

User manual

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Faktura.ru®

The Internet banking
service for
corporate clients



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1. Introduction

Please note that the current manual handles the standard interface of the Internet banking service for corporate clients of Faktura.ru. Depending on the partner bank and its features, the interface layout, links, E-mail addresses and phone numbers may differ from those used in this manual. Please contact the Customer service center of your bank for further information.

The Internet banking for corporate clients [Faktura.ru](#) provides remote online banking services for organizations and legally registered sole entrepreneurs. The service could be accessed from any suitable personal computer connected to the Internet, anytime and anywhere in the world.

The Internet banking service allows performing a wide range of banking operations, including but not limited to:

- getting account statements for the chosen time period
- executing payments inside client's bank as well as making inter-bank transactions
- making transactions between client's accounts, including those with conversion of currency
- monitoring client's account balance and checking account information via text messages and E-mails
- viewing, printing, deleting and exporting documents and statements into different formats
- managing employees' permits in the Internet banking service to provide additional control
- viewing account, card, deposit and loan balances
- using preset templates for frequent payments and transactions
- performing financial documents withdrawals
- exchanging documents with the bank

The Internet bank can also be accessed via the 1C:Enterprise framework. The following operations are available from the 1C:Enterprise framework:

- signing and sending payments to the bank
- downloading statements and managing analytical accounts
- signing and sending payroll registries

The Internet banking service for corporate clients complies with up-to-date information security requirements. The privacy of the incoming and outgoing information is insured by means of implementing latest top-of-the-line encryption methods. These methods substitute client's hand signature on an electronic document. By following our simple security rules you minimize risks typically associated with Internet banking.

The Service interface language could be instantly switched from English to Russian and back by clicking the **EN** icon in the top right corner.



1.1 Terms and definitions

The Internet banking for corporate clients

The Internet banking service for corporate clients Faktura.ru allows managing bank ruble and foreign currency accounts in real time from any personal computer with stable Internet connection.

E-document

An e-document is a document that contains certain electronic information, corresponds to the service format and is typically signed by an electronic signature.

E-signature, enhanced signature

An electronic signature is a piece of information attributed to an electronic document, protecting it from forgery, obtained as a result of information encryption by means of a signature key. A signature is used to identify the owner of the signature verification certificate, as well as to confirm the integrity of information in an electronic document.

Signature key

A signature key is a unique character sequence, which combines a private key and a public key of a signature. It is used as a substitute for a handwritten signature.

Signature verification key

A signature verification key is a unique character sequence directly connected to the signature key and used for signature validation verification.

Owner of signature verification certificate

The owner is a person, possessing signature verification key in accordance with the procedure established by the Federal law.

Login

A login is a unique sequence of letters, numerals and characters that you use to access (to log into) the Service. Your login is always used with your password.

Password

A password is a secret letters and numbers combination used to access the private signature key or login. A password to a signature key is issued by the bank.

Login and password are required to access the Internet banking service. A temporary password is issued along with login to access the Internet banking service for the first time. The client should then create a new password ([Learn more](#)).

Smart key dongle

A smart key dongle is a portable hardware-software device used for information encryption. It is designed to store a signature key, a signature verification certificate and other information. Smart



key dongles have protected memory, reading or copying the data stored on the Smart key dongle is impossible ([Learn more](#)).

Password

A password is a secret sequence used with a signature verification key or with a login. A password to a signature verification key is issued by your bank.

To log into the Internet banking service with a login you also need to have a password. Before logging into the Service for the first time you will receive a temporary password, which needs to be mandatory changed to a permanent password in the Service ([learn more](#)).

One-time password

A one-time password is a password received in a text message (SMS). A text message is sent to the phone number stated in the agreement with the bank. A one-time password substitutes client's signature and is used to confirm client's actions and operations in the Internet banking service ([Learn more](#)).

Intermediary bank

An intermediary bank is a banking institution, managing payee's bank account.

Payee's bank

A payee's bank is a banking institution, managing payee's account.

Non-resident

A non-resident is a legally registered by foreign legislation legal entity or an organization that is not considered a legal entity, as well as their branches, representative offices and other organizational units and departments, located either outside or inside the territory of the Russian Federation.

Resident

A resident is a legal entity or sole entrepreneur as well as those located outside the territory of the Russian Federation and their affiliated branches, legally registered according the Russian Federal law.

Currency operations

Currency operations comprise a list of operations set by section 9, article 1 of Federal law № 173-ФЗ of the Russian Federation «Concerning Currency Regulation and Currency Control» of December 10, 2003 («Федеральный закон № 173-ФЗ «О валютном регулировании и валютном контроле» от 10.12.2003 г.»).

Licensed forex bank

A licensed forex bank is a banking institution established according to the laws of the Russian Federation and possessing permits to execute foreign currency transactions under the License of the Central bank of the Russian Federation. Branches of banking institutions registered according



to foreign legislation and licensed to execute foreign currency transactions can also perform as licensed forex banks.

Certificate

A certificate is a unique electronic credential, which helps to determine the identity of its owner. A certificate is used for user authorization, as well as for signing and sending documents.

Private key of signature

A private key of a signature is a signature verification key or a private encryption key.

Public key of a signature

A public key of a signature is a signature verification key or a public encryption key.

1.2 Hardware and software requirements

The following hardware and software requirements should be met in order to use the Internet banking service without complications:

A personal computer running Windows XP SP3, 7, 8, 10 or A Mac computer running Mac OS X 10.10 or 10.11

a stable Internet connection;

[a Smart-key](#) or [a certificate file](#);

a cell-phone (optional);

Latest versions of Google Chrome, Opera, Mozilla Firefox (version 42 and lower) or Internet Explorer, versions from 8 to 11. or Latest versions of Safari or Mozilla Firefox (64-bit).

In order to access the Internet banking service via a remote server the server PC needs to run a server OS, for instance Windows Server 2003, 2003 R2 or 2008 R2, etc. If the server PC runs a user OS, for example Windows XP or Windows 7, the remote access to the Service will not be possible.

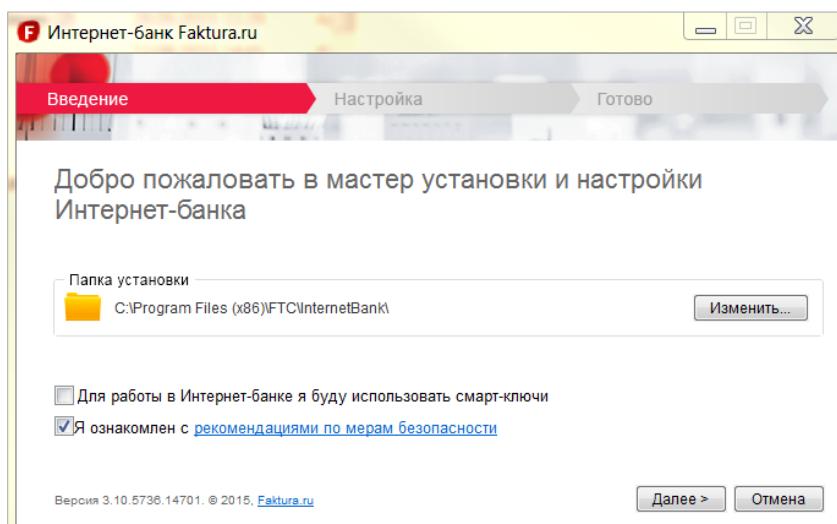
To learn more about software requirements please refer to the Faktura.ru web site, page «[Настроить компьютер для работы в Интернет-банке \(Customer support and settings\)](#)» (please note that this page is in Russian).



1.3 Getting started

If you are planning to log into the Internet banking service using [a certificate in a file](#) or [a certificate on a Smart key dongle](#), please perform a preliminary setting up, following these steps:

1. Go to Faktura.ru, the «[Поддержка, настройки \(Customer support and settings\)](#)» section.
2. Choose the OS you are using and click «Скачать программное обеспечение (Download software)».
3. If you use Windows OS and Google Chrome (version 42 and above) – [install the corresponding Chrome extension](#); for Opera (version 31 and above) – [install the corresponding Opera extension](#).
4. Save and then launch the Installation wizard – «InternetBankSetup.exe».



5. Follow the on-screen instructions in the setup window.
6. Click the «Finish (Завершить)» button to complete the installation.



2. The log in procedure

Please carefully read the recommendations on using the Service prior to first log in.

Rules of safe and secure work

It is strongly advised to follow these rules in order to ensure a secure access to Faktura.ru service:

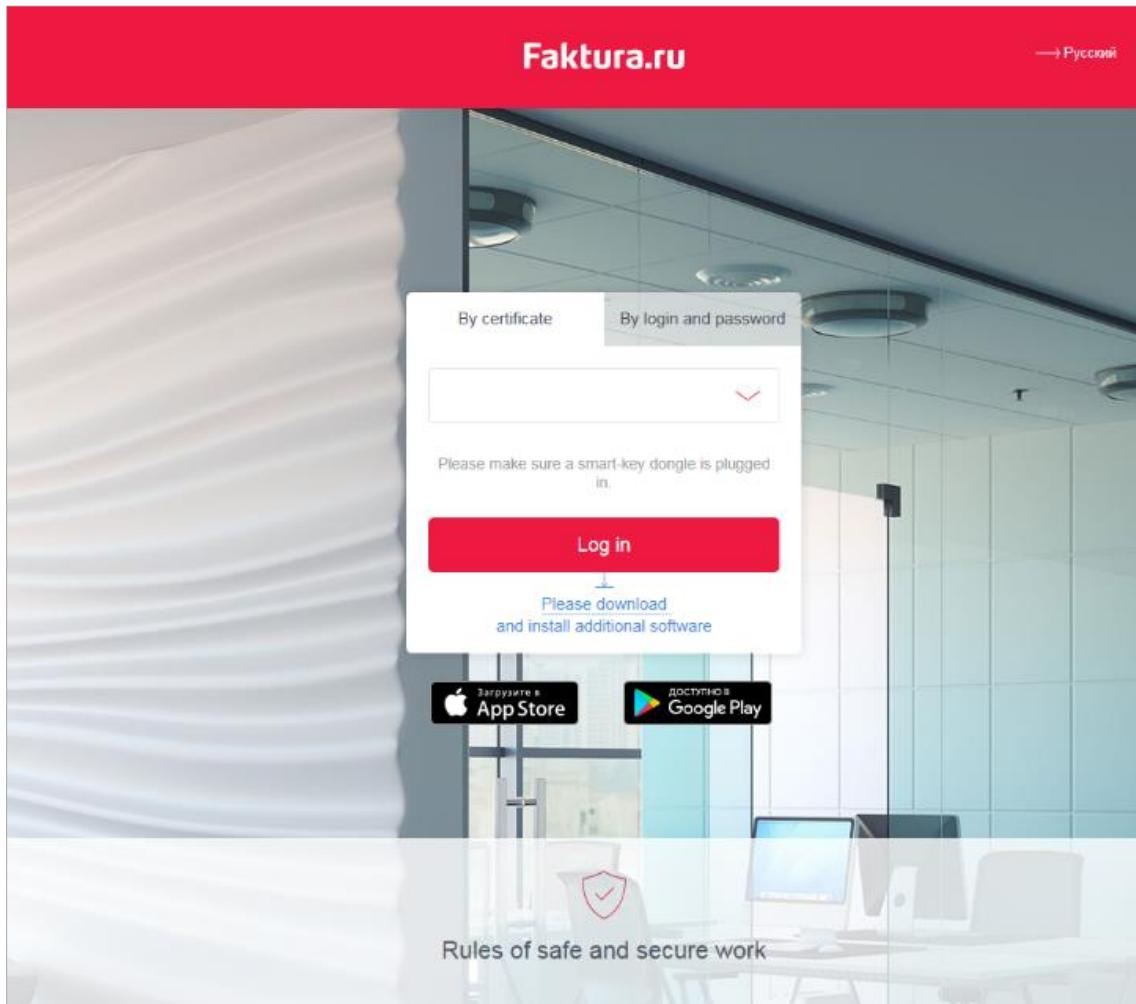
- Keep your key mediums (smart-key dongles, USB flash drives, CDs) in places inaccessible for third parties. Do not keep your keys on a hard drive, in network directories and other publicly available resources, or always use encryption.
- Keep in secret your key access password, do not write it down on stickers or store it on key mediums, never tell your password anybody over the phone, even bank's employees.
- Use e-mail or text message (SMS) informing to get information on sent payments. If you suspect any fraud activity, contact the bank immediately!
- Employ built-in lock options on your mobile device (login/password, PIN or finger print).

It is recommended to follow these basic rules of data protection on personal computers:

- Please use only trusted computers with licensed software, an antivirus and a firewall. Perform regular antivirus computer scanning and update your browsers and antivirus databases in due time.
- Do not open suspicious e-mail and attached files from unknown senders, never click hyperlinks in such messages.
- Do not use an administrator account in your OS unless necessary. Perform regular tasks under a non-administrator account.
- Do not setup unwanted software and add-ons from the Internet.
- It is advised to use a separate computer for working in the Internet banking service.
- Do not keep login and password on publicly available computer devices.
- Keep in secret your bank card number, its expiration date, CVV/CVC and batch code.

The log in procedure can be performed using:

- [A certificate file](#)
- [A certificate on a Smart key dongle](#)
- [A login and a password](#)



2.1 Log in with a certificate file

Please note that you need to have an additional software utility installed on your machine to log in with a certificate.

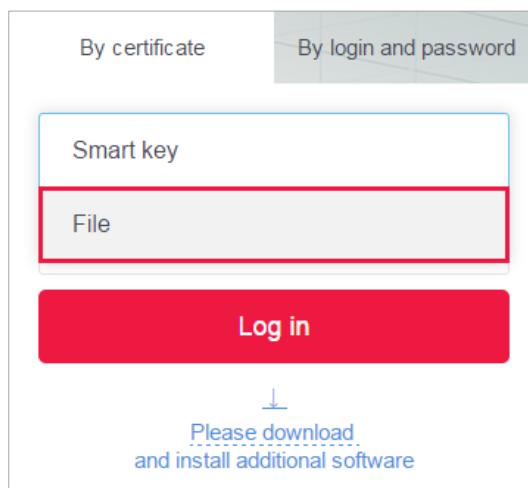


Also please take into consideration that using a certificate in a file is not the safest way of authorizing in the Service. To further protect your data please use a Smart key dongle.

To log in the Internet banking service using a certificate file, please perform the following steps:

1. Plug in a medium (a USB device, a CD or DVD) containing your certificate.
2. Go to <https://www.faktura.ru/f2b/>.
3. Choose «File» from the drop down menu on the login page.





4. Scroll down the page and carefully read the Internet banking service security rules and recommendations.

 Rules of safe and secure work

It is strongly advised to follow these rules in order to ensure a secure access to Faktura.ru service:

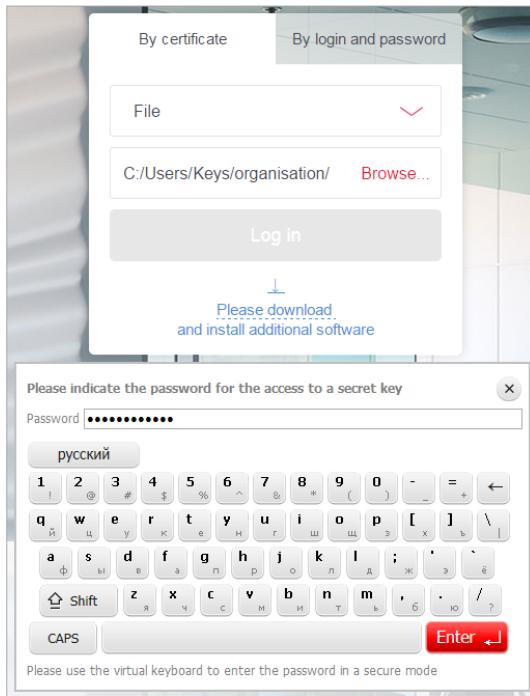
-  Keep your key mediums (smart-key dongles, USB flash drives, CDs) in places inaccessible for third parties. Do not keep your keys on a hard drive, in network directories and other publicly available resources, or always use encryption.
-  Keep in secret your key access password, do not write it down on stickers or store it on key mediums, never tell your password anybody over the phone, even bank's employees.
-  Use e-mail or text message (SMS) informing to get information on sent payments. If you suspect any fraud activity, contact the bank immediately!
-  Employ built-in lock options on your mobile device (login/password, PIN or finger print).

It is recommended to follow these basic rules of data protection on personal computers:

-  Please use only trusted computers with licensed software, an antivirus and a firewall. Perform regular antivirus computer scanning and update your browsers and antivirus databases in due time.
-  Do not open suspicious e-mail and attached files from unknown senders, never click hyperlinks in such messages.
-  Do not use an administrator account in your OS unless necessary. Perform regular tasks under a non-administrator account.
-  Do not setup unwanted software and add-ons from the Internet.
-  It is advised to use a separate computer for working in the Internet banking service.
-  Do not keep login and password on publicly available computer devices.
-  Keep in secret your bank card number, its expiration date, CVV/CVC and batch code.

5. Click the «Browse» button and choose the folder containing your key (default file name and extension – prv_key.pfx) to specify a folder containing the certificate.
6. Click the «Log in» button.
7. Enter the password to your key. It is recommended to use the pop-up on-screen keyboard for maximum security, as some types of malware might capture and record keys pressed on your keyboard.





If the password was correct, the login process should be successful. You will be redirected to [the home page](#) of the Internet banking service.

2.2 Log in with certificate on a Smart key dongle

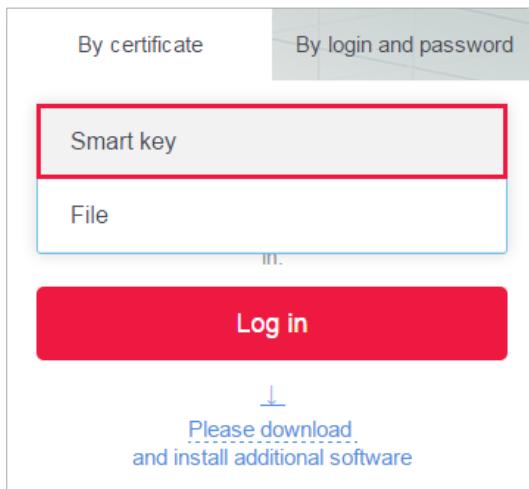


Please note that you need to have [an additional software utility](#) installed on your machine to log in with a certificate.

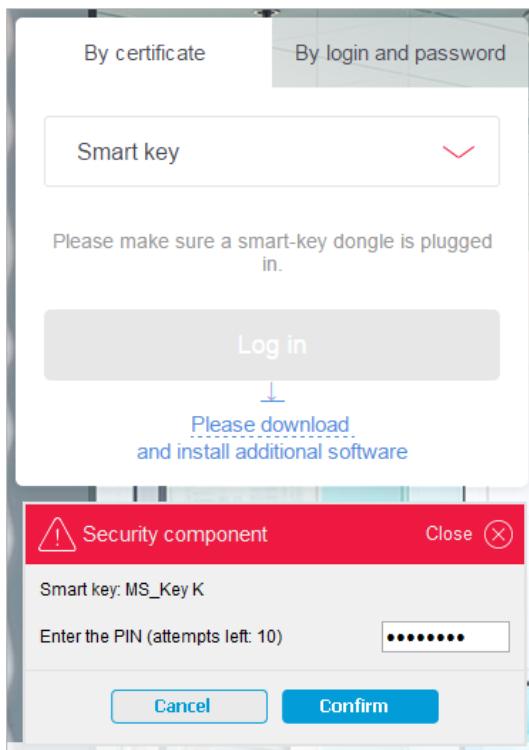
To log in the Internet banking service with a certificate on a Smart key dongle, please perform the following steps:

1. Plug in a Smart key dongle containing your certificate.
2. Go to <https://www.faktura.ru/f2b/>.
3. Choose «Smart key» from the drop down menu on the login page.





4. Carefully read the Internet banking service security rules and recommendations.
5. Click the «Log in» button.
6. Enter the password to your certificate on the Smart key dongle. It is recommended to use the pop-up on-screen keyboard for maximum security, as some types of malware might capture and record keys pressed on your keyboard.



If the password was correct, the log in process will be successful. You will be redirected to the [home page](#) of the Internet banking service.



2.2.1 Log in with a certificate via SafeTouch

This feature is not available by default for all the banks and is not enabled for all the clients. Learn more about the availability of the feature and its options by contacting the Customer service center in your bank.

Please note that the SafeTouch device can be used in the Faktura.ru banking service only with GOST (ГОСТ) USB Smart key dongles (learn more about [types of Smart key dongles](#)).

If the SafeTouch feature is enabled for you, you will be able to [get user login and password](#) to log into the Service and create documents this way, however you would need to use the SafeTouch device and a Smart key dongle to sign and send documents to the bank. Please contact the Customer service center in your bank to explore the options.

The SafeTouch device is a reader device for USB Smart key dongles that provide maximum level of security by showing key information on a document being signed on a device display.



So, if a document was meddled with by a fraudulent person, you will see true details of a payment order on the device's display. No document will be signed until you press the sign button on the body of your device. Even if your bank allows you to log into the Service only using the SafeTouch device (contact your bank to learn more) and a fraudulent person managed to gain control over your PC, this person will not be able to sign and send documents to the bank.

The device should be plugged into your PC via a USB port with a provided cable.

The log in procedure when using the SafeTouch device visually is not in any way different from logging in with just the Smart key dongle. Learn more in «[Signing documents via SafeTouch](#)» and «[SafeTouch USB token reader device](#)» chapters.



2.2.2 Signing documents via SafeTouch

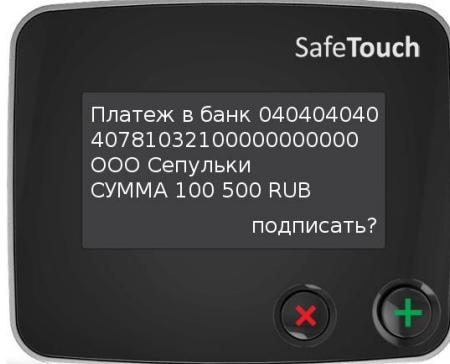
This feature is not available by default for all the banks and is not enabled for all the clients. Learn more about the availability of the feature and its options by contacting the Customer service center in your bank.



Please note that the SafeTouch device can be used in the Faktura.ru banking service only with GOST (ГОСТ) USB Smart key dongles (learn more about [types of Smart key dongles](#)).

Please note that you cannot perform a package signing when using a SafeTouch device for logging in.

In order to sign a document using a certificate or with a one-time password (when logged in with a login and password), you need to click the «Sign»/«Send» button in the signing window. However, when you use SafeTouch to log into the Service and to sign documents, the key details of a document are shown not on your computer display, but rather on the SafeTouch display.



In order to sign a document you need to physically press the «+» button with your finger on the device. To decline signing the document press the «-» button. Please note that not all types of documents in the Service need to be signed by pressing the «+» button.

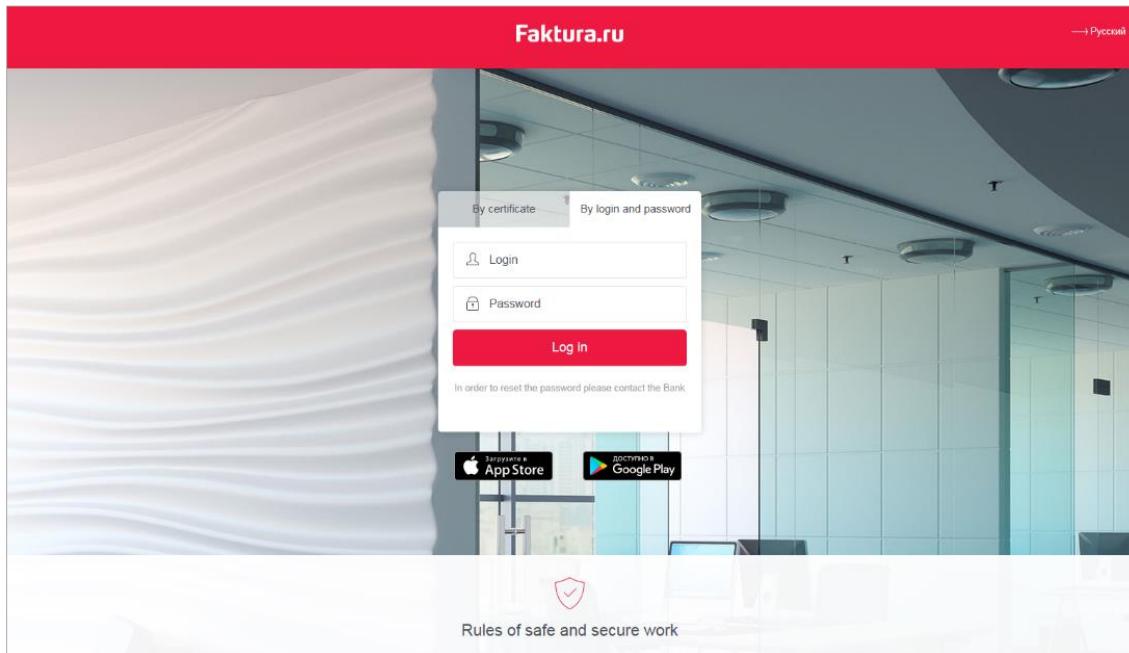
2.3 Using login and password



Please note that the availability of the following features depends on the partner bank. To learn more please contact your bank.

The login and password authentication in the Internet banking service simplifies the authorization process, as well as allows using the Service on a tablet or on a smartphone (learn more in the «Mobile version of the Internet banking service for corporate clients» user manual (in Russian) by visiting the [«User manual web page»](#)). Also, you do not need to [install additional software](#) when logging only with a login and a password.





Information and transactions security is insured by means of one-time passwords received in a text message (SMS) that substitutes client's signature.

2.3.1 How to get user login

Please note that the availability of the following features depends on the partner bank. To learn more please contact your bank.

There are two ways to get a user login:

1. By referring to the nearest bank branch. Prior to that, please contact the Customer Service Center and make sure the bank provides this feature.
2. By receiving it through the Internet banking service interface. Please perform the following steps:
 - a) Go to the «Mobile version» section in the Services column.
 - b) Click the «Activate» link.
 - c) Come up with a login and enter it in the corresponding field. Next, read the Terms of Service and check the checkbox at the bottom of the window. If the entered login does not meet the requirements, you will be asked to come up with another login.
 - d) Click the «Send» button.
 - e) Sign the application by clicking the «Sign» button in the window ([learn more](#)). The application will be sent to the bank.



- f) When the application is approved by the bank, you should receive a text message (SMS) containing a temporary password. The text message will be sent to the phone number stated in your agreement with the bank;
- g) The login and the password now can be used to access the Internet banking service.

2.3.2 Log in with login a password

Please note that depending on you bank you might be asked to enter a one-time password from a text message (SMS) to confirm you have logged into the Service.

Do not write down you login and/or password, do not keep files with login and password on your PC or mobile devices!

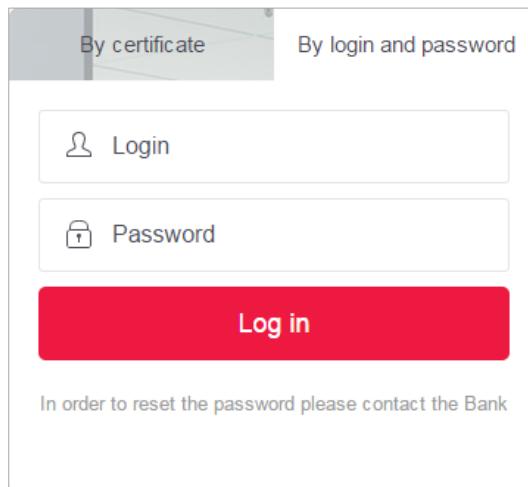
Do not tell your password to anyone!

If your login and/or are lost or you suspect it might have been compromised, please contact the Customer service center in your bank immediately!

To log in the Internet baking service with login and password please do the following:

1. Go to <https://www.faktura.ru/f2b/>.
2. On the login page, click «By login and password».





- Carefully read Service rules and security recommendations when working with the Internet banking service listed below.



Rules of safe and secure work

It is strongly advised to follow these rules in order to ensure a secure access to Faktura.ru service:

-  Keep your key mediums (smart-key dongles, USB flash drives, CDs) in places inaccessible for third parties. Do not keep your keys on a hard drive, in network directories and other publicly available resources, or always use encryption.
-  Keep in secret your key access password, do not write it down on stickers or store it on key mediums, never tell your password anybody over the phone, even bank's employees.
-  Use e-mail or text message (SMS) informing to get information on sent payments. If you suspect any fraud activity, contact the bank immediately!
-  Employ built-in lock options on your mobile device (login/password, PIN or finger print).

It is recommended to follow these basic rules of data protection on personal computers:

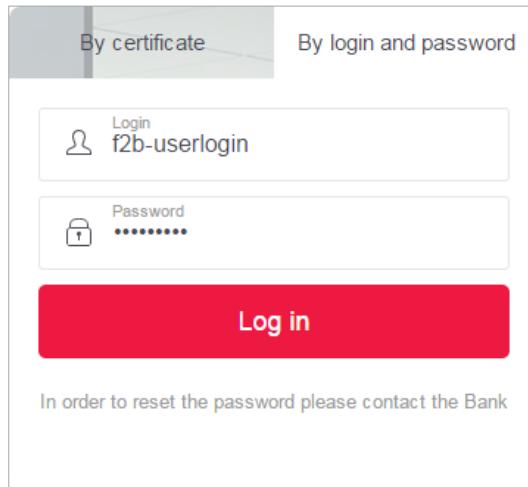
-  Please use only trusted computers with licensed software, an antivirus and a firewall. Perform regular antivirus computer scanning and update your browsers and antivirus databases in due time.
-  Do not open suspicious e-mail and attached files from unknown senders, never click hyperlinks in such messages.
-  Do not use an administrator account in your OS unless necessary. Perform regular tasks under a non-administrator account.
-  Do not setup unwanted software and add-ons from the Internet.
-  It is advised to use a separate computer for working in the Internet banking service.
-  Do not keep login and password on publicly available computer devices.
-  Keep in secret your bank card number, its expiration date, CVV/CVC and batch code.

- Enter your login and password into the corresponding fields.



Please note that the «f2b-» prefix that is needed to log in, is already indicated and cannot be edited.





5. Click the «Log in» button.



Please note that depending on the bank security rules you might be asked to enter one time password delivered via a text message (SMS) to confirm the operation.

If the input password is correct, the log in process will be successful. You will be redirected to the Internet banking service [home page](#).

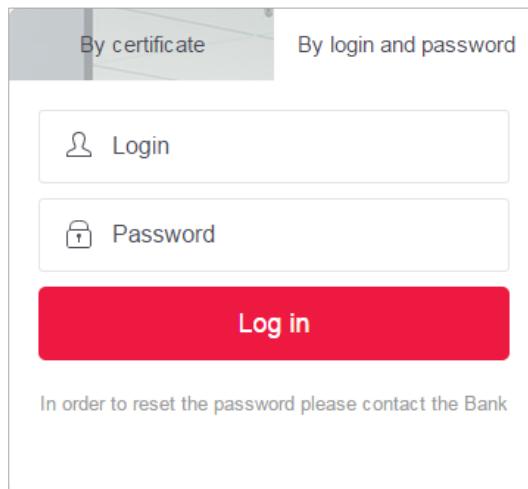
2.3.2.1 Mandatory temporary password changing

Log in with login and password does not require installation of any additional software or adjustment of your system or browser settings to use the Service, but upon your first log in you do need to change your temporary password to a permanent one for safety reasons. A temporary password will be sent via a text message (SMS) to the phone number stated in your agreement with the bank. You will be asked to enter a new permanent password.

The first log in procedure is almost the same as the [log in procedure](#). An additional mandatory step is entering a new permanent password. Please perform the following steps:

1. Go to <https://www.faktura.ru/f2b/>.
2. On the login page, click «By login and password».





3. Scroll the page down and carefully read the Rules of safe and secure work.



Rules of safe and secure work

It is strongly advised to follow these rules in order to ensure a secure access to Faktura.ru service:

-  Keep your key mediums (smart-key dongles, USB flash drives, CDs) in places inaccessible for third parties. Do not keep your keys on a hard drive, in network directories and other publicly available resources, or always use encryption.
-  Keep in secret your key access password, do not write it down on stickers or store it on key mediums, never tell your password anybody over the phone, even bank's employees.
-  Use e-mail or text message (SMS) informing to get information on sent payments. If you suspect any fraud activity, contact the bank immediately!
-  Employ built-in lock options on your mobile device (login/password, PIN or finger print).

It is recommended to follow these basic rules of data protection on personal computers:

-  Please use only trusted computers with licensed software, an antivirus and a firewall. Perform regular antivirus computer scanning and update your browsers and antivirus databases in due time.
-  Do not open suspicious e-mail and attached files from unknown senders, never click hyperlinks in such messages.
-  Do not use an administrator account in your OS unless necessary. Perform regular tasks under a non-administrator account.
-  Do not setup unwanted software and add-ons from the Internet.
-  It is advised to use a separate computer for working in the Internet banking service.
-  Do not keep login and password on publicly available computer devices.
-  Keep in secret your bank card number, its expiration date, CVV/CVC and batch code.

4. Enter your login and password into the form.



Please note that the «f2b-» prefix that is needed to log in, is already indicated and cannot be edited.



