

**JSCB ROSBANK**

**Internet Client-Bank System**

**User's Manual**  
**Internet Client-Bank System**

TC020

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## 1. GENERAL DATA ABOUT INTERNET CLIENT-BANK SYSTEM

The Internet Client-Bank System (“the System”) is developed to maintain secured electronic document flow between clients of JSCB ROSBANK (“the Clients”) and JSCB ROSBANK (“the Bank”). Information in the System is secured with help of the electronic digital signature (EDS).

A basic difference of this System from the Client-Bank classical systems lies in the fact that all operations are carried out on-line when the Client can track on-line their documents sent to the Bank, as well as request on-line from the Bank necessary information.

The system is designed on the latest Internet technologies with which to start operations, the Client needs minimum additional hardware and software, and operations in the System can be carried out from everywhere through the Internet. The system can take into account spatial separation between different entities of the Client.

## 2. USERS OF INTERNET CLIENT-BANK SYSTEM AND THEIR RIGHTS

To start operations in the System, it is necessary for the Client to conclude the Agreement for the use of electronic documents ("the Agreement"), with the Bank, having filled necessary items in the Agreement and Exhibit 1 thereto. For this purpose, you are required to:

**1. To identify** employees of your organization ("the Users") to operate the System and their rights to carry out different actions. The quantity of the Users is not limited by the System, but it should be determined within reasonable limits depending on the expected volume of document flow with the Bank.

To operate the System, **each** User is required to have their electronic digital signature (EDS) that is an analogue of the User's manual signature. For this it is necessary to obtain a secret key storage "eToken GOST", one for every User of the System mentioned in the Appendix 1 to the Agreement, by your Bank manager.

**2. To determine** EDS status for each User. By default, the User possesses EDS status entitling him/her to generate documents in the System. Where EDS additional statuses are not determined, documents created by the User are immediately sent to the Bank for execution.

To verify and approve documents for sending, each User can be assigned one or several additional EDS statuses. It means that generated documents appear in a special folder *Documents to be signed*, instead of being immediately sent for execution to the Bank.

The System has four additional EDS statuses:

- EDS Status = 1 – Head;
- EDS Status = 2 – Accountant;
- EDS Status = 3 – Senior employee;
- EDS Status = 4 – Junior employee.

Any User can have both a number of EDS statuses (for example, Head + Accountant), and none. Additional EDS statuses for each User of the Client must be determined in **Table 1.1** of Exhibit 1 to the Agreement.

**Attention: if all users do not have any additional EDS status, it means that users have equal rights to send documents directly to the Bank for execution without additional signing.**

**3. To determine** rights to sign documents. Rights to sign in the System for each type of the documents authorized for the use can be distributed depending on the amount of the document according to **Table 1.2** of Exhibit 1 to the Agreement. In total, four stages differentiating the amount can be determined. It is necessary to specify a maximum amount for each stage and a set of additional EDS necessary for sending a document to the Bank. If the column «In the amount (not more)» remains blank, it means that there are no amount limitations on minimum, and maximum values.

**Attention: if the column « EDS Status» is blank, it means that any User may send this type of documents to the Bank for execution.**

For example, if the amount «50» is set for a document type "Payment order" for stage 1 and the column «EDS Status » is left blank, and the amount is set «more than 50» for stage 2 and the column «EDS Status» specifies «1, 2, 4», it means that the payment order issued by any User in the amounts less or equal 50 RUB will be sent immediately to the Bank for execution without additional signing, and generated documents in the amounts of over 50 RUB will appear in the folder *Documents to be signed*, and signatures of three specified EDS statuses are required for their sending to the Bank (Junior employee, Accountant and Head), whereby it is admitted that one User can have a number of EDS statuses simultaneously.

You can be advised in detail on filling Exhibit 1 to the Agreement by the employee of the Bank authorized to service the System and support users (the System Administrator). See contact information about the System Administrator in Clause 5 CONTACTS And SUPPORT.

### 3. STARTING OPERATIONS IN INTERNET CLIENT-BANK SYSTEM

#### 3.1. PREPARING TO OPERATIONS IN THE SYSTEM

Any special installation of programs is not required for starting operations in the System. Your computer should have access to the Internet and downloaded Microsoft Internet Explorer WEB-browser with version VBScript 5.5 and higher. Microsoft Internet Explorer 8.0 standard installation provides these requirements.

Access to the Internet for operations in the System can be provided in the following ways:

- Via dedicated communication channel with the Internet. In this case, to operate in the System, it is necessary to open port 443 in the firewall or PROXY-server to set connection. This is to be done by your network administrator.
- Via modem connection through your local Internet provider. In this case, to operate in the System, you will need modem. Operations through the Internet provider can be carried out under a subscriber agreement, or with the use of Internet cards.
- Through JSCB ROSBANK modem pool. This way is most suitable for clients who have direct Moscow telephone numbers and not having other Internet connection. In this case, to operate in the System, you will need modem. You may obtain phone number and password for connection through JSCB ROSBANK modem pool from the System Administrator.

Requirements to the computer operating in the System are specified in Exhibit 2 of the Agreement. It is recommended to have not less than 32 MB RAM capacity. The memory capacity increase speeds up page updating, and it means convenience of operations in the System.

The System can be enabled only under SSL protocol with a **128-bit** key length. Prior to operations, ensure that your Microsoft Internet Explorer meets this requirement, having done the following actions:

- ▶ Open window Microsoft Internet Explorer.
- ▶ Select menu bar item **Help**, then, from dropdown menu – item **About Internet Explorer** (See Fig. 1).



Figure 1. Menu Item “About Internet Explorer”

- ▶ In the appeared window **About Internet Explorer** (See Fig. 2), make sure that *Cipher strength* value is 128 -bit.



**Figure 2. About Internet Explorer Window**

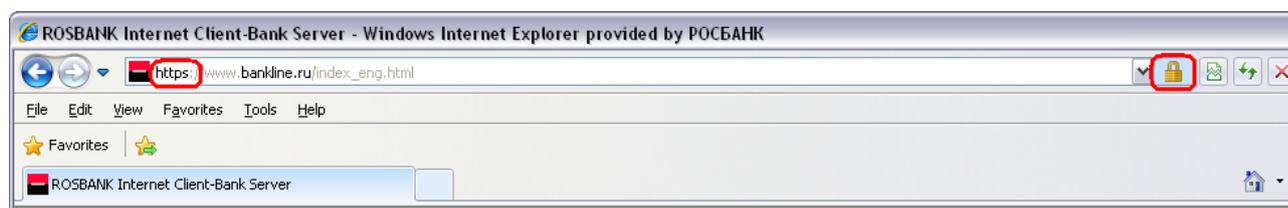
If *Cipher strength* value is less than 128 bit, System's electronic pages are not displayed. To increase safety of operations through the Internet with the use of the Internet Explorer browser, it is recommended to download from the site [www.microsoft.com](http://www.microsoft.com) the latest version of your browser – Internet Explorer Service Pack x, where x is the program version. This program contains the latest browser updates.

### 3.2. FIRST LOGIN

Take the following steps for the first login:

- ▶ In the browser's address line, type the address of the JSCB ROSBANK Internet Client-Bank System <https://www.bankline.ru/>.

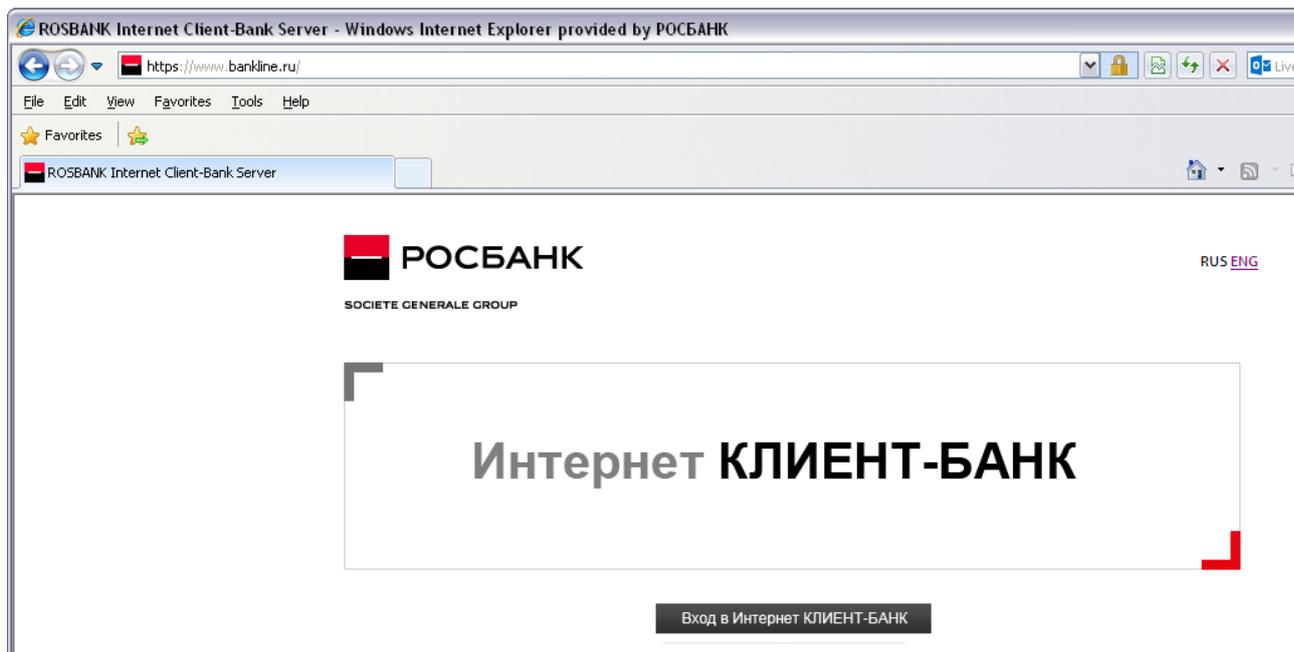
Pay attention that the address starts with **https** ending on **s**. It means that the data through the Internet is transmitted via secure connection denying access of the third parties to the information. The connection is secure when you see a *yellow padlock* icon in the status bar (See Fig. 3).



