

# User Manual



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## INTRODUCTION

DIGI::FIRMA is “Parex banka” electronic settlement system. Operating DIGI::FIRMA, you can:

- receive information on your account balance,
- make domestic and international payments also with currency exchange using both “Parex banka” business day non-cash exchange rate and dealer rate, as well as make payments on behalf of the third party, if customer holds Nostro account with “Parex banka”,
- make salary payments,
- input salary orders and automatically generate salary payments from them,
- prepare and send to the Bank cash withdrawal requests (for DIGI::FIRMA customer in Latvia only) and free form orders,
- view and print account statements,
- as well as correspond with the Bank’s officer – send messages to the Bank and receive messages and notices from the Bank,
- view card events.

User manual is created to guide you through the system. It contains information on prerequisites for DIGI::FIRMA installation, system requirements, system plug-ins, as well as advises how to better operate the system. This user manual describes DIGI::FIRMA version 5.2.

DIGI::FIRMA will be constantly improving, new functionality will be developed and offered. New user manual will be created for each new version of the system. The latest user manual edition is always available at “Parex banka” home page.

## GENERAL INFORMATION

### Prerequisites for DIGI::FIRMA Installation

- Customer has signed a contract with the Bank On Connection and Maintenance of DIGI::FIRMA.
- Customer has signed DIGI::FIRMA License agreement.
- Each user, who will work with DIGI::FIRMA, has received an appendix to the contract, in which user login name and rights to work with DIGI::FIRMA are specified, as well as an authorization device – Estonian ID card or Private key, issued by „Parex banka”.
- Each user, who will use private key, issued by „Parex banka”, has received Certificate Instrument, a data carrier with private key and certificate files, as well as an envelope with user private key password.
- Each user, who will use Estonian ID card, has received ID card reader and has installed ID card software for Windows version 1.4.92 or newer on his/her computer from <https://installer.id.ee/>, as well as has downloaded the bank certificate file root.pem from "Parex banka" home page.
- DIGI::FIRMA installation disk is available or installation program has been downloaded from "Parex banka" home page.

### System Requirements

- Computer with 500 MHz or higher processor, at least 256 MB of RAM for database server (128 MB of RAM for workstations), at least 100 MB\* of free hard disk space for database server (20 MB of free hard disk space for workstations)  
\*Database server capacity depends on number of payments. 3 outgoing and 3 incoming payments per day constitute 50 MB per year.
- 800 by 600 pixels or higher-resolution monitor, 1024 by 768 pixels resolution is recommended
- MS Windows 2000, Windows Server 2003 or Windows XP operating system
- Installed TCP/IP protocol
- Laser Jet or Ink Jet type printer
- Disk driver, USB port, ID card reader
- Internet connection

**Attention!** As DIGI::FIRMA uses MySQL database it is not recommended to install DIGI::FIRMA server on the computer on which another MySQL database is installed. To ensure databases parallel functioning special configuration is required.

## DIGI::FIRMA Installation

### Installation steps

- 1 DIGI::FIRMA installation on the server - **setup.exe** - server
- 2 The first user logs in to DIGI::FIRMA as default user and:
  - Changes default user's password to free selected password,
  - Connects to the Bank using the user's permanent DIGI::FIRMA login name and receives customer data and system tables,

- Assigns passwords to all other DIGI::FIRMA users as well as user administration rights to at least one user.
- 3 DIGI::FIRMA installation on workstations - **setup.exe** - from each workstation
- 4 Internet connection configuration if this workstation will be used for data transfer with the Bank. - **digifirm.exe** - workstation

Detailed information on each installation step follows.

### DIGI::FIRMA database server installation

Run **setup.exe** from the computer which will be used as DIGI::FIRMA local database server. Follow instructions of setup.exe program and perform the following actions:

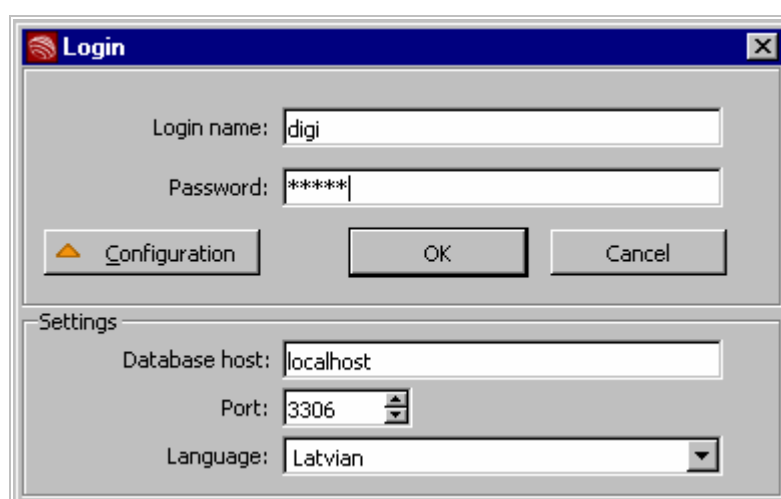
- Enter your name, the company's name and DIGI::FIRMA License agreement number,
- Specify DigiFirma folder path,
- Tick the "Database server" option in order to make this computer function as a database server. **Attention!** Database server can be installed only on one workstation,
- Enter the bank server address - digi.parex.lv.

**Note.** To install DIGI::FIRMA database on computer with Windows 2000, Windows Server 2003 or Windows XP operating system, the user performing installation should have administrator rights. If DIGI::FIRMA is installed as operating system service, DIGI::FIRMA database will be started by switching on the computer.

### The first user's log in to DIGI::FIRMA

Run **digifirm.exe** from the computer where database server is installed.

Log in to DIGI::FIRMA as default user "digi" with the login name – digi, and password – firma.




### Field description

Name	Description
[Login name]	DIGI::FIRMA default user's "digi" login name – digi.

Name	Description
[Password]	Default user's "digi" password - firma. Entering password it is displayed in the form of asterisks.
<Configuration>	By clicking the button fields to specify location of DIGI::FIRMA database and interface language are displayed.
[Database host]	The name of DIGI::FIRMA local database server or IP address. The default value – IP address of your computer, localhost.
[Port]	Communication port; the default value - 3306.
[Language]	Selection of DIGI::FIRMA interface language.
<OK>	By clicking the button the System forces to change default user's "digi" password to free selected password.

## Default user's password change



## Field description

Name	Description
[Current password]	Password – firma, which has been used to access the system for the first time.
[New password]	A new password for the user with the login name "digi". Minimum number of characters in a password is 8, maximum – 20. Input of letters is case sensitive.
[Confirm password]	Repeat the new password.
<OK>	By clicking the button the user "digi" accesses the system. The following DIGI::FIRMA plug-ins are available for the user with the login name "digi": Communication, Currency Rates and User Administration.

## Receiving customer data from the Bank

Customer data can be received from the Bank using DIGI::FIRMA Communication plug-in.

**Attention!** Before starting communication session with the Bank check whether the right time, date and time zone are set on the computer which communicates with the Bank! If time set by data receiver and data sender (computer from which communication session is started and Bank server) differs for more than 1 hour and 15 minutes, error message "HTTP server error" is displayed and data exchange does not happen.

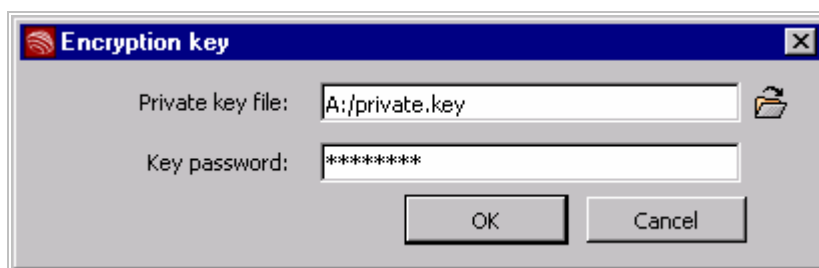
Communication session uses settings set in the Data Transfer and Configuration sections. Before you start communication make sure settings are correct!

## Data transfer settings description

Name	Description
<b>Data transfer</b>	
[Add/Refresh data]	To receive customer data from the Bank tick this field.
[Parex bank customer No.]	Customer ID in the Bank's information system that is specified in the contract On Connection and Maintenance of DIGI::FIRMA.
[Login name]	Login name of the user, who is performing communication session with the Bank, that is specified in the appendix to the contract On Connection and Maintenance of DIGI::FIRMA. (That isn't login name "digi".)
[Update static tables]	Tick this field to update static tables during data transfer.
[Update SWIFT catalog]	Tick this field to update SWIFT catalog during data transfer.
[Starting from]	Date from which account transactions and balances will be sent from the Bank to the local database. Date must not be less than 01.06.2000.
[Till]	Date till which account transactions and balances will be sent from the Bank to the local database.
<Start>	By clicking the button additional authorization with the digital signature of the user, who is performing communication session, is requested.
<Stop>	By clicking the button communication session is stopped.  <b>Attention!</b> Interrupting data exchange, payments that have already been sent to the Bank for execution during this data exchange session, are not recalled!
<b>Configuration</b>	
[Parex bank server address]	"Parex banka" server name or IP address. The default value - digi.parex.lv.
[Port]	"Parex banka" gateway port. The default value - 443.
[Proxy address]	If you use proxy server to connect to Internet, tick this field and specify proxy server name or IP address.
[Port]	Proxy server port. The default value - 8080.
[Authorization device]	Select an authorization device (Estonian ID card or certificate, issued by "Parex banka").

Communication session should be signed with the digital signature of the user, who is performing communication session. Digital signature is formed from user's private key. The key is stored in either an ID card or in a private key file issued by "Parex banka", that is protected by a password. Before you start a communication session, specify an authorization device that will be used for signing the session by selecting an authorization device in the [Authorization device] field of the Configuration section. To sign a communication session with a private key issued by "Parex banka", click <Start> and specify private key file path and password.





## Field description

Name	Description
[Private key file]	Location of the user's private key file, for example, A:/private.key. Data carrier with private key file you have received together with Certificate Instrument.
[Key password]	Private key file password from the envelope, which you have received together with Certificate Instrument.
<OK>	By clicking the button communication session with the Bank is started and received customer data are copied into local database.

The system remembers private key file path and password until the user finishes work with DIGI::FIRMA or withdraws data carrier with key files from floppy drive.

To sign the first communication session with ID card, click >Start> and specify the location (the directory) of the bank's certificate file root.pem. Then enter ID card PIN code into the dialog box. The system memorizes the location of the bank's certificate file root.pem, therefore for the next communication sessions only ID card PIN code will be required. ID card PIN code is not saved in the system's memory.

Duration of data transfer depends on speed of data transfer and volume of data transferred (number of transaction). Please, don't stop data transfer process before you receive the message on the end of the process.

**Note.** To add next customer to the local database, enter the customer's ID that is specified in the contract On Connection and Maintenance of DIGI::FIRMA. The same data replication date must be specified for all customers to be added to the local database.

## User administration

After successful receiving of customer data from the Bank the first user (login name is "digi") performs the following tasks in the User Administration plug-in:

- Assigns passwords to all other DIGI::FIRMA users,
- Specifies password change settings, if necessary,
- Assigns public account group administration rights – tick the [Public account groups administration] field,
- If the company's employee (IT administrator) does not perform the system administration, assigns user administration rights to at least one user by ticking the field [User administration].

**Note.** Company's employee (IT administrator), who logs into the system with the "digi" login name, can also perform DIGI::FIRMA administration. This user has rights to change

users passwords, set password change settings, assign public account group administration rights, view the Bank's notices and currency rates.



## DIGI::FIRMA installation on workstation

As soon as the database server is installed, install DIGI::FIRMA on user workstations. Run **setup.exe** from each user workstation. Follow instructions of setup.exe program and perform the following actions:

- Enter your name, company's name and DIGI::FIRMA License agreement number,
- Specify DigiFirma folder path,
- Specify system components that should be installed on a definite workstation.  
**Attention!** System component "Database server" should not be ticked,
- Specify local database server's name or IP address (local database server is a workstation on which system component "Database server" has been installed),
- Make sure that Bank's server (gateway) address is correctly specified - digi.parex.lv.

## Configuring connection to Internet on workstations

If the workstation is intended to be used to perform data transfer, configure the workstation's connection to Internet:

- Log into DIGI::FIRMA with your current login name and password,
- In the Configuration section of the Communication plug-in check whether the bank server (gateway) address – digi.parex.lv and gateway port – 443 are specified,
- If you connect to Internet via proxy server specify your proxy server name or IP address and port in the Configuration section of the Communication plug-in,
- In case you use dialup to connect to Internet specify dialup configuration file in the Configuration section of the Communication plug-in.

**Attention!** Check whether the right time, date and time zone are set on the computer.

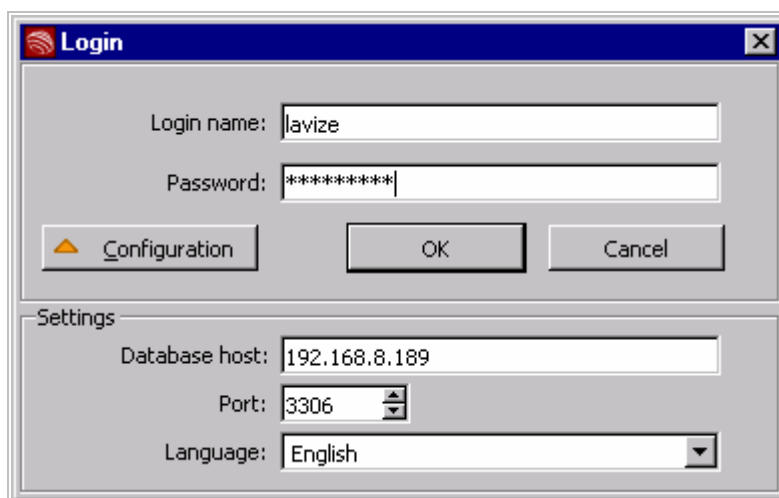
## Logging into the System, Changing Login Password

### Logging into the system

To log into the system user has to enter his login name, which is specified in the contract on connection and maintenance of the system, and a password. Password for the first login has been assigned by the user who has user administrator rights in the system.

Entering a password it is displayed in the form of asterisks. To confirm login, click <OK>.

In order to prevent unauthorized access to the system you are personally responsible for non-disclosure of your login name and password to the third parties.

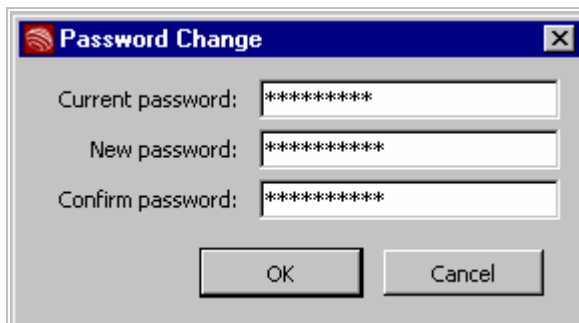


### Field description

Name	Description
[Login name]	System user login name, which is specified in the contract on connection and maintenance of the system.
[Password]	System user login password. Minimum number of characters in a password is 8, maximum - 20. Input of letters is case sensitive.
<Configuration>	Click the button and the fields for specifying the system's database location and interface language are displayed. Default values are those entered during workstation installation. These values except for the interface language are to be changed only in case the system's database location or database host IP address is changed. The user has free choice of interface language.
<OK>	Click the button and the entered information will be checked. If user login name and password as well as database host name or IP address, and communication port are specified correctly, user is allowed to access the system.
<Cancel>	Click the button to cancel logging into the system.
[Database host]	The database host name or IP address.
[Port]	The database host communication port.
[Language]	Select interface language.

## Changing login password

For the purpose of security the system will ask you to change your login password in accordance with the password change frequency set in the system. In order to change the password it is necessary to enter current password, new password and repeat a new password once again. Minimum number of characters in a password is 8, maximum - 20. Input of letters is case sensitive.

A screenshot of a "Password Change" dialog box. The dialog has a title bar with a close button (X). It contains three text input fields: "Current password:", "New password:", and "Confirm password:". Each field contains a series of asterisks (\*\*\*\*\*). At the bottom of the dialog are two buttons: "OK" and "Cancel".

If you want to change your password yourself not waiting for the system requirement, you can do it in the Change Password submenu of the File menu.

If you have forgotten your login name or password, get in touch with the user, who has user administrator rights in the system. User administrator will create a new password for you.

## Structure of the System, Navigating in the System

### Structure of the system

DIGI::FIRMA version 5.2 contains the following plug-ins:

- Payments
- Free Form Orders
- Communication
- Account Balance
- Account Transactions
- Exchange Rates
- User Administration
- Account Groups
- Salary Orders
- Card Events
- Import

Transaction export function (available only for DIGI::FIRMA customers in Latvia) is provided by the Account Transactions plug-in.

DIGI::FIRMA plug-ins and functions available to the definite user are determined by the user rights specified in the appendix to the contract On Connection and Maintenance of DIGI::FIRMA, i.e., access mode and rights to perform data transfer. For example, if rights to perform data transfer are not specified for the user in the appendix to the contract, the Communication plug-in is not available for this user. Another example, the user, who in accordance with the appendix to the contract is entitled to view account information but does not have rights to debit accounts, does not have access to payment order and cash withdrawal order input screens.

### Navigating in the system

To navigate use a mouse and <Tab>.

User may choose information to be displayed on the screen. Screen configuration can be changed on the View menu by ticking the following:

- |                  |  |
|------------------|--|
| Shortcut Bar     | - Tick Shortcut Bar to display all icons of system plug-ins available to the user in the left part of the screen. By clicking icons, the user can navigate around plug-ins.  |
| Toolbar          | - Tick Toolbar to display icons of actions on the top of the screen. Icons of actions available to the user are active. By clicking the icon, action is performed.   |
| Payment Statuses | - Tick Payment Statuses and in the right part of the screen the list, containing all payment statuses and number of payments in the respective status, is displayed. The list is available from any DIGI::FIRMA plug-in.<br><u>Attention!</u> The content of the list depends on selection criteria specified in the Payments plug-in. |

- Account Balances - Tick Account Balances and in the right part of the screen the list of account closing balances is displayed. The list is available from any DIGI::FIRMA plug-in.  
Attention! The content of the list depends on selection criteria specified in the Account Balance plug-in.

Clicking any column heading in any of the system lists user may arrange the list according to these column values in the ascending or descending order.

User may also freely change the width and sequence of the columns in all the system lists.

## Using IBAN

IBAN\* functionality is available in the system according to IBAN account number standard implementation.

**\*IBAN** (International Bank Account Number) – an international bank account number issued by the banks to their customers in compliance with the International ISO 13616:1997 Standard, which is developed by European Committee for Banking Standards and International Organization for Standardization. IBAN identifies customer account number in the financial institution. The usage of IBAN speeds up payment processing and reduces the risk of errors or inaccuracy.

IBAN account number in Account Statement and Account Balance, as well as in the Payment Order and Cash Withdrawal Order printouts is structured in groups of 4 characters separated by a space, for example, LV45 PARX 0000 1001 5003 4 or EE09 1200 0012 3059 7851.

IBAN should be entered without spaces in electronically prepared payment documents.

## Latvian IBAN structure

The Latvian IBAN consists of 21 characters - LVNNBBBBXXXXXXXXXXXXXXX, where:

- LV - Latvia country code according to ISO3166 Standard.
- NN - check digits according to calculation method MOD 97-10 described in ISO 7064 Standard.
- BBBB - the first four letters of the bank identification code (BIC) according to the International ISO 9362 Standard.
- XXXXXXXXXXXXXXX - customer account number (13 characters).

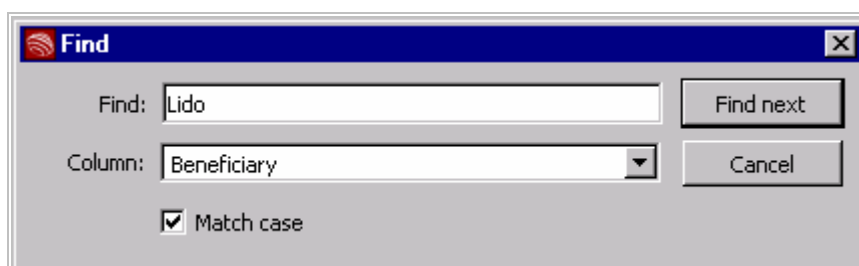
## Estonian IBAN structure

The Estonian IBAN consists of 20 characters - EENNBBXXXXXXXXXXXXXXX, where:

- EE - Estonia country code.
- NN - check digits.
- BB - the bank identification code (BIC).
- XXXXXXXXXXXXXXX - customer account number (14 characters).

## Searching for the record

The Find option can be used in the lists of the following plug-ins: Payments, Free Form Orders, Communication, and Account Transactions plug-ins, as well as in the Beneficiary Register and SWIFT Catalog. To search for the record in the lists of Payments, Free Form Orders, Communication, and Account Transactions plug-ins, click Find on the Action menu. To search for the record in the Beneficiary Register and SWIFT Catalog, click the right mouse button in the list and select the Find action. In the Find dialog box enter information to search for.



## Field description

Name	Description
[Find]	Enter information or its fragment to search for.
[Column]	Select the column where to search for information entered in the previous field.
[Match case]	Tick this field to match case.
<Find next>	Click the button to view the first record found. Repeat the action to find the next record.
<Cancel>	Click the button to cancel search process.

## Copying data

Data from DIGI::FIRMA can be copied to other programs, for example, MS Excel. Data copying option is available to the system user from the lists of the following plug-ins: Payments, Free Form Orders, Account Balance, Account Transactions, User Administration, Communication, and Exchange Rates.

To copy data, select records from the list and click Copy on the Action menu or use the combination of "Ctrl+C" keys. Data can be pasted into another program by clicking Paste on the Edit menu, as well as by using the combination of "Ctrl+V" keys.

## Data exchange with the Bank

Internet protocol is used for data transfer. Communication with the Bank is started only by user request, using the Communication plug-in.

**Attention!** To perform communication session the user should have a floppy disk with private key and certificate files, as well as he should know the private key password.

Data exchange with the Bank can be also performed automatically, for more detailed information see the Automatic Data Exchange topic.

## Certificate Information

To view information on the certificate issued by “Parex banka”, on the File menu click View Certificate Information. The Certificate Information dialog box displays certificate issuer, certificate user, expiry date.

Period of validity of the certificate is 2 years. One month before the certificate expiration date user making data exchange with the Bank and signing the electronic documents, that is, entering user private key password, receives the message “Your certificate will expiry soon. Please contact bank for getting a new one!”. If the certificate is not prolonged during this month, user receives the message “Your certificate has expired. Please contact bank for getting a new one!” and in this case user cannot make data exchange with the Bank and sign electronic documents.

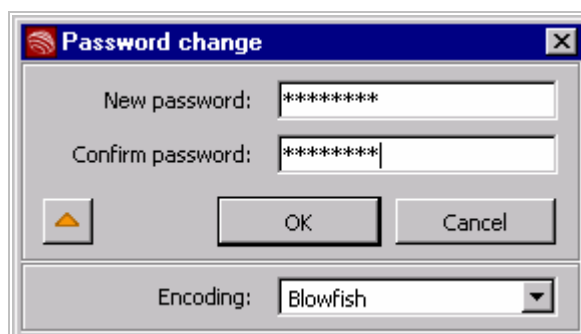
## User Private Key Issued by “Parex banka”

User private key issued by “Parex banka” is stored in a password protected file. This key is used for digital signature generation and data transferring.


User receives data carrier with private key file together with the Certificate Instrument, as well as an envelope with user private key password.

## Changing private key password

Password of private key issued by “Parex banka” can be changed. To change it, click Change Private Key Password... on the File menu. In the Encryption Key dialog box, enter private key file path and current key password. Click <OK> and the Password Change dialog box will be opened.



## Field description

Name	Description
[New password]	New password. Minimum number of characters in a password is 8, maximum – 20, including spaces. Input of letters is case sensitive.
[Confirm password]	Enter the new password once more.
	Click the button and the [Encoding] field will be opened. You may select the type of encoding for the password to be saved.
<OK>	Click the button and the password will be changed.

**Attention!** If you have forgotten the password of private key issued by “Parex banka”, contact the Bank to get a new certificate!



## User Access Mode

The following user access modes are allowed in the system:

- Full mode (user is entitled to make all operations with the documents\*, including document signing),
- View mode (user is entitled to view account statement, account balance, payment list, as well as to view, print and copy payment document information),
- Unavailable (account information and documents are not available for the user).

\***Document** – electronically prepared information by customer (including payment order, free form order, and cash withdrawal order), which is meant for sending to the Bank by means of DIGI::FIRMA.

Access mode for each system user is set in the Bank in accordance with the contract on connection and maintenance of the system and appendix to it signed between "Parex banka" and the customer.

User access mode can be defined on 3 levels of authority:

- All transactions on customer's behalf (access mode is defined for all customer documents),
- Type of document (access mode is defined for each type of document, for instance, all payment documents from customer settlement accounts),
- Account (mode is defined for the user to operate a definite account).

If user access mode is not defined for the user in one of the levels of authority, the access mode of a higher level is valid. For example, if access mode is not defined for the user to operate a definite account, in this case the access mode specified for the user to operate all payment documents from customer settlement accounts is valid.

User, who logs into the system with the "digi" login name (for this login name contract on connection and maintenance of the system and appendix to it are not signed), has rights to change users passwords, set password change settings, assign public account group administration rights, view the Bank's notices and currency rates.

## Making transactions from accounts held with several „Parex banka” foreign branches

DIGI::FIRMA provides an opportunity to make transactions from accounts held with several „Parex banka” foreign branches. The [Location] field on the Toolbar displays the country where DIGI::FIRMA user is located at the moment. User can change his/her location selecting the country in the [Location] field. This option is available, if the customer holds accounts with several „Parex banka” foreign branches and the user has the corresponding access rights.

## Operations on Documents

### Processing documents

Any document, including payment orders, free form orders, cash withdrawal orders, processing consists of:

- Preparing a document (entering and saving information in the database),
- Authorizing a document (signing a document with one or several digital signatures),
- Sending a document to "Parex banka",
- Receiving message from the Bank on document successful or unsuccessful execution.

It is possible not to sign a document, it means to reject signature, indicating the rejection reason.

Status of a document throughout its processing can change from Draft to Executed, Deleted (after rejection by the Bank) or Recycled (if a document has been recycled after its rejection by the Bank). For more detailed information on document status, see the Document Status topic.

Documents can be prepared and processed in the Payments and Free Form Orders plug-ins.

Any operation on a document is allowed or not allowed depending on a document status at present moment, as well as on user rights to process this document. For more detailed information on user operating mode, see the User Access Mode topic.

Additional user authorization with the user private key is required for the following operations – signing a document and sending a document to the Bank.

### Document number automatic generation

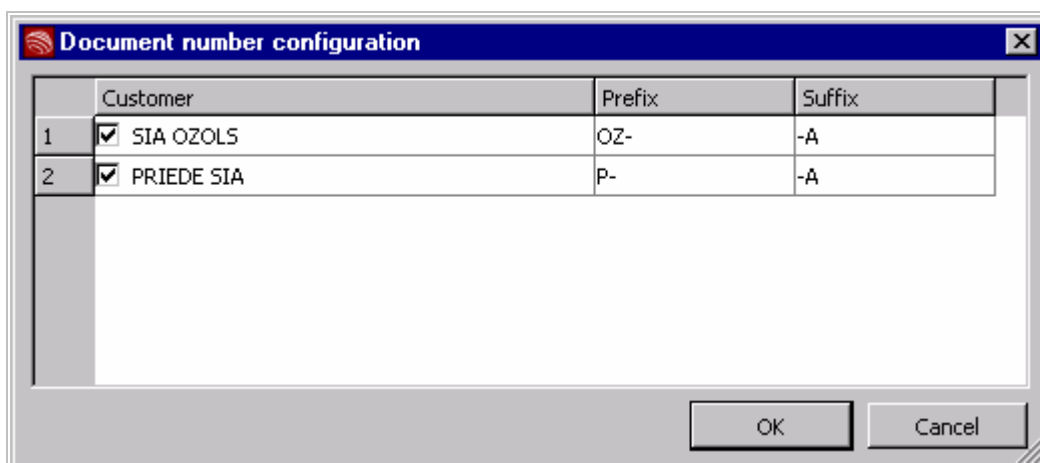
User may freely choose document (payment order, free form order, salary order) number and enter it in the relevant payment document input screen. User may also use document number automatic generation option. Number is generated automatically at document signing or saving in the system, if an automatic numbering is activated and document number is not manually entered in the field for document number.

To set an automatic number generation, click Document Number Configuration on the Action menu in the payment document input screen. In the dialog box opened, tick the [Customer] field if you want this customer documents to be numbered automatically and specify number format.

The automatically generated number can consist of three parts: prefix, variable values and suffix. Prefix and suffix can be omitted.

User can set different document number format for each customer, as well as for each type of documents (payment documents, free form documents, salary orders).

While document is in the Draft status its manually entered number as well as automatically generated one may be changed.



	Customer	Prefix	Suffix
1	<input checked="" type="checkbox"/> SIA OZOLS	OZ-	-A
2	<input checked="" type="checkbox"/> PRIEDE SIA	P-	-A

## Field description

Name	Description
[Customer]	Tick this field if you want this customer documents to be numbered automatically. Default value – number is not generated automatically.
[Prefix]	The beginning part of the number format. It may contain up to 4 characters; digits, Latin letters, special symbols + , / : - ' . and space are allowed.
[Suffix]	The end part of the number format. It may contain up to 4 characters; digits, Latin letters, special symbols + , / : - ' . and space are allowed.
<OK>	Click the button to confirm changes.
<Cancel>	Click the button to cancel changes.

## Authorizing a document

Document, which is authorized, can be sent to the Bank for execution. In order to authorize a document, one or several digital signatures, which can differ with the signature category (from the lowest H category to the highest A category) may be required.

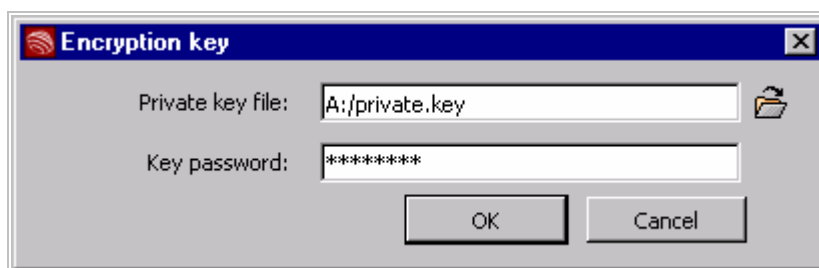
List of necessary signatures determines how many signatures and of which category are required for the document to be authorized. List of necessary signatures is set in the Bank in accordance with the contract on connection and maintenance of the system and appendix to it.

Signature sequence is not strictly defined.

Prepared documents can be signed not only one by one but also several at once.

**Note.** For the first time the document can be signed by the document author only, i.e., system user who has prepared the document.

Digital signature is formed from user's private key. The key is stored in either an ID card or in a private key file, issued by "Parex banka", that is protected by a password. To sign a communication session with a private key, issued by "Parex banka", the user must specify private key file path and password.



