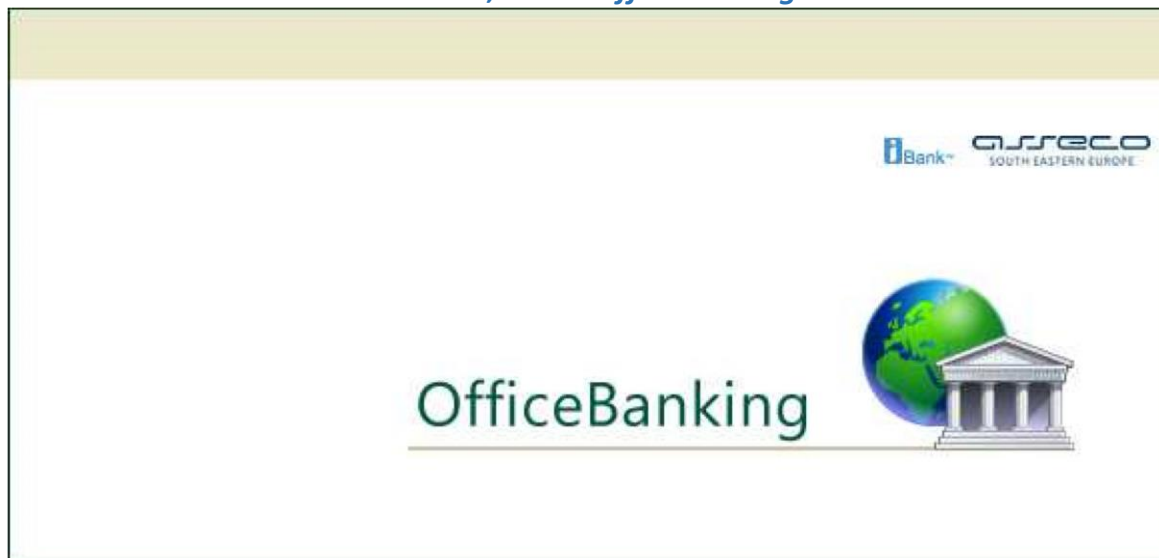




Welcome, this is *OfficeBanking*!



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## Introduction

**Asseco SEE** has continuously been working on improving the quality of its products and services intended for modern financial business operations and it has an opportunity to present *OfficeBanking*, which brings new functionalities, and also significant improvements in terms of design.

In accordance with modern trends, *OfficeBanking* enables you to work with accounts anytime, without going to the bank, and it provides timely and complete information about what is happening with your money. During application development a special emphasis was placed on the functionality, speed and intuitive interaction with the user, so this is another argument which sets our application far in front of competitors' products of the same kind, which still require a high level of knowledge, both expert knowledge and computer knowledge, from the user.

*OfficeBanking* offers you:


- All accounts in one place;
- Timely and detailed information about each account balance;
- A preview of news, foreign currency exchange list and other service information;
- Information about daily account changes;
- Information about account changes and account balance;
- Simple creation of new and simple monitoring of current payment orders' balance;
- Data on document changes;
- Synchronisation of account balance;
- Comprehensive record keeping about partners;

Diverse complex reports, defined by the client, available in print form.


## System requirements

In order for *OfficeBanking* services to be available, certain system requirements for their usage need to be provided previously.

*OfficeBanking* will be installed on several computers in your company. You have to ensure that all the computers which will be used meet these system requirements.




## Hardware requirements




## Hardware requirements

Hardware	minimum	recommended
hard disk	20 GB	50 GB
processor	1VCPU	2VCPU
RAM	1 GB	4 GB




## Software requirements




## Software requirements

Software	Minimum	recommended
OS	Windows 2000 SP4	Windows server 2012 R2
SQL server	SQL server 2000	SQL server 2012 standard edition



## I want to migrate the data from old Fx Client's database



## I want to migrate the data from old Fx Client's database

If you were using one of the previous versions of *FX Client* before installing the *OfficeBanking* application, it is necessary to continue working with it. In order to use the said database, the file **Fx.mdb** needs to be copied from the previous Fx version's directory to the new version's directory. The procedure is the following: Click on the **Migration wizard** option (*Figure 1*) in the application's start menu, of course you can use the **Ctrl+Shift+M** keyboard shortcut for the same purpose.

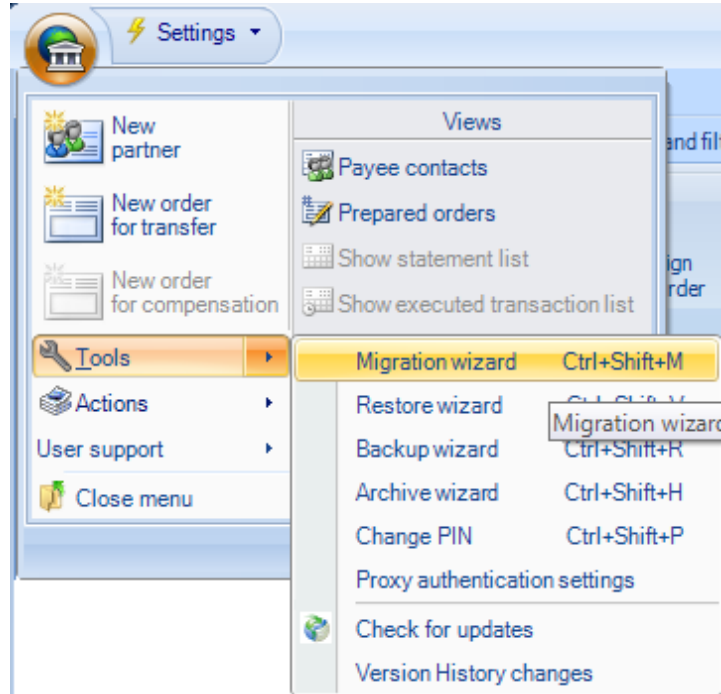


Figure 1

In the opened window you first need to choose whether the database is Access or SQL database, then you need to determine the path to the older Fx version's directory where the old database is located (Figure 2).

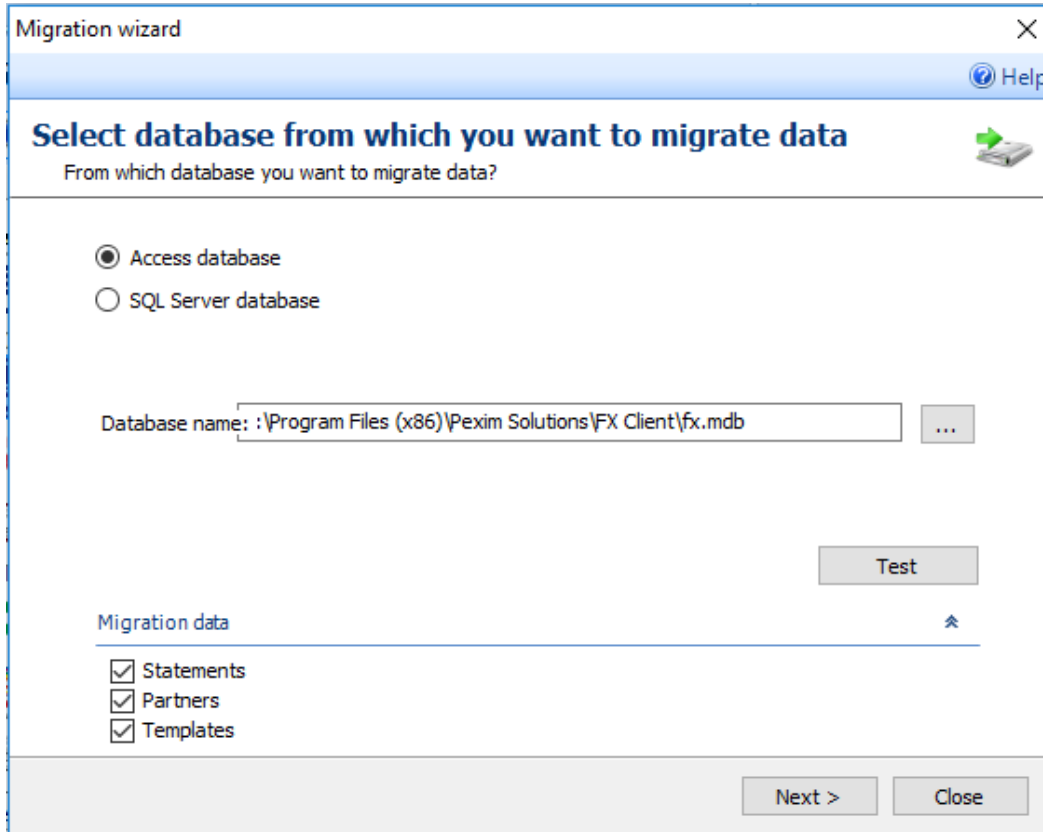


Figure 2

If you are not sure that you have reached the right directory, it is possible to check the connection with the database using the **Test connection** button. Also, it is up to you to choose whether to migrate *Statements* and/or *Partners*. It is now necessary to press the **Next** button (you can press it only if the right path to the database has been chosen!) and the migration process is started. It can last for some time and during that period the **Next** button is not available, and the migration process is visible.

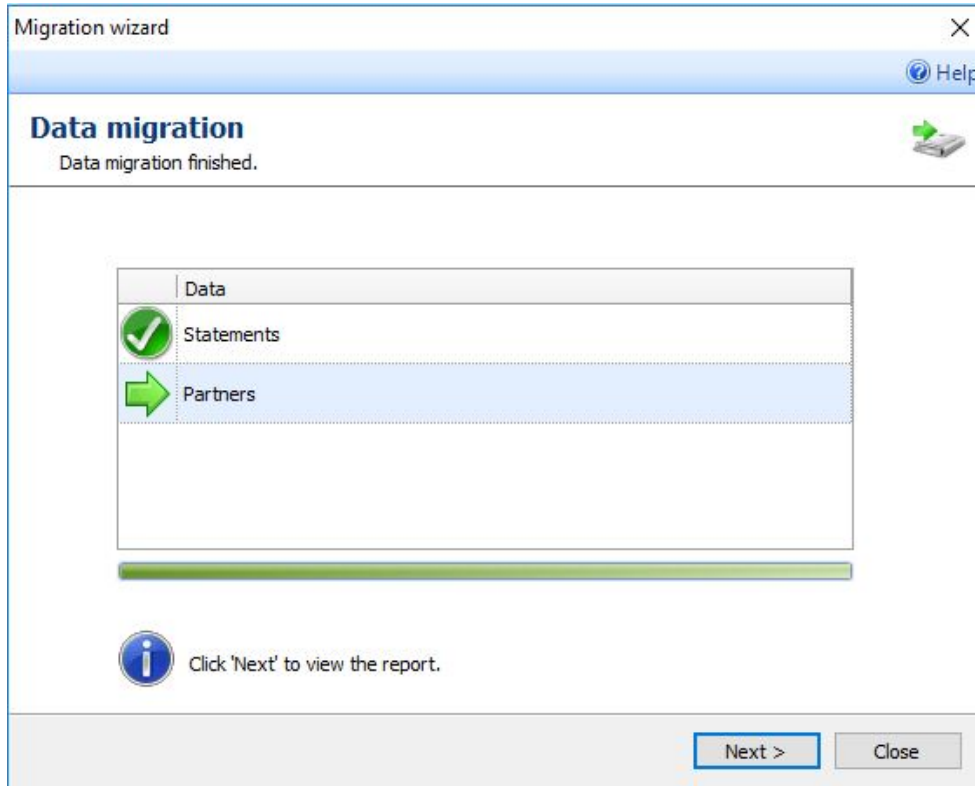


Figure 3

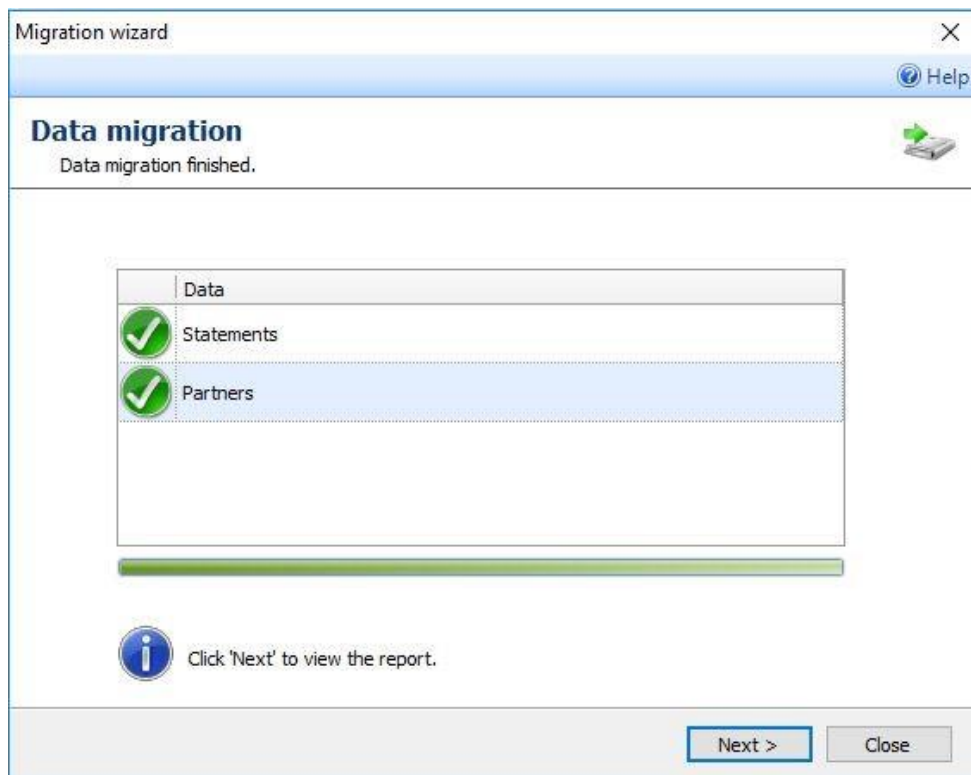


Figure 4

After all the elements for migration have been marked as completed (*Figure 4*) it is possible to press the Next button and now the report on the number and the type of migrated data (*Figure 5*) is displayed on the screen.

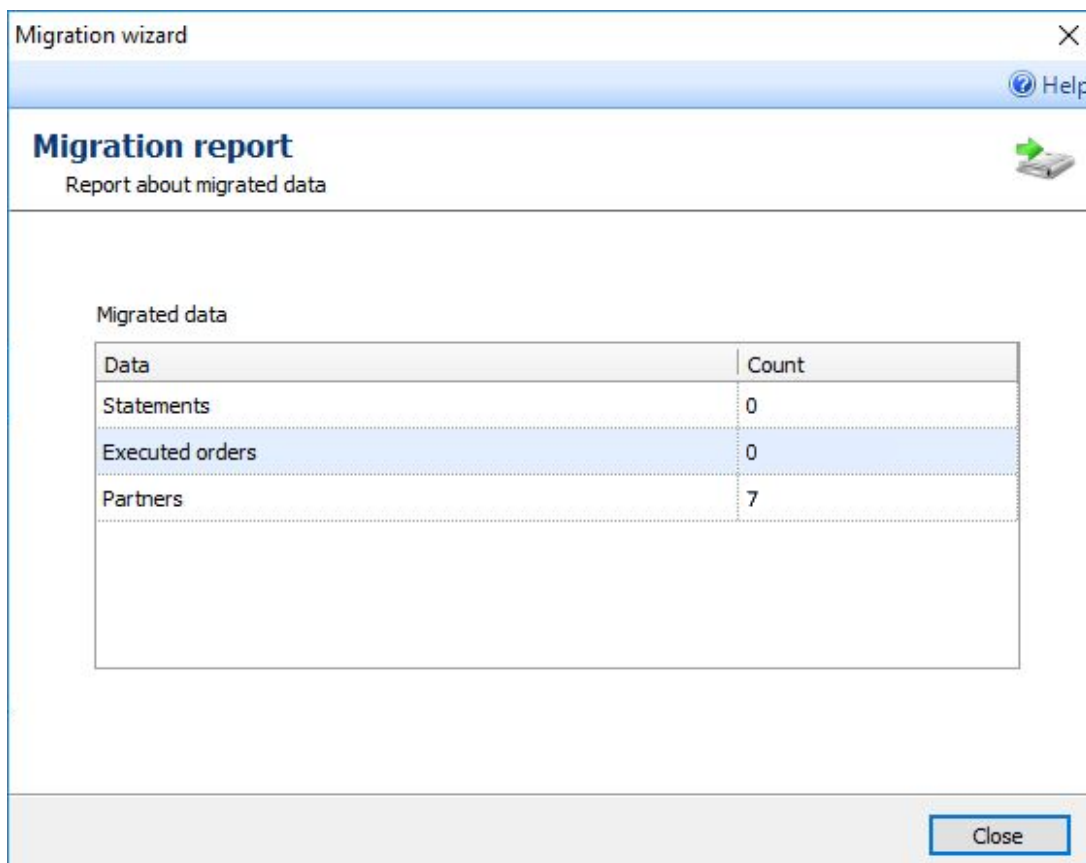


Figure 5




## Log In


In order for personal data security to be guaranteed, each user has a unique PIN code known only to him/her. Whenever you use *OfficeBanking* application services, it is necessary to log in again.

## Log in

### Log in

Username:  

PIN:

 For security reasons, remove the card from the reader when you are done with work.

Can not login?

- Try to solve the problem [here](#).
- If you want you can send us information about errors [here](#).

**To get started You need:**





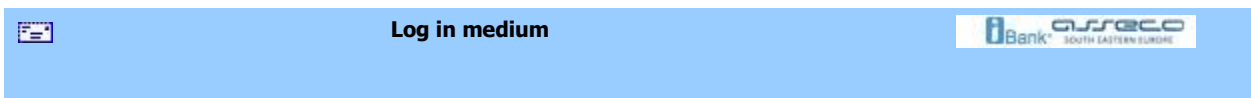
-  to sign up with your card...
-  to connect to the Internet and activate your installation...
-  to migrate data if you use the electronic payment application Fx2004 (This step is optional)
-  to connect to the bank and download the most recent data for all Your accounts

Figure 1

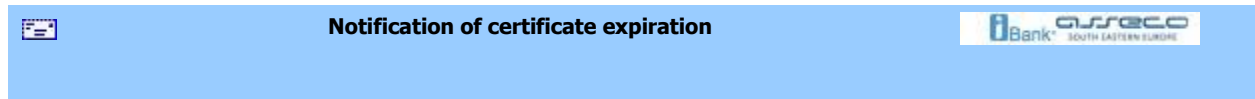
Log in procedure:

Select a certificate - if there are several certificates on the card, select the appropriate one  
Fill in the PIN field Press the **Next >** button



## Log in medium

The log in medium is a smart card, on which the certificate required for your protection has been saved. It represents authentic identification in front of our system. By using it, a mechanism preventing the disclosure of data content and data change is ensured.



## Notification of certificate expiration and expiry

When you log in *OfficeBanking* application, if the certificate's validity period is shorter than 30 days, a warning, like the one in Figure 1, will be displayed.

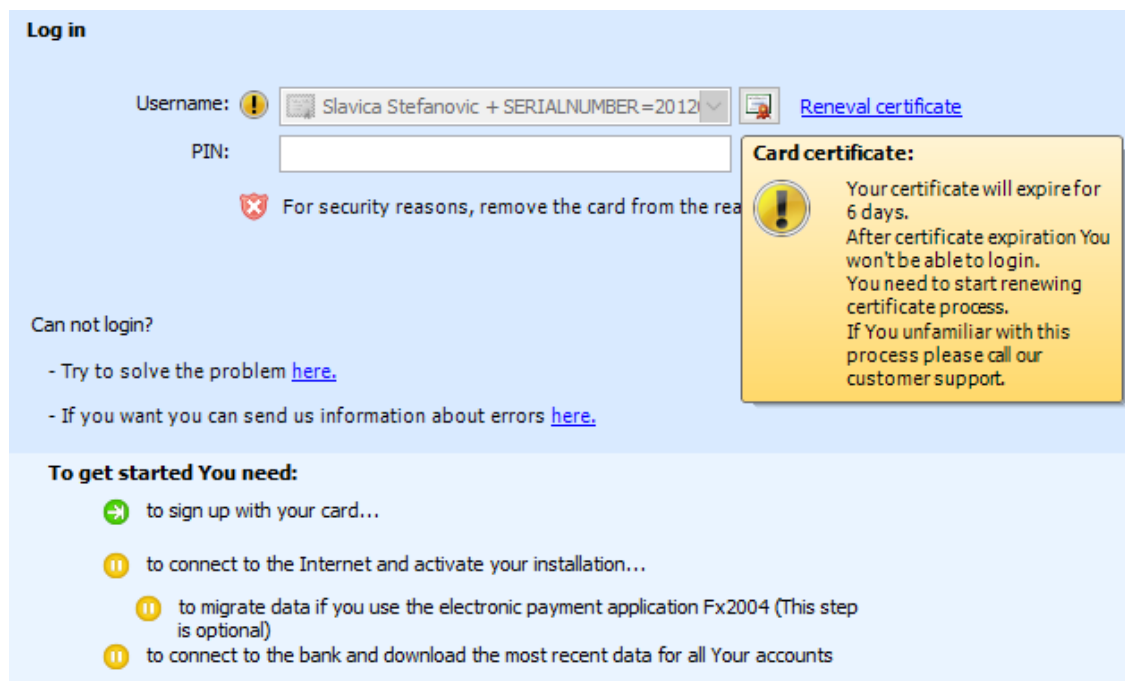


Figure 1

If the certificate has expired, the following warning will be displayed (Figure 2)

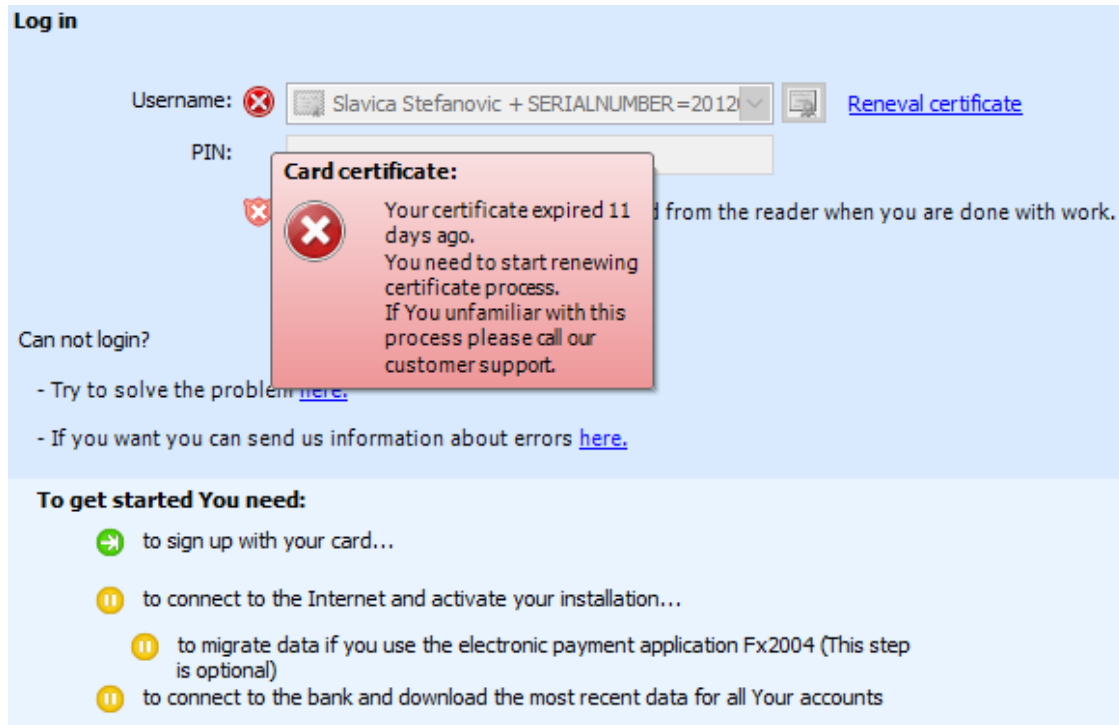
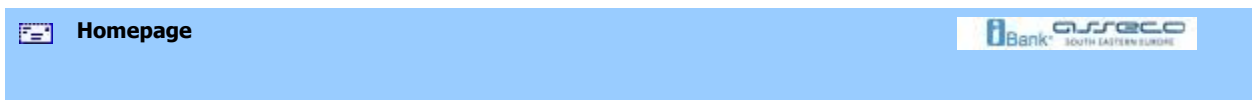


Figure 2



## Homepage

All the accounts with which you can work are visible in the application's homepage (*Figure 1*). Actual account balance, available account balance and the date of the last synchronisation are displayed for each account. For visibility purposes, this preview can be grouped by companies, banks or account type. If the synchronisation has never been performed (when the application was first activated), the account balance has not been synchronised and the account data will not be displayed.

The news and notifications sent by the bank to its users can also be seen.

Show all account list - group by account type Account type Account type

Double-click account to see more details

Account		Last balance update	Balance	Available balance	Accou...	Balance from last st...
100-0000000123456...	RSD	5/15/2018 10:28:09 AM	180,611.73	180,611.73	Active	180,611.73
100-0000000123456...	RSD	5/15/2018 9:28:01 AM	323,187.86	322,937.86	Active	0.00

Figure 1

Further navigation through the application is possible using the navigation panel (Figure 2) on the right side of the application and using the menu options.

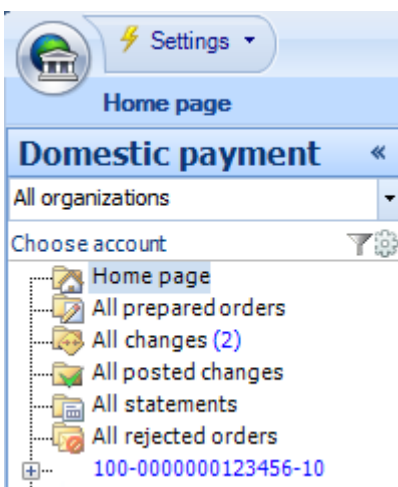


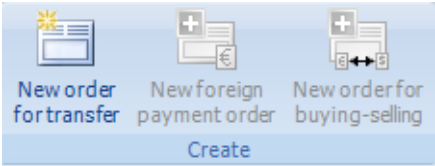
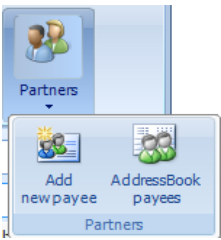
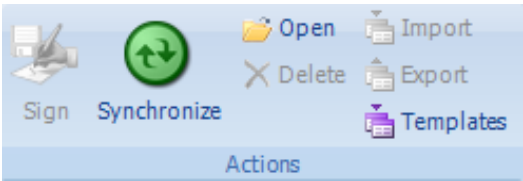
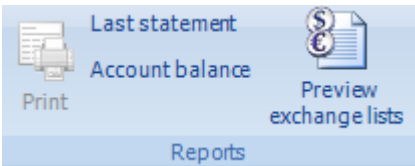
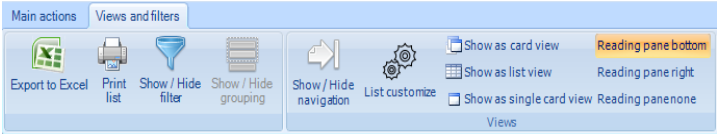
Figure 2

	Menu options	
--	--------------	--

## Menu options

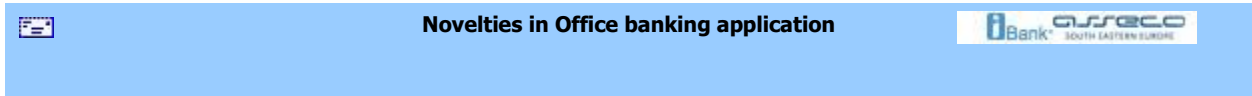
In contrast with previous Fx Client versions, new OfficeBanking application contains an interface which enables easier and faster work. Instead of menus which were used in older versions, buttons are used and these buttons are grouped on the basis of their functionality and the user's need for the options they provide.

Groups of buttons a user can encounter in OfficeBanking application are shown in table 1.







	<p><b>New order for transfer-</b> New order for transfer</p> <p><b>New foreign payment order-</b> New foreign currency payment order</p> <p><b>New order for buying-selling-</b> New order for foreign currency buying and selling</p>
	<p><b>Partners-</b> customers</p> <p><b>Add new payee-</b> Add a new customer</p> <p><b>AddressBook payees –</b> customer address book</p>
	<p><b>Sign-</b> Signing one or more orders</p> <p><b>Synchronize-</b> downloads the newest data from the bank</p> <p><b>Open-</b> Opens the selected item from the list</p> <p><b>Delete-</b> Deletes the selected item from the list</p> <p><b>Import-</b> Data import (orders, customers, statements) from external documents.</p> <p><b>Export-</b> Data export (orders, customers, statements)</p> <p><b>Templates-</b> Templates preview</p>
	<p><b>Print-</b> Printing the selected items</p> <p><b>Last statement-</b> Last statement preview</p> <p><b>Account balance-</b> preview of the current balance in the account</p> <p><b>Preview exchange lists-</b> exchange list preview</p>
	<p><b>Export to Excel-</b> Export the selected item to Excel</p> <p><b>Print list-</b> Print the list of accounts</p> <p><b>Show/Hide filter-</b> Show/Hide filter</p> <p><b>Show/Hide grouping-</b> Show/Hide the grouping frame</p> <p><b>Show/Hide navigation-</b> Show/Hide the navigation frame</p>

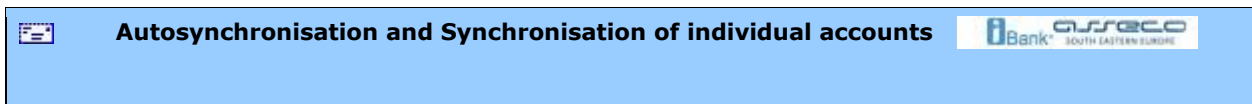
	<b>List customize-</b> Customize the list
--	---

Table 1



## Novelties in Office banking application

-  Autosynchronisation and synchronisation of individual accounts
-  Grouping orders in packages
-  Explicit sending of the orders, sending verified orders and locking orders
-  Order creation based on the last created order
-  Import and export of templates and changing templates
-  Change of policy regarding the PIN or password change



### Autosynchronisation

Using Autosynchronisation, a new option, an automatic download of account changes and account balance has been enabled as the application synchronises the data with the bank every ten minutes.

In this way the usage is made easier for the user and a more detailed and more precise insight into account balance, statements and changes is provided. Signed orders in preparation will not be sent by this action.

This option is turned on in the drop-down Settings menu in the upper left application corner, by selecting the Auto synchronization option (Figure 1)

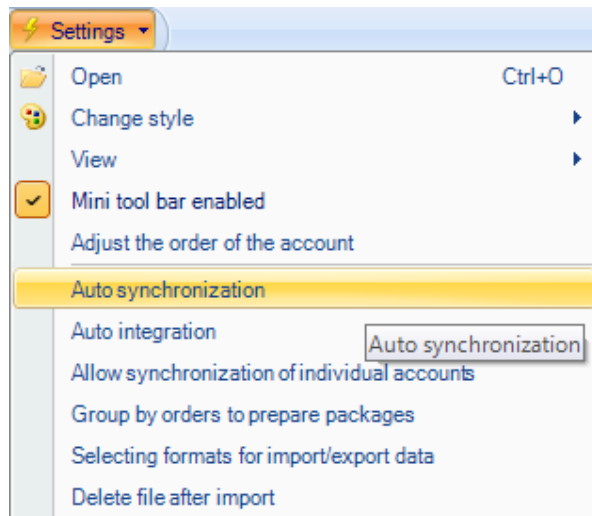


Figure 1

If the option is turned on, a notification will be displayed in the bottom right screen corner when Autosynchronisation starts (Figure 2) and after that new account balance and account changes will be downloaded, if there are any.

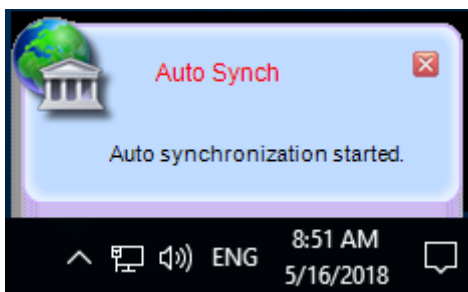


Figure 2

## Grouping orders in packages

### Grouping orders in packages

Grouping orders in packages option makes it easier for the user to work with a large number of orders and provides better visibility when sending them to the bank.

This option is turned on in the drop-down Settings menu in the upper left application corner, by selecting the Group the orders in preparation in packages option (Figure 1)

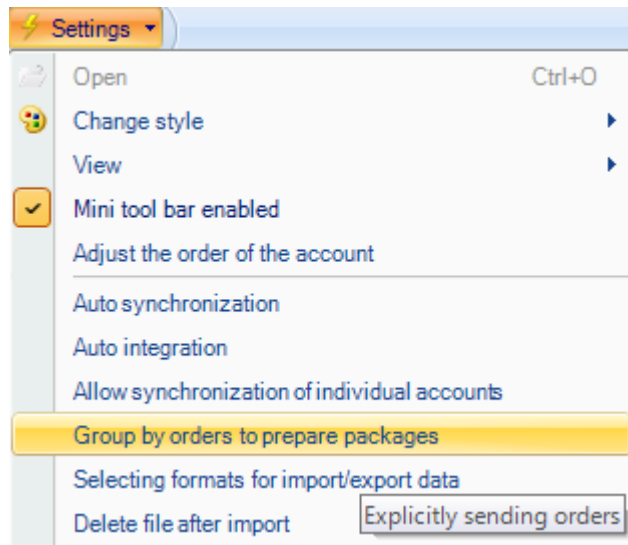
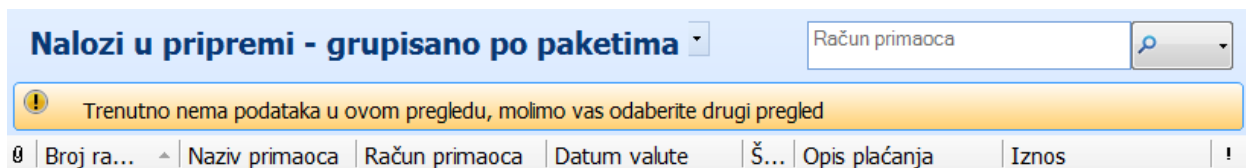


Figure 1

After the grouping of the orders has been turned on, and by selecting the Orders in preparation option, the information that the orders in preparation have been grouped in packages will be visible (Figure 2)



**Explicitly sending orders, signing verified orders and locking orders**



## Explicitly sending orders

Explicitly sending orders entails a double check of the already signed orders which are ready to be sent. The user can sign several orders he/she has prepared, but if this option is turned on, he/she is able to check and confirm once again which orders he/she wants to send.

Explicitly sending orders option is turned on in the drop-down Settings menu in the upper left application corner, by selecting the Explicitly sending orders option (Figure 1)

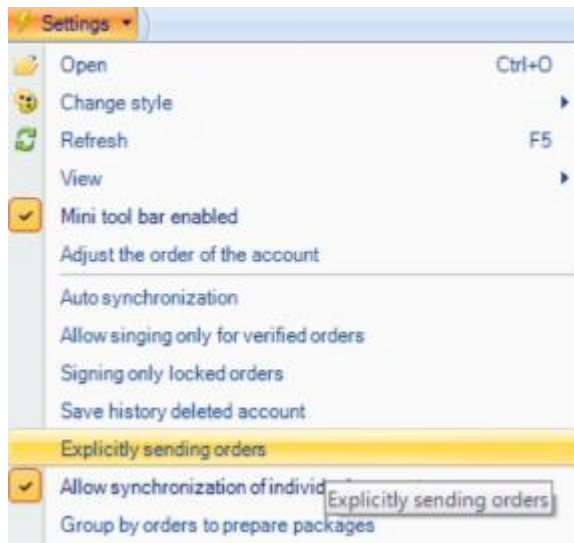


Figure 1

If this option is turned on, a new window will appear during account synchronisation where it is necessary for the user to confirm once again which orders exactly he/she wants to send. (Figure 2)

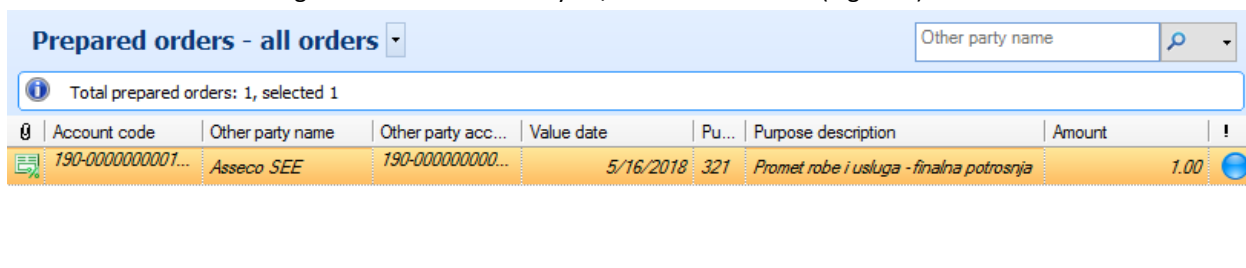


Figure 2

After the orders have been marked, by clicking the Mark for sending option, the user should click on the Synchronise orders option, after which the orders will be sent to the bank.

## Signing verified orders

If several different users are using the same Office Banking Enterprise application and among those users some can create and sign the orders and some can control and verify them, it is possible to use Signing verified orders option. This option allows the person controlling the orders to allow the order creator to sign only those orders that have been verified by the person controlling the orders.

