  
Debit: 8 966,00  
End balance: **8 797 742,72**  
Number of items: 4

**LA\_BU\_18**  
**ULICE 23**  
**12000 MESTO,CZ**

Date	Description	Variable	Amount to debit	Amount to credit
due date	Contra-account name	Constant	(debit)	(credit)
Date	Contra-account/Bank code	Specific		
deduction in OB	Transaction identification	symbol		
31.8.2005	<b>Interest payment</b>	0		2 940,23
	000-31082005 060-060-002637246	0		
		0		
31.8.2005	<b>POPLATEK ZA POLOŽKY</b>	0	-78,00	
	000-31082005 060-060-002637247	0		
		0		
1.9.2005	<b>Debit transfer</b>	0	-8 888,00	
	TÝDENNÍ PŘEVOD	0		
	NA CK-0000353105320207	0		
	LA_BU_11	0		
	35-3105320207/0100			
	000-01092005 005-005-001065370			
2.9.2005	<b>Transfer credit</b>	1		1,00
	FFF001	8		
	Z CK-0000353105290247	2		

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**Brief** **Print to file** **Print**

LA\_SUBJEKT\_1 Superuser NUM CAPS 6.9.2005 15.44

### Description of the window:

**Account/group of accounts selection** - all selected accounts are ready to be printed.

**Name** - the selected account will appear on the screen - selection by the account alias (not displayed on printed statements).

**Of account** - the selected account will appear on the screen.

**IBAN** - the IBAN format of the account number.

**Period** - accounts in the *Of account* field are provided according to the available dates.

**Account type** - the type of the selected account will appear.

**Cal.** - press to choose the date using the mouse.

**Brief/Detailed** - press to toggle between brief and detailed statements.

**Print to file** - press to print as an RTF file.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

Other functions are the same as those of Daily statement.

## Monthly statement

Use to print a statement per closed month. Statement numbers match month numbers.

**Main menu**

- Downloading
- News
- Payment orders
- Batches of orders
- Standing orders
- Lists
- Statements of transaction
  - Daily statement
  - Weekly statement
  - Monthly statement**
  - Quarterly statement
  - Custom statement
- eStatements
- Financial markets
- Information

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**Outstanding amounts**

**Administration**

**Certificate Wizard**

Help

Exit

**Komerční banka, a.s.**  
KOMBCZPPXXX

**STATEMENT**  
PERIODIC

of account: 27-6642460487 CZK

name: S1SU11

IBAN: CZ2701000000276642460487

period: August 2005

type: savings account

ser. no.: 8  
distribution: electronic  
period: monthly

Previous statement date: 7.1.2005

Start balance: 100 930,36

Credit: 18,82

Debit: 0,00

End balance: **100 957,18**

Number of items: 3

**LA\_SU\_11**  
**ULICE 23**  
**12000 MESTO,CZ**

Date	Description	Variable	Amount to debit	Amount to credit
due date	Contra-account name	Constant	(debit)	(credit)
Date	Contra-account/Bank code	Specific		
deduction in OB	Transaction identification	symbol		
<b>12.8.2005</b>	<b>Transfer credit</b>			<b>1,00</b>
	MKP DAVKY	0		
	P10CRE7V0D9	0		
	LA_BU_11			
	35-3105320207/0100			
	001-12082005 1602 602007 003403			
<b>12.8.2005</b>	<b>Transfer credit</b>			<b>1,00</b>
	MKP DAVKY	0		
	P10CRE7V0DA	0		
	LA_BU_11			
	35-3105320207/0100			
	001-12082005 1602 602010 003433			
<b>31.8.2005</b>	<b>Interest payment</b>			<b>16,82</b>
	000-31082005 060-060-003606533	0		
		0		
		0		

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Brief Print to file Print

LA\_SUBJEKT\_1 Superuser NUM CAPS 6.9.2005 15.44

Functions are the same as those of Weekly statement.

## Quarterly statement

Use to print a statement per closed quarter. Statement numbers match quarter numbers.

**Quarterly statement - detailed**

Komerční banka, a.s.  
KOMBCZPPXXX

**STATEMENT PERIODIC**

of account: 27-6642460487 CZK  
 name: S1SU11  
 IBAN: CZ2701000000276642460487  
 period: II. 2005  
 type: savings account

ser. no.: 2  
 distribution: electronic  
 period: quarter

Previous statement date: 31.12.2004  
 Start balance: 100 833,81  
 Credit: 43,72  
 Debit: 0,00  
 End balance: **100 919,54**  
 Number of items: 2

**LA\_SU\_11**  
**ULICE 23**  
**12000 MESTO,CZ**

Date	Description	Variable	Amount to debit	Amount to credit
due date	Contra-account name	Constant	(debit)	(credit)
Date	Contra-account/Bank code	Specific		
deduction in OB	Transaction identification	symbol		
<b>31.5.2005</b>	<b>Interest payment</b>			<b>26,90</b>
	000-31052005 060-060-003631654	0		
		0		
		0		
<b>30.6.2005</b>	<b>Interest payment</b>			<b>16,82</b>
	000-30062005 060-060-003831420	0		
		0		
		0		

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Brief Print to file Print

LA\_SUBJEKT\_1 Superuser NUM CAPS 6.9.2005 15:42

Functions are the same as those of Weekly statement.

## Custom statement

Use this element to print a statement for the selected period. The user enters statement numbers.

**Custom statement - detailed**

Komerční banka, a.s.  
KOMBCZPPXXX

**STATEMENT**  
CUSTOM

of account: 35-3105270297 CZK  
name: S1LA BU 16  
IBAN: CZ8201000000353105270297  
from: 10.8.2005 Cal. till: 5.9.2005 Cal.  
type: current account

ser. no.:  
sending: electronic

Previous statement date: 9.8.2005  
Start balance: 1 022 681,52  
Credit: 700,87  
Debit: 1 145,80  
End balance: **1 022 236,59**  
Number of items: 29

**LA\_BU\_16**  
**ULICE 23**  
**12000 MESTO,CZ**

Date	Description	Variable	Amount to debit	Amount to credit
due date	Contra-account name	Constant	(debit)	(credit)
Date	Contra-account/Bank code	Specific		
deduction in OB	Transaction identification	symbol		
<b>10.8.2005</b>	<b>Transfer credit</b>		0	<b>12,45</b>
	TP NEPOVOLENA FREK 2M K 28		0	
	Z CK-0000353105320207		0	
	LA_BU_11			
	35-3105320207/0100			
	000-10082005 005-005-001075141			
<b>11.8.2005</b>	<b>Transfer credit</b>		0	<b>12,45</b>
	TP NEPOVOLENA FREK 2M K 28		0	
	Z CK-0000353105320207		0	
	LA_BU_11			
	35-3105320207/0100			
	000-11082005 005-005-001008891			
<b>12.8.2005</b>	<b>Transfer credit</b>		0	<b>12,45</b>
	TP NEPOVOLENA FREK 2M K 28		0	
	Z CK-0000353105320207		0	
	LA_BU_11			

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LA\_SUBJEKT\_1 Superuser NUM CAPS 6.9.2005 15.45

### Description of the window:

**Ser. no.** - custom (user-defined) statement number.

**From** - start date.

**Till** - end date.

Other functions are the same as those of Weekly statement.

## Statements

Use this function to change the period and format of sending official bank statements (Statement settings), download current electronic statements in PDF (Available statements) and request sending archived statements (Request for archived statements).  
In this case, the electronic format is equivalent to the print format.

### Statement setup review

Use this window to display a list of all types of statements for which the user can change the period or format for the currently selected account or group of accounts.

For each of the displayed statements, its settings can be changed by selecting the appropriate option. In case the statement is accessible for changes, selecting the option will open the **Statement settings** form.

Statement settings **cannot be changed in the following cases:**

- previous changes to the specific statement are still being processed;
- an individual period has been set for the specific statement;
- an individual price has been set for the account to which the statement belongs;
- the account to which the statement belongs is covered by the general contract;
- card statement is not created (you can establish creating of card statements in your KB branch).

In order to successfully authorize changes (**Statement settings - authorization**), the user must **select the option to display the amendment**; otherwise, authorization will not be carried out. After authorization, the communication result screen will appear (**Statement settings - communication results**), informing about the results of saving changes in modified statements. If all modified statements are saved successfully, confirm communication results to display and then print the amendment (unless the automated printing was cancelled).

**Statement setup review**

Account number	Cur...	Statement group	Period	Statement format	Delivery of print statement or other delivery
43-1682140207	CNY	Account statements	Individual	Not set	mail
43-1682150237	CNY	Account statements	Individual	Not set	mail
90018-699381387	CZK	Account statements	Monthly	Print	mail
90018-1086721347	CZK	Account statements	Monthly	Print	mail
90018-1627680657	CZK	Account statements	Monthly	Print	mail
940-4605570207	CZK	Account statements	Daily activity	Electro	mail
940-4605840297	EUR	Account statements	Weekly	Electronic	mail
940-4606310247	USD	Account statements	Daily activity	Electronic	mail
940-4606950287	CZK	Account statements	Monthly	Print	mail
940-4847920257	CZK	Account statements	Monthly	Print	mail
940-4847930287	CZK	Account statements	Daily activity	Electronic and print	mail
940-4847930287	CZK	Card statements	Monthly	Electronic and print	mail
94-3707890207	EUR	Account statements	Daily activity	Print	mail
94-3707910247	USD	Account statements	Monthly	Electronic	mail
94-9829160277	CZK	Account statements	Weekly	Electronic	mail
94-9829160277	CZK	Card statements	Weekly	Electronic	mail
94-9829190257	CZK	Account statements	Monthly	Electronic	mail
94-9829190257	CZK	Card statements		not created	
94-9829220217	CZK	Account statements	Weekly	Electronic and print	mail
94-9829220217	CZK	Card statements	Weekly	Electronic and print	mail
94-9829230247	CZK	Account statements	Monthly	Print	mail
94-9829230247	CZK	Card statements	Monthly	Print	mail

**Description of the window:**

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Change settings** - press this button to change statement settings.

**List of cards** - press this button to display the list of cards within the package for the selected card statement. (The popup menu option is available over card statements only.)

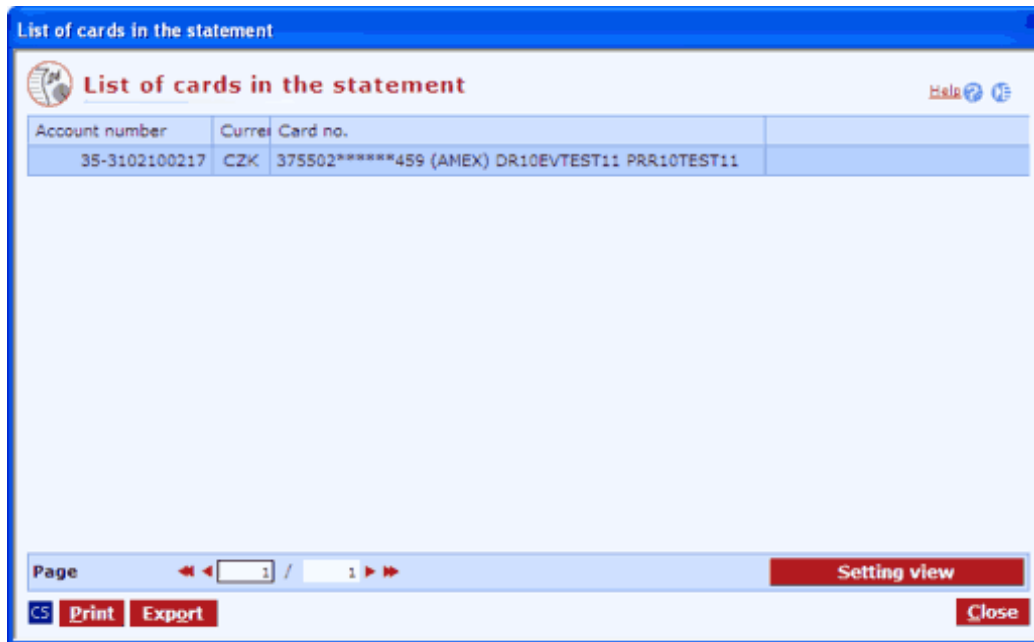
**Download** - press to update entries of the list. If you are not connected to the bank application server (AS), this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to AS is established, the application version check and download of main libraries will be performed at the same time. You have to enter the chip card PIN before establishing a new connection.

**Setting view** - enables setting individual columns, rows etc.

**List of cards in the statement**

Use this option to display the list of cards within the package for the selected card statement. (The popup menu option is available over card statements only.)





**Description of the window:**

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

**Close** - press to leave the List of cards in the statement window.

***Statement settings***

**Only combinations** (period and format) **permitted for the statement (account)** are displayed in the form.

Periods that can be permitted for the selected statement:

- daily upon movement
- weekly
- 14 days
- monthly
- quarterly
- half yearly
- yearly

Specific items of the list depend on the specific type of statement - the type of account the statement belongs to.

Distribution formats that can be permitted for the selected statement:

- electronic - in direct banking
- electronic - e-mail
- paper

The statement format cannot be changed independently for card statements (debit card statements). The format depends on the statement format of the account to which the card belongs.

**Statement settings**

Account number: 90018-699381387    Currency: CZK

Statement group: Account statements

Statement period: Monthly

Statement format:  Electronic - in direct banking     Electronic - e-mail     Paper

Note: Along with changing the current account statement format, the format of card statements for debit cards sent to the account holder will be changed automatically, too. This applies only in case you have set both types of statements (for the account and the card). For details on statement delivery, see General business conditions.

Delivery of print statement or other delivery: mail

Address: TESTT POM-SUBJEKT15  
PRAŽSKÁ 10  
PRAHA  
150 00

E-mail addresses for statements:

E-mail 1:

E-mail 2:

CS    **Print**    **Export**    **Continue**    **Cancel**

**Description of the window:**

**Account number** - the number of the account to which the statement belongs (informative value only).

**Currency** - the currency in which the statement is operated (informative value only).

**Statement group** - name of the group the statement belongs to (informative value only)

**Statement period** - use this option to set the period of sending the statement.

**Create statement** - specification of whether the statement is created. The field is displayed at card statement setting only.

**Statement format** - use this option to set the statement distribution format. Available options depend on the specific type of statement. Only the options permitted for the specific statement are active.

**Delivery of print statement or other delivery** - the specified mode of print statement delivery (cannot be changed within the application).

**Address, Alternative address** - the address for delivery of a potential second statement (cannot be changed within the application).

**E-mail addresses for statements** – use this option to define e-mail addresses for the "Electronic - e-mail" statement format

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Continue** – the Amendment to the contract window will open – requested changes will be marked in the document. After that, sending can continue.

**Cancel** - close the dialog.

### **Statement settings - communication results**

Use this screen to display a recapitulation of changes in settings of the corresponding statement along with information on communication results for each of the accounts in the list.

Account number	Curr.	Statement group	Period	Statement format	Delivery of print statement or other delivery	
35-3104480217	CZK	Account statements	Weekly	Print	mail	Amendment accepted.

#### **Description of the window:**

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Close** - press the button to close the communication results window.

## Available statements

Use this option to display a loaded list of available statements (both current and archived) that the user can currently download. The user may choose one or multiple statements from this list to download in the PDF format.

Period of availability depends on the specific period and type of the statement from the date of its generation.

Period	Period of availability of the statement for download
Daily upon movement	90 days
Weekly	90 days
Fortnightly	90 days
Monthly	90 days
Monthly turnover	90 days
Daily turnover	90 days

Period of availability for download of delivered archived statements is 30 days from delivery for all periods.

*Note:*  
Date of statement generation varies between individual sales points. For details, contact your sales point.

The screenshot shows the 'Available statements' interface in the KB profibanka system. The page includes a main menu on the left, a top navigation bar with account information, and a central table of statements. The table has the following columns: S (checkbox), Account number, Cur... (currency), Date of statement generation, Stamen... (statement number), Pages of statem... (pages), Type of statement, Date of downloading statement, Statements available until, and Downlo... by this applica... (checkbox). The table lists 20 statements for account 940-4847930287, with various currencies (CZK, USD) and dates from 2014. A 'Mark all' tooltip is visible over the table. At the bottom, there are navigation controls like 'Page 1 / 2', 'Print', 'Export', 'Download file', and 'Download' buttons.

**Description of the window:**

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Mark all** - use this option to check all statements in the list.

**Unmark all** - use this option to uncheck all statements in the list.

**Setting view** - enables setting individual columns, rows etc.

**Download file** - use this button to download and save electronic statements files selected in the list of available statements.

**Download** - press to update entries of the list. If you are not connected to the bank application server (AS), this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to AS is established, the application version check and download of main libraries will be performed at the same time. You have to enter the chip card PIN before establishing a new connection.

## Request for archived statements

Use this function to create requests for the supply of archived statements in electronic format. If the user requires a print copy of the statement, the request must be submitted in the sales point. First, the user requests the creation of a list of archived statements using the **Selection criteria for list of archived statements** form. Once the user has the list, he (she) can select statements and create the request for archived statements. In the recapitulation of the request, the user can set the single notification of statement delivery and he will also see the price (orientation value) for the request (for delivery of archived statements).

The screenshot displays the 'Request for archived statements' page in the profibanka system. A modal window titled 'Selection criteria for list of archived statements' is centered on the screen. The modal contains the following fields:

- Account no.: 43-1682140207 CNY
- Calendar year: 2014
- Statement number: (empty)
- From - Till: (empty)
- Statement group: Account statements

Buttons for 'Display' and 'Cancel' are located at the bottom of the modal. The background interface includes a main menu on the left, a table with columns for Account number, Cur..., Statement number, Type of statement, Date of statement generation, and Pages, and a footer with navigation and user information.

### ***Description of the window:***

**Account number** - the number of the account for which archived statements can be requested.

**Calendar year** - the calendar year of which archived statements are requested.

**Statement number** - the number of the requested statement in the specified year.

**From** - the date from which archived statements are searched by the date of their creation (DD.MM format) within the framework of the calendar year.

**Till** - the date to which archived statements are searched by the date of their creation (DD.MM format) within the framework of the calendar year.

**Statement group** - the group of statements in which archived statements are searched by their types.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Mark all** - use this option to check all entries in the list.

**Unmark all** - use this option to uncheck all entries in the list.

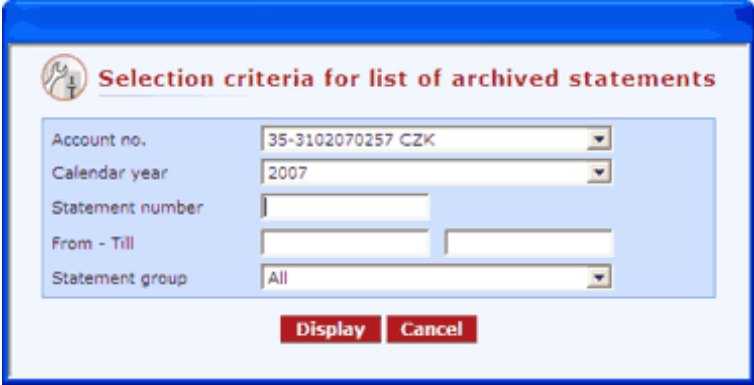
**Setting view** - enables setting individual columns, rows etc.

**New list** - use this option to enter criteria for searching archived statements.

**Send request without notification / Send request with notification** - press the button to send the request for selected archived statements.

### ***Selection criteria for list of archived statements***

Use this window to enter selection criteria to get a list of archived statements available for download.



#### **Description of the window:**

**Account number** - use this option to select the number of the account for which archived statements are requested.

**Calendar year** - use this option to select the year for which archived statements are requested.

**Statement number** - use this field to specify the statement serial number (optional field).

**From - to** - use these fields to set the interval for the required archived statement (in the DD.MM format). The interval includes the limit values (optional field).

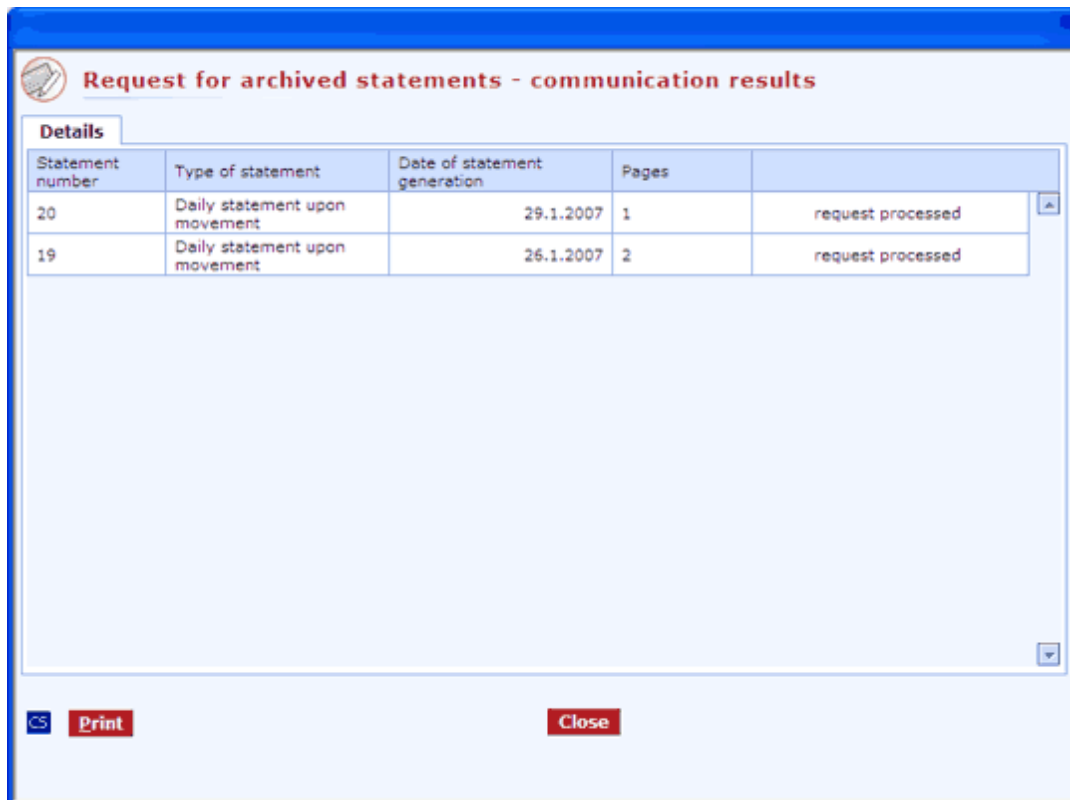
**Statement group** - use this option to specify the group from which the archived statement is requested.

**Display** - press this button to move the specified data to the Request for archived statements form.

**Cancel** - close the dialog.

### ***Communication results***

This window informs of results of the request for archived statements.



**Description of the window:**

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - press this button to print a list of requests for archived statements processed by the bank.

**Close** - press to close the informative window.

***PC acceptors' statements***

This function is available to all users established in the application who have access rights to at least one subject with the Contract for accepting payment cards.

Users who do not meet the above-mentioned conditions cannot access the "PC acceptors' statements" menu.

The function is used for downloading electronic statements from the bank system. Statements are not available in the local Profibanka database.

Electronic payment card statements are created in two basic formats:

- KB cards - a structured file in 1250 or 852 code page
- PDF format - the appearance of hardcopy statements

Electronic statements are available in the system for 31 days from the date of their generation in the KB internal system. During this period, statements can be downloaded in either of the above-mentioned formats. Statements older than this period can be requested at the bank branch or at the KB Call center. They will be additionally sent via the appropriate direct banking channel. You can ask for a hardcopy print in the PDF format design directly at the bank branch.

Electronic payment card statements can be supplied in various intervals:

- Daily - created every workday



- Weekly - created every Wednesday
- Fortnightly - created every second Wednesday
- Monthly - created on the first workday of the following month
- Monthly summaries - created every 11th day of the following month.

For all the above-mentioned dates of statement generation: if the specified day is not a workday, the appropriate statement will be generated on the first following workday.

Availability of electronic statements for the appropriate day within the framework of KB direct banking:

Monday - from 6:30 pm  
 Tuesday - Friday - from 4 pm

The format of electronic statements is described in the **Payment card statements client format** file. The structure contains all options of the generated file and is applicable for all types of KB partners. Payment card statements are created separately for each specific partner number (number of a sales point).

The file also contains a **list of transaction types** - a list of types of transactions realized within the framework of the specific electronic statement. The most frequent types of transactions in the electronic statement for a sales point are highlighted in bold.

The format of monthly summaries is described in the **Monthly summary client format** file. It represents a summary of the gross amounts, amounts of fees and net amounts for individual types of payment cards for the past month. This summary is created separately for each partner.

The screenshot shows the KB Profibanka web application interface. At the top, there is a navigation bar with the KB logo, the text 'profibanka', and a notification 'Your certificate will expire in 78 days'. Below this is a 'Main menu' on the left side with various options like 'Downloading', 'News', 'Import of orders and batches', 'Payment orders', 'Batches of orders', 'Standing orders', 'Collection agreement', 'Lists', 'Statements of transaction', 'Statements', 'Statement setup review', 'Available statements', 'Request for archived statements', 'PC acceptors' statements', 'Payment cards', 'Financial markets', and 'Information'. The main content area is titled 'Payment cards acceptors' statements' and features a search bar with 'Subject' set to 'BU\_TEST\_4', 'Currency' set to 'all currencies', and a dropdown for 'All statements and lists'. Below the search bar is a table with columns: 'S', 'Type of state...', 'Period', 'Creation date', 'Subject', 'Last download date', and 'Local download'. The table is currently empty. At the bottom of the table area, there is a 'Page' indicator showing '1 / 1' and a 'Setting view' button. Below the table, there are 'Selected: 0' and 'Total: 0' indicators. At the very bottom, there are buttons for 'Print' and 'Expert', and a 'Select format' dropdown set to 'TXT - KB cards 1250'. The footer of the page contains the text '|PDM-SUBJEKT15 TESTT | Superuser | NUM | CAPS | 4.3.2014 | 13:22'.

**Description of the window:**

**Subject** - select a subject with concluded "Contract for accepting PC".

**Currency** – the list shows currencies for which statements can be downloaded.

**Update** - press the button to update the list of PC statements. If you are not connected to the bank, this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to the bank is established, the version check and download of main libraries will be performed at the same time. You have to enter the chip card PIN before establishing a new connection.

**Download** - press to download marked files in the selected format.

**Select format** - available formats according to settings for exporting (the Administration menu).

**Mark** - press to check all selected rows. Right-click to use this option.

**Unmark** - press to uncheck all selected rows. Right-click to use this option.

**Mark as not downloaded** - use this option to check rows that have not been downloaded to the appropriate local station. Right-click to use this option.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

## Payment cards

Use this function to list all payment cards for accounts which a user can access.

You can display details of a payment card, display transactions waiting for booking and display list of all these operations carried out using Mojebanka and Profibanka applications.

### List of cards

Use this window to display all types of payment cards (debit and credit) for accounts a user can access.

Functions available in this list:

- display details of the payment card,
- display transactions waiting for booking (carried out using the payment card).

All users with access to an account with a payment card can display details of the payment card.

Card no.	Holder's name	Payment card	Card association	Services granted for card
516892*****075	SUBJEKT SA BU-TEST-POI			Travel insurance to Embossed Cards
483737*****586	SUBJEKT SA BU-TEST-POI		SA	Insurance Program Platinum, PRIORI
516892*****653	TESTT POM-SUBJEKT15			Travel insurance to Embossed Cards

#### Description of the window:

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Display details** – use this option to display the window showing information about the selected payment card.

**Display transactions awaiting booking** – use this option to display the information window listing transactions awaiting booking (transactions carried out using the selected payment card).

**Download** - press to update entries of the list. If you are not connected to the bank application server (AS), this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to AS is established, the application version check and download of main libraries will be performed at the same time. You have to enter the smart card PIN before establishing a new connection.

**Setting view** - enables setting of individual columns, rows, etc.

### *Card details*

Use this option to display the form containing information about the selected payment card.

The screenshot shows a 'Card details' window with the following fields and values:

Card no.	Type of card
477975*****241	VISA Debit Embossed
Holder's name	
POM SUBJEKT 14	

	Cash dispensers	Partners	Summary
Weekly limits	50 000	50 000	50 000

Print balance	Yes	Validity	05/14
Automatic replacement	Yes	Status	Active

Internet payments	No
-------------------	----

Services granted for card

Travel insurance to Embossed Cards

Buttons: EN, Print, Export, Close

#### **Description of the window:**

**Close** - press the button to exit the Cards – details window.

### *Transactions awaiting booking*

The list displays payment card transactions realised at partners or cash dispensers, which have not been booked on their account, but have already been blocked to the credit of KB. Since the creation of these blocks, i.e. since the payment with the card or cash dispenser withdrawal, they (the blocks) decrease the amount of available balance. After blocks have been booked, these items are automatically deleted from this list and displayed in the list of transaction history.

Use the Download button to download data. Downloading can be run only for the selected account with which the selected payment card is associated. However, this list shows only blocks (transactions awaiting booking) created for the selected card. See Lists / Transactions awaiting booking for the list of all transactions awaiting booking within the whole account.

By downloading data, current transactions awaiting booking will be downloaded and, at the same time, all the information of the previous download will automatically be deleted from the list.

The date and time of the last data download for the selected account will be displayed in the page header.

Transactions awaiting booking

card no. 477975\*\*\*\*\*241 account 94-9029160277 CZK

Downloading date: 24.5.2011 10:00:57

Transaction date and time	Card number / Telephone number	Account no.	Amount	Amount in CZK
---------------------------	--------------------------------	-------------	--------	---------------

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Setting view

Selected: 0 Informative amount (+/-) 0,00 / 0,00 CZK

Total: 0 Informative amount (+/-) 0,00 / 0,00

Print Export Close Download

**Description of the window:**

**Download** - press to update entries of the list. If you are not connected to the bank application server (AS), this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to AS is established, the application version check and download of main libraries will be performed at the same time. You must enter the smart card PIN before establishing a new connection.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting of individual columns, rows, etc.

**Close** - press the button to exit the Cards – details window.

## Statements of transactions of payment cards

Only selected payment cards can access this function. It provides a list of statements allowing formatted export (CSV) of this list for transactions created using a payment card.

Owners of the account can view the summary of all transactions created using payment cards (providing this functionality) by all card holders. Card holders can only view transactions created using their own payment cards.

Statements of transactions of payment cards											
card no. [all] [ISS] [Help]											
Transaction date	KB subject ID	Card no.	Holder's name	Transaction type	Transaction amount	Transact. currency	Commercial name	Commercial address	Country	Category of PC	expensiburg
21.8.2012	144938727	540298*****329	OLIVER RYBIČKA DUP	Card issuance fee	-23,00	CZK	Roční poplatek za používání PK				
22.8.2012	703355270	540298*****544	OLIVER RYBIČKA DUP	Card issuance fee	-15,00	CZK	Úhrada za výpis k účtu				
21.8.2012	144938727	540298*****433	HELIČKA R. STATUTÁR-COCA-1	Card issuance fee	-350,00	CZK	Roční poplatek za používání PK				
15.8.2012	520053800	540298*****329	HYNEK VON TEST	Merchant purchase reversal	355,10	CZK	UNEXAN CS UNICORN	OTROKOVICE KV	CZE		
15.8.2012	520053800	540298*****329	HYNEK VON TEST	Internet purchase	-2 900,00	CZK	SKYLINK.CZ	420607941937	CZE	Internet transactions	
15.8.2012	520053800	540298*****433	HYNEK VON TEST	Merchant purchase reversal	1 000,50	CZK	CSPHN TANK ONO	DOMAZLICE	CZE		
15.8.2012	520053800	540298*****433	HYNEK VON TEST	Internet purchase	-360,00	CZK	SKYLINK.CZ	420607941937	CZE	Internet transactions	
15.8.2012	703355270	413015*****266	HYNEK VON TEST	Merchant purchase reversal	957,00	CZK	ONO-VYSOKE MYTO	VYSOKE MYTO	Czech ...	Internet transactions	
15.8.2012	703355270	413015*****266	HYNEK VON TEST	Internet purchase	-5 700,00	CZK	SKYLINK.CZ	skylink.cz	Czech ...	Internet transactions	
15.8.2012	703355270	413015*****266	HYNEK VON TEST	Internet purchase	-1 100,00	CZK	SKYLINK.CZ	skylink.cz	Czech ...	Internet transactions	
15.8.2012	703355270	413015*****995	HYNEK VON TEST	Merchant purchase reversal	4 000,00	CZK	LOTOS CLUB	PRAHA 4	Czech ...	Internet transactions	
15.8.2012	703355270	413015*****995	HYNEK VON TEST	Internet purchase	-5 000,00	CZK	SKYLINK.CZ	skylink.cz	Czech ...	Internet transactions	
15.8.2012	703355270	413015*****995	HYNEK VON TEST	Internet purchase	-2 057,00	CZK	SKYLINK.CZ	skylink.cz	Czech ...	Internet transactions	
3.8.2012	520053800	540298*****329	HYNEK VON TEST	Card issuance fee	-15,00	CZK	Úhrada za výpis k účtu				
3.8.2012	703355270	413015*****266	HYNEK VON TEST	Card issuance fee	-15,00	CZK	Úhrada za výpis k účtu				
3.8.2012	520053800	413015*****661	HYNEK VON TEST	Card issuance fee	-15,00	CZK	Úhrada za výpis k účtu				
3.8.2012	703355270	540298*****723	HYNEK VON TEST	Card issuance fee	-15,00	CZK	Úhrada za výpis k účtu				
26.7.2012	144938727	540298*****433	HYNEK VON TEST	Internet purchase	-2 900,00	CZK	SKYLINK.CZ	420607941937	CZE	Internet transactions	
26.7.2012	144938727	540298*****329	HYNEK VON TEST	Merchant purchase	-355,10	CZK	UNEXAN CS UNICORN	OTROKOVICE KV	CZE	Auto-moto	
26.7.2012	144938727	540298*****329	HYNEK VON TEST	Card issuance fee	-1,00	CZK	Úhrada za výpis k účtu				
26.7.2012	520053800	540298*****433	HYNEK VON TEST	Merchant purchase	-1 000,50	CZK	CSPHN TANK ONO	DOMAZLICE	CZE	Auto-moto	
26.7.2012	520053800	540298*****433	HYNEK VON TEST	Internet purchase	-360,00	CZK	SKYLINK.CZ	420607941937	CZE	Internet transactions	
26.7.2012	520053800	540298*****329	HYNEK VON TEST	Internet purchase	-5 700,00	CZK	SKYLINK.CZ	skylink.cz	Czech ...	Internet transactions	
26.7.2012	703355270	413015*****266	HYNEK VON TEST	Internet purchase	-1 100,00	CZK	SKYLINK.CZ	skylink.cz	Czech ...	Internet transactions	
26.7.2012	703355270	413015*****266	HYNEK VON TEST	Merchant purchase	-957,00	CZK	ONO-VYSOKE MYTO	VYSOKE MYTO	Czech ...	Gastronomy	
26.7.2012	703355270	413015*****995	HYNEK VON TEST	Internet purchase	-5 000,00	CZK	SKYLINK.CZ	skylink.cz	Czech ...	Internet transactions	

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Selected: 1 Informative amount (+/-) 0,00 / -12,90 [EUR]

Total: 36 Informative amount (+/-) 0,00 / -2 058,16

Buttons: Print, Export, Formatted export, Export monthly reports, Download

### Description of the window:

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Formatted export** - use this option to generate a file listing transactions in the CSV format. The print report contains a complete list of transactions from the summary displayed on the screen.