## Field description

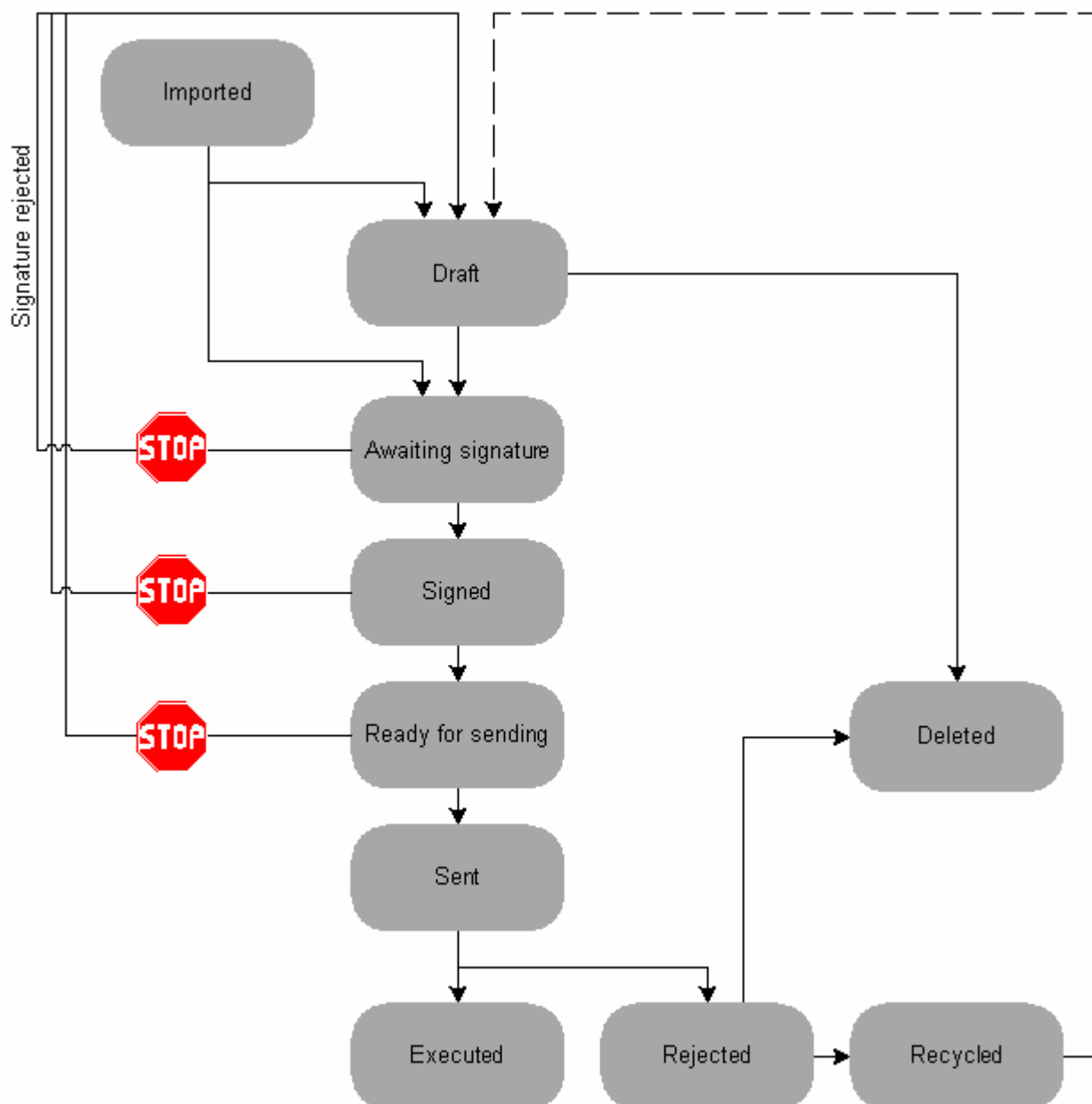
Name	Description
[Private key file]	Location of the user private key file, for example: A:\private.key. Data carrier with the key file you have received in the Bank together with the Certificate Instrument.
[Key password]	Private key file password.

To sign a communication session with ID card, the user must enter ID card PIN code.

The system remembers private key file path and password until the user finishes current work session with the system or withdraws data carrier with key file from the disk drive. ID card PIN code is not saved in the system's memory.

## Document status

Any document, including payment orders, free form orders, and cash withdrawal orders, in any moment throughout its processing can have one of the statuses, see the scheme.



## Document status explanation

Status	Explanation
Imported	Document imported from a file is saved in the system, but not signed yet.
Draft	Document is saved in the system, but not signed yet. This status is also assigned to the documents with the rejected signature, as well as if the document rejected by the Bank is picked for recycling (document sent to the Bank and rejected by the Bank always remains in the Recycled status).
Awaiting signature	Document is signed with at least one signature, but in accordance with the list of necessary signatures for the document to be authorized one or several more signatures are required.
Signed	Document is authorized in accordance with the list of necessary signatures (document has all the necessary signatures).
For sending	Document is authorized in accordance with the list of necessary signatures and the document is ready for sending to the Bank.
Sent	Document has been sent to the Bank for execution and no answer has been received yet from the Bank about document execution or rejection.
Executed	Document processing in the Bank has finished, document is executed.
Rejected	The Bank rejected the document. Temporary status; documents with such status should be recycled or deleted.
Recycled	Document is recycled after it has been rejected by the Bank.  Document saved with this status is the original document, i.e., the document which was sent to the Bank (system makes this document copy in the Draft status; the document copy can be changed, processed and sent to the Bank once again for execution).
Deleted	Saved and not signed document has been deleted. This status is also assigned to those documents which have been deleted after signature rejection or rejection by the Bank.

## List of Necessary Signatures

List of necessary signatures determines how many signatures and of which category are required for the document\* to be authorized. List of necessary signatures is set in the Bank in accordance with the contract on connection and maintenance of the system and appendix to it signed between "Parex banka" and the customer.

**\*Document** – electronically prepared information by customer (including payment order, free form order, and cash withdrawal order), which is meant for sending to the Bank by means of DIGI::FIRMA.

There are 3 levels of authority for which list of necessary signatures can be defined.

- All transactions on customer's behalf (the same list of necessary signatures is defined for all customer documents),
- Type of document (list of necessary signatures is defined for each type of document, for example, for all payment documents from customer settlement accounts and for all free form orders),
- Account (list of necessary signatures is defined for all documents from the definite account).

If list of necessary signatures is not defined for one of the levels of authority, list of necessary signatures of a higher level is valid. For example, if no list of necessary signatures is defined for a definite account, in this case list of necessary signatures specified for all payment documents from customer settlement accounts is valid.

## Limits for list of necessary signatures

For each list of necessary signatures the definite limit in any currency can be set. Signing a payment in the currency different from the limit currency set for the definite list of necessary signatures, limit amount is recalculated into the payment currency using the local Central bank currency rates.

## Signature categories required for document authorization

In order to authorize a document, signatures of several categories may be required. There are 8 signature categories in the system. Signature categories are indicated by letters A, B, C, D, E, F, G, H (from the lowest H category to the highest A category). System allows to set up to 4 signatures of one and the same category. For instance, to authorize payment documents, it may be required two B category signatures and one A category signature. For each level of authority several signature combinations can be set, for example, 2B+A and A+B+C.

## User signature category

User signature category is set in the Bank in accordance with the appendix to the contract on connection and maintenance of the system. Signature category assigned to each user can be viewed in the User Administration plug-in. Signature category is indicated by one of the letters A, B, C, D, E, F, G, H (from the lowest H category to the highest A category). If user is entitled to operate several customer accounts, user signature categories for different customers may differ.

**Note.** The User Administration plug-in is available only to those users, who are entitled to administer users, i.e, this plug-in may not be available to all users of the system.

## PAYMENTS

The Payments plug-in allows:

- To enter a payment order to any bank in Latvia (for DIGI::FIRMA customers in Latvia) or in Estonia (for DIGI::FIRMA customers in Estonia),
- To enter an international payment order both in local and in foreign currency,

**Note.** For more detailed information on entering a payment order, see the Entering in a payment order topic.

- To enter a cash withdrawal order (available for DIGI::FIRMA customers in Latvia only) both in local and in foreign currency,
- To view and to print the list of entered payment orders and cash withdrawal orders,
- To follow payment orders and cash withdrawal orders status changes,
- To process payment orders and cash withdrawal orders – to sign, to reject signature, to delete, to copy etc.

**Note.** Payments with the “Express” priority are no longer processed in “Parex banka”, therefore, copying such a payment into a new payment order, its priority is automatically changed to “Urgent”.

**Attention!** User may enter and process payments and cash withdrawal orders only from those accounts, which are available to the user in full mode. For more detailed information on user operating modes, see the User Access Mode topic.

### Entering in a payment order

A payment order can be created:

- By entering in a new payment order. Input screen is opened by clicking New Payment Order on the File menu,
- By copying an existing payment,
- By picking a payment, which was rejected by the Bank, for recycling,
- By importing a payment from file, for more detailed information, see the Import topic.

**Attention!** User may enter and process payments only from those accounts, which are available to the user in full mode. For more detailed information on user operating modes, see the User Access Mode topic.

Payment can be entered both in local and in foreign currency. If payment currency differs from account currency, the system applies “Parex banka” current business day non-cash currency exchange rate. It is possible to make payments with currency exchange applying not only “Parex banka” current non-cash exchange rate, but also dealer exchange rate.

**Attention!** Currency exchange by dealer rate can be performed only on the date when you have agreed with a dealer on dealer exchange rate. For salary payments no dealer rate is allowed.

Mouse or <Tab> key can be used to navigate around the fields in payment order input screen.

The way of displaying the remitter’s account (number, number and category, number and name) in the payment order can be chosen by clicking “Tools” on the top of the screen.

As soon as all the fields are entered, click the Validate icon on the Toolbar or select the Validate action on the Action menu, and the entered data will be validated. Field validation may differ for different payment types and it depends on payment route to the Beneficiary bank and processing speed.



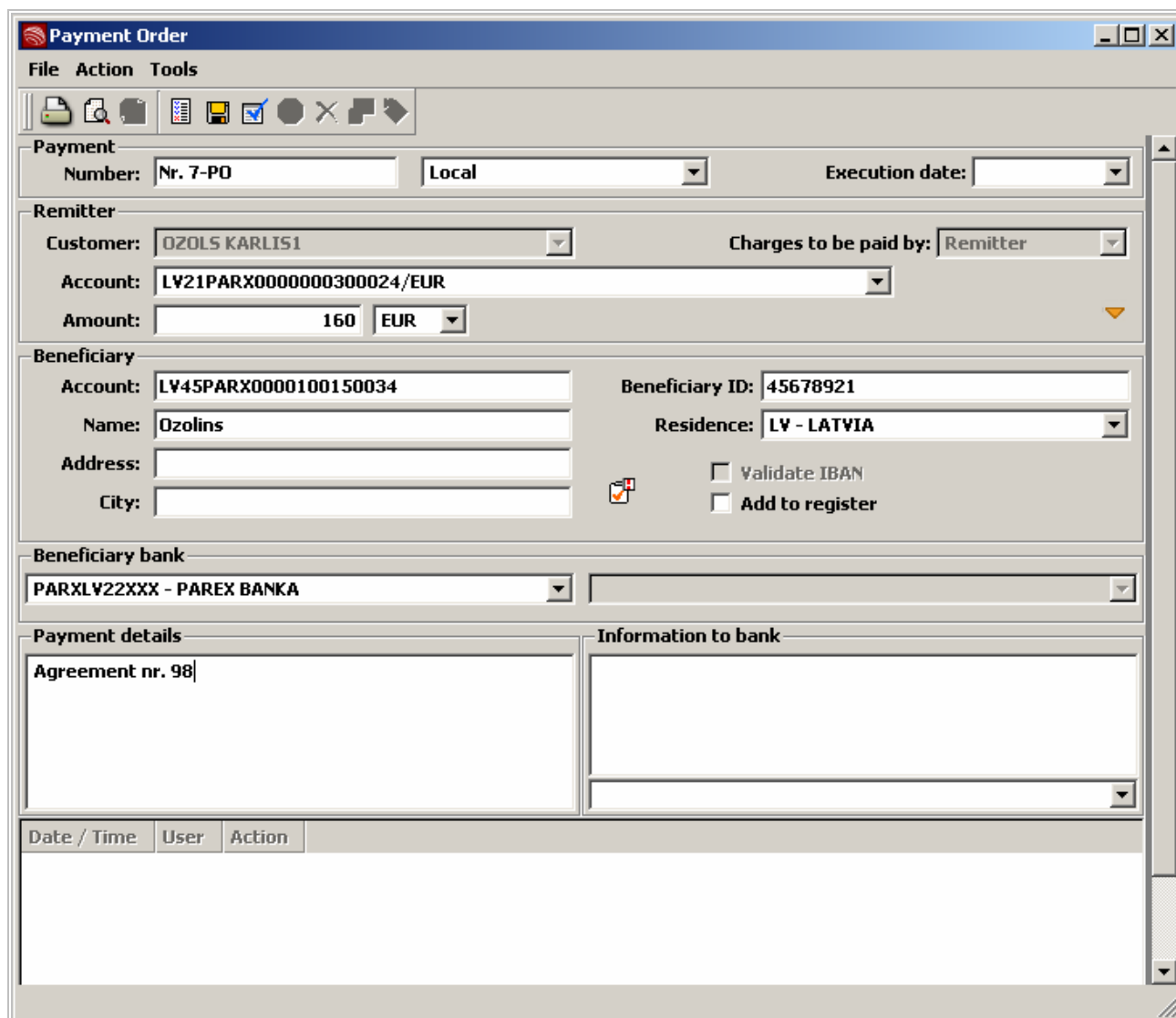


Only correctly entered payment can be signed. For more detailed information on signing a payment, see the Authorizing a Document topic.

After filling in a payment order, user may continue payment processing in the Payments plug-in.

## Local payment order

Local payment order input screen is used to make payments to any bank in Latvia (for DIGI::FIRMA customers in Latvia) or to any bank in Estonia (for DIGI::FIRMA customers in Estonia). If customer (financial institution) holds Nostro account with “Parex banka”, payment order input screen provides an opportunity to enter the third party (ordering customer) on whose behalf customer makes payment.




The screenshot shows a software window titled "Payment Order" with a menu bar (File, Action, Tools) and a toolbar. The form is divided into several sections:

- Payment:** Number: Nr. 7-PO, Type: Local, Execution date: [dropdown]
- Remitter:** Customer: OZOLS KARLIS1, Charges to be paid by: Remitter, Account: LV21PARX000000300024/EUR, Amount: 160 EUR
- Beneficiary:** Account: LV45PARX0000100150034, Beneficiary ID: 45678921, Name: Ozolins, Residence: LV - LATVIA, Address: [text], City: [text]. Includes checkboxes for "Validate IBAN" and "Add to register".
- Beneficiary bank:** PARXLY22XXX - PAREX BANKA
- Payment details:** Agreement nr. 98
- Information to bank:** [text area]

At the bottom, there is a table with columns: Date / Time, User, Action.

## Local payment order input screen – field description

Name	Description
<b>Payment</b>	
[Number]	Automatically generated or manually entered payment order number. Number is generated automatically at order signing or saving, if an automatic numbering is set on and number is not manually entered in this field. The number may contain up to 16 characters.

Name	Description
[Payment type]	Select payment type from the list with payment priority - standard or urgent.
[Execution date]	Select payment execution date from the list. For DIGI::FIRMA customers in Latvia this date cannot exceed 10 calendar days starting with the first banking day after the payment is sent to the Bank. For DIGI::FIRMA customers in Estonia this date cannot exceed 14 calendar days starting with the first banking day after the payment is sent to the Bank. The field is empty by default. It means that the payment will be fulfilled as soon as it is sent to the Bank. If payment execution date is a day-off, payment will be executed the next banking working day.
<b>Ordering customer</b>	This section is available, if customer (financial institution) holds Nostro account with "Parex banka" and user has rights to view or to debit at least one of Nostro accounts. Fields of this section should be entered, if payment is made upon the request of the third party (ordering customer).
[Account]	Enter ordering customer's account number. If you enter IBAN account number you may use capital letters of the Latin alphabet and Arabic numerals. Spaces should not be entered.
[Name]	Enter ordering customer's name and surname or the name of the company.
[Customer ID]	Taxpayer code.
[Residence]	Select the country, where the ordering customer is registered.
[Validate IBAN]	Tick this field for the system to validate the entered ordering customer's IBAN account number.
<Ordering customer register>	Click the icon and the full list of ordering customers is displayed. To copy the ordering customer's data into the payment order input fields, double-click the required payer record or select the required record and press the mouse right button, and then select the Pick action.
[Add to register]	Tick this field, if you want to add the ordering customer's data to the register. Data can be added by clicking the Save or Sign icon, or by selecting the relevant action on the File or Action menu.
<b>Remitter</b>	
[Customer]	Customer, whose account will be debited. If there are several customer data in the database and the system user has rights to operate several customer accounts, the customer can be chosen from the list.
[Account]	Select an account to which the payment should be booked. The list contains only those accounts, to which you have access in full mode.
[Amount]	Enter payment amount and currency. Payment amount may be up to 10 digits long before and 2 digits after the decimal separator. Use "." dot as a decimal separator. If no decimal part is specified it is assumed to be zero. Payment currency may differ from account currency.
[Charges to be paid by]	Person who pays bank commission. Default value - Remitter. Field cannot be changed.
	Click the button to open and to close fields for entering information on the currency exchange by dealer rate.
<b>Currency exchange by dealer rate</b>	Currency exchange applying dealer exchange rate is always performed on the date, when you agreed with the dealer on currency exchange rate.

Name	Description
[Rate]	Enter the currency exchange rate on which you have agreed with dealer. Exchange rate is a number which may contain up to 15 digits and 1 decimal separator (dot). There may be up to 5 digits after the decimal separator.
[Deal No.]	Enter the last 5 digits of the currency exchange by dealer rate deal number.
<b>Beneficiary</b>	
[Account]	Enter beneficiary IBAN account number in the beneficiary bank or Estonian local account number (for DIGI::FIRMA customers in Estonia). When enter beneficiary IBAN account number you may use capital letters of the Latin alphabet and Arabic numerals. Spaces should not be entered.
[Name]	Enter beneficiary name and surname or company's name.
[City]	Beneficiary city.  The field is mandatory, if a local payment is in USD and the beneficiary bank is not "Parex banka".
[Address]	Beneficiary address.  The field is mandatory, if a local payment is in USD and the beneficiary bank is not "Parex banka".  <b>Attention!</b> Total length of the [Name], [City] and [Address] fields should not exceed 70 characters for local Estonian payments and 105 characters for local payment in Latvia.
<Beneficiary register>	Click the icon to view the full list of beneficiaries. To copy beneficiary data into the payment document input fields, double-click the required beneficiary record or select the required record and press the right mouse button, and then select the Pick action.
[Beneficiary ID]	Enter beneficiary ID - identity number/passport number and series or company's registration number.
[Residence]	Select the country, where beneficiary is registered. This country may differ from the country where beneficiary is physically staying, or where the beneficiary bank is located. To search for the residence country, enter the first letter of the country's code and then select the required country from the list.
[Validate IBAN]	If the field is ticked, then the system, validating a payment order, will validate the entered beneficiary IBAN account number. When saving a payment, the field is ticked automatically. Field value cannot be changed.
[Add to register]	Tick this field, if you would like beneficiary data to be added to the register. Beneficiary is added to the register by clicking the Save or Sign icon, or by selecting the relevant action on the File or Action menu.
<b>Beneficiary bank</b>	
[ ]	Select the beneficiary bank from the list.
[ ]	Select the beneficiary bank's branch from the list. The field is available, if the beneficiary bank has a branch.
[Payment details]	Explanatory information about the payment, e.g., invoice number and date. This information will be sent to the beneficiary.
[ ]	Reference number. Filed is available for DIGI::FIRMA customers in Estonia.

Name	Description
[Information to bank]	If you fill in this field, the payment will be processed manually.
[ ]	Select an external payment code in accordance with the requirements of the local Central bank.
<b>Payment processing history</b>	
Date/Time	Date and time when payment was processed.
User	User, who processed a document, name and surname.
Action	List of operations with payment.

## Salary payment

Salary payment is a payment order prepared by the Bank's customer where the payer is a legal entity, but beneficiaries are private persons.

Salary payment can be a local payment in local currency or an intrabank payment in EUR, USD or local currency. For salary payments within Latvia (for DIGI::FIRMA customers in Latvia), if the beneficiary bank is not "Parex banka", salary payment amount cannot exceed LVL 50 000.00.

Salary payment can be with currency exchange, but no dealer rate is allowed.

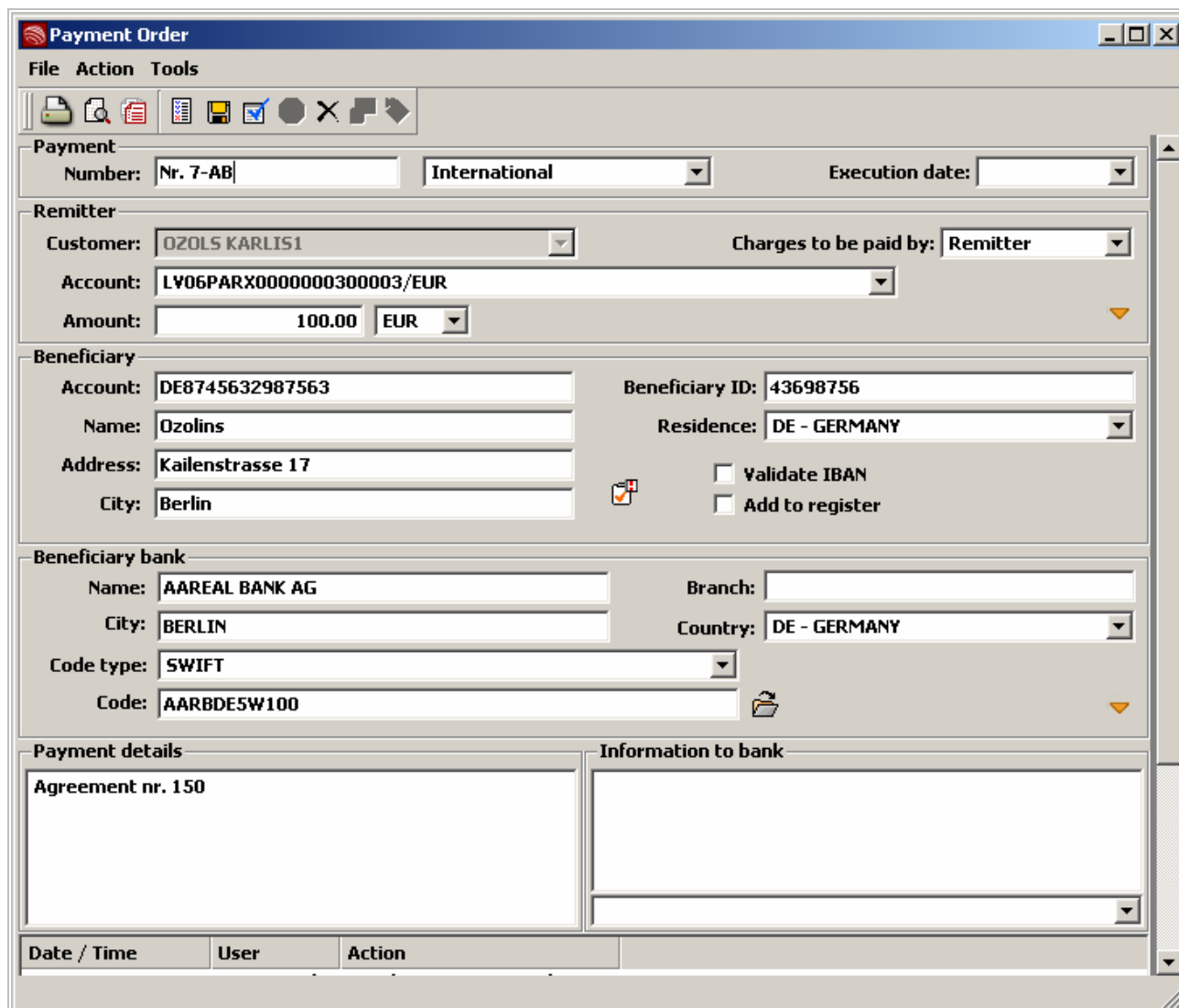
Salary payment priority is Standard.

A payment order can be created:

- By entering in a new payment order. Input screen is opened by clicking New Payment Order on the File menu and selecting type of payment - Salary. For more detailed information on salary payment input screen, see the Local payment topic,
- By copying an existing payment,
- By picking a payment, which was rejected by the Bank, for recycling,
- By importing a payment from file. For more detailed information, see the Import topic.
- By generating payments from salary order that is created in the Salary Order application of DIGI::FIRMA. For more detailed information, see the Salary Order topic.

## International payment order

International payment order input screen is used to make payments to the bank outside Latvia (for DIGI::FIRMA customers in Latvia) or to the bank outside Estonia (for DIGI::FIRMA customers in Estonia). If customer (financial institution) holds Nostro account with "Parex banka", payment order input screen provides an opportunity to enter the third party (ordering customer) on whose behalf customer makes payment.





## International payment order input screen – field description

Name	Description
<b>Payment</b>	
[Number]	Automatically generated or manually entered payment order number. Number is generated automatically at order signing or saving, if an automatic numbering is set on and number is not manually entered in this field. The number may contain up to 16 characters.
[Payment type]	Select an international payment with the payment priority - standard or urgent. Selecting an international payment fields for inputting beneficiary bank name and address are displayed.

Name	Description
[Execution date]	Select payment execution date from the list. For DIGI::FIRMA customers in Latvia this date cannot exceed 10 calendar days starting with the first banking day after the payment is sent to the Bank. For DIGI::FIRMA customers in Estonia this date cannot exceed 14 calendar days starting with the first banking day after the payment is sent to the Bank. The field is empty by default. It means that the payment will be fulfilled as soon as it is sent to the Bank. If payment execution date is a day-off, payment will be executed the next banking working day.
<b>Ordering customer</b>	This section is available, if customer (financial institution) holds Nostro account with "Parex banka" and user has rights to view or to debit at least one of Nostro accounts. Fields of this section should be entered, if payment is made upon the request of the third party (ordering customer).
[Account]	Enter ordering customer's account number. If you enter IBAN account number you may use capital letters of the Latin alphabet and Arabic numerals. Spaces should not be entered.
[Name]	Enter ordering customer's name and surname or the name of the company.
[Customer ID]	Taxpayer code.
[Residence]	Select the country, where the ordering customer is registered.
[Validate IBAN]	Tick this field for the system to validate the entered ordering customer's IBAN account number.
<Ordering customer register>	Click the icon and the full list of ordering customers is displayed. To copy the ordering customer's data into the payment order input fields, double-click the required payer record or select the required record and press the mouse right button, and then select the Pick action.
[Add to register]	Tick this field, if you want to add the ordering customer's data to the register. Data can be added by clicking the Save or Sign icon, or by selecting the relevant action on the File or Action menu.
<b>Remitter</b>	
[Customer]	Customer, whose account will be debited. If there are several customer data in the database and the system user has rights to operate several customer accounts, the customer can be chosen from the list.
[Account]	Select an account to which the payment should be booked. The list contains only those accounts, to which you have access in full mode.
[Amount]	Enter payment amount and currency. Payment amount may be up to 10 digits long before and 2 digits after the decimal separator. Use "." dot as a decimal separator. If no decimal part is specified it is assumed to be zero. Payment currency may differ from account currency.
[Charges to be paid by]	Specify who will pay the bank charges: <ul style="list-style-type: none"> <li>• Remitter - "Parex banka" and Intermediary bank charges are paid by remitter</li> <li>• Shared - "Parex banka" charges are paid by remitter, Intermediary bank charges are paid by beneficiary</li> <li>• Beneficiary - "Parex banka" and Intermediary bank charges are paid by beneficiary.</li> </ul>



Name	Description
	Click the button to open and to close fields for entering information on the currency exchange by dealer rate.
<b>Currency exchange by dealer rate</b>	Currency exchange applying dealer exchange rate is always performed on the date, when you agreed with the dealer on currency exchange rate.
[Rate]	Enter the currency exchange rate on which you have agreed with dealer. Exchange rate is a number which may contain up to 15 digits and 1 decimal separator (dot). There may be up to 5 digits after the decimal separator.
[Deal. No.]	Enter the last 5 digits of the currency exchange by dealer rate deal number.
<b>Beneficiary</b>	
[Account]	Enter beneficiary account number in the beneficiary bank. If you enter beneficiary IBAN account number you may use capital letters of the Latin alphabet and Arabic numerals. Spaces should not be entered.
[Name]	Enter beneficiary name and surname or company's name.
[City]	Enter beneficiary city.
	The field is mandatory, if the payment currency is USD and the beneficiary bank is not Parex group bank.
[Address]	Enter beneficiary address.
	The field is mandatory, if the payment currency is USD and the beneficiary bank is not Parex group bank.
	<b>Attention!</b> Total length of the [Name], [City] and [Address] fields should not exceed 105 characters.
<Beneficiary register>	Click the icon to view the full list of beneficiaries. To copy beneficiary data into the payment document input fields, double-click the required beneficiary record or select the required record and press the right mouse button, and then select the Pick action.
[Beneficiary ID]	Enter beneficiary ID - identity number/passport number and series or company's registration number.
[Residence]	Select the country, where beneficiary is registered. This country may differ from the country where beneficiary is physically staying, or where the beneficiary bank is located. To search for the residence country, enter the first letter of the country's code and then select the required country from the list.
[Validate IBAN]	Tick this field and the system validating a payment order will validate the entered beneficiary IBAN account number.
[Add to register]	Tick this field, if you would like beneficiary data to be added to the register. Beneficiary is added to the register by clicking the Save or Sign icon, or by selecting the relevant action on the File or Action menu.
<b>Beneficiary bank</b>	
[Name]	Enter the beneficiary bank name in English. If you do not know the precise name of the bank and this bank has SWIFT code, use search option and click the Bank Catalog icon.

Name	Description
[Branch]	This field should be entered only if beneficiary has an account in the bank's branch, which does not have SWIFT code or other bank identification code. In this case fill in this field with the name or the address of the bank's branch and the [Name] field with the name of the bank head-office.
[City]	Enter the name of the city, where the beneficiary bank is domiciled. The name of the city should be entered in English.
[Country]	Enter the name of the country, where the beneficiary bank is domiciled. The name of the country should be entered in English.
[Code type]	Select the bank identification code type from the list.
[Code]	Enter the identification code of the beneficiary bank. If the bank has SWIFT code, it can be chosen from the list by clicking the Bank Catalog icon. The field can be also entered with only the initial part of the code, then clicking the icon the list of SWIFT codes which start with the entered code fragment will be displayed. If the field is entered correctly, all other fields on the beneficiary bank will be filled in automatically.
<Bank catalog>	Click the icon to view the list of banks. The list contains only those banks, which have SWIFT codes. You may search for the bank by the first letter of the bank name. Another way to search for the bank is to select any record from the list and press the mouse right button, and then select the Find action.
	Click the button to open and to close fields for entering information on the beneficiary correspondent bank.
<b>Beneficiary correspondent bank</b>	
[Name]	Enter the name of the beneficiary correspondent bank in English. If you do not know the precise name of the bank and this bank has SWIFT code, use search option and click the Bank Catalog icon.
[Account]	Beneficiary bank's account number in the correspondent bank.
[City]	Enter the name of the city, where the beneficiary correspondent bank is domiciled. The name of the city should be entered in English.
[Country]	Enter the name of the country, where the beneficiary correspondent bank is domiciled. The name of the country should be entered in English.
[Code type]	Select the bank identification code type from the list.
[Code]	Enter the identification code of the beneficiary correspondent bank. If the bank has SWIFT code, it can be chosen from the list by clicking the Bank Catalog icon. The field can be also entered with only the initial part of the code, then clicking the icon the list of SWIFT codes which start with the entered code fragment will be displayed. If the field is entered correctly, all other fields on the beneficiary correspondent bank will be filled in automatically.
<Bank catalog>	Click the icon to view the list of banks. The list contains only those banks, which have SWIFT codes. You may search for the bank by the first letter of the bank name. Another way to search for the bank is to select any record from the list and press the mouse right button, and then select the Find action.
[Payment details]	Explanatory information about the payment, e.g., invoice number and date. This information will be sent to the beneficiary.
[Information to bank]	If you fill in this field, the payment will be processed manually.

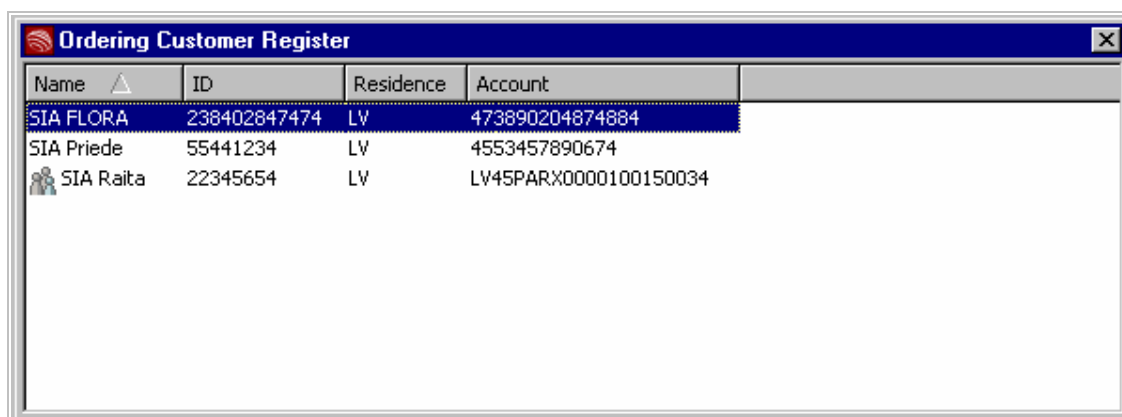
Name	Description
[ ]	Select an external payment code in accordance with the requirements of the local Central bank.
<b>Payment processing history</b>	
Date/Time	Date and time when payment was processed.
User	User, who processed a document, name and surname.
Action	List of operations with payment.

For more detailed information on entering the bank information, see the “Bank information input for international payments” help topic.

### Ordering customer register

Ordering customer register is a database which contains information about persons on whose behalf customer makes money transfers. Database provides the user an opportunity to find the necessary ordering customer and to copy his data into the payment order.

It is possible to get to the register by clicking the Ordering Customer Register icon in the payment order input screen. To search for the ordering customer, look through the list, which can be arranged according to any column values in the ascending or descending order, or press the right mouse button and select the Find action. For more detailed information on the search option, see the Searching for the Record topic.



Name	ID	Residence	Account
SIA FLORA	238402847474	LV	473890204874884
SIA Priede	55441234	LV	4553457890674
SIA Raita	22345654	LV	LV45PARX0000100150034


To copy ordering customer data into the payment order input fields, double-click the record or select the required record and press the right mouse button, and then select the Pick action. Copied information can be complemented and modified.