**Figure 3. Secure connection symbol**

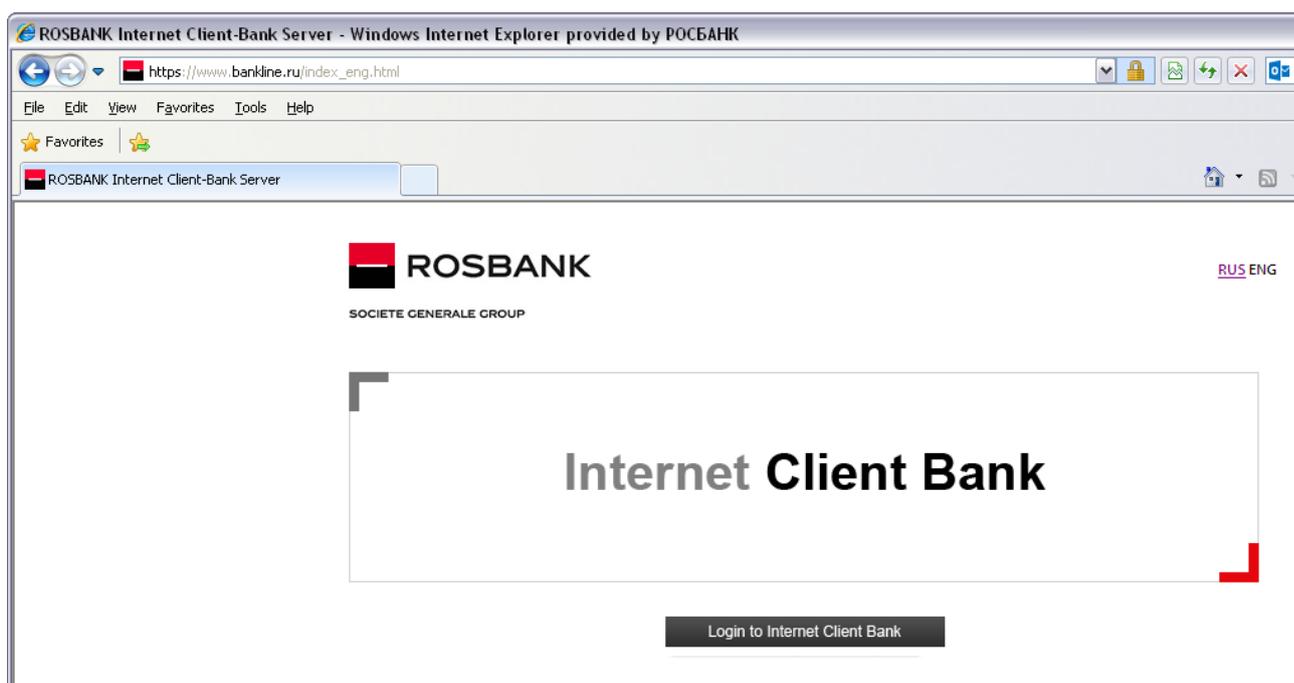
JSCB ROSBANK site authenticity is confirmed with a special SSL-certificate. You can get more detailed information about this certificate in the Internet Explorer browser's menu *File=>Properties*, by clicking the button **Certificates**.

- ▶ **ROSBANK Internet Client-Bank Server**, click the link [ENG](#) to the English-language site version (See Fig. 4)



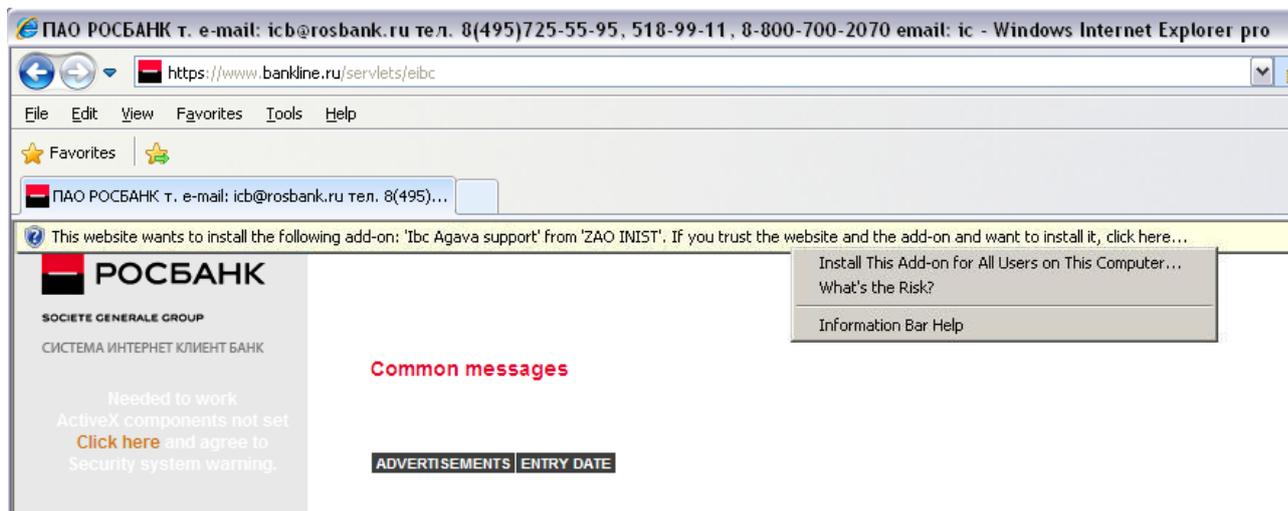
**Figure 4. Window «ROSBANK Internet Client-Bank Server»**

- ▶ The window of the English site version of the ICB system opens (See Fig. 5). Click the button **Login to Internet Client-Bank**.



**Figure 5. Window «ROSBANK Internet Client-Bank Server» of the English language site version**

- ▶ When the first page of the System is downloaded, security system warning appears at the top of the screen (See Fig. 6).



**Figure 6. Security system warning**

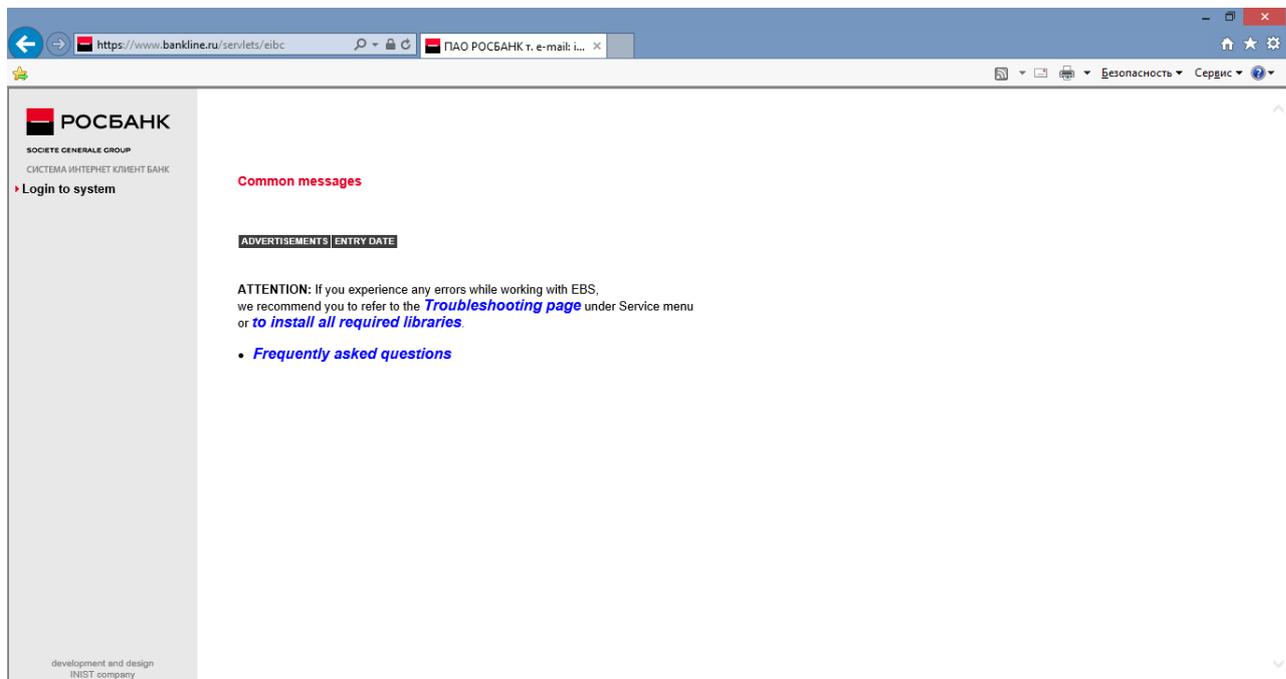
Such type of warning means that your computer requires installing components necessary for ActiveX functionality supplied by the System's developer **ZAO INIST**, which data is set out in Clause 1.10 of Exhibit 4 to the Agreement.

When such warnings appear, it is necessary to right click the context menu and select the item **Install This Add-on for All Users on This Computer**. Make sure you answer affirmatively («**Install**») for the program query «**Is it OK to install this software?**» If you answer "No", you cannot perform a number of functions in the System. E.g., if you fail to install the component shown in **Fig. 6**, you cannot login, and, therefore, you cannot operate the System further.

**Attention: if you accidentally click "not to install" in the security system warning about necessity to install INIST program components, it is necessary to reboot the current page, having clicked either the button *Update the browser*, or the link in the appeared window. Warning will pop up again.**

Such warnings also pop up when you access other pages for the first time, and every time when the System's version is updated by the Bank. You need to answer affirmatively in all cases when such warnings appear. It takes some time for downloading active elements on your computer after clicking the button «**Install**».

