Welcome !

Welcome, this is *OfficeBanking* !

See:
Introduction

Introduction

Cconstantly working on raising the quality of our products and services for modern financial operations, *Pexim Solutions* is able to introduce you to *OfficeBanking*, which brings new functionality, and also significant improvements in design.

In accordance with modern trends, *OfficeBanking* allows you to work with accounts at any time of day, without going to the bank, as well as timely and complete information about what is happening with your money. Special emphasis during the development of applications placed on functionality, speed and user friendly interaction, so this is another argument that our application set far ahead of competing products of this kind, which still require the user a high level of knowledge, as well as professional information.

OfficeBanking offers:

- All accounts in one place;
- Timely and detailed information about the state of each of them;
- Viewing news, currency exchange and other service information;
- Information on daily changes in the account;
- Information about changes and balance;
- Simply create a new and ongoing monitoring of accounts for payment;
- Data about changes in the document;
- Synchronize the account balance;
- Comprehensive record keeping on the partners;
- Variety of complex reports, as defined by the client, available in print form.

OfficeBanking news
Home page
System requirements
I want to migrate data from *FxClient*
Log In
Loging medium

System Requests

System requests

For OfficeBanking using, some necessary system conditions have to be ensured.

If you use OfficeBanking on multilpe computers, you need to ensure that all computers that would be used meet these conditions.

For list of required hardware and software see the following links:

Required hardware
Required software
See:
Introduction

Requested hardware

Minimal configuration

- Computer with processor speed of 750 MHz
- 256 MB RAM
- 100 Mb hard disc free memory
- CD-ROM or DVD-ROM during instalation
- 1024 x 768 screen resolution with 16K colors
- čSmartCard reader, with PC/SC (in serial, PS/2 or USB port or pluged into PCI or ISA) (optional)
- Internet speed of 19.200 bps

Suggested configuration

- Pentium IV 1,7 GHz or higher
- 1 GB RAM
- 100 Mb hard disc free memory
- CD-ROM or DVD-ROM during instalation
- 1024 x 768 screen resolution with 16K colors
- USB čsmart card reader
- Internet connection speed of 64 kbps (ISDN) with SSL support

See:
System requests

Required software

Required software

- Windows NT 4.0 Service Pack 6, Windows 2000 Service Pack 4.

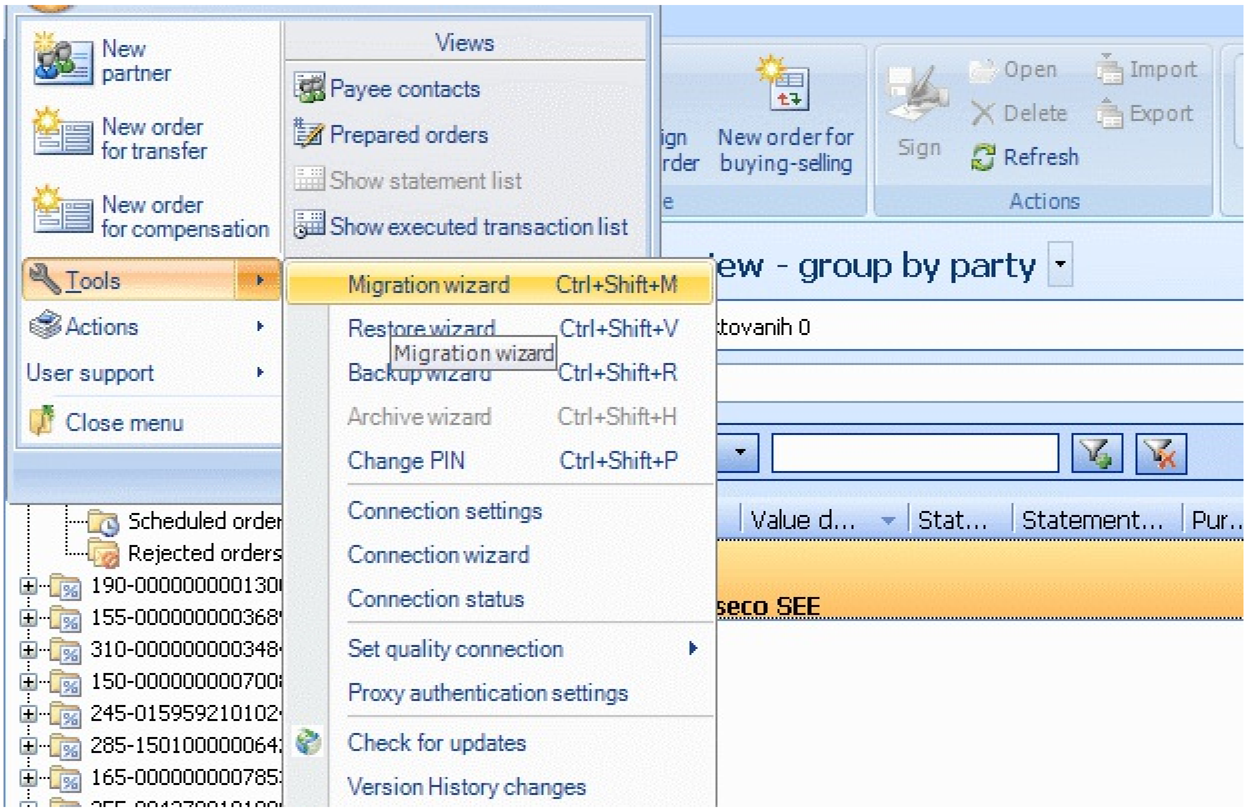
Preporučujemo Windows XP, Windows 2003 Server, Windows VISTA

- multi-user support
- Internet Explorer 6.0 or newer web browser
- MS Outlook Express 5.0 or newer .

See:
System requests

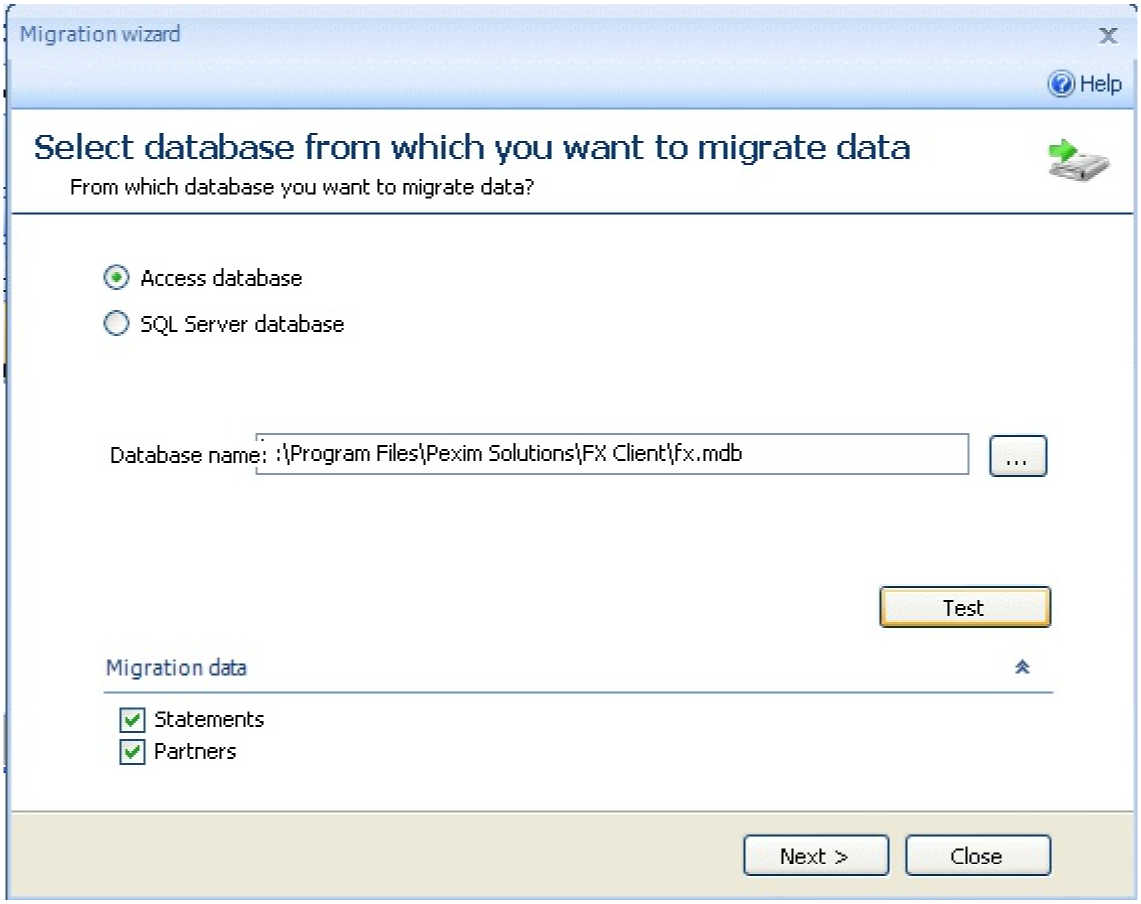
I want to migrate data from old *Fx Client*

If you used an earlier version of *FX Client* before *OfficeBanking*, it is necessary to continue to work with her. To use old database, the file should be copied from the directory **Fx.mdb** earlier versions of FX in the new version directory. Here are the following:
In the **Start** menu, click on the application **Migration wizard** (*Picture 1*), of course, for this purpose you can serve and keyboard shortcuts **Ctrl + Shift + M.**



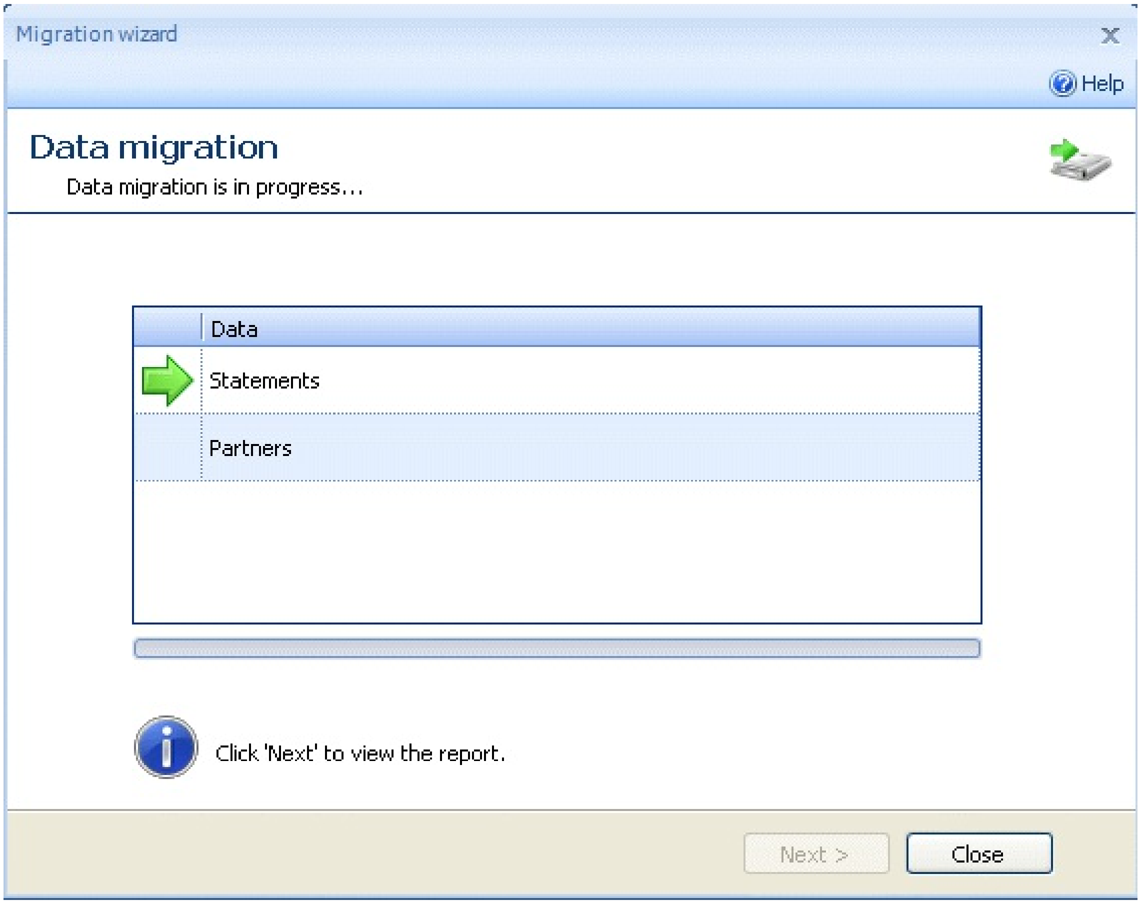
Picture 1

In opened window you must select database type *Access* or *SQL*, and then select location to old *Fx* database (*Picture 2*).

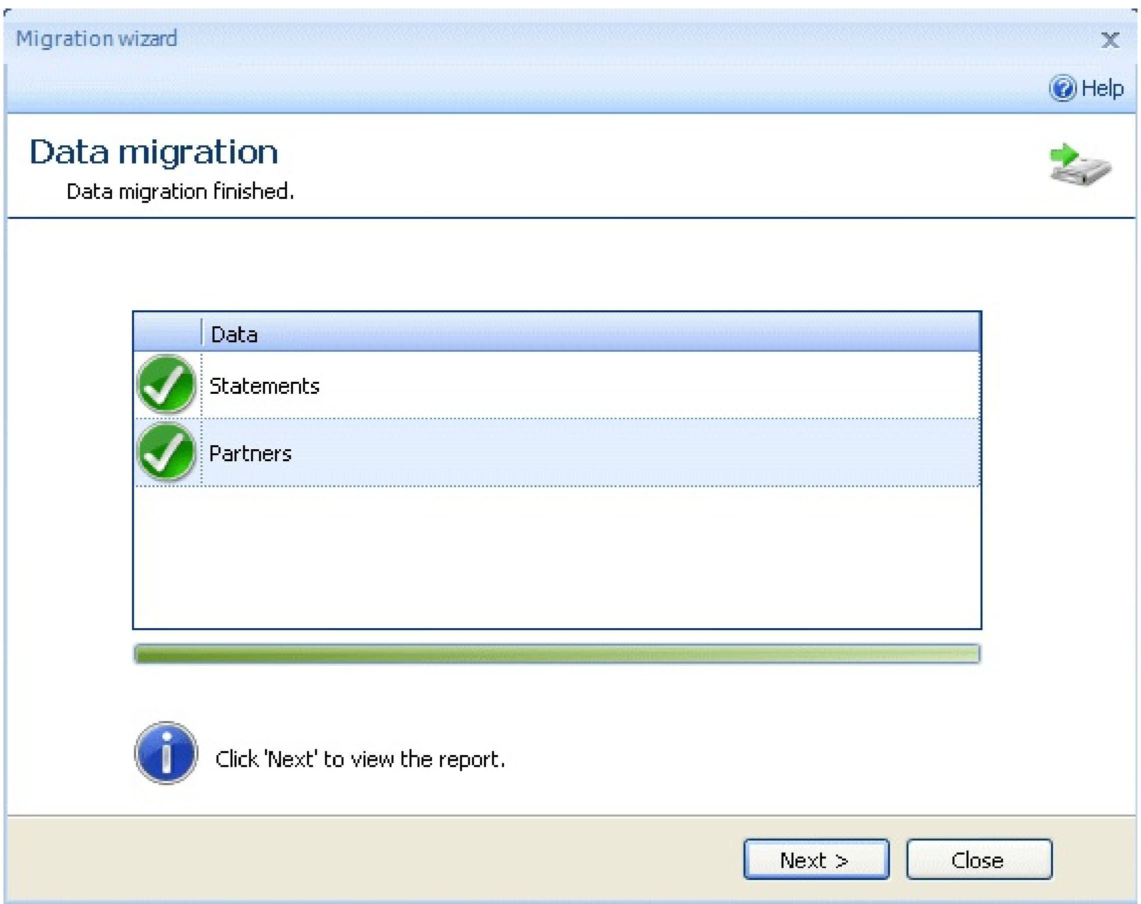


Picture 2

If you are sure to come to the right directory, it is possible to verify the connection to the database using the button **Test** connection. Also, you have the choice of whether to migrate *Statements* and / or *Partners*. It is now necessary to press the **Next** button (it is possible to click on it only if it is selected the right path to the database!) And the migration begins. It may take some time and in that time is not available button **Next**, and the evident is progress of migration.

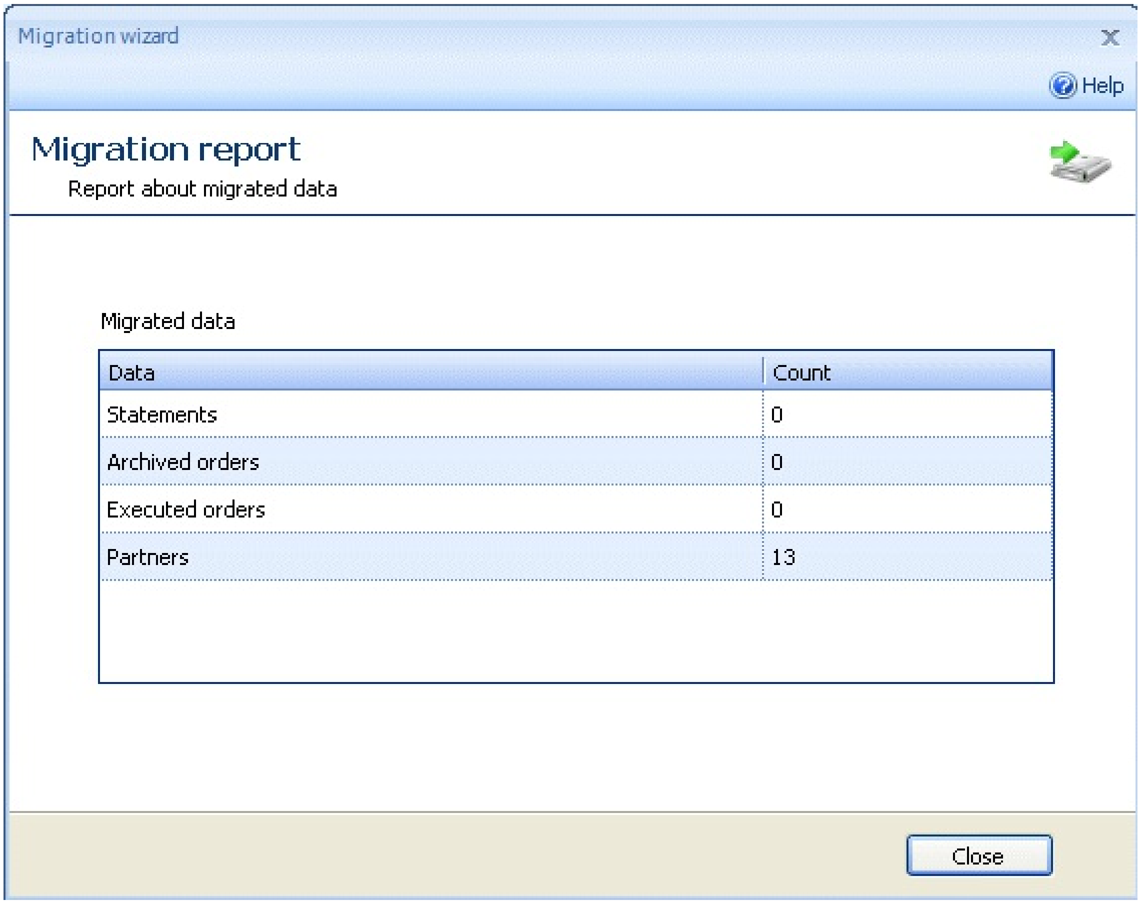


Picture 3



Picture 4

When all the elements for migrate are marked as completed (*Picture 4*) is possible to click **Next**, and now the screen displays a report of the number and type migrated data (*Picture 5*).

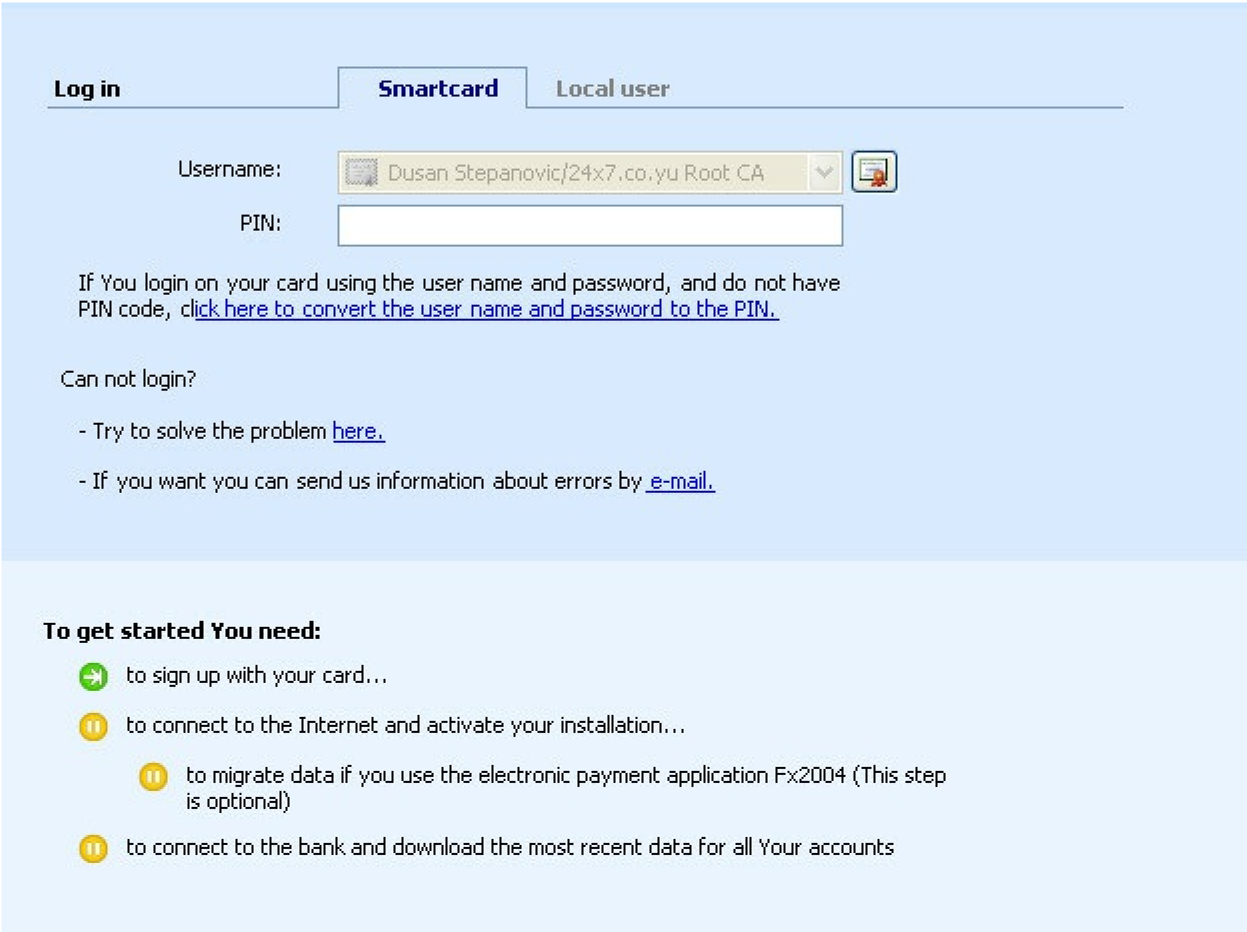


Picture 5

See:
[I want to ...]
[Menu options]

Log In process

For security reasons, every OfficeBanking user has unique PIN with the code only known to him. When the user wants to use the application, it is nessesery to log in again



Slika 1

Login process:

- Choose certificate - if there is more than one certificates on the smart card, choose appropriate.
- Fill PIN edit control
- Pres the button **Next>**.

See:
Introduction

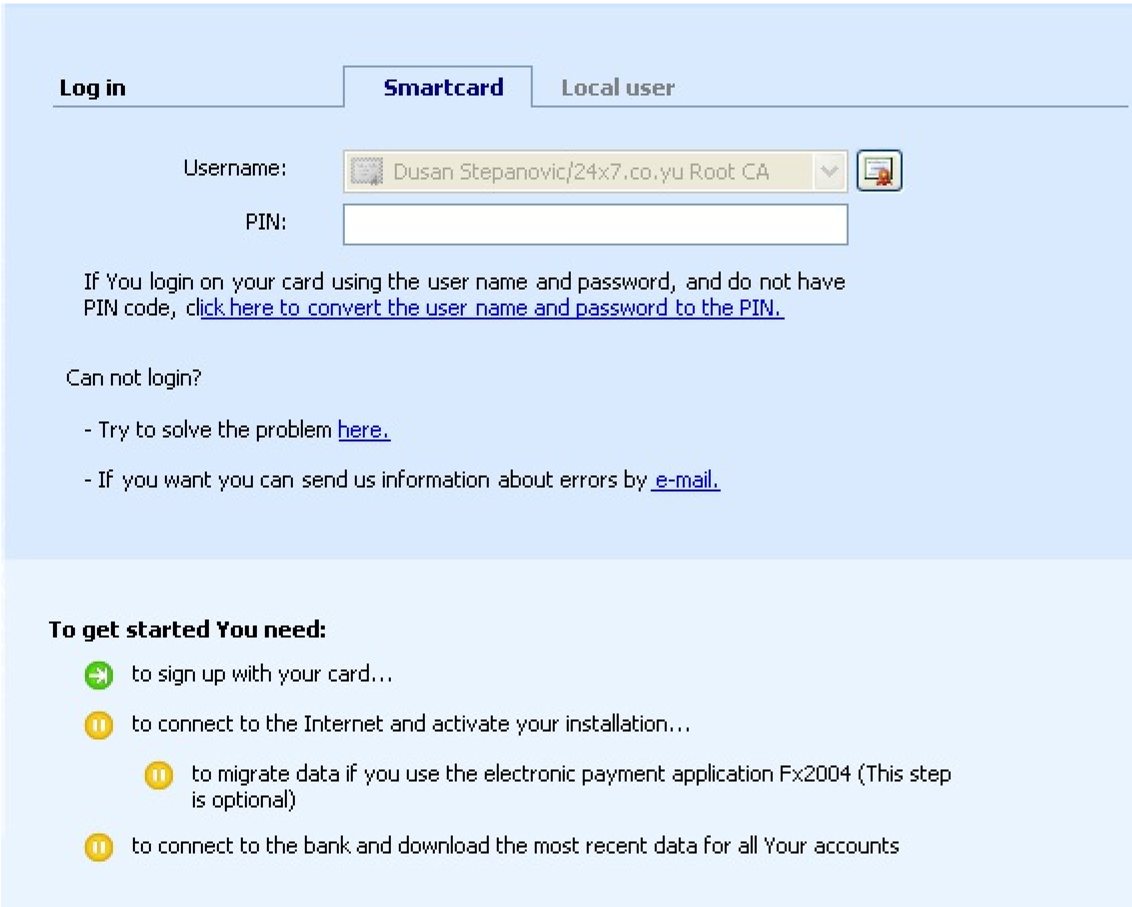
Login medium

Login medium is a smart card with the certificate which is nessesery for user protection. It is an authentic and unique system identification. Smart card gives security mechanism for data protection.

See: Introduction

Username to PIN conversion

Users who used FX Client application and logged with username and password, have to click on the link 'click here to convert Username and password to PIN' (picture 1) at the first time they used OfficeBanking.



picture 1

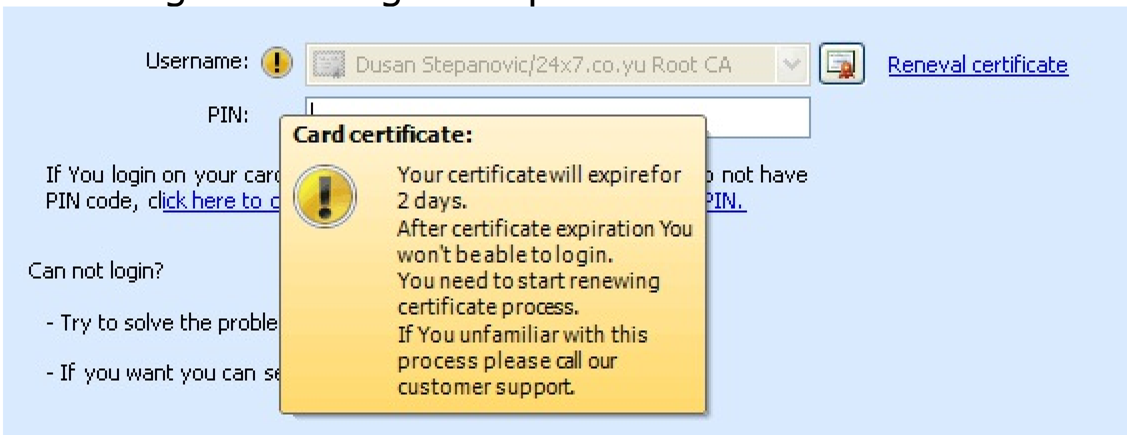
New window will appear. It is nessesery to fill username,password, and new PIN. PIN is the code with numeric letters, and the allowed length is entered below the control PIN. When you fill all data, press the button OK. If all the data are correctly entered, message for successfull conversion will appear.

See:
[Introduction]

Certificate expiration notification

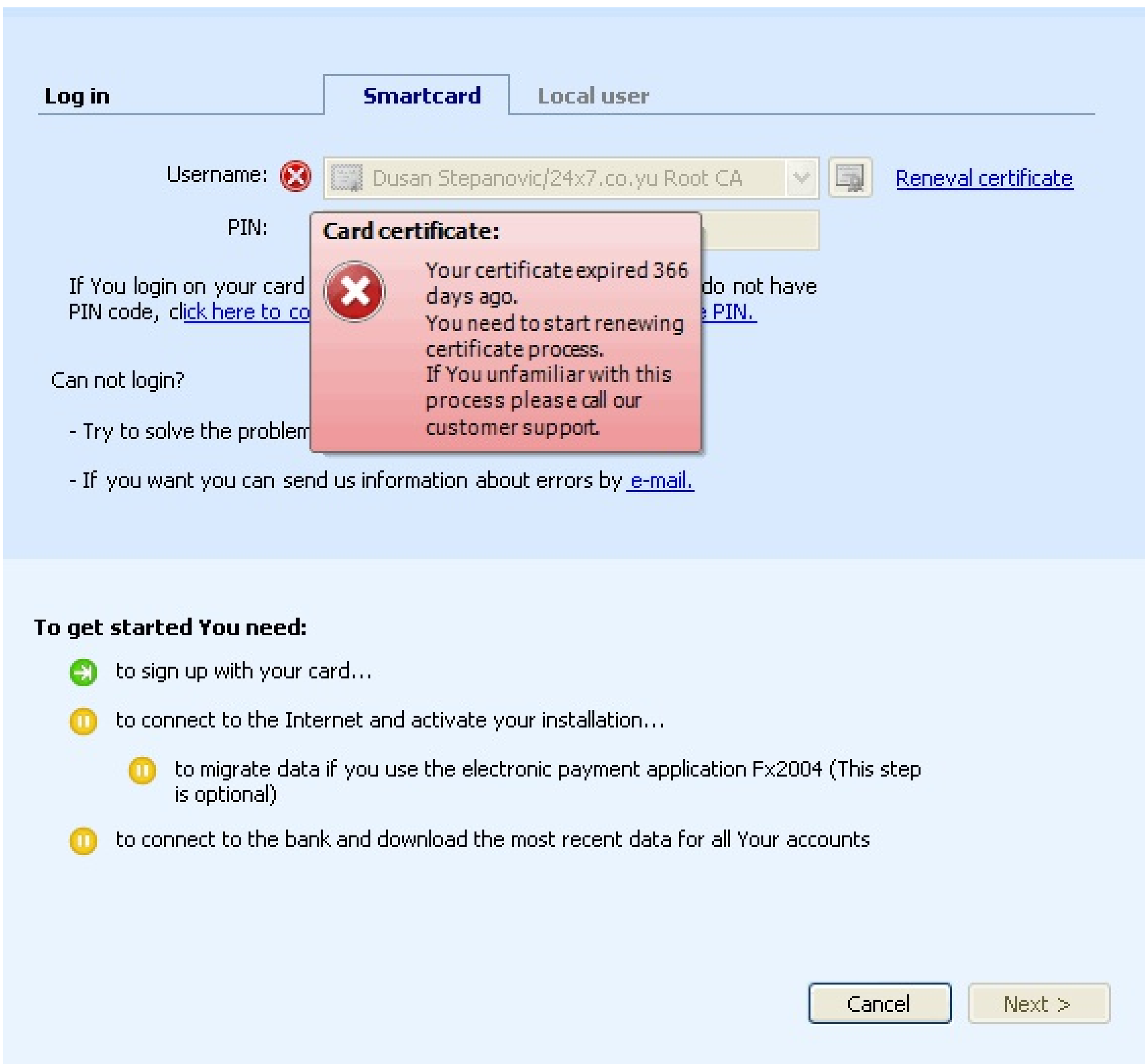
Certificate expiration notification

While logging on OfficeBanking, if the certificate expiration date is less than 30 days, user will get warning as in picture 1



Picture 1

If the certificate expired youi will get the message as in picture (picture 2)



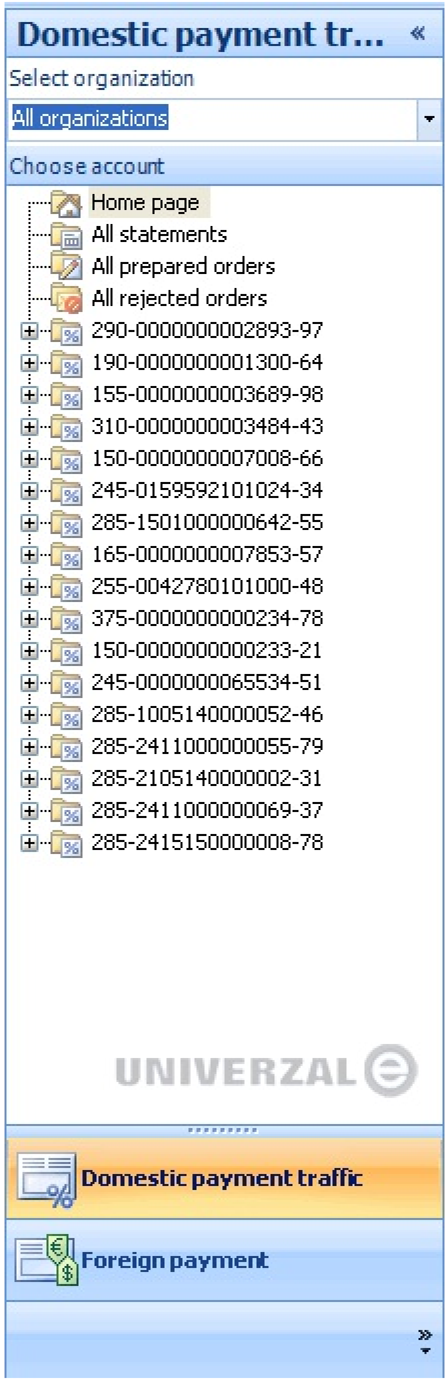
Picture 2

See:

Home page

On home page you can see all available account with which it is possible to work. For all of them available and real balance is hown, and last synchronization date. You can group this view by companies, banks and account types (*see.* How to group?).
If synchronization is never performed data about account will not be shown.
Also you can see news and information which bank delivers to your customers (*see.* News and information).

Further navigation through application is possible by using navigation panel on the left side of window (*Picture 1*), and using menu options (see. Menu options).



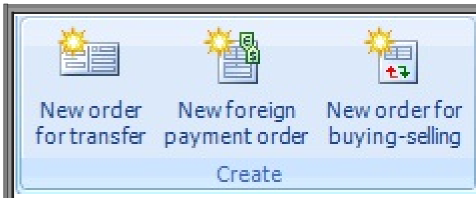
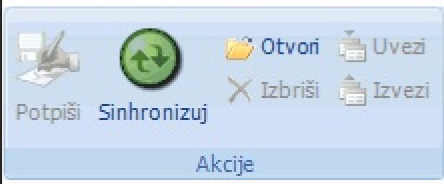
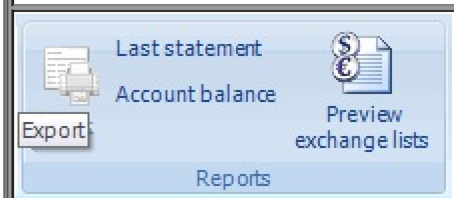
Picture1

See:

[Introduction]
[I want to...]

Menu options

OfficeBanking has user interface that allows intuitive and fast work and great user experience.
Buttons are grouped into funcional froups depends of user needs.
Button groups in OfficeBanking are showed in table 1

	**Add new comintent** - create a new partner (*see*I want to add a new partner) **Create new comintnent** - for creating new transaction order (*see* I want to create an order) **Create new foreign order** - for creating new foreign order (see I want to create new foreign order)
	**Sign** - signing of one or more orders (*see.*I want to sign an order or I wanto to sign orders) **Open** - opens selected item from the list **Delete** - deletes selected item from the list **Refresh** - refreshs current page **Import** - data import (orders, partners, statements...) from external sources (*see* I want to import contacts, I want to import orders) **Export** - data export (orders, partners, statements...) to external documents (*see* I want to export contacts)
	**Print** - prints selected item (*see* How to print?) **Print last statement** - prints last statement **Print account balance** - prints account balance
	- Shows transaction for the selected comintent - Contact details,shows details for the selected contact. **Comintents address book** - opens form for the comitent addresses (see Comtent directory) **Currency exchange** - Opens currency exchange lists (*see* I want to see currency exchange list)
	- Exports data to MS Excel file

	- printing - view settings - choosing the data view - shows/hides filter panel - shows/hides grouping panel - shows/hides navigation panel - Details view options select

table 1.

See:

Introduction
Home page
I want to...

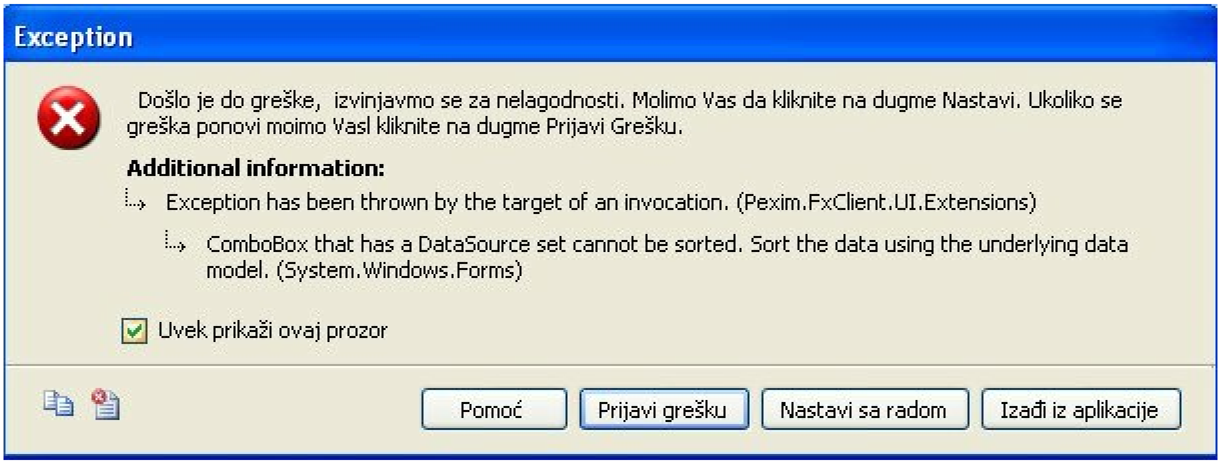
What's new in *OfficeBanking* application

See:
Introduction

Comment about program

Error information

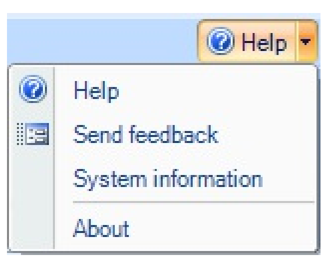
Pexim Solutions makes every effort to OfficeBanking product reaches a high level of quality. In this crucial role played by our clients. In the event that unanticipated errors occur in the work of the form as shown in the picture (*Picture 1*), and information about errors can pass directly to the service of technical support.



Picture 1

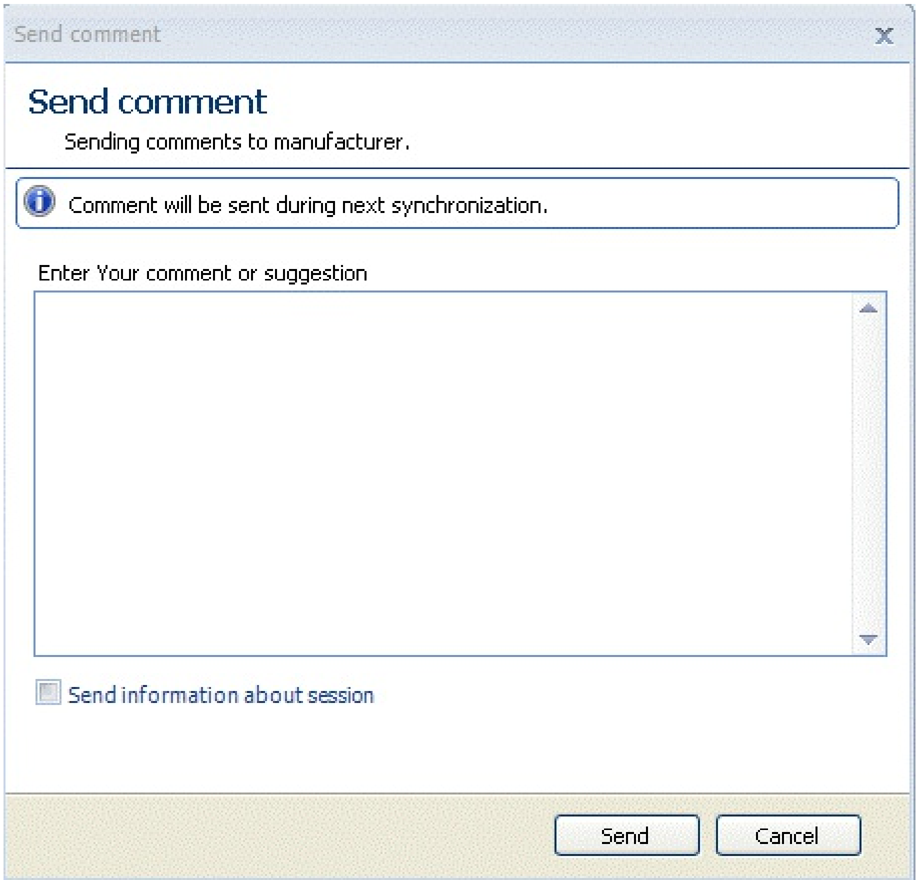
Sending comments

All suggestions or complaints about the program are welcome. At any time it is possible to send comments by selecting the option **Send suggestion** if tools in the start menu (*Picture 2*) or the same name by choosing same option from the menu.



Picture 2

See user manual in the top of application. Window look is as on *Picture 3*.



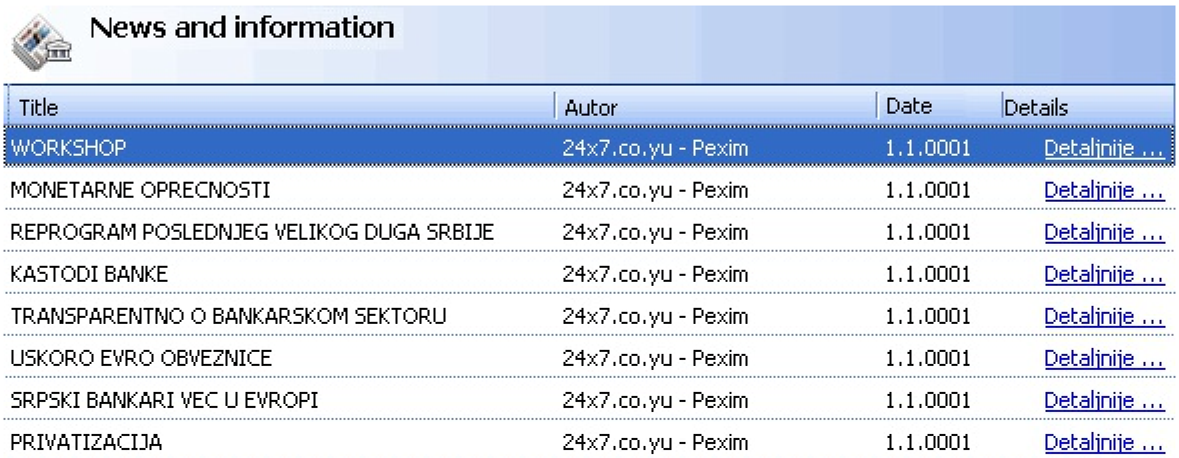
Picture 3

See:
[What's new in OfficeBanking application]

User service

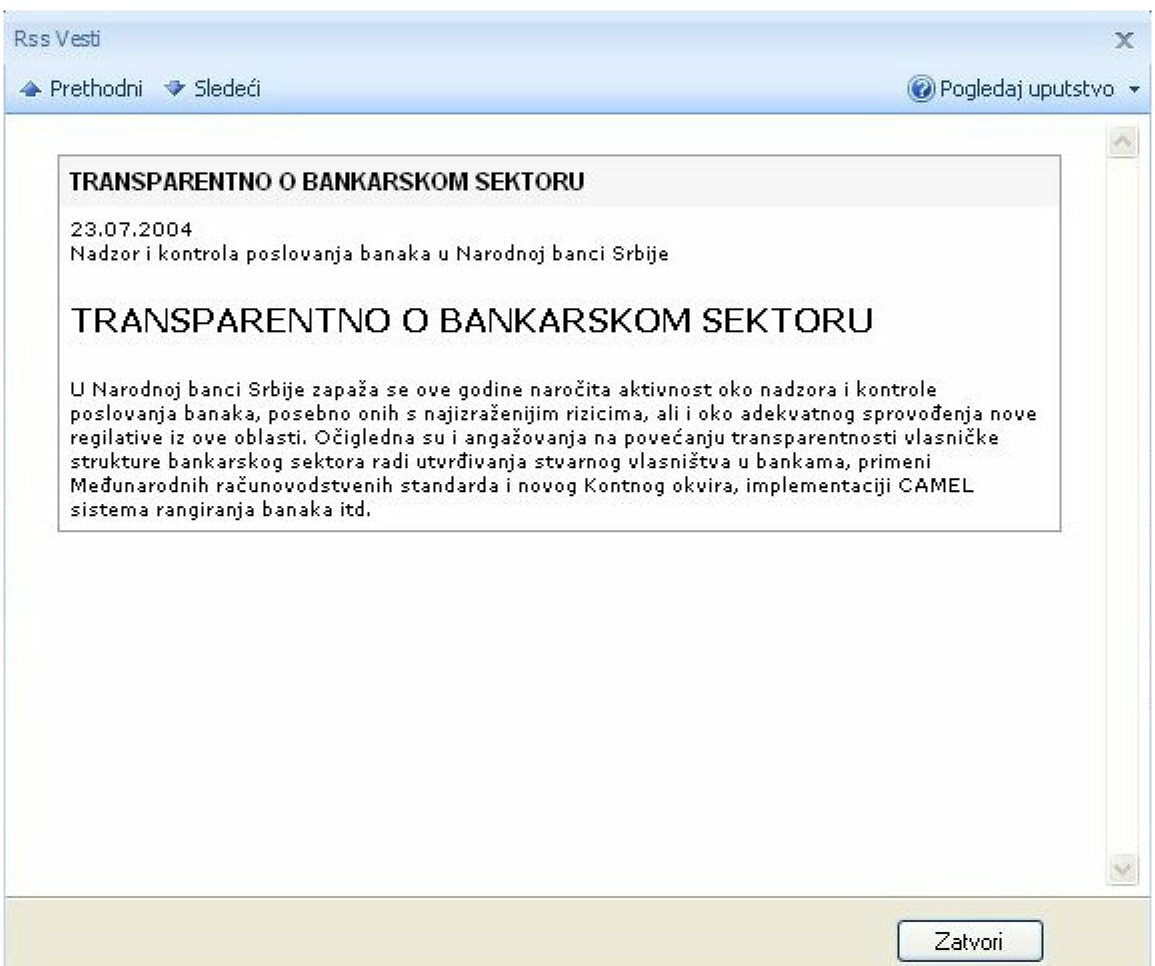
News and information

OfficeBanking allows you simplest way to read business news. On home page you can see newest information sorted by date, as one *Picture 1.*



Picture 1

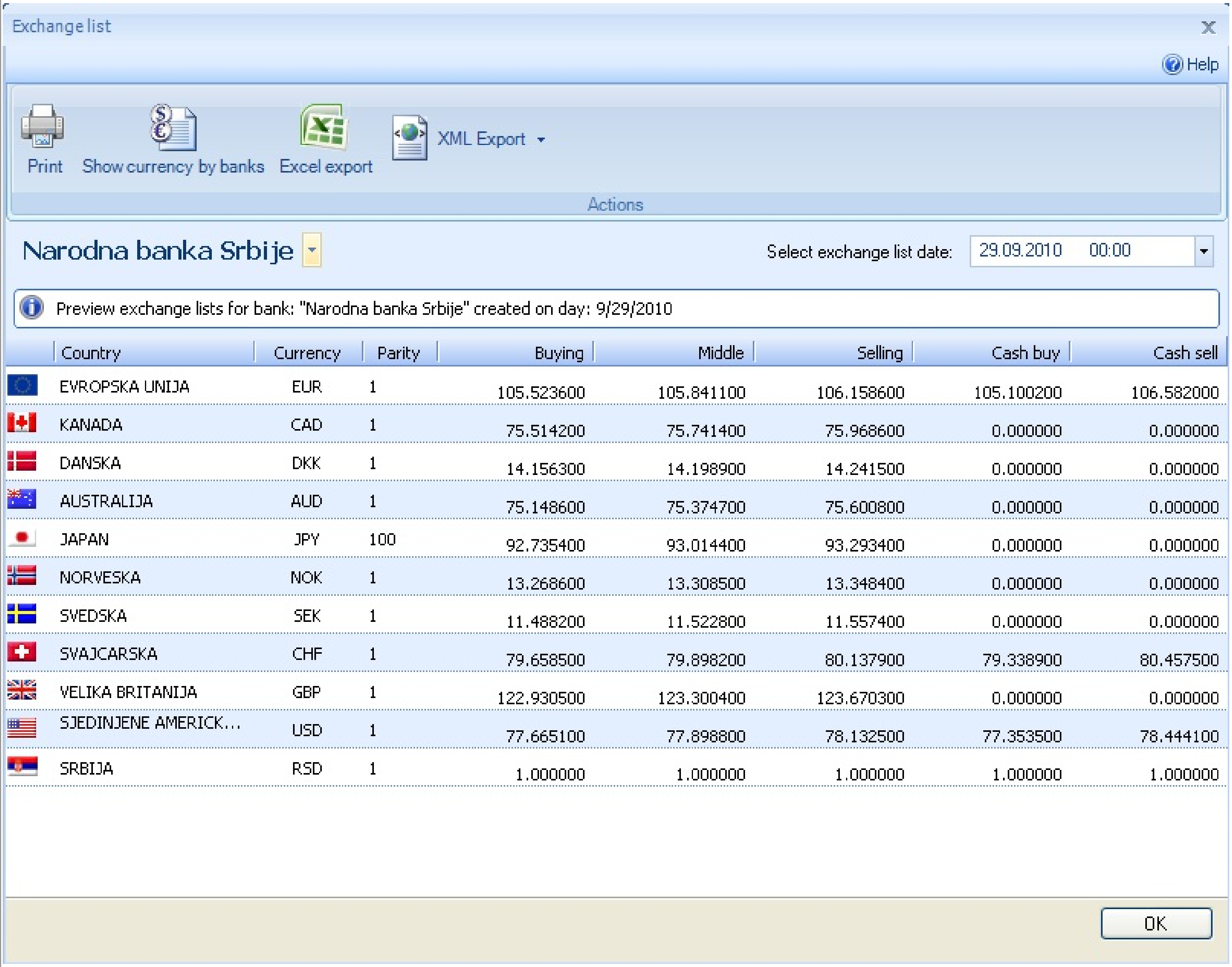
For each of this information you can preview its short abstract (*Picture 2*). If you want to read full text, you just need to double-click on news headline.



Picture 2

Preview currency exchange rate list

In every moment you can preview currency exchange rate lists get from last synchronization. You may even print this page.