Signing verified orders option is turned on in the drop-down Settings menu in the upper left application corner, by selecting the Allow signing only for verified orders option (Figure 1)

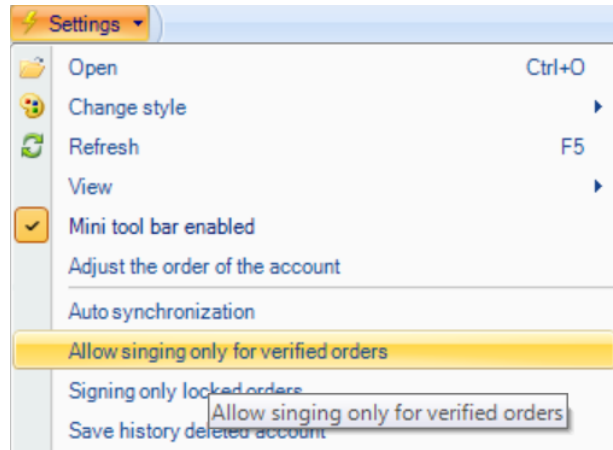


Figure 1

## Signing only locked orders

If several different users are using the same Office Banking Enterprise application and among those users some can create and sign the orders, it is possible to allow Signing only locked orders.

The user who has the role of the Application Administrator should mark the Allow signing for locked orders option in the drop-down Settings menu (Figure 1).

The order creator is the only one who can lock the orders he/she has created or imported, while the orders can be signed by anyone who has signature privileges irrespective of whether he/she was the one who locked them.

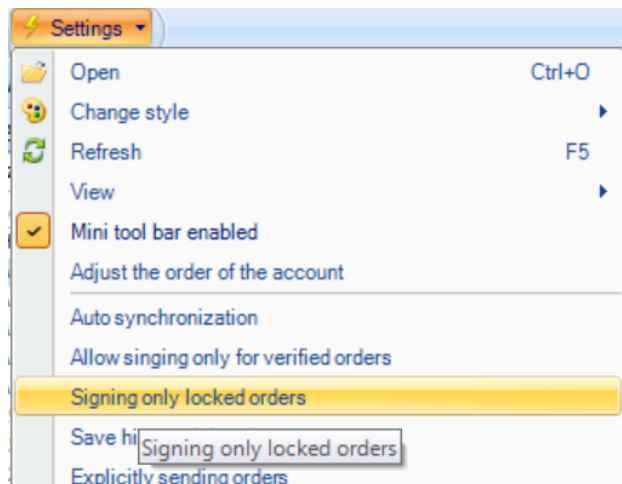


Figure 1

Orders which are not locked, cannot be signed. This function cannot be turned on at the same time when Signing only verified orders option is turned on.

## Creating orders based on the last created order



### Creating orders based on the last created order

Creating orders based on the last created order option allows the users to enter several similar or identical orders, if necessary, in a faster and more simple way.

This option can be turned on in the drop-down Settings menu in the upper left application corner, by selecting the Create a new order with the data from the last created order option and by selecting the Inclusive option (Figure 1)

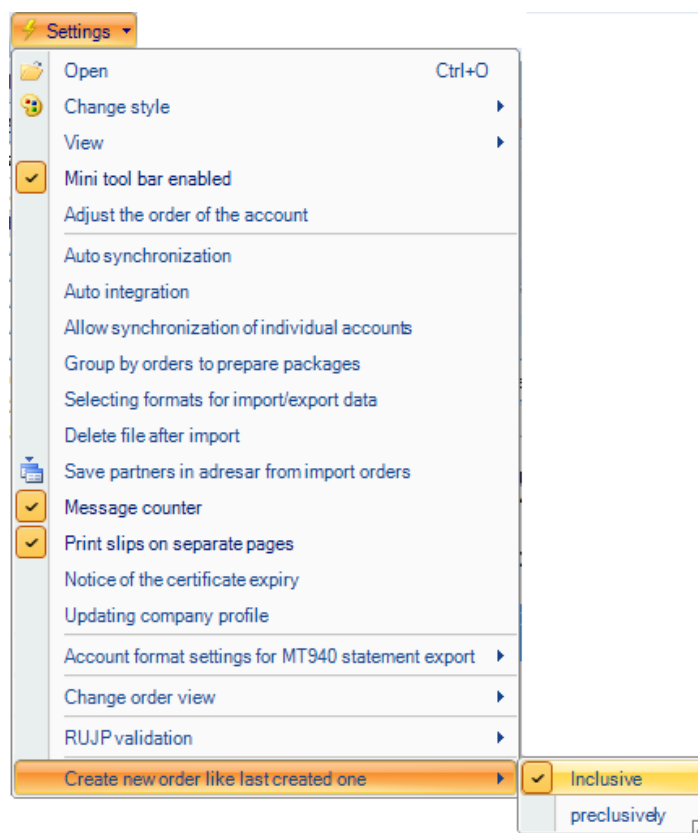


Figure 1

When creating a new order for transfer, the order will already contain the data entered in the previously created order.



## Import and export of templates



### Import and export of templates

In the new version of Office Banking application it is possible to import and export templates by choosing the Templates option and by clicking on the Import templates option (Figure 1). Import of templates is possible exclusively in xml format, if the said templates have previously been exported from Office Banking application.

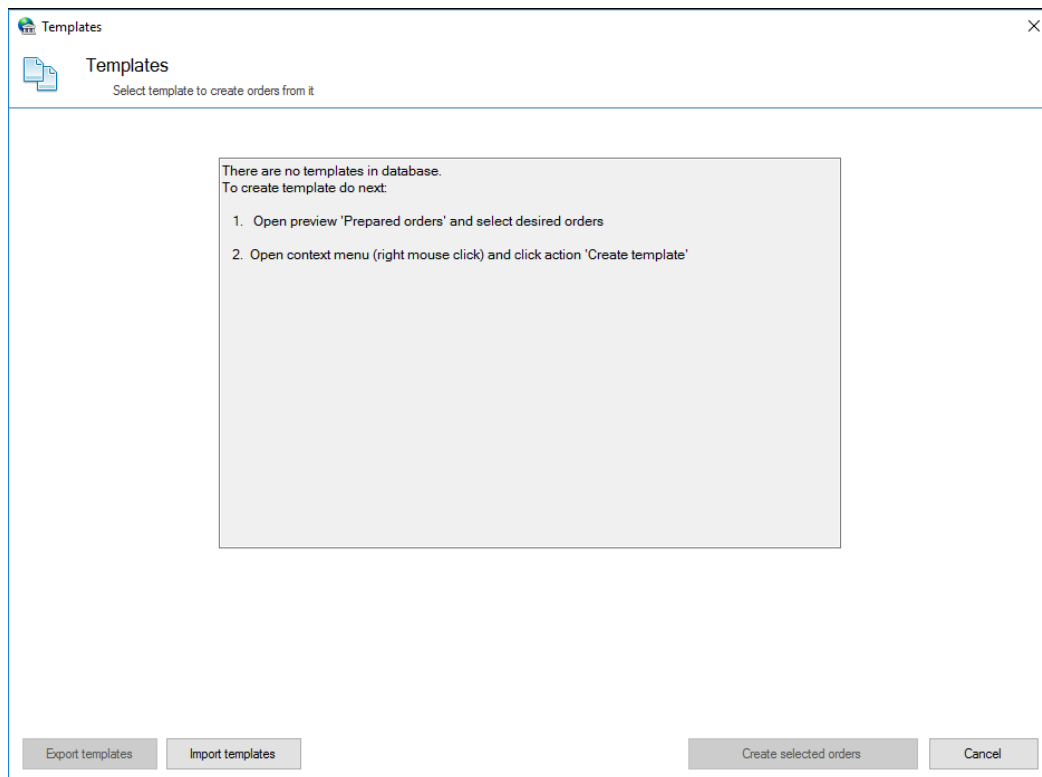


Figure 1

By selecting the option for the import of templates, we choose the location from which we want to import the templates, and after that we receive information that they have been successfully imported (Figure 2)

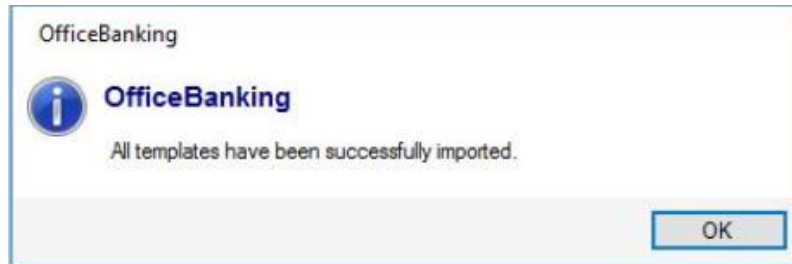





Figure 2

After the import of templates, details and templates preview are visible, and we can create orders there by marking a specific template and by selecting the Create selected orders option (Figure 3)


**Templates**






## Templates

Select template to create orders from it

☐ Show templates from other users
 ☐ Group by user

 test

**Preview and edit**

Name:
 

Save

Description:
 

Delete

☐ This template can be used by other users

View the orders from the selected template

<input type="checkbox"/>	Source account	Partner account	Other party name	Partner address	Payee reference module	Reference number	Sifra placanja	Purpose description	Amount	
<input checked="" type="checkbox"/>	100-000000...	1000000000	Asseco SEE	Novi Beograd			321	Promet robe i ...	0.00	Remove

Export templates

Import templates

Create selected orders

Cancel

Figure 3

After this action, a new window will be displayed (Figure 4) where it is possible to change order details by clicking on the specific field after which the order can be saved and closed or saved and signed and then sent to the bank.

List of orders ready to edit

Operations over the list of orders ready for change

Save all orders Save all and sign Change source account Change value date Change purpose code Edit

Views

Orders to edit - all

Other party name

Ukupan broj naloga za izmenu je: 1

Account code	Other party name	Other party account	Value date	Pur...	Purpose description	Payee...	Payee re...	Amount	Curr...
100-000000000000...	Asseco SEE	100-000000000000...	5/16/2018	321 ...	Promet robe i usluga...			1.00	RSD

Suma svih naloga: 0.00 RSD

Figure 4

## Change of policy regarding PIN or password change



### Change of policy regarding pin or password change

A new functionality for changing the policy regarding pin or password change gives the users of Office Banking application an opportunity to change the PIN or the password by means of which they log in the application for a certain number of days if the application will be used by some other person during that time.

It is first necessary to change pin using the Tools -Change PIN code option and then set Change of policy regarding PIN or password change in the drop-down Settings menu by selecting the Change of policy regarding PIN or password change option (Figure 1)

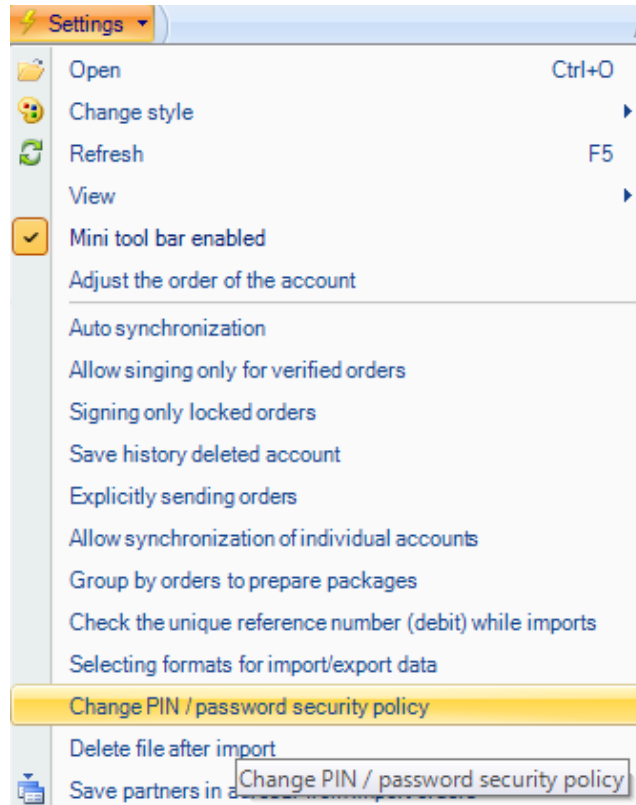


Figure 1

After selecting this option, a window Security policy change is opened where it is necessary to turn off PIN or password verification and then enter the number of days for which new PIN will be valid (Figure 2)

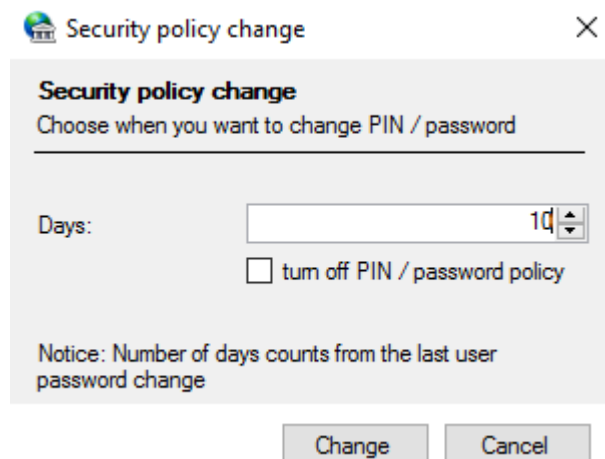


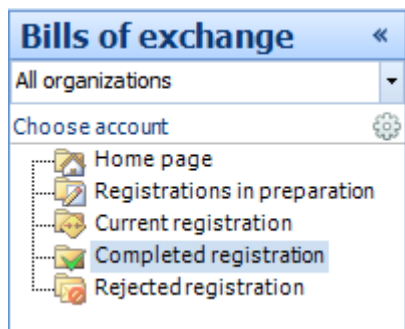
Figure 2

## Bills of exchange and instructions for working with bills of exchange

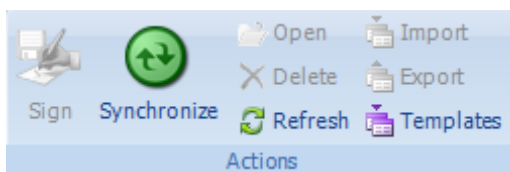
There is a new module “Bills of exchange” in OfficeBanking application which all users who have at least one registered account in domestic payment system will be able to use. It is possible to send requests to the creditor’s bank regardless of which bank is the debtor’s bank. The list for bank selection is a mandatory field and it is set to “NLB banka ad Beograd”.

“Bills of exchange” module consists of four folders:

1. Registrations in preparation
2. Current registrations
3. Completed registrations
4. Rejected registrations



All requests with the following statuses: created, ready for sending (signed) are found in the **registrations in preparation** folder. The requests in this folder can be changed and signed again and again until synchronisation is completed and until the requests are sent to the bank. The option of importing new orders is available in this preview using standardised files described in a separate specification in the following formats: txt, xml, excel. This option is found in the main menu bar - Import:



**Synchronisation** enables sending the data to the bank and receiving registration results.

All requests that have arrived to the bank and which are waiting for their realization (status: received waiting for verification, sent to nbs...) are found in the **current registrations** folder. The requests can be printed out from this preview.

All requests for which the bank has received confirmation of their successful registration (status: completed) are found in the **completed registrations** folder, this is the final status. The certificates regarding the registered requests can be printed out from this preview.

All requests that have not passed registration by the bank (status: rejected) or by NBS are found in the **rejected registrations** folder. There is an option in this preview which can be used to create a new request based on one or several rejected ones.

All four folders have the following functionalities: filter, group, preview by status.

For each request created using OfficeBanking application there is a history of changes which can be seen when selecting a request in any folder.

Completed registration - all

Type of request

Total orders: 7, Selected 1

T...	Number	Debitor name	Registration...	Amount	The basis o...	The am...	Date of issue	Date of mat...	S...
	AA0000000001	xxxxxxxxxxxxxxxx AD	06931243	0.12		0.00	30.04.2012	02.06.2012	
	AA0000000002	xxxxxxxxxxxxxxxx AD	06931243	0.12		0.00	03.04.2012	06.06.2012	
	AA0000000003	xxxxxxxxxxxxxxxx AD	06931243	0.12		0.00	04.04.2012	07.06.2012	
	AA0000000004	xxxxxxxxxxxxxxxx AD	17409867	0.12		0.00	05.04.2012	08.06.2012	
	AA222222222...	Banca Intesa ad Beograd	07759231	0.00	Ugovor o...	0.00			
	AA111111111...	Banca Intesa ad Beograd	07759231	0.00	Ugovor o...	0.00			
	AA333333333...	Banca Intesa ad Beograd	07759231	0.00	Ugovor o...	0.00			
				0.48		0.00			

Completed

Ilija Nikolic Created 21.05.2012 11:57:24

Ilija Nikolic Signed\* 21.05.2012 11:57:41

## REQUESTS CREATION

The commands for request creation are always available (New bill of exchange), regardless of the application preview we find ourselves in.

**The creation starts with a click on the New bill of exchange icon.**

**Bill of exchange creation consists of several wholes:**

- 1. Data about the bill of exchange**
- 2. Data about the debtor/creditor**
- 3. Data about the guarantor of the bill**

- 1. Data about the bill of exchange** - it is possible to enter data for each bill of exchange separately.
  - Applicant is chosen (explained in greater detail under item 2)
    - a) Creditor
    - b) Debtor
  - Bill of exchange type is chosen:
    - a) Bill of exchange
    - b) Blank without the amount
  - The serial number of the bill of exchange is entered (with a mandatory check that the same serial number has not been entered twice)

**a) Entering the data about the bill of exchange (not a blank bill of exchange):**

- Date of issue of the bill of exchange:
- Due date for the bill of exchange, if there is a due date. If the bill of exchange is a vista bill of exchange, this data is not required
- Amount on the bill of exchange
- Currency - represents the currency of the liabilities according to the international alphanumeric currency code

Applicant:	Debitor ▼	Bill origin:	Domestic bill ▼
Bill type:	Bill ▼		
Serial number:	AA1234567		
Date of issue:	01.01.2015 ▼	Amount:	1000000000
Due date:	01.01.2019 ▼	Currency:	RSD ▼
Grounds for issuing:	▼		
Ground amount:	0	Ground currency:	▼
Bank to send into:	NLB Banka a.d. ▼		

**b) Entering the data about the blank bill of exchange:**

- Grounds for issuing text is chosen based on the codebook given in the drop-down menu:
  - 1 - agreement on trade in goods and services
  - 2 - loan agreement
  - 3 - warranty
  - 4 - tender participation
  - 5 - good performance guarantee
  - 6 - backing guarantee
  - 7 - agreement on account opening
  - 8 - business card
  - 9 - bill of exchange discount and
  - 10 - other
- Ground amount, if there is a ground amount
- Ground currency, if the amount is filled in

Applicant:	Debitor	Bill origin:	Domestic bill
Bill type:	Blank without amount		
Serial number:	AA1234567		
Date of issue:		Amount:	0
Due date:		Currency:	
Grounds for issuing:	Agreement on the trade of goods and services		
Ground amount:	1000000	Ground currency:	EUR
Bank to send into:	NLB Banka a.d.		



## News and notifications in the application



## News and notifications in the application

News and information			
Title	Autor	Date	Details
Brojac poruka	Servisni Centar	1/17/2014	<a href="#">Details...</a>
Instalacija OfficeBanking Desktop aplikacije sa CD-a	Servisni Centar	1/27/2014	<a href="#">Details...</a>
OfficeBanking - Instalacija Desktop aplikacije sa sajta www.24x7.rs	Servisni Centar	2/13/2014	<a href="#">Details...</a>
OfficeBanking - Instalacija Enterprise aplikacije sa CD-a	Servisni Centar	2/4/2014	<a href="#">Details...</a>

Figure 1

For every piece of information it is possible to preview news summary (*Figure 2*). If, however, you wish to read a piece of news in its entirety, one click with the left mouse button on the news headline is enough and you arrive directly to the source page.

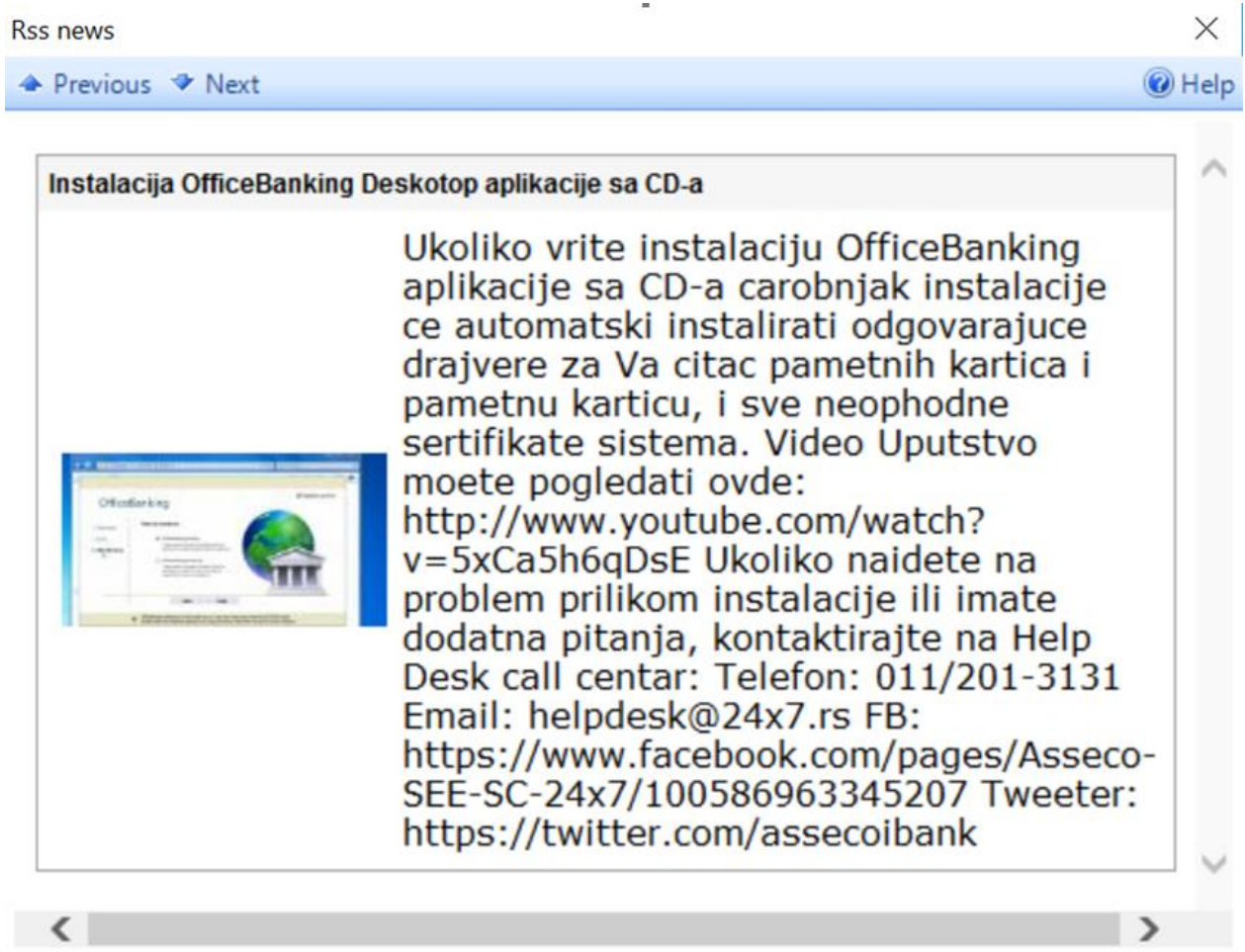


Figure 2



## Preview exchange list



## Preview exchange list

Exchange list preview downloaded from the bank during last synchronisation is available anytime during your interaction with the application. This possibility is especially useful when creating orders. The list can also be printed out if necessary (Figure 1).

Exchange list

Help

Print Show currency by banks Excel export XML Export

Actions

JUBMES a.d Beograd

Select exchange list date: 15.05.2018 00:00

Preview exchange lists for bank: "JUBMES a.d Beograd" created on day: 5/15/2018

Country	Currency	Parity	Buying	Middle	Selling	Cash buy	Cash sell
EVROPSKA UNIJA	EUR	1	115.964500	118.210500	120.338300	115.846300	120.456500
SRBIJA	RSD	1	1.000000	1.000000	1.000000	1.000000	1.000000
AUSTRALIJA	AUD	1	71.929600	74.538400	77.147200	0.000000	0.000000
KANADA	CAD	1	74.694300	77.403400	80.112500	0.000000	0.000000
HRVATSKA	HRK	1	15.445100	16.005300	16.565500	0.000000	0.000000
DANSKA	DKK	1	15.312000	15.867400	16.422800	0.000000	0.000000
MADJARSKA	HUF	100	36.144800	37.455800	38.766800	0.000000	0.000000
JAPAN	JPY	100	87.078700	90.237000	93.395300	0.000000	0.000000
KUVAJT	KWD	1	0.000000	328.727800	0.000000	0.000000	0.000000
NORVESKA	NOK	1	11.892700	12.324000	12.755300	0.000000	0.000000
RUSKA FEDERACIJA	RUB	1	1.547100	1.603200	1.659300	0.000000	0.000000
SVEDSKA	SEK	1	11.065400	11.466700	11.868000	0.000000	0.000000
ŠVAJCARSKA	CHF	1	96.041700	99.012100	101.982500	95.843700	102.180500
VELIKA BRITANIJA	GBP	1	129.658100	134.360700	139.063300	0.000000	137.047900

Figure 1

System information	Bank ASSECO SOUTH EASTERN EUROPE
--------------------	----------------------------------

## System information

It is always useful to know hardware and software performances of the computer you are working on. In the **See instructions** menu, in the header of the application window, **System information** option needs to be chosen. You will get the details regarding the operating system, disk, processor and the computer.

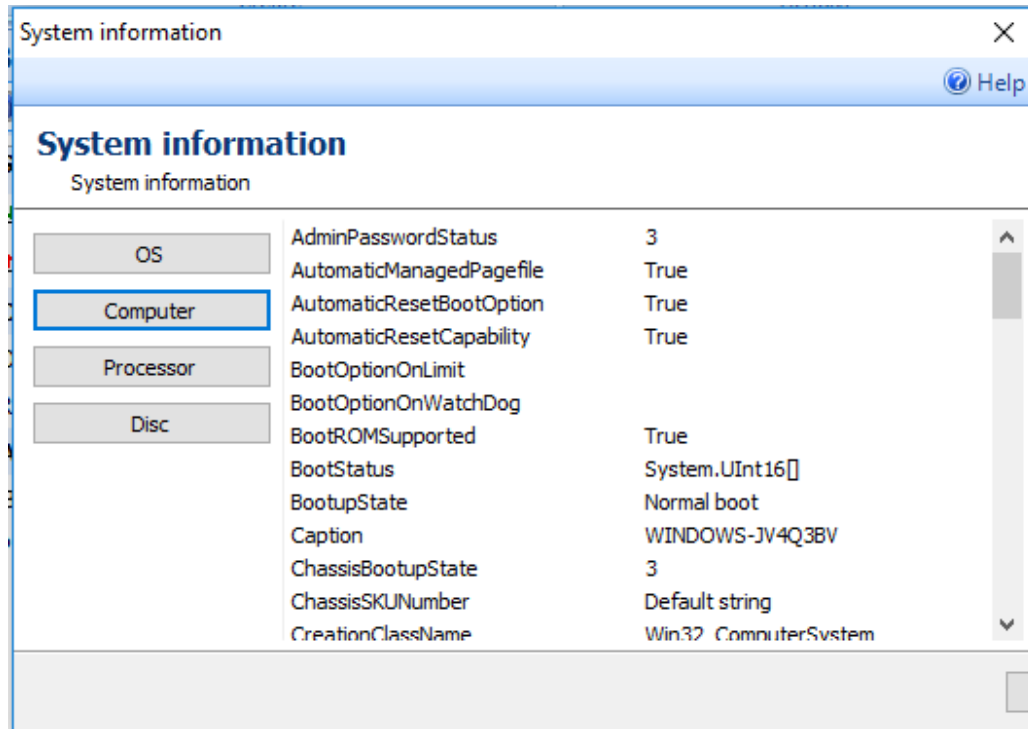
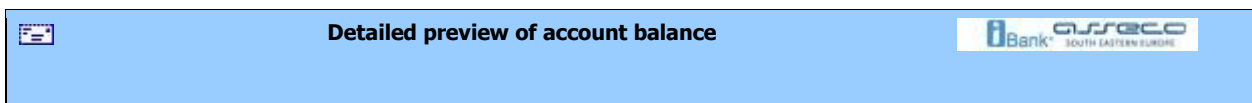


Figure 1



## Detailed preview of account balance

By selecting the desired account in the main menu, a complete display of account balance is shown. Data about realised incoming and outgoing payments, current and available balance, amount of rejected and cancelled orders in iBank are all together displayed in this preview. A graphical display of account balance flow over time or account turnover, depending on the wish of the user himself/herself, makes this picture complete, together with the display of foreign currency exchange lists for the most often used currencies (EUR, USD, CHF) (*Figure 1*).

Balance by account 100-000000012345...		Active
Last change date: 5/16/2018 11:17:53 AM		
<b>Statement closing balance No. 107 from date: 5/15/...</b>		<b>1,010,569.19</b>
↓ Credit instructions		1.00
↑ Debit instructions		-1.00
<b>Current balance</b>		<b>1,010,569.19</b>
Overdraft		0.00
Reserved funds		0.00
<b>Available balance</b>		<b>1,010,569.19</b>
iBank orders (funds not reserved)		0.00
Pending orders (total)		0.00

**Prepared orders**

**1** Amount: [1.00 RSD](#)

**Current orders**

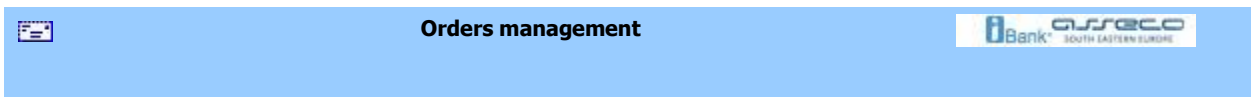
**2** Amount: [0.00 RSD](#)

**Scheduled orders**

**0** Amount: [0.00 RSD](#)

Figure 1

One of the special advantages is a summary preview of the number and the amounts of scheduled orders and orders in preparation, as well as current changes in the account.



## Orders management

Flexible and simplified orders management is an important novelty in *OfficeBanking* application. Orders in preparation can be reached by clicking on the item with the same name in the *My accounts* menu (Figure 1) or through *Orders management* menu.

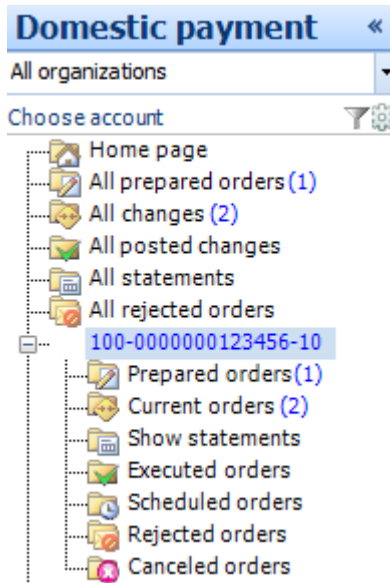


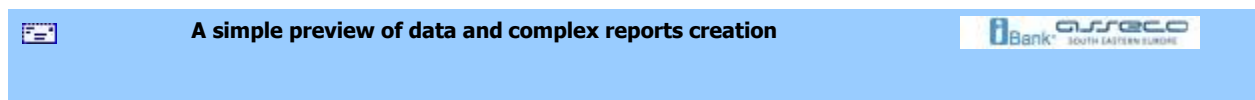
Figure 1

One click of the mouse, at any moment during the engagement with the application, on the **New order for transfer** button (**Create** group) <keyboard shortcut **Ctrl+N**> is also enough to open the improved window for order creation (*Figure 2*).

The screenshot shows the 'Transfer order' application window. The title bar contains the text 'Transfer order' and a close button. Below the title bar, there is a section titled 'New order' with a 'Help' button. The main area of the window is divided into two sections: 'Actions' and 'Services'. The 'Actions' section contains buttons for 'Save order and new', 'Save order and sign', 'Save order and close', and 'Compensation'. The 'Services' section contains buttons for 'Show transactions for the selected account', 'Preview exchange lists', and 'Sačuvaj komitenta u adresar UKLJUČENO'. Below these sections, there is a 'New order' section with a 'Fill order.' button. The main form area contains fields for 'Payer', 'Purpose description', 'Other party name', 'Value date', 'Purp.code', 'Amount', 'My account', 'Model', 'reference number (debit)', 'Payee account', 'Model', and 'Payee reference number (approval)'. The 'Value date' field is set to '5/16/2018'. The 'Amount' field is set to '0.00'. The 'My account' field shows the account '100-0000000123456-10' with an available balance of '1000010'. The 'Model' and 'reference number (debit)' fields are empty. The 'Payee account' field is empty. The 'Model' and 'Payee reference number (approval)' fields are empty. There is a checkbox labeled 'This order will be executed by an urgent procedure.' which is currently unchecked.

Figure 2

A special convenience is using the data from the address book when filling in (when the name of the customer is chosen, the order is filled in directly with the data about him/her), predefined list of payment codes, calculator and calendar. There is also an option to define the order as urgent which enables priorities to be determined for the orders that are sent to the bank. An order created in this way can be directly signed or only saved, and signing can be postponed for later. If several consecutive orders are created, there is also an option which enables current order to be saved and a new order to be opened. All these options are given within the **Actions** group of buttons. Additional options for the display of the transactions for the customer from the address book and the preview of the foreign currency exchange list are also available via buttons in the **Services** group.



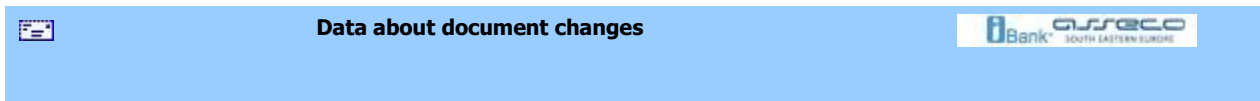
## A simple preview of data and complex reports creation

*OfficeBanking* uses grouping and multiple filtering for displaying complex data. It is of course possible to print out these data or save them in MSExcel or .xml format. The significance of the possibility to create complex reports is best demonstrated by an example. It is possible to group orders by status in order to, for example, preview the rejected orders in the list of current changes and the reasons why, or the orders that have not been signed in the list of orders in preparation. If the preview of the transactions with one partner in a particular currency and for a specific time period is required, the required report is displayed in the figure:

Transaction preview - from last statement									
Total transactions: 4, selected 1									
Definisani filteri:									
<div> <div>Account code</div> <div>Begins with</div> <div></div> <div></div> <div></div> </div> <div> <div>I</div> <div>Choose field text for filtering</div> <div>Begins with</div> <div></div> <div></div> </div> <div> <div>I</div> <div>Choose field text for filtering</div> <div>Begins with</div> <div></div> <div></div> </div>									
	Other party n...	Partner acc...	Value date	Statement nu...	Statement d...	Pu...	Purpose description	Amount	!
	JUBMES BA...	190-000000...	5/15/2018	107	5/15/2018	221	Obračunata provi...	0.00	
	JUBMES BA...	190-000000...	5/15/2018	107	5/15/2018	221	[AutoProv]Vanjabi...	-16.00	
	Asseco SEE	190-000000...	5/15/2018	107	5/15/2018	321	Promet robe i uslu...	-1.00	
	Asseco SEE ...	190-000000...	5/15/2018	107	5/15/2018	321	Promet robe i uslu...	1.00	

Figure 1

It is first necessary to group the transactions by customers and then to perform multiple filtering: by date, amount, currency, customer... Seemingly complex action but, luckily, with OfficeBanking, very simple.



## Data about document changes

For every selected order in the list of *Orders in preparation* and *Scheduled orders*, it is possible to preview the history of changes by selecting the **Document changes** card.

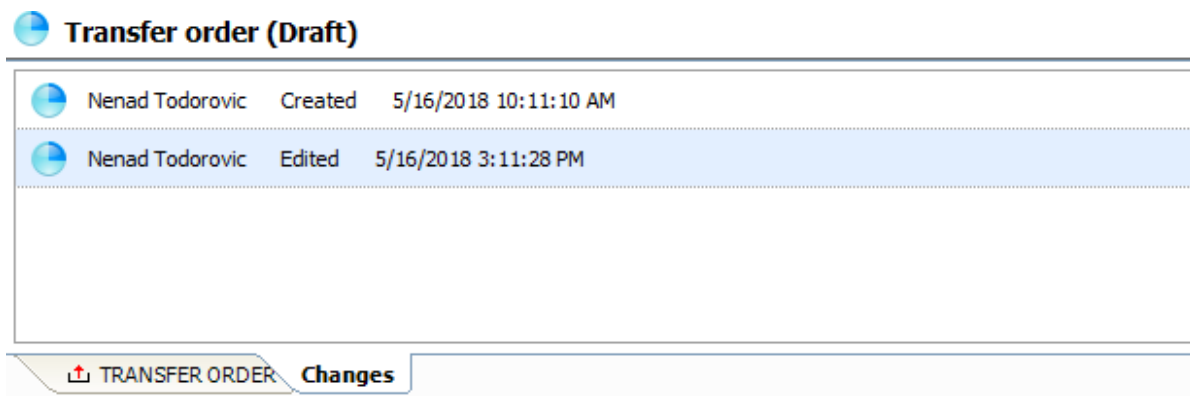
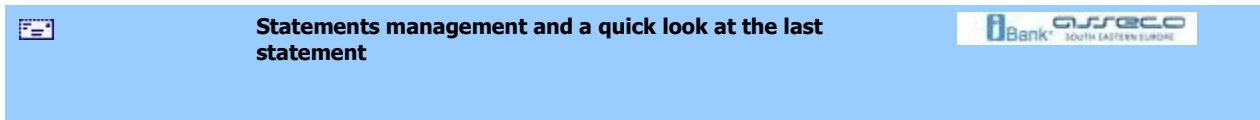


Figure 1



## Statements management and a quick look at the last statement

The list of statements is reached by clicking the item with the same name in the *My accounts* menu (Figure 1) or through *Preview statements* menu.

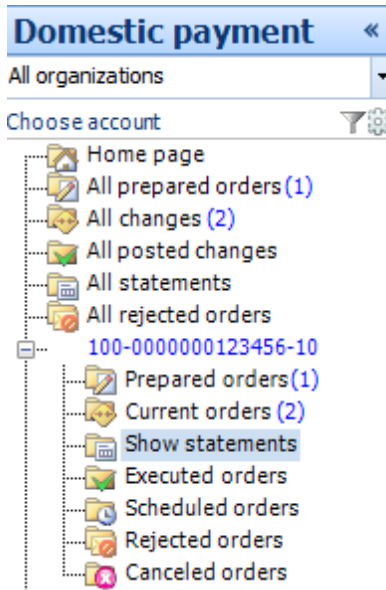


Figure 1

This list can be filtered and grouped based on the user's need. The preview of the last statement is possible at any moment while you are working with the application by clicking the **Print the last statement** button (*Reports* group).