In order to reset the password please contact the Bank

5. Click «Log in».
6. The password changing window will open. Carefully read recommendations for creation of permanent password.
7. In the «temporary password» field indicate you temporary password provided by the bank.
8. Come up with a new password and enter it in the «New password» field.
9. Enter the new password again in the «Repeat password» field to rule out any typos.
10. Click the «Change» button below.



Please note that depending on you bank you might be asked to enter a one-time password from a text message (SMS) to confirm your action.

If the action was successful, you will be authorized in the Service and redirected to the Internet banking service [home page](#) of the Internet banking service. The permanent password will be used at next log in.

2.3.3 Confirmation of operations and actions via one-time password

One-time passwords from text messages (SMS) are used to sign documents when you have logged in the Service with login and password.

With one-time passwords you can sign the same types of documents as with a certificate.

To sign the document click the «Send» or «Sign» button. The print version of the document will open. At the same time, a text message will be sent to the phone number stated in your agreement with the bank. The message contains a one-time password. The active time of a password is 10 minutes. Enter the one-time password in the corresponding field, and then click the «Confirm» button.

Confirm send document to bank

Поступ. в банк плат.		Списано со сч. плат.		0401060	<input type="button" value="Close"/>
ПЛАТЕЖНОЕ ПОРУЧЕНИЕ N 12		19.08.2016	Дата	Вид платежа	<input type="text"/>
Сумма прописью	Один рубль 00 копеек				
ИНН 5435645645	КПП 323355567	Сумма	1-00		
ООО "Олимп"		Сч. N	40817810564564642313		
Плательщик:		БИК	045017666		
НАРОДНЫЙ РЕГИОНАЛЬНЫЙ БАНК г. Новосибирск		Сч. N	30101810500000000799		
Банк плательщика		БИК	049209778		
"АНКОР БАНК" (ОАО) ГКАЗАНЬ		Сч. N	30101810300000000778		
Банк получателя		Сч. N	40817810464169088907		
ИНН	КПП				
7		Вид оп.	01	Срок плат.	
Получатель		Наз. пл.		Очер. плат.	5
		Код		Рез. поле	
A text message (SMS) with a one-time password was sent to the registered phone number. Enter the one-time password to confirm the operation.					
<input type="text"/> <input type="button" value="Continue"/>					

If the one-time password is entered correctly, the operation will be confirmed.

You can also sign multiple document by one one-time password ([learn more](#)).



Never share received one time password from text messages (SMS) with anyone, even with bank employees!



3. Home page



Please note that depending on your bank visual style, elements and layout of the home page may differ from those used in this manual.

After the password was correctly entered, the identification will be executed, and you will be redirected to the home page of the Service. Depending on your bank you will see one of the two variants of the home page:

- **The home page with accounts and available funds.** This home page consists of the following segments:
 1. Segment containing information about last session, comprising a link to the «Sessions log» page.
 2. The services column.
 3. The banner ad that can be minimized/maximized by clicking the «Hide/Show» link, which is visible when the pointer is over the banner.
 4. The information segment on available funds and links to account information.
 5. [The contractor check-up](#) field.
 6. The currency rates segment.
 7. The Internet banking service news feed, which comprises a link to the news page.

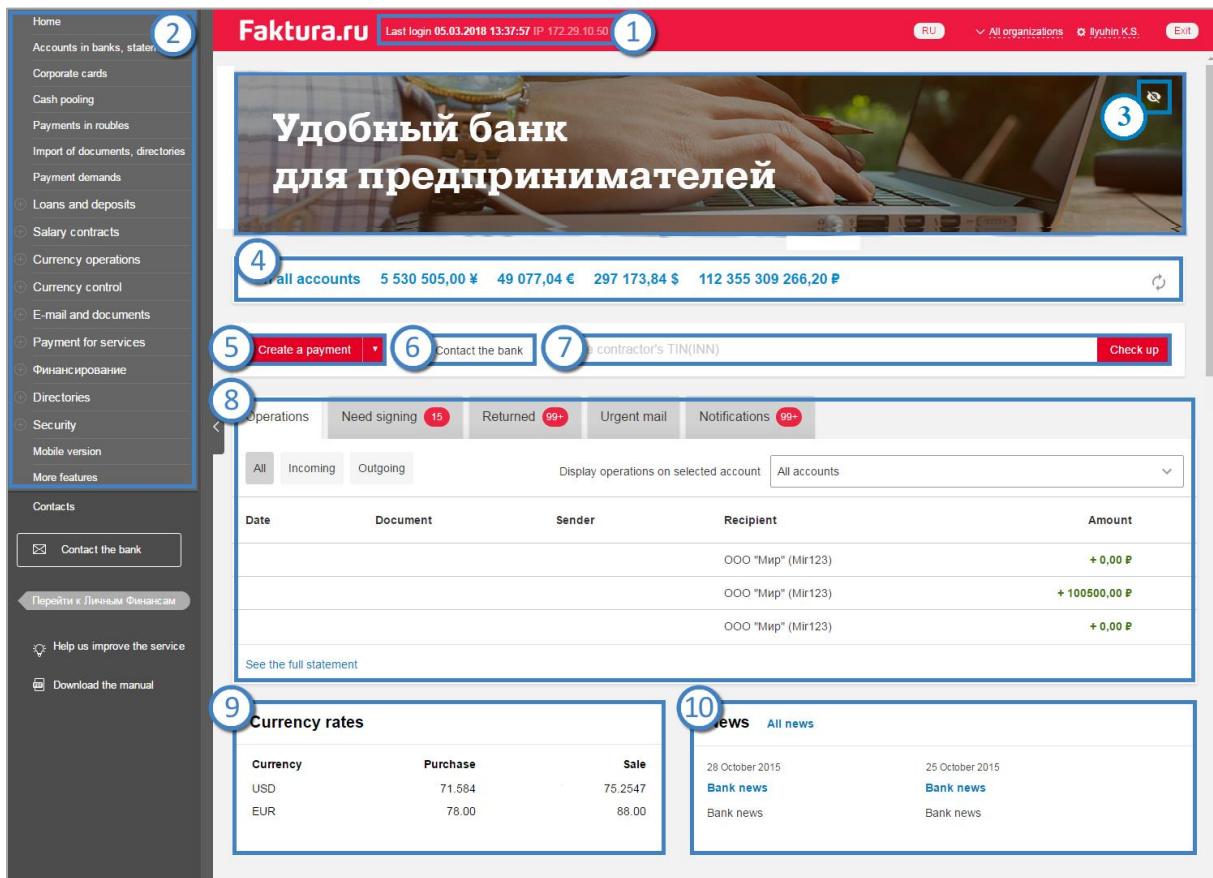
The screenshot shows the Faktura.ru home page with the following visible elements and their labels:

- 1.** Top right corner: Last login 21.10.2016 09:38:47 IP 172.29.11.61
- 2.** Left sidebar menu: Home, Accounts in banks, statements, Payments in roubles, Import of documents, directories, Loans and deposits, Salary contracts, Currency operations, E-mail and documents, Payment for services, Directories, Security, Mobile version, Contacts, Contact the bank, Help us improve the service.
- 3.** Center top: Welcome message "Добро пожаловать в новый Интернет-банк!" (Welcome to the new Internet Bank!), Faktura.ru logo, and a red ribbon graphic.
- 4.** Center left: Available funds section for Wayne Enterprises, Inc. and Wayne Tech, Inc., listing accounts with their main balance and planned balance.
- 5.** Center right: Contractor check-up section with a field to "Type in TIN(INN)".
- 6.** Bottom right: Currency rates section for EUR and USD.
- 7.** Bottom right: News feed section with items dated 28 October 2015, 10 March 2015, and 31 March 2015.

- **The home page with information on overall available funds and documents in different states.** This home page consists of the following segments:



1. The information on the last visit to the Service that comprises a link to the «Sessions log».
2. The services column.
3. The banner ad that can be hidden by clicking the  icon.
4. The information segment on available funds in different currencies. The corresponding page with accounts in certain currency will open upon clicking the available funds amount.
5. The quick payment button. By clicking the  icon you can view/hide the list of available payment orders.
6. The «Contact the bank» button.
7. The [contractor Check-up](#) segment.
8. Tabs with operations in different states. Here you can view and manage payment documents. The marker on the «Need signing» tab shows the number of documents the need to be signed, the marker on «Returned», «Urgent mail» and «Notifications» tabs show the number of unread documents.
9. The currency rates segment.
10. Bank news.



The screenshot shows the Faktura.ru homepage with several features highlighted:

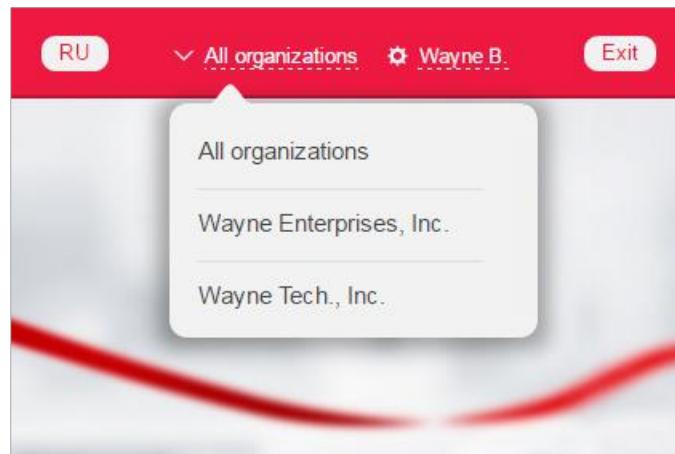
- 1**: Top right corner showing "Last login 05.03.2018 13:37:57 IP 172.29.10.50".
- 2**: Left sidebar menu with items like "Accounts in banks, state", "Corporate cards", "Cash pooling", etc.
- 3**: Banner ad with a trash icon in the top right corner.
- 4**: Available funds summary: "All accounts 5 530 505,00 ₽ 49 077,04 € 297 173,84 \$ 112 355 309 266,20 ₽".
- 5**: "Create a payment" button.
- 6**: "Contact the bank" button.
- 7**: "contractor's TIN(INN)" input field.
- 8**: Tab navigation for "Operations", "Need signing" (with 15 notifications), "Returned" (with 99+ notifications), "Urgent mail" (with 99+ notifications), and "Notifications" (with 99+ notifications).
- 9**: "Currency rates" section showing rates for USD and EUR.
- 10**: "Bank news" section with news items from 28 October 2015 and 25 October 2015.

To navigate the Internet banking service interface, click on the sections and subsections of the Services column. Sections marked with the icon  on the left contain associated subsections.

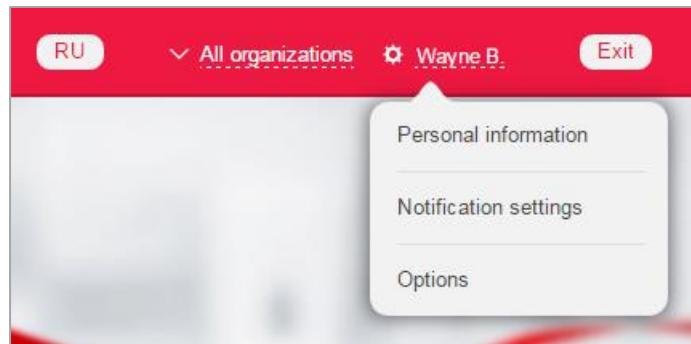
Services column can be maximized or minimized by clicking the arrow  button. The Customer service center contacts are available by clicking the «Contacts» link at the bottom of the Services column.

The following features are located on the top panel:

- «Last login DD.MM.YYYY hh:mm:ss IP» indicates the date, time and the last IP–address was used to access the Service. The text also comprises a link to the «**Security → Sessions log**» page.
- The «All organizations link» link unfolds a drop down menu with all the organizations available in the Service for the current client:



- The link to a personal settings menu with your last name and initials:



- The button  for changing the interface language on the top panel. Click the  button to change it back.
- The exit  button. Click the button to terminate the session and log out of the Service.

To reenter the Service simply click the «log in» link.



Faktura.ru

A session on the Internet Bank completed

You can [log in](#) again.



4. Standard operations with documents

This sections contains detailed descriptions of certain standard procedures available in the Internet banking service.

The standard document procedures are:

- [Saving and sending a document](#)
- [Package signing](#)
- [Copying, editing and deleting](#)
- [Filtering](#)
- [Sorting order](#)
- [Viewing statuses](#)
- [1C:Enterprise](#)
- [Printing and exporting](#)
- [Archiving](#)
- [Collective signing, printing, exporting, deleting](#)

To perform an operation with a document in any section simply check the corresponding checkbox on the left. All available operations for this document will be shown on the instruments panel.

You will see a pop-up message on a green background when an operation is performed.

The screenshot shows the Faktura.ru interface for managing payments in rubles. On the left, there's a sidebar with various menu items like 'Home', 'Accounts in banks, statements', 'Payments in roubles', 'Import of documents, directories', 'Loans and deposits', 'Salary contracts', 'Currency operations', 'E-mail and documents', 'Payment for services', 'Directories', 'Security', 'Mobile version', 'Contacts', and 'Contact developers'. The main area is titled 'Payments in roubles' and lists several payment orders. Each row includes columns for 'Document', 'Status', 'Signatures', 'Amount', 'Payer', 'Payee', and 'Purpose'. Some rows show status icons like 'Processed' with a green checkmark or 'Signed' with a blue checkmark. A green pop-up message in the center of the screen says 'The payment orders have been successfully sent.' There are also some small error messages like 'X Document' and 'X Closed out'.

Document	Status	Signatures	Amount	Payer	Payee	Purpose
Nº 444 05.12.2016	<input checked="" type="checkbox"/>	Processed 06.12.2016	1-00	EUROPE LIMITED 40702810600000002563	Bank of the Prophet, Columbia	Tax-free (VAT) 30111810981234567895
Nº 443 05.12.2016	<input checked="" type="checkbox"/>	Processed 06.12.2016	100 000	EUROPE LIMITED 40702810800000002563	Rose Walker	Tax-free (VAT) 30111810981234567895
Nº 442 05.12.2016	<input checked="" type="checkbox"/>	Processed 06.12.2016	66 666-00	EUROPE LIMITED 40702810800000002563	Aperture Science, Ltd	Tax-free (VAT) 30111810981234567891
Nº 441 05.12.2016	<input checked="" type="checkbox"/>	Processed 06.12.2016	100 000 000-00	EUROPE LIMITED 40702810800000002563	Wayne Enterprises	X Tax-free (VAT) 30111810981234567892
Nº 6501 05.12.2016	<input checked="" type="checkbox"/>	Signed 05.12.2016	386-00	Prime Ltd. Co. 40702810600000011000	Umrella Corp.	Tax-free (VAT) 30111810981234567893
Nº 6500 05.12.2016	<input checked="" type="checkbox"/>	Signed 05.12.2016	386-00	Prime Ltd. Co. 40702810500000011000	Astergo Industries	Tax-free (VAT) 30111810981234567894
Nº 5064 05.12.2016	<input checked="" type="checkbox"/>	Prepared 05.12.2016	9 386-00	Prime Ltd. Co. 45206810701020701000	Sarah Jane Smith	Tax-free (VAT) 30111810981234567895
Nº 6055 05.12.2016	<input checked="" type="checkbox"/>	Processed 05.12.2016	986-00	Prime Ltd. Co. 45206810701020701000	Meriadoc Brandybuck	Tax-free (VAT) 30111810981234567897
Nº 5055 05.12.2016	<input checked="" type="checkbox"/>	Processed 05.12.2016	986-00	Prime Ltd. Co. 45206810701020701000	Aperture Science, Ltd.	Tax-free (VAT) 30111810981234567898
Nº 5054 05.12.2016	<input checked="" type="checkbox"/>	Returned 05.12.2016	786-00	Prime Ltd. Co. 45206810701020701000	Sanif Industries	Tax-free (VAT) 30111810981234567899
Nº 5053 05.12.2016	<input checked="" type="checkbox"/>	Closed out 05.12.2016	70 086-00	Prime Ltd. Co. 45206810701020701000	Diana Prince	Tax-free (VAT) 30111810981234567890

The message will close automatically in a few seconds.

4.1 Saving and sending documents

Most document forms in the Internet banking service can be sent and saved.

To **send a document** to the bank, click the «Send» button.

To **save a document** in the Service for further editing and sending, click the «Save» button.

In both cases the document will be checked against discrepancies, errors and incorrect value formats.

Fields containing discrepancies and errors are highlighted with a red color. Such fields, when hovered over with a pointer, are annotated with an error text. If the document contains at least one field highlighted with a red color, it cannot be sent to the bank until the errors are corrected. All fields highlighted with a red color have to be corrected to send the document to the bank.

If the document has fields highlighted with an orange color, please check if they are filled in correctly. Documents with fields highlighted with an orange color can be sent to the bank without any changes.

When the document is edited, check all fields one more time and click the «Save» or «Send» button, correspondingly:

- «Save» → In case all errors were corrected, the saved document will appear in the list of payments with the «Prepared»  status.
- «Save» → In case all errors were corrected, the document signing form will open.

Sign the document?

Поступ. в банк плат.	Списано со сч. плат.	0401060	
ПЛАТЕЖНОЕ ПОРУЧЕНИЕ N 100069		19.05.2014	электронно
Сумма прописью	Одна тысяча рублей 00 копеек	Дата	Вид платежа
ИИН 123406789987 КПП Ступром		Сумма	1 000-00
		Сч. Н	40817810512345678978
			045025728
		Сч. Н	30102810500000028700
			30101810500000000799
Плательщик		БИК	045017666
БАНК 1 Москва		Сч. Н	40702810123456987452
Банк плательщика			
БАНК 2 Г.НОВОСИБИРСК		БИК	
Банк получателя		Сч. Н	
ИИН "ООО "Техсервис"		Сч. Н	
Получатель		Вид оп.	01
			Срок плат.
			Очер. плат.
			5
		Код	Рез. поле
УИН0/// Платеж Без налога (НДС). Эл.платеж FAKTURA.RU			
		<input type="button" value="Cancel"/>	<input type="button" value="Sign"/>



Here two variants are possible:

- If the document requires a joint signing (which is multiple signatures from different people like CEO, chief accountant, etc.) its status will be changed to «Signed»  in the list of payments. The amount of required signatures and corresponding user rights are appointed by the bank employee. The Internet banking service supports the following types of signatures: 1st, 2nd, as well as the possibility of accepting the documents from subsidiaries of the parent organization (acknowledging signature). Documents can be signed in a random order. After the final required signature is received, the document will be automatically sent to the bank.
- If only one signature is required, the document will be sent to the bank immediately after signing. The send document can be viewed in the list of payments with «Sent to the bank»  status. Also, for foreign currency payments there is the «Waiting»  status, which is used for documents with a future date. These kinds of document will be sent to the bank when the indicated date comes. You can only set a date that is not further than 3 days into the future.

Please note that you can sign multiple documents simultaneously in the Internet banking service by choosing them from the list and then clicking the «Send» button (learn more about bundle signing in the [«Package signing» section](#)).

Sign/send a bundle of documents					Close
Document	Payee	Amount	Status	Message	
Плат. пор. №112 from 15.05.2017	ЗАО "Трубопровод"	100-00	To be sent		
Плат. пор. №113 from 15.05.2017	ЗАО "Трубопровод"	100-00	To be sent		
2 documents in amount of 200-00.					Sign

4.1.1 Package signing

Package signing is a process of signing and sending to the bank multiple documents at once. It can be done when logged in with a certificate or via a one-time password when logged in with a login and a password.

When you are logged in with a certificate in a file or on a Smart key dongle first select documents than need to be signed and sent to the bank. You can select up to 20 payment orders in rubles or in foreign currency in separate sections.

In order to sign and send several documents in the statuses «Prepared»  and/or «Signed»  and click the «Send»  / «Sign»  button on the instruments panel, for example on the «Payment orders» page. The package signing window will open:



Sign/send a bundle of documents					Close
Document	Payee	Amount	Status	Message	
Payment order №306 from 22.01.2018	Business Service Ltd.	108-00	To be signed		
Payment order №304 from 22.01.2018	Business Service Ltd.	100-00	To be signed		
2 documents in amount of 208-00.					
					Sign

In order to sign and send documents, please click the «Sign» button. The signing window will open.

Sign the document?

[Close](#)

Поступ. в банк плат.	Списано со сч. плат.	0401060
ПЛАТЕЖНОЕ ПОРУЧЕНИЕ N 306		22.01.2018
Сумма прописью	Сумма 108-00	
ИИН 2222331144 АО "Трубопровод"	КПП	Сумма 108-00
		Сч. N 40702810100000014009
Плательщик	БИК	045025728
НФ КБ "БАНК" Г.Москва	Сч. N	30101810100000000887
Банк плательщика		
ЗАО "БАНК" Г.ЧЕРКЕССК	БИК	049133834
Банк получателя	Сч. N	30101810100000000834
ИИН 5407125000 BUSINESS SERVICE LTD.	Сч. N	10306810452850555555
Получатель	Вид оп.	01
	Срок плат.	
	Наз. пл.	
	Код	5
перевод Без налога (НДС) ///00АА000000;01.2018//ЕЛС00АА000000;01.2018		
Назначение платежа		
<small>⚠ Check the data and the contents of attachments before signing the document.</small>		
 1 2 		Cancel
Sign		

Click the «Sign» button. All the selected documents will be signed and/or sent to the bank.

When you are logged in with a login and a password first select documents than need to be signed and sent to the bank. You can select up to 20 payment orders in rubles or in foreign currency in separate sections.



In order to sign and send several documents in the statuses «Prepared»  and/or «Signed»  and click the «Send»  / «Sign»  button on the instruments panel, for example on the «Payment orders» page. The package signing window will open.

Sign/send a bundle of documents

НФ КБ "БАНК", Г.Москва

Document	Receiver	Amount	State	Message
Payment order №304 from 22.01.2018	Business Service Ltd.	100-00	To be sent	 
Payment order №306 from 22.01.2018	Business Service Ltd.	108-00	To be sent	 
2 documents in amount of 208-00.				

Sign

In order to sign and send documents, please click the «Sign» button. The confirmation window will open.

Confirm sending the documents to the bank

A one-time password was sent to phone number +2 (3XX) XXX-XX-23.
Enter it to confirm the operation.

123456 **Continue**

You can request a new password in 5 minutes

Type in a one-time password from a text message (SMS) and click «Continue». All the selected documents will be signed and/or sent to the bank.

If the selected documents are created under different organizations or have different payer banks or different branches, the list of documents will be divided into groups. You will have to request and type in different one-time passwords for each group:



Sign/send a bundle of documents

BANK, Г. АЛЕЙСК				
Document	Receiver	Amount	State	Message
Payment order №1063 from 08.09.2017	ОАО Промсоцметаллмазбизнесбанк	6 023-00	To be sent	
1 document in amount of 6023-00.				

БАНК (АО), Токио				
Document	Receiver	Amount	State	Message
Payment order №1063 from 08.09.2017	ЗАО Цветик-семицветик	30 000-00	To be sent	
Payment order №1063 from 08.09.2017	ОАО Промсоцметаллмазбизнесбанк	600-00	To be sent	
Payment order №1063 from 08.09.2017	ИП Собачко Полиграф Шарикович	3 666-00	To be sent	
Payment order №1063 from 08.09.2017	ИП Чешуйкина Марина Карповна	2 000-00	To be sent	
4 documents in amount of 36 266-00.				

4.2 Copying, editing and deleting documents

To **copy** an already existing document, select a document from the list and click the «Copy» button on the instruments panel. A new form will open with the same details as in the copied document. All the fields will be available for editing. To save changes click the «Save» button, or click the «Send» button to send it to the bank.

Only documents with the «Prepared» status (not signed) are available for editing. To **edit** a document, choose it from the list and press the «Edit» button on the instruments panel. A form of the prepared document will open where all previously entered information can be edited. The document then can be saved for further editing by clicking the «Save» button or sent to the bank by clicking the «Send» button.

You can delete unwanted or created by accident not signed documents have the «Prepared» status. To **delete** one or more documents, choose a document or documents from the list and click the «Delete» button on the instruments panel. The document or documents will be deleted immediately.

4.3 Filtering documents

In the Service you can filter the documents in a list.

The filtering option is available of most pages of the Internet banking service.

Quick filtering can be enabled by clicking the down arrow icon next to the «Filter» button:



The screenshot shows the Faktura.ru interface for managing payments in rubles. On the left, there's a sidebar with various menu items like Home, Accounts in banks, statements, Payments in roubles, Import of documents, directories, Loans and deposits, Salary contracts, Currency operations, E-mail and documents, Payment for services, Directories, Security, Mobile version, and Contacts. A 'Contact developers' button is also present. The main area displays a table of payment documents with columns for Document number, Date, Status, Amount, Payer, Payee, and Tax-free (VAT) number. At the top of the main area are several action buttons: Refresh, Create, Copy, Edit, Delete, Send, Revoke, Preview, Print, Export, To archive, and Control. A 'Filter' button is located in the top right corner of the main area. A red box highlights this 'Filter' button and the subsequent 'Filter. Payments in rubles' dropdown menu, which lists options: Show all (31), Prepared, Signed, Under confirmation, Sent to the bank, Delivered to the bank, and Accepted by the bank.

Document	Status, signatures	Amount	Payer	Payee	Tax-free (VAT)
Nº 444 06.12.2016	✓ Processed 06.12.2016	1-00	EUROPE LIMITED 40702810800000002563	Bank of the Prophet, Columbia	Tax-free (VAT) 30111810981234567894
Nº 443 06.12.2016	✓ Processed 06.12.2016	100 000	EUROPE LIMITED 40702810800000002563	Rose Walker	Tax-free (VAT) 30111810981234567894
Nº 442 05.12.2016	✓ Processed 06.12.2016	66 666-00	EUROPE LIMITED 40702810800000002563	Aperture Science, Ltd.	Tax-free (VAT) 30111810981234567894
Nº 441 05.12.2016	✓ Processed 06.12.2016	100 000 000-00	EUROPE LIMITED 40702810800000002563	Wayne Enterprises	Tax-free (VAT) 30111810981234567894
Nº 6501 05.12.2016	✉ Signed 05.12.2016	386-00	Prime Ltd. Co. 407028105000000011000	Umbrella Corp.	Tax-free (VAT) 30111810981234567894
Nº 6500 05.12.2016	✉ Signed 05.12.2016	386-00	Prime Ltd. Co. 407028105000000011000	Abstergo Industries	Tax-free (VAT) 30111810981234567894
Nº 5054 05.12.2016	✉ Prepared 05.12.2016	9 386-00	Prime Ltd. Co. 45206810701020701000	Sarah Jane Smith	Tax-free (VAT) 30111810981234567896
Nº 5055 05.12.2016	✓ Processed 06.12.2016	986-00	Prime Ltd. Co. 45206810701020701000	Meriadoc Brandybuck	Tax-free (VAT) 30111810981234567897

To toggle several statuses at once and set other details of payments for filtering, click the «Filter» button, located in the upper right corner of the webpage. The «Filter. Payments in rubles» window will open. Specify the filter parameters in the window and press the «Apply filter» button. One or multiple filter settings can be applied simultaneously.

An example of the «Filter. Payments in rubles» window in the «Payments in rubles» section:

Filter. Payments in roubles

Details of payment document

Document number	<input type="text"/>
Show documents	13.07.2017 20.07.2017
Amount	More or equal to <input type="text"/> RUR
Payer	<input type="text"/> Any
Department	<input type="text"/>
From account	<input type="text"/> Any

Beneficiary

Beneficiary	<input type="text"/>
TIN(INN)	<input type="text"/>
Account	<input type="text"/>
Purpose	<input type="text"/>

Status

<input type="checkbox"/> In all states	<input type="checkbox"/> Signed
<input type="checkbox"/> Prepared	<input type="checkbox"/> Sent to the bank
<input type="checkbox"/> Under confirmation	<input type="checkbox"/> Accepted by the bank
<input type="checkbox"/> Delivered to the bank	<input type="checkbox"/> Partial paid
<input type="checkbox"/> In the registry	<input type="checkbox"/> Processed
<input type="checkbox"/> Being verified	<input type="checkbox"/> Deleted
<input type="checkbox"/> Returned	
<input type="checkbox"/> Waiting	

Buttons

Additional notes:

Some fields are filled in automatically and may not be available for manual editing. For your convenience, some fields could be filled in by clicking the icon and choosing values from the list.

Field	Field description
The «Details of payment document» segment	
Document number	Type in the number of the document you are searching for.
Date	Choose the creation date of the document or time interval (start and end dates).
Amount	Choose one of the available variants: «More or equal to», «Equal to» or «Less or equal to» and type in the certain amount of the funds in Russian rubles.
From account	Choose an account the payment was made from.



The «Beneficiary» segment Type in the beneficiary name, person or organization.

The «Status» segment Mark the statuses of documents you are searching for.

To apply the set filtering parameters click the «Apply filter» button. To reset the filtering parameters click the «Reset filter» button or click the down arrow  icon next to the filter icon and choose the «Show all» variant.

In the «Accounts in banks, statements → Statements» section, the filtering parameters are located on an additional panel right under the instruments panel.

Today	Yesterday	Last 3 days	Week	Month	For period from 07.12.2016  to 07.12.2016 	Apply	More details / Short form
-------	-----------	-------------	------	-------	--	--------------	---------------------------

Set the time period by clicking on of the following buttons: «Today», «Yesterday», «Week», «Month», or set the two dates for a custom time period. Afterwards, click the «Apply» button nearby.

4.4 Setting documents order

You can sort documents in any section in ascending or descending order according to the date or amount of documents or in alphabetical order of bank or organization name. To set the sorting order in a column, click a column headline. Please note that only columns with underlined headlines can be sorted.

<input type="checkbox"/> Document 	Status, signs	Amount	Payer, account in bank	Payee	Purpose
---	---------------	--------	------------------------	-------	---------

To set the sorting order, click the heading of a column. To switch between ascending and descending order click the headline once again.

4.5 Viewing document statuses

Documents in the Service have assigned statuses according to their current stages in the payment process.

The possible document statuses are listed below:

- **Prepared**  — the document is prepared, but has not been sent to the bank.
- **Signed**  — the document is signed, but has not been sent to the bank. The document needs additional signing by an authorized person.
- **Sent to the bank**  — the document is sent to the bank, however the bank did not receive the document yet.
- **Accepted by the bank**  — the document is received by the bank.
- **New**  — not yet reviewed document.
- **Processed**  — the document is entirely processed by the bank. Please note that processing of different types of documents may differ. For example, document «Open a deposit» form is considered processed when the deposit account is opened and is ready for receipt of funds.



- **Returned ↵** — the document was declined by the recipient and returned to the sender with a respective comment or error note.
- **Deleted ✘** — the document in the bank was deleted. The reason for deleting can be viewed in the comment column.
- **Delivered to the bank ↴** — the document is delivered to the bank. Please note that not all the banks use this status.
- **Being verified 🔎** — the document needs additional verification before it can be sent to the bank.

Click the status of a document to learn more about transitions of statuses and view more details.

Document	Status, signs	Amount	Payer, account in bank	Payee	Purpose
No.5 from 15.10.2013	Sent to the bank 15.10.2013 Илюхин	10.00 EUR	ЗАО Трубопровод 4070281000000000025 DEMO int	ZAO Truboprovod	oplata

«State change history for document [Document number] from [date DD.MM.YYYY]» window will open.

An example of the window:

State change history for document №5047 from 24.11.2016				Close
Date, time (Moscow time)	State	Client/Executive	Comment	
24.11.2016 06:27:30	Processed			
24.11.2016 06:23:15	Delivered to the bank			
24.11.2016 06:22:58	Sent to the bank	Bruce Wayne		
24.11.2016 06:22:58	Signed	Bruce Wayne		
24.11.2016 06:22:58	Prepared	Bruce Wayne		

4.6 1C:Enterprise integration

In the Internet banking service there is a feature that allows you to manage documents in the Service directly from the «1C:Enterprise» service. Click the «Features» button on the instruments panel or go to the «More features» section to do so. You will find information on how to implement the feature, download and install required software, as well as how to contact the support for more information.



Use the Internet banking service from 1C:Enterprise 8

You can manage your business banking directly from 1C:Enterprise 8 without having to export and import documents. Explore the possibilities:

- Get and import statements with automated analytics on accounts and contractors
- Create, sign and send payments
- Automatically monitor incoming payments

DirectBank

Supported configuration:

- Enterprise Accounting (Бухгалтерия предприятия) 3
- Trade Management (Управление торговлей) 11
- Small Business (Управление небольшой фирмой) 1.6
- ERP Enterprise Management (Управление предприятием) 2
- Complex Automation (Комплексная автоматизация) 2
- as well as 1cfresh.com cloud-based solutions.

[Download external processing module "DirectBank"](#)

[Download a manual](#)

[Need help?](#)

1C Faktura.ru module

Additional instrument for creating and confirming salary registries. Supported configuration of 1C:Enterprise 8:

- Enterprise Accounting (Бухгалтерия предприятия) 1.5, 1.6, 2.0
- Trade Management (Управление торговлей) 10.3
- Salary and HR management (Зарплата и управление персоналом) 2.5
- Manufacturing Enterprise Management (Управление производственным предприятием) 1.2, 1.3
- Complex Automation (Комплексная автоматизация) 1.0
- Billing document (Платежные документы) 1.0

[Download a full list of supported configurations](#)

[Download external processing «1C Faktura.ru module»](#)

[Download a manual](#)

[Need help?](#)

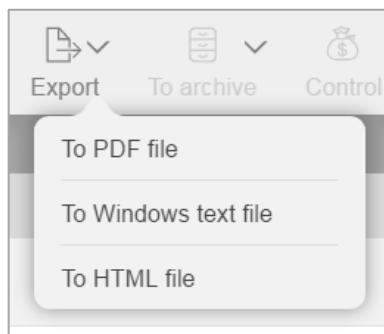
Import and export documents in formats compatible with 1C:Enterprise, Моё дело, Контур Эльба, Контур Бухгалтерия



4.7 Printing and exporting documents

All documents in the Internet banking services can be printed on a paper medium or exported in a suitable file format. To start exporting check a document or documents from the list and click the «Print» or «Export» button, correspondingly. The document or documents will be saved on your computer.