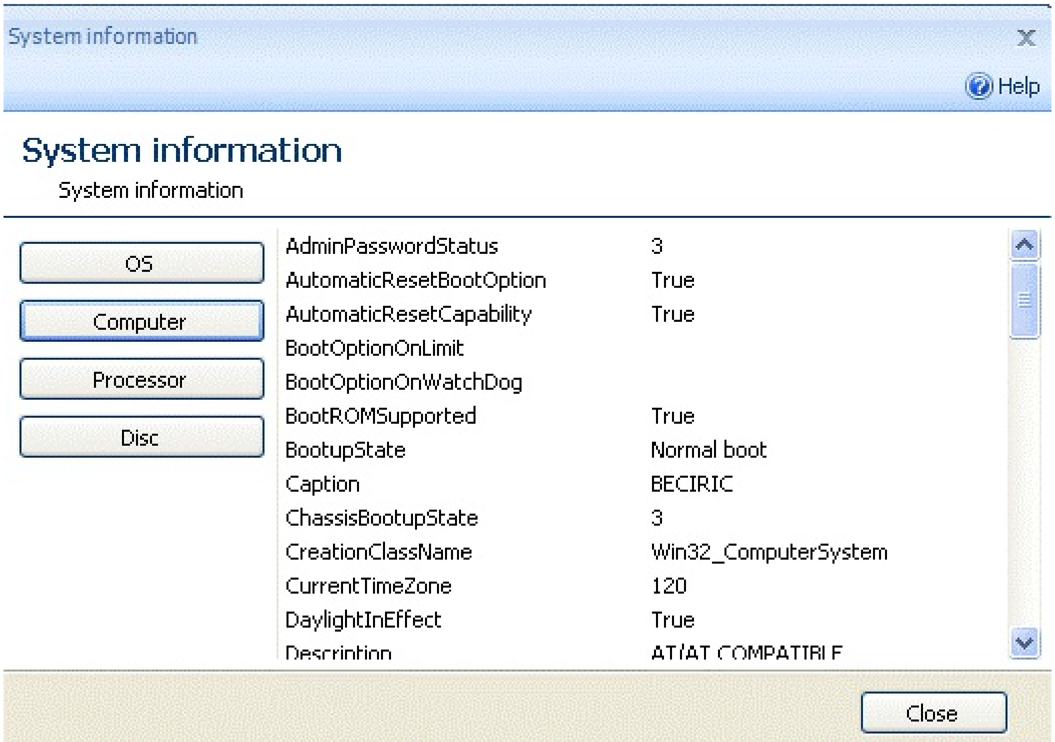
Picture 3

See:

[What's new in OfficeBanking application]

System information

It is usefull to know hardware and software characteristics of your computer. In menu U menu ***Help***, in right-top of application, you need to choose **System information**. You will get information about your OS (processor, hard disk, computer).

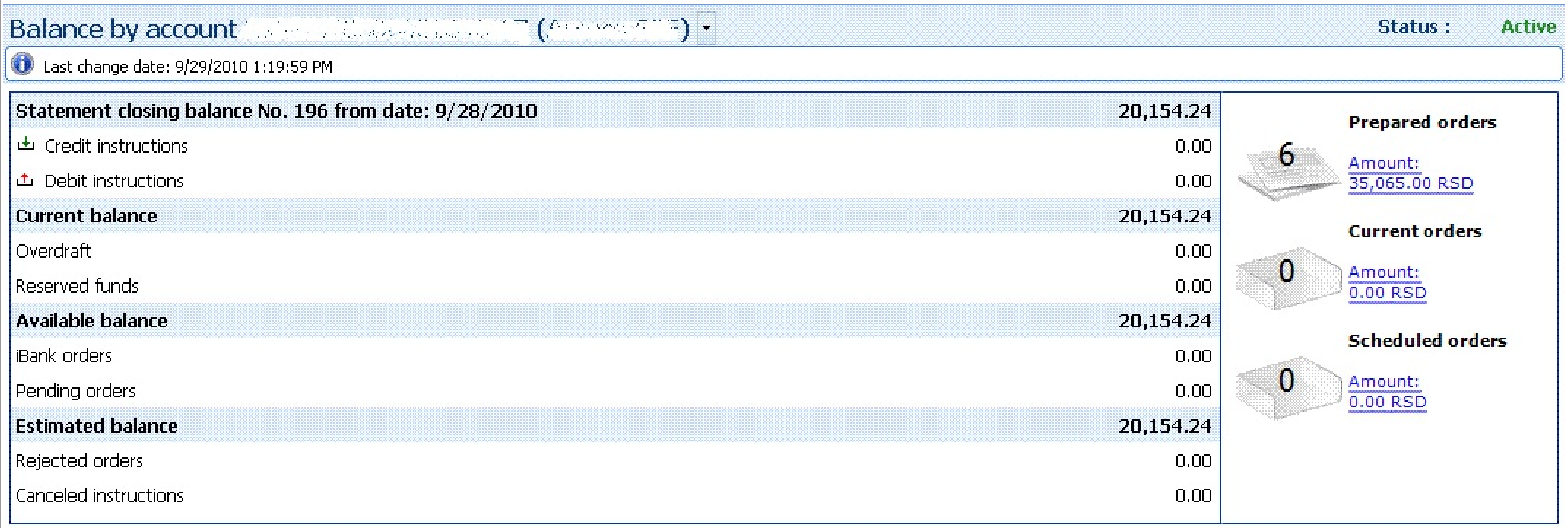


Picture 1

See:
[What's new in OfficeBanking application]

Detailed account balance view

Selecting account in main menu you get its full account balance view. Summary data about completed incomes, outcomes, current and available balance, amount of rejected, canceled orders and summary data. Grafic view of account traffic (*Picture 1*).



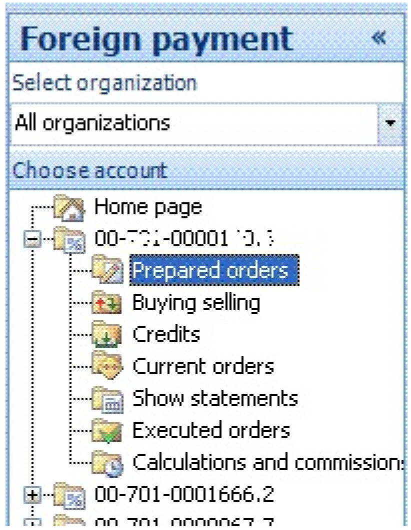
Picture 1

One of benefits is summary view of current, scheduled and current transactions for this account.

See:
[What's new in OfficeBanking application]

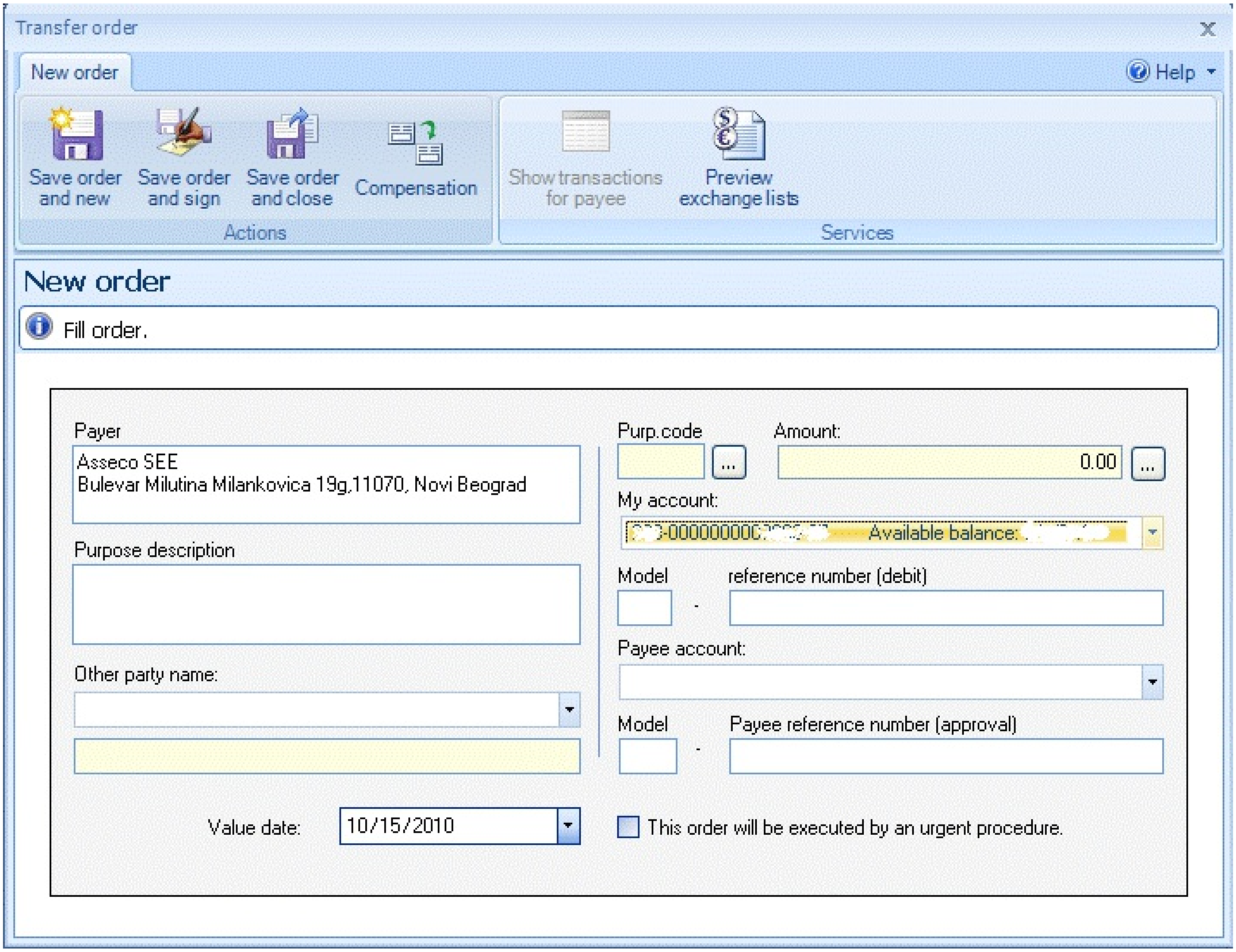
Work with orders

Flexibile and simple work with Fleksibilan i pojednostavljen rad sa nalozima predstavlja posebnu novinu u *OfficeBanking* aplikaciji.
Do naloga u pripremi dolazi se klikom na istoimenu stavku u meniju *Moji računi* (*Slika 1*) ili kroz meni *Rad sa nalozima*.



Slika 1

Jedan klik mišem, u bilo kom trenutku rada sa aplikacijom, na dugme **Kreiraj nalog za prenos** (grupa ***Kreiraj***) <prečica na tastaturi **Ctrl+N**> je sasvim dovoljan i za pokretanje unapređenog prozora za kreiranje naloga (*Slika 2*).



Slika 2

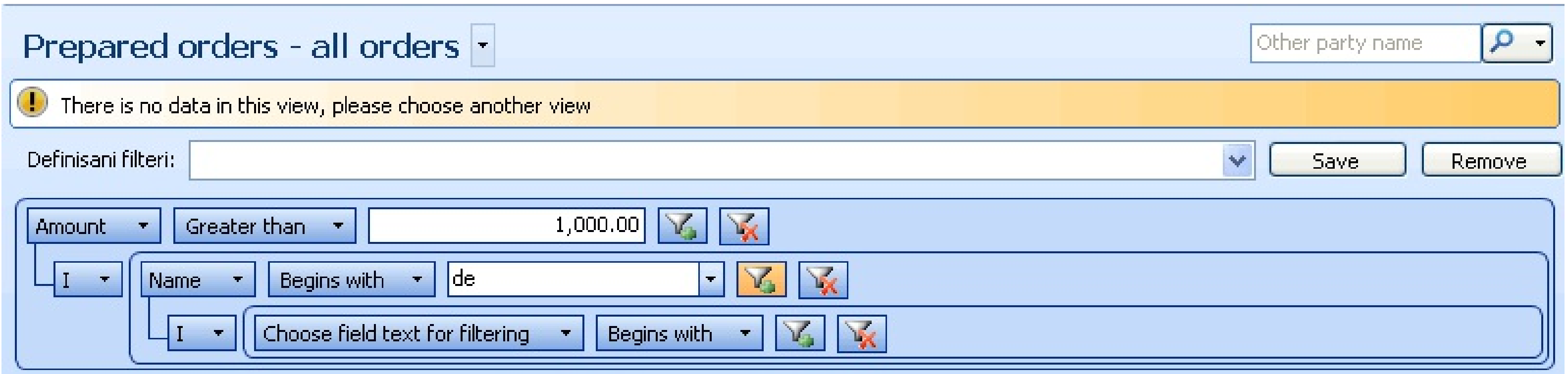
Budući nalog je već popunjen sa podacima sa prethodono kreiranog naloga, osim iznosa koji je postavljen na 0.00 i datuma koji je postavljen na tekući dan. Korisniku ostaje samo da izmeni ona polja koja su za tekući nalog različita u odnosu na prethodno kreirani, što u većini slučajeva pojednostavljuje i značajno skraćuje vreme kreiranja naloga. Posebnu pogodnost predstavlja korišćenje podataka iz adresara pri popunjavanju (kada se izabere naziv komitenta, nalog se direktno popunjava sa podacima o njemu), predefinisane liste šifri plaćanja, kalkulatora i kalendara. Postoji i opcija definisanja naloga kao hitnog, što omogućava određivanje prioriteta za naloge koji se šalju banci. Ovako kreirani nalog je moguće direktno potpisati ili ga samo sačuvati, a potpisivanje odložiti za kasnije.
U koliko se kreira više uzastopnih naloga postoji i opcija koja omogućava čuvanje tekućeg i otvaranje novog naloga. Sve ove opcije ponuđene su u okviru grupe dugmadi ***Akcije***. Dodatne opcije prikaza transakcija za komitenta iz imenika i pregleda kursne liste takođe su omogućene pomoću dugmadi iz grupe ***Servisi***.

See:

[What's new in OfficeBanking application]

Simple data view and complex reports creating

OfficeBanking uses frouping and multiple filtering for complex data views. These generated data could be printed or exported to excell or xml file. This mechanisms could be used for data minig and analizng.



Picture 1

See:
[Whats new]

Document changes view

For every document in Current orders and Executed orders lists it is possilbe t o see the list of changes. In the panel on the bottom, there is a card 'Document changes' and the list of all changes with time and username of the user who made the change to that document.

Picture 1

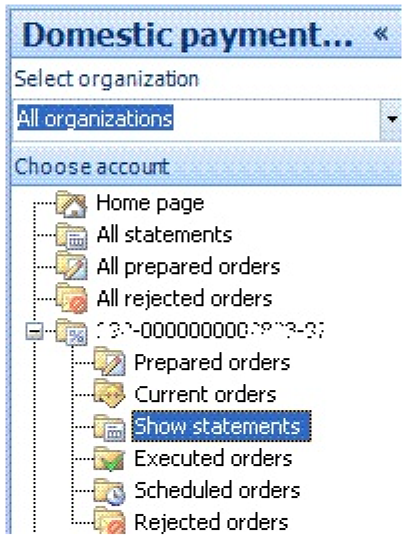
See:
[What's new]

e

Working with statements and quick view to the last statement

Working with statements and quick view to the last statement

Do liste izvoda dolazi se klikom na istoimenu stavku u meniju *Moji računi* (*slika 1*) ili kroz meni *Pregled izvoda*.
To



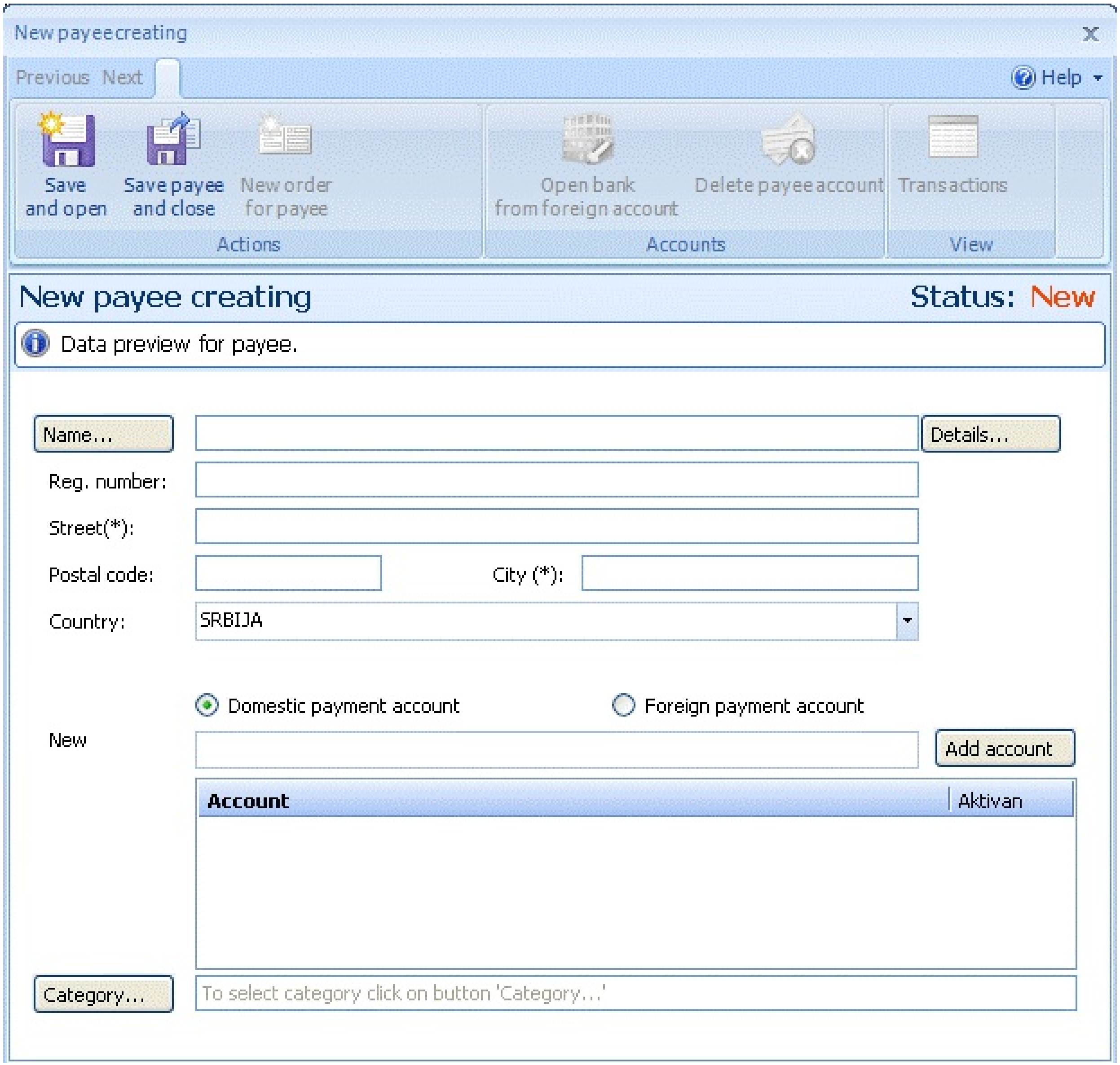
Slika 1

Ovu listu je moguće filtrirati i grupisati po potrebi korisnika. Pregled poslednjeg izvoda je moguć u svakom trenutku rada sa aplikacijom, klikom na dugme **Štampaj poslednji izvod** (grupa ***Štampaj***).

Videti:
Novine OfficeBankinig aplikacije

Working with address book

In *OfficeBanking* ypi can add a contact by clicking on the button 'Add new contact' (group ***Create***) <shrotcut **Ctrl+Shift+B**>. A form for creating will appear:



Picture 1

This form has its own child form for name, address, category, and detials data. This features gives much more data about the partner that it was in FX Client application. If you want to add multiple contacts, use 'Save payee and open' button in the 'Actions' panel. In the 'Service' button group you can use option 'Transaction' to see all transactions with the current contact. You can also import and export contact address book.

See:
[What's new]

I want to...

Application
I want to change the PIN code of card I use
I want to view news and information
I want to preview exchange rate list
I want to activate OfficeBanking application after installation
I want to synchronize
Contacts
I want to add a new (edit existing) partner
I want to export partners
I want to import partners
I want to delete contact from address book
I want to find contact in address book
I want to preview transactions for client
I want to merge different contacts in same
Accounts
I want to get information on all accounts
I want to export transactions
I want to preview today's account changes to determine if payment order executed
I want to see summary data on bank account
I want to see turnovers list
I wan to synchronize data for my bank accounts
Orders
I want to print a list of payment orders
I want to create an order to the client information from the Address Book
I want to create order
I want to preview scheduled orders (orders pending in future)
I want to preview working orders
I want to export created orders
I want to create new valid compensation order

I want to create new valid transfer order

I want to delete created order/s

I want to change created order

I want to change signed order

I want to sign created order

I want to sign all created orders

I want to add sign on signed order

I want to check created order status

Print

I want to print items from screen

I want to print last statement

Database

I want to replace current database with backup

I want to backup database

I want to migrate data from old *Fx Client*

Documents

I want to import orders from file

I want to export statements

Archive

I want to archive data

Introduction

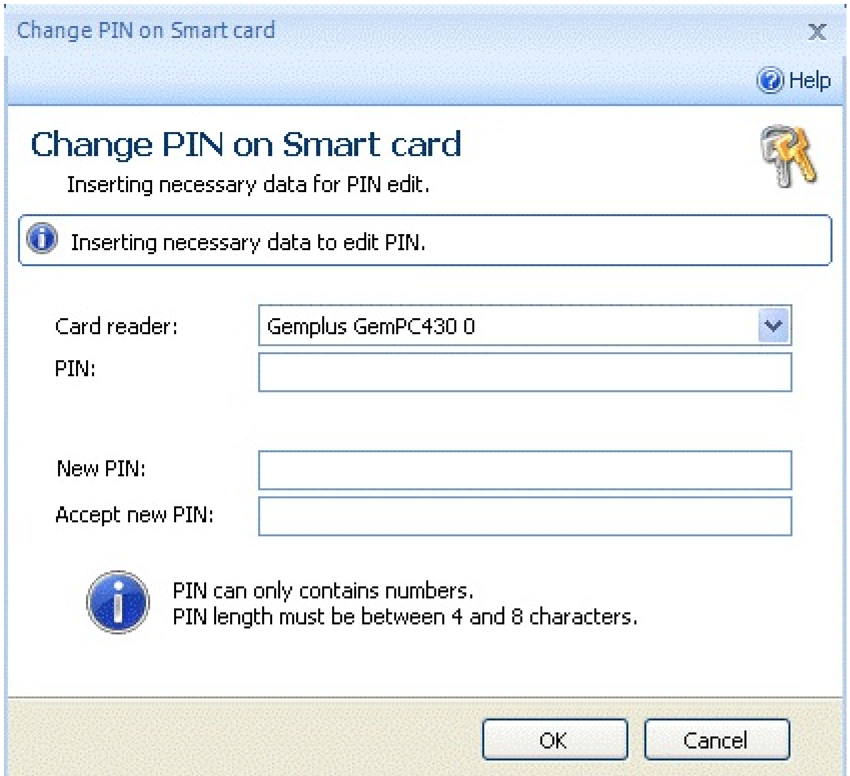
Application

I want to change the PIN code of card I use
I want to view news and information
I want to preview exchange rate list
I want to activate OfficeBanking application after installation
I want to send created order (Synchronization) - F3
I want to get archive data - F10
Synchronization report
Error information
News and information (RSS feed)
SQL Server connection wizard

I want to change the PIN code of card I use

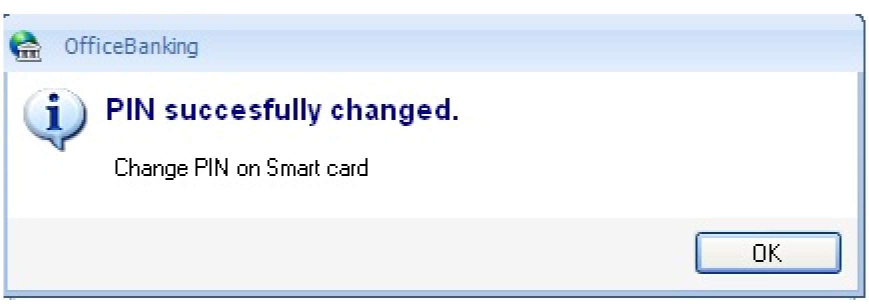
I want to change the PIN code of card I use

To change PIN code, it is necessary to go to Start, and then choose Tools >> Change PIN code. The same effect is achieved by using Ctrl + Shift + P shortcut key on your keyboard. A new form as shown in the *Picture 1*



Picture 1

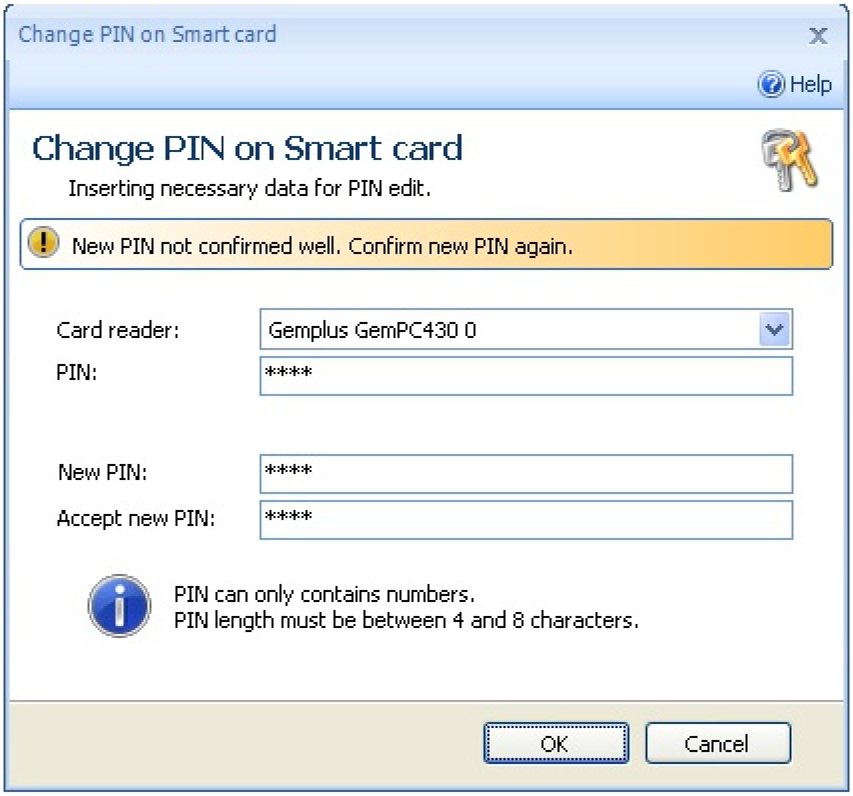
It is necessary to choose a reader in which the smart card is inserted. It is necessary to enter the current PIN code, and then the new PIN code, which should be the length of 4 to 8 characters. New PIN code is needed to confirm.
If you change of the PIN code is passed successfully, it will appear as in *Picture 2*



Picture 2

Change of the PIN code on the card is completed.

If the existing PIN code entered wrong or improperly confirmed the new, warning will appear *(Picture 3)*. It is necessary to repeat the process from the beginning, but you need to pay attention not to miss more than three times the current PIN code on the card, because that will lock the card.

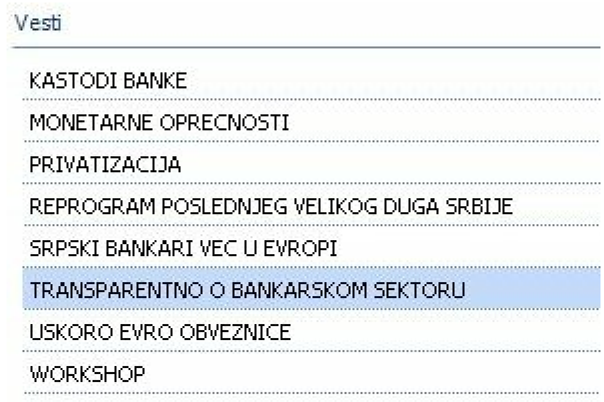


Picture 3

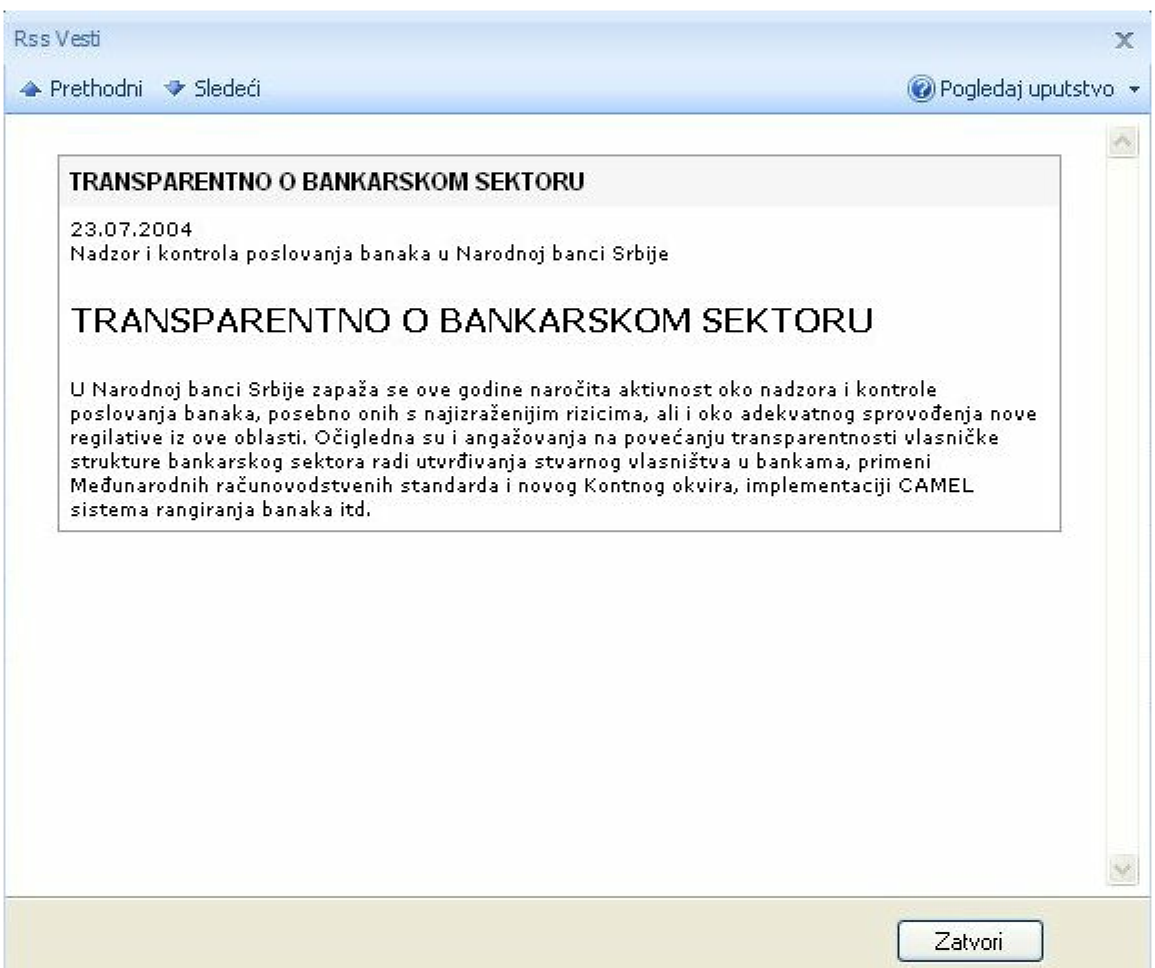
See:
[I want to ...]
[Menu options]

I want to view news and information

On the home page, in the **News** the latest news and information are showed by name. Is a sufficient pressure on the mouse itself or the news section **Details** to news summary was displayed on the screen (*Picture 1.ai 1.b*).



Picture 1.a



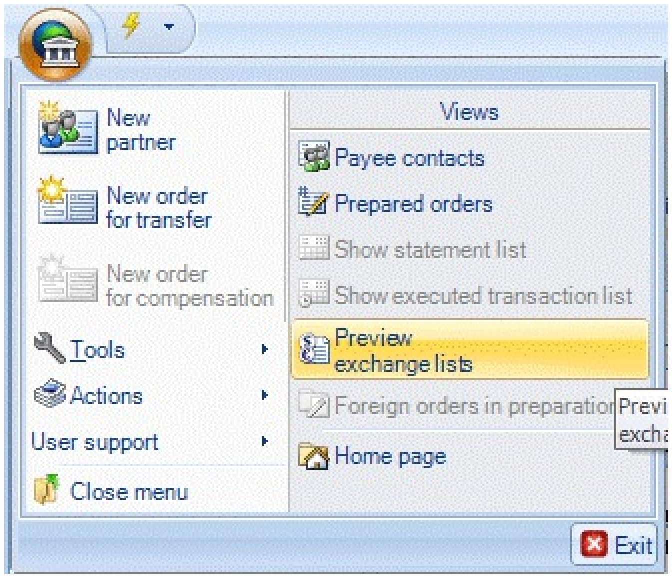
Picture 1.b

With the arrow in the top left corner of the window (*Picture 1.b*), it is possible to go to the previous or the following summary news, and if you want to get to full news pres mouse on the name in the news header window (*Picture 1.a*) (in the case of the picture, it is necessary to press the Transparent about the banking sector), and coming to the full news on the source.

See:
I wanto to ...
Menu options

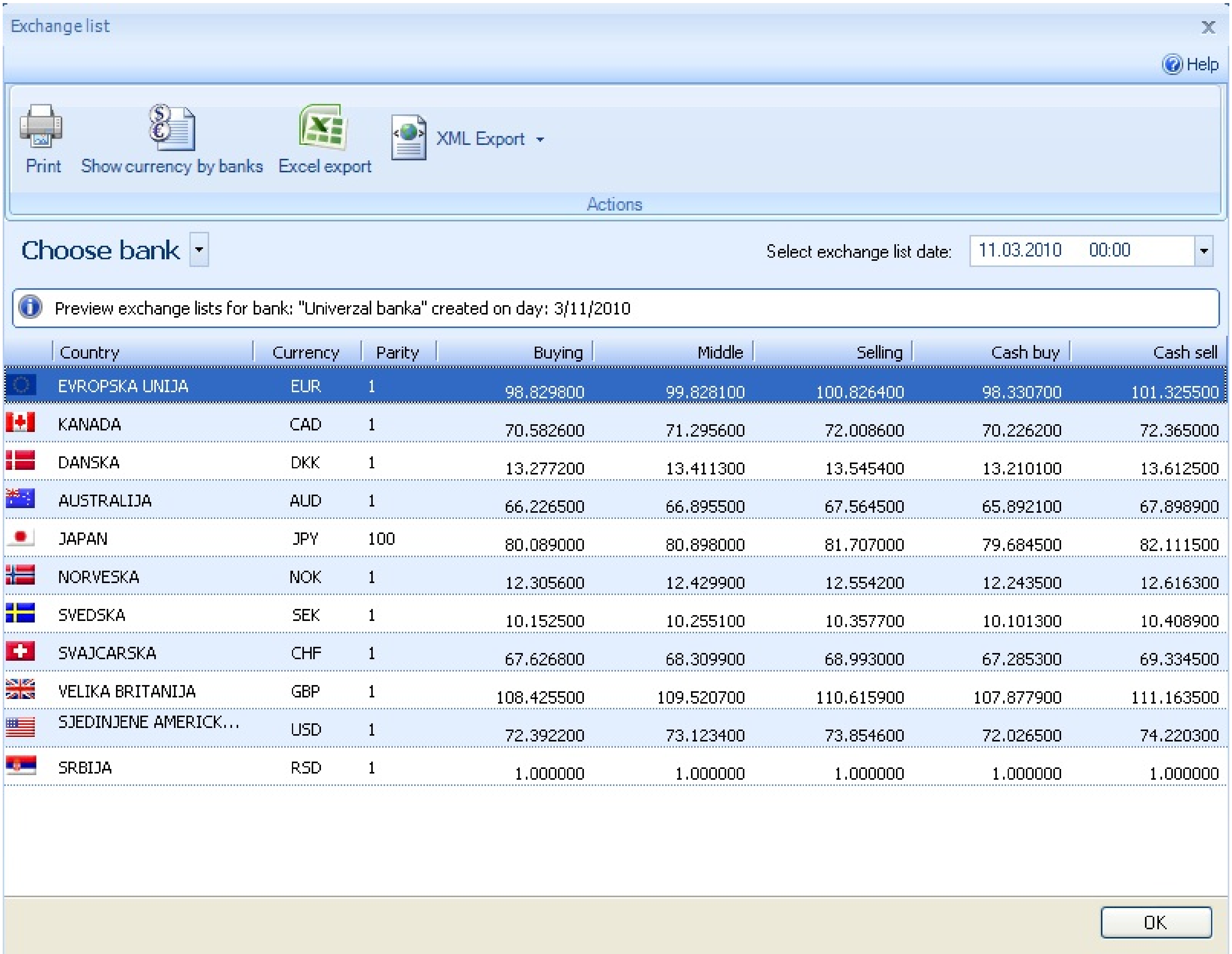
I want to preview exchange rate list

Selectng *Preview exchange list* as *Picture 1*, the window will be displayed for information about the course. The same window can be reached from all parts of the application by pressing the left mouse button on the button **Preview exchange list** (*Services Group*).



Picture 1

In the header of this window (*Picture 2*), it is possible to select the bank whose exchange rate we want and exchange rate. This report can be printed (*v.* How to print?).



Country	Currency	Parity	Buying	Middle	Selling	Cash buy	Cash sell
EVROPSKA UNIJA	EUR	1	98.829800	99.828100	100.826400	98.330700	101.325500
KANADA	CAD	1	70.582600	71.295600	72.008600	70.226200	72.365000
DANSKA	DKK	1	13.277200	13.411300	13.545400	13.210100	13.612500
AUSTRALIJA	AUD	1	66.226500	66.895500	67.564500	65.892100	67.898900
JAPAN	JPY	100	80.089000	80.898000	81.707000	79.684500	82.111500
NORVESKA	NOK	1	12.305600	12.429900	12.554200	12.243500	12.616300
SVEDSKA	SEK	1	10.152500	10.255100	10.357700	10.101300	10.408900
SVAJCARSKA	CHF	1	67.626800	68.309900	68.993000	67.285300	69.334500
VELIKA BRITANIJA	GBP	1	108.425500	109.520700	110.615900	107.877900	111.163500
SJEDINJENE AMERICK...	USD	1	72.392200	73.123400	73.854600	72.026500	74.220300
SRBIJA	RSD	1	1.000000	1.000000	1.000000	1.000000	1.000000

Picture 2

See:

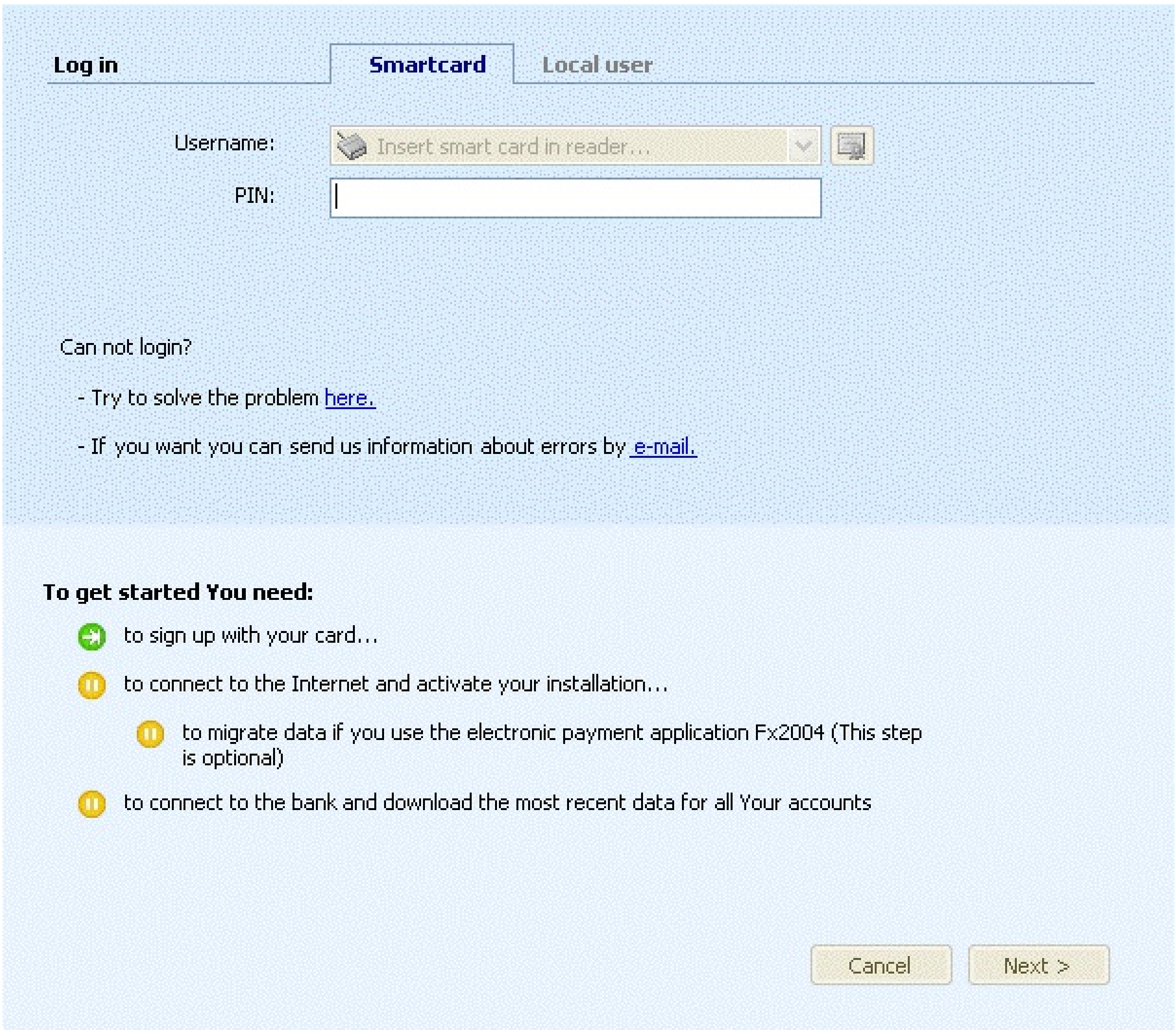
[I wanto to ...]

[Menu options]

I want to activate OfficeBanking application after installation

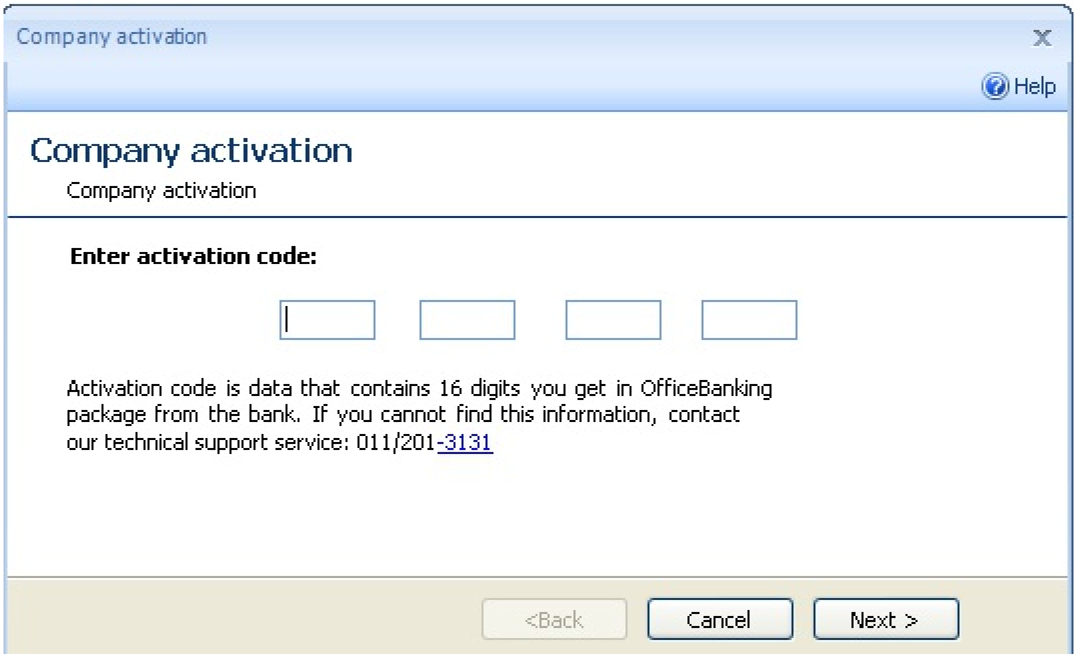
I want to activate *OfficeBanking* application after installation

You have started application via a shortcut in the *Pexim Solutions* group of the Windows Start menu or desktop. First opens window for the application login and read the certificates from the smart card in the reader. If the card has more than one certificate, select the appropriate. Enter the PIN code in the appropriate field (*Picture 1*).



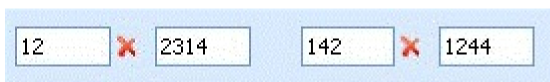
Picture 1

To enter correct PIN code You are allowed 3 attempts, if after the third attempt PIN is not correct, the card will be blocked. Pressing the button **Next,** the window for activation opens. In this window user is required to enter Activation code. Activation code is number of 16 digits, which is received whitin *OfficeBanking* package. In each of the fields is necessary to enter correct 4 digits, as in *Picture 2*:



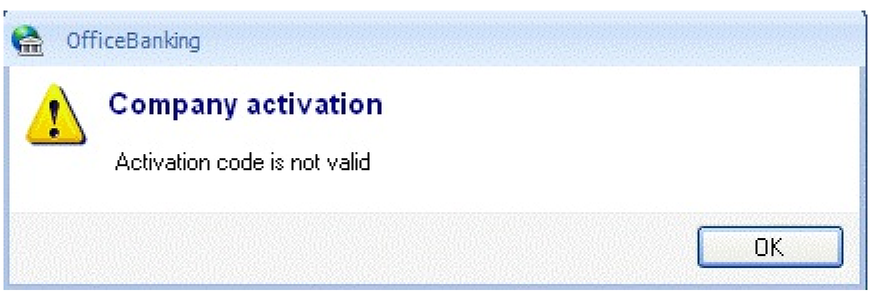
Picture 2

The fields that are incorrectly filled are marked as in *Picture 3*:



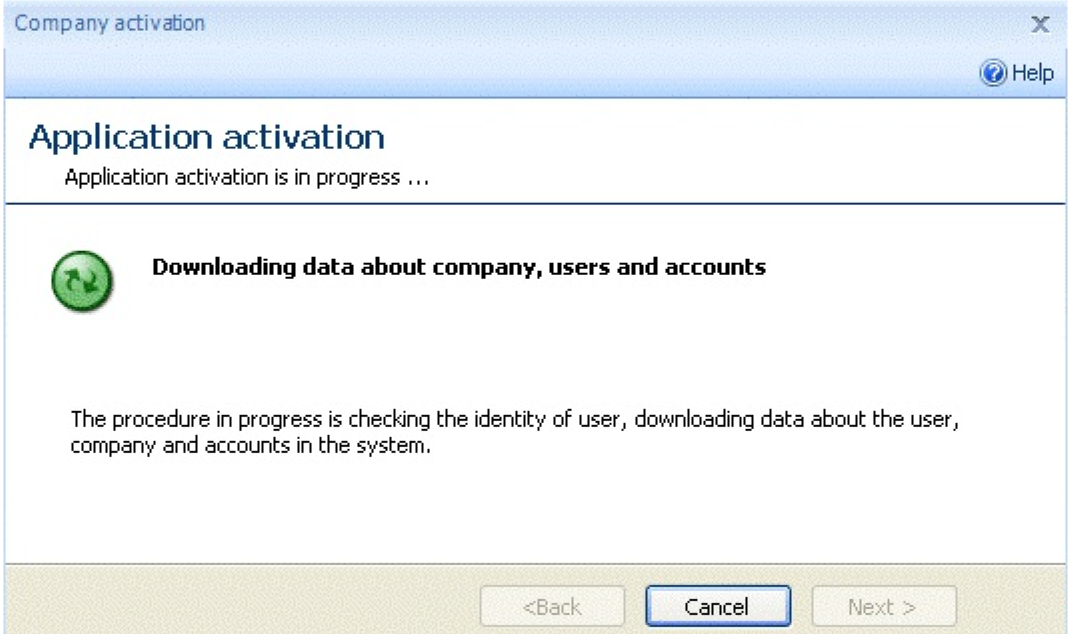
Picture 3

Pressing the button **Next** , or key **Enter** on the keyboard shall be validate entered activation code. If not valid, the message will be displayed:



Picture 4

If so, the application that includes activation data about the company and accounts will be executed. This process may take a certain amount of time:



Picture 5

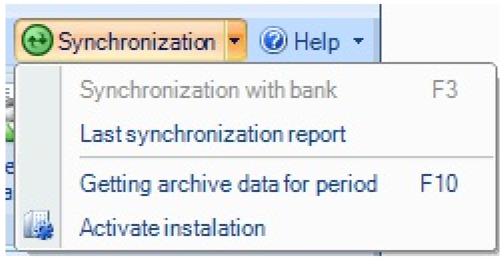
After ending, window for migrating from old *FX Client* version opens and after pressing the button **Next** a window for downloading data from the bank opens, in which it is necessary to choose the time period for which the download will be done.
Clicking on the button **Next**, or the **Enter** key on the keyboard, starts getting data for accounts. After this process completes, it will be shown success report about downloading data by banks.
Finally by pressing the **Next** button, the activation completes, and the application is ready for wokring!

See:
I want to ...
Menu options

I want to synchronize - F3

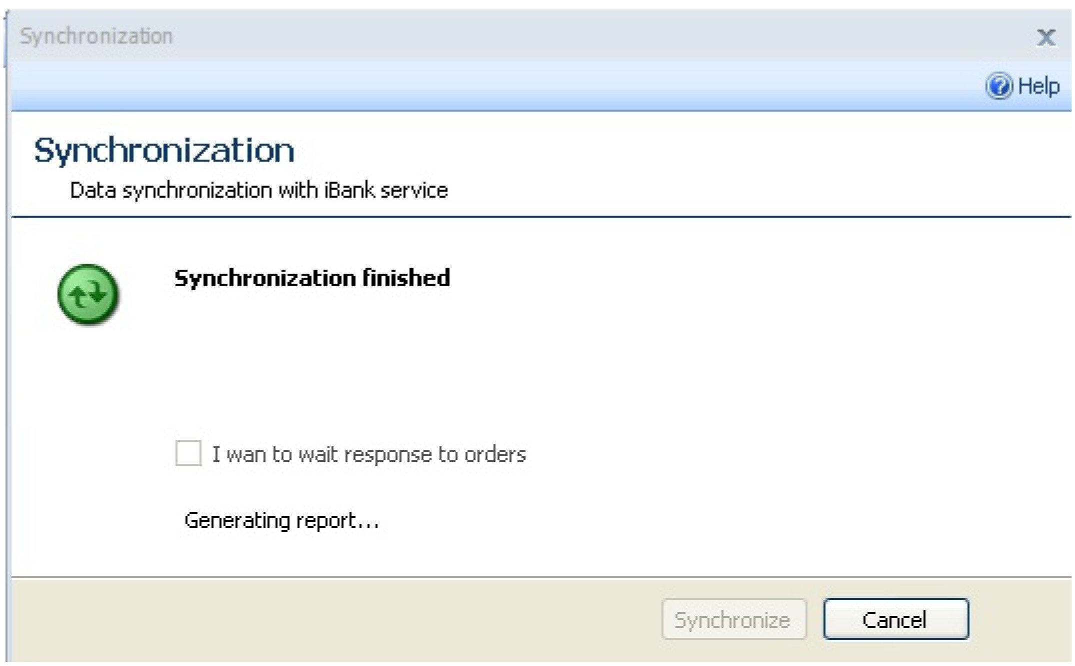
I want to synchronize - F3

You can synchronize with bank in every moment. You shoud choose the little arrow from the right side of the menu Sinchronization in the application header. Then, a list of options will be seen as on a picture 1:



Picture 1

If you want to change data with bank, choose "I want to wait for response to orders" or press the button F3 on your keyboard. New form with the warning that the synchronization proccess could last some times, and when it would be finished, new form with the synchronization report would be shown.



Slika 2

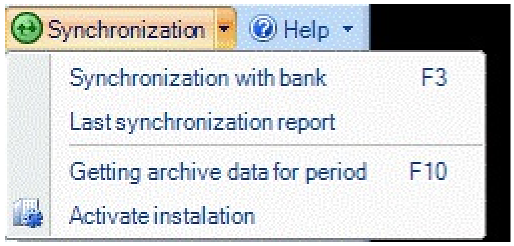
You can see report about the last synchronization if you cilck on that option.