## Addressbook management



## Address book management

Address book management option has been considerably improved in *OfficeBanking* product. The window for customer adding is available at any moment while you are working with the application by clicking on the **Add a new customer** button (*Customers* group) <keyboard shortcut **Ctrl+Shift+B**>.

New payee creating

Previous Next Help

Save and open Save payee and close New order for payee

Open bank from foreign account Delete payee account Transactions

Actions Accounts View

New payee creating Status: New

Data preview for payee.

Name... Details...

Reg. number:

Street(\*):

Postal code: City (\*):

Country: SRBIJA

Domestic payment account Foreign payment account

New account: Add account

Account	Reference num...	Active

Category... To select category click on button 'Category...'.

Figure 1

This window now has complex individual forms for entering the name, address, categories and contact details, which enables a more detailed and a more comprehensive record. If several customers are added consecutively, there is also an option which enables saving the current one and opening the window for adding a new customer. All these options are provided within the **Actions** group of buttons. An additional option for the display of the transactions for the customer is available using the buttons in the **Views** group.

## Application



[I want to change the PIN code of the card I am using](#)



[I want to preview news and notifications](#)



[I want to preview the foreign currency exchange list](#)













[I want to view the turnover card and summary data by customers](#)

- [!\[\]\(b918af89b3d29b3fd1d13eb4ddf791b5\_img.jpg\) I want to activate OfficeBanking application upon installation](#)
- [!\[\]\(da9ce1d6b0f2a0fcf0d0a74eb777d743\_img.jpg\) I want to perform synchronisation](#)
- Address book**
- [!\[\]\(9b41209e48913d157f03a61d958bbddd\_img.jpg\) I want to add a new customer](#)
- [!\[\]\(46e2e6dc5a0e06689502da0a79fac6c3\_img.jpg\) I want to export the customers from the address book](#)
- [!\[\]\(acb4ada31f3334fe4a27c88f8594d7b0\_img.jpg\) I want to import the customers in the address book](#)
- [!\[\]\(06e2de8f9ca9ad66846f33be8d8c80eb\_img.jpg\) I want to delete the customer from the address book](#)
- [!\[\]\(bf8dd083e4ef8e67ef42bb42e17191c8\_img.jpg\) I want to find information about the customer in the address book](#)
- [!\[\]\(75c51d7cd8343fe10793fd160109b8e6\_img.jpg\) I want to preview the transactions for the customer](#)
- [!\[\]\(f86a0bd1434e86396536b5f1b5781619\_img.jpg\) I want to join different records of the same customer in the address book](#)
- Accounts**
- [!\[\]\(1834205f45a0845b6a8be45925a9715a\_img.jpg\) I want to receive information about all accounts](#)
- [!\[\]\(c0a5e636762a7658de1e40d27857d29e\_img.jpg\) I want to export transactions](#)
- [!\[\]\(041463a90ebdfc648572271b440115cb\_img.jpg\) I want to preview today's changes in the bank account to determine whether the payment order has been realised](#)
- [!\[\]\(89ad605523f7141d3a8786baeb38106e\_img.jpg\) I want to preview the transactions for the customer](#)
- [!\[\]\(3b846bd931f09f4b36f6eb5dcb4f78bb\_img.jpg\) I want to preview summary data in the bank account](#)
- [!\[\]\(646b8b3fdae1400563f0cc8e1ab59190\_img.jpg\) I want to preview the list of changes](#)
- [!\[\]\(5041e5278d2ec64150f457bf2552ed0c\_img.jpg\) I want to synchronise the data for my bank accounts](#)
- Orders**
- [!\[\]\(8ba01c99a4dc2c0ed115f45ebfca7ede\_img.jpg\) I want to print out the list of created payment orders](#)
- [!\[\]\(9f4b8b56a15ecbe6e742aa098eb73657\_img.jpg\) I want to create an order based on the customer's information in the address book.](#)
- [!\[\]\(dddf71ec84389871f601b725fc6e8b68\_img.jpg\) I want to fill in the order](#)
- [!\[\]\(ab1fee83cbbcd9b0a0fa9d0f27561cb0\_img.jpg\) I want to preview turnover for orders in waiting in the future](#)
- [!\[\]\(00a6cb07f33a27326875e8bed85d4170\_img.jpg\) I want to preview today's orders in waiting](#)
- [!\[\]\(0460f6f7f3b6faad61ac23631cb241ef\_img.jpg\) I want to export the list of created payment orders](#)
- [!\[\]\(bbd3508ec693e51f80f3a2704113d296\_img.jpg\) I want to create a new valid compensation order](#)
- [!\[\]\(736cf8815f84bddeaa3773bc8650f156\_img.jpg\) I want to create a new valid order for transfer](#)
- [!\[\]\(8754a1c29739b81c90ba4b87be914bcb\_img.jpg\) I want to delete created order/s](#)
- [!\[\]\(ccd4585c9618ee84213a3d117766ec19\_img.jpg\) I want to change the created order](#)
- [!\[\]\(8785b0d9207b6af884a13133aeb4bd55\_img.jpg\) I want to change the signed order](#)
- [!\[\]\(eed2ae85f8d09f5aeb32a8f5226bf33b\_img.jpg\) I want to sign the created order](#)
- [!\[\]\(0a1d973653214041360d6b84a50ca381\_img.jpg\) I want to sign all previously created orders](#)
- [!\[\]\(10923a8362d920b55bd5fa9c5a6ab513\_img.jpg\) I want to add a signature to the signed order](#)
- [!\[\]\(e73ec82ec4096593817225d25d100cf5\_img.jpg\) I want to check the status of the created order](#)
- Print**
- [!\[\]\(c20075526e12600646c83a7ccb98ed69\_img.jpg\) I want to print out the items on the screen](#)
- [!\[\]\(18c07b6ac7f932e1b2ed5f97b74d3275\_img.jpg\) I want to print out the last statement](#)
- Database**
- [!\[\]\(49f025a208fe32bc2a2981b78046d1de\_img.jpg\) I want to replace the current database with the backup database](#)
- [!\[\]\(726d9cb59660ca73c48e2b7aa3e804c3\_img.jpg\) I want to create a backup copy of the database](#)
- [!\[\]\(f711e4a912dd2db56caef2a83742a48a\_img.jpg\) I want to migrate the data from old Fx Client's database](#)
- Documents**
- [!\[\]\(ecc58eaa4bb834c52be1b46c743eb0bb\_img.jpg\) I want to import the list of transactions from the document as a group of samples](#)
- [!\[\]\(3a589c7f371e9f4fd03a73a8e27ba55c\_img.jpg\) I want to export statements documents for one or several accounts](#)
- Archive**
- [!\[\]\(f51fa7174735534790d980df158d9c1a\_img.jpg\) I want to archive data](#)
- [!\[\]\(d21373d75cb717c7feb5bae47014393a\_img.jpg\) I want to add new data to the archive](#)



## Application

-  [I want to change PIN code of the card I am using](#)
-  [I want to preview news and notifications](#)
-  [I want to preview foreign currency exchange list](#)
-  [I want to activate OfficeBanking application upon installation](#)
-  [I want to perform synchronisation - F3](#)
-  [I want to import archive data - F10](#)
-  [Synchronisation report](#)
-  [Error notification](#)
-  [News and notifications](#)
-  [Wizard for connecting with SQL server](#)



**I want to change the PIN code of the card I am using**



### I want to change the PIN code of the card I am using

In order to change the PIN code of a card, it is necessary to click on *Start*, and then select *Tools >> Change PIN code*. The same effect is achieved using the keyboard shortcut Ctrl+Shift+P. A new form, demonstrated in *Figure 1*, will be opened.

Figure 1

In the card reader field it is necessary to select the reader where the smart card for which the PIN is changed is.

It is necessary to enter the existing PIN code, and then a new PIN code which should be between 4 and 8 characters long.

It is necessary to confirm the new PIN code.

If PIN code change has been successful, a window in Figure 2 will appear.

Figure 2

In this way a PIN code change on the smart card is completed.

If the existing PIN code has not been entered well or the new one has not been confirmed well, a warning will appear (Figure 3). It is then necessary to repeat the procedure from the beginning, but attention should be paid so that you do not make a mistake when entering the existing PIN code on the card more than three times in order for the card not to be blocked.

Change PIN on Smart card

Help

## Change PIN on Smart card

Inserting necessary data for PIN edit.

! New PIN not confirmed well. Confirm new PIN again.

Card reader: Gemplus USB Smart Card Reader 0

PIN: \*\*\*\*\*

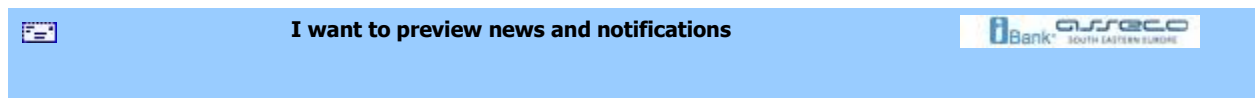
New PIN: \*\*\*\*

Accept new PIN: \*\*\*\*

i PIN can only contains numbers.  
PIN length must be between 4 and 8 characters.

OK Cancel

Figure 3



I want to preview news and notifications

On the homepage, in the **News** section, the latest news and notifications are displayed by titles. A single click with the mouse on the piece of news itself or the **Details** section is enough for news summary to be displayed on the screen (*Figures 1.a and 1.b*).


News and information	
Title	
Brojac poruka	
Instalacija OfficeBanking Desktop aplikacije sa CD-a	
OfficeBanking - Instalacija Desktop aplikacije sa sajta www.24x7.rs	
OfficeBanking - Instalacija Enterprise aplikacije sa CD-a	

Figure 1a

Rss news

Previous
Next
Help

### Instalacija OfficeBanking Desktop aplikacije sa CD-a



Ukoliko vrite instalaciju OfficeBanking aplikacije sa CD-a carobnjak instalacije ce automatski instalirati odgovarajuce drajvere za Va citac pametnih kartica i pametnu karticu, i sve neophodne sertifikate sistema. Video Uputstvo moete pogledati ovde: <http://www.youtube.com/watch?v=5xCa5h6qDsE> Ukoliko naidete na problem prilikom instalacije ili imate dodatna pitanja, kontaktirajte na Help Desk call centar: Telefon: 011/201-3131 Email: [helpdesk@24x7.rs](mailto:helpdesk@24x7.rs) FB: <https://www.facebook.com/pages/Asseco-SEE-SC-24x7/100586963345207> Tweeter: <https://twitter.com/assecobank>

Figure 1b

Using the arrows in the upper left corner of this window (*Figure 1.b*) it is possible to move on to the summary of the previous or next piece of news, or if you want to read the whole piece of news, one click with the mouse on the news title in the header of the window (*Figure 1.a*) (in the example from the figure it is necessary to click on the Transparently about banking sector) is enough and you reach the complete piece of news on the source page.

## I want to preview foreign currency exchange list

By selecting the *Preview exchange list* in *Figure 1*, a window with the data regarding the exchange rates will be displayed on the screen. The same window can be reached from all parts of the application by clicking using the left mouse button on the **Preview exchange list** button (*Reports* group).

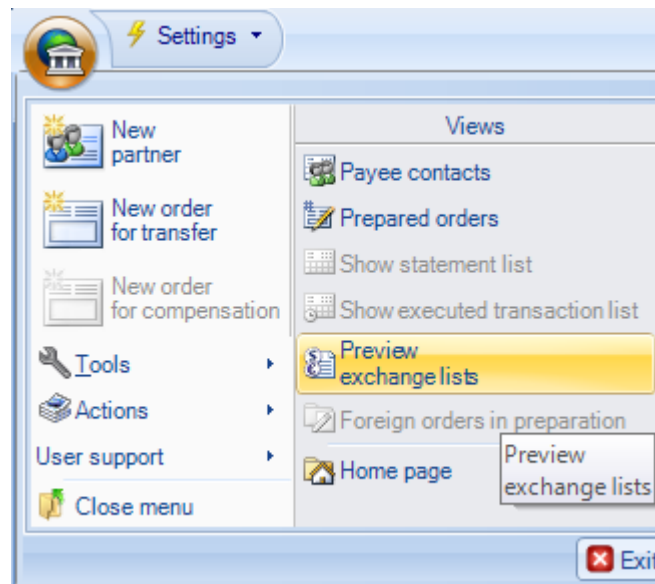


Figure 1

In the header of this window (Figure 2) it is possible to select the bank whose foreign currency exchange list is required as well as the date of the foreign currency exchange list. This report can be printed.

Exchange list

Print Show currency by banks Excel export XML Export

Actions

JUBMES a.d Beograd

Select exchange list date: 15.05.2018 00:00

Preview exchange lists for bank: "JUBMES a.d Beograd" created on day: 5/15/2018

Country	Currency	Parity	Buying	Middle	Selling	Cash buy	Cash sell
EVROPSKA UNIJA	EUR	1	115.964500	118.210500	120.338300	115.846300	120.456500
SRBIJA	RSD	1	1.000000	1.000000	1.000000	1.000000	1.000000
AUSTRALIJA	AUD	1	71.929600	74.538400	77.147200	0.000000	0.000000
KANADA	CAD	1	74.694300	77.403400	80.112500	0.000000	0.000000
HRVATSKA	HRK	1	15.445100	16.005300	16.565500	0.000000	0.000000
DANSKA	DKK	1	15.312000	15.867400	16.422800	0.000000	0.000000
MADJARSKA	HUF	100	36.144800	37.455800	38.766800	0.000000	0.000000
JAPAN	JPY	100	87.078700	90.237000	93.395300	0.000000	0.000000
KUVAJT	KWD	1	0.000000	328.727800	0.000000	0.000000	0.000000
NORVESKA	NOK	1	11.892700	12.324000	12.755300	0.000000	0.000000
RUSKA FEDERACIJA	RUB	1	1.547100	1.603200	1.659300	0.000000	0.000000
SVEDSKA	SEK	1	11.065400	11.466700	11.868000	0.000000	0.000000
ŠVAJCARSKA	CHF	1	96.041700	99.012100	101.982500	95.843700	102.180500
VELIKA BRITANIJA	GBP	1	129.658100	134.360700	139.063300	0.000000	137.047900



I want to activate OfficeBanking application upon installation



I want to activate *OfficeBanking* application upon installation

You launched the application using a shortcut found in *Asseco SEE* group in the Windows Start menu or on the desktop. Log in window is first opened and the certificates from the smart card, which is in the reader, are read. If there are several certificates on the card, choose the appropriate one. PIN code is entered in the appropriate field (Figure 1).

The screenshot shows the ASSECO login interface. At the top, there are three tabs: "Log in", "Smartcard", and "Local user". The "Smartcard" tab is selected. Below the tabs, there is a "Username:" label followed by a dropdown menu showing "Nenad Todorovic + SERIALNUMBER=201704" and a small icon of a smartcard. Below that is a "PIN:" label followed by an empty input field. A red shield icon with a white 'x' is next to the text: "For security reasons, remove the card from the reader when you are done with work." Below this, there is a section titled "Can not login?" with two bullet points: "- Try to solve the problem [here.](#)" and "- If you want you can send us information about errors [here.](#)". At the bottom, there is a section titled "To get started You need:" with four steps, each preceded by a yellow circle with a number: 1. "to sign up with your card..." (with a green arrow icon), 2. "to connect to the Internet and activate your installation..." (with a yellow circle icon), 3. "to migrate data if you use the electronic payment application Fx2004 (This step is optional)" (with a yellow circle icon), and 4. "to connect to the bank and download the most recent data for all Your accounts" (with a yellow circle icon).

Figure 1

Three attempts are allowed for entering the accurate PIN code and if the input is not accurate after the third attempt, the card will be blocked. By clicking on the **Next** button, an activation window is opened. Here the user is required to enter the activation code. Activation code is a number consisting of 16 digits, which is received in the *OfficeBanking* package. It is necessary to enter exactly 4 digits in each field, as demonstrated in *Figure 2*.

The screenshot shows the "Enter activation code:" window. It has four input fields, each containing a 4-digit number: "1234", "5647", "8912", and "3456". Below the input fields, there is a text block: "Activation code is data that contains 16 digits you get in OfficeBanking package from the bank. If you cannot find this information, contact our technical support service: 011/201-[3131](#)".

Figure 2

By clicking on the **Next** button or **Enter** keyboard button, the validation of the entered activation code will be performed. If it is not valid, a message will be displayed on the form. If it is valid,

application activation, which entails downloading the data about the company and the accounts, will be performed. This process can last for some time:

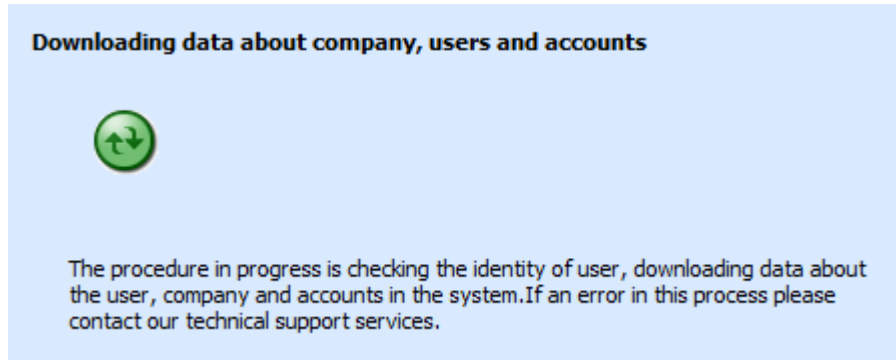


Figure 3

Upon its completion, a window for data migration from the old version of FX Client is opened:

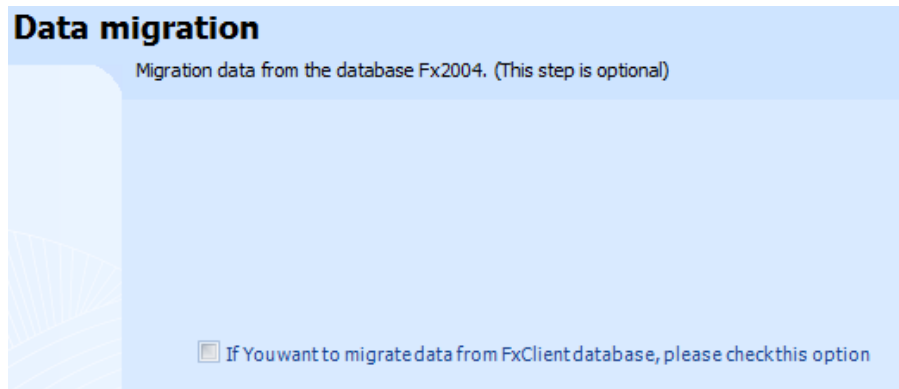


Figure 4

This step, however, is not mandatory. After clicking on the **Next** button, a window for data download from the bank is opened, where it is necessary to choose a time period for which the download is performed:

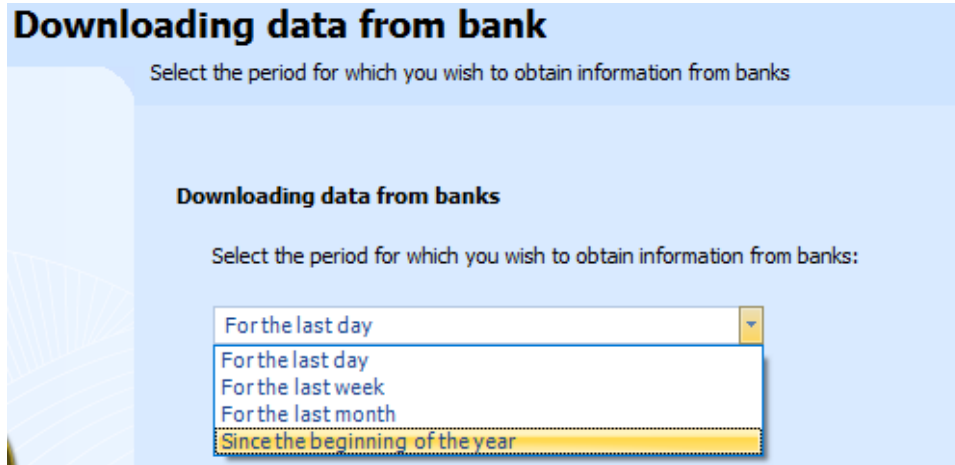


Figure 5

By clicking on the **Next** button, i.e. on **Enter** keyboard button, accounts data download is performed, and after this process has also been completed, a report about the success of data download by bank name will be displayed on the screen.

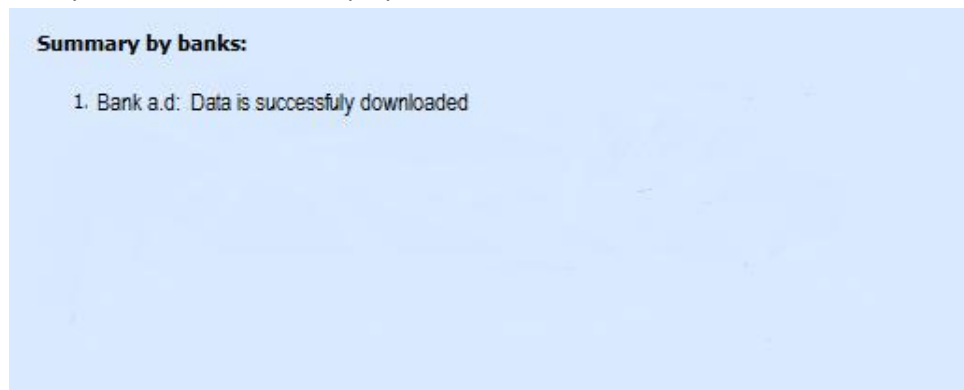
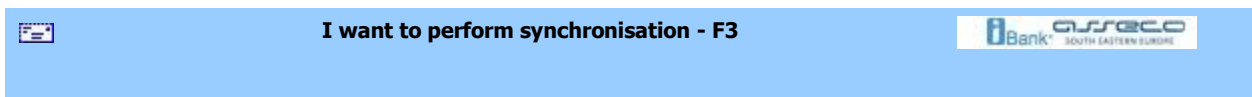


Figure 6

Finally, by clicking on the **Next** button, the activation is completed, and the application is ready for work.



## I want to perform synchronisation - F3

It is possible to perform synchronisation anytime during your work with the application. It is enough to choose an arrow on the right side of the **Activation** menu in the header of the application's window, after which a list of possible options is opened, as it is shown in *Figure 1*.

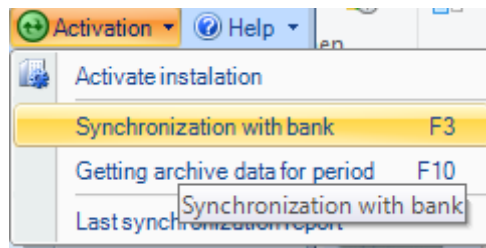


Figure 1

If data exchange with the bank is required, it is necessary to select the *Data exchange with the bank* option, and **F3** keyboard button can be used for the same purpose. A window with the warning that the process can last for some time (*Figure 2*) will be displayed on the screen, after which a report on the just performed synchronisation will be displayed.

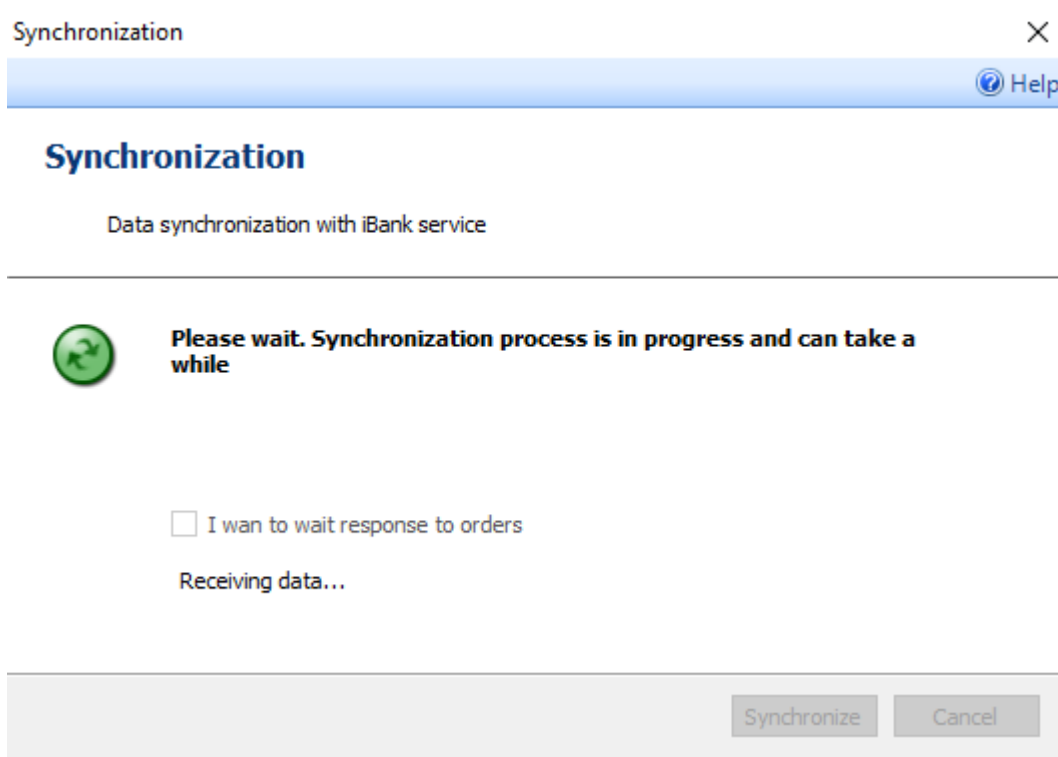


Figure 2

If the *Report on the last synchronisation* is required, it is necessary to select the option with the same name.



## I want to import archive data - F10

It is possible to perform synchronisation anytime during your work with the application. It is enough to select an arrow on the right side of the **Activation** menu in the header of the application's window, after which a list of possible options is opened, as it is shown in *Figure 1*.

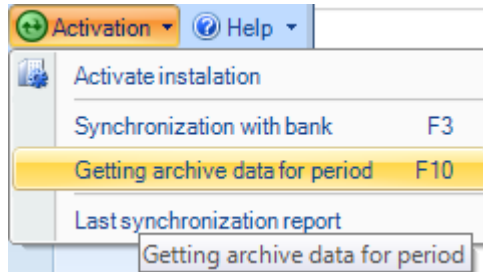


Figure 1

If data download from the bank for a particular time period is required, it is necessary to select the *Getting archive data for period* option, and **F10** keyboard button can be used for the same purpose. A window (*Figure 2*) where the period, from-to, for which synchronisation will be performed, needs to be chosen, will be displayed on the screen.

Synchronization

×

Help

Synchronization

Archive downloading data for the period

Download data for period:

od: 17/05/2018

do: 17/05/2018

**During the process of archive downloading get all data for all accounts within time period you have selected. Use this option only in the event of data loss from your databases.**

Time interval

Accounts for sync

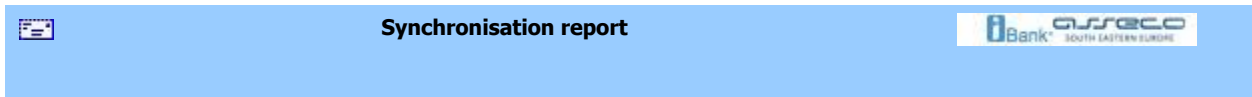
Synchronize

Cancel

Figure 2

After the synchronisation period has been selected, it is necessary to click on the **Synchronise** button with the left mouse button and synchronisation process starts, this time also with a warning that it can take a while. After that, a report on the just performed data download from the bank will be displayed on the screen.

If the *Report on the last synchronisation* is required, it is necessary to select the option with the same name.



## Synchronisation report - *Summary display*

After the completion of each synchronisation, a form (*Figure 1*) appears showing the report on the previously performed synchronisation. The report is grouped based on the items found on the left side of the form in the *Choose view* list. The design of the Synchronisation report reminds of the application itself so the navigation through the report is the same as through the application.

*Summary display* contains information about the number of documents received from the bank during synchronisation.

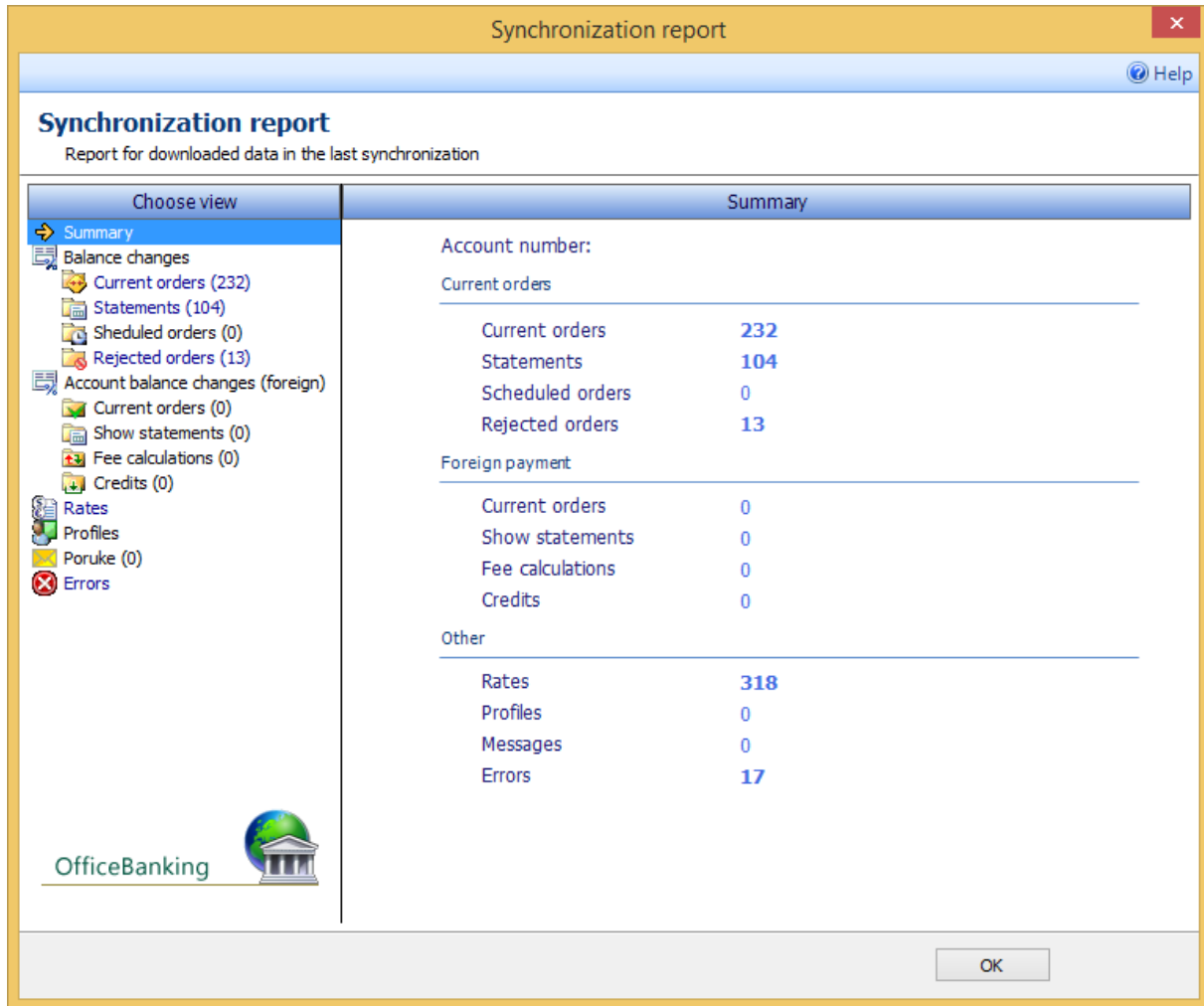


Figure 1

The report is available at all times by selecting the *Last synchronisation report* option (Figure 2)

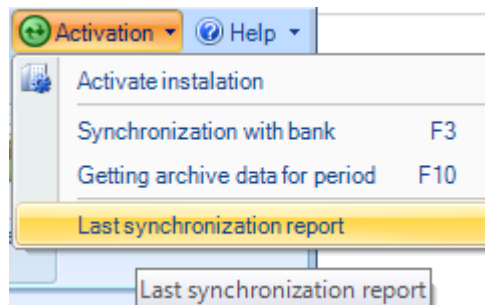


Figure 2

## Synchronisation report - Balance changes

By selecting the option as it is shown in (Figure 1), the preview of balance changes is reached:

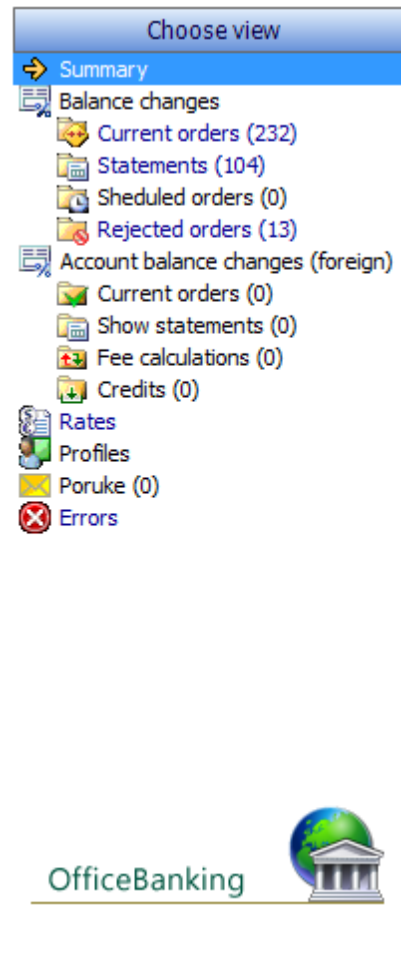
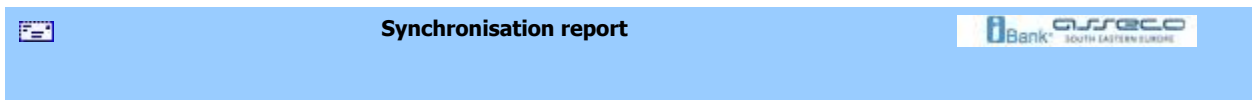


Figure 1

The list with the user's bank accounts balance is demonstrated in Figure 2 and it can be filtered.

Balance changes				
Synchronization finished 5/16/2018 u 11:21:07				
Broj stavki: 30				
Account number	Last Change Date	Current balance	Currency	
100-0000000123456-10	16-05-2018 11:17:57	162266.85	RSD	
100-0000000123456-10	16-05-2018 11:17:56	151932.67	RSD	
100-0000000123456-10	16-05-2018 11:17:56	0	RSD	

Figure 2



## Synchronisation report - *Current changes*

By selecting the option as it is shown in (Figure 1), the preview of current changes is reached:

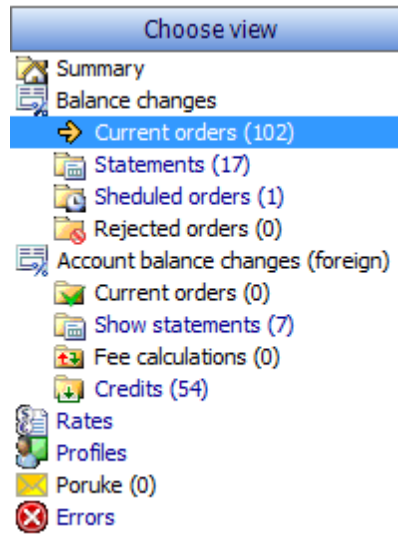


Figure 1

The list with current changes is grouped by the user's bank accounts (Figure 2) and it can be filtered.

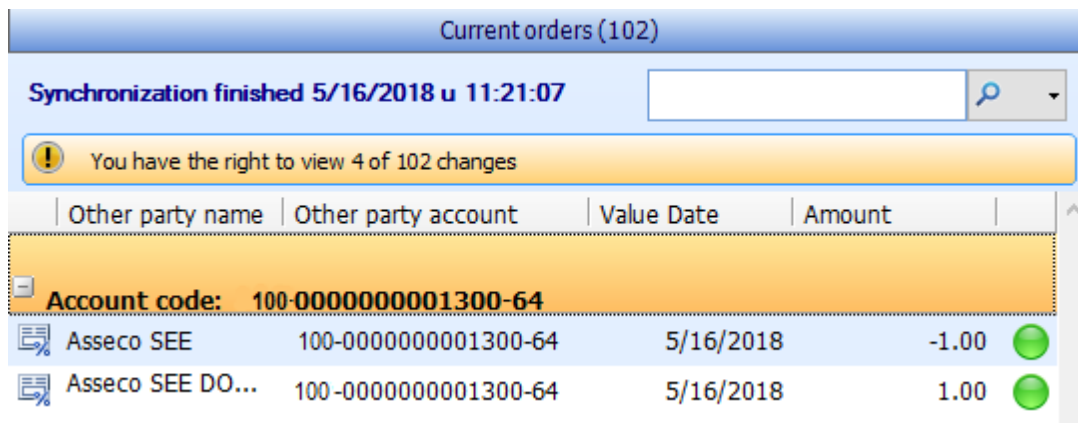


Figure 2



## Synchronisation report - *Statements preview*

By selecting the option as it is shown in *Figure 1*, the statements preview in the *Synchronisation report* is reached:

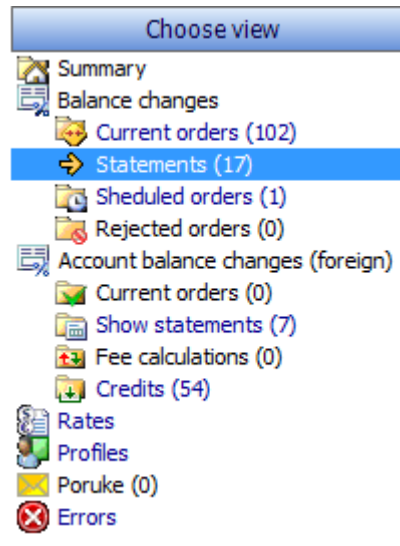
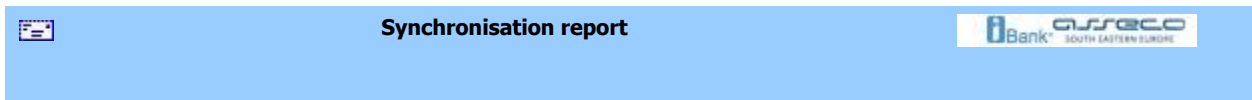


Figure 1

The list with statements is grouped by user's bank accounts (*Figure 2*) and it can be filtered. By clicking on one of the statements with the right mouse button, it is possible to print the selected statement.