Some documents support exporting in different file formats. To start exporting check a document or documents from the list and then click the down arrow button next to «Export» button and choose the file format. The document or documents will be saved on your computer.



Printing and exporting can be executed using the documents printing form. To print the document click the «Print» or the «Export» button, correspondingly. The document will be saved on your computer.



Print
Export

Details for transfer to the account owned by "Wayne Enterprises"

[E-mail account details](#)

Owner Wayne Enterprises, TIN(INN) 1234567809, KPP 111111111
Name Wayne Bruce
Currency RUB
Number 40802810600444400005
Account type Passive
Open Date 17.10.2006

Name of the bank Inter
Full name of the bank Inter
Short name of the bank Inter
City Moscow
BIC 045017666
TIN(INN) 720255551
KPP 045454545, 111111111, 123456789, 222222222
OGRN 1026601074720
Corr. acc. 30101810500000000799

Balance

Current balance	100 000 000 000 000-00
Planned balance	100 000 000 000 000-00
• Prepared	0-00

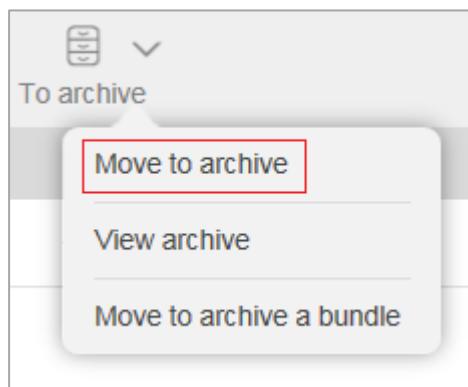
4.8 Archiving documents

Outdated documents can be moved into the archive. The archived documents are not shown in the general documents list.

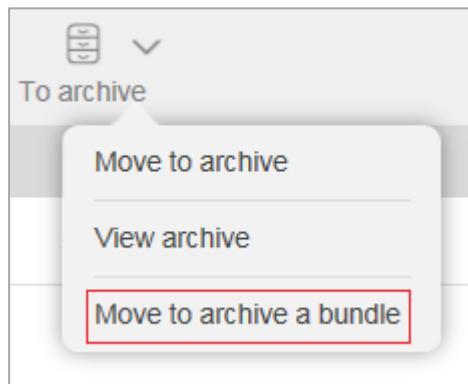
Please note that only documents processed by the bank (including returned and deleted) can be archived, as well as processed foreign currency documents.

To archive a document, click the down arrow  icon next to the «To archive»  button and choose the «Move to archive».

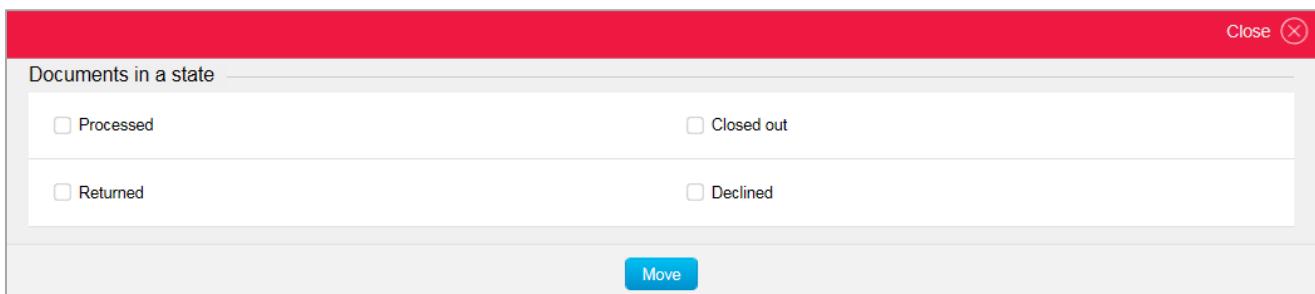




It is possible to archive multiple documents with certain statuses by choosing them as a bundle. To choose documents in certain statuses click the down arrow icon next to «To archive» button and choose «Move to archive a bundle». This operation can be executed even when «To archive» button is inactive.

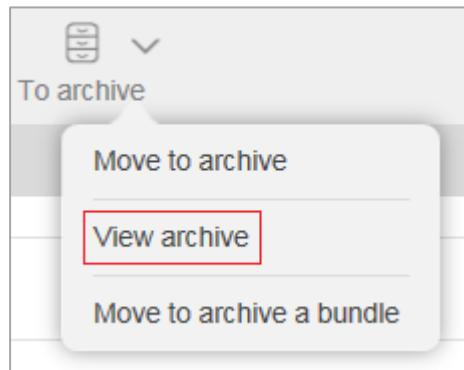


The corresponding window will open. In the window select the statuses of the documents you want to move to the archive. Click the «Move» button. All documents with the selected statuses will be moved to archive.

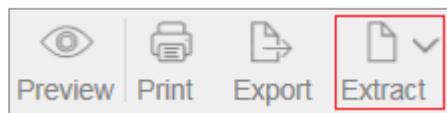


To view the archived documents, click the down arrow icon next to the «To archive» button on the instruments panel and choose «View archive». This operation can be executed even when the «To archive» button is inactive.

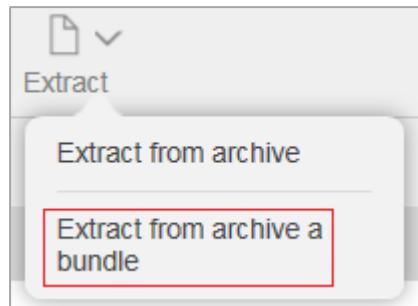




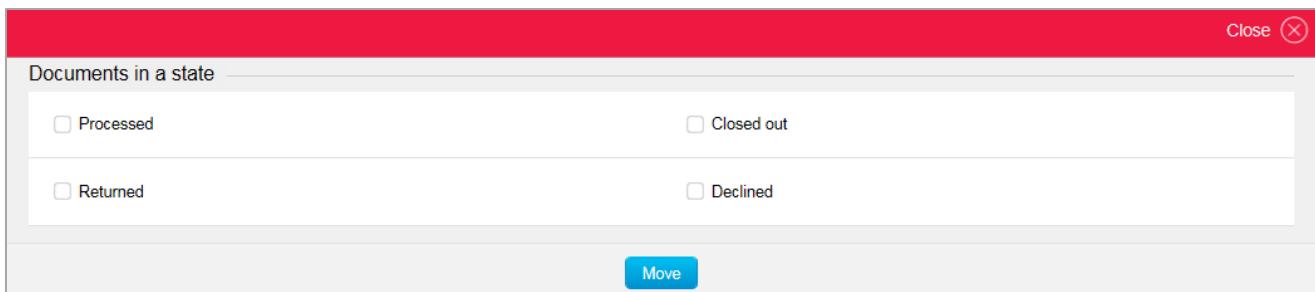
A document can be extracted from the archive back to the general documents list. To move a document select it document (or several documents) from the list of archived documents and click the «Extract»  button on the instrument panel.



To extract multiple documents, click the down arrow  icon next to the «Extract»  button and choose «Extract from archive as a bundle».



The corresponding window will open. In the window select the statuses of documents you want to extract. Click the «Extract» button. All documents with selected statuses will be moved from archive.



4.9 Printing, exporting and deleting documents

For customer convenience, in the Internet banking service certain standard operations can be performed on several documents at once.



To execute collective signing, printing, exporting or deleting please follow these steps:

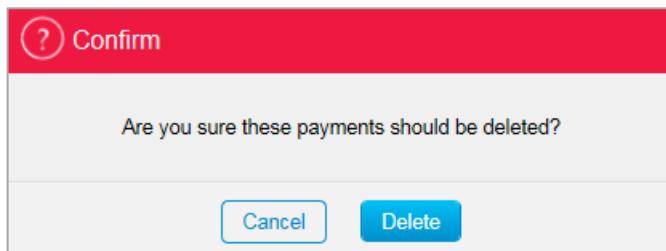
1. Select documents from the list by checking the corresponding checkbox on the left. To select all the document on the current page, check the checkbox in the table header.

<input type="checkbox"/> Document ▾	Status, signatures	Amount	Payer	Payee	Purpose
<input checked="" type="checkbox"/> № 444 06.12.2016	✓ Processed 06.12.2016	1-00	Wayne Tech., Inc. 40702810800000002563	Bank of the Prophet, Columbia	Tax-free (VAT) 30111810981234567895
<input type="checkbox"/> № 443 06.12.2016	✓ Processed 06.12.2016	100 000	Wayne Enterprises, Inc. 40702810800000002563	Rose Walker	Tax-free (VAT) 30111810981234567865
<input checked="" type="checkbox"/> № 442 05.12.2016	✓ Processed 06.12.2016	66 666-00	Wayne Tech., Inc. 40702810800000002563	Aperture Science, Ltd.	Tax-free (VAT) 30111810981234567891

2. Click an icon with an operation of your choice on the instruments panel:

- «Send» 
- «Print» 
- «Export» 
- «Delete» 

3. Confirm the operation if necessary.



5. Contractor Check-up



Please note that the availability of the following features depends on the partner bank and can be unavailable to all the clients. To learn more please contact your bank. Please contact the Customer service center of your bank for further information.

Confidence in reliability and honesty of the chosen business partners is one of the most crucial factors in business partnership. Partnership with dishonest contractors can not only cause losses to organization, but also lead to possible legal issues.

Manual contractor check-up is a multi-step process, which demands both skills and knowledge, and consumes a lot of time even when performed by a specialist.

The Faktura.ru Service in cooperation with «Контур.Фокус» system provide the Service for automated contractor check-up directly from the interface of the Internet banking service.

The check-up is performed by filling in the contractor's TIN(INN). The check-up is available from:

- the home page:

The screenshot shows the Faktura.ru home page with a red box highlighting the 'Contractor check-up' section. The page includes a welcome message 'Добро пожаловать в новый Интернет-банк!', a sidebar with various menu items, and a main content area with sections for new messages, available funds, currency rates, and news.

Contractor check-up

6311069888

Currency rates

DEM	INT	
Buy	Sale	
EUR	73.70	75.00
USD	65.65	66.85

News

- 28 October 2018 BANK
- 25 October 2018 BANK
- 21 May 2018 BANK

- a payment order form:

Payment order **No template** Закрыть

Nº 5065 dated 05.08.2017 Type of payment Sequence 5 Value Date

Details of payment

Payer БАНК, TIN(INN) 7202555555
Division Бухгалтерия
 Insert division into the field "Payer"
Account 40702810000000000002 Мой счет №8105001
Saldo 112 668-40 RUB Planned saldo: -111 111 111 061 359-33 RUB
FKB "BANK", G.NOVOSIBIRSK, BIC: 045004832
Amount 150 000.00

Guarantor Show

To make a payment on behalf of a client, please, fill in the Client's details

Payee
Payee ЗАО "Ромашка"
TIN(INN) 7202555551 KPP 999999999 Account number 40702 810 8 0000 0002564
Bank 040813826: BANK
YAKUTSK, corr. acc. 30101810200000000000

Payment for utilities Show

If you pay for utilities, please fill in payment details

Budgetary payment Show

Unique identifier of payment
Code/UIN

Payment purpose

VAT tax-free (VAT) 0.00 RUB Code of currency transaction type
 tax-free (VAT)

Save as template Show

Сохранить Отправить

- a form for viewing or adding contractor to directory:

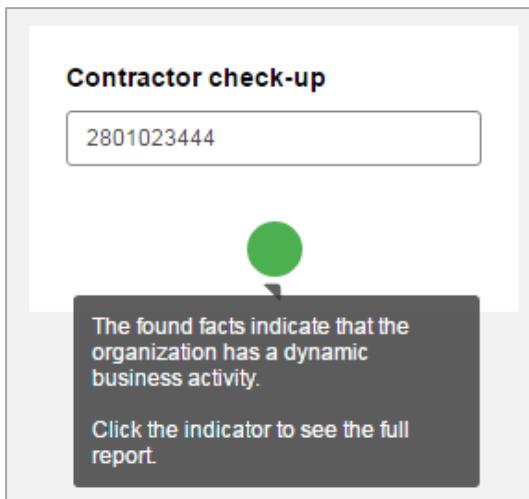
Contractor Close

TIN(INN) 6311069888
Name ЗАО "Услуга-Сервис"
Account 40501810600532000034
BIC 044525572
KPP 631101001
Phone 9876543210
E-mail usluga-service@example.com
Payment purpose

Save

To perform a check-up, fill in «TIN(INN)» field.



*Contractor check-up box*

The analysis results are formed in express-report («traffic light») and can be used to make decision on further interactions with the organization. Facts regarding the reliability level of the checked-up contractor are indicated with the use of categories marked with corresponding colors (learn more in the «[Categories of checked-up contractors](#)» chapter). The detailed information on contractor is available in the detailed report (learn more in the «[Detailed report](#)» chapter).

5.1 Categories of checked-up facts

Facts and information about contractor's reliability are indicated by categories marked with corresponding colors. Any checked-up organization may have one or more of the following assigned categories:

Red category. This category contains information indicating that the organization is already terminated or might be terminated soon. About 2% of contractors are appointed with this category.

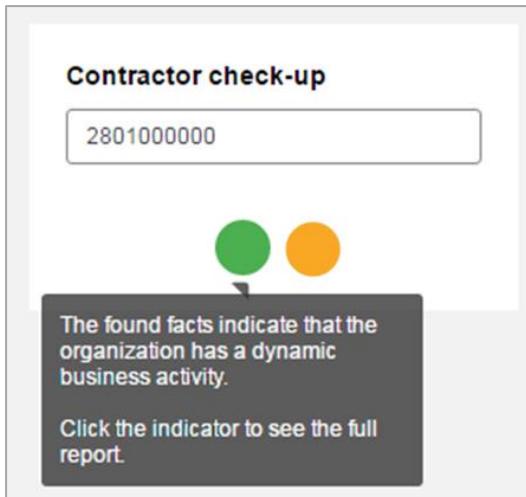
Yellow category. This category provides information on organizations, which require close attention. For example, the CEO of the organization has recently changed, there are enforcement proceedings on overdue salary in process, there is a considerable claim amount against the organization, as well as a number of other cases. About 20% of contractors are appointed with this category.

Green category. This category contains facts which indicate a positive trend in organization's growth or a number of other positive signs. For example, in the last 12 months the organization has won government contracts, obtained licenses, etc. Approximately 30% of contractors are appointed with this category.

Gray category. This category is reserved for those organizations that either have no substantial information in the database, or cannot be found, or the search resulted in an error. The detail report on this category is unavailable.

Description of the assigned category can also be viewed by hovering the category sign over with a pointer.





Description of category in interface

Alongside with display of the assigned categories, the [detailed report](#) can be formed, containing key information about the contractor which can help to make the final decision on partnership with the organization.

5.2 Detailed report

The detailed check-up report allows you to review more information about the checked-up contractor, as well as the sources of information, and make the final decision on the partnership. Please note it is available only in Russian.

To review the detailed report, click the category icon («traffic light»). If you haven't used this feature before and you are assigned as a designated person of the organization, confirm the action by clicking the «Continue» button and accepting the terms and conditions of the Service. The feature will be enabled and you will be redirected to the report page that opens in a new browser tab. No additional confirmation is required for further use of this feature.

The report page with detailed report contains the information about the checked-up organization: full legal name of the organization, its current status (operating enterprise, in process of termination, terminated, etc.), business segment of the enterprise, TIN(INN), KPP and OGRN numbers, date and address of organization's registration, senior management data, as well as other relevant factors from other categories.



КОнтур.фокус
Быстрая проверка контрагентов

Faktura.ru
www.faktura.ru

"УСЛУГА-СЕРВИС" (ЗАО)

[Выгрузить: DOCX, PDF](#)

"Услуга-Сервис" (закрытое акционерное общество)
Действующее предприятие

Оказание транспортных и иных услуг

ИНН 6311000000
КПП 150101001
ОГРН 1022800000001

Дата регистрации
24 февраля 1999

Адрес регистрации
141073, Московская обл, г Королев, ул Березовая, 25

Председатель Правления
Добролюбов Евгей Святополкович

Существенные факты

- Найдены признаки активности организации в течение последних 12 месяцев: компания начинала арбитражные производства, участвовала в госзакупках, заключала договоры залога движимого имущества.
- Рекомендуется проверить информацию об исполнительных производствах, обратить внимание на их общую сумму, и наличие исполнительных производств, связанных с заработной платой.
[Перейти к списку исполнительных производств \(4\)](#)

[Какая информация была проанализирована?](#)

Сформулированные рекомендации могут служить ориентиром при дальнейшем анализе контрагента и не являются достаточным основанием для принятия решения о сотрудничестве. Все сведения требуют перепроверки и корректной интерпретации. В случае нахождения ошибок и несоответствий в сведениях просим сообщать о них на линию технической поддержки.

Некоторые реквизиты и поля получены из источников ГМЦ Росстата. Полученные сведения не могут быть использованы для перепродажи третьим лицам.

8 800 500-16-44 focus@kontur.ru

An example of detailed report

To view the detailed information about the facts, click the corresponding «Перейти к... (Go to...)» link.



Контур.фокус
Быстрая проверка контрагентов

Faktura.ru
Проверка контрагентов

"УСЛУГА-СЕРВИС" (ЗАО) [реквизиты](#) [Выгрузить: DOCX, PDF](#)

Существенные факты

- Найдены признаки активности организации в течение последних 12 месяцев: компания начинала арбитражные производства, участвовала в госзакупках, заключала договоры залога движимого имущества.
- Рекомендуется проверить информацию об исполнительных производствах, обратить внимание на их общую сумму, и наличие исполнительных производств, связанных с заработной платой.
[Перейти к списку исполнительных производств \(4\)](#)

Какая информация была проанализирована?

Исполнительные производства

Найдено 4491 исполнительное производство с похожим должником

Задолженность (без уточн.)	1 млн р.
Штрафы	3,0 млн р.

1

25.04.2016 № 1213/15/63045-ИП Реквизиты должника [▼](#)
1 898 836,00 руб.

Предмет Штраф органа пенсионного фонда
Требования Постановление о взыскании исполнительского сбора Постановление о взыскании расходов по совершению исполнительных действий
Исп. документ Акт органа, осуществляющего контрольные функции № 07700190001445 от 10.02.2015
Терр. отдел Россия, г. Королев, ул. Березовая, 17

2

25.04.2016 № 1212/15/63045-ИП Реквизиты должника [▼](#)
1 107 903,17 руб.

Предмет Штраф органа пенсионного фонда
Требования Постановление о взыскании исполнительского сбора Постановление о взыскании расходов по совершению исполнительных действий
Исп. документ Акт органа, осуществляющего контрольные функции № 07700190001433 от 10.02.2015
Терр. отдел Россия, г. Королев, ул. Березовая, 17

3

16.09.2013 № 12032/13/45/63 Реквизиты должника [▼](#)
(номер ведомого производства 14740/16/63045-СД)
469 384,99 руб.

Предмет Задолженность
Требования Постановление о взыскании исполнительского сбора Постановление о взыскании расходов по совершению исполнительных действий
Исп. документ Исполнительный лист № АС 005778310 от 29.08.2013
Терр. отдел Россия, г. Королев, ул. Березовая, 17

4

22.09.2015 № 12033/15/63045-ИП Реквизиты должника [▼](#)
511 457,15 руб.

Предмет Задолженность
Требования Постановление о взыскании исполнительского сбора Постановление о взыскании расходов по совершению исполнительных действий
Исп. документ Исполнительный лист № АС 005591249 от 30.05.2013
Терр. отдел Россия, г. Королев, ул. Березовая, 17

Сформулированные рекомендации могут служить ориентиром при дальнейшем анализе контрагента и не являются достаточным основанием для принятия решения о сотрудничестве. Все сведения требуют перепроверки и корректной интерпретации. В случае нахождения ошибок и несоответствий в сведениях просим сообщать о них на линию технической поддержки.

Некоторые реквизиты и поля получены из источников ГМЦ Росстата. Полученные сведения не могут быть использованы для перепродажи третьим лицам.

8 800 500-16-44 focus@kontur.ru

For your convenience, you can search documents by type. To do so, simply click the type title. Please note that you can select only one document category at a time.



Задолженность (без уточн.)	2	X	1 млн р.
Штрафы	2		3,0 млн р.

The information about documents of the selected type will be sorted and listed below.

To cancel the sorting by documents type, click the X icon next to the selected category.

On this page you can also export the detailed report into DOCX and PDF formats by clicking the corresponding links in the upper right corner.

"УСЛУГА-СЕРВИС" (ЗАО)
"Услуга-Сервис" (закрытое акционерное общество)
Действующее предприятие

Оказание транспортных и иных услуг

ИНН 2601023123
КПП 150101001
ОГРН 1022800000001

Дата регистрации
24 февраля 1999

Адрес регистрации
141073, Московская обл., г Королев, ул Березовая, 25

Председатель Правления
Добролюбов Георгий Святополкович

Существенные факты

● Найдены признаки активности организации в течение последних 12 месяцев: компания начинала арбитражные производства, участвовала в госзакупках, заключала договоры залога движимого имущества

● Рекомендуется проанализировать информацию об исполнительных производствах, обратить внимание на их общую сумму, и наличие исполнительных производств, связанных с заработной платой.
[Перейти к списку исполнительных производств \(4\)](#)

[Какая информация была проанализирована?](#)

The complete list of sources used to create the report can be expanded by clicking the Какая информация была проанализирована? (What information has been analyzed?) link at the bottom of the page.



6. Accounts in banks, statements

The «**Accounts in banks, statements**» sections contains information on available [accounts](#), belonging to legal entities registered in the Internet banking service, as well as [saldo details](#), [incoming payments](#) and [statement generation](#).

Account	Account balance	Planned account balance	
Accounts of Wayne Enterprises, Inc.			
Bank of Gotham, Gotham city			
40702810100000014009 Main account (RUB)	1 000 000 000-00 RUB as of 28.09.2010	1 000 000 000-00 RUB active	Statement Incoming payments
40702810000000708310 Main account (USD)	1 000 000 000-00 USD as of 09.09.2016	1 000 000 000-00 USD active	Statement Incoming payments
40702810000000708311 Charity account	300 000-00 RUB as of 09.09.2016	300 000-00 RUB active	Statement Incoming payments
4081764343292492349320909 Alfred's salary account	8 000 000-00 RUB active as of 17.10.2016	8 000 000-00 RUB active	Statement Incoming payments
40817810154550123216 Retirement account	5-68 RUB as of 27.06.2000	434 996 812-19 RUB active	Statement Incoming payments
Secret bank, Gotham city			
40817810560000150099 Secret Batman account	1 000 000 000-00 RUB as of 25.08.2015	1 000 000 000-00 RUB active	Statement Incoming payments
40817A98820123456789 Super secret Batman account	1 000 000 000-00 RUB as of 28.09.2016	1 000 000 000-00 RUB active	Statement Incoming payments
40817A99211234567890 Knightfall Protocol account	1 000 000 000-00 RUB as of 28.12.2016	1 000 000 000-00 RUB	Statement Incoming payments

If you have accounts with unconfirmed saldo and go to page «**Accounts in banks, statements**», the «**Confirmation of accounts balances**» window will open. Click «Confirm» to visit the page with information about all unconfirmed account balances ([learn more](#)).

Confirmation of accounts balances		
Attention! Confirmation of following accounts balances are required:		
40702840751840300595	Inter, MOSCOW, BIC: 045017666	Confirm...
4070284090100000595	Inter, MOSCOW, BIC: 045017666	Confirm...

6.1 Account information

Detailed information on your account is available in the «**Accounts in banks, statements**» section. There are several ways to view account information:



- Double-click on a line with the account
- Click the account number, which constitutes a link
- Click the planned account balance, which constitutes a link

The «Account information» window will open. It contains information on account balance and account itself.

The screenshot shows the 'Account information' window with the following details:

Name	Текущий счет (RUB)
Full organization name	Volga', TIN(INN) 3057703040
Registered office address of the organization	Киров, Тихая 1
TIN(INN)	3057703040
Account number	40701810000071111222
Bank	БАНК, г. Новосибирск, ВИС: 045017666
Registered office address of the bank	630009, г. Новосибирск, Ул.НИКИТИНА, 2
BIC	045017666
Bank's TIN(INN)	7202555551
Bank's corr. account	30101810500000000799

E-mail account details: example@example.com **Send**

Balance

Current balance	4 431 936-46
Planned balance	4 431 936-46
A planned balance of conversion operations with a rate under the contract is calculated based on the bank rate.	
• Prepared	4 429 435-78
• Sent	-1 332-32
• Received by the bank	333-00
• In the card register	4 500-00

Additional information provided by the bank

Funds on the account	4 431 936-46
----------------------	--------------

The window contains «Balance» and «Limits/Restrictions» (depending on the bank settings) tabs.

Besides current balance value, the «Balance» tab contains information on planned balance value, based on the amount of prepared, sent, and received by the bank payments. The «In the card register» field contains the total amount of payments orders that were not processed ([«In the card catalog» status](#)).

Please note that the listed amounts are based on documents created in the Internet banking service and do not include statistics on other documents (Learn more in the [«Planned balance control» chapter](#)).

To send account details as an E-mail please click the «E-mail account details» link, type in an E-mail address and click the «Send» button.

6.2 Saldo confirmation

If you have accounts with unconfirmed balances on the «Accounts in banks, statements» webpage, a corresponding window will open.



Confirmation of accounts balances

Close

Attention! Confirmation of following accounts balances are required:

40817810560000150099	Gotham Merchants Bank, Gotham city, BIC: 045017999	Confirm...
----------------------	---	----------------------------

There are two ways to confirm saldo:

- By clicking the «Confirm» link next to the corresponding account in the «**Confirmation of accounts balances**» window.

Confirmation of accounts balances

Close

Attention! Confirmation of following accounts balances are required:

40817810560000150099	Gotham Merchants Bank, Gotham city, BIC: 045017999	Confirm...
----------------------	---	----------------------------

- By clicking the link containing date and the icon below the account with unconfirmed saldo in accounts list.

<input type="checkbox"/> 4070281000000708310 30.06.2016	300 000-00 RUB as of 09.09.2016	322 029-10 RUB active	Statement Incoming payments
<input type="checkbox"/> 45916810011110000073 02.02.2015 01.04.2015	2 888-00 RUB active	3 056 033-93 RUB active	Statement Incoming payments

Next click the «Go to confirmations history» link.

Saldo confirmation

Close

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

Organization ЗАО "Газопровод", TIN(INN) 3057703042
The balance of our account No.45916810011110000073 in БАНК on 1 April 2015, that you have shown in statement in amount of 523000-00
(Пятьсот двадцать три тысячи рублей 00 копеек), is checked by the data of our accounting.
We confirm that after checking of all your statement records, we found that they were made correctly, and the balance that you have indicated fully complies with the balance of our account.

Государь Всех Компания Цук В.
Главный бухгалтер2 Некий В.В.

Ключ подтверждения: CN=bank admin 1, OU=otdel, O=Bank1, L=Moskva, C=RU
Ключ выдан: CN=Class 2 CA, OU=CAs, O=FTC, C=RU

[Confirm](#) [Go to confirmations history](#)

Then click the «Confirm» button on the instruments panel. The «**Saldo confirmation**» form will open. Click the «Sign» button for confirmation to confirm the saldo.



State	By date	Saldo	Currency	Confirmed by	Note
Not confirmed	01.04.2015	523 000-00	RUR		
Not confirmed	02.02.2015	523 000-00	RUR		

The document signing window will open. Sign the document by clicking the «Sign» button to confirm the saldo.

6.3 Account restrictions

In the «Accounts in banks, statements» section, accounts with restrictions are marked with the icon.

<input type="checkbox"/> Account	Account balance	Planned account balance
<input type="checkbox"/> 4070281010000200003 (i) Restrictions	508 000-00 RUB as of 03.09.2015	509 556-20 RUB Statement Incoming payments

Click the «Restriction» link to open the account information window. Account restrictions and limitations are displayed on different tabs at the bottom of the window.



Account information Close

Print Export

Name	Расчетный счет ООО "Навь"
Full organization name	"NAV", TIN(INN) 1234564321
Registered office address of the organization	353691, п. Краснофлотский, ул Бориса Балева, дом 11, корпус 4, оф. 15
TIN(INN)	1234564321
Account number	40702810100000200003
Bank	Inter, MOSCOW, BIC: 045017666
Registered office address of the bank	630009, г. Новосибирск, Ул.НИКИТИНА, 213
BIC	045017666
Bank's TIN(INN)	7202555551
Bank's corr. account	30101810500000000799

E-mail account details
 Send

Balance Restrictions

Maximum daily debit unit turnover on the account contract
 Date of commencement of the restriction
 15.10.2006
 Date of expiry of restriction
 20.06.2017
 Restriction amount
 20000.00
 Reason of the restriction
 Additional agreement on contract #026, 01.08.2017
 Prohibition of opening new accounts
 Enabled

6.4 View card index documents of off-balance accounts



The feature of off balance account statement preview is available in case if the bank employs respective technical capabilities.

In the Service, you can view statements on the off-balance accounts starting with 90901% and 90902%. An off-balance account is marked with the icon and the «Documents in card index» link next to icon.

<input type="checkbox"/> 90902810700000100028 Main account Documents in card index	30-00 p. as of 06.10.2016	30-00 p. Statement Incomings
---	-------------------------------------	--

The «Documents in card index» link redirects to the page with the list of last statements of the selected account, starting with the last zero balancing.

The documents can be sorted according the selected date period during which the operations were posted (date period is selected in the «For period from ... to ... » fields). The documents can also be sorted by different parameters: by dates or amounts of the operations.



Detailed information on each operation can be viewed on the print version by:

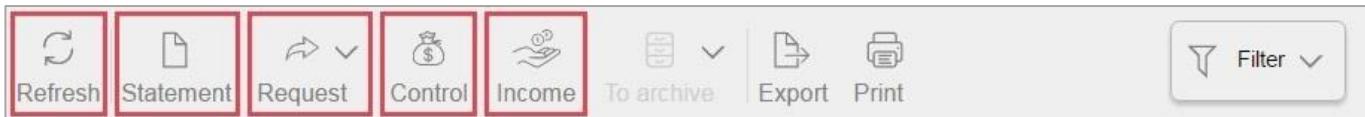
- double-clicking it from the list;
- selecting it and clicking the «Preview»  button on the instruments panel.

6.5 Operations in the «Accounts in banks, statements» section

The basic operations in the «Accounts in banks, statements» section are:

- [Statement generation](#)
- [Planned balance control](#)
- [Incoming payments](#)
- [Copying a payment](#)
- [Creating a reply payment order](#)
- [Other basic operations](#): printing, exporting, deleting, etc.

The instruments panel in the «Accounts in banks, statements» section:



6.5.1 Generate statement

The Internet banking service allows generating statement on one or more accounts.

In order to generate and view a statement:

- on one account:
 - click the «Statement» link next to the corresponding account.



Account	Account balance	Planned account balance
Accounts of Wayne Enterprises, TIN(INN) 1234567809		
BANK OF GOTHAM, Gotham city		
90902810700000100028 Main account	30-00 p. as of 06.10.2016	30-00 p.
Documents in card index		

- click the «Statement»  button on the instruments panel, choose an account and click the «Show» button.

Account statement for period

Close 

Accounts

All accounts

"Wayne Enterprises, Inc.", Main account (RUB), No.40702810100000014009
BANK OF GOTHAM

"Wayne Enterprises, Inc.", Main account (USD), No.40702810000000708310
BANK OF GOTHAM

"Wayne Enterprises, Inc.", Charity account, No.40702810000000708311
BANK OF GOTHAM

"Wayne Enterprises, Inc.", Alfred's salary account, No.4081764343292492349320909
SECRET BANK

"Wayne Enterprises, Inc.", Retirement account, No.40817810154550123216
SECRET BANK

"Wayne Enterprises, Inc.", Secret Batman account, No.40817810560000150099
SECRET BANK

"Wayne Enterprises, Inc.", Super secret Batman account, No.40817A98820123456789
SECRET BANK

"Wayne Enterprises, Inc.", Knightfall Protocol account, No.40817A9911234567890
SECRET BANK

Period  –
 

Sort by

Show

<input checked="" type="checkbox"/> correspondent details <input checked="" type="checkbox"/> reappraised operations <input checked="" type="checkbox"/> turnovers (in national curr.)	<input checked="" type="checkbox"/> document date <input checked="" type="checkbox"/> purpose of payment
--	---

See the «[How to read a statement](#)» chapter for more information.

- on several accounts: click the «Statement»  button on the instruments panel, choose accounts and click the «Show» button.



Account statement for period
Close

Accounts

All accounts

"Wayne Enterprises, Inc.", Main account (RUB), No.4070281010000014009
BANK OF GOTHAM

"Wayne Enterprises, Inc.", Main account (USD), No.40702810000000708310
BANK OF GOTHAM

"Wayne Enterprises, Inc.", Charity account, No.40702810000000708311
BANK OF GOTHAM

"Wayne Enterprises, Inc.", Alfred's salary account, No.4081764343292492349320909
BANK OF GOTHAM

"Wayne Enterprises, Inc.", Retirement account, No.40817810154550123216
SECRET BANK

"Wayne Enterprises, Inc.", Secret Batman account, No.40817810560000150099
SECRET BANK

"Wayne Enterprises, Inc.", Super secret Batman account, No.40817A98820123456789
SECRET BANK

"Wayne Enterprises, Inc.", Knightfall Protocol account, No.40817A9911234567890
SECRET BANK

Period -

Sort by

Show correspondent details document date
 reappraised operations purpose of payment
 turnovers (in national curr.)