**Export monthly reports** – Use this option to export a structured monthly report according to previously selected criteria. Exported reports are independent of the data displayed in summaries.

**Download** – press to update this list. If you are not connected to the bank application server (AS), this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to AS is established, the version check and download of main libraries will be performed at the same time.

**Setting view** - enables setting of individual columns, rows, etc

## Financial markets

This function is accessible to all users established in the application who have access rights to at least one subject with "Of individual rate" or "E-trading" contracts and who have set a security FX limit for this (these) subject(s).

Users who do not meet the above-mentioned conditions cannot access the "Financial markets" menu.

## KB eTrading

Click on this link to open a new window in the browser. The E-Trading application (trading with foreign currency) will be started. This element is only accessible to clients who have concluded a general contract for trading on financial markets. Help for this application is a part of the actual application.

## List of deposit trades for eTrading

This function is accessible to all users established for the application who have access rights to at least one subject authorized to carry out e-Trading trades. The user can display and print out a List of deposit trades for e-Trading for the selected subject.

**Main menu**

- Downloading
- News
- Payment orders
- Batches of orders
- Standing orders
- Lists
- Statements
- Financial markets**
  - KB eTrading
    - List of deposit trades for eTrading**
    - Create orders with individual FX
    - List of orders with individual FX
    - Orders for authorization with individual FX
    - Waiting orders with individual FX
    - Balance of available FX funds
    - Financial markets - Information service
  - Information
- Outstanding amounts
- Administration
- Certificate Wizard
- Help

**List of deposit trades for eTrading**

Subject: ET\_R\_DR MLEKARNY

Deposits concluded within period: 27.02.2006 - 27.02.2006

Subject: ET\_R\_DR MLEKARNY

Residence/address: ULICE 098, 110 00 PRAHA, CZ

Company ID/Personal ID: 17051371

Contractual framework with client: Contract of using eTrading

Period: from 27.2.2006 till 27.2.2006

Trade status: všechnyEN

Trade reference: [empty]

Clear filter Display

Trade reference	Trade status	Type	Deposit amount	Current account number	Date concluded	Opening date	Termination date	Interest rate [%]	Amount of interest before tax	Tax [%]
K3*****20060007074	Being processed	DST	1 000,00 CZK	35-3115810277	27.2.2006	27.2.2006	28.2.2006	1,68		0,05
K3*****20060007075	Being processed	DST	1 000,00 EUR	35-3115800247	27.2.2006	27.2.2006	28.2.2006	1,93		0,05

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Download Print to file Print

### Description of the window:

**Subject** - selection of a subject accessible to the user.

**From** - the start date for displaying the required list.

**Till** - the end date for displaying the required list.

**Trade status** - selection based on the status of individual trades.

**Trade reference** - selection for display based on the specific trade reference (cannot be combined with other filter parameters)

**Clear filter** - used for resetting the filter to defaults. This action will not affect the displayed list.

**Display** - used for displaying deposit trades for e-Trading according to the parameters set.

**Download** - press to update data of the list. If you are not connected to the bank application server (AS), this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to AS is established, the application version check and download of main libraries will be performed at the same time. You have to enter the chip card PIN before establishing a new connection.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print to file** - press to print as an RTF file.

**Print** - printing of the current list in the language set by the toggle switch.

## Create orders with indiv. FX

This function is accessible to all users established in the application who have access rights to at least one subject with "Of individual rate" or "E-trading" contracts and who have set a security FX limit for this (these) subject(s), with the exception of those whose role settings prevent them from using this menu.

It allows them to enter, change, display or delete orders (unsent ones), repeat and send orders to the bank for processing or to the list of orders for authorization - online orders in FC and foreign payments.

Orders are checked against the subject limit and FX limit - which is checked only in its absolute sum; the current FX limit is checked when sent.

The screenshot displays the 'Create orders with FX' interface. On the left is a 'Main menu' with options like Downloading, News, Import of orders and batches, Payment orders, Batches of orders, Standing orders, Collection agreement, Lists, Statements of transaction, Statements, Payment cards, and Financial markets. The main area shows a table with columns: S, Req. due d., Type of order, Surname/Subj. name, FX funds currency, Contra-account number, Brk., Amount, Cur..., CS, and VS. A context menu is open over the table, listing actions: Change, Repeat, Display, New, Delete, Mark, Unmark, Cancel as FX payment, FPO bank validation, Export of payment orders, Summary for authorisation, and Select all. At the bottom, there is a 'Setting view' section with summary statistics: Selected: 1, Marked: 0, Total: 2. Informative amount (+/-) is shown as 0,00 / 2,00 CZK, 0,00 / 0,00, and 0,00 / 4,00. Action buttons include Print, Export, New SEPA with FX, Repeat, From template, Send for authorization, and Send.

### Description of the window:

**Setting view** - enables setting of individual columns, rows etc.

**Modification of column** (context menu of column header) - use to make multiple changes to columns of selected (marked) orders directly from the list of orders.

**Display** - if a single order is selected, this function will display Order with FX - details in view mode; otherwise the List of group of payment orders window will be displayed.

**Change** - if a single order is marked, the Order with FX - details window in modification mode will appear; otherwise the Order - details window in the mode of multiple changes will appear (if orders



of the same type are selected). Right-click to use this option. If double-clicking on the order row, the Order with FX - details window will be displayed directly. Required changes can be carried out and saved in this window.

**Repeat** - press to repeat selected POs. You can also right-click to use this option.

**New FCP with FX/New SEPA with FX/New FPO with FX** - press to display Order with FX - details in the enter mode. You can also use the arrow to the right of buttons to select the type of order.

**New** - press to display the Order with FX - details window (for the selected type of order) in the enter mode. Right-click to use this option.

**Delete** - if a single order is selected, this function will display the Order - details window in delete mode; otherwise the Confirmation dialog will be displayed for orders. Right-click to use this option.

**Mark** - choose to mark all selected orders to be sent. Right-click to use this option.

**Unmark** - choose to unmark all selected orders to be sent. Right-click to use this option.

**Cancel as FX payment** - the payment order will be moved to the Create orders list (Main menu / Payment orders). Payments entered manually cannot be moved. Similarly, payments from the Create orders (Main menu / Payment orders) can be moved to this list (via the Mark as FX payment context menu).

**Repeat** - choose to open the window to select orders to be repeated. You can also right-click to use this option.

**From template** - press to open the window with pre-defined orders. Using these prepared templates, single orders with at least partially repeating particulars can be easily created. However, standing orders cannot use this function. Payment orders can be selected from the list of templates created in Order templates (Main menu / Create orders).

**Send for authorization** – selected orders will be sent to the list of orders for authorization.

**Send** - press to open CryptoPlus application window - the orders marked for sending will be sent upon confirmation. You cannot send more than 600 online orders at a time - if you exceed this number, the appropriate message will appear. All marked orders in the current selection of accounts/group of accounts are sent. If no such order is selected, the following message will appear: "No valid order to be sent is marked".

**FPO bank validation** - choose this option to perform multiple checks of the beneficiary's bank for FPOs and SEPA payments. Confirm to load the address from library. Right-click to use this option.

**Export payment orders** - press to export orders to a specified directory for later download by another station with *Profibanka* installed. Orders will be exported to an EDI BEST file and disappear from the window for creating orders with individual FX (they will be displayed in the list of orders with individual FX with "exported" status). On another station, orders exported in the above-mentioned way can be imported via *Import of orders and batches* menu. From this list, only foreign payments with individual FX can be exported (with the exception of those manually entered in profibanka).

**Summary for authorisation** – Use this option to display a summary of all selected payment orders before their authorisation.

**Select all** - press to mark all items of the list as selected (on all pages). Right-click to use this option.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

## New - Payment order with FX

Payment orders with FX can be sent only without conversion to the credit of a foreign currency account (i.e. the currency of FX funds and the counteraccount currency are same). Orders with other than the local currency (CZK) can only be sent within Komerční banka.

**Payment order with indiv. FX** entered

**Detail** Notifications ID/Audit

Payer's name: IB-TEST-1-ALENA-ŠČŘ ALENA FX funds currency: CZK Payer's name

Contra-account alias: I.M.P.O.R.T Contra-account (credit)

Contra-account number: 51-3503980227 Contra-account bank code: 0100 Contra-account currency: CZK

Amount in FX funds currency  Amount in contra-account currency

10,00 CZK 10,00 CZK

Due date: 11-07-2013 Cal. Online Charge in FX currency: 0,00 CZK

VS: 1 CS: 2 SS: 3

Payer's description ...: 7712250040 Message for beneficiary (AV)

Description for beneficiary ...: Popis

EN Print Export Save Cancel

### **Description of the window:**

**Notification tab** - press to set notifications of execution or rejection of payment. Notifications only apply to online payments.

**Payer's name** - the name of the subject to whose debit the payment shall be executed.

**FX funds currency** - the currency of bought FX funds from which the payment shall be paid.

**Contra-account alias** - the intuitive contra-account alias. The contra-account number will be filled in when you confirm the alias.

**Contra-account number** - the contra-account number to which you pay. If the contra-account has an alias, it will be filled in the Contra-account alias field.

**Contra-account bank code** - the contra-account bank numeral code assigned in the Czech Republic.

**Contra-account currency** - the code of the currency in which the contra-account is operated. It must be in the list.

**Amount in FX funds currency** - the toggle switch and the field for filling in the transferred amount in the FX funds currency. The currency is identical with the FX funds currency - not to be changed.

**Amount in contra-account currency** - the toggle switch and the field for filling in the transferred amount in the contra-account currency.

**Contra-account currency** - identical with the contra-account currency, not to be changed.

**Required due date** - a banking day date. The nearest banking day is offered.

**Cal.** - a graphic interface for choosing banking days. Use mouse to move a date into the Required due date field.

**Batch** - the field to select the mode of processing for the order: the order is processed instantly; in case of insufficient funds in the account, it is processed within the framework of multi-round processing. Online - the order will be processed immediately on the Due date and will affect the current balance.

**Charges in account currency** - the fee charged by the bank for currency conversion. This field appears only if the charge is not zero.

**Currency of charge** - identical with the account currency - not to be changed.

**VS** - the variable symbol (an optional field)

**KS** - the constant symbol. It is only checked for forbidden constant symbols, subject to ČNB directions (an optional field).

**SS** - the specific symbol (an optional field).

**Payer's description** - Inactive field. Client's ID will be filled in automatically.

**Description for beneficiary** - the field for a brief operation description. (Displayed to the counterparty, too.)

**Message for beneficiary (AV)** - 4 rows for a message to the beneficiary - available only for batch entering.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (HTML). The dialog to select a file name in the language set by the toggle switch will appear.

**Save** - use this button to validate the order; if the order is filled in correctly, it will be saved.

**Cancel** - use this button to abandon the payment order create-session without saving the data.

### ***New - SEPA payment with FX***

Use this view to enter payments in EUR to SEPA Area. SEPA payments can be used for foreign (cross-border) payments in EUR or for payments in EUR within the Czech Republic (both outside KB and within KB).

You can enter more detailed identification details of the debtor and creditor in SEPA payments to be sent to a so-called SEPA compatible bank (these data usually depend on the agreement between the debtor and creditor). A SEPA-compatible bank is a bank that accepts SEPA payments with all optional SEPA payment data.

Fees for SEPA payments are always divided between the payer and beneficiary (SLV type).

Latest times for sending SEPA payments in order to keep the due date of the current Business day:

<b>Mode of payment processing</b>	<b>Latest time of sending (on business days)</b>
Urgent	2:00 PM
Express with conversion* (outside KB)	5:00 PM
Express without conversion	8:30 PM
Express with conversion* (outside KB)	8:30 PM

\*) Express with conversion – the debtor's account currency is different from the payment currency

After 11:00 am, urgent SEPA payments will be processed without additional SEPA information (payment references and optional identification data). If the text "SEPA" is specified (SCT purpose category / Description), urgent SEPA payments entered by 11 am will be processed with additional SEPA information (payment reference and optional identification data).

**SEPA payment with FX**

Detail Optional information Notifications Online

Payer's name FX funds currency Payer's name  
 E2E reference

Beneficiary  
 Contra-account alias  
 Ben. account no. / IBAN  
 Beneficiary's name Street (P. O. BOX) / Address Town, Postcode Country

Beneficiary bank  
 Select from the list Enter BIC / SWIFT code  
 Bank selection Verified BIC / SWIFT code  
 Country Name City  
 Street

Amount, Currency Amount in FX funds currency Exchange rate  
 EUR EUR

Account no. for charges Charge Amount

Due date Priority payment Remittance information  
 23.9.2016 Cal.

SCT purpose  
 Description Code  
 SCT category purpose  
 Description Code

CS Print Export Save Cancel

**Description of the window:**

**Optional information tab** - You can enter more detailed identification data of the payer and beneficiary (usually, these data depend on agreement between the payer and beneficiary).

**Notification tab** - press to set notifications of execution or rejection of payment. Notifications only apply to online payments.

**Payer's name** - the name of the subject to whose debit the payment shall be executed.

**FX funds currency** - the currency of bought FX funds from which the payment shall be paid.

**E2E reference** – a field for user's needs. Its specific content depends on agreement between the payer and beneficiary (END2END).

**Contra-account alias** - the intuitive contra-account name. The contra-account number will be filled in when you confirm the alias.

**Ben. account no. / IBAN** - the beneficiary's account, to be entered only for cashless transfers. For SEPA payments, account number must be entered in the IBAN format. IBAN must be filled in without spaces and hyphens.

**Beneficiary's name** - the name of the beneficiary

**Street (P.O. Box)** - the street of the beneficiary's address

**Town, Postcode, Country** - beneficiary's address

**Select from the list** - open a new window to select the bank:

- From the list (BIC / SWIFT) - based on knowledge of the unique international bank code; it is a direct query to the bank
- From the list (Name) - if you do not know the BIC / SWIFT code, it is possible to find the bank using the first 3 characters of the bank name, town and street. It is a direct query to the bank.

It is not necessary to enter the BIC / SWIFT code. The BIC / SWIFT code will be taken from IBAN during multiple verification of the bank (FPO bank validation).

The following buttons are displayed in the bank selection window:

- **Verify (button)** - starts a direct query to the bank for data on the beneficiary's bank based on previously filled-in data. Up to 100 items can be returned. In case more than 100 banks match the entered data, the client will be prompted to specify more exact details or to fill in the bank manually. From library (Name) - if you do not know the BIC / SWIFT code, it is possible to find the bank using the first 3 characters of the bank name, town and street. It is a direct query to the bank.
- **Insert bank into the form** - if 11 characters are manually entered in BIC / SWIFT, the entered value will be moved to the form.
- **CS/EN** - the toggle switch for changing the language for printouts and the report export.
- **Print** - printing of the current list in the language set by the toggle switch.
- **Export** - exporting the current list (HTML). The dialog to select a file name in the language set by the toggle switch will appear.
- **Cancel** - use this button to abandon the payment order create-session without saving the data.

**Enter BIC / SWIFT code** – Use this option to enter a BIC / SWIFT code directly in the form without having to use the Bank selection function.

**BIC / SWIFT code** - the international bank code. The field is active only if Select from library is set to From library (BIC / SWIFT).

**Verified** - a check box that will be checked in case bank selection was successful. Uncheck the box to change the bank data and re-verify.

**Country** - the location of the bank. This field is to be filled in when selecting the bank manually or from the library (name).

**Name** - the name of a foreign bank

**City** - the town where the bank is located

**Street** - the street where the bank is located

**Amount, Currency** - the transferred amount in the currency entered. SEPA payment can only be paid in EUR currency.

***Payments to the target bank of KB Bratislava received by 15:00 will be paid in the creditor's account right on the current business day; otherwise, they will be paid in on the next business day.***

**Amount in account currency** - the to-be-transferred amount converted to the account currency, not to be changed

**Exchange rate** - information on the rate used to convert the amount

**Account no, for charges** - the account from which the payer pays the charges. By default, it is set to the account from which the payment is made. Any current account of the subject can be set.

**Charge Amount** - the amount and currency of the charge; filled in after booking, not to be changed

**Urgent payment** - the mode of payment (Urgent or Express).

**Due date** - the nearest possible due date - according to the banking day, mode of payment and time.

**Cal. (button)** - a graphic interface for choosing bank days. Use mouse to move a date into the Required due date field.

**SCT purpose** – specify the purpose of the payment.

**Description** – send non-structured information about the purpose of the payment.

**Code** – send information as structured information (code).

**SCT purpose category** – specification of the SCT purpose category.

**Description** – send non-structured information about the SCT purpose category. If the text "SEPA" is specified, urgent SEPA payments entered by 11 am will be processed with additional SEPA information (payment reference and optional identification data).

**Code** – send information as structured information (code).

**Remittance information** - fields for user's needs. 4 rows in total. Variable symbol can be inserted in this field in the **/VS/nnn** format, where **nnn** is the variable symbol (max. 10-digit number). Similarly, the constant symbol can be inserted (**/KS/nnn**, where **nnn** contains up to 7 digits). DCS automatically extracts both symbols to make the following available for the user:

- separate variable symbol,
- separate constant symbol,
- entire content of the Details of payment field.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (HTML). The dialog to select a file name in the language set by the toggle switch will appear.

**Save** - use this button to validate the order; if the order is filled in correctly, it will be saved.

**Cancel** - use this button to abandon the payment order create-session without saving the data.

Note

Restrictions to entered characters:

- only the following characters are permitted in all fields: 0 to 9 / - ? : ( ) . , ' + { } space a b c d e f g  
h i j k l m n o p q r s t u v w x y z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
- The characters ":" and "-" must not be in the first position of fields.

## Optional information

The screenshot shows a web form titled "SEPA payment with FX" with three tabs: "Detail", "Optional information" (selected), and "Notifications". The "Optional information" tab contains four sections, each with a checkbox and several input fields:

- Debtor's identification** (checked):
  - Identification type: Organization (dropdown)
  - Radio buttons for "BIC / SWIFT code" and "Other identification" (selected).
  - Fields: BIC / SWIFT code, Document type, Identification data, Issuer of the document.
- Creditor's identification** (unchecked):
- Ultimate Debtor's identification** (checked):
  - Name: [text field]
  - Identification type: Organization (dropdown)
  - Radio buttons for "BIC / SWIFT code" and "Other identification" (selected).
  - Fields: BIC / SWIFT code, Document type, Identification data, Issuer of the document.
- Ultimate Creditor's identification** (unchecked):

At the bottom of the form are buttons for "CS", "Print", "Export", "Save", and "Cancel".

**Debtor's identification** - check this box to display the field for detailed information identifying the debtor - specific content depends on an agreement between the debtor and creditor.

- **Identification type** - select Business or Non-business.
- **BIC/SWIFT code** – this can only be entered for Identification type - Organisation
- **Document type**
- **Identification data**
- **Issuer of the document**

**Creditor's identification** - check this box to display the field for detailed information identifying the creditor - specific content depends on an agreement between the debtor and creditor.

- **Identification type** - select Business or Non-business.
- **BIC/SWIFT code** – this can only be entered for Identification type - Organisation
- **Document type**
- **Identification data**
- **Issuer of the document**

**Ultimate Debtor's identification** - check this box to display the field for detailed information identifying the ultimate debtor - specific content depends on an agreement between the debtor and creditor.

- **Name**
- **Identification type** - select Business or Non-business.
- **BIC/SWIFT code** – this can only be entered for Identification type - Organisation
- **Document type**



- **Identification data**
- **Issuer of the document**

**Ultimate Creditor's identification** - check this box to display the field for detailed information identifying the ultimate creditor - specific content depends on an agreement between the debtor and creditor.

- **Name**
- **Identification type** - select Business or Non-business.
- **BIC/SWIFT code** – this can only be entered for Identification type - Organisation
- **Document type**
- **Identification data**
- **Issuer of the document**

### ***New - Foreign payment with FX***

Foreign payment with FX can only be sent without conversion.

The payment can be entered as **urgent** (exchange date is the same as the due date entered by the user) or **express** (the exchange date is the day following after the due date entered by the user).

Urgent payments can be created in selected currencies only (payments to KB Bratislava can be created as Urgent only, in all currencies).

Orders in any of the currencies shown in the drop-down list can be created as express. Note that for AUD and JPY, the value date is postponed by two days from the Due date due to different time zones.

In order to keep this timing, it is necessary to send urgent payments to the bank: by 10:00 in HRK, HUF and PLN,  
by 11:00 in RUB,  
by 13:00 in CHF, CZK, DKK, NOK and SEK,  
by 14:00 in EUR, USD, CAD and GBP.

It is necessary to send express payments to the bank:  
by 17:00 express payments with conversion on the Due date,  
by 20:30 express payments (without conversion) on the Due date.

The user may enter the information on the beneficiary's bank manually (type it into the appropriate fields in the exact form) or from library files.

**Description of the window:**

**Payer's name** - the name of the subject to whose debit the payment shall be executed.

**FX funds currency** - the currency of bought FX funds from which the payment shall be paid.

**Contra-account alias** - the intuitive contra-account name. The contra-account number will be filled in when you confirm the alias.

**Pay by cheque** - select the mode of disbursement to the beneficiary - cash or cashless.

**Ben. account no.** - the beneficiary's account, only for cashless transfers. For a foreign payment in EUR to countries within the SEPA Area, the beneficiary's account number in the IBAN format is mandatory. IBAN is used within EU countries only.

**Resident/Non-resident** - designation of the beneficiary.

**Beneficiary's name** - the name of the beneficiary.

**Street (P.O. Box)** - the street of the beneficiary's address.

**Town, Postcode, Country** - the beneficiary's address.

**Country** - beneficiary's country.

**Select from the list** - open a new window to select the bank:

- From the list (BIC / SWIFT) - based on knowledge of the unique international bank code; it is a direct query to the bank
- From the list (Name) - if you do not know the BIC / SWIFT code, it is possible to find the bank using the first 3 characters of the bank name, town and street. It is a direct query to the bank.

- **Additional bank code** - based on knowledge of the Additional bank code; it is a direct query to the bank.

The following buttons are displayed in the bank selection window:

- **Verify (button)** - starts a direct query to the bank for data on the beneficiary's bank based on previously filled-in data. Up to 100 items can be returned. In case more than 100 banks match the entered data, the client will be prompted to specify more exact details or to fill in the bank manually. From the list (Name) - if you do not know the BIC / SWIFT code, it is possible to find the bank using the first 3 characters of the bank name, town and street. It is a direct query to the bank.
- **Insert bank into the form** - if 11 characters are manually entered in BIC / SWIFT, the entered value will be moved to the form.
- **CS/EN** - the toggle switch for changing the language for printouts and the report export.
- **Print** - printing of the current list in the language set by the toggle switch.
- **Export** - exporting the current list (HTML). The dialog to select a file name in the language set by the toggle switch will appear.
- **Cancel** - use this button to abandon the payment order create-session without saving the data.

**Enter manually** - enter all data manually. In this case, the discount for automated order processing will not be applied.

**Enter BIC / SWIFT code** – Use this option to enter a BIC / SWIFT code directly in the form without having to use the Bank selection function.

**BIC / SWIFT code** - the international bank code. The field is active only if Select from library is set to From library (BIC / SWIFT).

**Verified** - a check box that will be checked in case bank selection was successful. Uncheck the box to change the bank data and re-verify.

**Country** - the location of the bank. This field is to be filled in when selecting the bank manually or from the library (name).

**Name** - the name of the foreign bank.

**City** - the town where the bank is located.

**Additional bank code** - the national bank code (equivalent to bank codes in the Czech Republic).

**Street** - the street where the bank is located.

**Amount, Currency** - the transferred amount in the currency entered. The currency must be selected from the list of allowed currencies.

***Payments to target bank of KB Bratislava in EUR, CZK and USD received by 15:00 and payments in other currencies (with the exception of AUD, CNY, HRK and JPY) received by 14:00 will be paid in the creditor's account right on the current business day; otherwise, they will be paid in on the next business day..***

Weak currencies should be entered without decimals. (decimals are cut off, not rounded)

**Amount in FX funds currency** - the to-be-transferred amount converted to the FX funds currency, not to be changed.

**Exchange rate** - information on the rate used to convert the amount.

**Details of charges** - selection of the party to pay the bank charges. Use this option to select whether the costs of Komerční banka, intermediary banks and the beneficiary's bank incurred by sending the payment will be paid by the payer (OUR) or beneficiary (BEN) or if the payer will pay the costs of Komerční banka and the beneficiary will pay other costs (SHA).

**Note:**

From 21 November 2009, the BEN charge cannot be used under the following conditions:

- the bank country belongs to EES,
- the currency of a country belonging to EES is used.

**Account no. for charges** - the account from which the payer pays the charges. By default, it is set to the account from which the payment is made. Any current account of the subject can be set.

**Charge** - the amount and currency of the charge; filled in after booking, not to be changed.

**Urgent payment** - the mode of payment (Urgent or Express).

**Due date** - the nearest possible due date - according to the banking day, mode of payment and time.

**Cal. (button)** - a graphic interface for choosing bank days. Use mouse to move a date into the Required due date field.

**Remittance information** - fields for user's needs. 4 rows in total. Variable symbol can be inserted in this field in the /VS/nnn format, where nnn is the variable symbol (max. 10-digit number). Similarly, the constant symbol can be inserted (/KS/nnn, where nnn contains up to 7 digits). DCS automatically extracts both symbols to make the following available for the user:  
separate variable symbol,  
separate constant symbol,  
entire content of the Details of payment field.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (HTML). The dialog to select a file name in the language set by the toggle switch will appear.

**Save** - use this button to validate the order; if the order is filled in correctly, it will be saved.

**Cancel** - use this button to abandon the payment order create-session without saving the data.

## Note

Restrictions to entered characters:

only the following characters are permitted in all fields: 0 to 9 / - ? : ( ) . , ' + {} space a b c d e f g h i j k l m n o p q r s t u v w x y z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

The characters ":" and "-" must not be in the first position of fields.

You may send only express or urgent payments via *profibanka*. For urgent payments, the value date (the date of booking to the bank account) is defined as D+0 (D = due date, the date of booking in the client's account); for express payments it is defined as D+1. In order to be able to maintain these terms, time limits for sending payment orders have been defined so there is enough time to process transactions in the CKB with the required value.

**Note:** BIC / SWIFT codes starting with "999" are not genuine BIC / SWIFT codes; they are "pseudo codes" used for KB. Charges are calculated differently when using these "pseudo codes".

For payments by cheque, it is not necessary for the user to specify the bank to issue the cheque.

## List of orders with indiv. FX

The basic function to view all orders with FX, regardless of the status of their processing.

Press **Download** to receive the **last status** of every payment.

If you want to display only some orders (e.g. rejected), make your choice in the upper right corner of this window. When opening a list of orders, "current orders" will always be displayed first - i.e. all sent and unsent orders for the last 30 days - see system setup - according to their due dates and regardless of their status of processing.

For every selected order you can display a detailed view and the payment identification, specifying who and when changed, sent and authorized the payment and what type of notification was required.

Due date	Type of order	Surname/Subj. name	FX funds currency	Contra-account number	Bnk.	Amount	Curre	CS
13.2.2009	SEP	TEST_MHL_FOP	GBP			-111 111 111 111,11	EUR	6020000000
2.2.2009	SEP	TEST_MHL_FOP	SKK			-6,50	EUR	6020000000
21.4.2008	SEP	TEST_MHL_FOP	EUR			-66,66	EUR	6020000000
20.3.2008	SEP	TEST_MHL_FOP	EUR			-55,55	EUR	6020000000
14.3.2008	SEP	TEST_MHL_FOP	EUR			-111 111 111 111,22	EUR	6020000000
20.2.2008	SEP	TEST_MHL_FOP	EUR			-500 000,00	EUR	6020000000
20.2.2008	SEP	TEST_MHL_FOP	EUR			-6,50	EUR	6020000000
20.2.2008	SEP	TEST_MHL_FOP	EUR			-9,00	EUR	6020000000
20.2.2008	SEP	TEST_MHL_FOP	EUR			-12,00	EUR	6020000000
20.2.2008	SEP	TEST_MHL_FOP	EUR			-12,00	EUR	6020000000
20.2.2008	SEP	TEST_MHL_FOP	EUR			-6,00	EUR	6020000000
20.2.2008	SEP	TEST_MHL_FOP	EUR			-10,00	EUR	6020000000
19.2.2008	SEP	TEST_MHL_FOP	SEK			-66,66	EUR	6020000000
19.2.2008	SEP	TEST_MHL_FOP	JPY			-222 222 222 222	EUR	6020000000
19.2.2008	SEP	TEST_MHL_FOP	EUR			-620 000,00	EUR	6020000000
19.2.2008	SEP	TEST_MHL_FOP	EUR			-0,30	EUR	6020000000
19.2.2008	SEP	TEST_MHL_FOP	JPY			-6	EUR	6020000000

### **Description of the window:**

**Subject** - selection of all subjects accessible to the user that can use FX or at least one payment order with FX has been created for these subjects in past, unless the FX limit is set as "no access". The "all" item means selection of all subjects with FX.

**Select view** - main views follow:

- Current orders with FX
- Waiting orders with FX
- Rejected orders with FX
- Orders for authorization with FX
- Orders to be sent with FX
- SEPA orders with FX
- All FPOs with FX
- All FCs with FX
- All orders with FX

**Setting view** - enables setting individual columns, rows etc.

**Display** - use this option to display Order - details in view mode or List of group of payment orders

**Repeat** - press to repeat selected orders and move them to the Create orders list.

**Download** - press to update the status of payment orders. If you are not connected to the bank, this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to the bank is established, the version check and download of main libraries will be performed at the same time. The button is only available to global users. The chip card PIN must be entered before establishing a new connection.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

## Orders for authorization with indiv. FX

This window shows the list of orders sent by a user for authorization by another user (e.g. a user with higher rights - limit, or for signing by other users if multiple authorization is applied) or for later authorization by the same user. Apart from orders sent to this list directly by the user, orders that were sent by the user directly for processing but exceeded the current FX limit are also stored automatically in this list. In this list, orders can be changed, cancelled and sent for authorization and processing individually or in bulk.

Features of the Orders for authorization window:

The list of orders for authorization shows orders related to the selected subject accessible to the user.

It is possible to sort and filter payment orders in the list of orders for authorization using a number of criteria.

Orders are stored in the Orders for authorization list for up to 31 calendar days. Older orders will be deleted from the list automatically without prior warning.

Due date	Type	Surname/Subj. name	FX funds currency	Contra-account number	Bnk.	Amount	Cur...	VS	SS
6.10.2014	FCP	ET_R_DR MLEKARNY	CZK			-2,00	CZK	0	0
6.10.2014	FCP	ET_R_DR MLEKARNY	CZK			-2,00	CZK	0	0

### Description of the window:

**Setting view** - enables setting individual columns, rows etc.

**Subject** - use this drop-down list to view all subjects accessible to the user which can use FX and for which the user has an FX limit other than "no access". The "all" item means selection of all these subjects.

**Modification of column** (context menu of column header) - use to make multiple changes to columns of selected (marked) orders directly from the list of orders.

**Display** - use this option to display Order - details in view mode or List of group of payment orders.

**Change** - if a single order is marked, the Order - details window in modification mode will appear; otherwise the Order - details window in the mode of multiple changes will appear (if orders of the same type are selected).

**Delete** - the Order - details window in cancel mode or Confirmation of multiple deletion will appear.

**Authorize** - you can only authorize up to 600 orders at a time. The sum total of authorized orders must not exceed the remaining user and subject limits to accounts. If everything is correct, the CryptoPlus application window will appear. You can sign the orders here and send them for processing.

**Summary for authorisation** – Use this option to display a summary of all selected payment orders before their authorisation.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

### ***Remaining limits***

**Remaining limits** - use this function to display information on remaining daily account, subject and FX limits.

**Download** - press this button to update statuses of payment orders for authorization. If you are not connected to the bank, this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to the bank is established, the version check and download of main libraries will be performed at the same time. You have to enter the chip card PIN before establishing a new connection.