To add a new ordering customer to the register, tick the [Add to register] field in the payment order input screen and then save or sign payment by clicking the Save or Sign icon, or by selecting the relevant action on the File or Action menu.

To delete information from the register, select the required record and press <Delete> or select the required record and press the right mouse button, and then select the Delete action.

Each user can view the list of those ordering customers who he added to the register himself, as well as the list of ordering customers added to the register by other users, if these records were published by the users. To make records available for all system users, click the record you want



to publish with the right mouse button and select the Publish action. If a record is available to all users, the  icon is displayed next to this record.

## Beneficiary register

Register is a database where information about beneficiaries of money transfers is stored. Database provides the user an opportunity to find the necessary beneficiary and to copy his data into the payment order.


It is possible to get to the register by clicking the Beneficiary Register icon in the payment order input screen. To search for the beneficiary, look through the list, which can be arranged according to any column values in the ascending or descending order, or press the right mouse button and select the Find action. For more detailed information on the search option, see the Searching for the Record topic.

Name	ID	Residence	Account	Bank code	SWIFT code	Bank name
Genadij Dembelojedov	12345678901234567890	ZA	1345634561341345134		MOSWRUM1SEV	BANK OF MOSCOW, THE
Guttenberger most	HK.1016778899383838	SE	60999-000089-645		IRVTUS3N	BANK OF NEW YORK
Maksjums Starptautisks	12345678901	AF	0987654321		DENITRIS937	DENIZBANK A.S.
Pteris Vaskis		LV	7874784587845		TRELLV21	TREASURY OF THE REPUB
Pteris Vaskis		LV	7874784587845			TREASURY OF THE REPUB
Pteris Vaskis Otrais		LV	7874784587845			TREASURY OF THE REPUB
Wilma Blumberga		AG	784587696		TRELLV21	TREASURY OF THE REPUB

To copy beneficiary data into the payment order input fields, double-click the required beneficiary record or select the required record and press the right mouse button, and then select the Pick action. Copied information can be complemented and modified.

To add a new beneficiary to the register, tick the [Add to register] field in the payment order input screen and then save or sign payment by clicking the Save or Sign icon, or by selecting the relevant action on the File or Action menu.

To delete information from the register, select the required record and press <Delete> or select the required record and press the right mouse button, and then select the Delete action.

Each user can view the list of those beneficiaries who he added to the register himself, as well as the list of beneficiaries added to the register by other users, if these records were published by the users. To make records available for all system users, click the record you want to publish with the right mouse button and select the Publish action. If a record is available to all users, the  icon is displayed next to this record.

## Bank information input for international payments

In the international payments Beneficiary bank and Beneficiary correspondent bank can be identified by:

- SWIFT\* code,
- other bank identification code,
- specifying Beneficiary bank account in the Beneficiary correspondent bank and information on this correspondent bank.

If you do not enter Beneficiary correspondent bank, it will be chosen by “Parex banka” officer.

\*SWIFT (*Society for Worldwide Interbank Financial Telecommunications*) is the bank-owned co-operative serving the financial community worldwide. SWIFT supports the financial data communication and processing needs of financial institutions, through a range of financial messaging services.

## SWIFT bank catalog

Entering information about the Beneficiary bank or Beneficiary correspondent bank, in case the bank has SWIFT code, it is advised to use the Bank Catalog option.

Click the Bank Catalog icon in the payment order input screen and the list of banks and their SWIFT codes will be displayed. Initially, the list shows those banks which names begin with the “A” letter. Click any other letter and the list will contain those banks which names begin with the selected letter.

Another way to search for SWIFT code is to press the right mouse button and to select the Find action. System will search for the required information within the list of the selected banks – those banks, which names start with the letter indicated in the upper row. For more detailed information on SWIFT code search see the Searching for the Record topic.

**Bank catalog**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Name	SWIFT code	Country	City
AARGAUISCHE KANTONALBANK	KBAGCH2243A	SWITZERLAND	RHEINFELDEN
AARGAUISCHE KANTONALBANK	KBAGCH2248A	SWITZERLAND	ZOFINGEN
AARGAUISCHE KANTONALBANK	KBAGCH2252A	SWITZERLAND	BRUGG
AARGAUISCHE KANTONALBANK	KBAGCH2254A	SWITZERLAND	BADEN
AARGAUISCHE KANTONALBANK	KBAGCH2254C	SWITZERLAND	WETTINGEN
AARGAUISCHE KANTONALBANK	KBAGCH2256B	SWITZERLAND	WOHLEN
AASEN SPAREBANK	AASANO21	NORWAY	ASEN
AB BANKAS NI			
AB CAPITAL A			
AB FMI FINAS			
AB HANSABAN			
AB MBS ORGB			
AB PAREX BAN			
ABACO CASA			
ABACO CASA			
ABACO CIA. F			
ABACO INTERNATIONAL CORPORATION	ABCTU531		NEW YORK
ABACUS CAPITAL AND INVESTMENT CORPO	ACICPHM1	PHILIPPINES	PASIG CITY
ABACUS FEDERAL SAVINGS BANK	AF5BUS33		NEW YORK
ABACUS FINANCIAL GROUP, INC.	ABFGU541		CHICAGO
<b>ABACUS SECURITIES CORPORATION</b>	<b>ABAEPHM1</b>	<b>PHILIPPINES</b>	<b>MANILA</b>
ABADI PRISMA EKAMANDIRI, PT	ABPEIDJ1		JAKARTA
ABADI SEKURITAS ADIMASA, PT	ABSDIDJ1		JAKARTA
ABANKA D.D. - LJUBLJANA	ABANSI2X	SLOVENIA	LJUBLJANA
ABAX SECURITIES	ABXEGR1	GREECE	ATHENS
ABAXBANK	ICBBITMM	ITALY	MILANO
ABAXBOURSE	ABAXFRP1	FRANCE	PARIS
ABB AROS FONDKOMMISSION AB	ABBF5E51	SWEDEN	STOCKHOLM

**Find**

Find:  Find next

Column:  Cancel

Match case

Clicking any column heading user may arrange the list according to this column values in the ascending or descending order. To copy the chosen bank information into the payment order input fields, double-click the required record or select the required record and press the mouse right button and then select the Pick action.

## Bank identification code formats

If Beneficiary correspondent bank or Beneficiary bank has another identification code instead of SWIFT code, payment order fields are filled in as follows:

Code type	Payment order input rules
BLZ (Germany)	<p>Field [Beneficiary correspondent bank name] or [Beneficiary bank name] is entered with the name of the bank;</p> <p>Corresponding fields are entered with the <b>name of the city and country</b>;</p> <p>Field [Code type] is entered with "BLZ(Germany):BLXXXXXXXX";</p> <p>Field [Code] is entered with the code of the bank in the format: <b>BLXXXXXXXX</b> (X...- 8 symbols).</p>
BLZ (Austria)	<p>Field [Beneficiary correspondent bank name] or [Beneficiary bank name] is entered with the name of the bank;</p> <p>Corresponding fields are entered with the <b>name of the city and country</b>;</p> <p>Field [Code type] is entered with "BLZ(Austria):ATXXXXX";</p> <p>Field [Code] is entered with the code of the bank in the format: <b>ATXXXXX</b> (X...- 5 symbols).</p>
SORT CODE	<p>Field [Beneficiary correspondent bank name] or [Beneficiary bank name] is entered with the name of the bank;</p> <p>Corresponding fields are entered with the <b>name of the city and country</b>;</p> <p>Field [Code type] is entered with "SORT CODE:SCXXXXXX";</p> <p>Field [Code] is entered with the code of the bank in the format: <b>SCXXXXXX</b> (X...- 6 symbols).</p>
ABA or FEDWIRE	<p>Field [Beneficiary correspondent bank name] or [Beneficiary bank name] is entered with the name of the bank;</p> <p>Corresponding fields are entered with the <b>name of the city and country</b>;</p> <p>Field [Code type] is entered with "ABA / FEDWIRE:FWXXXXXXXXXX";</p> <p>Field [Code] is entered with the code of the bank in the format: <b>FWXXXXXXXXXX</b> (X...- 9 symbols).</p>
CHIPS	<p>Field [Beneficiary correspondent bank name] or [Beneficiary bank name] is entered with the name of the bank;</p> <p>Corresponding fields are entered with the <b>name of the city and country</b>;</p> <p>Field [Code type] is entered with "CHIPS:CHXXXXXX";</p> <p>Field [Code] is entered with the code of the bank in the format: <b>CHXXXXXX</b> (X...- 6 symbols).</p>



Code type	Payment order input rules
FRANCE	<p>Field [Beneficiary correspondent bank name] or [Beneficiary bank name] is entered with the name of the bank;</p> <p>Corresponding fields are entered with the <b>name of the city and country</b>;</p> <p>Field [Code type] is entered with  <b>"FRANCE:Code banque xxxxx Code Quichet yyyy CLE RIB zz"</b>;</p> <p>Field [Code] is entered with the code of the bank in the format:  <b>Code banque xxxxx Code Quichet yyyy CLE RIB zz</b> (x...- 5 symbols; y...- 5 symbols; z...- 2 symbols).</p>
ITALY	<p>Field [Beneficiary correspondent bank name] or [Beneficiary bank name] is entered with the name of the bank;</p> <p>Corresponding fields are entered with the <b>name of the city and country</b>;</p> <p>Field [Code type] is entered with <b>"ITALY:CABxxxxx ABlyyyy"</b>;</p> <p>Field [Code] is entered with the code of the bank in the format:  <b>CABxxxxx ABlyyyy</b> (x...- 5 symbols; y...- 4 symbols).</p>
SPAIN	<p>Field [Beneficiary correspondent bank name] or [Beneficiary bank name] is entered with the name of the bank;</p> <p>Corresponding fields are entered with the <b>name of the city and country</b>;</p> <p>Field [Code type] is entered with <b>"SPAIN:Code1 xxxx Code2 yyyy"</b>;</p> <p>Field [Code] is entered with the code of the bank in the format:  <b>Code1 xxxx Code2 yyyy</b> (x...- 4 symbols; y...- 4 symbols).</p>
BIK (Russia)	<p><u><i>This code is used for transfers in Russian Rouble only*</i></u></p> <p>Data on Beneficiary correspondent bank is entered only if beneficiary specifies that it is necessary to indicate correspondent bank in order to enter amount in the beneficiary account.</p> <p>Field [Beneficiary bank name] is entered with the name of the bank;</p> <p>Corresponding fields are entered with the <b>name of the city and country</b>;</p> <p>Field [Code type] is entered with  <b>"BIK(Russia):RUXXXXXX.YYYYYYYYYYYYYYYYYYYYYY"</b>;</p> <p>Field [Code] is entered with the code of the bank in the format:  <b>RUXXXXXX.YYYYYYYYYYYYYYYYYYYYYY</b> (X...- 9 symbols, Y... - 20 symbols of the Nostro account). Last 3 symbols in both numbers should be equal;</p> <p>Field [Beneficiary ID] is entered with beneficiary's <b>INNYYYYYYYYYY</b> (Y...- 10 symbols);</p> <p>Field [Payment details] is mandatory entered with <b>"xxxKNE"</b>, where xxx- transfer code, further the reason of payment is entered (services or goods received are specified) and/or contract number or invoice number and date. It is necessary to indicate whether VAT (NDS) is included in the amount or not, and if it is included, VAT amount in Russian Roubles is specified.</p>

Code type	Payment order input rules
MFO (Ukraine)	<p><u><i>This code is used for transfers in Ukrainian Grivna only*</i></u></p> <p>Field [Beneficiary bank name] is entered with the name of the bank; Corresponding fields are entered with the <b>name of the city and country</b>; Field [Code type] is entered with "<b>MFO(Ukraine):MFXXXXXX</b>"; Field [Code] is entered with the code of the bank in the format: <b>MFXXXXXX</b> (X...- 6 symbols); Field [Beneficiary ID] is entered with beneficiary's <b>OKPOYYYYYYY</b> (Y...- 8 symbols); Field [Payment details] is entered with the reason of payment (services or goods received are specified) and/or contract number or invoice number and date. It is necessary to indicate whether VAT (NDS) is included in the amount or not, and if it is included, VAT amount in the Ukrainian Grivnas is specified.</p>
MFO (Moldova)	<p><u><i>This code is used for transfers in Moldova Leu only*</i></u></p> <p>Field [Beneficiary bank name] is entered with the name of the bank; Corresponding fields are entered with the name of the city and country; Field [Code type] is entered with "<b>MFO(Moldova):MFOXXXXXXXXXX</b>"; Field [Code] is entered with the code of the bank in the format: <b>MFOXXXXXXXXXX</b> (X...- 9 symbols).</p>
MFO (Kazakhstan)	<p><u><i>This code is used for transfers in Kazakhstan Tenge only*</i></u></p> <p>Field [Beneficiary bank name] is entered with the name of the bank; Corresponding fields are entered with the <b>name of the city and country</b>; Field [Code type] is entered with "<b>MFO(Kazakhstan):MFXXXXXXXXXX</b>"; Field [Code] is entered with the code of the bank in the format: <b>MFXXXXXXXXXX</b> (X...- 9 symbols), following this code it is possible (not mandatory) to enter bank's Nostro account; Field [Beneficiary ID] is entered with beneficiary's <b>RNNYYYYYYYYYYY</b> (Y...- 12 symbols); Field [Payment details] is entered with the reason of payment (services or goods received are specified) and/or contract number or invoice number and date. It is necessary to indicate whether VAT (NDS) is included in the amount or not, and if it is included, VAT amount in Kazakhstan Tenge is specified.</p>

Code type	Payment order input rules
MFO (Belarus)	<p><u><i>This code is used for transfers in Belarus Rouble only*</i></u></p> <p>Field [Beneficiary bank name] is entered with the name of the bank; Corresponding fields are entered with the <b>name of the city and country</b>; Field [Code type] is entered with "<b>MFO(Belarus):MFXXXXXXXXXX</b>"; Field [Code] is entered with the code of the bank in the format: <b>MFXXXXXXXXXX</b> (X...- <b>9</b> symbols), or "<b>KODYYY</b>", where Y – last <b>3</b> symbols of MFO number; Field [Beneficiary ID] is entered with beneficiary's <b>UNNYYYYYYYYYY</b> (Y...- <b>9</b> symbols); Field [Payment details] is entered with the reason of payment (services or goods are specified, as well as goods delivery time or date of services provided) and/or contract number or invoice number and date. It is also necessary to indicate whether VAT (NDS) is included in the amount or not, and if it is included, VAT amount in Belarus Roubles is specified.</p>

\*If Beneficiary bank is one of the banks in CIS countries or its branch, preparing the payment in convertible currency it is mandatory to specify Beneficiary bank SWIFT code or account number in correspondent bank.

## Entering in a Cash Withdrawal Order

An order can be created:

- By entering in a new order. Input screen is opened by clicking New Cash Withdrawal Order on the File menu,
- By copying an existing order,
- By picking an order, which was rejected by the Bank, for recycling.

*Note.* Cash withdrawal order is available for DIGI::FIRMA customers in Latvia only.

You may enter cash withdrawal order both in LVL and foreign currency. Currency exchange option is not available for cash withdrawal. For instance, you may withdraw Latvian lats only from LVL account and US Dollars only from USD account.

Opening cash withdrawal order input screen, the system generates the unique order number (ID) in accordance to which the bank cashier identifies the order to withdraw cash from an account.

Cash withdrawal order is valid till the expiry date specified in the order that cannot exceed 10 calendar days from the date when order was entered in the system. If during the specified period of time cash is not withdrawn from an account, order is cancelled and it acquires the Rejected status.

Mouse or <Tab> key can be used to navigate around the fields in cash withdrawal order input screen.

As soon as all the fields are entered, click the Validate icon on the Toolbar or select the Validate action on the Action menu, and the entered data will be validated.

Only successfully validated cash withdrawal order can be signed. For more detailed information on signing a document, see the Authorizing a document help topic.

After the order is sent to the Bank it acquires the Sent status and it becomes possible to withdraw cash in the Bank. Beneficiary is obliged to name the unique cash withdrawal order number (ID) to the bank officer or to present cash withdrawal order printout, as well as to present personal identity card or passport. If there are no errors in the order and there are enough cash assets on the account, beneficiary receives the required amount of money and the order acquires the Executed status.

After filling in a cash withdrawal order, user may continue its processing in the Payments plug-in. In the payment list cash withdrawal orders are marked with the icon 🏠.

**Attention!** If you would like to receive big amount of money in cash or in currencies different from LVL, USD or EUR, enter the [Information to bank] field with "Parex banka" branch, where you would like to receive cash. If the required sum exceeds cash limit, which can be withdrawn in the specified branch without prior notice, it is necessary to send free form order to order cash in advance. The following information should be specified in this free form order: cash withdrawal order ID and "Parex banka" branch where you would like to receive cash. Executing this order the bank officer will enter the [Information to customer] field with the date when cash can be received in the mentioned branch. If cash is not withdrawn on the specified date or next working day till 12.00 a.m., you will be additionally charged.

For more information on big amount cash withdrawal, see the price-list on "Parex banka" home page in the internet.

**Cash Withdrawal Order**

File Action

Cash Withdrawal Order

Number: P093958908373067 Valid before: 05.08.2004

Remitter

Name: OZOLS SIA

Account: LV67PARX0000100150026/LVL

Amount: 1000 LVL

Beneficiary customer

Name: Lavīze Ozola Identity No.: 161168-27358

Add to register Residence: LV - LATVIA

Payment details

Līdzekļi vasaras sporta svētku organizēšanai

Information to bank

Order processing history

Date / Time	User	Action

## Cash withdrawal order input screen – field description

Name	Description
<b>Cash withdrawal order</b>	
[Number]	Unique order number (ID) generated by the system in accordance to which the bank cashier identifies the order to withdraw cash from an account. ID cannot be changed by the user.
[Valid before]	Cash withdrawal order expiry date that cannot exceed 10 calendar days from the date when order was entered in the system. If during the specified period of time cash is not withdrawn from an account, order is canceled and it acquires the Rejected status.
<b>Remitter</b>	
[Name]	Customer, whose account will be debited. If there are several customer data in the database and the system user has rights to operate several customer accounts, the customer can be chosen from the list.
[Account]	Select an account to which the payment should be booked. The list contains only those accounts, to which you have access in full mode.

Name	Description
[Amount]	Enter cash withdrawal amount. Payment amount may be up to 10 digits long before and 2 digits after the decimal separator. Use "." dot as a decimal separator. If no decimal part is specified, it is assumed to be zero.
<b>Beneficiary</b>	
[Name]	Enter beneficiary full name.
<Beneficiary register>	Click the icon to view the full list of beneficiaries. To copy beneficiary data into the payment document input fields, double-click the required beneficiary record or select the required record and press the right mouse button, and then select the Pick action.
[Add to register]	Tick this field, if you would like beneficiary data to be added to the register. Beneficiary is added to the register by clicking the Save or Sign icon, or by selecting the relevant action on the File or Action menu.
[Identity No.]	Enter beneficiary personal identity number for residents of Latvia or passport series and number for non-residents.
[Residence]	Select the country, where beneficiary is registered.
[Payment details]	Explanatory information about the payment.
[ ]	Select an external payment code in accordance with the External Payment Classifier, approved by the Bank of Latvia. In accordance with the requirements set by the Bank of Latvia, the code should be entered, if the resident of Latvia makes an external payment.
[Information to bank]	You may specify in what bank notes you want to withdraw cash from an account.
<b>Order processing history</b>	
Date/Time	Date and time when order was processed.
User	User, who processed a document, name and surname.
Action	List of operations on order.

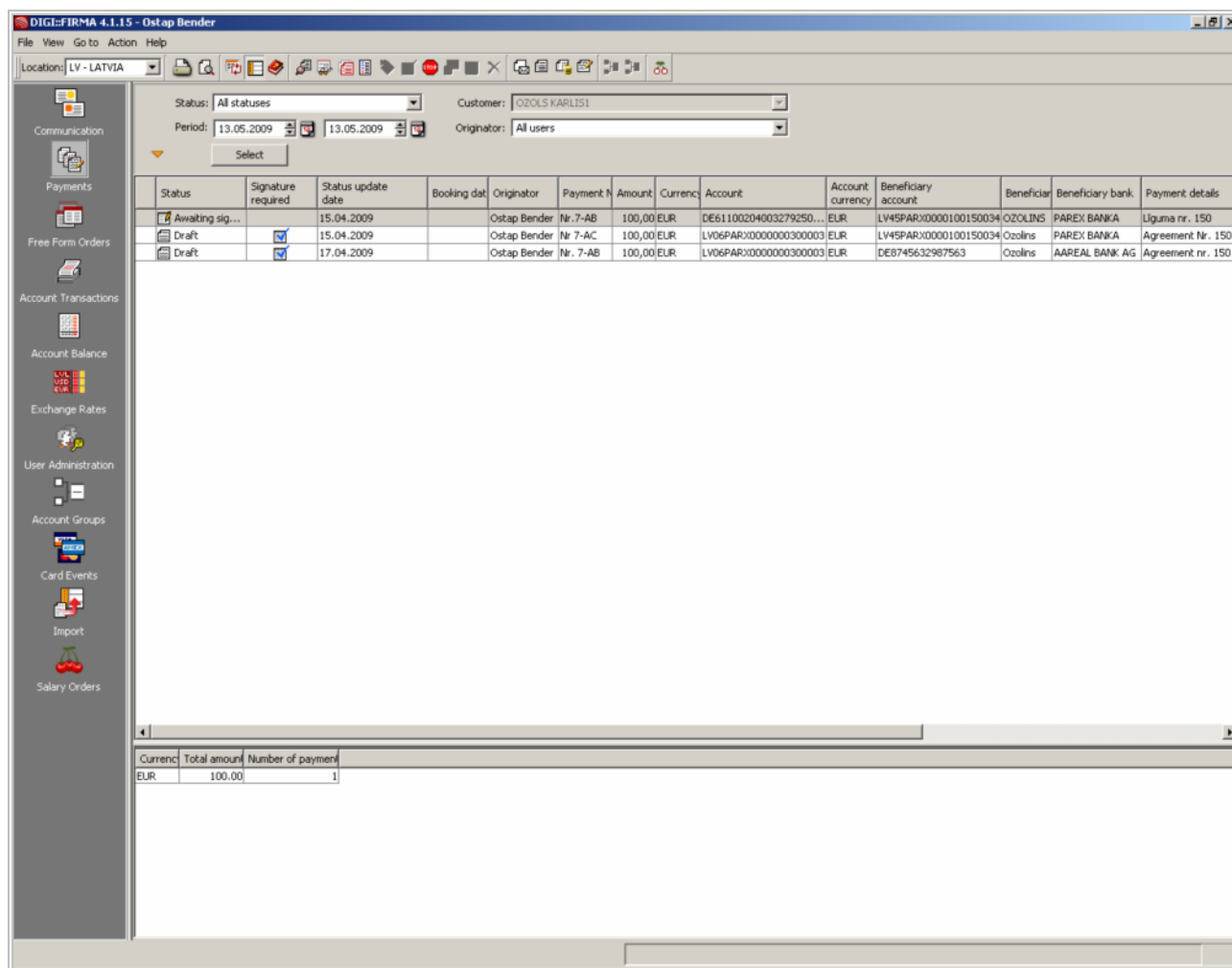
## Payment document list

The screen consists of 3 parts:

Selection criteria fields

Payment document list

Payment document information summary



Status	Signature required	Status update date	Booking date	Originator	Payment Nr	Amount	Currency	Account	Account currency	Beneficiary account	Beneficiary	Beneficiary bank	Payment details
! Awaiting sig...		15.04.2009		Ostap Bender	Nr. 7-AB	100,00	EUR	DE61100204003279250...	EUR	LV45PAR:0000100150034	OZOLINS	PAREX BANKA	Liguma nr. 150
Draft	<input checked="" type="checkbox"/>	15.04.2009		Ostap Bender	Nr 7-AC	100,00	EUR	LV06PAR:0000000300003	EUR	LV45PAR:0000100150034	Ozolins	PAREX BANKA	Agreement Nr. 150
Draft	<input checked="" type="checkbox"/>	17.04.2009		Ostap Bender	Nr. 7-AB	100,00	EUR	LV06PAR:0000000300003	EUR	DE8745632987563	Ozolins	AAREAL BANK AG	Agreement nr. 150

Currency	Total amount	Number of payments
EUR	100,00	1

Payment document list is displayed in accordance with the selected criteria. Urgent payments are marked with “!” and salary payments – 🍷. Cash withdrawal orders are marked with the icon 🏧.

**Attention!** System user can view payment documents and cash withdrawal orders with those debit accounts which user is entitled at least to view. For more detailed information on user operating modes, see the User Access Mode topic.

**Attention!** For payment documents with the “Executed” status, the status change date is the date when data exchange has been performed between the system and the Bank and information on payment execution has been received in the local database. Trade date for such payments is the date of payment status change in the Bank.

To search for a definite payment document the Find action can be used. For more detailed information, see the Searching for the record topic.

To view a definite payment document information and payment document processing history, double-click this payment document in the list or click the payment document with the right mouse button and select the Open action.

Payments, that are not signed and that the user has the right to sign, are marked in the "Signature required" column.


Depending on the payment document status and user access mode, the payment document can be opened in view mode or edit mode. View mode allows the user to copy, print and validate the payment document. Edit mode allows or does not allow the user to perform any actions on the payment document depending on its status at present moment. For example, only authorized payment document can be approved for sending.

Clicking any payment document in the list with the right mouse button, list of all actions available for this payment document is displayed. Clicking any of the available actions, it will be performed.

Using the Copy action, records from the payment document list can be copied to other programs. For more detailed information on data copying, see the Copying data topic.

## Payment document list – selection criteria fields

For more detailed information on payment document status, see the Document Status topic.

Name	Description
[Status]	Select status to search for the payment documents. Payment list can be selected only by the latest status of the payment document, i.e., status with which the payment document was saved in the database last time. All the payment documents with this status will be selected irrespective of the date when this status was assigned. The only exception is payment documents with the so-called "ultimate" statuses - Executed, Deleted and Recycled; payment documents with these statuses can be selected only by the date when the statuses were assigned.
[Period]	Date or period when the selected status was assigned. This field is available only if information is required on all payment document statuses, as well as on payment documents, which are executed, deleted, recycled. If information is required on all payment document statuses, period entered is taken into account only for payment documents with the Executed, Deleted and Recycled status.
[Customer]	"Parex banka" customer. If there are several customer data in the database and the system user has rights to operate several customer accounts, the customer can be chosen from the list.
[Originator]	Select the system user who has inputted and saved the payment document in the system.  Note. The originator of the payment document does not change throughout the payment document processing stages.
	Click the button to open and close payment document selection fields. Payment document can be searched for by entering full information or its part. Capital and small letters are not considered as different symbols. For instance, having entered "2a", the list will display all entries having the value "2a" ("2a", "2AEG", "S2abc" etc.)
[Payment No.]	Payment document number.
[Payment amount]	Payment document amount
[Payment currency]	Payment document currency.
[Account]	Account from which the payment is performed.
[Beneficiary account]	Beneficiary account number in the beneficiary bank.



Name	Description
[Beneficiary]	Beneficiary name, surname or company's name.
[Beneficiary bank]	Beneficiary bank name.
[Payment details]	Payment details.
<Select>	Click the button and the list of payment documents matching the selected criteria will be displayed.

### Payment document information summary

Summary of the selected information in the payment list is displayed by currency:

- Payment document currency codes,
- Total amount of payment documents in these currencies,
- Total number of payment documents in these currencies.

**Note.** Payment document information summary is displayed for the marked records only.

## Import

The Import plug-in allows to load payment and cash withdrawal orders into DIGI::FIRMA from import file of a definite format. Before file is loaded it should be validated. Validation is of two types:

- 1 Strict two-level validation (available for DIGI::FIRMA customers in Latvia only) that validates:
  - whether import file structure corresponds to FiDAViSta \*.xml format. If it doesn't, payments and cash withdrawal orders cannot be imported into DIGI::FIRMA;
  - payment and cash withdrawal orders in the file according to DIGI::FIRMA payment validation criteria. The result of the validation is displayed in the list of imported payment and cash withdrawal orders.

**FiDAViSta** (Financial Data Exchange Unified Standard) is a generally accepted format, which is developed by the Association of Latvian Commercial banks.

- 2 Standard, that validates payment cash withdrawal orders in the file according to DIGI::FIRMA payment/ cash withdrawal order validation criteria. The result of the validation is displayed in the list of imported payment and cash withdrawal orders.

For detailed description of import file format, including DIGI::FIRMA specific requirements, see the Payment Import File Format and Cash Withdrawal Order Import File Format topic.

**Attention!** User may import payment and cash withdrawal orders into DIGI::FIRMA also from those accounts, which he/she is not entitled to debit, i.e., which in accordance with an appendix to the contract On Connection and Maintenance of DIGI::FIRMA are not available to the user in full mode. However, as soon as the payment/cash withdrawal order is saved in the system, it is not displayed in the Payments plug-in for the user, who is not entitled to debit the account.

Imported payment and cash withdrawal orders cannot be saved in DIGI::FIRMA database automatically, the Save action is mandatory. Saved payment and cash withdrawal orders can be further processed in the Payments plug-in.

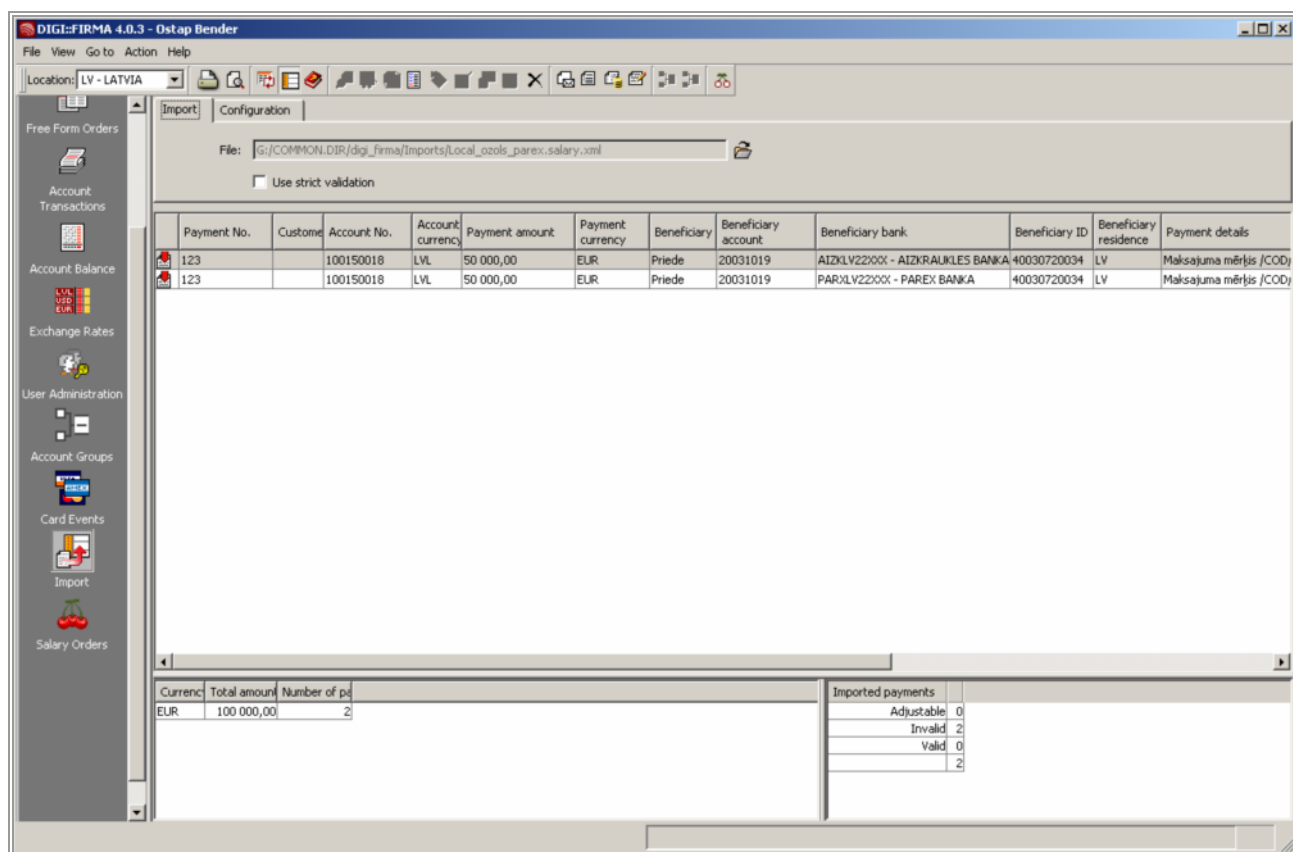
In order not to import one and the same file into the system several times, the user may set an automatic imported file removal to another directory. For detailed description, see the Moving an imported file topic.