See:
[I wanto to ...]
[Menu options]

I want to get archive data - F10

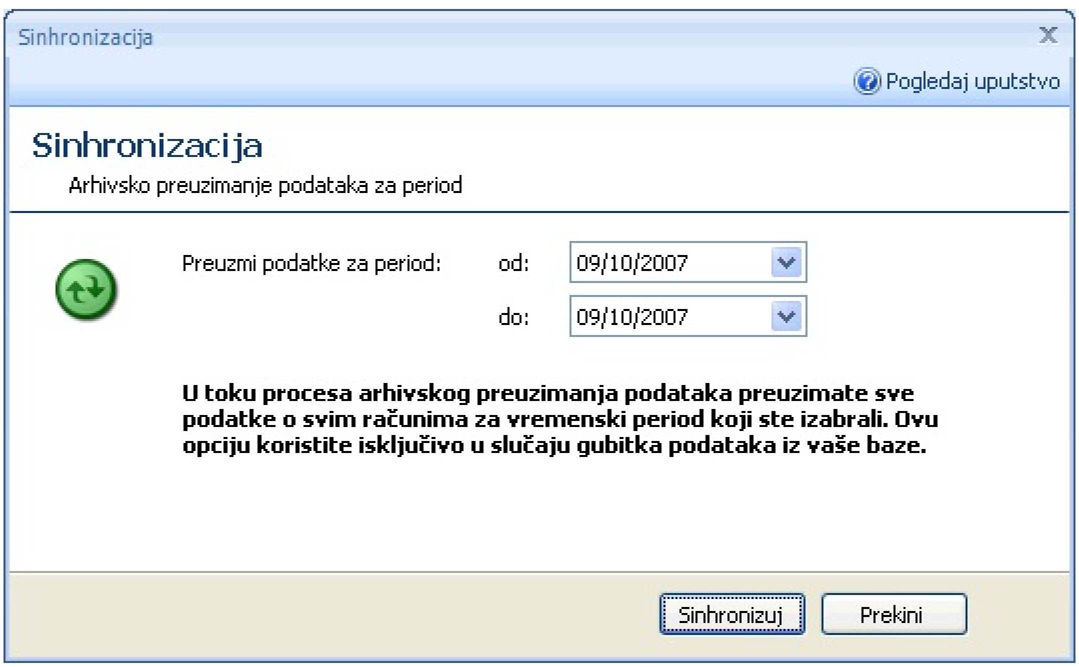
I want to get archive data - F10

Synchronization can be done at any time of the application. Simply select the arrow to the right of the **Synchronization** menu in the header of the application window, after which a list of possible options opens as on *Picture 1*.



Picture 1

If you want to download data from the bank for a certain time, you choose **Retrieve data from a bank,** and the same purpose it is possible to use the **F10** key on the keyboard. The screen will display a window (*Picture 2*) which is necessary to choose a period of - to, which will make synchronization.



Picture 2

After synchronization selection period, you need to click with the left mouse button, click **Synchronize**, and the synchronization process begins, this time with a warning that it may take some time. After that, on the screen will be displayed report about just completed downloading data from the bank (see. Synchronization report).

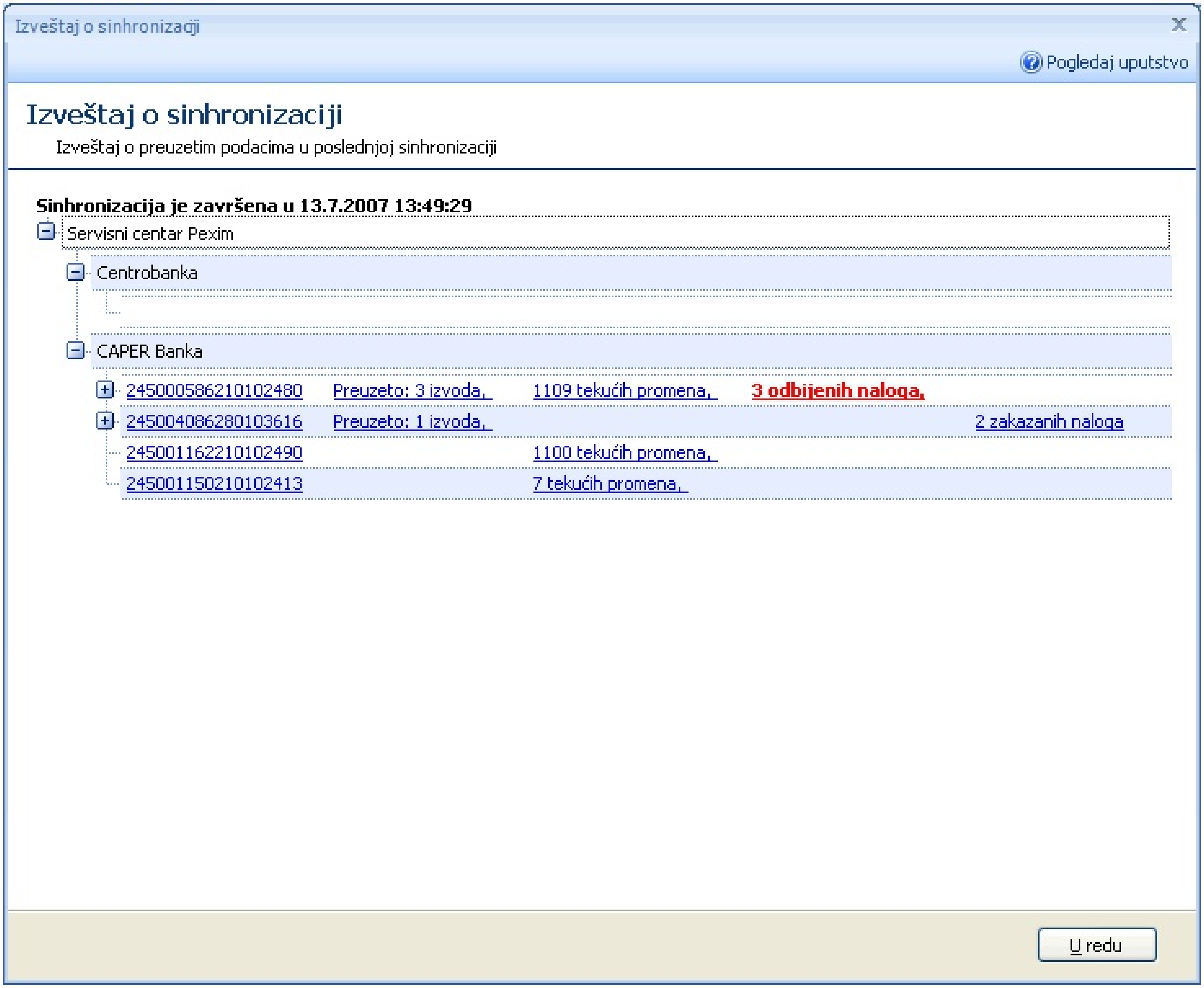
If you want to Last synchronization report it is necessary to choose the same name option.

See:
I want to ...
Menu options

Synchronization report

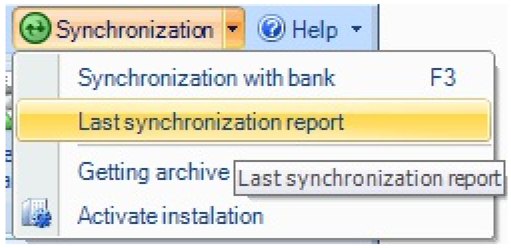
Synchronization report - *Summary view*

After synchronization (*v.* I want to synchronize) form as *Picture 1* display, which shows latest synchronization report. report is grouped by lots in the left side of the form. By appearance, *Synchronization report* looks like the application and move through the same report as well as through the application.
Summary view contains information about the number of documents were obtained from the bank during synchronization.



Picture 1

Report is available all the time in menu as on (*Picture 2*)



Picture 2

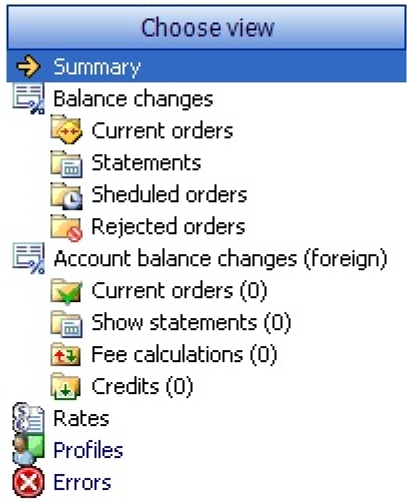
See:

[Account balance changes]
[Current changes]
[Statements view]
[Scheduled orders]
[Exchange lists]
[Profiles]
[Errors]
[I want to ...]
[Menu options]

Synchronization report

Synchronization report - *Account balance changes*

You can reach account balance changed in *Synchronization report,* clicking option as on *Picture 1* :



Picture 1

List with bank account balances looks like on *Picture 2* and can be filteres (*see.* How to filter?).

Promene na stanju

Sinhronizacija je završena u 28.8.2007 16:00:26

Broj stavki: 4

Broj računa	Vreme preuzimanja stanja	Trenutno stanje
245-0011622101024-90	28-08-2007 16:00:06	512,249.23 DIN
245-0011502101024-13	28-08-2007 16:00:06	178,979.94 DIN
245-0005862101024-80	28-08-2007 16:00:06	1,197,278.67 DIN
245-0040862801036-16	28-08-2007 16:00:06	704,229.07 DIN

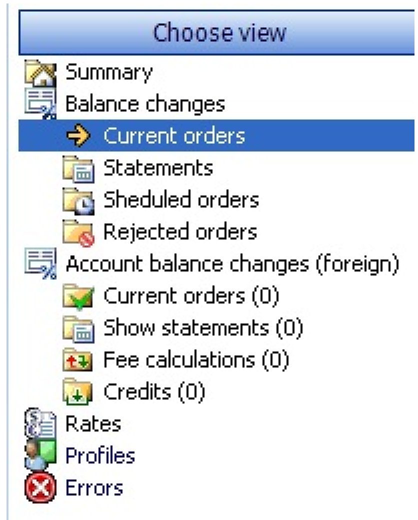
Picture 2

See:
I want to synchronize
I want to ...
Menu options

Synchronization report

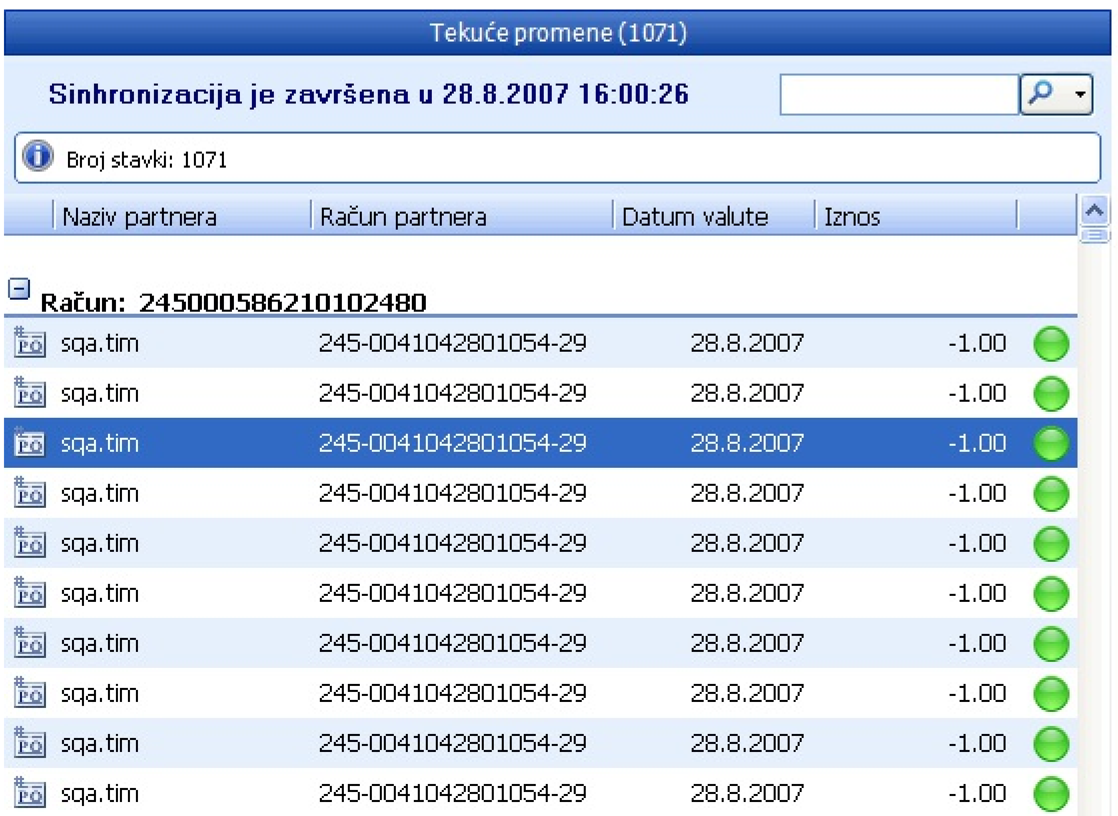
Synchronization report - *Current changes*

You can reach current changes view in *Synchronization report* like on *Picture 1*:



Picture 1

List with current changes is grouped by bank accounts (*Picture 2*) and can be filtered (*see.* How to filter?).



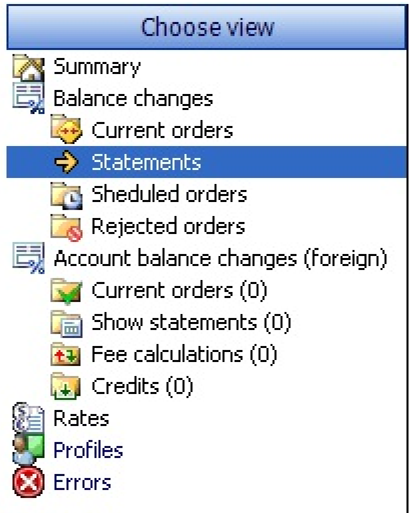
Picture 2

See:
I want to synchronize
I want to ...
Menu options

Synchronization report

Synchronization report - *Statements view*

You can reach statements view in *Synchronization report* like on *Picture 1* :



Picture 1

List with statements is grouped by bank accounts (*Picture 2*) and can be filtered (*see.* How to filter?). Press right mouse click on statement to print selected statement (*see.* How to print?).

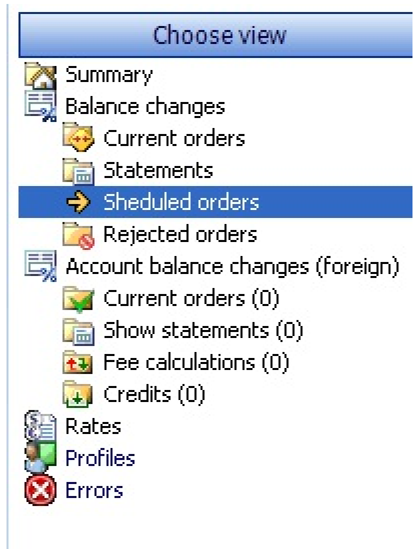
Picture 2

See:
I want to synchronize
I want to ...
Menu options

Synchronization report

Synchronization report - *Scheduled orders*

You can reach scheduled orders view in *Synchronization report* like on *Picture 1*:



Picture 1

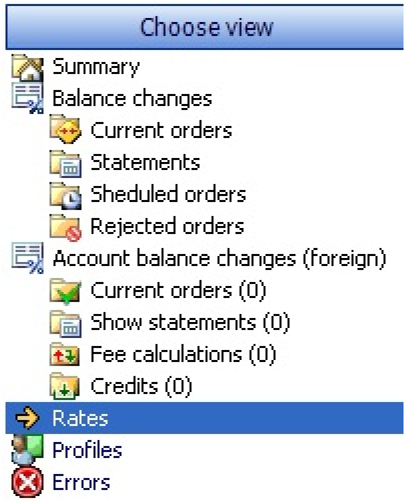
List with scheduled orders is grouped by bank accounts (*Picture 2*) and can be filtered (*see.* How to filter?).

Picture 2

See:
I want to synchronize
I want to ...
Menu options

Synchronization report - *Exchange lists*

You can reach exchange lists view in *Synchronization report* like on *Picture 1*:

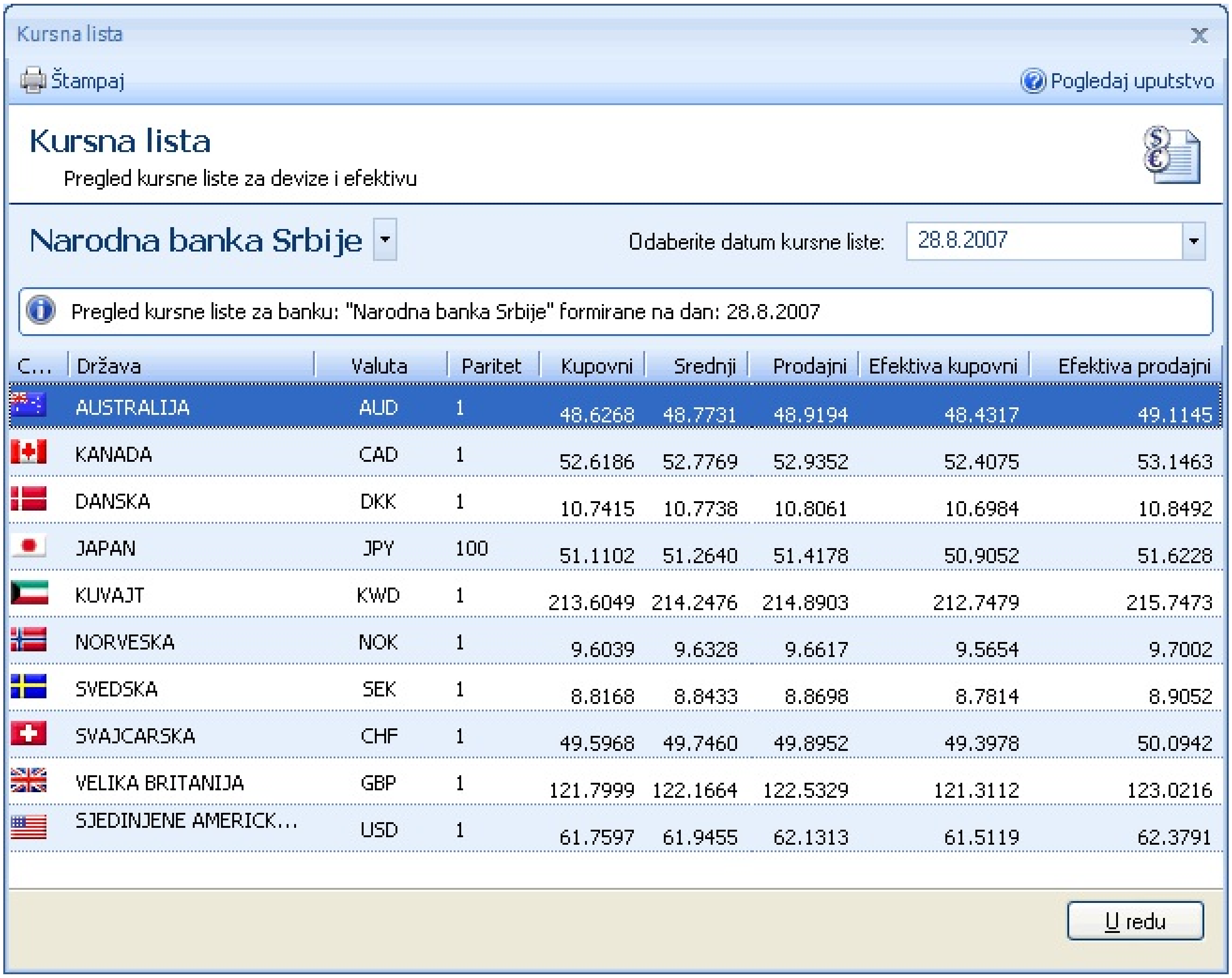


Picture 1

In this list (*Picture 2*) you can see exchange lists which user has not downloaded yet. List can be filtered (*see.* How to filter?).

Picture 2

You can preview exchange list by double-click or right mouse click and selecting option *Exchange rate preview.* Form opens as on *Picture 3*.



Picture 3

See:

[I want to synchronize]

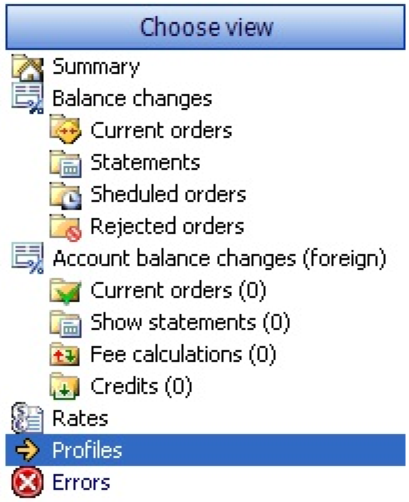
[I want to ...]

[Menu options]

Synchronization report

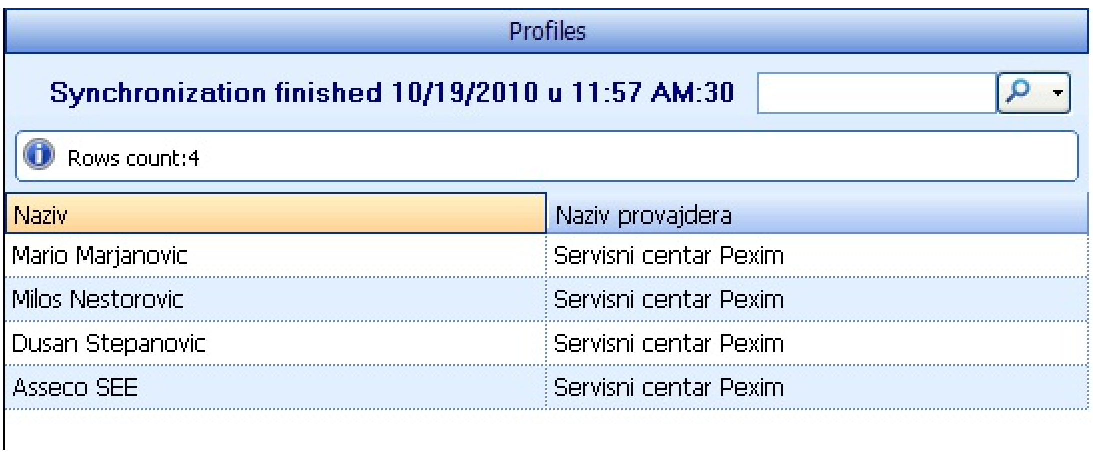
Synchronization report - *Profiles*

You can reach profiles view in *Synchronization report* like on *Picture 1*:



Picture 1

You can find user profiles which data has changed (*Picture 2*).



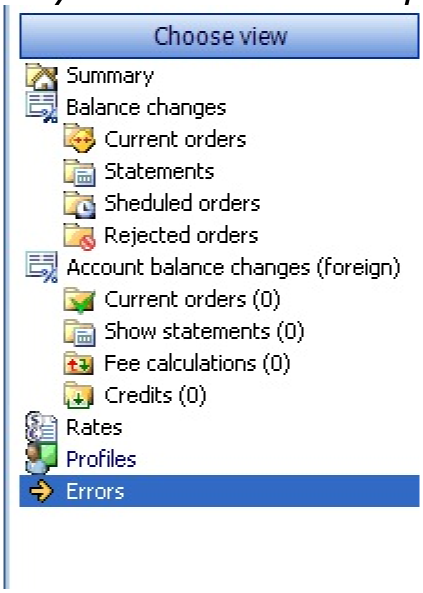
Picture 2

See:
[I want to synchronize]
[I want to ...]
[Menu options]

Synchronization report

Synchronization report - *Errors*

You can reach errors view in *Synchronization report* like on *Picture 1*:



Picture 1

If synchronization failed, error will be shown in list *Errors*:

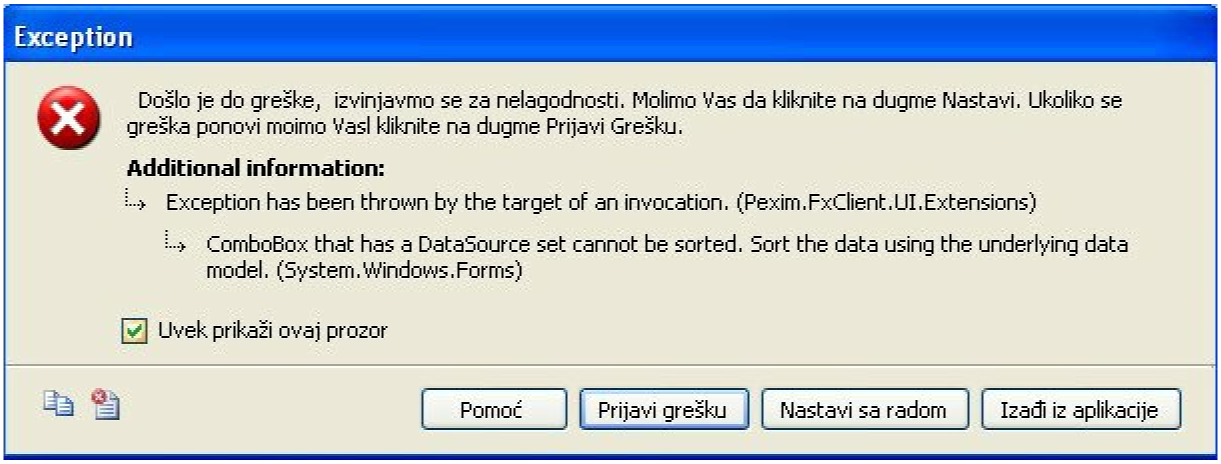
Picture 2

See:
[I want to synchronize]
[I want to ...]
[Menu options]

Error information

Error information

Pexim Solutions gives all the best to ensure *OfficeBanking* is high quality application. This crucial role play our clients. In case that unanticipated errors occur in the work of the form as shown in *Picture 1*, information about the error can be forwarded directly to the technical support service by clicking the **Report error**. Also, it is possible further work with the application by clicking continue.



Picture 1

See:

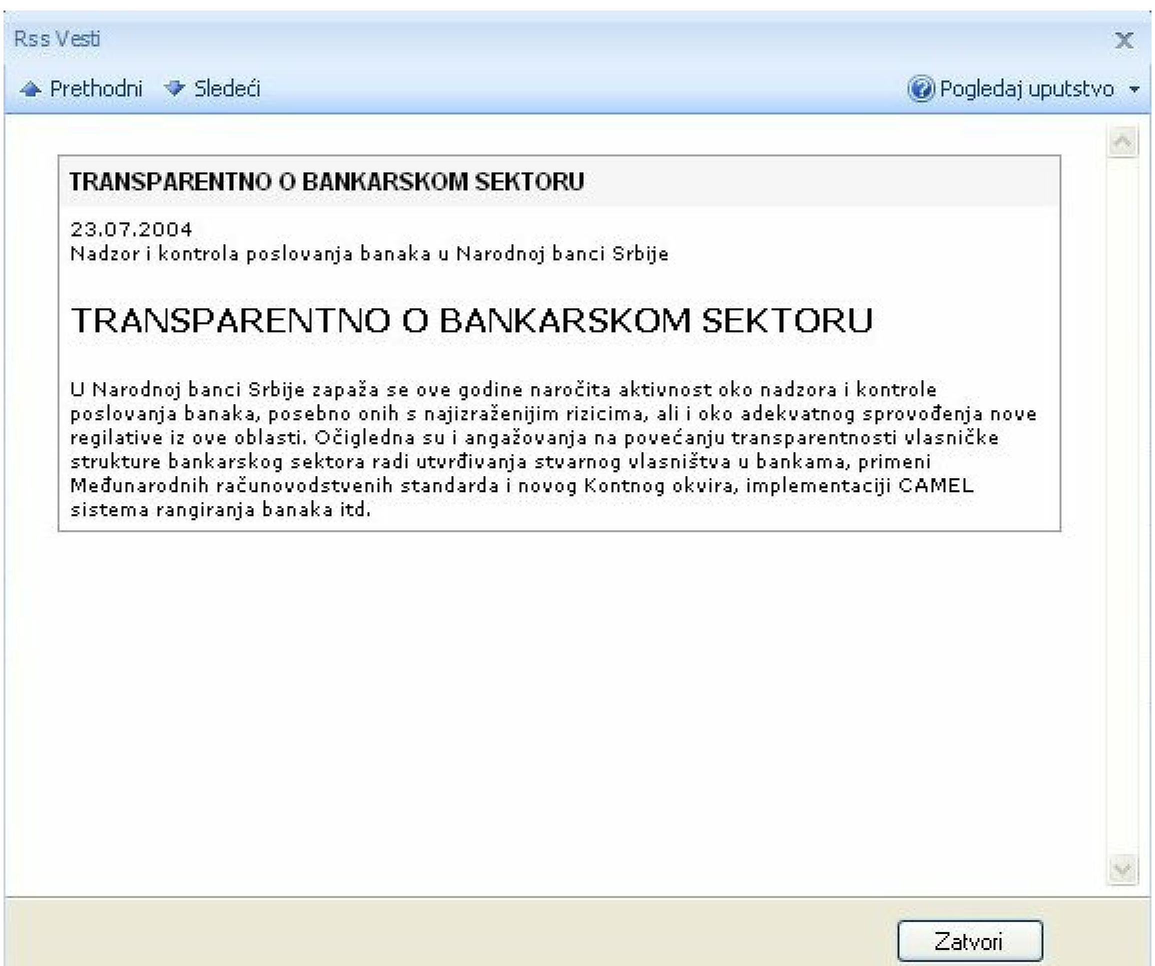
[I want to ...]
[Menu options]

News and information (RSS feed)

OfficeBanking allows easy access to the latest information from the world of business. On the homepage are the most important information sorted by date as in *Picture 1*

Slika 1

For each of these information, it is possible to review the summary of news (*Picture 2*). If, however, you want to see the news completely just press the left mouse button on the headline and come directly to the page source.



Picture 2

See:

[I want to ...](#)
[Menu options](#)

SQL Server connection wizard

When you first run version *OfficeBanking* Enterprise application, wizard to connect to SQL server appears which uses to connect the application on whith the database. If the database is not on the local computer, but somewhere on the network, click on the right side of the list, the wizard will check all the available servers and they will fill the list. After selecting the desired server, it is necessary to test the connection to the same pressure on the button **Test**. Pressing the **OK** button, configuration information saves and application starts.

See:

[I want to ...]
[Menu options]

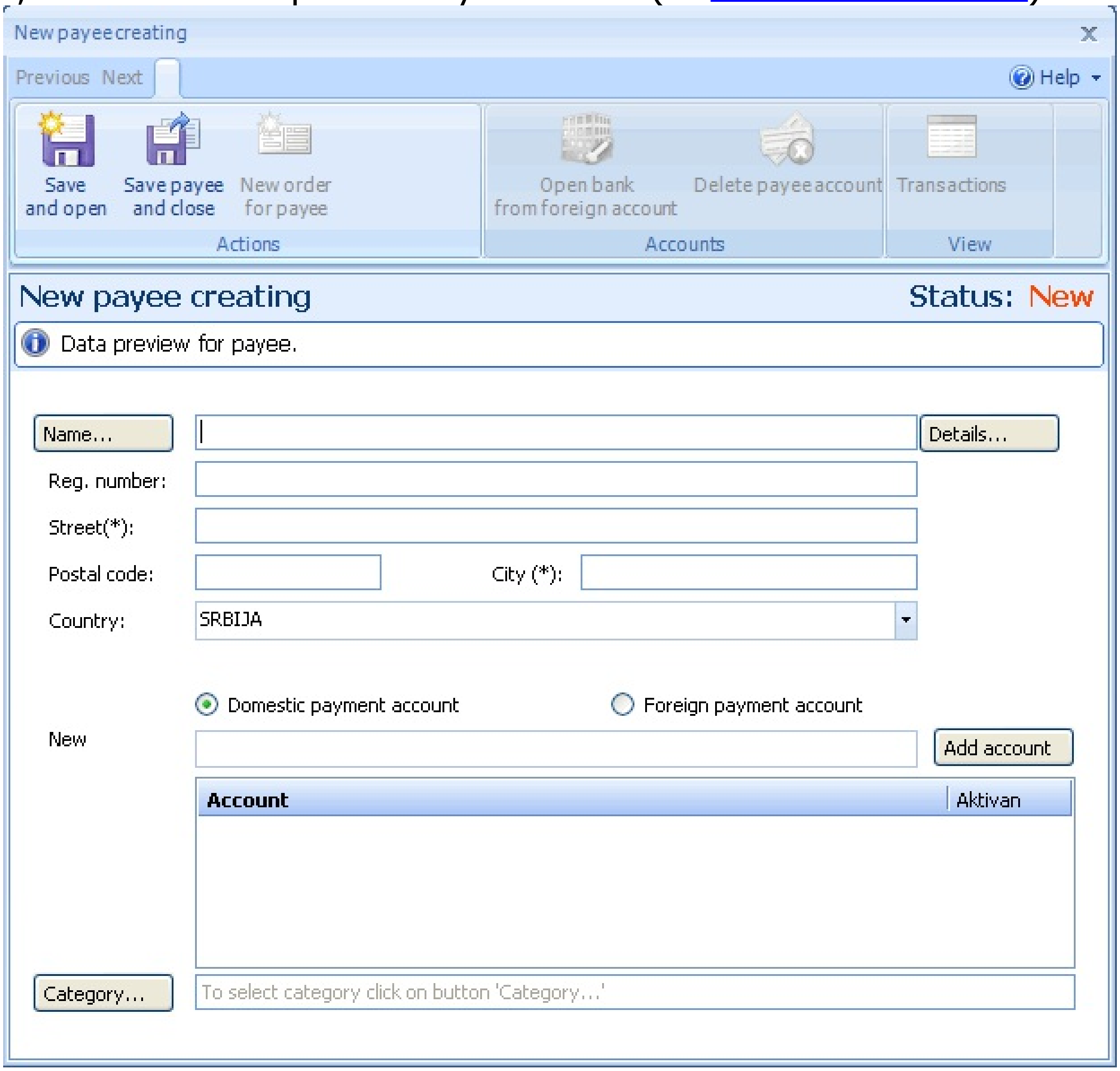
Contacts

Contacts

I want to add a new (edit existing) partner
I want to export partners
I want to import partners
I want to delete contact from address book
I want to find contact in address book
I want to preview transactions for client
I want to merge different contacts in same
I want to change partner data

I want to add a new (edit existing) partner

To add in the contacts, it is necessary to choose the *Add new partner* in the **Start menu**, or click on the button **Add new partner** (group *Create*), or open the address book, pressing the button **Contacts** (*Services Group*). On the new form *Preview partners list*, press the button **Add new partner**. Form like *Picture 1* opens. The form also opens when we want to edit partners, that we have previously selected (*v.* How do I choose?).



Picture 1

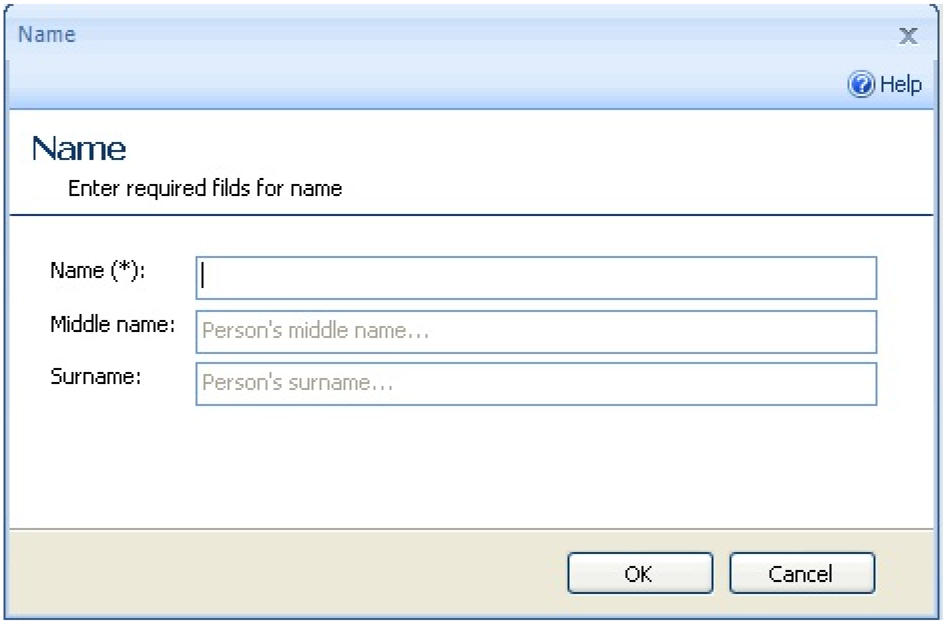
On the form you can enter information such as name, address, account and category you want partner to belong. The data for the name and address are required and must be provided, otherwise the partner will not be able to save. All these fields can be filled through forms for entering a detailed data, that is opened by clicking on the buttons: **Name...** (for filling called the client), **Address...** (for clients to fill in address), **Categories...** (for the elections category you want to belong to the user) and **Details...** (for more details about the clients you want to save the address book).

When you have entered all the required information, the partner can be saved by pressing the button **Save and close** (group *Action*), if it is the only partner that is entered. If you enter more partners in the contacts, it is possible to save the data by clicking on the button **Save and new** (group *Action*), which saves entered data, and the form will be ready to enter a new partner data.

See:
I want to ...
Menu options

Editing contact name

On the form Name (Picture 1) it is possible to edit Name, Middle Name and Surname by entering and fill edit controls. Field Name is required and other fields are optional.
When you click OK button, all parnter informations would be copied to the form Creating new partner. If you click on Cancel button, all data you filled would not be saved.

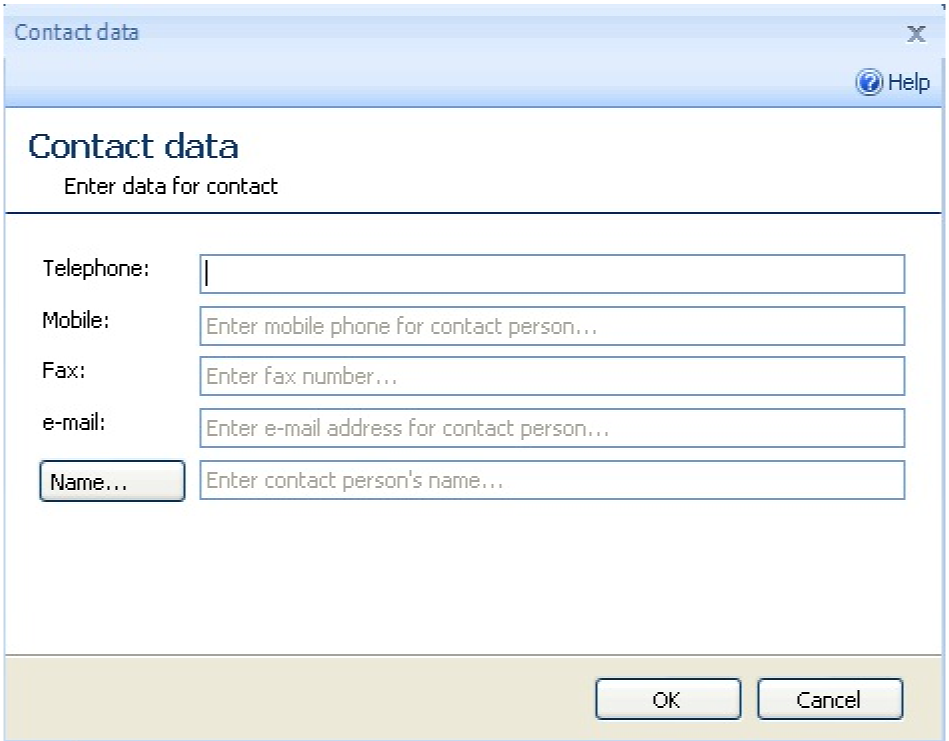


Picture 1

See:
[I want to add contact]
[Editing contact details]

Editing contacts address

On form *Adress* (*Picture 1*) it is possible to edit Telephone, Mobile, Fax, e-mail. From the country list, choose the country name.
Click on the OK button to save changes. Cancel button will close the form without saving it.



Picture 1

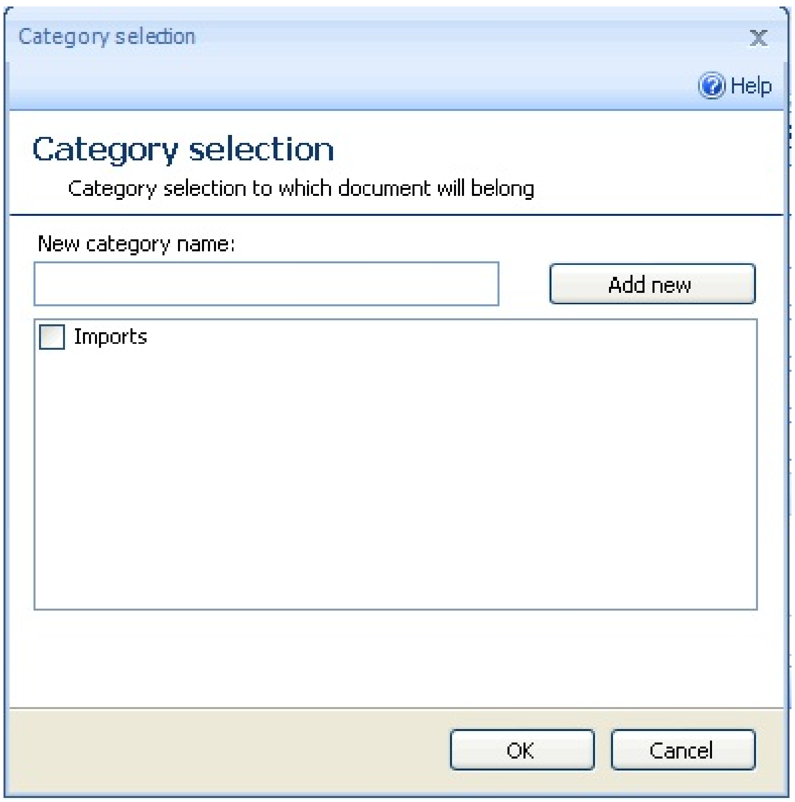
See:
[I want to add a contact]

Choosing contacts category

Choosing contacts category

One or more than one categoties could be assigned to a contact. You can choose categories which would be linked to the contact by clicking on the sqare in front of the category name (Picture 1). If you want to create a new catergory for the particular contact, fill its name in the edit box 'New category name' and click on 'Add new' button. Then, a new category would be appear in the category list box and you can assign it to the contact.

Clicking on OK button, category selection would be saved, otherwise, if you click on the Cancel button, changes would not be saved.

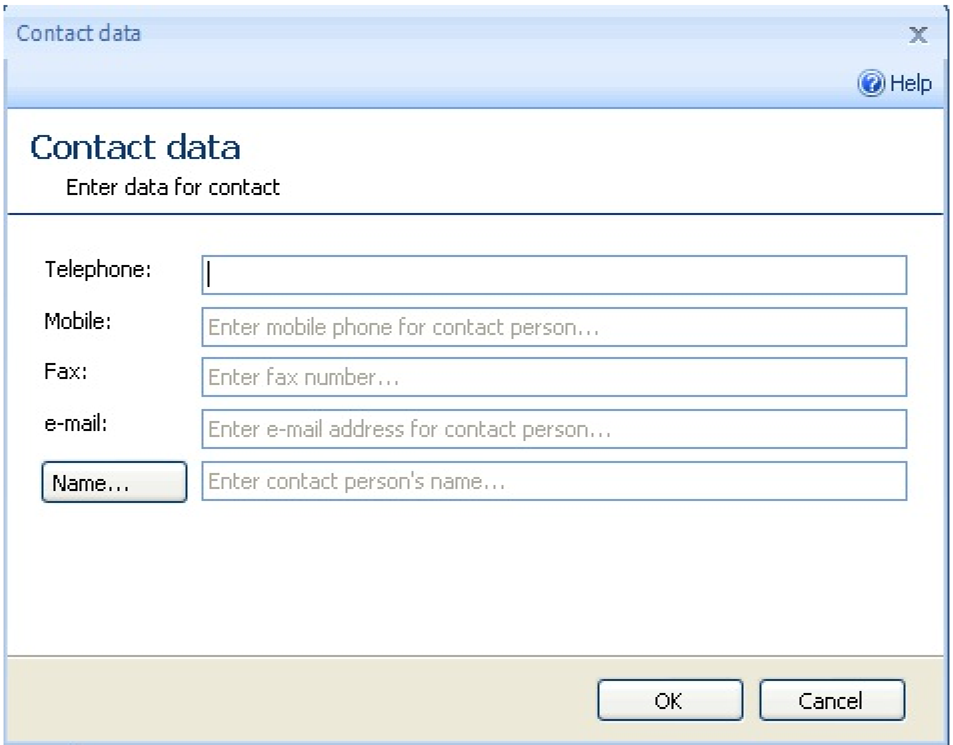


Picture 1

See:
I want to add new contact

Editing contact details

If it is necessary, or if you want to fill contact additional informations, you can add it from the '*Add contact name*' form, and the data for the contact person - by clicking on the button Name. Additional data for the contact consists of: telephone, mobile, fax and e-mail. Click on the OK button when finish, or Cancel if you don't want to save contact data.



Picture 1

See:
[I want to add new contact]

I want to export partners

I want to export partners

In order to export partners from contacts, it is necessary to select the desired partners (*v.* How do I choose?), and then click the **Export partners** (group *Action*). This functionality can be achieved using the keyboard shortcuts **Ctrl + I**. In the newly opened window should choose the name of the file in which will be saved exported data and location where the file will be.

See:
I want to ...
Menu options

I want to import partners

To import data about partners from the XML document, it is necessary to press the **Import partners** (group ***Actions***). The same functionality can be achieved using the keyboard shortcuts **Ctrl + U**. After that, in the newly opened window must find the XML document, from which the data will be imported and press the button **Open**.

See:
I want to ...
Import data
Menu options

I want to delete contact from address book

I want to delete contact from address book

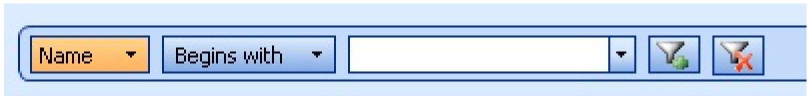
To delete contact from address book, it is necessary open *Preview contact list* - mentioned form can be reached by pressing the button *Contacts* (Group Services).
Deleting contact is possible in three ways:

- select client, or clients, from the list and press the **Delete** button (group *Action*).
- pressing the right mouse button on the selected client and select the **Delete** option from the context menu
- press the **Delete** key on the keyboard while target client is selected

See :
I want to ...
Menu options

I want to find contact in address book

Choosing **Contacts** button (Group *Services*) a list of all contacts opens. If you need to get to data on individual client, it is easiest to use **Filter** (group *Preview*) and choose the way of filtering. Eg. in the example on the next image filtering is done by client name:



Picture 1

For a concrete example, in the field **Begins with** need to write the beginning or the entire client name, and then from obtained list pressing the left mouse button to select target. If necessary, information about the client can print by selecting a button from the group ***Reports***, and if you want to edit data, it is just enough double-click the mouse on the target client.

See:

[I want to ...]
[Menu options]

I want to preview transactions for client

I want to preview transactions for client

Detailed transactions view for client opens selecting desired client and pressing the **Show transactions** (Group *Services*) in the window *Preview client list*. This preview is possible to print by selecting **Print** button (Group *Reports*)(v. How to print??).

See:
I want to ...
Menu options

I want to merge different contacts in same

I want to merge different contacts in same

It is possible that a client in the address book appears multiple times with similar identification data. You can reach address book pressing the left mouse button on the **Contacts** (Group *Services*) in respect of any application. From the list of clients are first selected (*v.* How to select?) clients need to merge to one, and then press the left mouse button on the **Merge client** (group *Action*).Form to merge clients would appear.
In it, as information for new clients, presented accounts of all clients who participated in the merge process, and other data are taken from the first of them. If necessary, this data in the window can be modified. In the bottom of this window list of all clients who participate in merging is shown. After pressing left mouse button on the **Save and close**, in the list of clients will be one unified client, and clients who participated in mergeing will be deleted.

See:
I want to ...
Menu options

I want to change partner data

I want to change partner data

To change one of existing partners. you need to select one from the list. After that you have to press button **Edit partner** (group *Actions*). Further work is the same as when creating a client, but now you have to change existing data (*see.* I want to add a new partner).

See:
I want to ...
Menu options

Accounts

I want to get information on all accounts
I want to export transactions
I want to preview today's account changes to determine if payment order executed
I want to export statements
Summary data on bank account
I want to see turnovers list
I want to send created order

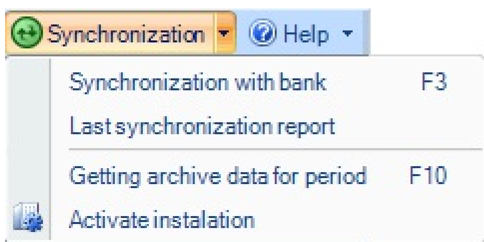
I want to get information on all accounts

I want to get information on all accounts

On the home page are visible all accounts with which it is possible to work with. For each of them has really shown and available balance, and date of the last synchronization. For visibility, the view can be grouped by companies, banks, or the account type, as in *Picture 1*

Picture 1

If synchronization is never done (when you first start the application) or account balance is not synchronized, and account information will not be displayed. In this case, as in the case when you need to get new information, it is necessary to select the menu item Data exchange with the bank as in *Picture 2* or use the keyboard shortcut F3 (see I want to synchronize).



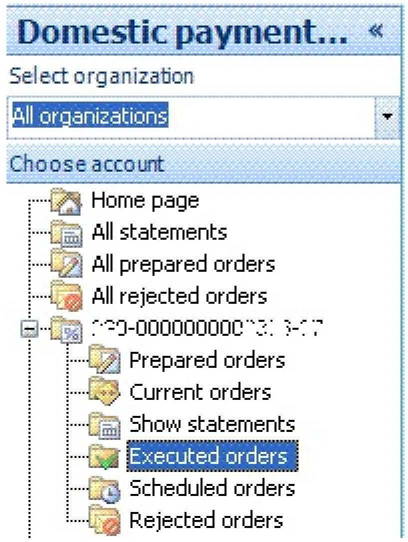
Picture 2

See:

I want to...
Menu options

I want to export transactions

You can reach transaction list on two ways. One of them is to select wanted account in **Domestic payments** and select node *Executed orders* as shown in the *Picture 1*



Picture 1

Another way is to select *Preview statements*, after which the screen displays a list of transactions. Export transaction is very simple. It is enough to check (v. [How to select?]) transactions and click on the **Export** button (group ***Actions***). Window for saving exported data opens, need to be entered name and location where to store and click on the **Save** button.

See:

[I want to ...]
[Menu options]

I want to preview today's account changes to determine if payment order executed

I want to preview today's account changes to determine if payment order executed

After synchronization completed (see I want to synchronize) all changes since the last synchronization comes from the bank. It is necessary to check the list of today's changes in order to determine whether the account is executed, ie. it is necessary to check the list of **Current changes**. In this list is clearly visible status of the account.

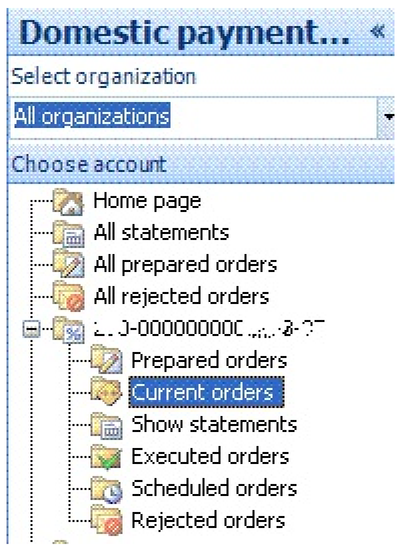
See:
I want to ...
Menu options

I want to see todays changes on the bank account to check if the particular order is executed

I want to see todays changes on the bank account to check if the particular payment is executed

After synchronization proccess (see I want to synchronize) all transactions from the last synchronization would be updated. If you expect a particular income on the account, you shoud check the list of todays orders to check if the particular payment is executed. That means that you need to open Current orders list. If you know on which account you expect the payment, the simpliest is to see current orders only for that account. Navigate throught menu like in picture 1.

.