Statements (17)				
Synchronization finished 5/16/2018 u 11:21:07			Statement number	
You have the right to view 12 of 17 changes				
	Statement No	Statement...	Opening balance	Closing balance
<b>Account: 100-00000000001300-64</b>				
	107	15.05.2018	1,010,585.19	1,010,569.19
	106	14.05.2018	1,579,099.69	1,010,585.19
	105	12.05.2018	1,579,131.69	1,579,099.69
	104	11.05.2018	1,579,147.69	1,579,131.69
	103	10.05.2018	17,931.26	1,579,147.69
	102	09.05.2018	17,947.26	17,931.26

Figure 2



## Synchronisation report - *Scheduled orders*

By selecting the option as it is shown in *Figure 1*, the preview of scheduled orders in the *Synchronisation report* is reached:

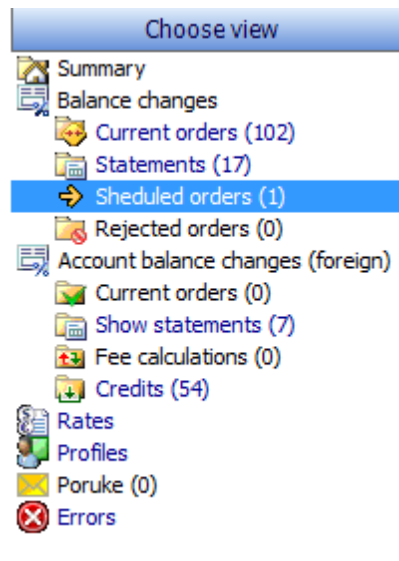


Figure 1

The list with scheduled orders is grouped by user's bank accounts (*Figure 2*) and it can be filtered.

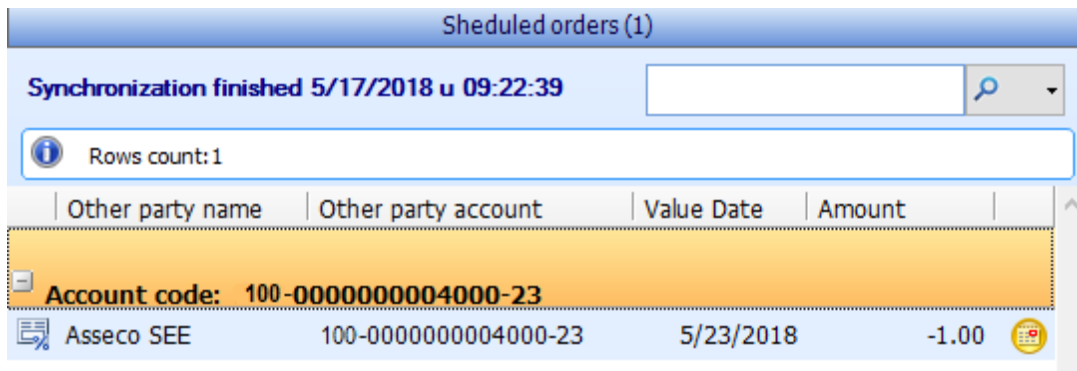


Figure 2

## Synchronisation report - Exchange lists

By selecting the option as it is shown in (Figure 1), the exchange list preview in the *Synchronisation report* is reached:

### Synchronization report

Report for downloaded data in the last synchronization

**Choose view**

- Summary
- Balance changes
  - Current orders (7035)
  - Statements (51)
  - Scheduled orders (4)
  - Rejected orders (5597)
  - Stornirani nalozi (1)
- Account balance changes (foreign)
  - Current orders (0)
  - Show statements (3)
  - Fee calculations (0)
  - Credits (5)
  - Rejected orders (0)
- Rates**
- Profiles
- Poruke (0)
- Errors

**Rates**

**Synchronization finished 5/17/2018 u 09:41:43**

Rows count: 234

Exchange List No	Exchange List Date	Bank name
1804240750	4/24/2018	Komercijalna banka test
1804240750	4/24/2018	Narodna banka Srbije
84270	4/24/2018	Expobank a.d. Beograd
84270	4/24/2018	Narodna banka Srbije
20187941	4/24/2018	Sberbank Srbija a.d.
20187941	4/24/2018	Narodna banka Srbije
1804250760	4/25/2018	Komercijalna banka test
1804250760	4/25/2018	Narodna banka Srbije
84280	4/25/2018	Expobank a.d. Beograd
84280	4/25/2018	Narodna banka Srbije
1804260770	4/26/2018	Komercijalna banka test
1804260770	4/26/2018	Narodna banka Srbije
84290	4/26/2018	Expobank a.d. Beograd
84290	4/26/2018	Narodna banka Srbije
1804270780	4/27/2018	Komercijalna banka test
1804270780	4/27/2018	Narodna banka Srbije
84300	4/27/2018	Expobank a.d. Beograd
84300	4/27/2018	Narodna banka Srbije

Figure 1

Foreign currency exchange lists of the banks where the user has bank accounts are found in this list as well as foreign currency exchange lists for the days for which the user has not imported the said list. This list can be filtered.

It is possible to preview the foreign currency exchange list by double clicking on the list or by clicking with the right mouse button and selecting the *Preview exchange list* option. A display in (Figure 2) is shown.

Exchange list

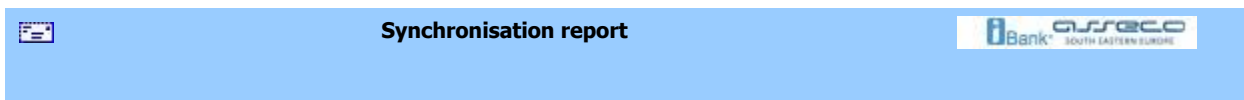
Print Show currency by banks Excel export XML Export

JUBMES a.d Beograd Select exchange list date: 15.05.2018 00:00

Preview exchange lists for bank: "JUBMES a.d Beograd" created on day: 5/15/2018

Country	Currency	Parity	Buying	Middle	Selling	Cash buy	Cash sell
EVROPSKA UNIJA	EUR	1	115.964500	118.210500	120.338300	115.846300	120.456500
SRBIJA	RSD	1	1.000000	1.000000	1.000000	1.000000	1.000000
AUSTRALIJA	AUD	1	71.929600	74.538400	77.147200	0.000000	0.000000
KANADA	CAD	1	74.694300	77.403400	80.112500	0.000000	0.000000
HRVATSKA	HRK	1	15.445100	16.005300	16.565500	0.000000	0.000000
DANSKA	DKK	1	15.312000	15.867400	16.422800	0.000000	0.000000
MADJARSKA	HUF	100	36.144800	37.455800	38.766800	0.000000	0.000000
JAPAN	JPY	100	87.078700	90.237000	93.395300	0.000000	0.000000
KUVAJT	KWD	1	0.000000	328.727800	0.000000	0.000000	0.000000
NORVESKA	NOK	1	11.892700	12.324000	12.755300	0.000000	0.000000
RUSKA FEDERACIJA	RUB	1	1.547100	1.603200	1.659300	0.000000	0.000000
SVEDSKA	SEK	1	11.065400	11.466700	11.868000	0.000000	0.000000
SVAJCARSKA	CHF	1	96.041700	99.012100	101.982500	95.843700	102.180500
VELIKA BRITANIJA	GBP	1	129.658100	134.360700	139.063300	0.000000	137.047900

Figure 2



## Synchronisation report - Profiles

By selecting the option as it is shown in *Figure 1*, the preview of downloaded data about the user's profile in the *Synchronisation report* is reached:

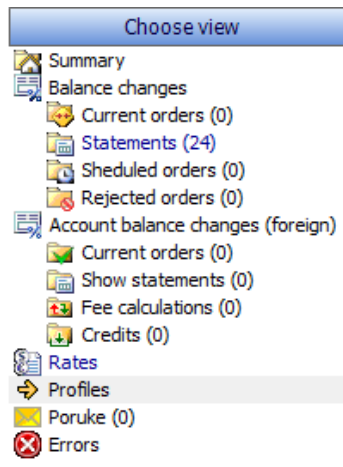
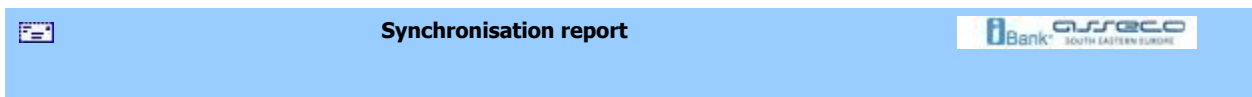


Figure 1

In the list (*Figure 2*) there are the profiles of the users of company accounts whose profiles have been changed.

Profiles	
Synchronization finished 5/17/2018 u 12:23:09	
Rows count: 71	
Name	Provider name
Nikola Tomic	Servisni centar Asseco
Aleksandra Banjac	Servisni centar Asseco
Digitrust Java New	Servisni centar Asseco
Aleksandar Stevanovic	Servisni centar Asseco
Mario Marjanovic	Servisni centar Asseco
Nenad Rankov	Servisni centar Asseco

Figure 2



## Synchronisation report - Errors

It is possible to preview the errors arising during data synchronisation with the bank in the Synchronisation report by selecting the option in *Figure 1*:

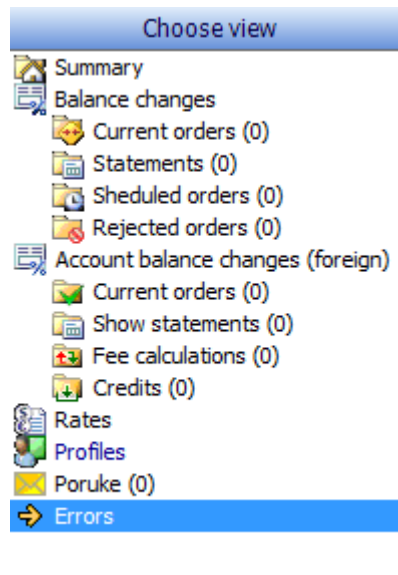


Figure 1

If during synchronisation an error occurs during data download, the errors will be displayed in the *Errors* list.

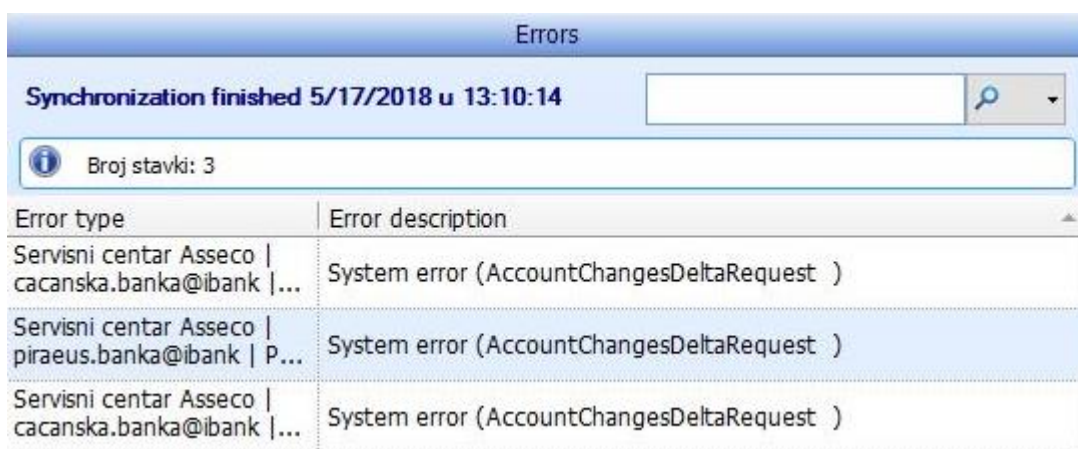


Figure 2

## Error notification

## Error notification

Asseco SEE does its best in order for *OfficeBanking* product to reach a high quality level. Our clients play a key role in that. In case an unexpected error occurs during programme work, a form shown in OfficeBanking Manual

Figure 1 is displayed, and the information about the error can be forwarded directly to the technical support department by clicking on the **Report the error** button. It is also possible to continue working with the application by clicking on the **Continue work** button.

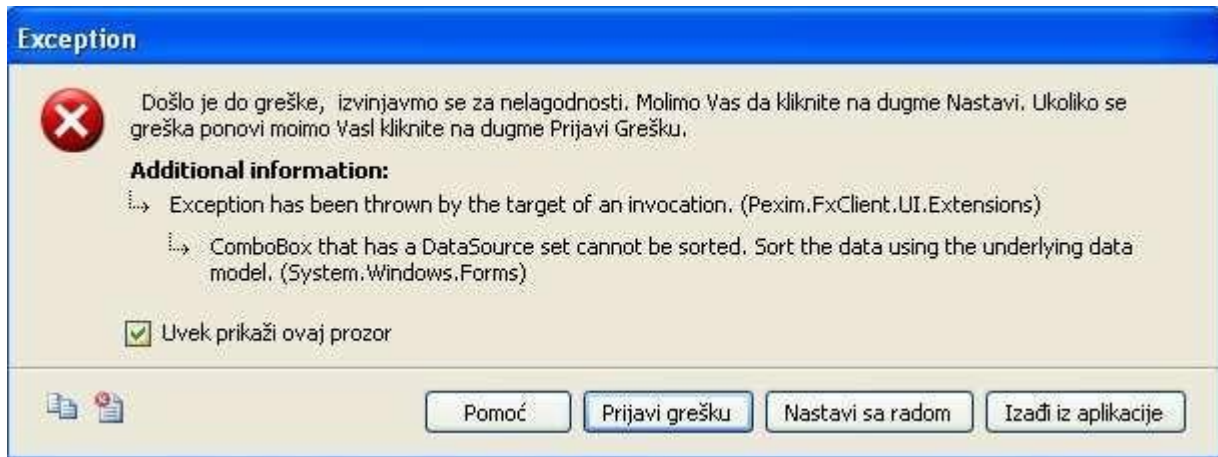
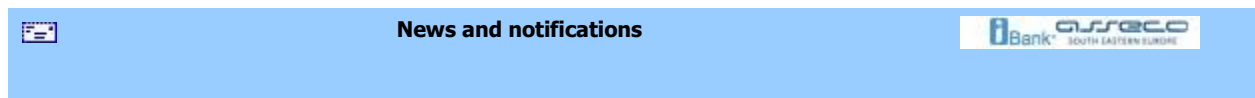


Figure 1



## News and notifications (RSS news)

*OfficeBanking* provides simple access to the latest information in the world of business. On the application's homepage you can see the most important information sorted by date as it is shown in Figure 1.

News and information			
Title	Autor	Date	Details
Brojac poruka	Servisni Centar	1/17/2014	<a href="#">Details...</a>
Instalacija OfficeBanking Desktop aplikacije sa CD-a	Servisni Centar	1/27/2014	<a href="#">Details...</a>
OfficeBanking - Instalacija Desktop aplikacije sa sajta www.24x7.rs	Servisni Centar	2/13/2014	<a href="#">Details...</a>
OfficeBanking - Instalacija Enterprise aplikacije sa CD-a	Servisni Centar	2/4/2014	<a href="#">Details...</a>

Figure 1

For every piece of information it is possible to preview news summary (*Figure 2*). If, however, you wish to read a piece of news in its entirety, one click with the left mouse button on the news headline is enough and you arrive directly to the source page.

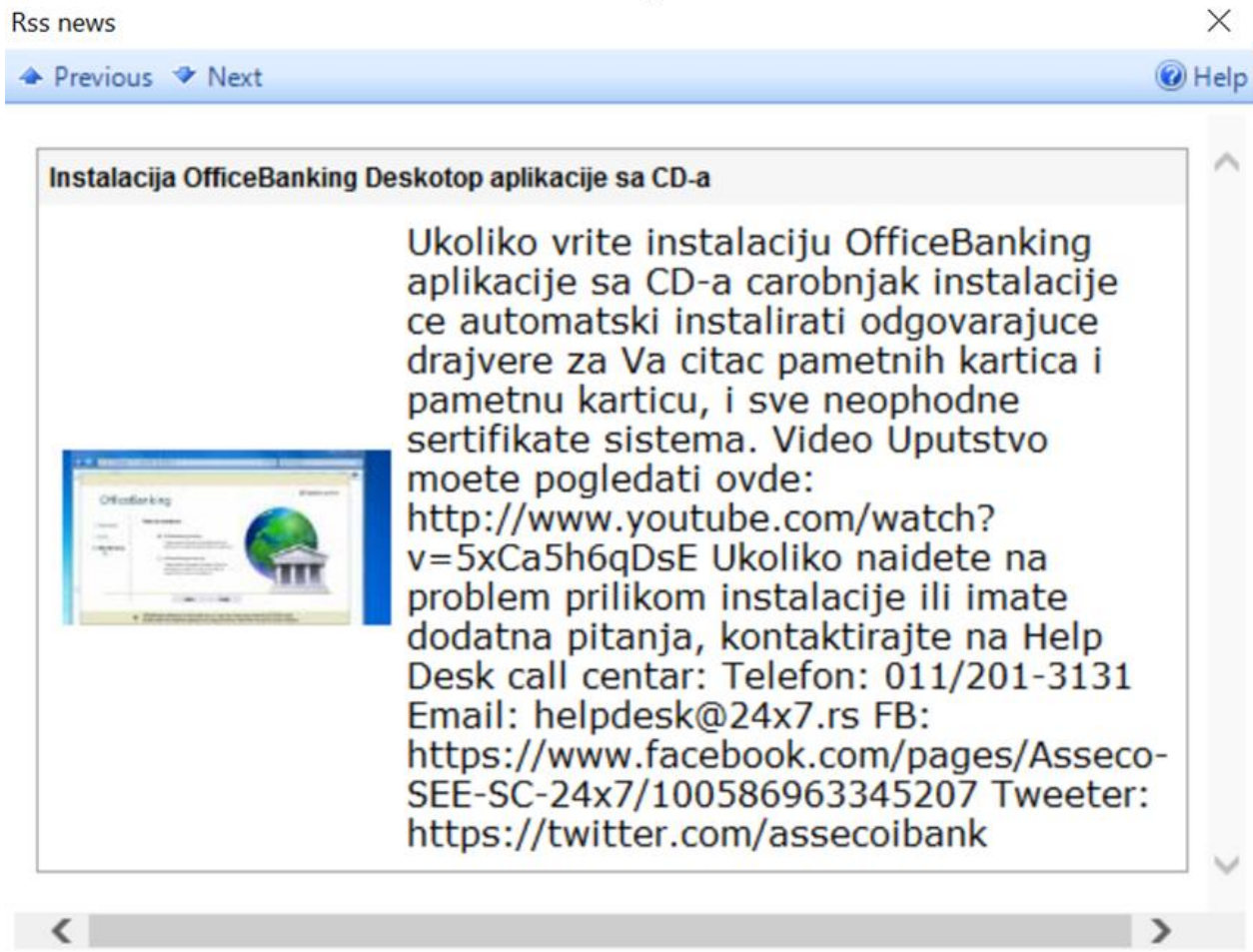


Figure 2



## Wizard for connecting with SQL server

During initial launching of the *Enterprise* version of *OfficeBanking* application, the *Wizard for connecting with SQL server*, used for connecting the application itself with the server where the database is, is displayed (*Figure 1*). If the database is not in the local computer but somewhere on the web, by clicking on the button on the right side of the list, the wizard will check all available servers and fill in the list with them. Upon selecting the desired server, it is necessary to test the connection with it by clicking on the **Test** button. By clicking on the **OK** button, configuration details are saved and the application is launched.

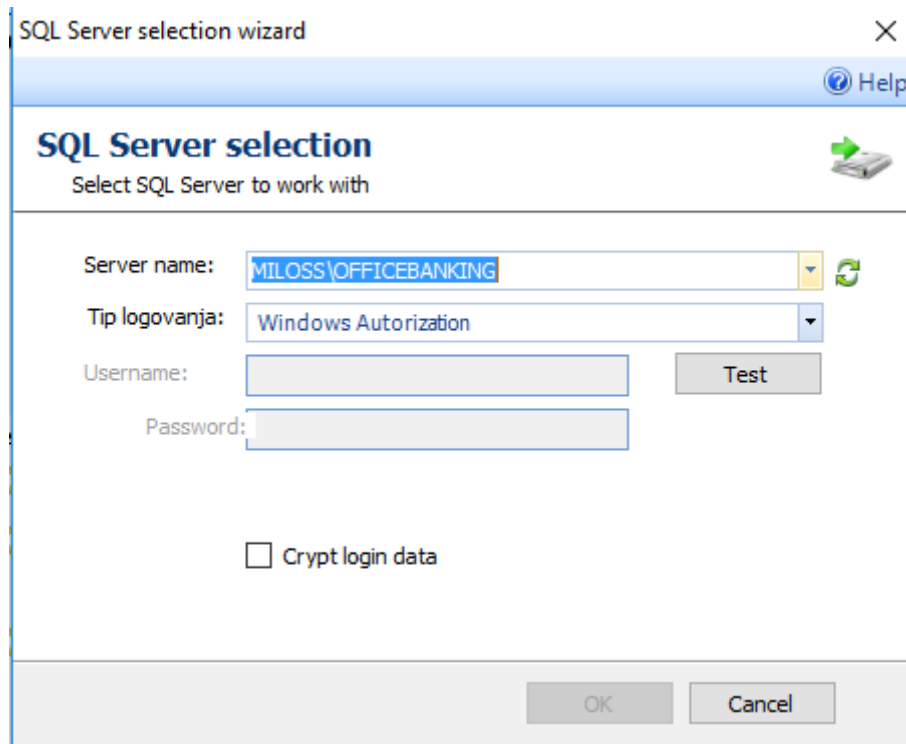


Figure 1











## Customer address book



ASSECO  
SOUTH EASTERN EUROPE

## Customer address book

-  [I want to add a new customer](#)
-  [I want to export the customers from the address book](#)
-  [I want to import the customers in the address book](#)
-  [I want to delete the customer from the address book](#)
-  [I want to find information about the customer in the address book](#)
-  [I want to preview the transactions for the customer](#)
-  [I want to join different records of the same creditor in the address book](#)
-  [I want to change the data about the existing customer](#)



### I want to add a new (change the existing) customer

To add a customer to the address book it is necessary to select *Add a new customer* option in the **Start menu** or click on the **Add a new customer** button, (*Create* group) or first open the address book by clicking on the **Customer address book** button (*Services* group) and then on the newly opened form, *Preview customer list*, press **Add a new customer** button. A form, as demonstrated in *Figure 1*, will be opened. The same form is opened when we want to change the data of the existing customer whom we have previously selected.

**New payee creating** Previous Next Help

**Actions:** Save and open, Save payee and close, New order for payee

**Accounts:** Open bank from foreign account, Delete payee account

**View:** Transactions

**New payee creating** **Status: New**

**Data preview for payee.**

Name...  Details...

Reg. number:

Street(\*):

Postal code:  City (\*):

Country:

☒ Domestic payment account  
☐ Foreign payment account

New account:  Add account

Account	Reference num...	Active

Category...

Figure 1

Data such as: name, address, account and the category to which you want the customer to belong can be entered in the form. Name and address data are obligatory and have to be entered, otherwise you will not be able to save the customer. It is possible to fill in all these fields through forms for detailed data entering which are opened by clicking on the following buttons: [Name...](#) (for entering the customer's name), [Address...](#) (for entering the customer's address), [Categories...](#) (for selecting the category you want the user to belong to) and [Details...](#) (for additional details about the customer which you want to save in the address book).

When all necessary data have been entered, the customer can be saved by pressing the **Save the customer and close** button (*Actions* group), if that is the only customer entered. If several customers are entered in the address book, it is possible to save the data by clicking on the **Save and open next** button (*Actions* group), which will save the just entered data, and the form will be ready for entering new customer's data.

## Entering the customer's name

### Entering the customer's name

In the *Name* form (Figure 1) it is possible to enter customer's *Name*, *Middle name* and *Surname* by entering the details in the appropriate field. *Name* field is mandatory.

Upon entering the data, by clicking the **OK** button, the data about the customer's name will be transferred to the *Create a new customer* form. By clicking on the **Cancel** button, you come back to the previous form and the entered data are not saved.

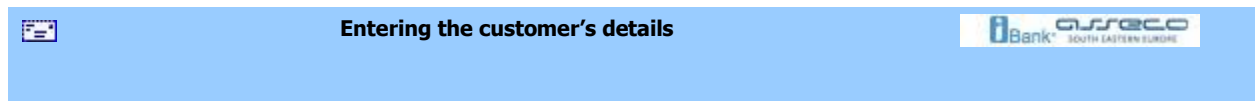
Figure 1

## Entering the customer's address

### Entering the customer's address

It is possible to enter customer's *Street and Number*, *Postal code* and *City* by entering the data in the appropriate field in the *Address* form. It is possible to select customer's state in the list of states. *City* field is mandatory.

Upon entering the data, by clicking the **OK** button, the data about the customer's address will be transferred to the *Create a new customer* form. By clicking on the **Cancel** button, you come back to the previous form and the entered data are not saved.

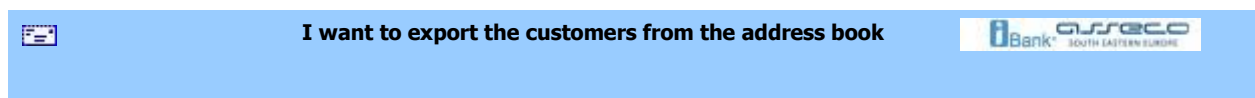


## Entering the customer's details

If necessary, or if the user requests that, it is also possible to enter additional data about the user (contact details, such as Phone number, Mobile phone number, Fax, e-mail as well as the Contact person's name). Contact person's name can be entered using the form for entering customer's name, by clicking on the [Name...](#) button. Upon entering the data, by clicking the **OK** button, additional customer's data will be transferred to the *Create a new customer* form. By clicking on the **Cancel** button, you come back to the previous form and the entered data are not saved.

 A screenshot of a "Contact data" form window. The window has a title bar with "Contact data" and a close button. Below the title bar is a blue header with "Contact data" and a "Help" icon. The main area is titled "Enter data for contact" and contains five input fields: "Telephone:", "Mobile:", "Fax:", "e-mail:", and "Name...". Each field has a placeholder text: "Enter contact person's phone...", "Enter mobilephone for contact person...", "Enter fax number...", "Enter e-mail address for contact person...", and "Enter contact person's name...". At the bottom right are "OK" and "Cancel" buttons.

Figure 1



## I want to export the customers from the address book

In order to export the customers from the address book it is necessary to select the required customers in the customer Address book and then press the **Customer export** button (*Actions* group). This functionality can also be achieved using the **Ctrl+I** shortcut on the keyboard. In the newly opened window you should select the name of the file where the exported data will be saved as well as the location where this file will be found.



### I want to import the customers in the address book



## I want to import the customers in the address book

In order to import the data about the customers from XML document, it is necessary to press the **Import customer** button (*Actions* group). The same functionality can be achieved using the **Ctrl+U** keyboard shortcut. After that it is necessary to find the required XML document from which the customers' data are imported in the newly opened window and press the **Open** button.



### I want to delete contact from the address book



## I want to delete contact from the address book

In order to delete a customer from the address book, it is necessary to be in the *Preview customer list* form - you reach the said form by clicking on the **Customer address book** button (*Services* group). There are three ways to delete a customer:

- select the customer, or several customers, in the customer list and press the **Delete customer** button (*Actions* group).
- click with the right mouse button on the selected customer and select the **Delete customer** option in the auxiliary menu
- press Delete keyboard button while the customer is selected



### I want to find information about the customer in the address book



## I want to find information about the customer in the address book

By selecting the **Customer address book** button (*Services* group), the list with all the customers is opened. If it is necessary to find data about individual creditors, the easiest way is to use **Filter**

(Views group) and select the filtering criterion. For example, in the example in the following picture, filtering is performed by customer's name:

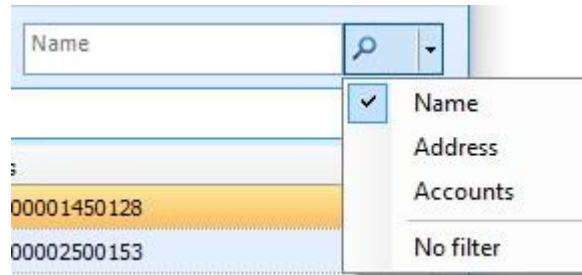


Figure 1

For a specific example, we enter the beginning or the whole customer's name in the **Starts with** field, and then we select the required one in the given list by pressing the left mouse button. If necessary, the data about the requested creditor can be printed out by selecting one button in the **Reports** group, and if you want to change the data, one double mouse click on the requested creditor is enough.

## I want to preview the transactions for the creditor



### I want to preview the transactions for the creditor

A detailed preview of the transactions for a customer is obtained by selecting a particular customer in the address book and by selecting the **Show transactions** button (*Services* group) in the opened *Preview customer list* window.

This preview can also be printed out by selecting the **Print** button (*Reports* group)

## I want to merge different records of the same creditor in the address book



### I want to merge different records of the same creditor in the address book

It is possible for one creditor to appear in the address book several times with similar identification details. The address book is reached by clicking with the left mouse button on the **Customer address book** button (*Services* group) in any application view. You first choose the customers in the customer list who need to be merged in one, and then you click with the left mouse button on the **Merge customers** button (*Actions* group). A form for merging customers is opened (*Figure 1*)

Partners merging
×

Save and close
Help

## Partners merging

Merge partners who appear several times in the list

*i* Merging partners: 54 ,55

New partner will be saved with given data.

Name...

**Računi**

115000000000284565
840000000095584510
115000000000377491

Contact...

Partners that will be merged.

Count	Name	Address
54	FX1	Test,,Test
55	FX2	Test,,Test

Figure 1

In it, the accounts of all customers who participated in merging are displayed as data for a new customer and other data are taken from the first one. If necessary, it is possible to change these data in the window itself. The list of all customers participating in merging is displayed in the lower part of this window. Upon clicking with the left mouse button on the **Save** and **Close** button, there will be one merged customer in the customer list, and the customers who participated in merging will be deleted.

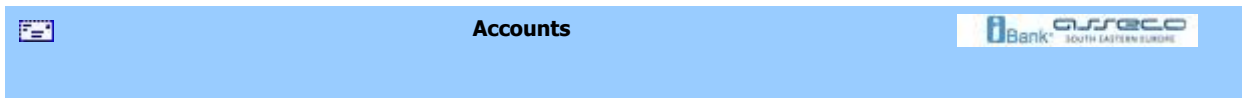


**I want to add a new customer**











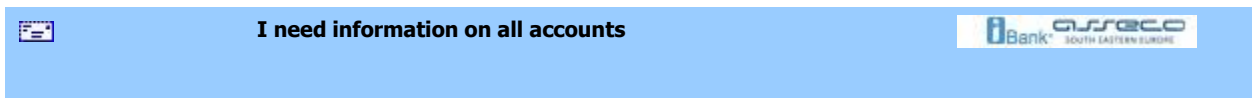
## I want to change the data about the existing customer

In order to change some data about the existing customer, it is necessary to select the said customer in the customer list. After selection, it is necessary to click on the **Edit customer (Actions group)**. Further work is the same as during customer creation, just that the existing data are now changed



## Accounts

-  [I need information on all accounts](#)
-  [I want to export transactions](#)
-  [I need review of today's changes in a banking account in order to see whether a payment order has been realized](#)
-  [I need review of today's changes in a banking account in order to see whether a customer made a payment](#)
-  [I need review of a customer's transactions](#)
-  [I need insight into a banking account aggregate data](#)
-  [I need log review](#)
-  [I want to synchronize my bank account data](#)



## I need information on all accounts

In the application's home page, we can see all available accounts. For each account we can see the real and available balance, as well as the last synchronization date. Aiming to achieve a better visibility, this review can be grouped by companies, banks or account type, as depicted in (Figure 1).

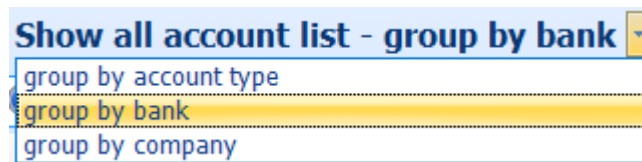


Figure 1

In the event that the synchronization has never been made (when the application is started the first time), the account balance cannot be synchronized, and the account data will not be shown. In that case, as well as in the case when new information are required, we should select **Data exchange with bank** as depicted in (Figure 2), or use the keyboard shortcut **F3**.

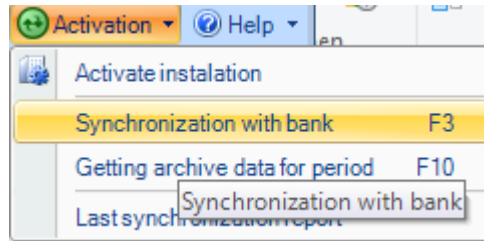
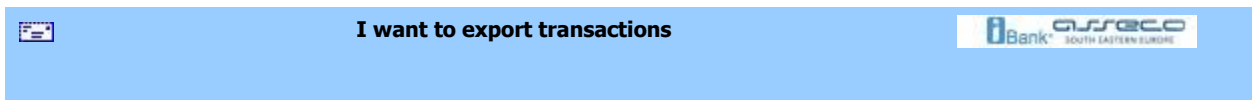


Figure 2



## I want to export transactions

We can reach the list of transactions in two ways. One of them is to select a certain account in the menu

**Domestic payment system** and lists *Posted orders* as depicted in (Figure 1).

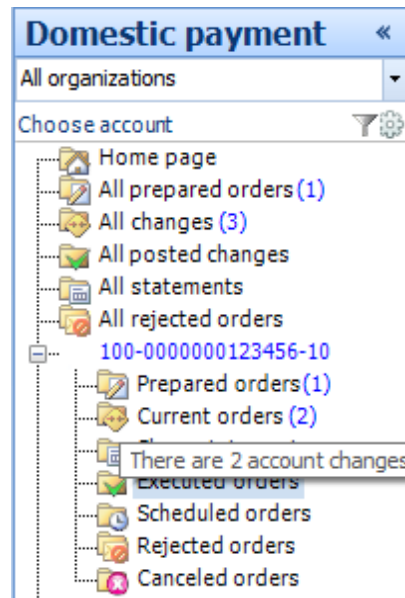
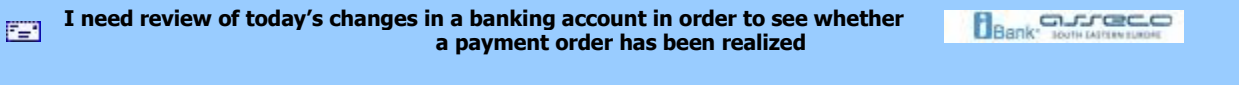


Figure 1

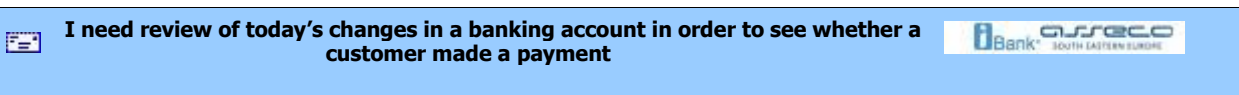
The other method is to select option *Statement review*, and then a list of transactions will appear in the screen. The transaction export is very simple. You should just mark the desired

transactions and click with a left-click of the mouse at the radio button **Export** (group **Actions**). A window will open where the exported data should be saved, where we should enter the name and select a location where a file created in this manner will be saved, and we should do a left-click at the radio button **Save**.



I need review of today's changes in a banking account in order to see whether a payment order has been realized

Upon completed synchronization, all the changes made after the last synchronization come from the bank. We should check the list of today's changes in order to see whether the order has really been realized, i.e. we should check the list of Current changes. In this list, the status of the desired order is clearly visible.



I need review of today's changes in a banking account in order to see whether a customer made a payment

Upon the completed synchronization, all the changes which have been made after the last synchronization come from bank. If we are expecting a payment, we should check the list of today's changes in order to see whether the order has really been realized, i.e. we should check the list of Current changes. If we know the account number where we expect the payment, the easiest way is to see the current log of changes for that account. We should navigate to the current log of changes for a certain account as depicted in the *Figure 1*.

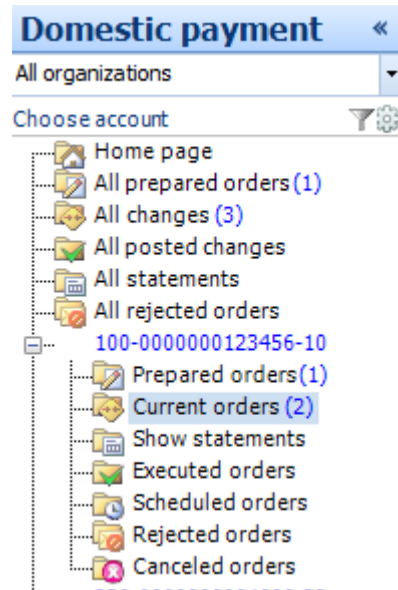


Figure 1

However, if we do not know the account number where the payment is expected, we should see the current log of changes for all existing accounts.

Since the current log of changes contains all the changes which have occurred after the last synchronization, we can speed up the searching process in one of the following ways:

1. filter all incoming payment orders and then search the resulting list,
2. group all orders by customers, and then search the list of orders for the customer whose payment is expected, and
3. enter into the filter a few initial letters of the name of the customer whose payment is expected, and then search the received list of orders for that customer



**I need review of a customer's transactions**



## I need review of a customer's transactions

Detailed review of customer's transactions can be seen by selecting a desired customer in the address book if we select the radio-button **Show transactions** (group **Services**) in the received window Customer list review. This review can also be printed by selecting the radio button **Print** (group **Reports**).