Cancel
Show

After clicking the «Show» button you will be redirected to the **«Accounts in banks, statements → Statements»** page if you have selected several accounts or to the **«Accounts in banks, statements → Statement»** page if you have chosen only one account for statement generation.

To view the documents from a certain time period please indicate the time period from the preset variants: «Today», «Yesterday», «Last 3 days», «Week», etc. (The documents shown by default are from yesterday and today, but the time period can be changed), and then click the «Apply» button next to the dates.

The following information is shown for account: debit turnover, credit turnover, outgoing balance, and update.

If you have generated statements on several accounts, click the account number/title to view a detailed statement on the selected account.



		Back	Refresh	Request	Print	Export	Control	Features			
		Today	Yesterday	Last 3 days	Week	Month	For period from 08.02.2018 to 09.02.2018		Apply		
40205978525000000747, (EUR)	ooo "Volga", БАНК						Incoming balance 90 000-00 EUR	Debit turnover - 0-00 EUR	Credit turnover + 0-00 EUR	Outgoing balance 90 000-00 EUR	Update 16.05.2017 11:16
40105840525000000254, (USD)	ooo "Volga", БАНК						Incoming balance 300-00 USD	Debit turnover - 0-00 USD	Credit turnover + 0-00 USD	Outgoing balance 300-00 USD	Update 18.05.2017 11:28
40205810525000000178, (RUB)	ooo "Volga", БАНК						Incoming balance 50 000-00 p.	Debit turnover - 0-00 p.	Credit turnover + 0-00 p.	Outgoing balance 50 000-00 p.	Update 23.05.2017 09:38

See the «[How to read a statement](#)» chapter for more information.

6.5.2 How to read a statement

Viewing an account statement on a separate page can be done by:

- Clicking the «Statement» link opposite the selected account.
- Clicking the «Statement» button on the instruments panel and using the «Account statement for period» form to choose account, period for statement generation, sorting order and display setting. Next, click the «Show» button.

Account statement for period

ООО КАПИТОШКА, КАПИТОШКА 1, №.45206810301020101903
БАНК

ООО КАПИТОШКА, КАПИТОШКА 2, №.45206810301020101907
БАНК

ООО КАПИТОШКА, КАПИТОШКА 3, №.45206810301020101901
БАНК

Period: 08.02.2018 - 09.02.2018

Sort by: By decrease of date of transaction (with sub...)

Show:

<input type="checkbox"/> correspondent details	<input checked="" type="checkbox"/> document date
<input type="checkbox"/> reappraised operations	<input checked="" type="checkbox"/> purpose of payment
<input checked="" type="checkbox"/> turnovers (in national curr.)	

Cancel **Show**

The «**Accounts in banks, statements → Statements**» page will open. Next, choose an account from the list.



Группа компаний **ЦФТ**

Back		Refresh	Request	Print	Export	Control	Features
		Today	Yesterday	Last 3 days	Week	Month	For period from [14.03.2018] to [15.03.2018] <input type="button" value="Apply"/>
		4070281030000093751, АО Нинель (RUB)					Incoming balance 8 440.00 RUB Debit turnover -0.00 RUB Credit turnover +0.00 RUB Outgoing balance 8 440.00 RUB Update 15.11.2017 06:22
		AKTCIONERNOE OBSHESTVO NINEL, Inter					
		40702978100001900163, АО Нинель (EUR)					Incoming balance 22 083.44 EUR Debit turnover -0.00 EUR Credit turnover +0.00 EUR Outgoing balance 22 083.44 EUR Update 15.11.2017 06:22
		AKTCIONERNOE OBSHESTVO NINEL, Inter					

A page with a detailed statement will open.

Back		Refresh	Copy	Reply	Request	Preview	Save counterparty	Print	Export	Control	Features	Filter
		Today	Yesterday	Last 3 days	Week	Month	For period from [14.03.2000] to [15.03.2018] <input type="button" value="Apply"/>					
		4070281030000093751, АО Нинель (RUB)					Incoming balance 0.00 RUB Debit turnover -0.00 RUB Credit turnover +0.00 RUB Outgoing balance 0.00 RUB Update 15.11.2017 06:22					
		AKTCIONERNOE OBSHESTVO NINEL, Inter										
<input checked="" type="checkbox"/> correspondent details <input checked="" type="checkbox"/> document date <input checked="" type="checkbox"/> reappraised operations <input checked="" type="checkbox"/> purpose of payment <input style="float: right;" type="button" value="By decrease of date of transaction (with subtotal...)"/>												
<input type="checkbox"/>	Document	Date of operation	Debit turnover	Credit turnover	Correspondent	Details of payment						
	04.04.2016					Incoming balance 300.00 RUB	Debit turnover -20.00 RUB	Credit turnover 20.00 RUB	Outgoing balance 300.00 RUB			
<input type="checkbox"/>	ПП №20 from 03.03.2016	04.04.2016	10-00		ООО Sepulki TIN(INN) 5485565856 Acc.№ 40205840525000000967 BIC 040813826							
<input type="checkbox"/>	ПП №19 from 02.03.2016	04.04.2016	10-00		ООО Sepulki TIN(INN) 5485565856 Acc.№ 40205840525000000967 BIC 040813826							
<input type="checkbox"/>	ПП №20 from 03.03.2016	04.04.2016	10-00		ООО Sepulki TIN(INN) 5485565856 Acc.№ 40205840525000000967 BIC 040813826							
<input type="checkbox"/>	ПП №19 from 02.03.2016	04.04.2016	10-00		ООО Sepulki TIN(INN) 5485565856 Acc.№ 40205840525000000967 BIC 040813826							
	07.10.2015					Incoming balance 300 000.00 RUB	Debit turnover -50 000.00 RUB	Credit turnover 100 000.00 RUB	Outgoing balance 350 000.00 RUB			
<input type="checkbox"/>	ПП №4 from 07.10.2015	07.10.2015	50 000.00		ООО Sepulki TIN(INN) 5485565856 Acc.№ 40205840525000000967 BIC 040813826	Оплата по счету №3 за 2015-10-07						
<input type="checkbox"/>	ПП №3 from 07.10.2015	07.10.2015	100 000.00		ООО Sepulki TIN(INN) 5485565856 Acc.№ 40205840525000000967 BIC 040813826	Оплата по счету №2 за 2015-10-07						

The following display settings are available on the page with detailed statement using the instruments panel:

- correspondent details
- document date
- reappraised operations
- payment purpose
- balance in national currency for incoming and outgoing balance
- national currency turnover (for foreign currency accounts)

The set order of field will be saved for printing and exporting documents to *.html file.

You can also view any payment order from the statement by selecting it and clicking the «Preview»  button on the instruments panel.



In order to view the print form select it from the list and click the «Preview»  button on the instruments panel or just click it twice in the list. The print form of the document will open.

Document view

Print **Export**

07.10.2015	Поступ. в банк плат.	Списано со сч. плат.	0401060
ПЛАТЕЖНОЕ ПОРУЧЕНИЕ № 3		07.10.2015	Электронно
		Дата	Вид платежа
Сумма прописью	Сто тысяч рублей 00 копеек		
ИНН 2323121223	КПП	Сумма	100000-00
ООО КРУГ		Сч. №	40205810525000000171
Плательщик		БИК	040813826
BANK		Сч. №	
Банк плательщика		БИК	040813826
BANK		Сч. №	40205810525000000178
Банк получателя		Вид оп.	01
ИНН 5485565856		Срок плат.	5
ООО "Квадрат"		Наз. пла.	
Получатель		Код	Рез. поле
Оплата по счету №1 за 2015-10-07			

In order to print the document, click the «Print»  button in the upper left corner of the window.

You can also export the document into *.html, *.txt or *.pdf formats. To export the document click the down arrow  next to the «Export»  button and select the export format. The document will be exported and saved on your PC.

To go back to the account statement please click «Close»  in the upper right corner of the window.

The documents order can also be sorted using the menu on the instruments panel:



Faktura.ru Accounts in banks, statements / Statements / Statement

RU All organizations ilyuhin K.S. Exit

Home Accounts in banks, statements Corporate cards Cash pooling Payments in roubles Import of documents, directories Payment demands Loans and deposits Salary contracts Currency operations Currency control E-mail and documents Payment for services Финансирование Directories Security Mobile version More features Contacts

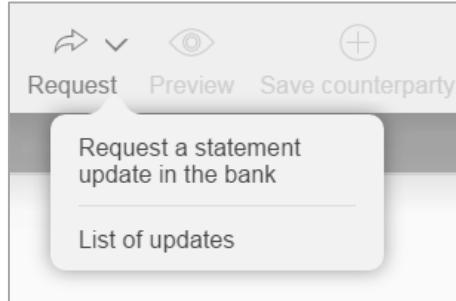
Back Refresh Copy Reply Request Preview Save counterparty Print Export Control Features

Today Yesterday Last 3 days Week Month For period from 14.03.2000 To 15.03.2018 Apply

4070281030000093751, АО Нижнегородский (RUB) AKTSIONERNOE OBSHESTVO NINEL, Inter				Incoming balance 0-00 RUB	Debit turnover -0-00 RUB	Credit turnover +0-00 RUB	Outgoing balance 0-00 RUB	Update 15.11.2017 06:22
<input checked="" type="checkbox"/> correspondent details <input checked="" type="checkbox"/> document date <input checked="" type="checkbox"/> reappraised operations <input checked="" type="checkbox"/> purpose of payment				<input type="checkbox"/> By decrease of date of transaction (with subtotals by day) <input type="checkbox"/> By decrease of date of transaction (with subtotals by day) <input type="checkbox"/> By increase of date of transaction (with subtotals by day) <input type="checkbox"/> By decrease of date of transaction (without subtotals by day) <input type="checkbox"/> By increase of date of transaction (without subtotals by day) <input type="checkbox"/> By debit, by credit by increase of sums, by date of transaction <input type="checkbox"/> By debit, by credit by decrease of sums, by date of transaction <input type="checkbox"/> By credit, by debit by increase of sums, by date of transaction <input type="checkbox"/> By credit, by debit by decrease of sums, by date of transaction				
<input type="checkbox"/> Document	Date of operation	Debit turnover	Credit turnover	Correspondent	Details of			
04.04.2016								
<input type="checkbox"/> ПП №20 from 03.03.2016	04.04.2016	10-00		ООО Sepulki TIN(INN) 5485565856 Acc № 4020584052500000967 BIC 040813826				
<input type="checkbox"/> ПП №19 from 02.03.2016	04.04.2016		10-00	ООО Sepulki TIN(INN) 5485565856 Acc № 4020584052500000967 BIC 040813826				
<input type="checkbox"/> ПП №20 from 03.03.2016	04.04.2016	10-00		ООО Sepulki TIN(INN) 5485565856 Acc № 4020584052500000967 BIC 040813826				
<input type="checkbox"/> ПП №19 from 02.03.2016	04.04.2016		10-00	ООО Sepulki TIN(INN) 5485565856 Acc № 4020584052500000967 BIC 040813826				
07.10.2015				Incoming balance 300 000-00 RUB	Debit turnover -50 000-00 RUB	Credit turnover 100 000-00 RUB	Outgoing balance 350 000-00 RUB	
<input type="checkbox"/> ПП №4 from 07.10.2015	07.10.2015	50 000-00		ООО Sepulki TIN(INN) 5485565856 Acc № 4020584052500000967 BIC 040813826	Оплата по счету №3 за 2015-10-07			
<input type="checkbox"/> ПП №3 from 07.10.2015	07.10.2015		100 000-00	ООО Sepulki TIN(INN) 5485565856 Acc № 4020584052500000967 BIC 040813826	Оплата по счету №2 за 2015-10-07			

The following information is shown for each account: debit turnover, credit turnover, outgoing balance, and incoming balance.

If you are not happy with the date of last statement update you can request statement update in the bank. To send the request, click the down arrow button next to the «Request» button and choose «Request a statement update in the bank» or «List of updates»:



A request form will open if the «Request of transactions information from bank» was chosen. It is possible to choose one or more accounts. Choose the statement update period and click the «Request» button to send the request to the bank.

Request of transactions information from bank Close

Info: Generate and send a request for an extract. After you receive an extract, you can view it in the Extracts section

Accounts
АО Нинель, Счет 1 №.40702810200000093806
БАНК

Start date End date

Request

If the «List of updates» was selected, you will be redirected to history of requested and saved statement for the chosen account. Here you can also create and send a request for a statement with signed documents.

Period of statement/query	Date of formation	Date of receipt	Inc. balance	Debit turnover	Credit turnover	Outcom. balance
Request for statement from 12.12.2016 to 13.12.2016	13.12.2016 07:35:13	13.12.2016 07:35:13				
Statement from 22.11.2016 to 01.12.2016	01.12.2016	01.12.2016 05:18:11				
Statement from 22.11.2016 to 01.12.2016	01.12.2016	01.12.2016 05:18:11				Счет 4070281090000500013 не найден
Statement from 22.11.2016 to 01.12.2016	01.12.2016	01.12.2016 05:18:11				
Statement from 22.11.2016 to 01.12.2016	01.12.2016	01.12.2016 05:18:10				
Statement from 22.11.2016 to 01.12.2016	01.12.2016	01.12.2016 05:18:10				

The page contains the following information:

- already generated statements
- information on requests for statements sent to the bank
- information on time period set for requests («from... to...»)
- date and time of requests and receipt («Date of formation», «Date of receipt»)

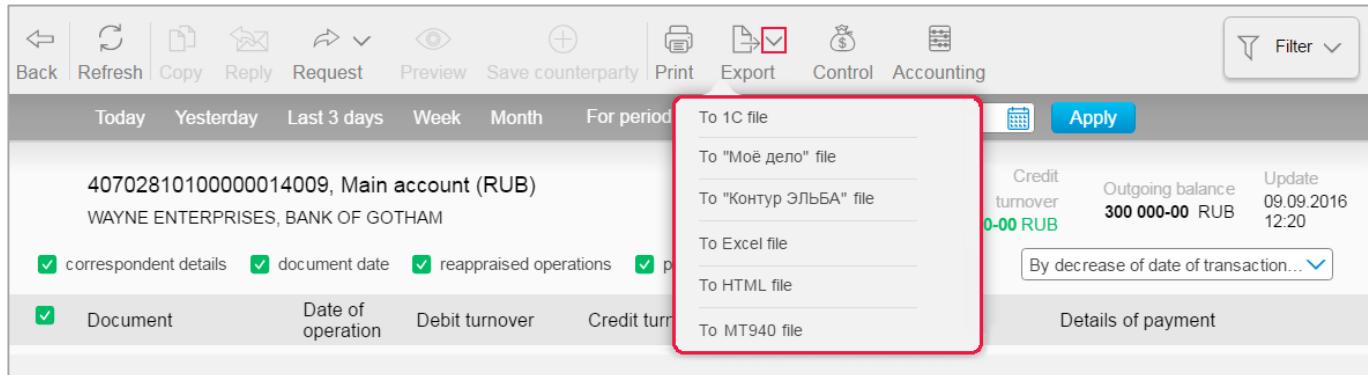
Double-click the statement or click the «View» button on the instruments panel to view the document.

6.5.3 Export or print statement

Statement export is available in the «Accounts in banks, statements → Statement» section. The files can be exported into different formats: for «1C:Enterprise» system, online accounting services «Моё дело» and «Контур Эльба», to Excel or to HTML formats. Check the necessary accounts in the list, click



the down arrow  icon next to the «Export»  button on the instruments panel and choose the desired format for exporting.



The screenshot shows the Faktura.ru software interface. At the top, there is a toolbar with various icons: Back, Refresh, Copy, Reply, Request, Preview, Save counterparty, Print, Export (with a dropdown arrow), Control, Accounting, and a Filter button. Below the toolbar, there are date selection buttons: Today, Yesterday, Last 3 days, Week, Month, and For period. The main area displays account information: 40702810100000014009, Main account (RUB) WAYNE ENTERPRISES, BANK OF GOTHAM. There are several checkboxes at the bottom left: correspondent details, document date, reappraised operations, Document, Date of operation, Debit turnover, and Credit turnover. A red box highlights the 'Export' dropdown menu, which lists options: To 1C file, To "Moë дело" file, To "Контур Эльба" file, To Excel file, To HTML file, and To MT940 file. To the right of the dropdown, there is a small calendar icon, an 'Apply' button, and a status bar showing Credit turnover 0-00 RUB, Outgoing balance 300 000-00 RUB, Update 09.09.2016 12:20, and a link 'By decrease of date of transaction...'. At the bottom right, there is a 'Details of payment' link.



**Please note that availability of the following features depends on the partner bank settings.
To learn more please contact your bank.**

When exporting or printing statements the default variant is «Export statement on account...» or «Print statement on account...».

Export to HTML format Close 

Period from 18.12.2016 to 19.12.2016

Export statement on account 40702810100000014009, Main account (RUB), Bank of Gotham (using current filter)
 Export only selected (0 operations selected)

With documents attached 

Without documents attached
With documents attached
Only documents attached

Statement exporting form

Print Close 

Period from 18.12.2016 to 19.12.2016

Print statement on account 40702810100000014009, Main account (RUB), Bank of Gotham (using current filter)
 Print only selected (0 operations selected).

With documents attached 

Without documents attached
With documents attached
Only documents attached

Statement printing form



6.5.4 Planned balance control

To view the planned balance of all the prepared, sent and delivered to the bank payments, click the «Control»  button on the instruments panel in the «**Accounts in banks, statements**» and «**Payments in rubles**» sections.

An example of «Planned balance control» page:

Faktura.ru Accounts in banks, statements / Planned balance control						
Home	Back	Refresh	RU	All organizations	Wayne B.	Exit
Accounts in banks, statements						
Payments in roubles						
Import of documents, directories						
Loans and deposits						
Salary contracts						
Currency operations						
E-mail and documents						
Payment for services						
Directories						
Security						
Mobile version						
Planned balance control All accounts available to Bruce Wayne						
Account	Current balance	Number of documents prepared	Sent to the bank	Received by the bank	In the card register	Planned balance
Wayne Enterprises, TIN(INN) 1234567809						
40702810100000014009 Main account (RUB) Bank of Gotham, Gotham City	1 000 000 000-00 RUB	-809 510-26 RUB	-1 181 583 557-11 RUB	110 526-75 RUB	0-00 RUB	1 182 004 507-34 RUB
40702810800000000009 Main account (USD) Bank of Gotham, Gotham City	1 000 000 000-00 USD	17 921-01 USD	-1 164-00 USD	28-00 USD	0-00 USD	1 507 050 000-00 USD
40106810236000000022 Alfred's salary account Bank of Gotham, Gotham City	8 000 000-00 RUB	0-00 RUB	-33 124 040-90 RUB	0-00 RUB	0-00 RUB	120 027 825 364-48 RUB
40702840300000000001 Retirement account Bank of Gotham, Gotham City	5-68 RUB	0-00 RUB	0-00 RUB	0-00 RUB	0-00 RUB	434 996 812-19 RUB

The page contains a list of available organizations in the Service with the following information: number and names of accounts (account number is a link to account information) current and planned balance, number of documents prepared, sent to the bank, received by the bank and documents in the card register.

Please note that the detailed information on planned balance is available only for documents created in the Internet banking service.

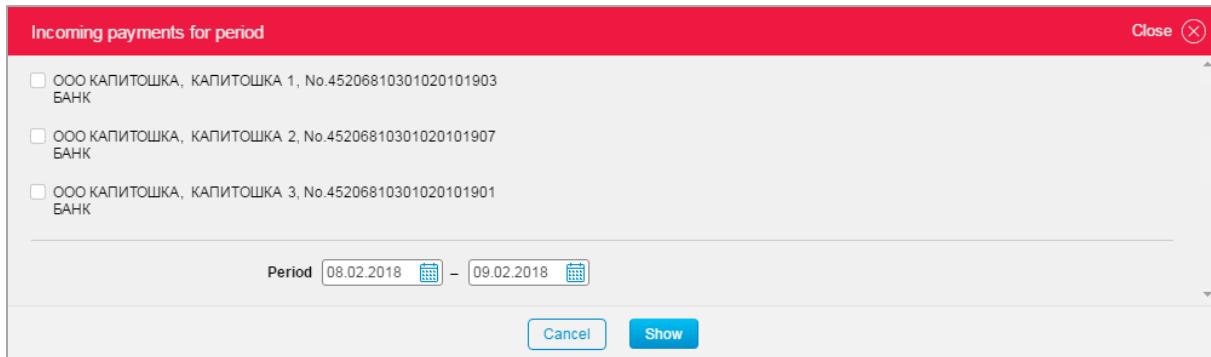
6.5.5 Incoming payments

Incoming payment can be viewed for one or more accounts:

- click the «**Incoming payments**» link opposite the corresponding account to view incoming payments for one account:

Account	Account balance	Planned account balance	Statement
<input type="checkbox"/> 4070181000007111222 Main account (RUB)	1 000-00 RUB as of 15.11.2018	1 001 936-46 RUB active	Incomings

- click the «**Income** » icon on the instruments panel, choose one or more account and click the «Show» button.



The «Accounts in banks, statements → Incoming payments» page will open. It contains the list of incoming payments for the chosen accounts. The documents shown by default are from yesterday and today, but the time period can be changed.

Document	Date of operation	Payer account in bank	Beneficiary	Amount	Payment purpose
N88	27.12.2017	Bank of the Prophet 40702810600004083001	Wayne Enterprises 40702810100000014009	723 184,00	Payment for shipments, including 18 % VAT.
N1	27.12.2016	Aperture Science, Ltd. 40702810600004083021	Wayne Tech 40702810100000014019	823 184,00	Payment under the Contract №123 from 12.12.13, no VAT included
N3	27.12.2015	Abstergo Industries 40702810500080350352	Wayne Enterprises 40702810100000014009	200 000,00	Payment for shipments, including 12 % VAT.
N41	27.12.2014	Weyland-Yutani Corporation 40702810500080350352	Wayne Tech 40702810100000014019	1 732 240,00	Payment under the Contract №321 from 12.12.13, no VAT included

The following [standard operations](#) are available on the instruments panel: print, preview, export and search.

6.5.6 Copy payment order

You can copy a payment on the «Accounts in banks, statements → Statement» or «Accounts in banks, statements → Statements» pages. To copy a payment, click the «Copy» button on the instruments panel. The action is available if your organization is stated as the Payee in the payment. Also, you cannot copy the payment orders where:

- payee name coincides with payee's bank (payments to bank);
- payee's account is associated with a provider of certain services, for example the «Gorod» Federal System (Федеральная система «Город»);
- the client dossier is missing key information.

During copying of a payment, you also can create a template.



6.5.7 Create reply payment order

You can create reply payment order on the «**Accounts in banks, statements → Statement**» or «**Accounts in banks, statements → Statements**» pages. The action is available only if the organization is stated as the Payee. The reply payment will have the contractor stated as the Payer.

To create a payment order in reply, choose the action from the list and click the «Reply»  icon on the instruments panel. Payment order form will open with already filled-in fields. See «[Creating payments in rubles](#)» and «[Payments in foreign currency](#)» sections for more information.



7. Corporate cards

Please note that the availability of the following features depends on the partner bank and can be unavailable to all the clients. Please contact the Customer service center of your bank for further information.

In the «Corporate cards» section, you can view information on corporate cards, registered in the Service.

A corporate card is a card issued and linked to a special card account or to an operating account of your organization. A card holder is a certain employee of the organization. This employee can use the card only to pay for goods and services that are needed for organization operating.

The screenshot shows the Faktura.ru interface for managing corporate cards. On the left, a sidebar lists various banking services. The main area displays two separate sections for different organizations:

- OOO SEPULKI** (BANK)

PAN	Card holder	Card status	Valid until	Statement on the card
*2111	IVAN IVANENKO	Blocked	01/17	Card statement
*2155	PYOTR PETROVITSKY	Active	12/20	Card statement
*2142	SIDOR SIDORNJKU	Validation expired	10/10	Card statement
- YUTANI WEILAND LTD.** (BANK)

PAN	Card holder	Card status	Valid until	Statement on the card
*2736	ELLEN RIPLEY	Active	10/17	Card statement

At the bottom left of the sidebar, there is a button labeled "Contact the bank".

In the interface, you can view card account details, its balance and a spending limit.

Please note that spending limit is set for a certain account and affects all the linked cards.

YUTANI WEILAND LTD.
BANK

40802810100005000191	Account balance: 5 000 p.	Spending limit: 5 000 p.	View statement on the account
Account №2			
<input type="checkbox"/> PAN	Card holder ELLEN RIPLEY	Card status  Active	Valid until 10/17
<input type="checkbox"/> *2736			Statement on the card

You can also [view statement on the account and card statement on a separate card](#).

If you have no corporate cards in the Service, you will see a corresponding message in the section.

Faktura.ru Corporate cards

RU INTERNET MAGAZIN Kotenochkin T.B. Exit

Home Accounts in bank, statements Corporate cards Payments in roubles Import of documents, directories Payment demands Loans and deposits

Refresh Preview Block Unblock Export Print Filter

You have no corporate cards yet

7.1 Statement on account and card statement

On the «Corporate cards» page, you can view a statement on an account or a statement on a card.

Statement on an account

A statement on an account contains the list of all operations on this account during a set period.

In order to open an account statement please click the «View statement on the account» link in the corresponding account section.

40802810100005000191	Account balance: 5 000 p.	Spending limit: 5 000 p.	View statement on the account
Account №2			
<input type="checkbox"/> PAN	Card holder ELLEN RIPLEY	Card status  Active	Valid until 10/17
<input type="checkbox"/> *2736			Statement on the card

The card account statement page will open. It is mostly similar to statements on operating accounts (learn more in the [«How to read a statement»](#) chapter).



Date	Description	Amount	Payee	Details
12.02.2018	Pay №1406 from 12.02.2018	50 000.00	WAYNE ENTERPRISES INT.	Payment for services under the contract №28 from 12.02.18. Tax free.
16.02.2018	Pay №1407 from 16.02.2018	1 000 000.00	UMBRELLA CORPORATION, LTD.	Payment under the contract №12 from 20.12.17. Tax free.

You can also perform export and printing from this page (learn more in the [«Export statement» chapter](#)).

Statement on a card

You can view a combined statement on a corporate card.

To view a card statement please click the [«Card statement» link](#) in the corresponding section.

PAN	Card holder	Card status	Valid until	Statement on the card
*2736	ELLEN RIPLEY	Active	10/17	Card statement

The [«Corporate cards → Card statement *\[card number\]»](#). On this page you can see processed payment orders as well as payments not yet listed in the corresponding account statement (marked with the icon) during the set period. The time period for displayed payments is indicated on the instruments panel and can be edited. For every operation you can see date, amount, purpose and payee of the payment.



In order to quickly find payment certain payment orders in the interface you can use a filtering option. In order to apply a filter to the documents in the list, please click the «Filter» button. The «Motions filter» window will open.

Here, you can set the following parameters:

- *Number of the payment order* – indicate an index number of a payment order.
- *Time period for searching payments (the «Show documents» field)* – indicate a start and end date for a time period for searching for documents.
- *Amount of the payment order* – indicate an amount of a payment.
- *Contractor name* – indicate a natural person or a legal entity name posing as a payee.
- *Contractor TIN(INN)* – indicate a contractor's TIN(INN).



- *Contractor bank account* – indicate a contractor's account number.

In order to reset the filtering parameters please click the «Reset filter» button or the «Apply filter» button to search for documents with the set parameters.

On the «**Corporate cards → Card statement *[card number]**» page you can also export and print the information on this page (learn more on the [«Export or print statement»](#)).

To view a print form of a payment order please select it in the list and click the «Preview»  button on the instruments panel or simple click the document twice. You can view only processed payment orders.

The print form of the document will open.

Document view

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

02.06.2017	Списано со сч. плат.	0401060	
Поступ. в банк плат.			
ПЛАТЕЖНОЕ ПОРУЧЕНИЕ № 3		02.06.2017	
		Дата	
		Электронно	
		Вид платежа	
Сумма прописью	Тридцать тысяч рублей 00 копеек		
ИНН 1111122221	КПП	Сумма	30000-00
ЗАО ЮТАНИ ВЕЙЛАНД		Сч. N	40817810125000000978
Плательщик		БИК	044585410
БАНКЩЕДРОСТЬ		Сч. N	
Банк получателя		БИК	044585410
ИНН 1111122221	КПП	Сч. N	40205810525000000181
ООО "Сепульчи"		Вид оп.	01
Получатель		Наз. пл.	Срок плат.
		Код	Очер. плат.
			Рез. поле

Here, the document can be printed out or exported into*.html, *.txt or *.pdf by clicking the «Print»  or the «Export»  button.



8. Cash pooling

Please note that the availability of the following features depends on the partner bank and can be unavailable to all the clients. To learn more please contact your bank. Please contact the Customer service center of your bank for further information.

The «**Cash pooling**» section provides efficient management of banking accounts, allowing to pool the banking accounts owned by holdings and company groups. This feature is designed to provide automated control over accounts' balances and financial management over branches, subdivisions and subsidiaries.

The list of available pools of banking accounts (*No 1 on the screenshot below*) is located on the «**Cash pooling**» page. The following information is displayed for each pool: accounts in the pool with banking details, as well as account owning organizations (*No 2 on the screenshot below*).

The liquidity modes used for a certain cash pool are listed on the right next to every pool (*No 3 on the screenshot below*). A new mode liquidity can be added to a pool by clicking the «**Add mode**» button in the corresponding block (learn more in «[Modes of liquidity management](#)»).

The screenshot shows the Faktura.ru interface for 'Cash pooling'. On the left, a sidebar menu includes 'Home', 'Accounts in banks, statements', 'Corporate cards', 'Cash pooling' (which is selected), 'Payments in roubles', 'Import of documents, directories', 'Loans and deposits', 'Salary contracts', 'Currency operations', 'E-mail and documents', 'Payment for services', 'Directories', 'Security', 'Mobile version', and 'More features'. The main content area has a header 'Cash pool' with a date range '17.10.2016-17.12.2016'. Below this, there are two sections, each with a red circle numbered 1, 2, or 3:

- Section 1 (Top Left):** 'Cash pool' with ID '40702810300000100002'. It lists a 'Master account' with balance '498 075-00 RUB on 20.10.2016' and a 'Расчетный счет' with balance '3 000-00 RUB on 09.11.2016'. A red circle labeled '2' is placed over the first account.
- Section 2 (Bottom Left):** 'Зарплатный пул' with ID '40702810300000100003'. It lists a 'Master account' with balance '3 758 005-00 RUB on 10.2016' and a 'Счет №1' with balance '493 000-00 RUB'. A red circle labeled '2' is placed over the first account.
- Section 3 (Right):** 'Liquidity management mode' for the top pool, showing 'Zero Balancing' mode valid from '15.12.2016'. A red circle labeled '3' is placed over the 'Zero Balancing' link. Below it, another 'Liquidity management mode' section shows 'Zero Balancing' mode valid from '11.01.2018'.

On the instruments panel you can find the following available operations:

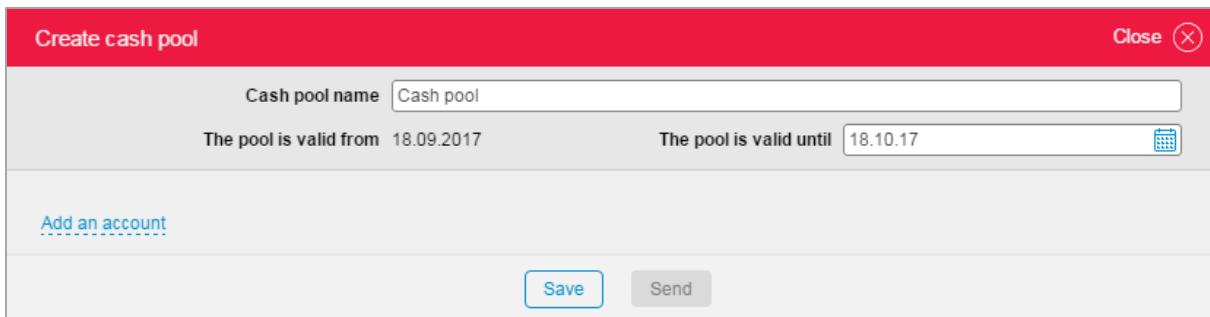
- [creating and editing pools](#)
- [pools archive](#)
- [applications for pools](#)



8.1 Creating cash pool

To create a cash pool click the «Create»  button on the instruments panel. The «Create cash pool» window will open. Enter the name of a new cash pool in the corresponding field of the window.

Pools have opening and expiration dates. A pool opening date coincides with the pool creation date and cannot be edited. A pool expiration date can be edited at any time; if no expiry date is specified, pool duration time is considered to be unlimited.