Picture 1

On the other hand, if the account on which you expect payment is not known, you should check current orders for all accounts.
To find desired data about the particular transaction, we suggest you to use these mechanisms:

1. filter (*see* How to filter?) all payments for income, and than looked the list;
2. group (see How to group?) all orders by partners, ant than look for the particular partner from whom you expect pament;
3. fill filter (*see* How to filter?) with first few letters from the partners name and than check the list

See:

I want to see partners transactions

I want to see partners transactions

Detailed view of partners transaction will be activated by selecting specific partner from address book (see I want to find information about partner from address book) and clicking "Show transaction" (service group) button. This view could be printed (click Print button). (see How to print)

See:
I want to...
Menu options

Summary data on bank account

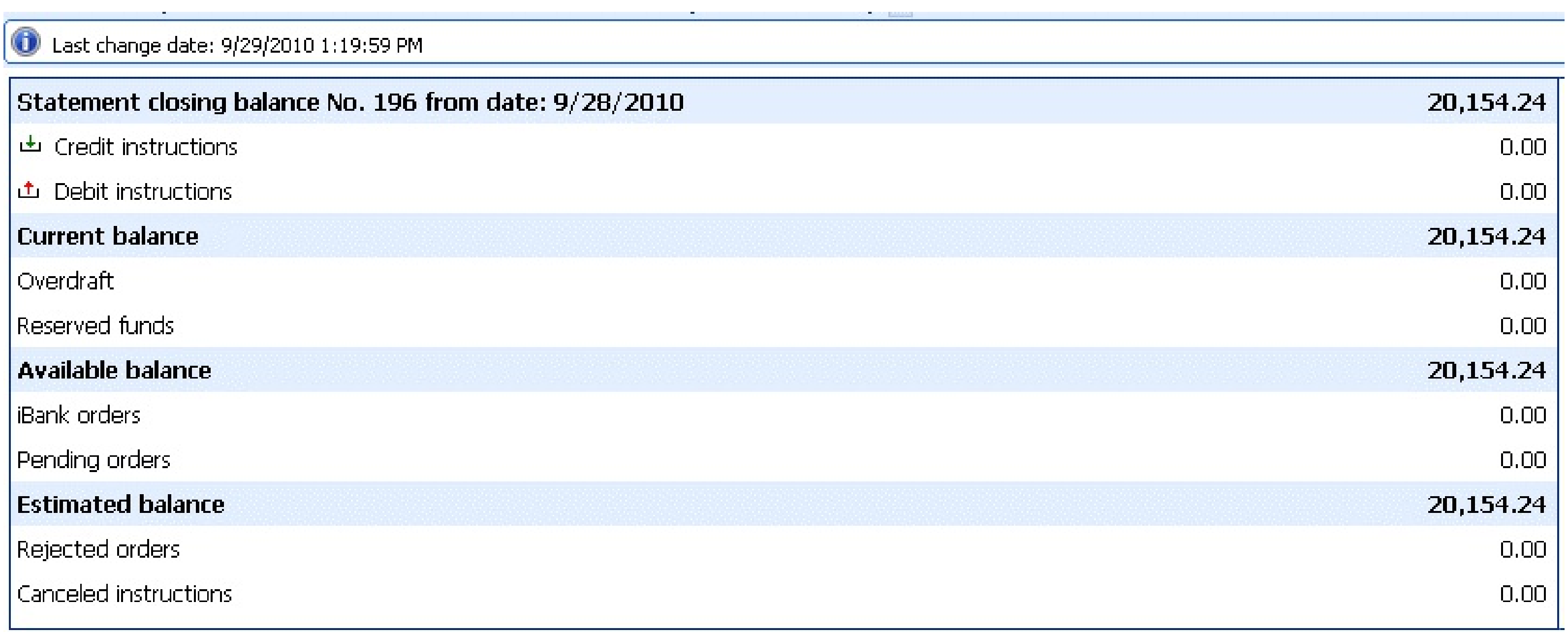
Summary data on bank account

On the home page applications are visible all accounts with which it is possible to work with. For each of them has really shown and available balance, and date of the last synchronization. For visibility, the view can be grouped by companies, banks, or the account type, as in *Picture 1*

Picture 1

If synchronization is never done (when you first start the application) or account balance is not synchronized, and account information will not be displayed.

By selecting the desired account in the main menu, you get a full view of the situation on him. Data on realized inflows and outflows, the current and available state, the amount rejected, and rejected account in iBank summary presented in this preview. Graphical trends balance in time, or traffic in your account, depending on the wishes of the user, completes this picture *(Picture 2).*



Last change date: 9/29/2010 1:19:59 PM

Statement closing balance No. 196 from date: 9/28/2010	**20,154.24**
Credit instructions	0.00
Debit instructions	0.00
Current balance	**20,154.24**
Overdraft	0.00
Reserved funds	0.00
Available balance	**20,154.24**
iBank orders	0.00
Pending orders	0.00
Estimated balance	**20,154.24**
Rejected orders	0.00
Canceled instructions	0.00

Picture 2

One of the special advantages is the summary preview of the number and amount of scheduled and pending accounts, as well as ongoing changes to the account.

See:

[I want ti ...](#)
[Menu options](#)

I want to see turnovers list

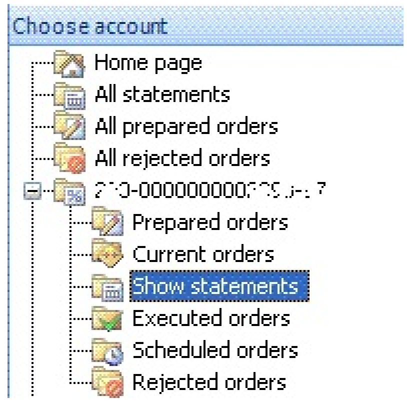
I want to see turnovers list

If you need to preview the changes to the time period it is enough to filter the list of current changes in existing accounts (*see.* How to filter?) by date. Thus resulting list can be printed by pressing the left mouse button on the **Print** button (group *Reports*) (*see.* How to print?).

See:
I want to ...
Menu options

Statements preview

To see statement list, click on the submenu 'Show Statements' from the 'Domestic Payment' menu (picture 1), or from menu 'Statements'



picture 1

You could filter the list (see How to filter?) or group it (see How to group?). You can view or print the last statement by pressing '**Print last statement**' from the print group.
Also, it is possible to see and print other statements by doulbe clicking on the desired statement, or by selecting statement and clicking on '**Print**' button.

See:
I want to...
Options menu

Payment orders

I want to print a list of payment orders
I want to create an order to the client information from the Address Book
I want to create order
I want to preview scheduled orders (orders pending in future)
I want to preview working orders
I want to export created orders
I want to create new valid compensation order
I want to create new valid transfer order
I want to delete created order/s
I want to change created order
I want to change signed order
I want to sign created order
I want to sign all created orders
I want to add sign on signed order
I want to send created order (Synchronization)
I want to check created order status

I want to print a list of payment orders

I want to print a list of payment orders

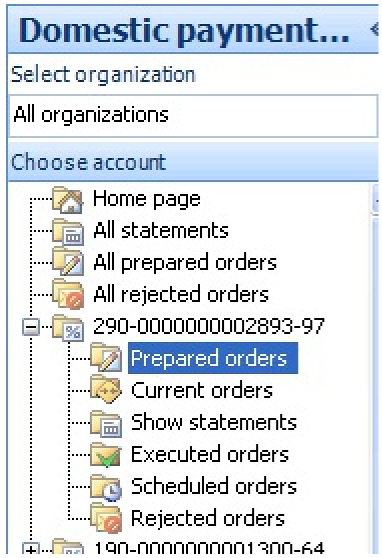
Created orders can be easily be printed. Depending on whether we want to print all or some accounts, it is necessary to make an adequate choice of orders (*see.* How to select?), and then press the left mouse button on the **Print** button (group *Reports*)(*see.* How to print?).

See:
I want to ...
Menu options

I want to create an order to the client information from the Address Book

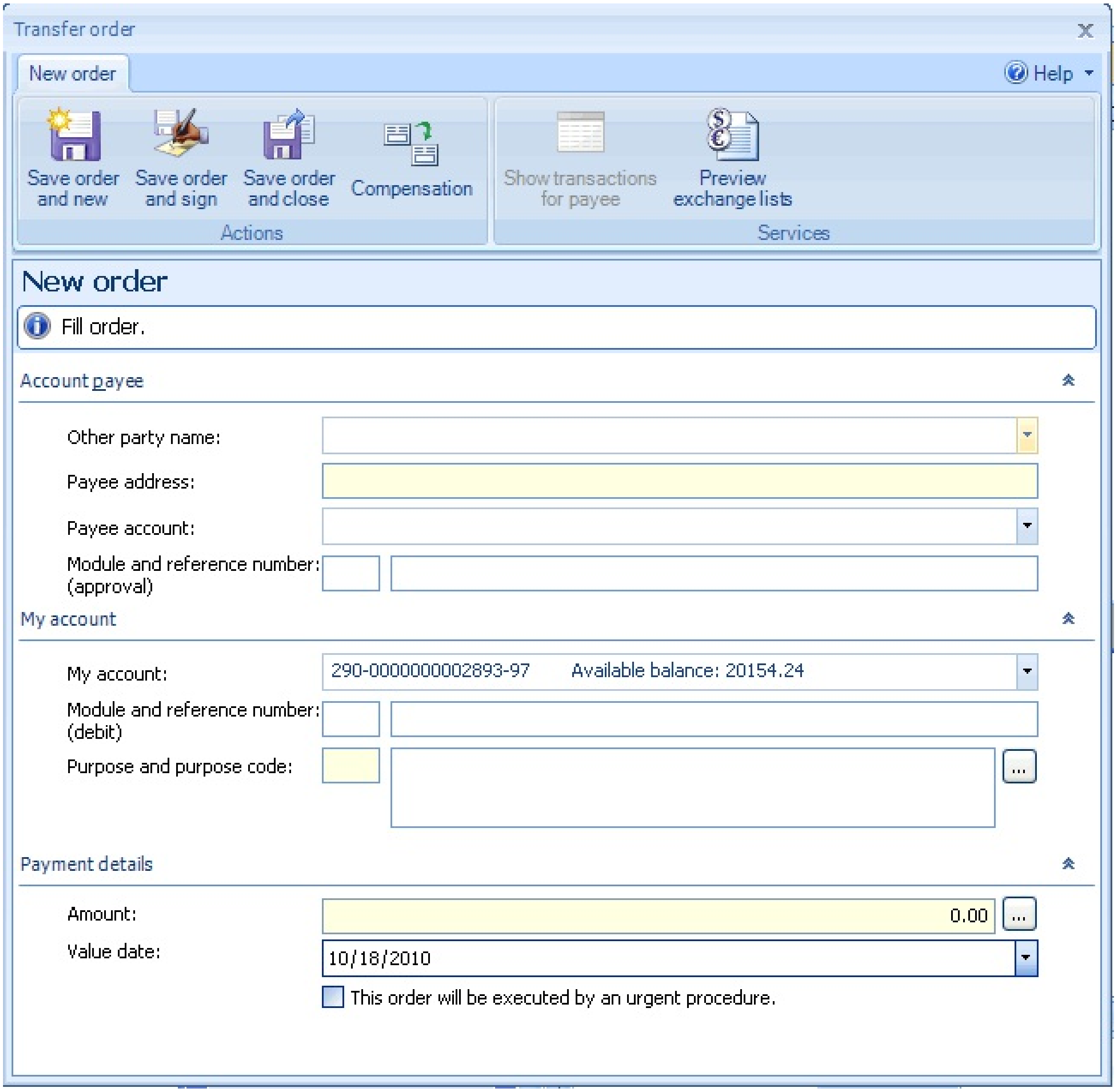
I want to create an order to the client information from the Address Book

When viewing the client details (*Picture 1*), it is possible to create an order for the client by clicking **Create new account for partner**.



Picture 1

After clicking on the button **Create new account for partner**, opens a new form (*Picture 2*). Form has the look as form to create an payment order with filled fields of selected client data so that the amount required in order to account could sign.



Picture 2

If you need to change some of the existing data or add some new, for details see the Create order.

See:
I want to ...
Synchronize
Menu options

I want to create order

I want to create order

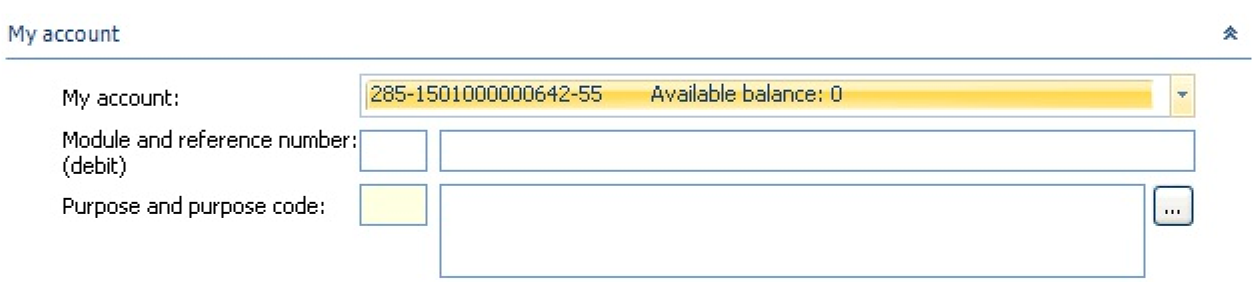
When creating a new transfer order form is already filled with values from the previous account, which makes it easy to fill many new orders. You only need to change it in the form fields that are different for the new account. Name of account holder, the account number holder, code and description of payment are mandatory fields that must be properly filled out to keep order.

First, fill out information related to the account holder's account under the client. Entering the initial letters of the client name, the application offers all clients whose initial letters match the entry name *(Picture 1).*

Picture 1

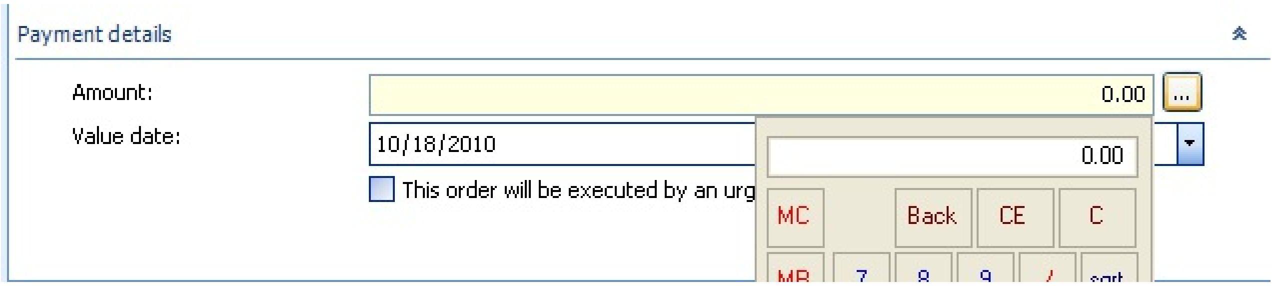
In this case it is enough to select the desired client from the list and all other fields related to the client will be filled with data from the address book. Of course, it is possible to enter information for clients that do not exist in the directory, in this case, however, must take into account the proper entry account holder. Additional billing information can be added by filling the fields account for the model and reference number (approval).

The next step is to fill out information related to the account from which is paid under Domestic payments. It is necessary, from the drop-down list, choose one of the account numbers from which we want to make a payment. Additional information on the payment shall be added by filling the fields account for the model and reference number (debit). Write the correct billing codes directly fills the field of payment description. Payment code can be found in the drop-down list by pressing the left mouse button on the right side of the field of payment description. Just double click on the item list and the fields related to the code and description of payment will be filled *(Picture 2).*



Picture 2

At the end it is necessary to enter values that affect the very details of payments under Payment Details. Most importantly, enter the amount that is transferred from one account to another. This value is by default set to 0.00. To account was a valid need to enter the amount greater than 0.00. The amount can be calculated and integrated using the calculator *(Picture 3).*



Picture 3

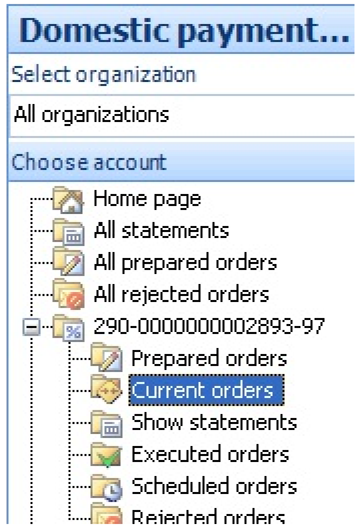
After the calculation it is necessary to press the left mouse button on the equal sign on the calculator, which he closes, and the amount field is filled with the calculated value. The value in the date is set by default to the current date. Changing this value to a date in the future it is possible to schedule account. Account created with a date in the past is not valid and can not be saved. The order can be processed in an expedited procedure, if the same name options in this section.
Next you need to send account successfullyt to the bank account is signing (*v*. I want to sign order).

See:
I want to ...
I want to sign order
I want to synchronize
Menu options

I want to see current orders

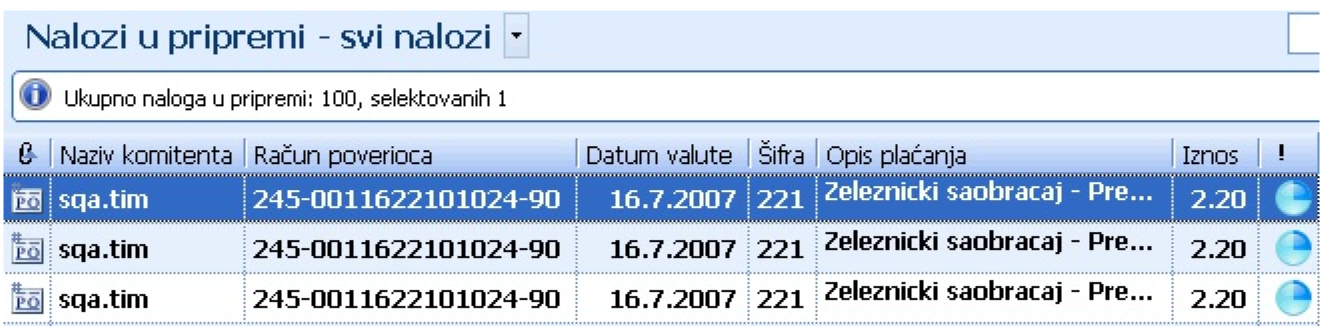
I want to see current orders

Choose account on the left panel, and click on the Current orders menu item (as in picture 1) to get the current orders view.



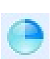
Picture 1

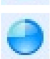
On the right panel you get the list of current orders:

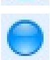


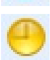
Picture 2

it is possible to check orders stats and the document change history (*see.* Document change history).Orders status are showed by icons on the right:

 - waiting for signing

 - waiting for the second sign (in case that two signers have to sign)

 - Ready to send

 - In iBank

If you want to see and analize the list, use these mechanisms:

1. grouping by (see. How to group?) partners,
2. grouping by amount,
3. grouping by account

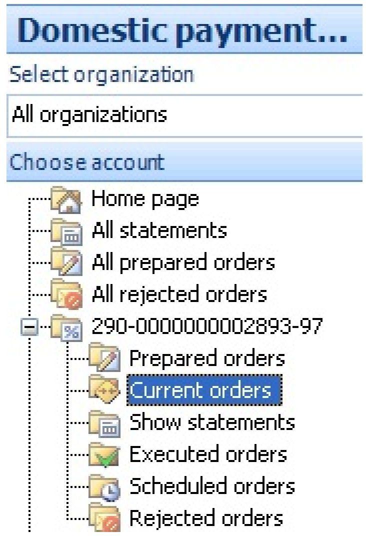
4. grouping by value date
5. grouping by status and
6. filtering (see How to filter?)

Each order from the list could be read, edit, sign or delete. For details of these actions see the following links:ledeće linkove:
I want to see todays orders
I want to edit signed order
I want to delete created order
I wnat to edit created order
I want to sign created order
I want to sign all created ordres
I want to sign already signed order.

See:
how to...

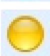
Current orders

Choosing option 'Current orders' (picture 1), will open list of the current orders for the particular account - orders that are sent to the bank, but still not executed and not booked on the statement.



Slika 1

Orders in this list could have the following statuses:

 - Refused
 - In e-bank
 - On waiting
 - Executed

To examine and analyze list use some of the following mechanisms:

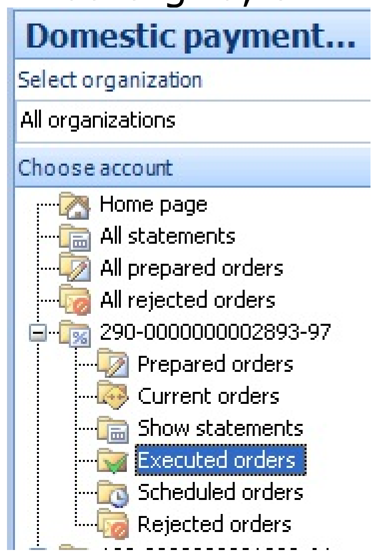
1. grouping (seeHow to group?) by partners,
2. grouping by amount,
3. grouping by partners account,
4. filtering (see how to filter?)

See:
I wanto to ...
Menu options

Executed orders

Executed orders

Choosing Executed orders, from the left panel, list of all executed orders for the choosen account will appear. All wxecuted tracnsactions, booked in statement will be showen it the data grid, on the right panel.



PIcture 1

To examine and analyze list use some of the following mechanisms:

1. grouping (seeHow to group?) by partners,
2. grouping by amount,
3. grouping by partners account,
4. filtering (see how to filter?)

Legend for icons to the right of each transaction :

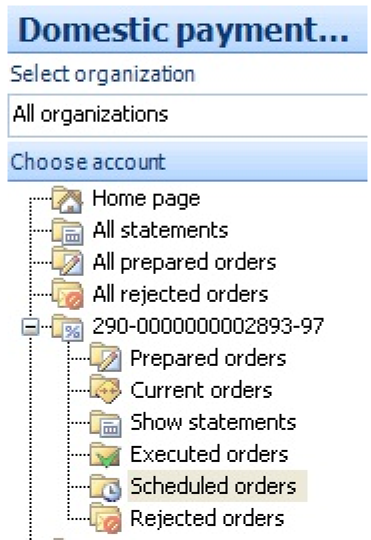
 - executed income
 - executed outcome

See:
I wanto to ...
Menu options

I want to preview scheduled orders (orders pending in future)

I want to preview scheduled orders (orders pending in future)

By scheduled orders for individual accounts comes to selecting the option from the menu *Scheduled orders* for the account as in *Picture 1*. For each account in the list by selecting the same, it is possible to see changes to the document (*see.* Document changes).



picture 1

- logo for scheduled orders

Thus resulting list can be effectively reviewed in various ways:

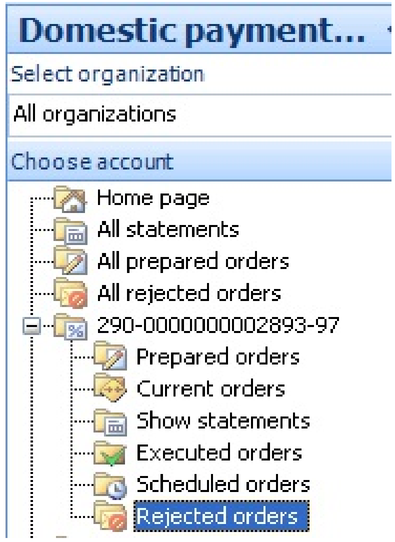
1. group (v. How to group?) by partners,
2. group by amount,
3. group by account code and
4. filtering (see. How to filter?) by first few partner letters

See:
I want to ...
Menu options

I want to see rejected orders

I want to see rejected orders

To see rejected orders, click a menu, like on the picture:



Picture 1

On the panel to the right, all rejected orders for the paricular account. Every order in the list would have status 'rejected' represeneted by the red round icon.

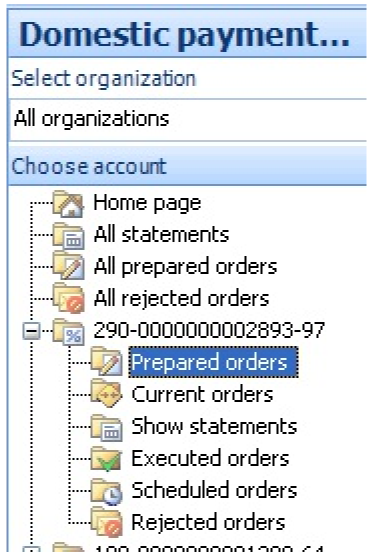
To examine and analyze list use some of the following mechanisms:

1. grouping (seeHow to group?) by partners,
2. grouping by amount,
3. grouping by partners account,
4. filtering (see how to filter?)

See:
I wanto to ...
Menu options

I want to preview working orders

You can reach this option by clicking *Working orders* from current account menu (*Picture 1*). For each account in the list by selecting the same, it is possible to see changes to the document (*see.* Document changes).



picture 1

Thus resulting list can be effectively reviewed in various ways:

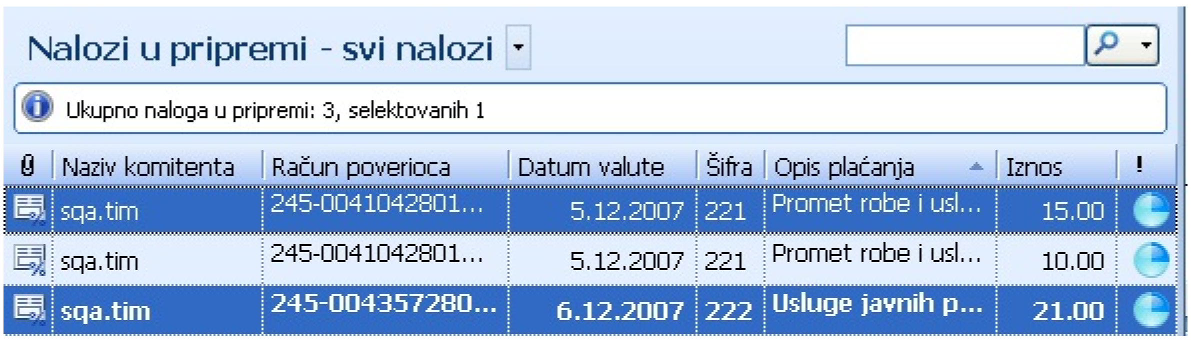
1. group (v. How to group?) by partners,
2. group by amount,
3. group by account code and
4. filtering (see. How to filter?) by first few partner letters

See:
I want to ...
Menu options

I want to export created orders

I want to export created orders

To perform the export is necessary to select the account in the menu *Domestic payments*, and then select the desired account (*see.* How to select?). After selection, selected fields should be clearly visible. Now you need to press the button **Export** (group *Actions*) <shortcut keyboard Ctrl + I> after which appears a window in which we choose the location where we will save exported orders and the format in which we want to be exported (*se.* Specifications). Recording is done by pressing the **Save** button at the bottom right corner of the window. After that, the window to work with accounts, will be displayed success message and number of exported accounts:



Picture 1

See:
I want to ...
Menu options

I want to create new valid compensation order

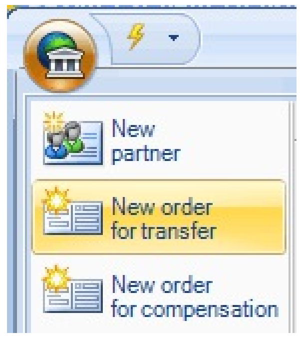
Create a new order for the compensation is done in the same way as creating a new transfer order (*v.*I want to create new transfer order), but the manner of filling data is little different. In field Partner name choose yourself, and then equalize the field Partner account and My account, in this way is obtained an order for compensation. Even easier to use the shortcut Ctrl + Shift + N, that directly comes to new order for compensation. For account to be valid, it is necessary to properly fill out the rest of the windows in the same way as when creating a new account to transfer (*v.*I want to create new transfer order).

See:
I want to ...
I want to synchronize
Menu options

I want to create new valid transfer order

I want to create new valid transfer order

You can reach form for creating in many ways. The simplest option is to choose **Create a new transfer order** as in *Picture 1*, or press the left mouse button, click **Create a new transfer order** (group *Create*) at any time of the application. This functionality is achieved by using **Ctrl + N** keyboard shortcut. It is now necessary to properly fill out the form to create an account (Create order).



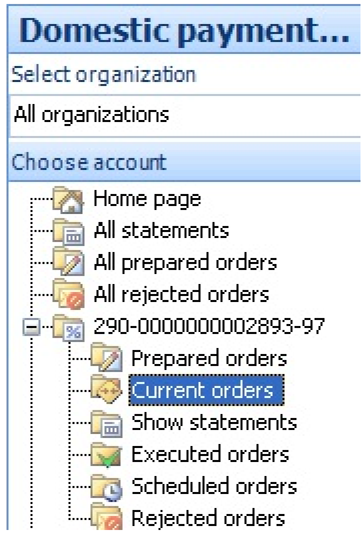
Picture 1

Created account can be signed directly by pressing the button **Sign and close** (group *Action*), or using the shortcut **Ctrl + S**. You can sign only completed and valid order. If you are planning to sign later created the account it was enough to keep clicking the **Save and close** (group *Action*) or by using keyboard shortcuts **Ctrl + E**. If, however, wants to create multiple accounts in a row, the current account is necessary to save by clicking **Save and new** (group *Action*) or by using keyboard shortcuts **Ctrl + N**.

See:
I want to ...
I want to synchronize
Menu options

I want to change signed order

I want to change signed order



If you want to change created order which is already signed, it is enought to perform one of the following options, in section *Working orders (Picture 1):*:

1. select desired order and double-click it,
2. select desired order and click button **Open** (group *Actions*) ili
3. right click order and choose option **Open**.

New window will appear.
Pressing **Yes**, window appears to change the account and it is possible to make necessary changes. However, it is necessary to take into order validity (*see.* Create order). On the window will be visible changes in the status: status-changed. Changes will be finally saved after pressure with the left mouse button, click **Save and close** (group *Action*).

See:
I want to ...
Menu options

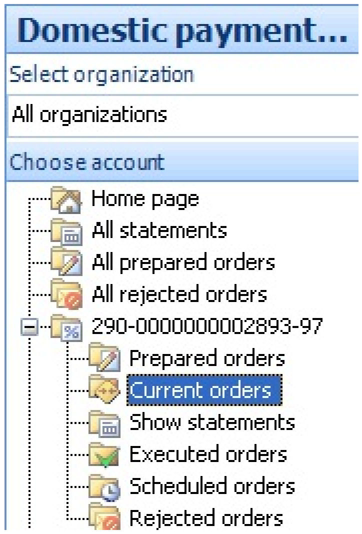
I want to delete created order/s

To delete created order, you need to select the desired order and press the right mouse button. When popup menu opens, you have to select **Delete** option or when the preferred order is selected it is possible to delete by clicking **Delete** (group *Action*).
If you want to delete multiple accounts at once, it is necessary to select them (*v.* How to select?), and proceed like you deleting one order.

See:
I want to ...
Menu options

I want to change created order

I want to change created order



Picture 1

If you want to change created order which is not signed yet, it is enought to perform one of the following options, in section *Working orders (Picture 1):*:

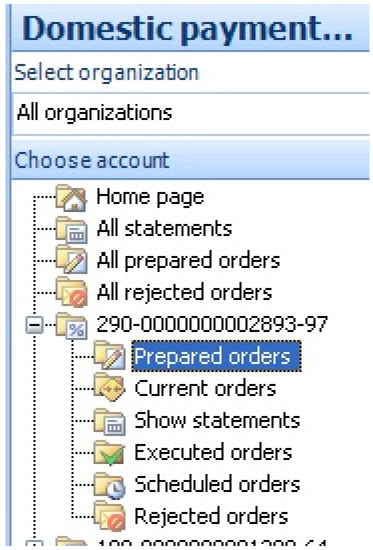
1. select desired order and double-click it,
2. select desired order and click button **Open** (group *Actions*) ili
3. right click order and choose option **Open**.

Then appears window for change orders and you can make necessary changes. However, it is necessary to take into order validity (*see.* Create order). On the window will be visible changes in the status: status-changed. Changes will be finally saved after pressure with the left mouse button, click **Save and close** (group *Action*).

See:
I want to ...
Menu options

I want to sign created order

You can reach newly created orders in menu item *Working orders* as on *Picture 1*,



Picture 1

after which the screen displays a list of orders in preparation. If you want to sign one of the account from the list it is necessary to choose (*v.* How to select?) and press button **Sign** (group *Actions*). Window for entering data for signature opens (the certificate and enter PIN). After filling out the form and clicking **Sign**, if the form is filled valid, signing process begins.

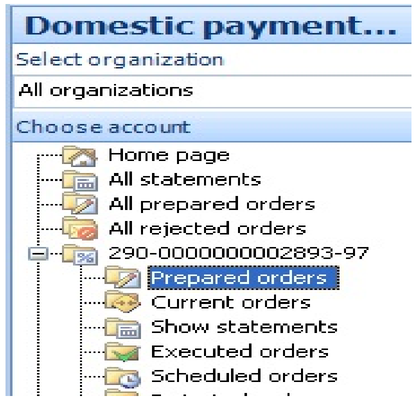
At the first scenario you need to press button **OK**, and at the secound button **Cancel**.

See:
I want to ...
Menu options

I want to sign all created orders

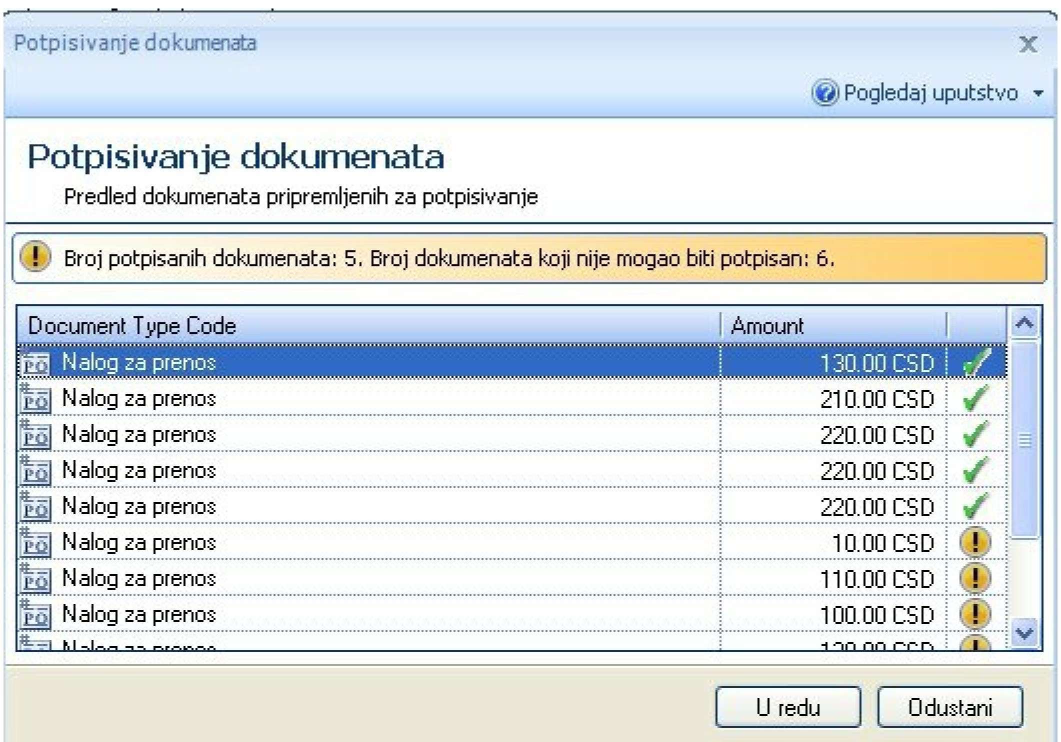
I want to sign all created orders

You can reach newly created orders in menu item *Working orders* as on *Picture 1*,



Picture 1

after which working order list will be shown. AIf you want to sign only one order you should select it (*see.*[How to select?]) and press button **Sign**(group *Actions*). Window for entering data for signature opens (the certificate and enter PIN). After filling out the form and clicking **Sign**, if the form is filled valid, signing process begins.



Slika 2

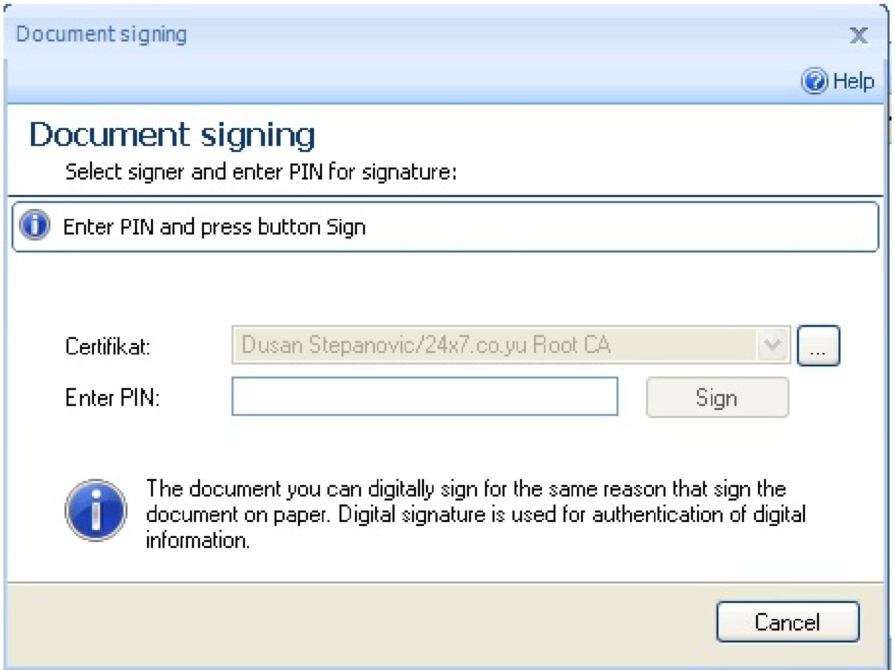
At the end you need to press button **OK**.

See:

I want to add sign on signed order

I want to add sign on signed order

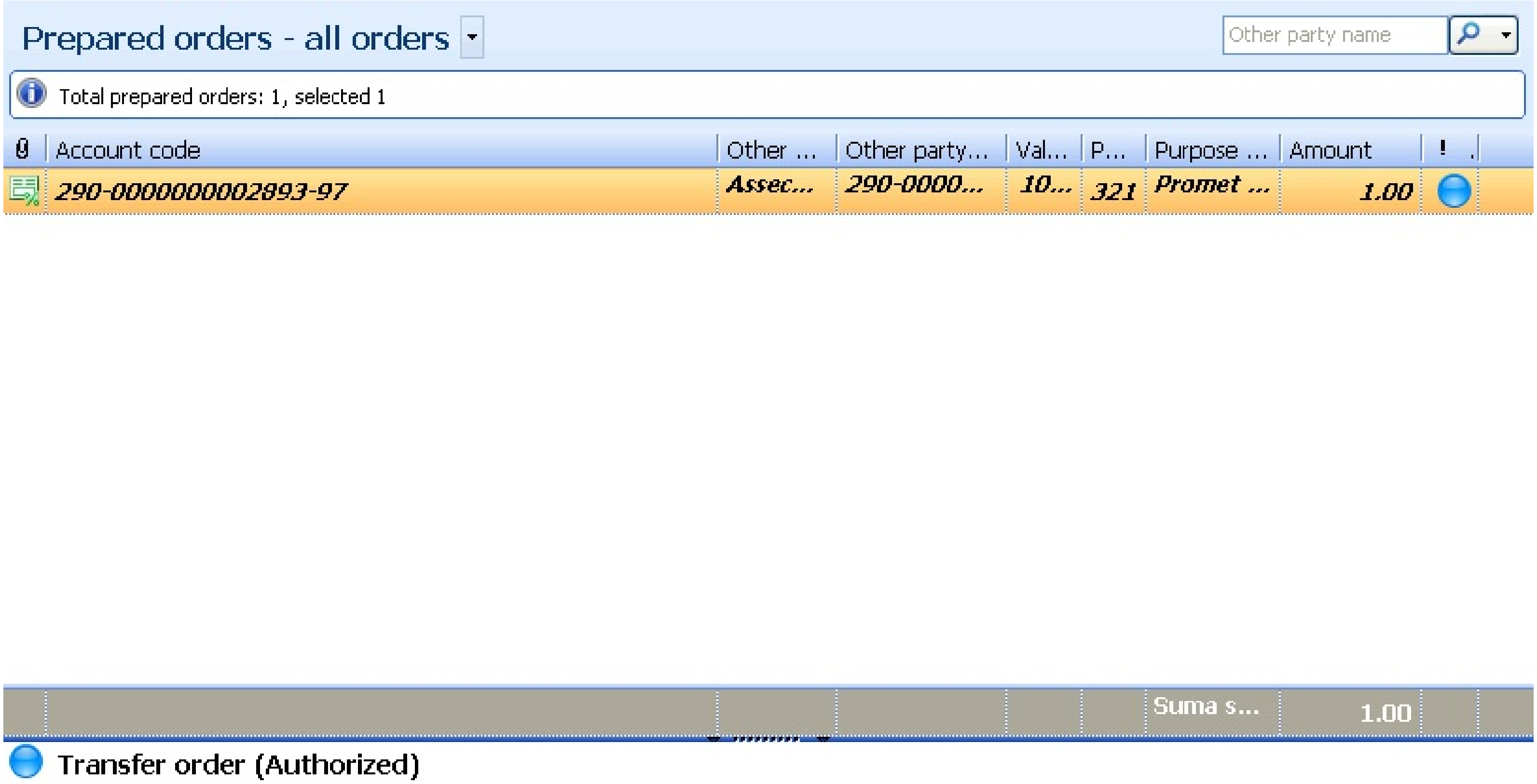
Depending on the prescribed method of signing, the process of signing order may be different (*see.* Glossary >> *Signature method*). For the ways of signing **DoubleSign** and **GroupSign** need to sign already signed order, unless the user is a signatory to the privileges, ie. **Sign** privilege (*see.*Glossary >> *Signature method*).
Sign order with **Trans** permission as on *(Picture 1)*



Picture 1

After signing, created order is in *Working orders* list, and has *Waiting for signature* status, even it is signed once.

For current example, you should sign order again with some oder signer with **Trans** or **Sign** privileges as on *(Picture 2):*

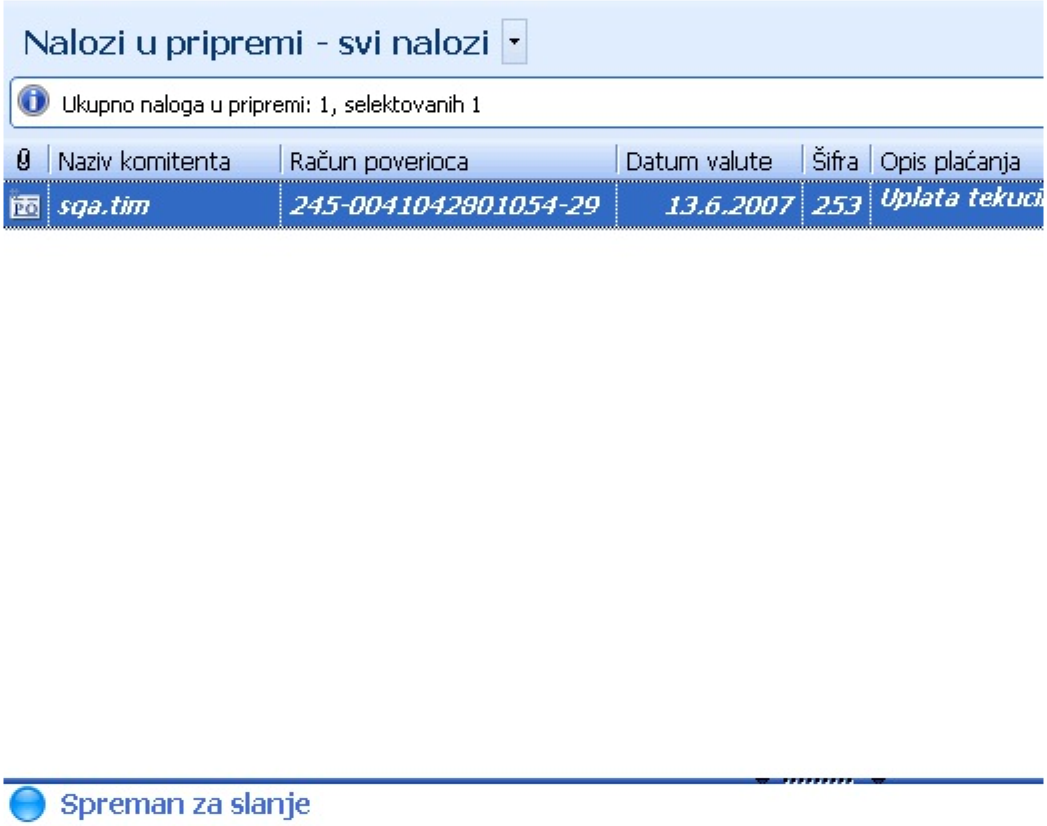


Picture 2

After pressing **Sign** button, you get information that signing performed successfully.

Picture 3

In this moment orders status changes and it is *Ready to send*.



Picture 5

See:

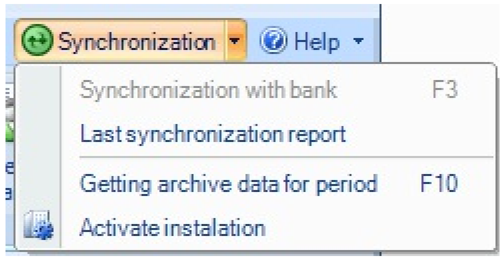
[I want to ...]

[Menu options]

I want to send created order

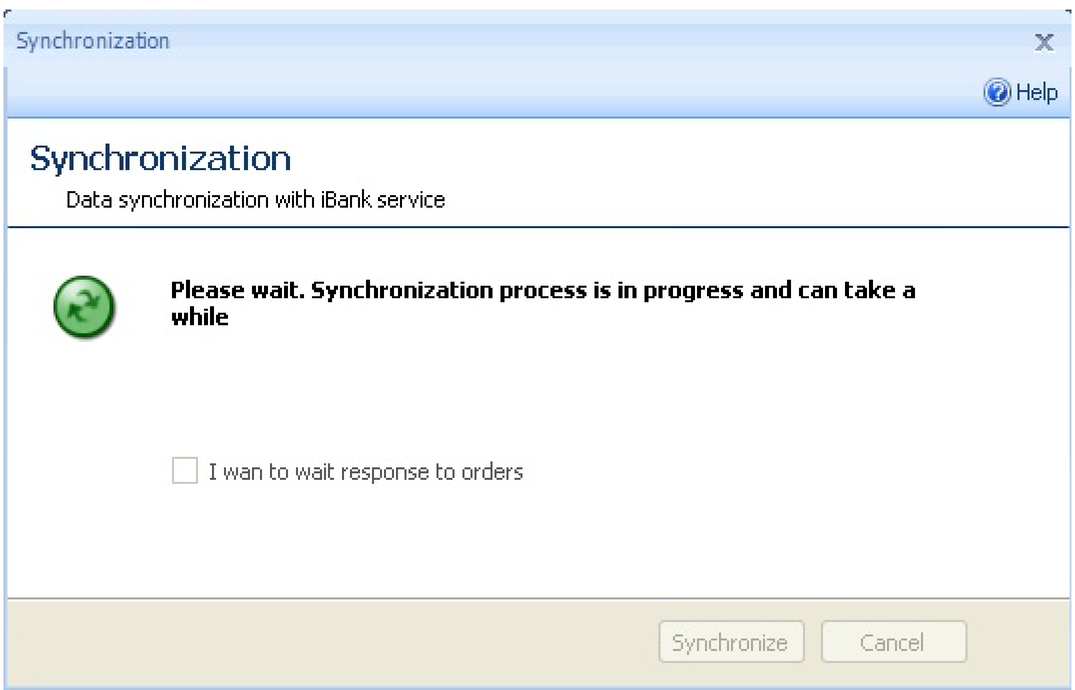
I want to send created order (Synchronization)

Synchronization is possible perform at any time working with the application. Simply select the arrow to the right of the menu **Synchronization** in the header of the application window, which opens a list of possible options, such as *Picture 1*.



Picture 1

If you want to exchange data with the bank, it is necessary to choose the *Synchronize data with bank*, at same purpose can be used **F3** key on the keyboard. The display will show a window with a warning that the process can take a certain time (*Picture 2*), which will show report about the performed synchronization.



Picture 2

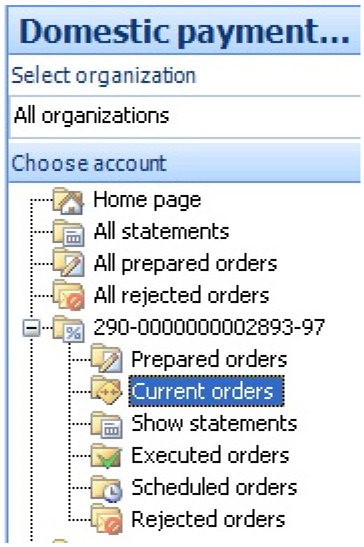
If you want *Report about last synchronization* , it is necessary to choose the same option.

See:
[I want to ...]

I want to check created order status

I want to check created order status

Depending on time of last synchronization created order can be in *Current* or *Executed turnovers* (if in meanwhile statement is generated) as on *Picture 1* .
After synchronization (*see.* I want to synchronize), orders goes to the bank and waiting for realization. Confirmation from bank is waiting.
You should look in *Current turnovers,* if you know account from which payment was executed, to see order status.



Picture 1

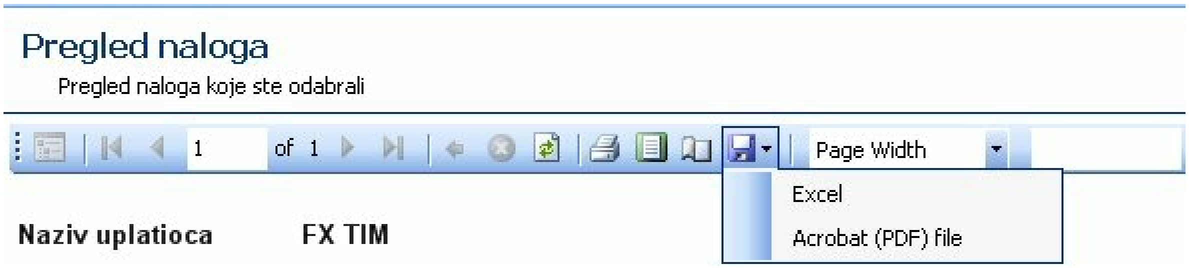
See:
I want to ...
Menu options

Print

I want to print items from screen
I want to print last statement

I want to print items from screen

To print one or more items from screen, first you need to select them.. (see. How to select?). After select, selected items have to be clearly visible. Now you need to press button **Print (** group *Reports*), after what we get report with selected items ready for printing (*see.* How to print?)
It is possible to print directly (press left mouse button on the **Print** button) or save as MSExcel or PDF document (press left mouse button, click **Export***Picture 1*)



Picture 1

See:
I want to ...
Menu options

I want to print last statement

The last statement is simply to print - it is enough to select desired account and select the **Print last statement** (group *Action*)(*v.* How to print?).

See:
I want to ...
Menu options

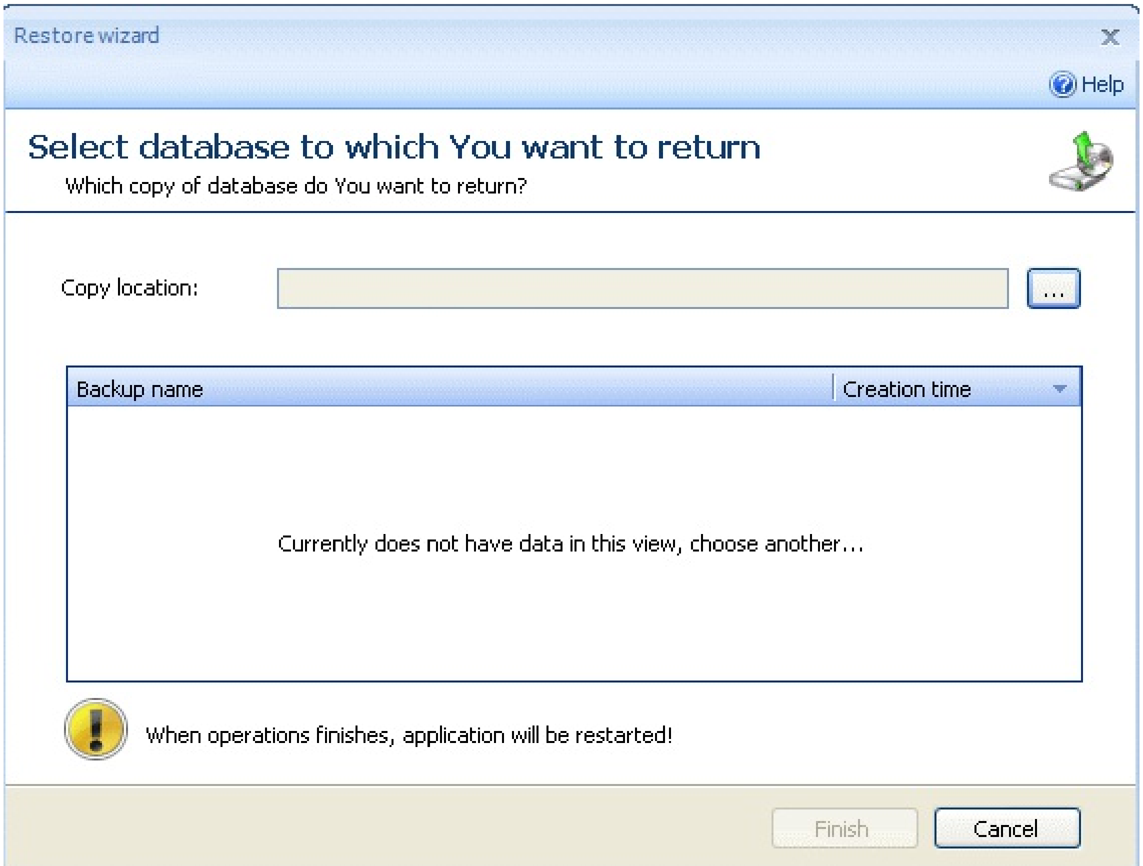
Database

I want to replace current database with backup
I want to backup database
I want to migrate data from old Fx Client

I want to replace current database with backup

I want to replace current database with backup

To replace current database with backup database you need to choose option **Start >> Tools >> Backup wizard**



Picture 1

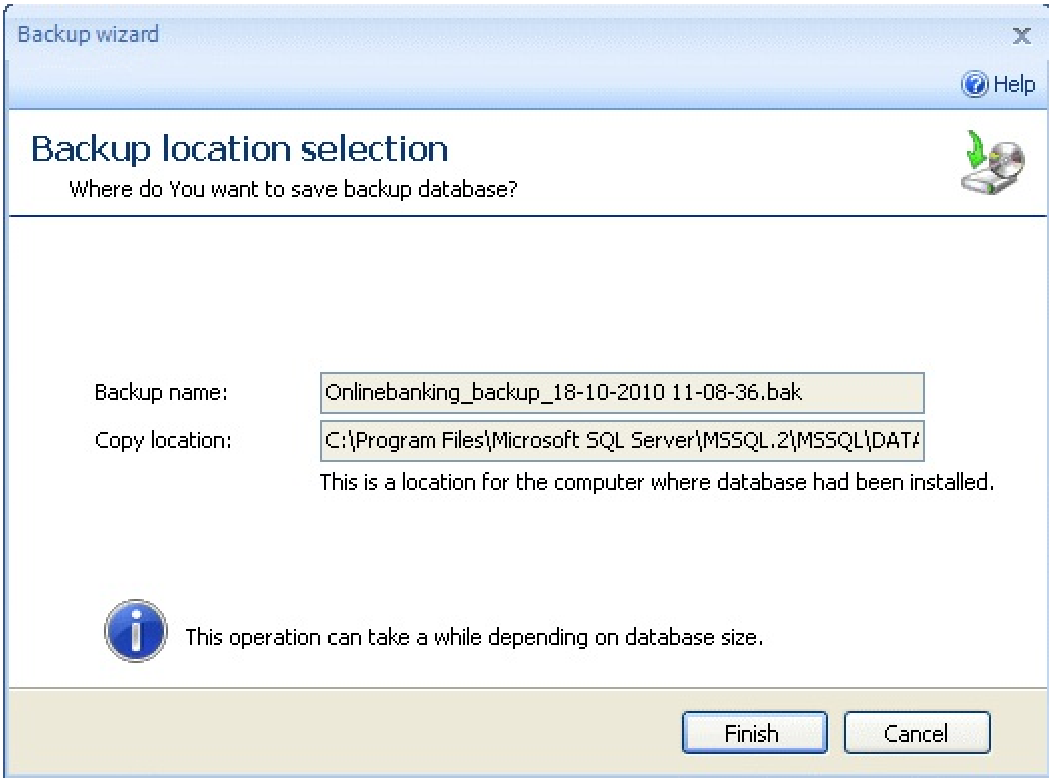
In the newly opened form (*Picture 1*) is necessary to choose the location where have you saved the backup database, click the button **...** , and then choose from a list of specific copy of the database. When selected the appropriate database, you press the **Finish** button.