## Aggregate bank account data

In the application's home page, we can see all available accounts. For each account we can see the real and available balance, as well as the last synchronization date. Aiming to achieve a better visibility, this review can be grouped by companies, banks or account type, as depicted in *Figure 1*.

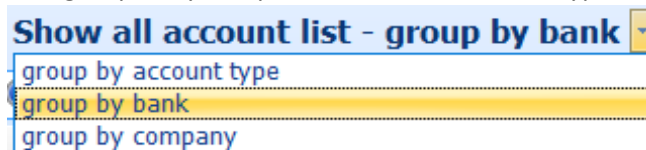


Figure 1

In the event that the synchronization has never been made (when the application is started for the first time), the account balance is not synchronized either, and the account data will not be shown.

If we select the desired account in the main menu, we can get the complete account balance. The data on realized incoming and outgoing payments, current and available balance, amount of rejected, cancelled and iBank orders are aggregately shown in this review. (Figure 2).





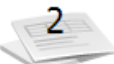

Balance by account 100-000000012345...			Active
 Last change date: 5/16/2018 11:17:53 AM			
Statement closing balance No. 107 from date: 5/15/...		1,010,569.19	
 Credit instructions		1.00	
 Debit instructions		-1.00	
Current balance		1,010,569.19	
Overdraft		0.00	
Reserved funds		0.00	
Available balance		1,010,569.19	
iBank orders (funds not reserved)		0.00	
Pending orders (total)		0.00	
			<div><div><b>1</b></div><div><b>Prepared orders</b> <a href="#">Amount: 1.00 RSD</a></div></div> <div><div><b>2</b></div><div><b>Current orders</b> <a href="#">Amount: 0.00 RSD</a></div></div> <div><div><b>0</b></div><div><b>Scheduled orders</b> <a href="#">Amount: 0.00 RSD</a></div></div>

Figure 2

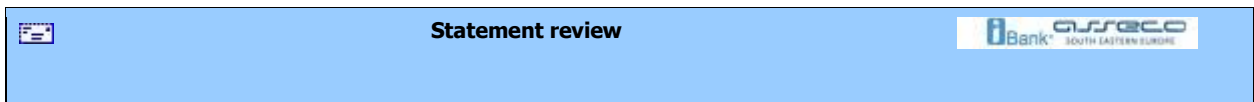
One of special benefits is the summary review of the number and amount of announced orders and orders in preparation, as well as the review of current account log.

In the lower part of the review, we can see the most frequently used currencies, their purchasing and selling rate, as well as the f/x rate lists from a specific bank. On the left side, we can read the messages from the bank and from the service center. With a double click at the desired message (or a click at the link *Details...*) we can see its detailed review. Each message can be marked as read/unread, and important according to the user's needs. If a message is received from the bank as a high priority message, it will be marked with an exclamation mark within a blue triangle (as depicted in *Figure 2*).



## I need log review

If we need log of changes for a certain time period, we can filter the existing orders in the *Current log of changes* against the date. We can print the resulting list with a left-click of the mouse at the radio button **Print** (group *Reports*)



## Statement review

We can get the statement list if we click the statement list in the *Domestic payment system* menu (*Figure 1*), or throughout menu *Statement review*.

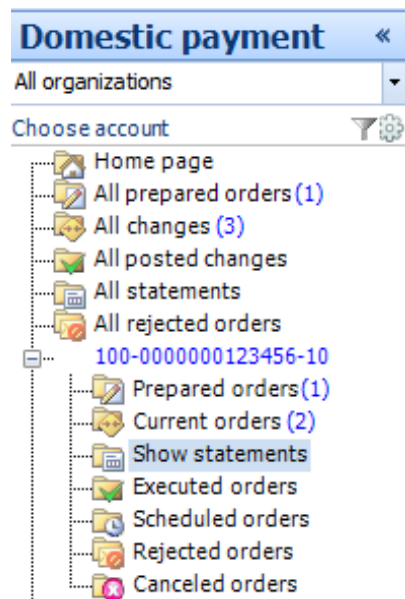
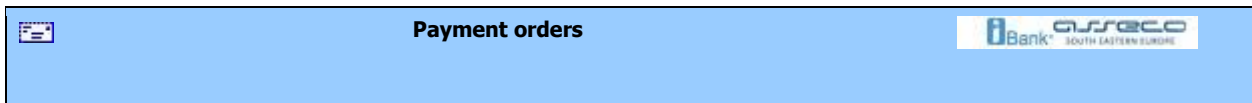















Figure 1





This list can be filtered and grouped based on the user's requirements. We can review and print the last statement any time while using the application with a click at the radio button **Print the last statement** (group *Print*).

As well, we can review and print other statements with a double click of the mouse at the desired statement, or by selecting a statement and a click at the radio button **Print** (group *Reports*).



## Payment orders

-  [I want to print a list of created payment orders](#)
-  [I want to create an order based on information on customers from the address book](#)
-  [I want to fill in an order](#)
-  [I want to review the turnover of the orders waiting for future realization](#)
-  [I want to review the today's orders waiting for realization](#)
-  [I want to review the turnover card and aggregate data by customers](#)
-  [I want to export a list of created payment orders](#)
-  [I want to create a new valid compensation order](#)
-  [I want to create a new valid transfer order](#)
-  [I want to delete a created order/ created orders](#)
-  [I want to edit a created order](#)
-  [I want to edit a signed order](#)
-  [I want to sign a created order](#)

-  [I want to sign all previously created orders](#)
-  [I want to add a signature to a signed order](#)
-  [I want to send a created order](#)
-  [I want to check the status of a created order](#)



## I want to print a list of created payment orders



### I want to print a list of created payment orders

The created orders can be printed in a very simple way. Depending on whether we wish to print all or individual orders, we should select the orders accordingly, and then do a left-click at the radio-button **Print** (group *Reports*).



## I want to create an order based on information on customer from address book



### I want to create an order based on information on customers from address book

When we review customer's details (*Figure 1*), we can create an order for that customer with a click at the radio button **Create a new order for the customer**.

Figure 1

After we click at the radio button **Create a new order for the customer**, a new form opens. The form looks as the payment order creation form, but the fields are filled in with the data of the selected customer, so that we should enter the amount, and the order can be signed.

## I want to fill in an order

### I want to fill in an order

When a new transfer order is created, the form is already filled in with the previous order's values, which makes the new order filling in much easier. We should only change the fields in the form which are different in the new order. *Customer's name, customer's account number, code and payment description* are mandatory fields and they have to be filled in properly so that the order could be saved.

First we enter the data relating the customer's account in the section *Customer's account*. If we enter the initial letters of the customer's name, the application retrieves all the customers with that initials (*Figure 1*).

Figure 1

In that case we should only select a desired customer from the list, and all the other customer related fields will be filled in with the data from the directory. Of course, we can enter data for the customers which are not in the directory, but in that case we have to be careful to enter the customer's account properly. The additional data on payment can be added by filling in the order field for model and reference number (credit).

In the next step we enter the data relating the account from which the payment is realized in the section Domestic payment system. Then we should select from the drop-down list one of the account numbers from which we wish to make the payment. The additional data on received payment can be added by filling in the order field for model and reference number (debit). By entering the proper payment code, we directly fill in the field for payment description, too. The payment code can be found in the drop-down list when we left-click at the radio button on the right-hand side of the field for payment description. We can click twice at the desired list item, and the fields relating the code and payment description will be filled in (*Figure 2figure*).

Figure 2

At the end, we should enter the values referring to the payment details in the section *Payment details*. It is essential that you enter the amount which is transferred from one account to another. The default value is set to be 0.00. In order to create a valid order, the amount of money has to be higher than 0.00. The amount can be also calculated by the means of integrated calculator (*Figure 3*).

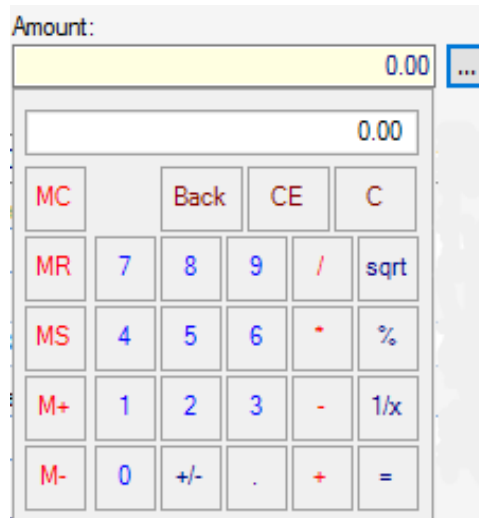
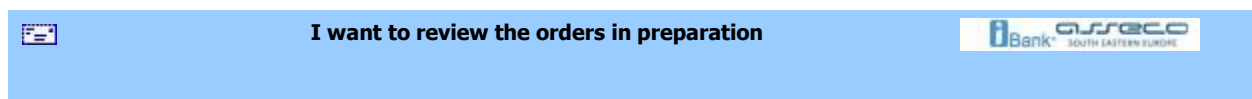


Figure 3

Upon completed calculation, we should left-click at the equal sign in the calculator which then closes, and the amount field is filled in with the calculated value. By default this *Date* field is set to be the current date. If we change this value to a future date, we can announce an order. The order created with a date in the past is not valid, and cannot be saved. The order can be executed urgently if you click that option in this section.

The following thing you should do to send the order successfully to the bank is to sign the order.



[I want to review the orders in preparation](#)

We can access the orders in preparation by selecting a certain account in the menu *Domestic payment system* and list *Orders in preparation* as depicted in the *Figure 1*,

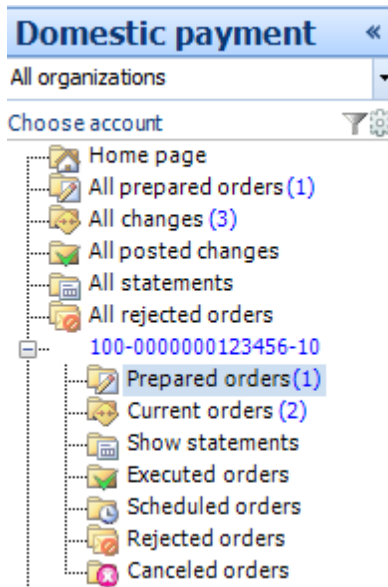






Figure 1

and then a list of orders in preparation will appear in the screen:

Prepared orders - all orders							Other party name	
Total prepared orders: 2, selected 1								
	Other party name	Other party ac...	Value date	Pu...	Purpose description	Amount		!
	Asseco SEE	100-00000...	5/17/2018	321	Promet robe i usluga - finalna potr...	5.00		
	Asseco SEE	100-00000000...	5/16/2018	221	Bankarska provizija, zad. br.:3061951	2.00		

Figure 2

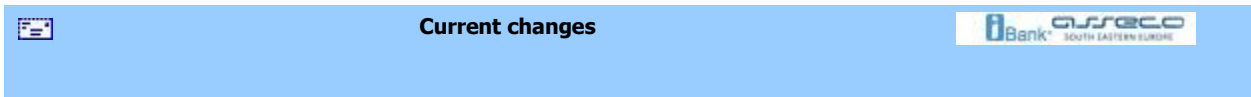
In the list (Figure 2), we can check the status of each order, as well as the changes made in the order. The statuses are shown with icons on the right-hand side of the list, and they can be as follows:

-  Waiting for signature
-  Waiting for another signature (in the event that several users should sign the same order)
-  Ready for sending
-  Error in Internet traffic (synchronize once more with F3, and the prepared orders will be sent)

A list received in this manner can be more efficiently reviewed in the following ways:

1. by grouping by customers,
2. by grouping by amount,

3. by grouping by customer's account
4. by grouping by currency date
5. by grouping by status and
6. by entering into the filter a few initial letters of the name of the customer whose orders should be reviewed



## Current changes

By selecting option *Current log of changes* (Figure 1), the list with current log of changes will appear containing orders sent to the bank which have not been posted throughout some of the statements.

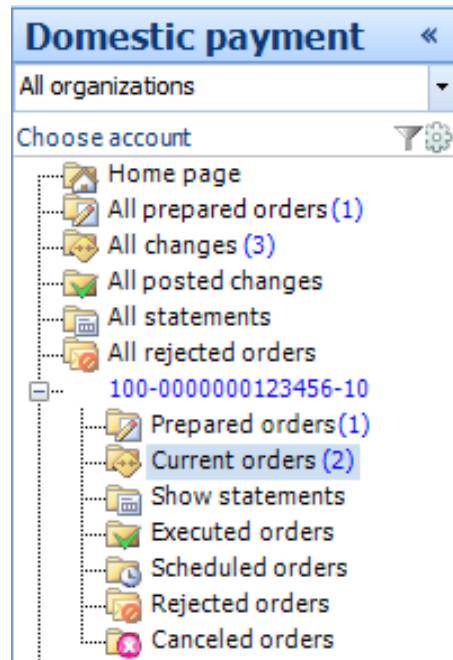





Figure 1

Orders in the list of posted changes can have the following statuses:

-  In iBank
-  Waiting (Waiting visaing, Sent to clearing)
-  Realized

They can be more efficiently reviewed in the following ways:

1. by grouping by customers,
2. by grouping by amount,
3. by grouping by customer's account, and
4. by entering into the filter a few initial letters of the name of the customer whose orders should be reviewed

## Posted changes



### Posted changes

If we select option *Posted changes* (Figure 1), the list of posted changes can be reviewed. The list contains transactions which have been realized and posted in the statements and the transaction details can be checked with a double click at the transaction. The list looks as depicted in the Figure 2.

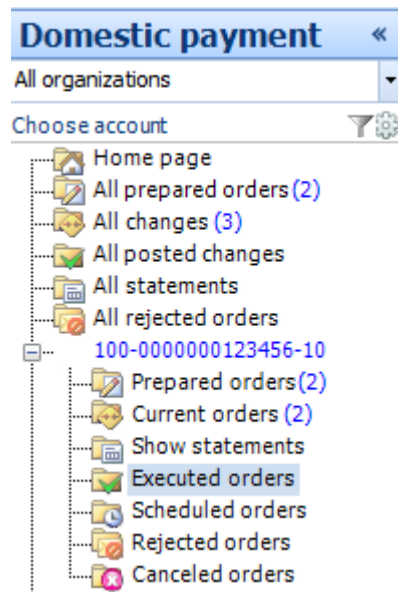


Figure 1

Transaction preview - from last statement								
Total transactions: 202, selected 1								
	O..	F	Value date	Statement number	Statement date	Purp...	Purpose description	Amount
	J...	1	5/16/2018	108	5/16/2018	221	Obračunata provizija u...	0.00
	J...	1	5/16/2018	108	5/16/2018	221	[AutoProv]Vanjabilna ...	-16.00
	A...	1	5/16/2018	108	5/16/2018	321	Promet robe i usluga - ...	-1.00
	A...	1	5/16/2018	108	5/16/2018	321	Promet robe i usluga - ...	1.00

Figure 2

The icon on the right-hand side of the list of posted changes shows the type of transaction, and can look like as depicted:



Realized  
incoming  
payment

Realized  
outgoing  
payment

**I want to review the turnover of the orders waiting for future realization**

I want to review the announced orders (orders waiting for future realization)

We can access the orders waiting for future realization for certain accounts by selecting the option *Announced orders* from the menu for that account as depicted in the *Figure 1*. For each order in the list, if we select it, we can review the document changes.

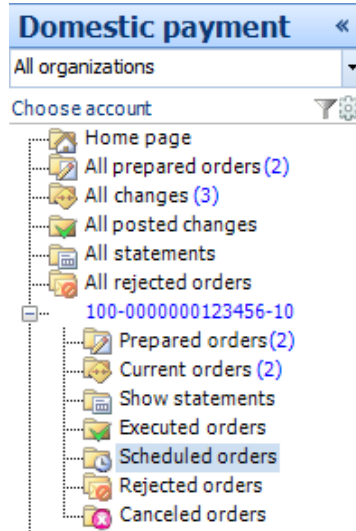


Figure 1



- Mark of a future realization date order

A list received in this manner can be more efficiently reviewed in different ways:

1. by grouping by customers,
2. by grouping by amount,
3. by grouping by customer's account, and
4. by entering into the filter a few initial letters of the name of the customer whose orders should be reviewed



**I want to review the rejected orders**



## I want to review the rejected orders

We can access the rejected orders by selecting a certain account in the menu *Domestic payment system* and list *Rejected orders* as depicted in the *Figure 1*,

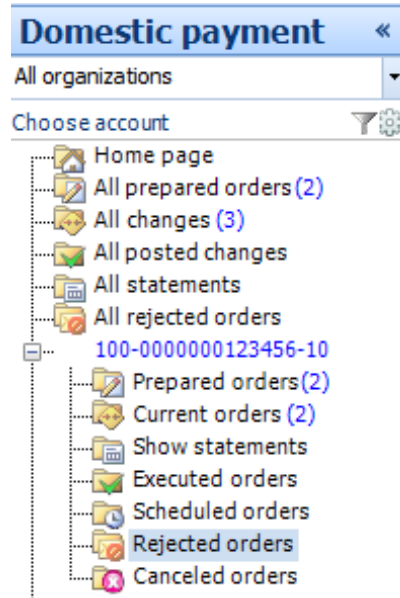


Figure 1

and then the list of rejected orders will appear in the screen.

The status is shown with a red icon on the right-hand side, and it signifies the rejected status.



Rejected  
order

A list received in this manner can be more efficiently reviewed in the following ways:

1. by grouping by customers,
2. by grouping by amount,
3. by grouping by customer's account
4. by grouping by value date
5. by grouping by status and
6. by entering into the filter a few initial letters of the name of the customer whose orders should be reviewed

Each of the orders from the list can be reviewed, changed, signed or deleted. For detailed information on said actions, please see the following links:



**I want to review the cancelled orders**



## I want to review the cancelled orders

We can access the cancelled orders by selecting a certain account in the menu Domestic payment system and list Cancelled orders as depicted in (Figure 1).

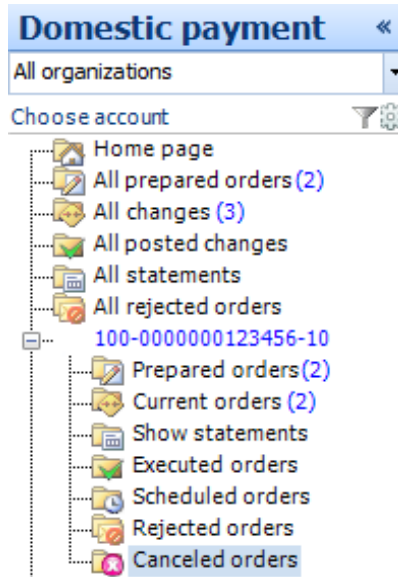




Figure 1

 **I want to review the today's orders waiting for realization**


## I want to review the today's orders waiting for realization

We can access the orders waiting for realization for certain accounts by selecting the option *Announced orders* from the menu for that account as depicted in the (Figure 1). For each order in the list, if we select it, we can review the document changes.

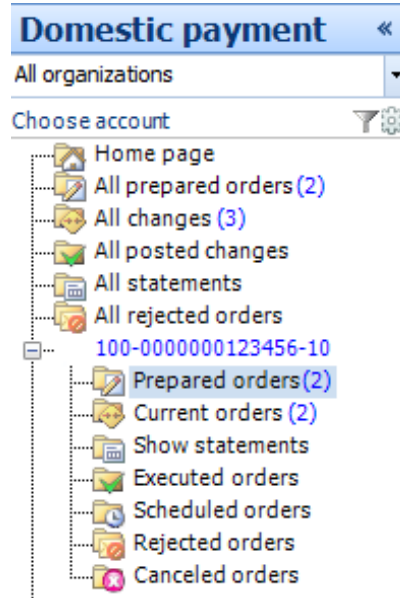


Figure 1

A list received in this manner can be more efficiently reviewed in different ways:

1. by grouping by customers,
2. by grouping by amount,
3. by grouping by value date,
4. by grouping by customer's account, and
5. by entering into the filter a few initial letters of the name of the customer whose orders should be reviewed



**I want to export a list of created payment orders as a set of templates**



I want to export a list of created payment orders as a set of templates

In order to export the orders, we should first select an account in the menu *Domestic payment system*, and then select the desired orders. After that, the selected fields should be clearly visible. Now we should click **Export** (group *Actions*) <keyboard shortcut **Ctrl + I**>; after that a window appears where we select the location where we will save the exported orders, as well as the format in which we wish them to be exported. The saving itself is performed with a click at the radio button **Save** in the right-hand corner of the window. After that, a message on successfulness and number of

exported orders will be shown in the window for work with orders as depicted in the following figure:



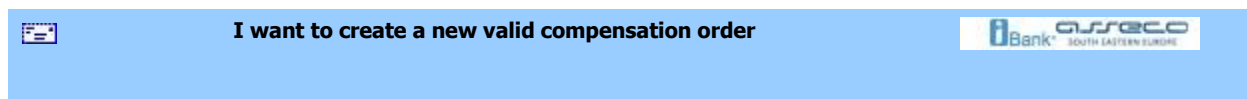
Prepared orders - all orders						
Total prepared orders: 2, selected 1						
	Other party name	Other party ac...	Value date	Pu...	Purpose description	Amount
	Asseco SEE	100-00000...	5/17/2018	321	Promet robe i usluga - finalna potr...	5.00
	Asseco SEE	100-00000000...	5/16/2018	221	Bankarska provizija, zad. br.:3061951	2.00

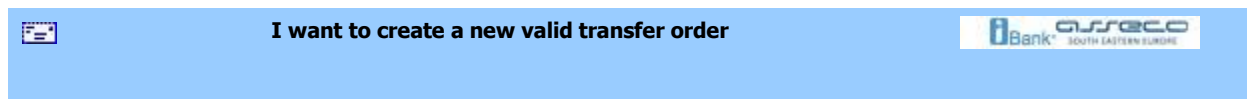
Figure 1



## I want to create a new valid compensation order

Creation of a compensation order is performed in the same manner as the creation of a new transfer order, but the method of filling in the order creation window is a bit different.

In the field **Customer's name**, we should select ourselves in the list of customers, and then we should set equal fields **Customer's account** and **My account**, and in this manner we have created a compensation order. It is even simpler to use the shortcut **Ctrl+Shift+N**, which leads us directly to a new compensation order. In order to make a valid order, we should fill in properly the remaining parts of the window, in the same manner in which we create a new transfer order.



## I want to create a new valid transfer order

We can access the form for order creation in several ways. The simplest method is to select option **Create new transfer order** as depicted in Figure 1 or to do a left click at the radio button **Create new transfer order** (group *Create*) at any time when we are using the application. We can do this by using the keyboard shortcut **Ctrl+N**, too. Now we should fill in the form for order creation properly.

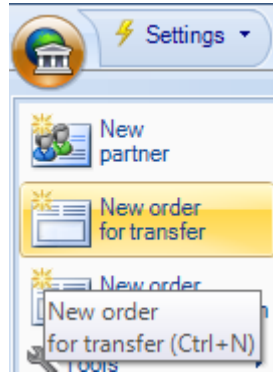


Figure 1

The created order can be directly signed by a click at the radio button **Sign the order and close** (group *Actions*) or with the shortcut **Ctrl+S**. Only a properly filled in order can be signed. If subsequent signing of a created order is planned, we can just save it with a click at the radio button **Save the order and close** (group *Actions*) or with the keyboard shortcut **Ctrl+E**. However, if you need to create several consecutive orders, the current order should be saved with a click at the radio button **Save the order and create a new one** (group *Actions*) or with the keyboard shortcut **Ctrl+N**.



I want to edit a signed order



I want to edit a signed order

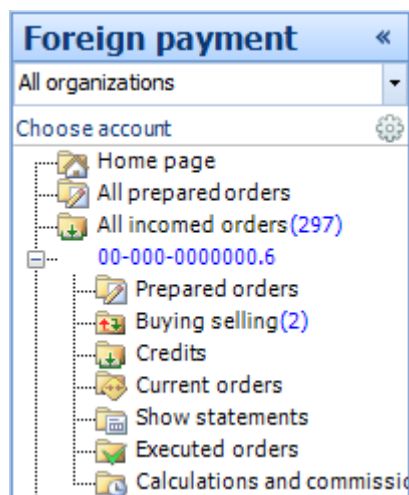
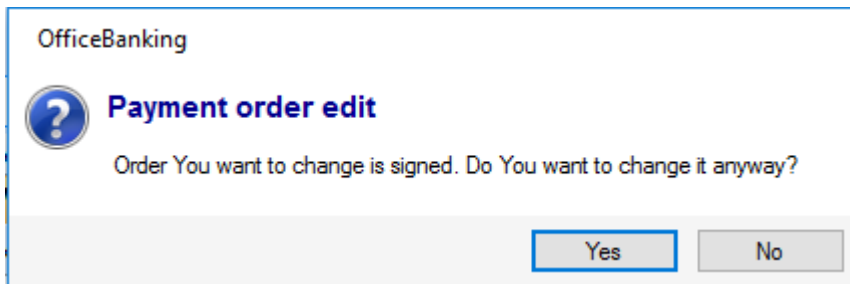


Figure 1

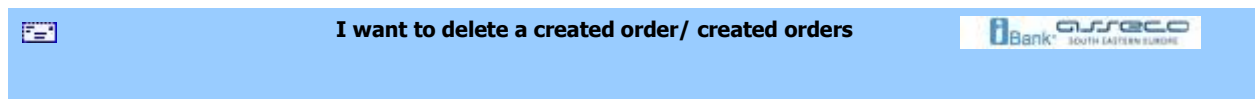
If we need to change an already created and signed order, we should go to the section Orders in preparation (Figure 1), and apply one of the following procedures:

1. select a desired order and double click it with the mouse,
2. select a desired order and click the radio button **Open** (group *Actions*) or
3. do a right-click and select option **Open**.

The screen will show the warning that the desired order has already been signed, as depicted in the following figure:



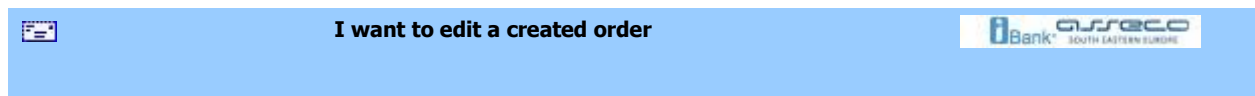
If we click the radio button **Yes**, a window for order change appears, and we can make the required changes. However, we have to make sure that the changed order is valid. The status change will be visible in the window: Status-Changed. The changes will be finally saved after the left-click of the mouse at the radio button **Save the order and close** (group *Actions*).



## I want to delete a created order/ created orders

In order to delete a created order, you should select a desired order and right-click with the mouse. When the drop-down menu opens, we should select option **Delete** or when the desired order is selected you can delete it with a click at the radio button **Delete** (group *Actions*).

If you wish to delete several orders at the same time, you should select them, and then follow the same procedure you would use for individual order deletion.



## I want to edit a created order

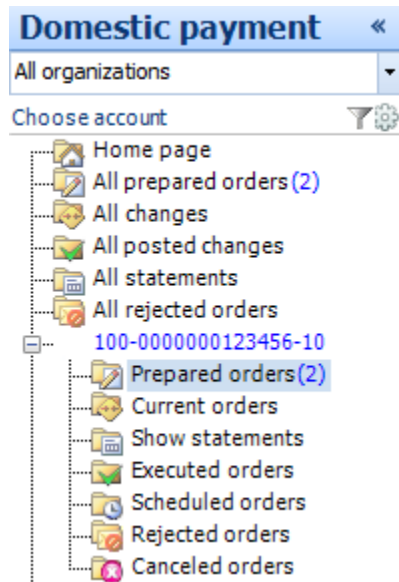



Figure 1


If we need to create an already created order which has not been signed, we should just go to the section *Orders in preparation* (Figure 1) and apply one of the following procedures:

1. select a desired order and double click it with the mouse,
2. select a desired order and click the radio button **Open** (group *Actions*) or
3. do a right-click and select option **Open**.

After that a window for order change appears, and we can make the required changes. However, we have to make sure that the changed order is valid. The status change will be visible in the window: Status-Changed. The changes will be finally saved after the left-click of the mouse at the radio button **Save the order and close** (group *Actions*).



**I want to sign a created order**



## I want to sign a created order

We can access the orders in preparation by selecting a certain account in the menu *Domestic payment system* and list *Orders in preparation* as depicted in the *Figure 1*,

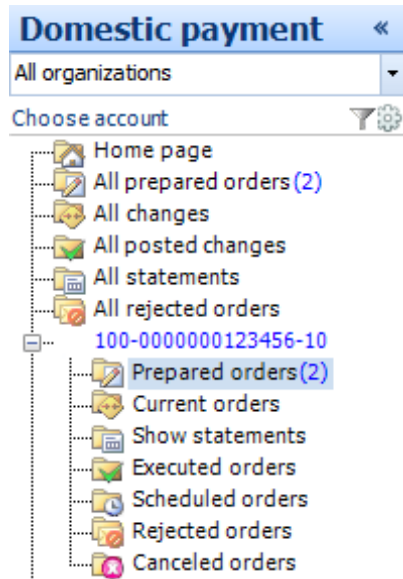


Figure 1

and then a list of orders in preparation will appear in the screen. If we wish to sign one of the orders from the list, we should select it and select the radio button **Sign** (group *Actions*). A window for signing data entry appears (entry of the certificate and PIN code). After filling in the form and click at the radio button **Sign**, if the form is filled in with valid data, the signing process will start. If the signing was successful, the report will be shown in the screen *Figure 2*, and if not, the report depicted in *Figure 3* will be shown.

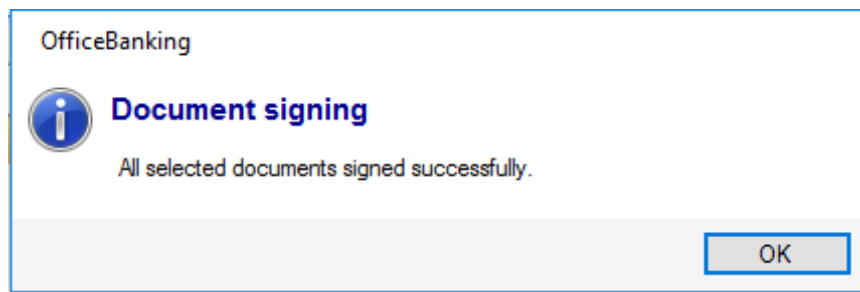


Figure 2

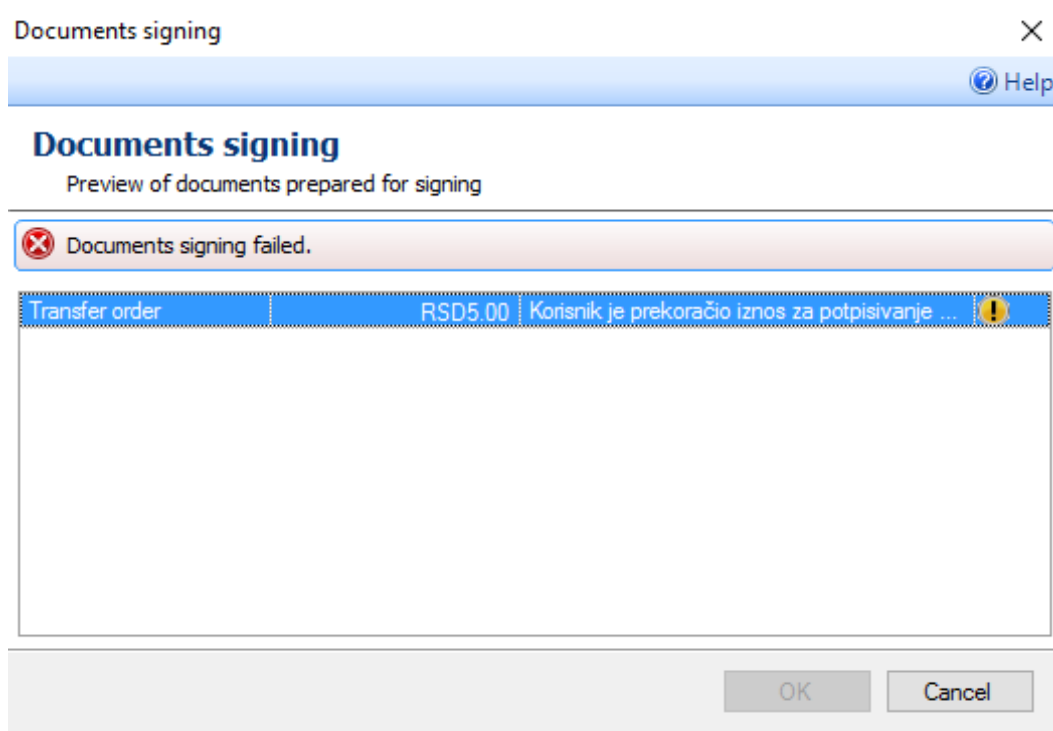
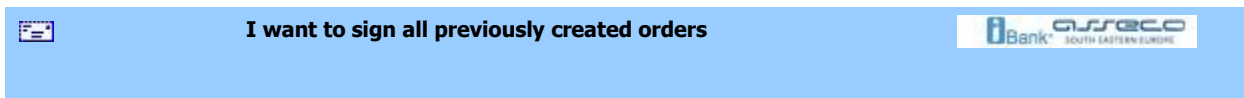


Figure 3

At the end, in the first case we should click the radio button **OK**, and in the other **Quit**.



I want to sign all previously created orders

We can access the orders which are being prepared by selecting a certain account in the menu *Domestic payment system* and list *Orders in preparation* as depicted in the *Figure 1*,

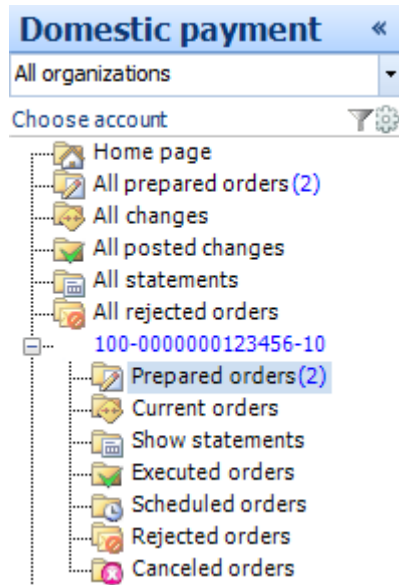


Figure 1

and then a list of orders in preparation will appear in the screen. If we wish to sign one of the orders from the list, we should select it and select the radio button **Sign** (group *Actions*). A window for signing data entry appears (entry of the certificate and PIN code). After filling in the form and click at the radio button **Sign**, if the form is filled in with valid data, the signing process will start. The report on number and type of successfully and unsuccessfully signed orders will be shown in the screen, as depicted in the figure

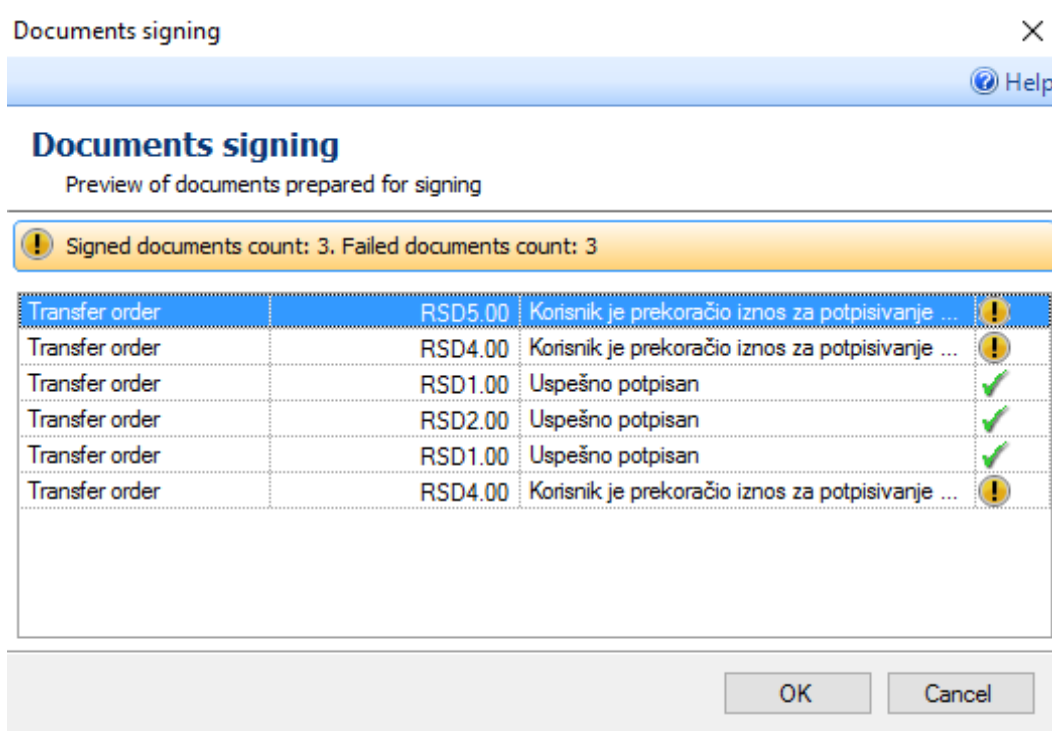
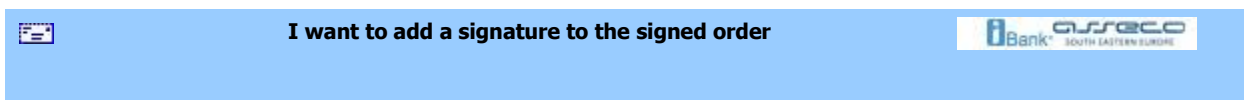


Figure 2

At the end, we should do a left-click with the mouse at the radio button **OK**.



I want to add a signature to the signed order

Depending on the prescribed signing method, the order signing procedure can be different. For signing method **DoubleSign** and **GroupSign** we should sign an already signed order, except in the case when the signatory is a user with privileges, i.e. has user's permit **Sign**.