Remaining limits show current user limits in accounts that the user operates. User limits in accounts, limits of payments with indiv. FX and subject limits are restored (renewed) at 8:30 pm every business day of the bank. Both user limit and subject limit will decrease at the moment of authorizing an order. In one day, an amount higher than the subject limit or account limit can be cleared to the debit of a subject's account if the user or users sent one or more orders with advance due dates that day.

A user with administration rights can increase or decrease the user limit in account online in the List of users menu. This change of limit will be applied instantly. Subject limits can only be changed at a branch.

When entering an order with indiv. FX, the user's FX limit for the subject is checked. Rules identical with rules for the user's limit for the account apply. The FX limit is checked in its absolute sum (not in its current sum) - like in POs. The "KB middle rate" is used for conversions. If exceeding of the FX limit will be found when saving an entered or changed PO, the PO will not be saved/changed and the user will be informed by the following message: "Operation cannot be executed - daily FX limit has been exceeded!"

If a subject has multiple or multi-level authorization permitted, the subject limit is the decisive factor.

KB subj. ID	Surname/Subj. name	Remaining FX limit
1449331	LA_SUBJEKT_1	Unlimited
1449333	LA_SUBJEKT_3	10 000,00

***Description of the window:***

**Current account limits** - select the view of limits in accounts.

**Current subject limits** - select the view of limits in subjects.

**Remaining FX limits** - select the view of remaining FX limits.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Close** - press the button to exit the window.

**Setting view** - enables setting individual columns, rows etc.

***Orders with indiv. FX – authorization***

Use this function to compare pre-set subject FX limits with amounts of payment orders sent. It is a process of verifying users' access rights to execute specific operations

***Waiting orders with indiv. FX***

Using this function you can display a list of orders with FX that have been successfully authorized by the user but still not sent for accounting to the bank system. In other words, the list displays both authorized POs with advance due date not reaching the due date yet and authorized POs with instant due date that have not been sent to the internal system due to (for example) inaccessibility of the bank system or due to insufficient funds in the client's account.

The POs can be modified and deleted in the Waiting orders list. Both modification and deletion must be signed by the user who made these operations. These signatures in the list are necessary, since POs in the list have already been authorized - signed when sent.

***Features of the function:***

POs in the list are displayed only for subjects selected either individually or as a group of subjects. If a group of subjects is selected, the list shows the POs of those subjects which can use FX and for which the user has an FX limit other than "no access".



Deleting a PO in the list has no effect on the daily subject or user limits, with the exception of the day of creating the PO - in case the PO is deleted, the FX and subject limits will increase by the amount of the PO (not applicable to collection orders).

Modifications to POs in the list of waiting orders have the following effects on subject FX limits:

If the PO was modified on the same banking day as it was authorized:

The daily subject limit will be changed by the difference between the original and the new amount of the PO.

If the PO was modified by the same user who authorized the original PO, his/her daily FX limit will be changed by the difference between the original and the new amount of the PO.

If the PO was modified by another user, his/her daily FX limit will be decreased by the total amount of the modified PO and the daily FX limit of the user who authorized the original PO will be increased by the total amount of the original PO.

If the PO was modified on a business day different from the day it was authorized:

The daily subject limit will be decreased by the total amount of the newly modified PO.

If the PO was modified by the same user who authorized the original PO, his/her daily FX limit will be decreased by the total amount of the newly modified PO.

If the PO was modified by another user, his/her daily FX limit will be decreased by the total amount of the newly modified PO. The limit of the user who authorized the original PO will not be changed.

After sending these POs to the bank system, they will be removed from the Waiting orders list.

You can sort and filter POs in the list by displayed columns.

The screenshot shows a web application window titled "Waiting orders with FX". On the left is a "Main menu" with various navigation options. The main area displays a table of orders. A context menu is open over the second row, showing options: "Display", "Change", "Delete", and "Select all". Below the table, there are summary statistics and action buttons.

Due date	Type of order	Surname/Subj. name	FX funds currency	Contra-account number	Bnk.	Amount	Curre	CS
20.2.2009	SEP	TEST_MHL_FOP	EUR			-25,00	EUR	6020000000
25.3.2008	SEP	TEST_MHL_FOP	EUR			-500,00	EUR	6020000000

Summary statistics:  
 Selected: 1      Informative amount (+/-) 0,00 / 627,75 CZK  
 Total: 2      Informative amount (+/-) 0,00 / 13 182,75

Action buttons: Print, Export, Display, Change, Delete, Download

**Description of the window:**

**Subject** - use this drop-down list to view all subjects accessible to the user which can use FX and for which the user has an FX limit other than "no access". The "all" item means selection of all these subjects.

**Modification of column** (context menu of column header) - use to make multiple changes to columns of selected (marked) orders directly from the list of orders.

**Display** - use this option to display "Order - details" in view mode or List of group of payment orders.

**Change** - if a single order is marked, the Order - details window in modification mode will appear; otherwise the Order - details window in the mode of multiple changes will appear (if orders of the same type are selected).

**Delete** - the CryptoPlus application window will open, where orders can be signed and deleted.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Download** - press this button to update the payment orders for authorization. If you are not connected to the application server (AS), this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to AS is established, the version check and download of main libraries will be performed at the same time. You have to enter the chip card PIN before establishing a new connection. Only global users with a valid certificate are authorized to Download.

**Setting view** - enables setting individual columns, rows etc.

## ***Balance of available FX funds***

Use this window to display the client's current available balance of FX funds. Data will only be displayed to clients who have concluded a general contract with the dealing department.

The current available balance of FX funds represents the client's funds in his/her summary account that he/she may use for foreign payments or another way (these procedures are in competencies of the dealing department).

The current available balance of FX funds can be displayed up to a year in advance (transactions with advance due dates will be considered in such a balance). For checking, it is also possible to display information up to 31 days back-dated (for this period, the current available balance will be zero).

**Main menu**

- Downloading
- News
- Payment orders
- Batches of orders
- Standing orders
- Lists
- Statements

**Financial markets**

- KB eTrading
- List of deposit trades for eTrading
- Create orders with individual FX
- List of orders with individual FX
- Orders for authorization with individual FX
- Waiting orders with individual FX
- Balance of available FX Funds**
- Financial markets - Information service

**Outstanding amounts**

**Administration**

**Certificate Wizard**

**Help**

**FX funds**

Downloading date: Not replicated yet for the selected date.

Date: 27.2.2006 Col. Subject: ET\_R\_DR MLEKARNY

Currency	Current available balance of FX funds	Amount of FX transactions
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Page: 1 / 1

Setting view

Print Export Download

### **Description of the window:**

**Date** - date between 31 days back and 364 days in advance; only banking days can be entered.

**Cal. button** - used for selection of a date in a calendar with banking days highlighted.

**Subject** - used for selection of the subject for which available FX funds are to be displayed. The combo box contains an alphabetically ascending-sorted list of subjects that the user can access.

**Download** - press to download available FX funds. If you are not connected to the bank application server (AS), this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to AS is established, the version check and download of main libraries will be performed at the same time. You have to enter the chip card PIN before establishing a new connection.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

## **Financial markets - Information service**

Use this option to open a separate Internet Explorer window with an information service focused on financial markets.

The screenshot shows the KB (Komerční banka) financial information service website. The browser is Internet Explorer, and the address bar shows <http://trading.kb.cz/ibweb/homePage.do>. The page features a navigation menu on the left with categories like DEVIZOVÝ TRH, FOREX, EQUITY, and RESEARCH. The main content area includes an 'AKTUÁLNÍ KOMENTÁŘ' (Current Comment) section with a headline 'Euro proti dolaru mírně korigovalo předchozí zisky' (Euro against the dollar slightly corrected previous gains) dated 06.09.2005 07:33. Below this is a 'NOVÉ ANALÝZY' (New Analyses) section with a link 'Stavebnictví v červenci zpomalilo tempo svého růstu' (Construction in July slowed its growth rate) dated 06.09.2005 09:36. There is also a 'NOVÉ KOMENTÁŘE' (New Comments) section with a link 'Euro proti dolaru mírně korigovalo předchozí zisky' dated 06.09.2005 07:33. The right sidebar contains a 'KURZOVNÍ LÍSTEK KB' (KB Exchange Rate Sheet) table and a 'SPAD' table. The exchange rate table lists rates for various currencies as of 06.09.2005 07:00. The SPAD table lists stock prices and changes as of 06.09.2005 14:04.

Země	Kód	ČNB	KB střed
Švýcarsko	CHF	-	18,8180
Evropská unie	EUR	-	20,0550
Spojené království	GBP	-	42,7860
Japonsko	JPY	-	21,2550
Spojené státy	USD	-	23,1930

Název	Cena	d/d
CENT EURO MEDIA	1290,00	+0,31%
ČESKÝ TELECOM	486,00	-0,02%
ČEZ	642,00	+2,31%
ERSTE BANK STK	1354,00	+0,15%
KOMERČNÍ BANKA	3391,00	-0,56%
ORCO PROPERTY GR	-	+0,00%

## List of advice - FX payments

This window shows information on all sent and booked orders with indiv. FX.

The screenshot displays the 'FX funds' window. The left sidebar contains a 'Main menu' with various options. The main content area shows a table with columns for 'Currency', 'Current available balance of FX funds', and 'Amount of FX transactions'. The table is currently empty. Below the table, there are buttons for 'Print', 'Export', 'Setting view', and 'Download'. The 'Page' indicator shows '1 / 1'.

### Description of the window:

**Subject** - selection of all subjects accessible to the user that can use FX or at least one payment order with FX has been created for these subjects in past, unless the FX limit is set as "no access". The "all" item means selection of all subjects with FX.

**Select view** - main views follow:

- Sent foreign FX payments
- All FX payments
- Booked FX payments in foreign currency
- Cleared foreign FX payments.

**Setting view** - enables setting of individual columns, rows etc.

**Display** - use this option to display details of the sent or booked payment in the view mode.

**Download** - press the button to update the list of advice and pre-advice of FX payments. If you are not connected to the bank, this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to the bank is established, the version check and download of main libraries will be performed at the same time. The button is only available to global users. The chip card PIN must be entered before establishing a new connection.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

## Export of advice

Use this list to export selected items of FX payment advice to the EDI BEST format. Separate files for individual days will be generated. The mask of the exported file can be changed in Administration - Local settings - Setting export and import. Records exported are highlighted in red if this is defined in Setting view - Highlight - Red - **post\_import=0**.

Date	KB subj. ID	Surname / subject name	Trms. no.	Turnover (in CZK)
25.1.2007	144932755	PCB&TEST1;ALENA ŘÍHOVÁ (UŠŤČYĚĚ)	26	72 016,10
29.1.2007	144932755	PCB&TEST1;ALENA ŘÍHOVÁ (UŠŤČYĚĚ)	26	
31.1.2007	144932755	PCB&TEST1;ALENA ŘÍHOVÁ (UŠŤČYĚĚ)	52	1 385 932,86

### Description of the window:

**Subject** - selection of all subjects accessible to the user that can use FX or at least one payment order with FX has been created for these subjects in past, unless the FX limit is set as "no access". The "all" item means selection of all subjects with FX.

**Setting view** - enables setting of individual columns, rows etc.

**Export of advice** - press to open the standard Save as dialog. Exporting can only be done in EDI BEST format.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

## Information

This function brings you current exchange rates of Komerční banka, currency history and term account interest rates.

Surf to the KB web pages ([www.kb.cz](http://www.kb.cz) and [www.trading.koba.cz](http://www.trading.koba.cz)) to get information on rates of shares, interest rates, KB scale of charges, banking products etc.

## Exchange rate list

This window displays the exchange rate list generated on the basis of the last download (within the general download or by the special download of exchange rate lists).

Date and time of replication	Currency	Validity of ČNB FX list	ČNB middle	KB middle	KB currency buy
26.11.2003 14:21	AUD Australian Dollar		19,4430	19,3570	19,005
26.11.2003 14:21	CAD Canadian Dollar		20,6050	20,5450	20,146
26.11.2003 14:21	CZK Czech Koruna	26.11.2003	1,0000	1,0000	1,000
26.11.2003 14:21	DKK Danish Krone		4,2880	4,2807	4,213
26.11.2003 14:21	EUR Euro		31,8950	31,8350	31,356
26.11.2003 14:21	GBP Pound Sterling		45,9540	45,8500	45,126
26.11.2003 14:21	HUF Forint		12,1630	12,1950	12,002
26.11.2003 14:21	CHF Swiss Franc		20,5320	20,5050	20,181
26.11.2003 14:21	JPY Yen		24,6410	24,6160	24,183
26.11.2003 14:21	NOK Norwegian Krone		3,9090	3,9018	3,840
26.11.2003 14:21	PLN Zloty		6,8580	6,8288	6,695
26.11.2003 14:21	SEK Swedish Krona		3,5510	3,5481	3,493
26.11.2003 14:21	SKK Slovak Koruna		77,8880	77,7350	76,507
26.11.2003 14:21	USD United States Dollar		27,1040	26,9610	26,445

### Description of the window:

**Setting view** - enables setting individual columns, rows etc.

**Download** - press to update the exchange rate list. If you are not connected to the bank application server (AS), this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to AS is established, the version check and download of main libraries will be performed at the same time. You have to enter the chip card PIN to establish a new connection.

**Select all** - this option will mark all items in the list as selected.

**Exchange rate history** - press to open a separate browser window displaying the exchange rate list database. Available in XLS format for download.

**Currency history** - press to open a separate browser window displaying history of a currency compared to another currency.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear. Exchange rate history

## Exchange rate history

Press to open a separate browser window displaying the exchange rate list database.

The screenshot shows the KB website interface. The main content area displays the 'KURZOVNÍ LÍSTEK KB' (Exchange Rate List KB) for the date 06.09.2005. The page includes a navigation menu on the left with categories like 'DEVIZOVÝ TRH', 'FOREX', 'EQUITY', and 'FIXED INCOME'. The main table lists exchange rates for various currencies, including AUD, CAD, DKK, EUR, GBP, HUF, JPY, NOK, PLN, SEK, SKK, and USD.

Země	Kód	Jednotka	ČNB střed	KB střed	Nákup	Prodej	Nákup	Prodej
Austrálie	AUD	1	-	17,8020	17,2500	18,3000	17,4760	18,1280
Kanada	CAD	1	-	19,4950	18,8700	20,0700	19,1190	19,8710
Dánsko	DKK	1	-	3,8968	3,7990	3,9910	3,8352	3,9584
Evropská unie	EUR	1	-	20,0550	28,3500	29,7500	28,8020	29,5080
Spojené království	GBP	1	-	42,7660	41,7300	43,8100	42,0900	43,4420
Maďarsko	HUF	100	-	11,8180	-	-	11,7020	12,1340
Švýcarsko	CHF	1	-	18,8180	18,3600	19,2800	18,5210	19,1150
Japonsko	JPY	100	-	21,2650	20,8100	21,8700	20,8550	21,6550
Norsko	NOK	1	-	9,7110	9,8200	9,8020	9,6533	9,7705
Polsko	PLN	1	-	7,3850	7,1500	7,5800	7,2251	7,5049
Švédsko	SEK	1	-	3,1246	3,0480	3,2000	3,0759	3,1733
Slovensko	SKK	100	-	78,0300	74,1800	77,8800	74,8200	77,2310
Spojené státy	USD	1	-	23,1830	22,6000	23,7600	22,7430	23,8230

## Currency history

Use this button to open a separate Internet Explorer window to display a history of individual currencies.

The screenshot shows the KB website interface. The main content area displays the 'KURZOVNÍ LÍSTEK KB' (Exchange Rate List KB) for the date 17.10.2003. The page includes a navigation menu on the left with categories like 'Aktuální trh', 'FOREX', 'Komentáře', and 'Analytické zprávy'. The main table lists exchange rates for various currencies, including AUD, GBP, DKK, EUR, JPY, CAD, HUF, NOK, PLN, ATS, SKK, DEM, SEK, CHF, and USD.

ZEMĚ	MĚNA	KÓD	JEDN.	STŘED	ČNB	KB	NÁKUP	PRODEJ	VALUTY	NÁKUP	PRODEJ
Austrálie	AUD	1	-	19,0320	-	18,6940	19,3800	19,3800	18,4700	19,5900	19,5900
Bránsko	GBP	1	-	46,1780	-	45,4480	46,5080	46,5080	45,0080	47,3580	47,3580
Dánsko	DKK	1	-	4,3007	-	4,2406	4,3768	4,3768	4,1870	4,4100	4,4100
EMU	EUR	1	-	32,0050	-	31,5250	32,4850	32,4850	31,2300	32,7700	32,7700
Japonsko	JPY	100	-	25,1160	-	24,6740	25,5580	25,5580	24,3700	25,8200	25,8200
Kanada	CAD	1	-	20,9130	-	20,5090	21,3170	21,3170	20,2000	21,5600	21,5600
Maďarsko	HUF	100	-	12,4760	-	12,2790	12,6730	12,6730	-	-	-
Norsko	NOK	1	-	3,8831	-	3,8217	3,9445	3,9445	3,7840	3,9810	3,9810
Polsko	PLN	1	-	6,9403	-	6,8084	7,0722	7,0722	6,7290	7,1510	7,1510
Rakousko	ATS	1	-	2,3259	-	-	-	-	2,2696	-	-
Slovensko	SKK	100	-	77,6200	-	76,3940	78,8460	78,8460	75,6600	79,5800	79,5800
SRN	DEM	1	-	16,3639	-	-	-	-	15,9676	-	-
Švédsko	SEK	1	-	3,5680	-	3,5131	3,6229	3,6229	3,4770	3,6560	3,6560
Švýcarsko	CHF	1	-	20,6710	-	20,3440	20,9980	20,9980	20,1400	21,1900	21,1900
USA	USD	1	-	27,5670	-	27,0430	28,0910	28,0910	26,8600	28,2600	28,2600

## Term account interest rates

KB term account interest rates are displayed in this list.

Currency	Min. deposit	7 days	14 days	1 month	2 months	3 months	4 months	5 months	6 months	7 months	8 months	9 month
CZK	1 000 000	1,20	1,20	1,24	1,34	1,43	1,48	1,54	1,59	1,63	1,68	1,72
CZK	500 000	1,03	1,03	1,07	1,17	1,26	1,31	1,37	1,42	1,46	1,51	1,55
CZK	250 000	0,86	0,86	0,90	1,00	1,09	1,14	1,20	1,25	1,29	1,34	1,38
CZK	50 000	0,69	0,69	0,73	0,83	0,92	0,97	1,03	1,08	1,12	1,17	1,21
CZK	0	0,52	0,52	0,56	0,66	0,75	0,80	0,86	0,91	0,95	1,00	1,04

### Description of the window:

**Short-term ...** - list of all types of TAs operated by the bank.

**Valid from:** - date of interest rate validity.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.



## ***Administration***

Some functions are only accessible to users with administrator's rights. In this function you will find menus for subject and user administration where you can establish and remove subjects, establish global users and assign access rights to local users, add new users, set accounts for guaranteed payments etc. You can also archive data and back up the database - which is useful for users with larger data volumes or to store important data safely.

Note:

There must always be at least one user - administrator or Superuser established in the application.

## Profiles

Use profiles to get information on subjects, users, to check own account and contra-account aliases, groups of accounts and groups of contra-accounts.

## Subject profile

Use this list to display a list of subjects containing accounts with regards to setting user access rights.

KB subj. ID	Surname/Subj. name	Address	Address 2	Town	Postcode	Country	Subject type	Comp.ID/Pers.ID
144937927	ET_R_OR MLEKAR...	NĚCO JINÉHO 5		OSTRAVA	700 30		company	17051371
145076292	POM-SUBJEKT14 A...	KRALUPSKÁ 10		KRALUPY	280 01		private person	6603304400
145076321	POM-SUBJEKT15 TE...	PRAŽSKÁ 10		PRAHA	150 00		private person	6603304411
145076348	POM-SUBJEKT25	JINDŘÍŠKÁ 22		PRAHA 1	114 07		company	75315958
145142333	BU-TEST-POM-105A SUBJEKT SA	U PAZDERNY		TEPLICE 1	415 01		private person	0000000000
145155230	BU_TEST_4	NÁMĚSTÍ OSN...		PRAHA	198 00		company	1905000144
703391124	COCA-TSS-1211-103	DLOHÁ 5		PRAHA	111 50		company	26069954

### Description of the window:

**Display** - use this to display the Subject - details window in view mode.

**Decrease subject limit** – a holder or statutory representative can permanently decrease the subject limit Limit reduction is applied immediately once the application has been signed and submitted..

**Download** - press to update subjects. If you are not connected to the bank application server (AS), this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to AS is established, the version check and download of main libraries will be performed at the same time. You have to enter the chip card PIN to establish a new connection.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

## Subject - details

This window displays details of a subject, including the list of accounts of the subject. The window will display the subject's accounts according to the current selection of accounts/groups of accounts and access rights adjusted.

KB subj. ID	Surname/Subj. name	Account alias	Account type	Account number	AC	Surname name
1072135	TP TEST 3	TP BU 31	current	10110102	CZK	TP BU 31

### Description of the window:

**Display** - use this option to display the Account label window in view mode

**Download** - press to update subjects. If you are not connected to the bank application server (AS), this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to AS is established, the application version check and download of main libraries will be performed at the same time. You have to enter the chip card PIN before establishing a new connection.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Number of signatures** - the number of signatures required for authorization according to authorization roles.

**Two-level authorization** - the level of authorization setting.

**Setting view** - enables setting individual columns, rows etc.

## User profile

This window displays details of the current user, including settings of access rights and limits to individual accounts. The detail is in view mode. You can change the password of a local user or certificate of a global user here.

KB subj. ID	Surname/Subj. name	Account alias	Account type	Account number	AC	Surname/KB account name	D.
144933125	LA_SUBJEKT_1		consumer credit	27-3671411197	CZK	LA_SUBJEKT_1	
144933125	LA_SUBJEKT_1	S1UU2	consumer credit	27-3671421117	CZK	LA_SUBJEKT_1	
144933360	LA_SUBJEKT_4		commercial cred	27-3874191577	CZK	LA_SUBJEKT_4	
144933360	LA_SUBJEKT_4	S4UU2	commercial cred	27-3874221537	CZK	LA_SUBJEKT_4	
144933125	LA_SUBJEKT_1	S1SU11	term account	27-6642460487	CZK	LA_SU_11	
144933336	LA_SUBJEKT_2	S2TU21	term account	35-273670667	CZK	LA_TU_21	
144933125	LA_SUBJEKT_1	S1TU14USD	term account	35-273680697	USD	LA_TU_14	
144933125	LA_SUBJEKT_1	S1TU13	term account	35-273690617	CZK	LA_TU_13	
144933360	LA_SUBJEKT_4		current account	35-3105180267	EUR	LA_BU_42	
144933336	LA_SUBJEKT_2	S2BU22EUR	current account	35-3105230287	EUR	LA_BU_22	
144933336	LA_SUBJEKT_2	S2BU21	current account	35-3105240207	CZK	LA_BU_21	
144933125	LA_SUBJEKT_1	S1LABU18CZK	current account	35-3105250237	CZK	LA_BU_18	
144933125	LA_SUBJEKT_1	S1BU17USD	current account	35-3105260267	USD	LA_BU_17	
144933125	LA_SUBJEKT_1	S1LA BU 16	current account	35-3105270297	CZK	LA_BU_16	
144933125	LA_SUBJEKT_1	S1BU15	current account	35-3105280217	CZK	LA_BU_15	
144933125	LA_SUBJEKT_1	S1LA BU 14	current account	35-3105290247	CZK	LA_BU_14	
144933125	LA_SUBJEKT_1	S1BU13EUR	current account	35-3105300257	EUR	LA_BU_13	
144933125	LA_SUBJEKT_1	S1BU12USD	current account	35-3105310287	USD	LA_BU_12	
144933125	LA_SUBJEKT_1	S1BU11CZK	current account	35-3105320207	CZK	LA_BU_11	

### Description of the window:

**Name** - the name of the logged user stored in the central bank system. This name is identical on different installations of the application.

**Glob. ID** - the identifier of the logged user stored in the central bank system. It is identical on different installations of the application.

**Loc. ID** - the identifier of the logged user assigned by the application. It may differ on different installations of the application.

**Role** - the level of rights for working with the application. It may differ on different installations of the application.

**Blocked** - a sign specifying whether the user was denied access to the application on the local level.

**Certificate ID** - the certificate identifier found in the contract of using personal certificate.

**Label** - choose this to display account details.

**Select all** (only context menu option) - press to mark all items of the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Changing password** - use this option to change the password of the logged in user.

**Setting view** - enables setting individual columns, rows etc.

## ***Changing password***



The image shows a standard Windows-style dialog box titled "Password change". It features a blue header bar with a circular arrow icon on the left and the text "Password change" in red. Below the header, there are three text input fields stacked vertically, labeled "Original password", "New password", and "Password confirmation". At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

Only for local users.

### **Description of the window:**

**Original password** - the password under which the user is logged

**New password** - the new password. All characters will be displayed as \* symbols.

**Password confirmation** - repeat the new password to check for misprints

**OK** - confirm the password

**Cancel** - press to abort the dialog without saving the new password

## List of groups of accounts

Use this list to display a list of groups of own accounts containing accounts with regards to setting user access rights. All groups of accounts containing at least one account for which the user has access rights will be displayed.

Group name	Last change made by	Last change of status	Surname/Subj. name
dfg	LA_SUBJEKT_1	17.5.2005 13:07:05	LA_SUBJEKT_1
JJA-1	LA_SUBJEKT_1	3.5.2005 15:17:44	LA_SUBJEKT_1
JJA-2	LA_SUBJEKT_1	20.4.2005 13:56:56	LA_SUBJEKT_1
MiA-1	LA_SUBJEKT_1	11.2.2005 17:31:22	LA_SUBJEKT_1
MiA-2	LA_SUBJEKT_1	11.2.2005 17:31:22	LA_SUBJEKT_2
S1	LA_SUBJEKT_1	17.5.2005 13:07:05	LA_SUBJEKT_1
S1BU	LA_SUBJEKT_1	3.5.2005 15:17:44	LA_SUBJEKT_1
S2	LA_SUBJEKT_1	7.7.2004 11:05:59	LA_SUBJEKT_2
S4	LA_SUBJEKT_1	7.7.2004 11:06:34	LA_SUBJEKT_4
s5	LA_SUBJEKT_1	27.7.2004 9:17:19	LA_SUBJEKT_4
tt	NAPOLEON_ET_R_NDR	18.4.2005 15:47:48	LA_SUBJEKT_2

### Description of the window:

**Display** - use this to display the Group of accounts - details window in view mode.

**Download** - press to update groups of accounts. If you are not connected to the bank, this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to the bank is established, the version check and download of main libraries will be performed at the same time. The button is only available to global users. The chip card PIN must be entered before establishing a new connection.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

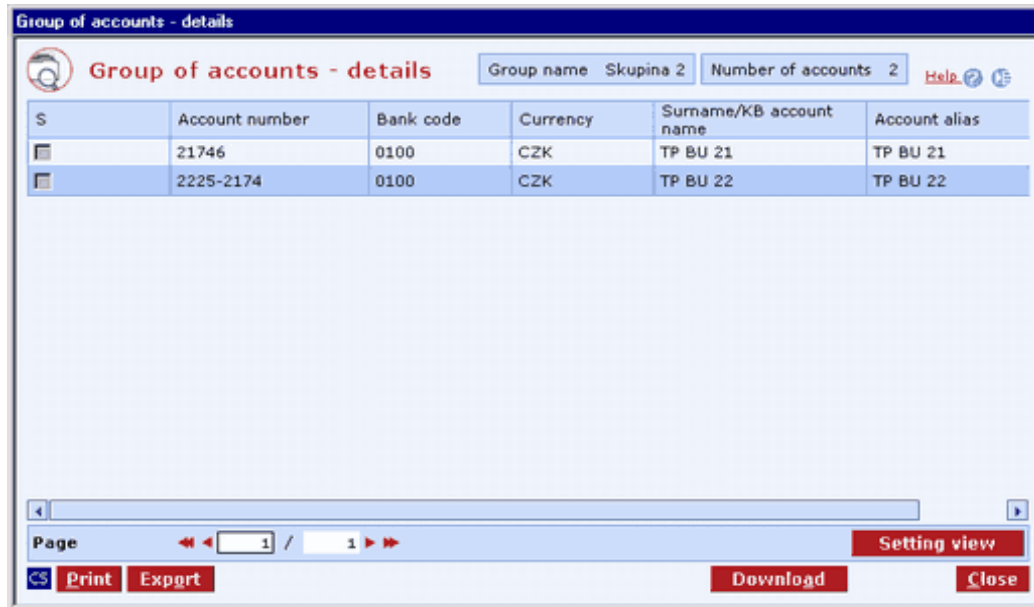
**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

## **Group of accounts - details**

This window displays details of a group of own accounts (name), including list of accounts added to the group. The window will display accounts of the group according to the current selection of accounts/groups of accounts and access rights adjusted.



S	Account number	Bank code	Currency	Surname/KB account name	Account alias
<input type="checkbox"/>	21746	0100	CZK	TP BU 21	TP BU 21
<input type="checkbox"/>	2225-2174	0100	CZK	TP BU 22	TP BU 22

### **Description of the window:**

**Display** - use this option to display the Account label window in view mode

**Download** - press to update groups of accounts. If you are not connected to the bank application server (AS), this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to AS is established, the application version check and download of main libraries will be performed at the same time. You have to enter the chip card PIN before establishing a new connection.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

**Close** - press the button to exit the window.

## List of account aliases

This list shows all accounts for which the user has access rights.

It is a common list for all types of accounts for which only current values of individual parameters are displayed.

Account details (account labels) are different for different types of accounts.

Account number	Bank code	AC	Surname/KB account name	Account alias	Account type
35-3105180267	0100	EUR	LA_BU_42		current account
35-277110667	0100	CZK	TERMINAK 7D		term account
27-3671411197	0100	CZK	LA_SUBJEKT_1		consumer credit
27-3874191577	0100	CZK	LA_SUBJEKT_4		commercial cred
35-3105320207	0100	CZK	LA_BU_11	S1BU11CZK	current account
35-3105310287	0100	USD	LA_BU_12	S1BU12USD	current account
35-3105300257	0100	EUR	LA_BU_13	S1BU13EUR	current account
35-3105280217	0100	CZK	LA_BU_15	S1BU15	current account
35-3105260267	0100	USD	LA_BU_17	S1BU17USD	current account
35-3119080267	0100	JPY	LA_BU_SM	S1BUSM	current account
35-3105290247	0100	CZK	LA_BU_14	S1LA BU 14	current account
35-3105270297	0100	CZK	LA_BU_16	S1LA BU 16	current account
35-3105250237	0100	CZK	LA_BU_18	S1LABU18CZK	current account
27-6642460487	0100	CZK	LA_SU_11	S1SU11	savings account
35-273690617	0100	CZK	LA_TU_13	S1TU13	term account
35-273680697	0100	USD	LA_TU_14	S1TU14USD	term account
27-3671421117	0100	CZK	LA_SUBJEKT_1	S1UU2	consumer credit
35-3105240207	0100	CZK	LA_BU_21	S2BU21	current account
35-3105230287	0100	EUR	LA_BU_22	S2BU22EUR	current account
35-273670667	0100	CZK	LA_TU_21	S2TU21	term account
27-3874221537	0100	CZK	LA_SUBJEKT_4	S4UU2	commercial cred

### Description of the window:

**Display** - use this option to display the Account label window in view mode. Double-click the account row or right-click and select Display to display the label.

**Download** - press to update accounts. If you are not connected to the bank, this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to the bank is established, the version check and download of main libraries will be performed at the same time. The button is only available to global users. The chip card PIN must be entered before establishing a new connection.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.



## List of contra-accounts

Use this list to display a list of all contra-account aliases with regards to settings of user access rights. To set contra-account aliases, go to Users - administration / Contra-accounts - administration.

Account number	Bank code	AC	Contra-acc. alias	Surname/Subj. name	Specific symbol
123	2400	CZK	123-2400-CZKxx	LA_SUBJEKT_2	0
123123	0300	CZK	aaaa	LA_SUBJEKT_3	0
19-5535170287	0100	CZK	aaaa	LA_SUBJEKT_1	0
123	2400	CZK	AAAA1A	LA_SUBJEKT_1	122
35-3105210227	0100	EUR	ALIAS 1 - TEST	LA_SUBJEKT_1	10
35-3102150257	0100	EUR	DELETE re	LA_SUBJEKT_1	0
246	2700	CZK	JJA 246 2700	LA_SUBJEKT_2	0
246	2700	CZK	JJA 246 2700	LA_SUBJEKT_1	123
369	2100	CZK	jjatestx	LA_SUBJEKT_1	0
123	2100	CZK	j	LA_SUBJEKT_2	0
35-3105230287	0100	EUR	mag	LA_SUBJEKT_1	0
123123	0100	AUD	mga	LA_SUBJEKT_1	3
35-3105210227	0100	EUR	pojmenovani 4	LA_SUBJEKT_4	0
35-3119080267	0300	CZK	S1BUSM	LA_SUBJEKT_2	1234
35-3105240207	0600	CZK	S2BU21CZK	LA_SUBJEKT_1	110
35-273670667	0100	CZK	S2TU21CZK	LA_SUBJEKT_1	0
35-3105210227	0100	EUR	S3BU32EUR	LA_SUBJEKT_2	1
123123	0100	DKK	SKK	LA_SUBJEKT_1	1000
123123	0100	DKK	SKK	LA_SUBJEKT_2	1000
123123123	0100	CZK	Test-Sir-14739	LA_SUBJEKT_3	0
123123123	0100	CZK	Test-Sir-14739	LA_SUBJEKT_4	0

### Description of the window:

**Download** - press to update account aliases. If you are not connected to the bank, this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to the bank is established, the version check and download of main libraries will be performed at the same time. The button is only available to global users. The chip card PIN must be entered before establishing a new connection.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

## List of FPO contra-accounts

Use this list to display a list of all contra-account aliases for FPOs (foreign payments) with regards to settings of user access rights. To set contra-account aliases, go to Users - administration / FPO Contra-accounts - administration.