Create cash pool

Cash pool name: Cash pool

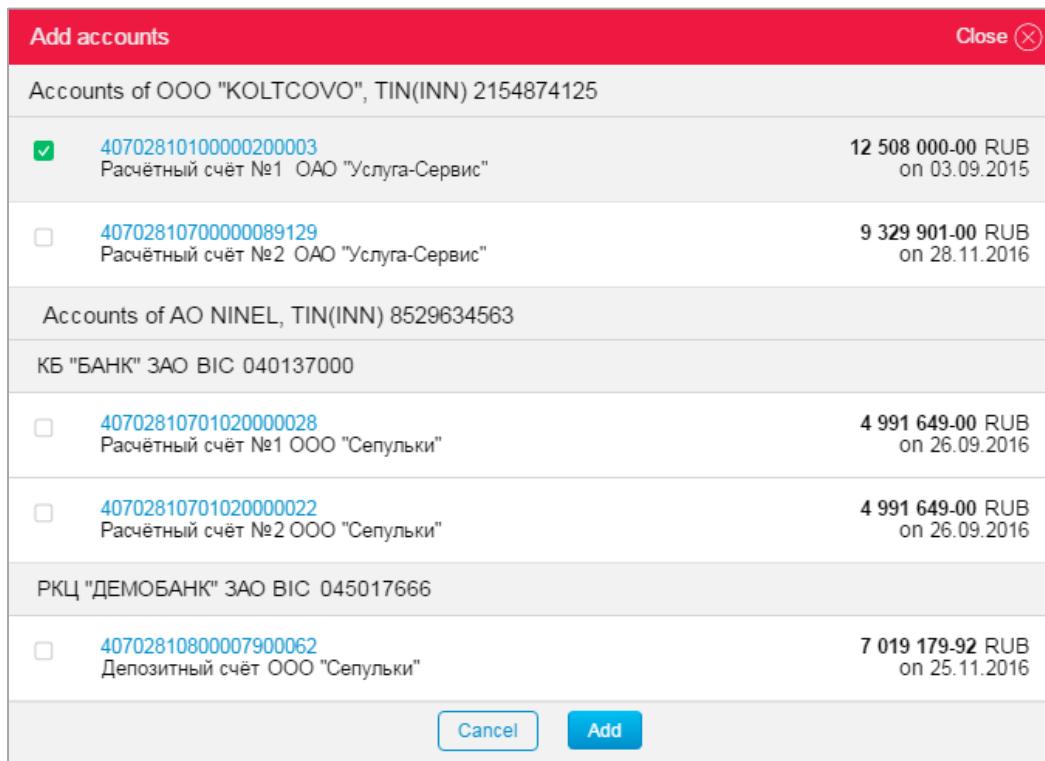
The pool is valid from: 18.09.2017

The pool is valid until: 18.10.17

Add an account

Save Send

Next you need to choose accounts that will be added to the pool. Click the «Add account» link. The «Add accounts» window will open. Choose the accounts that will be added to the pool by checking the corresponding checkboxes on the left and then clicking the «Add» button. Please note that the list of accounts is formed based on account management rights. The list does not include accounts that are already a part of existing pools.



Add accounts		
Accounts of OOO "KOLTCOVO", TIN(INN) 2154874125		
<input checked="" type="checkbox"/>	40702810100000200003 Расчётный счёт №1 ОАО "Услуга-Сервис"	12 508 000-00 RUB on 03.09.2015
<input type="checkbox"/>	40702810700000089129 Расчётный счёт №2 ОАО "Услуга-Сервис"	9 329 901-00 RUB on 28.11.2016
Accounts of AO NINEL, TIN(INN) 8529634563		
КБ "БАНК" ЗАО BIC 040137000		
<input type="checkbox"/>	40702810701020000028 Расчётный счёт №1 ООО "Сепульки"	4 991 649-00 RUB on 26.09.2016
<input type="checkbox"/>	40702810701020000022 Расчётный счёт №2 ООО "Сепульки"	4 991 649-00 RUB on 26.09.2016
РКЦ "ДЕМОБАНК" ЗАО BIC 045017666		
<input type="checkbox"/>	40702810800007900062 Депозитный счёт ООО "Сепульки"	7 019 179-92 RUB on 25.11.2016
		<input type="button" value="Cancel"/> <input type="button" value="Add"/>



The added accounts will be displayed in the list in the «Create pool» window.

Each pool has a master account. Funds from other pool accounts in the pool are transferred and concentrated on a master account. After the master account is selected and the pool application form is processed by the bank, the master account can only be changed by personally contacting the bank. Please note that assigning another master account in a pool can only be performed if a new master account belongs to the same account holder within one branch of an organization.

To select a master account click the «Set as master account» link next to an account.

To delete an added account click the «Delete» link next to an account.

Account	Balance
40702810701020000028 Расчетный счет №1 ООО "Сепульки", ООО "Сепульки", TIN(INN) 1234564001	4 991 649-00 RUB on 26.09.2016
40702810701020000028 Расчетный счет №2 ООО "Сепульки", ООО "Сепульки", TIN(INN) 1234564001	4 991 649-00 RUB on 26.09.2016

Next click the «Send»/«Sign» button below and sign the document. The application form for creation of a new cash pool with set parameters will be sent to the bank. You can view the document on the [«Applications»](#) page. After the document is processed by the bank, the new accounts pool will be added to the list on the «Accounts pools» page.

8.2 Liquidity management mode

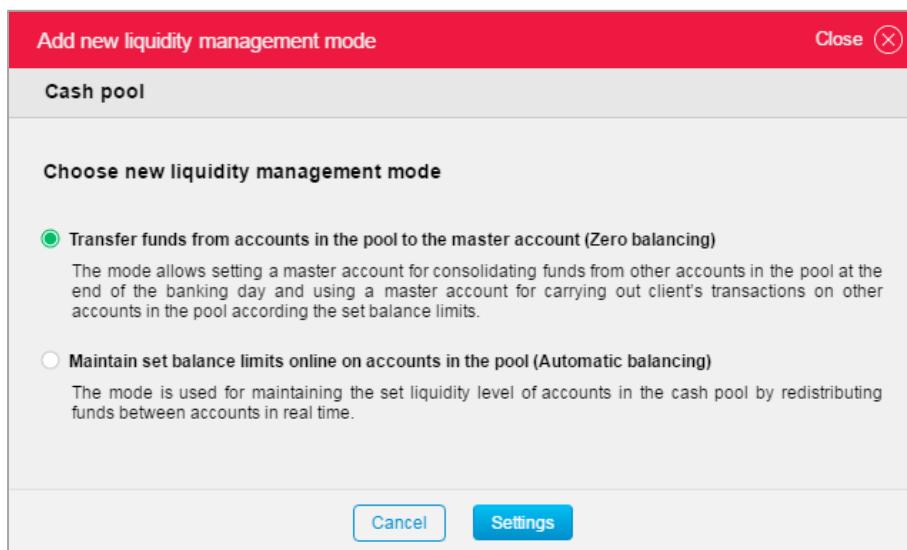
The accounts balances in a pool are controlled via modes of liquidity management.

To add a new liquidity management mode to the pool, click the «Add new mode» button next to the pool.



<input type="checkbox"/> Cash pool 17.10.2016-17.12.2016	Master account 40702810300000100002 Счет ЗАО "Услуга-Сервис" ЗАО Услуга-Сервис, TIN 8529631561 ОАО БАНК БИК 040137001	498 075-00 RUB on 20.10.2016	Liquidity management mode Zero Balancing The mode is valid from 11.01.2018 Add new mode
	407028108000000093701 Расчетный счет ЗАО "Услуга-Сервис" ЗАО Услуга-Сервис, TIN 8529631561 ОАО БАНК БИК 040137001	3 000-00 RUB on 09.11.2016	

The «Add new liquidity management mode» window will open.



There are two available liquidity management modes in the Internet banking service: consolidating funds on a selected master account (Zero balancing) and maintaining accounts balances online (Automatic balancing).

Now you need to select a liquidity management mode. You can add only one mode at a time.

Zero balancing is a liquidity management mode that allows consolidating funds from accounts in a pool on a single master account at the end of a transaction day. Funds on a master account can be used for current transactions made from accounts in a pool within the predetermined limits.

Please note that only one mode of funds consolidation can be added to one pool.

To activate this mode, choose it from the list and click the «Settings» button. The «Zero Balancing» window will open. You can see all accounts in the pool, including the master account. It is also possible to set a future date as an opening date.



Zero balancing		Close
Cash pool	The mode is valid from	18.09.2017
Account	Balance	
40702810200007782877 Депозиты юр. лиц АО Нинель, TIN(INN) 8529634563	497 218-40 RUB	on 18.09.2017
40702810400000174240 Расчетный счет ЗАО Нинель АО Нинель, TIN(INN) 8529634563	100 000 078 489-62 RUB	on 10.08.2017
40702810800000093701 Расчетный счет ЗАО Нинель АО Нинель, TIN(INN) 8529634563	282 981-14 RUB	on 09.08.2017
40702810800007800007 Расчетный счет ЗАО "Нинель" АО Нинель, TIN(INN) 8529634563	0-00 RUB	on 07.09.2017
42101810400000102011 Пул. Нинель. Депозит 7 АО Нинель, TIN(INN) 8529634563	15 000-00 RUB	on 16.08.2017
42101810700000102012 Пул. Нинель. Депозит 8 АО Нинель, TIN(INN) 8529634563	Master account 19 900-00 RUB	on 16.08.2017

[Back](#) [Save](#) [Send](#)

To create an application for activating this mode, click «Send»/«Sign» button. The application will be sent to the bank. After clicking the «Save» button, the application will be created, but not yet sent. All applications can be viewed and sent to the bank on the «[Applications](#)» page (see «[Applications](#)» chapter for more information). To view applications click the «Applications» button on the instruments panel.

Automatic balancing is a mode that maintains the set liquidity level on accounts in a cash pool. Under this mode the reallocation of balances on accounts is executed online based on set values.

To activate the mode, select it from the list and click the «Settings» button. The «Automatic balancing: online balance maintenance» window will open. Set a liquidity mode opening date (the «valid from» field). The date can be filled in manually or selected from a built-in calendar. To open a calendar, click the icon in the field.

Next, select an account for managing and set a minimum and/or maximum balance. Please note that these values can be set only after you have set a managed account. You can set a minimum or a maximum limit or both at once. If you need to set both limits, set and save them separately, one after another.



Automatic balancing:online balance maintenance

Cash pool

Valid from 

Account under balance maintaining
**40702810400000174240 Расчетный счет ЗАО Нинель
 Saldo 100 000 078 489-62 RUB Available 100 000 088 489-62 RUB** 

 Add minimum balance limit

 Add maximum balance limit

To set a minimum/maximum value of balance, click the «Add minimum balance limit»/«Add maximum balance limit».

The «Automatic balancing: indicate the minimum balance»/«Automatic balancing: indicate the maximum balance» window will open. Indicate a minimum/maximum balance in the window.

To set a minimum balance select one the following borrowing modes:

- The «**The total amount from one account**» mode: a replenishment of a master account in required amount is performed entirely from one of the specified accounts;
- The «**From several account in parts**» mode: a replenishment of a master account in required amount is performed by transferring funds in parts from different accounts. The maximum possible amount (in accordance with the set minimum balance limit) is withdrawn from different account. In case there are not enough funds on all accounts, the master account will be partially replenished with maximum possible amount;
- The «**If cannot transfer from one account, then transfer in parts**» mode: a replenishment of a master account in required amount is performed from one account set by default. If the specified account does not have enough funds, the master account will be replenished by withdrawing maximum possible funds from all of specified accounts.

Similarly, to set the maximum balance, choose one of the borrowing modes: «To one account», «To several accounts in parts», «If cannot transfer to one account, then transfer in parts».



Automatic balancing: indicate the minimum balance Close

Cash pool

Minimum balance

Transfer to the account under balance maintaining

- If the total amount from one account**
Transfer to the account will be performed from a supporting account in the list according to the priority que. If the funds on the supporting account are insufficient, the next account from the list will be used. If the needed amount cannot be transferred entirely from one supporting account, the transfer will not be performed.
- From several accounts in parts**
Trying to transfer funds to the account under balance maintaining from the supporting accounts according to the priority que. The maximum allowed amount will be transferred from the supporting accounts in the list until the needed balanced is reached. If no supporting accounts in the list contain the needed amount of funds, the maximum possible amount of funds will be transferred to the account under balance maintaining.
- If cannot transfer from one account, then transfer in parts**
Trying to transfer the total amount of funds needed to maintain the set balance on the account under balance maintaining. If the transfer was not successful, the maximum allowed amount will be transferred from the supporting accounts in the list according to the priority que until the needed balanced is reached

Back Next

Automatic balancing: indicate the maximum balance Close

Cash pool

Maximum balance

Transfer from the account under balance maintaining

- To one account**
Trying to transfer the total amount of funds that exceeds the maximum limit from the account under balance maintaining to one account. Accounts are considered according to their position in priority que and transfer to account under balance maintaining settings
- To several accounts in parts**
Transfer of funds will be performed from the account under balance maintaining to all the accounts in the list according to their positions in priority que
- If cannot transfer to one account, then transfer in parts**
Trying to transfer the total amount of funds that exceeds the maximum limit to one account. Accounts are considered according to their position in priority que and transfer to account under balance maintaining settings. If the transfer was not successful, then funds will be transferred from the account under balance maintaining to several accounts according to the set parameters

Back Next

Choosing minimum balance

Click the «Next» button, choose an account or accounts for borrowing/transfer of funds in the «Auto balancing: choose accounts to transfer funds from» window and click «Next».

Automatic balancing: choose accounts to transfer funds to Close

Cash pool

Account	Account balance
<input type="checkbox"/> 40702810200007782877 Депозиты юр. лиц АО Нинель, ИНН 8529634563 КБ "БАНК" ООО БИК 045066666	497 218-40 RUB on 18.09.2017
<input type="checkbox"/> 40702810800000093701 Расчетный счет ЗАО Нинель АО Нинель, ИНН 8529634563 КБ "БАНК" ООО БИК 045066666	282 981-14 RUB on 09.08.2017
<input type="checkbox"/> 4070281080000780007 Расчетный счет ЗАО "Нинель" АО Нинель, ИНН 8529634563 КБ "БАНК" ООО БИК 045066666	0-00 RUB on 07.09.2017

Back Next

Automatic balancing: choose accounts to transfer funds from Close

Cash pool

Account	Account balance
<input type="checkbox"/> 40702810200007782877 Депозиты юр. лиц АО Нинель, ИНН 8529634563 КБ "БАНК" ООО БИК 045066666	497 218-40 RUB on 18.09.2017
<input type="checkbox"/> 40702810800000093701 Расчетный счет ЗАО Нинель АО Нинель, ИНН 8529634563 КБ "БАНК" ООО БИК 045066666	282 981-14 RUB on 09.08.2017
<input type="checkbox"/> 4070281080000780007 Расчетный счет ЗАО "Нинель" АО Нинель, ИНН 8529634563 КБ "БАНК" ООО БИК 045066666	0-00 RUB on 07.09.2017

Back Next

In case several accounts are selected, you need to set priorities of borrowing/transfer of funds by setting the arranging accounts in list using and icons. The top account on the list has the highest priority. If there are not enough funds on the most top account, the next one will be used too. Click «Ready» when the priority is set.



Авто баланс: Automatic balancing: set the transfer priority que

Cash pool

Account	Account balance
1 40702810200007782877 Депозиты юр. лиц АО Нинель, TIN(INN) 8529634563 КБ "БАНК" ООО BIC 045017666	497 218-40 RUB on 18.09.2017
2 40702810800000093701 Расчетный счет ЗАО Нинель АО Нинель, TIN(INN) 8529634563 КБ "БАНК" ООО BIC 045017666	282 981-14 RUB on 09.08.2017

Back **Ready**

The set values of minimum and maximum balances can be viewed in the «**Auto balancing: online balance maintenance**» window.

Automatic balancing:online balance maintenance

Cash pool

Valid from

Account under balance maintaining

The minimum balance limit is 100000.0 RUB transfer from several accounts

The maximum balance limit is 1000000.0 RUB transfer from several accounts

Save **Send**

The set values can be canceled by clicking the icon.

To create an application for activating of the liquidity management mode, click the «Send» button. The application will be sent to the bank. If you click the «Save» button, the application will be created but will not be automatically sent. All applications can be reviewed and sent to the bank from the «**Applications**» page (see the «**Applications**» chapter for more information).

In case the application was successfully processed, applied modes will be displayed to the right from accounts pool.



The screenshot shows a list of accounts under a 'Cash pool' mode. The first account is controlled by 'Automatic balancing'. A red box highlights this section, which includes the account number (42102810200000102003), balance (8 651.98 RUB), and date (on 23.08.2017). Below it, there's a button labeled 'Add new mode'.

Cash pool		Liquidity management mode	
The pool is valid from 24.03.2017		Automatic balancing	
42101810500000102005	200 000.00 RUB on 16.08.2017	The mode is valid from 31.03.2017 Account under control 42102810200000102003 Депозиты юр.лиц	Add new mode
42102810200000102003	8 651.98 RUB on 23.08.2017		
42102810900000102002	Master account 0.00 RUB on 16.08.2017		
Депозиты юр.лиц			
АО NINEL, TIN(INN) 8529634563			
РКЦ ГОРНЯК BIC 040100000			

Mode settings can be edited by clicking the icon.

This is a modal dialog titled 'Liquidity management mode'. It contains a section for 'Automatic balancing' with details: mode valid from 31.03.2017, account under control 42102810200000102003, and 'Депозиты юр.лиц'. A red box highlights the edit icon (pencil) next to the mode details. At the bottom is a 'Add new mode' button.

Editing liquidity management mode implicates creating and sending application for changing settings of the liquidity mode (see the «[Applications](#)» chapter for more information). Please note that you cannot create and send another an application if one is already being processed by the bank.

8.3 Applications

The «[Applications](#)» page includes the list of application for cash pools.

The screenshot shows a table of applications for cash pools. The columns are: Date, Document, Cash pool, Status, Organization, and Bank. Two applications are listed:

Date	Document	Cash pool	Status	Organization	Bank
19.09.2017	Application for changing cash pool	Cash pool N6	Processed 19.09.2017 Санталова	АО NINEL	RKC Gornyak
29.05.2017	Application for changing mode	Cash pool N3	Returned 30.05.2017 Санталова	АО NINEL	RKC Gornyak

All applications can be viewed by pressing the «Preview» button.



Document view Close

Print Export Show digital signature

Заявление на изменение пула от 24.03.2017

Банк: КБ БАНК, 040137000,
Пул счетов: Cash pool N5
Период действия пула: с 24.03.2017
Мастер-счет: 4210281090000102002, КБ БАНК, 040137000
Счета пула:
4210181050000102005, КБ БАНК, 040137000
4210281020000102003, КБ БАНК, 040137000
4210281090000102002, КБ БАНК, 040137000
4070281000444400002, КБ БАНК, 040137000

Document certified e-signature:
Owner: CN=PORYVKINA NINA ANATOLEVNA, OU=otdel, O=ZAO 'NINEL', L=Novosibirsk, C=RU
Issue key: CN=Class 2 CA, OU=CAs, O=FTC, C=RU

All applications in the «Prepared» status can be edited. To edit an application, choose it from the list and click the «Edit» button on the instruments panel. To send an application in the «Prepared» status to the bank, choose it from the list and click the «Send» button. After an application is signed, it will be sent to the bank.

8.4 Accounts pool archive

The «Accounts pool → Archive» subsection contains pools that expired more than 10 days ago. To open the «Archive» page, click the arrow next to the «Archive» button on the instruments panel and choose «View archive». You will be redirected to the «Archive» page. You can only view pools and their settings on this page.



Cash pool validity period is over

17.10.16 17.10.2016-17.12.2016	40702810300000093751 АО Нинель" от '17/10/2017' АО Нинель TIN(INN) 8529634563 КБ "БАНК" ЗАО BIC 045017666	0-00 p. на 16.08.2016	Liquidity management mode
	40702810700000089129 ООО "Навъ" от '17/10/2006' ООО "Навъ", TIN(INN) 1234564321 КБ "БАНК" ЗАО BIC 045017666	Master account 9 329 901-00 p на 28.11.2016	Automatic balancing 40702810300000093751 ЗАО "Нинель" от '17/10/2017', 17.10.2017
			Automatic balancing 40702810700000089129 ООО "Навъ" от '17/10/2006', 17.10.2006
			Zero balancing 17.10.2006



9. Payments in rubles

With permits appointed by the bank on creating payments, you can create, sign and send payments to the bank, and then receive processed documents back.

The «**Payments in rubles**» section contains a list of all the payments in rubles, created in the Internet banking service.

The screenshot shows the Faktura.ru interface for managing payments in rubles. On the left, there's a sidebar with links like Home, Accounts in banks, statements, Payments in rubles (which is selected), Import of documents, directories, Loans and deposits, Salary contracts, Currency operations, E-mail and documents, Payment for services, Directories, Security, Mobile version, and Contacts. Below that is a button for Contact the bank and a link to Help us improve the service. At the bottom of the sidebar, it says © 2000-2016 Faktura.ru. All rights reserved.

The main area has a toolbar at the top with buttons for Refresh, Create, Copy, Edit, Delete, Send, Revoke, Preview, Print, Export, To archive, Control, and a Filter dropdown. It also shows RU, All organizations, Wayne B., and Exit.

The main content area displays a table of payment documents. The columns are: Document (checkbox), Status, signatures, Amount, Payer, Payee, and Purpose. The table lists several entries:

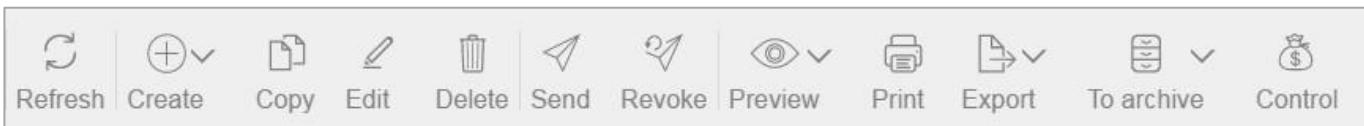
Document	Status, signatures	Amount	Payer	Payee	Purpose
Nº 444 06.12.2016	Processed 06.12.2016	1-00	Wayne Enterprises 40702810900000002563	Bank of the Prophet, Columbia	Tax-free (VAT) 30111810981234567895
Nº 443 06.12.2016	Processed 06.12.2016	100 000	Wayne Enterprises 40702810900000002563	Rose Walker	Tax-free (VAT) 30111810981234567895
Nº 442 05.12.2016	Processed 06.12.2016	66 666-00	Wayne Enterprises 40702810800000002563	Aperture Science, Ltd.	Tax-free (VAT) 30111810981234567891
Nº 441 05.12.2016	Processed 06.12.2016	100 000 000-00	Wayne Enterprises 40702810900000002563	Wayne Enterprises	Tax-free (VAT) 30111810981234567892
Nº 6501 05.12.2016	Signed 05.12.2016	386-00	Wayne Tech 407028105000000011000	Umbrella Corp.	Tax-free (VAT) 30111810981234567893
Nº 6500 05.12.2016	Signed 05.12.2016	386-00	Wayne Tech 407028105000000011000	Abstergo Industries	Tax-free (VAT) 30111810981234567894
Nº 5054 05.12.2016	Prepared 05.12.2016	9 386-00	Wayne Tech 45206810701020701000	Sarah Jane Smith	Tax-free (VAT) 30111810981234567896
Nº 5055 05.12.2016	Processed 05.12.2016	986-00	Wayne Tech 45206810701020701000	Meridioc Brandybuck	Tax-free (VAT) 30111810981234567897
Nº 5055 05.12.2016	Processed 05.12.2016	986-00	Wayne Tech 45206810701020701000	Aperture Science, Ltd.	Tax-free (VAT) 30111810981234567898
Nº 5054 05.12.2016	Returned 05.12.2016	786-00	Wayne Tech 45206810701020701000	Sarif Industries	Tax-free (VAT) 30111810981234567899
Nº 5053 05.12.2016	Closed out 05.12.2016	70 086-00	Wayne Tech 45206810701020701000	Diana Prince	Tax-free (VAT) 30111810981234567890

You can sort the payments in rubles by date, documents status, amount, payer, payee and purpose. You can also switch between two interface modes: «More details» and «Short form» by clicking one or another:

- If the «More details» mode (set by default) is selected, account number, organization and bank names are always visible in the «Payer» column; account number, organization and bank of the payee are visible in the «Payee» column.
- If the «Short form» mode is selected, the abovementioned details are not displayed and the text in the «Purpose» column is shown in short form. To show the whole text in the «Purpose» column, click the text to expand it.

Document	Status, signatures	Amount	Payer	Payee	Purpose
Nº 444 06.12.2016	Processed 06.12.2016	1-00	Wayne Enterprises 40702810900000002563	Bank of the Prophet, Columbia	Tax-free (VAT) 30111810981234567895

The basic operations available in the «Payments in rubles» section are:



- [create payment in rubles](#)
- [copy a payment](#)
- [edit and delete](#)
- [print and export](#)
- [send to the bank/sign](#)
- [reply](#)
- [preview a statement](#)
- [archive](#)
- [planned balance control](#)

9.1 Create payment in rubles

Payments in rubles can be created using a template (learn more in the «[Creating payments using templates](#)» chapter) or without it.

To create a new payment without using a template please follow the steps below:

1. In the «Payments in rubles» section, click the «Create» button on the instruments panel.
2. Fill in the payment form.



Payment order **No template** Close

№	35	dated	23.12.2016	Type of payment		Sequence	5	Value Date	
Details of payment									
Payer	Wayne Enterprises, TIN(INN) 1234567809				KPP	987654321			
Division	<input type="text"/>				TIN(INN)	3057703042			
<input type="checkbox"/> Insert division into the field "Payer"									
Account	4070281010000014009 Main account (RUB) Saldo 1 000 000 000-0 RUB Planned saldo -1 000 003 507-34 RUB								
BANK OF GOTHAM, GOTHAM CITY, BIC: 045017666									
Amount	5 000 000.00								
Guarantor Show 									
To make a payment on behalf of a client, please, fill in the Client's details									
Payee									
Payee	Sarif Industries								
TIN(INN)	40507951313	KPP	321354705	Account number	40702 801 0 1066 0000064				
Bank	Bank of Purity								
Payment for utilities Show 									
If you pay for utilities, please fill in payment details									
<input type="radio"/> Yes <input checked="" type="radio"/> No									
Budgetary payment Show 									
Unique identifier of payment									
Code/UIN <input type="text"/> <input type="checkbox"/> Convert to transit 									

Additional notes:

Some fields are filled in automatically and may not be available for manual editing. For your convenience, some fields could be filled in by clicking the icon and choosing values from the list.

Field	Field description
№ (order number)	Filled in automatically. Manual editing allowed.
dated	Filled in automatically with current date (the DD.MM.YYYY format). Editing allowed.
Time (Moscow time)	Time (according Moscow time zone) and future date of document execution.
Type of payment	Choose from the drop down menu: urgently, by mail, electronic, etc.)
Sequence	Choose a sequence value (from 1 to 5) for the payment from the drop down menu. The default value is «5».
Value Date	Optional to fill in. Date of payment transfer stated in sending bank and receiving bank balances or in head office and its branches balances. Date of payment transfer (or DPT) is set considering the



time needed for the document to reach the receiving bank. In the print version of a document is shown in the «Рез. поле (Leave blank)» segment.

The «Details of payment» segment

Payer	Choose an organization from the drop down menu. Manual editing prohibited.
Division	If the payer's bank has several divisions, choose a division from the list. To add the selected branch to the payment check the «Insert division into the field "Payer"» field.
Account	Set an account from to withdraw funds from. If several account are available, they can be selected from the drop down menu.
Payer's bank	Is set automatically when the payer's account is selected.
Amount	Mandatory to fill in. The payment amount.
KPP	Optional to fill in. Choose KPP from the drop down menu.

(translation: code of reason for registration)

The «Guarantor» segment should be filled in if payment is being made on **behalf of the client**. If this is the case, click the title of the segment or the «Show»  icon. Check the checkbox right of the «Payment on behalf of a client» field and then fill in the mandatory fields.

The «Payee» segment

Payee	Mandatory to fill in. Choose a payee name from list  or type it in manually.
TIN(INN) (Taxpayer Identification Number, VAT identification number or tax reference number, «ИНН» in Russian)	Optional to fill in. Choose a number from the list  or type it in manually
KPP (translation: code of reason for registration)	Optional to fill in. Type in a payee KPP. Choose a number from the list  or type it in manually



Account number

Mandatory to fill in. Type in an account number manually or choose a payee in the corresponding field and the account number will be filled in automatically from the list .

bank

Mandatory to fill in. Contains RCBIC (Russian Central bank Identification Code or simply BIC)/SWIFT and payee's bank name. Choose from the list  or type it in manually

The «Budgetary payment» segment should be filled in if the funds are being transferred to the budget. If this is the case, click the «Show»  icon and then fill in the mandatory fields.

Choose one of the two available variants of payments (depending of the selected type of payment mandatory fields for filling in may vary):

- Payment of taxes and charges to the Russian Federation budget
- Transfer of customs and other fees related to foreign economic activities

Status

Choose a taxpayer status from the drop down menu.

KBK

(translation: budget classification code)

Choose a payee name from list  or type in the 20-digit code manually.

OKTMO

(translation: Russian Classification of Territories of Municipal Formations)

An OKTMO is a code for a municipal territory of the Russian Federation. The codes are set according to the Russian Classification on Objects of Administrative Division (OKATO). Select a code according to the municipal territory from which you need to make a budgetary tax payment. Choose it from the list  or type it in manually. A code contains either 8 or 11 numbers.

Payment reason

Choose from the drop down menu .

Tax period/Code of customs authority

Tax period  / Code of customs authority 

Depends on the selected template

- Tax period

Specify the tax period.

8 characters for tax period,

10 characters for customs code.

Should be either in the **DD.MM.YYYY** format, or in the **XX.MM.YYYY** format, where:

(please note that the following values should be filled in with Russian letters):



- Code of customs authority

Doc. №/IP

Document date

MC if the tax period is one month

KB if the tax period is one three months

ПЛ if the tax period is one half-year

ГД if the tax period is one year

Type in a customs authority code. Start typing to get a result hint.

Document number. Correlates with the «Payment reason» field.

Indicate the date of the document in the DD.MM.YYYY format.
Correlates with the «Payment reason» field.

The «Unique identifier of payment» segment

Code/UIN

A unique payment identifier (Russian: УИП)/Unique charges identifier of (Russian: УИН), depends on the payment type and selected template.

A unique payment identifier is not required for current tax payments, fees and voluntary insurance payments.

In such cases payees identify payments based on TIN (INN), KPP, KBK, OKTMO/OKATO and other parameters, so you can type in a «0» in this field. For balance accounts (40822) a unique payment identifier is mandatory to fill in. Please note that budgetary payments to balance accounts (40822) are prohibited.

The «Payments purpose» segment

In this segment VAT and purpose of payment, for example «Transport tax», are mandatory to fill in.

VAT

(Russian: НДС)

A value-added tax. The VAT amount is calculated automatically based on the money amount and selected VAT percentage (18%, 10% or tax-free).

 (Add to the purpose of payment) Click the arrow button to add the VAT to the purpose of payment.

Code of currency transaction type

Choose it from the list  or type it in manually. The parameter can also be added to the purpose of payment by clicking the arrow  icon.

 (Add to the purpose of payment)

Click the arrow button to add the code of currency transaction type to the purpose of payment.



The «Notify the Payee on the payment processing» segment

Phone number	Indicate a Payee's phone number (only Russian numbers) used for receiving text messages (SMS) on events in the Internet banking service.
E-mail address	Indicate a Payee's E-mail address used for receiving notifications on events in the Internet banking service.

The «Save as template» segment should be filled in if you intend to save the form as a template for later use. In this case click the «Show»  icon, fill in the «Template name» field, and then click the «Save» button on the right.

Convert to the Latin characters	Convert the Cyrillic characters into the Roman characters. If the bank employs transliteration of information in payments, the «Convert to the Latin characters» checkbox will be visible. Check the checkbox to convert the Russian characters into the English characters.
---------------------------------	--

Save the document for later editing by clicking the «Save» button, or send the document to the bank by clicking the «Send» button.

After clicking the «Save»/«Send» button, the document will be checked by the Internet banking service against discrepancies, errors and incorrect value formats.

Unfilled fields or fields containing discrepancies and errors are highlighted with a red color. Such fields, when hovered over with a pointer, are annotated with an error text. If the document contains at least one field highlighted with a red color, it cannot be sent to the bank until the errors are corrected. All fields highlighted with a red color have to be corrected to send the document to the bank.

If the document has fields highlighted with an orange color, please carefully check if they are filled in correctly. Documents with fields highlighted with an orange color can be sent to the bank without any changes.

When the document is corrected, check all fields one more time and click the «Save» or «Send» button.

9.2 Create payment using template

Payment in rubles can be created with or without template.

Payments can be saved as templates. This can save a certain amount of time when creating new documents. You can save a template while creating a new payment or when editing an existing one. Type in a template name in the «Template name» field in the «Save as template» segment of the «Payment order» window. Then click the «Save» button opposite the «Template name» field.