Let's see an order which is created and which should be signed by one user with Trans permit as in figure (Figure 1)

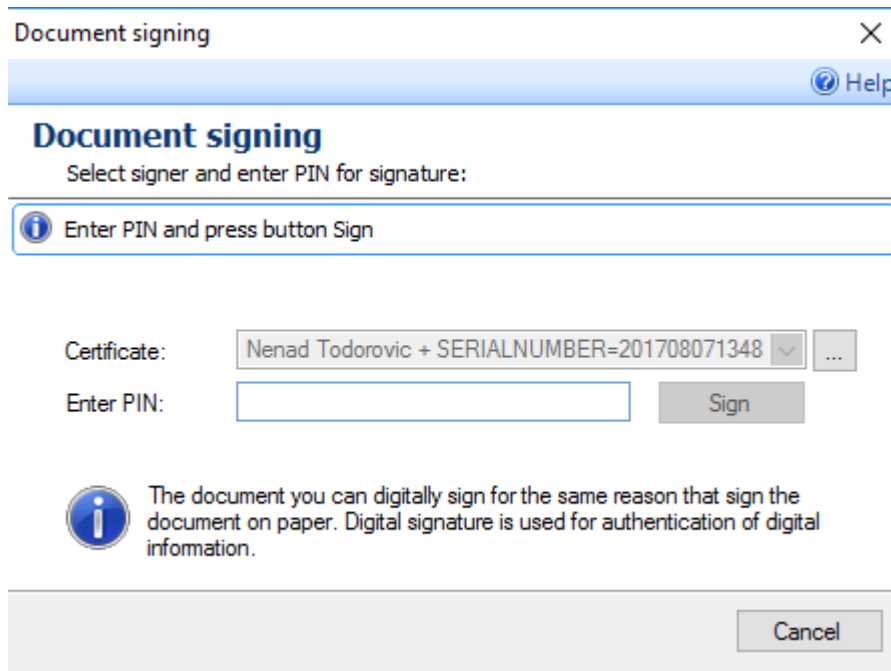


Figure 1

After signing the created order is in the list Orders in preparation, and although it is signed, it has the status *Waiting for signature* (bottom left corner Figure 2) until full completion of the envisage signing procedure.

Nalozi u pripremi - svi nalozi						Naziv primaoca
Ukupno naloga u pripremi: 1, selektovanih 1						
0	Naziv primaoca	Račun primaoca	Datum valute	Š...	Opis plaćanja	Iznos
	Test kompanij...	200-00000000000000-88	3.8.2016	2...	Promet robe i usluga - ...	2

Figure 2

For this specific example, it is required that another signatory with Trans or Sign permit, and his/her certificate does the signing as depicted in the figure:

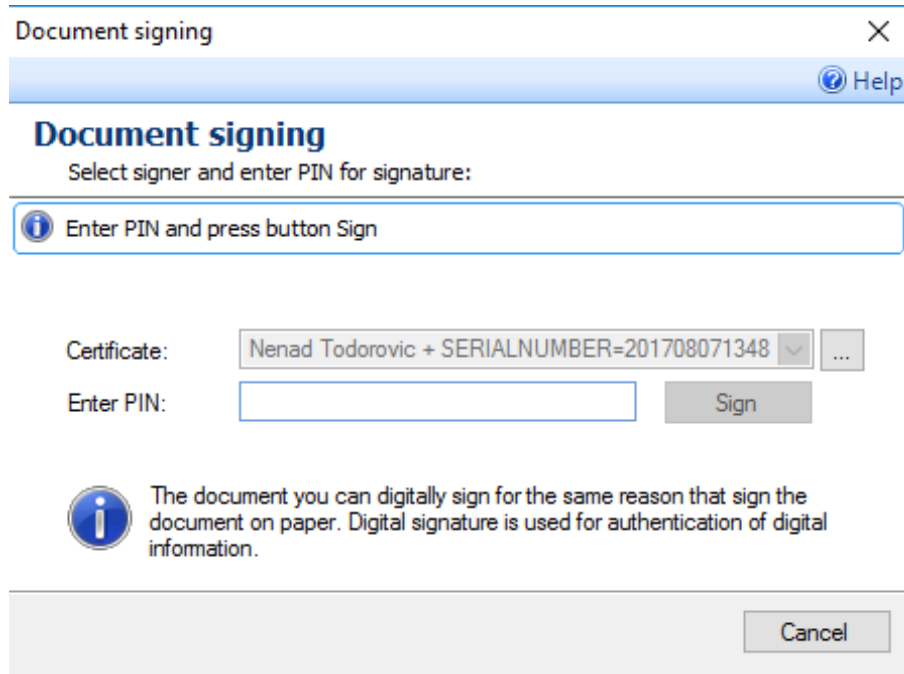


Figure 3

When we left-click at the radio button **Sign**, we get the message that the signing was successful, which indicates that the signing was properly completed.

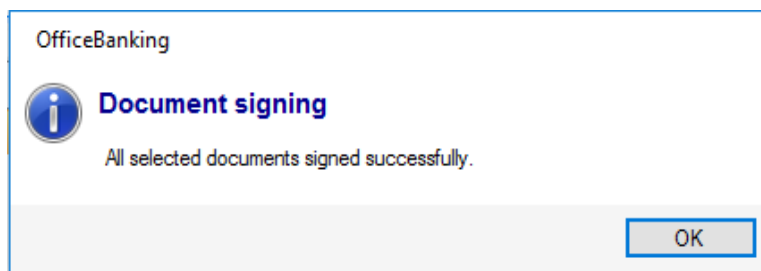
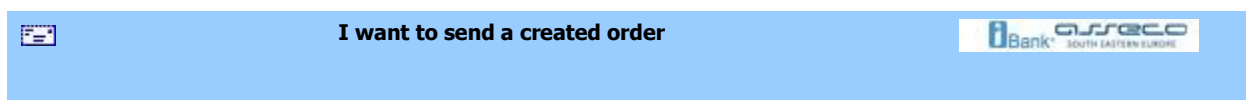


Figure 4

Only now the created order changes its status into Ready for sending.

Prepared orders - all orders						
Total prepared orders: 1, selected 1						
Other party name	Other party a...	Value date	Pu...	Purpose description	Amount	
Asseco SEE	100-000000...	5/21/2018	321	Promet robe i usluga - finalna pot...	1.00	
Row count: 1						
Sum of all orders:					1.00	
Transfer order (Authorized)						

Figure 5



I want to send a created order

The synchronization can be performed at any time while working with the application. We should just select the arrow on the right side of the menu **Synchronization** in the application window header, and then the list of possible options opens as depicted in *Figure 1*.

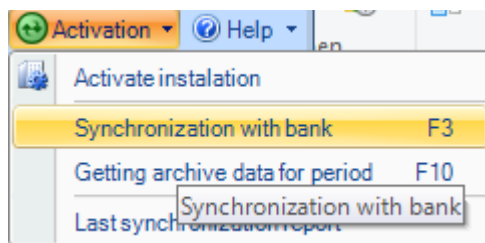


Figure 1

If we wish to exchange data with the bank, we should select option *Exchange data with the bank*, and for that purpose we can use **F3** keyboard key. The screen will show the window with the warning that the process can last for a while (*Figure 2*), and then the Report on just performed synchronization will appear.

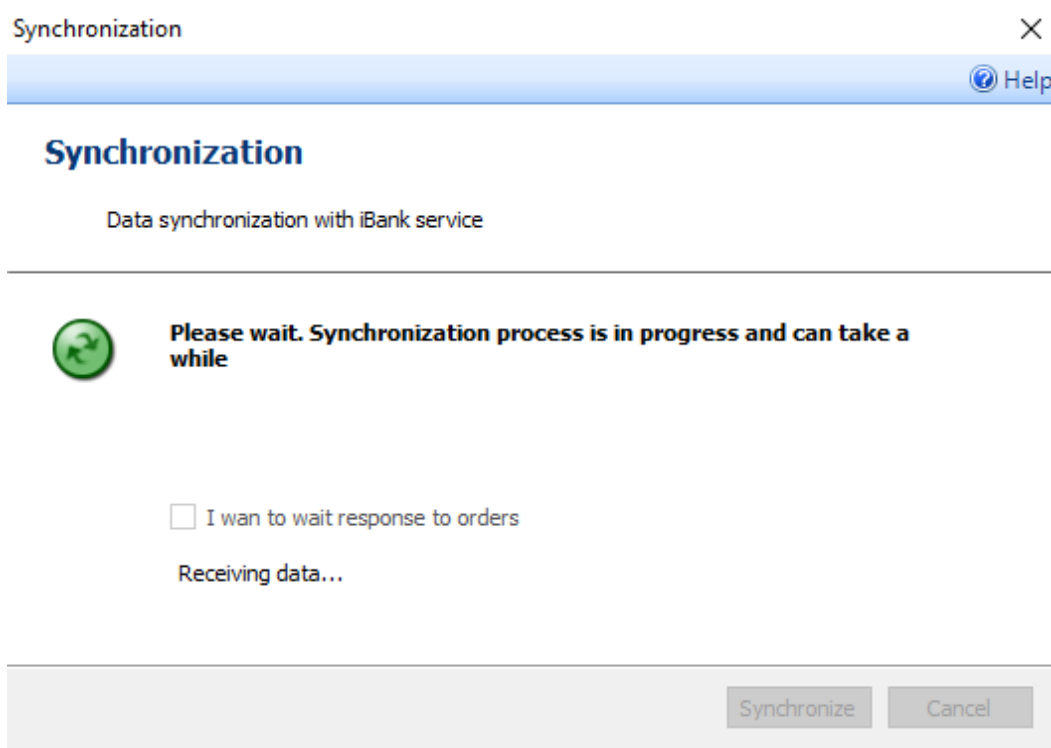
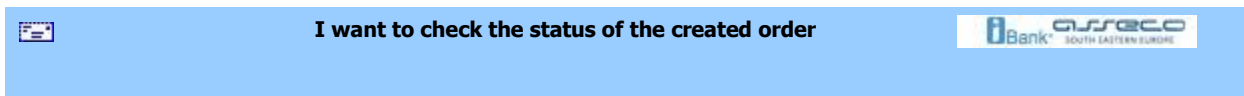


Figure 2

If we need *Report on last synchronization*, we should select that option.



I want to check the status of the created order

Depending on the time of the last synchronization, the order which was created can be either in *Current* or *Posted changes* (if a statement was generated in the meanwhile) in the menu *Domestic payment system*, as depicted in *Figure 1*.

Upon synchronization, the order goes to the bank and waits for realization.

A confirmation is expected from the bank.

If we know from which account payment was made, in order to check the status of the order and see if it has passed, we should search in the *Current changes* for that account, similar with the example depicted in *Figure 1*.

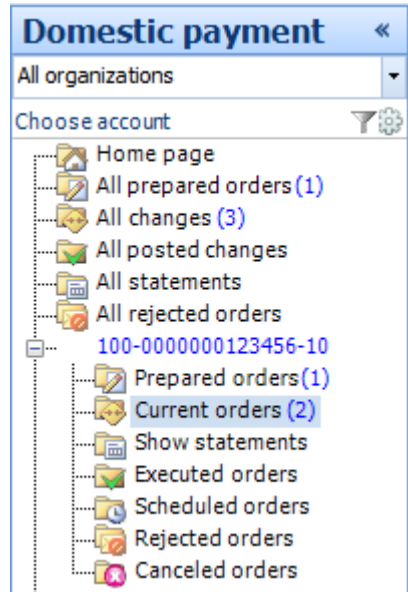
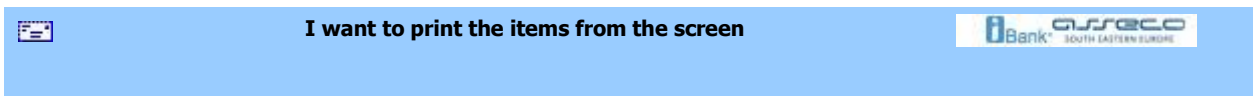


Figure 1

If we do not know from which account the payment was made, the procedure of reaching the desired order is a bit more complicated. You can:

1. Group the list by customers, sort out by a date and search for the order in the list,
2. Group the list by status and search for the order in the expected status, and
3. Type a few customer's initials into the filter and search the list of orders



## I want to print the items from the screen

In order to print one or several items from the screen, they should be selected first. After that, the selected fields should be clearly visible. Then we should click at the radio button **Print** (group *Reports*), after which we can get the report with desired items ready for printing. We can print it directly (with a left-click of the mouse at the radio button **Print**) or save it as an MSeXcel or PDF document with a left-click of the mouse at the radio button **Export**, *Figure1*)

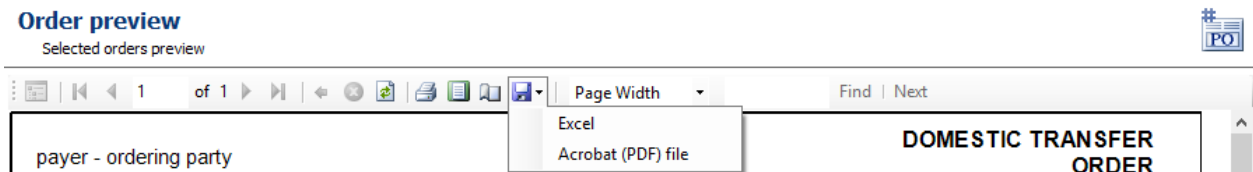






Figure 1


**I want to print the last statement**




## I want to print the last statement

The last statement for a certain account can be easily printed - you can just place the curser at the desired account and select the radio button **Print the last statement** (group *Reports*).


**Database**


## Database

-  [I want to replace the current database with the backup database](#)
-  [I want to make a backup database](#)
-  [I want to migrate the data from old Fx Client database](#)


**I want to replace the current database with the backup database**


## I want to replace the current database with the backup database

In order to replace the current database with the backup database, we should select option **Start >> Tools >> The wizard for retrieving the backup database.**

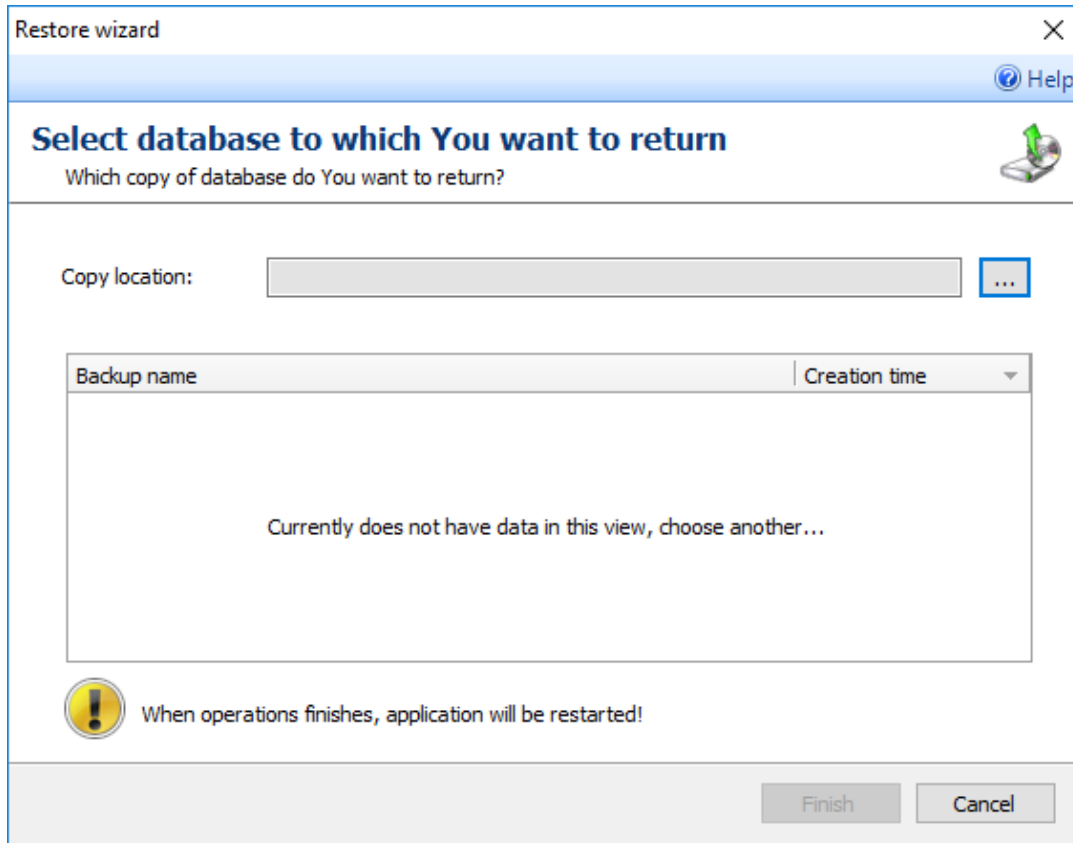
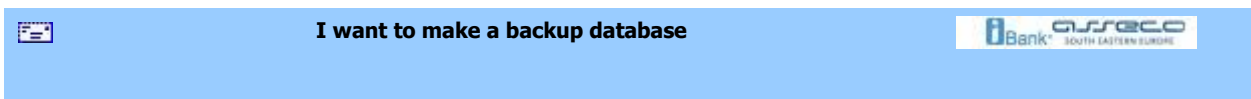


Figure 1

In the newly opened form (*Figure 1*), we should select the location where backup database is saved with a click at the radio button..., and then we should select certain database copy from the list. When appropriate database is selected, we should click the radio button **Finish**.

It is important to emphasize that the application will be newly initiated at the end of the backup database retrieving operation!



## I want to make a backup database

In order to create a backup database, we should select option **Start >> Tools >> The wizard for backup database creation**. A form will appear as depicted in *Figure 1*.

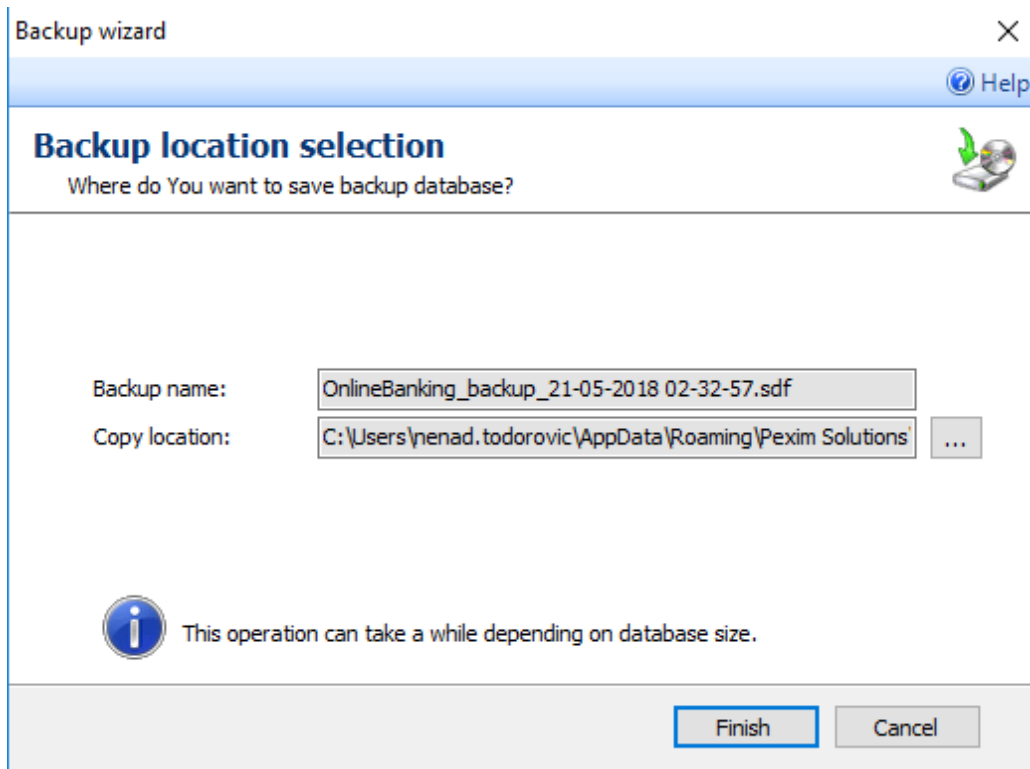
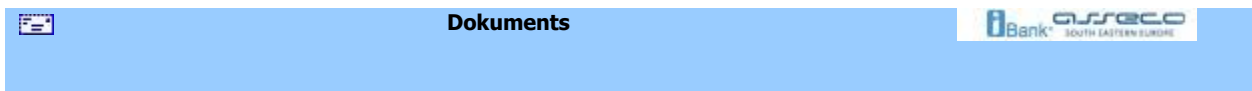





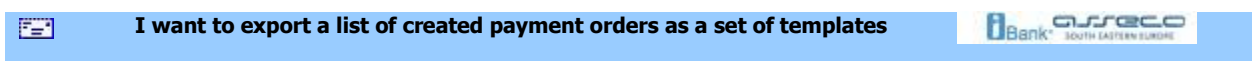
Figure 1

The name of the copy is automatically assigned, with dd-mm-yyyy HH-MM-SS format. When we select the database location, we should only click the radio button **Finish**. This means that a backup database is created.



## Documents

-  [I want to export a list of created payment orders as a set of templates](#)
-  [I want to import a list of transactions from a document as a group of templates](#)
-  [I want to export statement documents for one or several accounts](#)



## I want to export a list of created payment orders as a set of templates

In order to export the orders, we should first select an account in the menu *Domestic payment system*, and then select the desired orders. After that, the selected fields should be clearly visible. Now we should click **Export** (group *Actions*) <keyboard shortcut **Ctrl + I**> , and after that a window appears where we select the location where we will save the exported orders, as well as the format in which we wish them to be exported. The saving itself is performed with a click at the radio button **Save** in the right-hand corner of the window. After that, a message on successfulness and number of exported orders will be shown in the window for work with orders as depicted in the following figure:

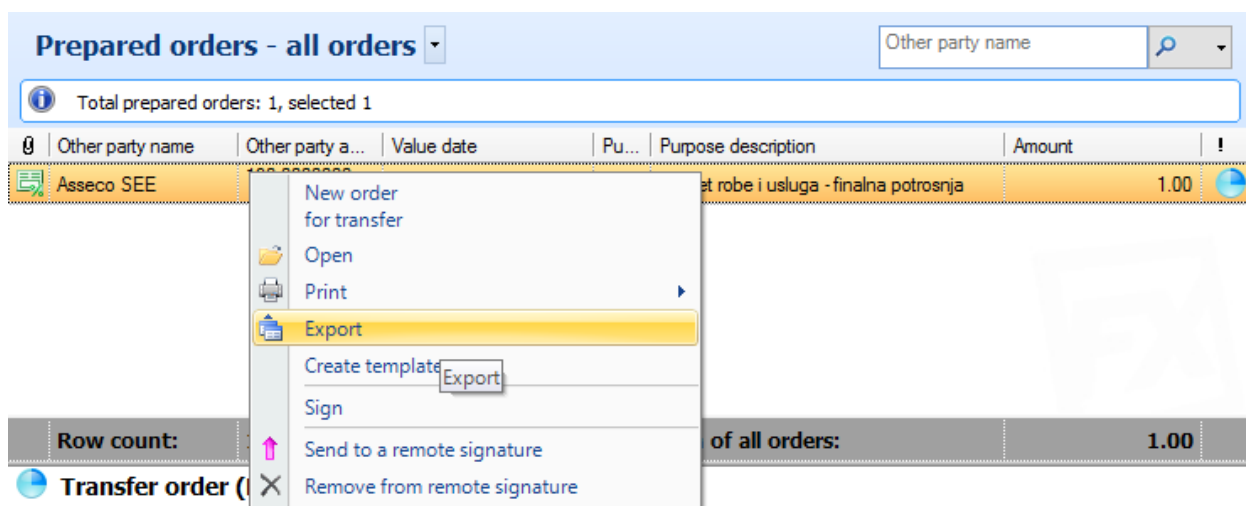
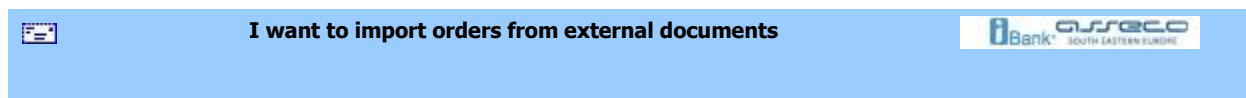


Figure 1



## I want to import orders from external documents

We can reach the orders in preparation in two ways. We can access the orders which are in preparation by selecting a certain account in the menu *Domestic payment system* and list *Orders in preparation* as depicted in the *Figure 1*,

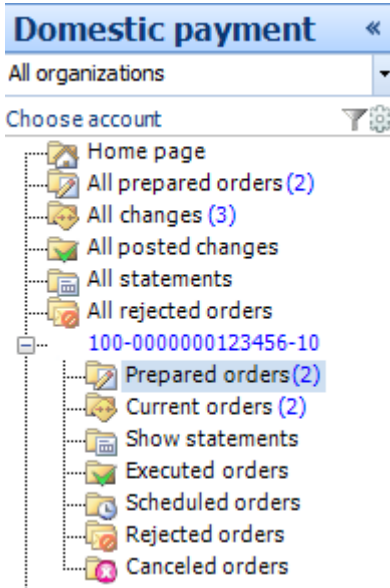


Figure 1

The orders can be saved in external documents, too. For *OfficeBanking* version, these documents have the following extension **.xmlx**, and for previous versions **.xml**. If you need to import something from an external document, you should left-click **Import** (group *Actions*), and then a window will appear where you can select a file from which you want to import, as well as their locations. When we left-click at the radio button **Open** in this window, the screen will show a report on number of correct and incorrect entities, as well as on the causes leading to an error, if they exist. This report looks as depicted in the *Figure 2*.

Report

Help Edit invalid order Group box Print

**Report**  
Show last action details

Valid entities count: 2

View: All orders

Result	Entity	Description	Amount
✓	Source account: 190000000000130064 Partner name: Asseco SEE Parter account: 190000000000130064		1.00
✓	Source account: 190000000000130064 Partner name: Asseco SEE Parter account: 190000000000130064		2.00
			3.00

Import Cancel

Figure 2

If you have an invalid order, you can change it with a double click of the mouse, or by selecting the invalid order and click **Change the invalid order** (as depicted in *Figure 3*).

In this form you can change only codes and payment description, models (for credit and debit) and reference number (credit and debit). You cannot change the other fields of an order! In the upper part of the form we can see an invalid order field, and you can change the order accordingly. After you have changed all desired invalid orders, you should click the radio button **Save all** to save all changed invalid orders, and to return to the previous form (*Figure 2*)

Figure 3

Finally, after you have reviewed the created report, you should click the radio button **Import** (Figure 2).

**I want to export statement documents for one or several accounts**

I want to export statement documents for one or several accounts

In order to export a statement from the list of statements, you should first select the radio button **Statement review** in the bottom left corner of the window, and then select the desired account and statements for export. You can access this field also by selecting the field *Statement review* in the tree *Accounts* in the upper left corner (Figure 1).

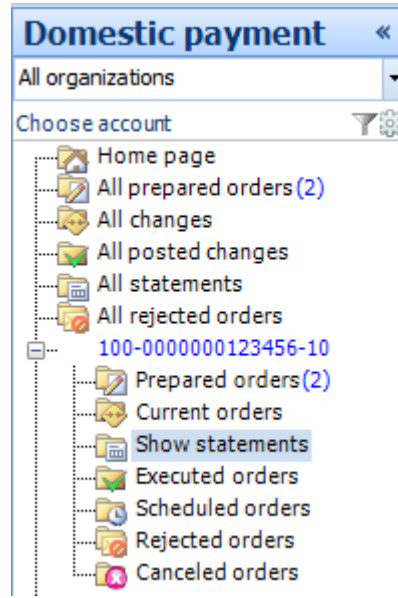


Figure 1

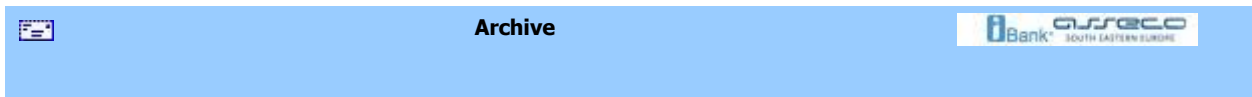
In order to export one or several statements, they should be selected first. After that, the selected fields should be clearly visible. Now we should click **Export** (group *Actions*), and after that a window appears where we select the location where we will save the exported orders, as well as the format in which we wish them to be exported. The saving itself is performed with a click at the radio button **Save** in the right-hand corner of the window. After that, a message on number of exported orders will be shown in the window for statement review as depicted in *Figure 2*.

**Show statements - all statements** Statement number

**Total statements: 27, selected: 1**

Statement n...	Statement date	Opening balance	Closing balance	Currency	Transaction co...	Sum of incoming...	Sum of outgoing...
110	18.05.2018	1,010,537.19	1,010,521.19	RSD	4	1.00	17.00
109	17.05.2018	1,010,553.19	1,010,537.19	RSD	4	1.00	17.00
108	16.05.2018	1,010,569.19	1,010,553.19	RSD	4	1.00	17.00
107	15.05.2018	1,010,585.19	1,010,569.19	RSD	4	1.00	17.00
106	14.05.2018	1,579,099.69	1,010,585.19	RSD	10	3.00	568,517.50
105	12.05.2018	1,579,131.69	1,579,099.69	RSD	6	2.00	34.00
104	11.05.2018	1,579,147.69	1,579,131.69	RSD	4	1.00	17.00
103	10.05.2018	17,931.26	1,579,147.69	RSD	8	1,561,233.43	17.00
102	09.05.2018	17,947.26	17,931.26	RSD	4	1.00	17.00
101	08.05.2018	37,239.26	17,947.26	RSD	5	1.00	19,293.00
100	07.05.2018	66,803.48	37,239.26	RSD	20	4.00	29,568.22
99	05.05.2018	66,819.48	66,803.48	RSD	4	1.00	17.00
98	04.05.2018	66,835.48	66,819.48	RSD	4	1.00	17.00
97	03.05.2018	67,415.48	66,835.48	RSD	14	5.00	585.00
96	30.04.2018	67,463.48	67,415.48	RSD	8	3.00	51.00
95	28.04.2018	67,495.48	67,463.48	RSD	6	2.00	34.00
94	27.04.2018	67,511.48	67,495.48	RSD	4	1.00	17.00
93	26.04.2018	118,985.48	67,511.48	RSD	5	1.00	51,475.00
92	25.04.2018	119,017.48	118,985.48	RSD	6	2.00	34.00

Figure 2



## Archive



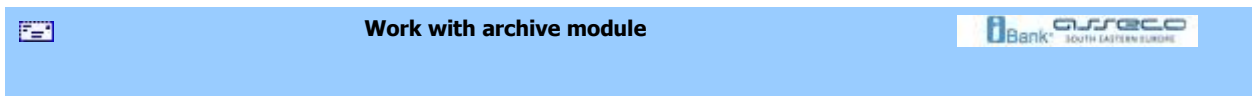
[Work with archive module](#)



[I want to archive data](#)



[I want to export data from archive database](#)



## Work with archive module

In order to select the archive with which you wish to continue working, you should click the radio button **Archive**, which is in the bottom left corner of the application. Upon selecting the archive, a navigation panel will appear, similar to the one depicted in (Figure 1).

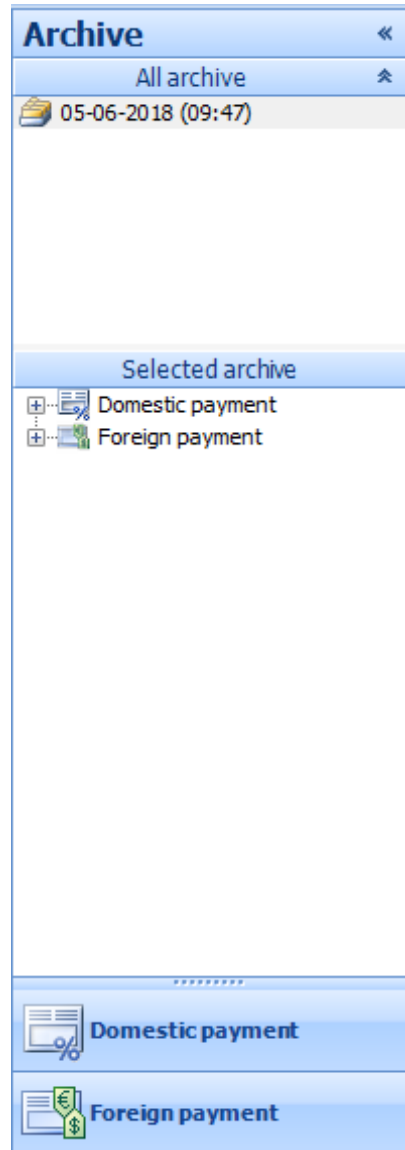


Figure 1

The upper part contains overview of all found existing archives, and the upper part contains overview of all archived accounts of a specific archive. The name of the archive database results from merging the archive date and time. Within the selected payment system account, you can select **Posted changes**, **Statements** and **Rejected orders** (with a click at the desired option you can see transactions review), and if you select an account of f/x payment system, you can review **Posted changes** and **Statements**.

If you click at the radio button **New archive**, a *Wizard for archive database* opens, and it leads you throughout the archiving procedure, while with a click at the radio button **Delete the archive** you can delete the current archive database (i.e. the database with which you are currently working). The other actions refer to the selected line from the current overview.

When you place the cursor over the selected line, you'll see a panel with the actions which are available for the selected line (**Open**, **Export**, **Export into Excel** and **Clone**). If you click the radio button **Clone**, an order identical to the selected one appears in the review **Orders in preparation** (of the appropriate account).

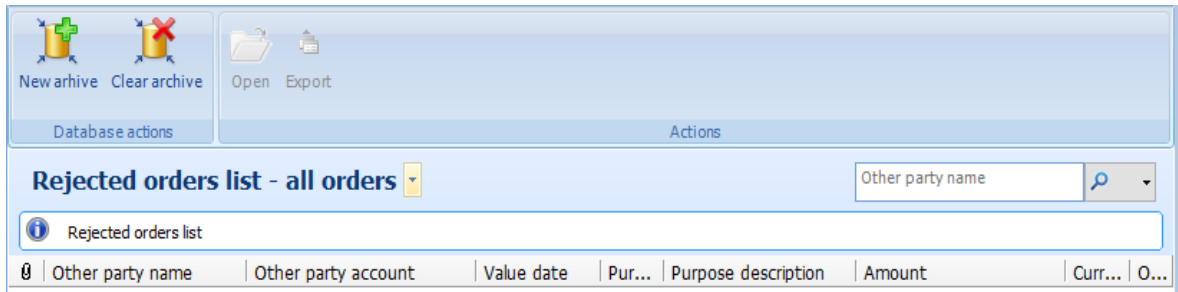
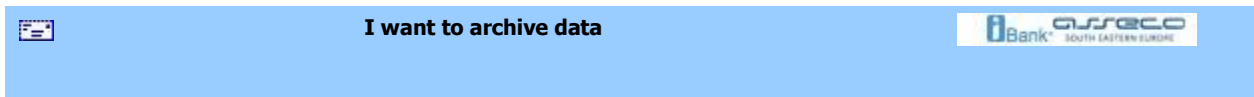


Figure 2



## I want to archive data

In order to archive data, we should select option **Start > Tools > Wizard for data archiving**. The *Wizard for data archiving* will open (*Figure 1*), where you can see all important information regarding the archiving process.

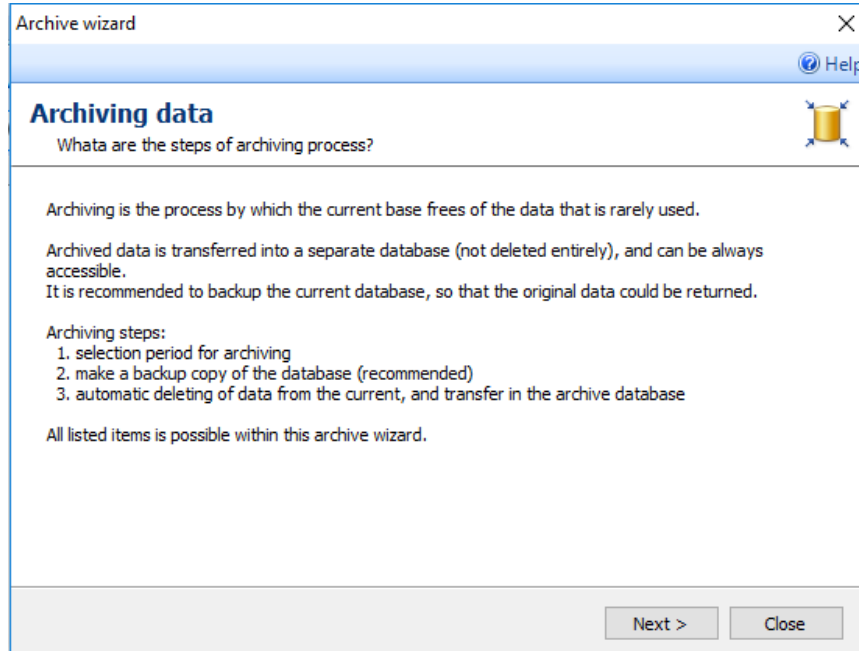


Figure 1

When we click the radio button **Further**, a form will open as in Figure 2, which shows future archive location, name of the archive (where hh-mm-ss represent hour-minute-second at the time of archive creation)

The screenshot shows a window titled 'Archive wizard' with a 'Help' button in the top right corner. The main heading is 'Entering data for archiving' with a sub-question 'In which time interval do you want to archive data?'. The form contains the following fields and options:

- 'Date from:' with a date picker showing '01.01.2017'.
- 'Date to:' with a date picker showing '05.06.2018'.
- 'Archive display name:' with an empty text input field.
- 'Archive description:' with an empty text input field.
- Three checked checkboxes: 'Backup (recommended)', 'Archive orders', and 'Archive statements'.

At the bottom, there are '< Back', 'Next >', and 'Close' buttons.

Figure 2

After that, when we click the radio button **Further**, the following wizard form page (Figure 3) will open, where we should define the time interval in which we wish to archive the data, and by

checking the box **Make a backup copy** the user creates the backup version of the original database, before the archiving process begins.