Surname/Subj. name	Contra-account number	Contra-account alias	Name	Street (P.O.BOX)	Town, Postcode	Country	Use the
LA_SUBJEKT_1	123	vbi 1	aaa	bbb	ccc	AL	LA_
LA_SUBJEKT_1	123	jjj1	123	123	123	XF	LA_
LA_SUBJEKT_1	879	test001	87	5	8	AF	LA_
LA_SUBJEKT_1	123456789	mhoho_1	Belgican	blabla	98765	BE	LA_
LA_SUBJEKT_1	sdfgsdfg	sdfgsdfg	sdfgs	sdfgsd	sdfg	AO	LA_
LA_SUBJEKT_2	123	vbi 2	aaa	bbb	ccc	AL	LA_
LA_SUBJEKT_2	123	jjj1	123	123	123	XF	LA_
LA_SUBJEKT_2	123456789	mhoho_1	Belgican	blabla	98765	BE	LA_
LA_SUBJEKT_3	000000000000000000	TKT_Harwey	Peter Harwey	1/2b Chappel St,	Hunter Creek IQ	IQ	LA_
LA_SUBJEKT_3	IT60X0542811101000	TKT_IT_test	Jmeno, Nazev pr	Ulice P.O.BOX pr	Mesto Prijemce IT	IT	LA_
LA_SUBJEKT_3	AAA	aaa	AAA	AAA	AAA	XF	LA_
LA_SUBJEKT_3	fxg	sdsds	xgd	gfx	vex	BW	LA_
LA_SUBJEKT_3	123456789	mhoho_1	Belgican	blabla	98765	BE	LA_
LA_SUBJEKT_4	123456789	mhoho_1	Belgican	blabla	98765	BE	LA_

### Description of the window:

**Download** - press to update account aliases. If you are not connected to the bank, this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to the bank is established, the version check and download of main libraries will be performed at the same time. The button is only available to global users. The chip card PIN must be entered before establishing a new connection.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

## Users - administration

In this menu, the user may assign intuitive names to **own accounts**, **contra-account** or **group of own accounts**. Apart from that, options as **List of users** and **Orders for administration - authorization** - administration will be contained here.

## **Groups of accounts - administration**

This function allows the user to name any group of own accounts any intuitive name. Groups of accounts defined in this way can be used in *Profibanka* as filters for displaying various lists - list of accounts, orders being processed, booked transactions, rejected orders etc.

The function is useful especially for those who use the *Profibanka* application to operate many accounts.

### **The following properties apply for aliases of groups of accounts:**

You can enter, modify and delete aliases of groups of accounts only on the side of the AS. All *Profibanka* users with a certificate (global users with access to the AS) meeting the conditions specified below can make these operations.

You can use aliases of groups of accounts in both online and local functions. Information on aliases of groups of accounts is transferred to the local application during data download between *Profibanka* and the AS.

The "All" group containing accounts of all subjects defined in the local installation of *Profibanka* will be created automatically on this installation (if the user has access to these accounts). You can neither modify nor delete this group.

Groups of accounts are always defined within the framework of a single subject and are tied to this subject. This means all users with access to at least one account of this subject can see all account groups containing this account in the upper frame of the application screen.

### **Read the following to be able to use account groups in the *Profibanka* application:**

Names of groups of accounts are in the upper frame, along with all other accounts. In the combo box, the user can see all defined groups of accounts to which he/she has access rights (i.e. rights to at least one account of the group). The user will select a group name (just as he/she would select an account) to work with in the application. The selected group works as a filter for lists.

When displaying lists, the user may change the selected group of accounts at any time. Data displayed in the main window will be updated appropriately.

Access rights are respected at any usage of account groups. This means the user can only view information on those accounts of the group that he/she has access to.

## **New group**

Press New in the main window to create a new group of accounts (Administration / Users - administration / Groups of accounts - administration). The New group of accounts window displays a list of all users of accessible subjects. The user will enter the name of the newly defined group and confirm by pressing Assign accounts.

He/she will then mark the check boxes by the accounts to be added to the new group of accounts.

Upon pressing Save, the system validates the following:

the name of the group of accounts must not exceed 20 chars;

the name of the group of accounts must be unique within all group names defined for the specific subject (there must not be two identical names);

the name must not be "all accounts" or "All".

If validation passes, the new group of accounts will be saved to the AS and can be accessed immediately by other users with access to the specific subject (after downloading). Date, time and the name of the user who defined the group will be saved, too.

## Modification of groups

Double-click on the selected group or press “Change” after selecting the group to modify it. The Group of accounts - details window will appear. It shows information on the current content of the group. You can modify the group (add, remove accounts) by checking the check boxes at individual accounts in this window. If the group contains one or more accounts the user has no access to, only those accounts he/she has access rights to will be displayed and the following informative message will be shown: You can add any account of the specific subject, to which you have access rights; you cannot delete the group, though. When modifying a group, you cannot change the subject the group relates to. Press Save to save changes to database (DB) and display the Groups of accounts window. Date, time and the name of the user who modified the group will be saved to database, too.

## Deleting groups

You need access to all accounts of a group to be able to delete that group.

The user can delete either single or multiple selected groups. By selecting a group (groups), we mean clicking on the group or selecting more groups in the table (using the mouse or shortcut keys).

You can delete single groups in the Group - details modal window that opens from the Groups of accounts - administration window by selecting a single group and pressing the delete button in the window.

Delete multiple groups in the Confirmation of multiple deletion window that opens from the Groups of accounts - administration window by selecting multiple groups and pressing the delete button.

Group name	Last change made by	Last change of status	Surname/Subj. name
dfg	LA_SUBJEKT_1	17.5.2005 13:07:05	LA_SUBJEKT_1
JJA-1	LA_SUBJEKT_1	3.5.2005 15:17:44	LA_SUBJEKT_1
JJA-2	LA_SUBJEKT_1	20.4.2005 13:56:56	LA_SUBJEKT_1
MiA-1	LA_SUBJEKT_1	11.2.2005 17:31:22	LA_SUBJEKT_1
MiA-2	LA_S	11.2.2005 17:32:07	LA_SUBJEKT_2
S1	LA_S	17.5.2005 13:04:48	LA_SUBJEKT_1
S1BU	LA_S	3.5.2005 15:19:54	LA_SUBJEKT_1
S2	LA_SUBJEKT_1	7.7.2004 11:05:59	LA_SUBJEKT_2
S4	LA_SUBJEKT_1	7.7.2004 11:06:34	LA_SUBJEKT_4
s5	LA_SUBJEKT_1	27.7.2004 9:17:19	LA_SUBJEKT_4
tt	NAPOLEON ET_R_NDR	18.4.2005 15:47:48	LA_SUBJEKT_2

### Description of the window:

**New** - press to create a new group of accounts.

**Change** - use this option to correct / change existing groups of accounts.

**Delete** - press to delete selected account groups. The user must have access to all accounts in the group.

**Download** - press to update groups of accounts. If you are not connected to the bank application server (AS), this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to AS is established, the version check and download of main libraries will be performed at the same time. You have to enter the chip card PIN to establish a new connection.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

**Close** - press the button to exit the window.

### ***New group of accounts***



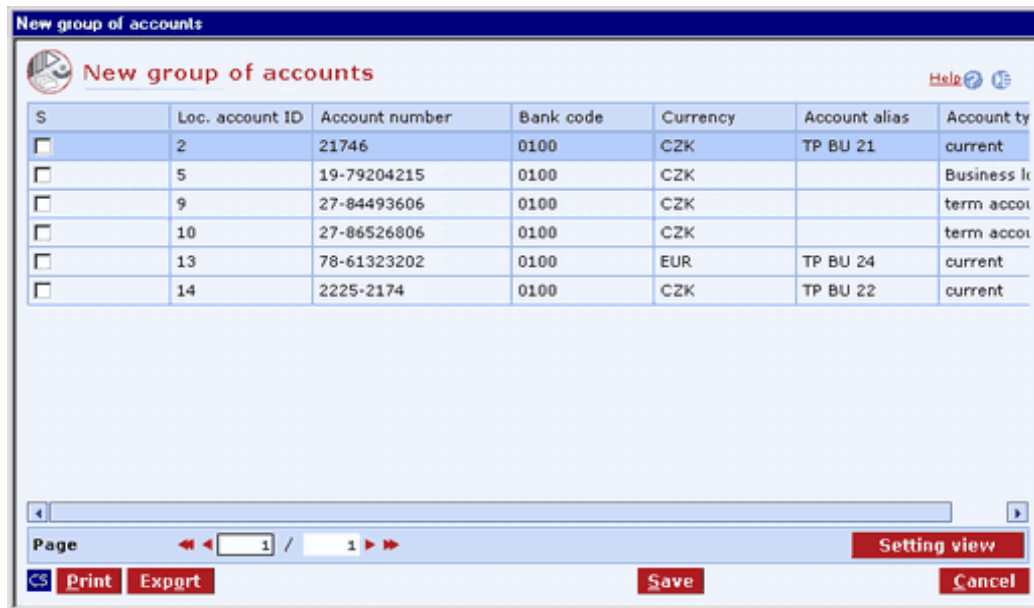
#### **Description of the window:**

**Enter name of group of accounts** - a unique name within the subject, up to 20 chars.

**Select subject** - the list of subjects to which the user has access rights.

**Assign accounts** - press to open the New group of accounts window.

**Cancel** - press to abort the dialog.



**Description of the window:**

**Mark box** - check boxes to select accounts to be added to the group.

**Save** - press to create the new group. The group of accounts must contain at least one account.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

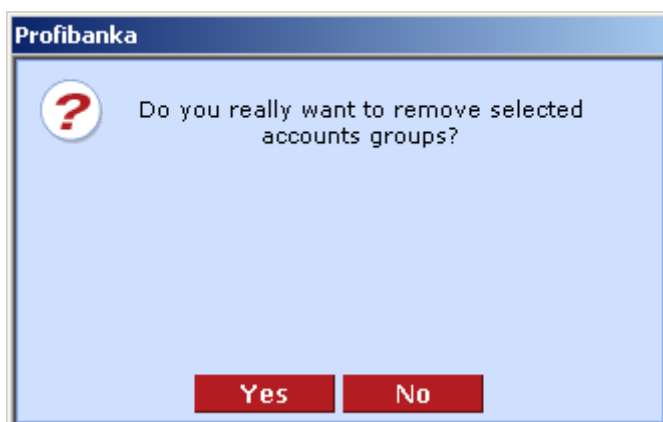
**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Cancel** - press to abort creating a group without saving

**Setting view** - enables setting individual columns, rows etc.

***Deleting multiple account groups***



**Description of the window:**

**Yes** - all selected groups of accounts will be deleted.

**No** - press to abort deletion; selected groups will not be deleted.

### ***Deleting single account groups***

S	Account Number	Bank code	Currency	Account name	Account type
<input type="checkbox"/>	195123231717	0100	CZK	hup	Real Estate
<input type="checkbox"/>	4000040000011527	0100	CZK	test st	Business loan
<input type="checkbox"/>	4000040000010647	0100	CZK	RSV Testovaci	Timedep
<input type="checkbox"/>	4000040000010487	0100	CZK	ca29ckb00	Saving
<input type="checkbox"/>	40000400000130227	0100	ITL		checking
<input type="checkbox"/>	40000400000110277	0100	EUR	Vom02	checking
<input type="checkbox"/>	40000400000100247	0100	USD	Vom01	checking
<input type="checkbox"/>	4000040000090237	0100	CZK	zmenen	checking
<input type="checkbox"/>	4000040000080207	0100	CZK		checking
<input type="checkbox"/>	4000040000070287	0100	CZK		checking
<input type="checkbox"/>	4000040000060257	0100	CZK		checking
<input type="checkbox"/>	4000040000050227	0100	CZK		checking
<input type="checkbox"/>	4000040000030277	0100	CZK		checking
<input checked="" type="checkbox"/>	4000040000020247	0100	CZK	okus A1	checkina

Page 1 / 1

**Print**  **Export**

#### **Description of the window:**

**Delete** - press to delete the selected group

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Cancel** - press to abort the dialog without deleting the selected group of accounts.

**Setting view** - enables setting individual columns, rows etc.

## ***Own account aliases***

This function allows assigning intuitive names to own accounts. These names can be used as reference names when entering POs and displaying various lists within the *Profibanka* application.

The defined account aliases are displayed in a separate column, always together with account numbers. They are never displayed without account numbers.

When entering a PO, you can use own account aliases both for selecting an account from which you pay and for selecting a contra-account.

The own account alias includes the number, currency and the bank code of the client's own account (the bank code is set to 0100 by default for own account aliases).

Only Profibanka users with a certificate (access to the bank application server) who have access rights to the specified account can enter, modify or cancel own account aliases.

You can use own account aliases both in online and local functions. Information on own account aliases is transferred to the local application during data download between *Profibanka* and the AS. Own account aliases are associated with subjects. This means all users with access to a specific subject account can view and use the same account aliases.

For every alias, you can display the date, time and user name of the last definition, modification or deletion of the alias.

## ***New alias***

The account alias may consist of up to 15 characters.

It must be unique within the range of all own and contra-accounts assigned to the subject. This means that no two account aliases - own and contra - can be identical within the same subject, nor can an account have more aliases assigned within the same subject.

## ***Modifying aliases***

Double-click on the selected alias or mark that alias and press the Change button to modify it. The Account label form will appear. You can make required changes here (define a new alias, modify the existing alias or delete the alias). Choose Cancel to return to the Accounts - administration window without saving the changes. In this case, changes to the alias will not be saved. Press Save to save changes, including date, time and user name for the changes. The Accounts - administration window will appear.

## ***Deleting aliases***

The user can delete either single or multiple selected aliases. By selecting aliases we mean clicking on the alias or selecting more aliases in the table (using the mouse, shortcut keys).

You can delete single aliases in the Alias - details modal window that opens from the "Accounts - administration" window by either selecting a single alias and pressing the delete button in the window, or double clicking on the selected alias.

Delete multiple aliases in the "Confirmation of multiple deletion" window that opens from the "Own account aliases" window by selecting multiple aliases and pressing the delete button.



**Main menu**  
**Outstanding amounts**  
**Administration**  
 Profiles  
 Users - administration  
 Groups of accounts - administration  
**Own account aliases**  
 Contra-accounts - administration  
 FPO contra-accounts - administration  
 List of users  
 Orders for administration - authorization  
 Local settings

**Own account aliases** Help ?

Account number	Bank code	AC	Surname/KB account name	Account alias	Account type
27-3671411197	0100	CZK	LA_SUBJEKT_1		consumer credit
27-3671421117	0100	CZK	LA_SUBJEKT_1	S1UU2	consumer credit
27-3874191577	0100	CZK	LA_SUBJEKT_4		commercial cred
27-3874221537	0100	CZK	LA_SUBJEKT_4	S4UU2	commercial cred
27-6642460487	0100	CZK	LA_SU_11	S1SU11	savings account
35-273670667	0100	CZK	LA_TU_21	S2TU21	term account
35-273680697	0100	USD	LA_TU_14	S1TU14USD	term account
35-273690617	0100	CZK	LA_TU_13	S1TU13	term account
35-277110667	0100	CZK	TERMINAK 7D		term account
35-3105180267	0100	EUR	LA_BU_42		current account
35-3105230287	0100	EUR	LA_BU_22	S2BU22EUR	current account
35-3105240207	0100	CZK	LA_BU_21	S2BU21	current account
35-3105250237	0100	CZK	LA_BU_18	S1LABU18CZK	current account
35-3105260267	0100	USD	LA_BU_17	S1BU17USD	current account
35-3105270297	0100	CZK	LA_BU_16	S1LA BU 16	current account
35-3105280217	0100	CZK	LA_BU_15	S1BU15	current account
35-3105290247	0100	CZK	LA_BU_14	S1LA BU 14	current account
35-3105300257	0100	EUR	LA_BU_13	S1BU13EUR	current account
35-3105310287	0100	USD	LA_BU_12	S1BU12USD	current account
35-3105320207	0100	CZK	LA_BU_11	S1BU11CZK	current account
35-3119080267	0100	JPY	LA_BU_SM	S1BUSM	current account

Page 1 / 1  
 Print Export Change Delete aliases Download  
 Setting view

LA\_SUBJEKT\_1 Superuser NUM CAPS 6.9.2005 14:31

**Description of the window:**

**Change** - choose to define a new alias or change an old one.

**Delete** - press to delete selected account aliases.

**Download** - press to update account aliases. If you are not connected to the bank application server (AS), this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to AS is established, the application version check and download of main libraries will be performed at the same time. You have to enter the chip card PIN before establishing a new connection.

**Select all** - this option will mark all items in the list as selected.

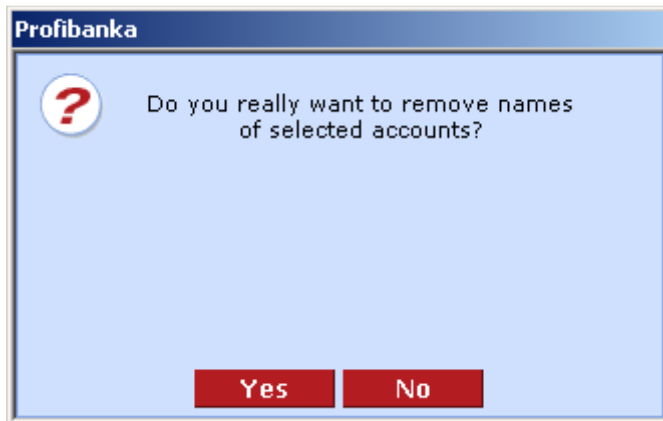
**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

## ***Deleting multiple account aliases***



### **Description of the window:**

**Yes** - all selected groups of accounts will be deleted.

**No** - press to abort deletion; selected groups will not be deleted.

## **Contra-accounts - administration**

Use this function to assign an intuitive name to any account of a counterparty. This name allows easier identification of the account and work with it, especially when filling in the contra-account number in PO forms or when viewing various summaries in the application.

### **The following properties apply for contra-account aliases:**

Contra-account aliases are always displayed in a separate column, always together with account numbers. They are never displayed without account numbers.

Contra-account aliases apply to contra-account numbers, contra-account bank codes and contra-account currencies.

Contra-account aliases are associated with subjects. This means that when entering a new contra-account alias, it is necessary to enter the subject with which the alias is to be associated. All users with access to at least one account of that subject can access the aliases. The same alias can be specified for multiple subjects at the same time.

You can enter, modify and cancel contra-account aliases only on the side of the AS. All *Profibanka* users with a certificate (access to the AS) and access to at least one account of the subject can make these operations.

You can use aliases of contra-accounts in both online and local functions. Information on aliases of contra-accounts is transferred to the local application during data download between *Profibanka* and the AS.

When displaying contra-account aliases in lists, the contra-account alias defined for the subject to which the appropriate own account belongs will always be used.

For every alias, you can display the date, time and user name of the last definition or modification of the alias.

### **New alias**

Press New contra-account, New from transaction history or New from list of orders to add a new contra-account alias. The blank Contra-account alias - details form will open in the first case. You can enter the new alias, the subject (or more subjects) to which the alias relates, the contra-account number, the bank code, the currency and the Specific symbol, if appropriate. Choose Cancel to return to the Contra-accounts - administration window without saving the changes. Press Save to validate data. If validation fails, an error message will appear. If validation is successful, the alias is saved and the Contra-accounts - administration window will appear. The date, time and name of the user who created the new alias will be saved, too.

In the second case, a list of unique contra-accounts from transaction history will appear. In the third case, a similar list of unique contra-accounts from orders entered previously will appear.

### **Modification of aliases**

Press the Change button to modify an existing alias. Press Save to save the changes.

*Note: If you want to change the same alias for multiple subjects, the change must be performed for each subject separately. It is also possible to create a new alias for these subjects and delete the original items.*

## Deleting aliases

The user can delete either single or multiple selected aliases. By selecting aliases we mean clicking on the alias or selecting more aliases in the table (using the mouse, shortcut keys).

After selecting, press Delete to mark aliases for deletion.

## Checks performed while saving

The account number must meet the modulo 11 check.

Every contra-account alias must be unique in the group of all defined aliases of contra- and own accounts for a subject. If a name has already been used for another account associated with the same subject, the change will not be carried out and the appropriate message will appear.

The contra-account number and bank code must not have any other earlier-defined alias in the group of defined aliases of own and contra-accounts associated with a subject. If this condition is not met, the system will not save the change to the database and a message saying an alias already exists for this account will appear.

The screenshot shows the 'Contra-accounts - administration' window. On the left is a navigation menu with options like 'Main menu', 'Administration', 'Profiles', 'Users - administration', 'Groups of accounts - administration', 'Own account aliases', 'Contra-accounts - administration', 'FPO contra-accounts - administration', 'List of users', 'Orders for administration - authorization', and 'Local settings'. The main area contains a table with columns: 'Contra-account number', 'Bank code', 'AC', 'Contra-acc. alias', 'Surname/Subj. name', 'Specific symbol', 'User who made the change', and 'Date'. A 'Delete' button is visible over the table. At the bottom, there are buttons for 'Print', 'Export', 'New contra-account', 'Change', 'Delete', and 'Download'. The status bar at the very bottom shows 'LA\_SUBJEKT\_1', 'Superuser', 'NUM', 'CAPS', '6.9.2005', and '15:00'.

Contra-account number	Bank code	AC	Contra-acc. alias	Surname/Subj. name	Specific symbol	User who made the change	Date
123123123	0100	CZK	Test-Sir-14739	LA_SUBJEKT_3	0	LA_SUBJEKT_1	5.8.2015
123123123	0100	CZK	Test-Sir-14739	LA_SUBJEKT_4	0	LA_SUBJEKT_1	5.8.2015
369	2100	CZK	jjatestx	LA_SUBJEKT_1	0	LA_SUBJEKT_1	15.7.2015
123	2100	CZK	jjatestx	LA_SUBJEKT_2	0	LA_SUBJEKT_1	15.7.2015
369246123	3500	CZK	TKT_czk_3500	LA_SUBJEKT_3	0	LA_TEST_3	27.7.2015
123246369	2400	AUD	TKT_aud_2400	LA_SUBJEKT_3	0	LA_TEST_3	27.7.2015
246369123	0800	CZK	tkc_czk_0800	LA_SUBJEKT_3	0	LA_TEST_3	27.7.2015
353105190297	0100	CZK	TKT_czk_0100_ss	LA_SUBJEKT_3	654321	LA_TEST_3	27.7.2015
353105180267	0100	EUR	tkc_eur_0100	LA_SUBJEKT_3	0	LA_TEST_3	27.7.2015
353105220257	0300	CZK	tkc_czk	LA_SUBJEKT_3	0	LA_TEST_3	27.7.2015
123123	0300	CZK	aaaa	LA_SUBJEKT_3	0	LA_TEST_3	27.7.2015
123	2400	CZK	test001	LA_SUBJEKT_3	123	LA_SUBJEKT_1	27.7.2015
275245740237	0100	CZK	test002	LA_SUBJEKT_3	0	LA_SUBJEKT_1	27.7.2015
195535170287	0100	CZK	aaaa	LA_SUBJEKT_1	0	LA_SUBJEKT_1	27.7.2015
123123	0300	CZK	test VB1	LA_SUBJEKT_1	332	LA_TEST_2	7.2.2015
353105230287	0100	EUR	mag	LA_SUBJEKT_1	0	LA_SUBJEKT_1	18.4.2015
353119080267	0300	CZK	S1BUSM	LA_SUBJEKT_2	1234	LA_SUBJEKT_1	10.5.2015
353105210227	0100	EUR	pojmenovani 4	LA_SUBJEKT_4	0	LA_SUBJEKT_1	2.5.2015
350273670667	0100	CZK	S2TU21CZK	LA_SUBJEKT_1	0	LA_SUBJEKT_1	2.5.2015
123123	0100	AUD	mga	LA_SUBJEKT_1	3	LA_SUBJEKT_1	8.2.2015
123123	0100	DKK	SKK	LA_SUBJEKT_1	1000	LA_SUBJEKT_1	25.2.2015

### Description of the window:

**New contra-account** - choose to create a new contra-account with an alias.

**New from transaction history** - press to open a list of contra-accounts from transaction history.

**New from list of orders** - press to open a list of contra-accounts from entered orders.

**Change** - choose this option to change the contra-account alias.

**Delete** - press to delete selected contra-accounts.

**Repeat** - press to repeat the selected alias (particularly suitable for an identical contra-account alias for another subject).

**Download** - press to update contra-account aliases. If you are not connected to the bank application server (AS), this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to AS is established, the application version check and download of main libraries will be performed at the same time. You have to enter the chip card PIN before establishing a new connection.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

### ***New contra-account alias***

**New alias of foreign payment contra-account**

Contra-account alias

Contra-account number    Name    Street (P.O.BOX)    Town, Postcode    Country

TEST\_MHL\_FOO    FOO    Afghanistan

S	Surname/Subj. name	
<input checked="" type="checkbox"/>	TEST_MHL_FOO	FOO
<input type="checkbox"/>	TEST_MHL_FOP	

Page 1 / 1    Setting view    Save    Cancel

#### **Description of the window:**

**Contra-account number** - the contra-account number, modulo 11.

**Bank code** - a numerical code from the bank library.

**Account currency** - a currency code (ISO code) from the currency library.

**Contra-account alias** - the contra-account alias name consisting of up to 20 characters. Every contra-account alias must be unique in the group of all defined aliases of contra- and own accounts for the given subject. If a name has already been used for another account associated with the same subject, the change will not be carried out and a message will appear.

**Specific symbol** - optional information.

**S, Surname/Subj. name** - a contra-account name can be assigned to several subjects. You can only view the subjects to whose accounts you have access.

**Save** - press to save the alias.

**Cancel** - use this button to leave the New contra-account alias window without saving data.

**Setting view** - enables setting individual columns, rows etc.

### ***Changing contra-account alias***

Contra-account alias	Subject			
Testovací protiucet	TEST_MHL_FOP			
Contra-account number	Name	Street (P.O.BOX)	Town, Postcode	Country
GB52NWBK600139	TEST13.16	TEST13.16	TEST13.16	Afghanistan

#### **Description of the window:**

**Define to subject** - every contra-account must be assigned to a subject. You can only view the subjects to whose accounts you have access.

**Contra-account number** - the contra-account number, modulo 11.

**Bank code** - a numerical code from the bank library.

**Account currency** - a currency code (ISO code) from the currency library.

**Alias** - the contra-account alias name consisting of up to 20 characters. Every contra-account alias must be unique in the group of all defined aliases of contra- and own accounts for the given subject. If a name has already been used for another account associated with the same subject, the change will not be carried out and a message will appear.

**Specific symbol** - optional information.

**Cancel** - use this button to leave the window without saving data.

## Contra-accounts from transaction history

Subject name	/ Contra-account number	Bnk.	Currency	SS	
LA_SUBJEKT_1	123	0300	CZK	1234	
LA_SUBJEKT_1	123	0300	CZK	545	
LA_SUBJEKT_2	123	0300	CZK	0	
LA_SUBJEKT_2	123	3500	CZK	0	
LA_SUBJEKT_1	123	7910	CZK	0	
LA_SUBJEKT_1	369	0300	CZK	0	
LA_SUBJEKT_1	369	8040	CZK	0	
LA_SUBJEKT_1	123123	0800	CZK	0	
LA_SUBJEKT_1	123123	0800	CZK	332	
LA_SUBJEKT_2	123123	2400	CZK	30	
LA_SUBJEKT_1	123123	2400	CZK	30	
LA_SUBJEKT_1	123123	2400	CZK	0	

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Setting view

Print Export Create Close

### Description of the window:

**Create** - press to open the Contra-account alias - details window.

## Contra-accounts from list of orders

Subject name	/ Contra-account number	Bnk.	Currency	SS	
LA_SUBJEKT_1	123	0100	CZK	0	
LA_SUBJEKT_1	123	0300	CZK	545	
LA_SUBJEKT_2	123	0300	CZK	0	
LA_SUBJEKT_2	246	0100	CZK	0	
LA_SUBJEKT_2	246	0300	CZK	0	
LA_SUBJEKT_2	123123	0100	AUD	55	
LA_SUBJEKT_1	123123	0100	CZK	0	
LA_SUBJEKT_1	123123	0800	CZK	0	
LA_SUBJEKT_2	123123	2400	CZK	30	
LA_SUBJEKT_1	123123	2400	CZK	0	
LA_SUBJEKT_2	4127121	0100	CZK	155	
LA_SUBJEKT_2	123123123	0100	CZK	1	

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Setting view

Print Export Create Close

### Description of the window:

**Create** - press to open the Contra-account alias - details window.

## Confirmation of multiple deletion of aliases



### Description of the window:

**Yes** - all selected groups of accounts will be deleted.

**No** - press to abort deletion; selected groups will not be deleted.

After closing this list, the application will connect to KB and contra-account aliases will be saved. If more users work on entering contra-account aliases at a time, only changes performed by the last user will be saved.

## FPO contra-accounts - administration

Use this function to assign an intuitive name to any account of a counterparty (for foreign payments). This name enables easier identification of the account and your work with it, especially when filling in the contra-account number in PO forms or when viewing various summaries in the application.

Properties of this list are identical, with the exception of certain variations in validation of some fields.

The screenshot shows a software interface with a sidebar menu on the left and a main table area. The sidebar menu includes options like 'Main menu', 'Administration', 'Users - administration', 'Groups of accounts - administration', 'Own account aliases', 'Contra-accounts - administration', 'FPO contra-accounts - administration', 'List of users', 'Orders for administration - authorization', and 'Local settings'. The main table is titled 'FPO contra-accounts - administration' and contains the following data:

Surname/Subj. name	Contra-account number	Contra-account alias	Name	Street (P.O.BOX)	Town, Postcode	Country	Use the
LA_SUBJEKT_1	123	vbi 1	aaa	bbb	ccc	AL	LA_
LA_SUBJEKT_1	123	jjal	123	123	123	XF	LA_
LA_SUBJEKT_1	879	test001	87	5	8	AF	LA_
LA_SUBJEKT_1	123456789	mhoho_1	Belgican	blabla	98765	BE	LA_
LA_SUBJEKT_1	sdfgsdfg	sdfgsdfg	sdfgs	sdfgsd	sdfg	AO	LA_
LA_SUBJEKT_2	123	vbi 2	aaa	bbb	ccc	AL	LA_
LA_SUBJEKT_2	123	jjal	123	123	123	XF	LA_
LA_SUBJEKT_2	123456789	mhoho_1	Belgican	blabla	98765	BE	LA_
LA_SUBJEKT_3	000000000000000000	TKT_Harwey	Peter Harwey	1/2b Chappel St.	Hunter Creeck IQ	IQ	LA_
LA_SUBJEKT_3	IT60X0542811101000	TKT_IT_test	Jmeno, Nazev pr	Ulice P.O.BOX pr	Mesto Prijemce IT	IT	LA_
LA_SUBJEKT_3	AAA	aaa	AAA	AAA	AAA	XF	LA_
LA_SUBJEKT_3	fxg	sdsds	xgd	gfx	vcx	BW	LA_
LA_SUBJEKT_3	123456789	mhoho_1	Belgican	blabla	98765	BE	LA_
LA_SUBJEKT_4	123456789	mhoho_1	Belgican	blabla	98765	BE	LA_

At the bottom of the window, there is a navigation bar with 'Page 1 / 1', 'Setting view', 'Print', 'Export', 'New contra-account', 'Change', 'Delete', and 'Download' buttons. The status bar at the very bottom shows 'LA\_SUBJEKT\_1', 'Superuser', 'NUM', 'CAPS', '6.9.2005', and '15:08'.



**Description of the window:**

**New contra-account** - choose to create a new contra-account with an alias.

**New from list of orders** - press to open a list of contra-accounts from entered orders.

**Change** - choose this option to change the contra-account alias.

**Delete** - press to delete selected contra-accounts.

**Repeat** - press to repeat the selected alias (particularly suitable for an identical contra-account alias for another subject).

**Download** - press to update contra-account aliases. If you are not connected to the bank application server (AS), this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to AS is established, the application version check and download of main libraries will be performed at the same time. You have to enter the certificate password or chip card PIN before establishing a new connection.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

***New alias of foreign payment contra-account***

**Contra-account alias**

Contra-account number	Name	Street (P.O.BOX)	Town, Postcode	Country
				Afghanistan

<input type="checkbox"/>	ALFA ROMEO ND			
<input type="checkbox"/>	LA_SUBJEKT_1			
<input type="checkbox"/>	LA_SUBJEKT_2			
<input type="checkbox"/>	LA_SUBJEKT_3			
<input type="checkbox"/>	LA_SUBJEKT_4			

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Setting view

Save Cancel

**Description of the window:**

**Contra-account alias** - the contra-account alias name consisting of up to 20 characters. Every contra-account alias must be unique in the group of all defined aliases of contra- and own accounts for the given subject. If a name has already been used for another account associated with the same subject, the change will not be carried out and a message will appear.

**Contra-account number** - the number of a foreign payment account

**Name** - the name of the partner

**Street (P.O.BOX)** – partner's address – Street (P.O.BOX).

**Town, Postcode** - partner's address - Town, Postcode

**Country** - select the country

**S, Surname/Subj. name** - a contra-account name can be assigned to several subjects. You can only view the subjects to whose accounts you have access.