The screen consists of 3 parts:

Import file selection


List of imported payment and cash withdrawal orders

Import information summary

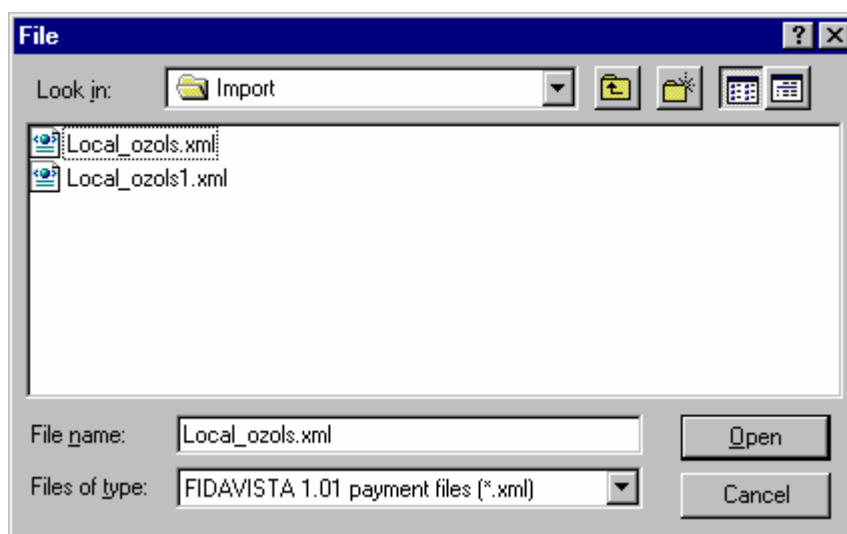


## Import file selection

Before selecting an import file, user must specify what kind of file validation should be performed – strict (the [Use strict validation] field should be ticked) or standard (the [Use strict validation] field should be blank).

Name and format of an import file must be specified in the import file selection screen, which can be opened by clicking the  icon.



The program saves the file path that was used by a definite user to import file previous time.




After import file is selected, click the <Open> button and DIGI::FIRMA performs file validation depending on the chosen validation type.

## List of imported payment and cash withdrawal orders

In accordance with DIGI::FIRMA payment and cash withdrawal orders validation results one of statuses can be assigned for each imported payment/cash withdrawal order:

- Valid (green) – payment/cash withdrawal order satisfies all DIGI::FIRMA payment/cash withdrawal order validation criteria, payment/ cash withdrawal order can be saved in DIGI::FIRMA database, signed and sent for execution;
- Adjustable (yellow) – payment/cash withdrawal order satisfies only those DIGI::FIRMA payment/cash withdrawal order validation criteria that allow to save it in DIGI::FIRMA database, but payment/cash withdrawal order cannot be signed without making some adjustments;

For example, payment order can be saved in the system but cannot be signed if:

- Beneficiary account is not specified;
  - External payment code is not specified in accordance with the requirements of the local Central bank;
  - Specified external payment code cannot be found in DIGI::FIRMA database. Validating such a payment the following error message is displayed: The “External payment code” field contains illegal value;
  - Illegal symbols are entered in the following fields: [Beneficiary ID], [Beneficiary bank name], [Beneficiary bank code] (SWIFT code or other identification code), [Beneficiary bank address], [Correspondent bank account] (beneficiary bank account number with correspondent bank), [Correspondent bank name], [Correspondent bank code] (SWIFT code or other identification code);
  - It is a salary payment in which beneficiary bank is not “Parex banka” and currency is not the local currency;
  - It is a salary payment in which beneficiary bank is not “Parex banka” and payment amount exceeds LVL 50 000.00 (for DIGI::FIRMA customers in Latvia only).
- Invalid (red) – payment/cash withdrawal order fields are not entered correctly, payment/cash withdrawal order cannot be saved in DIGI::FIRMA database. For example, payment order cannot be saved in the system if:
    - Beneficiary residence country code cannot be found in DIGI::FIRMA database. Validating such a payment the following error message is displayed: The “Beneficiary residence” field contains illegal value;
    - Payment amount is zero. Validating such a payment the following error message is displayed: Field “Amount” is incorrect;
    - Specified remitter account does not exist in DIGI::FIRMA database (account does not exist, debit currency is not specified for multicurrency account or is specified incorrectly). Validating such a payment the following error message is displayed: Mandatory field “Customer” is empty;
    - Payment currency code does not exist in DIGI::FIRMA database. Validating such a payment the following error message is displayed: The “Payment currency” field contains illegal value;
    - Illegal symbols are entered in the following fields: [Payment external ID], [Payment details], [Information to bank];
    - It is a salary payment that is marked as tax payment. Validating such a payment the following error message is displayed: Tax payment is allowed for non-salary payment only;

- It is a salary payment with payment priority “U” - urgent. Validating such a payment the following error message is displayed: Salary payment is allowed for standard only;
- It is a salary payment and beneficiary bank is not located in Latvia (for DIGI::FIRMA customers in Latvia) or in Estonia (for DIGI::FIRMA customers in Estonia). Validating such a payment the following error message is displayed: International salary payment is not allowed.

Double-clicking any record in the list of imported payments and cash withdrawal orders, a new screen, that contains information on the payment/cash withdrawal order, is opened.

### Actions allowed for imported payment orders

Clicking any payment/cash withdrawal order in the list with the right mouse button the system displays the list actions to continue payment/cash withdrawal order processing.

- |          |   |
|----------|---|
| Delete   | – Payment/cash withdrawal order can be deleted irrespective of its status. Payment/cash withdrawal order is deleted from the imported payment and cash withdrawal order list.<br><b>Note.</b> Loading a new import file all payment and cash withdrawal orders are deleted from the list. |
| Validate | – Payment/cash withdrawal order can be validated irrespective of its status. Validation result, that is payment/cash withdrawal order status (valid or invalid) and system message, is displayed in a new screen.   |
| Save     | – Payment/cash withdrawal order with the status Valid or Adjustable can be saved in DIGI::FIRMA database. Payment/cash withdrawal order moves to the Payments plug-in with the Imported status and is deleted from the list of imported payment orders.                                   |

**Attention!** Imported payment and cash withdrawal orders cannot be saved in DIGI::FIRMA database automatically, the Save action is mandatory.

### Import information summary

The Summary section displays:

- the number of imported payment and cash withdrawal orders and total amounts by currency;
- the number of imported payment cash withdrawal orders divided by groups: Valid, Adjustable, and Invalid.

## Moving an imported file

To move an imported file to another directory, user should go to Configuration section of the Import plug-in, tick the [Move imported file to] field and specify directory the imported file to be moved to.

Click the  button, to select the directory. After the directory is selected, click <OK>.

When the file is moved, the imported payments and cash withdrawal orders are saved in DIGI::FIRMA database.

Moving the file, file extension is changed. File extension \*.xml is changed to \*.xml.<user>.<timestamp>, where:

<user> – user login name,

<timestamp> – date and time of file import, i.e., date and time on the local workstation.

**Note.** If the [Move imported file to] field is ticked, but the directory the imported file to be moved to is not entered or is entered incorrectly, the imported file is left in the directory from which it was imported to the system, but with the changed file extension.

The system saves file path to the directory the imported files were moved to previous time.

## FREE FORM ORDERS

The Free Form Orders plug-in allows:

- To enter free form orders,
- To view and to print the list of entered orders,
- To follow order status changes,
- To process orders - to sign, to reject signature, to delete, to copy etc.

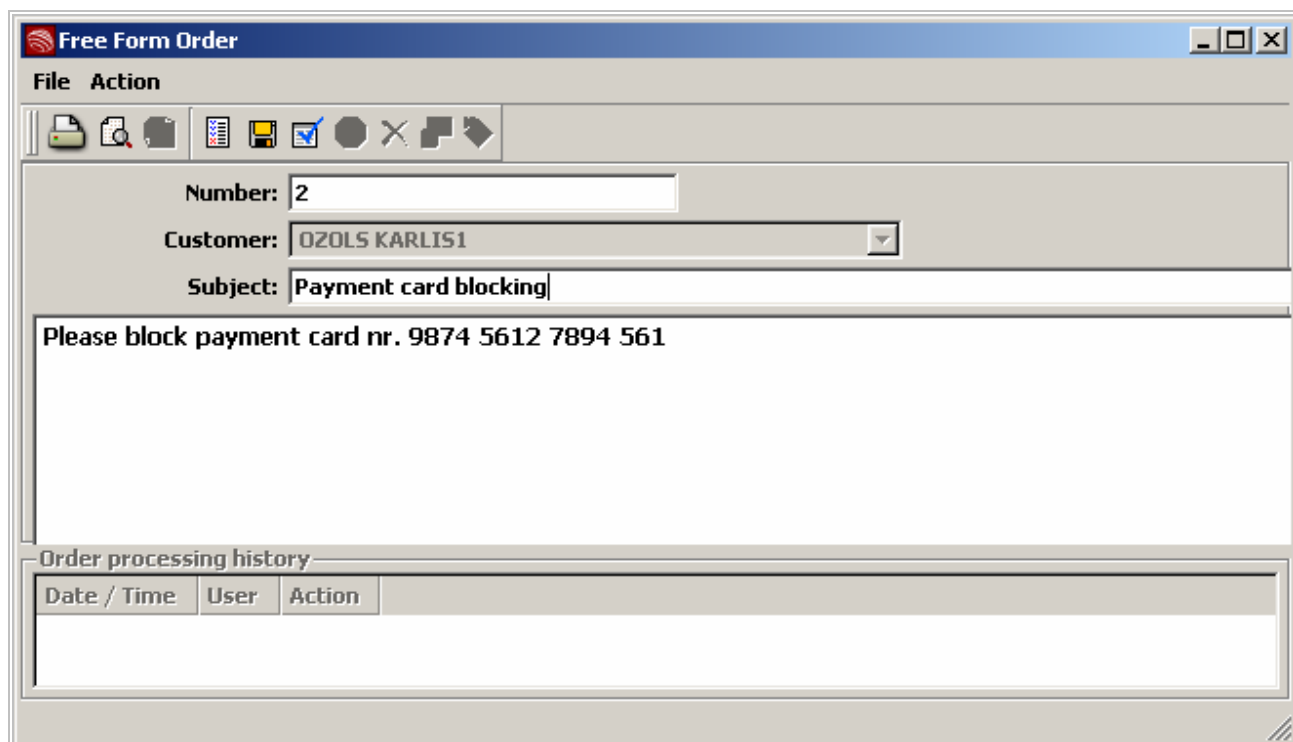
**Free form order** is an electronically prepared document (application, contract, agreement, etc.) which is sent to the Bank on behalf of the customer.

**Attention!** User may enter and process free form orders only for those customers, whose free form orders the user may access in full mode. For more detailed information on user operating modes, see the User Access Mode topic.

### Entering in a Free Form Order

An order can be created:

- By entering in a new order. Input screen is opened by clicking New Free Form Order on the File menu,
- By copying the existing order,
- By picking an order, which was rejected by the Bank, for recycling.



The screenshot shows a software window titled "Free Form Order". It features a menu bar with "File" and "Action", and a toolbar with various icons. The main area contains three input fields: "Number:" with the value "2", "Customer:" with a dropdown menu showing "OZOLS KARLIS1", and "Subject:" with the text "Payment card blocking". Below these fields is a large text area containing the instruction "Please block payment card nr. 9874 5612 7894 561". At the bottom, there is a section titled "Order processing history" with a table header containing "Date / Time", "User", and "Action".

## Free Form Order input screen – field description

Name	Description
<b>Free Form Order</b>	
[Number]	Automatically generated or manually entered free form order number. Number is generated automatically at order signing or saving, if an automatic numbering is set on and number is not manually entered in this field. The number may contain up to 16 characters.
[Customer]	Select the customer on whose behalf the free form order is being entered. This field is available, if you are allowed to process free form orders for several customers.
[Subject]	Enter the subject of the order. It may contain up to 35 characters - digits, Latin, Latvian, Russian letters, as well as special symbols.
[ ]	Enter the order text. It may contain up to 2000 characters - digits, Latin, Latvian, Russian, Estonian letters, as well as special symbols. Maximum number of rows is 50. Use <Enter> to format the text.
<b>Order processing history</b>	
Date / Time	Date and time when order was processed.
User	User, who processed a document, name and surname.
Action	List of operations on order.

Mouse or <Tab> key can be used to navigate around the fields in the free form order input screen.

As soon as all the fields are entered, click the Validate icon on the Toolbar or select the Validate action on the Action menu, to validate the entered data.

Only correctly entered order can be signed. For more detailed information on signing a document, see the Authorizing a document topic.



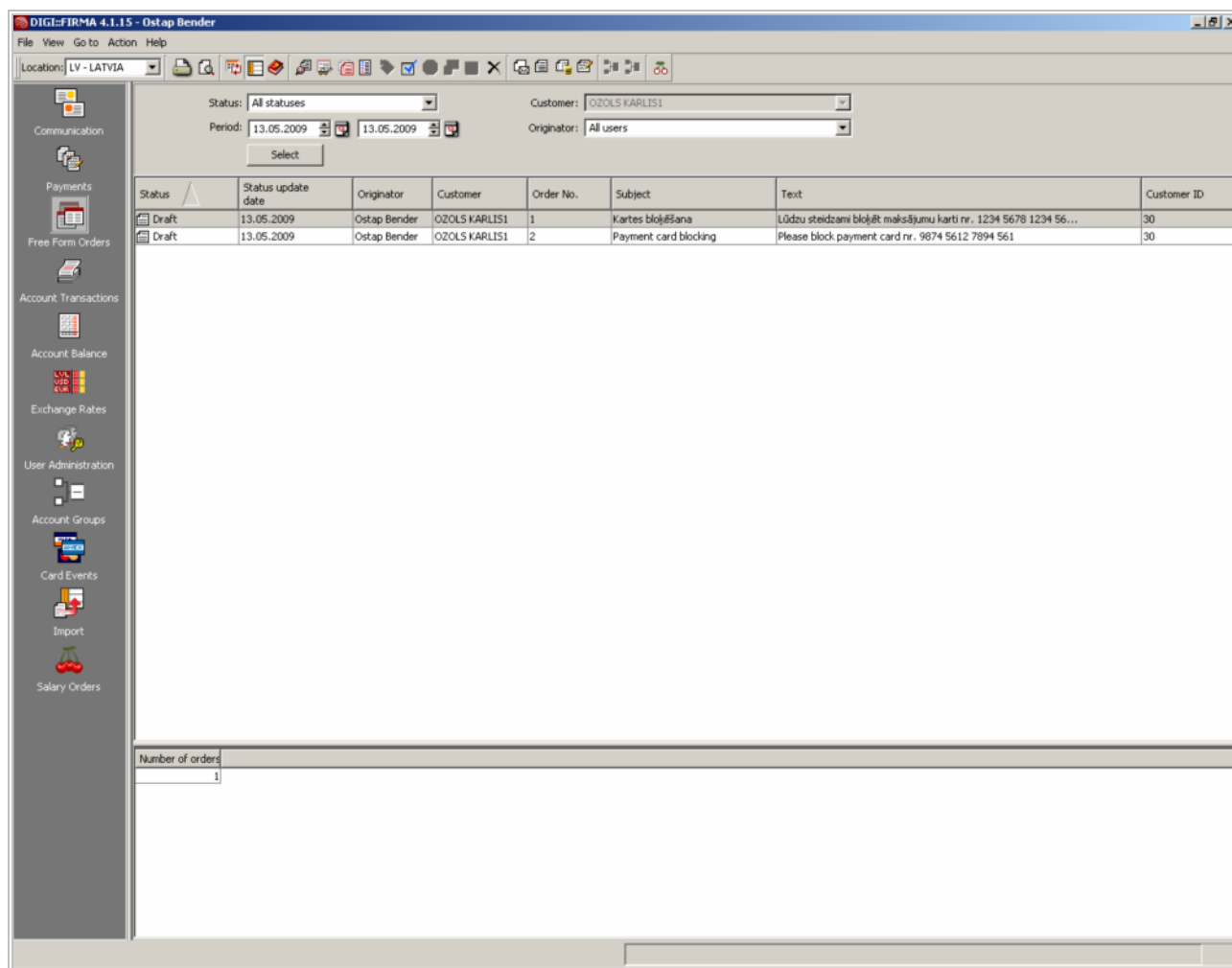
## Free Form Order List

The screen consists of 3 parts:

Selection criteria fields

Order list

Order information summary



The screenshot shows the 'DIGI-FIRMA 4.1.15 - Ostap Bender' application window. The main area displays a table of orders with the following data:

Status	Status update date	Originator	Customer	Order No.	Subject	Text	Customer ID
Draft	13.05.2009	Ostap Bender	OZOLS KARLIS1	1	Kartes bloķēšana	Līdzu steidzami bloķēt maksājumu karti nr. 1234 5678 1234 56...	30
Draft	13.05.2009	Ostap Bender	OZOLS KARLIS1	2	Payment card blocking	Please block payment card nr. 9874 5612 7894 561	30

Below the table, a summary row shows 'Number of orders' with a value of 1.

Order list is displayed in accordance with the selected criteria.

To search for the definite order the Find action can be used. For more detailed information, see the Searching for the record topic.

To view a definite order information and order processing history, double-click this order in the list or click the order with the right mouse button and select the Open action.

Depending on the order status and user access mode, the order can be opened in view mode or edit mode. View mode allows the user to copy, print and validate the order. Edit mode allows or does not allow the user to perform any actions on the order depending on order status at present moment. For example, only authorized document can be approved for sending.

Clicking any order in the list with the right mouse button, list of all actions available for this order is displayed. Clicking any of the available actions, it will be performed.



Order list can be copied to other programs using the Copy action. For more detailed information on data copying, see the Copying data topic.

## Order list – selection criteria

For more detailed information on order status, see the Document status topic.

Name	Description
[Status]	Select status to search for the order. Order list can be selected only by the latest status of the order, i.e., status with which the order was saved in the database last time. All the orders with this status will be selected irrespective of the date when this status was assigned. The only exception is orders with the so-called "ultimate" statuses - Executed, Deleted and Recycled; orders with these statuses can be selected only by the date when the statuses were assigned.
[Period]	Date or period when the selected status was assigned. This field is available only if information is required on all order statuses, as well as on orders, which are executed, deleted, recycled. If information is required on all order statuses, period entered is taken into account only for orders with the Executed, Deleted and Recycled status.
[Customer]	If system user is entitled to process free form orders of several customers, user may select the customer from the list.
[Originator]	Select the system user who has inputted and saved the order in the system.  Note. The originator of the order does not change throughout the order processing stages.
<Select>	Click the button and the list of orders matching the selected criteria will be displayed.

## Order information summary

Order summary displays the total number of orders.

**Note.** Order information summary is displayed for the marked records only.

## SALARY ORDERS

The Salary Orders plug-in allows:

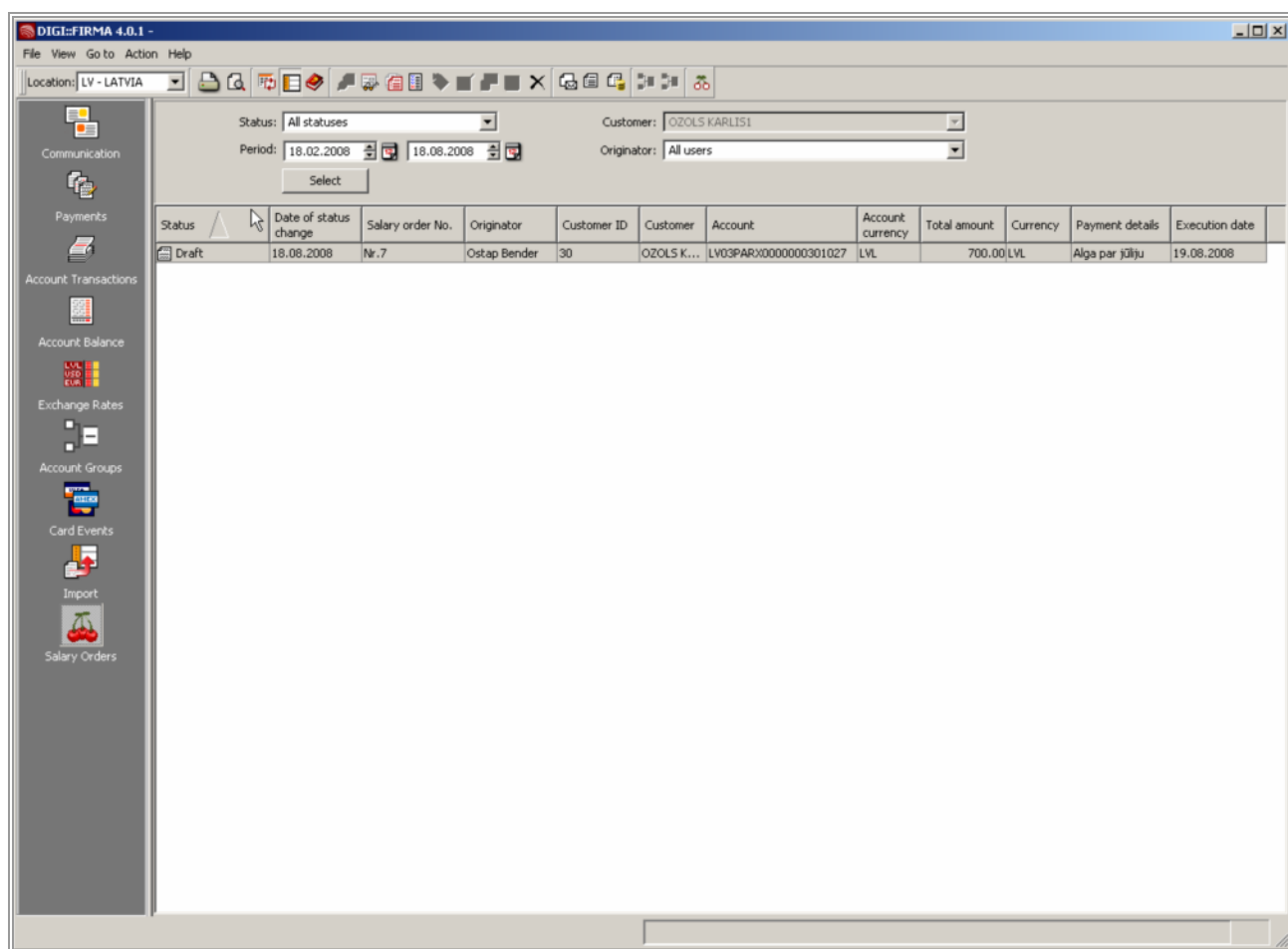
- To enter in a salary order,
- To generate salary payments from salary orders,
- To print salary orders.

**Attention!** User may enter salary orders only from those accounts, which are available to the user in full mode. For more detailed information on user operating modes, see the User Access Mode topic.

The screen consists of 2 parts:

Selection criteria fields

Salary order



### Salary order – selection criteria fields

Name	Description
[Status]	Select status to search for the salary order. Salary order list can be selected only by the latest status of the order, i.e., status with which the order was saved in the database last time. Salary orders with the Draft status will be selected irrespective of the date when this status was assigned. Salary orders with the Deleted and Generated status will be selected only by the date when these statuses were assigned.

Name	Description
[Period]	<p>Date or period when the selected status was assigned. This field is available only if information is required on all salary order statuses, as well as on orders, which are deleted or generated.</p> <p>If information is required on all salary order statuses, then the entered period of time is taken into account only for salary orders with the Deleted and Generated status.</p> <p>Default value - 6 months.</p>
[Customer]	<p>"Parex banka" customer. If there are several customer data in the database and the system user has rights to operate several customer accounts, the customer can be chosen from the list.</p>
[Originator]	<p>Select the system user who has inputted and saved the salary order in the system.</p> <p>Note. The originator of the salary order does not change throughout the salary order processing stages.</p>
<Select>	<p>Click the button and the list of salary orders matching the selected criteria will be displayed.</p>

## Salary order

Salary orders are displayed in accordance with the selected criteria.

**Attention!** System user can view salary orders with those debit accounts which user is entitled at least to view. For more detailed information on user operating modes, see the User Access Mode topic.

To view a definite salary order information and salary order processing history, double-click this order in the list or click the salary order with the right mouse button and select the Open action.

Depending on the salary order status and user access mode, the salary order can be opened in view mode or edit mode. View mode allows the user to copy, print and validate the salary order. Edit mode allows or does not allow the user to perform any actions on the salary order depending on its status at present moment.

Clicking any salary order in the list with the right mouse button, list of all actions available for this salary order is displayed. Clicking any of the available actions, it will be performed.

## Entering salary order

Salary order can be created:

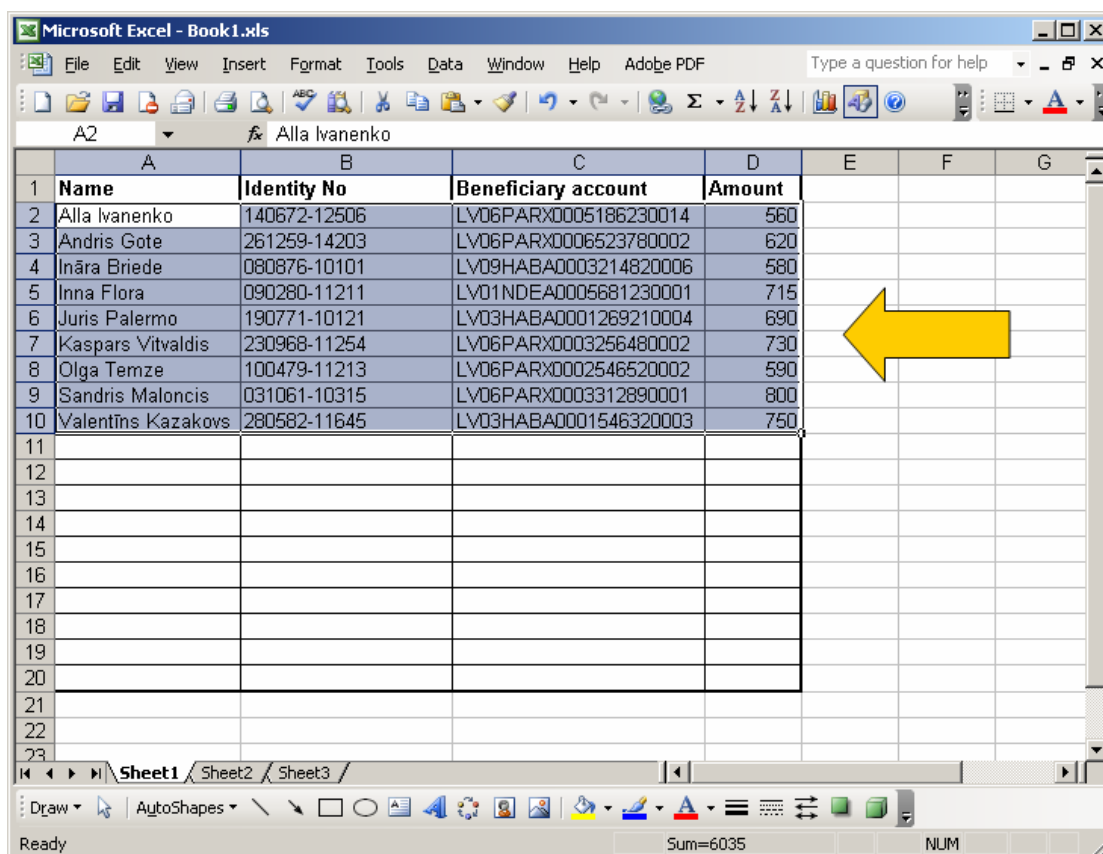
- By entering a new salary order. To open salary order input screen, click New Salary Order on the File menu,
- By copying an existing salary order (salary amounts are copied as well. To clear salary amounts, select Clear amounts on the Action menu).

A new salary order can be entered:

- by copying data from the Excel file;
- by importing data from the dbase or text file in CP1257 or ALTLAT coding (only for DIGI::FIRMA customers in Latvia);
- by entering the order manually.


To enter a new salary order by copying data from the Excel file, do as follows:

1. Open the "Salary order" input screen by clicking "New Salary Order" on the "File" menu of the DIGI::FIRMA system.
2. Select and copy salary order in the Excel file as shown on the picture.




	A	B	C	D	E	F	G
1	<b>Name</b>	<b>Identity No</b>	<b>Beneficiary account</b>	<b>Amount</b>			
2	Alla Ivanenko	140672-12506	LV06PARX0005186230014	560			
3	Andris Gote	261259-14203	LV06PARX0006523780002	620			
4	Ināra Briede	080876-10101	LV09HABA0003214820006	580			
5	Inna Flora	090280-11211	LV01NDEA0005681230001	715			
6	Juris Palermo	190771-10121	LV03HABA0001269210004	690			
7	Kaspars Vitvaldis	230968-11254	LV06PARX0003256480002	730			
8	Olga Temze	100479-11213	LV06PARX0002546520002	590			
9	Sandris Maloncis	031061-10315	LV06PARX0003312890001	800			
10	Valentīns Kazakovs	280582-11645	LV03HABA0001546320003	750			
11							
12							
13							
14							
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22							
23							

**Attention!** Up to 4 columns can be copied to the DIGI::FIRMA system. Columns in the DIGI::FIRMA system are filled in always starting with the first. Column layout can be changed with the help of the mouse, keeping the Ctrl button pressed. Re-opening the DIGI::FIRMA system, set column layout remains unchanged. When copying data, column layout in Excel file and in the DIGI::FIRMA system must coincide, because the DIGI::FIRMA system does not verify information correspondence to the columns' name.

3. Click the  icon in the "Salary order" input screen (or click "Paste" on the "Action" menu).

To enter a new salary order by importing data from the dbase or text file in CP1257 or ALTLAT coding (only for DIGI::FIRMA customers in Latvia), do as follows:

1. Open the "Salary order" input screen by clicking "New Salary Order" on the "File" menu of the DIGI::FIRMA system.
2. Click the  icon (or click "Open" on the "File" menu). Specify name and format of an import file in the opened import file selection screen. After import file is selected, click the <Open> button and DIGI::FIRMA imports salary order from the file.


To navigate use a mouse, arrow keys and <Tab>.

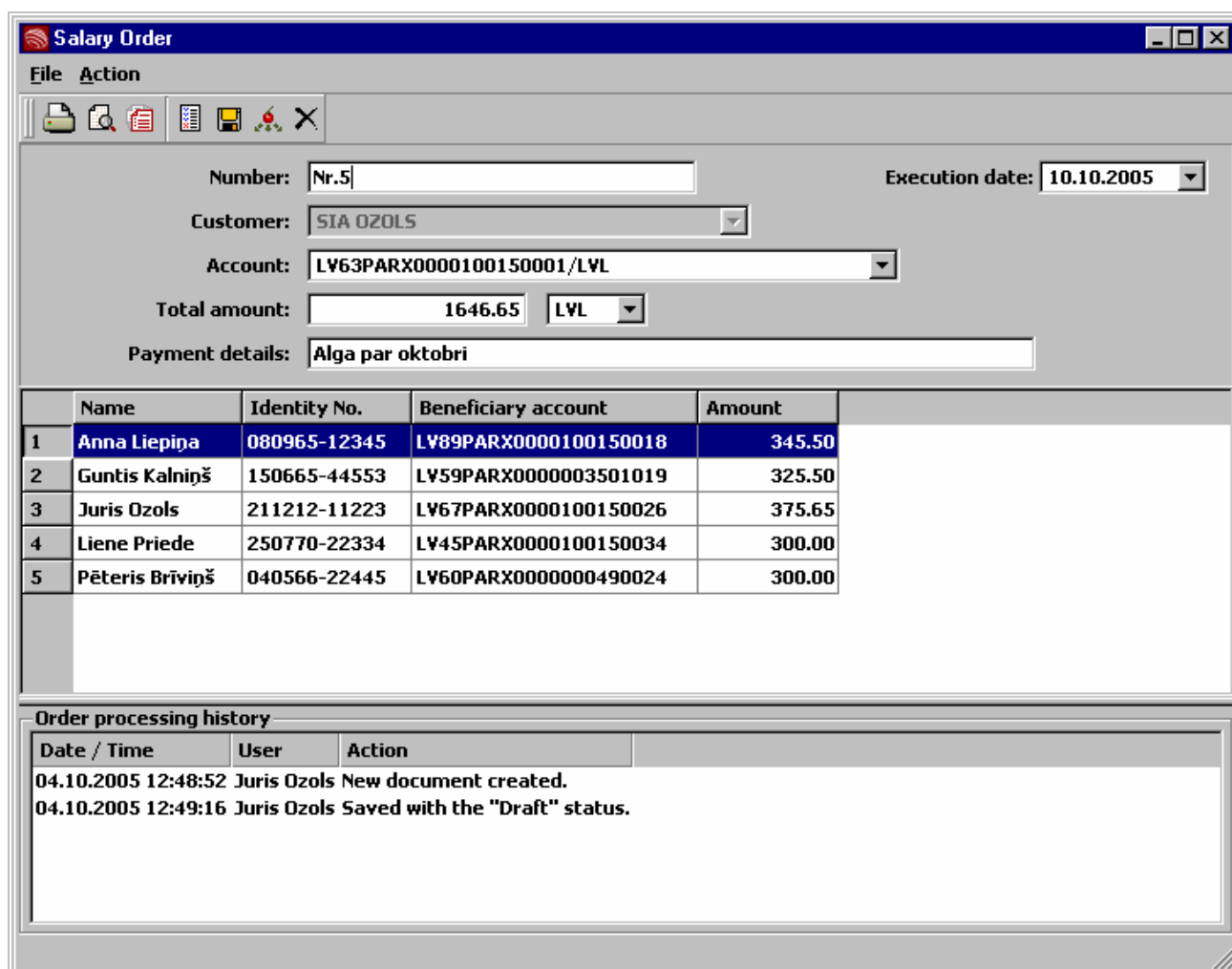
To add new employee data to salary order, press right mouse button and select Add row or select Add row on the Action menu. To delete employee data from salary order, mark the required row

and press right mouse button and then select Remove row or select Remove row on the Action menu.