- ▶ Click the button «**Install**». Wait until the program is installed which takes a few minutes depending on the speed of data transmission via the communication channel. Finally, the window **Common Messages** will appear on the screen (See Fig. 7).

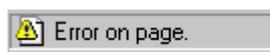


**Figure 7. Window «Common messages»**

As soon as you have performed all steps, the System is ready for operations.

### **3.3. TROUBLESHOOTING AT FIRST LOGIN TO THE SYSTEM**

If at the first login to the System, the browser's bottom status line shows the message «Error on page» (See **Fig. 8**), it means that active components necessary for ActiveX functionality have not been installed on your computer.



**Figure 8. Error message on e-page**

To install required components, click the browser's button **Update** and wait until security system warning appears (See **Fig. 6**). Click the button «**Install**» in the warning window. Wait until the window **Common Messages** will appear on the screen (See **Fig. 7**).

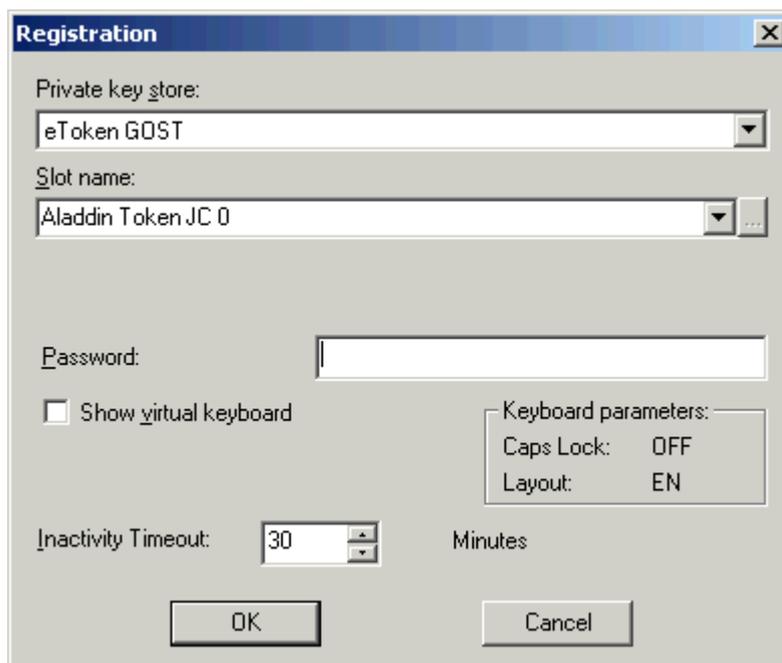
If resulting from performed steps, ActiveX components have not been installed, you are recommended to reset settings of the Internet Explorer browser described in the page **Troubleshooting** in the Tools Menu. Then, again access the System's and load ActiveX components.

## 4. OPERATIONS IN INTERNET CLIENT-BANK SYSTEM

### 4.1. LOGIN TO THE SYSTEM

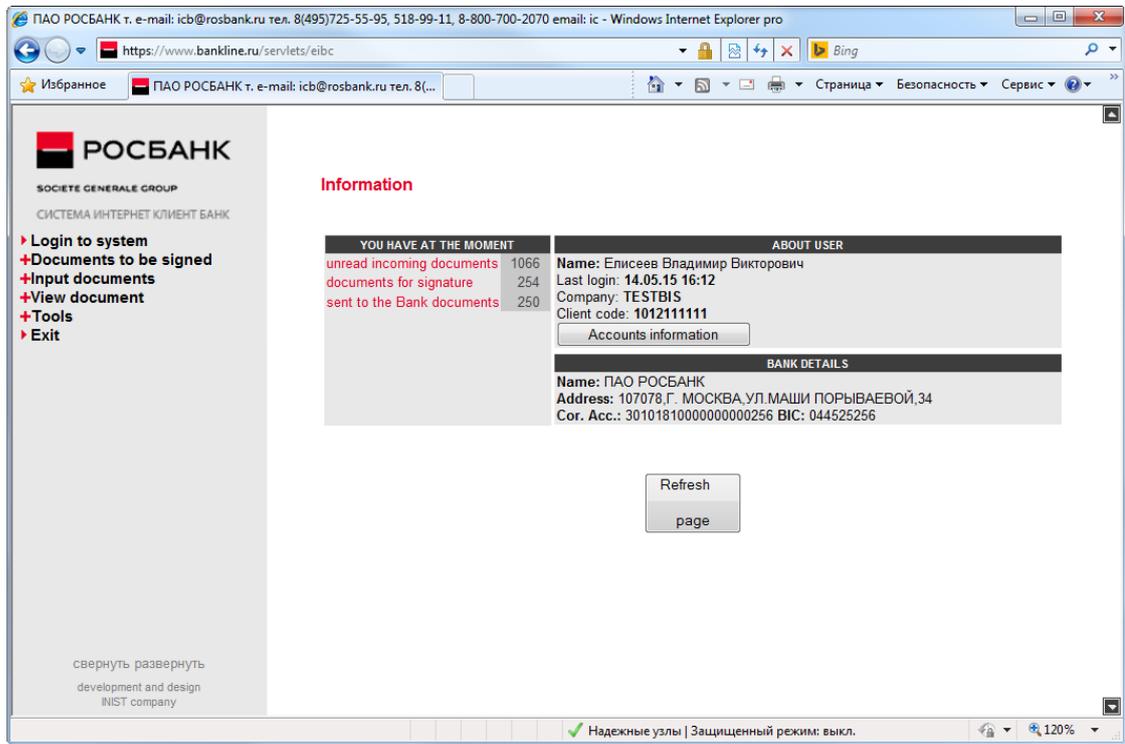
To login to the System, take the following steps:

- ▶ Access the system site <https://www.bankline.ru/>, open the English-language page of the site click the button **Login to Internet CLIENT-BANK**. The screen must show Window **Common messages** (See Fig. 7).
- ▶ Insert into the USB-port device eToken GOST
- ▶ Select menu item *Registration*. The screen shows Window **User Registration** (See Fig. 9).



**Figure 9. Window «User Registration»**

- ▶ Fill in registration form:
  - ▶ In the field "Private key store" select "eToken GOST".
  - ▶ The field "Path to private key file" is filled automatically.
  - ▶ **In the field "Password" it is necessary to enter token PIN-code. Remember that when entering PIN-code, it is necessary to pay attention to language and keyboard case. Not meeting this requirement is the most widespread error at password entry.**  
The PIN-code can be typed directly on the screen, activating the **virtual keyboard** by setting flag *Show virtual keyboard*. After typing the password, click the key **Enter** on the virtual keyboard.
  - ▶ In the field *Inactivity Timeout*, specify a time interval in minutes after which the System will demand repeated login. The given interval can be set within 5 - 30 minutes.
- ▶ Click **OK**. If the information in **User Registration** has been inserted correctly, the screen shows the window **Information** (See Fig 10). Make sure that Full Name and Company in **About user** is correct. Now you can work in the System.



**Figure 10. Window «Information»**

Otherwise, one of the two error messages appear:

- If the path to a private key file is specified wrong or if the disk drive contains a non-key medium (See Fig. 11);



**Figure 11. Error: key file cannot be found**

- With wrong password entry (See Fig. 12).



**Figure 12. Error: invalid password**

When error icon shows, it is necessary to click **OK** and repeat registration, having paid attention to specifying correctly the path to a key file and a password, as well as make sure that the required medium with the key information is inserted into the disk drive.

In some cases of Login to the System there could be additional request to enter data from the key Certificate. It is necessary to input the exact information requested by the System and with the exact way the information printed in the key Certificate. When inputting the keyword from clause 5 of the Certificate it is necessary to remember that all presenting letters are Latin capitals.

## 4.2. FIRST PAGE UPON LOGIN

To operate the System, the menu on the window left side is used (See **Fig 10**). The system is designed in such a way that the menu is available to the User at any time. It enables to select required operation without extra efforts and time loss. However, it is necessary to remember that when switching from not saved electronic form to other System's window, the entered information will be lost, and it is necessary to produce the document anew.

The menu includes the following main items:

- Login to system – Activate **User Registration** window (See Fig. 9).
- Documents to be signed – Activate the list of input documents requiring authorization by an additional EDS. Documents are split by types in the given menu item. Documents can be printed out prior to signing.
- Input documents
- View document – Activate the list of incoming or outgoing documents starting from a specific date indicating their status. Documents are split by types in the given menu item. You can also view all incoming or outgoing documents on the required date or period. You can enable search of specific documents by the date, document number, document type, and its status. The documents selected in given menu item can be signed, printed, and saved in a file for their subsequent verification of authentic EDS.
- Tools – Activate directories necessary for operations in the System; change of System's work settings and user's key management
- Exit – Exit the System (logoff).

You can track the status of documents in the System with the use of the window **Information** (See Fig. 10). The window appears at once at logon; you can specially activate it from *Main Menu*.

The block **You have at the moment** contains the following information:

- **Unread incoming documents** – Quantity of the incoming documents not read by the User.
- **Documents for signature** – quantity of the documents entered into the System requiring additional EDS for sending to the Bank. Using the given link, you can activate the list of documents for signature in which documents can be viewed, printed, deleted, and signed with additional EDS all at once or partially
- **Sent to the Bank documents** – Quantity of documents already sent to the Bank during a current day.

Using each of these links, you can at once go to the list of relevant documents.

Data block **Private messages** shows messages for Clients of the System about changes in the System and new options. You are strongly recommended to regularly read all arriving messages.