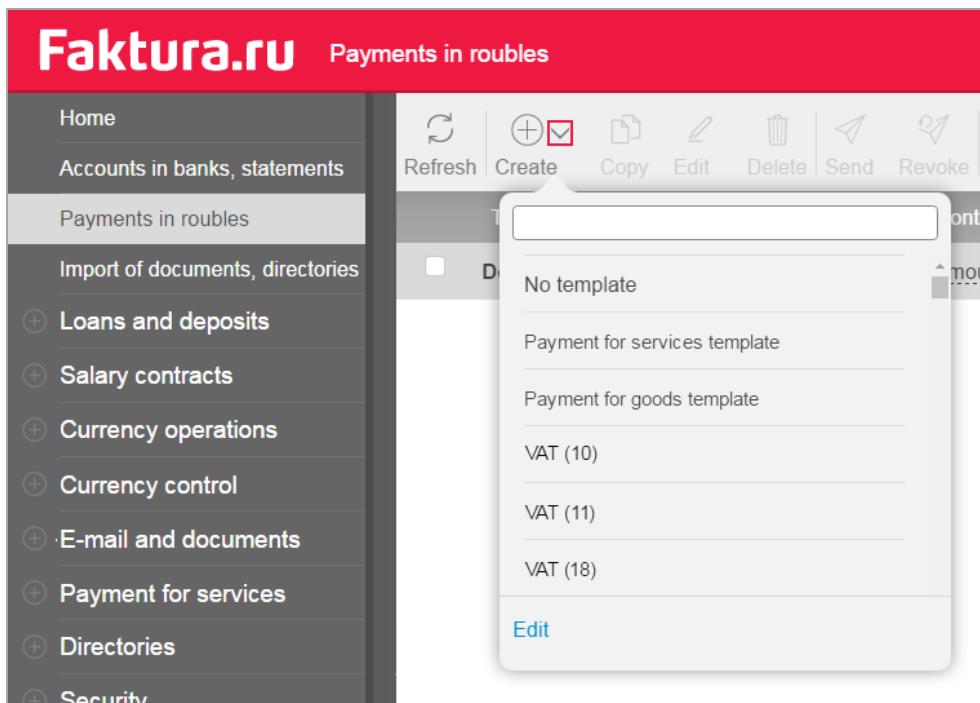
Save as template

Template name Save

Hide –

The document can be saved as template:

- By clicking the down arrow icon  next to the «Create»  button on the instruments panel. The list of available templates will open. You can also use the search field to navigate the list of existing templates.



The screenshot shows the Faktura.ru interface with the title "Payments in roubles". On the left, there's a sidebar with various menu items like Home, Accounts in banks, statements, Payments in roubles (which is selected and highlighted in grey), Import of documents, directories, Loans and deposits, Salary contracts, Currency operations, Currency control, E-mail and documents, Payment for services, Directories, and Security. At the top right, there's a toolbar with icons for Refresh, Create (with a dropdown arrow), Copy, Edit, Delete, Send, and Revoke. A dropdown menu is open over the "Create" button, showing a list of templates: No template, Payment for services template, Payment for goods template, VAT (10), VAT (11), VAT (18), and an "Edit" link at the bottom.

The template name can be edited right away by clicking the «Edit» link at the bottom of the template list. The «Payments in rubles. Templates» window will open. Here all the templates the existing in the Service are listed. You can edit names of templates by clicking the pencil  icon.

Example:

Payments in roubles.Templates

		<input type="button" value="Find"/>	<input type="button" value="Clear"/>
<input type="checkbox"/>	Template name	<input type="button" value="Delete"/>	
<input type="checkbox"/>	Payment for services template	<input type="button" value="Edit"/> <input type="button" value="Delete"/>	
<input type="checkbox"/>	Payment for goods template	<input type="button" value="Edit"/> <input type="button" value="Delete"/>	
<input type="checkbox"/>	VAT (10)	<input type="button" value="Edit"/> <input type="button" value="Delete"/>	
<input type="checkbox"/>	VAT (11)	<input type="button" value="Edit"/> <input type="button" value="Delete"/>	
<input type="checkbox"/>	VAT (18)	<input type="button" value="Edit"/> <input type="button" value="Delete"/>	
		Records on page <input type="button" value="100"/>	

- By clicking the drop down menu in the «**Payment order**» window:

Payment order

No template		<input type="button" value="Close"/>
No	797093	
Details of payer		<input type="button" value="Type of payment"/> <input type="button" value="Sequence"/> 5 <input type="button" value="Value Date"/>
Payer	Payment for services template	
Division	Payment for goods template	
	VAT (10) template	
	VAT (11) template	
	VAT (18) template	
<input type="checkbox"/> Insert division into the field "Payer"		
Account	40702810100000014009 Main account (RUB) Bank of Gotham, Gotham City, BIC: 045017666	KPP <input type="button" value="774751001"/>
Amount	500 000.00	<input type="button" value=""/>

The selected template can be edited, signed and sent to the bank. The process of filling in a payment template is similar to [creating a new payment](#).

9.3 Payment for utilities

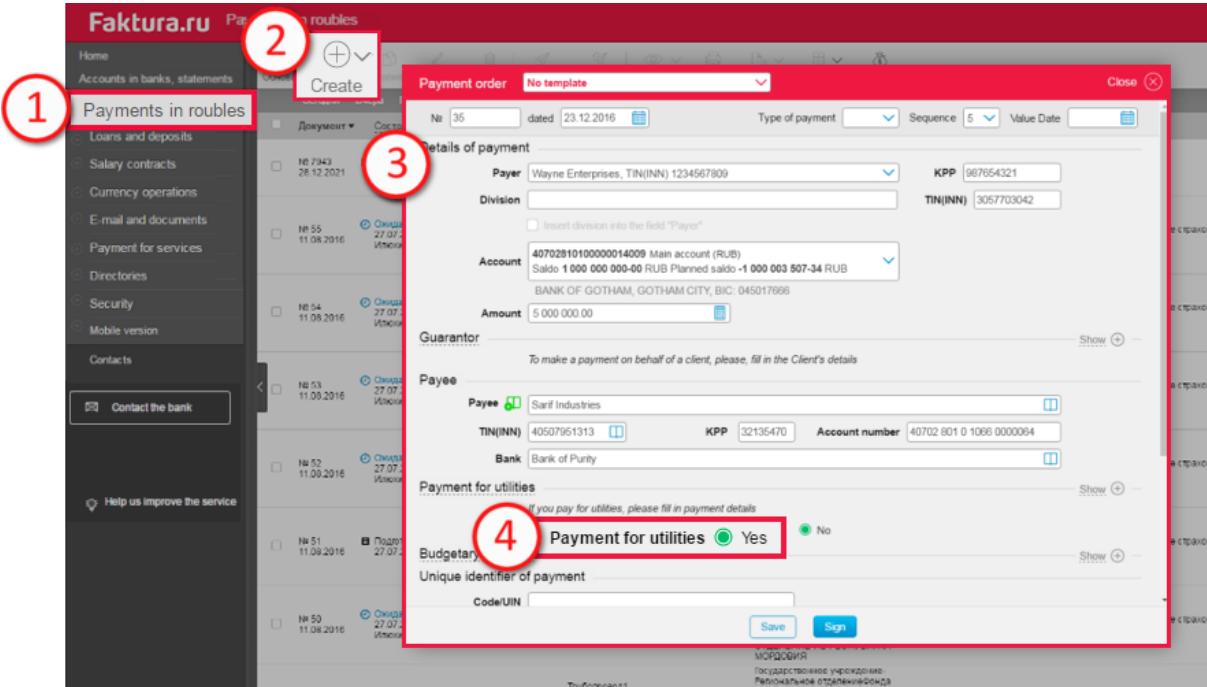
The Government Information System on Housing and Public Utilities (*Russian: ГИС ЖКХ*) is a database containing detailed information on housing administrative services, facilities service providers, communal and utility infrastructure and related costs and fees.

To pay for utilities in the Internet banking service using the Federal information system please follow these steps:

1. Go to the «**Payments in rubles**» section and click the «Create»  button on the instruments panel.



2. Fill in the payment form (learn more in the «[Create payment in rubles](#)» chapter).
3. Select the «Yes» button in the «**Payment for utilities**» segment to view and fill in additional fields.



4. Fill in the mandatory fields for the utilities payment. Please note that some fields should comply with the set field format. Hereinafter: N – number, L – letter, C – character.

Payment order **No template** **Close**

No	5048	dated	11.02.2017	in	Value Date	Sequence	5	Value Date	Close
Type of payment Personal									
Details of payment									
Payer	Wayne Enterprises, TIN(INN) 1234567809				KPP	123456789			
Division					<input type="checkbox"/> Insert division into the field "Payer"				
Account	408178105111111111 Main account Saldo 143 045-68 RUB Free 288 975-00 RUB Planned saldo -23 991 169-03 RUB Bank of Gotham, Gotham City, BIC: 045017666								
Amount	15 798.41								
Guarantor					<input type="checkbox"/> Show				
To make a payment on behalf of a client, please, fill in the Client's details									
Payee	<input checked="" type="checkbox"/> Gotham utility billing office TIN(INN) 654651637 <input type="button"/> KPP 361698746 <input type="button"/> Account number 40702 810 4 6798 5163801 <input type="button"/> Bank GOTHAM MERCHANTS BANK <input type="button"/>								
Payment for utilities	<input type="radio"/> If you pay for utilities, please fill in payment details <input checked="" type="radio"/> Yes <input type="radio"/> No				<input type="checkbox"/> Hide				
5 Personal account number assigned by the service provider 75да533315-01-4151 Payment period February 2017 Payment ID 75да533314-03-5117 <input type="button"/> Utilities ID 75да533314-03 <input type="button"/> Unified personal account 75да533314 <input type="button"/> The document number assigned by the service provider 6541645968464116846541									
Unique identifier of payment									
Code/UIN <input type="text"/> Payment purpose VAT tax-free (VAT) 0.00 RUB <input type="button"/> Code of currency transaction type <input type="button"/> <input checked="" type="checkbox"/> Без налога (НДС) <input type="checkbox"/> Tax free (VAT)									
<input type="checkbox"/> Convert to transit <input type="button"/> Save <input type="button"/> Send									

Payment for utilities form

Utilities payment segment contains the following fields; please make sure you fill them in correctly:

- The **Personal account number assigned by the service provider** field should contain a utilities identification number and information on the payment. The personal account number should have the following format:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
N	N	L	L	N	N	N	N	N	N	C	N	N	C	N	N	N	N

Positions from 1 to 13 signify the utilities identification number; the 14th position is reserved for the «-» character; positions from 15 to 18 signify the number of the document in the unified personal account, where the 15th position is reserved for the last number in the year for which the payment is being made, the positions 16 and 17 denote the number of month



in a year (from 01 to 12), the 18th position designates the index number of the document in the current month.

For instance: 75да533315-01-6081 (the first payment in August 2016 for a certain utilities service).

- **The Utilities ID** refers to a unified personal account and a utility code; the format is:

1 2 3 4 5 6 7 8 9 10 11 12 13

N N L L N N N N N N C N N

Positions from 1 to 10 signify a unified personal account number; the 11th position is reserved for the «-» character; positions 12 and 13 designate an index number of the payable service.
For instance: 75да533315-01

- **The Unified personal account number** contains information on the payer. A unified personal account number should have the following format:

1 2 3 4 5 6 7 8 9 10

N N L L N N N N N N

The 1st position is reserved for an account control key, positions from 2 to 10 are reserved for a unified personal account number.

Unified personal account number is used by organization operators to identify payments as payments for utilities and related services.

For instance: 75ac533315

- **Document number assigned by the payment service provider** – the payment document ID assigned by the payment service provider. Indicated in free form. Should be under 30 characters: letters, numbers and allowed special characters.

For instance: ПДИ000000000000004506549687

- **The document number assigned by the services provider** is a payment ID, assigned by the payment service provider. Should be under 30 characters: letters, numbers and allowed special characters.

For instance: ЛСИ000000000000000048912347806615

- **A payment period** includes a month and a year this payment is being made for. Current month and year are set by default.

Filling in the «Payment period» field is mandatory if the «Personal account number», «Unified personal account» and «Utilities ID» fields are filled in as well.



When the payment field is not filled in with a certain month or year value, the payment will be made without a direct reference to any period.

Payment period	(month)	▼	(year)	▼
----------------	---------	---	--------	---

 Please note that at least one of the fields (besides the payment period field) in this segment should be properly filled in to identify the utilities payment correctly.

5. Save the document for later editing by clicking the «Save» button, or send the document to the bank by clicking the «Send» button.

After clicking the «Save»/«Send» button, the document will be checked by the Internet banking service against discrepancies, errors and incorrect value formats.

Unfilled fields or fields containing discrepancies and errors are highlighted with a red color. Such fields, when hovered over with a pointer, are annotated with an error text. If the document contains at least one field highlighted with a red color, it cannot be sent to the bank until the errors are corrected. All fields highlighted with a red color have to be corrected to send the document to the bank

If the document has fields highlighted with an orange color, please carefully check if they are filled in correctly. Documents with fields highlighted with an orange color can be sent to the bank without any changes.

You can also save a payment for utilities as a template by clicking the «Save» button at the bottom of the page, or by filling in the «Save as template» segment.

Template name	Payment for utilities	Save
---------------	-----------------------	------

Learn more about templates in the [«Create payment using template»](#) chapter.

9.4 Revoke document

 Please note that availability of the following features depends on the partner bank settings.
To learn more please contact your bank.

Payments in rubles can be revoked from the bank. If the bank employs a document revoking feature, the «Revoke» if the bank employs a document revoking feature, the «Revoke»  button will be available on the instruments panel.

Documents with the following statuses can be revoked:

- «Received» 
- «Sent to the bank» 



- «In the card catalog»
- «Processed»

To revoke a document select an outgoing document in the list and click the «Revoke» button. In the «Document revocation» window, state a reason for revocation in the corresponding field. Click the «Send» button.

Close

Document revocation

Document revocation

Document Payment No.29 from 17.11.2017

Beneficiary ООО Sepulki

Beneficiary's account 40702810588889999779

Amount 1-00 р.

Payment purpose Оплата по договору поставки. Без налога (НДС)

Reason for document revocation

Incorrect payee account number.
Неверно указан счёт получателя.

After clicking the «Send» button, a «Document revocation» document is formed, containing information on payment in rubles and revocation reason. The document should be signed by clicking the «Sign» button. After that, the document will be sent to the bank.

On the «Documents» page the «Recall sent» mark will appear next to the document under revocation. If the bank approves the revocation, the document status changes to «Returned» , while the status of revocation application changes to «Recall successful» .

<input type="checkbox"/>	Document ▾	Status, signatures	Amount	Payer	Payee	Purpose
<input type="checkbox"/>	№ 109 29.10.2016	Sent to the bank 29.10.2016 Илюхин Recall sent	1000-00	"Трубопровод" 4070281000000708310 BANK	ООО "Мир" 40702810100000014001 BANK	Payment under contract № 189/1/1 from 09.12.2014. No VAT.
<input type="checkbox"/>	№ 39 22.01.2012	Processed 22.01.2012 Илюхин Recall sent	1000-00	"Трубопровод" 4070281000000708310 BANK	ООО "Мир" 40702810100000014001 BANK	Monthly payment for utilities under contract №9 from 02.07.2014. Including VAT (18%)

The bank has the option of revoking the document as well. The documents revoked by the bank should have the «Returned» status. Please note that you cannot reply to documents in «Returned» status.

<input type="checkbox"/>	Document ▾	Status, signatures	Amount	Payer	Payee	Purpose
<input type="checkbox"/>	№ 111 15.05.2017	Returned 15.05.2017	100-00	ЗАО "Трубопровод" 4591681001110000073	ЗАО Предприятие "Свят"	Payment on the contract № 33 from 28.06.2018 В том числе НДС(18%).

9.5 Payment order statuses

Please note that not all the statuses might be present in the Service interface due to different partner banks settings:

Prepared — the document exists, but it is not sent to the bank yet. The document could be edited, deleted or send to the bank.

Signed — the document is not signed by every employee yet. One or more employees should sign this document to send it to the bank. The document can be deleted, but not edited.

Sent to the bank — the document is sent to the bank, but not received by the bank.

On control — the document is being held on preliminary control.

Delivered to the bank — the document is physically delivered to the banks. This status is not represented in all the banks.

Received — the document is received, but not processed by the bank.

Under confirmation — the document is created but not sent to the bank, awaiting confirmation (only available if additional control is enabled).

Processed — the document is processed by the bank.

In the card catalog — there are not enough funds on your account.

Partial paid — the document was partially paid (the document is in the card catalog).

Returned — the document was received by the bank and then was sent back unprocessed and unposted. The reason for the return is stated in the document status.

Closed out — the document was deleted by the bank. The reason for deleting is stated in the document status.

The document status comprises a link to document status history, containing comments and reasons for performed actions.

9.6 View payment order

You can view a print form of a payment order by selecting it in the list and clicking the «Preview» button on the instruments panel or simple click the document twice. The print form of the document will open.



Document view Close

Print
 Export
 Show digital signature

Поступ. в банк плат.	Списано со сч. плат.	0401060	
ПЛАТЕЖНОЕ ПОРУЧЕНИЕ N 1163		16.03.2018	
		Дата	
		Вид платежа	
Сумма прописью	Пятнадцать рублей 99 копеек		
ИИН 2222331144	КПП	Сумма	15-99
АО "Трубопровод"		Сч. N	40702810000000708310
Плательщик		БИК	040813826
BANK, Г. АЛЕЙСК		Сч. N	3010181020000000869
Банк плательщика		БИК	049133834
ЗАО "БАНК" Г.ЧЕРКЕССК		Сч. N	3010181010000000834
Банк получателя		Сч. N	40502810452850555555
ИИН 5407125059	КПП 543301001	Вид оп.	01
зао " ЦФТ"		Наз. пл.	Срок плат.
Получатель		Код	Очер. плат.
			5
			Рез. поле
VAT			
Назначение платежа			

The «Show digital signature» option enables and disables displaying of the electronic signature details at the bottom of this window.

You can also print out this form by clicking the «Print» button in this window or export it into *.html, *.txt or *.pdf. To export this form please click the down arrow next to the «Export» button and select an export format. The form will be downloaded and saved on your PC.



10. Import of documents, directories

The «Import of documents, directories» section contains a list of imported registries

You can import the following registries:

- a registry of payments in rubles
- a registry of foreign currency transfers
- a registry of payment demands
- a contractor registry

The section also contains the list of previously uploaded registries with detailed information about the type of document, file name, upload date, etc.

Import documents, directories						RU	Wayne B.	Exit
	Refresh	Import	Send	Preview	Save	To archive	Accounting	Filter
Registry type	Date	File name / Sender		Status	Payments amount	Status of loading		
docStateIcons.svg	14.09.2016	docStateIcons.svg	Wayne Bruce	✖ Failed Unknown registry format				
30.txt	30.06.2016	30.txt	Wayne Bruce	⚠ Contains errors 30 payments 3 errors	600 000-00	Sign required: 30		
300.txt	09.06.2016	300.txt	Wayne Bruce	✓ Processed 300 payments	487 500-00	Sent: 298 Returned: 1 Sign required: 1		
contractors_001.txt	19.10.2016	contractors_001.txt	Wayne Bruce	✓ Processed 2 contractors				

The **registry of payment orders** contains information about the payer and key data about payment order. The **contractor registry** contains information about contractors and their requisites. The Internet banking service support file importing from «1C:Enterprise», «Моё дело» and «Контур ЭльБА» systems. The registries of payment orders and contractors allow simultaneously importing of multiple documents and directories into the Internet banking service without the need to manually fill them in.



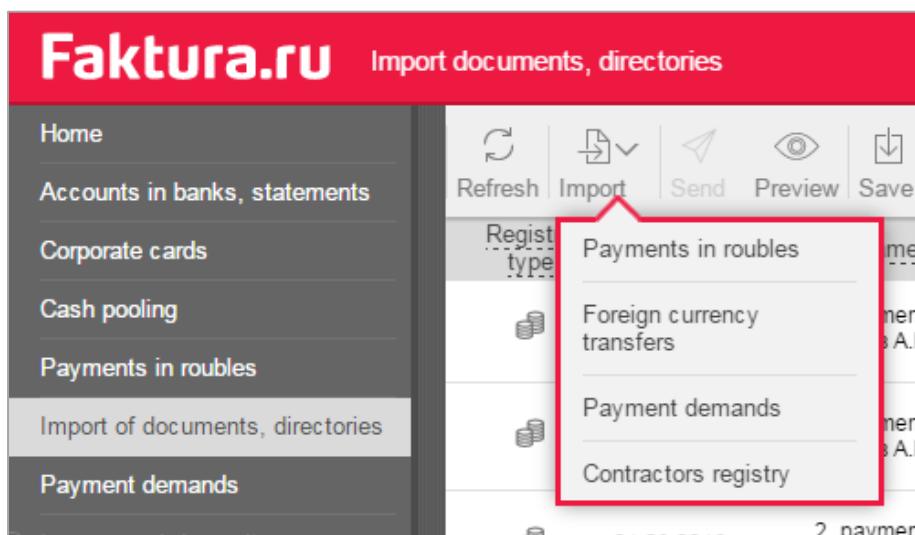
Please note that availability of the following features depends on the partner bank settings.
To learn more please contact your bank.

To learn more about the integration of accounting systems, click the «Features»  on the instruments panel and go to «More features» section from the service menu (see «[1C:Enterprise integration](#)» for more information).

To upload a new registry:

1. Click the down arrow  next to «Import»  button on the instruments panel.

2. Choose registry type.



The «Registry types» window will open.

Import a registry of payment orders

Registry **Select**

Do not create duplicate documents
 Automatically insert the name of payer registered in the system
 Control mistakes in the name of payer specified in the registry

Load

Importing a registry of payments orders in rubles

Import a registry of foreign currency operations

Registry **Select**

Do not create duplicate documents
 Automatically insert the name of transfer maker registered in the system
 Control mistakes in the name of transfer maker specified in the registry

Load

Importing a registry of payments orders in foreign currency

Import a registry of payment demands

Registry **Select**

Do not create duplicate documents
 Automatically insert the name of payee registered in the system
 Control mistakes in the name of payee specified in the registry

Load



Importing a registry of payment demands

The dialog box has a red header bar with the text "Import a registry of contractors" and a "Close" button with a red X icon. Below the header is a light gray content area containing a text input field labeled "Registry", a blue "Select" button, and a blue "Load" button at the bottom.

Importing a registry of contractors

3. Next click the «Select» button and choose the registry file on your computer. In order to prevent some documents from multiple uploading, check the «Do not create duplicate documents» checkbox.
4. Click the «Load» button.

Successfully uploaded registry will be displayed on top of the list.

The type of imported registry is marked with corresponding icon in the «Type» column: for registries with payment orders, for registries with contractors' information.

The «Date» and «File name/Sender» columns contain the date of registry import and the file name with Sender's name, correspondingly.

The «Status» column displays one of the possible statuses of imported registry:

- Sent** – registry is uploaded and ready to be processed.
- Being processed** – registry is being processed.
- Processed** – registry was successfully processed and all documents were formed without errors.
- Processed with errors** – registry was processed but there were errors during formation of documents.
- Failed** – failed to process registry.

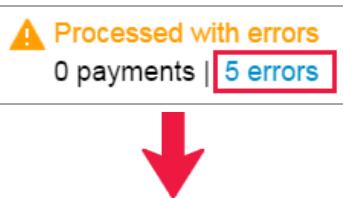
To see the documents formed during registry processing, click the number of documents in the «Status» column.



Faktura.ru Import documents, directories / Payments in foreign currency

Document	Status, signs	Amount	Payer, account in bank	Payee	Purpose	File
No.100 from 04.12.2017	Prepared 21.12.2017	200-00 EUR	AO NINEL 40702840200000289253 Inter	MAGENTA LOGISTICS	PLS. PAY FOR THE CONTRACT 22 DT 25 ...	
No.101 from 04.12.2017	Prepared 21.12.2017	32-00 EUR	AO NINEL 40817840998788976564 Inter	MAGENTA LOGISTICS	PLS. PAY FOR THE CONTRACT 22 DT 25 ...	
No.102 from 04.12.2017	Prepared 21.12.2017	2-00 EUR	AO NINEL 40702840200000289253 Inter	MAGENTA LOGISTICS	PLS. PAY FOR THE CONTRACT 22 DT 25 ...	
No.103 from 04.12.2017	Prepared 21.12.2017	3000-00 EUR	AO NINEL 40702840200000289253 Inter	MAGENTA LOGISTICS	PLS. PAY FOR THE CONTRACT 22 DT 25 ...	
No.104 from 04.12.2017	Prepared 21.12.2017	3000-00 EUR	AO NINEL 40702840200000289253 Inter	MAGENTA LOGISTICS	PLS. PAY FOR THE CONTRACT 22 DT 25 ...	

To see the error reports for registries processed with errors, click the number of errors in the «Status» column.



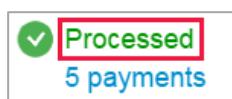
View file

File error.txt

```
/*
Список ошибок в файле реестра 5.txt.
Дата импорта: 14/06/16
*/
1CCClientBankExchange
ВерсияФормата=1.01
Кодировка=Windows
Отправитель=Бухгалтерия предприятия, редакция 2.0
Получатель=
ДатаСоздания=20.05.2016
ВремяСоздания=07:38:13
ДатаНачала=20.05.2016
ДатаКонца=20.05.2016
ДатаКонцаРасчСчет=40802810100005000091
Документ=Платежное поручение
/*
Строка 12. Ошибка в документе №1:
Обнаружен ранее созданный платежный документ с таким же номером, датой, суммой, счетом получателя и счетом отправителя
*/
СекцияДокумент=Платежное поручение
Номер=1
Дата=20.05.2016
Сумма=1
ПлательщикСчет=45206810701020701000
ПлательщикИИН 3057703042 ЗАО "Трубопровод"
ПлательщикИИН=3057703042
Плательщик1=ЗАО "Трубопровод"
```

<< < 1 2 3 4 5 > >>

To see the detailed information about the registry's status changes, click the current status in the «Status» column. Separate window with information will open.





State change history for document			Close
Date, time (Moscow time +9h)	State	Comment	
07.12.2017 20:09:54	Sent to the bank		
07.12.2017 20:10:39	In process		
07.12.2017 20:10:39	Processed		

To sign and send to the bank all the documents of the chosen registry, click the «Send» icon on the instruments panel. If some of the documents were previously sent to the bank, they will be omitted; previously sent documents will not be send.

To choose which documents from the registry will be sent, click the «Sign required» link in the «Status of loading» column and choose the required documents on the «Import of documents, directories → Payments in rubles» page and click the «Send» on the instrument panel.

 Please note that the «Send» on the «Import of documents, directories» page is available only for payment orders in rubles in case you are logged into the Internet banking service using the signature certificate from file or on Smart key dongle, as well as with installed safety component 6.0 or higher.

The «Status of loading» column displays information about status of registry's documents. The statuses are formed into following categories: «Sent», «Sign required» and «Returned». The names of categories comprise links to documents with the corresponding statuses:

- The «Sent» category includes the following statuses:
 - Sent to the bank
 - Delivered to the bank
 - Accepted by the bank
 - In the card catalog
 - Partial paid
 - On control
- The «Processed» category includes the Processed status
- The «Sign required» category includes the following statuses:
 - Prepared
 - Under confirmation

- Signed 
- The «Returned» category includes the following statuses:
 - Returned 
 - Closed out 



11. Payment demands

Please note that the availability of the following features depends on the partner bank and can be unavailable to all the clients. To learn more please contact your bank. Please contact the Customer service center of your bank for further information.

If you have the corresponding rights set by the bank for creating documents in the Service, you can create payment demands, send them to the bank and view their states. A payment demand is a document that states how much the recipient owns the sender.

The «Payment demands» section contains a list of all payment demands, present in the Service.

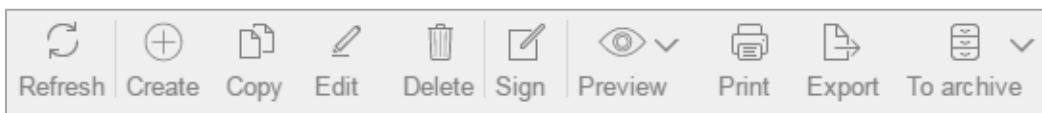
Document	Status	Amount	Sender	Recipient	Purpose
№ 45 16.02.2018	Signed 05.03.2018 Петров	999-00	ООО "КОНДИТЕР" 80101810000000000000 РОССИЙСКИЙ БАНК "ЩЕДРОСТЬ"	КиноМир 40702810000000000111 РКЦ БАНК	Including VAT (11%)
№ 44 16.02.2018	Prepared 16.02.2018	9-00	ООО "КОНДИТЕР" 80101810000000000000 РОССИЙСКИЙ БАНК "ЩЕДРОСТЬ"	ООО Сегульки 40702810000000000111 РКЦ БАНК	Including VAT (11%)
№ 63 14.02.2018	Processed 14.02.2018 Петров	98-00	ООО "КОНДИТЕР" 80101810000000000000 РОССИЙСКИЙ БАНК "ЩЕДРОСТЬ"	Крокодил Гена 40702810010101000001 РКЦ БАНК	Including VAT (11%)

You can sort payment demands according to their date, states, document amounts, payer name and payee name or according to payment demands purposes. You can also switch between the two modes of displaying information: «More details» and «Short form». Click the mode link in the upper right corner to enable it. The modes have the following characteristic properties:

- If the «More details» mode (set by default) is selected, account number, organization and bank names are always visible in the «Payer» column; account number, organization and bank of the payee are visible in the «Payee» column.
- If the «Short form» mode is selected, the abovementioned details are not displayed and the text in the «Purpose» column is shown in short form. To show the whole text in the «Purpose» column, click the text to expand it.

Document	Status	Amount	Sender	Recipient	Purpose
№ 45 16.02.2018	Signed 05.03.2018 Ветров	999-00	ООО "КОНДИТЕР" 80101810000000000000 РОССИЙСКИЙ БАНК "ЩЕДРОСТЬ"	КиноМир 40702810000000000111 ПКЛ БАНК	Including VAT (11%)
№ 44 16.02.2018	Prepared 16.02.2018	9-00	ООО "КОНДИТЕР" 80101810000000000000 РОССИЙСКИЙ БАНК	ООО Селульки 40702810000000000111	Including VAT (11%)

The following actions are available in the «**Payment demands**» section:



- [create payment demands](#)
- [copying, editing and deleting demands](#)
- [signing and sending demands](#)
- [previewing demands](#)
- [archiving documents](#)
- [printing and exporting demands](#)

11.1 Create payment demand

In order to create a payment demand please follow these steps:

1. In the «**Payment demands**» section click the «Create» button on the instruments panel.
2. The payment demand will open. Fill in the form.



Payment demands

No 3 dated 13.04.2018 Close

Payee

Payee AO Нинель, TIN(INN) 8529634563
 4070281030000093751 Коммерческие организации
 Saldo 0-00 RUB Available 0-00 RUB
 Inter, MOSCOW, BIC: 045017666

Payer

Payer name AO Нинель
 Payer TIN(INN) 8529634563
 Payer account number 40702 810 8 0000.0093701
 Bank 045017666: Inter
 r. Новосибирск, corr. acc. 30101810500000000799

Amount

Amount 100 000.00
 Tax-free (VAT)

Payment details

Index number 5
 Payment mode 1 - Pre-accepted by the payer
 Acceptance period
 Payment type urgently
 Payment purpose Tax-free (VAT)

Save Send

Additional notes:

Some fields are filled in automatically and may not be available for manual editing. For your convenience, some fields could be filled in by clicking the icon and choosing values from the list.

Field	Field description
No	Filled in automatically. Manual editing allowed.
dated	Filled in automatically with current date (the DD.MM.YYYY format).
The «Payee» segment	
Payee	Mandatory to fill in. Choose a payee from the drop down menu. Manual editing prohibited.
Account number	Mandatory to fill in. Choose an account number from the drop down menu. Manual editing prohibited.
The «Payer» segment	
Payer name	Mandatory to fill in. Choose a payer name from list or type it in manually.



Payer TIN(INN)

Choose a TIN(INN) number from the list  or type it in manually.

Payer account number

Mandatory to fill in. Indicate a payer account number.

Bank

Mandatory to fill in. Indicate payer's bank. Choose a payee name from list  or type it in manually.

The «Amount» segment

Amount

Mandatory to fill in. Indicate the amount of the payment demand.

VAT

A value-added tax. The VAT amount is calculated automatically based on the money amount and selected VAT percentage (18%, 10% or tax-free).
(Russian: НДС)

The «Payment details» segment

Index number

If needed indicate an index number of the payment demand (values from 1 to 5). The «5» value is set by default.

Payment mode

Choose a payment mode (1 – Pre-accepted by the payer; 2 – Needs to be accepted by the payer).

Acceptance period

Mandatory to fill in. Indicate an acceptance period if the payment type is «Needs to be accepted by the payer».

Payment type

Select a payment type from the drop down menu: (urgently, by mail, electronic, etc.)

Payment purpose

Mandatory to fill in. Specify the information about payment purpose, as well as the information about VAT.

Save the document for later editing by clicking the «Save» button, or send the document to the bank by clicking the «Send» button.

After clicking the «Save»/«Send» button, the document will be checked by the Internet banking service against discrepancies, errors and incorrect value formats.

Unfilled fields or fields containing discrepancies and errors are highlighted with a red color. Such fields, when hovered over with a pointer, are annotated with an error text. If the document contains at least one field highlighted with a red color, it cannot be sent to the bank until the errors are corrected. All fields highlighted with a red color have to be corrected to send the document to the bank

If the document has fields highlighted with an orange color, please carefully check if they are filled in correctly. Documents with fields highlighted with an orange color can be sent to the bank without any changes.

When the document is corrected, check all fields one more time and click the «Save» or «Send» button.



11.2 Statuses of payment demands

In the Internet banking service payment demands can be in the following statuses:

Prepared — the document is prepared, but has not been sent to the bank. It can be edited, deleted or sent to the bank.

Signed — the document is signed, but has not been sent to the bank. The document needs additional signing by an authorized person. Can be deleted.

Sent to the bank — the document is sent to the bank, however the bank did not receive the document yet.