It is important to know that application will be restarted after this operation!

See:
[I want to ...]
[Menu options]

I want to backup database

To backup database youu need to select option **Start >> Tools >>Backup wizard**. Form as on *Picture 1* will show.



Picture 1

Name of the backup file is automatically assigned, according to the format dd-mm-yyyy HH-MM-SS. After selecting location of database, simply press the **Finish** button. The backup database is created.

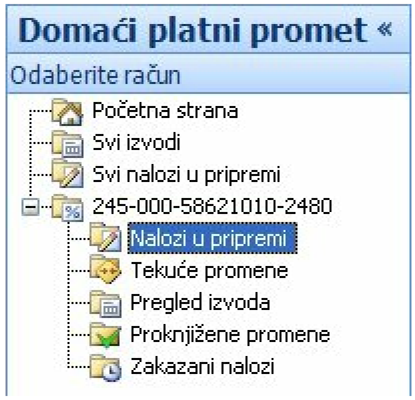
See:
[I want to ...]
[Menu options]

Documents

I want to export created orders
I want to import orders from file
I want to export statements

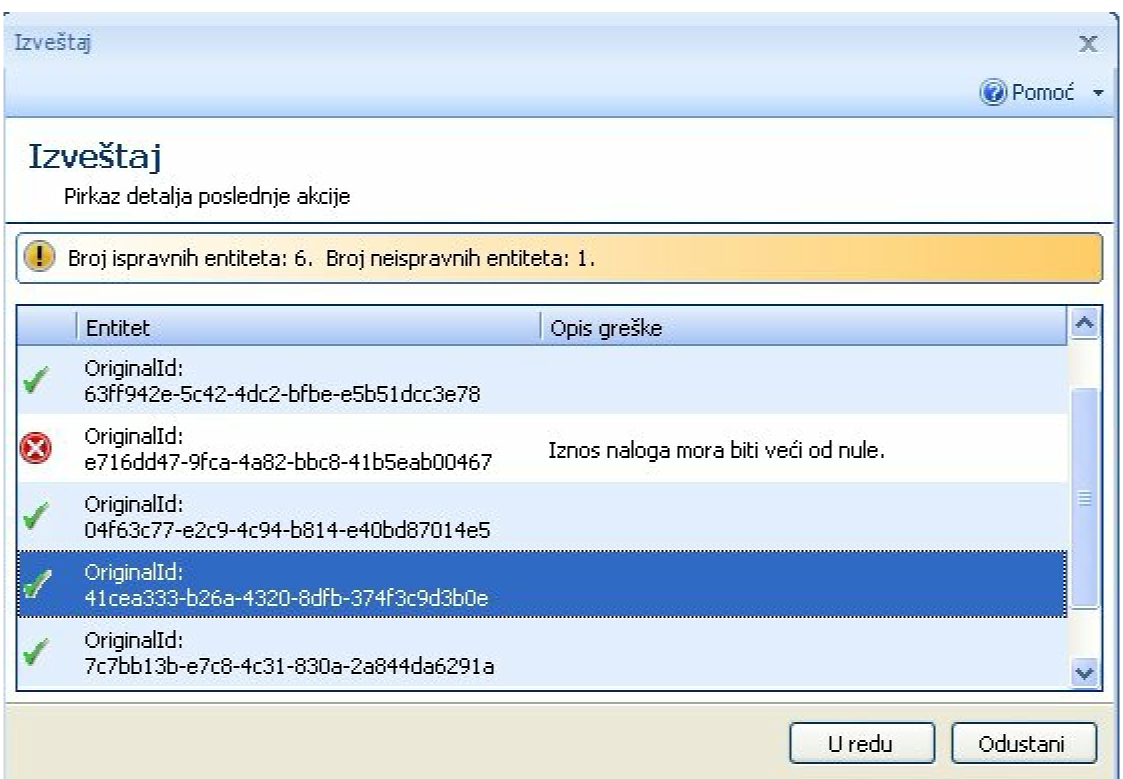
I want to import orders from file

Working orders can be reached in two ways. One of them is the selection of wanted account in the menu **Domestic payments** and click on *Working orders*, after which the screen displays a list of working orders.



Picture 1

Orders can be stored in external documents. For *OfficeBanking* version of these documents have the extension .xmlx, and for earlier versions .xml. If you want to import from an external document is necessary to press the left mouse button on the **Import** button (group *Actions*), after which it will be shown window to select file from which we want to import, as well as its location. After the pressure with the left mouse button **Open,** on the screen will be shown a report on the number of regular and irregular entities and causes that led to the error, if it exists. This report appears in *Picture*2



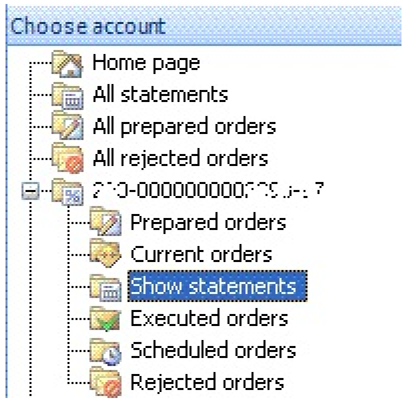
Picture 2

Finally, after preview of shown report press button **OK**.

See:
I want to ...
Menu options

I want to export statements

To export statements first you need to press **Statement preview**, and then choose desired account and statements for export. (*Picture 1*).



Picture 1

To export one or more statements first you need to select them (*see.*[How to select?](#)). After that is necessary to press **Export** (group *Actions*), after which ainther window shows to choose location where to saave exported statemens, and export format (*see.* [Specifications](#)). To proceed with export you need to press button **Save**. After that success message shows on the screen *Picture 2*.

Picture 2

See:

[I want to ...](#)

[Menu options](#)

Work with archive module

To select archive to work with you need to press **Archive** button in down left part of application. After selection navigation panel shows os on *(Picture 1)*

Picture 1

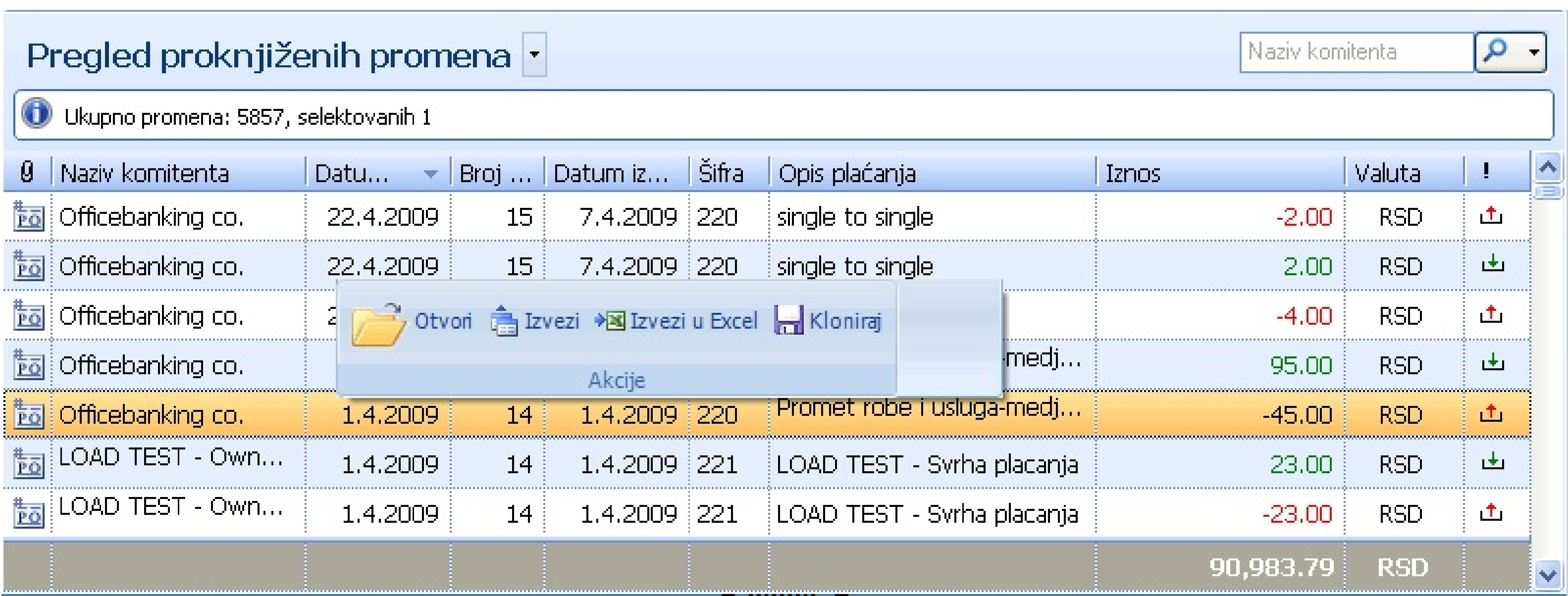
The upper part is list of all the existing archives, and the lower part is preview of all archived accounts for the specific archive. Name of archive database was obtained as the merged date and time of creation. Within the selected account is possible to preview **Executed transactions, Statements** and **Rejected orders** (by clicking on the preferred option gives the review of transactions), while selecting the account foreign payment is possible to preview **Executed transactions** and **Statements**.

In every archive header you can see commands like on *Picture 2*, where is displayed current archive database name (in this case :*OnlineBanking_Archive_26-5-2009_14-49-53.sdf*)

Picture 2

By clicking button **New archive** *Archive wizard* opens, which leads you thru archiving processa, while clicking on button **Delete archive** deletes current archive (eg. currently working database). Other actions relates to the selected row from current view.

When you mouse-over selected row panel with available actions displays (**Otvori, Export, Export to Excel** and **Clone**). Clicking button **Clone** creates identic order as selected, and shows in view **Working orders** (of suitable account).



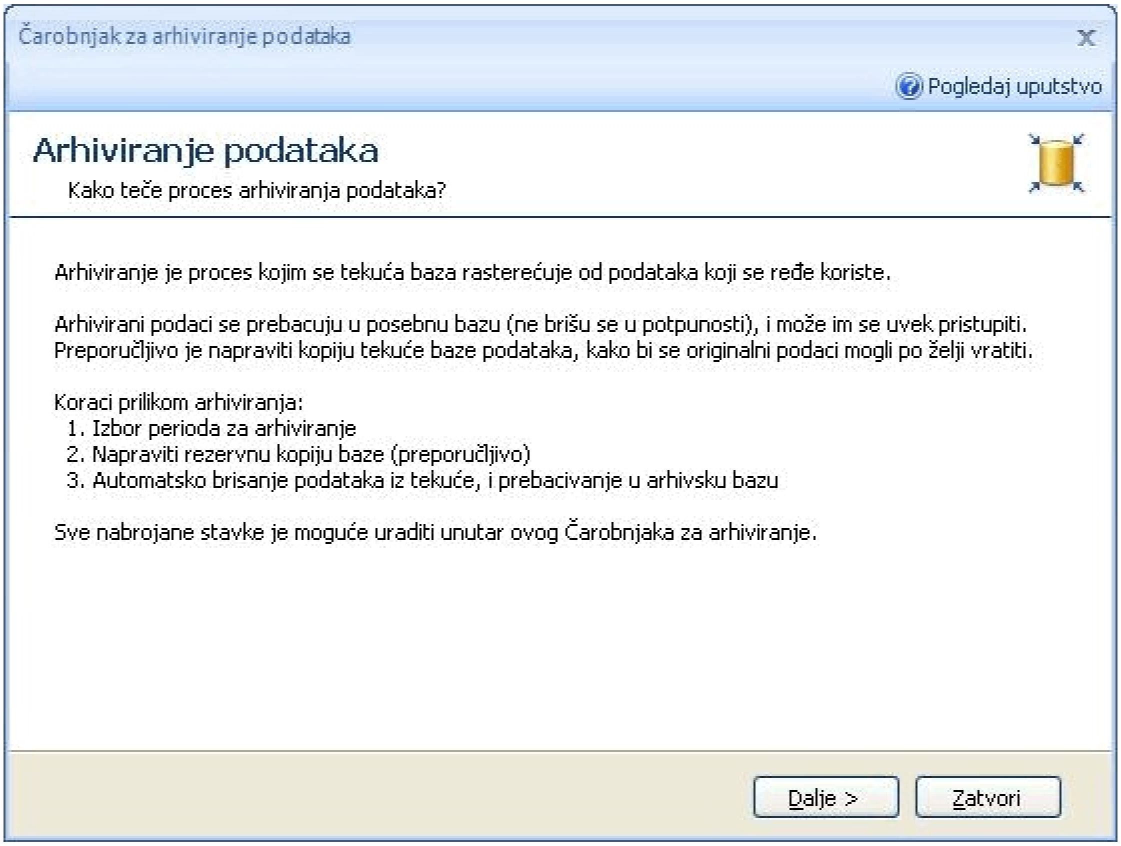
Picture 3

See:

I want to ...

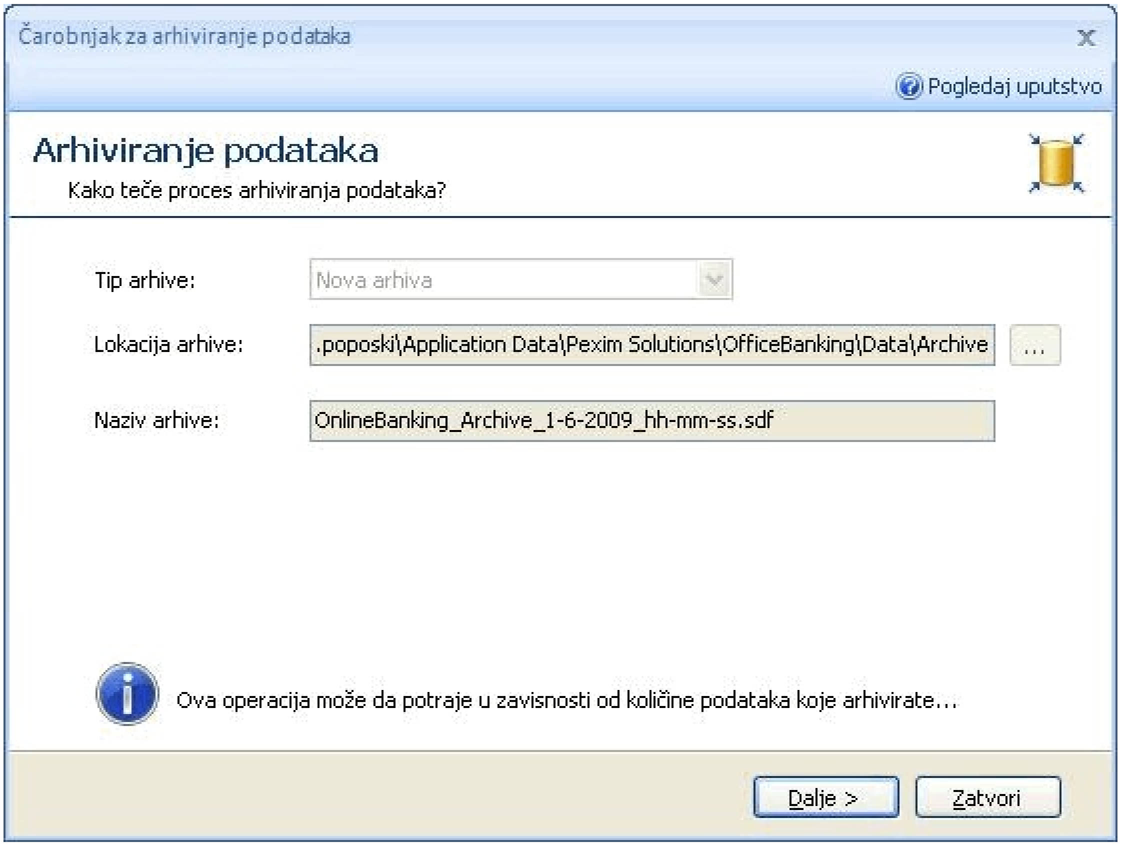
I want to archive data

To archive data you need to select option **Start > Tools > Archive wizard**. Window as on *(Picture 1)* opens, on which you can read all necessary information about archiving process.



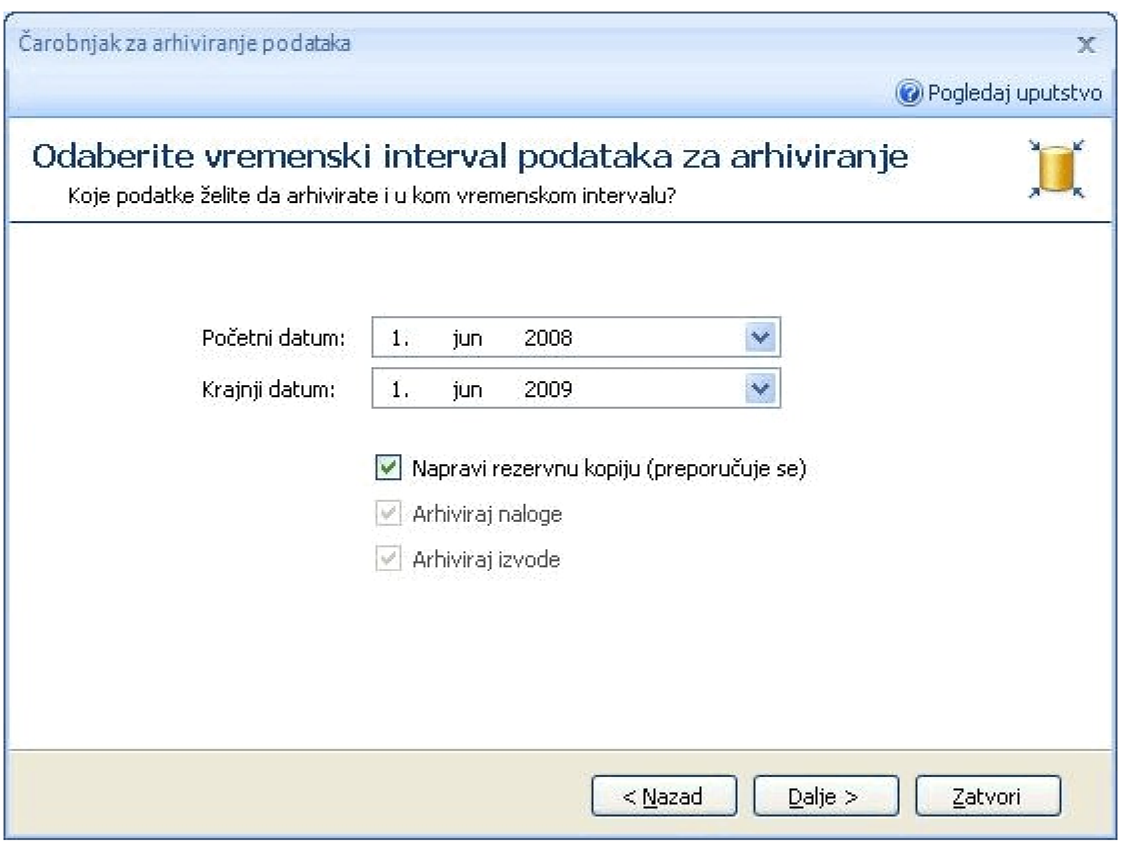
Picture 1

After pressing button **Next** window like *Picture 2* opens, where you can see location of future archive, archive name (where are hh-mm-mm hour-minutes-seconds of creation time)



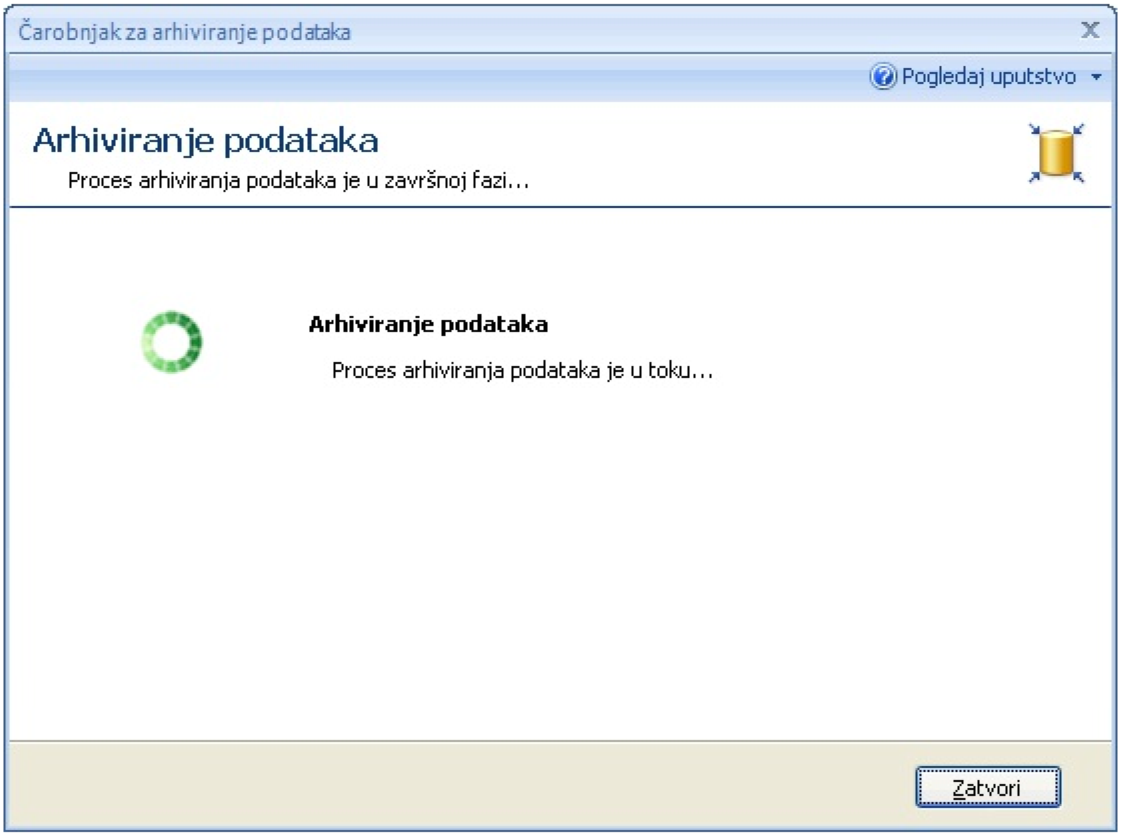
Picture 2

After pressing on the **Next** button opens the following page form wizard (*Picture 3*) which is necessary to determine the time interval in which you want to archive data, and checking boxes *Make a backup* user chooses to make a backup copy of the original database, before the process of archiving .



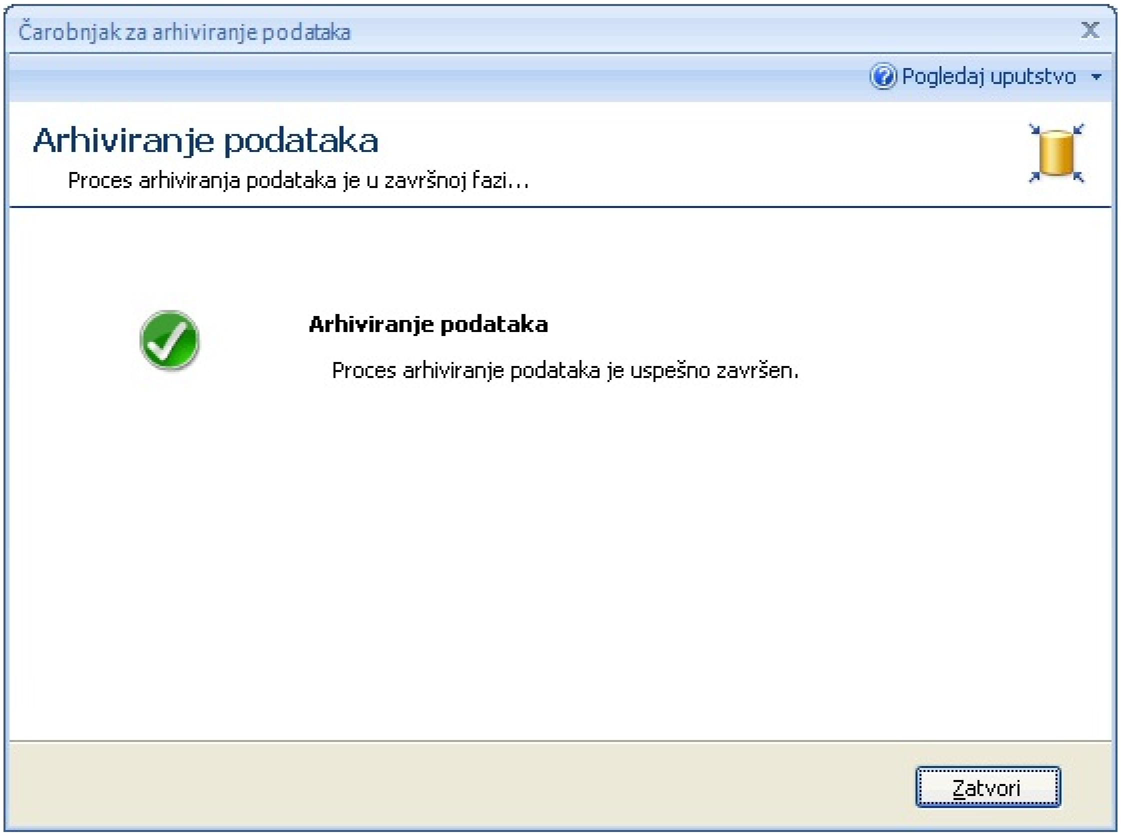
Picture 2

After pressing button **Next** archiving process starts, and during the process you can see form as on *Picture 4* .



Picture 3

When archiving process finishes you get success mesage (*Picture 4*). To close window and get back to application it is enough to press **Close** button.

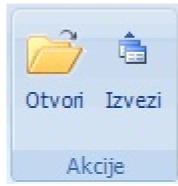


Picture 4

See:
[I want to ...]
[Menu options]

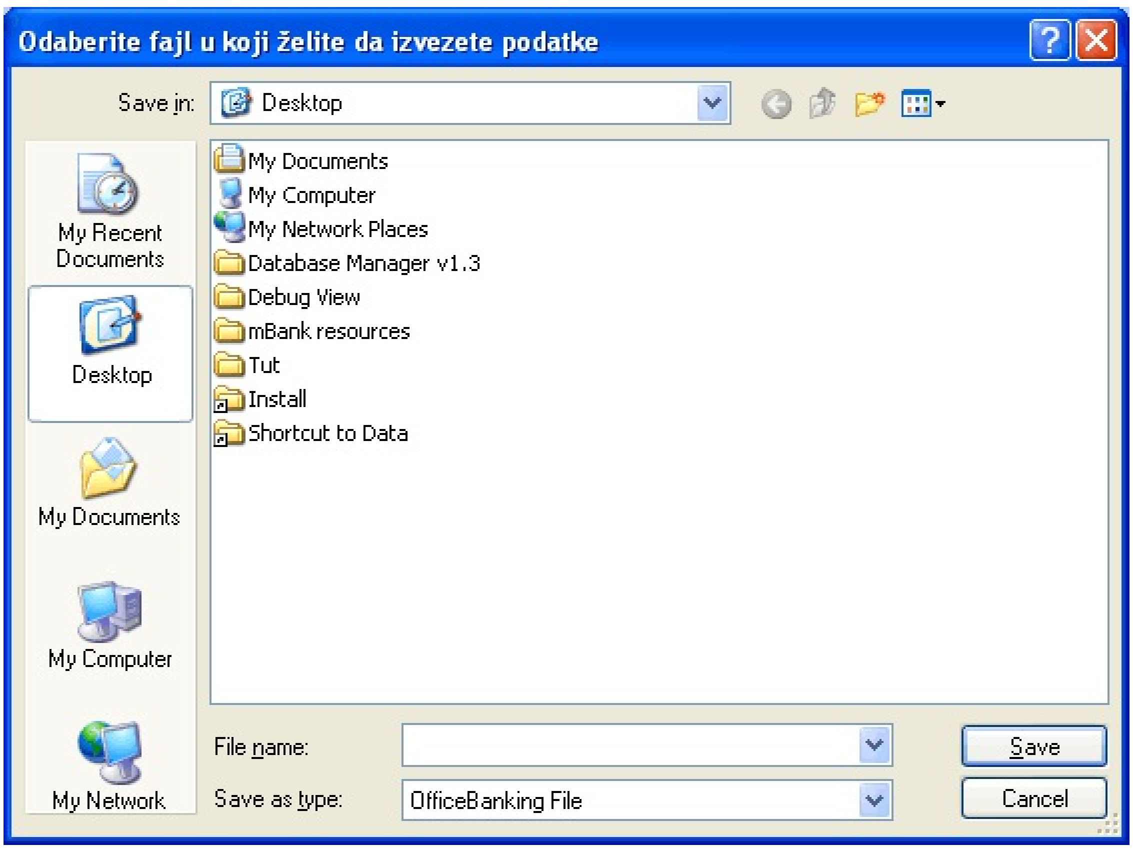
I want to export data from archive database

You need to click the **Export** button (located in the upper part of the archive form) which is possible only after the row is selected from the data list (whether executed changes, statement, or rejected orders).



Picture 1

After opening the form as in *Picture 2* you need to choose the specification of exported data (which directly depends on the type of preview from which you pressed data export), and the name of the file you wish to export the desired data.



Picture 2

See:

[I want to ...]

[Work with archive module]

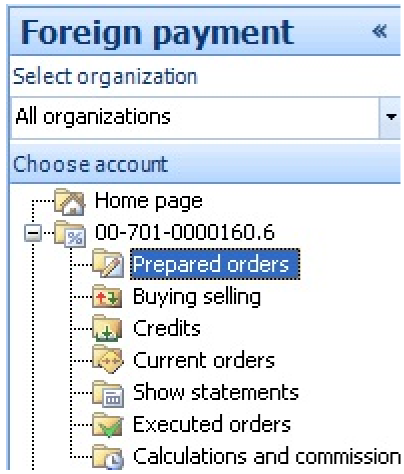
I want to...

Orders
I want to create new foreign order
I want to preview working orders
I want to buy/sell foreign currency
I want to preview buying-selling
I want to preview executed orders
I want to check order status
Accounts
I want to preview summary view for bank account
I want to preview statement list
I want to preview current orders
I want to preview custom statement and summary data by client

I want to preview working orders

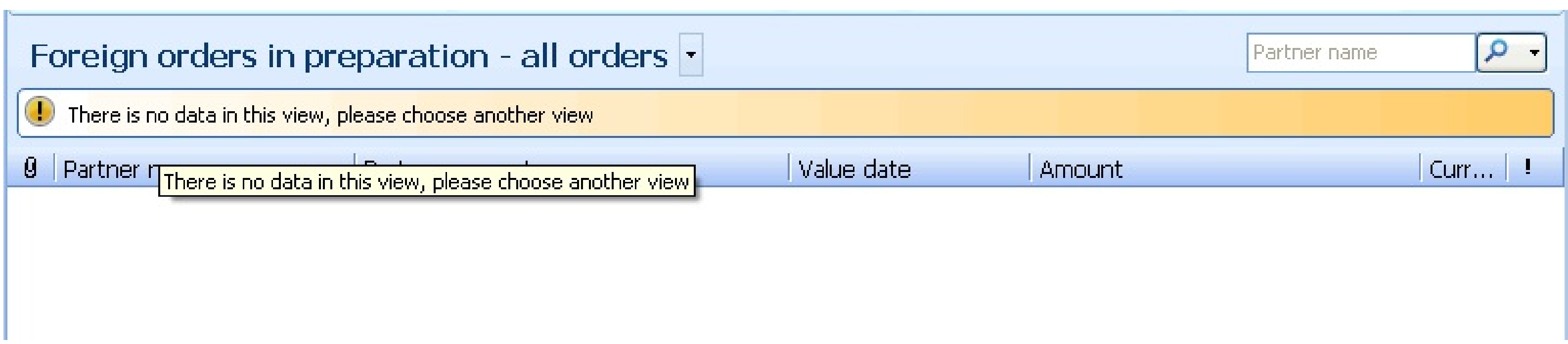
I want to preview working orders

Working orders options you can reach by clicking desired account in the list, and then *Working orders* (as on *Picture 1*).



Picture 1

After that list shows on the screen (*Picture 2*):



Picture 2

In list you can see status for all orders, as well as document changes (*see.* [I want to check o rder status](#)). Statuses are shown as icons which appears to the right of the list, and can be:

 - waiting on signature

 - waiting on second signature (in case u slučaju da je potrebno da više korisnika potpiše isti nalog)

 - Spreman za slanje

 - U iBank-u

You can analize the list using following mechanisms:

1. grouping (see. [How to group?](#)) by partners,
2. grouping by amount,

3. grouping by partners account
4. grouping by value date
5. grouping by status,
6. filtering (see How to filter?)

Every shown order in the list, you can: view, change, sign, delete. For detailed informations check the following links:

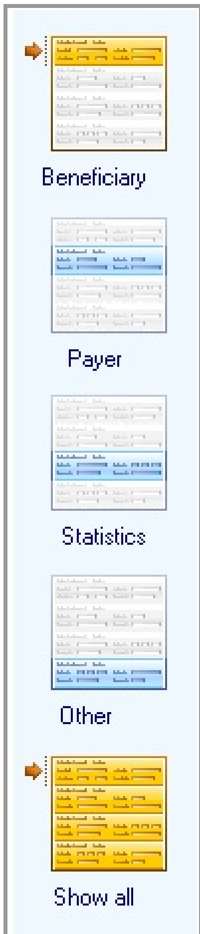
I want to see todays orders
I want to change signed orders
I want to change created order
I want to sign created order
I want to sign all created orders
I want to sign already signed order

See:
I wanto to ...
Menu options

I want to create new foreign order

I want to create new foreign order

Form to create your order can be reached in several ways. The easiest way is to press left mouse button click **Create new foreign order** (group *Create*) at any time of the application. It is now necessary to properly fill out the form to create a newly opened foreign exchange accounts.
Form to create exchange account is quite extensive data to be complete and in order to make easier the creation of the same, the account is organized in four forms. Review form is possible individually and summary preview. Select display form is done using buttons that are located in the vertical menu on the right side (*Picture 1*)

<table>
<tr><td rowspan="5">

Picture 1</td>
<td>Selecting option Ordering party, opens form on whch you have to fill all necessary data. More detailed description of how you need to fill this part of order, can see here >></td></tr>
<tr><td>Selecting option Beneficiary, opens form on whch you have to fill all necessary data. More detailed description of how you need to fill this part of order, can see here >></td></tr>
<tr><td>Selecting option Statistics, opens form on whch you have to fill all necessary data. More detailed description of how you need to fill this part of order, can see here >></td></tr>
<tr><td>Selecting option Others, opens form on whch you have to fill all necessary data. More detailed description of how you need to fill this part of order, can see here >></td></tr>
<tr><td>Choosing option Show all, shows all mentioned forms and you can fill all necessary data for foreign order.</td></tr>
</table>

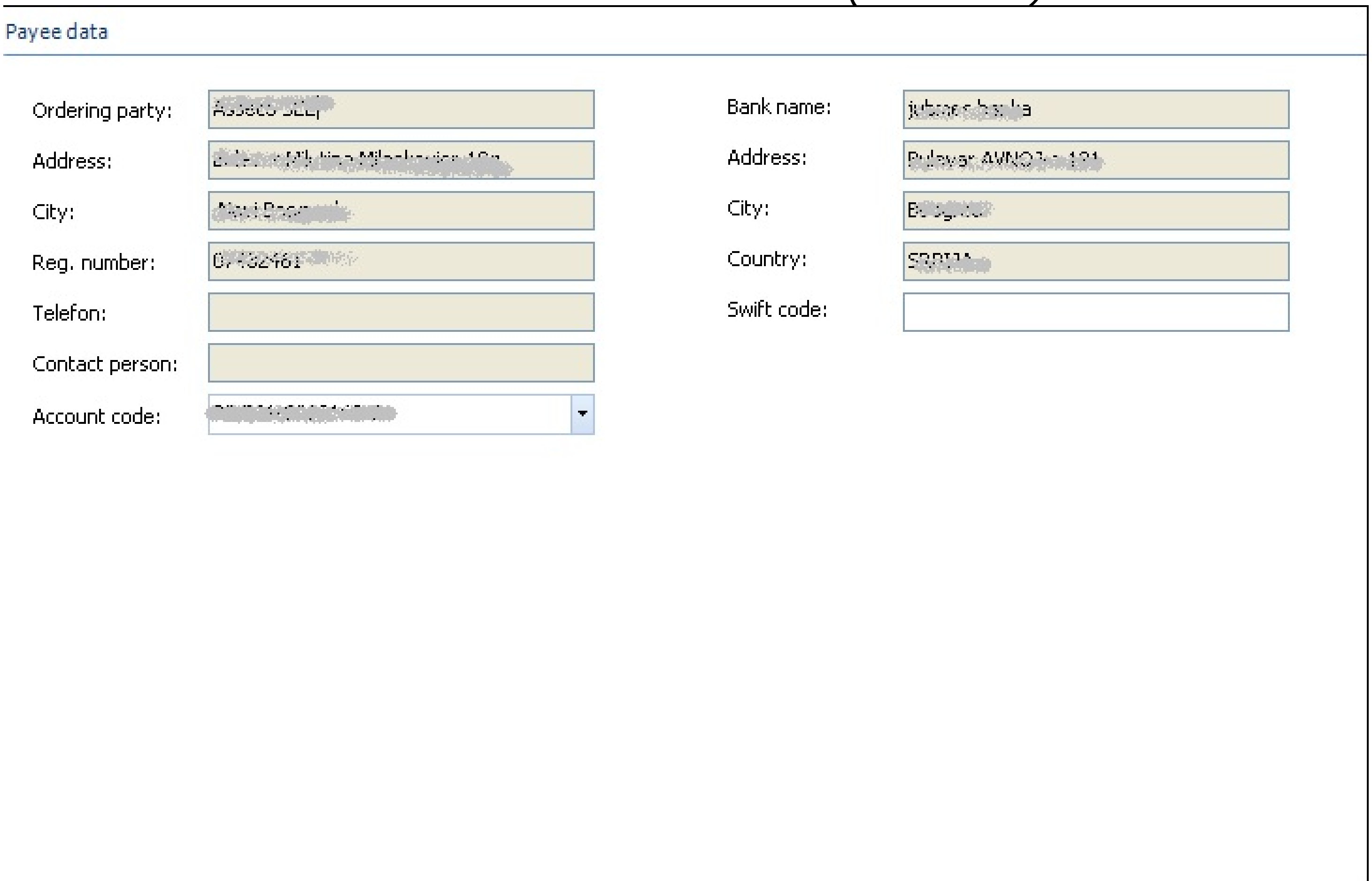
Since all data are completed, can be created to save foreign exchange account by clicking the **Save button and create a new** (group *Actions*) - if it continues to create new exchange account or **Save and close** (group *Actions*) - if you complete the order creation.
It is also possible to immediately sign and save click on **Sign and Save** (group *Actions*).

See:
[I want to...]
[I want to sign order]
[I want to synchronize]
[Menu options]

Foreign order - Ordering party

Foreign order - *Ordering party*

In this form you need to fill data about ordering party. Data you have to enter are described in labels next to textfields *(Picture 1)*.



Picture 1

See:

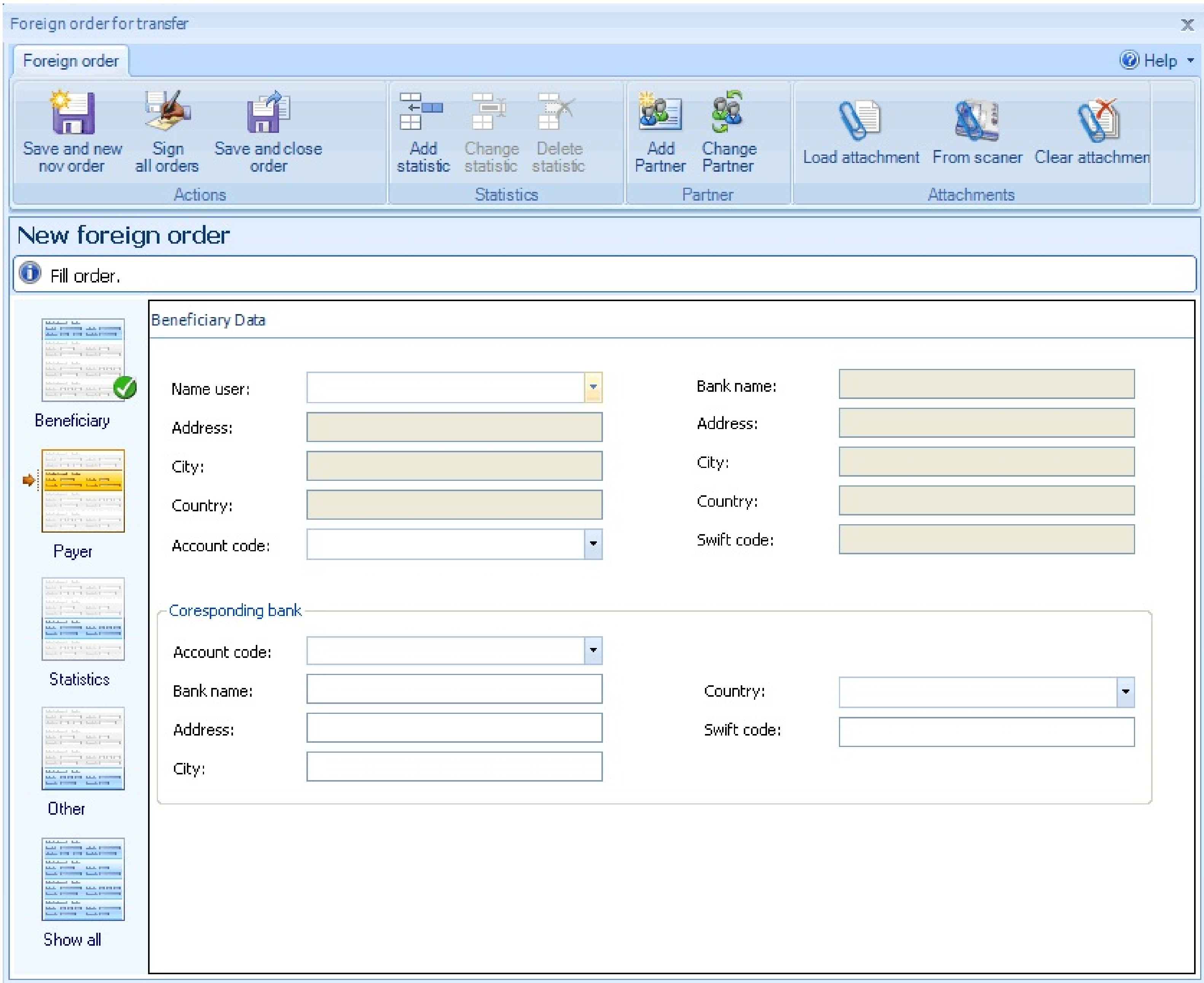
[I want to create new foreign order]

Foreign order - Beneficiary

Foreign order - *Beneficiary*

On this form you need to fill data about beneficiary. If beneficiary exists you can select it from drop down list **Beneficiary name** or you can create him clicking on *Create new partner* or clicking on button **Add new partner** (group *Partners*). As for the other data, they fills automatically from address book. If beneficiary has more accounts you can select desired one from the list.

Data about corespondent bank have to be filled if orders is going to be sent via corespondent bank.



Picture 1

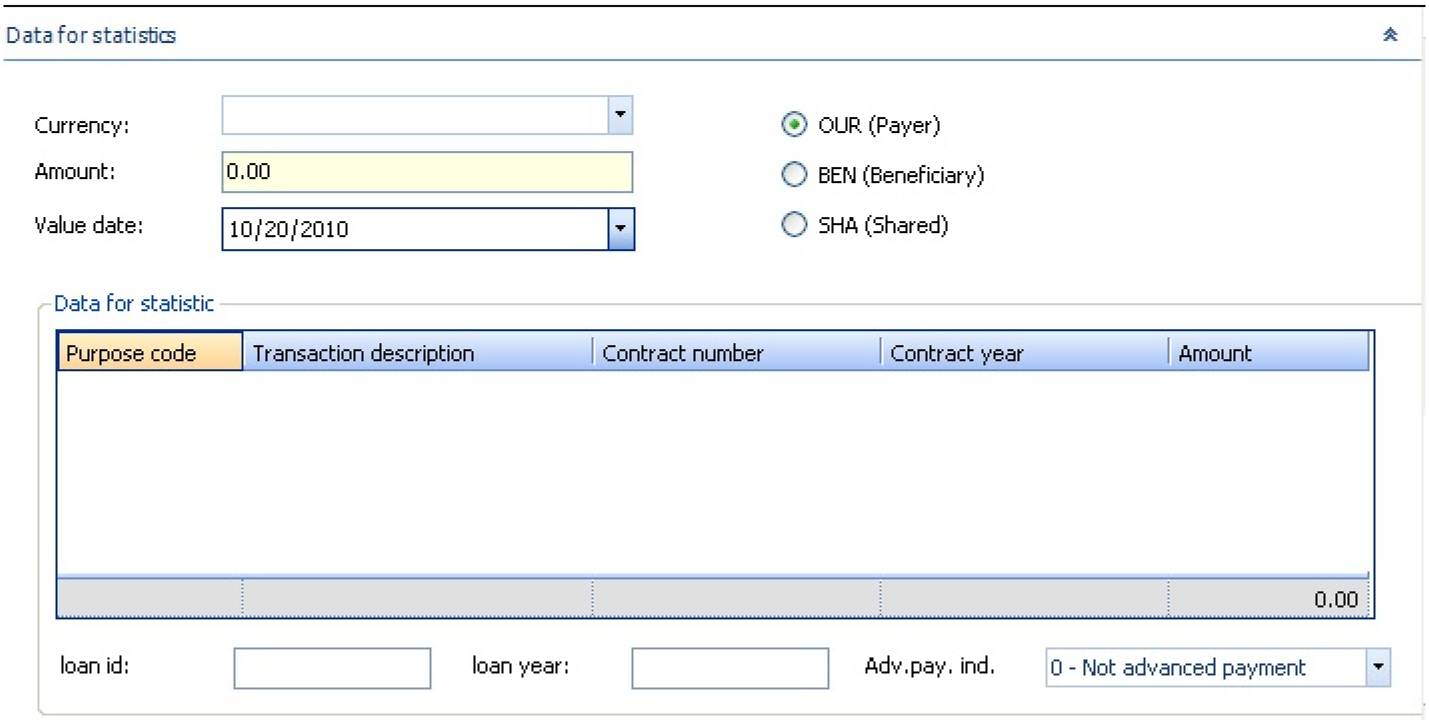
See:

I want to create new foreign order

Foreign order - Statistics

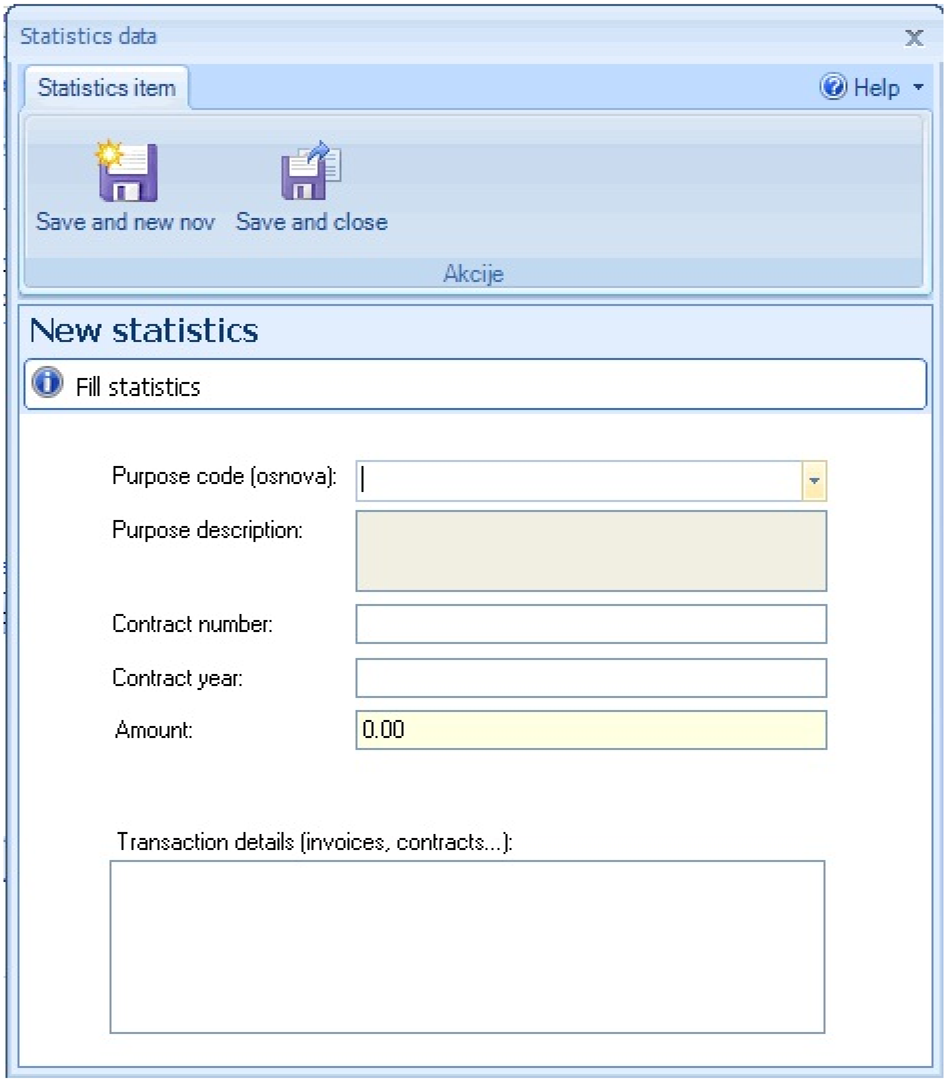
Foreign order - *Statistics*

Data statistics are essential to successfully realize a foreign exchange order. It is necessary to choose the currency (Currency drop-down list) and enter the amount and date of currencies.
The data of the statistics, it is necessary to add items that justifies enter the amount of the transaction.



Picture 1

To enter items for the statistics, it is necessary to press the right mouse button to the table data statistics and selec **Add statistic**. Statistics is possible to add at any time to work with foreign currency account to add click on **Add Statistics** (*Statistics* group). Then opens a form for entering data for statistics as in *Picture 2*



Picture 2

Select the purpose code, number and year of the contract, and the amount for a specific item statistics. If there is some additional detail of the contract may be entered in the text box at the bottom of the form.