As soon as all the fields are entered, click the Validate icon on the Toolbar or select the Validate action on the Action menu, and the entered data will be validated. Salary order validation is successful if each salary payment generated from this order is successfully validated.

To generate payments from the salary order, click the Generate Payments icon on the Toolbar or select Generate Payments on the Action menu. When salary payments are generated the salary order obtains the Generated status.

After salary order has been entered and payments have been generated, user may continue salary payments processing in the Payments plug-in. Salary payments in the payment document list are marked with icon  and each of them has its own payment number that is created in the following format: salary order number–payment sequence number starting with 1, for example, if salary order number is 3, then each separate salary payment number is 3-1, 3-2, 3-3 etc.



	Name	Identity No.	Beneficiary account	Amount
1	Anna Liepiņa	080965-12345	LV89PARX0000100150018	345.50
2	Guntis Kalniņš	150665-44553	LV59PARX0000003501019	325.50
3	Juris Ozols	211212-11223	LV67PARX0000100150026	375.65
4	Liene Priede	250770-22334	LV45PARX0000100150034	300.00
5	Pēteris Brīviņš	040566-22445	LV60PARX0000000490024	300.00

**Order processing history**

Date / Time	User	Action
04.10.2005 12:48:52	Juris Ozols	New document created.
04.10.2005 12:49:16	Juris Ozols	Saved with the "Draft" status.

## Field description

Name	Description
[Number]	Salary order number that is chosen and entered by the user. Number cannot exceed 4 characters.

Name	Description
[Execution date]	Select payment execution date from the list. For DIGI::FIRMA customers in Latvia this date cannot exceed 10 calendar days starting with the first banking day after the payment is sent to the Bank. For DIGI::FIRMA customers in Estonia this date cannot exceed 14 calendar days starting with the first banking day after the payment is sent to the Bank. The field is empty by default. It means that the payment will be fulfilled as soon as it is sent to the Bank. If payment execution date is a day-off, payment will be executed the next banking working day.
[Customer]	Customer, whose account will be debited. If there are several customer data in the database and the system user has rights to operate several customer accounts, the customer can be chosen from the list.
[Account]	Select an account to which the payment should be booked. The list contains only those accounts, to which you have access in full mode.
[Total amount]	Non-input field. The system automatically calculates total payment amount, taking into account each salary payment amount.
[Currency]	Salary payment currency.
[Payment details]	Payment details for all salary payments are the same.
[Name]	Enter beneficiary full name.
[Identity No.]	Enter beneficiary personal identity number for residents of Latvia or passport series and number for non-residents.
[Amount]	Salary payment amount that has to be credited to beneficiary account.
[Beneficiary account]	Beneficiary IBAN that will be credited with payment amount. Only Latin capital letters and Arabic numerals are allowed. No space is allowed.
<b>Order processing history</b>	
Date / Time	Date and time when salary order was processed.
User	User, who processed a document, name and surname.
Action	List of operations with salary order.




## ACCOUNT GROUPS

The Account Groups plug-in allows to:

- Create new account groups by freely chosen criteria,
- Correct account groups (name, description or change accounts included in the group),
- Include new account into the existing group or groups.

The Account Groups plug-in is recommended for those users who operate many accounts and who need to get financial information on account groups. Account Balance and Account Transactions plug-ins display information both for accounts and for account groups.

The screen consists of 2 parts – list of accounts available to the user and list of accounts included in the definite account group.

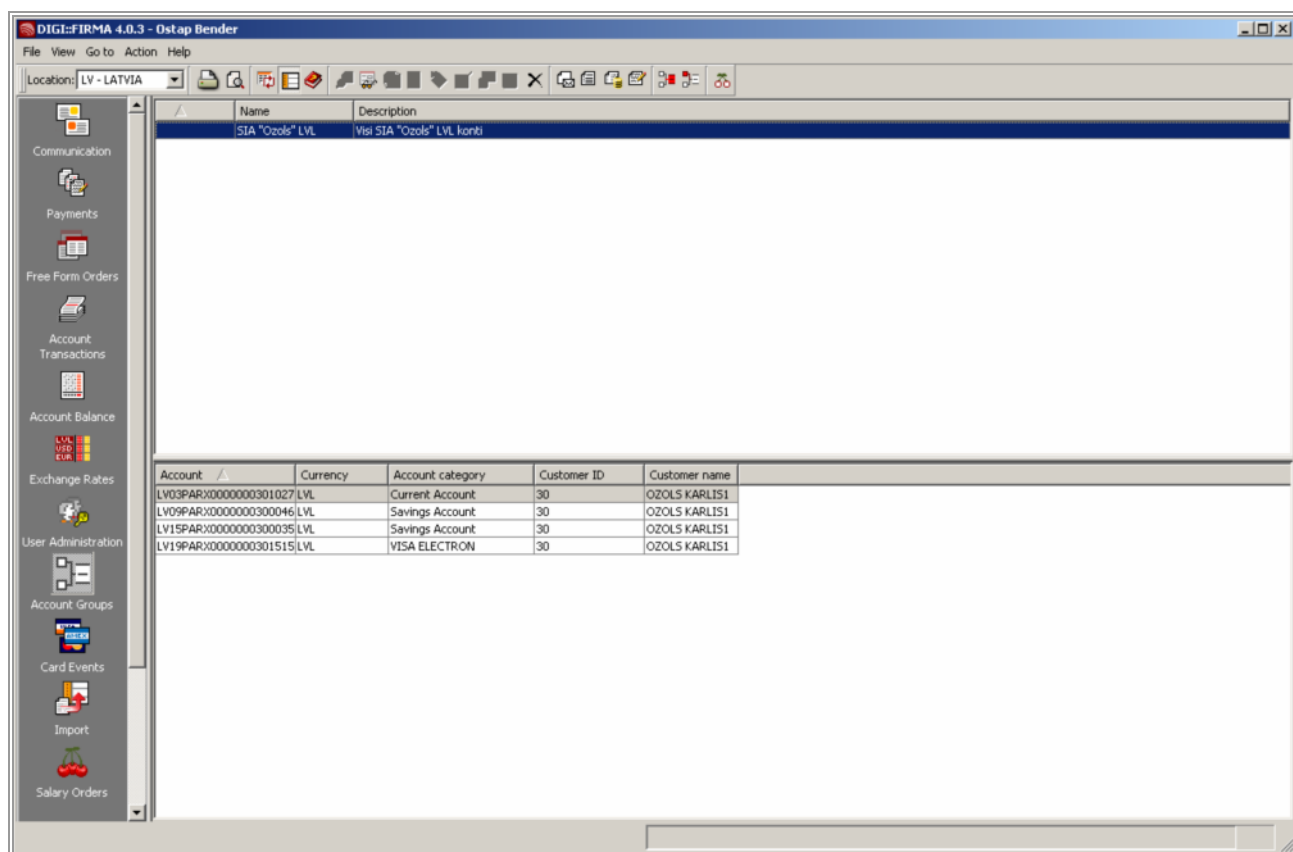
The list of account groups displays both user created (private) and only to him/her available account groups and public account groups available to all DIGI:FIRMA users. Public account groups are marked with the icon .

Each user may create his/her own private account groups from those accounts that are available to him/her at least in the view mode. User created (private) account groups cannot be viewed by other DIGI:FIRMA users. User created (private) account groups can be freely changed, as well as deleted by the user by pressing the definite group with the right mouse button and selecting the Delete action.

Public account groups can be created, changed and deleted only by the user who has public account group administration rights (see the User Administration topic). Public account groups can be created from all the customer accounts available in DIGI:FIRMA database irrespective of the access mode that is assigned to the account group administrator to these accounts.

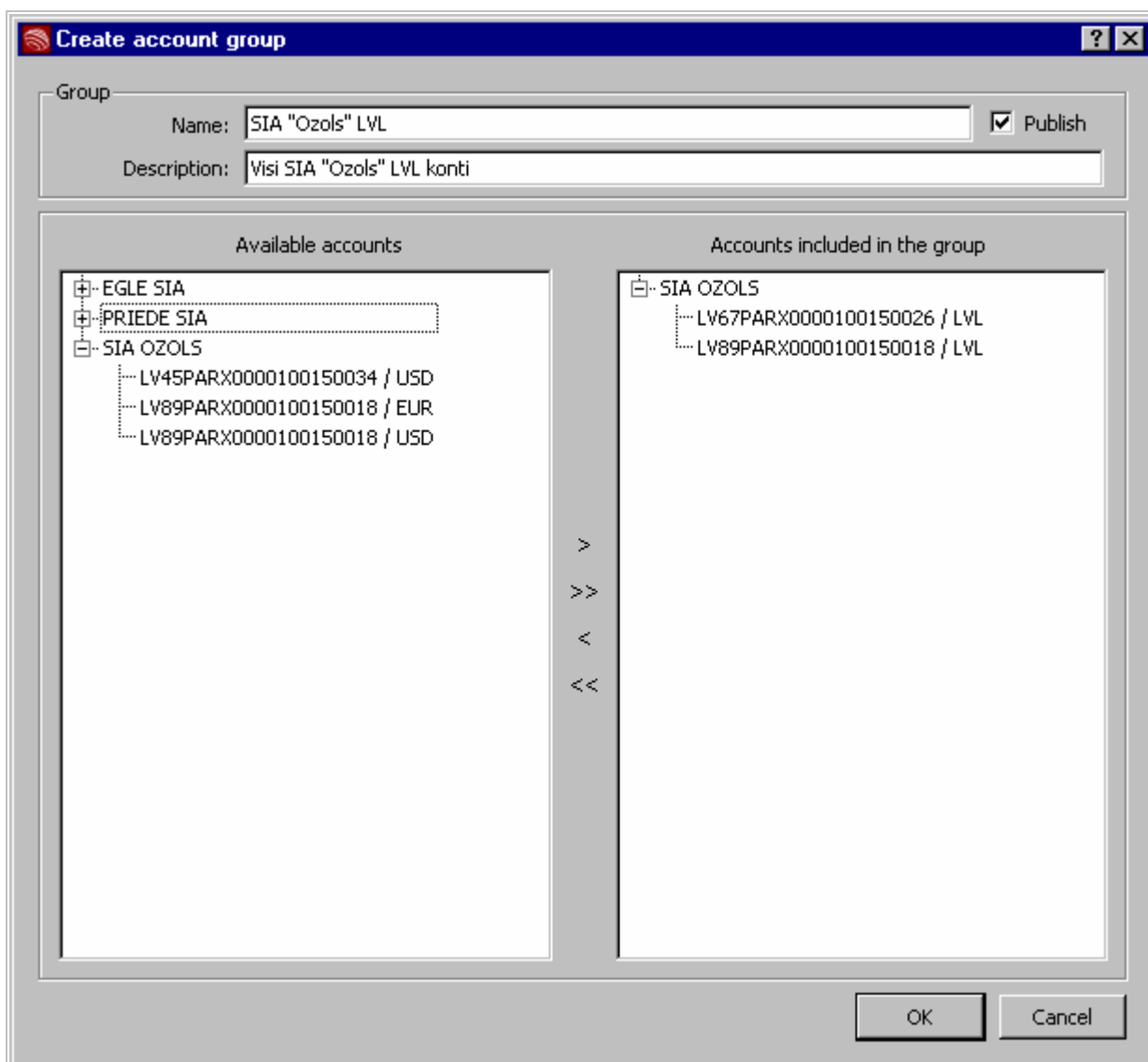
**Note.** Depending on the access modes assigned to the user, in the list of accounts included in the public account groups he/she may view all accounts included in the account group or part of them. The list contains only those accounts that the user is entitled at least to view.

Records from the list of account groups can be copied to other programs by using the Copy action. For more detailed information on data copying, see the Copying Data topic.





## Creating new account group



Clicking the Create new account group icon on the Toolbar or pressing the right mouse button in the list of account groups and selecting the Create new account group action, the Create account group dialog box is displayed. It consists of three sections – account group information, list of accounts available to the user and list of accounts included in the account group.



## Field description

Name	Description
<b>Group</b>	
[Name]	Name of an account group.
[Description]	Short description of an account group.
[Publish]	Tick this field, if you would like to make account group available to all system users. The field is available to those users only, who have public account group administration rights.
<OK>	Click the button and an account group will be created.
<Cancel>	Click the button and an account group will no be created and the dialog box will be closed.

In order to view the list of available accounts in the Available accounts section, click “+” next to the customer name. Marking the required accounts and clicking the  button, accounts are displayed in the Accounts included in the group section. Clicking the  button, all customer





accounts available to the user are included in the group irrespective of which accounts are marked. Buttons  and  are used for the accounts included in the account group to be placed back to the list of available accounts.

**Note.** At least one account should be marked; if only customer is marked, his/her accounts are not included in the group.

## Correcting account group

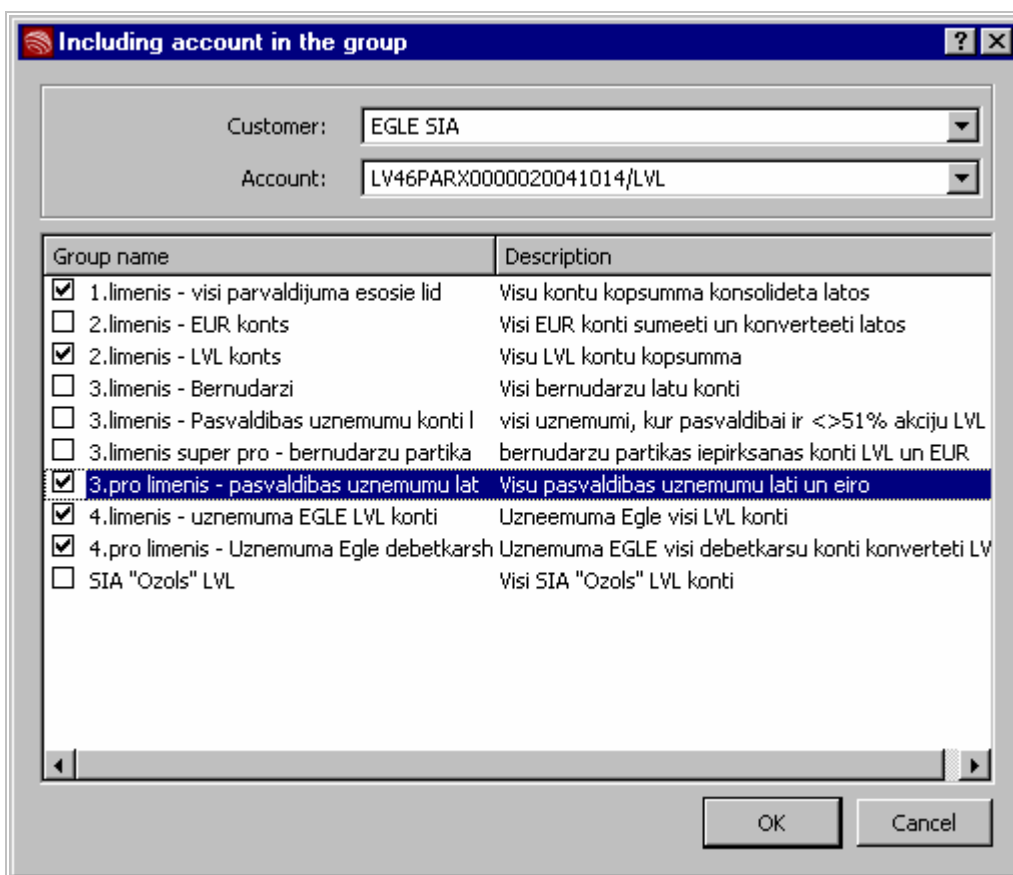
If it is necessary to change account group information, mark the required account group in the list of account groups and double-click it or press the right mouse button and select the Open action. The Create account group dialog box is opened, where you can make the required changes.

For detailed description of dialog box fields, see the Creating new account group topic.

Using buttons , ,  and , marked accounts can be moved from the list of accounts available to the user to the list of accounts included in the group and vice-versa.

## Including account in the account groups

If one account should be included in several account groups at once, it is recommended to use the Including account in the group dialog box. It can be opened by clicking the Include account in the group icon on the Toolbar or pressing the right mouse button in the list of account groups and selecting the Include account action.



Group name	Description
<input checked="" type="checkbox"/> 1.limēnis - visi parvaldījuma esotie lid	Visu kontu kopsumma konsolidēta latos
<input type="checkbox"/> 2.limēnis - EUR konts	Visi EUR konti sumēti un konvertēti latos
<input checked="" type="checkbox"/> 2.limēnis - LVL konts	Visi LVL kontu kopsumma
<input type="checkbox"/> 3.limēnis - Bernudarzi	Visi bernudarzu latu konti
<input type="checkbox"/> 3.limēnis - Pasvaldības uzņēmumu konti I	visi uzņēmumi, kur pasvaldībai ir <>51% akciju LVL
<input type="checkbox"/> 3.limēnis super pro - bernudarzu partika	berndarzu partikas iepirkšanas konti LVL un EUR
<input checked="" type="checkbox"/> 3.pro limēnis - pasvaldības uzņēmumu lat	Visu pasvaldības uzņēmumu latu un eiro
<input checked="" type="checkbox"/> 4.limēnis - uzņēmuma EGLE LVL konti	Uzņēmuma Egle visi LVL konti
<input checked="" type="checkbox"/> 4.pro limēnis - Uzņēmuma Egle debetkarš	Uzņēmuma EGLE visi debetkaršu konti konvertēti LV
<input type="checkbox"/> SIA "Ozols" LVL	Visi SIA "Ozols" LVL konti

## Field description

Name	Description
[Customer]	Select the customer whose account should be included in the group. The list contains only those customers whose accounts can be operated by the user.
[Account]	Select the customer account which should be included in the group. The list contains only those accounts which are available to the system user at least in the view mode.
[Group name]	Mark the groups into which account should be included. The list of groups contains private and public account groups. Account can be included in the public account group only by the user who has public account group administration rights.
<OK>	Click the button to confirm changes made.
<Cancel>	Click the button to cancel changes made.

## REPORTS

### Account Balance

The Account Balance plug-in allows you to view and print account balances for the selected date, as well as to view information on cards attached to accounts.

User may get information on:

- a definite account,
- an account group, if the user has created or has access to an account group. For more detailed information on account groups see the Account Groups topic.

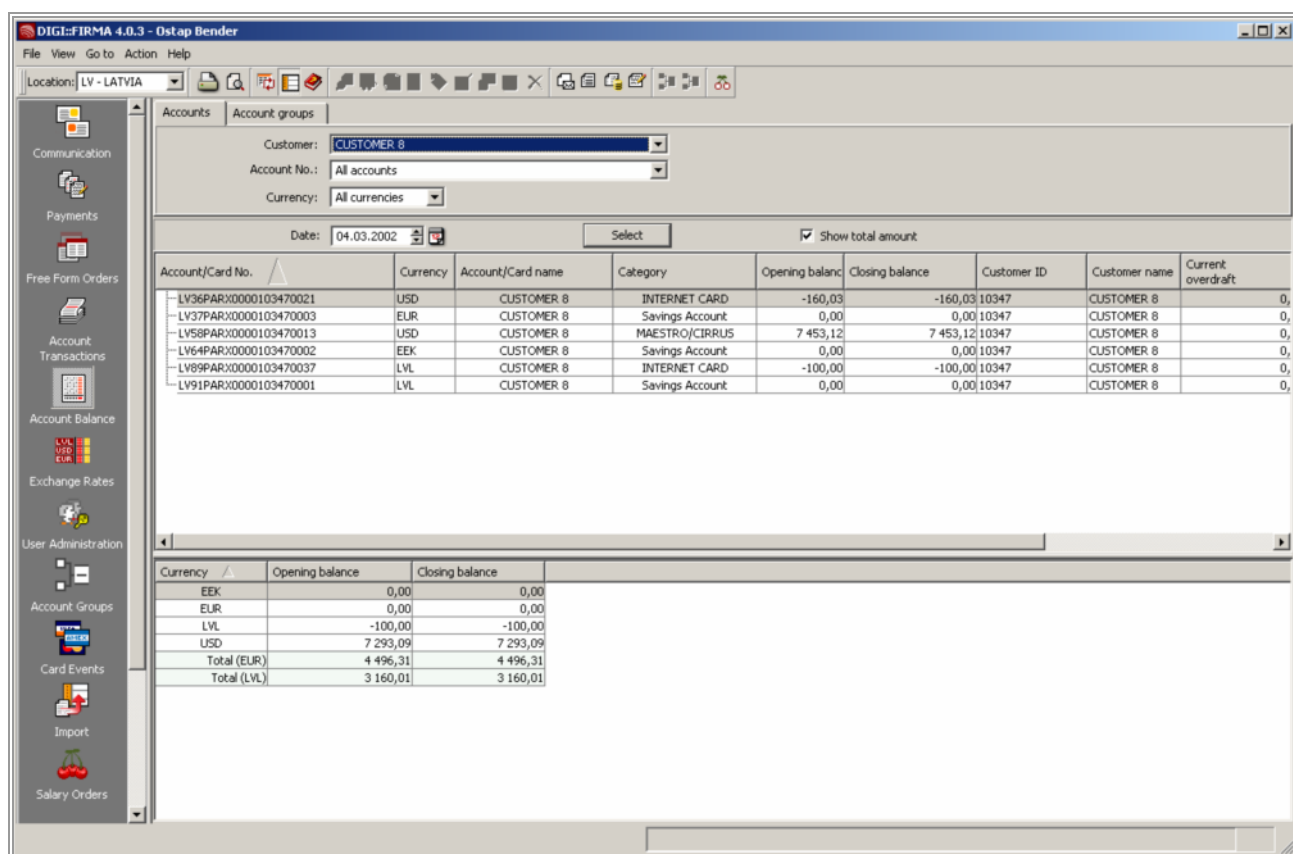
**Attention!** The system user can view and print only those accounts information, which he is at least entitled to view. For more detailed information on user operating mode see the User Access Mode topic.

The screen consists of 3 parts:

Selection criteria fields

Account balance list

Account balance summary by currency



The screenshot displays the 'Account Balance' report in the DIGI-FIRMA 4.0.3 - Ostap Bender application. The interface includes a menu bar, a toolbar, and a sidebar with navigation options. The main window shows the following details:

- Location: LV - LATVIA
- Customer: CUSTOMER 8
- Account No.: All accounts
- Currency: All currencies
- Date: 04.03.2002
- Show total amount:

The main data table lists individual accounts with their balances:

Account/Card No.	Currency	Account/Card name	Category	Opening balance	Closing balance	Customer ID	Customer name	Current overdraft
LV36PARX0000103470021	USD	CUSTOMER 8	INTERNET CARD	-160,03	-160,03	10347	CUSTOMER 8	0,
LV37PARX0000103470003	EUR	CUSTOMER 8	Savings Account	0,00	0,00	10347	CUSTOMER 8	0,
LV58PARX0000103470013	USD	CUSTOMER 8	MAESTRO/CIRRUS	7 453,12	7 453,12	10347	CUSTOMER 8	0,
LV64PARX0000103470002	EEK	CUSTOMER 8	Savings Account	0,00	0,00	10347	CUSTOMER 8	0,
LV89PARX0000103470037	LVL	CUSTOMER 8	INTERNET CARD	-100,00	-100,00	10347	CUSTOMER 8	0,
LV91PARX0000103470001	LVL	CUSTOMER 8	Savings Account	0,00	0,00	10347	CUSTOMER 8	0,

Below the main table is a summary table by currency:

Currency	Opening balance	Closing balance
EEK	0,00	0,00
EUR	0,00	0,00
LVL	-100,00	-100,00
USD	7 293,09	7 293,09
Total (EUR)	4 496,31	4 496,31
Total (LVL)	3 160,01	3 160,01

## Account balance – selection criteria

Name	Description
<b>Accounts</b>	
[Customer]	Customer for whose accounts transaction list should be displayed. If there are several customer data in the database and the system user has rights to operate several customer accounts, the customer can be chosen from the list.
[Account No.]	Select an account for which account balances should be displayed. The list contains only those customer accounts, which the system user is entitled at least to view.
[Currency]	Select an account currency. The list contains all customer account currencies accessible to the system user.
[Date]	Select the date for which account balances should be displayed. Date cannot be greater than the date for which information is available in the local database (bank business day). Information on the latest data transfer between the system and the Bank can be viewed in the Communication plug-in.
[Show total amount]	Tick this field, if you would like the summary to display total balance amount in the local currency and in EUR that is calculated according to the local Central bank currency rates on the specified date.
<Select>	Click the button and account balances for the selected date will be displayed.
<b>Account groups</b>	
[Name]	Choose an account group for which you would like to view account balances. The list contains private account groups and those public account groups that contain at least one account that is available to the user in the view mode.
[Description]	Description of the chosen account group. If the user does not have access to all accounts in the public account group, this field contains the value "Partly".
[Date]	Select the date for which account balances should be displayed. Date cannot be greater than the date for which information is available in the local database (bank business day). Information on the latest data transfer between the system and the Bank can be viewed in the Communication plug-in.
[Show total amount]	Tick this field, if you would like the summary to display total balance amount in the local currency and in EUR that is calculated according to the local Central bank currency rates on the specified date.
<Select>	Click the button and account balances for the selected date will be displayed.

## Account balance list

For each account the following information is displayed:

- Account number and currency,
- Account name and category,
- Closing balance – the latest information from the Bank on the account balance; account balance is correct if there was data transfer between the system and the Bank after the end of the specified date (after the bank business day close),
- Opening balance – account balance on the beginning of day.
- Account overdraft and currency.

**Note.** Overdraft history is not maintained in the DIGI::FIRMA database, therefore the “Current overdraft” column always displays account overdraft for the current day.

- Available balance – account available balance at the moment of the latest communication session with the Bank.

**Note.** Card account available balance on the current banking day is calculated by summing closing balance and overdraft and deducting amounts of payments by card that have not yet been entered into the Banking system. In all the rest cases closing balance is displayed.

Click “+” next to the account and information on account balance summed by currency will be displayed.

Cards are displayed under those accounts to which they are attached. Cards are displayed in the ascending order.

**Note.** If a card has expired, it is displayed in the list during two months after the date of expiration.

On each card the following information is displayed:

- card number,
- name and surname or the name of the company embossed on the card,
- card product name.

**Attention!** Opening balance, closing balance, current overdraft and available balance are not displayed for cards.

Using the Copy option records from the account balance list can be copied to other programs. For more detailed information on data copying see the Copying data topic.

## Account balance summary

Account balance information summed by currency is displayed. If the [Show total amount] field in the selection criteria is ticked, summary will display total balance amount in the local currency and in EUR that is calculated according to the local Central bank currency rates on the date specified in the selection criteria. If the database does not contain currency rates on the specified date, calculation into the local currency and EUR will be performed according to the available currency rate on the date, that is the nearest date in the past from the specified date.



## Account Transactions

The Account Transactions plug-in allows:

- To view and print account transactions for the selected period of time,
- To view and print debit and credit advice. For more detailed information, see the Debit and Credit Advice topic,
- To export transactions to \*.xml file format (FiDAViSta standard). For more detailed information, see the Transaction Export topic.

User may get information on:

- a definite account,
- an account group, if the user has created or has access to an account group. For more detailed information on account groups see the Account Groups topic.

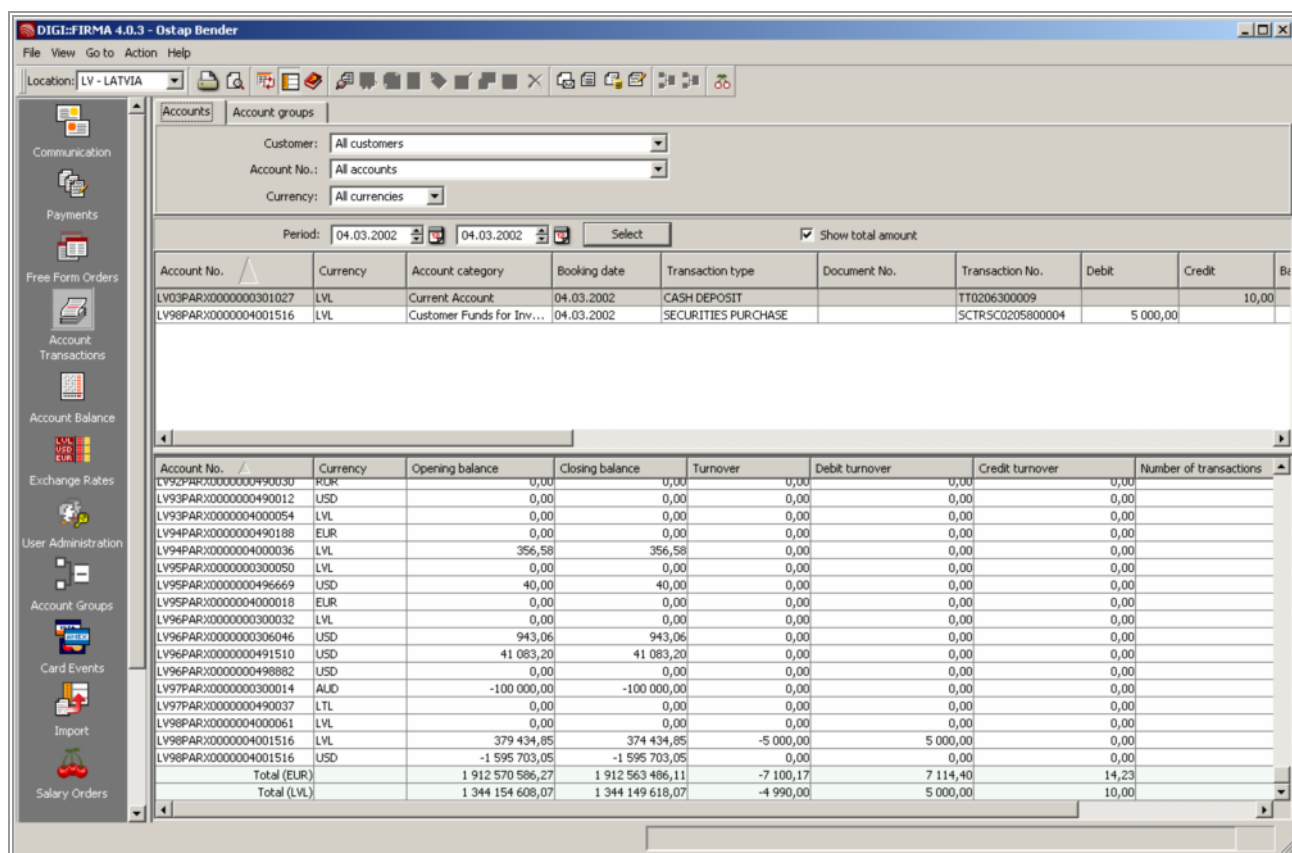
**Attention!** The system user can view and print only those accounts information, which he is at least entitled to view. For more detailed information on user operating mode, see the User Access Mode topic.

The screen consists of 3 parts:

Selection criteria fields

Transaction list

Transaction list summary by currency



The screenshot displays the DIGI-FIRMA 4.0.3 - Ostap Bender application window. The interface includes a menu bar (File, View, Go to, Action, Help), a toolbar, and a sidebar with navigation icons for Communication, Payments, Free Form Orders, Account Transactions, Account Balance, Exchange Rates, User Administration, Account Groups, Card Events, Import, and Salary Orders. The main area is divided into sections for selection criteria and data tables.