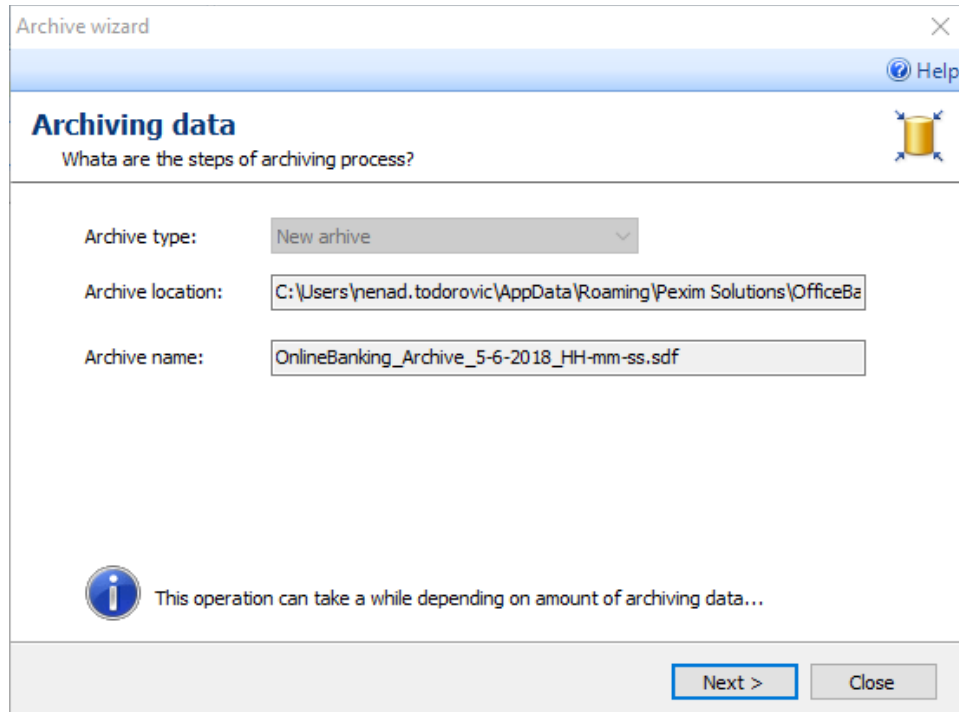


Figure 3

If you click at the radio button **Further >** the archiving process starts, and during that process, a form depicted in *Figure 4* will appear.

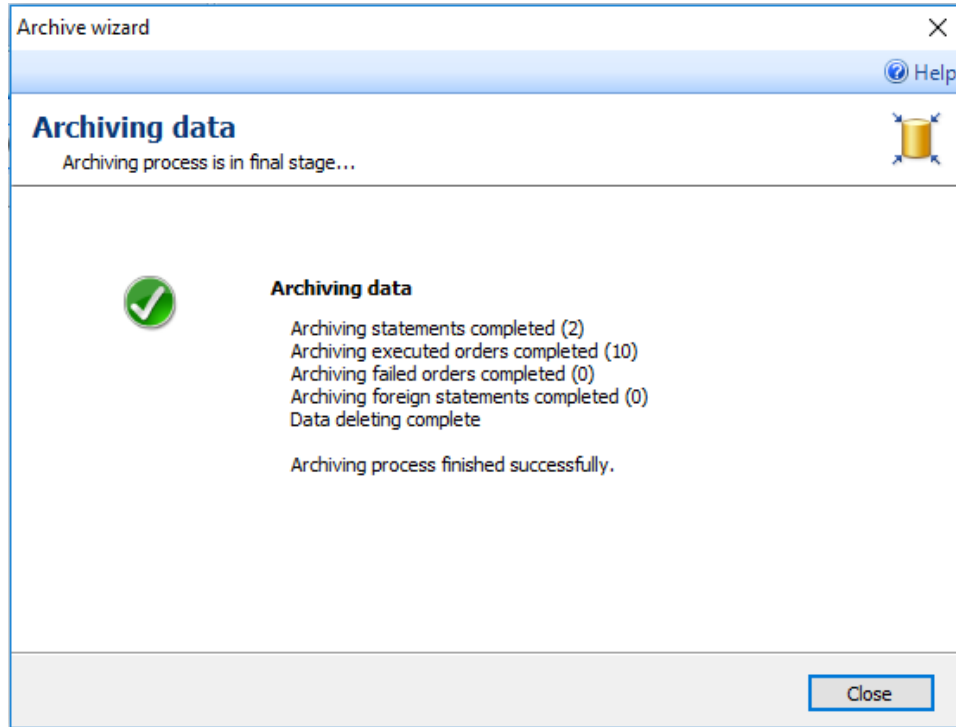
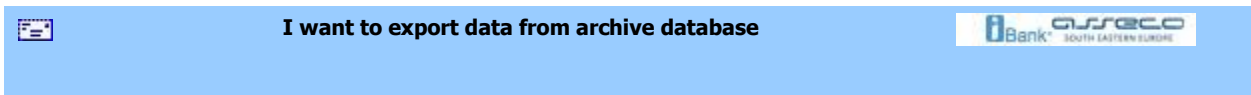


Figure 4

When data archiving finishes (*Figure 4*), a notification appears that the data archiving has been successfully completed. In order to return to the application, and finish the data archiving, click the radio button **Close**.



## I want to export data from archive database

We should click the radio button **Export** (which is in the upper part of the archive form), which can be done after we select a specific line in the data list (whether it is the review of posted changes, statements, or rejected orders.)

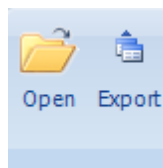


Figure 1

After that a form will appear as depicted in *Figure 2*. We should select the specification of exported data (which directly depends on the type of review from which data export is called), and name of the file into which we wish to export the desired data.

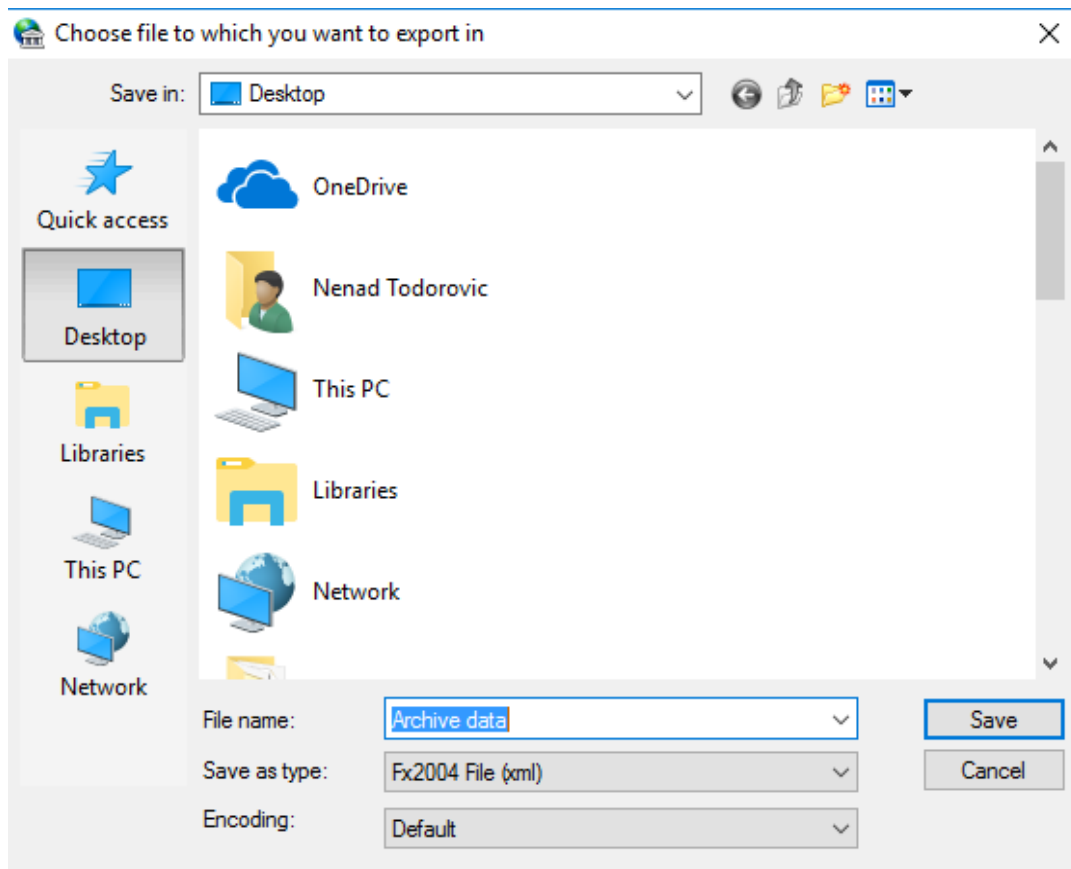












Figure 2

## I want to...

### Orders

-  [I want to create a new f/x order](#)
-  [I want to review the orders in preparation](#)
-  [I want to purchase/sell foreign currency](#)
-  [I want to overview the list of f/x purchase and sale orders](#)
-  [I want to review the list of posted changes](#)
-  [I need review of today's changes in a banking account in order to see whether a payment order has been realized](#)

### Accounts

-  [I need insight into a banking account aggregate data](#)
-  [I need statement list review](#)
-  [I need review of today's changes in a banking account in order to see whether a customer made a payment](#)
-  [I want to review the turnover card and aggregate data by customers](#)

I want to review the orders in preparation

We can access the orders in preparation by selecting a certain account in the menu *F/X payment system* and list *Orders in preparation* as depicted in the *Figure 1*,

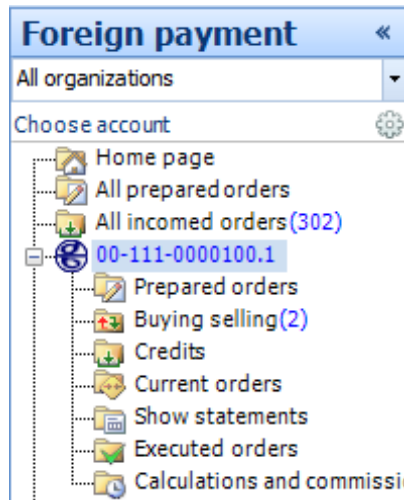






Figure 1

And then a list of orders in preparation will appear in the screen (Figure 2):

Foreign orders in preparation - all orders					
Total prepared orders: 1, selected 1					
Partner name	Partner account	Value date	Amount	Curr...	!
Asseco SEE	00-100-0000001-1	6/5/2018	5.00	EUR	

Figure 2

In the list, we can check the status of each order, as well as the changes made in the order. The statuses are shown with icons on the right-hand side of the list, and they can be as follows:

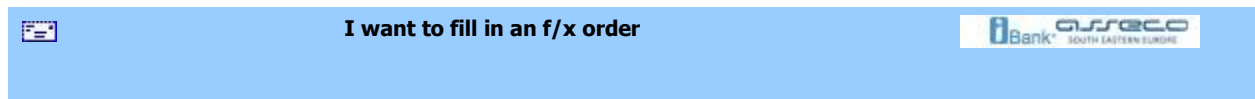
-  Waiting for signature
-  Waiting for another signature (in the event that several users should sign the same order)
-  Ready for sending
-  In iBank

A list received in this manner can be more efficiently reviewed in the following ways:

1. by grouping by customers,
2. by grouping by amount,
3. by grouping by customer's account
4. by grouping by value date

5. by grouping by status and
6. by entering into the filter a few initial letters of the name of the customer whose orders should be reviewed

Each of the orders from the list can be reviewed, changed, signed or deleted. To see action details, see the following links:



[I want to create a new f/x order](#)

We can access the form for order creation in several ways. The simplest method is to do a left click at the radio button **Create new transfer order** (group *Create*) at any time when we are using the application. Now we should fill in the form for f/x order creation properly. The form for f/x order creation has much more data which should be entered, and aiming to enable easier creation, it has been organized into four forms. The form overview is possible individually and aggregately. The form review can be selected with the radio buttons of the vertical menu on the right-hand side (*Figure 1*).



By selecting option **Principal**, a form opens, and that form should be filled in with the data on Principal.

By selecting option **Beneficiary**, a form opens, and that form should be filled in with the data on Beneficiary and data on correspondent bank.

By selecting option **Statistics**, a form opens, and that form should be filled in with the data justifying the entered transaction amount.

By selecting option **Other**, a form opens, and that form should be filled in with the data on possible Swift copy and attachments sending. Detailed description how to fill in a part of an f/x order regarding other data can be seen [here >>](#)

If we select **Show all**, all previously mentioned forms will be shown, and we can enter all data required for f/x order sending.

When all the data are entered, we can save the f/x order by a click at the radio button **Save and create new order** (group *Actions*) - if we wish to continue creating a new f/x order, or **Save and close the order** (group *Actions*) - if the order creation has been finished.

As well, we can immediately sign and save the order by a click at the radio button **Save and save the order** (group *Actions*).

## F/X order - Principal

### F/X order - Principal

In this form we should enter data about the f/x order principal. The data which should be entered are specified in the label next to the text field where they should be entered (e.g: Principal's name, Address, City). The bank related data refer to the data of the bank with which the principal has the f/x account.

Beneficiary Data	
Name user:	Test
Address:	Test
City:	Test
Country:	SRBIJA
Account code:	51-302-0000187.6
Bank name:	TEST
Address:	Test
City:	Test
Country:	SRBIJA
Swift code:	10000000
Rtgs code:	
Corresponding bank	
Account code:	
Bank name:	
Address:	
City:	
Country:	
Swift code:	
Identifier number:	

Figure 1

## F/X order - Beneficiary



### F/X order - Beneficiary

In this form we should fill in the required data of the f/x order beneficiary. If a beneficiary exists, he/she can be selected from the drop-down list with **Beneficiary's name**, or we can enter a new beneficiary by selecting the option *Create a new partner* or click at the radio button **Add a partner** (group *Partners*). Regarding other data, if it relates an existing beneficiary, they are entered automatically from the registry, and if it is a new beneficiary, all required data should be entered. If the beneficiary has several accounts, we can select the desired account from the list of accounts. Data on the correspondent bank are entered if the order is sent throughout the correspondent bank.

Payee data	
Ordering party:	Asseco SEE
Address:	Milutina Milankovica 19g
City:	Nbg
Reg. number:	
Telephone:	
Contact person:	Asseco SEE
Account code:	
Bank name:	
Address:	
City:	
Country:	
Swift code:	

Figure 1

## F/X order - Statistics

Data for statistics are important in order that the f/x order can be realized successfully. You should select currency (drop-down list *Currency*) and enter the amount and value date.

In the statistical data we should enter items justifying the transaction amount.

**Data for statistics**

Currency:

Amount:

Value date:  ☐ On sending date

☒ OUR (Payer)  
☐ BEN (Beneficiary)  
☐ SHA (Shared)

**Data for statistic**

Purpose code	Transaction description	Amount
		0.00

loan id:  loan year:  Adv.pay. ind.

Figure 1

In order to enter the items for statistics, we should do a right click of the mouse at the table *Data for statistics* and select option **Add statistics**. The statistics can be added at any time while working with the f/x order with a click at the radio button **Add statistics** (group *Statistics*). Then a form opens for entry of data for statistics as depicted in *Figure 2*.

Figure 2

Select purpose code, number and year of the agreement, as well as the amount for the specific statistics item. If there is some additional agreement detail, it can be entered into the text field in the bottom part of the form.

## F/X order - Other

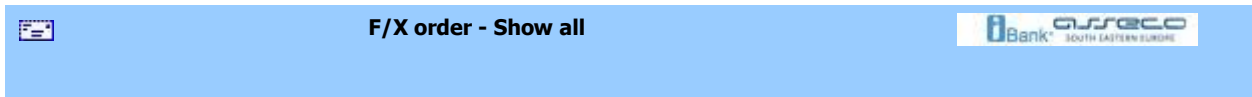
We can access the form for order creation in several ways. The simplest method is a left-click of the mouse

Other

Notes:

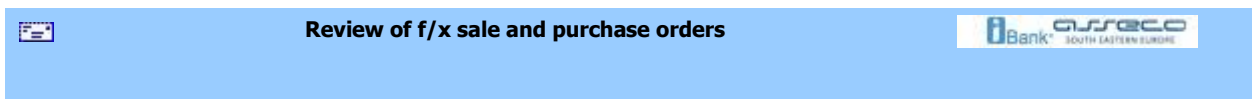
Attachments:

Figure 1



*F/X order - Show all*

When we select this option, we can have insight into all f/x order forms.



*Review of f/x sale and purchase orders*

We can get the list of sale and purchase orders if we click that item in the *F/C payment system* menu (Figure 1).

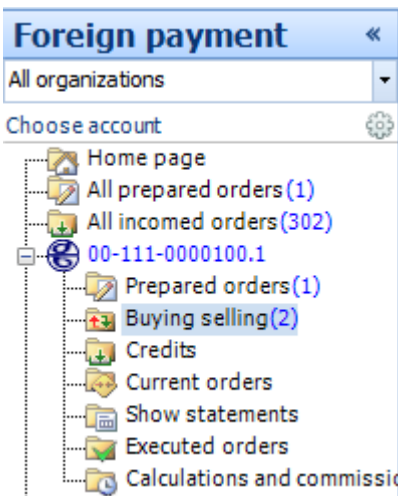


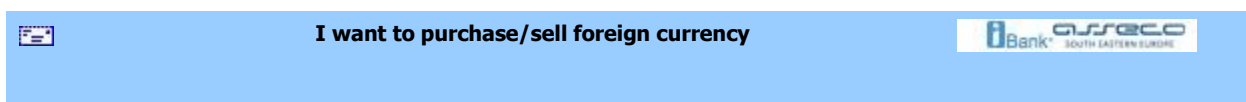
Figure 1

This list (Figure 2) can be filtered and grouped based on the user's requirements. We can overview and print the orders by selecting the items in the context menu which appears when we do a right-hand click of the mouse within the list.

As well, we can review and print other statements with a double click of the mouse at the desired statement and a click at the radio button **Print** (group **Reports**).

Buying-selling preview - show all							Instruction type
Total buying-selling prepared: 2, selected 1							
I...	Date	Foreign payment account	Domestic payment acc...	Type	Amount	Currency	!
	27.01.2016	00-000-0000000-1	100-00000000000001...	Buying	2.20	EUR	
	07.11.2013	00-000-0000000-1	100-00000000000001...	Selling	6.00	EUR	

Figure 2



## I want to purchase/sell foreign currency

In order to perform purchase or sale of foreign currency, we should click at the radio button **new F/X sale and purchase order** (group **Create**). The form for f/x sale and purchase appears (Figure 1).

Figure 1

Depending whether we wish to purchase or sell foreign currency, we should select one of two offered options (*I want to buy foreign currency / I want to sell foreign currency*). The other data which should be filled in are RSD and F/X account, currency, F/X amount and purpose of payment. We can also enter a note, and if we select option **Send swift copy**, we should enter the data of the contact person responsible for the specific transaction.



**I want to check the status of the created order**



## I want to check the status of the created order

Depending on the time of the last synchronization, the order which was created can be either in *Current* or *Posted changes* (if a statement was generated in the meanwhile) in the menu *F/X payment system*, as depicted in Figure 1.

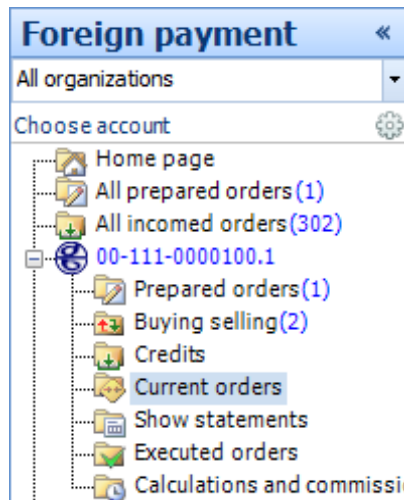


Figure 1

Upon synchronization, the order goes to the bank and waits for realization. A confirmation is expected from the bank.

If we know from which account payment was made, in order to check the status of the order and see if it has passed, we should search in the *Current changes* for that account, similar with the example depicted in *Figure 2*.

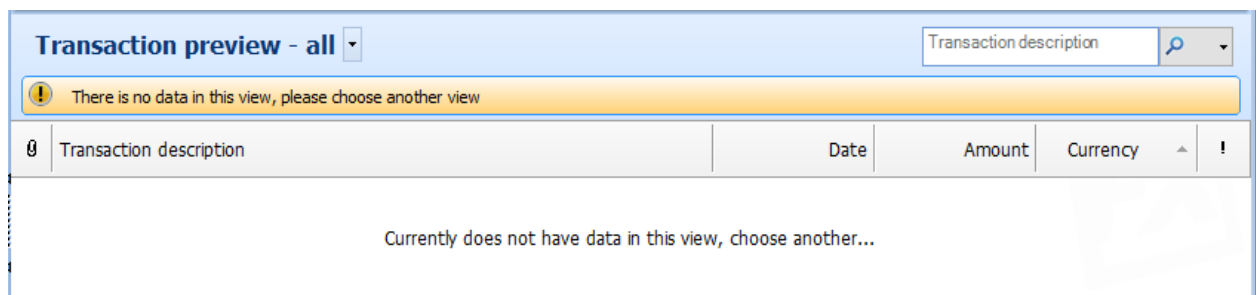


Figure 2

If we do not know from which account the payment was made, the procedure of reaching the desired order is a bit more complicated. You can:

1. Group the list by customers, sort out by a date and search for the order in the list,
2. Group the list by status and search for the order in the expected status, and
3. Type a few customer's initials into the filter and search the list of orders

## Aggregate bank account data



## Aggregate bank account data

In the application's home page, we can see all available accounts. For each account we can see the real and available balance, as well as the last synchronization date. Aiming to achieve a better visibility, this review can be grouped by companies, banks or account type, as depicted in Figure 1.

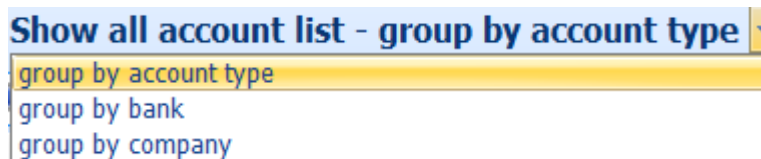


Figure 1

In the event that the synchronization has never been made (when the application is started for the first time), the account balance cannot be synchronized, and the account data will not be shown.

In the event that the synchronization has never been made (when the application is started for the first time), the account balance cannot be synchronized, and the account data will not be shown. If you have an f/x account, you can select f/x accounts in the bottom left corner of the navigation menu (Figure 2).

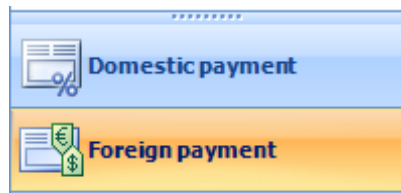


Figure 2

If we select the desired account in the main menu, we can get the complete account balance. The data on realized incoming and outgoing payments, current and available balance, amount of rejected, cancelled and iBank orders are aggregately shown in this review. The graphical review of account balance tendency over the time or account turnover, depending on the user's requirements, makes this picture complete (Figure 3).

Show all account list - group by account type						
Double-click account to see more details						
Account		Last balance update	Balance	Available balance	Accou...	Balance from last st...
100-0000000000001-100	RSD	6/5/2018 10:04:10 AM	323,187.86	322,937.86	Active	0.00
Account type: Foreign payment account - Available funds: 3,511,067.80 RSD						
00-000-0000000-1	RSD	6/5/2018 10:04:11 AM	0.00	0.00	Active	0.00
00-000-0000000-2	RSD	6/5/2018 10:04:09 AM	224,687.87	224,687.87	Active	0.00
00-000-0000000-3	RSD	6/5/2018 10:04:10 AM	3,286,379.93	3,286,379.93	Active	0.00

Figure 3

One of special benefits is the summary review of the number and amount of orders in preparation, as well as the review of current account changes, purchase and sale of foreign currency and inflow.

## Posted changes



### Posted changes

If we select option *Posted changes* (Figure 1), the list of posted changes can be reviewed. The list contains transactions which have been realized and posted in the statements and the transaction details can be checked with a double click at the transaction. The list looks as depicted in the Figure 2.

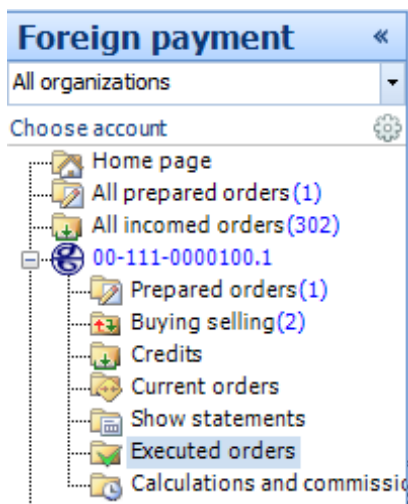


Figure 1

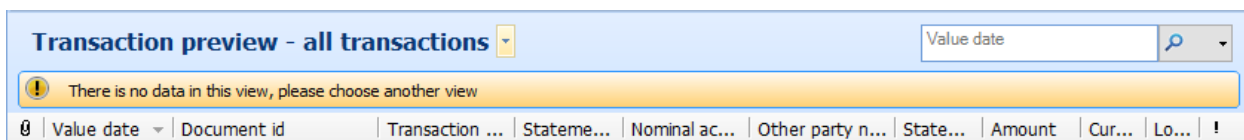




Figure 2

The icon on the right-hand side of the list of posted changes shows the type of transaction, and can look like depicted below:

-  - Realized incoming payment
-  - Realized outgoing payment



## Statement review



## Statement review

We can get the statement list if we click the statement list in the *F/X payment system* menu (*Figure 1*), or throughout menu *Statement review*.

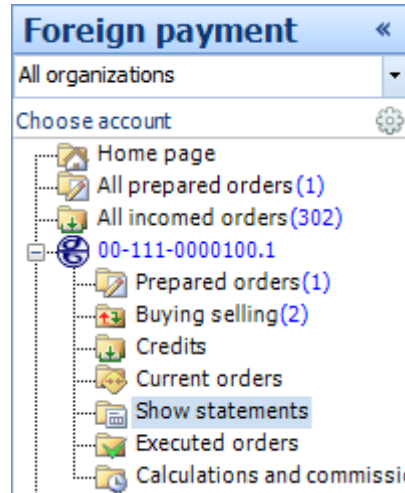


Figure 1

This list (*Figure 2*) can be filtered and grouped based on the user's requirements. We can review and print the last statement any time while using the application with a click at the radio button **Print the last statement** (group *Print*).

As well, we can review and print other statements with a double click of the mouse at the desired statement and a click at the radio button **Print** (group *Reports*).


Show statements - all statements

Nominal account


Total turnovers: 7. selected 1

Nominal account	Stat...	Statemen...	Openi...	Closin...	Currency	L...	Local cu...	Local currency
Bank Account Description								
500200	32	31.05.2018	0.00	0.00	EUR	0...	0.00	RSD
Transakcioni depoziti preduzeca								
500200	31	30.05.2018	0.00	0.00	EUR	0...	0.00	RSD
Transakcioni depoziti preduzeca								
500200	30	21.05.2018	0.00	0.00	EUR	0...	0.00	RSD
Transakcioni depoziti preduzeca								
500200	29	15.05.2018	0.00	0.00	EUR	0...	0.00	RSD
Transakcioni depoziti preduzeca								
500200	28	14.05.2018	2,194....	0.00	EUR	2...	0.00	RSD
Transakcioni depoziti preduzeca								
500200	26	07.05.2018	0.00	0.00	EUR	0...	0.00	RSD
Transakcioni depoziti preduzeca								
500200	27	11.05.2018	0.00	2,19...	EUR	0...	259,472.09	RSD

Figure 2



**I need review of today's changes in a banking account in order to see whether a customer made a payment**



I need review of today's changes in a banking account in order to see whether a customer made a payment

Upon completed synchronization, all the changes made after the last synchronization come from the bank. If we expect a payment, we should check the list of today's changes in order to see whether the payment has been really realized, i.e. we should check the list of *Current changes* (Figure 1).

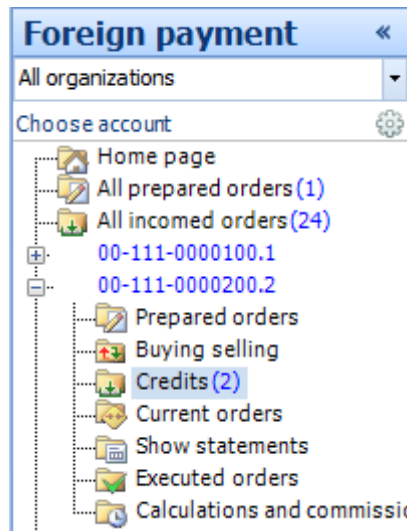


Figure 1

If we know the account number where we expect the payment, the easiest way is to see the current log of changes for that account. We should navigate to the current log of changes for a certain account as depicted in the (Figure 2).

Transaction preview - all transactions					
Total turnovers: 2, selected 1					
I...	Value date	Ordering party name	Purpose	Amount	Curre...
	05.06.2018	MAVI MARIBOR D.O.O. NOVAKOV...	54-435	10,353.20	EUR
	04.06.2018	MAVI MARIBOR D.O.O. NOVAKOV...	23-413	4,801.69	EUR

Figure 2

However, if we do not know the account number where the payment is expected, we should see the current log of changes for all existing accounts.

Since the current log of changes contains all the changes which have been made after the last synchronization, we can speed up the searching process in one of the following ways:

1. filter all incoming payment orders and then search the resulting list,
2. group all orders by customers, and then search the list of orders for the customer whose payment is expected, and
3. enter into the filter a few initial letters of the name of the customer whose payment is expected, and then search the received list of orders for that customer



**I want to review the turnover card and aggregate data by customers**



I want to review the turnover card and aggregate data by customers

Most frequently, it is required to do aggregate review of turnover once a month for that period of time, which means calculation of credit and debit based on the customers with whom we cooperate. We should select the option **Statement review** as depicted in the *Figure 1*.

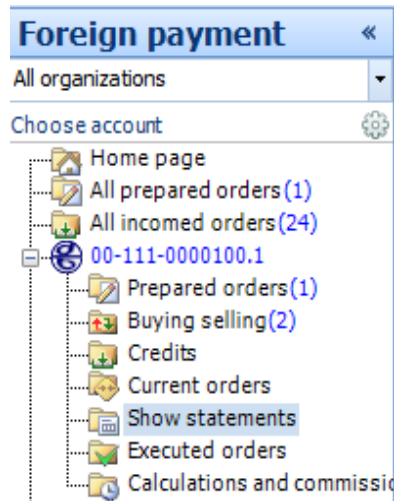


Figure 1

and then from the Ribbon menu we should select option **Turnover card** (*Figure 2*). As well, there is also the alternative method throughout context menu (right-hand button at the statement list).

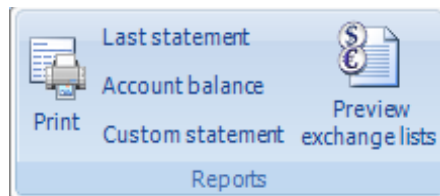


Figure 2

Now we should do filtering by date (*Figure 3*). The default period is the last month's period.

Figure 3

After that, we can review all the transactions grouped by customers for a given period of time. At the end of each group we can see the aggregate data on total credit and debit for that customer and total number of transactions. Finally, in the part envisaged for review of aggregate data, aggregate data are reviewed for all the customers, and they specify total debit and credit. A report received in this manner can be printed with a left-click of the mouse at the radio button **Print** (group *Reports*)



## Statement review



## Overview of calculations and fees

We can get the list of calculations and fees if we click at that item in the *F/X payment system* menu (Figure 1).

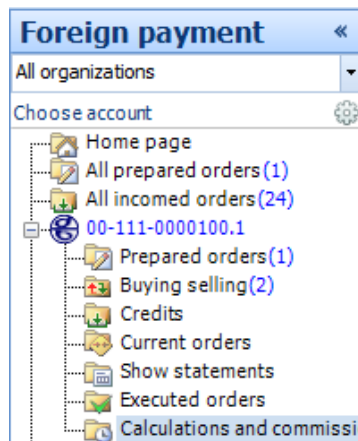


Figure 1

This list (Figure 2) can be filtered and grouped based on the user's requirements. We can review and print the desired calculation any time while using the application with a click at the radio button **Print** (group **Reports**).

As well, we can review and print other calculations and fees with a double click of the mouse at the desired statement and a click at the radio button **Print** (group **Reports**).

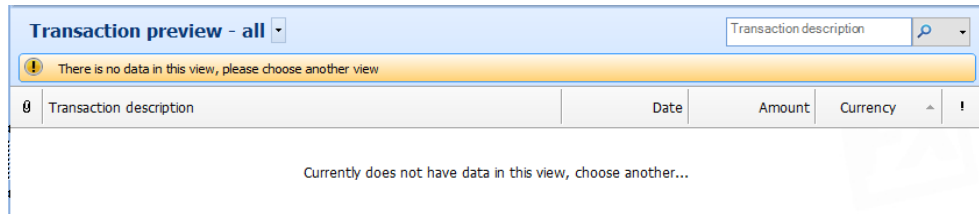
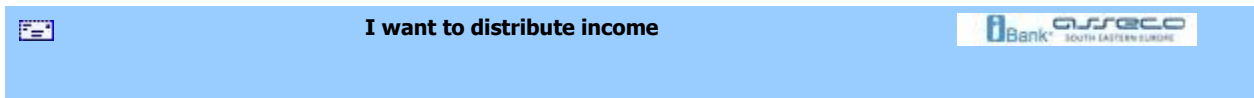


Figure 2



I want to distribute income

We can access the orders in preparation by selecting a certain account in the menu *F/X payment system* and list *Incoming payments* as depicted in the (Figure 1).

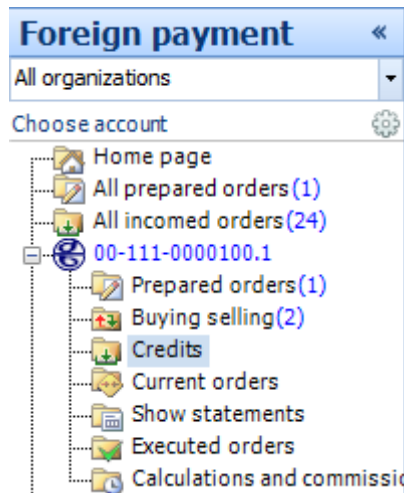
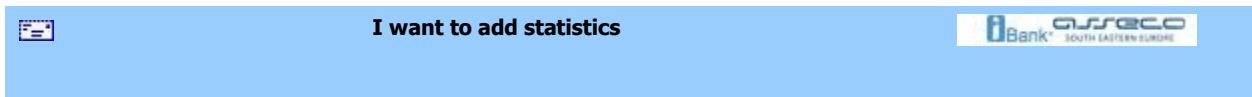


Figure 1

After a double click at the desired incoming payment, the screen for income distribution appears (Figure 2).

Figure 2

We should select name of the user, account number, enter statistics (in total amount which equals the incoming payment). After all entered required data, the window closes with a click at the radio button *Save and close*.



I want to add statistics

Statistics can be added with a click at the radio button *Add statistics* of the review [Income distribution](#) as depicted in *Figure 1*

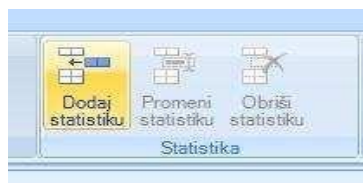


Figure 1

After the click at the radio button *Add statistics*, the screen depicted in the figure (*Figure 2*) appears:

Figure 2

All data for entry are mandatory, except contract details. Then you should continue with a click at the radio button *Save and close*, or *Save and create new*.



## OfficeBanking Application Specification

- [How to filter?](#)
- [How to group?](#)
- [How to select?](#)
- [How to sort?](#)
- [How to print?](#)
- [Data import](#)
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## How to filter?

### How to filter?

The search of long reviews can be very tiresome and time consuming. By the means of filtering, this process can be several times faster. We should open the filter by selecting the radio button **Show/Hide filter** (group Views). Filtering can be executed for any column of the existing list. In the first filter column we select name of the column by which we are doing filtering, and in the second we should select the filtering criteria, whereas in the third and fourth (which may or may not exist) we should select the limitation values for filtering. For example, if we wish to do filtering based on the criteria of the last month value date, in the first column of the filter we should select Value date, in the second In between criteria, and in the third and fourth column we should select the first and end date based on which we wish to do the filtering.

**Transaction preview - all transactions** Value date

Total turnovers: 226, selected 1

Definisani filteri: Save Remove

Amount Begins with

	T.. ^	Statemen...	Nominal acc...	O..	Statement...	Amount	Currency	Local...	!	^
5	NO...	21	500200	N..	4/12/2018	663.20	EUR	78,4...	↓	
5	NO...	39	500200	N..	6/14/2017	2,243.40	EUR	274,...	↓	
2	NO...	55	500200	N..	8/8/2017	1,000.00	EUR	119,...	↓	
8	NO...	70	500200	N..	9/28/2017	1,000.00	EUR	119,...	↓	
9	NO...	71	500200	N..	10/2/2017	1,000.00	EUR	119,...	↓	
6	NO...	73	500200	N..	10/10/2017	683.70	EUR	81,6...	↓	
	Pe...	35	500200	P..	6/6/2018	-100.00	EUR	-11,8...	↑	
	Pe...	35	500200	P..	6/6/2018	-166.00	EUR	-19,6...	↑	
	Pe...	64	500200	P..	9/13/2017	-130.00	EUR	-15,5...	↑	
	Pe...	64	500200	P..	9/13/2017	-54.00	EUR	-6,44...	↑	
								8,61...		

9/13/2017 1452131629

Figure 1

After you press **Enter** in the keyboard, the filtering will be executed. Please notice that we can add more filters for different columns and more filtering criteria, which enables multiple and complex filtering. New filter adding can be performed with a left-click of the mouse to the radio button **Add conditions description**, which is in the filter itself, otherwise, if we wish to remove a filter, we can just do a left-click of the mouse at the radio button **Remove this condition**.

## How to group?

## How to group?

Each view in the application which contains a list (e.g. list of orders in preparation, current changes, etc.) can be grouped by different parameters, depending on the columns contained in the list itself. The simplest method to do that is to select one of the options *Grouped by...* as depicted in *Figure 1*.