Delivered to the bank — the document is delivered to the bank. Please note that not all the banks use this status.

Accepted by the bank — the document is received by the bank, but not yet processed.

Processed — the document is entirely processed by the bank.

Sent to the payer bank — the document is sent to the payer bank.

Returned — the document was received by the bank but returned with a respective comment or error note.

Please note that a status of a payment demand comprises a link to the status log.

11.3 View payment demand

You can view a print form of a payment demand. In order to view a print form of a payment demand select it and click the «Preview» button or simply click it twice in the list. The «Document view» window will open.



Document view Close

Print
 Export Show digital signature

Поступ. в банк плат.	Оконч. срока акцепта	Списано со сч. плат.
		0401061
ПЛАТЕЖНОЕ ТРЕБОВАНИЕ № 3		
30.01.2018		Дата
Вид платежа		
Условие оплаты	2	Срок для акцепта
Сумма прописью	ноль рублей 98 копеек	
ИИН Илюхин Константин Сергеевич		Сумма
		0-98
Плательщик		Сч. №
		40301392545100048465
БАНК		БИК
		045017666
Банк плательщика		Сч. №
		30101810500000000799
РКЦ ТИКСИ		БИК
		049829000
Банк получателя		Сч. №
		30233810204000100000
ИИН Гена		Сч. №
		40702810101000000002
Получатель		Вид оп.
		02
		Наз. пл.
		Рез. поле
Назначение платежа Тест Плаежный требований		
Дата отсыпан (вручения) плательщику предусмотренных договором документов		
Подписи		Отметки банка

The «Show digital signature» option enables and disables displaying of the electronic signature details at the bottom of this window.

You can also print out this form by clicking the «Print» button in this window or export it into *.html, *.txt or *.pdf. To export this form please click the down arrow next to the «Export» button and select an export format. The form will be downloaded and saved on your PC.



12. Loans and deposits



Please note that availability of the following features depends on the partner bank settings.
To learn more please contact the bank.

12.1 Loans

The «**Loans and deposits → Loans**» section contains information on all the loans issued by the bank.

The following actions can be performed in this section:

- [view loan payment schedule](#)
- [repay a loan](#) (partially or fully)

Contract	Amount of debts as of the actual date	Amount of current debts to the date of the next planned repayment	Date for the next planned repayment	Last modified
Wayne Enterprises, TIN(INN) 123456789 Loan Contract № ИОЛ-048-00-10-0141/Tp4 from 01.01.2013 Bank of Gotham	76 616.44 RUB	67 000.00 RUB	28.07.2013	13.06.2013
Loan line with debt limit Contract № ИОЛ-048-00-10-0141 from 01.02.2006 Bank of Gotham	2 400.00 USD	220.00 USD	01.07.2013	04.02.2013

The «**Loans and deposits → Loans**» section contains the list of all open loan products in tabular form. The «Contract», «Terms of loan contract» and «Amount of current debts to the date of the next planned repayment» columns comprise links to the «**Loan contract information**» window. The window contains the following information:

- «Bank»: details on the bank, providing the loan
- «Loaner»: a name of organization owning the loan
- «Loan»: loan description, contract number, date



Loan contract information
Close

Bank Bank of Gotham, Gotham city, BIC: 045025728, account 3010181010000000887

Loaner Wayne Enterprises, TIN(INN) 2222331144

Loan #1 Contract № 514326 from 03.08.2014

Loan terms	Itemization of principal	Itemization of the current debt
Date of issuance	03.08.2014	
Date of closing planned	01.08.2014	
Amount of loan	90 900-00 RUB	
Interest rate (per year)	10%	
Grace period rate	0%	
Account for loan	40702810000025728810	

The «Contract», «Terms of loan contract» and «Amount of current debts to the date of the next planned repayment» columns contain the following information:



Please note that the availability of displayed values depends on the partner bank settings and loan terms.

- The «Contract» column contains number and date of contract signing which comprise links to the «Loan contract information» window. By default the window is opened with «Loan terms» tab on.

The «Loan terms» tab contains the following fields:

- Date of issuance
- Date of closing planned
- Amount of loan
- Interest rate (per year)
- Grace period rate
- Account for loan



Loan contract information
Close

Bank Bank of Gotham, Gotham city, BIC: 045025728, account 30101810100000000887

Loaner Wayne Enterprises, TIN(INN) 2222331144

Loan #1 Contract № 514326 from 03.08.2014

Loan terms	Itemization of principal	Itemization of the current debt
Date of issuance	03.08.2014	
Date of closing planned	01.08.2014	
Amount of loan	90 900-00 RUB	
Interest rate (per year)	10%	
Grace period rate	0%	
Account for loan	4070281000025728810	

- The «**Amount of debts as of the actual date**» column contains the amount which comprises a link to the «**Loan contract information**» window. By default the window is opened with «**Itemization of principle**» tab on.

The «**Itemization of principle**» tab contains the following fields:

- Outstanding amount including all crediting to an account
- Amount of principal
- Amount of accrued interest
- Amount of the overdue principal
- Interest overdue amount
- Interest for the current accrual period
- Fine for untimely settled debt
- Amount if forfeit
- Other fees and taxes



Loan contract information

Close (X)

Bank Bank of Gotham, Gotham city, BIC: 045025728, account 30101810100000000887
Loaner Wayne Enterprises, TIN(INN) 2222331144
Loan #1 Contract № 514326 from 03.08.2014

Loan terms	Itemization of principal	Itemization of the current debt
Outstanding amount including all crediting to an account		555 100-33 RUB
Amount of principal		90 953-33 RUB
Amount of accrued interest		121-33 RUB
Amount of the overdue principal		99 846-33 RUB
Interest overdue amount		90 384-33 RUB
Interest for the current accrual period		552-33 RUB
Fine for untimely settled debt		0-00 RUB
Amount of forfeit		0-00 RUB
Other fees and taxes		0-00 RUB

- The «**Amount of current debts to the date of the next planned repayment**» column contains the amount which comprises a link to the «Loan contract information» window. By default the window is opened with «Itemization of the current debt» tab on.

The «Itemization of the current debt» tab contains the following fields:

- Amount of current debts to the date of the next planned repayment
- Amount of principal
- Amount of accrued interest
- Amount of the overdue principal
- Interest overdue amount
- Fine for untimely settled debt
- Other fees and taxes



Loan contract information		Close
Loan terms Itemization of principal Itemization of the current debt		
Bank	Bank of Gotham, Gotham city, BIC: 045025728, account 3010181010000000887	
Loaner	Wayne Enterprises, TIN(INN) 2222331144	
Loan #1	Contract № 514326 from 03.08.2014	
Amount of current debts to the date of the next planned repayment		55 681-33 RUB
Date of the scheduled payment		04.08.2014
Amount of principal		0-00 RUB
Amount of interest		350 250-70 RUB
Amount of the overdue principal		99 846-33 RUB
Interest overdue amount		90 384-33 RUB
Fine for untimely settled debt		0-00 RUB
Amount of forfeit		0-00 RUB
Other fees and taxes		0-00 RUB

- The «Date for the next planned repayment» column holds the date of the next scheduled loan repayment (DD.MM.YYY format).
- The «Last modified» column is reserved for the date of the last loan contract alteration (the DD.MM.YYYY format).

For your convenience a quick search of loans is implemented. It can be performed by clicking the filter icon. The «Filter. Loans» window will open.

[Filter. Loans](#)

Organization	All
Bank	All
<input checked="" type="checkbox"/> Show closed loans	
Reset filter	Apply filter

Window contains the following search parameters:

- Organization* comprises a drop down menu containing organizations, where you have loan contracts.



- *Bank* comprises a drop down menu containing banks, where you have loan contracts.
- To view closed loans in the search results check the «Show closed loans» checkbox.

12.1.1 Schedule of payments

The schedule of payments is available in the «**Loans and deposits → Loans**» section. By selecting a loan in the list, and then clicking the «Schedule»  button on the instruments panel you can inspect the «Schedule of payments» window, which features a date of a repayment, an amount, including an amount of principal, an interest and other fees, as well as a remaining principal debt amount. You can also view executed repayments on the current loan by checking the «Show payments made» box at the top right corner of the window.

Schedule of payments						Close
<input checked="" type="checkbox"/> Show payments made						
Loan #1						
Contract № 514326 from 03.08.2014						
Payments made						
Date	Amount	Incl. amount of principal	Incl. interest	Incl. fees	Remaining principal debt	
18.08.2017	5 000-00	60 606-00	6-00			
TOTAL:	5 000-00	60 606-00	6-00	0-00		
Payments planned						
Date	Amount	Incl. amount of principal	Incl. interest	Incl. fees	Remaining principal debt	
14.09.2017	9 000-00	410-00				
TOTAL:	9 000-00	410-00	0-00	0-00		

12.1.2 Multi-tranche loans

The Service provides a feature that allows handling tranche and multi-tranche loans:

A multi-tranche loan is a core loan product, comprising several tranches.

A tranche is a split part of a multi-tranche loan, provided with different condition and for different time period during the validity period of the loan contract.

Every tranche constitutes a separate loan and can be repaid irrespective of other tranches of the same multi-level loan.



Contract ▾	Amount of debts as of the actual date	Amount of current debts to the date of the next planned repayment	Date for the next planned repayment	Last modified
AO NINEL, TIN(INN) 8529634563				
⊕ Loan #2 Contract № 789852 from 17.10.2006 Bank of Gotham				29.09.2017
Tranche Contract № 789852/Tp1 from 17.10.2006 Bank of Gotham	15 000.00 RUB	249.60 RUB	18.10.2006	29.09.2017
Tranche Contract № 789852/Tp2 from 17.10.2006 Bank of Gotham	60 000.00 RUB	996.76 RUB	18.10.2006	29.09.2017

12.1.3 Payment of loan

To perform the payment of loan, click the «Pay»  button on the instruments panel to open the «Payment of loan» form.

Payment of loan Close 

No.	4	from	20.03.2018 
Payment details			
Contract № 514326 от 03.08.2014			
Loan #1			
Payer	Wayne Enterprises, TIN(INN) 2222331144		
Bank	Bank of Gotham, BIC 045025728 		
From	40702810200000000010 account Saldo 2 345 073-71 RUB Planned saldo 2 345 073-71 RUB 		
To	40702810000025728810 in Gotham City Bank, Gotham City		
Amount	55 681.33	RUB	
Purpose of payment			
<input checked="" type="checkbox"/> Repayment 514326 from 03.08.2014, Wayne Enterprises. No VAT.			
<input type="checkbox"/> Save as template Hide 			
Template		<input type="button" value="Save"/> <input type="button" value="Sign"/>	

Additional notes:

Some fields are filled in automatically and may not be available for manual editing. For your convenience, some fields could be filled in by clicking the  icon and choosing values from the list.



Field	Field description
Contract	Number and date of loan contract. Not available for editing.
Payer	Name and TIN(INN) of the payer-organization. Not available for manual editing.
bank	Obligatory field. Choose the bank and BIC from the list.
Transfer from account	Account from which the payment is made. In case of several accounts, choose the required one from the list.
Transfer to account	Account for loan repayment. Not available for manual editing.
Amount	Obligatory field. Specify the payment for loan repayment. The payment amount and date of next planned repayment are set by default. Available for manual editing.
Payment purpose	Specify the information about payment purpose, as well as the information about VAT. Fill in manually or choose from the list of contractors  . Click  to add a new payment purpose to the directory.
Save as template	If necessary, save the form as template for future use. To save the form as template, click the «Show»  icon. Fill in the template name in the «Template name» window and click the «Save» button

Save the document for later editing by clicking the «Save» button, or send the document to the bank by clicking the «Send» button.

After clicking the «Save»/«Send» button, the document will be checked by the Internet banking service against discrepancies, errors and incorrect value formats.

Unfilled fields or fields containing discrepancies and errors are highlighted with a red color. Such fields, when hovered over with a pointer, are annotated with an error text. If the document contains at least one field highlighted with a red color, it cannot be sent to the bank until the errors are corrected. All fields highlighted with a red color have to be corrected to send the document to the bank.

If the document has fields highlighted with an orange color, please carefully check if they are filled in correctly. Documents with fields highlighted with an orange color can be sent to the bank without any changes.

When the document is corrected, check all fields one more time and click the «Save» or «Send» button.





Please note that the payment transaction in currency other than Russian ruble, are performed in the «[Currency operations](#)» section.

12.2 Deposits

The «[Loans and deposits → Deposits](#)» section in the Services column contains information on all your deposit products.

Deposits can be in rubles, foreign currency and [multi-currency](#).

In this section the following actions are available:

- [open a new deposit](#)
- [withdraw from deposit](#)
- [add funds to deposit](#)

Contract ▾	Currency of deposit	Rate	Amount of deposit	Next payout	Next payout date
WAYNE ENTERPRISES, INC, TIN(INN) 1234567809	RUB EUR	5% 5%	122 796-50 RUB 2 952-50 EUR	9 000-00 RUB 225-00 EUR	02.12.2016
Multi-currency deposit RUB/EUR BANK OF GOTHAM, Gotham city Contract No. 999 from 28.02.2016 Date of expiration 26.12.2016					
Statement (RUB) Statement (EUR)					
WAYNE TECH, INC, TIN(INN) 1234567894	RUB	7%	3 396-67 RUB	0-00 RUB	18.10.2016
For business purposes BANK OF GOTHAM, Gotham city Contract No. 7878678 from 17.09.2014 Date of expiration 17.10.2017					
Statement (RUB)					
Multi-currency deposit RUB/EUR/USD BANK OF GOTHAM, Gotham city Contract No. 504999 from 17.09.2016 Date of expiration 16.11.2017					
Statement (RUB) Statement (EUR) Statement (USD)					
Foreign currency deposit BANK OF GOTHAM, Gotham city Contract No. 504999 from 11.05.2015 Date of expiration 12.04.2025					
Statement (USD)					

The «[Loans and deposits → Deposits](#)» section contains the list of all open loan products in tabular form. The values in «Contract» column comprise links to the «[Terms of deposit](#)» window. The window contains the following information:



Please note that the availability of displayed values depends on the partner bank settings and loan terms.

- «Bank»: details of the bank, providing the deposit product.



- «Organization»: the deposit owner name.
- «Deposit»: the name of deposit in the Internet banking service: fixed-term deposit, demand deposit, foreign-currency deposit, etc.
- «Contact»: number and date of deposit contract.
- «Deposit currency»: currency of the open deposit.
- «Period for payment of the interest»: the method of computing deposit interest (daily, monthly, every three months or annually).
- «Expiration time (in days)»: the number of days from beginning to the end of the deposit contract;
- «Date of the last payout»: the date of the last interest payment stated in the deposit contract, has DD.MM.YYYY format.
- «Date of contract expiration»: the date of deposit contract expiration, has DD.MM.YYYY format.

Below one can tabs with deposit currency. [Multi-currency deposits](#) have several tabs for each type of currency.

Tabs contain the following information:

- *Deposit account* – deposit account number and deposit currency.
- *Amount of the deposit* – the amount of the funds on the deposit account as of the current date.
- *Interest rate* – the interest rate value (per year), set by the bank.
- *Comment* – an additional information on deposit interest rate.
- *The amount of the interest by next payout* – the amount of interest by the next planned payout and the date of the payout.
- *Now available for withdrawing* – an amount of funds available for withdrawal at the current date according to the contract.
- *Amount of the deposit at the beginning of the contract* – the initial loan amount stated in the contract.
- *Amount of interest paid* – the actual amount of interest transferred to your account from the date of deposit opening.
- *Interest payout account* – an account number for interest payout (if the line is not present, the payout is made to the same deposit account).
- *Income tax* – the amount of charged income tax, if interest rate per year is higher than the Central bank of Russia interest rate.
- *Period for payment of the interest* – the method of computing deposit interest (daily, monthly, every three months or annually).
- *Expiration time (in days)* – the number of days from beginning to the end of the deposit contract (only for active deposits with fixed date of contract expiration (for example until 31.12.2018)).
- *Date of the next payout* – if the same as date of the last payout, the current date is set by default.
- *Date of the last payout* – the date of the last interest payment stated in the deposit contract.
- *Date of contract expiration* – the date of deposit contract expiration.



- *Amount to add in* – the currency of an amount to add to the deposit; can be different from the deposit currency.
- *Min and Max amount of the deposit* – correspondingly the minimum and the maximum amount of funds that could be added to the deposit.
- *Period of addition to the deposit* – period (from [starting date] to [expiry date]), set by the bank.
- *Number of future prolongations* – the number of possible future prolongations of the deposit contract.
- *Actual date of termination* – the actual date of deposit termination.
- *Minimum balance* – surety deposit which is minimum allowed amount of funds on accounts within one contract. When the said minimum is reached further write-offs are prohibited.
- *Bank interest being credited to* – the bank name where an account for interest crediting was opened (if different from the bank of deposit itself).
- *Account for returned funds* – an account for funds left over after the deposit is terminated.

Terms of Deposit
Close

Bank Bank of Gotham, Gothma City, BIC: 045025728, corr. acc. 30101810200000000869

Organization Wayne Enterprises

Deposit Deposit #1

Contract No. 777 from 23.11.2015

Deposit currency RUB, USD, EUR

Period for payment of the interest

from 24.04.2012

to 22.02.2017

Expiration time (in days) 365

Period for payment of the interest

from 24.04.2012

to 22.02.2017

Number of future prolongations 3

Date of the last prolongation 14.10.2017

Conversion mode Standard

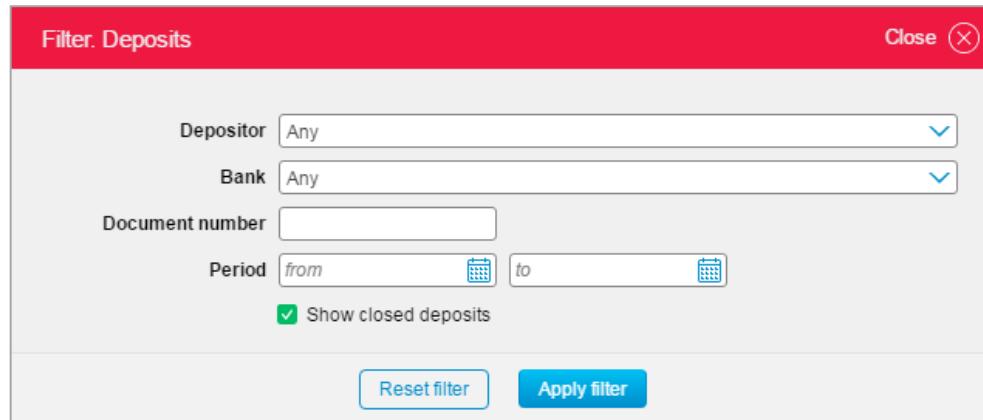
Date of the last payout 23.04.2014

Date of contract expiration 23.04.2015

RUB
USD
EUR

Deposit account	40205810525000000446
Amount of the deposit	100 000 000-00
Interest rate	8.25%
The amount of the interest by next payout	1 000-00 by 25.01.2014
Amount to add in	RUB

For your convenience a quick search of loans is implemented. It can be performed by clicking the filter  icon. The «Filter. Deposits» window will open.



The screenshot shows a modal dialog titled "Filter. Deposits". At the top right is a "Close" button with a red X. Below it are four input fields: "Depositor" (set to "Any"), "Bank" (set to "Any"), "Document number" (empty), and a "Period" field with "from" and "to" date pickers. A checked checkbox labeled "Show closed deposits" is present. At the bottom are two buttons: "Reset filter" and "Apply filter".

Window contains the following search parameters:

- *Depositor* – choose the organization from the list of organization with available open deposits.
- *Bank* – choose the bank from the list of banks with available open deposits.
- *Document number* – fill in the number of the document you are searching for.
- *Period* – fill in the deposit search period.
- To view the closed deposits in the search results check the «Show closed loans» checkbox.

12.2.1 Multi-currency deposits

You can view information on every currency of a multi-currency deposit.

The values in the «Contract» column comprise links to the «**Terms of deposit**» window. Terms of a multi-currency deposit are similar to terms of single-currency deposits, except for the following differences:

- «Conversion mode» is a multi-currency deposit requisite. The possible values are «Standard» and «Proportion mode».
- «Conversion prohibited» determines whether conversion between accounts of the same multi-currency deposit is allowed.
- «Amount for conversion» displays the amount of funds available for conversion between accounts of the multi-currency deposit. If not stated, the total amount of the deposit can be converted.
- «Proportion» indicates the correlation between currencies in a deposit. The number of proportions can be the same as the number of currencies in a deposit. The value can contain up to 4 characters after the period.
- «Interest rate» contains a value of interest rate per year, stated in the deposit contract. In case of a multi-currency deposit, the interest rate is different for each currency.

Each tab of multi-currency deposit also contains the following:

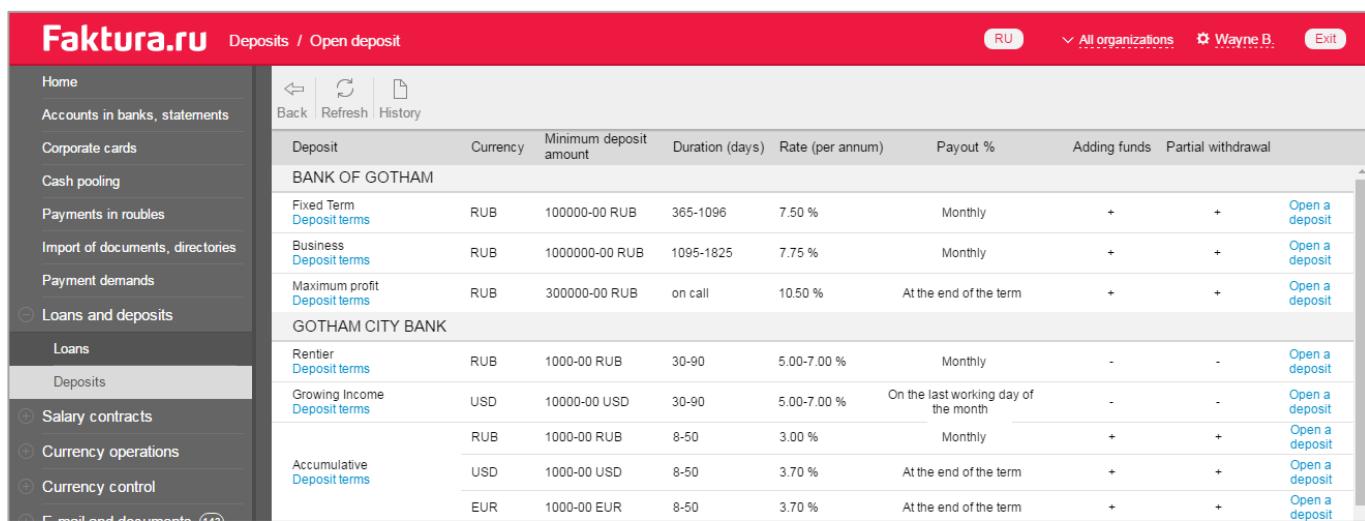


- «Amount of the deposit» shows the amount of funds in a certain currency on a deposit account at the current moment.
- «Next accrued payment» contains an amount and a date of next amount of accrued interest payment.

12.2.2 Open deposit

You can open a deposit of your choice directly from the «**Loan and deposits → Deposits**» section of the Internet banking service.

To view a list of available deposits click the «Open deposit»  button on the instruments panel. You will be redirected to the «**Deposits → Open deposit**» page, where a list of all the available types of deposits is presented.



BANK OF GOTHAM

Deposit	Currency	Minimum deposit amount	Duration (days)	Rate (per annum)	Payout %	Adding funds	Partial withdrawal	Open a deposit
Fixed Term Deposit terms	RUB	100000-00 RUB	365-1096	7.50 %	Monthly	+	+	Open a deposit
Business Deposit terms	RUB	1000000-00 RUB	1095-1825	7.75 %	Monthly	+	+	Open a deposit
Maximum profit Deposit terms	RUB	300000-00 RUB	on call	10.50 %	At the end of the term	+	+	Open a deposit

GOTHAM CITY BANK

Deposit	Currency	Minimum deposit amount	Duration (days)	Rate (per annum)	Payout %	Adding funds	Partial withdrawal	Open a deposit
Rentier Deposit terms	RUB	1000-00 RUB	30-90	5.00-7.00 %	Monthly	-	-	Open a deposit
Growing Income Deposit terms	USD	10000-00 USD	30-90	5.00-7.00 %	On the last working day of the month	-	-	Open a deposit
Accumulative Deposit terms	RUB	1000-00 RUB	8-50	3.00 %	Monthly	+	+	Open a deposit
	USD	1000-00 USD	8-50	3.70 %	At the end of the term	+	+	Open a deposit
	EUR	1000-00 EUR	8-50	3.70 %	At the end of the term	+	+	Open a deposit

Here you can view terms of various deposits by clicking the «Deposit terms» link.



Deposit terms "Fixed Term"

RUB

	365-1095 days	1096 days
от 10-00	7.50%	8.75%

Additional info

Percent payout	Monthly
Interest on a deposit account	Yes
Replenishment	Enabled
Partial withdrawal	Enabled
Auto prolongation	No restrictions

Открыть депозит

Choose a deposit you find suitable for you and then click the «Open a deposit» link. The «**Open a deposit**» window will open.



Open a deposit Close (X)

Fixed Term	
RUB	
Organization	Wayne Tech
Deposit amount	<input type="text" value="1000000.00"/> RUB
Deposit period	<input type="text" value="365"/> 365-1096 days
Interest rate	7.50%
Interest payout	<input checked="" type="radio"/> Capitalization to deposit account
Account for a funds write-off	<input type="text" value="Transfer funds to deposit later"/>
Initial inpayment	RUB
<input checked="" type="checkbox"/> I agree to the deposit conditions and terms of service of the "Bank of Gotham"	
<input type="button" value="Save"/> <input type="button" value="Sign"/>	



Please note that the window form and layout could vary depending on the type of selected deposit product.

Additional notes:

Some fields are filled in automatically and may not be available for manual editing.

Field	Field description
Organization	Select an organization from the drop down menu.
Deposit amount	Indicate a deposit amount.
Deposit period	Indicate a number of days in a deposit period. The number of days should be within the limits, stated in the deposit terms.
Interest rate	Deposit interest rate (filled in automatically).



Interest payout

Indicate an account for interest payout: to a separate account, to deposit account, etc.

Account for a funds write-off

Select an account for funds write-off or choose a «Transfer funds to deposit later» variant to transfer funds to a deposit later.

Save the document for later editing by clicking the «Save» button, or send the document to the bank by clicking the «Send» button.

After clicking the «Save»/«Send» button, the document will be checked by the Internet banking service against discrepancies, errors and incorrect value formats.

Unfilled fields or fields containing discrepancies and errors are highlighted with a red color. Such fields, when hovered over with a pointer, are annotated with an error text. If the document contains at least one field highlighted with a red color, it cannot be sent to the bank until the errors are corrected. All fields highlighted with a red color have to be corrected to send the document to the bank

If the document has fields highlighted with an orange color, please carefully check if they are filled in correctly. Documents with fields highlighted with an orange color can be sent to the bank without any changes.

When the document is corrected, check all fields one more time and click the «Save» or «Send» button. After clicking the «Sign» button, the document will be sent to the bank.

To view the status of the sent document, click the «History»  button on the instruments panel.

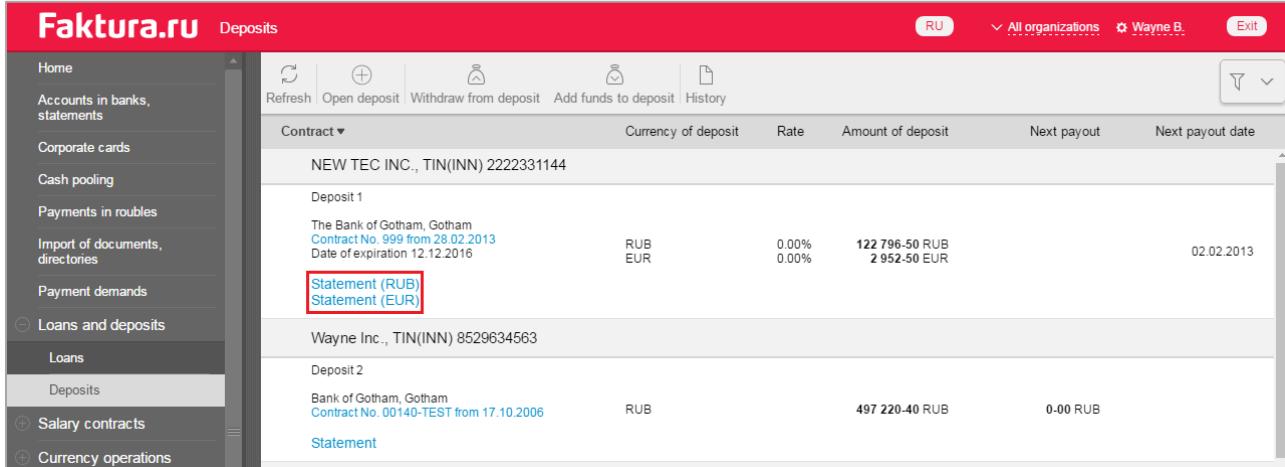
Date, number	Document name	Status, signatures	Organization	Bank
<input type="checkbox"/> № 3 29.11.2017	Application for opening a deposit	 Sent to the bank 29.11.2017 Wayne	Wayne Enterprises, TIN(INN) 5431208674	Gotham City Bank, Gotham City
<input type="checkbox"/> № 2 10.10.2017	Application for opening a deposit	 Processed 10.10.2017 Wayne	Wayne Tech, TIN(INN) 5431208675	Gotham City Bank, Gotham City

12.2.3 Deposit statement

In the Internet banking service you can view statement of every deposit.

To view the statement of one of the deposits, click the «Statement» link. Separate links with statements in different currency are available for multi-currency deposits.

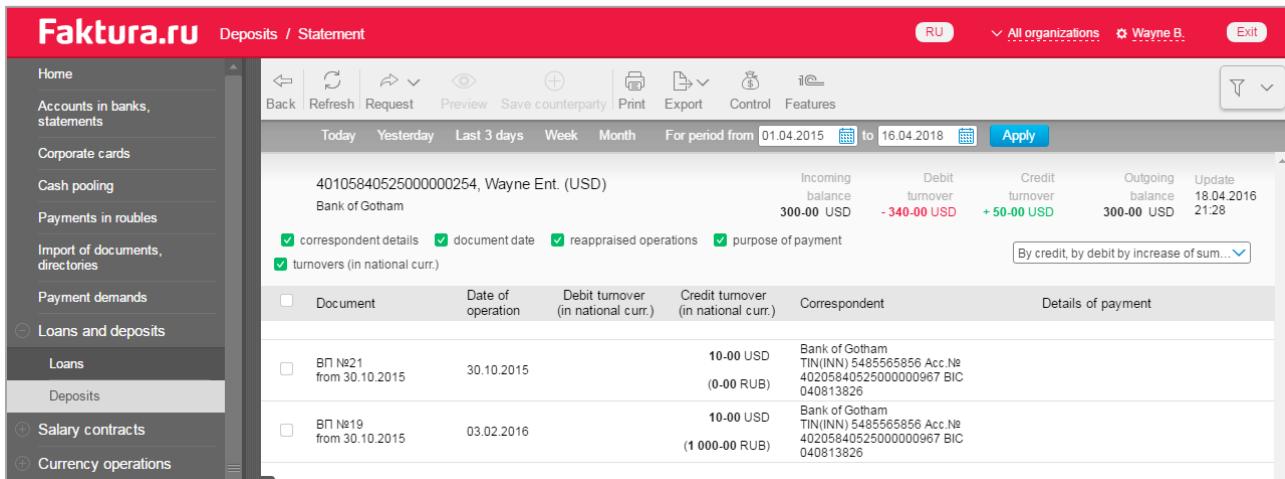




The screenshot shows the 'Deposits' section of the Faktura.ru interface. On the left, a sidebar lists various financial instruments: Home, Accounts in banks, statements, Corporate cards, Cash pooling, Payments in roubles, Import of documents, directories, Payment demands, Loans and deposits (selected), Loans, Deposits (selected), Salary contracts, and Currency operations. The main area displays two deposit contracts:

- Deposit 1:** NEW TEC INC., TIN(INN) 2222331144. The bank is The Bank of Gotham, Gotham. Contract No. 999 from 28.02.2013. Date of expiration 12.12.2016. The deposit is denominated in RUB/EUR at 0.00% interest rate. The amount is 122 796-50 RUB / 2 952-50 EUR. The next payout date is 02.02.2013. A red box highlights the 'Statement (RUB)' and 'Statement (EUR)' links.
- Deposit 2:** Wayne Inc., TIN(INN) 8529634563. The bank is Bank of Gotham, Gotham. Contract No. 00140-TEST from 17.10.2006. The deposit is denominated in RUB at 0.00% interest rate. The amount is 497 220-40 RUB. The next payout date is 0-00 RUB.

You will be redirected to the «Deposits / Statement» page.



The screenshot shows the 'Deposits / Statement' page. The sidebar is identical to the previous screen. The main area displays a detailed statement for deposit 40105840525000000254, Wayne Ent. (USD) at the Bank of Gotham. The statement covers the period from 01.04.2015 to 16.04.2018. The table shows the following data:

	Incoming balance	Debit turnover	Credit turnover	Outgoing balance	Update
40105840525000000254, Wayne Ent. (USD)	300-00 USD	-340-00 USD	+50-00 USD	300-00 USD	18.04.2016 21:28

Below the table, there are several checkboxes for filtering the statement:

- correspondent details
- document date
- reappraised operations
- purpose of payment
- turnovers (in national curr.)