## 4.3. HANDLING DOCUMENTS

### 4.3.1. INPUT OF ELECTRONIC DOCUMENTS AND THEIR SENDING TO BANK

Input of electronic documents (ED) to the System can be carried out in one of three ways:

- With help of relevant electronic form. To input ED in such a way it is necessary to select in menu *Input Documents* a required electronic form and to fill it in. The description of fields of electronic forms used in System can be activated by clicking **Help** at the bottom of each form.
- By using a sample. The given way means copying of earlier created document with an option of its further editing. Its description is set out in section **4.3.2. CREATING DOCUMENTS by USING SAMPLE**.

- By using a template. The given way is applicable only for RUB payment orders and means the use of earlier created template for generating new documents. This way is described in section **4.3.3. TEMPLATES of DOCUMENTS**.

The System has an option to load RUB payment orders created with the help of external accounting programs. It allows the User not to repeat entry of documents: at first – into internal accounting system of the Client, and then – ICB System. The given function is described in detail in section **4.3.4. IMPORT of DOCUMENTS FROM EXTERNAL APPLICATIONS**.

After input of documents into the System and clicking **Execute**, the screen shows the following form (See Fig. 13 – a sample of an electronic document **RT131 Foreign currency payment order**).

**RT131 Foreign currency payment order by the Customer**

**YOU HAVE AT THE MOMENT**

unread incoming documents	1066
documents for signature	236
sent to the Bank documents	272

Show documents in blocks of 20 Company all Page Refresh Search documents

CURRENCY	NUMBER	PAYMENT AMOUNT
EUR	1	1 378 900.00
USD	1	12 554 300.00

BANK'S REF	NUMBER	DATE	PAYMENT AMOUNT	CURRENCY CODE	BIC	BENEFICIARY	ACCOUNT	DETAILS OF PAYMENT	SENDER TO RECEIVER INFORMATION
<input type="checkbox"/>	371680802	248	15/05/2015	1 378 900.00	978	CCFRFRPP Institute Mimos	FR7630056006800642875293	Payment under C-t N HH/337-2015 dd 13.04.15. Ref. HSBC FR BBC 4 SEPTEMBRE	
<input type="checkbox"/>	371694307	260	15/05/2015	12 554 300.00	840	CHASUS33 UNICREDIT BANK AO. MOSCOW	400806789	Payment on forex deal. C-t N HH/839-2011 dt 16.09.11r	
<input type="checkbox"/>	select all								

select here to print or delete Print Delete Sign Export Cum

select here to sign sign a

**Figure 13. Window «Documents to be signed»**

Documents can be handled as follows:

- To sign, having selected required documents in the column *Signature* and clicking **Sign**;
- To print, having selected required documents in the last left column and clicking **Print**;
- To view, having clicked the number of the document or the Bank's reference;
- To postpone signing and to continue input of new documents, having selected a required type of the electronic document from menu *Input Documents*. You can sign postponed documents later or from menu *Documents to be signed* or, using the link of **documents for signature** in the data block **you have at the moment**.

As soon as an electronic document is sent for execution to the Bank, it is displayed in the menu *Outgoing documents*, where you can obtain information on the status of the document (see **4.3.5. DOCUMENT STATUS**). Documents sent to the Bank can be used as sample for creating new documents (see **4.3.2. CREATING DOCUMENTS by USING SAMPLE**).

### 4.3.2. CREATING DOCUMENTS by USING SAMPLE

The system has an option to create documents based on earlier input documents. To create a new document by using a sample, take the following steps:

- ▶ Select in *View Document* a document to be used as sample for creating a new document. Having clicked on its Number or the Bank's Reference, drag it to the screen.
- ▶ Click **Copy** (See Fig. 18). A relevant electronic form appears, in which all fields will be filled with values from the sample, whereby the next ordinal number not used will be automatically assigned to the document, and the document date will be changed for the current.
- ▶ Check contents of fields and make changes, if necessary.
- ▶ Click **Execute**.
- ▶ If your organization practices a single-level signature, the document will be immediately sent to the Bank for execution. Otherwise, authorize a new document by using additional EDS in the menu *Documents to be signed* in an appropriate section.

### 4.3.3. TEMPLATES OF DOCUMENTS

The system has an option to create payment orders based on earlier saved templates.

To create a payment order template, take the following steps:

- ▶ Drag an electronic form **RT100 Payment order** from the menu *Input Documents⇒Payment documents⇒Payment orders*.
- ▶ Fill fields of the electronic form with required data.
- ▶ In the field *template*, enter the unique name of a template (a template code) under which it will be saved in library of templates. The length of the name should not exceed 35 symbols.
- ▶ Click **Save**.

Please, remember that saving a template does not create a payment order, and the entered document does not go to the Bank.

To create a new payment order by using an earlier saved template, take the following steps:

- ▶ Drag the library of templates from the menu *Tools⇒Document templates*.
- ▶ In the appeared window, **Document Templates** (See Fig. 14), search for the template to be used for creating a new payment order. You can find a necessary template from the list, having used a vertical scrollbar on the right or using search. To search a necessary template, enter in full or in part its code and/ or a name of the beneficiary into a relevant field and click **Page Refresh**.

## Document Templates

Enter a new template

SEARCH TEMPLATE				
Code	<input type="text"/>			
Beneficiary	<input type="text"/>			
Beneficiary INN	<input type="text"/>			
<input type="button" value="Page Refresh"/>				

	CODE	BENEFICIARY INN	BENEFICIARY	DETAILS
 	tt	7718566691	ООО "ххх"	НДС не облагается
 	tt2	150000008098	АО "ЭНЕРГИЯ"	оплата по счету № 123 в т.ч. НДС (18%)2-29 руб.

**Delete**

**Create new document or edit template**

**Figure 14. Window «Templates of documents»**

- ▶ In the selected template, click icon **Edit/Execution** on the right of a template code. The screen shows an electronic form **RT100 Payment order** with already filled fields, whereby the field *No* will show a new not used number of an order, and in the field *Date* – current date. All other fields will show values which entered on saving a template.
- ▶ Check contents of fields and make changes, if necessary.
- ▶ Click **Execute**.
- ▶ If your organization practices a single-level signature, the document will be immediately sent to the Bank for execution. Otherwise, authorize a new document by using additional EDS in the menu *Documents to be signed* ⇒ *Payment orders*.

Unnecessary templates can be deleted from library. To do so, click icon **Delete** on the right of a template code (See Fig. 14).

### 4.3.4. IMPORTING DOCUMENTS FROM EXTERNAL APPLICATIONS

System has an option to import Electronic documents from the files prepared by external applications. There are three formats of files that the System can import.

- Format **«Accounting 1C»** used by widely known accounting program “Enterprise 1C”. Such format is most convenient for the Clients using this program since it does not require any programming. Main limitation is **an option to handle only files of RUB payment orders**.
- format **“INIST”** enables to import from files to the System **all** types of Electronic documents, except the document “Message with file attached”. To prepare a file of the INIST format, a programmer’s contribution is required. You can familiarize with the format description on the System site in section **Personal messages** on the main page.
- Format **XML** enables to import from files to System only RUB payment orders. The file size should not exceed 1 MB. You can familiarize with the format description on the System site in section **Personal messages** on the main page.

A format of files to be imported to the System with a subsequent automatic setting of a window view **Payment orders list transferring** (See Fig.15) is selected in menu *Tools⇒Settings⇒Interaction with external applications*.

To download the payment orders prepared with help of the external accounting program, take the following steps:

- ▶ Create files of payment orders in one of admissible formats. The quantity of payment orders in one file should not exceed 1000 pieces.
- ▶ Select menu item *Input Documents⇒Payment documents⇒P O list transferring*. Window **Payment orders list transferring** (See Fig. 15) opens.

### Payment orders list transferring

Sending to the bank an earlier prepared file of payment orders. File format must meet the EBS format criteria.	Sending to the bank earlier prepared a file of payment orders. File format must meet the 1C Accounting format criteria.
	company <input type="text" value="TECT"/>
<input type="button" value="Select files"/>	<input type="button" value="Select files"/>

**Figure 15. Window «Payment orders list transferring»**

- ▶ In the block corresponding to a format of a prepared file, click **Select files**.
- ▶ Select files for importing in dropped down additional window. In System window *P/O list transferring*, click **Send** and sign them with your EDS, having entered a code phrase.
- ▶ Import process will be displayed in the System window in section **List of commands**. In this list, the lines marked with a red exclamation mark **!**, specify documents in which the System has revealed gross errors and accordingly not downloaded. Such documents should be corrected and re-imported to the System.
- ▶ If your organization practices a single-level signature, the document will be immediately sent to the Bank for execution. Otherwise, authorize a new document by using additional EDS in the menu *Documents to be signed ⇒Payment orders*.

**Attention: values of those fields, which contents in screen forms are not subject to editing (such as "Payer", "Payer’s Bank", etc.), at import from a file are automatically replaced with their values from the System database. You are strongly recommended when importing documents to use a multilevel signature to verify contents of the imported documents prior to their final transfer to the Bank.**

When importing orders, the System automatically checks their contents. Documents failed to pass that check are rejected by the System. Check results are highlighted on the screen on termination of import process. All errors can be saved in a file by clicking “Save errors”. Besides, the result of import process can be viewed in the window **List of batches** to be dragged from menu *View Document⇒System documents⇒List of batches*.

The rejected documents must be corrected, grouped in a new separate file and reload in the System.

#### 4.3.5. PAYROLL (SALARY REGISTRY)

The System has an option of a special document Payroll (**Salary Registry**) enabling to automate process of transfer by the client to the Bank a file on increase in spending limits on plastic cards under the Agreement for services to transfer payments to accounts of individuals. It is a message with a file attached of certain structure. After transfer of such message, the Bank receives directly a file of the Salary registry, as well as the registry on increase in spending limits on plastic cards generated by the System and printed out. Both the file, and the registry is signed by a client's EDS. Thus, the client does not need to give the Bank a file on a physical medium and a paper registry.

An electronic form of Salary Registry is set out in **Fig. 16**.