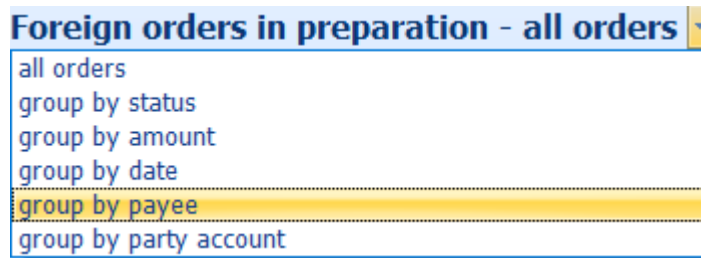


Figure 1

It is possible, if required, to open the frame for grouping by selecting the radio button **Show/Hide** grouping frame (group Views). A frame with the following text will appear: *“Drag the column header to this place and drop it in order to do the grouping based on the column’s values”*. We should select the desired column and drag and drop its header to the desired frame. In the example from the figure we want to group Transactions by column ‘Value date’, so we drag and drop this column’s header at the desired frame:

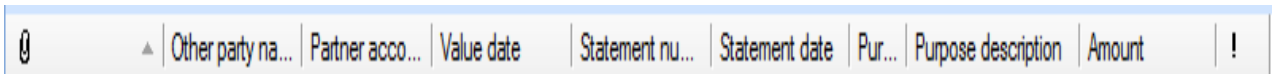


Figure 2

After that we’ll get a grouped report for the specified view, whereas the example shows three transaction groups: for previous day, other current month transactions and dates in the previous months.

Prepared orders - group by date

Other party name

Total prepared orders: 4, selected 0

Other party name

Other party account

Value date

Pu...

Purpose description

Amount

!

Value date: Date in past

Row count: 3

Sum of all orders: 15.00

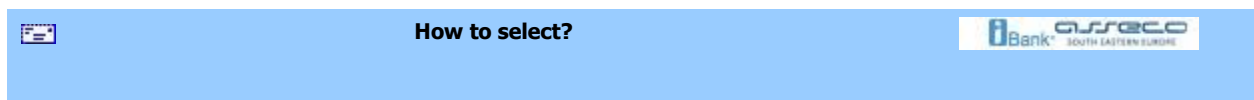
Value date: Today

Row count: 1

Sum of all orders: 2.00

Figure 3

If now we wish to remove the grouping frame from the window, we can just do again a left-click of the mouse at the radio button **Show/Hide** grouping frame (group Views). However, the frame will be removed, but the grouped view will not be removed. In order to view the entire list, without grouping by some of the columns, we should drag and drop the column headers in the opposite direction from the grouping frame to the header list. In this manner we return the view to its starting and simplest form.



## How to select?

If only one item should be marked, we should just do a left-click of the mouse at that item, while we can select several items by using the keys **Ctrl** or **Shift** on the keyboard and with a left-click of the mouse at the desired items (if we wish *one by one* selection, **Ctrl button** will be used (*Figure 1*).

**Prepared orders - all orders** Other party name

Total prepared orders: 7, selected 4 (selected sum: 14.00)

Definisani filteri:  Save Remove

Choose field text for  Begins with

	O...	Other party account	Value date	Pu...	Purpose description	Amount	
	A...	290-0000000002893-97	6/12/2018	321	Promet robe i usluga - finalna ...	4.00	
	A...	290-0000000002893-97	6/12/2018	321	Promet robe i usluga - finalna potrosnja	2.00	
	A...	290-0000000002893-97	6/12/2018	321	Promet robe i usluga - finalna potrosnja	10.00	
	A...	290-0000000002893-97	6/12/2018	321	Promet robe i usluga - finalna potrosnja	2.00	
	A...	290-0000000002893-97	6/5/2018	321	Promet robe i usluga - finalna potrosnja	5.00	
	A...	290-0000000002893-97	6/5/2018	321	Promet robe i usluga - finalna potrosnja	5.00	
	E...	908-0000000014501-28	6/5/2018	221	Bankarska provizija, zad. br.:3061951	5.00	

Figure 1

If we wish to select a set of items, from the first to the last marked item, we should use **Shift** (Figure 2).

**Prepared orders - all orders** Other party name

Total prepared orders: 7, selected 1

Definisani filteri:  Save Remove

Choose field text for  Begins with

	O...	Other party account	Value date	Pu...	Purpose description	Amount	
	A...	290-0000000002893-97	6/12/2018	321	Promet robe i usluga - finalna ...	4.00	
	A...	290-0000000002893-97	6/12/2018	321	Promet robe i usluga - finalna potrosnja	2.00	
	A...	290-0000000002893-97	6/12/2018	321	Promet robe i usluga - finalna potrosnja	10.00	
	A...	290-0000000002893-97	6/12/2018	321	Promet robe i usluga - finalna potrosnja	2.00	
	A...	290-0000000002893-97	6/5/2018	321	Promet robe i usluga - finalna potrosnja	5.00	
	A...	290-0000000002893-97	6/5/2018	321	Promet robe i usluga - finalna potrosnja	5.00	
	E...	908-0000000014501-28	6/5/2018	221	Bankarska provizija, zad. br.:3061951	5.00	

Figure 2

**How to sort?**

How to sort?


If we wish to sort a table by a certain column, we should do a left-click of the mouse at the column name by which we wish sorting in the table header (Figure 1).

	O...	Other part...	Value date	Pu...	Purpose description	Amount	!
E...	908-0000...		6/5/2018		Bankarska provizija, zad. br.:3061951	5.00	
A...	290-0000...		6/5/2018	321	Promet robe i usluga - finalna potrosnja	5.00	
A...	290-0000...		6/5/2018	321	Promet robe i usluga - finalna potrosnja	5.00	
A...	290-0000...		6/12/2018	321	Promet robe i usluga - finalna potrosnja	2.00	
A...	290-0000...		6/12/2018	321	Promet robe i usluga - finalna potrosnja	10.00	
A...	290-0000...		6/12/2018	321	Promet robe i usluga - finalna potrosnja	2.00	
A...	290-00...		6/12/2018	321	Promet robe i usluga - finalna potrosnja	4.00	

Figure 1

As we can see in the figure, apart from the column's name, an arrow will be shown indicating the sorting type:

- arrow pointing down - sorting in descending order
- arrow pointing up - sorting in ascending order


**How to print?**


## How to print?

When we press the radio button Print, a window will appear in the screen with the preview of the desired report. We can print directly with a click at the radio button Print, or save the report as an MS Excel or PDF document (with the left-hand click of the mouse at the radio button Export), as depicted in (Figure 1).

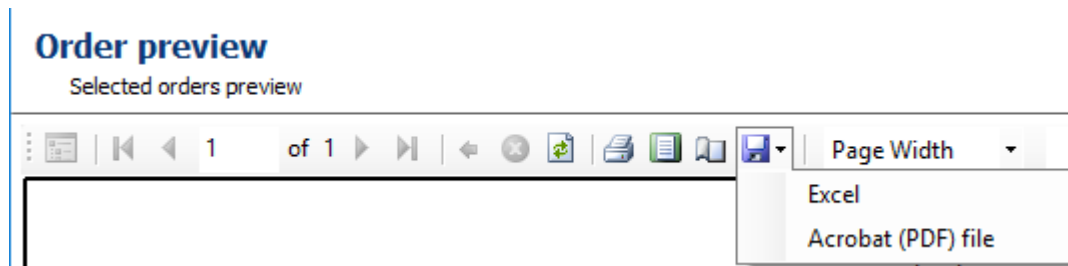




Figure 1


**Keyboard shortcuts**


## Keyboard shortcuts

<b>Ctrl+Shift+C</b>	Create a new customer
<b>Ctrl+N</b>	Create a new payment order
<b>Ctrl+Shift+N</b>	Create a new compensation order
<b>Ctrl+Shift+S</b>	Work with accounts
<b>Ctrl+Shift+F</b>	Work with statements
<b>Ctrl+Shift+D</b>	Work with orders
<b>Ctrl+Shift+B</b>	Work with address book
<b>Ctrl+T</b>	Account balance review
<b>Ctrl+H</b>	Home page
<b>F1</b>	Help
<b><u>F3</u></b>	Data exchange with the bank (Synchronization)
<b><u>F10</u></b>	Download bank's data
<b>F9</b>	OfficeBanking application activation
<b>Ctrl+Shift+P</b>	Change of card's PIN code
<b>Ctrl+Shift+A</b>	Data archiving from OfficeBanking application
<b>Ctrl+Shift+K</b>	Backup copy creation
<b>Ctrl+Shift+V</b>	Backup copy upload
<b>Ctrl+Shift+M</b>	Data migration
<b>Ctrl+I</b>	Export of selected data
<b>Ctrl+U</b>	Import of selected data
<b>Del</b>	Deletion of selected data
<b>Ctrl+S</b>	Save (and sign)
<b>Ctrl+E</b>	Save (and close)
<b>Esc</b>	Close



**I want to import orders from external documents**



## I want to import orders from external documents

We can reach the orders in preparation in two ways. We can access the orders in preparation by selecting a certain account in the menu *Domestic payment system* and list *Orders in preparation*, and then a list of orders in preparation will appear in the screen as depicted in the *Figure 1*,

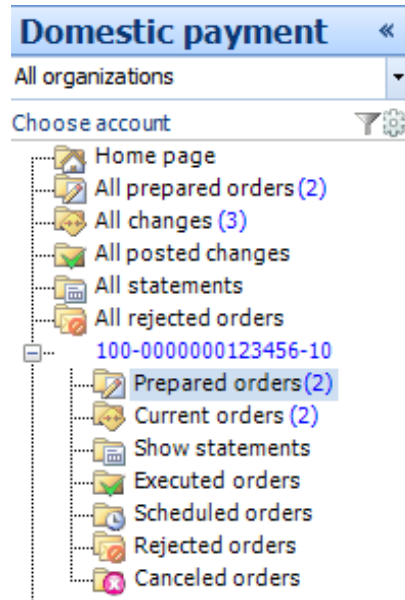


Figure 1

The orders can be saved in external documents, too. For *OfficeBanking* version these documents have the following extension **.xmlx**, and for previous versions **.xml**. If you need to import something from an external document, you should left-click **Import** (group *Actions*), and then a window will appear where you can select a file from which you want to import, as well as its locations. When we left-click at the radio button **Open** in this window, the screen will show a report on the number of correct and incorrect entities, as well as on the causes leading to an error, if they exist. This report looks as depicted in the *Figure 2*.

Report

Help Edit invalid order Group box Print

**Report**  
Show last action details

Valid entities count: 2

View: All orders

Result	Entity	Description	Amount
✓	Source account: 190000000000130064 Partner name: Asseco SEE Parter account: 190000000000130064 Amount: RSD 1.00		1.00
✓	Source account: 190000000000130064 Partner name: Asseco SEE Parter account: 190000000000130064 Amount: RSD 2.00		2.00
			3.00

Import Cancel

Figure 2

If you have an invalid order, you can change it with a double click of the mouse, or you can select the invalid order and click **Change the invalid order** (as depicted in Figure 3).

In this form you can change only codes and payment description, models (for credit and debit) and reference number (credit and debit). You cannot change other fields of an order! In the upper part of the form we can see an invalid order field, and we can change the order accordingly. After we have changed all desired invalid orders, we should click the radio button **Save all** to save all changed invalid orders, and to return to the previous form (Figure 2)

Figure 3

Finally, after you have reviewed the created report, you should click the radio button **OK**.

## Specifications

- [Statement export in OfficeBanking XML format](#)
- [Order export in OfficeBanking XML format](#)
- [Statement export in FX2004 XML format](#)
- [Order export in FX2004 XML format](#)
- [Statement export in txt format](#)
- [Order export in txt format](#)

## Specification of statement export in OfficeBanking XML format

Statement in domestic payment system contains posted (finally realized changes) within one working day, as well as the account balance before and after these changes.

**BankAccountStatements** (minoccurs = 1; maxoccurs = 1) aggregate

**BankAccountStatements/BankAccountStatement** (minoccurs = 1; maxoccurs = unbounded ) aggregate

**StatementId** (minoccurs = 1; maxoccurs = 1)

**StatementNumber** (minoccurs = 1; maxoccurs = 1)

Number of account statement in the current year's domestic payment system.

**OpeningBalanceAmount** (minoccurs = 1; maxoccurs = 1)

Posting balance (balance amount) with which the previous statement was closed. The amount is provided with two decimals.

**ClosingBalanceAmount** (minoccurs = 1; maxoccurs = 1)

Posting balance (balance amount) with which the this statement was closed. The amount is provided with two decimals.

**TransactionCount** (minoccurs = 1; maxoccurs = 1)

Number of transactions posted in this statement.

**StatementDate** (minoccurs = 1; maxoccurs = 1)

Date of statement creation

**StatementStatus** (minoccurs = 1; maxoccurs = 1)

**BankAccountId** (minoccurs = 1; maxoccurs = 1)

**BankAssignedDocumentNumber** (minoccurs = 1; maxoccurs = 1)

**LocalCurrencyOpeningAmount** (minoccurs = 1; maxoccurs = 1)

Posting balance (balance amount) with which the previous statement was closed. The amount is provided with two decimals.

**LocalCurrencyClosingAmount** (minoccurs = 1; maxoccurs = 1)

Posting balance (balance amount) with which the previous statement was closed. The amount is provided with two decimals.

**AccountCode** (minoccurs = 1; maxoccurs = 1)

Principal's account number in format b(3)-p(13)-k(2) where: b - bank's unique code in the payment system, p - account and k - control number by model 97.

**Transactions** (minoccurs = 1; maxoccurs = 1) aggregate

Transactions posted in the statement.

**Transactions/Transaction** (minoccurs = 1; maxoccurs = unbounded) aggregate Transaction in payment system (statement transaction).

**StatementId** (minoccurs = 1; maxoccurs = 1)

Number of statement account in the current year's domestic payment system to which the transaction refers.

**BankAccountStatementTransactionId** (minoccurs = 1; maxoccurs = 1)

Number for complaints - (financial institution transaction id) unique transaction (instrument) identifier

assigned by the bank. The format differs from bank to bank, but the value is unique at one bank's level.

**Transaction/LocalCurrencyAmount** (minoccurs = 1; maxoccurs = 1)

Transaction amount in local currency. The amount is provided as an absolute value with two decimals. **StatementInstructionId** (minoccurs = 1; maxoccurs = 1)

**ValueDate** (minoccurs = 1; maxoccurs = 1) Value date.

**Memo** (minoccurs = 1; maxoccurs = 1)

**BankTransactionIdentifier** (minoccurs = 1; maxoccurs = 1)

(Version 1.0 iBank FX protocol specification Book 3: Domestic Payment System June, 17. 2002. Page 12)

Unique transaction (instrument) identifier in the principal's records (transaction unique identifier).

**Amount** (minoccurs = 1; maxoccurs = 1)

Transaction amount. The amount is provided as an absolute value with two decimals. **Amount** (minoccurs = 1; maxoccurs = 1)

**Fee** (minoccurs = 1; maxoccurs = 1)

Transaction fee amount. The amount is provided as an absolute value with two decimals. **BookingDate** (minoccurs = 1; maxoccurs = 1) Transaction's posting date.

**TransactionPlace** (minoccurs = 1; maxoccurs = 1)

Place of transaction realization.

**StatementLineNumber** (minoccurs = 1; maxoccurs = 1)

**TransactionType** (minoccurs = 1; maxoccurs = 1)

**OriginalId** (minoccurs = 1; maxoccurs = 1)

(Version 1.0 iBank FX protocol specification Book 3: Domestic Payment System June, 17. 2002. Page 12) Unique transaction (instrument) identifier in the principal's records (transaction unique identifier).

**IsUrgent** (minoccurs = 1; maxoccurs = 1)

Urgency mark. It can have one of the following set's values {true, false}, where true signifies an order which should be executed urgently, and false an order which should not be executed urgently. **OtherPartyName** (minoccurs = 1; maxoccurs = 1) Creditor's name.

**OtherPartyCity** (minoccurs = 1; maxoccurs = 1)

Creditor's seat.

**OtherPartyAccountCode** (minoccurs = 1; maxoccurs = 1)

Creditor's account number in format b(3)-p(13)-k(2) where: b - bank's unique code in the payment system, p - account and k - control number by model 97.

**OtherPartyReferenceModel** (minoccurs = 1; maxoccurs = 1)

Credit reference number model. The contents are defined by the appropriate NBJ's instructions.

**OtherPartyReferenceModel** (minoccurs = 1; maxoccurs = 1)

Credit reference number. The contents are defined by the appropriate NBJ's instructions.

**AccountCode** (minoccurs = 1; maxoccurs = 1)

Principal's account number in format b(3)-p(13)-k(2) where: b - bank's unique code in the payment system, p - account and k - control number by model 97.

**ReferenceModel** (minoccurs = 1; maxoccurs = 1)

Debit reference number model. The contents are defined by the appropriate NBJ's instructions.

**ReferenceNumber** (minoccurs = 1; maxoccurs = 1)

Debit reference number. The contents are defined by the appropriate NBJ's instructions.

**PurposeCode** (minoccurs = 1; maxoccurs = 1)

Purpose code, three digit code in accordance with the NBJ's codebook. **PurposeDescription** (minoccurs = 1; maxoccurs = 1) Payment purpose. Payment purpose description.

**BudgetaryBeneficiary** (minoccurs = 1; maxoccurs = 1)

**TaxAccount** (minoccurs = 1; maxoccurs = 1)

**IncomeCode** (minoccurs = 1; maxoccurs = 1)

**BankAccountId** (minoccurs = 1; maxoccurs = 1)

**Status** (minoccurs = 1; maxoccurs = 1)

**Name** (minoccurs = 1; maxoccurs = 1)

Principal's name.

**City** (minoccurs = 1; maxoccurs = 1)

Principal's city.

**Address** (minoccurs = 1; maxoccurs = 1)

Principal's address

**OtherPartyAddress** (minoccurs = 1; maxoccurs = 1)  
Creditor's address.

**PostingDate** (minoccurs = 1; maxoccurs = 1) Date  
when the transaction is entered into the system.

**BankAssignedOrderNumber** (minoccurs = 1; maxoccurs = 1)

(Version 1.0 iBank FX protocol specification Book 3: Domestic Payment System June, 17. 2002.  
Page 12)

Unique transaction (instrument) identifier in the principal's records (transaction unique identifier).

**DocumentTypeCode** (minoccurs = 1; maxoccurs = 1)  
Order type

**PartnerAccountId** (minoccurs = 1; maxoccurs = 1)

**LocalCurrencyAmount1** (minoccurs = 1; maxoccurs = 1)  
Transaction amount in local currency.

**BankStatus** (minoccurs = 1; maxoccurs = 1)

**OtherPartyName** (minoccurs = 1; maxoccurs = 1) Creditor  
bank's name.



## Order export specification in OfficeBanking XML format



### Order export specification in OfficeBanking XML format

The request for transfer order execution can contain several transfer orders whereas the execution of individual orders is not mutually conditional.

**DomesticPaymentOrderList** (minoccurs = 1; maxoccurs = 1) aggregate

Root element requires instrument execution in domestic payment system (domestic payment order request). It contains minimum one payment system instrument.

**DomesticPaymentOrderList/DomesticPaymentOrder** (minoccurs = 1; maxoccurs = unbounded)  
aggregate

Order for transfer of funds in domestic payment system (domestic payment order). It contains all pieces of information envisaged by the NBJ's instructions on payment system instruments.

**OriginalId** (minoccurs = 1; maxoccurs = 1)

(Version 1.0 iBank FX protocol specification Book 3: Domestic Payment System June, 17. 2002. Page 12) Unique transaction (instrument) identifier in the principal's records (transaction unique identifier).

**IsUrgent** (minoccurs = 1; maxoccurs = 1)

Urgency mark. Can have a following set's value {true, false}, where true signifies an order which should be executed urgently, and false an order which should not be executed urgently.

**PayeeReferenceModel** (minoccurs = 1; maxoccurs = 1)

Credit reference number model. The contents are defined by the appropriate NBJ's instructions.

**PayeeReferenceNumber** (minoccurs = 1; maxoccurs = 1)

Credit reference number. The contents are defined by the appropriate NBJ's instructions.

**PayerReferenceModel** (minoccurs = 1; maxoccurs = 1)

Debit reference number model. The contents are defined by the appropriate NBJ's instructions.

**PayerReferenceNumber** (minoccurs = 1; maxoccurs = 1)

Debit reference number. The contents are defined by the appropriate NBJ's instructions.

**PurposeCode** (minoccurs = 1; maxoccurs = 1)

Purpose code, three digit code in accordance with the NBJ's

codebook. **PurposeDescription** (minoccurs = 1; maxoccurs

= 1) Payment purpose. Payment purpose description.

**Status** (minoccurs = 1; maxoccurs = 1)

**Amount** (minoccurs = 1; maxoccurs = 1)

Transaction amount. The amount is provided as an absolute value with two decimals.

**ValueDate** (minoccurs = 1; maxoccurs = 1)

Value date in UTC format (DDDD-MM-YYYY T HH:MM:SS). **Priority**

(minoccurs = 1; maxoccurs = 1)

**BankStatus** (minoccurs = 1; maxoccurs = 1)

**Flag** (minoccurs = 1; maxoccurs = 1)

**BankAccountCode** (minoccurs = 1; maxoccurs = 1)

Principal's account number in format b(3)-p(13)-k(2) where: b - bank's unique code in the payment system, p - account and k - control number by model 97. **Address** (minoccurs = 1; maxoccurs = 1) Principal's seat.

**PartnerRegisteredName** (minoccurs = 1; maxoccurs = 1) Creditor's name.

**PartnerShortName** (minoccurs = 1; maxoccurs = 1)

**PartnerBankAccountCode** (minoccurs = 1; maxoccurs = 1)

Principal's account number in format b(3)-p(13)-k(2) where: b - bank's unique code in the payment system, p - account and k - control number by model 97. **PartnerAddress** (minoccurs = 1; maxoccurs = 1) Creditor's seat.

**CurrencyCode** (minoccurs = 1; maxoccurs = 1)

Currency code. For domestic payment system it is always 941.

**CurrencyName** (minoccurs = 1; maxoccurs = 1)

Currency name. For domestic payment system it is always RSD.

**BankRegisteredName** (minoccurs = 1; maxoccurs = 1) Name of the bank where creditor's/principal's account is maintained.

**BankLegalId** (minoccurs = 1; maxoccurs = 1)

Unique mark of the bank where creditor's/principal's account is maintained (the leading three figures of the account). **BankDuns** (minoccurs = 1; maxoccurs = 1)



#### Export statement specification in FX2004 XML format



### Export statement specification in FX2004 XML format

Statement in domestic payment system contains posted (finally realized changes) within one working day, as well as the account balance before and after these changes.

#### **/root ...**

Root element info of bank's response (statement response). Contains elements of the header and list of transactions. Depending on how we obtained the statement, as a response to a request, or as instant notification, **root node can be smtmtrs or pmtnotification**

#### **/root/rstype** (minoccurs = 1; maxoccurs = 1)

If the statement was obtained as an response to a request, it is a document type sent by the bank to the customer. The statement is labeled with type *ibank.payment.smtmtrs.ledger*.

#### **/root/notiftype**

If the statement was obtained as an instant notification, it is a document type sent by the bank to the customer.

The statement is labeled with type *ibank.payment.notification.ledger*

#### **/root/status** (minoccurs = 1; maxoccurs = 1) aggregate

#### **/root/status/code** (minoccurs = 1; maxoccurs = 1)

Bank response status code. If the request was successfully processed, the value is 0, otherwise the value corresponds to the error code.

#### **/root/status/severity** (minoccurs = 1; maxoccurs = 1)

Response status type {INFO, WARN, ERROR}.

#### **/root/curdef** (minoccurs = 1; maxoccurs = 1)

Currency mark. For domestic payment system it is always RSD.

**/root/acctid** (minoccurs = 1; maxoccurs = 1)

Account number in payment system in format b(3)-p(13)-k(2) where: b - bank's unique code in the payment system, p - account and k - control number by model 97.

**/root/stmntnumber** (minoccurs = 1; maxoccurs = 1)

Number of account statement in the current year's domestic payment system.

**/root/ledgerbal** (minoccurs = 1; maxoccurs = 1) aggregate

Posting balance (balance amount) with which the previous statement was closed.

**/root/ledgerbal/balamt** (minoccurs = 1; maxoccurs = 1) The amount is provided with two decimals.

**/root/ledgerbal/dtasof** (minoccurs = 1; maxoccurs = 1)

Posting date (date as of) of the previous statement in UTC format: (DDDD-MM-YYYY T HH:MM:SS).

**/root/availbal** (minoccurs = 1; maxoccurs = 1) aggregate

Posting balance (balance amount) with which this statement was closed.

**/root/availbal/balamt** (minoccurs = 1; maxoccurs = 1) The amount is provided with two decimals.

**/root/availbal/dtasof** (minoccurs = 1; maxoccurs = 1)

Posting date (date as of) of this statement in UTC format (DDDD-MM-YYYY T HH:MM:SS).

**/root/reservedfunds** (minoccurs = 1; maxoccurs = 1) aggregate Funds reserved for financial transactions.

**/root/trnlist** (minoccurs = 1; maxoccurs = 1) aggregate List of transactions posted in this statement.

**/root/stmttrn** (minoccurs = 1; maxoccurs = unbounded) aggregate

Transaction in payment system (statement transaction). The transaction shows other party's details, whereas the account details for which statement is provided, and details on account owner are not included in the transactions.

**/root/stmttrn/trntype** (minoccurs = 1; maxoccurs = 1)

Transaction type (transaction type) - type of payment system instrument. Its value can be one of the values of the following set of values: {ibank.payment.pp0, ibank.payment.pp1, ibank.payment.pp2, ibank.payment.pp3, ibank.payment.pp4}

**/root/stmttrn/fitid** (minoccurs = 1; maxoccurs = 1)

Number for complaints - (financial institution transaction id) unique transaction (instrument) identifier assigned by the bank. The format differs from bank to bank, but the value is unique at one bank's level.

**/stmttrs/stmttrn/benefit** (minoccurs = 1; maxoccurs = 1)

Posting direction indicator, {credit, debit} **/root/stmttrn/payeeinfo** (minoccurs = 1; maxoccurs = 1) aggregate Information on other party (creditor or debtor).

**/root/stmttrn/payeeinfo/name** (minoccurs = 1; maxoccurs = 1) Other party's name (credit or debit).

**/root/stmttrn/payeeinfo/city** (minoccurs = 1; maxoccurs = 1) Other party's seat (creditor's or debtor's).

**/root/stmttrn/payeeaccountinfo** (minoccurs = 1; maxoccurs = 1) aggregate Information on other party's account.

**/root/stmttrn/payeeaccountinfo/acctid** (minoccurs = 1; maxoccurs = 1)

Account number in payment system in format b(3)-p(13)-k(2) where: b - bank's unique code in the payment system, p - account and k - control number by model 97.

**/root/stmttrn/payeeaccountinfo/bankid** (minoccurs = 1; maxoccurs = 1)

Unique mark of the bank where other party's account is maintained (leading three figures of the account). **/root/stmttrn/payeeaccountinfo/bankname** (minoccurs = 1; maxoccurs = 1) Name of the bank where creditor's/principal's account is maintained.

**/root/stmttrn/trntype** (minoccurs = 1; maxoccurs = 1)

Transaction amount. The amount is provided as an absolute value with two decimals.

**/root/stmttrn/trntype** (minoccurs = 1; maxoccurs = 1)

Currency mark (currency definition). For payment system in the country it is always RSD. **/root/stmttrn/purpose** (minoccurs = 1; maxoccurs = 1)

Payment purpose. Payment purpose description.

**/root/stmttrn/purposecode** (minoccurs = 1; maxoccurs = 1)

Purpose code, a three digit code in accordance with the NBJ's codebook. **/root/stmttrn/trnplace** (minoccurs = 1; maxoccurs = 1) Transaction execution place.

**/root/stmttrn/trntype** (minoccurs = 1; maxoccurs = 1)

Transaction posting date in UTC format (DDDD-MM-YYYY T HH:MM:SS).

**/root/stmttrn/dtuser** (minoccurs = 1; maxoccurs = 1)

Date of transaction entry into the system in UTC format (DDDD-MM-YYYY T HH:MM:SS). **/root/stmttrn/dtavail** (minoccurs = 1; maxoccurs = 1) Value date in UTC format (DDDD-MM-YYYY T HH:MM:SS).

**/root/stmttrn/refmodel** (minoccurs = 1; maxoccurs = 1)

Model of account owner reference number for which statement is provided. The contents are defined by the appropriate NBJ's instructions.

**/root/stmttrn/refnumber** (minoccurs = 1; maxoccurs = 1)

Account owner's reference number for which statement is provided. The contents are defined by the appropriate NBJ's instructions. **/root/stmttrn/payerefmodel** (minoccurs = 1; maxoccurs = 1) Other party reference number model.

**/root/stmttrn/payerefnumber** (minoccurs = 1; maxoccurs = 1) Other party reference number model.

**/root/stmttrn/urgency** (minoccurs = 1; maxoccurs = 1)

Urgency mark. Its value can be one of the values of the following set of values {ACH, RTGS} where: ACH - Net clearing RTGS - gross clearing in real time



## Order export specification in FX2004 XML format



### Order export specification in FX2004 XML format

The request for transfer order execution can contain several transfer orders whereas the execution of individual orders is not mutually conditioned.

**/pmtorderrq** (minoccurs = 1; maxoccurs = 1) aggregate

Root element requires instrument execution in domestic payment system (domestic payment order request). It contains minimum one payment system instrument.

**/pmtorderrq/pmtorder** (minoccurs = 1; maxoccurs = unbounded) aggregate

Order for transfer of funds in domestic payment system (payment order). It contains all pieces of information envisaged by the NBJ's instructions on payment system instruments.

**/pmtorderrq/pmtorder/companyinfo** (minoccurs = 1; maxoccurs = 1) aggregate Information on Principal.

**companyinfo/name** (minoccurs = 1; maxoccurs = 1)

Principal's name.

**companyinfo/city** (minoccurs = 1; maxoccurs = 1) Principal's seat.

**/pmtorderrq/pmtorder/accountinfo** (minoccurs = 1; maxoccurs = 1) aggregate Information on principal's account which is debited by this transfer order. **accountinfo/acctid** (minoccurs = 1; maxoccurs = 1)

Principal's account number in format b(3)-p(13)-k(2) where: b - bank's unique code in the payment system, p - account and k - control number by model 97. **accountinfo/bankid** (minoccurs = 1; maxoccurs = 1)

Unique mark of the bank where principal's account is maintained (the leading three figures of the account).

**accountinfo/bankname** (minoccurs = 1; maxoccurs = 1) Name of the bank where principal's account is maintained.

**/pmtorderrq/pmtorder/payeecompanyinfo** (minoccurs = 1; maxoccurs = 1) aggregate Information on creditor.

**payeecompanyinfo/name** (minoccurs = 1; maxoccurs = 1)

Creditor's name.

**payeecompanyinfo/city** (minoccurs = 1; maxoccurs = 1) Creditor's seat.

**/pmtorderrq/pmtorder/accountinfo** (minoccurs = 1; maxoccurs = 1) aggregate Information on creditor's account which is credited by this transfer order.

**payeeaccountinfo/acctid** (minoccurs = 1; maxoccurs = 1)

Creditor's account number in format b(3)-p(13)-k(2) where: b - bank's unique code in the payment system, p - account and k - control number by model 97.

**payeeaccountinfo/bankid** (minoccurs = 1; maxoccurs = 1)

Unique mark of the bank where creditor's account is maintained (the leading three figures of the account).

**payeeaccountinfo/bankname** (minoccurs = 1; maxoccurs = 1) Name of the bank where creditor's account is maintained.

**/pmtorderrq/pmtorder/trnuid** (minoccurs = 1; maxoccurs = 1)

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Unique transaction (instrument) identifier in the principal's records (transaction unique identifier).

**/pmtorderrq/pmtorder/dtdue** (minoccurs = 1; maxoccurs = 1) Value date in UTC format (DDDD-MM-YYYY T HH:MM:SS).

**/pmtorderrq/pmtorder/trnamt** (minoccurs = 1; maxoccurs = 1)

Transaction amount. The amount is provided as an absolute value with two decimals.

**/pmtorderrq/pmtorder/trnplace** (minoccurs = 1; maxoccurs = 1)

Transaction execution place ("online" - for transactions directed throughout electronic banking service) **/pmtorderrq/pmtorder/purpose** (minoccurs = 1; maxoccurs = 1) Payment purpose.

Payment purpose description.

**/pmtorderrq/pmtorder/purposecode** (minoccurs = 1; maxoccurs = 1)

Purpose code, three digit code in accordance with the NBJ's codebook.

**/pmtorderrq/pmtorder/curdef** (minoccurs = 1; maxoccurs = 1) Currency mark. For domestic payment system it is always RSD.

**/pmtorderrq/pmtorder/refmodel** (minoccurs = 1; maxoccurs = 1)

Debit reference number model. The contents are defined by the appropriate NBJ's instructions. **/pmtorderrq/pmtorder/refnumber** (minoccurs = 1; maxoccurs = 1)

Debit reference number. The contents are defined by the appropriate NBJ's instructions.

**/pmtorderrq/pmtorder/payeerefmodel** (minoccurs = 1; maxoccurs = 1)

Credit reference number model. The contents are defined by the appropriate NBJ's instructions. **/pmtorderrq/pmtorder/payeerefnumber** (minoccurs = 1; maxoccurs = 1) Credit reference number. The contents are defined by the appropriate NBJ's instructions.

**/pmtorderrq/pmtorder/urgency** (minoccurs = 1; maxoccurs = 1)

Urgency mark. Its value can be one of the values of the following set of values {ACH, RTGS} where: ACH - Net clearing RTGS - gross clearing in real time



## Statement export in txt format specification



### Statement export in txt format specification

- Data are in ASCII (txt) format
- the records are 180 characters long
- the data consist of two record types:
  - o Leading record, one for each data package, type - 9
  - o Detailed, for each order, type - 1

#### LEADING STATEMENT RECORD

FROM	T	LENGTH	TYPE	DESCRIPTION	NOTE
0					
1	8	8	N	DATE OF STATEMENT CREATION	DDMMYYYY
9	12	4	N	TIME OF STATEMENT CREATION	HHMM
13	30	18	N	ACCOUNT	
31	33	3	A	CURRENCY MARK	
34	51	18	N	OLD BALANCE	15 INTEGER, 2 DECIMAL, MARK

52	69	18	N	DAILY TURNOVER DEBIT	15 INTEGER, 2 DECIMAL, MARK
70	87	18	N	DAILY TURNOVER CREDIT	15 INTEGER, 2 DECIMAL, MARK
88	105	18	N	NEW BALANCE	15 INTEGER, 2 DECIMAL, MARK
106	141	36	A	EMPTY	
142	147	6	N	BANK OU	
148	150	3	N	STATEMENT'S NUMBER	
151	185	35	A	ACCOUNT NAME	
186	205	20	A	PLACE	
206	214	9	N	TAX NUMBER	
215	219	5	A	EMPTY	' '
220	220	1	N	RECORD TYPE	1
<b>DETAILED STATEMENT RECORD</b>					
FROM	T	LENGTH	TYPE	DESCRIPTION	FORMAT
0					
1	18	18	N	ACCOUNT	
19	53	35	A	BENEFICIARY'S NAME	
54	73	20	A	BENEFICIARY'S NAME	
74	74	1	A	EXECUTION MANNER	'H' OR ' '
75	76	2	A,N	DEBIT MODEL	
77	96	20	A,N	DEBIT REFERENCE NUMBER	
97	99	3	N	PAYMENT CODE	
100	134	35	A	PAYMENT PURPOSE	
135	147	13	N	AMOUNT	11 INTEGER, 2 DECIMAL,
148	148	1	A	DEBIT/CREDIT	'D' OR 'C'

			N	BROJ RACUNA PRIMAoca	
			N,A	MODEL POZIVA NA BROJ	
			N,A	POZIV NA BROJ	
			N	DATUM VALUTE	
			N	VREME IZVRSENJA NALOGA	HHMM
			N	REKLAMACIJA 1	
			N	REKLAMACIJA 2	
			A	PRAZNO	' '
			N	TIP SLOGA	2

Sort detaljnih slogova je

- duguje / potražuje
- šifra placanja

Videti:

[Specifikacije](#)



Specifikacija izvoza naloga u txt formatu



## Specifikacija izvoza naloga u txt formatu

- podaci su u ASCII (txt) DOS formatu
- slogovi su dužine 180 karaktera
- podaci se sadrže od dva tipa slogova:
- Vodeći slog, jedan za svaki paket podataka, tip - 9
- Detaljni, za svaki nalog, tip - 1

### VODECI SLOG NALOGA

OD	DO			OPIS	KOMENTAR
			N	RACUN NALOGODAVCA	
			A	NAZIV NALOGODAVCA	
			A	MESTO NALOGODAVCA	
			N	UKUPAN IZNOS	13 CELIH, 2 DEC. BEZ SEPARATORA
			N	BROJ NALOGA	
			A	SLOVNA ŠIFRA VALUTE	DINAR = YUM
			A	KONTAKT OSOBA	IME I PREZIME ILI RAD.MESTO
			A	TELEFON 1	
			A	TELEFON 2	
			A	FAX	
			A	E-MAIL ADRESA	
			N	POREKLO	SADRŽAJ 3
			N	TIP SLOGA	SADRŽAJ 9

### DETALJAN SLOG NALOGA

OD	DO			OPIS	KOMENTAR
			N	RACUN PRIMAoca	
			A	NAZIV PRIMAoca	
			A	MESTO PRIMAoca	
			A	NACIN IZVRSENJA	H - HITNO, ' ' - OBICNO
			N,A	MODEL POZIVA NA ZADUŽENJA	ZAKON JOS DOZVOLJAVA PRAZNO
			N,A	POZIV NA BROJ ZADUŽENJA	ZAKON JOŠ DOZVOLJAVA PRAZNO
			N	ŠIFRA PLACANJA	
			A	SVRHA DOZNAKE	
			N	IZNOS	11 CELIH , 2 DEC. BEZ SEPARATORA
			N.A	MODEL POZIVA NA BROJ	ZAKON JOŠ DOZVOLJAVA