**Selection Criteria:**

- Location: LV - LATVIA
- Customer: All customers
- Account No.: All accounts
- Currency: All currencies
- Period: 04.03.2002 to 04.03.2002
- Show total amount:

**Transaction List:**

Account No.	Currency	Account category	Booking date	Transaction type	Document No.	Transaction No.	Debit	Credit	Balance
LV03PARX000000301027	LVL	Current Account	04.03.2002	CASH DEPOSIT		TT0206300009		10,00	
LV96PARX0000004001516	LVL	Customer Funds for Inv...	04.03.2002	SECURITIES PURCHASE		5CTR5C0205800004	5 000,00		

**Transaction List Summary by Currency:**

Account No.	Currency	Opening balance	Closing balance	Turnover	Debit turnover	Credit turnover	Number of transactions
LV92PARX000000490030	RUR	0,00	0,00	0,00	0,00	0,00	0,00
LV93PARX000000490012	USD	0,00	0,00	0,00	0,00	0,00	0,00
LV93PARX0000004000054	LVL	0,00	0,00	0,00	0,00	0,00	0,00
LV94PARX000000490188	EUR	0,00	0,00	0,00	0,00	0,00	0,00
LV94PARX0000004000036	LVL	356,58	356,58	0,00	0,00	0,00	0,00
LV95PARX0000003000050	LVL	0,00	0,00	0,00	0,00	0,00	0,00
LV95PARX000000496669	USD	40,00	40,00	0,00	0,00	0,00	0,00
LV95PARX0000004000018	EUR	0,00	0,00	0,00	0,00	0,00	0,00
LV96PARX0000003000032	LVL	0,00	0,00	0,00	0,00	0,00	0,00
LV96PARX0000004000046	USD	943,06	943,06	0,00	0,00	0,00	0,00
LV96PARX000000491510	USD	41 083,20	41 083,20	0,00	0,00	0,00	0,00
LV96PARX000000498882	USD	0,00	0,00	0,00	0,00	0,00	0,00
LV97PARX000000300014	AUD	-100 000,00	-100 000,00	0,00	0,00	0,00	0,00
LV97PARX0000004900037	LTL	0,00	0,00	0,00	0,00	0,00	0,00
LV98PARX0000004000061	LVL	0,00	0,00	0,00	0,00	0,00	0,00
LV98PARX0000004001516	LVL	379 434,85	374 434,85	-5 000,00	5 000,00	0,00	0,00
LV98PARX0000004001516	USD	-1 595 703,05	-1 595 703,05	0,00	0,00	0,00	0,00
Total (EUR)		1 912 570 586,27	1 912 563 486,11	-7 100,17	7 114,40	14,23	
Total (LVL)		1 344 154 608,07	1 344 149 618,07	-4 990,00	5 000,00	10,00	

## Account transactions – selection criteria

Name	Description
<b>Accounts</b>	
[Customer]	Customer for whose accounts transaction list should be displayed. If there are several customer data in the database and the system user has rights to operate several customer accounts, the customer can be chosen from the list.
[Account No.]	Select an account from the list for which transaction list should be displayed. The list contains only those customer accounts, which the system user is entitled at least to view.
[Currency]	Select an account currency. The list contains all customer account currencies accessible to the system user.
[Period]	Select the time period for which transaction list should be displayed. Period end date cannot be greater than the date for which information is available in the local database (bank business day). Information on the latest data transfer between the system and the Bank can be viewed in the Communication plug-in.
[Show total amount]	Tick this field, if you would like summary to display all account total transaction amount in the local currency and in EUR. Total amount is calculated according to the local Central bank currency rates on the end date of the selected period.
<Select>	Click the button and the transaction list matching the selected criteria will be displayed.
<b>Account groups</b>	
[Name]	Select an account group for which transaction list should be displayed. The list contains those account groups which contain at least one account that is available for the user in the view mode.
[Description]	Description of the chosen account group. If the user does not have access to all accounts in the public account group, this field contains the value "Partly".
[Period]	Select the time period for which transaction list should be displayed. Period end date cannot be greater than the date for which information is available in the local database (bank business day). Information on the latest data transfer between the system and the Bank can be viewed in the Communication plug-in.
[Show total amount]	Tick this field, if you would like summary to display all account total transaction amount in the local currency and in EUR. Total amount is calculated according to the local Central bank currency rates on the end date of the selected period.
<Select>	Click the button and the transaction list matching the selected criteria will be displayed.

## Transaction list

For each transaction made within the specified time period the following information is displayed:

- Bank transaction date, i.e., amount is withdrawn or entered in an account,
- Transaction type, for instance “Cash deposit”,
- Payment document number,
- Bank transaction number,
- Transaction debit or credit amount,
- Commission amount,
- Narrative, i.e., the aim of the transaction, explanatory information on the respective transaction,
- Information on counterparty (counterparty's account, subaccount, beneficiary's or remitter's name and ID, beneficiary's or remitter's bank),
- Transaction value date,
- Transaction opposite currency and amount, if the transaction was with currency exchange.

To search for the definite transaction, the Find action can be used. For more detailed information, see the Searching for the Record topic.

Double-clicking any record in the transaction list, a new screen, that contains information on the transaction, is opened.

To preview account statement, use the Print Preview action. To Print account statement, use the Print action.

Records from the transaction list can be copied to other programs by using the Copy action. For more detailed information on data copying, see the Copying Data topic.

## Debit and credit advice

To print debit or credit advice, select records from the transaction list and click Print Advice on the Action menu.

**Note.** Advice can not be printed for cash installment and withdrawal transactions as well as bank commission bookings.

### Debit advice contains the following information:

- customer – payer's name, registration number and the address of an enterprise as it is defined in DIGI::FIRMA;
- account/currency – payer's account number and currency;
- transaction date – date when the bank has debited the relevant sum of money from the debit account. If value date differs from transaction date, debit value date is displayed in the brackets;
- transaction number – bank transaction number;
- transaction type, for example, “Outward SWIFT payment”;
- document number – number that customer has assigned to a document in DIGI::FIRMA;
- bank charges paid by: remitter (OUR), beneficiary (BEN), shared (SHA);

- payer – a person or a company on which behalf customer makes payment, personal code or company registration number, country of residence and account number;
- beneficiary customer's account – account that is credited with payment amount;
- beneficiary customer – private person or an enterprise, that will receive payment amount, identity number/registration number of an enterprise (SWIFT MT 103 field No.59);
- beneficiary bank – bank with which an account that will be credited with payment amount is opened;
- information on other banks involved:
  - beneficiary correspondent (SWIFT MT 103 field No.54),
  - sender's correspondent (SWIFT MT 103 field No.53),
  - intermediary institution (SWIFT MT 103 field No.56),

**Note.** If SWIFT MT 103 field No.72 with /INS/ contains the bank information, this bank is not displayed in the "Intermediary institution" field

- narrative. This field displays also additional information on the payment, that is entered in the field No.72 and 71 of SWIFT MT 103 message;
- transfer amount – original transfer amount and currency. If payment is with currency exchange, transfer amount differs from the amount displayed in the "Amount debited" field;
- payment sent to beneficiary with value date – date when payment is executed in "Parex banka", that is, sent to beneficiary account (credit value date);
- amount debited – amount debited from customer's account with the Bank.

### **Credit advice contains the following information:**

- customer – beneficiary name, registration number and the address of an enterprise as it is defined in DIGI::FIRMA;
- account/currency – beneficiary account number and currency;
- transaction date – date when the bank has credited the relevant sum of money to the credit account. If value date differs from transaction date, credit value date is displayed in the brackets;
- transaction number – bank transaction number;
- transaction type, for example, "Inward transfer";
- document number – number that the payer has assigned to a document;
- bank charges paid by: remitter (OUR), beneficiary (BEN), shared (SHA);
- payer (SWIFT MT103 field No.50), payer account, ordering institution;
- information on other banks involved is not displayed;
- narrative. This field displays also beneficiary bank and other additional information on the payment, if such is available;

- transfer amount – original transfer amount and currency. If payment is with currency exchange, transfer amount differs from the amount displayed in the “Amount credited” field;
- amount credited - amount that is credited to beneficiary customer account with “Parex banka”.

If any field of the payment is not entered, relevant fields are displayed blank.

## Transaction list summary

For each account in each currency the following information is displayed:

- Opening balance for the specified time period,
- Closing balance for the specified time period,
- Total account turnover within the specified time period,
- Total amount of debit and credit transactions within the specified time period.

If the [Show total amount] field in the selection criteria is ticked, summary will display all account total transaction amount in the local currency and in EUR. Total amount is calculated according to the local Central bank currency rates on the end date of the selected period. If the database does not contain currency rates on the specified date, calculation into the local currency and in EUR will be performed according to the available currency rate on the date, that is the nearest date in the past from the specified date.

Summary part of the transaction list can be copied to other programs by using the Copy action. For more detailed information on data copying, see the Copying Data topic.

**Attention!** Account statement is incomplete, if information is required before data transfer start date, or there was no data exchange between the system and the Bank after the end of the statement period. For instance, account statement is incomplete if information is required on today.

## Transaction export

The system user may export specified customer or account transactions for the selected period of time.

In the Account Transactions plug-in, click Export on the File menu. The system requires file name and format to be specified. At present moment it is possible to export transactions to \*.xml file format (FiDAViSta standard).

Exporting transactions, default value is the file path that was used by a definite user to export transactions previous time.

**Attention!** The system user can export only those account transactions, which he is at least entitled to view. For more detailed information on user operating mode, see the User Access Mode topic.

## Card Events

The Card events plug-in allows to view card transactions for the selected period of time.

User may view card events by:

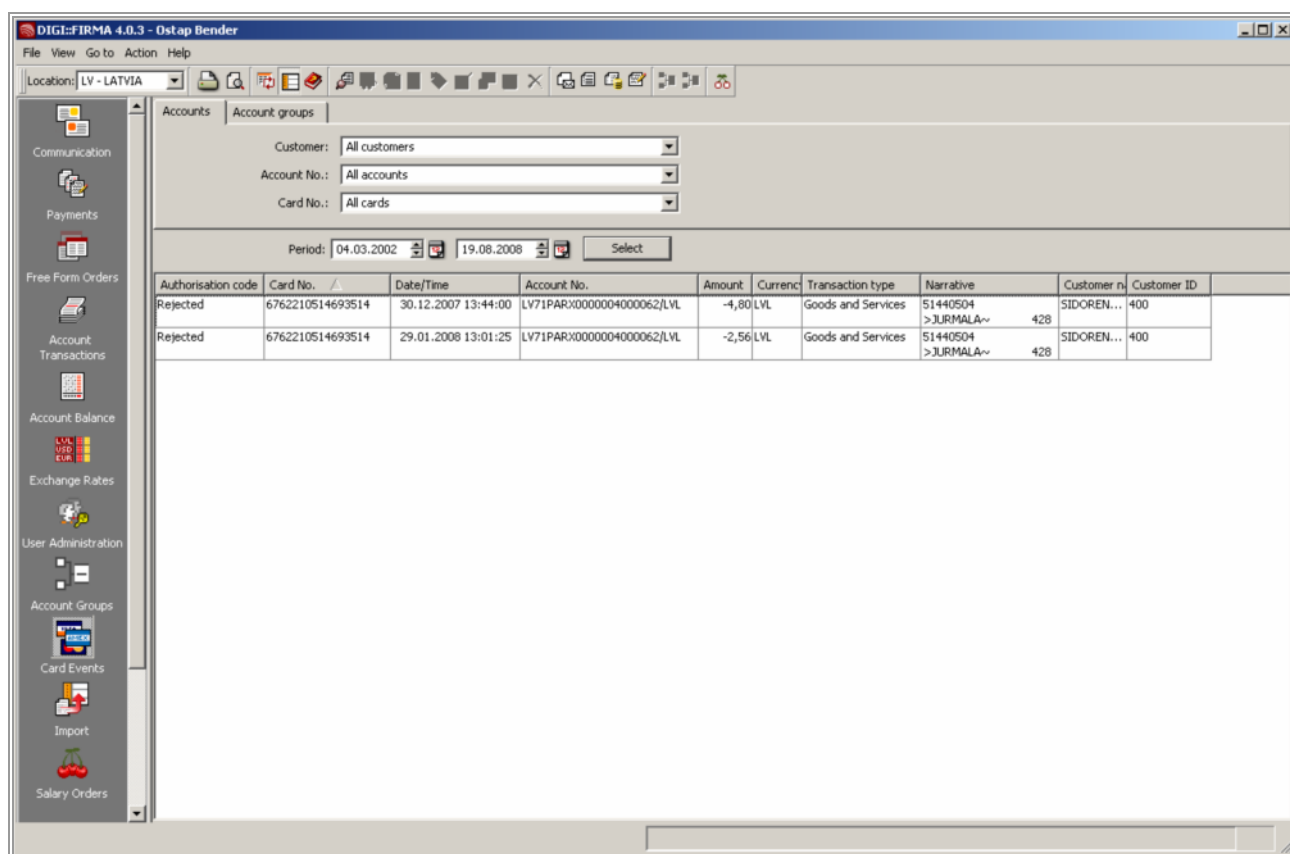
- a definite account,
- an account group, if the user has created or has access to an account group. For information on account groups, see the Account groups topic.

**Attention!** The system user can view only those accounts information, which he is at least entitled to view. For more detailed information on user operating mode, see the User Access Mode topic.

The screen consists of 2 parts:

Selection criteria fields

List of card events



The screenshot shows the DIGI-FIRMA 4.0.3 - Ostap Bender application window. The interface includes a menu bar (File, View, Go to, Action, Help), a toolbar, and a sidebar with navigation icons for Communication, Payments, Free Form Orders, Account Transactions, Account Balance, Exchange Rates, User Administration, Account Groups, Card Events, Import, and Salary Orders. The main area displays selection criteria fields for Customer, Account No., and Card No., all set to 'All'. A date range is selected from 04.03.2002 to 19.08.2008. Below these fields is a table of card events with the following data:

Authorisation code	Card No.	Date/Time	Account No.	Amount	Currenc	Transaction type	Narrative	Customer n	Customer ID
Rejected	6762210514693514	30.12.2007 13:44:00	LV71PARX0000004000062/LVL	-4,80	LVL	Goods and Services	51440504 >JURMALA~	428	SIDOREN... 400
Rejected	6762210514693514	29.01.2008 13:01:25	LV71PARX0000004000062/LVL	-2,56	LVL	Goods and Services	51440504 >JURMALA~	428	SIDOREN... 400

### Card events – selection criteria

Name	Description
<b>Accounts</b>	
[Customer]	Customer for whose cards list of card events should be displayed. If there are several customer data in the database and the system user has rights to operate several customer accounts, the customer can be chosen from the list.
[Account No.]	Select an account for which card events should be displayed. The list contains only those customer accounts, which the system user is entitled at least to view.

Name	Description
[Card No.]	Select a card number attached to an account.
[Currency]	Select an account currency.
[Period]	Select the time period for which card events should be displayed. Period end date cannot be greater than the date for which information is available in the local database (bank business day). Information on the latest data transfer between the system and the Bank can be viewed in the Communication plug-in.
<Select>	Click the button and list of card events according to the selection criteria will be displayed.
<b>Account groups</b>	
[Name]	Select an account group for which you would like to view list of card events. The list contains private account groups and those public account groups that contain at least one account that is available to the user in the view mode.
[Description]	Description of the chosen account group. If the user does not have access to all accounts in the public account group, this field contains the value "Partly".
[Period]	Select the time period for which card events should be displayed. Period end date cannot be greater than the date for which information is available in the local database (bank business day). Information on the latest data transfer between the system and the Bank can be viewed in the Communication plug-in.
<Select>	Click the button and list of card events according to the selection criteria will be displayed.

## List of card events

For each transaction in the list of card events the following information is displayed:

- Customer name and ID in the GLOBUS system,
- Account number and account currency,
- Number of the card attached to an account,
- Date and time of card event,
- Transaction type, for instance "Cash deposit",
- Narrative (pos-terminal address code and the name of pos-terminal place),
- Authorisation code for accepted transactions (it can also be found, for example, on receipt or ATM cheque) or the "Rejected" flag for not accepted transactions,
- Transaction amount and currency.

Records from the list of card events can be copied to other programs by using the Copy action. For more detailed information on data copying, see the Copying Data topic.

## Exchange Rates

The Exchange Rates plug-in allows to view and print the following information on currency rates for the selected date:

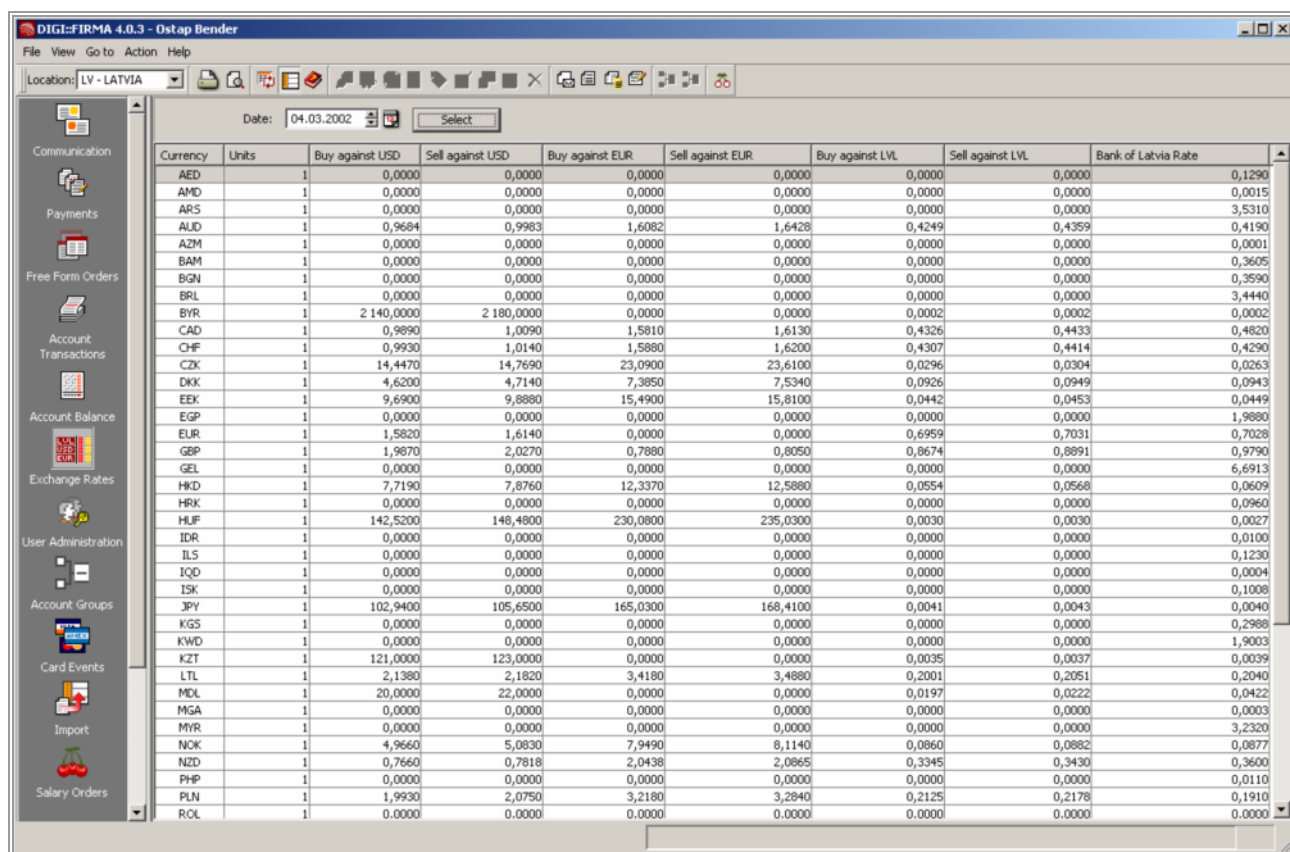
- "Parex banka" currency non-cash buy/sell rates against local currency,
- "Parex banka" currency non-cash buy/sell rates against USD,
- "Parex banka" currency non-cash buy/sell rates against EUR,
- Currency rates of the local Central bank.

If value "NA" is displayed for the currency, exchange rate for this currency is not defined.

**Note.** Currency exchange rates are informative and may change during the day when making data exchange with the Bank.

Clicking on any column heading user may arrange the list according to this column values in the ascending or descending order. Viewing the list of currency exchange rates, user may freely change the width and sequence of the columns in the list.

Using the Copy to Clipboard action currency rates list can be copied to other programs. For more detailed information on data copying, see the Copying data topic.



Currency	Units	Buy against USD	Sell against USD	Buy against EUR	Sell against EUR	Buy against LVL	Sell against LVL	Bank of Latvia Rate
AED	1	0,0000	0,0000	0,0000	0,0000	0,0000	0,0000	0,1290
AMD	1	0,0000	0,0000	0,0000	0,0000	0,0000	0,0000	0,0015
ARS	1	0,0000	0,0000	0,0000	0,0000	0,0000	0,0000	3,5310
AUD	1	0,9684	0,9983	1,6082	1,6428	0,4249	0,4359	0,4190
AZM	1	0,0000	0,0000	0,0000	0,0000	0,0000	0,0000	0,0001
BAM	1	0,0000	0,0000	0,0000	0,0000	0,0000	0,0000	0,3605
BGN	1	0,0000	0,0000	0,0000	0,0000	0,0000	0,0000	0,3590
BRL	1	0,0000	0,0000	0,0000	0,0000	0,0000	0,0000	3,4440
BYR	1	2 140,0000	2 180,0000	0,0000	0,0000	0,0002	0,0002	0,0002
CAD	1	0,9890	1,0090	1,5810	1,6130	0,4326	0,4433	0,4820
CHF	1	0,9930	1,0140	1,5880	1,6200	0,4307	0,4414	0,4290
CZK	1	14,4470	14,7690	23,0900	23,6100	0,0296	0,0304	0,0263
DKK	1	4,6200	4,7140	7,3850	7,5340	0,0926	0,0949	0,0943
EK	1	9,6900	9,8880	15,4900	15,8100	0,0442	0,0453	0,0449
EGP	1	0,0000	0,0000	0,0000	0,0000	0,0000	0,0000	1,9880
EUR	1	1,5820	1,6140	0,0000	0,0000	0,6959	0,7031	0,7028
GBP	1	1,9870	2,0270	0,7880	0,8050	0,8674	0,8891	0,9790
GEL	1	0,0000	0,0000	0,0000	0,0000	0,0000	0,0000	6,6913
HKD	1	7,7190	7,8760	12,3370	12,5880	0,0554	0,0568	0,0609
HRK	1	0,0000	0,0000	0,0000	0,0000	0,0000	0,0000	0,0960
HUF	1	142,5200	148,4800	230,0800	235,0300	0,0030	0,0030	0,0027
IDR	1	0,0000	0,0000	0,0000	0,0000	0,0000	0,0000	0,0100
ILS	1	0,0000	0,0000	0,0000	0,0000	0,0000	0,0000	0,1230
IQD	1	0,0000	0,0000	0,0000	0,0000	0,0000	0,0000	0,0004
ISK	1	0,0000	0,0000	0,0000	0,0000	0,0000	0,0000	0,1008
JPY	1	102,9400	105,6500	165,0300	168,4100	0,0041	0,0043	0,0040
KGS	1	0,0000	0,0000	0,0000	0,0000	0,0000	0,0000	0,2988
KWD	1	0,0000	0,0000	0,0000	0,0000	0,0000	0,0000	1,9003
KZT	1	121,0000	123,0000	0,0000	0,0000	0,0035	0,0037	0,0039
LTL	1	2,1380	2,1820	3,4180	3,4880	0,2001	0,2051	0,2040
MDL	1	20,0000	22,0000	0,0000	0,0000	0,0197	0,0222	0,0422
MGA	1	0,0000	0,0000	0,0000	0,0000	0,0000	0,0000	0,0003
MYR	1	0,0000	0,0000	0,0000	0,0000	0,0000	0,0000	3,2320
NOK	1	4,9660	5,0830	7,9490	8,1140	0,0860	0,0882	0,0877
NZD	1	0,7660	0,7818	2,0438	2,0865	0,3345	0,3430	0,3600
PHP	1	0,0000	0,0000	0,0000	0,0000	0,0000	0,0000	0,0110
PLN	1	1,9930	2,0750	3,2180	3,2840	0,2125	0,2178	0,1910
ROL	1	0,0000	0,0000	0,0000	0,0000	0,0000	0,0000	0,0000



## COMMUNICATION

The Communication plug-in allows:

- To add customer data to the local database,
- To perform data exchange with the Bank,
- To view information on the latest data synchronization,
- To correspond with the Bank – to send messages to the Bank and to receive messages from the Bank,
- To view and print the Bank notices.

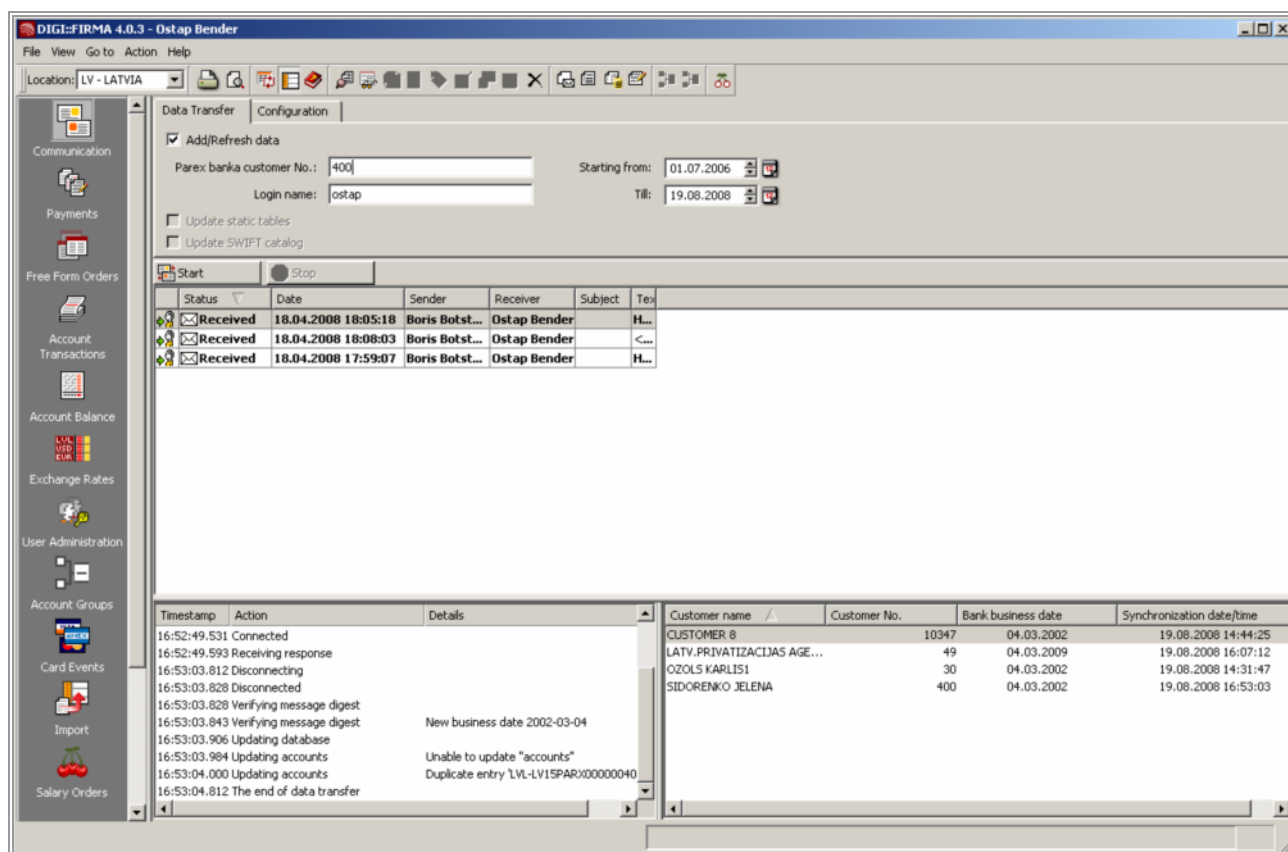
The screen consists of 4 parts:

Data transfer settings set up

Data transfer action list

Latest data synchronization information

List of messages and notices



Status	Date	Sender	Receiver	Subject	Text
Received	18.04.2008 18:05:18	Boris Botst...	Ostap Bender		H...
Received	18.04.2008 18:08:03	Boris Botst...	Ostap Bender		<...
Received	18.04.2008 17:59:07	Boris Botst...	Ostap Bender		H...

Timestamp	Action	Details	Customer name	Customer No.	Bank business date	Synchronization date/time
16:52:49.531	Connected		CUSTOMER 8	10347	04.03.2002	19.08.2008 14:44:25
16:52:49.593	Receiving response		LATV.PRIVATIZACIJAS AGE...	49	04.03.2009	19.08.2008 16:07:12
16:53:03.812	Disconnecting		OZOLS KARLIS	30	04.03.2002	19.08.2008 14:31:47
16:53:03.828	Disconnected		SIDORENKO JELENA	400	04.03.2002	19.08.2008 16:53:03
16:53:03.843	Verifying message digest	New business date 2002-03-04				
16:53:03.906	Updating database					
16:53:03.984	Updating accounts	Unable to update "accounts"				
16:53:04.000	Updating accounts	Duplicate entry 'LVL-LV1SPAR'00000040				
16:53:04.812	The end of data transfer					

## Explanation of data transfer settings

Name	Description
<b>Data transfer</b>	
[Add/Refresh data]	Tick this field in order to add new customer to the local database or to refresh customer data. If customer parameters are specified correctly in the fields below, customer data received during communication session are copied into the local database.
[Parex banka customer No.]	Customer ID in the Bank's information system that is specified in the contract on connection and maintenance of the system.
[Login name]	Login name of the user, who is performing communication session with the Bank.
[Update static tables]	Tick this field to update static tables during data transfer.
[Update SWIFT catalog]	Tick this field to update SWIFT catalog during data transfer.
[Starting from]	Date from which account transactions and balances will be sent from the Bank to the local database. Date must not be before 01.06.2000.
[Till]	Date till which account transactions and balances will be sent from the Bank to the local database.
<Start>	Click the button to start communication session.
<Stop>	Click the button to stop communication session.
	<b>Attention!</b> Interrupting data exchange, payments that have already been sent to the Bank for execution during this data exchange session, are not recalled!
<b>Configuration</b>	
[Parex banka server address]	"Parex banka" server name or IP address. The default value - digi.parex.lv.
[Port]	"Parex banka" gateway port. The default value - 443.
[Proxy address]	If you use proxy server, tick this field and specify proxy server name or IP address.
[Port]	Proxy server port. The default value - 8080.
[Authorization device]	Select an authorization device (Estonian ID card or certificate, issued by "Parex banka").

**Attention!** To perform communication session, the user should have a data carrier with private key and certificate files, issued by "Parex banka", as well as he should know user private key password. The session can be also signed with Estonian ID card.

Internet protocol is used for data exchange with the Bank. Communication with the Bank is started only by user request, by clicking the <Start> button.

Communication session is based on settings set in the Data Transfer and Configuration sections. Before you start communication make sure settings are correct!

To perform the communication session the user may select one of two options:

- Add/refresh customer data,
- Data exchange with the Bank.

**Attention!** Before starting communication session with the Bank check whether the right time, date and time zone are set on the computer which communicates with the Bank! If time set by data receiver and data sender (computer from which communication session is started and the bank server) differs for more than 1 hour and 15 minutes, error message "HTTP server error" is displayed and data exchange does not take place.

### **Adding/refreshing data**

If the [Add/refresh data] field is ticked, only the specified customer data and system tables are added to the local database. The indicated customer data, transactions and account balances for the specified period of time are received from the Bank.

**Note.** Prepared documents are not sent to the Bank and other customer data that is in the database is not received from the Bank.

### **Data exchange with the Bank**

If the [Add/refresh data] field is not ticked, all customer data exchange is performed\*. Only changes in the information since the latest data transferring are sent or received. Documents and messages with the Ready for Sending status are sent to the Bank, but changes in document status, account balances and transactions, as well as customer data changes, messages and notices are received from the Bank.

Static tables are updated automatically during the process of communication by ticking the [Update static tables] field, if the banking day has changed or by user request. SWIFT catalog is updated by user request, ticking the [Update SWIFT catalog] field.

**\*Note.** If more than one customer data is added to the local database, then during each communication session with the Bank data exchange is performed only for those customers for whom the user, who starts communication session, is entitled to perform data transfer in accordance with the appendix to the contract on connection and maintenance of the system.

**Attention!** If communication session is being interrupted or ended with an error, user has to repeat data exchange, in order to set data right and to view which payments have been sent to the Bank and which not.

During each data exchange with the Bank, currency exchange rates are being updated.

Data exchange with the Bank can be also performed automatically, for more detailed information see the Automatic Data Exchange topic.

### **Latest data synchronization information**

In the bottom part of the Communication plug-in screen the following information on the latest data synchronization (between the system and the Bank) is displayed:

- Customer name,
- Customer identifier (ID) in the Bank's information system,
- Bank business day of the latest successful data transfer with the Bank,
- Date and time of the latest successful data transfer with the Bank.

User is presented with information on each customer, who entitled the user to operate the system in accordance with the appendix to the contract on connection and maintenance of the system.

## List of messages and notices

List of messages and notices displays messages created and sent by the user, as well as messages and notices (important information and notices to the user) received from the Bank.

Outgoing messages are marked out with the 📧 icon, incoming messages are marked out with the 📩 icon and notices – with the ⓘ icon.

User may view only those messages that are addressed to him/her. Notices that are sent to one system user can be viewed by all system users, including the user with “digi” login name.

New messages and notices received are marked out bold.

To search for the definite message, the Find action can be used. For more detailed information, see the Searching for the Record topic.

Clicking any record in the list with the right mouse button, the list of actions that can be performed with messages/notices is displayed. List of actions depends on message status. Notices can only be viewed and printed.