**Save** - press to save the alias.

**Cancel** - use this button to leave the New contra-account alias window without saving data.

**Setting view** - enables setting individual columns, rows etc.

**Changing contra-account alias**

Contra-account alias	Subject	Name	Street (P.O.BOX)	Town, Postcode	Country
Tkt_Harvey	LA_SUBJEKT_3	Peter Harvey	1/2b Chappel St.	Hunter Creek IQ	Iraq

**Description of the window:**

**Contra-account alias** - the contra-account alias name consisting of up to 20 characters. Every contra-account alias must be unique in the group of all defined aliases of contra- and own accounts for the given subject. If a name has already been used for another account associated with the same subject, the change will not be carried out and a message will appear.

**Subject** - a contra-account is always assigned to a subject. You can only view the subjects to whose accounts you have access.

**Contra-account number** - the number of a foreign payment account

**Name** - the name of the partner

**Street (P.O.BOX)** – partner's address – Street (P.O.BOX).

**Town, Postcode** - partner's address - Town, Postcode

**Country** - select the country

**Save** - press to save the alias.

**Cancel** - use this button to leave the window without saving data.

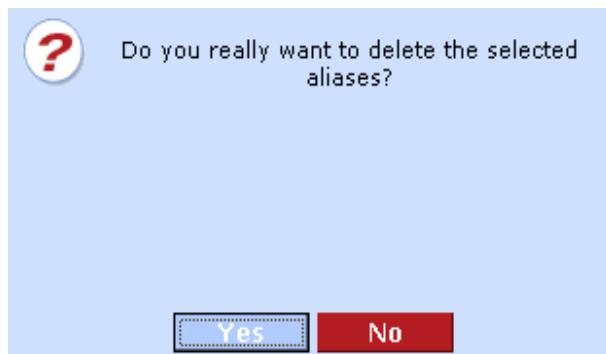
### **Contra-accounts from list of orders**

Surname/Subj. name	Ben. account no. (FP)	Name	Street (P.O.BOX)	Town, Postcode	Country
LA_SUBJEKT_4	AAA AAA	AAA	AAA	AAA	AL
LA_SUBJEKT_4	str	cret	dfg	dsgf	DZ
LA_SUBJEKT_1	C236010000003	vbi	vbi	Titikaka	CZ
LA_SUBJEKT_2	CH93007620116	Peter Harwey	1/2b Chappel St.	Hunter Creeck C	CH
LA_SUBJEKT_1	AAA AAA	AAA	AAA	AAA	IT
LA_SUBJEKT_1	C236010000003	MiJa	MiJa	Titikaka	CZ
LA_SUBJEKT_1	ijlgk	lugjk	zøj	ljg	BF
LA_SUBJEKT_1	AAAA AAA	AAA	AAA	AAA	IT
LA_SUBJEKT_2	AA AA	AA	AA	AA	AL
LA_SUBJEKT_1	213546	asfd	safd	afs	GM
LA_SUBJEKT_1	b b	b	b	b	BS
LA_SUBJEKT_1	fds	dsa	fds	fds	DZ

#### **Description of the window:**

**Create** - press to open the Contra-account alias - details window.

### **Confirmation of multiple deletion of aliases**



#### **Description of the window:**

**Yes** - all selected groups of accounts will be deleted.

**No** - press to abort deletion; selected groups will not be deleted.

After closing this list, the application will connect to KB and contra-account aliases will be saved. If more users work on entering contra-account aliases at a time, only changes performed by the last user will be saved.

## List of users

The List of users menu contains a list of users with information on current (signed) setting of rights, authorization roles of users, setting of channels (MB, PCB, DC, GP), accounts and limits in accounts.

A summary of available operated direct banking services:

- IB - MojeBanka
- CR - MojeBanka Business
- PC - Profibanka
- DC – Direct channel
- PG – Payment gate

In its upper part, the dialog contains a combo box where one or all subjects to which the logged-in user is assigned (or he/she is their holder or statutory representative) can be selected. "All" is selected by default. The actual list contains a summary of all assignees, holders and statutory representatives for the selected subject. A single user may be specified repeatedly in the list - if he/she is assigned to operate more subjects.

All users may access the list - even those without the right to online administration.

Name	Surname	User ID	Online administration	Activation of client in PCB	Operated P
PETIŠKA	DAMIÁN	144978729	Yes	Yes	IB,PC,GP,C
MEKINTOŠ	SVATOSLAV	144978737	Yes	Yes	IB,PC,GP,C
ŽIŽNÍK	GUSTAV	144978745	Yes	Yes	IB,PC,DC
DOUDEČEK	EVŽEN	144978753	Yes	Yes	IB,PC,GP,C
TESTOVACÍ KLIENT	3643197	124474670	Yes	Yes	IB,PC,GP
	VKU	128865935	Yes	Yes	IB,PC,GP,C
	LA_SUBJEKT_1	144933125	Yes	Yes	IB,PC,GP,C
SLAUGHTER	NICK	144978710	Yes	Yes	IB,PC,GP
CHMEL	MOJMÍR	144978921	Yes	Yes	IB,PC,GP,C
TEST 7	DC	100081469	Yes	Yes	IB,PC,DC
TEST 8	DC	100083536	Yes	Yes	IB,PC,GP,C
TEST 9	DC	100089348	Yes	Yes	IB,PC,DC
TEST 3	DC	110120820	Yes	Yes	IB,PC,GP,C
TEST 6	DC	133603067	Yes	Yes	IB,PC,DC
TEST 1	EDI	135577771	Yes	Yes	IB,PC,DC
TEST 4	DC	137157893	Yes	Yes	IB,PC,GP,C
TEST 1	ZP	138796902	Yes	Yes	IB,PC,GP,C
TEST 1	GP	141364377	No	No	IB,PC,GP,C
	LA_SUBJEKT_1	144933125	Yes	Yes	IB,PC,GP,C

### Description of the window:

**Setting roles** - press to validate whether the logged-in user is a holder (over 18), statutory representative with rights to online administration or a proxy with rights to online administration (over 18) for the subject. If not, the application will inform the user that only users over 18 with rights to online administration can set roles. If the user meets the above-mentioned validation requirements, the Setting roles dialog will appear. Changes to roles must be signed with the chip card PIN. The proxy can only send carried-out changes for authorization.

**Setting access** - press to validate whether the logged-in user is a holder (over 18), statutory representative with rights to online administration or a proxy with rights to online administration (over 18) for the subject. If not, the application will inform the user that only users over 18 with rights to online administration can set access. If the user meets the above-mentioned validation

requirements, the Setting access dialog will appear. Changes to access must be signed with the chip card PIN.

**Cancel** - press to validate whether the logged-in user is a holder or a statutory representative with rights to online administration within the given subject (both over 18). If not, the application will inform the user that he/she has no rights to cancel the user for the given subject. If the user meets the above-mentioned validation requirements, the Canceling user dialog will appear. Statutory representatives and account holders cannot be cancelled. A proxy can be cancelled even in spite of the fact that it will no longer be possible to meet conditions of multiple authorization. In this case, a message informing of this fact will be displayed before the actual cancellation. The user may choose to continue or abort the cancellation.

**Add** - this button displays to all users over 18.. Press to open the Adding new user dialog. In case the logged-in user has no rights to add users to any subject, the application will inform of this fact.

**Download** - press to update users. If you are not connected to the bank application server (AS), this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to AS is established, the version check and download of main libraries will be performed at the same time. You have to enter the chip card PIN to establish a new connection.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

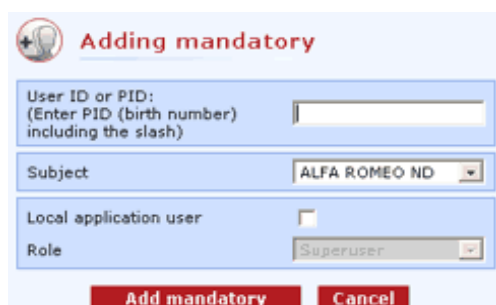
#### Adding mandatory

In this window, a user with rights to online administration can add new users who will operate - using the previously created certificate - the client's accounts on all stations where they are created via *Users - administration*.

Only account holders or statutory representatives with rights to online administration (all over 18) may add new users. It is possible to add only users who have already concluded at least the contract on using the personal certificate. (Only proxies can be added).

A mandatory with online administration rights can only propose the assignment of a new user. The proposal (saved in the Orders for administration - authorization menu) must be authorized by the account holder or a statutory representative.

Users can be added by their personal identification number (birth number) or by the user identification number. If you enter the personal ID number (birth number), separate the data with a slash, otherwise the application will take it as being the user identification number. Select the required subject and confirm by pressing "Adding mandatory".



The screenshot shows a dialog box titled "Adding mandatory" with a light blue background. It contains the following fields and controls:

- User ID or PID:** (Enter PID (birth number) including the slash) - A text input field.
- Subject:** - A dropdown menu with "ALFA ROMEO ND" selected.
- Local application user:** - A checkbox that is currently unchecked.
- Role:** - A dropdown menu with "Superuser" selected.
- Buttons:** "Add mandatory" and "Cancel" buttons are located at the bottom of the dialog.

**Description of the window:**

**User ID (PID)** - use this option to enter the KB user identification number or his/her personal identification number (birth number) - in this case, data will be separated with a slash.

**Subject** - use this option to display names of subjects to which the administrating user has rights. In case he/she wants to assign one user to multiple subjects, he/she shall make the assignment separately for each subject.

**Local application user** - check this box to create a user in a particular station.

**Add mandatory** - press this button to open the Setting user rights window.

***Setting access***

Use this window to *set user access rights* to individual KB services within a subject, along with access to accounts of specified subjects. It concerns the following services: mojobanka (MB), profibanka (PCB), Activation in PCB, Guaranteed payment (GP) and Direct channel (DC) and Payment gate (direct payment for Internet shopping).

The screenshot shows the 'Setting access' window. At the top, there is a header with a logo and the title 'Setting access'. Below the header, there is a table with user information:

User name	16-TEST-1-ALENA-ŠČR ALENA	Subject	BU_DCS_FOA
User ID	115043131	ID	103072496
User personal ID	7202193845	Subject limit	1 000 000

Below the user information, there is a section titled 'Access to PB services' with several checkboxes:

- MojeBanka
- MojeBanka Business
- Mobile bank 2
- Profibanka
- Activation of client in PCB
- Direct channel
- Payment gate

Below the checkboxes, there is a field for 'Limit of payments with indiv. FX' with a dropdown menu set to 'no access' and a text input field, followed by 'CZK'.

Below the limit field, there is a section titled 'Payment cards' with a table:

Account number	Currency	Access type	Daily user limit in CZK	Account type
42006021	CZK	with a limit		current account
19-2788290267	CZK	no access		current account
19-2788420287	CZK	no access		current account
19-2788700297	CZK	with a limit		current account
19-5524590227	CZK	with a limit		current account
19-5533030307	CZK	with a limit		current account

At the bottom of the window, there is a 'Page' indicator showing '1 / 3' and a 'Setting view' button. Below the page indicator, there are three buttons: 'Send for authorization', 'Back', and 'Sign changes'.

**Description of the window:**

**Mark box** - check the box to allow the selected subject to access the service. The table contains all subjects to whose accounts the user has access rights. It is only possible to check access to individual services (MB, PCB, DC), if they are activated for the subject.

**Sign changes** button - use chip card PIN to confirm required changes. The Sign changes button will only be active for users with access rights for online administration of users.

**Send for authorization** button - press to save changes to the *Orders for authorization - administration* list. In this list, another user (authorized to sign) can sign them with the chip card PIN.

**Setting view** - enables setting individual columns, rows etc.

**Note:**

Online administration is not available for users under 18, even if they are holders of the accounts.

**Setting user rights**

Use this window to set access to individual services, authorization roles and limits in individual accounts. Only access to services owned by the subject (those for which the subject has concluded a contract) can be set.

Setting authorization roles depends on whether the subject has defined multiple, multi-level or simple authorization.

A holder or statutory representative can sign all administration changes directly; an assignee with administration rights can independently change settings of limits in accounts and cancel orders on setting access; in addition, an assignee can prepare the adding of a new user for approval by the holder or statutory representative - he/she will send these changes to *Orders for administration - authorization*, where the holder or statutory representative will sign them.

For signing changes in administration of users, multiple and multi-level authorization is used. All partially authorized orders on administration changes are stored in *Orders for administration - authorization*.

**Setting user rights** Help ?

User name	BU_TEST_6 SUBJEKT 6	Subject	POM-SUBJEKT15 TESTT
User ID	145142341	ID	145076321
User personal ID	0000000000	Subject limit	999 999 900

**Access to PB services**

Online administration  
 MojeBanka  
 MojeBanka Business  
 Mobile bank 2  
 Profibanka  
 Activation of client in PCB  
 Direct channel  
 Payment gate

**Payment cards**

Account number	Currency	Access type	Daily user limit in CZK	Account type
43-1682150237	CNY	no access		current account
94-3707890207	EUR	no access		current account
94-3707910247	USD	no access		current account
94-9829220217	CZK	no access		current account
94-9829230247	CZK	no access		current account
040-4847030087	CZK	no access		current account

Page 1 / 1

Setting view  
Back Sign changes

**Description of the window:**

**User name** - user name

**User ID** - internal KB identification number of a user

**User PID** - birth number (personal identification number) of a user

**Subject** - name of the account or company holder (owner)

**ID** - internal KB subject identification number

**Subject limit** - total daily subject limit used in the direct banking application

**Online administration** - used for setting access to online administration in direct banking systems

**Authorization role** - depending on multiple and multi-level authorization set for a subject, one provided roles can be added to the user.

**Access to PB services** - only services created by the client can be checked. Activation in PCB only relates to the *Profibanka* service.

**PC acceptors' statements** - use this option to set up the Payment card acceptors' statements service.

**Account number** - number of the subject's account that can be operated through direct banking. In case there are also non-operated accounts, these shall be specified in the direct banking contract.

**Account type** - specification of the type of account such as current, term, savings etc.

**User rights and limit in account**

no access

The user has no access to the specified account.

with limit

The user will be able to access the account, but will be limited by the specified limit. The specified limit cannot exceed the subject limit.

unlimited

The user will be able to access the account with no limit. However, the total amount of orders authorized in a single day must not exceed the subject limit.

**Send for authorization** button - press to save prepared changes in user administration in "*Orders for administration - authorization*", where the holder or statutory representative can sign them.

**Back** - press this button to return to the previous window without saving changes.

**Sign changes** button - press to send (after entering chip card PIN) set changes to the bank for processing. If multiple or multi-level authorization is set, changes will be saved in "*Orders for administration - authorization*" until all the necessary signatures have been obtained.

***Orders for administration - authorization***



In this window, you can use the password to the chip card PIN to authorize changes to access that might, for example, be executed by another user and sent to this menu from the List of users / Setting access menu by pressing the Send for authorization button.

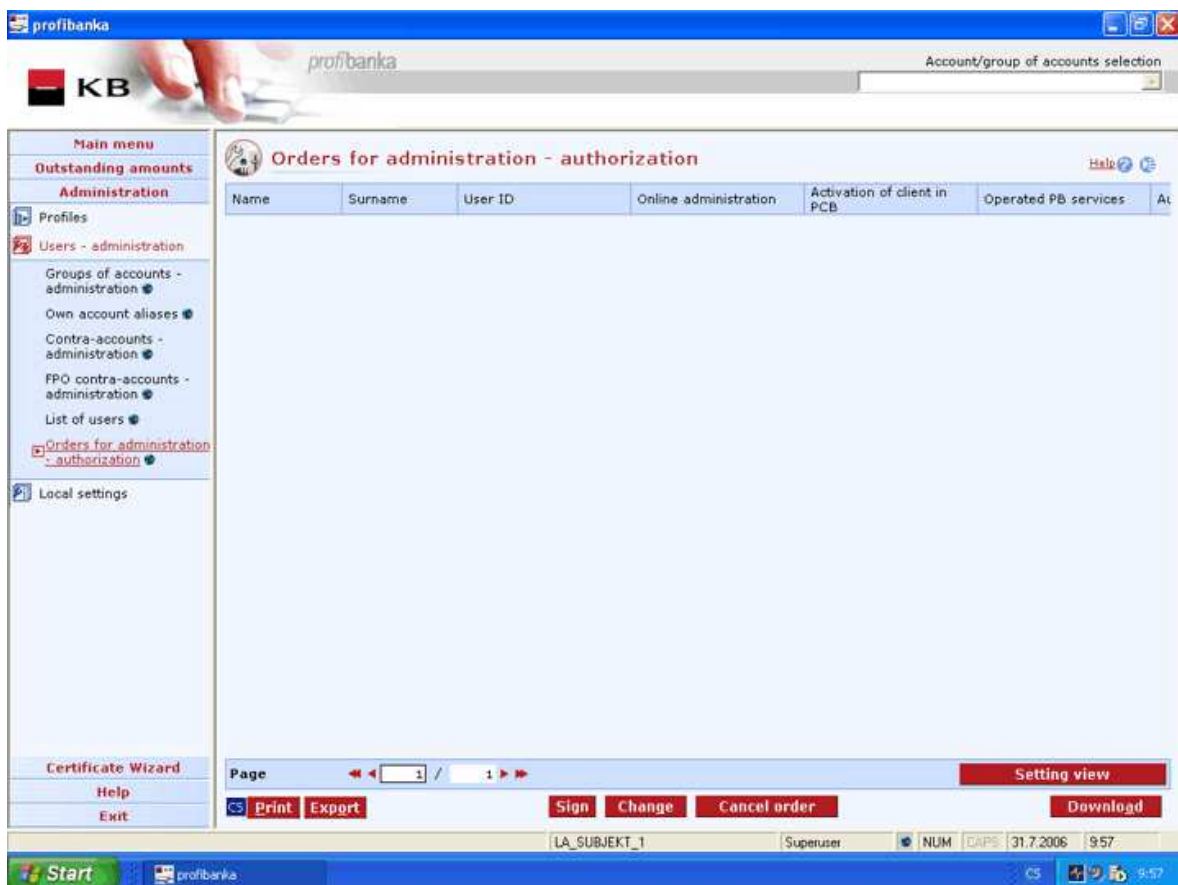
All non-signed (or only partially signed) orders for administration are gathered in this window. The window displays a list containing:

list of users with a partially signed change in the setting of roles;

list of users with an unsigned or partially signed change in the access setting;

list of users with a partially signed order to be added.

Changes are stored in the list of orders for authorization for up to 30 calendar days. Should it not be signed within 31 calendar days of the date of change (the last signature or sending for authorization), the change will be automatically deleted from the list.



**Description of the window:**

**Sign** - press to authorize saved changes using the chip card PIN.

**Change** - press to make changes in saved settings of the order for administration and subsequently sign these changes (authorize) or save them again for authorization.

**Cancel order** - press to cancel saved settings of an order for administration using the password to the chip card PIN.

**Setting view** - enables setting individual columns, rows etc.

**Download** - press to update users. If you are not connected to the bank application server (AS), this function will open the connection. If the connection fails, the application will inform the user and the operation will be cancelled. If a new connection to AS is established, the version check and download of main libraries will be performed at the same time. You have to enter the chip card PIN to establish a new connection.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Signatures** (context menu option) - use this dialog (Signatures under the order) to display a list of users who have already signed the order for administration along with information specifying the date of this authorization. In addition, a so-called Summary is available in the window. Summary gives information on the required number and structure of signatures. Press *Close* to exit the window.

## ***Local settings***

Some functions are only accessible to users with administrator's rights. The first administrator (local user) is established during installation of the application.

The Local settings function includes these items: **Subjects - administration** and **Users - administration**: creating and deleting subjects and global users. The **Roles - administration** option for creating user access rights is available. You can adjust the application to your needs and habits and monitor basic parameters in the **System setup**, **Setting export and import** and **System statistics** menus.

You can also **archive data and back up the database** - which is useful for users with larger data volumes or to store important data safely. In the **Application logs** option, application activities can be monitored from various aspects.

### ***Subjects - administration***

Use this window to administer subjects with whose accounts the application will work. Only administrators can access this function. When initializing the application, the administrator enters subject IDs (the account holder will receive these IDs when concluding the Contract of direct banking). The remaining data will be loaded from the bank server. To be able to download data of a specific subject, the user must have access rights for operating at least one account of this subject. When loading information on the subject for the first time, it is checked whether the user performing the download has special rights to initialize the subject within the framework of *Profibanka*. In case the subject has been initialized on the station (e.g. by another user), it is sufficient that the user has rights at least to one account of the subject.

If the subject was deleted, data stored in the local *Profibanka* database will be inaccessible and the option of downloading the subject data will be cancelled. When re-creating a subject that has been deleted before, historical data relating to the subject that have been saved in the local database will be made accessible, too.

The screenshot shows a software interface titled "Subjects - administration". On the left is a navigation menu with categories: "Main menu", "Outstanding amounts", "Administration" (containing Profiles, Users - administration, Local settings, and Subjects - administration), "Certificate Wizard", "Help", and "Exit". The "Subjects - administration" section is expanded, showing sub-items: Users - administration, Roles - administration, System setup, Export, Import, System statistics, Backup and archiving, and Application logs.

The main area contains a table with the following data:

KB subj. ID	Surname/Subj. name	Subject status	Active
1449333	LA_SUBJEKT_4	Active	<input checked="" type="checkbox"/>
1449333	LA_SUBJEKT_3	Active	<input checked="" type="checkbox"/>
1449333	LA_SUBJEKT_2	Active	<input checked="" type="checkbox"/>
1449331	LA_SUBJEKT_1	Active	<input checked="" type="checkbox"/>
1063217		Active	<input type="checkbox"/>
1003279		Active	<input type="checkbox"/>
1001126		Active	<input type="checkbox"/>
1000621		Active	<input type="checkbox"/>

At the bottom of the window, there is a "Page" indicator showing "1 / 1" and navigation arrows. To the right is a "Setting view" button. At the bottom left are "Print" and "Export" buttons. At the bottom right are "New" and "Delete" buttons.

**Description of the window:**

**New** - use this button to display the Subject label window in enter mode.

**Display** - use this option to display the Subject label window in view mode.

**Delete** - press to display the Subject label in delete mode.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch (only for changing the language for printouts and the report export).

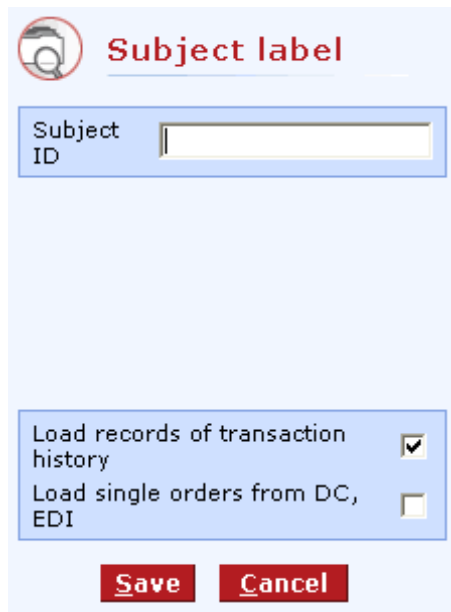
**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

***Subject label***

Use this label to enter and delete details of individual subjects.

## New



**Subject label**

Subject ID

Load records of transaction history

Load single orders from DC, EDI

**Save** **Cancel**

### **Description of the window:**

**Subject ID** - use this field to enter the subject identification number specified in the Contract of direct banking.

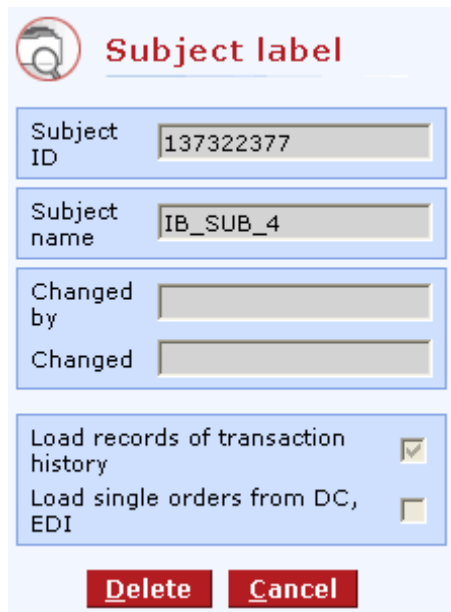
**Load records of transaction history** - the field is checked by default. It enables loading of data on individual orders in the transaction history.

**Load single orders from DC, EDI** - the field is unchecked by default. During data download, it enables loading individual orders of batches sent via these channels. If checked, time of downloading data may be significantly extended and the application may slow down if the subject sends large amount of orders via these channels. If the field is unchecked, only summary data of batches sent via these channels are loaded.

**Save** - press to save entered data and create the new subject.

**Cancel** - use this button to leave the new subject create session without saving the data.

## Deleting



The screenshot shows a window titled "Subject label" with a magnifying glass icon. It contains several input fields and checkboxes. The "Subject ID" field contains "137322377". The "Subject name" field contains "IB\_SUB\_4". There are two empty fields for "Changed by" and "Changed". At the bottom, there are two checkboxes: "Load records of transaction history" (checked) and "Load single orders from DC, EDI" (unchecked). Below the checkboxes are two red buttons: "Delete" and "Cancel".

### Description of the window:

**Subject ID** - shows the subject identifier

**Subject name** - if the subject has been initialized, the client's name of the internal bank system will be shown here

**Changed by** - the name of the user who made the change

**Changed** - the date of making the change

**Load records of transaction history** - check this box to enable downloading of transactions to the local database

**Load single orders from DC, EDI** - check this box to enable downloading of POs sent via Direct channel (DC) or EDI service to the local database.

**Delete** - press to delete the subject from the list of operated subjects.

**Cancel** - use this button to leave the window without deleting the subject.

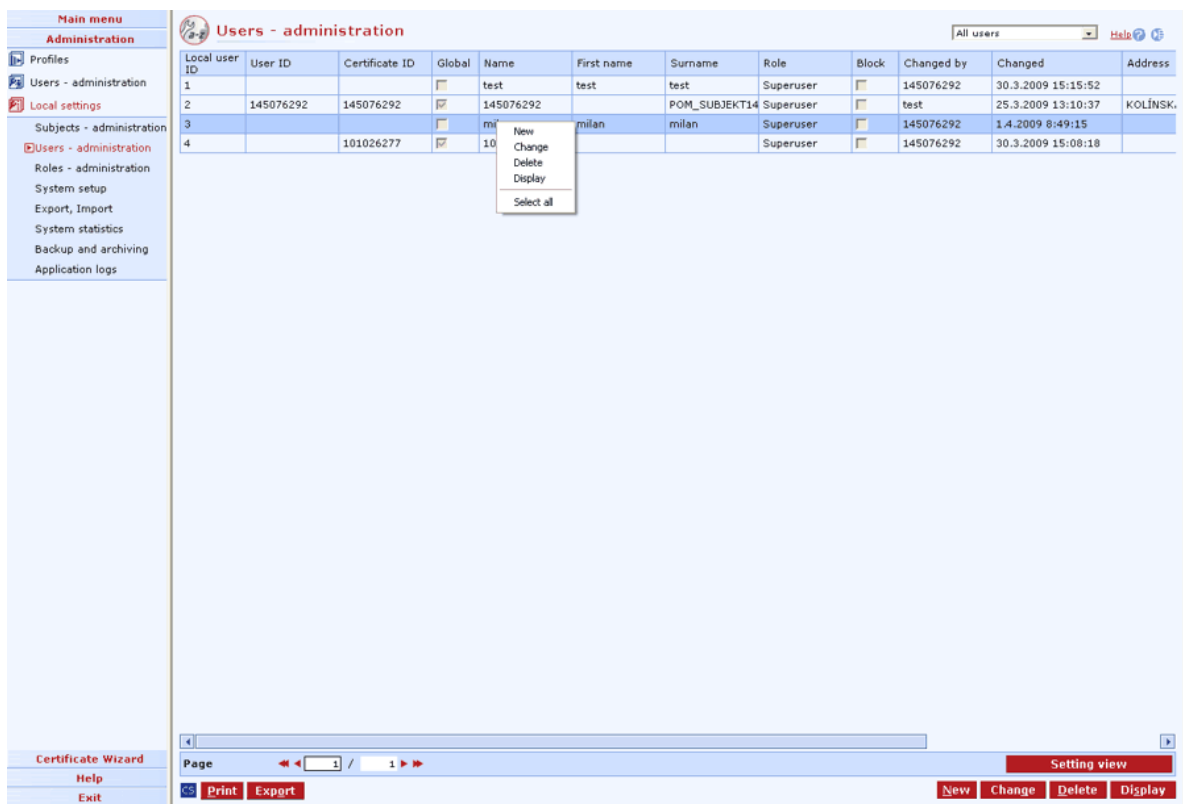
## Users - administration

A user with Administration access rights is created to administer user rights. This user can create new users of the application and assign appropriate access rights to them (roles including Administration rights). Global users are identified using a unique certificate ID when created in the system. A local user with administration rights is created when installing the application - the user enters his/her user name and the password for accessing the application.

To be able to fill in information on individual accounts to the application, it is necessary to create global users with rights to individual accounts, first. Only after replication performed by these users the database will be filled with information to which the users have the rights set. Then local users can be created (if needed) and their access rights to individual subjects and accounts set.

Therefore, it is desirable that the users with the widest rights (with regards to access to accounts) perform the first replication. Every user account can be temporarily blocked without necessity to delete it.

No user with administration rights can either remove the administration right from him/herself or block or delete an own account.



The screenshot shows the 'Users - administration' window. On the left is a navigation menu with options like 'Administration', 'Profiles', 'Local settings', 'Subjects - administration', 'Roles - administration', 'System setup', 'Export, Import', 'System statistics', 'Backup and archiving', and 'Application logs'. The main area displays a table of users with columns: Local user ID, User ID, Certificate ID, Global, Name, First name, Surname, Role, Block, Changed by, Changed, and Address. A context menu is open over the first row of the table, showing options: New, Change, Delete, Display, and Select all. At the bottom, there are buttons for 'Print', 'Export', 'New', 'Change', 'Delete', and 'Display', along with a 'Page' indicator showing '1 / 1' and a 'Setting view' button.

Local user ID	User ID	Certificate ID	Global	Name	First name	Surname	Role	Block	Changed by	Changed	Address
1			<input type="checkbox"/>	test	test		Superuser	<input type="checkbox"/>	145076292	30.3.2009 15:15:52	
2	145076292	145076292	<input checked="" type="checkbox"/>	145076292		POM_SUBJEKT14	Superuser	<input type="checkbox"/>	test	25.3.2009 13:10:37	KOLINSK.
3			<input type="checkbox"/>	mi	milan	milan	Superuser	<input type="checkbox"/>	145076292	1.4.2009 8:49:15	
4		101026277	<input checked="" type="checkbox"/>	10			Superuser	<input type="checkbox"/>	145076292	30.3.2009 15:08:18	

### Description of the window:

**New** - use this button to display the User label window in enter mode.

**Modify** - this will open the User profile window in edit mode.

**Delete** - press to delete selected users. You cannot delete yourself.

**Display** – press to display the user label from which further lists can be displayed: User profile – subjects, and User profile – accounts.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

### *User label*



#### **Description of the window:**

**Global** - the checkbox to define whether the user is local or global

**Name** - the local user's logon name.

**First name** - the local user's first name

**Surname** - the local user's surname. This name is displayed along with the first name in the status bar to check the logged user.

**Password** - the local user's logon password.

**Password confirmation** - confirm the password to check for misprints

**Role** - the rights assigned to the user.

**Blocked** - the checkbox to define whether the user can work in the application.

**Save** - press to save entered data and create the new user.

**Cancel** - use this button to leave the new user create session without saving the data.

**Details** – press to display the User profile – subjects list.

### Global user

**User label**

Global

Certificate ID

**Load ID from certificate**

Role Superuser

Blocked

**Save Cancel**

#### Description of the window:

**Certificate ID** - the number of the certificate issued by Komerční banka. See the contract for this number.

**Load ID from certificate** button - use this button to open the "Select certificate" window to enter the chip card PIN.

See User label for remaining fields.

### User profile - subjects

**User profile subjects**

Name milan milan Role Superuser  
Loc. ID 3 Blocked No [Help](#)

S	KB subj. ID	Surname/Subj. name
<input type="checkbox"/>	145076292	POM_SUBJEKT14

Page  /

**Setting view**

**Print Export Back Save Accounts**



**Description of the window:**

**Mark box** – for local users only. Check the box to assign rights for the subject to the user. Global users have this right set in the bank branch or it can be modified in User – administration.

**Subject label** – press to display Subject label in view mode.

**Mark** – press to check all selected items in the list.

**Unmark** – press to uncheck all selected items in the list.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

**Back** – press to return to User label.

**Save** – press to save changes.

**Accounts** – press to display the User profile – accounts list.

***User profile – accounts***

The screenshot shows a web interface for 'User profile accounts'. At the top left is a logo and the title 'User profile accounts'. To the right, there are two summary boxes: 'Name milan milan' and 'Role Superuser', and 'Loc. ID 3' and 'Blocked No'. There are also 'Help' and 'Info' icons. Below this is a table with columns: 'S', 'KB subj. ID', 'Surname/Subj. name', 'Account alias', 'Account type', 'Account number', 'AC', and 'Sut nar'. The first row contains: a checkbox, '145076292', 'POM\_SUBJEKT14', 'pom14\_vlastni', 'current account', '940-4847920257', 'CZK', and 'POF'. At the bottom, there is a pagination bar showing 'Page 1 / 1' and a 'Setting view' button. Below the pagination are buttons for 'CS', 'Print', 'Export', 'Back', 'Save', and 'Close'.