RT998Z REGISTER NO  DATE (DD/MM/YYYY)

FOR PAYMENT ORDER №  FROM

THE AMOUNT

To

Beneficiary code (some codes separated by commas)

List of company members   
for depositing funds into accounts opened in PJSC ROSBANK

Name of responsible employee

Phone

Comment

**ATTENTION!!!**  
File name of Salary registry should be in format: **filename.txt** or **filename.xls**  
In the file name are not allowed Russian letters, spaces, dots. The maximum length - no more 50 characters  
Otherwise, the file delivery to the addressee and its viewing in system **DOES NOT GUARANTEE**.  
Examples:  
**Registry26082008.txt** - correctly  
**реестр 26.08.2008.txt** - **wrong**.

Information about forming registry files with txt and xls extensions you can find by pressing "HELP"

**Figure 16. Electronic form of Salary registry document**

To increase spending limits on plastic cards, the client transfers to the Bank, besides the salary registry, the payment order totaling replenishments for all employees of the organization listed in the registry. Details of the given payment order are specified at the top of the electronic form.

When sending the Salary registry, make sure that you correctly specify a document's recipient in the field "To":

- for clients **of the Head office**, to select **Processing Salary Registries (HO)**;
- For clients **of Bank's branch**, to select **Files in branch (currency control, bank cards)**.

After executing a document, the System checks whether amounts in fields «In the amount» in the electronic form are equal, "TOTAL" in a file of the registry and calculated total amount on all employees. If the System identifies any discrepancies, the error message is generated.

**File of salary registry should be formed as text in MS Windows 1251 coding.** Files on changing spending limits on card accounts in RUB, USD and EUR are separately generated. When you create a file, you must strictly follow the structure adopted by the Bank. When attaching a file in the electronic form, the System checks compliance with a file structure, and when revealing any discrepancy, it generates an error message.

## Structure of salary registry file

- **first line of a file** – information message.
- **second and following lines:**  
At the beginning of a line: Full name divided with one space. From 61st position - number of a card/account of the beneficiary. Between Full name and card/account number, you must fill a required quantity of spaces. The amount must be placed in such a manner so that a point dividing the integral and fractional part of the amount is to be placed in 105th position. After a fractional part - transfer to a new line. Positions between the number of a card/account and the amount must be filled with necessary quantity of spaces.
- **Last but one line:** Starts with a word **TOTAL:** (in capital letters only). Next to the symbol ":" it is necessary to specify exact quantity of entries in the registry in a 4 digit format (for example, 0012 or 0003). Total amount must be placed in such a manner so that a point dividing the integral and fractional part of the amount is to be placed in 25th position.
- **Last line of the registry** – blank line.

To generate a file of the Salary registry, the System has a special program. Links to it and instruction are located in the electronic form of the Salary registry at the very bottom. It is necessary to store the given program on a hard disk of a workstation of the client, then to run it. The file of the registry created with help of the program will fully correspond to the structural requirements adopted by the Bank. Subsequently, earlier created file of the registry can be loaded into this program and edited.

### 4.3.6. DOCUMENT STATUS

The System has an option to track execution of each document. To obtain info about the document status, find in the menu item *View document* a message that you need and drag it to the screen by clicking its number or the Bank's reference. At the top of the screen, you will see the data block **Responses to document** that consistently list all stages of a document passing through the System and the Automated Bank System (ABS) indicating statuses and time assigned to the document. The document status is changed by the Bank.

The Bank's server assigns to the documents received from the Client the following statuses:

- For RUB payment orders:
  - received by the Bank (confirmed by the Bank EDS);
  - document is sent for execution;
  - prepared for ABS;
  - loaded on ABS;
  - processed without errors or processed with an error specifying the reason for rejecting the document;
  - sent to MCI payment run;
  - processed under MCI statement.
- For other types of documents:
  - received by the Bank (confirmed by the Bank EDS);
  - document is sent for execution;
  - prepared for ABS;
  - loaded on ABS;
  - processed without errors or processed with an error specifying the reason for rejecting the document;

Statuses of documents for Clients of Bank's branches can differ from the above-stated.

The status of the document determining an actual state of the document at present can be viewed in the list of documents in menu *View Document*. It is shown in the form of a special flag in a column of the status on the left of the Bank's reference (See Fig. 17). If you move the mouse cursor to the flag, an additional window will appear with breaking down the given status.

	STATE, COMMENT	UNIQUE NUMBER	DOC. NUMBER	DATE	AMOUNT	COMPANY	BENEFICIARY	ACC	INN	BIK	DETAILS OF PAYMENT
<input checked="" type="checkbox"/>	ok Проведен по выписке МЦИ	369973896	974	05/05/2015	24 842.46	ТЛСконтакт (РУ) ООО	Тумаева Виктория Анатольевна	40817810238093821662	272591332436	044525225	Заработная плата за Апрель 2015 Налоги удержаны полностью. НДС не облагается
<input checked="" type="checkbox"/>	Возврат по Вашей просьбе	369973898	975	05/05/2015	1 061 750.39	ТЛСконтакт (РУ) ООО	Грикур Арно	40820810796430000090	771980060392	044525256	{VO70060}Заработная плата за Апрель 2015 Налоги удержаны полностью. НДС не облагается

Document status

Select document

Figure 17. List of documents

You can have more detailed information on change in the status of a document in the data block **Responses to document** in a mode of viewing a document (See Fig. 18). To enter into a view mode, find a required document in the list of sent documents of a required type in menu *View Document*⇒*Outgoing documents* and click its Number or the Bank’s reference.

**Responses to document**

	RESPONSE CODE	CONTENT	FORMATION TIME
	10	получен банком	05/05/2015 12:12:44
	15	документ отправлен на исполнение	05/05/2015 12:12:44
	16	В очереди у операциониста	05/05/2015 12:14:31
	20	Обработано без ошибок	05/05/2015 12:34:53
	20	Отправлен в рейс МЦИ	05/05/2015 18:57:38
	20	Проведен по выписке МЦИ	05/05/2015 19:47:33

**Signatures**

Moscow Time

SIGNATURE	USER	TIME
First signature	Gricourt Arnaud	05/05/2015 12:12:44

Create new document on the basis of current one

Print Copy Cancel

Create the Request for cancellation

PAYMENT ORDER NO 974		05/05/2015
	DATE	PAYMENT TYPE
Amount in words	Twenty four thousands eight hundred and forty two RUR 46	

Figure 18. Document viewing

### 4.3.7. VIEW DOCUMENTS RECEIVED FROM THE BANK

- ▶ Select in the menu item *Incoming documents* a type of the electronic document required for viewing or click the link of **unread incoming documents** in the data block **You have at the moment**.

### 4.3.8. STATEMENTS

Statements of accounts of the client are generated automatically upon the closing the operational day of the Bank. The System has an option for setting statements to be shown to the client (see Clause **4.5.1 SETTING STATEMENTS**).

To view the statement, enter into menu *View Document*⇒*Incoming documents*⇒*List of statements*. Window will open **RT950 Statement** (See Fig. 19).

#### RT950 Statements

**YOU HAVE AT THE MOMENT**

unread incoming documents	1099
documents for signature	9
sent to the Bank documents	2

Company all Show documents in blocks of 20

Show statement with zero turnovers

[Home](#) [Prev.](#) [2\(2\)](#) [Next](#) [End](#)

	BANK REF.	ACCOUNT	OPENING BALANCE	CLOSING BALANCE	ENTRIES D/C	FROM	TILL	REQ. DATE
<input type="checkbox"/>	ok 371741281	30306978800000031214	0.00	0.00	18 059.38/18 059.38	14/05/2015	14/05/2015	15/05/2015 03:32:58
<input type="checkbox"/>	ok 371744226	40702810100000061474	116 398 125.64	64 190 378.13	1 636 956 759.32/1 584 749 011.81	14/05/2015	14/05/2015	15/05/2015 03:38:27
<input type="checkbox"/>	ok 371744237	4210281030000006147401084	1 300 000 000.00	0.00	1 300 000 000.00/0.00	14/05/2015	14/05/2015	15/05/2015 03:38:27
<input type="checkbox"/>	ok 371744238	4210281030000006147401085	0.00	1 300 000 000.00	0.00/1 300 000 000.00	14/05/2015	14/05/2015	15/05/2015 03:38:27
<input type="checkbox"/>	ok 371745512	40702810800000062317	8 067 917.44	8 446 517.43	361 944.32/740 544.31	14/05/2015	14/05/2015	15/05/2015 03:38:28
<input type="checkbox"/>	ok 371773087	40702810187280000443	764 047.87	1 659 220.27	0.00/895 172.40	14/05/2015	14/05/2015	15/05/2015 04:51:28
<input type="checkbox"/>	ok 371795174	40702810186500000089	976 122.13	877 682.84	236 541.29/138 102.00	14/05/2015	14/05/2015	15/05/2015 04:41:21
<input type="checkbox"/>	ok 371795862	40702810386500000436	4 169.86	287.14	12 000.00/8 117.28	14/05/2015	14/05/2015	15/05/2015 04:44:52
<input type="checkbox"/>	ok 371796790	40802810722500000032	365 347.07	468 992.07	1 025.00/104 670.00	14/05/2015	14/05/2015	15/05/2015 04:40:52
<input type="checkbox"/>	ok 371796887	40802810222500000066	113 869.19	52 101.33	1 692 124.86/1 630 357.00	14/05/2015	14/05/2015	15/05/2015 04:32:02
<input type="checkbox"/>	ok 371841428	40702810186500000089	877 682.84	874 309.34	3 373.50/0.00	15/05/2015	15/05/2015	15/05/2015 07:41:06
<input type="checkbox"/>	ok 371843837	40702810186500000089	877 682.84	858 289.34	19 393.50/0.00	15/05/2015	15/05/2015	15/05/2015 08:00:32
<input type="checkbox"/>	ok 371843942	40702810186500000089	877 682.84	858 289.34	19 393.50/0.00	15/05/2015	15/05/2015	15/05/2015 08:01:12
<input type="checkbox"/>	Select all							