On each message/notice the following information is displayed:

- Status,
- Date and time, when message status has been changed for the last time,  
**Note.** For notices the date of creation is displayed.
- Sender and receiver,
- Subject of a message,
- Text.

Deleted message is not displayed in the list any more. Notices are displayed in the list for a definite period of time set by the Bank.

Records from the list of messages and notices can be copied to other programs by using the Copy action. For more detailed information on data copying, see the Copying Data topic.

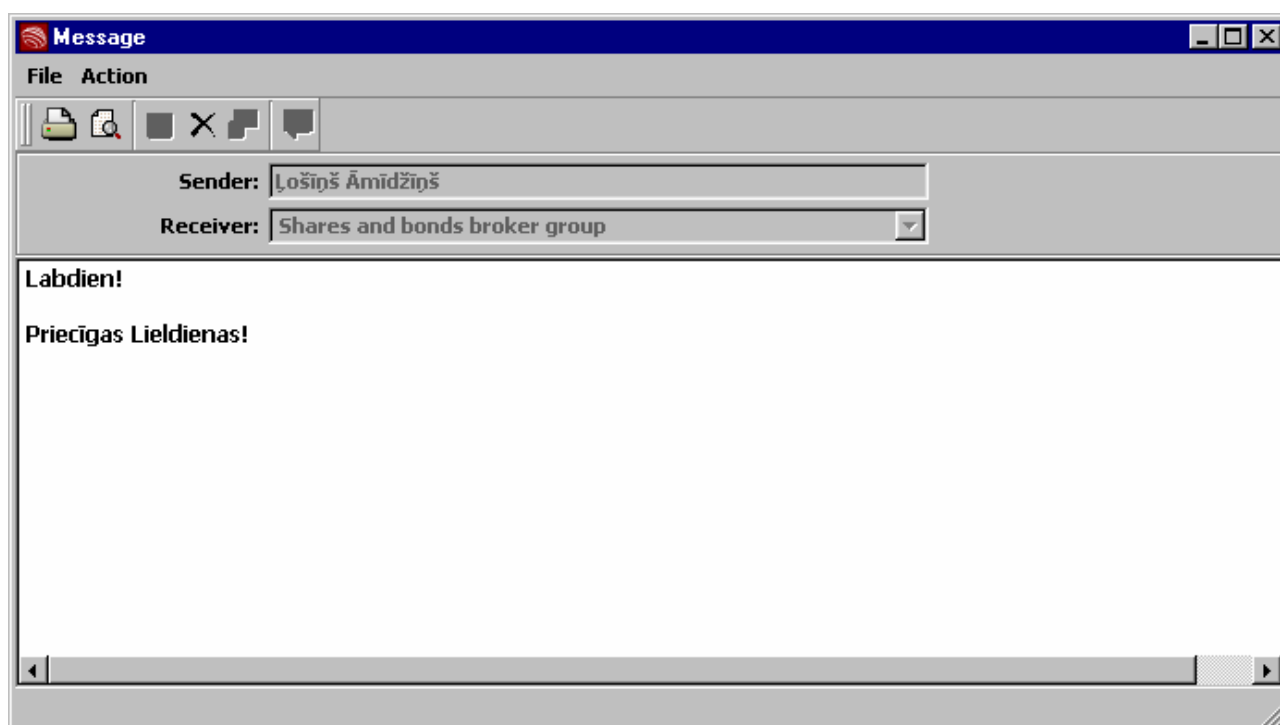
## Messages

User may correspond with the Bank by sending messages and receiving replies to them. Messages can be sent and received by any user, except for the user with the “digi” login name.

Message addressed to the Bank can be created in the following ways:

- Entering a new message. Input screen can be opened by clicking New message on the File menu or the New message icon on the Toolbar,
- Replying to the bank message by clicking the bank message with the right mouse button and selecting the Reply action,
- Editing the created message by clicking the message with the right mouse button and selecting the Open action or by double-clicking the message.

**Note.** User may correct only his/her own messages that have the Draft status.



### Field description

Name	Description
[Sender]	Name and surname of a sender. Default value - name and surname of the user.
[Receiver]	Select the Bank's department the message to be addressed to.
[ ]	Enter message text in Latvian, English, Russian or estonian.

As soon as the message is created, user may save it as a draft without sending it to the Bank or approve it for sending by clicking Approve for Sending on the Action menu or the Approve for Sending icon. Messages should not be signed with user private key.

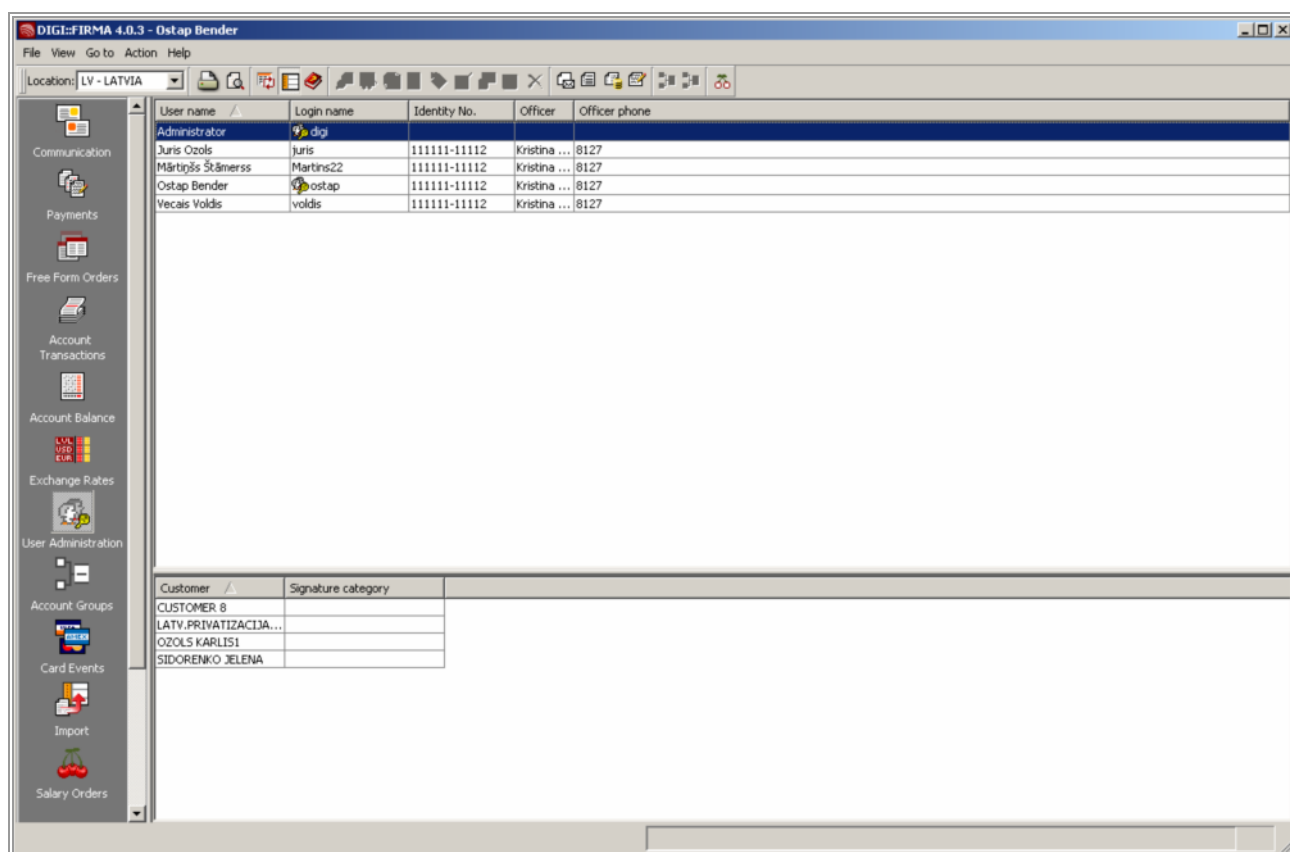
Messages having the Ready for Sending status are sent to the Bank during the process of data exchange. For detailed information, see the Data exchange with the Bank topic.

## USER ADMINISTRATION

The User Administration plug-in is available to those users only who are entitled to administer system users, as well as to the company's employee (IT administrator), who performs the system administration and logs into the system with the "digi" login name.

The User Administration plug-in allows:

- To view the list of all system users,
- To view information on a definite system user, including information on user's signature categories,
- To administer the system users.



### List of users

In the list of system users, on each user the following information is displayed:

- Name, surname and login name,
- User personal identity number,
- Bank's officer name, surname and phone number,
- User signature category, which is indicated with one of the letters A, B, C, D, E, F, G, H (from the lowest H category to the highest A category). If user has rights to operate several customer accounts, in this case signature categories for different customers may differ.

Using the Copy action records from the list of users can be copied to other programs. For more detailed information on data copying, see the Copying data topic.

By double clicking any record in the list of system users, user administration dialog screen will be opened.

## User administration dialog box

User administration dialog box allows:

- To assign or cancel user administration rights,
- To assign or cancel public account group administration rights,
- To set login password settings.

## Administering public account group

The dialog box allows to assign public account group administration rights to one or several DIGI::FIRMA users.

Account groups are used to obtain financial information on definite account groups.

The Account Groups plug-in allows the user with the public account group administration rights to create account groups, to publish them, as well as to change or delete public account groups irrespective of the access mode the user has to these accounts.

## Login password settings

In the Password Settings section of the user administration dialog screen the user's login password change settings can be specified, as well as user password can be changed in case of necessity, for example, user has forgotten his login password.



## Field description

Name	Description
[Change password on next login]	Tick this field and the system will ask the user to change password on next login.
[Password change]	Tick this field if you would like to change password right now.
[New password]	New password of the system user. Minimum number of characters in a password is 8, maximum - 20. Input of letters is case sensitive.
[Confirm password]	Enter a new password once more.
[Password change frequency (days)]	Specify in how many days the system user has to change password accessing the system.
<OK>	Click the button to confirm changes made and to close the dialog screen.
<Cancel>	Click the button to cancel changes made and to close the dialog screen.



## ADDITIONAL INFORMATION FOR DIGI::FIRMA ADMINISTRATOR

### Installing MySQL Server

DIGI::FIRMA is installed on one database server and on any number of workstations.

It is recommended to install DIGI::FIRMA server on the computer, on which another MySQL database is not installed. If MySQL database is already installed on the computer, which is planned to be used as DIGI::FIRMA database server, installation can not be performed by running setup.exe program. In this case special configuration is required to provide databases parallel functioning.

In order to provide MySQL server automatic startup after workstation being started, MySQL database is to be installed as operating system (OS) service. The user, who is installing DIGI::FIRMA on the computer with Windows XP, 2000, Server 2003 operating systems, **should have OS administrator rights**. If the user does not have administrator rights, the process of installation is not interrupted, but the relevant OS service is not created.

As a result of DIGI::FIRMA database server installation the following actions have been carried out:

- Files necessary for the program operation have been copied into the specified DIGI::FIRMA folder (%DIGIFIRMA\_HOME%);
- MySQL database server startup parameters have been recorded into %WINDIR%\my.ini;
- Entries have been created in Windows registry folder HKEY\_CURRENT\_USER\Software\Parex Bank\DIGI::FIRMA;
- New MySQL service with automatic startup mode has been created in the OS Services list, i.e., installation program has run "%DIGIFIRMA\_HOME%\mysql\mysqld.exe --install".

### Starting and Stopping the Server

To manually start or stop MySQL server:

- Click shortcuts Stop server ("net stop MySql" is started ) and Start server ("net start MySql" is started) created by the installation program;
- Or click Services on the Control Panel.

## DIGI::FIRMA Data Catalog Structure

### Principles of data storage

DIGI::FIRMA database server contains system database (reference database, template database) and one or several customer databases. System database is created during installation, customer database is created when adding the customer. Each customer database is stored in a separate folder. Customer data folder name contains the letter "C" and customer code in the Bank system.

To administer customer data – to copy (backup), to update, to delete etc. – it is necessary to stop database server. For example, to delete customer data from the database, the following steps are to be performed:

- 1 Stop MySQL server (for example, run %DF\_HOME%\myguard.exe /stop);
- 2 Delete the required customer folder from %DF\_HOME%\mysql\data;
- 3 Start MySQL server (for example, run %DF\_HOME%\myguard.exe /start).

## Updating glossaries

DIGI::FIRMA database (reference database) contains glossaries with, for example, bank code or currency code information. Periodically these glossaries can be added with new information, for example, when bank SWIFT code catalog has been updated. Static tables are updated automatically during the process of communication, for more detailed information, see the Data exchange with the Bank topic.

## Automatic Data Exchange

Data exchange with the Bank can be performed automatically from the command line. Syntax:

```
conprxcom.exe [-c CustomerID [-d DDMMYYYY]]
```

### Description of options

Option	Description
-c	Customer ID in the Banking system. <i>Note.</i> If this option is not entered, data is exchanged on all customers.
-d	Date starting from which data should be exchanged. This option can be entered, if customer is specified (parameter "-c"). <i>Note.</i> If this option is not entered, data is exchanged starting from the date of the latest communication session.

Data exchange parameters can be found in the following file: `conprxcom.xml`. File `conprxcom.xml` should contain the following information:

mysql login, password, host, port	User sign on parameters to access DIGI::FIRMA.
key path, password	User certificate file path, private key password.
certificate path	Bank certificate path.
gateway host, port	Bank gateway host and port.
proxy host, port	Proxy host and port. Specify, if proxy is used to access internet.
timeout value	Data exchange timeout value (ms), if there is no answer from the Bank.
license value	DIGI::FIRMA customer license value.
export path	Catalogue, where DIGI::FIRMA exports the list of account transactions. If this field is empty, then the account transactions are not exported.

Automatic data exchange is not available for user, who uses Estonian ID card.

If the `<export path>` field is entered, then during the data exchange DIGI::FIRMA exports to the specified catalogue the list of account transactions for those customers and dates, which are included in the data exchange. The name of the exported file contains a time stamp and customer's number and has the `YYYYMMDDHHMMSS.ID.xml` format.

Automatically exported list of account transactions differs from manually exported list of account transactions in the following:

- the `<BankSet>` section is not filled in;

- the <ClientSet> section is not filled in;
- separate <AccountSet> section is created for every account currency position;
- the <TypeName> transaction type identifier is filled in with the transaction type code, commission or reverse mark, and not with the transaction type name in the user's interface language.

Example:

```
<settings>
<mysql login="ostap" password="12345678" host="localhost" port="3306" />
<key path="c:\library\certs\Ostap.key" password="qwertyui" />
<certificate path="c:\library\certs\root.pem" />
<gateway host="digi.parex.lv" port="443" />
<proxy host="" port="" />
<timeout value="600000" />
<license value="1265209490709" />
<export path=" c:\bank_statements" />
</settings>
```

## Uninstalling DIGI::FIRMA

The process of server and workstation deinstallation differs.

### Uninstalling workstation

DIGI::FIRMA can be uninstalled by clicking Control Panel and then selecting DIGI::FIRMA program from Add/Remove Programs, or by running %DF\_HOME%\unins000.exe.

In the process of workstation deinstallation all the files in DIGI::FIRMA folder %DIGIFIRMA\_HOME%, as well as DIGI::FIRMA Windows registry folder is deleted.

### Uninstalling server

To uninstall DIGI::FIRMA database server, perform the following steps:

- 1 Stop database server by running stop MySQL database server program;
- 2 Uninstall OS service by running "%DIGIFIRMA\_HOME%\mysql\mysqld.exe --remove", if MySQL database server is not used for other applications. This step should be performed for Windows XP, 2000, Server 2003 operating systems;  
**Note.** Before DIGI::FIRMA deinstallation make sure that OS service MySQL is uninstalled.
- 3 Uninstall DIGI::FIRMA by clicking Control Panel and then selecting DIGI::FIRMA program from Add/Remove Programs, or by running %DF\_HOME%\unins000.exe;
- 4 Customer data (database files) is stored in the %DF\_HOME%\MySQL folder. In case of necessity these files can be deleted, copied, archived etc.

**Attention!** If MySQL service is registered in the Services list, DIGI::FIRMA can not be installed by running setup.exe.

## Installing New Version of DIGI::FIRMA (Upgrade)

DIGI::FIRMA users have an opportunity to download an installation program from "Parex banka" home page <http://www.parex.lv/digifirma> (for DIGI::FIRMA customers in Latvia) or <http://www.parex.ee/digifirma> (for DIGI::FIRMA customers in Estonia) and to install the latest version of DIGI::FIRMA.

Installation process of a new version of DIGI::FIRMA replaces program applications with the new version, saving customer database and users login names and passwords. During the process of installation new data is added to the database and static tables are updated, if necessary.

**Attention!** A new version of DIGI::FIRMA has to be installed both on database server and on all workstations. DIGI::FIRMA does not support accessing the database by the users, on whose workstations different versions of the system are installed.

To install a new version of DIGI::FIRMA, perform the following steps:

- 1 Connect to "Parex banka" home page: <http://www.parex.lv/digifirma> (for DIGI::FIRMA customers in Latvia) or <http://www.parex.ee/digifirma> (for DIGI::FIRMA customers in Estonia);
- 2 Check whether the version of you system is older than that available at home page. To find out the version of your DIGI::FIRMA system click About DIGI::FIRMA on the Help menu;
- 3 Download setup.exe file;
- 4 Install the new version of DIGI::FIRMA database server:
  - stop DIGI::FIRMA server,
  - create the backup copy of the existing system,
  - uninstall DIGI::FIRMA server,
  - install the new version of database server by running setup.exe program;
- 5 Start DIGI::FIRMA server;
- 6 Access DIGI::FIRMA from the server. Accessing DIGI::FIRMA for the first time after a new version of the system has been installed, the process, that makes necessary for the new version functioning changes in the database system tables, is started. Make sure that the system is functioning and user has access to the relevant applications and information;
- 7 Start communication session with the Bank obligatory ticking the [Update static tables] field in the Communication plug-in;
- 8 Install the new system version on all workstations:
  - uninstall the previous version of DIGI::FIRMA from each workstation,
  - Install the new version of the program by running the downloaded setup.exe program;

For additional information contact "Parex banka" by e-mail: [digi.firma@parex.lv](mailto:digi.firma@parex.lv) (for DIGI::FIRMA customers in Latvia) or [digi.firma@parex.ee](mailto:digi.firma@parex.ee) (for DIGI::FIRMA customers in Estonia).

The user, who is installing a new version of DIGI::FIRMA on the computer with Windows XP, Server 2003, 2000 operating systems, should have OS administrator rights.

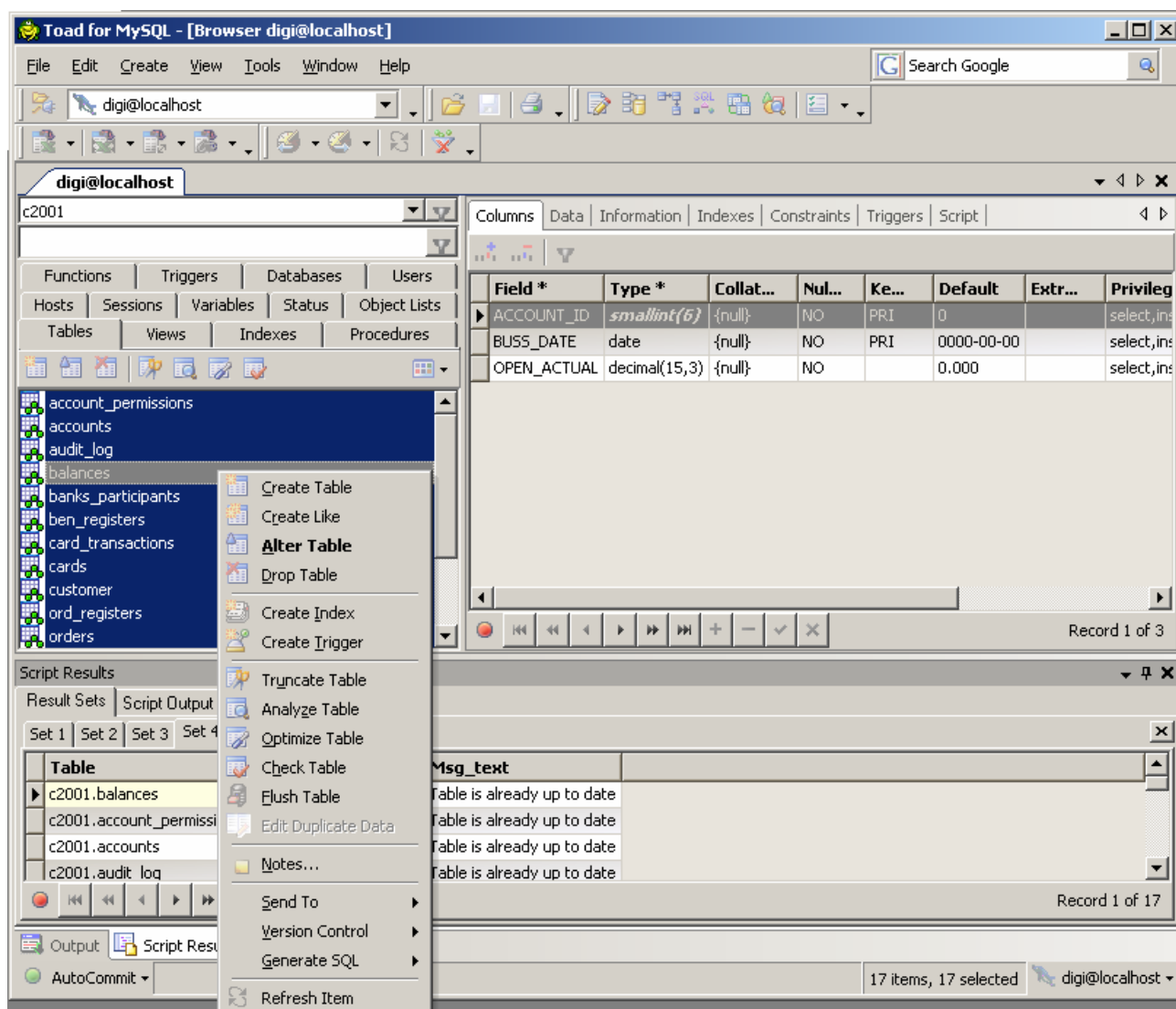
**Attention!** If MySQL database installed on the computer functioning as DIGI::FIRMA database server is also used for another application software, it is impossible to install a new version of DIGI::FIRMA by running setup.exe program.

## DIGI::FIRMA database maintenance

To maintain DIGI::FIRMA database, we recommend to use „Toad® for MySQL Freeware” tool. You can download this tool free from the Quest Software home page <http://www.quest.com/toad-for-mysql/>.

To get connected to the database, use DIGI::FIRMA administrator (user „digi” or other user with administrator rights) login and password.

We recommend for all „c\*” and „reference” schemes tables to regularly make the following actions: „Analyze Table”; „Check Table”; „Optimize Table”. These actions are easy to make, using „Toad® for MySQL Freeware” tool. Right-click one or several tables in the „Tables” section and select the required action.



The screenshot shows the Toad for MySQL interface. The left sidebar displays a tree view of database objects, with 'c2001.balances' selected. A context menu is open over this table, listing various actions such as 'Create Table', 'Alter Table', 'Check Table', and 'Analyze Table'. The main window displays the table structure for 'c2001.balances' with the following columns:

Field *	Type *	Collat...	Nul...	Ke...	Default	Extr...	Privileg
ACCOUNT_ID	smallint(6)	{null}	NO	PRI	0		select,ins
BUSS_DATE	date	{null}	NO	PRI	0000-00-00		select,ins
OPEN_ACTUAL	decimal(15,3)	{null}	NO		0.000		select,ins

The bottom status bar indicates '17 items, 17 selected'.

In case the result of the table analysis shows that the table is corrupted, then it is important to make the „repair table” action for this table. This action should be written in the SQL editor (see an example below).

Toad for MySQL - [Editor Untitled2\*]

File Edit Editor Debug Create View Tools Window Help

Search Google

digi@localhost

c2001

digi@localhost Editor Untitled2\*

```
repair table c2001.balances
```

Results

Result Sets Script Output Explain Plan Connection Output

Set 1 Set 2 Set 3 Set 4 Set 5

Table	Op	Msg_type	Msg_text
c2001.balances	repair	status	OK

Record 1 of 1

AutoCommit Code Ready

## Payment Import File Format

FiDAVista XML file format available for DIGI::FIRMA customers in Latvia only is used to import payments into the DIGI::FIRMA system.

**Note.** The current import file XML scheme that is used in the installed DIGI::FIRMA version you can find at: `...\DigiFirma\FIDAViSta0101.xsd` or `...\DigiFirma\FIDAViSta010.xsd`.

Import \*.xml file consists of the Header section (optional) and one or several Payment sections. For detailed description of import file sections, see tables below.

During payment import process user may specify which type of file validation should be performed:

- Strict two-level validation, that validates whether import file structure corresponds to FiDAViSta \*.xml format and whether payment orders correspond to DIGI::FIRMA payment validation criteria.
- Standard, that validates payment orders in the file according to DIGI::FIRMA payment validation criteria.

Tables describe both FiDAVista and DIGI::FIRMA specific requirements. DIGI::FIRMA specifics is displayed in the Description column as notes.

In case of strict validation, "namespace", that identifies XML scheme version, should be specified as <FIDAVISTA> tag attribute:

<FIDAVISTA xmlns="http://www.bankasoc.lv/fidavista/fidavista0101.xsd">, if you use FiDAViSta0101.xsd, or <FIDAVISTA xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">, if you use FiDAViSta010.xsd.

Denotations used in the tables:

xs:string	– XML text symbols
SwiftString	– ([0-9 A-Z a-z s^\-!?:(),'\+\n\r])* , these are characters, that correspond to SWIFT X symbol set: 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z a b c d e f g h i j k l m n o p q r s t u v w x y z Space - space / - ? : ( ) . , ' + CrLf Cr - carriage return, Lf - line feed.
EksString	– ([0-9 A-Z a-z Ā-Ž ā-ž s^\-!?:(),'\+\n\r])* , these are characters, that correspond to SwiftString, as well as Latvian letters: Ā Č Ē Ģ Ī Ķ Ļ Ņ Š Ū Ž ā č ē ģ ī ķ ļ ņ š ū ž <b>Attention!</b> Latvian letters in the import file should be specified in the same coding as the coding specified in the import file attribute encoding. Allowed values are UTF-8 or Windows-1257. For example, <?xml version="1.0" encoding="UTF-8"?> <?xml version="1.0" encoding="Windows-1257"?>
xs:date	– ANSII Standard date format: YYYY-MM-DD
O	– tag is optional
M	– tag is mandatory

- Local payment – Payment is recognized as local if beneficiary bank code can be found in the list of local banks in DIGI::FIRMA local database.  
**Note.** If DIGI::FIRMA recognizes the payment as local, beneficiary correspondent bank information, if such is specified in the payment, is ignored.
- International payment – Payment is recognized as international if beneficiary bank code cannot be found in the list of local banks in DIGI::FIRMA local database.

Graphical representation of import file structure, as well as an example of import file you can find below.

## Header

Tag	O/M	Field Length		Field Type/ Permitted Values	Description
		Min	Max		
<Timestamp>	O	17	17	([0-9])*	Import file timestamp in the following format: YYYYMMDDHHMMSSsss. <i>Note.</i> This field is skipped by DIGI::FIRMA.
<From>	O	0	70	xs:string	File originator ID. <i>Note.</i> This field is skipped by DIGI::FIRMA.
<Extension>	O				Additional data.

## Payment

Tag	O/M	Field Length		Field Type/ Permitted Values	Description
		Min	Max		
<ExtId>	O	0	10	SwiftString	Unique payment ID in the bookkeeping system. By this ID transaction in the account statement export file can be linked to imported payment. <i>Note.</i> Symbol “?” is not allowed in DIGI::FIRMA.
<DocNo>	M	1	10	SwiftString	Payment order number assigned by user in the bookkeeping system. <i>Notes.</i> Symbol “?” is not allowed in DIGI::FIRMA. If strict validation is not performed, payment orders with payment number, containing up to 16 characters inclusive, can be imported to DIGI::FIRMA.
<RegDate>	O	10	10	xs:date	Payment order registration date in the bookkeeping system. <i>Note.</i> This field is skipped by DIGI::FIRMA.



Tag	O/M	Field Length		Field Type/ Permitted Values	Description
		Min	Max		
<TaxPmtFlg>	M	0	1	Y N	<p>Tax payment flag: N – ordinary payment.</p> <p><i>Notes.</i> Importing payments to DIGI::FIRMA, blank field value is replaced with “N”.</p> <p>For international payments the value of this field is skipped by DIGI::FIRMA.</p> <p>This field is skipped by DIGI::FIRMA.</p>
<Ccy>	M	3	3	([A-Z])*	<p>Payment currency code - a code assigned to a currency in accordance with the International Standard ISO 4217.</p>
<PmtInfo>	O	0	140	EksString	<p>Payment details.</p> <p><i>Notes.</i> Symbol “?” is not allowed in DIGI::FIRMA.</p> <p>If the field is left blank, payment order can be imported to DIGI::FIRMA, but cannot be signed without making adjustment manually.</p>
<BankInfo>	O	0	140	xs:string	<p>Information to the bank.</p> <p><i>Note.</i> Symbol “?” is not allowed in DIGI::FIRMA.</p>
<PayLegalId>	O	0	20	SwiftString	<p>Remitter’s registration number, taxpayer ID or personal identity number.</p> <p><i>Notes.</i> DIGI::FIRMA allowed format is: LV + 11 digits, 11 digits, personal identity number in the format NNNNNN-NNNNN.</p> <p>For tax payments the value of this field is used as taxpayer ID.</p> <p>If for tax payment this field is left blank, taxpayer code will be applied from the bank’s database.</p> <p>In case of ordinary payment the field value is skipped.</p>
<PayAccNo>	M	1	34	SwiftString	<p>Remitter’s account number.</p>
<PaySubAccNo>	O	0	34	SwiftString	<p>Remitter’s subaccount number.</p>
<DebitCcy>	O	3	3	([A-Z])*	<p>Debit currency code - a code assigned to a currency in accordance with the International Standard ISO 4217.</p> <p><i>Notes.</i> In case of a single-currency account default value is account currency.</p> <p>In case of multi-currency account, debit currency is <u>mandatory</u>.</p>
<BenSet>	M				

Tag	O/M	Field Length		Field Type/ Permitted Values	Description
		Min	Max		
<BenExtId>	O	0	5	SwiftString	<p>Unique beneficiary ID within the payment order.</p> <p><i>Notes.</i> Symbol “?” is not allowed in DIGI::FIRMA.</p> <p>This field value is added to &lt;ExtId&gt; and is separated by a dot. If &lt;ExtId&gt; together with &lt;BenExtId&gt; and a dot exceeds 16 characters, only first 16 characters are saved in DIGI::FIRMA local database.</p>
<Priority>	M	0	1	N U X	<p>Payment processing speed: N – normal, U – urgent, X – express.</p> <p><i>Notes.</i> Importing payments to DIGI::FIRMA, blank field value is replaced with “N”. Importing payments to DIGI::FIRMA, field value “X” is replaced with “U”.</p>
<Comm>	M	0	3	OUR BEN SHA	<p>Bank charges are covered by: OUR – remitter, BEN – beneficiary, SHA – shared.</p> <p><i>Notes.</i> Importing payments to DIGI::FIRMA, blank field value is replaced with “OUR”. For local payments value “OUR” is automatically assigned by DIGI::FIRMA.</p>
<Amt>	M	1	12	xs:decimal	<p>Payment amount. Dot must be used as a decimal separator.</p>
<BenAccNo>	O	0	34	SwiftString	<p>Beneficiary account number.</p> <p><i>Notes.</i> Symbols “?”, “.” and “/” are not allowed in DIGI::FIRMA.</p> <p>For local payments field length is limited to 21 characters and allowed symbols are ([A-Z 0-9 \- _])*.</p> <p>If the field is left blank, payment order can be imported to DIGI::FIRMA, but cannot be signed without making adjustment manually.</p>

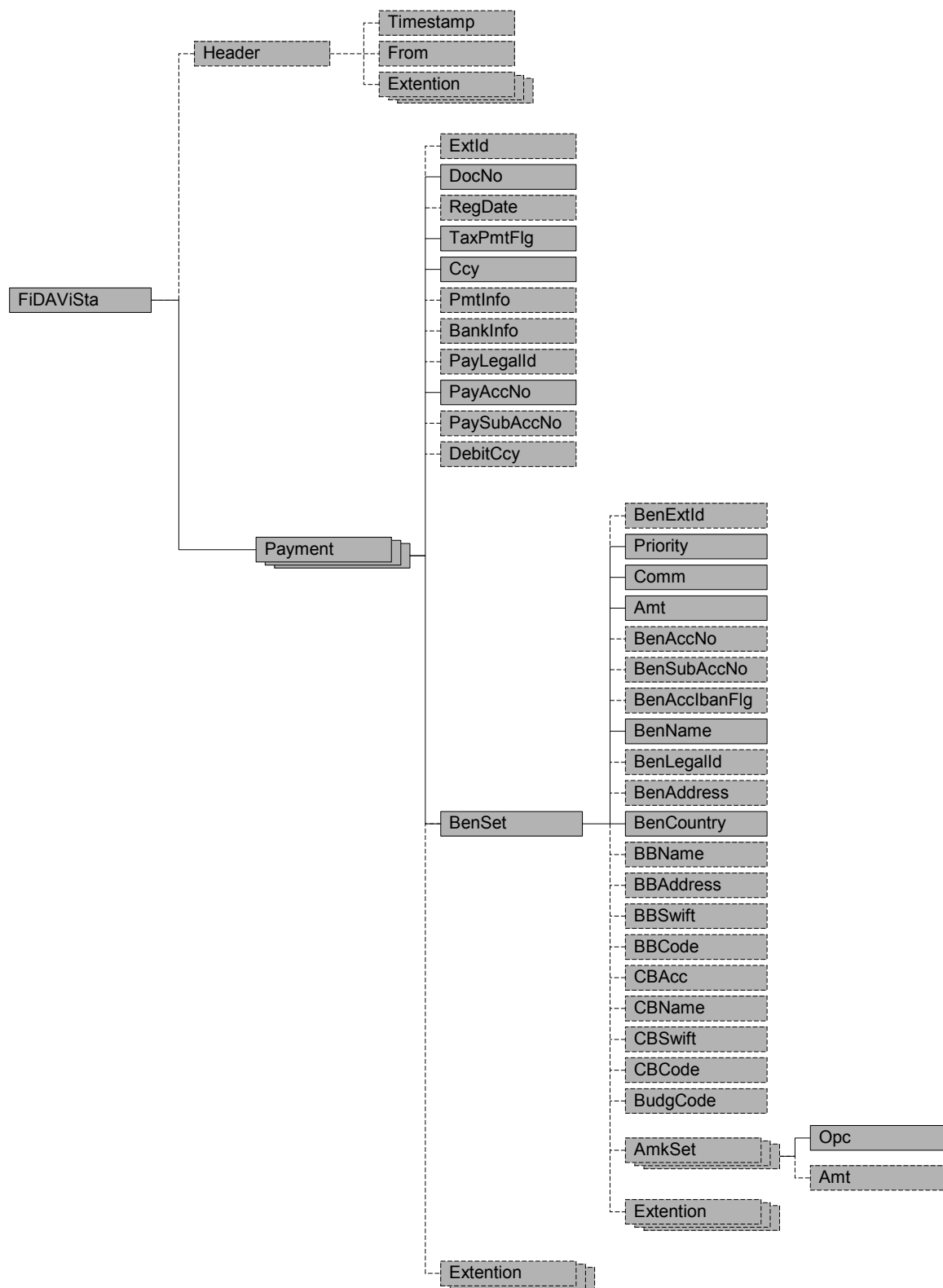
Tag	O/M	Field Length		Field Type/ Permitted Values	Description
		Min	Max		
<BenSubAccNo>	O	0	34	SwiftString	Beneficiary subaccount number.  <i>Notes:</i> For internal payments field length is limited to 11 characters and allowed symbols are ([A-Z 0-9])*.  For local payments field length is limited to 11 characters and allowed symbols are ([0-9])*.  For international payments this field is skipped by DIGI::FIRMA.
<BenAcclbanFlg>	O	0	1	Y N	Beneficiary account IBAN flag.  <i>Notes:</i> If the flag is "Y", DIGI::FIRMA verifies beneficiary account check digits according to IBAN standard, as well as whether beneficiary account number is issued by the beneficiary bank. In this case <BenSubAccNo> field is skipped by DIGI::FIRMA.  If the flag is "N" or the field is left blank, but account number specified in DIGI::FIRMA <BenAccNo> field is recognized as IBAN, flag "N" or blank value is replaced with "Y" and DIGI::FIRMA verifies beneficiary account check digits according to IBAN standard, as well as whether beneficiary account number is issued by the beneficiary bank.
<BenName>	M	1	105	EksString	Beneficiary name.  <i>Notes:</i> Symbol "?" is not allowed in DIGI::FIRMA.  For local and international payments the following symbols are not allowed ":" and "/".  For international payments Latvian letters are not allowed.  Total length of the <BenName> and <BenAddress> fields should not exceed 70 characters for local payment in Estonia and 105 characters for local payment in Latvia.
<BenLegalId>	O	0	20	SwiftString	Beneficiary company's registration number, taxpayer ID or personal identity number.  <i>Notes:</i> Symbols "?", ":" and "/" are not allowed in DIGI::FIRMA.  For local payments field length is limited to 13 characters and the allowed format is: LV + 11 digits, 11 digits, personal identity number in the format NNNNNN-NNNNN.