S	KB subj. ID	Surname/Subj. name	Account alias	Account type	Account number	AC	Sut nar
<input type="checkbox"/>	145076292	POM_SUBJEKT14	pom14_vlastni	current account	940-4847920257	CZK	POF

**Description of the window:**

**Mark box** – for local users only. Check the box to assign rights for the account to the user. Global users have this right set in the bank branch or it can be modified in User – administration.

**Account profile** – press to display the profile of the selected account in view mode.

**Mark** – press to check all selected items in the list.

**Unmark** – press to uncheck all selected items in the list.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

**Back** – press to return to the User profile – subjects list.

**Save** – press to save changes.

**Close** – press to close the User profile – accounts window.

***Deleting a user***

Delete a user from a local workstation using the Administration / Local settings / Users - administration menu. Select a user and click the “Delete” button. The “User label” window for the required user will appear. Press the same button again to delete the user from the station.

The screenshot shows a window titled "User label" with a red icon of a person. The window contains several fields and checkboxes:

- Global**:
- First name**:
- User name**:
- User surname**:
- Password**:
- Password confirmation**:
- Role**:
- Blocked**:

At the bottom of the window, there are three red buttons: **Delete**, **Cancel**, and **Details**.

**Description of the window:**

**Delete** – press to delete the selected user from the local station.

**Cancel** - press to leave the window without deletion.

**Details** – press to display the User profile – subjects list in delete mode.

## **Roles - administration**

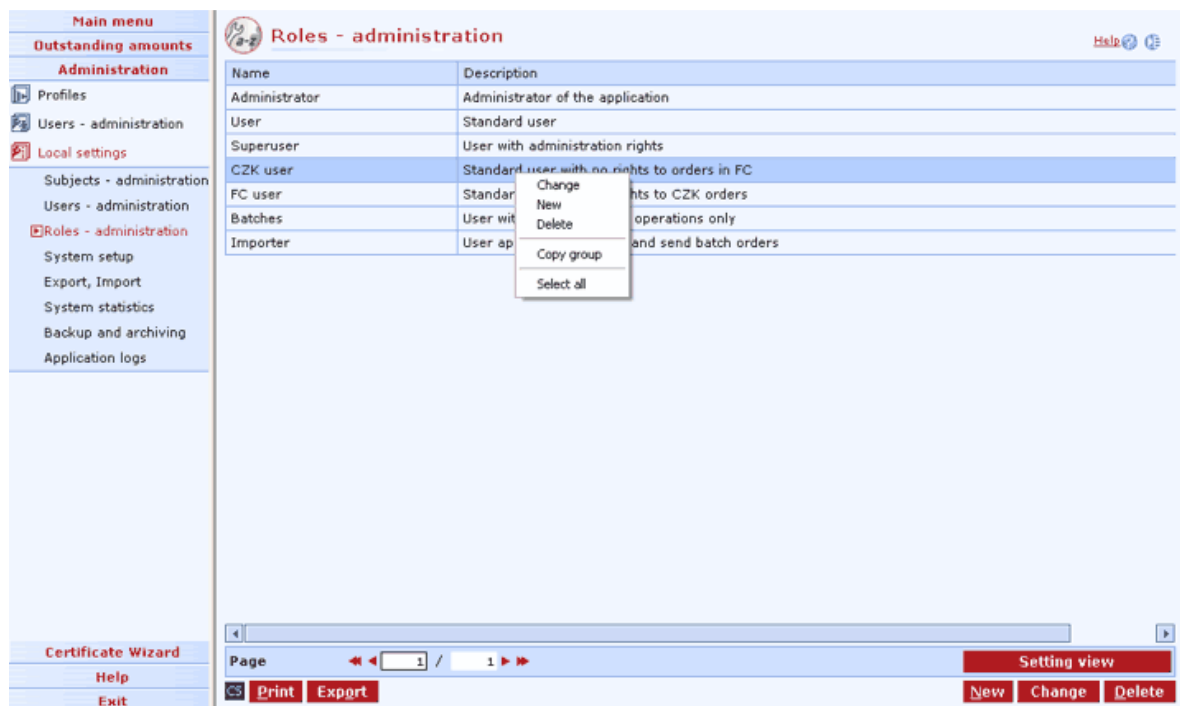
There are two levels of user rights. Each user of the application (global or local) has one of the roles assigned. Individual rights within the application are assigned to each role. When administering the application, you can assign rights to individual roles, create new roles and delete existing roles.

One of the existing roles can be selected for every user in administration of users.

Security features of the application do not allow the role of the current user to be changed. It is also not possible to delete or change the **Administrator** role (contains all rights to application, including actual administration).

Validations are performed before making actual actions in the application according to currently set user rights.

As for actions run via menu items, buttons and other controls within forms and context menus, the controls will not be displayed at all (or will be inactive) if a user does not have appropriate rights to perform these actions. Select lists (e.g. Type of orders) will also be restricted according to set user rights.



**Description of the window:**

**New** - use this button to display the Role label window in enter mode

**Change** - use this button to display the Role label window in modification mode.

**Delete** - use this button to display the Role label window in delete mode.

**Select all** - this option will mark all items in the list as selected.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Export** - exporting the current list (CSV, RTF). The dialog to select a file name in the language set by the toggle switch will appear.

**Setting view** - enables setting individual columns, rows etc.

### ***Role label - new***

**Role label**

**Details**

Name

Description

Group of rights

Rights

<b>Main menu</b>	<input type="checkbox"/>
Downloading	<input type="checkbox"/>
<b>News</b>	<input type="checkbox"/>
Import of orders and batches	<input type="checkbox"/>
<b>Payment orders</b>	<input type="checkbox"/>
Create orders	<input type="checkbox"/>
List of orders	<input type="checkbox"/>
Orders of counterparties	<input type="checkbox"/>
Orders for authorization	<input type="checkbox"/>
Waiting orders	<input type="checkbox"/>

**Save** **Cancel**

#### **Description of the window:**

**Name** - the name of the created role

**Description** - details of the role.

**Group of rights** - the rights in the application are logically divided into several groups. You can set rights according to these groups here.

**Mark boxes** - check to enable specific rights of a group

**Save** - press to create the new group.

**Cancel** - use this button to leave the new group create session without saving the data.

Role label - change

## ***Role label - change***

**Role label**

**Details** | **Users**

Name:

Description:

Group of rights:

**Rights**

Main menu	<input checked="" type="checkbox"/>
Downloading	<input checked="" type="checkbox"/>
<b>News</b>	<input checked="" type="checkbox"/>
Import of orders and batches	<input checked="" type="checkbox"/>
<b>Payment orders</b>	<input type="checkbox"/>
Create orders	<input checked="" type="checkbox"/>
List of orders	<input checked="" type="checkbox"/>
Orders of counterparties	<input type="checkbox"/>
Orders for authorization	<input type="checkbox"/>
Waiting orders	<input type="checkbox"/>

**Save** **Cancel**

### **Description of the window:**

**Name** - the name of the role

**Description** - details of the role.

**Group of rights** - the rights in the application are logically divided into several groups. You can set rights according to these groups here.

**Mark boxes** - check to enable specific rights of a group

**Save** - press to create the corrected group.

**Cancel** - use this button to leave the group modification session without saving the data.

### ***Defining rights***

Newly defined rights can be divided into several logical groups:

**Main menu** - access rights to items in the main menu. Menu items for which rights are not defined will not be displayed.

**Payment orders** - these are rights related to individual types of POs and to realization by validations before executing actions or by disabling controls and options.

**Batches** - these are rights related to batches of orders and to realization by validations before executing actions or by disabling controls and options.

**Standing orders** - these are rights related to standing orders and to realization by validations before executing actions or by disabling controls and options.

**Export of accounting data** - these are rights related to exporting transaction history and balances and to realization by disabling controls or options.

**Administration** - rights related to administration of the application. The whole Administration folder of the menu can be disabled.

**Outstanding amounts** - access rights related to functions of outstanding amounts. It can disable the whole folder. In addition, the user must have rights to the subject with which he/she has concluded an active pledge contract.

**Statements of transactions** - access rights related to functions of Statements of transactions. The whole folder or individual options can be disabled.

**Statements** - access rights related to functions of Statements. The whole folder or individual options can be disabled.

## Menu

### Main menu

Right	Implementation
<b>Main menu</b>	If the right is not set, the <b>Main menu</b> folder including all subfolders will be hidden.
<b>Outstanding amounts</b>	If the right is not set, the <b>Outstanding amounts</b> menu item will be hidden. In addition, the user must have rights to the subject with which he/she has concluded an active pledge contract.
<b>Downloading</b>	If the right is not set, the <b>Downloading</b> menu item will be hidden.
<b>News</b>	If the right is not set, the <b>News</b> menu item will be hidden.
<b>Import of orders and batches</b>	If the right is not set, the <b>Import of orders and batches</b> menu item will be hidden.
<b>Payment orders</b>	If the right is not set, the <b>Payment orders</b> menu item, including subfolders, will be hidden.
<b>Create orders</b>	If the right is not set, the <b>Create orders</b> menu item will be hidden.
<b>List of orders</b>	If the right is not set, the <b>List of orders</b> menu item will be hidden.
<b>Orders for authorization</b>	If the right is not set, the <b>Orders for authorization</b> menu item will be hidden.
<b>Waiting orders</b>	If the right is not set, the <b>Waiting orders</b> menu item will be hidden.
<b>Order templates</b>	If the right is not set, the <b>Order templates</b> menu item will be hidden.
<b>Batches of orders</b>	If the right is not set, the <b>Batches of orders</b> menu item, including subfolders, will be hidden.
<b>Create batches</b>	If the right is not set, the <b>Create batches</b> menu item will be hidden.
<b>List of batches</b>	If the right is not set, the <b>List of batches</b> menu item will be hidden.
<b>Batches for authorization</b>	If the right is not set, the <b>Batches for authorization</b> menu item will be hidden.
<b>Waiting batches</b>	If the right is not set, the <b>Waiting batches</b> menu item will be hidden.
<b>Batch templates</b>	If the right is not set, the <b>Batch templates</b> menu item will be hidden.
<b>Standing orders</b>	If the right is not set, the <b>Standing orders</b> menu item, including subfolders, will be hidden.

<b>Create SOs</b>	If the right is not set, the <b>Create SOs</b> menu item will be hidden.
<b>List of active SO</b>	If the right is not set, the <b>List of active SOs</b> menu item will be hidden.
<b>SO for authorization</b>	If the right is not set, the <b>SO for authorization</b> menu item will be hidden.
<b>History of SO changes</b>	If the right is not set, the <b>History of SO changes</b> menu item will be hidden.
<b>Collection agreement</b>	The <b>Collection agreement</b> menu item, including subfolders, will be hidden.
<b>Create collection agreements</b>	If the right is not set, the <b>Create collection agreements</b> menu item will be hidden.
<b>List of collection agreements</b>	If the right is not set, the <b>List of collection agreements</b> menu item will be hidden.
<b>Collection agreements for authorization</b>	If the right is not set, the <b>Collection agreements for authorization</b> menu item will be hidden.
<b>History of collection agreement changes</b>	If the right is not set, the <b>History of collection agreement changes</b> menu item will be hidden.
<b>Financial markets</b>	If the right is not set, the <b>Financial markets</b> menu item, including subfolders, will be hidden.
<b>Lists</b>	If the right is not set, the <b>Lists</b> menu item, including subfolders, will be hidden.
<b>List of accounts</b>	If the right is not set, the <b>List of accounts</b> menu item will be hidden.
<b>Current available balances</b>	If the right is not set, the <b>Current available balances</b> menu item will be hidden.
<b>List of balances</b>	If the right is not set, the <b>List of balances</b> menu item will be hidden.
<b>List of transactions</b>	If the right is not set, the <b>List of transactions</b> menu item will be hidden.
<b>Rejected payments, collections and standing orders</b>	If the right is not set, the <b>Rejected payments, collections and standing orders</b> menu will be hidden.
<b>Transactions awaiting booking</b>	If the right is not set, the <b>Transactions awaiting booking</b> menu will be hidden.
<b>Export of accounting data</b>	If the right is not set, the <b>Export of accounting data</b> menu item will be hidden.
<b>Summary of SEPA Direct Debit Initiation Agreement</b>	If the right is not set, the <b>Summary of SEPA Direct Debit Initiation Agreement</b> menu item will be hidden.



<b>Today's activities</b>	If the right is not set, the <b>Today's activities</b> menu item will be hidden.
<b>Pre-advice and advice for foreign payments and SEPA payments</b>	If the right is not set, the Pre-advice and advice for foreign payments and SEPA payments menu item will be hidden.
<b>Advice for collections</b>	If the right is not set, the Advice for collections menu item will be hidden.
<b>Statements of transactions</b>	If the right is not set, the <b>Statements of transactions</b> menu item, including subfolders, will be hidden.
<b>Payment cards</b>	If the right is not set, the <b>Payment cards</b> menu item, including subfolders, will be hidden.
<b>Statements</b>	If the right is not set, the <b>Statements</b> menu item, including subfolders, will be hidden.
<b>Information</b>	If the right is not set, the <b>Information</b> menu item, including subfolders, will be hidden.
<b>Exchange rate list</b>	If the right is not set, the <b>Exchange rate list</b> menu item will be hidden.
<b>Term account interest rates</b>	If the right is not set, the <b>Term account interest rates</b> menu item will be hidden.

## Orders

<b>Right</b>	<b>Explanation</b>	<b>Implementation</b>
<b>DPO, COL, FCP, FPO, SEPA and SDD</b>	Enables display and handling of POs of the specified type. Operations with POs may be restricted by other rights, too. DPO (payment orders in CZK), COL (collection orders), FCP (foreign payments in FC), FPO, SEPA and SDD (foreign payments, SEPA payments and SEPA Direct Debit orders) within the framework of the application. Enabling displaying applies for all lists of POs (with the exception of incoming orders). This right also applies for batch orders, i.e. if the user has no right to operate a specific type of order and this type is included in a batch, he/she will not be able to operate the batch just as if he/she did not have access rights to all own accounts included in the batch. For GP, this is the only right to display. Based on the nature of the	All database queries for displaying any list of POs (with the exception of <b>Orders of counter-parties</b> ) and queries for sending an order (including displaying in authorization) are tied to these conditions - the type of order. All lists of order templates contain the same condition. This condition means no restrictions to lists displaying batch details. The select list of types of orders in PO - details and Order template - details screens will be restricted by this condition. By disabling this right of a specific role, you also disable all other rights related to the specified type of POs.

	application, no operations with orders of the GP type are allowed.	
<b>DPO - new, COL - new, FCP - new, SEPA – new , FPO – new, SDD – new</b>	Enables creating new orders (DPO, COL, FCP, FPO, SEPA and SDD) including repeating an order or creating a new order by removing it from a batch (not applicable when creating new batches - including import).	Database validations of the <b>New, Repeat</b> and <b>From template</b> buttons and of the <b>New</b> option in the context-sensitive menu in the <b>Create orders</b> and <b>Order templates</b> lists. Database validations of the <b>Remove</b> button and of the <b>Remove</b> option in the context-sensitive menu in the <b>Batch - details</b> list (edit mode). In case the right is not enabled, the “No access rights to execute required actions” message will appear. If no action for any of the order types is enabled, the <b>New, Repeat</b> and <b>From template</b> buttons and the <b>New</b> option in the context-sensitive menu in the <b>Create orders</b> and <b>Order templates</b> lists will be inaccessible.
<b>DPO - change, COL - change, FCP - change, FPO, SEPA and SDD - change</b>	Enables modifying DPO, COL, FCP and FPO, SEPA and SDD (with the exception of editing ON-LINE/Batch, including adding/removing to/from batch).	Database validations of the <b>Change</b> button and of the <b>Change</b> option in the context-sensitive menu in the <b>Create orders, Batch - details</b> (change) and <b>Order templates</b> lists. In case the right is not enabled, the “No access rights to execute required actions” message will appear. If no modification for any of the order types is enabled, the <b>Change</b> button and the <b>Change</b> option in the context-sensitive menu in the <b>Create orders, Batch - details</b> (modification) and <b>Order templates</b> lists will be inaccessible.
<b>DPO - deletion, COL - deletion, FCP - deletion, FPO, SEPA and SDD - deletion</b>	Enables deleting DPO, COL, FCP and FPO, SEPA and SDD (including deletion of an order from a batch).	Database validations of the <b>Delete</b> button and of the <b>Delete</b> option in the context-sensitive menu in the <b>Create orders, Batch - details</b> (change) and <b>Order templates</b> lists. In case the right is not enabled, the “No access rights to execute required actions” message will appear. If no deletion for any of the order types is enabled, the <b>Delete</b> button and the <b>Delete</b> option in the context-sensitive menu in the <b>Create orders, Batch - details</b> (change) and <b>Order templates</b> lists will be inaccessible.
<b>DPO - sending , COL - sending , FCP - sending ,</b>	Enables sending DPO, COL, FCP, FPO, SEPA and SDD.	Database validations of the <b>Send</b> button In case the right is not

FPO, SEPA and SDD - sending		enabled, the “No access rights to execute required actions” message will appear. If sending is disabled for all the types of orders, the <b>Send</b> button will be inaccessible. If sending is disabled along with sending for authorization for all order types, the <b>Send</b> button in the <b>Create orders</b> list will be inaccessible.
DPO - sending for authorization , COL - sending for authorization , FCP - sending for authorization , FPO, SEPA and SDD - sending for authorization	Enables sending DPO, COL, FCP, FPO and SEPA for authorization.	Database validations of the <b>Send for authorization</b> button. In case the right is not enabled, the “No access rights to execute required actions” message will appear. If sending for authorization is disabled for all the types of orders, the <b>Send for authorization</b> button will be inaccessible. If sending is disabled along with sending for authorization for all order types, the <b>Send</b> button in the <b>Create orders</b> list will be inaccessible.
DPO - authorization , COL - authorization , FCP - authorization , FPO, SEPA and SDD - authorization	Enables authorizing DPO, COL, FCP, FPO, SEPA and SDD in the <b>Orders for authorization</b> window.	Database validations of the <b>Authorize</b> button in the <b>Orders for authorization</b> window. In case the right is not enabled, the “No access rights to execute required actions” message will appear. If authorization is disabled for all the types of orders, the <b>Authorize</b> button will be inaccessible.
DPO for authorization - change , COL for authorization - change , FCP for authorization - change , FPO, SEPA and SDD for authorization - change	Enables editing DPO, COL, FCP, FPO and SEPA in the <b>Orders for authorization</b> window.	Database validations of the <b>Change</b> button in the <b>Orders for authorization</b> window. In case the right is not enabled, the “No access rights to execute required actions” message will appear. If change is disabled for all the types of orders, the <b>Change</b> button will be inaccessible.
DPO - change in waiting , COL - change in waiting , FCP - change in waiting , FPO, SEPA and SDD - change in waiting	Enables modifying DPO, COL, FCP, FPO, SEPA and SDD in the <b>Waiting orders</b> window.	Database validations of the <b>Change</b> button in the <b>Waiting orders</b> window. In case the right is not enabled, the “No access rights to execute required actions” message will appear. If change is disabled for all the types of orders, the <b>Change</b> button will be inaccessible.
DPO for authorization - deletion , COL for authorization - deletion , FCP for authorization -	Enables deleting DPO, COL, FCP, FPO, SEPA and SDD in the <b>Orders for authorization</b> window.	Database validations of the <b>Delete</b> button in the <b>Orders for authorization</b> window. In case the right is not enabled, the “No access

deletion , FPO, SEPA and SDD for authorization - deletion		rights to execute required actions” message will appear. If deleting is disabled for all the types of orders, the <b>Delete</b> button will be inaccessible.
DPO - deletion in waiting , COL - deletion in waiting , FCP - deletion in waiting , FPO, SEPA and SDD - deletion in waiting	Enables deleting DPO, COL, FCP, FPO, SEPA and SDD in the <b>Waiting orders</b> window.	Database validations of the <b>Delete</b> button in the <b>Waiting orders</b> window. In case the right is not enabled, the “No access rights to execute required actions” message will appear. If deleting is disabled for all the types of orders, the <b>Delete</b> button will be inaccessible.
<b>ONLINE</b>	Enables operations with online orders (with the exception of FPO and SEPA).	Disables the <b>Online</b> item of the context menu in the <b>Create orders</b> list. Disables the <b>online</b> item of the select list of order types in Order - details (all modes except for view mode) and Order template - details (all modes except for view mode). Disables sending (including sending for authorization) of all online orders (with the exception of FPO and SEPA) by adding a tie to the send mechanism in <b>Authorization</b> . Database validations of the <b>Authorize</b> , <b>Change</b> and <b>Delete</b> buttons and context-sensitive menu items in the <b>Orders for authorization</b> and <b>Waiting orders</b> lists - disables the action for all orders with the exception of FPO. By disabling this right you automatically disable the Change Online/Batch right, too.
<b>Batch</b>	Enables operations with batch orders (with the exception of orders already inserted into existing batches - either previously created or imported).	Disables the <b>Mark as batch</b> item of the context menu in the <b>Create orders</b> list. Disables the <b>batch</b> item of the select list of order types in Order - details (all modes except for view mode) and Order template - details (all modes except for view mode). Disables sending (including sending for authorization) of all batch orders (with the exception of previously created or imported batches) by adding a tie to the send mechanism in <b>Authorization</b> . By disabling this right you automatically disable the Change Online/Batch right, too.
<b>Change Online/Batch</b>	Enables changing an online order to batch order and vice versa.	Disables the <b>Online</b> and <b>Mark as batch</b> item of the context menu in the <b>Create orders</b> list. Disables the <b>online</b> and <b>batch</b> items of the

		select list of order types in Order - details (all modes) and Order template - details (all modes).
<b>Order templates</b>	Enables operations with order templates, including creation of a new order template by removing it from a batch template.	The <b>New, Change</b> and <b>Delete</b> buttons and context menu options in the <b>Order templates</b> list are inaccessible. The <b>Remove</b> context menu item in the <b>Batch templates</b> list is inaccessible.
<b>FPO bank validation</b>	Enables online multiple validation of foreign banks.	Disables the <b>FPO bank validation</b> item of the context menu in the <b>Create orders</b> list.

## Batches

Right	Explanation	Implementation
<b>Batches</b>	Enables display and operations with batches, including POs added to batches. Operations with batches may be restricted by other rights, too. This right does not apply to batch orders that have not yet been added to a batch.	Disables all items in the <b>Batches of orders</b> main menu group (these items and the group will not be displayed) including the <b>Batch templates</b> item. All database queries for displaying all lists of POs (with the exception of <b>Orders of counter-parties</b> ) are tied to the condition that the order is not a part of a batch. Disables the <b>Add to the batch</b> and <b>Create new batch</b> context menu options in the <b>Create orders</b> and <b>Order templates</b> lists. By disabling this right of a specific role, you also disable all other rights related to the batches.
<b>Batches - new</b>	Enables creating new batches (with the exception of import), including creation by adding orders to new batches.	The <b>New, Repeat</b> and <b>From template</b> buttons and the <b>New</b> context menu option in the <b>Create batches</b> and <b>Batch templates</b> lists are inaccessible. The <b>Add to the batch</b> context menu option in the <b>Create orders</b> and <b>Order templates</b> lists is inaccessible.
<b>Batches - change</b>	Enables editing batches, including adding new orders to existing batches.	The <b>Change</b> button and context menu option in the <b>Create batches</b> and <b>Batch templates</b> lists are inaccessible. The <b>Add to the batch</b> context menu option in the <b>Create orders</b> and <b>Order templates</b> lists is inaccessible.
<b>Batches - deletion</b>	Enables deleting batches.	The <b>Delete</b> button and context

		menu option in the <b>Create batches</b> and <b>Batch templates</b> lists are inaccessible.
<b>Batches - sending</b>	Enables sending batches.	The <b>Send</b> button is inaccessible. If sending is disabled along with sending for authorization, the <b>Send</b> button in the <b>Create batches</b> list will be inaccessible.
<b>Batches - sending for authorization</b>	Enables sending batches for authorization.	The <b>Send for authorization</b> button is inaccessible. If sending is disabled along with sending for authorization, the <b>Send</b> button in the <b>Create batches</b> list will be inaccessible.
<b>Batches - authorization</b>	Enables authorizing batches in the <b>Batches for authorization</b> list.	The <b>Authorize</b> button in the <b>Batches for authorization</b> list is inaccessible.
<b>Batches for authorization deletion</b>	Enables deleting batches in the <b>Batches for authorization</b> list.	The <b>Delete</b> button in the <b>Batches for authorization</b> list is inaccessible.
<b>Batches - deletion in waiting</b>	Enables deleting batches in the <b>Waiting batches</b> list.	The <b>Delete</b> button in the <b>Waiting batches</b> list is inaccessible.
<b>Batches - templates</b>	Enables operations with batch templates, including adding an order template to a batch template.	The <b>New</b> , <b>Change</b> and <b>Delete</b> buttons and context menu options in the <b>Batch templates</b> list are inaccessible. The <b>Add to batch template</b> context menu option in the <b>Order templates</b> list is inaccessible.
<b>Import</b>	Use this option to enable importing of both domestic and foreign payment orders	The <b>Import</b> button in the <b>Import of orders and batches</b> list is inaccessible.

## Standing orders

Right	Explanation	Implementation
<b>SO</b>	Enables displaying and handling standing orders. The right applies to all lists of standing orders.	All database queries for displaying any list of standing orders (with the exception of <b>Orders of counter-parties</b> ) and queries for sending an order (including displaying in authorization) are tied to these conditions - the type of order.
<b>SO - new</b>	Enables creating new standing orders.	The <b>New</b> button and <b>New</b> along with <b>New from selected</b> context

		menu options in the <b>Create standing orders</b> lists are inaccessible.
<b>SO - change</b>	Enables modification of standing orders.	The <b>Change</b> context menu option in the <b>Create standing orders</b> list is inaccessible.
<b>SO - deletion</b>	Enables deleting standing orders.	If deleting is disabled for all types of orders, the <b>Delete</b> context menu option in the <b>Create standing orders</b> lists is inaccessible.
<b>SO - sending</b>	Enables sending standing orders.	If sending is disabled, the <b>Send</b> button is inaccessible. If sending is disabled along with sending for authorization for all order types, the <b>Send</b> button in the <b>Create standing orders</b> list will be inaccessible.
<b>SO - sending for authorization</b>	Enables sending standing orders for authorization.	If sending for authorization is disabled for all standing orders, the <b>Send for authorization</b> button will be inaccessible. If sending is disabled along with sending for authorization for all order types, the <b>Send</b> button in the <b>Create standing orders</b> list will be inaccessible.
<b>SO - authorization</b>	Enables authorizing in <b>Standing orders for authorization</b>	If authorization is disabled for all types of orders, the <b>Authorize</b> button and the <b>Authorize</b> context menu option will be inaccessible.
<b>SO for authorization - change</b>	Enables modifying in <b>Standing orders for authorization</b>	If change is disabled for all the types of standing orders, the <b>Change</b> button will be inaccessible.
<b>SO for authorization - deletion</b>	Enables deleting in <b>Standing orders for authorization</b>	If deleting is disabled for all standing orders, the <b>Delete</b> button and context menu option will be inaccessible.
<b>SO active- change</b>	Enables changing active standing orders in <b>List of active standing orders</b> .	If changing active standing orders is disabled, the <b>Change</b> context menu option will be inaccessible.
<b>SO active - cancellation</b>	Enables cancelling active standing orders in <b>List of active standing orders</b> .	If cancelling active standing orders is disabled, the <b>Cancel</b> context menu option will be inaccessible.

## Export of accounting data

Right	Explanation	Implementation
<b>Export day by day</b>	Enables exporting accounting data using the <b>Export day-by-day</b> option.	The <b>Export day-by-day</b> button in the <b>Export of accounting data</b> list is inaccessible.
<b>Export to one file</b>	Enables exporting accounting data using the <b>Export into one file</b> option.	The <b>Export into one file</b> button in the <b>Export of accounting data</b> list is inaccessible.
<b>Repeat export</b>	Enables exporting previously exported accounting data.	When data export is requested, it is checked whether they have already been exported. If so and the user does not have the right to repeat export, the request will be rejected.
<b>Data export</b>	Enables exporting advice.	The <b>Export of advice</b> button in the <b>Today's activities</b> list will be inaccessible.
<b>Export of payment orders</b>	Enables exporting payment orders to a file.	The <b>File</b> button in the <b>Batch - details</b> window is inaccessible.

## Administration

Right	Explanation	Implementation
<b>Administration</b>	Enables functions related to administration of the application.	Disables all items of the <b>Administration</b> main menu group.
<b>Profiles</b>	If the right is not set, the <b>Profiles</b> menu item, including subfolders, will be hidden.	
<b>Subject profile</b>	If the right is not set, the <b>Subject profile</b> menu item will be hidden.	
<b>User profile</b>	If the right is not set, the <b>User profile</b> menu item will be hidden.	
<b>List of groups of accounts</b>	If the right is not set, the <b>List of groups of accounts</b> menu item will be hidden.	
<b>List of account aliases</b>	If the right is not set, the <b>List of account aliases</b> menu item will be hidden.	
<b>List of contra-accounts</b>	If the right is not set, the <b>List of contra-accounts</b> menu item will be	



	hidden.
<b>Users - administration</b>	If the right is not set, the <b>Users - administration</b> menu item, including subfolders, will be hidden.
<b>Groups of accounts - administration</b>	If the right is not set, the <b>Groups of accounts - administration</b> menu item will be hidden.
<b>Own account aliases</b>	If the right is not set, the <b>Own account aliases</b> menu item will be hidden.
<b>Contra-accounts - administration</b>	If the right is not set, the <b>Contra-accounts - administration</b> menu item will be hidden.
<b>FPO contra-accounts - administration</b>	If the right is not set, the <b>FPO contra-accounts - administration</b> menu item will be hidden.
<b>List of users</b>	If the right is not set, the <b>List of users</b> menu item will be hidden.
<b>Orders for administration - authorization</b>	If the right is not set, the <b>Orders for administration - authorization</b> menu item will be hidden.
<b>Local settings</b>	If the right is not set, the <b>Local settings</b> menu item, including subfolders, will be hidden.
<b>Subjects - administration</b>	If the right is not set, the <b>Subjects - administration</b> menu item will be hidden.
<b>Users - administration</b>	If the right is not set, the <b>Users - administration</b> menu item will be hidden.
<b>Roles - administration</b>	If the right is not set, the <b>Roles - administration</b> menu item will be hidden.
<b>System setup</b>	If the right is not set, the <b>System setup</b> menu item will be hidden.
<b>Setting export and import</b>	If the right is not set, the <b>Setting export, import</b> menu item will be hidden.
<b>System statistics</b>	If the right is not set, the <b>System statistics</b> menu item will be hidden.
<b>Backup and archiving</b>	If the right is not set, the <b>Backup and archiving</b> menu item will be hidden.
<b>Application logs</b>	If the right is not set, the <b>Application logs</b> menu item will be hidden.

## Statements

Right	Explanation	Implementation
<b>Statement settings</b>	Enable display and handling of statement settings	All database queries for display and downloading of all settings of statements that can be

		administered.
<b>Available statements</b>	Enable display and downloading of list of available statements.	All database queries for display and downloading of the list of electronic statements.
<b>Request for archived statements</b>	Enable display of list of archived statements and their ordering.	All database queries for processing of requests for archived statements.

## Payment cards

Right	Explanation	Implementation
<b>List of cards</b>	Use this screen to display the list of payment cards.	All database queries to display and download the list of payment cards.

## Default role settings

Roles are designed in consideration of existing local and global users (roles are designed for global users; when used with local users, further required combinations of rights can be achieved).

## List of roles

Role	Abbreviation	Explanation	Description
<b>Superuser</b>	SUP	Super-user	This user has access to all functions including administration. It is a default user established during installation.
<b>Administrator</b>	ADM	Administrator of the application	This user can access functions for administration of the application.  He cannot access functions in the Main menu (with the exception of News).
<b>User</b>	USR	Standard user	The user has access to all functions, with the exception of administration.
<b>CZK user</b>	CZK	Standard user with no rights to orders in FC	The user has access to all functions, with the exception of administration and operations with payments in FC and foreign payments. The user may work with both batches and online orders.
<b>FC user</b>	FC	Standard user with no rights to orders in CZK	The user has access to all functions, with the exception of administration and operations with payment and collection orders in CZK. The user may work with online orders only.
<b>Batches</b>	BAT	User with access to batch operations only	The user may access only batch operations, including creating, modifying and deleting batches. The user cannot access administration

			options and operations with online batches (including displaying orders).
<b>Importer</b>	IMP	User appointed to import and send batch orders	The user may only access importing and sending batches, exporting statements and displaying POs and transaction history.