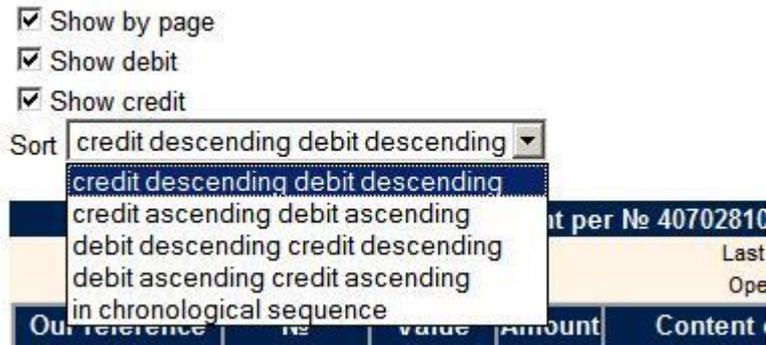
Selected documents   supporting documents

format lnist (in the common file)

**Figure 19. Window «Statement RT950 »**

**To view a required statement**, left click the reference or an account number. You can set in a view mode: whether a statement will be shown by page or in the form of one long page; whether it is necessary to show debit or credit movements. Those settings can be done, having selected necessary flags at the top of a window of viewing a statement. A view mode can sort out lines of a statement with help of a relevant drop down list in the following ways:

- credit descending, debit descending;
- credit ascending, debit ascending;
- debit descending, credit descending;
- debit ascending, credit ascending;
- in chronological sequence.



If the statement includes a number of pages and a view mode by page is installed, switching by pages is carried out with help of links placed at the top of each page of statement under "heading" above the reference of the first posting on the given page:

In the centre of a line, the number of a current page of a statement and the total number of pages bracketed is shown. By clicking links, you do the following actions:

- Home – switch to the first page of a statement;
- Prev. – switch to the previous page;
- Next – switch to the next page;
- End – switch to the last page of a statement.

If necessary, you can sort statement contents by the following parameters:

- The Bank's reference;
- Document number;
- Value date;
- Amount;
- Posting content;
- Correspondent.

To do so, click the left mouse button on the name of a required column. Documents will be sorted by increase in a parameter's value. Double clicking left mouse button on the name of the same column will sort documents by decrease in a parameter's value.

You can view debit and credit aviso in a view mode of a statement, having clicked the reference of a required posting. Displayed aviso can be printed, clicking **Print**.

You can **print** statements from a general list of statements, having highlighted the necessary ones and clicking **Print**. If necessary to print all statements from the list, you can set one flag **Select all**; in this case, flags opposite statements will be installed automatically.

By default, only one statement is printed. To set print parameters, click **Show print parameters**, and specify in print parameters (See Fig. 19), how to print a statement:

- With supporting documents in the form of aviso – statement and aviso on each movement in it will be printed;
- With supporting documents in the form of payment orders – statement and payment orders on each movement in it will be printed;
- Stamped by the bank –mark of the bank in the form of the rectangular stamp will be printed;
- Sort – you can choose the order to print lines of a statement in one of the following ways:
  - credit descending, debit descending;
  - credit ascending, debit ascending;
  - debit descending, credit descending;
  - debit ascending, credit ascending;
  - in chronological sequence;
- To print debit – only debit movements are printed in the statement;
- To print credit – only credit movements are printed in the statement.

You can print a specific statement in a view mode. In this case, if entries of a statement are sorted according to any parameter, the statement will be printed as sorted. To print a specific statement in a view mode, Click **Print**.. You can know in advance, whether it is necessary to print supporting documents in a form of *aviso* or in the form of payment orders, as well as a bank stamp on a statement.

Selected statements can **be stored in a file**. The System has the following formats for storing statements:

- Inist – selected statements are stored in one common file;
- 1C Enterprise – Each statement is stored in a separate file, with an option to upload debit and credit in one file, and separately only credit or debit;
- XML- selected statements are stored in one common file;
- Microsoft Excel 2002 - selected statements are stored in one common file;
- CSV - selected statement is stored in a separate file;
- Text file with EDS – selected statements are stored in separate files and signed with EDS.

To store statements in a file, set selection flag on the left of required statements, select a required format of an export file and click **Save**.

You can **find** required statements by clicking **Search documents**. In a search window, set the *period* for which it is necessary to find statements, as well as if you wish, you can specify *context* (text contained in a statement) and/or *the Bank's reference*.

In the field *by ... on the page*, you can specify a maximum quantity of statements shown on one page. If more statements than specified in the given field can be found, the list will include several pages. You can change value of quantity of statements to be displayed on one page, afterwards, you need to update the screen contents by clicking **Refresh Page**.

If you need to delete statements with no movements from the list, remove the flag **Show statements with zero turnovers**.

You can view new statements in the window **Information** (See Fig. 10) accessible at once at logon. In the data block ***you have at the moment***, use link of **Unread incoming documents**.

#### 4.3.9. FORMATION OF STATEMENT REQUEST

Besides routine receipt of statements by results of an operational day, the System has an option to form a statement for the required period at request of the Client. To do so, click **Generate new request for statement** in the window of the list of statements (See Fig.19).

In the opened form **Formation of statement request** (See Fig. 20), specify with help of relevant buttons Select the initial and ending date of statement formation as well as an account number, and if necessary, a sub-account number. Click **Make a request**. The System opens window **statement RT950** (See Fig. 19), in which requested statement has status «in process». Wait until the request is executed, after which the statement status will change to «ready» ( **ok** ), and it can be viewed and, if necessary, printed and stored in a file.

## Formation of statement request

COMPANY	TESTBIS	
FROM THE DATE (IN THE FORMAT DD/MM/YYYY)	15/05/2015	Select
UP TO DATE (IN THE FORMAT DD/MM/YYYY)	15/05/2015	Select
ACC NUMBER		Select
NUMBER OF SUB-ACCOUNT		Select
Make a request		

**Figure 20. Form «Formation of statement request»**

If when making request for a statement, you specify in fields *From the date* and *Up to date* the current date, a statement of actual operations from the beginning of the day to current time will be generated. It shows you your credited and debited account during the day.

### 4.3.10. PRINTING DOCUMENTS

System has an option to print only documents input or sent to the Bank. You should remember that an electronic form is being filled, a document cannot be printed.

To print a required document, find it in menu *View Document* or *Documents to be signed*, drag it to the screen, having clicked on its Number or the Bank's reference, and click **Print** (See Fig. 18).

Documents can be also printed from the list in menu *View Document* or *Documents to be signed*. To do so, set a selection flag on the left of required documents (See Fig. 17) and click **Print** at the bottom of the screen. To print all documents from the list, set flag **Select all** at the bottom of the list and click **Print**.

### 4.3.11. CANCELLING DOCUMENT

To cancel financial documents, the System has a special automatic form **RT192 Request for cancellation** (See Fig is provided. 21).

Documents of a type **Message** and **Message with file attached** are cancelled by sending the Bank Message specifying details of a cancelled document.

RT192 REQUEST FOR CANCELLATION NO	121	DATE (DD/MM/YYYY)	15/05/2015
Company name	Общество с ограниченной ответственностью "И		
please cancel			
Document reference	371841321		
ПЛАТЕЖНОЕ ПОРУЧЕНИЕ № 456			
Дата 15/05/2015			
Сумма 3353.50			
Three thousands three hundred and fifty three RUR 50			
ИНН 0274170621 КПП 027401001			
Плательщик Общество с ограниченной ответственностью "И			
Сч. № 40702810186500000089			
Document No 456 from 15/05/2015 (RT100 Payment orders)			
Comment			
<b>Attention!</b> This document is on the performance, or has already been executed by Rosbank. Cancellation of the document will require additional manual operations			
<input type="button" value="Execute"/> <input type="button" value="Check"/> <input type="button" value="Help"/>			

**Figure 21. Request for cancellation**

To generate request for cancellation, take the following steps:

- ▶ In menu *View Document*, find the document to be cancelled. Having clicked on its Number or the Bank's reference, activate the document on the screen.
- ▶ Make sure that it is really a required document, then, click **Cancel** (See Fig. 18).
- ▶ In form **RT192** opened on the screen **Request for cancellation**, all fields will be filled automatically and inaccessible to change. Click **Execute**.
- ▶ If your organization practices a single-level signature, request for cancellation will be immediately sent to the Bank for execution. Otherwise, authorize a new document by using additional EDS in the menu *Documents to be signed* ⇒ *Messages* ⇒ *Request for cancellation*.

#### 4.3.12. DELETING DOCUMENT

The System can delete only those documents that have been generated, but not sent to the Bank for execution.

To delete the document, in menu *Documents to be signed*, find it in a respective section and drag it to the screen, having clicked on its Number or the Bank's reference; then click **Delete**.

When filling an electronic form, you decide not to generate a document for sending to the Bank, you can delete entered information. It is possible, by activating any item from the menu (for example, reactivating from the menu the same form). In doing so, you do not generate the document and send to the Bank any information.

#### 4.3.13. SEARCHING DOCUMENTS

All documents processed through the System between the client and the Bank are stored in the System database. They can be found in menu *View Document* in a respective section. When you open a

page of any type of incoming or outgoing documents, you see the button **Search documents** (see a sample of **RT950 Statement** window in **Fig. 19**).

Clicking **Search documents**, you activate on the screen a form of inquiry for search parameters. A sample of a window for searching document **RT950 Statement** is shown in **Fig. 22**.