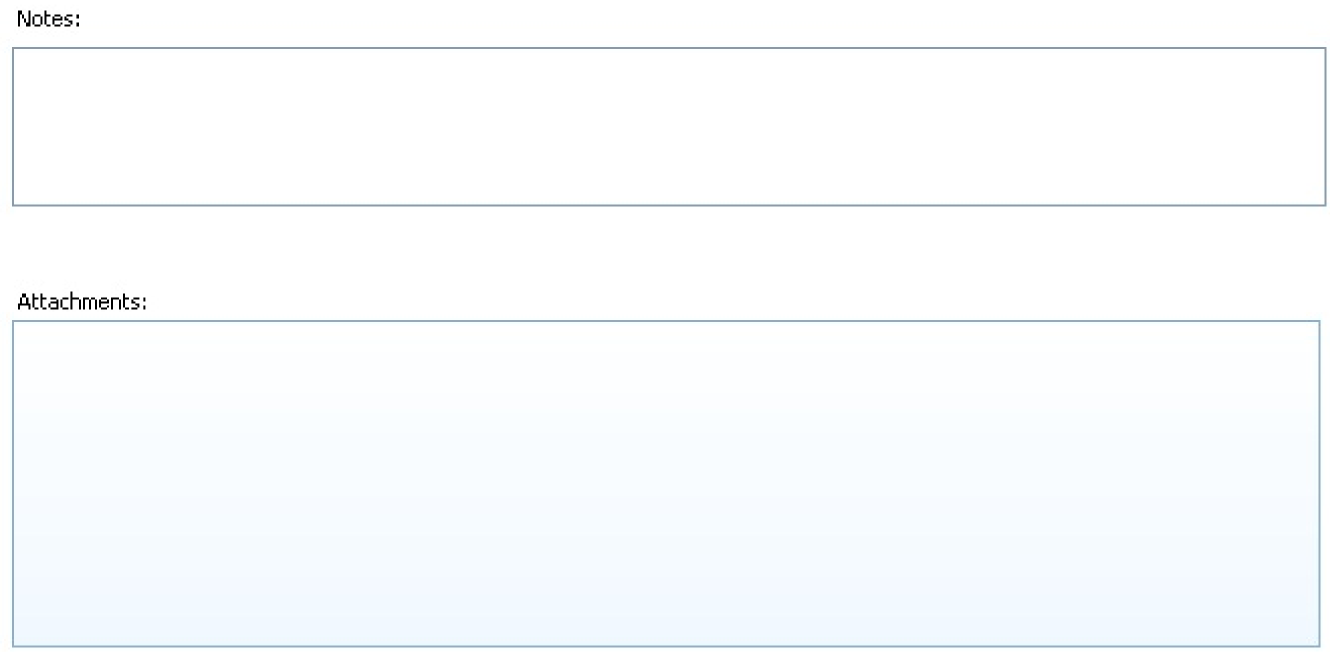
See:

[I want to create new foreign order]

Foreign order - Others

Foreign order - *Others*

You can reach this part in many ways. Easiest is left mouse click.



Picture 1

See:

I want to create new foreign order

Foreign order - show all

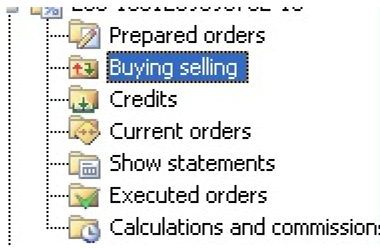
Choosing this option, all foreign order data would be shown.

See:
I want to sign an order
I want to create new foreign orders

I want to preview buying-selling

I want to preview buying-selling

To reach buying-selling list view you need to click node *Buying selling* in menu *Foreign payment*(*Picture 1*).



Picture 1

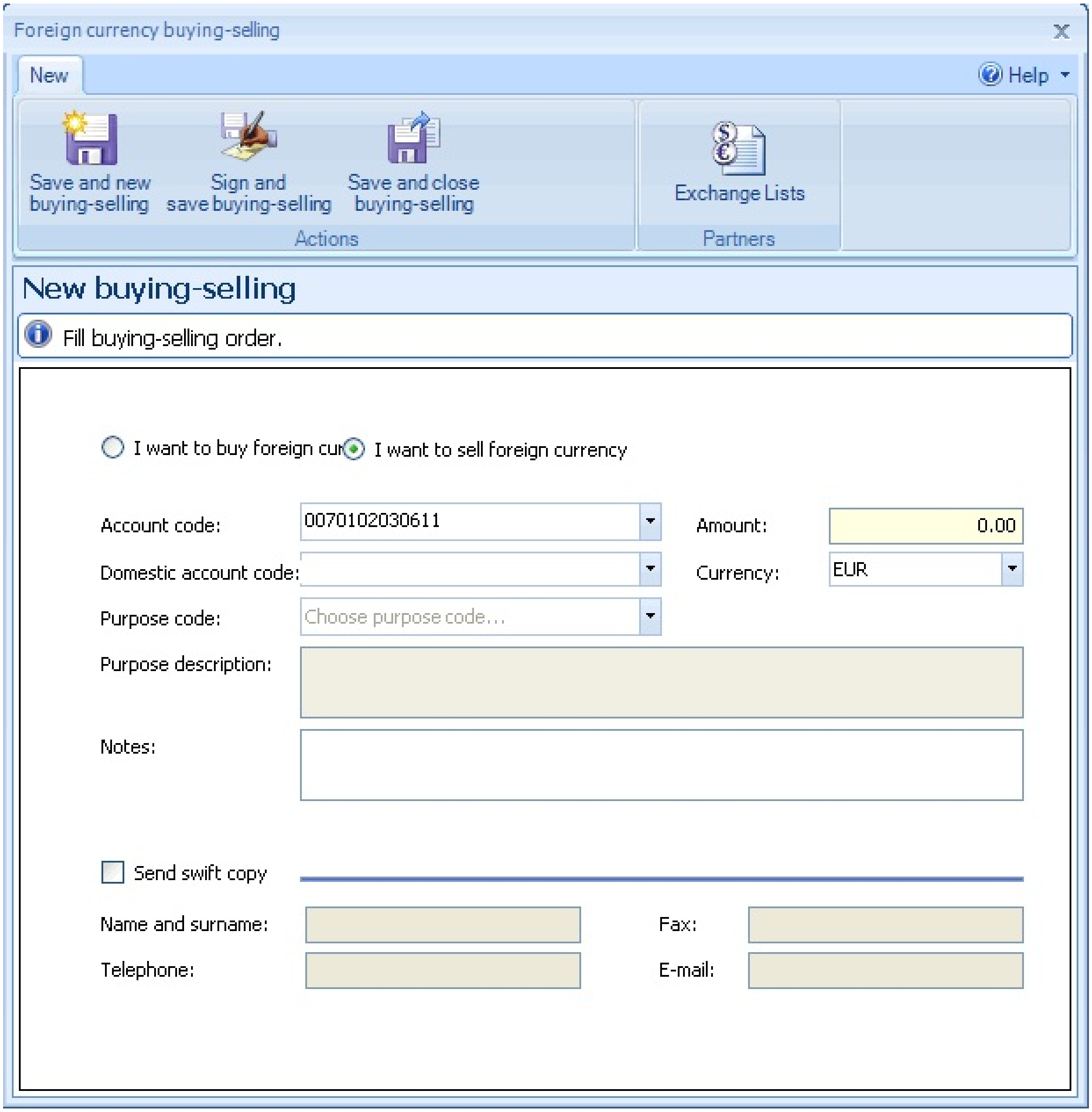
You can filter this list (*Picture 2*) (see. [How to filter?]) and group (see. [How to group?]). Preview and print is possible on context menu (right mouse click).

Picture 2

See:
[I want to ...]
[Menu options]

I want to buy/sell foreign currency

To perform buying-selling foreign currency, first you need is to click button **New order for buying-selling** (group *Create*). New form opens as on *Picture 1*.



picture 1

Depending on weather it is buying or selling, you need to choose one of offered options (*I want to buy* and *I want to sell*). Other data you need to fill are domestic and foreign accounts, currency, amount and purpose code. It is possible to add a note. If you choose option ***Send swift copy***, it is necessary to fill data for contact person.

Seei:

[I want to ...]

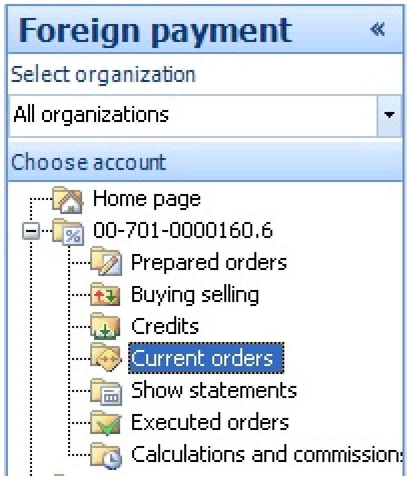
[I want to sign created order]

[I want to send created order (Synchronization)](#)
[Menu options](#)

I want to check order status

I want to check order status

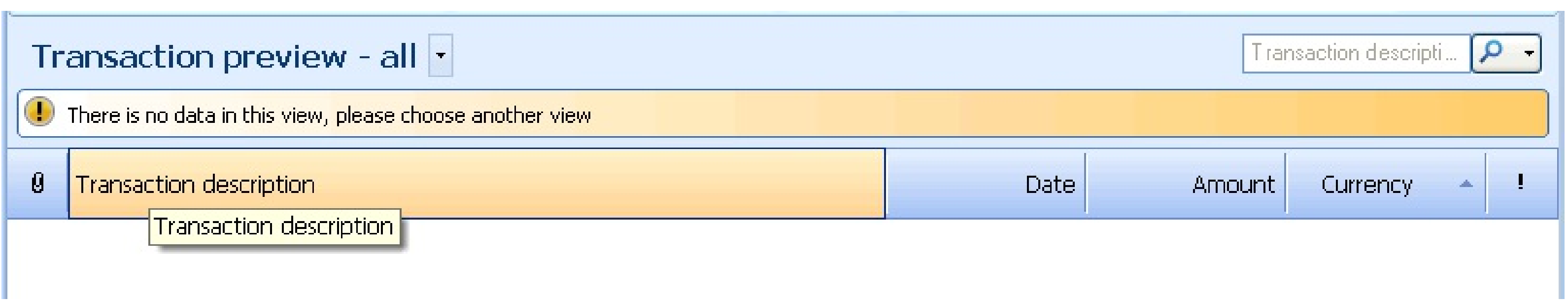
Depending on synchronization time order can be found either in *Current orders* or *Executed orders* (if meanwhile statement is generated) in menu *Foreign payment* as on *Picture 1*.



Picture 1

After synchronization (*see.* I want to send created order), order goes to bank and waiting for realization. Confirmation from bank is expected.

If you know from which account is payed, click on that account and go to *Current orders* as on *Picture 2*.



Picture 2

See*:*

I want to ...

Menu options

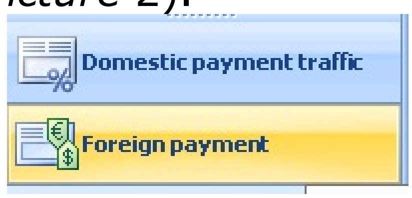
I want to preview summary view for bank account

I want to preview summary view for bank account

On start page you can see all bank account with you can work. For all of them available and real balance is shown, and date of last synchronization. Because of visibility you can group this view by companies, banks or account type, as on *Picture 1*.

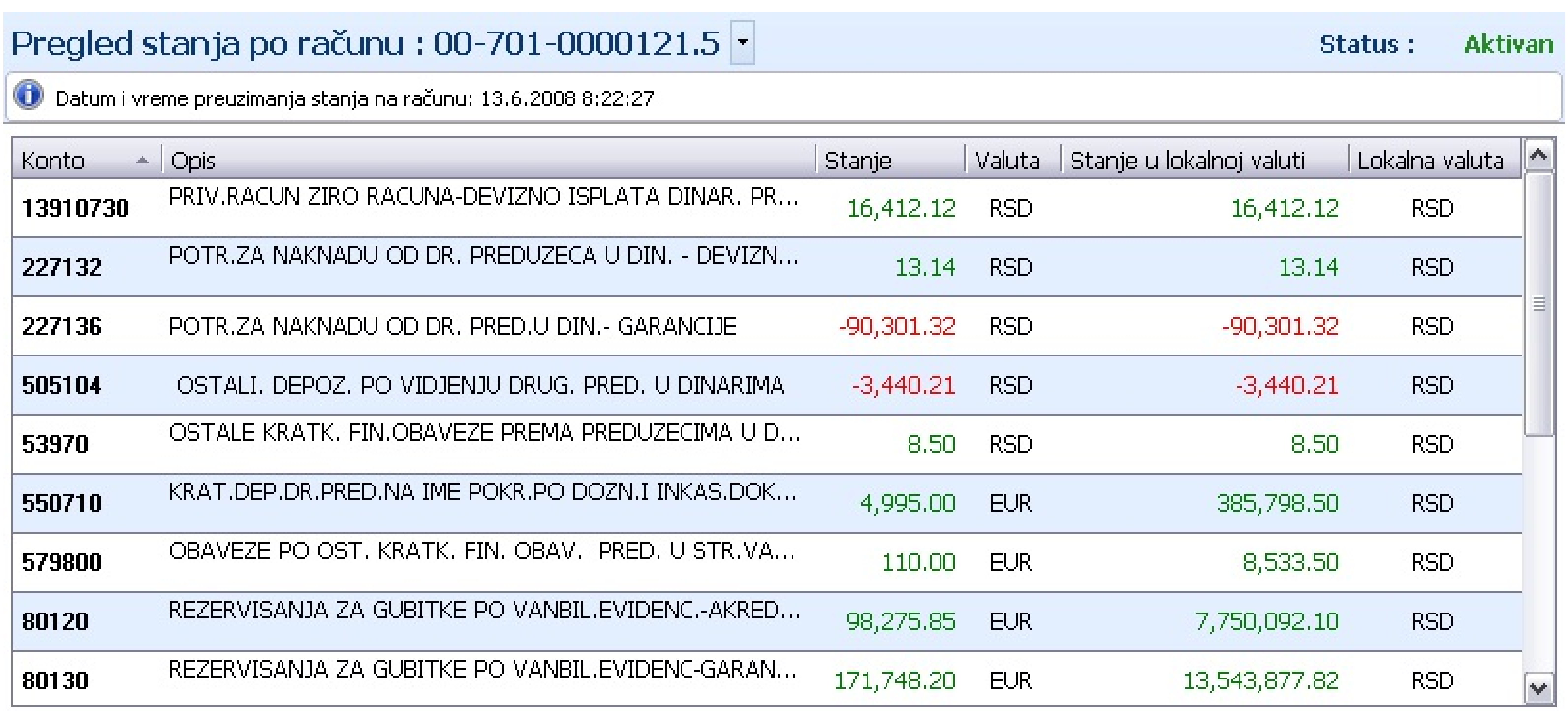
Picture 1

If synchronization is never performed, neither account balance is shown. If you own foreign payment account it will be available for work in down-left corner of navigation menu (*Picture* 2).



Picture 2

By selecting wanted account in main menu, full balance preview for that account is shown. Grafic preview only completes this preview (*Picture 3*).



Pregled stanja po računu : 00-701-0000121.5 Status : Aktivan

Datum i vreme preuzimanja stanja na računu: 13.6.2008 8:22:27

Konto	Opis	Stanje	Valuta	Stanje u lokalnoj valuti	Lokalna valuta
13910730	PRIV.RACUN ZIRO RACUNA-DEVIZNO ISPLATA DINAR. PR...	16,412.12	RSD	16,412.12	RSD
227132	POTR.ZA NAKNADU OD DR. PREDUZECA U DIN. - DEVIZN...	13.14	RSD	13.14	RSD
227136	POTR.ZA NAKNADU OD DR. PRED.U DIN.- GARANCIJE	-90,301.32	RSD	-90,301.32	RSD
505104	OSTALI. DEPOZ. PO VIDJENJU DRUG. PRED. U DINARIMA	-3,440.21	RSD	-3,440.21	RSD
53970	OSTALE KRATK. FIN.OBAVEZE PREMA PREDUZECIMA U D...	8.50	RSD	8.50	RSD
550710	KRAT.DEP.DR.PRED.NA IME POKR.PO DOZN.I INKAS.DOK...	4,995.00	EUR	385,798.50	RSD
579800	OBAVEZE PO OST. KRATK. FIN. OBAV. PRED. U STR.VA...	110.00	EUR	8,533.50	RSD
80120	REZERVISANJA ZA GUBITKE PO VANBIL.EVIDENC.-AKRED...	98,275.85	EUR	7,750,092.10	RSD
80130	REZERVISANJA ZA GUBITKE PO VANBIL.EVIDENC-GARAN...	171,748.20	EUR	13,543,877.82	RSD

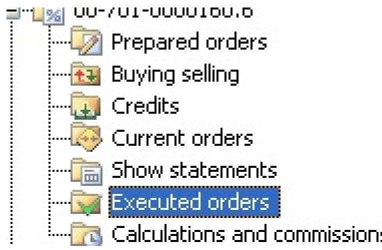
Picture 3

See:
[I want to...]
[Menu options]

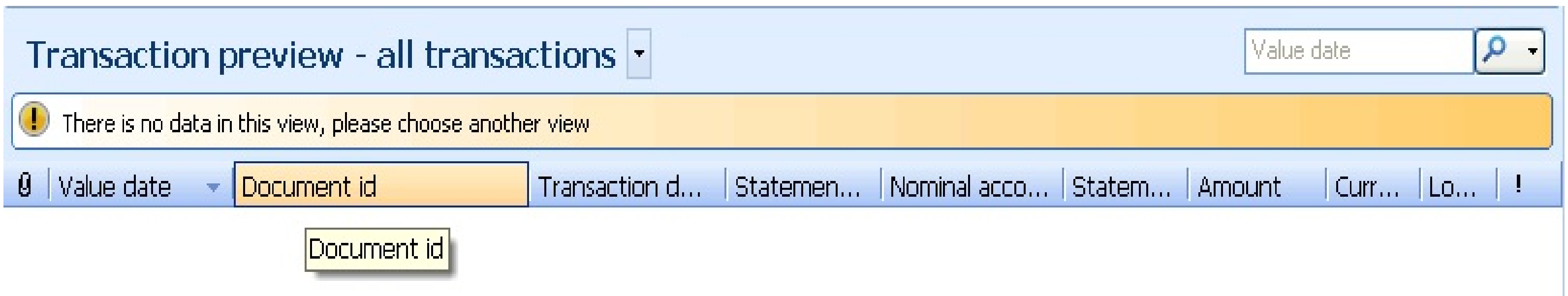
I want to preview executed orders

I want to preview executed orders

Selecting option (*Picture 1*), you can preview *Executed orders*. In list you can see all executed transactions on statements, and you can preview wanted transaction by double-clicking on it.



Picture 1



Picture 2

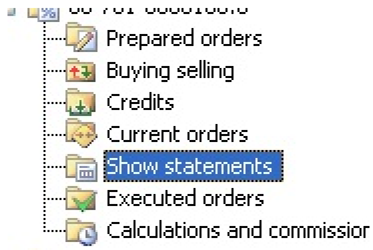
Icon from the right side of item gives information about what type of transaction is about, and can be:

 - Completed income
 - Completed outcome

See:
[I want to ...](#)
[I want to preview statements](#)
[Menu options](#)

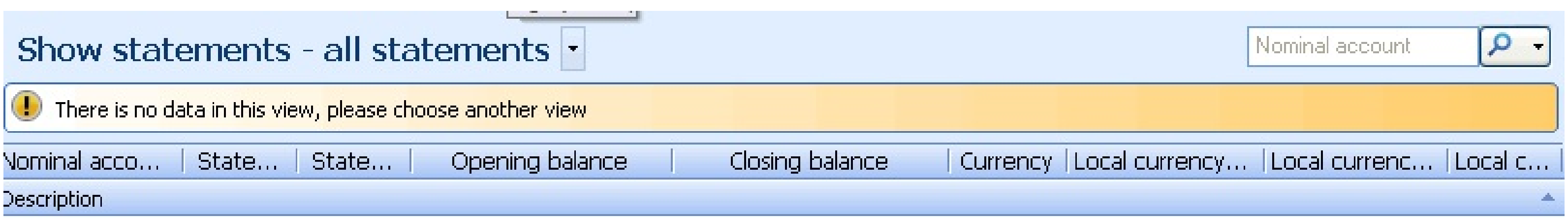
I want to preview statements

You can reach statement list by clicking on *Show statements* in menu *Foreign payment* (*Picture 1*)



Picture 1

You can filter this list (see. How to filter?) and group (see. How to group?). Prewiwn and print is available by clicking *Last statement* (group ***ŠPrint'***). Also you can preview an print selected order by double mouse click or pressing button **Print** (group ***Reports***).



Picture 2

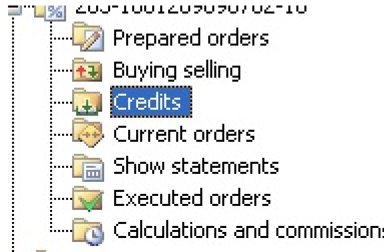
See:

I want to...
Menu options

I want to preview current orders

I want to preview current orders

After synchronization is performed (see. I want to synchronize) all turnovers from last synchronization come from bank. If you expect income, check menu item *Current orders* to see weather income is executed, or see *Executed orders* list (*Picture 1*) .



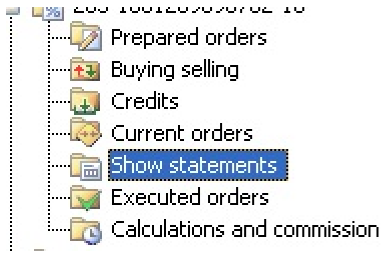
Picture 1

See*:*
I want to...
Menu options

I want to preview custom statement and summary data by client

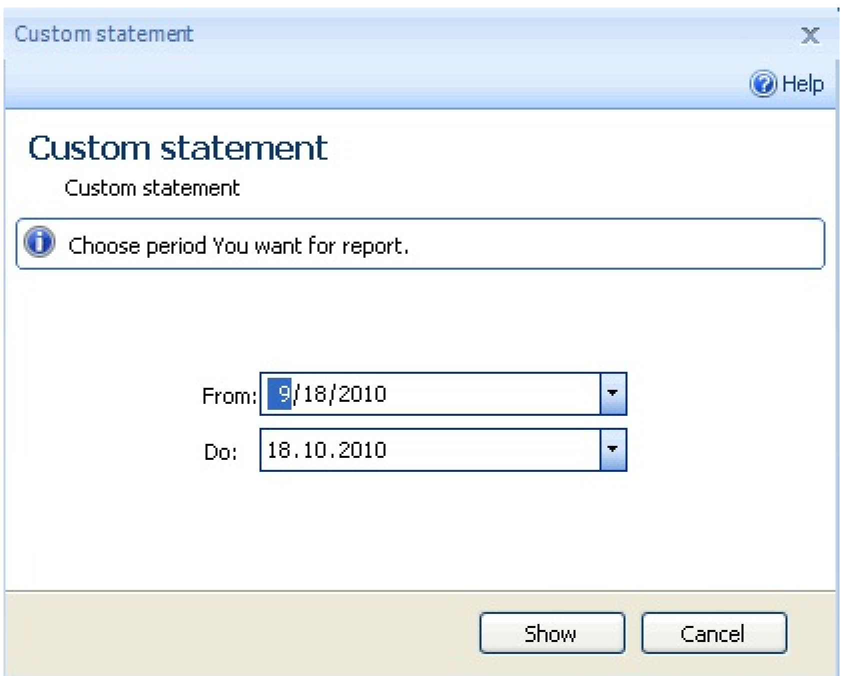
I want to preview custom statement and summary data

To reach *Custom statement* first you have to click on *Show statements,* as on *Picture 1.*



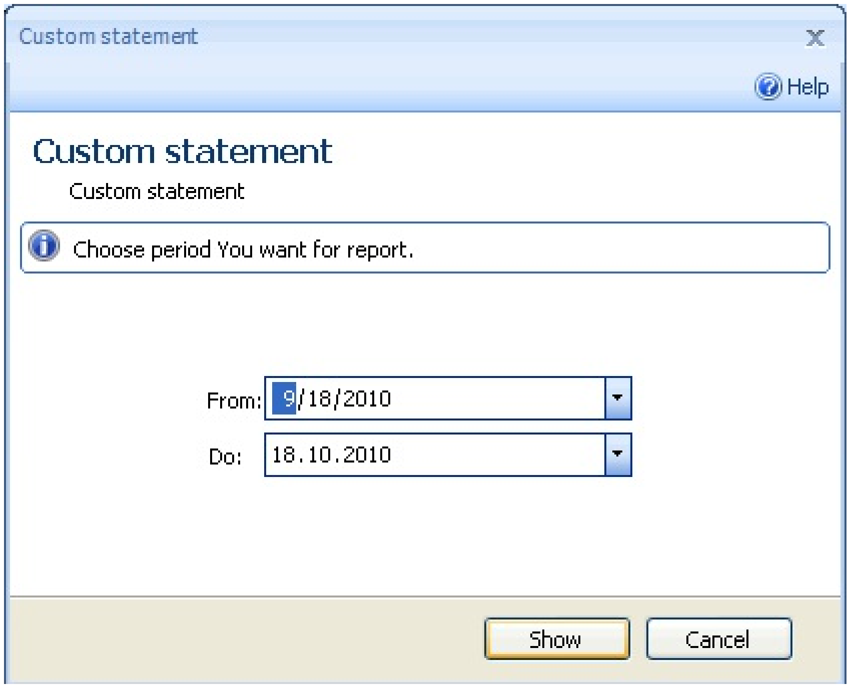
Picture 1

and then find *Custom statement* in ribbon bar, as on *Picture 2.* There is an alternate way via context menu (right mouse click on list).



Picture 2

Now you have to filter by date (*Picture 3*). Last month is default value.



Picture 3

After completed operations you get report of all transactions within selected period by contos. At the end of each goup ypu can see summary data. You can print this report by clicking button **Print** (groupa *Reports*) (*see.* How to print?).

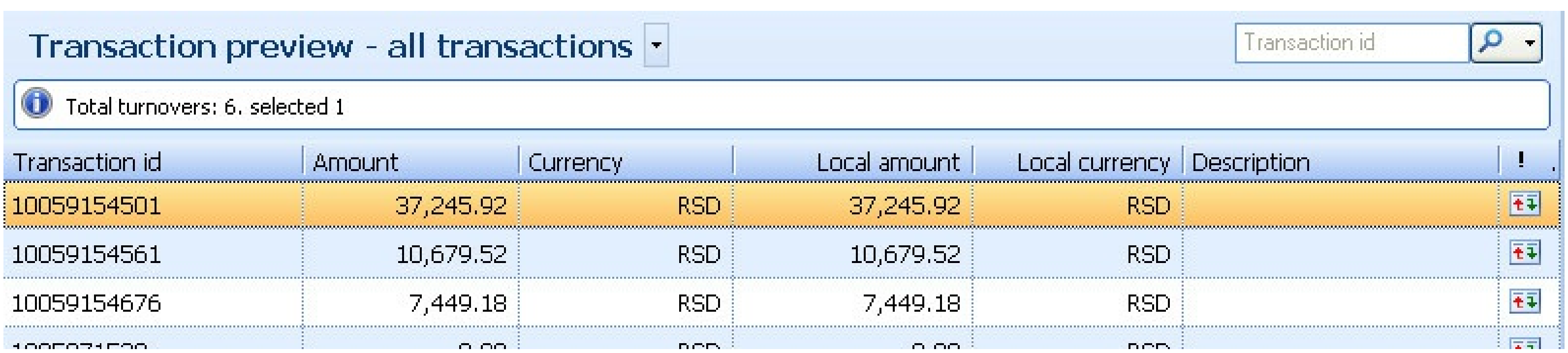
See:
I want to...
Menu options

Fees view

Do liste sa obračunima i provizijama dolazi se klikom na istoimenu stavku u meniju *Devizni platni promet* (*Slika 1*).

Picture 1

Ovu listu (*Slika 2*) je moguće filtrirati (v. Kako da filtriram?) i grupisati (v. Kako da grupišem?) po potrebi korisnika. Pregled i štampa željenog obračuna je moguća u svakom trenutku rada sa aplikacijom, klikom na dugme **Štampaj** (grupa ***Izveštaji***).
Takođe je moguće pregledati i štampati druge obračune i provizije duplim klikom miša na željeni ili selektovanjem izvoda i klikom na dugme **Štampaj** (grupa ***Izveštaji***).

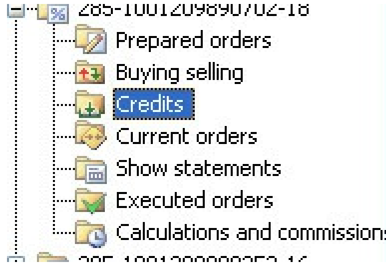


Picture 2

Videti:
Hoću da ...
Opcije menija

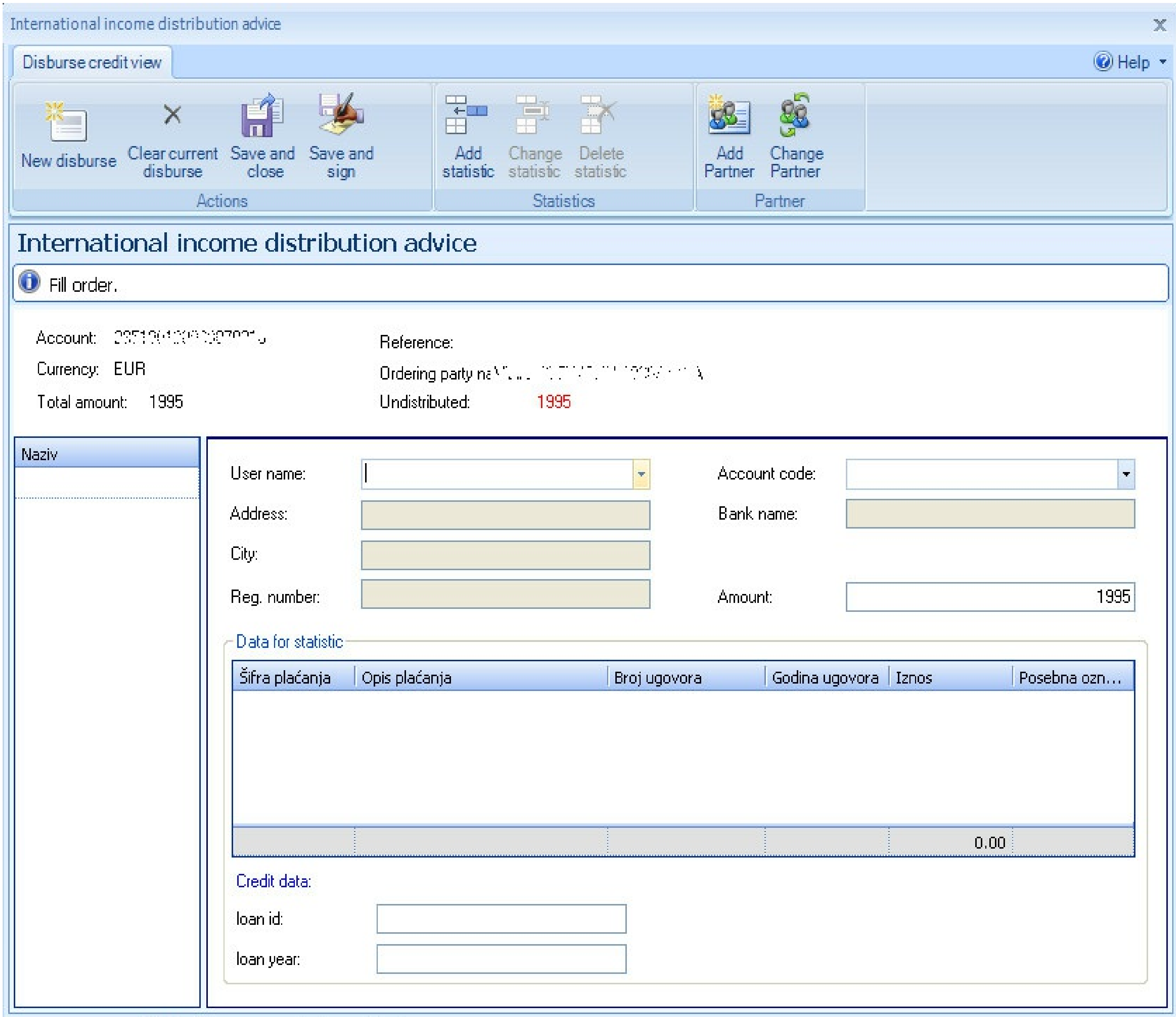
I want to distribute income

To see incomes, click on the menu 'Credits':



Picture 1

On the right panel, list of all incomes for the particular account will be shown. When you double click on it, new form, for income distribution of that particular income will appear:



Picture 2

You have to fill income user name and account, and also fill statistic data which amount has to be equal to income amount. Click on Save and close button to confirm and continue.

See:

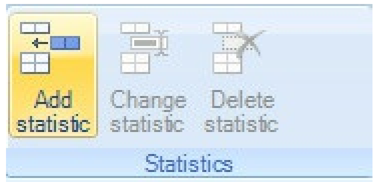
[I wanto to ...](#)

[Menu options](#)

I want to add statistic data

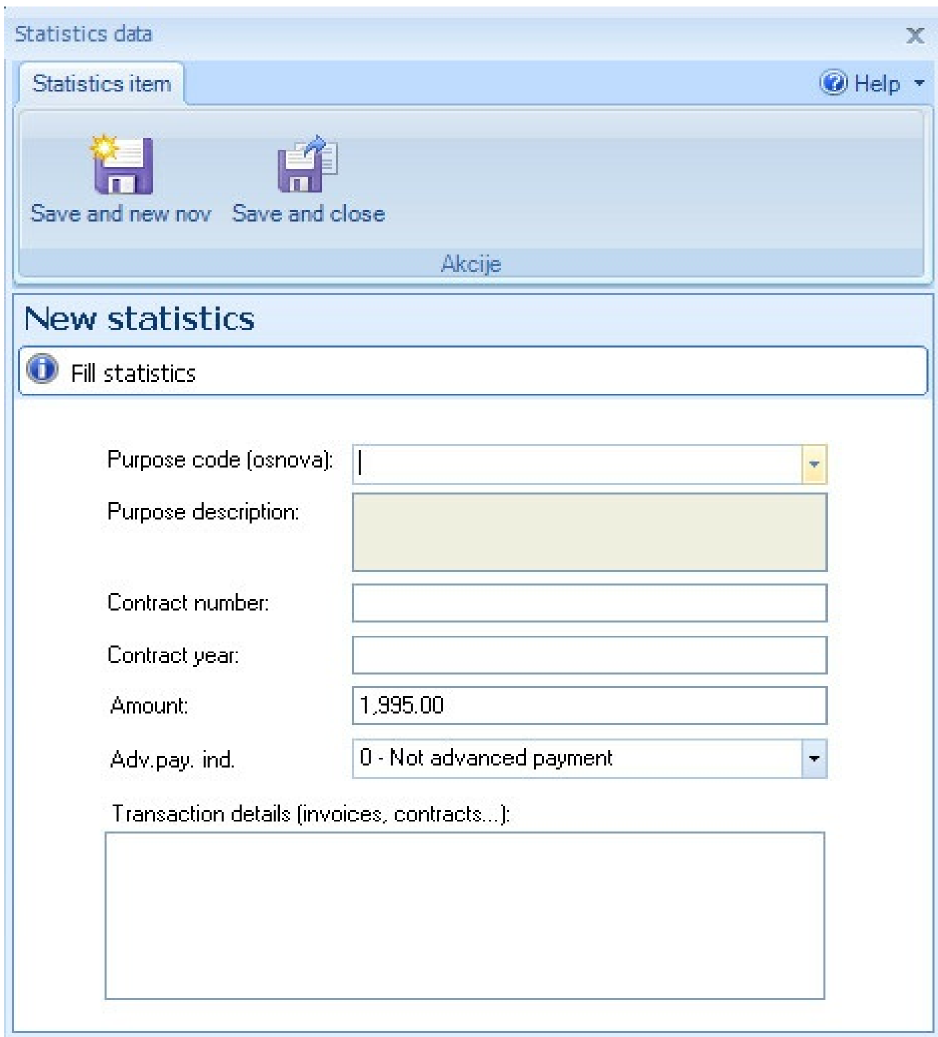
I want to add statistic data

You can add statistics for the income, by clicking on the Add statistic button on the Income distribuition page, as in picture 1:



Picture 1

When you click on the button new form will appear (*Picture 2*):



Picture 2

All data has to be filled, and confirmed with OK button

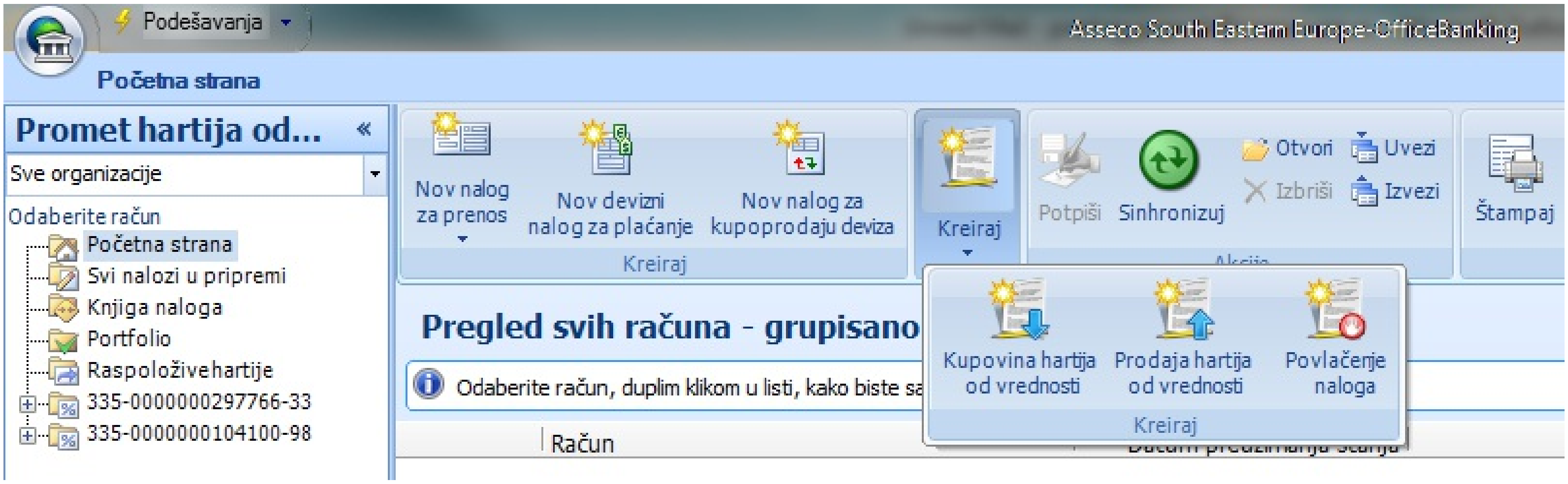
See:
I wanto to ...
Menu options

I want to...

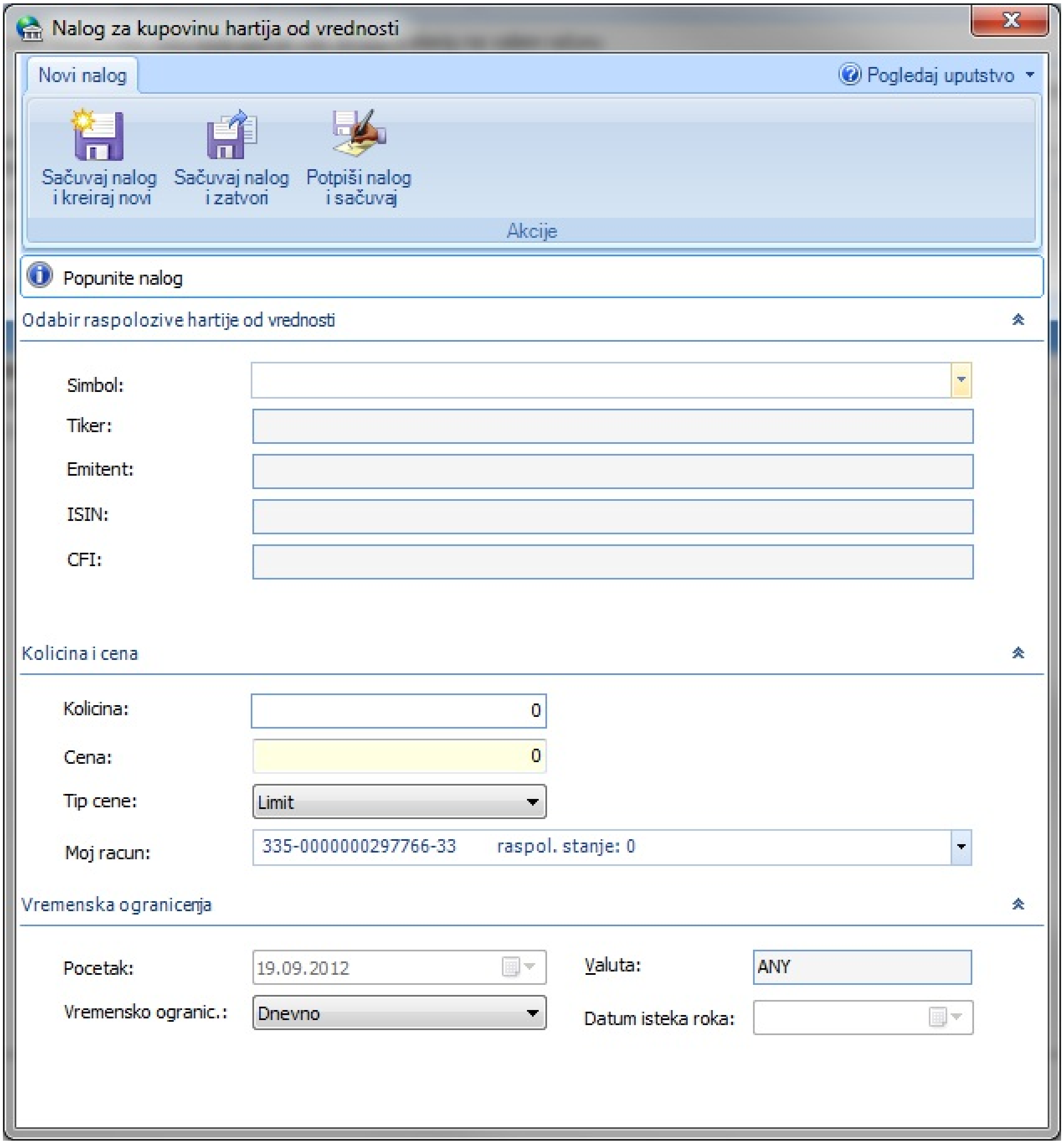
Orders
I want to create new buying order
I want to create new selling order
I want to create new withdrawal order
Lis views
I want to preview working orders
I want to preview order book
I want to preview portfolio
I want to preview available securities
I want to preview acknowledgements
I want to preview settlements

I want to create new buying order

To create new buying order you need to click **Create new buying order** (group *Create*) (*Picture 1*). Form as on (*Picture 2*) opens:



Picture 1



Picture 2

First you need to choose desired security from dropdown list (field *Symbol*), and after that you need to fill other data which are not filled automatically.

After filling order you can choose any of available options:

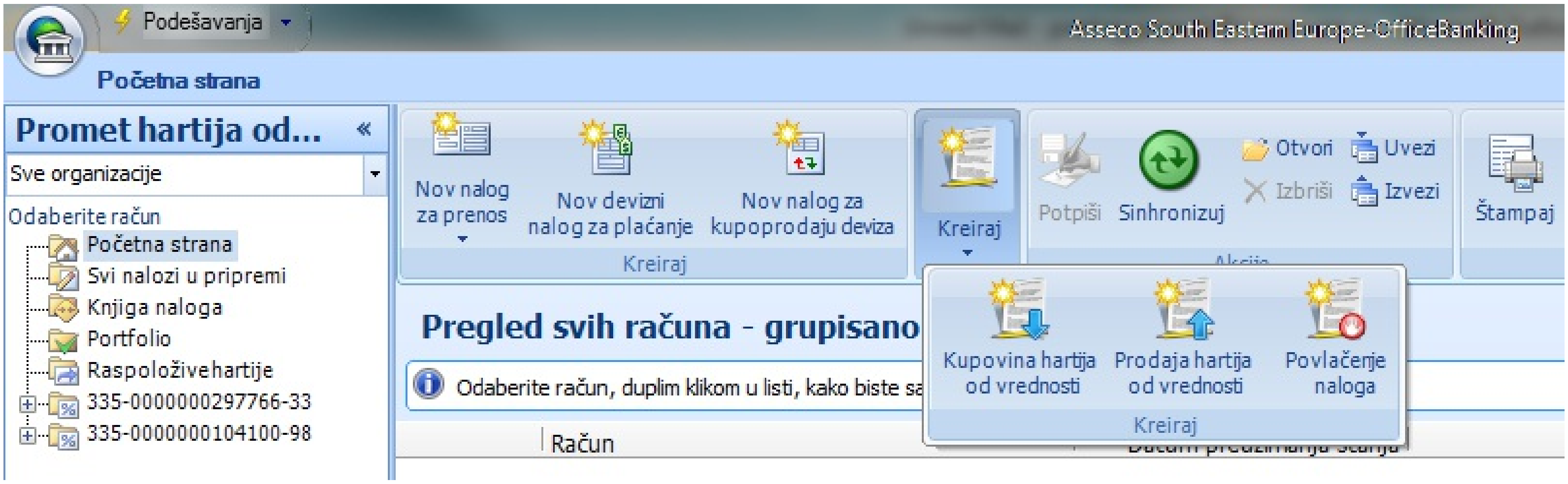
- save order and request new order (***Save and new***)
- save order and close form (***Save and close***)
- save order and sign (***Save and sign***). After this options order is prepared for sending into bank.

See:

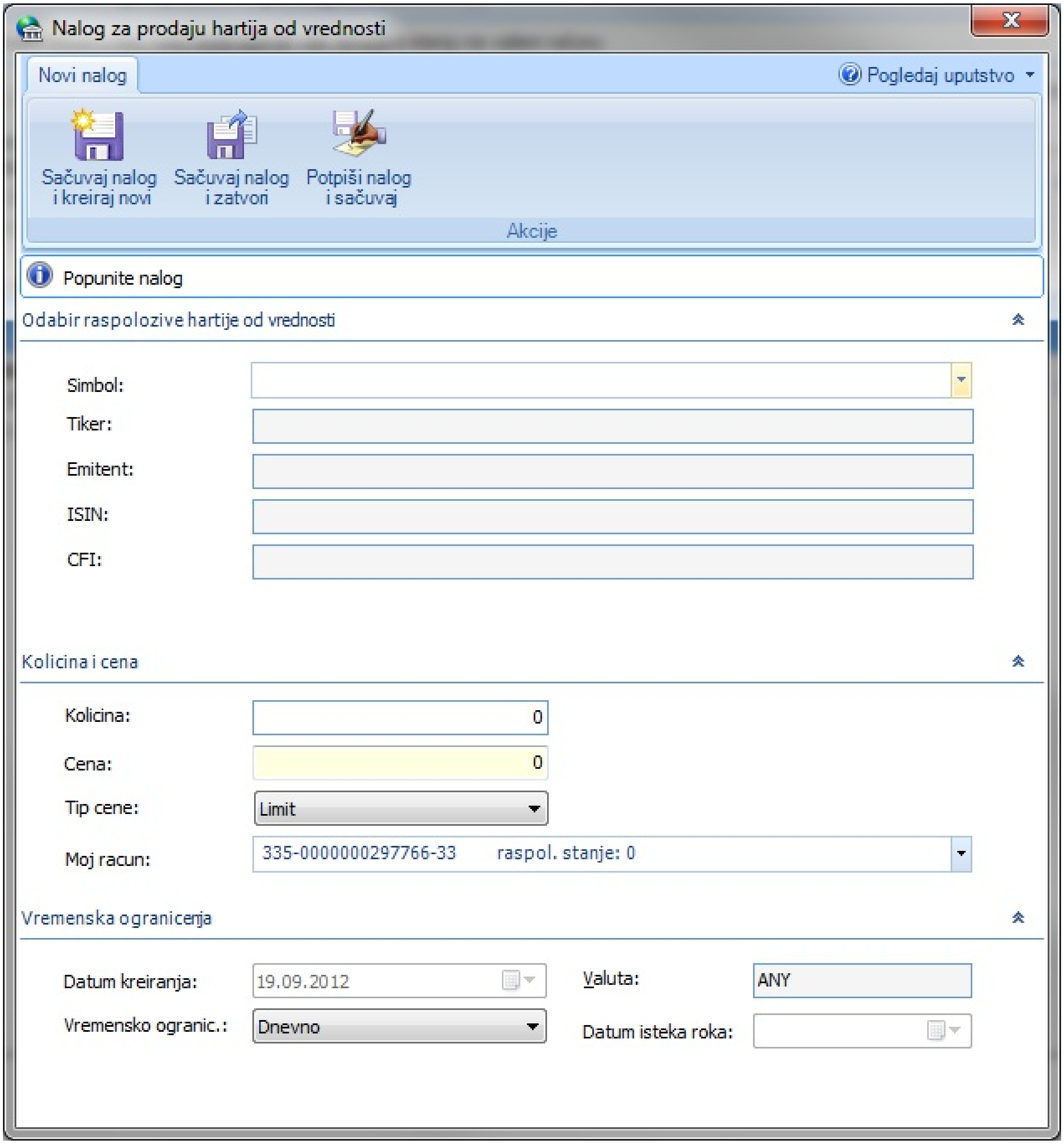
I want to create new selling order

I want to create new selling order

To create new selling order you need to click **Create new selling order** (group *Create*) (*Picture 1*). Form as on (*Picture 2*) opens:



Picture 1



Picture 2

First you need to choose desired security from dropdown list (field *Symbol*), and after that you need to fill other data which are not filled automatically.

After filling order you can choose any of available options:

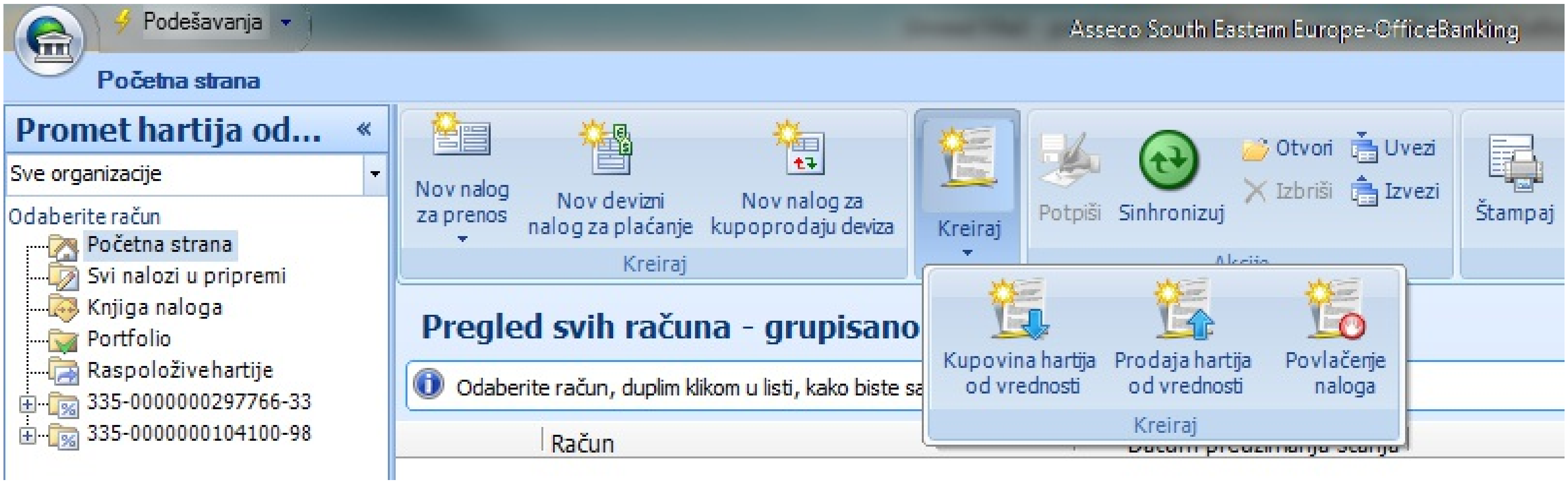
- save order and request new order (***Save and new***)
- save order and close form (***Save and close***)
- save order and sign (***Save and sign***). After this options order is prepared for sending into bank.