## Setting rights

Rights	Users						
	SUP	ADM	USR	CZK	FC	BAT	IMP
<b>Main menu</b>							
Main menu	X		X	X	X	X	X
Administration	X	X	X	X	X	X	X
Downloading	X		X	X	X	X	X
News	X		X	X	X	X	X
Import of orders and batches	X		X	X	X	X	X
Payment orders	X		X	X	X	X	X
Create orders	X		X	X	X	X	X
List of orders	X		X	X	X	X	X
Orders for authorization	X		X	X	X		
Waiting orders	X		X	X	X		
Order templates	X		X	X	X		
Batches of orders	X		X	X	X	X	X
Create batches	X		X	X	X	X	
List of batches	X		X	X	X	X	X
Batches for authorization	X		X	X	X	X	X

Waiting batches	X		X	X	X	X	X
Batch templates	X		X	X	X	X	X
Standing orders	X		X	X	X		
Create SOs	X		X	X	X		
List of active SO	X		X	X	X		
SO for authorization	X		X	X	X		
History of SO changes	X		X	X	X		
Collection agreement	X		X	X	X		
Create collection agreements	X		X	X	X		
List of collection agreements	X		X	X	X		
Collection agreements for authorization	X		X	X	X		
History of collection agreement changes	X		X	X	X		
Financial markets	X		X		X		
Lists	X		X	X	X	X	X
List of accounts	X		X	X	X	X	X
Current available balances	X		X	X	X	X	X
List of balances	X		X	X	X	X	X
List of transactions	X		X	X	X	X	X
Today's activities	X		X	X	X		
Pre-advice and advice for foreign payments and SEPA payments	X		X	X	X	X	X
Summary of SEPA Direct Debits Initiation Agreement	X		X	X	X	X	X
Advice for collections	X		X	X	X		

Export of accounting data	X		X	X	X		
Rejected payments, collections and standing orders	X		X	X	X	X	X
Transactions awaiting booking	X		X	X	X		
Statements (incl. PC acceptors' statements)	X		X	X	X	X	X
Information	X		X	X	X	X	X
Exchange rate list	X		X	X	X	X	X
TA interest rates	X		X	X	X	X	X
Profiles	X	X	X	X	X	X	X
Subject profile	X		X	X	X	X	X
User profile	X	X	X	X	X	X	X
List of groups of accounts	X		X	X	X	X	X
List of accounts	X		X	X	X	X	X
List of contra-accounts	X		X	X	X	X	X
List of FPO contra-accounts	X		X	X	X	X	X
Users - administration	X		X	X	X		
Groups of accounts - administration	X		X	X	X		
Own account aliases	X		X	X	X		
Contra-accounts - administration	X		X	X	X		
FPO contra-accounts - administration	X		X	X	X		
List of users	X		X	X	X		
Orders for administration - authorization	X		X	X	X		
Local settings	X	X					

Subjects - administration	X	X					
Users - administration	X	X					
Roles - administration	X	X					
System setup	X	X					
Setting export and import	X	X					
System statistics	X	X					
Backup and archiving	X	X					
Application logs	X	X					
<b>Outstanding amounts</b>	X		X	X	X	X	
<b>Orders</b>							
DPO	X		X	X		X	X
DPO - new	X		X	X			
DPO - change	X		X	X			
DPO - deletion	X		X	X			
DPO - sending	X		X	X			
DPO - sending for authorization	X		X	X			
DPO - authorization	X		X	X			
DPO for authorization - change	X		X	X			
DPO - change in waiting	X		X	X			
DPO for authorization - deletion	X		X	X			
DPO - deletion in waiting	X		X	X			
COL	X		X	X	X	X	X
COL - new	X		X	X	X		
COL - change	X		X	X	X		

COL - deletion	X		X	X	X		
COL - sending	X		X	X	X		
COL - sending for authorization	X		X	X	X		
COL - authorization	X		X	X	X		
COL for authorization - change	X		X	X	X		
COL - change in waiting	X		X	X	X		
COL for authorization - deletion	X		X	X	X		
COL - deletion in waiting	X		X	X	X		
FCP	X		X		X	X	X
FCP - new	X		X		X		
FCP - change	X		X		X		
FCP - deletion	X		X		X		
FCP - sending	X		X		X		
FCP - sending for authorization	X		X		X		
FCP - authorization	X		X		X		
FCP for authorization - change	X		X		X		
FCP - change in waiting	X		X		X		
FCP for authorization - deletion	X		X		X		
FCP - deletion in waiting	X		X		X		
FPO, SEPA and SDD	X		X		X	X	X
FPO, SEPA and SDD - new	X		X		X		
FPO, SEPA and SDD - change	X		X		X		

FPO, SEPA and SDD - deletion	X		X		X		
FPO, SEPA and SDD - sending	X		X		X		
FPO, SEPA and SDD - sending for authorization	X		X		X		
FPO, SEPA and SDD - authorization	X		X		X		
FPO, SEPA and SDD for authorization - change	X		X		X		
FPO, SEPA and SDD - change in waiting	X		X		X		
FPO, SEPA and SDD for authorization - deletion	X		X		X		
FPO, SEPA and SDD - deletion in waiting	X		X		X		
ONLINE	X		X	X	X	X	X
Batch	X		X	X		X	X
Change Online/Batch	X		X	X		X	X
Order templates	X		X	X	X		
FPO bank validation	X		X		X		
<b>Batches</b>							
Batches	X		X	X	X	X	X
Batches - new	X		X	X		X	
Batches - change	X		X	X		X	
Batches - deletion	X		X	X		X	
Batches - sending	X		X	X		X	X
Batches - sending for authorization	X		X	X		X	X
Batches - authorization	X		X	X		X	X



Batches for authorization - deletion	X		X	X		X	
Batches - deletion in waiting	X		X	X		X	
Batches - templates	X		X	X		X	
Import	X		X	X	X	X	X
<b>Standing orders</b>							
SO	X		X	X			
SO - new	X		X	X			
SO - change	X		X	X			
SO - deletion	X		X	X			
SO - sending	X		X	X			
SO - sending for authorization	X		X	X			
SO - authorization	X		X	X			
SO for authorization - change	X		X	X			
SO for authorization - deletion	X		X	X			
SO active - change	X		X	X			
SO active - cancellation	X		X	X			
<b>Export of accounting data</b>							
Export day by day	X		X	X	X		X
Export to one file	X		X	X	X		X
Repeat export	X		X				X
Data export	X		X	X	X		X
Export of payment orders	X		X	X	X	X	X
<b>Statements</b>							

Statement settings	X		X	X	X	X	X
Available statements	X		X	X	X	X	X
Request for archived statements	X		X	X	X	X	X
PC acceptors statements	X		X	X	X	X	X
<b>Statements of transactions</b>							
Daily statement	X		X	X	X	X	X
Weekly statement	X		X	X	X	X	X
Monthly statement	X		X	X	X	X	X
Quarterly statement	X		X	X	X	X	X
Custom statement	X		X	X	X	X	X
<b>Payment cards</b>							
List of cards	X		X	X	X	X	

## System setup

Use this menu to customize the application to your needs. Adjustments made in this window will apply for some lists and windows within the application.

The screenshot shows the 'System setup' window. The sidebar menu on the left includes: Main menu, Outstanding amounts, Administration (Profiles, Users - administration, Local settings), Subjects - administration, Users - administration, Roles - administration, System setup (selected), Setting export and import, System statistics, Backup and archiving, Application logs, Certificate Wizard, Help, and Exit. The main content area is titled 'System setup' and contains the following sections:

- User interface** (checked):
  - Zoom in / Zoom out: Default (with zoom icons)
  - Account no. format: short (XXX-YYYY) (selected) or long (000XXX000000YYYY)
  - Number of days of displaying current orders and batches: 30
  - Number of days for displaying summary of rejected orders in the "Downloading" list (according to the rejection date): 30
- Lists and statements** (unchecked)
- Downloading** (checked):
  - HTTP path to KB server: https://test.mojebanka.cz/profibanka/
  - Buttons: Reloading of transaction history, Clear libraries
- Communication** (unchecked)
- Application loader** (unchecked)
- Debugging application** (unchecked)
- Database maintenance** (unchecked)

A 'Save' button is located at the bottom right of the main content area.

### Description of the window:

**Zoom in/Zoom out** – Set the size of the application content view (from 60% to 300% of the standard view).

**Account no. format short (xxx-yyyy)** - check to display only valid digits. The first part of the number is separated from the second by a hyphen.

**Account no. format long (000xxx000000yyyy)** - check to display full number format - 16 digits. Zeros are added from the left to the first part to get 6 digits and to the other part to get 10 digits.

**Open form for multiple PO entering** - the standard form for multiple entering of POs in the Create orders list.

**Number of days of displaying current orders and batches** - this will affect number of payment orders and batches displayed in List of orders/List of batches (for the Current orders/Current batches view). In the list of orders, all orders (no restrictions) from the Create orders list and all orders for the last XX days (according to due dates) from all other lists will be displayed. Similarly, in the list of batches, all batches from the Create batches list and all batches for the last XX days (according to dates of the last change) from other lists of batches will be displayed.

**Number of days for displaying summary of rejected payments in the "Downloading" list (according to the rejection date)** – this item affects the number of displayed payment orders in the summary of Rejected payments displayed on the Latest information screen. This is only the list of Rejected payments, not the list of Orders with no reply on the Latest information screen.

**Automatic number of records on page** - use this option to set the number of rows according to the display resolution so that it is not necessary to scroll down through the page (unless column breaks are used).

**Max. number of list items on one page** - set the number of rows displayed on the screen here. If there are more rows than the screen can show, a vertical scroll bar will be added. The field is available unless the Automatic number of records on page option is checked.

**Print lists vertically** - use this option to print lists including columns displayed "out of the page width" that would print out if printed in a standard way. If this option is used, complete first (visible)

columns of all items will be printed first and only then the columns located to the right of the first columns will be printed. Again, a “stripe” of complete further item columns will be printed out, followed by other ones, if needed. Printing will thus be carried out in imaginary vertical stripes.

**Print lists horizontally** - use this option to print lists including columns displayed “out of the page width” that would print out if printed in a standard way. If this option is used, all columns for items displayed on a single page will be printed out first. Then all columns for further items located lower on the page will be printed etc. Printing will thus be carried out in imaginary horizontal streaks.

**Print page margins** - use this option to set page margins for printing.

**Printing application Word Viewer** - printing will be handled by the application supplied on the Profibanka installation CD. Print files will be in RTF format that can be viewed and modified in other applications.

**Printing application Default viewers** - a Windows default RTF viewer will be used for printing. If no default viewer is set, Windows will display a message offering to do so. Word, Word Viewer or another required application can be selected in the list. In System setup, you can also select Word Viewer application included on the installation CD.

**HTTP path to the KB server** - the WWW address of the AS. Change this address only when prompted in the News page. Otherwise, it can be changed by KB without any action of the user.

**Clear transaction history** - press to delete transaction history for the last 31 days. You can download this transaction history again later. Under certain conditions, deleting transaction history may cause irreversible changes to Profibanka database.

**Clear libraries** - used for deleting libraries downloaded from the AS. They will be downloaded again automatically at the next login.

**Communication**

Setting communication scheme: WinINET - default

Automatic setting of proxy server

Proxy server address: yvisackb.ds.kb.cz Port: 8080

Exceptions: <local>

Use set password for all users

Name on proxy: \_\_\_\_\_

Password on proxy: \_\_\_\_\_

Setting dial-up connection: Automatic dial-up

Connection name: \_\_\_\_\_

Automated logout from Profibanka

minutes : seconds: 1 : 00

Close connection when exiting application

**Communication test** **Delete password for proxy server**

**Setting communication scheme** - setting of the used technology of the communication component.

**Automatic setting of proxy server** - setting of the transfer of proxy settings from Internet Explorer settings

**Proxy server address** - manual setting of the path to the proxy server

**Port** - setting of the port of the proxy server used for communication

**Exceptions** - exceptions for communication via the proxy. A list of exceptions for direct communication outside the proxy.

**Use set password for all users** - setting for sharing the password for the proxy for all users of PCB

**Name on proxy** - login name used for authorization on the proxy server

**Password on proxy** - login password used for authorization on the proxy server. The password is saved encrypted; it cannot be transferred in backups or displayed.

**Setting dial-up connection** - the mode of modem connection

**Connection name** - the name of the dial-up connection for "forced" dial-up connection

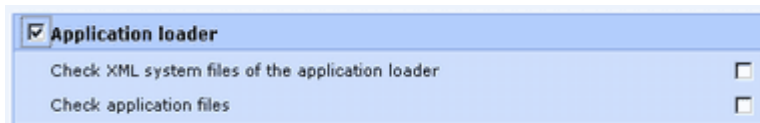
**Automated logoff from profibanka** - used to adjust the time for the dial-up connection to be closed.

**Minutes:seconds** - minimum 1 min, maximum 60 minutes. Not applicable for functions requiring online connection.

**Close connection when exiting application** - forced termination of modem connection when closing the Profibanka application.

**Communication test** - press to test communication: user logged out from the server for testing connection.

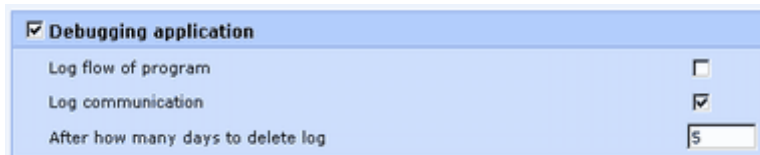
**Delete password for proxy server** - use this option to delete saved password for proxy server.



<input checked="" type="checkbox"/> <b>Application loader</b>	
Check XML system files of the application loader	<input type="checkbox"/>
Check application files	<input type="checkbox"/>

**Check XML system files of the application loader** - XML files will be checked against the internal XDR scheme when checking application files and reading associated archives.

**Check application files** - all profibanka application files will be checked against the "checkver.xml" XML file. A validation error can only occur after applying the so-called "executable patch" that is applied manually upon the recommendation of the application support or the call centre.



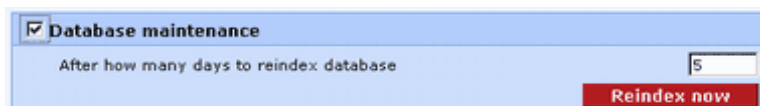
<input checked="" type="checkbox"/> <b>Debugging application</b>	
Log flow of program	<input type="checkbox"/>
Log communication	<input checked="" type="checkbox"/>
After how many days to delete log	<input type="text" value="5"/>

**Reindex now**

**Log flow of program** - check to log program run into an auxiliary file (off by default).

**Communication log** - check to log progress of connection to the bank into an aux. file.

**After how many days to delete log** - set this to keep auxiliary files to a reasonable size.



<input checked="" type="checkbox"/> <b>Database maintenance</b>	
After how many days to reindex database	<input type="text" value="5"/>

**Reindex now**

**After how many days to re-index database** - set the period of data optimising here.

**Reindex now** - press to optimise data immediately if you face problems with speed of the local component of *Profibanka*.

**Save** - press to save all entered changes.

## ***Setting export and import***

Use this function to set paths to import and export data.

**KB profibanka** Account/group of accounts selection  
Your certificate will expire in 529 days [Change PIN](#)

**Setting export and import** [Help](#)

**Definition of import parameters**

Check Date of sending and Creation date for current date

Take the full name of beneficiary of a foreign payment in the EDI BEST format from an alternative position

File format: XML

File mask: \*.XML **Default**

File directories: **Browse...**

Archive directory of files: **Browse...**

Archive directory of logs: **Browse...**

Import SEPA EuroPayments, Foreign payments and SEPA Direct Debet orders as batches

**Definition of export parameters**

File format: **Browse...**

File mask: **Default**

File directories: **Browse...**

Export all subject accounts en bloc

Export all accounts of the current date en bloc

Sort export of accounting data and formatted printing according to official statements.

Export information of SEPA EuroPayment

**Definition of parameters for downloading PC acceptors' statements**

File format: CSV

File mask: KB\_#BYY#BMM#BDD\_#SID\_#BTYP\_#CUR.CSV **Default**

File directories: pk\ **Browse...**

Users have no right to change directory for import, export and download

Import of order batches: use only format: All

Export of transaction history: use only format: All

Downloading PC acceptors' statements: use only format: All

**Description of the window:**

**Definition of import parameters:**

**Check Date of sending and Creation date for current date** - it is possible to choose whether the creation date will be checked against the current date or will not be checked at all. If checked against the current date, the original creation date will be replaced with the current date and duplications of sequential numbers will be checked against the current date. In case the "no validation" option is selected, only a formal check of the creation date and validation of duplications against the creation date entered by the user will be carried out.

**Take the full name of the beneficiary of a foreign payment in EDI BEST format from an alternative position** – select whether you want to import the beneficiary's name in the maximum length (Foreign payment data record, ser. no. 20b).

**File format** - a list of all available standard import formats.

**File mask** - affects multiple selection of files in the directory, the name of archived file and archived log file. In masks, you can use wildcard characters used in Windows OS and any other characters, with the exception of characters not permitted for file names in Windows OS or variables. By variables we mean text strings (regardless of the letter case - i.e. "a" is the same as "A") initiated with the "#" symbol. When importing, files are filtered by the mask (the part before the extension) only if the format is locked. They are always filtered by the extension.

Permitted strings:

- #D, #DD – current day without zero and with zero
- #M, #MM – current month without zero and with zero
- #YY, #YYYY – current year, two-digits and four-digits
- #HHNNSS - current time
- #HHNNSS - current time

#DATE – current date in general format as set in regional settings

**File directories** - relative (relates to the installation directory of the application) or absolute paths to imported files.

**Archive directory of files** - relative (relates to the installation directory of the application) or absolute paths to the directory storing imported files.

**Archive directory of logs** - relative (relates to the installation directory of the application) or absolute paths to the directory storing files with information on results of import; the file name shall match the #name\_#YYYY#MM#HH\_#HHNNSS.rec mask.

**Import SEPA payments and Foreign payments as batches** – Select the mode of importing of SEPA payments and Foreign payments and SEPA Direct Debit orders to the local application (as batches - imported to the Create batches summary, or as individual domestic orders - imported to the Create orders summary).

#### Definition of export parameters:

**File format** - a list of all available standard export formats.

**File mask** - affects names of exported files, the name of the archived file and archived log file.

Permitted strings (in addition to the strings for import):

#BD, #BDD – the day of processing in the internal bank system, without and with zero

#BM, #BMM – the month of processing in the internal bank system, without and with zero

#SID - Subject 9(10) initial zeroes should be specified

**File directories** - relative (relates to the installation directory of the application) or absolute paths to the directory to store exported files.

**Export all subject accounts en block** - check to export all non-exported data at the same time.

**Export all accounts of the current date en block** - check to export all non-exported data of a day at the same time.

**Sort export of accounting data and formatted printing according to official statements** - use the option to sort data according to print statements.

#### Definition of parameters for downloading PC acceptors' statements:

**File format** - a list of all available standard formats for downloading statements (KB Cards 1250, KB Cards 852 or PDF).

**File mask** - affects names of downloaded files.

Permitted strings:

#BYY#BMM#BDD – Creation date (not the current generation but the original generation)

#SID - Subject 9(10) initial zeroes should be specified

#BTYP - TYP (DS – daily statement, WS – weekly statement, FS – fortnightly statement, MS – monthly statement, MSU – monthly summary) for additional (ADS – additional daily statement, AWS – additional weekly statement, AFS – additional fortnightly statement, AMS – additional monthly statement, AMSU – additional monthly summary)

#BMERID – Partner's number X(10); initial zeroes or spaces should not be specified (only for PDF)

#BTYP - TYP (DS – daily statement, WS – weekly statement, FS – fortnightly statement, MS – monthly statement, MSU – monthly summary) for additional (ADS – additional daily statement, AWS – additional weekly statement, AFS – additional fortnightly statement, AMS – additional monthly statement, AMSU – additional monthly summary)

#BPORC – Statement serial number 9(5); initial zeroes should not be specified (only for PDF)

**File directories** - relative (relates to the installation directory of the application) or absolute paths to the directory to store exported files.

**Users have no right to change directory for import and export** - check to disable importing and exporting data from/to directories other than preset ones.  
**Import of order batches: use only format** - no other format may be used when a specific format is selected.  
**Export of transaction history: use only format** - no other format may be used when a specific format is selected.  
**Downloading PC acceptors' statements: use only format** - no other format may be used when a specific format is selected.

#### **Non-accounting information**

**Display non-accounting information from credit accounts** - use this option to display non-accounting data of credit accounts

**Export non-accounting information from credit accounts** - use this option to export non-accounting data of credit accounts

#### **Defining parameters to export created payment orders:**

**File directories** - a location to save exported files to and import orders from.

**Identification of workstation** - a unique payment identifier for exporting and importing data between workstations.

**Divide imported batches according to file names too** - batches of different names will not be united into a single one.

#### **User formats for data import / export:**

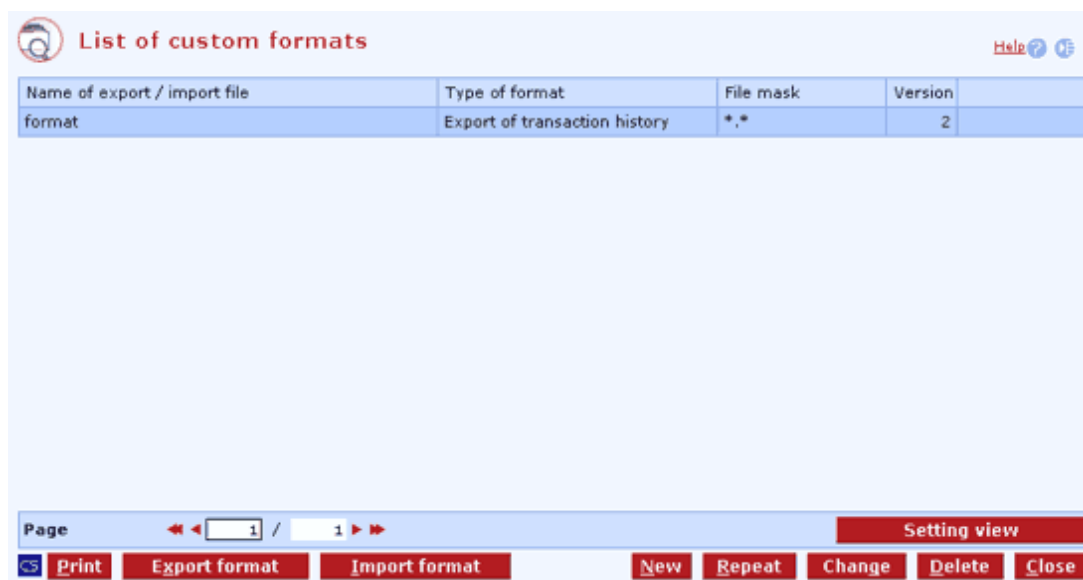
**Display** - press to display a list of custom formats.



### ***List of custom formats***

This list contains the list of custom formats - formats created by the user. Users can create, edit and cancel their own formats:

- custom format for exporting transaction history
- custom format for exporting balance history
- custom format for importing order batches



#### **Description of the window:**

**New** - press to open the wizard for creating custom formats.

**Repeat** - press to create a copy of the selected custom format.

**Change** - press to change the selected custom format.

**Delete** - press to delete selected custom formats.

**Close** - press to close the list of custom formats.

**Export format** - press to export the selected format to a file. The file can be imported to another station or, if problems occur, sent to KB technical support.

**Import format** - press to import a custom format created on another station.

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

**Setting view** - enables setting individual columns, rows etc.

## *Format definition wizard*

The user interface is represented by a wizard that guides the user step by step through all stages of defining a new data format for export/import. See the following text for details of individual steps.

### **Wizard description**

The interface is represented by a wizard consisting of two screens (steps). The first screen contains the name of the wizard, fields for format name, format masks etc. The other screen contains fields for actual format definition.

### **Import of order batches**

The screenshot shows a software wizard window titled "Format definition wizard for import of order batches". The window has a light blue background and a title bar with a "Help" icon. The main content area is titled "1. Definition of data file". It contains several input fields and checkboxes:

- Name:** A text box containing the word "import".
- Data in export file...:** Two radio buttons. The first is selected and labeled "... are delimited by delimiter". The second is labeled "... have fixed length".
- The first line of file is header:** An unchecked checkbox.
- Substitute extended characters:** A checked checkbox.
- File mask:** A text box containing "\*.\*".
- Advanced:** An unchecked checkbox.

At the bottom right of the window, there are two buttons: "Next ->" and "Cancel".

#### **Description of the window:**

**Name** - the name of the format

#### **Data in file...**

**... are delimited by delimiters** - data may have variable length, items are separated by delimiters (e.g. account;contra-account).

**... have fixed length** - data always have the same length (e.g. aaaaaabbbbbbb)

**The first row of the file is a header** - the first row need not be data. Other information can be here too. If checked, the first row will not be checked.

**Substitute extended characters** - use this option to specify whether diacritical marks should be changed to characters with no accents during exporting or importing. For custom formats of batch importing, this cannot be changed.

**File mask** - use this option to specify the predefined name of a data file, including the file extension during exporting or importing.

**Advanced** - use this option to specify whether the standard or advanced wizard is to be used.

**Number of attributes** (applicable for the advanced wizard only) - the number of items that the format consists of.

**Next** - press to move to the next wizard page

**Cancel** - press to leave the format definition window without saving it

Attribute name	DB field name	Length	Pos.	Dat.Type	Format
Payer's account currency	(currency_cd)	<3>	10	ISO code	ISO
Contra-account number	(other_account_num)	<17>	20	Account number	6-10
Payer's account number	(account_num)	<17>	30	Account number	6-10
Amount in payer's account currency	(transam)	<14>	40	Number	###.##
Required due date	(req_value_dt)	<10>	50	Date	ddmmyyyy
Variable symbol	(other_var_symb)	<10>	60	General	...
Specific symbol	(other_spec_symb)	<10>	70	General	...
Constant symbol	(const_symb)	<10>	80	General	...
Contra-account bank code	(other_bank_num)	<4>	90	General	...
Identification from client's accounting system	(import_id)	<35>	100	General	...
Local creation date and time	(open_dt)	<10>	110	Date	ddmmyyyy
Type of order	(whatsit)	<1>	120	Order type	0/1
Message for beneficiary (AV field)	(av_field)	<140>		General	...
Payer's description	(ovn_desc_ln2)	<35>		General	...
Description for beneficiary	(other_desc_ln3)	<35>		General	...

**Description of the window:**

**Attribute name** - the name of the item

**Field name in DB** - the name of the item in the database

**Length of field** - the maximum length of the field in the database

**Pos.** (if ... are delimited by delimiters is selected) - use this item to specify the position in a line in the data file

**From** (if ... have fixed length is selected) - the position at which the field starts (the number of characters from the beginning of the line to the beginning of the field, inclusive)

**To** (if ... have fixed length is selected) - the position at which the field ends (the number of characters from the beginning of the line to the end of the field, inclusive)

**Data type** - set the type of data (e.g. date)

**Format** - set details of data type

**Back** - press to move to the first wizard screen.

**Finish** - press to save the new format as entered in the wizard

**Cancel** - leave the window without saving changes

### **Data types and formats**

**General** - printing is not defined for this type; it can be used for text items

**Date** - pre-defined date masks for various delimiters, sequence of days, months and years

**Number** - pre-defined number items with different delimiters of thousands, decimal or the haler amount delimiters #####00.

**Account number** - the 6-10 format. Only the long account number format can be loaded - 6 characters for the first section and 10 characters for the second section - without any delimiters.

**ISO code** - the format for the account currency attribute

**Type of order** - use this option to distinguish whether a payment (value of 0 or P) or collection (value of 1 or C) will be applied.

### ***Export of transaction history and Export of balances)***

Definition of export formats is identical with the format definition for importing order batches.

### ***Advanced format - detailed definition of data in the file***

If basic definitions of export/import formats are not sufficient for the user, he/she may define advanced data formats. The procedure is nearly the same for all types of format (Import of order batches, Export of transaction history and Export of balances). The wizard consists of four screens (steps). The **Advanced option must be selected in the first step** to use the advanced format. The **Number of attributes** field on the first screen is an important one. The number of items displayed on the other wizard screen depends on what you enter into this field.

### **Import of order batches - the second screen**

The user will define positions for individual attributes.

**Format definition wizard for import of order batches** Help ?

**2. Definition of data import specification**

For each attribute in an import file with separators, set its position in the file.

Attribute	Position
A01	10
A02	23
A03	36
A04	40
A05	50

< - Back Next -> Cancel

**Description of the window:**

**Attribute** - designation of attributes specified by the system (the number of attributes set in the previous step is displayed)

**Pos.** (if ... are delimited by delimiters is selected) - use this item to specify the position in a line in the data file

**From** (if ... have fixed length is selected) - the position at which the field starts (the number of characters from the beginning of the line to the beginning of the field, inclusive)

**To** (if ... have fixed length is selected) - the position at which the field ends (the number of characters from the beginning of the line to the end of the field, inclusive)

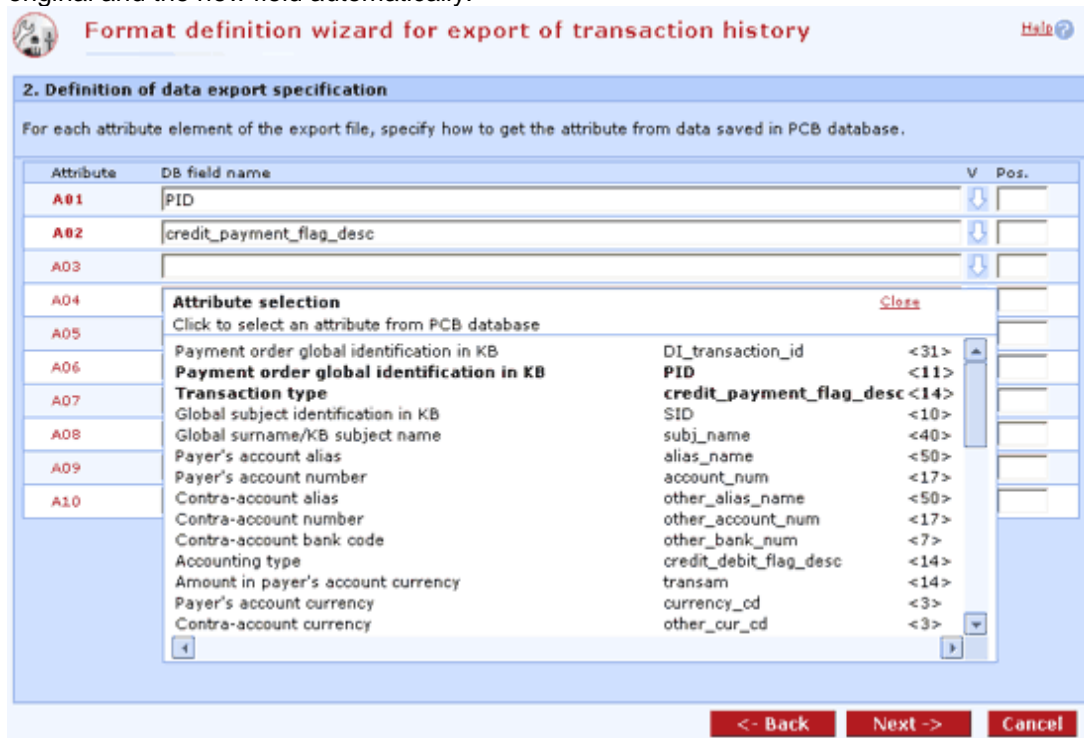
**Back** - press to move to the previous wizard page.

**Next** - the next step in the wizard.

**Cancel** - leave the window without saving changes

**Export formats - the second screen**

Apart from the position, the user shall define specific fields from the database for each attribute. Multiple fields can be defined for a single attribute. This action is performed by clicking on the arrow for selection of a new field. The field is not empty; the "+" symbol will be inserted between the original and the new field automatically.



**Description of the window:**

**Field name in DB** - the name of the item in the database

**V** - use this control to display the list of items in the database.

For more information, see Import of order batches - the second screen

### Importing order batches and export formats - the third screen

In this screen, users can assign specific attributes defined in the previous step to specific fields in the database (applicable to importing order batches only) and detail the format for each data type.

Attribute name	DB field name	Attribute	V	Dat.Type	Format
Payer's account currency	(currency_cd)	A01	↓	ISO code	ISO
Contra-account number	(other_account_num)	A02	↓	Account number	6-10
Payer's account number	(account_num)	A03	↓	Account number	6-10
Amount in payer's account currency	(transam)	A04	↓	Number	# ###.##
Required due date	(req_value_dt)	A05	↓	Date	ddmmyyyy
Variable symbol	(other_var_symb)		↓	General	...
Specific symbol	(other_spec_symb)		↓	General	...
Constant symbol	(const_symb)		↓	General	...
Contra-account bank code	(other_bank_num)		↓	General	...
Identification from client's accounting system	(import_id)		↓	General	...
Local creation date and time	(open_dt)		↓	Date	ddmmyyyy
Type of order	(whatisit)		↓	Order type	0/1
Message for beneficiary (AV field)	(av_field)		↓	General	...
Payer's description	(own_desc_ln2)		↓	General	...

#### Description of the window:

**Attribute name** - the name of the item

**Field name in DB** - the name of the item in the database

**Attribute** - designation of attributes specified by the system. Number of attributes set in the previous step is displayed. (Applicable for definition of the format for importing order batches only.)

**V** - press to display the list of attributes. (Applicable for definition of the format for importing order batches only.)

**Data type** - set the type of data (e.g. date)

**Format** - set details of data type

**Back** - press to move to the previous wizard page.

**Next** - the next step in the wizard.

**Cancel** - leave the window without saving changes

## Final scripts - the fourth screen

The user can view the script (*profbanka* procedure definition) controlling the exporting or importing of data in the format defined by the user.



### Description of the window:

**Modify script** - final scripts are displayed in view mode. If you want to change them, click the "Modify script" button. After doing so, a dialog will appear announcing that after completion of this action, the wizard can no longer be used to modify this format; you can only modify it as a script. The script will be available for modifications upon confirmation.

**Finish** - press this button to save final scripts in the database and to define the new type of export/import data file in the PCB application.