## RT950 Statements

YOU HAVE AT THE MOMENT	
unread incoming documents	1099
documents for signature	9
sent to the Bank documents	2

SHOW DOCUMENTS	
company	all
Date (dd/mm/yyyy)	from: [ ] [Select] till: [ ] [Select]
Context (partition)	[ ]
Account No	[ ]
Currency	[ ]
Bank's reference	[ ]
<input checked="" type="checkbox"/> Show statement with zero turnovers	
by 20 on the page	
[Search] [Clear]	

By the chosen criteria, no documents were found.

**Figure 22. Searching documents**

Fields *Date from* and *till* are obligatory for filling. They specify the period of documents to be searched.

Other fields are additional and not obligatory for filling. Depending on a type of documents, set and name of the given fields will change.

In the field *by ... on page*, you specify quantity of documents to be shown on one page. If resulting from search, more documents than the quantity specified in the field are found, they will be shown on several pages. You can switch between with links at the top of the list of documents:

[Home](#) [Prev.](#) 1(14) [Next](#) [End](#)

In the centre, the number of a current page of the list and the total number of pages bracketed is shown. By clicking links, you do the following actions:

- Home – switch to the first page of the list;
- Prev. – switch to the previous page;
- Next – switch to the next page;
- End – switch to the last page of the list.

## 4.4. HOLDING

The System has an option to operate within a spread out system of organizations, called the Holding. The organizations incorporated into the Holding are divided into controlling and controlled, and a controlled organization in turn can be controlling for other organizations.

Controlled organizations can operate on their own behalf as ordinary independent clients of the System, as well as delegate powers to operate in the System to on their own behalf to controlling organizations. Powers are delegated with issuing the Certificate of recognition (certificate) of a public key of the user of a controlling organization certified by signatures and seal of a controlled organization.

Controlling organizations can operate in the System on their own behalf, as well as generate, view and approve documents of controlled organizations when having relevant powers.

Operations in the System of users of the controlled organizations do not differ from those in the System of users of independent organizations. In a case when to send documents to the Bank, it is required to approve them by users of the controlling organizations, they will be held in folder **Documents to be**

**signed**, until all necessary signatures under documents are collected. A maximum number of signatures is four.

When users of the controlling organizations operate in the System, they have an option: documents of which enterprises of the holding will be processed currently. Such option is implemented by adding a drop down list **Company** with the list of organizations of the Holding accessible in any window in which such option is required. **Fig. 23** shows an electronic form **RT100 Payment order** filled by the controlling organization. At the top of the electronic form drop down list **Company** pops up.

RT100 PAYMENT ORDER NO		108	15/05/2015		Electronically
			DATE (DD/MM/YYYY)		PAYMENT TYPE
STATUS OF ORIGINATOR OF SETTLEMENT DOCUMENT					
ordinary payment					
COMPANY		TESTBIS			
INN	7702459186	KPP	TEST-M-ЭКСПОРТ		
Remitter		TESTBIS		Acc. No	40702810500000010151
					Available Balance .00
Remitter's bank		ПАО РОСБАНК		BIK	044525256
				Acc. No	30101810000000000256
Beneficiary bank				BIK	
				Search of bank	
Beneficiary				Acc. No	
				Op. Type	01
				Payment date	
INN		KPP		Pmt. det.	
				Paym. prior.	5
				Code	
Details of payment					
VAT		18	%	highlight VAT	Add
Check	Execute	Help	Save	templete	

**Figure 23. Example of filling a document by controlling organization of the Holding**

## 4.5. SETTINGS

A client of the System can independently set it in such a way so that it would be convenient for them to operate the System. To do so, you can use menu *Tools*⇒*Settings*.

### 4.5.1. SETTING STATEMENTS

Initially by default, statements of clients of the System are generated only on request, the statement specifies only opening and closing balances without specifying lines of funds movement, and credit and debit aviso are not generated. To generate statements automatically in a convenient format, you have to make required settings in the System.

Window **Setting up of statements** is shown in **Fig. 24**.

**Figure 24. Window «Setting up of statements»**

- Link **Setting up of statement formation to schedule** – activate the screen form shown in **Fig. 25**.

**Figure 25. Setting statement formation by schedule**

In the window, you can make setting to form or not form a statement automatically daily upon the end of the operational day of the Bank and for which accounts. You can move accounts between windows *Form* /

*Not to form* by using respective arrows on the left of windows, preliminary having highlighted with a mouse a required account.

If you need to obtain a statement of any account on which statements cannot be formed automatically, you need to request manual formation of a statement (see **4.3.9. FORMATION OF STATEMENT REQUEST**).

Button **Back** – return to main Window **Setting up of statements** (See Fig. 24).

- Link **Setting up credit formation of aviso** – activate the screen form shown in **Fig. 26**.

**Setting up of statements**  
account for the formation credit aviso

Form

40702810000000000001 расч.рубл.  
40702840000000000002 тек. вал.

Not to form

40702840000000000003 тр.валютный  
47405840100000000004 конверс

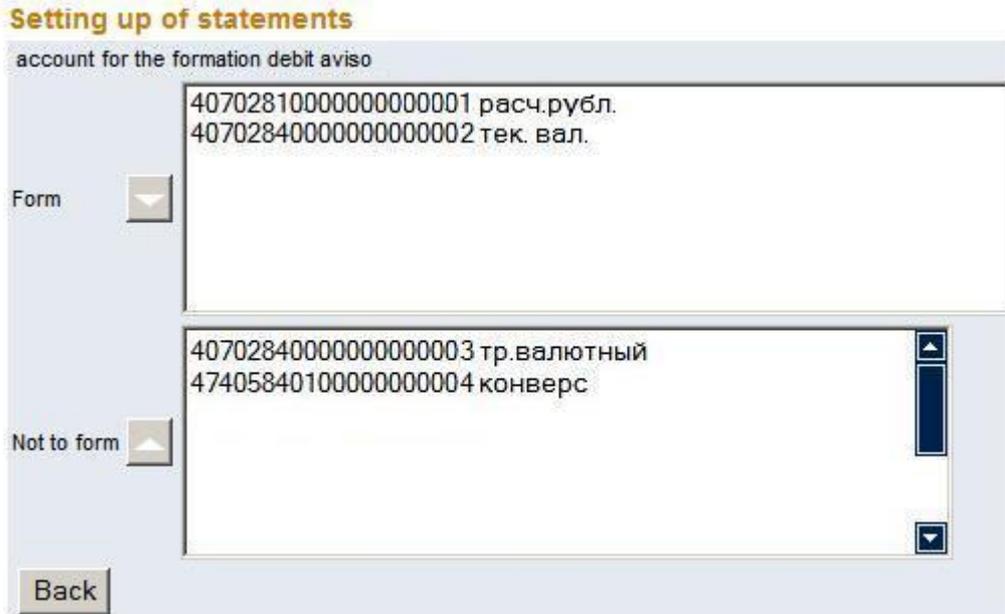
Back

**Figure 26. Setting credit formation of aviso**

In the window, you can make setting to form a statement together with credit aviso and for which accounts. By default credit aviso are not automatically formed. You can move accounts between windows *Form / Not to form* by using respective arrows on the left of windows, preliminary having highlighted with a mouse a required account.

Button **Back** – return to main Window **Setting up of statements** (See Fig. 24).

- Link **Setting up the debit formation of aviso** – activate the screen form shown in **Fig. 27**.

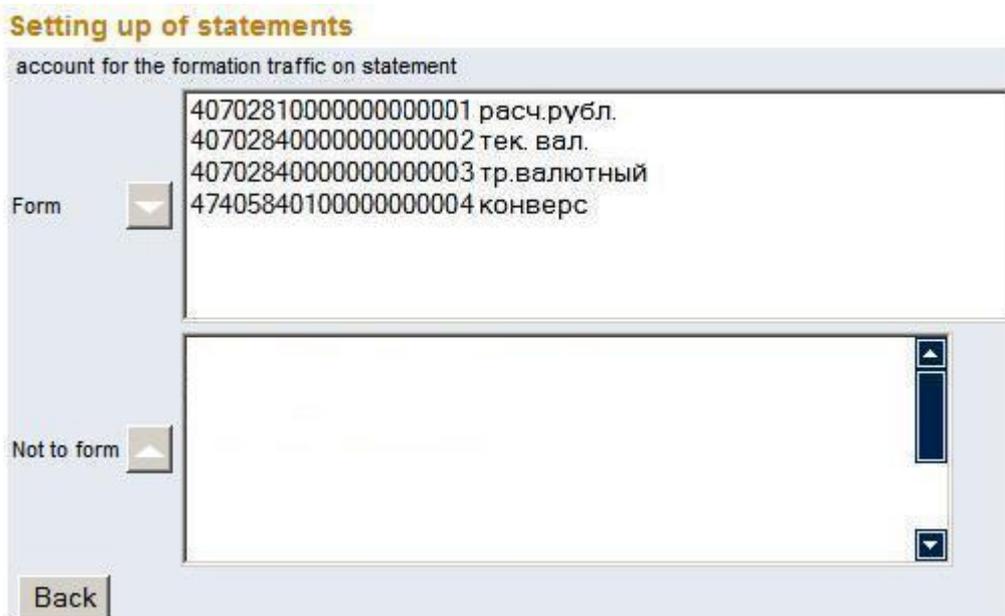


**Figure 27. Setting debit formation of aviso**

In the window, you can make setting to form a statement together with debit aviso and for which accounts. By default debit aviso are not automatically formed. You can move accounts between windows *Form / Not to form* by using respective arrows on the left of windows, preliminary having highlighted with a mouse a required account.

Button **Back** – return to main Window **Setting statements** (See Fig. 24).

- Link **Formation of lines of statement setting** - activate screen form shown in **Fig. 28**.



**Figure 28. Setting formation of statement lines**

In given window, you can make setting of a kind of statement to be, namely: whether it will disclose only opening and closing balances or also information about all movements of funds on the account. By default statements are formed without specifying movements on account. You can move accounts between windows *Form / Not to form* by using using respective arrows on the left of windows, preliminary having highlighted with a mouse a required account.