See:

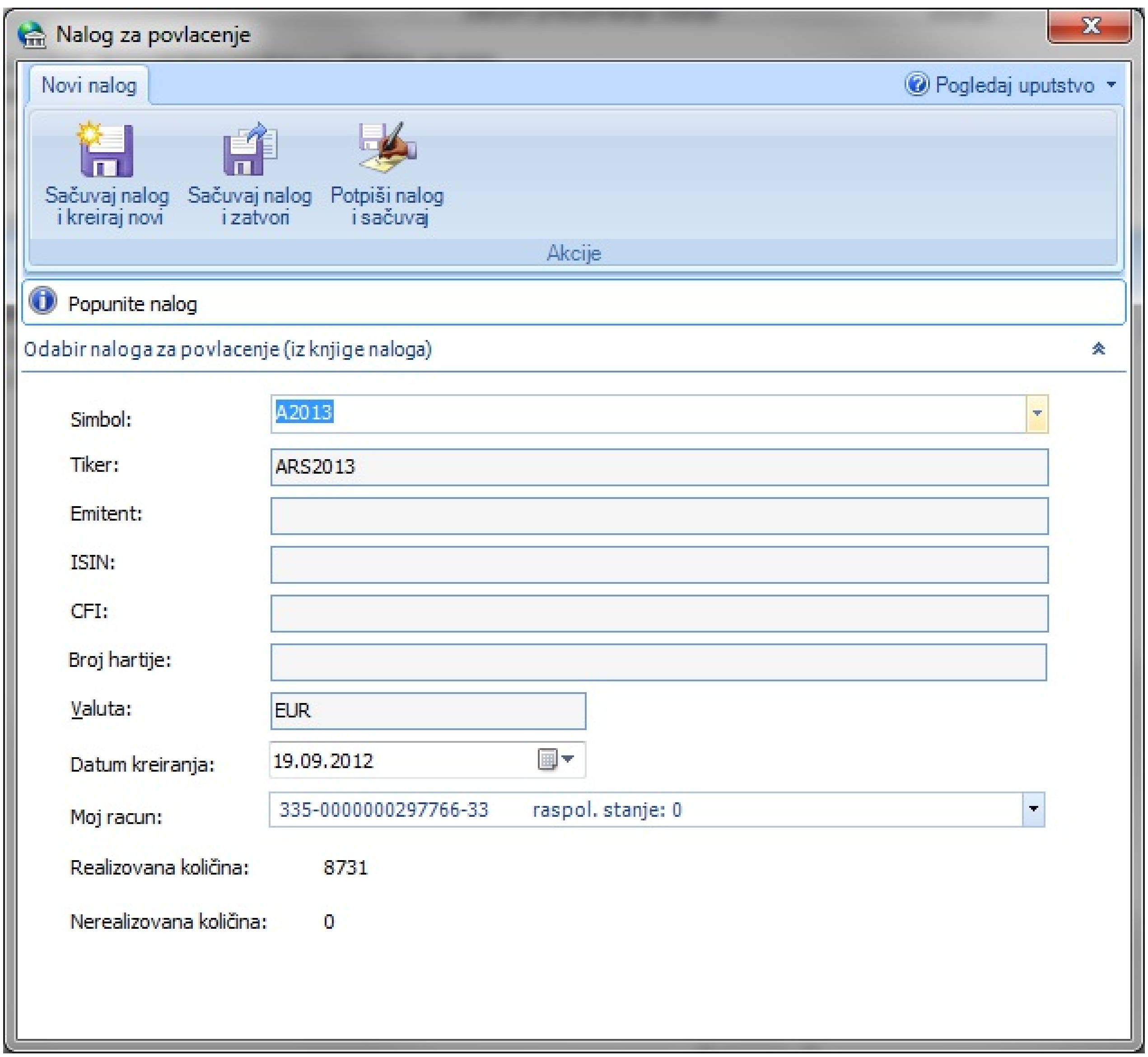
I want to create new withdrawal order

I want to create new withdrawal order

To create new withdrawal order you need to click **Create new withdrawal order** (group *Create*) (*Picture 1*). Form as on (*Picture 2*) opens::



Picture 1



Picture 2

First you need to choose desired security from dropdown list (field *Symbol*), and after that you need to fill other data which are not filled automatically.

After filling order you can choose any of available options:

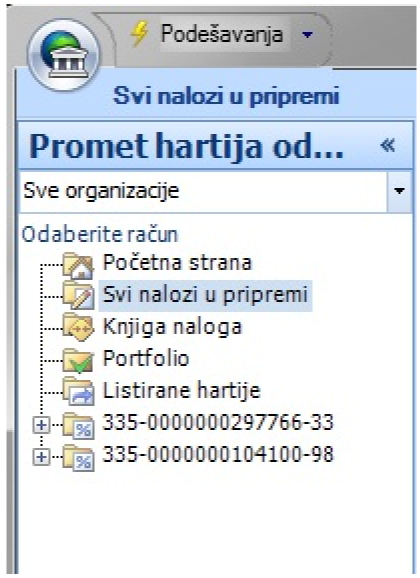
- save order and request new order (***Save and new***)
- save order and close form (***Save and close***)
- save order and sign (***Save and sign***). After this options order is prepared for sending into bank.

See:
I want to ...
I want to send signed order
Menu options

I want to preview working orders

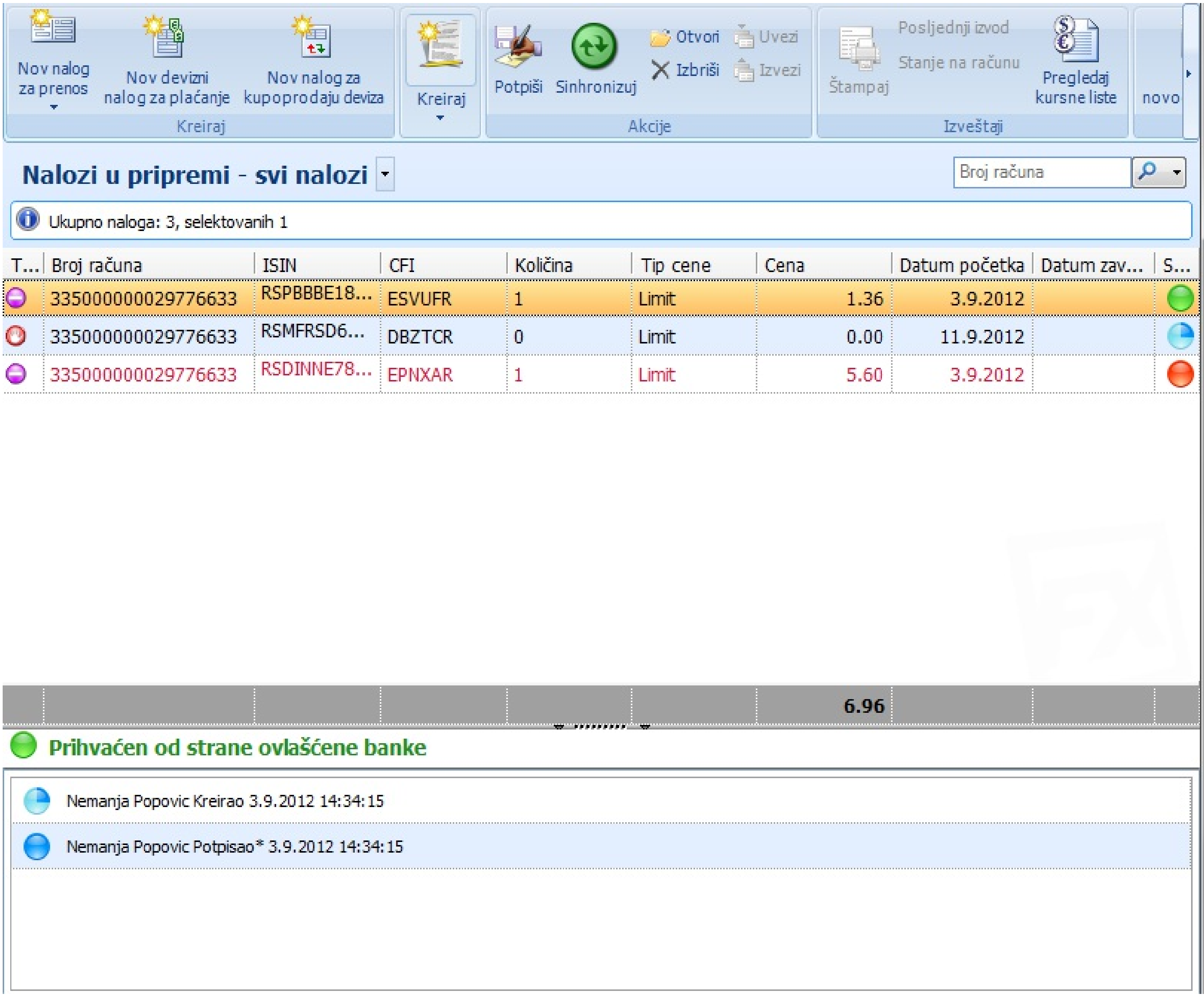
I want to preview working orders

You can find working orders by clicking on same option in navigation view from the left side (*Picture 1*).



Picture 1

This list (*Picture 2*) is possible to filter (see. How to filter?) and group (see. How to group?).
Also, you can preview and print report by double-click on desired order.



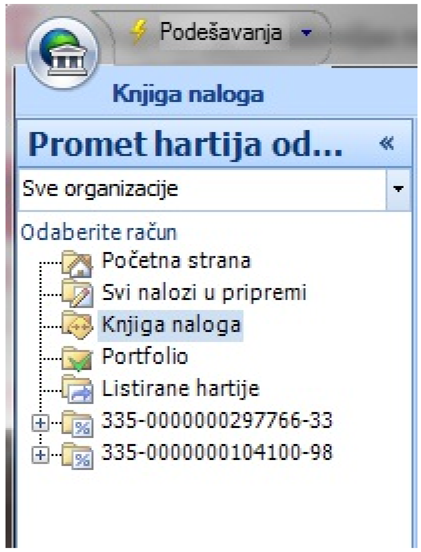
Picture 2

See:
[I want to ...]
[Menu options]

I want to preview order book

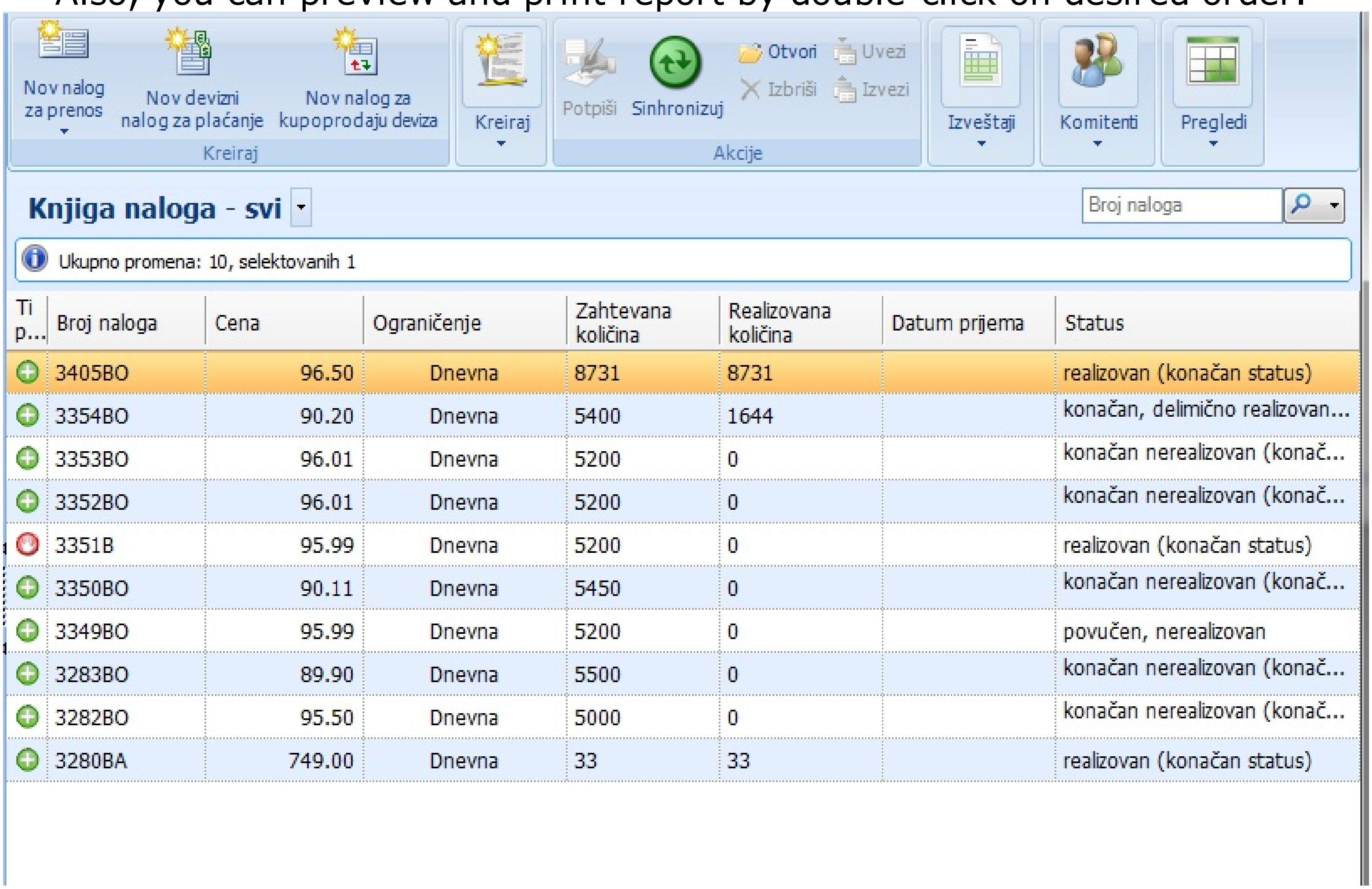
I want to preview order book

You can find order book by clicking on same option in navigation view from the left side (*Picture 1*).



Picture 1

This list (*Picture 2*) is possible to filter (see. [How to filter?]) and group (see. [How to group?]).
Also, you can preview and print report by double-click on desired order.



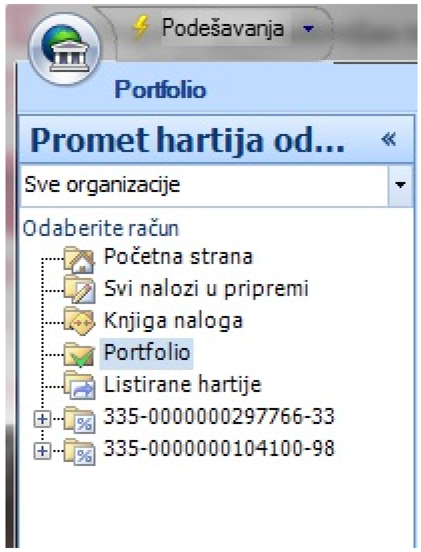
Picture 2

See:
I want to ...
Menu options

I want to preview portfolio

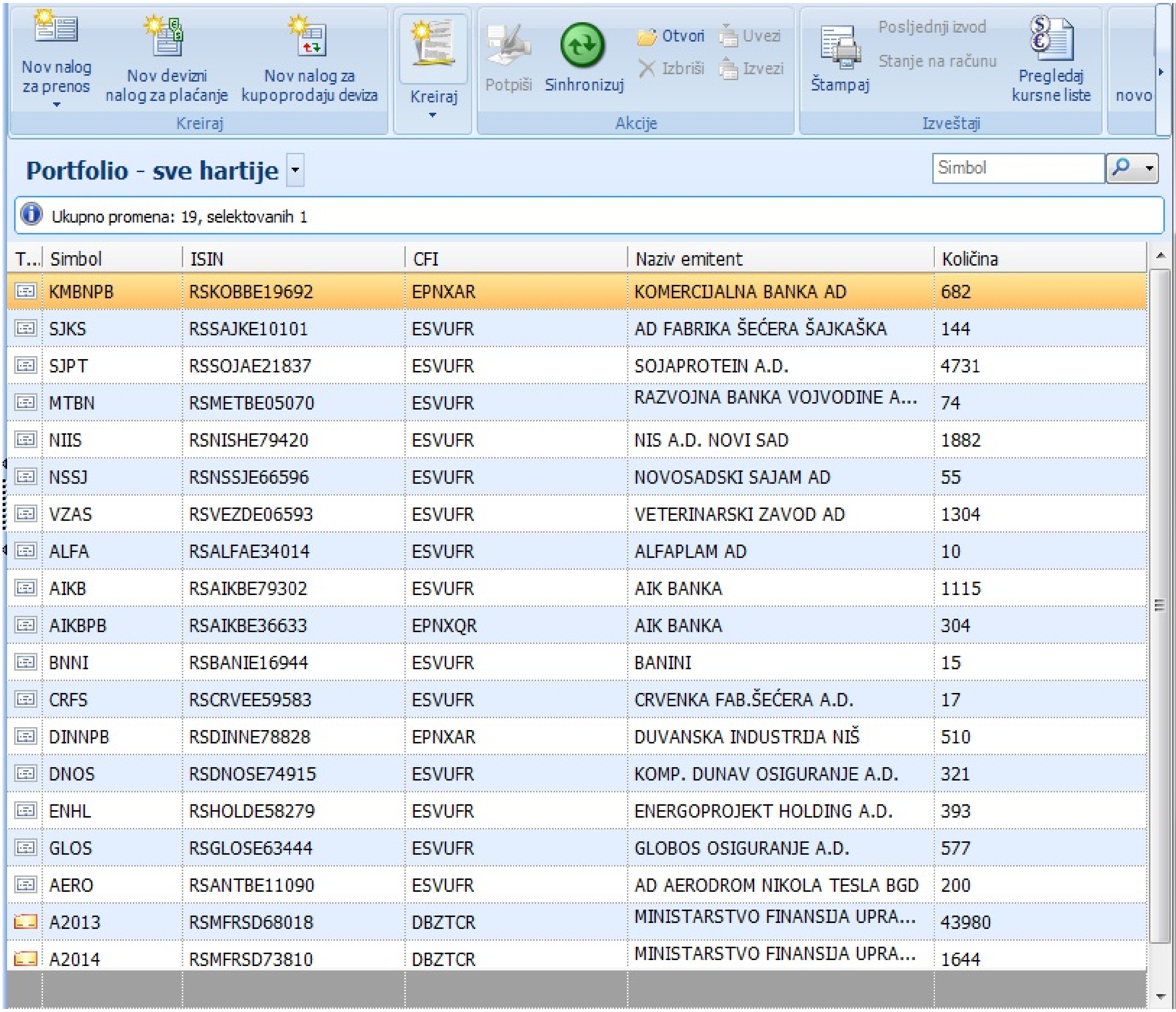
I want to preview portfolio

You can find portfolio by clicking on same option in navigation view from the left side (*Picture 1*).



Picture 1

This list (*Picture 2*) is possible to filter (see. [How to filter?]) and group (see. [How to group?]).
Also, you can preview and print report by double-click on desired order.



T...	Simbol	ISIN	CFI	Naziv emitent	Količina
	KMBNPB	RSKOBBE19692	EPNXAR	KOMERCIJALNA BANKA AD	682
	SJKS	RSSAJKE10101	ESVUFR	AD FABRIKA ŠEĆERA ŠAJKAŠKA	144
	SJPT	RSSOJAE21837	ESVUFR	SOJAPROTEIN A.D.	4731
	MTBN	RSMETBE05070	ESVUFR	RAZVOJNA BANKA VOJVODINE A...	74
	NIIS	RSNISHE79420	ESVUFR	NIS A.D. NOVI SAD	1882
	NSSJ	RSNSSJE66596	ESVUFR	NOVOSADSKI SAJAM AD	55
	VZAS	RSVEZDE06593	ESVUFR	VETERINARSKI ZAVOD AD	1304
	ALFA	RSALFAE34014	ESVUFR	ALFAPLAM AD	10
	AIKB	RSAIKBE79302	ESVUFR	AIK BANKA	1115
	AIKBPB	RSAIKBE36633	EPNXQR	AIK BANKA	304
	BNNI	RSBANIE16944	ESVUFR	BANINI	15
	CRFS	RSCRVEE59583	ESVUFR	CRVENKA FAB.ŠEĆERA A.D.	17
	DINNPB	RSDINNE78828	EPNXAR	DUVANSKA INDUSTRIJA NIŠ	510
	DNOS	RSDNOSE74915	ESVUFR	KOMP. DUNAV OSIGURANJE A.D.	321
	ENHL	RSHOLDE58279	ESVUFR	ENERGOPROJEKT HOLDING A.D.	393
	GLOS	RSGLOSE63444	ESVUFR	GLOBOS OSIGURANJE A.D.	577
	AERO	RSANTBE11090	ESVUFR	AD AERODROM NIKOLA TESLA BGD	200
	A2013	RSMFRSD68018	DBZTCR	MINISTARSTVO FINANSIJA UPRA...	43980
	A2014	RSMFRSD73810	DBZTCR	MINISTARSTVO FINANSIJA UPRA...	1644

Picture 2

See:

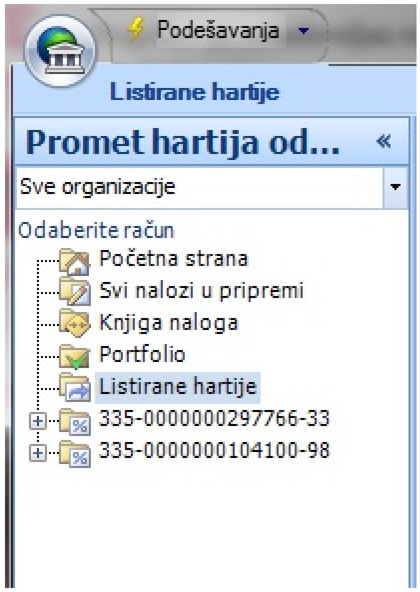
[I want to ...](#)

[Menu options](#)

I want to preview available securities

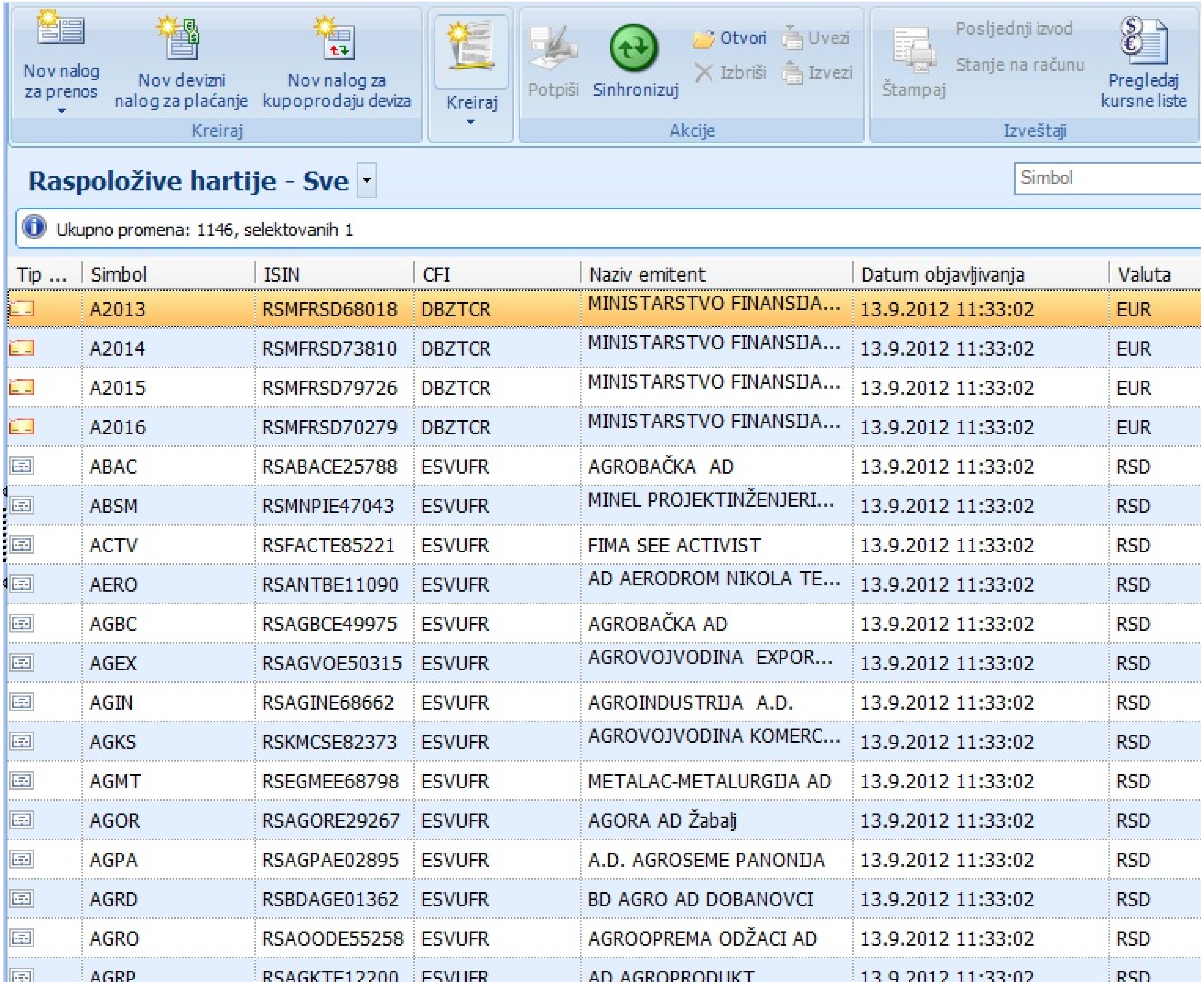
I want to preview available securities

You can find available securities by clicking on same option in navigation view from the left side (*Picture 1*).



Picture 1

This list (*Picture 2*) is possible to filter (see. How to filter?) and group (see. How to group?). Right click on selected security you can create new order for buying (see. I want to create new buying order).



Picture 2

See:

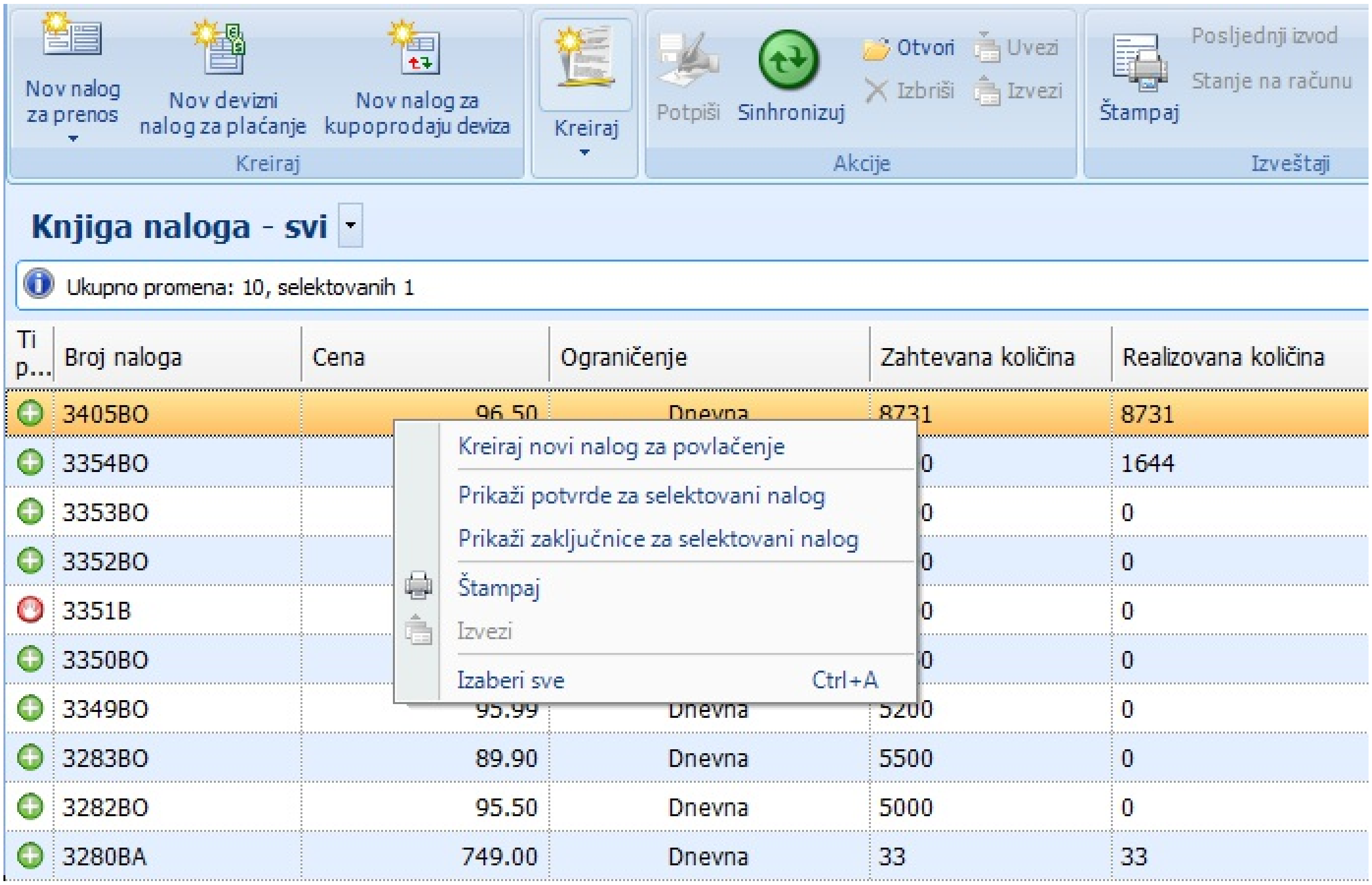
[I want to ...]

[Menu options]

I want to preview acknowledgements

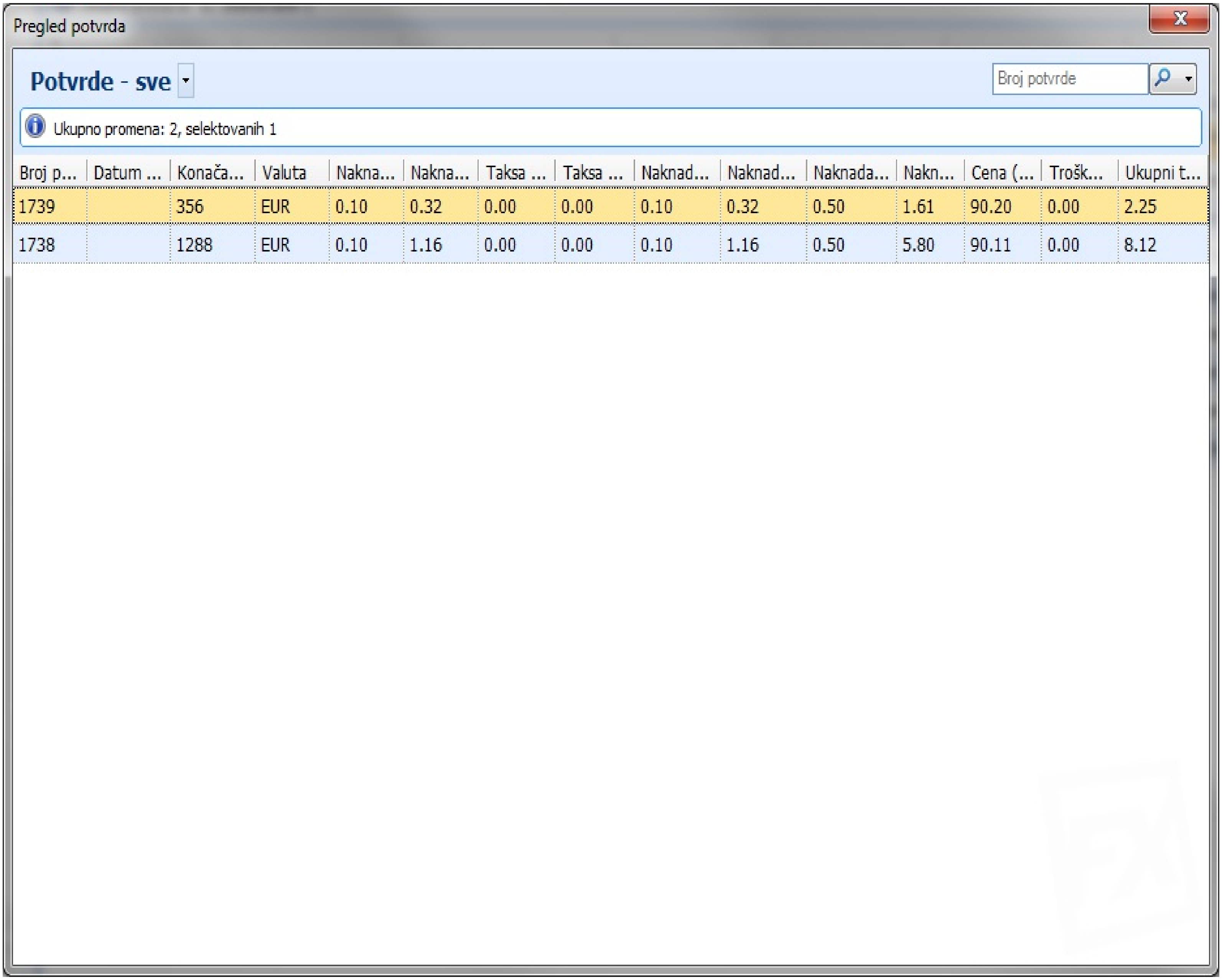
I want to preview acknowledgements

You can find acknowledgement list by right-clicking on selected order in order book (see. I want to preview order book), and selecting option *Preview acknowledgement for selected order* (*Picture 1*).



Picture 1

After selecting this option, new window opens (*Picture 2*). This list is possible to filter (see. How to filter?) by your needs.
Also, you can preview and print report by double-click on desired order.



Picture 2

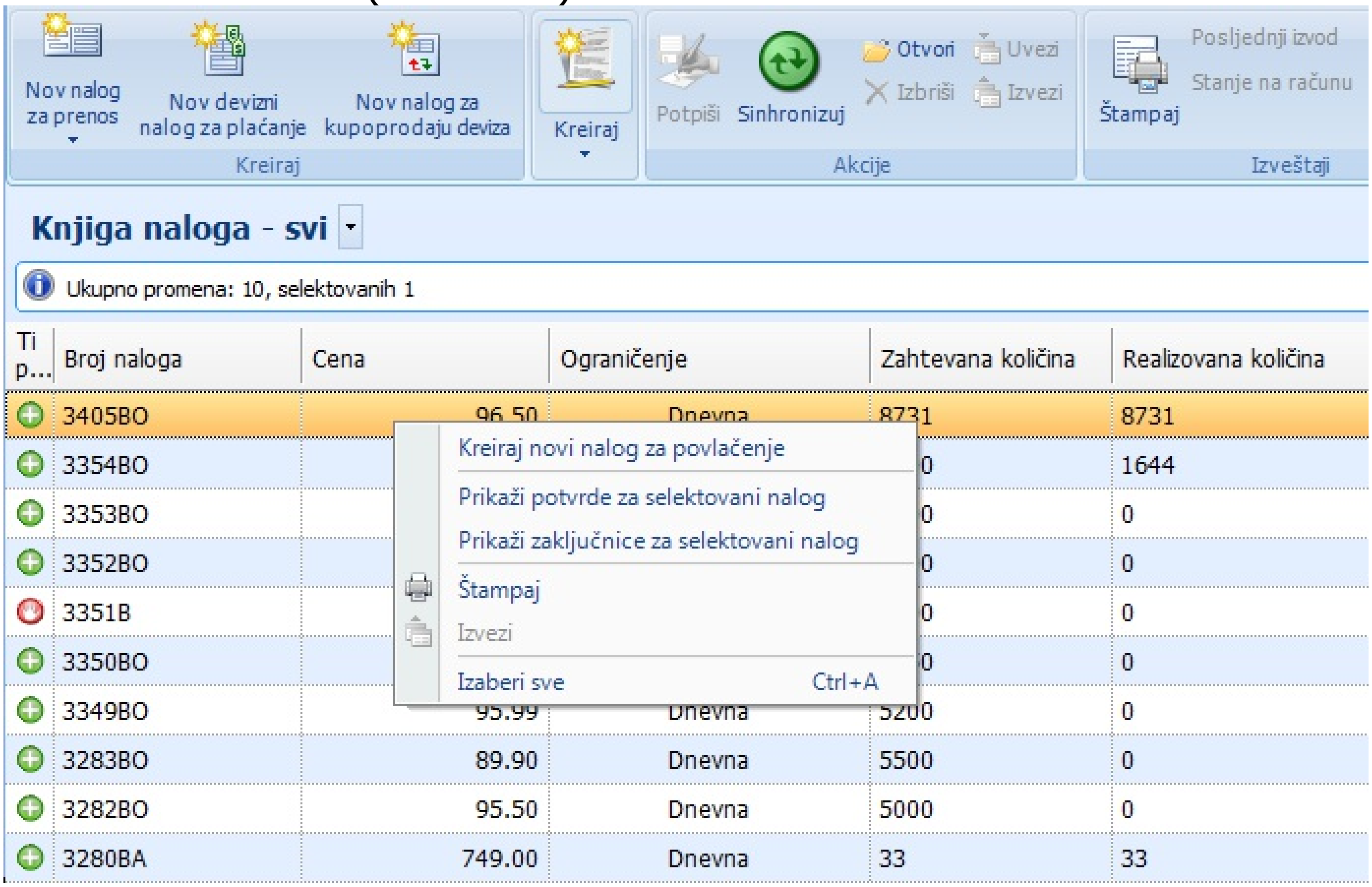
See:

[I want to ...]

[Menu options]

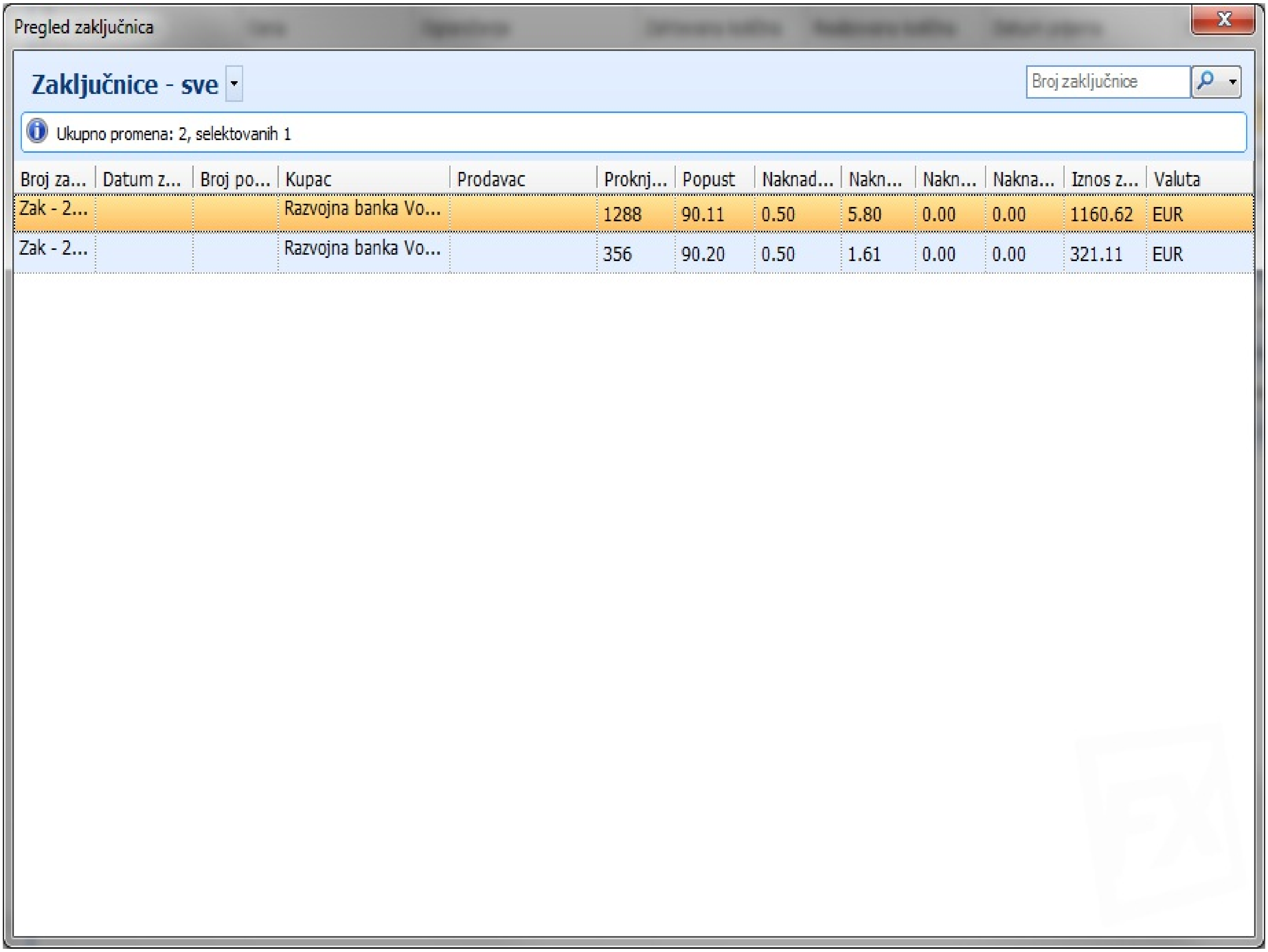
I want to preview settlements

You can find settlements list by right-clicking on selected order in order book (see. I want to preview order book), and selecting option *Preview settlements for selected order* (*Picture 1*).



Picture 1

After selecting this option, new window opens (*Picture 2*). This list is possible to filter (see. How to filter?) by your needs.
Also, you can preview and print report by double-click on desired order.



Picture 2

See:

[I want to ...]

[Menu options]

User administration...

Administracija korisnika...

Introduction

Page 'User administration' gives viewing, adding or deleting local users, and assigning particular, predefined roles and restrictions for the existing local users.

It is possible to define new user roles where you choose which rights wouold be assign to local users.
If you have this module installled, in the left panel you will see this button:

On button click, you will enter to this module. For particular administation tasks, read following instructions:

Adding local user
Adding users roles
Roles view
Users profile view

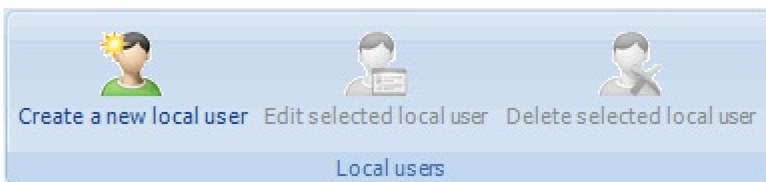
I want to create a new local user

I want to create a new local user

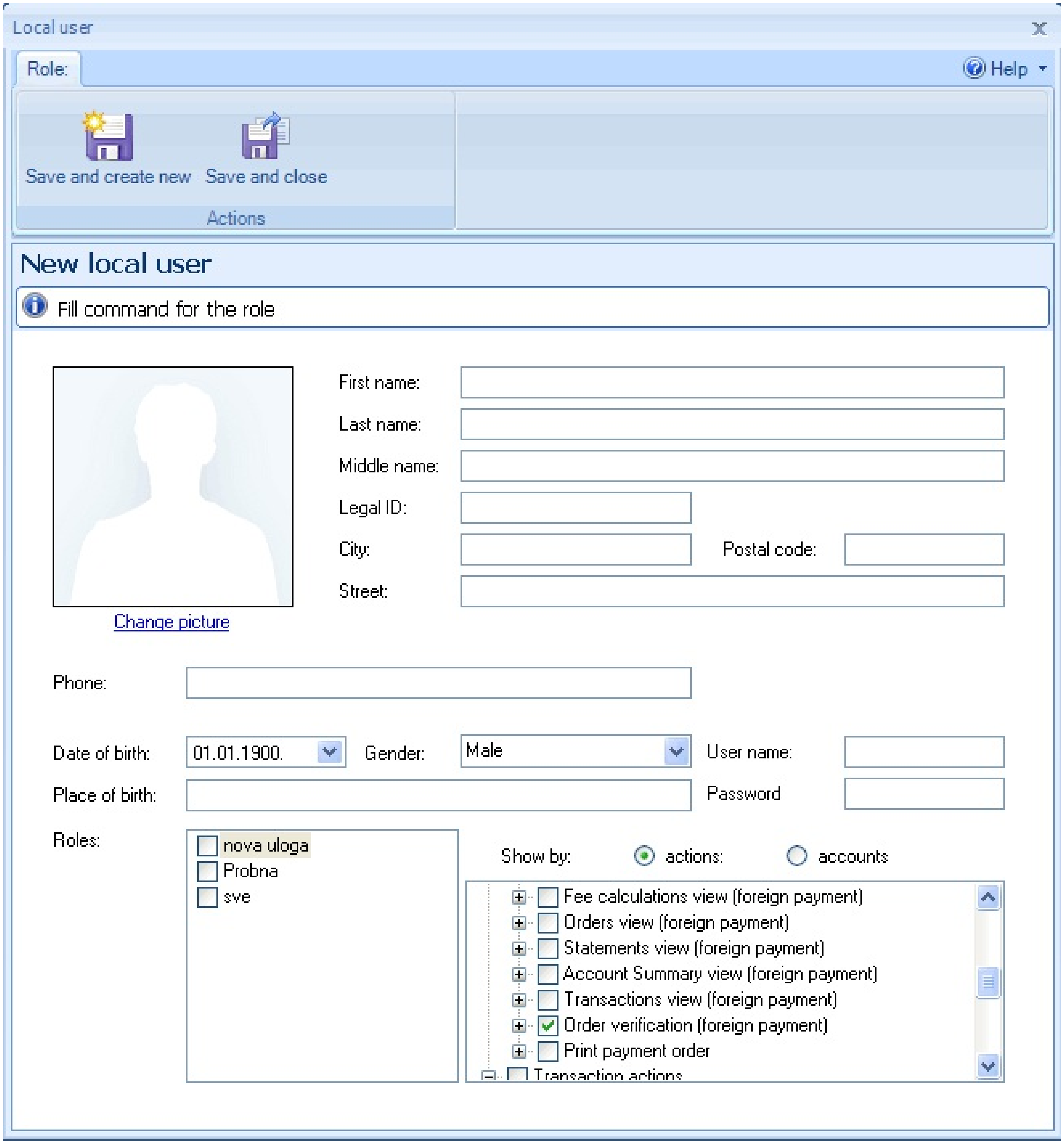
Choosing option (picture 1) for creating a new local user, you will create one. When you click on the button, new form will appear (picture 2) where you have to fill all necessary informations.

In the creating a new user form, necessary data are: name, shurname, username and password. Other data, and users photo are optional.
From the 'Roles' choose predefined user roles you want to add to the user you are creating. If the list is empty, you can save the user, add new user role and then assign the role to the use (for details see help pages: Adding users roles, Users profile view)
You could assign more than one role to the user, and the final role permits would be union of all assigned roles.

After you fill all required data, click on the 'Save and close' or 'Save and create new' butoons. In the local users list, new user will appear.



picture 1



picture 2

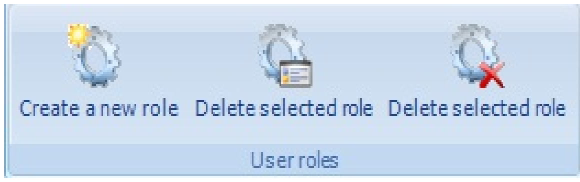
See:

[Adding local user]
[Adding users roles]
[Roles view]
[Users profile view]

I want to create a new user role

I want to create a new user role

Choosing option for creating users role (picture 1), new roles would be added which could be linked to the existing or new local users.I

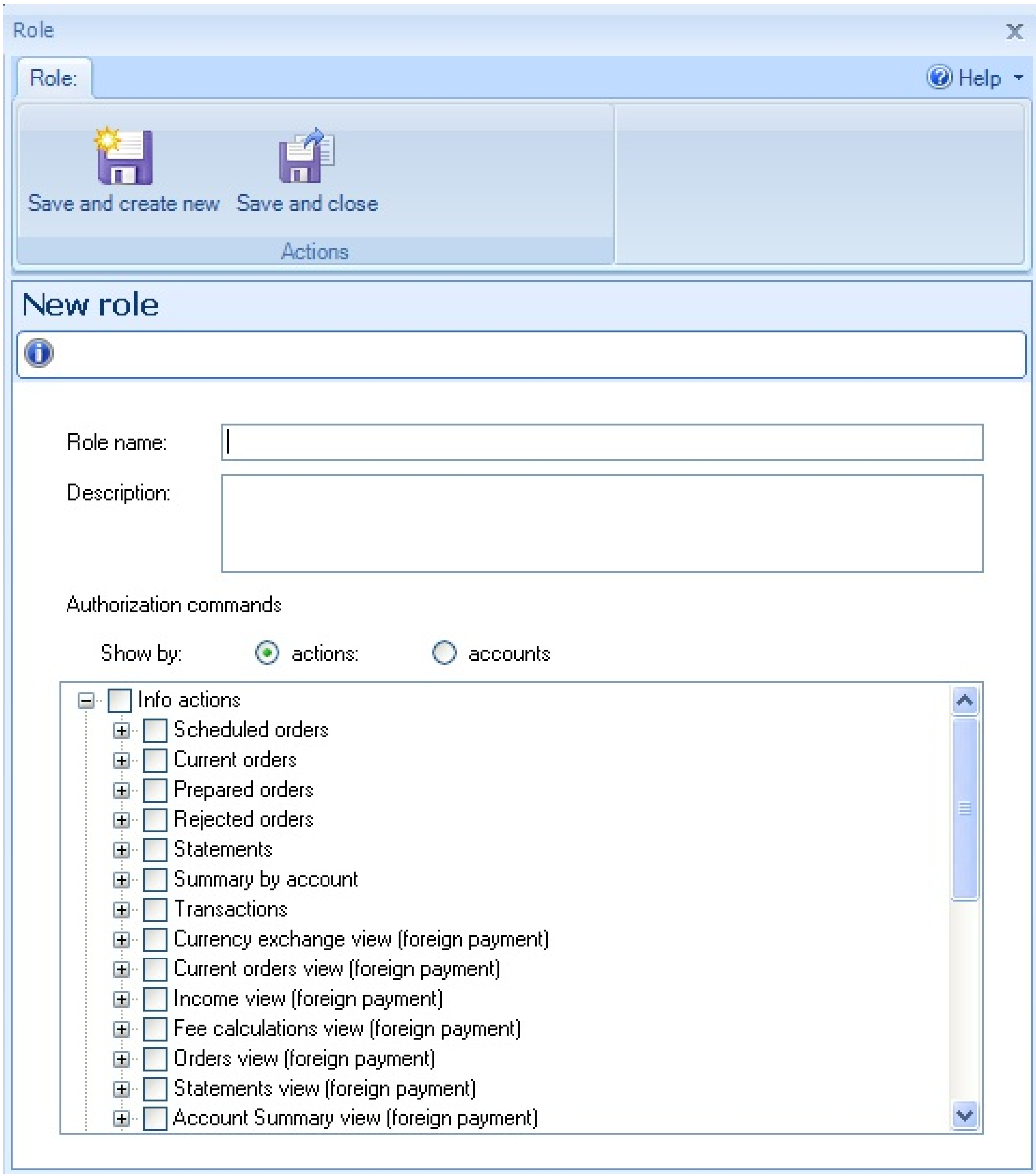


picture 1

User rights are groups of action (rights) which are permited to the particular users. Users with smart cards (who are not local users) already have predefined roles: *info* and *transaction actions*

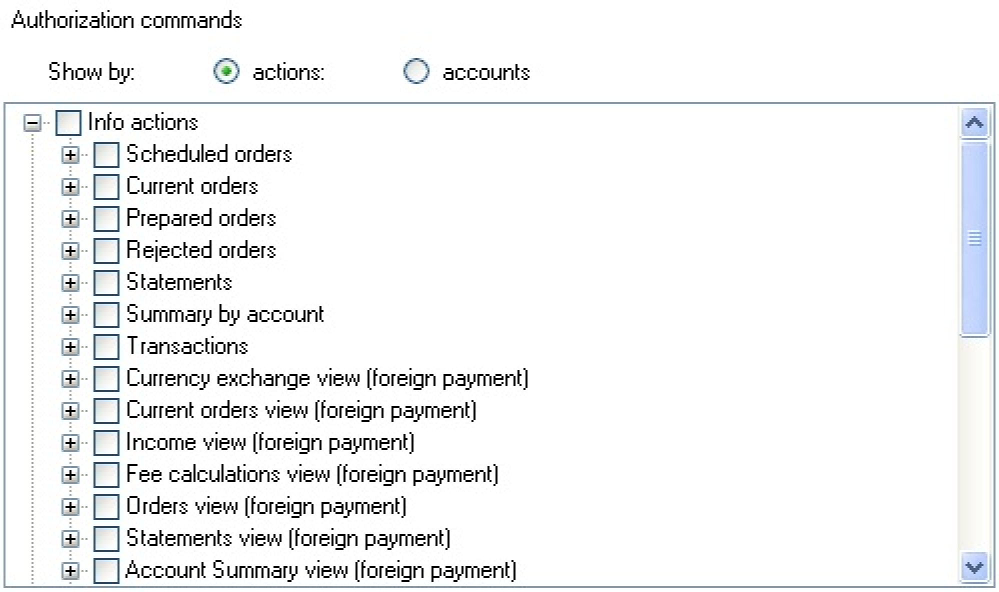
Local users could not have these already predefined permissions for online users, but new, predefined rights.