Tag	O/M	Field Length		Field Type/ Permitted Values	Description
		Min	Max		
<BenAddress>	O	0	70	EksString	Beneficiary address.  <i>Notes:</i> If the <BenAddress> field value is separated into two rows by rows separator, then the value of the first row is imported to the <Address> field of DIGI::FIRMA, but the value of the second row – to the <City> field of DIGI::FIRMA. If the <BenAddress> field value is not separated into rows, then the first 35 characters are imported to the <Address> field of DIGI::FIRMA, rest of characters - to the <City> field of DIGI::FIRMA.  Total length of the <BenName> and <BenAddress> fields should not exceed 70 characters for local payment in Estonia and 105 characters for local payment in Latvia.
<BenCountry>	M	2	2	([A-Z])*	Beneficiary residence country code - a two-letter code assigned to a country in accordance with the International Standard ISO 3166.
<BBName>	O	0	35	EksString	Beneficiary bank name.  <i>Notes:</i> Symbols “?”, “.” are not allowed in DIGI::FIRMA.  If strict validation is not performed, the following symbols can be imported to DIGI::FIRMA: ! " # \$ % [ ] *  For international payments Latvian letters are not allowed.
<BBAddress>	O	0	70	EksString	Beneficiary bank address.  <i>Notes:</i> Symbols “?”, “.” are not allowed in DIGI::FIRMA.  If strict validation is not performed, the following symbols can be imported to DIGI::FIRMA: ! " # \$ % [ ] *  For international payments Latvian letters are not allowed.  The <BBAddress> field value is imported to the <City> field of the system DIGI::FIRMA.
<BBSwift>	O	8	11	([A-Z 0-9])*	Beneficiary bank SWIFT code.  <i>Notes:</i> For banks located in Latvia BIC code can be specified.  If this field contains the bank code, which can be found in the list of local banks in DIGI::FIRMA local database, then during payment import to DIGI::FIRMA, the <BBName> field value is replaced with information from DIGI::FIRMA local database.

Tag	O/M	Field Length		Field Type/ Permitted Values	Description
		Min	Max		
<BBCode>	O	0	66	SwiftString	Beneficiary bank code. Type of bank code must be specified in the <code>CodeType</code> attribute. For example, <BBCode CodeType="CHIPS">CHxxxxxx</BBCode>  <i>Notes:</i> Symbol "?" is not allowed in DIGI::FIRMA.  This field is skipped by DIGI::FIRMA, if the <BBSwift> field is entered.
<CBAcc>	O	0	34	SwiftString	Beneficiary bank's account number in the correspondent bank.
<CBName>	O	0	35	EksString	Beneficiary correspondent bank name.  <i>Notes:</i> Symbols "?", "." are not allowed in DIGI::FIRMA.  If strict validation is not performed, the following symbols can be imported to DIGI::FIRMA: ! " # \$ % [ ] *  For international payments Latvian letters are not allowed.
<CBSwift>	O	8	11	([A-Z][0-9])	Beneficiary correspondent bank SWIFT code.
<CBCode>	O	0	66	SwiftString	Beneficiary correspondent bank code. Type of bank code must be specified in the <code>CodeType</code> attribute. For example, <CBCode CodeType="CHIPS">CHxxxxxx</CBCode>  <i>Notes:</i> Symbol "?" is not allowed in DIGI::FIRMA.  This field is skipped by DIGI::FIRMA, if the <CBSwift> field is entered.
<BudgCode>	O	0	10	SwiftString	Budget income code.  <i>Note:</i> This field value is added to <PmtInfo> and is separated by /COD/. If <PmtInfo> together with <BudgCode> and /COD/ exceeds 140 characters, only first 140 characters are saved in DIGI::FIRMA local database.
<AmkSet>	O				
<Opc>	M	3	3	([0-9])*	External payment code in accordance with the External Payment Classifier, approved by the Bank of Latvia.  <i>Notes:</i> Field must not be blank if remitter is the resident of Latvia and beneficiary is not or vice versa.  If several external payment codes are specified only the first code is loaded by DIGI::FIRMA.

Tag	O/M	Field Length		Field Type/ Permitted Values	Description
		Min	Max		
<Amt>	O	1	12	xs:decimal	Amount correspondent to external payment code. Dot must be used as a decimal separator. <i>Note.</i> This field is skipped by DIGI::FIRMA.
</AmkSet>					
<Extension>	O				Additional data.
</BenSet>					
<Extension>	O				Additional data
<SalaryFlg>	O	0	1	Y N	Salary payment flag. "Y" – salary payment, "N" – non-salary payment. <i>Note.</i> For international payments this field is skipped by DIGI::FIRMA.
<PostingDate>	O	10	10	xs:date	Payment execution date in the banking system. <i>Note.</i> If execution date is outside the allowed date period, payment can be imported to DIGI::FIRMA, but cannot be signed.
<Extension>	O				Extension is used to import payments, which are made by financial institution on behalf of the third party (ordering customer), into the DIGI::FIRMA system.
<OrigCust>	O	0	70	EksString	Ordering customer name.
<OrigCustId>	O	0	13	SwiftString	Ordering customer's taxpayer code or personal identity number. For tax payments this field value is regarded as the taxpayer code. <i>Note.</i> If payment is not a tax payment, this field is skipped by DIGI::FIRMA.
<OrigCustRes>	O	0	2	Country	Ordering customer residence country code - a two-letter code assigned to a country in accordance with the International Standard ISO 3166.
<OrigAccNo>	O	0	34	Account	Ordering customer account number.
</Extension>					

## Graphical representation of import file structure (FiDAViSta0101)



## Example of payment import file (FiDAViSta0101)

```
<?xml version="1.0" encoding="UTF-8"?>
<FIDAVISTA xmlns="http://www.bankasoc.lv/fidavista/fidavista0101.xsd">
  <Header>
    <From>me</From>
  </Header>
  <Payment>
    <ExtId>1234567890</ExtId>
    <DocNo>TESTS 01</DocNo>
    <TaxPmtFlg></TaxPmtFlg>
    <Ccy>USD</Ccy>
    <PmtInfo>Par labo lietiņu piegādēm. Gaidīsim nākamo kravu. Vēlam veiksmi :)</PmtInfo>
    <PayLegalId>01234567890</PayLegalId>
    <PayAccNo>100150018</PayAccNo>
    <DebitCcy>LVL</DebitCcy>
    <BenSet>
      <Priority></Priority>
      <Comm>OUR</Comm>
      <Amt>115.00</Amt>
      <BenAccNo>2041014</BenAccNo>
      <BenName>EAGLE Inc.</BenName>
      <BenLegalId>40030720044</BenLegalId>
      <BenCountry>US</BenCountry>
      <BBSwift>PARXLV22</BBSwift>
      <AmkSet>
        <Opc>212</Opc>
      </AmkSet>
    </BenSet>
    <Extension>
      <SalaryFlg>N</SalaryFlg>
      <PostingDate>2005-10-25</PostingDate>
    </Extension>
  </Payment>
</FIDAVISTA>
```



## Cash Withdrawal Order Import File Format

FiDAVista XML file format available for DIGI::FIRMA customers in Latvia only is used to import cash withdrawal orders into the DIGI::FIRMA system.

**Note.** The current import file XML scheme that is used in the installed DIGI::FIRMA version you can find at: ...\**DigiFirma\FiDAViSta0101.xsd**.

Import \*.xml file consists of the Header section (optional) and one or several Payment sections. For detailed description of import file sections, see tables below.

**Attention!** FiDAViSta Payment section fields, that are not described in the Payment table, are skipped by DIGI::FIRMA.

During cash withdrawal order import process user may specify which type of file validation should be performed:

- Strict two-level validation, that validates whether import file structure corresponds to FiDAViSta \*.xml format and whether cash withdrawal orders correspond to DIGI::FIRMA cash withdrawal order validation criteria.
- Standard, that validates cash withdrawal orders in the file according to DIGI::FIRMA cash withdrawal order validation criteria.

Tables describe both FiDAVista and DIGI::FIRMA specific requirements. DIGI::FIRMA specifics is displayed in the Description column as notes.

In case of strict validation, "namespace", that identifies XML scheme version, should be specified as <FIDAVISTA> tag attribute:

<FIDAVISTA xmlns="http://www.bankasoc.lv/fidavista/fidavista0101.xsd">.

DIGI::FIRMA recognizes cash withdrawal order import file by the following criteria:

1. the file contains the<Extention><SNIP> field;
2. the file does not contain the <BenAccNo> field;
3. the <BBSwift> field value is „PARXLV22”.

Denotations used in the tables:

xs:string	– XML text symbols
SwiftString	– ([0-9 A-Z a-z \s^\-?:().'\+\n\r])* , these are characters, that correspond to SWIFT X symbol set: 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z a b c d e f g h i j k l m n o p q r s t u v w x y z Space - space / - ? : ( ) . , ' + CrLf Cr - carriage return, Lf - line feed.
EksString	– ([0-9 A-Z a-z Ā-Ž ā-ž \s^\-?:().'\+\n\r])* , these are characters, that correspond to SwiftString, as well as Latvian letters: Ā Č Ē Ģ Ī Ķ Ļ Ņ Š Ū Ž ā č ē ģ ī ķ ļ ņ š ū ž <b>Attention!</b> Latvian letters in the import file should be specified in the same coding as the coding specified in the import file attribute encoding. Allowed values are UTF-8 or Windows-1257. For example, <?xml version="1.0" encoding="UTF-8"?> <?xml version="1.0" encoding="Windows-1257"?>

- xs:date – ANSII Standard date format: YYYY-MM-DD
- O – tag is optional
- M – tag is mandatory

## Header

Tag	O/M	Field Length		Field Type/ Permitted Values	Description
		Min	Max		
<Timestamp>	O	17	17	([0-9])*	Import file timestamp in the following format: YYYYMMDDHHMMSSsss. <i>Note.</i> This field is skipped by DIGI::FIRMA.
<From>	O	0	70	xs:string	File originator ID. <i>Note.</i> This field is skipped by DIGI::FIRMA.
<Extension>	O				Additional data. <i>Note.</i> This field is skipped by DIGI::FIRMA.

## Payment

Tag	O/M	Field Length		Field Type/ Permitted Values	Description
		Min	Max		
<ExtId>	O	0	10	SwiftString	Unique cash withdrawal order ID in the bookkeeping system. By this ID transaction in the account statement export file can be linked to imported cash withdrawal order. <i>Note.</i> Symbol “?” is not allowed in DIGI::FIRMA.
<DocNo>	M	1	10	SwiftString	Cash withdrawal order number assigned by user in the bookkeeping system. <i>Notes.</i> Symbol “?” is not allowed in DIGI::FIRMA. If strict validation is not performed, cash withdrawal order with number, containing up to 16 characters inclusive, can be imported to DIGI::FIRMA.
<RegDate>	O	10	10	xs:date	Cash withdrawal order registration date in the bookkeeping system. <i>Note.</i> This field is skipped by DIGI::FIRMA.
<TaxPmtFlg>	M	0	1	Y N	Tax payment flag: N – ordinary payment. <i>Notes.</i> Importing cash withdrawal orders to DIGI::FIRMA, blank field value is replaced with “N”. <i>Note.</i> This field is skipped by DIGI::FIRMA.

Tag	O/M	Field Length		Field Type/ Permitted Values	Description
		Min	Max		
<Ccy>	M	3	3	([A-Z])*	Cash withdrawal order currency code - a code assigned to a currency in accordance with the International Standard ISO 4217. Cash withdrawal order currency should be equal to debit currency.
<PmtInfo>	M	0	140	EksString	Cash withdrawal order details. <i>Notes.</i> Symbol “?” is not allowed in DIGI::FIRMA.
<BankInfo>	O	0	140	xs:string	Information to the bank. <i>Note.</i> Symbol “?” is not allowed in DIGI::FIRMA.
<PayAccNo>	M	1	34	SwiftString	Debit account number.
<DebitCcy>	O	3	3	([A-Z])*	Debit currency code - a code assigned to a currency in accordance with the International Standard ISO 4217. <i>Notes.</i> In case of a single-currency account default value is account currency. In case of multi-currency account, debit currency is <u>mandatory</u> .
<BenSet>	M				
<BenExtId>	O	0	5	SwiftString	Unique beneficiary ID within the cash withdrawal order. <i>Notes.</i> Symbol “?” is not allowed in DIGI::FIRMA.  This field value is added to <ExtId> and is separated by a dot. If <ExtId> together with <BenExtId> and a dot exceeds 16 characters, only first 16 characters are saved in DIGI::FIRMA local database.
<Priority>	M	0	1	N U X	Cash withdrawal order processing speed: N – normal. <i>Notes.</i> Importing cash withdrawal orders to DIGI::FIRMA, blank field value is replaced with “N”.
<Comm>	M	0	3	OUR BEN SHA	Bank charges are covered by: OUR – remitter. <i>Notes.</i> Importing cash withdrawal orders to DIGI::FIRMA, blank field value is replaced with “OUR”.
<Amt>	M	1	12	xs:decimal	Cash withdrawal order amount. Dot must be used as a decimal separator.
<BenName>	M	1	105	EksString	Beneficiary name. <i>Notes.</i> Symbol “?” is not allowed in DIGI::FIRMA.

Tag	O/M	Field Length		Field Type/ Permitted Values	Description
		Min	Max		
<BenLegalId>	O	0	20	SwiftString	Beneficiary personal identity number or personal identity document number.  <i>Notes.</i> Symbols “?”, “.” and “/” are not allowed in DIGI::FIRMA.
<BenCountry>	M	2	2	([A-Z])*	Beneficiary residence country code - a two-letter code assigned to a country in accordance with the International Standard ISO 3166.
<BBSwift>	M	8	11	([A-Z 0-9])*	Beneficiary bank SWIFT code - PARXLV22.
<AmkSet>	O				
<Opc>	M	3	3	([0-9])*	External payment code in accordance with the External Payment Classifier, approved by the Bank of Latvia.  <i>Notes.</i> Field must not be blank if remitter is the resident of Latvia and beneficiary is not or vice versa.  If several external payment codes are specified only the first code is loaded by DIGI::FIRMA.
<Extension>	M				
<SNIP>	M				The „ExpirationDate” attribute of the <SNIP> tag should contain cash withdrawal order expiry date. This is the date (inclusive) until which cash can be withdrawn in the Bank. The date should be in the interval between today’s date plus 10 calendar days.  Date format: YYYY-MM-DD.

## Example of cash withdrawal order import file (FiDAViSta0101)

```
<?xml version="1.0" encoding="UTF-8"?>
<!-- edited with XMLSPY v5 U (http://www.xmlspy.com) by Ieva Lace (Parex bank) -->
<FIDAVISTA xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:noNamespaceSchemaLocation="FiDAViSta0101.xsd">
  <Header>
    <Timestamp>20030905175959000</Timestamp>
    <From>me</From>
  </Header>
  <Payment>
    <ExtId>1234567890</ExtId>
    <DocNo>P123456789</DocNo>
    <RegDate>2009-05-25</RegDate>
    <TaxPmtFlg>N</TaxPmtFlg>
    <Ccy>LVL</Ccy>
    <PmtInfo>Samaksa saskaņā ar līgumu nr. 7589AP</PmtInfo>
    <PayAccNo>LV14PARX0000112233445</PayAccNo>
    <DebitCcy>LVL</DebitCcy>
    <BenSet>
      <BenExtId>321</BenExtId>
      <Priority>N</Priority>
      <Comm>OUR</Comm>
      <Amt>1500.99</Amt>
      <BenName>Ieva Lace</BenName>
      <BenLegalId>010579-10222</BenLegalId>
      <BenCountry>LV</BenCountry>
      <BBSwift>PARXLV22</BBSwift>
      <AmkSet>
        <Opc>010</Opc>
      </AmkSet>
      <Extension><SNIP ExpirationDate='2009-06-01'/></Extension>
    </BenSet>
  </Payment>
</FIDAVISTA>
```

## Account Transactions Export File Format

Account statement export \*.xml file consists of the Header section and the Statement section. Statement section consists of the following sections: statement period section, bank information section, account holder section, one or several account sections depending on account statement selection criteria entered in DIGI::FIRMA. For detailed description of export file sections see tables below.

*Note.* Account transactions export is available for DIGI::FIRMA customers in Latvia only.

Denotations used in the tables:

xs:string	–	XML text symbols
xs:date	–	ANSII Standard date format: YYYY-MM-DD
O	–	tag is included in export file depending on the information available in DIGI::FIRMA (customer data, transaction type, etc.)
M	–	tag is always included in export file

Graphical representation of export file structure, as well as an example of export file you can find below.

### Header

Tag	O/M	Length	Field Type	Description
<Timestamp>	M	17	Timestamp	Export file timestamp in the following format: YYYYMMDDHHMMSSsss.

### Statement

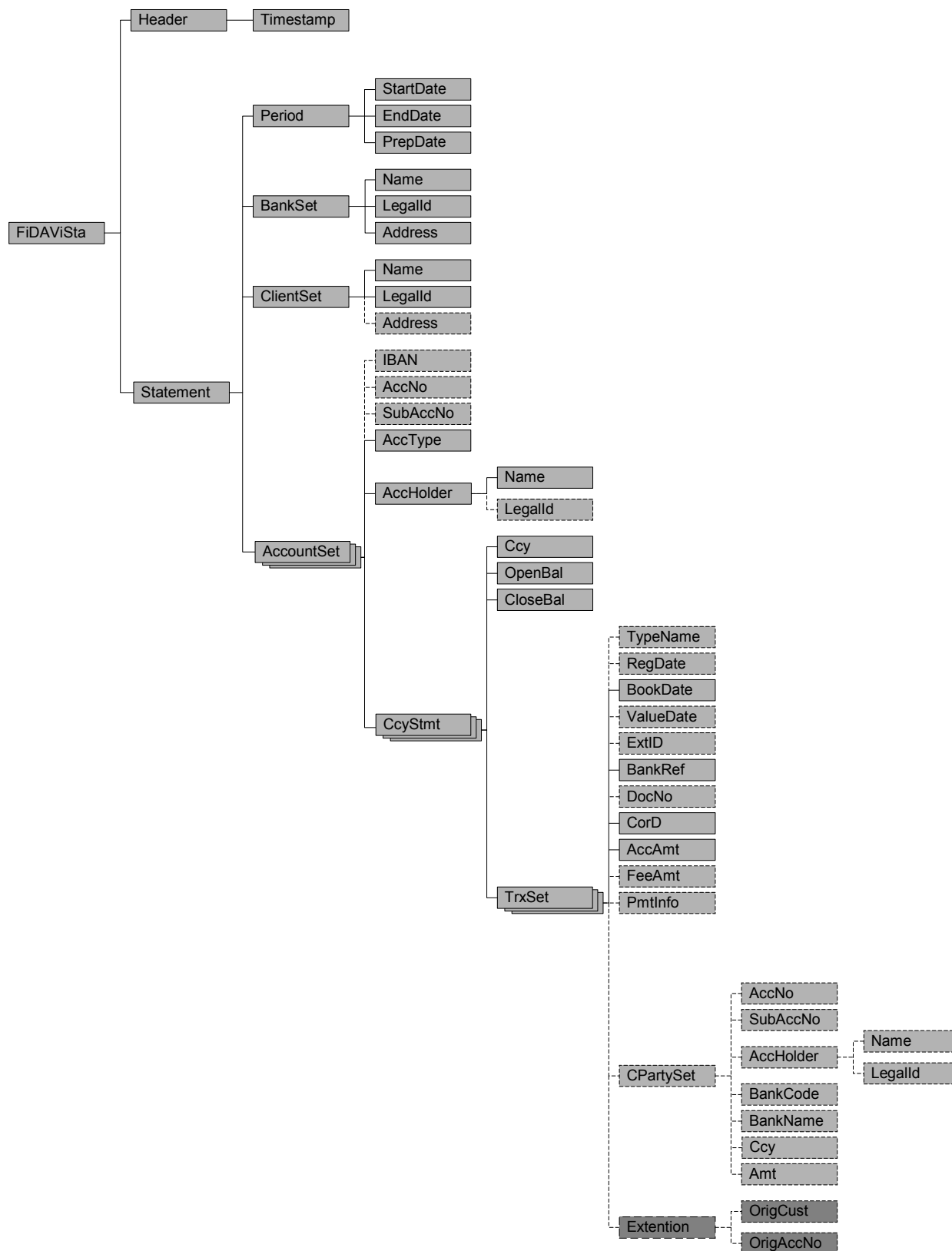
Tag	O/M	Length	Field Type	Description
<Period>	M			
<StartDate>	M	10	xs:date	Opening date of the statement period.
<EndDate>	M	10	xs:date	Closing date of the statement period.
<PrepDate>	M	10	xs:date	Date when the statement is drawn.
</Period>				
<BankSet>	M			This section contains data on Parex banka.
<Name>	M	140	xs:string	The bank's name.
<LegalId>	M	20	xs:string	The bank's registration number with the Republic of Latvia Register of Enterprises.
<Address>	M	70	xs:string	The bank's address.
</BankSet>				
<ClientSet>	M			This section contains data on account owner (customer).
<Name>	M	140	xs:string	Account owner's name.

Tag	O/M	Length	Field Type	Description
<LegalId>	M	20	xs:string	Account owner's registration number for legal entities or identity number for individuals.
<Address>	O	70	xs:string	Account owner's address.
</ClientSet>				
<AccountSet>	M			
<IBAN>	O	21	xs:string	IBAN of the account the statement is drawn.
<AccNo>	O	34	xs:string	Transaction amount in account currency. Dot is used as a decimal separator.  <i>Note.</i> Transaction and charge/commission fee amounts are included in export file as two entries (two <TrxSet> sections) with the same transaction reference number and the <AccAmt> field entered.
<SubAccNo>	O	34	xs:string	Field is not used.
<AccType>	M	70	xs:string	Account type.
<AccHolder>	M			This section contains data on account holder.
<Name>	M	140	xs:string	Name of account or sub-account.
<LegalID>	O	20	xs:string	Registration number for sub-account.
</AccHolder>				
<CcyStmt>	M			
<Ccy>	M	3	([A-Z])*	Account currency in conformity with the International Standard ISO 4217.
<OpenBal>	M	12	xs:decimal	Opening balance for the statement period.
<CloseBal>	M	12	xs:decimal	Closing balance for the statement period  <i>Note.</i> Balance can be inaccurate when the statement is required in DIGI::FIRMA before data transfer start date, or there was no data transfer between DIGI::FIRMA and the Bank after the closing date of the statement period. For instance, account statement is incomplete if information is required on today.
<TrxSet>	M			This section contains data on transactions in account or sub-account currency.
<TypeName>	O	70	xs:string	Transaction type.
<RegDate>	O	10	xs:date	In case payment document was imported into DIGI::FIRMA from the bookkeeping system this field contains the <RegDate> field value from the import file.
<BookDate>	M	10	xs:date	Transaction date (when the transaction is booked in the bank's information system).
<ValueDate>	O	10	xs:date	Transaction value date. Included if value date differs from transaction date in the <BookDate> field.

Tag	O/M	Length	Field Type	Description
<ExtID>	O	10	xs:string	In case payment document was imported into DIGI::FIRMA from the bookkeeping system this field contains the <ExtID> field value from the import file.
<BankRef>	M	25	xs:string	Transaction reference number.
<DocNo>	O	25	xs:string	Payment document number.
<CorD>	M	1	C D	Debit or Credit mark of the transaction.
<AccAmt>	M	12	xs:decimal	Transaction amount in account currency. Dot is used as a decimal separator. <i>Note.</i> Transaction and charge/commission fee amounts are included in export file as two entries (two <TrxSet> sections) with the same transaction reference number and the <AccAmt> field entered.
<FeeAmt>	O	0	xs:decimal	Field is not used.
<PmtInfo>	O	200	xs:string	Payment details.
<CPartySet>	O			This section contains data on the counterparty.
<AccNo>	O	34	xs:string	Counterparty account number.
<SubAccNo>	O	34		Counterparty sub-account number.
<AccHolder>	O			
<Name>	O	140	xs:string	Counterparty name.
<LegalID>	O	20	xs:string	Counterparty enterprise registration number or personal identity number.
</AccHolder>				
<BankCode>	O	20	xs:string	Code of the counterparty bank.
<BankName>	O	140	xs:string	Name of the counterparty bank.
<Ccy>	O	3	([A-Z])*	Payment currency code in conformity with the International Standard ISO 4217. Included only if payment currency differs from account currency.
<Amt>	O	12	xs:decimal	Payment amount. Dot is used as a decimal separator. Included only if payment currency differs from account currency.
</CPartySet>				
<Extention>	O			Extension is used to export from DIGI::FIRMA system account transactions related to a third party.
<OrigCust>	O	70	EksString	Ordering/beneficiary customer's name.
<OrigAccNo>	O	34	Account	Ordering/beneficiary customer's account number.
</Extention>				
</TrxSet>				
</CcyStmnt>				
</AccountSet>				



## Graphical representation of export file structure



## Example of export file

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instance" xsi:noNamespaceSchemaLocation='FIDAVISTA0101.xsd'>
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  <Timestamp>20031111165318292</Timestamp>
</Header>
<Statement>
  <Period>
    <StartDate>2000-11-01</StartDate>
    <EndDate>2000-11-01</EndDate>
    <PrepDate>2003-11-11</PrepDate>
  </Period>
  <BankSet>
    <Name>AS "PAREX BANKA" </Name>
    <LegalId>000307459</LegalId>
    <Address>SMILŠU IELA 3 RĪGA, LV-1522, LATVIJA </Address>
  </BankSet>
  <ClientSet>
    <Name>SIA OZOLS</Name>
    <LegalId>000567389</LegalId>
    <Address>BRĪVĪBAS 116-85</Address>
  </ClientSet>
  <AccountSet>
    <IBAN>LV89PARX0000100150018</IBAN>
    <AccNo>LV89PARX0000100150018</AccNo>
    <AccType>Norēķinu konts</AccType>
    <AccHolder>
      <Name>OZOLS</Name>
    </AccHolder>
    <CcyStmnt>
      <Ccy>EUR</Ccy>
      <OpenBal>94103.12</OpenBal>
      <CloseBal>93903.12</CloseBal>
      <TrxSet>
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        <BookDate>2000-11-01</BookDate>
        <BankRef>FT0030500473</BankRef>
        <DocNo>7</DocNo>
        <CorD>D</CorD>
        <AccAmt>200.00</AccAmt>
        <PmtInfo>Saskaņā ar Līgumu Nr. A/12-Z DFFT164368</PmtInfo>
        <CPartySet>
          <AccNo>0000300012</AccNo>
          <AccHolder>
            <Name>SIA Lido</Name>
            <LegalId>403155555</LegalId>
          </AccHolder>
          <BankCode>PARXLV22</BankCode>
          <BankName>PAREX BANK 3 SMILSHU RIGA
LATVIA</BankName>
        </CPartySet>
      </TrxSet>
    </CcyStmnt>
  </AccountSet>
  <CcyStmnt>
    <Ccy>LVL</Ccy>
    <OpenBal>1006296.27</OpenBal>
    <CloseBal>1006261.09</CloseBal>
  </CcyStmnt>
</Statement>
</FIDAVISTA>

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<TrxSet>
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  <BookDate>2000-11-01</BookDate>
  <BankRef>FT0030500491</BankRef>
  <DocNo>16</DocNo>
  <CorD>D</CorD>
  <AccAmt>0.05</AccAmt>
  <CPartySet>
    <AccHolder></AccHolder>
  </CPartySet>
</TrxSet>
<TrxSet>
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  <BookDate>2000-11-01</BookDate>
  <BankRef>FT0030500491</BankRef>
  <DocNo>16</DocNo>
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  <AccAmt>5.13</AccAmt>
  <PmtInfo>Rēķ. Nr. 123 DFFT164462</PmtInfo>
  <CPartySet>
    <AccNo>20031019</AccNo>
    <AccHolder>
      <Name>Priede</Name>
      <LegalId>003072003</LegalId>
    </AccHolder>
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    <BankName>PAREX BANK 3 SMILSHU RIGA
LATVIA</BankName>
  </CPartySet>
</TrxSet>
<TrxSet>
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  <BankRef>TT0030500535</BankRef>
  <DocNo>OZ-2-AA</DocNo>
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  <AccAmt>30.00</AccAmt>
  <PmtInfo>Sīkiem izdevumiem DFTT164706</PmtInfo>
  <CPartySet>
    <AccHolder>
      <Name>Anna Vanaga</Name>
      <LegalId>22087112345</LegalId>
    </AccHolder>
  </CPartySet>
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</AccountSet>
</Statement>
</FIDAVISTA>

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