Button **Back** – return to main Window **Setting statements** (See Fig. 24).

Link **Additional settings** is reserved for the future, and now it is not used.

Flag **Consider statements with zero turnovers read** sets, whether statements of accounts with no movements on them will be shown in the list of unread documents or not.

Flag **Show statements with zero turnovers read** sets, whether statements of accounts with no movements on them will be shown in the list of statements for a certain period or not.

Drop down list **Stored statements format** – selecting file format by default to store statements exported from the System. The System implements the following formats:

- Inist – selected statements are stored in one common file;
- 1C Enterprise – Each statement is stored in a separate file, with an option to upload debit and credit in one file, and separately only credit or debit;
- XML- selected statements are stored in one common file;
- Microsoft Excel 2002 - selected statements are stored in one common file;
- CSV - selected statement is stored in a separate file;
- Text file with EDS – selected statements are stored in separate files and signed with EDS.

Flag **Automatically save unread statements** sets whether formed statements will be saved automatically in a certain folder on a client's disk or not.

Field **Catalogue for saving statements** – path to a folder on a client's disk to save statements exported from the System.

Flag **Unique file name of statement 1C** – selection:

- yes – name of a file exported from ICB will begin with *kl\_to\_1c* with adding the bank reference, extension *.txt*. In this case, all unloaded files will have different names;
- no – name of a file exported from ICB will always be *kl\_to\_1c.txt*. Accordingly, each new unloaded file will be recorded on top of that earlier saved.

To make changes in statement settings statements, select desired value of a flag and click **Page Refresh**.

#### 4.5.2. SETTING WEB-INTERFACE

**Personal Web-Interface settings** Window is shown in Fig. 29.

Personal web-interface settings	
Display table "At the moment you have..."	yes Page Refresh
Display table with the results by documents	yes Page Refresh
Block size of output data	100 Page Refresh
System Menu	Page Refresh

### Figure 29. Window «Personal Web-Interface settings»

Flag **Display table «At the moment you have»** sets whether this Table (See Fig. 13) will be shown on the screen or not.

Flag **Display table with the results by documents** sets whether this Table (See Fig. 13) will be shown on the page of documents prepared for sending and the sent to the Bank or not.

Field **Block size of output data** sets the quantity of documents to be shown on one page. In excess of this quantity, documents will be represented on several pages.

Selecting **System Menu** enables to select main menu version to display only operations required for the client.

To make changes in web-interface settings, choose desirable value of a flag and click **Page Refresh**.

#### 4.5.3. CHANGING DETAILS

**Change client information** Window is shown on **Fig. 30**.



Figure 30. Window «Change client information»

Drop down list **Changeable property** – possible options:

- Full name with an indication of organizational legal form (used in documents for currency control);
- INN;
- KPP;
- Main State Registration Number;
- Date of entry into the State Register.

Field **Current value** – detail value used currently in the System (in certain cases, it can be blank).

Field **New value** – new value of a detail entered by the client at its change.

To change a detail, select a necessary detail, enter its new value and click **Page Refresh**.

#### 4.5.4. SETTING MESSAGES WITH ATTACHED FILES

Setting messages with attached files Window is shown on Fig.31.

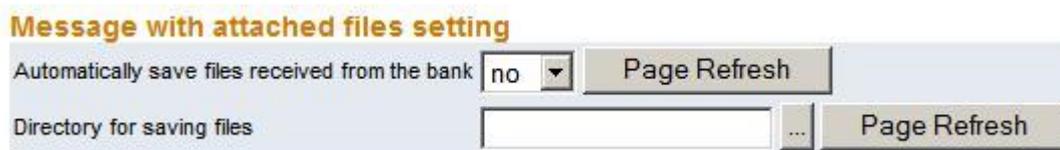


Figure 31. Window «Setting messages with attached files»

Flag **Automatically save files received from the bank** sets, whether files coming from the bank will be automatically saved in the directory chosen by the client or not.

Field **Directory for saving files** – a path to a folder on the client's disk to save files coming from the bank.

To change parameter of setting messages with attached files, enter required value and click **Page Refresh**.

#### 4.5.5. INTERACTION WITH EXTERNAL APPLICATIONS

Interaction with external applications Window is shown on Fig. 32.



Figure 32. Window «Interaction with external applications»

Drop down list **File format imported from the accounting (banking) program** – selecting a format of imported files depending on which a kind of window **Payment orders list transferring** (See Fig. 15): changes:

- Unknown – a window has an option to download files in Inist and 1C formats;
- Inist- a window has an option to download files only in Inist format;
- 1C - a window has an option to download files only in 1C format;
- XML - a window has an option to download files only in XML format

You can familiarize with descriptions of formats of the files used in the System on the main page in section **Personal messages**.

Flag **Automatically import files after the registration** sets, whether files prepared for downloading on the System and placed in the special directory for import of files will be automatically downloaded after registration of the user in the System or process of downloading will be done directly by the user.

Field **Catalogue for import files** – a path to a folder on the client's disk to place files prepared for import.

Drop down list **Actions with files after import** – selecting an operation that will be automatically carried with files after their downloading on the System:

- Delete – to erase files;
- Move – to move files to a folder specified by the client.

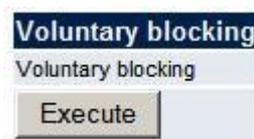
Field **Directory for moving files** – a path to a folder on the client's disk to move files after their downloading on the System if action "Move" is selected.

To change parametre of setting interaction with external applications, enter required value and click **Page Refresh**.

## 4.6. SECURITY

### 4.6.1. KEY BLOCKING

Where a key of the user needs to be blocked, they can do this independently in menu *Tools⇒Security⇒Voluntary blocking*. **Voluntary blocking** Window is shown in **Fig. 33**.



**Figure 33. Window «Voluntary blocking»**

**It is important to underline that voluntary blocking of a key can be done only by the user who is the owner of the given key. It is the key under which the user logged on the System for carrying out this operation will be blocked. If in the organization has a number of registered users, one user cannot block a key of another user.**

**After the key is blocked, the user that is the owner of the given key cannot operate in the System.**

In case the user, wishing to block their valid key, will continue to operate in the System further, it is recommended first to carry out the procedure for generating a new key of the user in menu *Tools⇒Security⇒Key certificates* and only after that to block a valid key. Otherwise, after key blocking, the user should apply to the System Administrator to receive instructions on generation of a new key.

To block a valid key, enter into Window **Voluntary blocking** and click **Execute**.

### 4.6.2. GENERATING A NEW KEY OF USER AND WORK WITH CERTIFICATES OF KEYS

Window **Key certificates** is accessible from menu *Tools⇒Security⇒Key certificates* and shown in **Fig. 34**.

## Key certificates

Generate a set of keys      More information about the key generation

	KEY CODE	DATE OF GENERATION	DATE OF CERTIFICATION	BEGINNING	EXPIRY
<input type="checkbox"/>	X 469230	04/03/2013 09:22:36			
<input type="checkbox"/>	X 469407	04/03/2013 11:00:35			
<input type="checkbox"/>	X	27/02/2013 11:18:10			
<input type="checkbox"/>	ok 19447	12/04/2013 12:49:40	12/04/2013 12:50:11	12/04/2013 12:37:51	11/11/2015 11:00:45

Print Key Certificate      Save the Open key in file

Secret file replication      Changing the password of the secret key

Token initialisation      Pin-code changing

**Figure 34. Window «Certificates of keys»**

All keys of the user are specified in the list of keys. They can have statuses:

- - cancelled;
- - valid;
- - certification pending.

The button **Generate a set of keys** – start-up of the program for generating new keys of the user. Being guided by helps on the screen, carry out process of generating keys. As a result, the list of certificates of keys will have a new record with the status , as well as the button **Print Certificate of a key** will be activated. You have to print two copies of the Certificate of recognition (certificate) of a public key of the user, formalize it, and deliver to the Bank. After verifying authenticity of signatures, anew key becomes active.

Button **Save the Open key in file** – export of a public key of the user from the System. To select keys from the list, set a tag on the left opposite required certificates. If it is necessary to store all keys from the list, set a tag **Select all**.

### 4.6.3. SETTING USER IP

Window **Setting user access ip** is activated from *Tools⇒Security⇒Setting User's ip* and shown un **Fig. 35**.

**Configuring User Долгов Алексей Игоревич ip-Access**

Hard binding (work only with specified ip-address)  ▼

Valid ip-address

for example 93.158.134.8 or 93.158.134.\*

**Figure 35. Window «Setting user access ip»**

The window has an option for the user to set exact verification of IP-address for the Internet from which operations in the ICB System is authorized. To do so, Select "Yes" in the field **Hard binding (work**

**only with specified ip-address)** and enter relevant data in the field **Valid ip-address**, then press the button **Page Refresh**.

After installation of access IP, logon ICB System from any other IP-address will be blocked.

## 4.7. EXIT SYSTEM

Logoff the System, take the following steps:

- ▶ Select In the main menu item *Exit*. Appeared window **Common message** (See **Fig. 7**) evidences successful Exit from the System. You can also simply close the browser's Window or move to other site.
- ▶ Take out key information medium from the disk drive.

**Remember that the key medium actually determines your signature and seal on the documents sent to the Bank. Therefore, it is necessary to provide its safe storage.**

## 5. CONTACTS AND SUPPORT

In case of any questions on operations on the System, please, seek advice from the System Administrator

Phones:

- for Moscow (495) 725 55 95; (495) 518-99-11,
- for other regions: 8 (800) 700-20-70 (from 8:00 to 20:30 Moscow Time).

You may send your questions by e-mail. In this case, we recommend to make a copy of the screen with the image of a problem (combination of keys Alt-PrintScrn is usually used for this purpose), save the picture in a file with help of accessible writers (for example, MS World or MS Paint), and send a file to the address:

- [icb@rosbank.ru](mailto:icb@rosbank.ru)

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