When you are creating new user role, after clicking button 'Create a new role', new form (picture 2) will appear, with informations about the role you want to create.



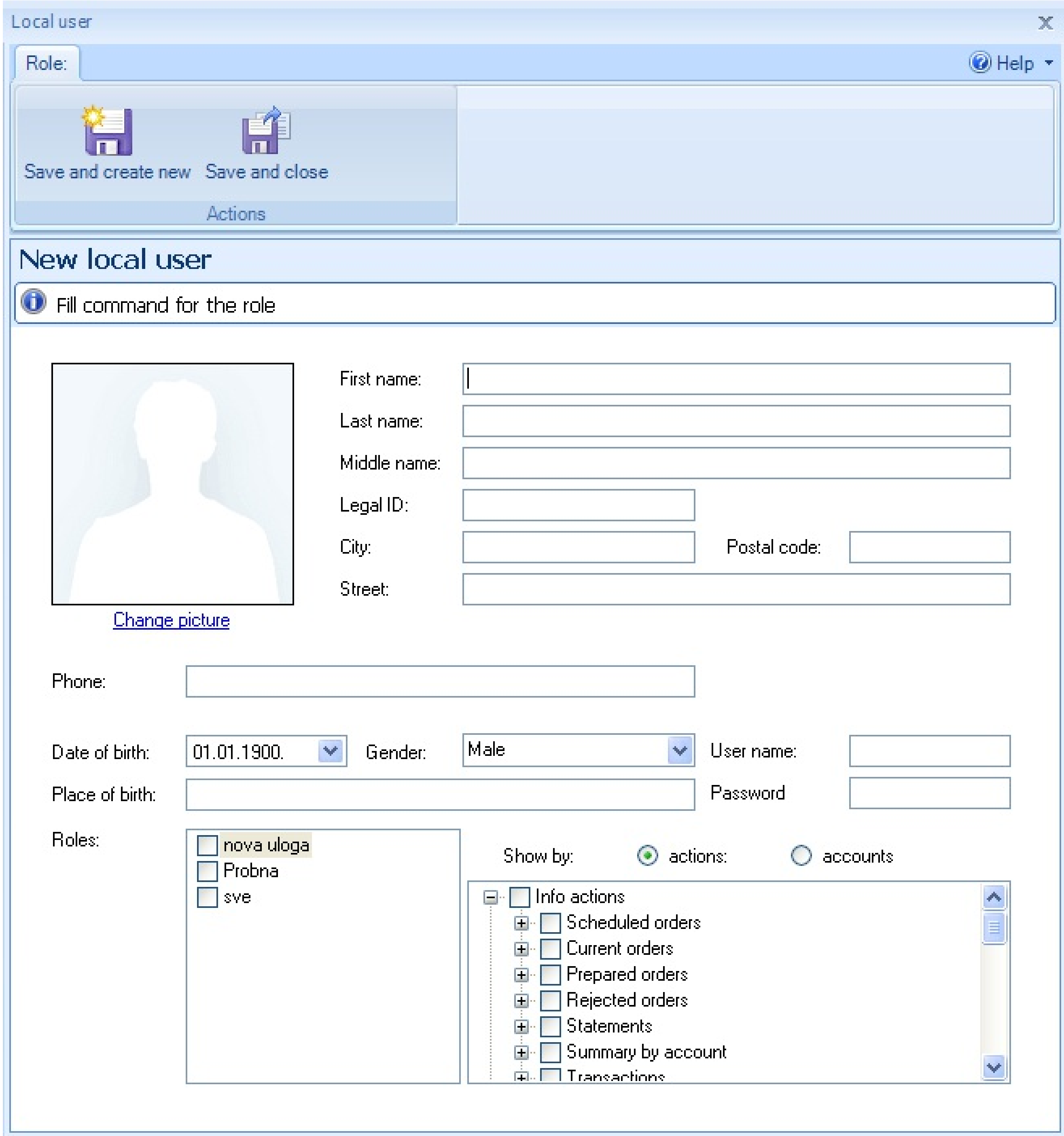
Picture 2

When you enter role name and description, you need to choose which rights would users have when the role would be linked to them. Rights are grouped by actions and by accounts. Every action could be linked to the particular account, or to all accounts (picture 3).



picture 3

After checking desired items from the right list box, you have defined the user role, and you could save it with 'Save and close', or 'Save and create new' buttons.



picture 4

See:

[Adding local user]()

[Adding users roles]()

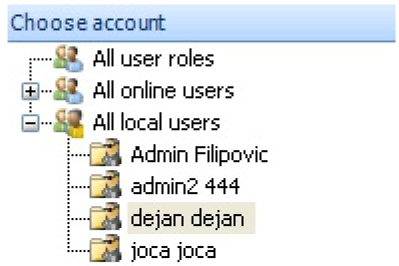
[Roles view]()

[Users profile view]()

I want to see users profile

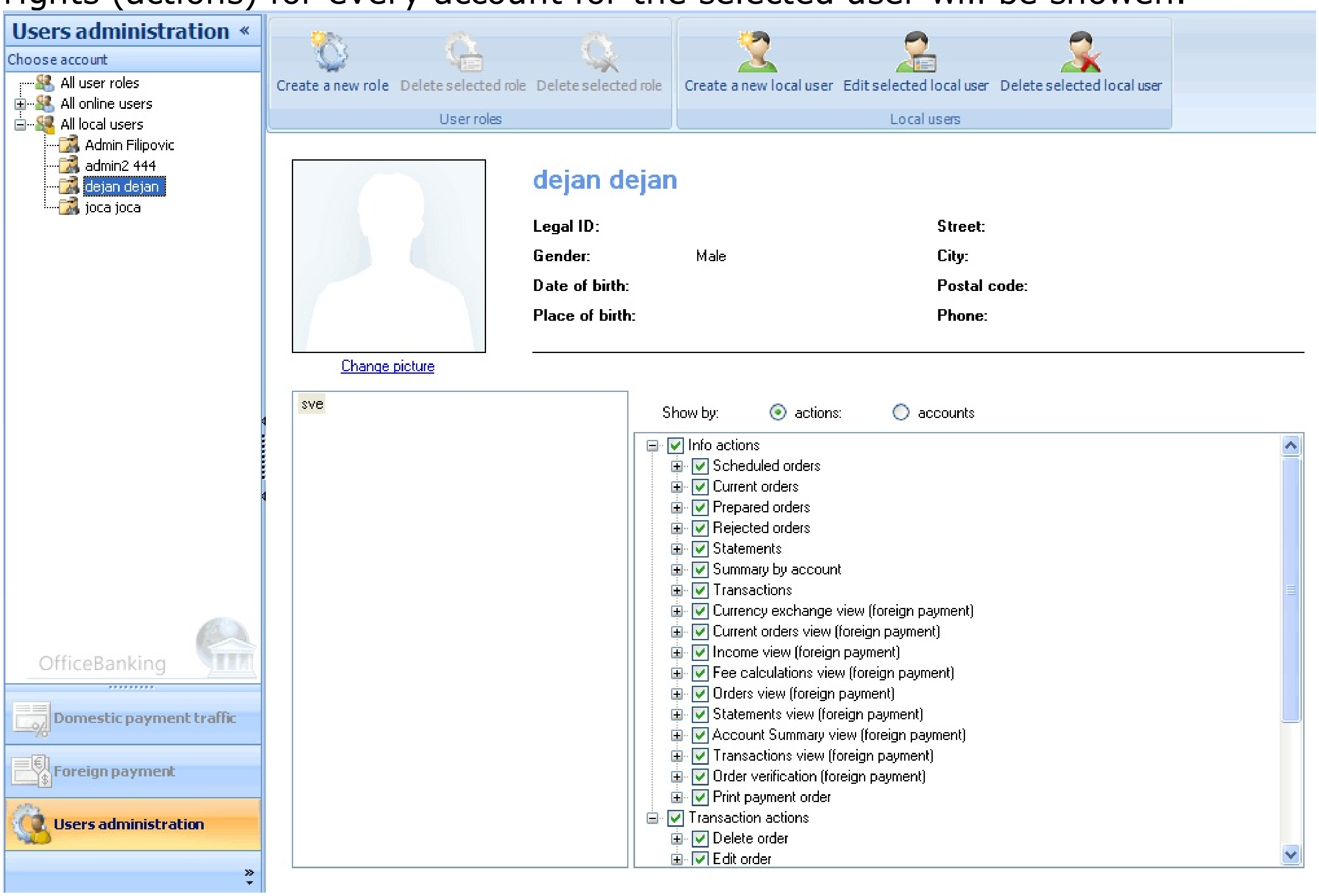
I want to see users profile

When you open adminsitration module, on the left side, in the panel, you could see lists of all online and all local users. When you select one user, you will see his profile.



picture 1

When you select particular user, as in the picture 2, on the right side of the window, data for the selected user will be showen. Beside personal data, all rights (actions) for every account for the selected user will be showen.



Picture 2

If you want to change data for the user, or his rights, choose it from the list and click '*Edit selected local user*' button.

See:
[Adding local users]
[Adding user roles]
[Roles view]
[Users roles]

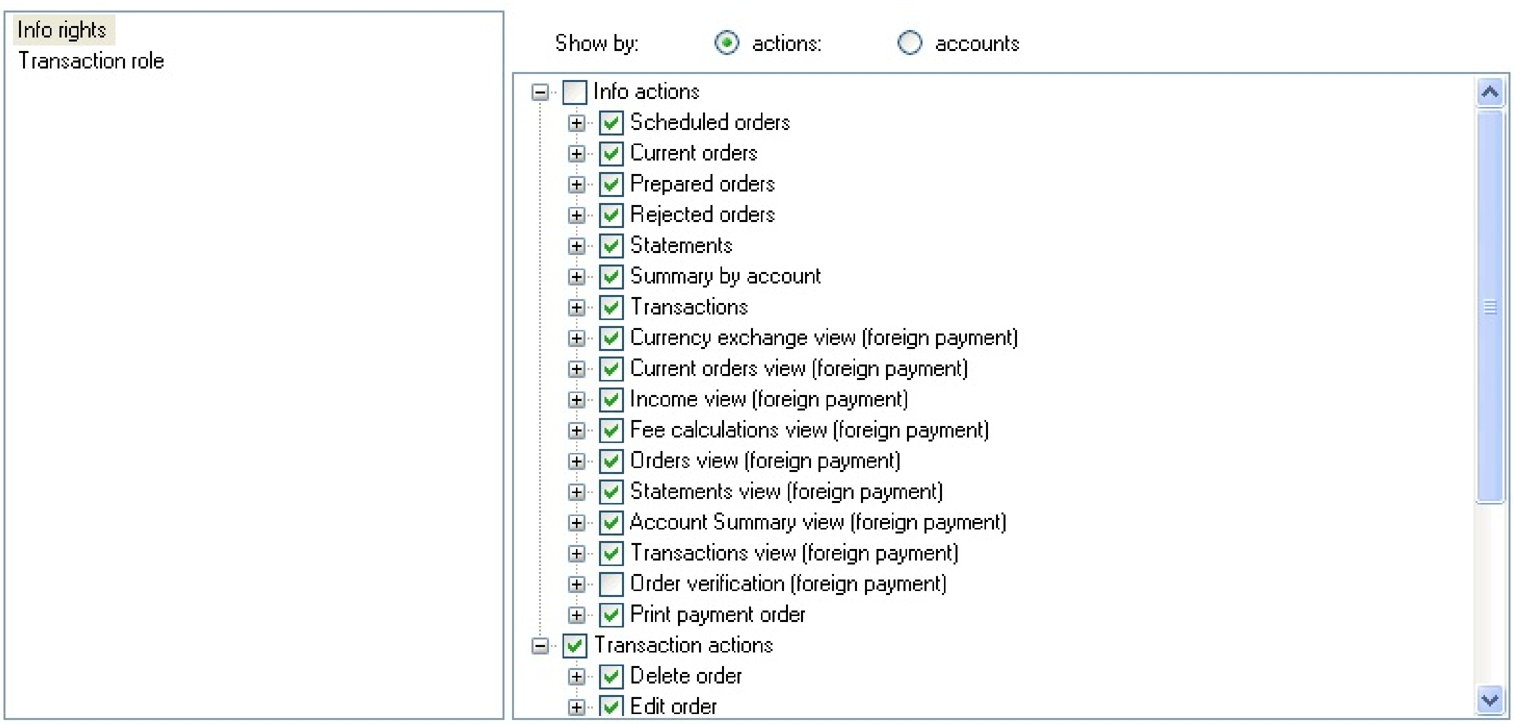
I want to see all user roles

I want to see all user roles

When you enter user administration module, on the left panel, you will see a list of all users roles.

picture 1

A user could have more assigned user roles. Every role means actions which users could use in the application.
When you select a user role, in the right panel, all actions for the selected role would be showen (picture 2)



picture 2

If you want to change these roles, select a user form the list in the rihgt panel and click on the button 'edit selected local user'. Data about user and list of all roles which could be assigned for the user would appear.

See:

[Adding local user](#)
[Adding users roles](#)
[Roles view](#)
[Users profile view](#)

OfficeBanking functionalities

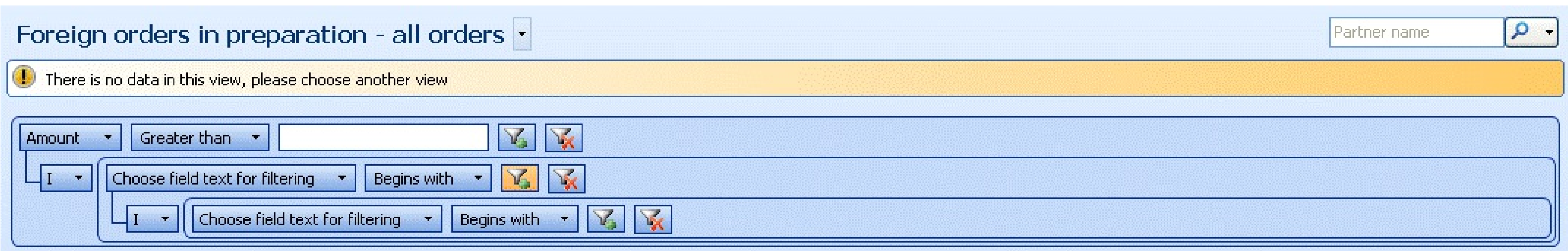
- How to filter?
- How to group?
- How to select?
- How to sort?
- How to print?
- How to import?
- Keyboard shortcuts

See:
Introduction

How to filter?

How to filter?

With filtering, you can find data of interest multiple time faster. To use filtering you need to open filter with Show/Hide filter button (on Views group). You can filter data for any column in the exact list. In the first filter column choose the name of the column you want to be filtered, in the second choose the filter criteria, and in third and forth, choose the filter limit parameters.
For exapmple, if you want to see only data with value date in the past one month, choose 'value date' in the first column, in the second column choose 'between', in the third set the date one month from today, and today in the forth column.



Picture 1

When you press **Enter** on keyboard, filter would be accepted. It is possible to add more filters to other columns and filtering rules, which means that you can do multiple and complex filtering mechanism. To add a new filter, press mouse button on 'Add new condition' button (a little button on the filter ribbon), or if you want to remove filter, click on 'Remove this condition'

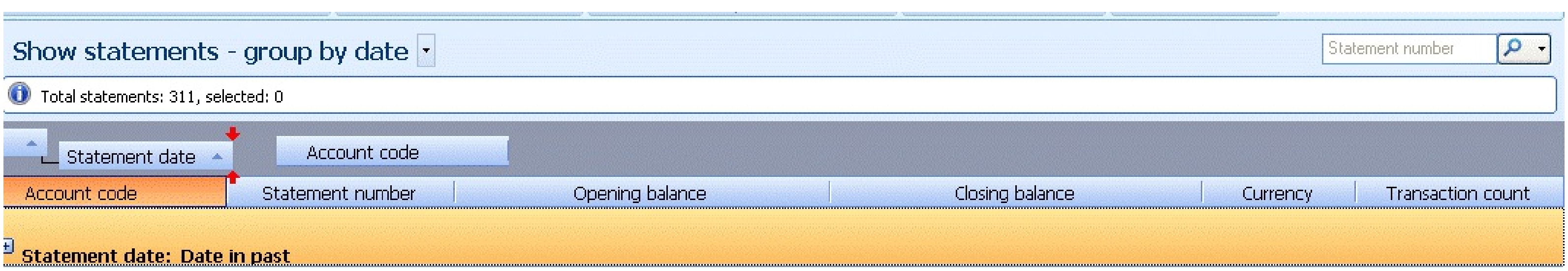
See:
[OfficeBanking functionalities]

How to group?

Every view in application contains some list (eg. working orders list, current orders list...) that can be grouped by various parameters, depending on columns that list contains. Simplest way to group is to choose one of the option *Group by...* as on *Picture 1.*

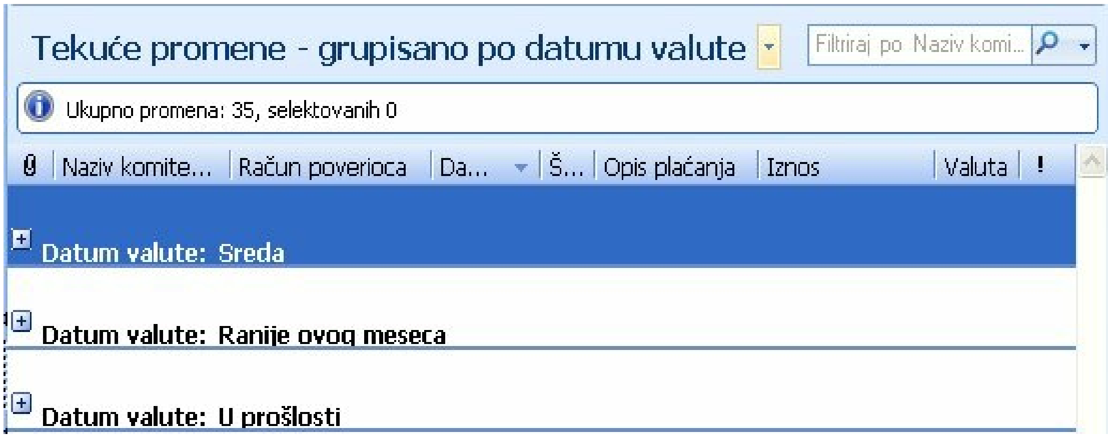
Picture 1

It is possible, if necessary, open bar for grouping by selecting **Show/Hide** under (group *View*). Box will appear with the text *Drag a column header here to group it by the values of a given column*. It is necessary to select the desired column and drag its header to the frame. In the example we want to group transactions by the column 'Value date' and the header of the column holding the left mouse button pressed, drag the box above:



Picture 2

After that we get grouped report for the requested view, in particular the example shown there are three groups of transactions: the previous day, other transactions of the current month and the dates in the previous month.



Picture 3

Now you want to remove group bar, simply press left mouse button **Show/Hide** under (group *View*). However, the box will be removed, but grouped view won't. To show the complete list, without grouping by columns, it is necessary to drag a column in the opposite direction, from group bar to heading of the list. In this way, list backs to the initial state, the simplest form.

See:
Functionalities

How to select?

If you need to select only one item, simply press the left mouse button on that item, while the selection of multiple items is performed using the **Ctrl** or **Shift** keys on the keyboard pressure and left click on the desired item (if a selection one by one will be used **Ctrl** button *(Picture 1)*

Picture 1

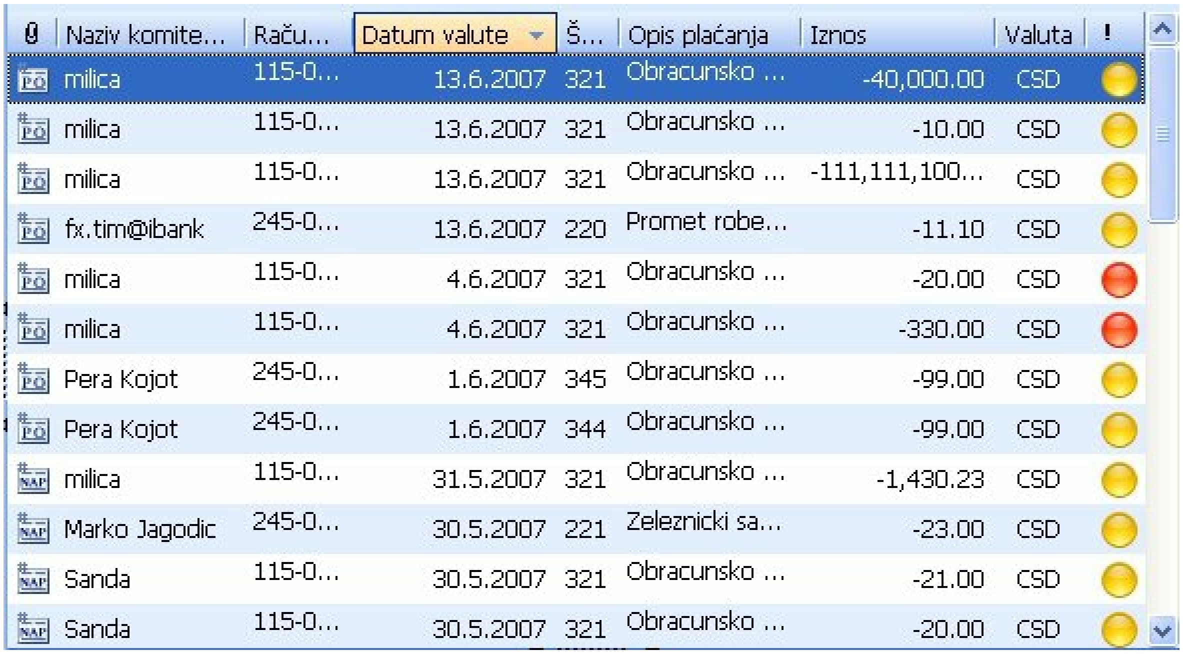
If you want group selection you need to use button **Shift** and left mouse key (*Picture 2*).

Picture 2

See:
Functionalities

How to sort?

If you want to sort some list view by wanted column, you need to press left mouse key on the column name you want to sort. (*Picture 1*)



	Naziv komite...	Raču...	Datum valute	Š...	Opis plaćanja	Iznos	Valuta	!
PO	milica	115-0...	13.6.2007	321	Obracunsko ...	-40,000.00	CSD	
PO	milica	115-0...	13.6.2007	321	Obracunsko ...	-10.00	CSD	
PO	milica	115-0...	13.6.2007	321	Obracunsko ...	-111,111,100...	CSD	
PO	fx.tim@ibank	245-0...	13.6.2007	220	Promet robe...	-11.10	CSD	
PO	milica	115-0...	4.6.2007	321	Obracunsko ...	-20.00	CSD	
PO	milica	115-0...	4.6.2007	321	Obracunsko ...	-330.00	CSD	
PO	Pera Kojot	245-0...	1.6.2007	345	Obracunsko ...	-99.00	CSD	
PO	Pera Kojot	245-0...	1.6.2007	344	Obracunsko ...	-99.00	CSD	
NAP	milica	115-0...	31.5.2007	321	Obracunsko ...	-1,430.23	CSD	
NAP	Marko Jagodic	245-0...	30.5.2007	221	Zeleznicki sa...	-23.00	CSD	
NAP	Sanda	115-0...	30.5.2007	321	Obracunsko ...	-21.00	CSD	
NAP	Sanda	115-0...	30.5.2007	321	Obracunsko ...	-20.00	CSD	

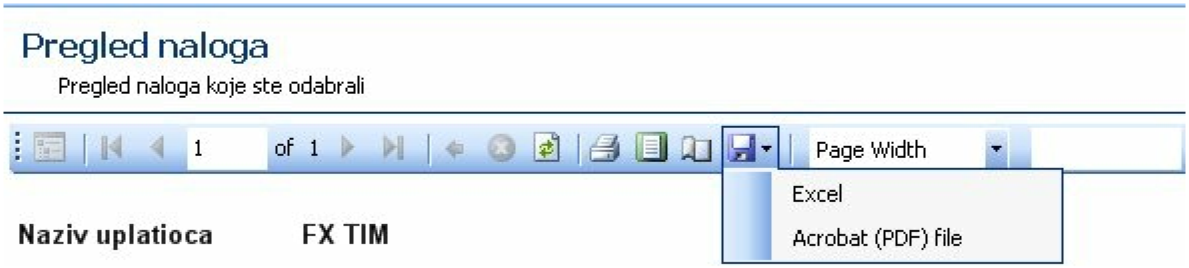
Picture 1

See:
Functionalities

How to print?

How to print?

After you press button **Print** on screen shows wanted report. You can print it directly by pressing button **Print** or save it as *MS Excel* or *PDF* document (left mouse click on button **Export**), as on *Picture 1*.



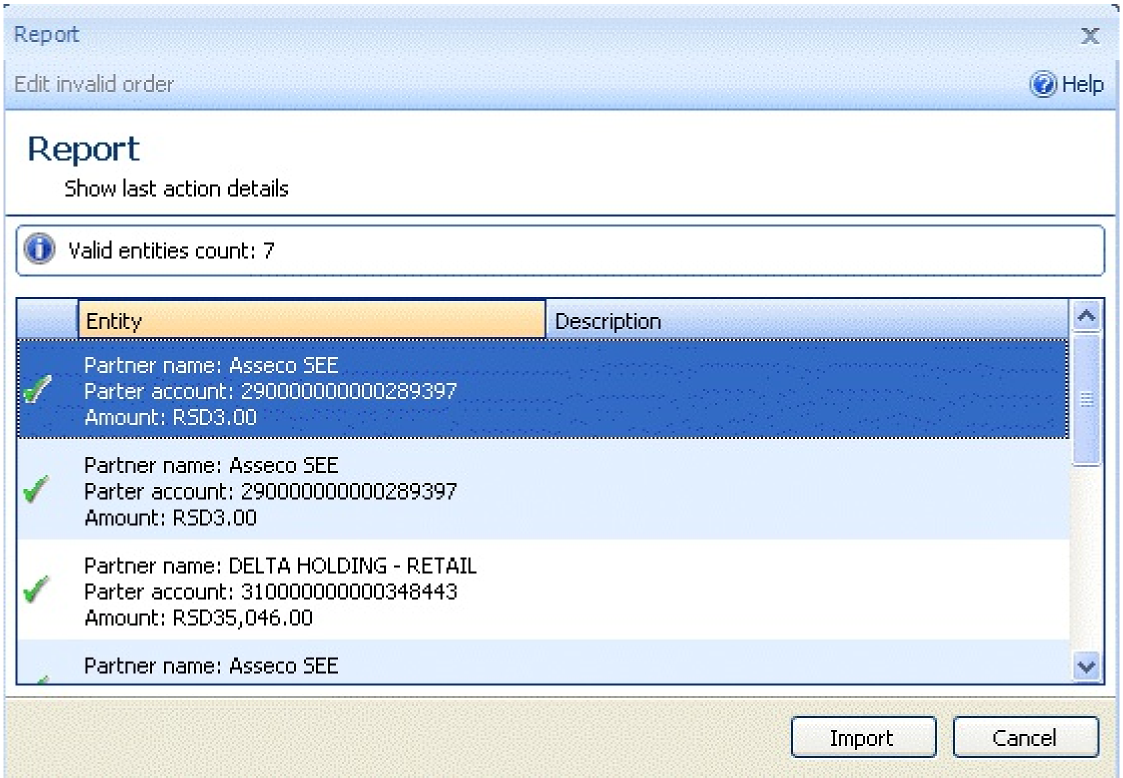
Picture 1

See:
Functionalities

How to import

How to import

When you import data into *OfficeBanking* application, after selection file from which data is imported, appears in the form *(Picture 1)* showing the report data for imports, ie. shows that if all the data imported good. If you have data that could not be imported, that will be shown in error description.



Picture 1

You can import orders (*see.* I want to import orders from file) and partners komitente (*see.* I want to import partners).

See:
Functionalities

Keyboard shortcuts

Ctrl+Shift+C	Create new partner
Ctrl+N	Create new payment order
Ctrl+Shift+N	Create new compensation order
Ctrl+Shift+S	Work with accounts
Ctrl+Shift+F	Work with statements
Ctrl+Shift+D	Work with orders
Ctrl+Shift+B	Work with address book
Ctrl+T	Account balance preview
Ctrl+H	Home page
F1	Help
F3	Synchronization
F10	Get data from bank
F9	*OfficeBanking* activation
Ctrl+Shift+P	Change PIN code
Ctrl+Shift+A	Archive data
Ctrl+Shift+K	Backup data
Ctr+Shift+V	Load backup
Ctrl+Shift+M	Migrate data
Ctrl+I	Export selected data
Ctrl+U	Import selected data
Del	Delate
Ctrl+S	Save (and sign)
Ctrl+E	Save and close
Esc	Close

See:
Functionalities

Specification

- Export statements in *OfficeBanking* XML format
- Export orders in *OfficeBanking* XML format
- Export statements in *Fx2004* XML format
- Export orders in *Fx2004* XML format
- Export statements in *txt* format
- Export orders in *txt* format

See:
Introduction

Statement specification in *OfficeBanking* XML format

Statement of the domestic payments has booked (final realized changes) within one working day, and the account balance before and after these changes.

BankAccountStatements (minoccurs = 1; maxoccurs = 1) agregat

BankAccountStatements/BankAccountStatement (minoccurs = 1; maxoccurs = unbounded) agregat

../StatementId (minoccurs = 1; maxoccurs = 1)

../StatementNumber (minoccurs = 1; maxoccurs = 1)

Statement order number in current year

../OpeningBalanceAmount (minoccurs = 1; maxoccurs = 1)

Openning balance (Amount with two decimal places)

../ClosingBalanceAmount (minoccurs = 1; maxoccurs = 1)

Closing balance (Amount with two decimal places)

../TransactionCount (minoccurs = 1; maxoccurs = 1)

Number of transactions on current statement

../StatementDate (minoccurs = 1; maxoccurs = 1)

Statement date

../StatementStatus (minoccurs = 1; maxoccurs = 1)

../BankAccountId (minoccurs = 1; maxoccurs = 1)

../BankAssignedDocumentNumber (minoccurs = 1; maxoccurs = 1)

../LocalCurrencyOpeningAmount (minoccurs = 1; maxoccurs = 1)

Local opening balance (Amount with two decimal places)

../LocalCurrencyClosingAmount (minoccurs = 1; maxoccurs = 1)

Local closing balance (Amount with two decimal places)

../AccountCode (minoccurs = 1; maxoccurs = 1)

Payer account code in format b(3)-p(13)-k(2) where: b - unique bank code, p - party and k - control number by module 97.

../Transactions (minoccurs = 1; maxoccurs = 1) agregat

Transactions booked in statement.

../Transactions/Transaction (minoccurs = 1; maxoccurs = unbounded) agregat

Statement transaction

../../StatementId (minoccurs = 1; maxoccurs = 1)

Statement order number in current year

../../BankAccountStatementTransactionId (minoccurs = 1; maxoccurs

= 1)

Financial institution transaction id - unique transaction identificator within bank

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

Transaction local amount (2 decimal places)

../../StatementInstructionId (minoccurs = 1; maxoccurs = 1)

../../ValueDate (minoccurs = 1; maxoccurs = 1)

../../Memo (minoccurs = 1; maxoccurs = 1)

../../BankTransactionIdentifier (minoccurs = 1; maxoccurs = 1)

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

Ttransaction unique identifier

../../Amount (minoccurs = 1; maxoccurs = 1)

Transaction amounr (2 decimal places)

../../Benefit (minoccurs = 1; maxoccurs = 1)

../../Fee (minoccurs = 1; maxoccurs = 1)

Transaction fee (2 decimal places)

../../BookingDate (minoccurs = 1; maxoccurs = 1)

../../TransactionPlace (minoccurs = 1; maxoccurs = 1)

../../StatementLineNumber (minoccurs = 1; maxoccurs = 1)

../../TransactionType (minoccurs = 1; maxoccurs = 1)

../../OriginalId (minoccurs = 1; maxoccurs = 1)

(Version 1.0 **iBank FX protocol specification Book 3: Domestic Payment System** June, 17. 2002. Page 12) Unique transaction identifier in payer evidention

../../IsUrgent (minoccurs = 1; maxoccurs = 1)

Urgency {true, false}

../../OtherPartyName (minoccurs = 1; maxoccurs = 1)

../../OtherPartyCity (minoccurs = 1; maxoccurs = 1)

../../OtherPartyAccountCode (minoccurs = 1; maxoccurs = 1)

Other party account code in format b(3)-p(13)-k(2) where: b - unique bank code, p - party and k - control number by module 97

../../OtherPartyReferenceModel (minoccurs = 1; maxoccurs = 1)

../../OtherPartyReferenceNumber (minoccurs = 1; maxoccurs = 1)

../../AccountCode (minoccurs = 1; maxoccurs = 1)

Payer account code in format b(3)-p(13)-k(2) where: b - unique bank code, p - party and k - control number by module 97

../../ReferenceModel (minoccurs = 1; maxoccurs = 1)

../../ReferenceNumber (minoccurs = 1; maxoccurs = 1)

../../PurposeCode (minoccurs = 1; maxoccurs = 1)

../../PurposeDescription (minoccurs = 1; maxoccurs = 1)

../../BudgetaryBeneficiary (minoccurs = 1; maxoccurs = 1)

../../TaxAccount (minoccurs = 1; maxoccurs = 1)

../../IncomeCode (minoccurs = 1; maxoccurs = 1)

../../BankAccountId (minoccurs = 1; maxoccurs = 1)

../../Status (minoccurs = 1; maxoccurs = 1)

../../Name (minoccurs = 1; maxoccurs = 1)

.

../../City (minoccurs = 1; maxoccurs = 1)

../../Address (minoccurs = 1; maxoccurs = 1)

../../OtherPartyAddress (minoccurs = 1; maxoccurs = 1)

../../PostingDate (minoccurs = 1; maxoccurs = 1)

../../BankAssignedOrderNumber (minoccurs = 1; maxoccurs = 1)

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

Unique transaction identifier in payer evidention

../../DocumentTypeCode (minoccurs = 1; maxoccurs = 1)
Transaction type
../../PartnerAccountId (minoccurs = 1; maxoccurs = 1)

../../LocalCurrencyAmount1 (minoccurs = 1; maxoccurs = 1)
Transaction local currency
../../BankStatus (minoccurs = 1; maxoccurs = 1)

../../OtherPartyBankName (minoccurs = 1; maxoccurs = 1)

See:
Specifications

Order specification in *OfficeBanking* XML format

DomesticPaymentOrderList (minoccurs = 1; maxoccurs = 1) agregat
Root element. Contains one-or-more orders.

DomesticPaymentOrderList/DomesticPaymentOrder (minoccurs = 1; maxoccurs = unbounded) agregat
Domestic payment order.

../OriginalId (minoccurs = 1; maxoccurs = 1)
(Version 1.0 **iBank FX protocol specification Book 3: Domestic Payment System** June, 17. 2002. Page 12) Unique transaction identifier in payer evidention.

../IsUrgent (minoccurs = 1; maxoccurs = 1)
Urgency. {true, false}

../PayeeReferenceModel (minoccurs = 1; maxoccurs = 1)

../PayeeReferenceNumber (minoccurs = 1; maxoccurs = 1)

../PayerReferenceModel (minoccurs = 1; maxoccurs = 1)

../PayerReferenceNumber (minoccurs = 1; maxoccurs = 1)

../PurposeCode (minoccurs = 1; maxoccurs = 1)

../PurposeDescription (minoccurs = 1; maxoccurs = 1)

../Status (minoccurs = 1; maxoccurs = 1)

../Amount (minoccurs = 1; maxoccurs = 1)
Ttransaction amount.

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

../Priority (minoccurs = 1; maxoccurs = 1)

../BankStatus (minoccurs = 1; maxoccurs = 1)

../Flag (minoccurs = 1; maxoccurs = 1)

../BankAccountCode (minoccurs = 1; maxoccurs = 1)
Payer bank account in format b(3)-p(13)-k(2) gde je: b - unique bank code, p - party i k - control number by modul 97.

../Address (minoccurs = 1; maxoccurs = 1)

../PartnerRegisteredName (minoccurs = 1; maxoccurs = 1)
Naziv poverioca.
../PartnerShortName (minoccurs = 1; maxoccurs = 1)
../PartnerBankAccountCode (minoccurs = 1; maxoccurs = 1)
Payee bank account in format b(3)-p(13)-k(2) gde je: b - unique bank code, p - party i k - control number by modul 97.
../PartnerAddress (minoccurs = 1; maxoccurs = 1)

../CurrencyCode (minoccurs = 1; maxoccurs = 1)
Currency code. For domestic payment order always 941.
../CurrencyName (minoccurs = 1; maxoccurs = 1)
Currency name. Always Dinar for domestic payment.
../BankRegisteredName (minoccurs = 1; maxoccurs = 1)
Payer bank name.
../BankLegalId (minoccurs = 1; maxoccurs = 1)
Bank legal id.
../BankDuns (minoccurs = 1; maxoccurs = 1)

See:
Specifications

Statement specification in *Fx2004* XML format

Statement of the domestic payments has booked (final realized changes) within one working day, and the account balance before and after these changes.

/root ...
Root element. Contains header and transaction list. Depending on how statements is received, **root node can be smtmtrs ili pmtnotification**
/root/rstype (minoccurs = 1; maxoccurs = 1)
In case statement is received as response on request which bank sent to customer. Statement is marked as type *ibank.payment.stmtrs.ledger.*
/root/notiftype
In case statement is received as instant notification. Statement is marked as *ibank.payment.notification.ledger*
/root/status (minoccurs = 1; maxoccurs = 1) agregat
/root/status/code (minoccurs = 1; maxoccurs = 1)
Status code from bank. If request is sucessfully processed value is 0, otherwise is bank error code.
/root/status/severity (minoccurs = 1; maxoccurs = 1)
Status response type {INFO, WARN, ERROR}.
/root/curdef (minoccurs = 1; maxoccurs = 1)
Currency name. For domestic payment is always DIN.
/root/acctid (minoccurs = 1; maxoccurs = 1)
Payer bank account in format b(3)-p(13)-k(2) gde je: b - unique bank code, p - party i k - control number by modul 97
/root/stmtnumber (minoccurs = 1; maxoccurs = 1)
Statement number.
/root/ledgerbal (minoccurs = 1; maxoccurs = 1) agregat
Opening balance.
/root/ledgerbal/balamt (minoccurs = 1; maxoccurs = 1)
Amount has 2 decimal places
/root/ledgerbal/dtasof (minoccurs = 1; maxoccurs = 1)
Booking date (date as of) of previous statement in UTC format: (DDDD-MM-YYYY **T** HH:MM:SS).
/root/availbal (minoccurs = 1; maxoccurs = 1) agregat
Closing balance
/root/availbal/balamt (minoccurs = 1; maxoccurs = 1)
Amount has 2 decimal places
/root/availbal/dtasof (minoccurs = 1; maxoccurs = 1)
Booking date (date as of) of current statement in UTC format (DDDD-

MM-YYYY **T** HH:MM:SS).

/root/reservedfunds (minoccurs = 1; maxoccurs = 1) agregat

Reserved funds.

/root/trnlist (minoccurs = 1; maxoccurs = 1) agregat

Transaction list of current statement.

/root/stmttrn (minoccurs = 1; maxoccurs = unbounded) agregat

Statement transaction. In transaction details are displayed for the other party, while details for account for which are given statement are not in transactions.

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

Transaction type {ibank.payment.pp0, ibank.payment.pp1, ibank.payment.pp2, ibank.payment.pp3, ibank.payment.pp4}

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

Financial institution transaction id generated by bank

/stmtrs/stmttrn/benefit (minoccurs = 1; maxoccurs = 1)

Tag for booking direction. {credit, debit}

/root/stmttrn/payeeinfo (minoccurs = 1; maxoccurs = 1) agregat

Information about other party

/root/stmttrn/payeeinfo/name (minoccurs = 1; maxoccurs = 1)

Other party name

/root/stmttrn/payeeinfo/city (minoccurs = 1; maxoccurs = 1)

Other party city

/root/stmttrn/payeeaccountinfo (minoccurs = 1; maxoccurs = 1) agregat

Other party account info

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

Other party bank account in format b(3)-p(13)-k(2) gde je: b - unique bank code, p - party i k - control number by modul 97

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

Bank id (3 number digit)

/root/stmttrn/payeeaccountinfo/bankname (minoccurs = 1; maxoccurs = 1)

Other party bank name.

/root/stmttrn/trnamt (minoccurs = 1; maxoccurs = 1)

Transaction amount (2 decimal places)

/root/stmttrn/curdef (minoccurs = 1; maxoccurs = 1)

Currency definition. For domestic payments DIN.

/root/stmttrn/purpose (minoccurs = 1; maxoccurs = 1)

Purpose description.

/root/stmttrn/purposecode (minoccurs = 1; maxoccurs = 1)
Purpose code
/root/stmttrn/trnplace (minoccurs = 1; maxoccurs = 1)
Ttransaction place
/root/stmttrn/dtposted (minoccurs = 1; maxoccurs = 1)
Date posted in UTC formatu (DDDD-MM-YYYY **T** HH:MM:SS).
/root/stmttrn/dtuser (minoccurs = 1; maxoccurs = 1)
Value date in UTC formatu (DDDD-MM-YYYY **T** HH:MM:SS).
/root/stmttrn/dtavail (minoccurs = 1; maxoccurs = 1)
Available date in UTC formatu (DDDD-MM-YYYY **T** HH:MM:SS).
/root/stmttrn/refmodel (minoccurs = 1; maxoccurs = 1)

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

/root/stmttrn/payeerefmodel (minoccurs = 1; maxoccurs = 1)

/root/stmttrn/payeerefnumber (minoccurs = 1; maxoccurs = 1)

/root/stmttrn/urgency (minoccurs = 1; maxoccurs = 1)
Urgency {ACH, RTGS}

See:
Specifications

Order specification in *Fx2004* XML format

/pmtorderrq (minoccurs = 1; maxoccurs = 1) agregat

Root element. Contains one-or-more orders.

/pmtorderrq/pmtorder (minoccurs = 1; maxoccurs = unbounded) agregat

Payment order.

/pmtorderrq/pmtorder/companyinfo (minoccurs = 1; maxoccurs = 1) agregat

Payer information.

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

../companyinfo/city (minoccurs = 1; maxoccurs = 1)

/pmtorderrq/pmtorder/accountinfo (minoccurs = 1; maxoccurs = 1) agregat

Payer account information.

../accountinfo/acctid (minoccurs = 1; maxoccurs = 1)

Payer bank account in format b(3)-p(13)-k(2) gde je: b - unique bank code, p - party i k - control number by modul 97.

../accountinfo/bankid (minoccurs = 1; maxoccurs = 1)

Unique payer bank code. (3-digits)

../accountinfo/bankname (minoccurs = 1; maxoccurs = 1)

/pmtorderrq/pmtorder/payeecompanyinfo (minoccurs = 1; maxoccurs = 1) agregat

Payee company information.

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

../payeecompanyinfo/city (minoccurs = 1; maxoccurs = 1)

/pmtorderrq/pmtorder/payeeaccountinfo (minoccurs = 1; maxoccurs = 1) agregat

Payee information.

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

Payee bank account in format b(3)-p(13)-k(2) gde je: b - unique bank code, p - party i k - control number by modul 97.

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

Unique payee bank id.

../payeeaccountinfo/bankname (minoccurs = 1; maxoccurs = 1)

Naziv banke kod koje se vodi racun poverioca.

/pmtorderrq/pmtorder/trnuid (minoccurs = 1; maxoccurs = 1)
Version 1.0 **iBank FX protocol specification Book 3: Domestic Payment System** June, 17. 2002. Page 12 Unique transaction identifier in payer evidention.
/pmtorderrq/pmtorder/dtdue (minoccurs = 1; maxoccurs = 1)
Value date in UTC format (DDDD-MM-YYYY **T** HH:MM:SS).
/pmtorderrq/pmtorder/trnamt (minoccurs = 1; maxoccurs = 1)
Transaction amount. (2-decimal places)
/pmtorderrq/pmtorder/trnplace (minoccurs = 1; maxoccurs = 1)
Transaction place. ("online" - for e-bank transactions)
/pmtorderrq/pmtorder/purpose (minoccurs = 1; maxoccurs = 1)
Purpose description.
/pmtorderrq/pmtorder/purposecode (minoccurs = 1; maxoccurs = 1)
Purpose code.
/pmtorderrq/pmtorder/curdef (minoccurs = 1; maxoccurs = 1)
Currency definition. DIN for domestic payment.
/pmtorderrq/pmtorder/refmodel (minoccurs = 1; maxoccurs = 1)

/pmtorderrq/pmtorder/refnumber (minoccurs = 1; maxoccurs = 1)

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

/pmtorderrq/pmtorder/payeerefnumber (minoccurs = 1; maxoccurs = 1)

/pmtorderrq/pmtorder/urgency (minoccurs = 1; maxoccurs = 1)
Urgency. {ACH, RTGS}

See:
Specifications

Statement specification in *txt* format

- Data is stored in ASCII (txt) format
- rows are 180 characters long
- there are two types of rows :
  - header row, one for each package, type - 9
  - details, one for each transaction, type – 1

HEADER STATMENET ROW

FROM	TO	LEN	TYPE	DESCRIPTION	COMMENT
1	8	8	N	STATEMENT DATE	DDMMGGGG
9	12	4	N	VALUE DATE	HHMM
13	30	18	N	ACCOUNT	
31	33	3	A	CURRENCY	
34	51	18	N	OPENING BALANCE	15 ORDINAL, 2 DECIMAL, SIGN
52	69	18	N	DEBIT	15 ORDINAL, 2 DECIMAL, SIGN
70	87	18	N	CREDIT	15 ORDINAL, 2 DECIMAL, SIGN
88	105	18	N	CLOSING BALANCE	15 ORDINAL, 2 DECIMAL, SIGN
106	141	36	A	EMPTY	
142	147	6	N	BANK CODE	
148	150	3	N	STATEMENT NUMBER	
151	185	35	A	ACCOUNT NAME	
186	205	20	A	PLACE	
206	214	9	N	TAX NUMBER	
215	219	5	A	EMPTY	' '
220	220	1	N	ROW TYPE	1

DETAILS ROW

FROM	TO	LEN	TYPE	DESCRIPTION	FORMAT

1	18	18	N	ACCOUNT	
19	53	35	A	PAYEE NAME	
54	73	20	A	PAYEE PLACE	
74	74	1	A	URGANCY	'H' OR ' '
75	76	2	A,N	PAYEE MODUL	
77	96	20	A,N	PAYEE REF.NUMBER	
97	99	3	N	PURPOSE CODE	
100	134	35	A	PURPOSE DESCRIPTION	
135	147	13	N	AMOUNT	11 ORDINAL, 2 DECIMAL
148	148	1	A	CREDIT/DEBIT	'D' OR 'P'
149	166	18	N	PAYEE ACCOUNT No	
167	168	2	N,A	MODULE	
169	188	20	N,A	REF. NUMBER	
189	196	8	N	VALUE DATE	
197	200	4	N	POSTING DATE	HHMM
201	214	14	N	RECLAMATION 1	
215	215	1	N	RECALMATION 2	
216	219	4	A	EMPTY	' '
220	220	1	N	ROW TYPE	2

Detailed rows sort:

- debit / credit
- purpose code

See:
[Specifications](#)

Order specification in *txt* format

- Data is stored in ASCII (txt) format
- rows are 180 characters long
- there are two types of rows :
    - header row, one for each package, type - 9
    - details, one for each transaction, type – 1

HEADER STATMENET ROW

FROM	TO	LEN	TYPE	DESCRIPTION	COMMENT
1	18	18	N	PAYER ACCOUNT	
19	53	35	A	PAYER NAME	
54	73	20	A	PAYER CITY	
74	88	15	N	AMOUNT	13 ORDINAL , 2 DECIMAL WITHOUT SEPARATOR
89	93	5	N	TRANSACTION ID	
94	96	3	A	CURRENCY	DINAR = YUM
97	123	27	A	CONTACT PERSON	NAME, LASTNAME OR WORK PLACE
124	134	11	A	TELEPHONE 1	
135	145	11	A	TELEPHONE 2	
146	156	11	A	FAX	
157	178	22	A	E-MAIL ADDRESS	
179	179	1	N	OROGIN	3
180	180	1	N	ROW TYPE	9

DETAILS ROW

FROM	TO	LEN	TYPE	DESCRIPTION	COMMENT
1	18	18	N	PAYEE ACCOUNT	
19	53	35	A	PAYEE NAME	
54	73	20	A	PAYEE CITY	
74	74	1	A	URGENCY	H – URGENT, ' ' – PLAIN

75	76	2	N,A	PAYER MODEL	LOW ALLOWS EMPTY
77	96	20	N,A	PAYER REF. NUMBER	LOW ALLOWS EMPTY
97	99	3	N	PURPOSE CODE	
100	134	35	A	PURPOSE DESCRIPTION	
135	147	13	N	AMOUNT	11 ORDINAL , 2 DECIMAL WITHOUT SEPARATOR
148	149	2	N,A	PAYEE MODEL	LOW ALLOWS EMPTY
150	169	20	N,A	PAYEE REF. NUMBER	LOW ALLOWS EMPTY
170	177	8	N	VALUE DATE	DDMMGGGG
178	178	1	A	EMPTY	
179	179	1	N	ORIGIN	3
180	180	1	N	ROW TYPE	1

See:
Specifications

Čarobnjak za rešavanje nastalog problema

Hvala što koristite *OfficeBanking Čarobnjak za rešavanje nastalog problema*.

Nazad Pocetna stranica

Novine OfficeBanking aplikacije
Uvod
Početna strana
Hoću da ...

Troubleshooting wizard

Is Smart Card service started?

To check weather Smart Card service is started, you need to do next:
Click right mouse click on **My Computer**, choose option *Manage*. On newly opened form press *Services and Applications* and selecti *Services*.
In list, from the right side, find service **Smart Card** and check its status is **Started**
If this not case, you need to click right mouse click on **Smart Card** and press option *Start*.

- Yes, I resolved problem with logging
- No, I still have problems with logging
- I want to skip this step

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What's new in OfficeBanking application
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I want to...

Troubleshooting wizard

Is card reader installed?

To check weather Smart Card service is started, you need to do next:
Click right mouse click on **My Computer**, press option *Properties*. Select tab *Hardware* and press **Device Manager**.
In newly opened form check if *Smart card readers* exists, and when you click + weather the one connected to computer is shown.
If not, you need to reinstall it with user manual you get with the reader.

- Yes, I resolved problem with logging
- No, I still have problems with logging
- I want to skip this step

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Troubleshooting wizard

Do you installed lybraies for card you are using for logging?

To check do you installed necessary libraries, you need to do next:
In Windows Start menu select option "Control Panel" and then "Add or Remove Programs". If necessary libraries does not appear in list, you need to start their installation from *OfficeBanking Setup* CD, and follow instructions.

○ Yes, I resolved problem with logging
○ No, I still have problems with logging
○ I want to skip this step

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What's new in OfficeBanking application
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Troubleshooting wizard

Are root certificates registered in store?

To check in simplest way, are root certificates registered in store, you have to do next:
Run *Internet Explorer*, and then click *Tools > Internet Options > Content*, and then click button **Certificates**. Choose tab *Trusted Root Certification Authorities* and check does necessary certificates appears here.
If they are missing, you need to install them from locatioo ***Setup\Certificates\Root***. Installation is done by opening each of the certificates mentioned and click the **Install Certificate**.

- Yes, I resolved problem with logging
- No, I still have problems with logging
- I want to skip this step

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Troubleshooting wizard

Is user certificate registered in store?

To check in simplest way, are root certificates registered in store, you have to do next:
Run *Internet Explorer*, and then click *Tools* > *Internet Options* > *Content*, and then click button **Certificates**. Choose tab *Personal* and check does user certificate exists in list.
If missing please install using your **Smart card** tool.

Yes, I resolved problem with logging
No, I still have problems with logging

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A

Activation code is the combination of the letters which bank gives to the user for the activation of the product

B

Beneficiary account number je broj računa na teret kog se vrši plaćanje, isplata.

C

Č

Čitač kartice je uređaj namenjen čitanju podataka sa smart kartice.

Ček je instrument plaćanja koji koriste fizička i pravna lica za isplatu gotovog novca na teret računa izdavaoca čeka i za bezgotovinska plaćanja.

D

Datum valute – datum izvršenja

Datum valute je datum dospevanja valute.

Digitalni sertifikat je elektronska identifikacija, koju korisnik upotrebljava poslujući preko ebank sistema.

Digitalni potpis - analogno potpisivanju dokumenta na papiru, digitalni potpis se koristi za proveru verodostojnosti digitalnih informacija koje se šalju do banke. Digitalni potpisi pomažu u uspostavljanju sledećih garancija:

1. Autentičnost - digitalnim potpisom se garantuje identitet pošiljaoca naloga.
2. Integritet - digitalnim potpisom se garantuje da sadržaj naloga nije neovlašćeno promenjen nakon što je digitalno potpisan.
3. Nemogućnost poricanja porekla sadržaja - Digitalnim potpisom se nedvosmisleno dokazuje poreklo potpisanog naloga.

Da bi ove garancije bile zadovoljene, digitalni potpis treba da je ispravan – gde se ispravnost

User administration...

<

Users administration...

<

Introduction...
I want to create a local user