**Back** - press to move to the previous wizard page.

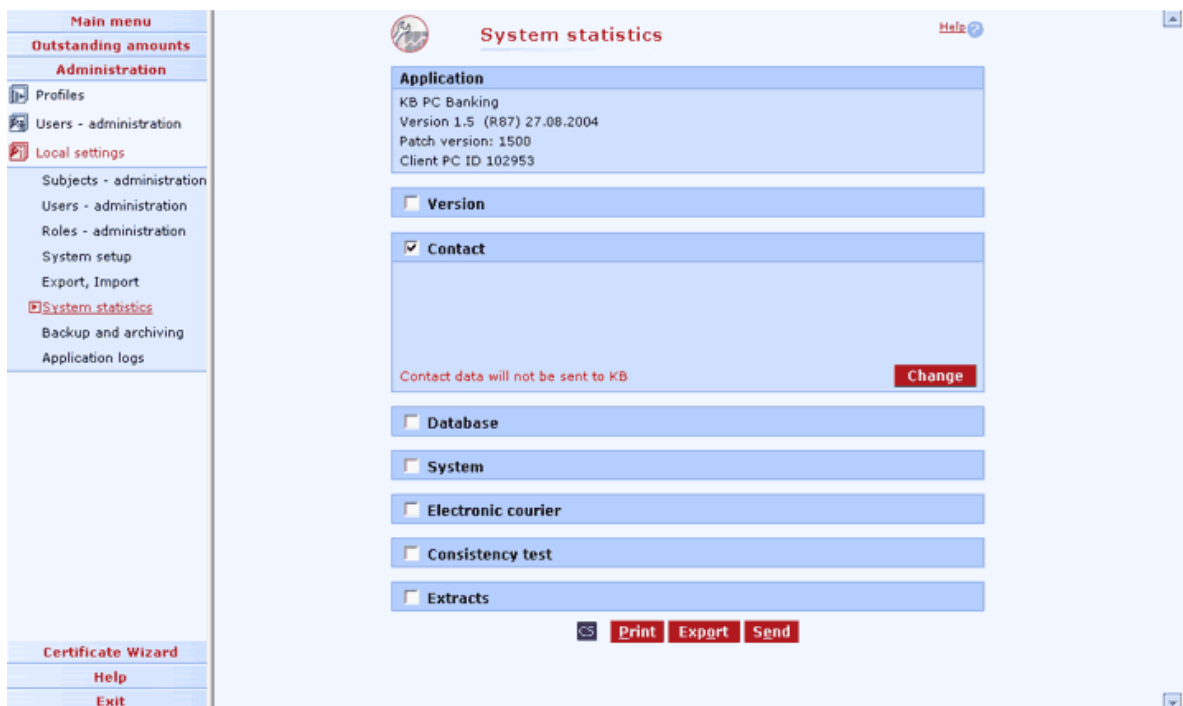
**Cancel** - press to leave the format definition window without saving it.

## System statistics

This function displays available information on the application status and configuration of environment. This information mainly helps the administrator of the application to decide of reducing the size of the database and using the free space on the hard drive, and to solve unidentifiable problems with the application.

Apart from displaying the actual statistics, if free space decreased and is reaching the safe limit (defined as a multiple of the database size), a recommendation to allocate more space or cut history will appear.

Another part of the system statistics contains mechanisms for checking consistency of the application and, as the case may be, for sending necessary data to KB's support technicians.



### Description of the window:

The following information on the application and system is displayed:

#### **Application / version:**

information on the application version

information on the upgrade version

workstation identification number

**Contact:** used for KB application support, for structured communication when solving application technical issues. Filling this field is not compulsory.

#### **Database:**

information on the database version

information on the database size

information on free space on the hard drive

information on number of records in the database classified by type of record

#### **System:**

information on the OS used



information on used viewer

information on the CryptoPlus application version

**Electronic courier:**

Information on the installed version of supporting libraries for the Electronic courier application. Electronic courier is an application used for sending extracts of data from the Profibanka application to KB application support.

**Consistency test:**

Press Run test to test application consistency and display test results (information is helpful especially to KB's support technicians).

**Extracts:**

Use this function to generate data according to set parameters to another database. This database is then zipped and sent using secured communication. All sent data must be signed with the user's certificate. Every sending of extracts can be executed only after entering a number of the request available from support technicians. Support technicians define what data shall be extracted. Consistency test will be executed before generating extracts.

**Description of the window - Extracts:**

**CS/EN** - the toggle switch for changing the language for printouts and the report export.

**Print** - printing of the current list in the language set by the toggle switch.

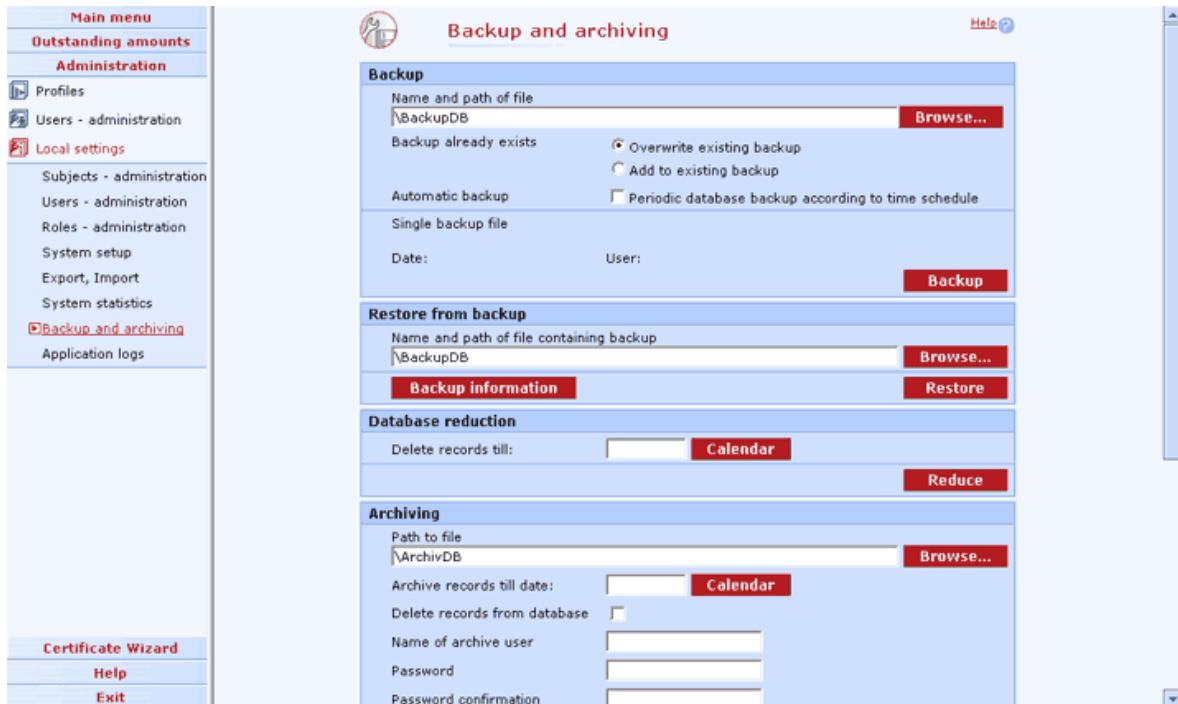
**Export** - exporting the current list (CSV). The dialog to select a file name in the language set by the toggle switch will appear.

**Send** - press to create a new e-mail message in the mailer application. At the same time, necessary data, including the recipient's address will be pre-filled in this message.

## Backup and archiving

Backup and archiving concerns only the local station database. By backup we mean regular data backup into a backup file in case of system breakdown or for restoring a state present before an unintentional intervention in the database. By archiving we mean moving data into another (archiving) database. This database can then be linked to the application for offline operation. You can delete old records in the database to reduce its size if you want to increase performance when creating archive file. Archived data can only be viewed separately. It is also not possible to join more archiving files into a single one.

### Setting automatic backup



#### Backup - description of the window:

**Name and path of file** - specify the backup file name and its location here.

**Browse** - press to look up the location of the backup file without having to enter it manually.

**Overwrite existing backup** - check to specify the procedure of backing up when you enter an already existing file name. In this case, the new backup file will overwrite the old one.

**Add to existing backup** - new data will be added to the old backup.

**Periodic database backup according to time schedule** - check this box to perform backups automatically as set in Automatic backup parameters, without user intervention.

**Days** - check to use days as units for making backup.

**Weekly** - check to use weeks as units for making backup.

**Monthly** - check to use months as units for making backup.

**Every** - specify the period of backup. In case you choose another unit than days, this parameter will match the unit.

**Setting backup time** - specify the required time of backup.

### **Restore from backup - description of the window**

**Setup of backup time** - specify the required time of backup

**Name and path of file containing backup** - specify the backup file name and its location here.

**Browse** - press to look up the location of the backup file without having to enter it manually.

**Backup information** - press to display information on the selected backup.

**Restore** - press to restore data from the backup file. Only data from the backup file will be in the application. New data must be downloaded. Therefore, it is necessary to backup data at least once a month.

**Delete records till** - data with this calendar date and older will be deleted from the application.

**Calendar** - press to choose the date using the mouse.

**Reduce** - press to perform actual deletion of data. Only data matching the date restriction (inclusive) and the condition that it is no longer operated (booked, rejected, cancelled data etc.) will be deleted.

### **Archiving - description of the window**

**File path** - specify the archiving file name and its location here.

**Archive records till date** - data with this date and newer will be archived in the file.

**Browse** - press to look up the location of the archiving file without having to enter it manually.

**Calendar** - press to choose the date using the mouse.

**Delete records from database** - check the box to delete archived data from the database after archiving is complete.

**Name of archive user** - a user name under which it is possible to work with created archive.

**Password** - user's password.

**Password confirmation** - confirm the password to check for misprints.

**Archive** - press to start archiving. Unlike from backup, you cannot restore data from the archive file. No active operations are allowed in archive file. It is for viewing data only.

### **Archive connection - description of the window**

**File path** - specify the archiving file name and its location here.

**Browse** - press to look up the location of the archiving file without having to enter it manually.

**Name of archive user** - a user name entered during data archiving.

**Archive information** - press to display information on the selected archive file.

**Connect** - press to connect archive file.

### **Archive disconnection - description of the window**

**Archive name** - select connected archive files here. Use combo box to make selection.

**Disconnect** - press to disconnect the selected archive.

### **Upgrade archives to the current version of application - description of the window**

Use this function for single conversion of older archives to the current version of Profibanka.

**Download** – Use this option to upgrade all archives to the current version of Profibanka in the selected directory.

**Path to the directory with archives** (local directory only) - Use this option to set path to archives to be upgraded.

**Browse** - press to look up the location of the archiving file without having to enter it manually.

**Import of transaction history - description of the window**

**Import** - press to load data of external sources (history data) to the local database of the application.

Automated backup parameters

Daily  Mo  Tu  We  Th  Fr

Weekly  Sa  Su

Monthly

Setup of backup time  hrs.

**Save**

**Description of the window:**

**Mark boxes** - check boxes of days you want to backup data on

Automated backup parameters

Daily  1.  2.  3.  4.  5.  6.  7.

Weekly  8.  9.  10.  11.  12.  13.  14.

Monthly  15.  16.  17.  18.  19.  20.  21.

22.  23.  24.  25.  26.  27.  28.

29.  30.  31.

Setup of backup time  hrs.

**Save**

**Description of the window:**

**Mark boxes** - check boxes of days you want to automatically backup data on.

## Application logs

When working with the application, all application run errors and important user's operational events and function actions are recorded. All application activities can be recorded as an option.

### System log

Application errors and operational events important from the system viewpoint are recorded.

If the bank provides application support, this helps analyse possible causes of technical problems.

### User log

User's important function actions are recorded.

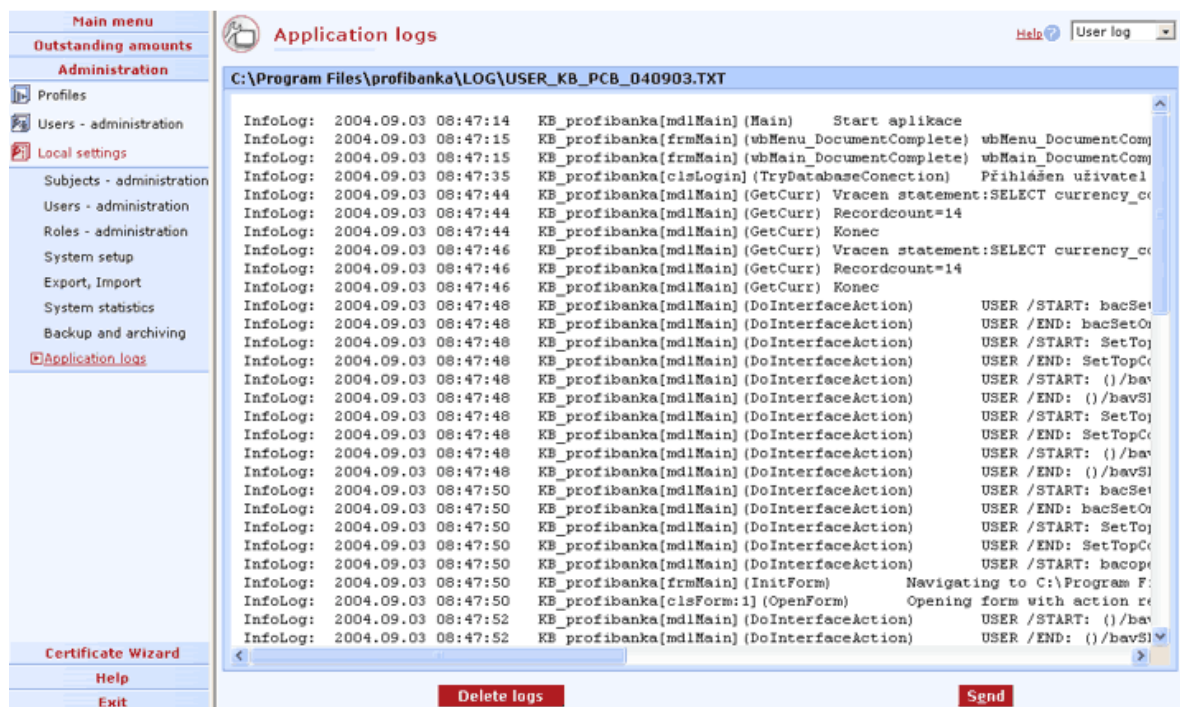
It allows HelpDesk to analyse actual actions of the user in case he/she needs help and advice for working with the application

### Debugging log

This log is used for tuning and debugging.

All application operations are recorded here.

It is disabled by default. You can activate it by creating the "DEBUGON" file in the application directory. The file has no extension!



The screenshot shows a window titled "Application logs" with a menu bar containing "Main menu", "Outstanding amounts", "Administration", "Local settings", "Certificate Wizard", "Help", and "Exit". The "Administration" menu is expanded, showing "Profiles", "Users - administration", and "Application logs" (which is selected). The main area of the window displays a list of log entries for the file "C:\Program Files\profibanka\LOG\USER\_KB\_PCB\_040903.TXT". The log entries are as follows:

```
InfoLog: 2004.09.03 08:47:14 KE_profibanka[mdlMain] (Main) Start aplikace
InfoLog: 2004.09.03 08:47:15 KE_profibanka[frmMain] (wbMenu_DocumentComplete) wbMenu_DocumentComp
InfoLog: 2004.09.03 08:47:15 KE_profibanka[frmMain] (wbMain_DocumentComplete) wbMain_DocumentComp
InfoLog: 2004.09.03 08:47:35 KE_profibanka[cisLogin] (TryDatabaseConection) Přihlášen uživatel
InfoLog: 2004.09.03 08:47:44 KE_profibanka[mdlMain] (GetCurr) Vracen statement:SELECT currency_co
InfoLog: 2004.09.03 08:47:44 KE_profibanka[mdlMain] (GetCurr) Recordcount=14
InfoLog: 2004.09.03 08:47:44 KE_profibanka[mdlMain] (GetCurr) Konec
InfoLog: 2004.09.03 08:47:46 KE_profibanka[mdlMain] (GetCurr) Vracen statement:SELECT currency_co
InfoLog: 2004.09.03 08:47:46 KE_profibanka[mdlMain] (GetCurr) Recordcount=14
InfoLog: 2004.09.03 08:47:46 KE_profibanka[mdlMain] (GetCurr) Konec
InfoLog: 2004.09.03 08:47:48 KE_profibanka[mdlMain] (DoInterfaceAction) USER /START: bacSetO
InfoLog: 2004.09.03 08:47:48 KE_profibanka[mdlMain] (DoInterfaceAction) USER /END: bacSetO
InfoLog: 2004.09.03 08:47:48 KE_profibanka[mdlMain] (DoInterfaceAction) USER /START: SetToj
InfoLog: 2004.09.03 08:47:48 KE_profibanka[mdlMain] (DoInterfaceAction) USER /END: SetToj
InfoLog: 2004.09.03 08:47:48 KE_profibanka[mdlMain] (DoInterfaceAction) USER /START: SetTopCo
InfoLog: 2004.09.03 08:47:48 KE_profibanka[mdlMain] (DoInterfaceAction) USER /END: SetTopCo
InfoLog: 2004.09.03 08:47:48 KE_profibanka[mdlMain] (DoInterfaceAction) USER /START: bacSetO
InfoLog: 2004.09.03 08:47:48 KE_profibanka[mdlMain] (DoInterfaceAction) USER /END: bacSetO
InfoLog: 2004.09.03 08:47:50 KE_profibanka[mdlMain] (DoInterfaceAction) USER /START: SetToj
InfoLog: 2004.09.03 08:47:50 KE_profibanka[mdlMain] (DoInterfaceAction) USER /END: SetToj
InfoLog: 2004.09.03 08:47:50 KE_profibanka[mdlMain] (DoInterfaceAction) USER /START: SetTopCo
InfoLog: 2004.09.03 08:47:50 KE_profibanka[mdlMain] (DoInterfaceAction) USER /END: SetTopCo
InfoLog: 2004.09.03 08:47:50 KE_profibanka[mdlMain] (DoInterfaceAction) USER /START: bacope
InfoLog: 2004.09.03 08:47:50 KE_profibanka[mdlMain] (DoInterfaceAction) USER /END: bacope
InfoLog: 2004.09.03 08:47:50 KE_profibanka[frmMain] (InitForm) Navigating to C:\Program F
InfoLog: 2004.09.03 08:47:50 KE_profibanka[cisForm:1] (OpenForm) Opening form with action r
InfoLog: 2004.09.03 08:47:52 KE_profibanka[mdlMain] (DoInterfaceAction) USER /START: (/) /bav
InfoLog: 2004.09.03 08:47:52 KE_profibanka[mdlMain] (DoInterfaceAction) USER /END: (/) /bavSI
```

### Description of the window:

**Select list** - the list of available logs

**Delete logs** - press to delete logs from your hard drive.

**Send** - in case you use Outlook as your mail agent, press this button to create a letter to be sent to KB. You can add your own information to the letter (or cancel it).

## ***Certificate Wizard***

Use this option to open a separate Internet Explorer window with an Certificate wizard focused on financial markets.

## ***Help***

You can open Help either from the menu (menu item - Help) or via a context-sensitive menu (press the help icon on specific locations of the application).

The help consists of the list of contents (the main page accessible from the menu) and its individual items. The items are divided into separate pages so that these can be called up via context from the application environment. The application contains a procedure to display help in the context of the current help call (pressing the help icon).

Physically, help will be stored in a single compiled file (CHM format).

Help will always be displayed in a separate window (the HTML Help application). The environment of the help browser is a part of the operating system of the computer. This means the language version of the environment will be identical to Windows language version (the actual help will be in the language of the application).

Standard procedures for upgrading the application will apply for updating help (minor upgrade).

## ***Exit***

Use this option to terminate the application and logoff.

In case other persons can access your computer, it is necessary you do not leave your chip card within reach of such persons after finishing your work!!!

## Logs of activities

The application writes to several logs during operation.

### Application log

One application log exists for each start of the application from the command line  
Parameters with which the application was started are recorded here  
Results of logging into the application and to the application server are recorded here  
Import results are recorded here  
Communication returns and results of individual batch processing are recorded here  
It also keeps all errors causing termination of the automatic operation of the application.

### Application log structure

Item definitions:

Columns	Description
Log type	Type of applog log: error
Date and time	Event date and time: DDMMYY HH:MM:SS
Type of event	Type of recorded event, e.g. Err051, communication etc.
Description	Description of the event

### Application log examples

Example: Import results

Log type	Date and time	Type of event	Description
Applog:	12.10.2001 14:10	Import	Import completed successfully/with restrictions/not completed

Example: Authorization

Log type	Date and time	Type of event	Description
Applog:	12.10.2001 14:10	Authorization	KBID: 000ZNO;1;0;1;PCB;3.8.2001 12:34:10;export

Appropriate image in the *profibanka* application

Dávky						
KB ID Dávky	Příkazů	Ve prospěch	Na vrub	Změnil	Změněno	Popis dávky
<u>0000000ZNO</u>	1	0	1	PCB TEST 4	3.8. 2001 12:46:10	export

Example: Communication results

Log type	Date and time	Type of event	Description
Applog:	12.10.2001 14:10	Communication	KBID: 000ZNO;accepted for authorization

### ***System log***

Operational events important from the system viewpoint are recorded.

If the bank provides application support, this helps analyse possible causes of technical problems.

### ***User log***

- User's important function actions are recorded.
- It allows HelpDesk to analyse actual actions of the user in case he/she needs help and advice for working with the application

### ***Debugging log***

- This log is used for tuning and debugging.
- All application operations are recorded here.
- It is disabled by default.

## ***Terminating the application run***

After completing an action or if an error occurs, a message will appear before terminating the application. It provides the following information:

The action completed successfully plus OK button

The action failed plus OK button plus button (function) for displaying the application log

## ***Informing on the application runtime***

If the application processes an order entered from a batch, states of import, export and communication are displayed just as in *profitbanka*. This means a dialog with a progress bar.



## Used terms

### Application server

is a bank computer ensuring safe connection of clients and transfer of data from/to the bank, communication with the bank central system and transfer of data from/to the bank system, recording of history and archiving data. Registration of subjects and global users is stored here too.

### Authorization

compares pre-set user and subject limits with amounts of payment orders sent. It is a process of verifying users' access rights to execute specific operations. For example, sufficient limits of the client for sending a payment order from a specific account is checked.

*Profibanka*, along with *mojebanka* products, provide an authorized user with the option to authorize payments (from the Orders for authorization list) from any place with an Internet connection.

There are 3 types of authorization:

standard authorization - (S authorizer) each user authorizes individually up to the amount of his/her limit.

multiple authorization (group A authorizer) - each user authorizes individually up to the amount of his/her limit. If a payment exceeds the user limit, it is possible to authorize the order with the required number of signatures of other group A authorizers (e.g. partners dealing together).

multiple multilevel authorization (group A + B authorizer) - each user authorizes individually up to the amount of his/her limit. If a payment exceeds the user limit, it is possible to authorize the order with the required number of signatures of other group A authorizers and at least one group B authorizer (e.g. accountant + financial manager)

### Certificate

- electronic data confirming that a specific subject (a citizen, a company) is the holder of a specific encryption key. Along with identification data on the holder (first name, surname, company name etc.), his/her public key is also a part of the certificate. The bank certification authority issues certificates. It is an irreversible process.

The **certificate revocation** will ultimately cancel the validity of a certificate and it will not be possible to use it anymore. Suspending the certificate validity will temporarily make it invalid. It is possible to cancel suspension - then the certificate can be used again. During the time of suspension the certificate is invalid and the bank will not provide the client with services implied in the "Contract of providing and using personal certificate". Suspension of certificate can only be cancelled personally at your bank branch.

### Combo box

is a bar containing items to choose from.

### Daily subject limit

Maximum total amount of funds that can be transferred from accounts of a specific subject to accounts of another subject within the framework of an accounting day. It represents the daily limit for both *profibanka* and *mojebanka*.

The limit is defined in CZK (Czech crowns) at the bank branch where the contract was concluded. A statutory representative for a legal entity, otherwise a natural person representing the account holder, can set the limit. The limit size can only be changed at the branch that concluded the Contract of using direct banking services.

For payments in foreign currency, the limit is decreased by KB middle conversion rate.

**In case of exceeding the limit, the order will be rejected from processing.**

*Daily limits apply to banking days, not to calendar days.*

*Note: The limit will not be reduced even in case of investments in an own subject account, in IKS KB open investment funds.*

### **Daily user limit**

User limits are set for individual accounts (of a subject), which a global user can access via the *profibanka* (or *mojebanka*) application. A user limit restricts the maximum sum amount of payment orders in a day that can be debited from the appropriate account. The limit is defined at the bank branch by the company statutory representative or the subject owner that has assigned powers.

For payments in foreign currency, the limit is decreased by KB middle conversion rate.

The owner can change limits directly in the *profibanka* or *mojebanka* applications, if he/she meets the specified conditions.

*Daily limits apply to banking days, not to calendar days.*

*Note: The limit will not be reduced even in case of investments in an own subject account, in IKS KB open investment funds.*

**Global user** - a user with defined access to data of a subject (accounts, limits) at the level of the bank. The global user holds a certificate issued by the bank that authorizes him/her to carry out active operations with the accounts up to his/her limit (or the limit of the subject) and to retrieve information on accounts he/she has rights to.

In case an account holder or a member of a statutory body is authorized for "Administration of accounts and limits of empowered persons" in the contract and at the same time he/she is a user, he/she can use the application to change settings of access rights to accounts and daily limits of empowered persons. In addition, he/she is authorized to assign newly opened accounts of the subject to empowered persons and to set daily limits for these accounts.

### **Context (context-sensitive) Menu**

is the menu you can open in the *profibanka* application by right mouse button click. Some operations within *profibanka* can only be executed from this menu.

### **KB batch ID**

is a batch identifier assigned to the batch by Komerční banka.

### **KB order ID**

is an identifier assigned to the order by Komerční banka. The identifier is assigned only at the moment the order is transferred to the bank server.

### **KB transaction ID**

is a transaction identifier assigned to the order by the KB accounting system after processing of the order.

### **Local user**

is a user with no rights to operate accounts in the to-bank direction. Local users have no certificate; therefore they can neither send orders nor retrieve information on transactions by means of direct query to the bank. A user with administrator's rights (administrator, superuser) is authorised to set rights for this type of users.

Local users are verified by means of entered password. The number of local users is not restricted.

### **Limit restoration**

Subject and user limits for accounts are daily limits. They are restored approx. at 8:30 pm on banking days, depending on the moment of actual completion of the accounting day within the internal system of Komerční banka.

Saturdays, Sundays and holidays are counted with the subsequent banking day as a single day.

### **Banking day or Business day**

Is a day finished with night processing (booking).

### **Subject or Client**

is a legal entity, natural person (business) or a natural person (non-business) who is a holder of an account.

**Type of order**

DPO - the abbreviation for payment order in CZK, COL - collection order, FCP - payment order in FC, SEPA – SEPA payment, SDD – SEPA Direct Debit order, FPO – foreign payment order.

**Transaction type**

See types of orders above.

## ***List of selected fields used in profibanka lists***

This list gives a brief explanation of the names of some fields (columns) used in *profibanka* lists. (The list is in alphabetical order.)

### **Administration (the List of users view)**

This field shows whether the user has administrator's rights.

### **Current available balance**

Shows the immediately available account balance (includes authorized debit, as the case may be). Displayed balances always relate to the last connection to the bank.

### **Current available balance (MCOD)**

Displays the available balance, including the authorized debit or the Overdraft limit, in the account selected in List of accounts or in the upper frame drop-down list upon selecting Lists / Available balance.

#### **Available limit of the account (MCOD)**

Unused part of the Overdraft limit displayed in the currency of the respective current account.

#### **Overdraft limit (in the currency of the referential account) (MCOD)**

Nominal value of the Overdraft limit stated in the overdraft agreement and displayed in the referential currency.

#### **Overdraft limit (in currency of the respective account) (MCOD)**

Nominal value of the Overdraft limit stated in the overdraft agreement recalculated and displayed in the currency of the respective current account.

### **Authorized available balance**

It is the immediately available balance in an account added to Cash pool. It represents the minimum value of the "Cash Pool Available balance" and "Out of which available for this account" fields, increased by the value of the "Non-shared funds" field. "Non-shared funds" in the account are always drawn first.

#### **Cash Pool Available balance**

It is the total of amounts assigned from all accounts added to Cash pool.

#### **Out of which available for this account**

The sum of the limit of the amount that can be used from Cash pool for this account and the amount that this account assigned to Cash pool.

#### **Non-shared funds**

The account balance part that is not assigned to Cash pool.

### **Authorized by**

The name of the user who authorized the order and sent it for processing.

### **Authorized (for the Order authorization view only)**

Date and time of authorization of the order and sending for processing

### **Current balance**

Account balance after the night data processing (does not include authorized debit, as the case may be).

### **Block (the Users - administration view)**

This field shows whether the user on a specific station is blocked.

**Amount in <curr>**

The amount in the entered currency (converted from the amount in the account currency using the current KB middle rate).

**Statement number**

Supplied by the KB accounting system. Statements are numbered according to movements of accounts.

**Last statement date**

The date of the last accounting day when there was a movement of the account.

**Due date**

The due date of an item, i.e. the date when the balance in the account will be modified.

**Clearing date**

The actual date of clearing an order in the KB accounting system.

**Rejection reason**

The field provides the reason why an order or batch was rejected.

**CSV format**

A text file with separated items and records. It is used for exporting and other operations with transferred data. It can be used for transfer to a spreadsheet or database applications (e.g. MS Excel etc.)

**HTML format**

This format is suitable for transferring data in a form similar to the form of their display on the application screen. The file can be viewed in an Internet browser.

**Global user ID**

An identifier of the user. KB assigns the number. (It is specified in the "Contract of using direct banking services".)

**IBAN**

International Bank Account Number.

Since 1 July 2003, users of payment system within SEPA Area countries are obliged to use their account number in the IBAN format (International Bank Account Number). KB clients should, for their own good, always require their SEPA Area partners to specify their account numbers in the IBAN format to avoid possible charging NON-STP fees by the foreign bank.

For SEPA payments and for a foreign payment in EUR to countries within the SEPA Area, specifying of the contra-account number in the IBAN format is required.

IBAN may consist of up to 34 digits and capital letters including:

- 2 letters - ISO country code - specified in ISO 3166 (attention! the country code shall be entered in capital letters);
- 2 checking numerals calculated according to modulo 97-10;
- the main account number - up to 30 alphanumeric characters.

**Certificate ID**

An identifier (serial number) of the Personal signature certificate assigned to the user by KB. (You will find the number in the Contract of providing and using personal certificate.)

**Subject ID - a subject identifying number**

A unique and non-recurring number of a KB account holder

**ID from accounting system**

A batch identifier created by the user's accounting system. It is transferred to the application when importing batches.

**ISO currency code**

The code of an account currency pursuant to international rules.

**KB subject name**

First name and surname or a company name.

**KB account name**

A name of account taken from the KB accounting system.

**CS**

Constant symbol - specifies the purpose of payment.

**Exchange rate**

KB exchange rate on the day of accounting the order.

**Local user ID**

A user identifier assigned to him/her within the framework of the station on which the application is installed.

**Local batch ID**

A batch identifier assigned to the batch by the application.

**Local order ID**

An order identifier assigned to the order within the framework of the station on which the application is installed.

**Local template ID**

A template identifier assigned to the template by the application after it has been created.

**Name (the Users - administration view)**

This field shows the user name. The certificate number is provided for global users. For local users, the logon name for the application is provided.

**Additional bank code**

National clearing code for distinguishing banks within each country. The Additional bank code must be entered in a specific format. It is used particularly in the following countries (see the table):

Country	Clearing code name	Number of digits	Format / structure
Canada	National Routing Code(s): Transit	9	CC123456789
Germany	German Bankleitzahl	8	BL12345678
Austria	Austrian Bankleitzahl	5	AT12345
Switzerland	Swiss Clearing Code	3-6	SW123-4-5-6
UK	Sort Code	6	SC123456
USA	Fedwire Routing Number	9	FW123456789

If the beneficiary's account number is entered in the IBAN format, the Additional bank code need not be entered in payments to Germany, Austria, Switzerland and UK.

**Undrawn amount**

Informs of funds available to be drawn.

**Sent by**

Name of the user who sent an order for processing or to the For authorization list.

**Sent**

Date and time of sending an order for processing or to the For authorization list.

**Online**

Defines the mode of payment processing in KB (see Profibanka user guide - General information on orders).

**Number of orders (for batch operations only)**

Informs of the total number of orders added to a batch.

**Batch description**

User-defined description of the whole batch.

**Contra-account alias**

User-defined name of a beneficiary's account defined in Contra-account administration.

**Account alias**

User-defined name of an account defined in Account administration.

**Last status change**

Shows the last change of a payment status (e.g. when the payment was processed, sent to the For authorization list etc.)

**Available balance (the List of balances menu)**

Shows the available account balance (includes authorized debit, as the case may be) for the last banking day. This is not displayed for an account added to a multi-currency overdraft (MCOD).

**Required due date**

A due date to be entered by the user when creating a payment/collection order.

**Original amount**

The amount entered by a payer.

**Original currency**

ISO code of the currency of an amount entered by a payer.

**Payer's SS**

Payer's specific symbol (optional)

**Order status**

Defines the current stage of order/batch processing.

**Subject status**

An identifier defining whether the subject has been activated by downloading library files (A status). A subject established by the administrator for which library files have not been downloaded would show N status.

**Account type**

Numerical information depending on the type of account.

**V - select field**

This field is represented by a checkbox to specify sending the item to the bank, activating the item or deleting it, etc.

**Payer's VS**

Payer's variable symbol (mandatory information in orders)

**Changed (List of orders)**

Date and time of the last change to an order

**Changed by (List of orders)**

The name of the user who last changed an order.

**Message for beneficiary (AV)**

Phrasal description for the beneficiary (not applicable for online orders)

**Balance of credit**

Informs of the total amount of granted credits.



## ***Additional information***

This User guide cancels and replaces the User guide for profibanka of Komerční banka, a.s. for using direct banking services released on 23 July 2016.

This User guide for profibanka becomes effective on 26 November 2016.