A blue button labeled 'Apply' is visible. The table below lists individual transactions:

Document	Date of operation	Debit turnover (in national curr.)	Credit turnover (in national curr.)	Correspondent	Details of payment
БП №21 from 30.10.2015	30.10.2015	10-00 USD (0-00 RUB)		Bank of Gotham TIN(INN) 5485565856 Acc.Nº 40205840525000000967 BIC 040813826	
БП №19 from 30.10.2015	03.02.2016	10-00 USD (1 000-00 RUB)		Bank of Gotham TIN(INN) 5485565856 Acc.Nº 40205840525000000967 BIC 040813826	

The page shows operations of the selected deposit for the selected period and is similar to account statement (see «[Accounts in banks, statements / Statement](#)» chapter for more information).

12.2.4 Withdraw from deposit

You can withdraw funds from a deposit to another account if the contract terms allow doing so.



Please note that withdrawal from deposit is available only for «open» (active) deposits and only during period when replenishing is possible.

To withdraw funds from the deposit click the «Withdraw funds from deposit»  button on the instruments panel. The «Withdraw from deposit» window will open.



Withdrawal from deposit Close

Payment details

Contract No. 0001651 from 17.10.2006
Organization Wayne Enterprises, TIN(INN) 8529634563
Bank GOTHAM CITY BANK, BIC 045017666
From 40702810200007782877 in GOTHAM CITY BANK, Gotham City, available 1000700.00 RUB

To 40702810500008900125 Коммерческие организации
Saldo 1 003 100-00 RUB Available 1 003 100-00 RUB

Amount 498 124.40 RUB

Purpose of payment Withdrawal from deposit № 0001651 from 17.10.2006. No VAT.

Save as template Hide

Template Save

Save Send

All the fields in the «Withdrawal from deposit» window are pre-filled in. You only need to fill in the desired withdrawal amount in the «Amount» field. The «Payment purpose» field has «Withdrawal from deposit № [Contract number] of [Contract date]. VAT exclusive» text by default and can be manually edited.

Save the document for later editing by clicking the «Save» button, or send the document to the bank by clicking the «Send» button.

After clicking the «Save»/«Send» button, the document will be checked by the Internet banking service against discrepancies, errors and incorrect value formats.

Unfilled fields or fields containing discrepancies and errors are highlighted with a red color. Such fields, when hovered over with a pointer, are annotated with an error text. If the document contains at least one field highlighted with a red color, it cannot be sent to the bank until the errors are corrected. All fields highlighted with a red color have to be corrected to send the document to the bank

If the document has fields highlighted with an orange color, please carefully check if they are filled in correctly. Documents with fields highlighted with an orange color can be sent to the bank without any changes.



When the document is corrected, check all fields one more time and click the «Save» or «Send» button.

After the document is signed, a [payment order](#) is formed. To see the payment order go to «**Payments in rubles**» section.

12.2.5 Add funds to deposit

The Internet banking service allows you to transfer funds from your account to your deposit at will.



Please note that currency of the account used for replenish should be the same as the currency of the replenishing amount of funds and only during period when replenish is possible.

To add funds to your deposit click the «Add funds to deposit» button on the instruments panel. The «**Adding funds to deposit**» window will open.

Adding funds to deposit

Close

Payment details

Contract No. 003574 from 17.10.2006
Organization Wayne Tech, TIN(INN) 8529634563
Bank GOTHAM CITY BANK, BIC 045017666

From
Saldo 69 978-41 RUB Available 69 978-41 RUB

To

Amount RUB

Purpose of payment

Adding funds to deposit No. 003574 from 17.10.2006. No VAT.

Save as template

Template Hide

All the fields in the «**Adding funds to deposit**» window are pre-filled in. You only need to fill in the desired amount in the «Amount» field. The «Payment purpose» field has «Adding funds to deposit № [Contract number] of [Contract date]. VAT exclusive» text by default and can be manually edited.

Save the document for later editing by clicking the «Save» button, or send the document to the bank by clicking the «Send» button.

After clicking the «Save»/«Send» button, the document will be checked by the Internet banking service against discrepancies, errors and incorrect value formats.

Unfilled fields or fields containing discrepancies and errors are highlighted with a red color. Such fields, when hovered over with a pointer, are annotated with an error text. If the document contains at least one field highlighted with a red color, it cannot be sent to the bank until the errors are corrected. All fields highlighted with a red color have to be corrected to send the document to the bank

If the document has fields highlighted with an orange color, please carefully check if they are filled in correctly. Documents with fields highlighted with an orange color can be sent to the bank without any changes.

When the document is corrected, check all fields one more time and click the «Save» or «Send» button.

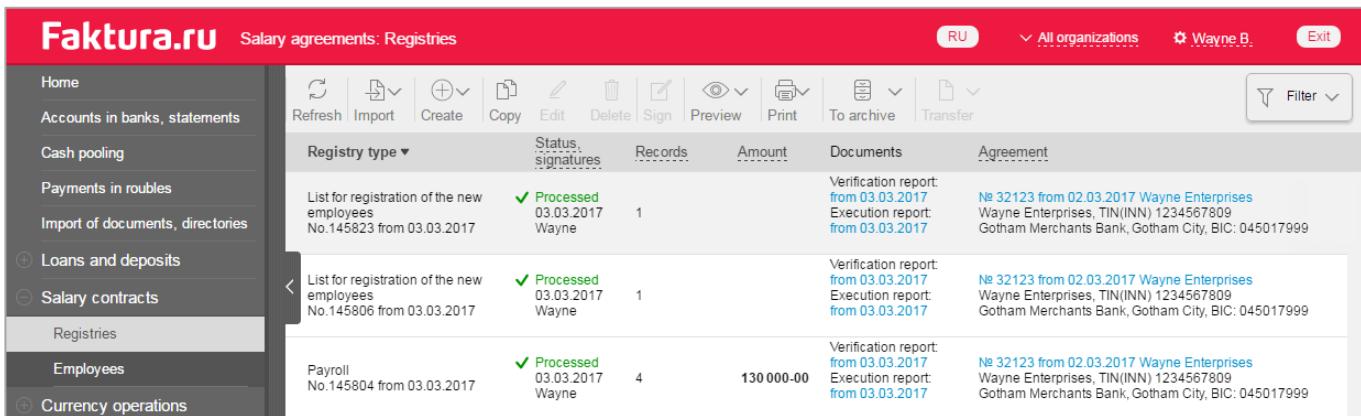
After the document is signed, a [payment order](#) is formed. To see the payment order go to «Payments in rubles» section.



13. Salary contracts

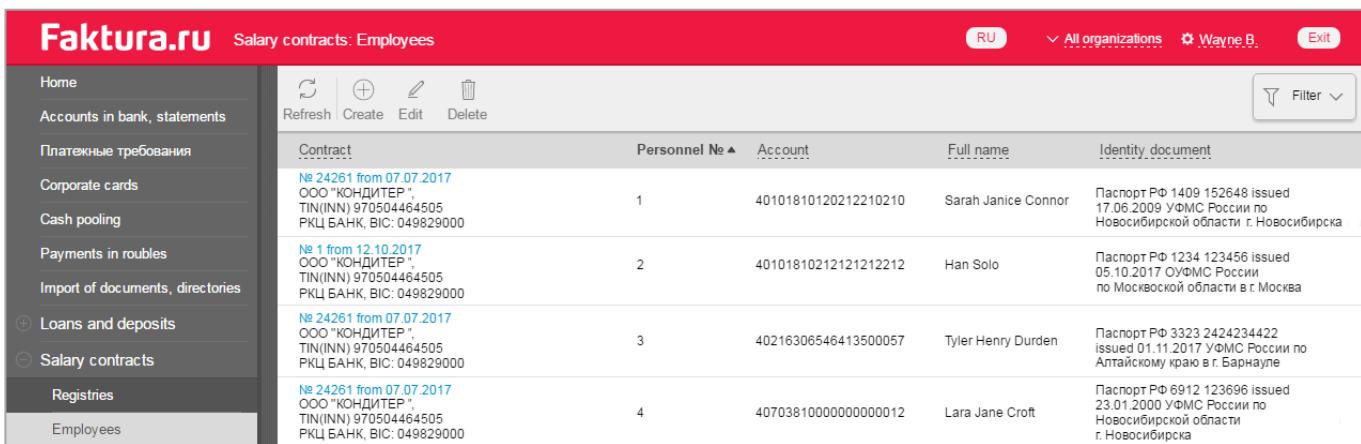
The following subsections are available in the «**Salary contracts**»: «[Registries](#)» and «[Employees](#)». You can perform the following actions in the «**Salary contracts**» section:

- view salary contract terms
- manage employee directory
- creating registries for accounts opening and payroll registries and sending them to the bank
- create and send payment orders for crediting of salary and payment of maintenance commission to the bank



Registry type ▾	Status, signatures	Records	Amount	Documents	Agreement
List for registration of the new employees No.145823 from 03.03.2017	✓ Processed 03.03.2017 Wayne	1		Verification report: from 03.03.2017 Execution report: from 03.03.2017	№ 32123 from 02.03.2017 Wayne Enterprises Wayne Enterprises, TIN(INN) 1234567809 Gotham Merchants Bank, Gotham City, BIC: 045017999
List for registration of the new employees No.145806 from 03.03.2017	✓ Processed 03.03.2017 Wayne	1		Verification report: from 03.03.2017 Execution report: from 03.03.2017	№ 32123 from 02.03.2017 Wayne Enterprises Wayne Enterprises, TIN(INN) 1234567809 Gotham Merchants Bank, Gotham City, BIC: 045017999
Payroll No.145804 from 03.03.2017	✓ Processed 03.03.2017 Wayne	4	130 000-00	Verification report: from 03.03.2017 Execution report: from 03.03.2017	№ 32123 from 02.03.2017 Wayne Enterprises Wayne Enterprises, TIN(INN) 1234567809 Gotham Merchants Bank, Gotham City, BIC: 045017999

«Registries» subsection



Contract	Personnel № ▾	Account	Full name	Identity document
№ 24261 from 07.07.2017 ООО "КОНДИТЕР", TIN(INN) 970504464505 РКЦ БАНК, BIC: 049829000	1	40101810120212210210	Sarah Janice Connor	Паспорт РФ 1409 152648 issued 17.06.2009 УФМС России по Новосибирской области г. Новосибирска
№ 1 from 12.10.2017 ООО "КОНДИТЕР", TIN(INN) 970504464505 РКЦ БАНК, BIC: 049829000	2	401018102121212212	Han Solo	Паспорт РФ 1234 123456 issued 05.10.2017 УФМС России по Московской области в г. Москва
№ 24261 from 07.07.2017 ООО "КОНДИТЕР", TIN(INN) 970504464505 РКЦ БАНК, BIC: 049829000	3	40216306546413500057	Tyler Henry Durden	Паспорт РФ 3323 2424234422 issued 01.11.2017 УФМС России по Алтайскому краю в г. Барнаул
№ 24261 from 07.07.2017 ООО "КОНДИТЕР", TIN(INN) 970504464505 РКЦ БАНК, BIC: 049829000	4	40703810000000000012	Lara Jane Croft	Паспорт РФ 6912 123696 issued 23.01.2000 УФМС России по Новосибирской области г. Новосибирска

«Employees» subsection

13.1 Registries

In order to open accounts for employees and manage payroll accounting you need to create and sign a registry and then send it to the bank. You can create a registry by:

- [Importing it from the 1C accounting service](#);



- [Creating it manually.](#)

13.1.1 Create registry manually

There are two types of registries in the Service:

- Payroll registry
- Registry for accounts opening

To create a **Payroll registry**:

1. Click the down arrow next to «Create» button on the instruments panel and choose «Registry for accounts opening».
2. The «Payroll» window will open. Fill in the «Payroll registry» form.

Account	Employee	Amount
	Люциус Фокс Паспорт гражданина РФ: 5202 451500	1000000000.00

TOTAL: 1 records for the amount 1 000 000 000-00

Save

Additional notes:

Some fields are filled in automatically and may not be available for manual editing.

Field	Field description
Salary agreement	Mandatory to fill in. Choose a salary agreement from the drop down menu.
Registry №	The registry number. Filled in automatically. Manual editing is not allowed.
from	Indicate the date in the DD.MM.YYYY format. Current date is set by default. Manual editing allowed.



Residents/Non-residents	Select the «Residents» variant to add only resident employees to the registry or select the «Non-residents» to add only non-residents to the registry.
Employee	To add an employee from a directory click the directory  icon, enter the employee's first and last name and click the «Find» button. Then choose the employee from the list and click the «Add» button at the bottom of the window.
«Add»	If the selected person fits the resident/non-resident setting and listed as an employee in the directory for this organization, he or she can be added to the registry. You need to fill in the employee directory manually (learn more in the «Employees» chapter).
«Add all»	Click to add the employees that fit the residency setting.
«Clear»	Click the «Delete» button to delete all the added employees.
Amount	Indicate the payment amount for each added employee. To delete an entry, click the bin  icon on the left.

After clicking the «Save»/«Send» button, the document will be checked by the Internet banking service against discrepancies, errors and incorrect value formats.

Unfilled fields or fields containing discrepancies and errors are highlighted with a red color. Such fields, when hovered over with a pointer, are annotated with an error text. If the document contains at least one field highlighted with a red color, it cannot be sent to the bank until the errors are corrected. All fields highlighted with a red color have to be corrected to send the document to the bank.

When all field are corrected click the «Save» button one more time. If all errors were corrected, the document will be saved in the general list. To send the registry to the bank, click the «Send»  button on the instruments panel and sign the registry.

To create a **Registry for accounts opening** click the arrow next to «Create»  icon on the instruments panel and choose «Registry for accounts opening». Fill in, sign and send the form similarly to **«Payroll registry»** form.

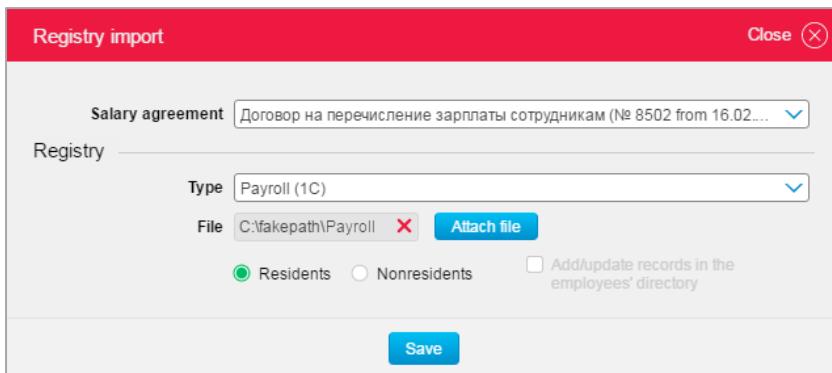
13.1.2 Import registry

Import registry option can be used to create new registry. Import registry allows skipping the manual entry of employees' registries and directories.

Please follow these steps to import a registry:



1. Export a registry from the 1C accounting service and save it into a *.xml format. Currently the supported formats are attributed to the 7.7 and 8.0 versions of the 1C service.
2. Click the «Import»  button on the instruments panel.
3. Fill in the «Registry import» window.



Additional notes:

Some fields are filled in automatically and may not be available for manual editing.

Field	Field description
Salary agreement	Mandatory to fill in. Choose a salary agreement from the drop down menu.
Type	Choose a registry type: «Payroll registry (1C)» or «Registry for accounts opening (1C)».
File	Click the «Attach file» button and choose a 1C registry file to import it.
Residents/Non-residents	Select the «Residents» variant to add only residents to the registry or select the «Non-residents» to add only non-residents to the registry. The registry can contain only «Residents» or «Non-residents» employees.

To send enter the employees' information to directory or update the existing information when importing the registry for accounts opening, check the «Add/update registries in the employees' directory» checkbox in «Registry import» form. If the checkbox will not be checked, the directory information will not be changed (see [«Employees»](#) chapter for more information about employees' directory).

After clicking the «Save» button, the document will be checked by the Internet banking service against discrepancies, errors and incorrect value formats.



Unfilled fields or fields containing discrepancies and errors are highlighted with a red color. Such fields, when hovered over with a pointer, are annotated with an error text. If the document contains at least one field highlighted with a red color, it cannot be sent to the bank until the errors are corrected. All fields highlighted with a red color have to be corrected to send the document to the bank.

When the document is fixed, check all fields one more time and click the «Save» button. If all errors were corrected, the document will be saved in the general list.

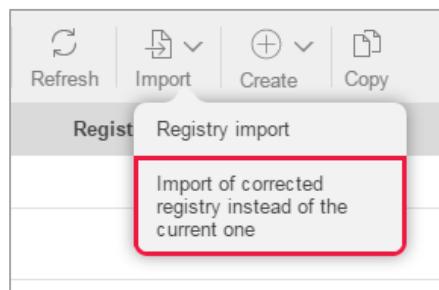
If there were errors when processing the registry, the corrected registry should be upload again as a new registry or in replacement of the current one.

To send the registry for processing, choose the registry from the general list, click the «Send»  button from the instruments panel and sign the registry. The registry will be sent to the bank for processing.

13.1.3 Import fixed registry as a replacement

If a registry could not be processed or was processed with errors by the bank due to faulty or missing data, it can be fixed and updated by using the «**Import of corrected registry instead of the current one**» feature.

In order to do so choose a registry with the «**Returned**»  status from the list and click the down arrow  icon next to the «Import»  button on the instruments panel. The «**Replacement of registry**» window will open.



Choose «Attach file» in the «Replacement of registry» window and choose the file with fixed registry. The fixed registry should have the same file format and contain the same type of employees («Residents» or «Non-residents»).

Click the «Save» button to create a new registry instead of the old one.



After clicking the «Save» button, the document will be checked by the Internet banking service against discrepancies, errors and incorrect value formats. Imported file with errors cannot be saved.



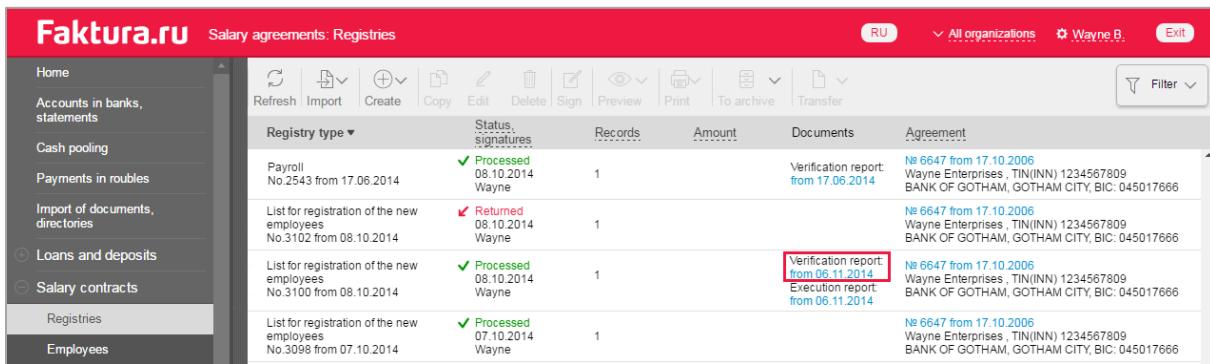
To delete the attached file, click the  icon.

When the document is fixed, click the «Save» button one more time. If all errors were corrected, the document will be saved in the general list. To send the registry for processing, choose the registry from the general list, click the «Send»  button from the instruments panel and sign the registry. The registry will be sent to the bank for processing and the registry with «Returned»  status will be replaced.

13.1.4 Verification report

The new employees' registries and payroll registries sent to the bank undergo an error proofing verification, the result of which is sent by the bank back to you.

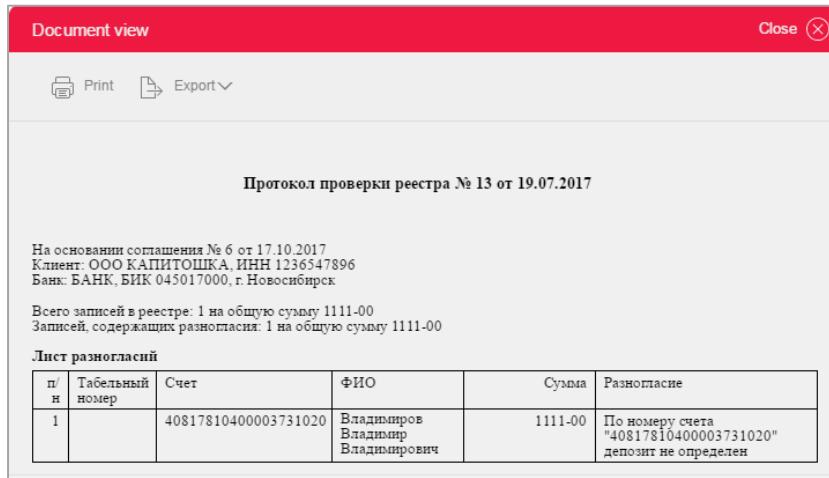
To view a verification report on an imported registry click the date link in the «Documents» column.



Registry type	Status, signatures	Records	Amount	Documents	Agreement
Payroll No.2543 from 17.06.2014	Processed 08.10.2014 Wayne	1		Verification report from 17.06.2014	Nº 6647 from 17.10.2006 Wayne Enterprises, TIN(INN) 1234567809 BANK OF GOTHAM, GOTHAM CITY, BIC: 045017666
List for registration of the new employees No.3102 from 08.10.2014	Returned 08.10.2014 Wayne	1			Nº 6647 from 17.10.2006 Wayne Enterprises, TIN(INN) 1234567809 BANK OF GOTHAM, GOTHAM CITY, BIC: 045017666
List for registration of the new employees No.3100 from 08.10.2014	Processed 08.10.2014 Wayne	1		Verification report from 06.11.2014 Execution report from 06.11.2014	Nº 6647 from 17.10.2006 Wayne Enterprises, TIN(INN) 1234567809 BANK OF GOTHAM, GOTHAM CITY, BIC: 045017666
List for registration of the new employees No.3098 from 07.10.2014	Processed 07.10.2014 Wayne	1			Nº 6647 from 17.10.2006 Wayne Enterprises, TIN(INN) 1234567809 BANK OF GOTHAM, GOTHAM CITY, BIC: 045017666

A payroll registry contains template of payment order for payroll accounting and fee.

Example of Payroll verification report:



п н	Табельный номер	Счет	ФИО	Сумма	Разногласие
1		40817810400003731020	Владимиров Владимир Владимирович	1111-00	По номеру счета "40817810400003731020" депозит не определен

Example of registry for accounts opening report:

Document view

Print Export ▾

Протокол проверки реестра № 14 от 02.07.2017

На основании соглашения № 6647 от 17.10.2006
Клиент: ООО КАПИТОШКА, ИНН 1236347896
Банк: БАНК, БИК 045017666, г. Новосибирск

Всего записей в реестре: 1
Записей, содержащих разногласия: 1

Лист разногласий

п. н.	Табельный номер	Счет	ФИО	Сумма	Разногласие
1	kara_0001		Илюхин Константин Сергеевич		Ошибка при поиске клиента: У найденного клиента "Илюхин Константин Сергеевич" паспортные данные не совпадали с переданными в реестре (Код ГНИ: "21" Серия: "56 89" Номер: "138456")!

Reports can be exported into files in 1C compatible format (versions 7.7 and 8.0) or HTML.

In order to export a report one has to open it and then click the down arrow ▾ button next to the «Export» button. Then, choose a suitable export format.

13.1.5 Execution report

The bank generates and sends execution reports for new employees' registries which contains either errors or a list of created salary accounts.

To view an execution report on an imported registry click the date link in the «Documents» column:

Faktura.ru Salary agreements: Registries

RU All organizations Wayne B. Exit

Home Accounts in banks, statements Cash pooling Payments in roubles Import of documents, directories Loans and deposits Salary contracts Registries Employees

Refresh Import Create Copy Edit Delete Sign Preview Print To archive Transfer Filter

Registry type ▾	Status, signatures	Records	Amount	Documents	Agreement
Payroll No.2543 from 17.06.2014	✓ Processed 08.10.2014 Wayne	1		Verification report from 17.06.2014	№ 6647 from 17.10.2006 Wayne Enterprises, TIN(INN) 1234567809 BANK OF GOTHAM, GOTHAM CITY, BIC: 045017666
List for registration of the new employees No.3102 from 08.10.2014	✗ Returned 08.10.2014 Wayne	1			№ 6647 from 17.10.2006 Wayne Enterprises, TIN(INN) 1234567809 BANK OF GOTHAM, GOTHAM CITY, BIC: 045017666
List for registration of the new employees No.3102 from 08.10.2014	✓ Processed 08.10.2014 Wayne	1		Verification report from 06.11.2014 Execution report: from 06.11.2014	№ 6647 from 17.10.2006 Wayne Enterprises, TIN(INN) 1234567809 BANK OF GOTHAM, GOTHAM CITY, BIC: 045017666
List for registration of the new employees No.3098 from 07.10.2014	✓ Processed 07.10.2014 Wayne	1			№ 6647 from 17.10.2006 Wayne Enterprises, TIN(INN) 1234567809 BANK OF GOTHAM, GOTHAM CITY, BIC: 045017666

Please add newly created accounts to the employees dossiers by filling in the «Account» field (learn more in the «[Employees](#)» chapter).

Execution report example:

Document view Close 

 Print  Export 

Протокол обработки реестра на открытие зарплатных счетов № 1972 от 24.02.2014

На основании соглашения № 6647 от 17.10.2006
Клиент: ИП КАПИТОШКА, ИНН 9876567892
Банк: БАНК, БИК 045017666, Г.НОВОСИБИРСК

Всего открыто счетов 1, ошибок 0

Открытые счета:

п/н	Счет	ФИО
1	42301810600003001519	Иванов Иван Иванович

Payroll registry execution report example:

Document view Close 

 Print  Export 

Протокол обработки реестра на зачисление № 145804 от 03.03.2017

На основании соглашения № 32123 от 02.03.2017
Клиент: АО Нинель, ИНН 8529634563
Банк: БАНК, БИК 040130000, п. Горняк

Всего записей в реестре на зачисление: 1 на общую сумму 10-00
Успешно обработано: 1 на общую сумму 10-00
Не зачислено: 0 на общую сумму 0-00

Reports can be exported into files in 1C compatible format (versions 7.7 and 8.0) or HTML.

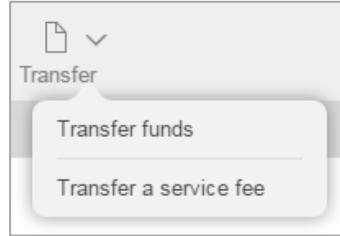
In order to export a report one has to open it and then click the down arrow  button next to the «Export» button. Then, choose a suitable export format.

13.1.6 Create payment based on registry

You can automatically create transfer funds or transfer service fee documents based on payroll registries in the Service.

In order to create a payment based on a registry choose a registry from the list and click the down arrow  button next to the «Transfer»  icon on the instruments panel, then choose a «Transfer funds» or «Transfer a service fee» from the drop down menu.





The «**Payment order**» window will open. The fields in the window are already filled with data from the selected registry.

The account and payee details are filled in based on the data in the salary contract. The amount of the payment is calculated based on the total amount of the payments in the registry, while the «**Payment purpose**» field contains a value «Код реестра ЗП 123456», where the number is an index registry number. The payment should be signed and send to the bank as usual. To learn more about payment status please refer to the «[Payments in rubles](#)» chapter.

13.1.7 Document signing

Print versions of the processed documents in the «**Salary contracts**» section contain info on the bank signings, if the «**Show digital signature**» checkbox at the top the window is checked.

п/н	Таб.№	ФИО	Удостоверение личности
1		Иванов Иван Иванович	Паспорт гражданина РФ 5323 123456 выдан 02.09.2010 Ленинским РОВД
2		Петров Петр Петрович	Паспорт гражданина РФ 4321 123456 выдан 10.09.2010 Ленинским РОВД
3		Сидоров Сидор Сидорович	Паспорт гражданина РФ 50 04 588026 выдан 14.10.2004 ОВД КАЛИНИНСКОГО РАЙОНА Г.НОВОСИБИРСКА код 542-004

ИТОГО: записей 3

Document certified e-signature:
 Client:
 Owner: CN=Yurilts01, OU=otdel, O=ZAO, L=Novosibirsk, C=RU
 Issue key: CN=Class 2 CA, OU=CAs, O=FTC, C=RU
 Bank:
 Owner: CN=lf1, OU=otdel, O=to, L=Novosibirsk, C=RU
 Issue key: CN=Class 2 CA, OU=CAs, O=FTC, C=RU

13.2 Employees

The «**Employees**» section contains all the necessary data about employees for creating accounts, issuing cards and further salary payments.



Faktura.ru Salary contracts: Employees

RU

All organizations

Wayne B.

Exit

Filter

	Contract	Personnel № ▲	Account	Full name	Identity document
	№ 24261 from 07.07.2017 ООО "КОНДИТЕР". TIN(INN) 970504464505 РКЦ БАНК, BIC: 049829000	1	40101810120212210210	Sarah Janice Connor	Паспорт РФ 1409 152648 issued 17.06.2009 УФМС России по Новосибирской области г. Новосибирска
	№ 1 from 12.10.2017 ООО "КОНДИТЕР". TIN(INN) 970504464505 РКЦ БАНК, BIC: 049829000	2	401018102121212212	Han Solo	Паспорт РФ 1234 123456 issued 05.10.2017 УФМС России по Московской области г. Москва
	№ 24261 from 07.07.2017 ООО "КОНДИТЕР". TIN(INN) 970504464505 РКЦ БАНК, BIC: 049829000	3	40216306546413500057	Tyler Henry Durden	Паспорт РФ 3323 2424234422 issued 01.11.2017 УФМС России по Алтайскому краю г. Барнаул
	№ 24261 from 07.07.2017 ООО "КОНДИТЕР". TIN(INN) 970504464505 РКЦ БАНК, BIC: 049829000	4	40703810000000000012	Lara Jane Croft	Паспорт РФ 6912 123696 issued 23.01.2000 УФМС России по Новосибирской области г. Новосибирска

Please note that changes made here will not affect already created and imported registries. In order to change a registry one needs either to create a new registry based on the employee entry or to delete and then add again an employee in existing registry.

In order to create an employee entry please perform the following actions:

1. Click the «Create»  button on the instruments panel.
2. Fill in the «Employee» window.

Employee Close 

Salary contract Договор на перечисление зарплаты сотрудникам (№ 8502 from 16.02.2010, ЗАО Трубопровод, Тестовый банк Faktura)

Employee information

Personnel number	0042	Product type	<input type="button" value="▼"/>
Account	4020000000000000123	Card	<input type="button" value=""/>
Date of employment	10.10.2010 	Date of dismissal	<input type="button" value=""/>

Personal data

Last name *	Fox	Name *	Lucius	Middle name	Jonathan
Citizenship	RUSSIAN FEDERATION	Resident	Yes 	TIN(INN)	4065801
Place of birth *	RUSSIAN FEDERATION	Date of birth * 15.12.79 			

Identity document

Document	Russian passport 	Series	1234	Number *	567890
Issued by *	OVD Московской области в г. Королёв	Subdivision code	<input type="button" value=""/>	Date of issue *	20.12.91 

Registration

Country *	RUSSIAN FEDERATION	ZIP code *	141078	City *	Korolev
Улица	Lenina	Building * / Housing	/15	Flat	115

Actual address (copy from residence address) Show 

Contact information

E-mail address	lucius_fox@example.com	Phone	<input type="button" value=""/>	Mobile phone	<input type="button" value=""/>
----------------	------------------------	-------	---------------------------------	--------------	---------------------------------

Save

Additional notes:

Some fields are filled in automatically and may not be available for manual editing.



Field	Field description
Salary contract	Mandatory to fill in. Please select a salary contract from the drop down menu.
Employee information section	Indicate a personnel number, an employee account (if present), date of employment/dismissal, product type and card number.
Personal data section	Mandatory to fill in. Indicate employee's personal details: first and last name, place and date of birth (all mandatory to fill in), etc.
Identity document section	Mandatory to fill in. Indicate an identity document type and respective details: document type, issuing department, series and number, date of issuing, etc.
Registration section	Indicate an employee registration address.
Actual address section	If the actual address is the same as registrations address, click the «copy from residence address» link. If the actual address differs from registration address, please fill in the field manually.
Contact information section	Indicate employee's contact information: E-mail and phone numbers.

Click the «Save» button in order to add an entry about an employee to the directory.

The entry will be checked by the Internet banking service against discrepancies, errors and incorrect value formats.

Unfilled fields or fields containing discrepancies and errors are highlighted with a red color. Such fields, when hovered over with a pointer, are annotated with an error text. If the document contains at least one field highlighted with a red color, it cannot be sent to the bank until the errors are corrected. All fields highlighted with a red color have to be corrected to send the document to the bank

If the document has fields highlighted with an orange color, please carefully check if they are filled in correctly. Documents with fields highlighted with an orange color can be sent to the bank without any changes.

You can change or delete an employee entry by selecting an entry from the list and clicking the «Edit» or the «Delete» button respectively on the instruments panel.

When the document is fixed, check all fields one more time and click the «Save» button. If all errors were corrected, the document will be saved in the general list.

In order to perform a quick filling in of the employee's directory one can import a registry of employees in the «Registries» section.



To send the registry for processing, choose the registry from the general list, click the «Send»  button from the instruments panel and sign the registry. The registry will be sent to the bank for processing.

To import the registry for accounts opening, check the «Add/update registries in the employees' directory» checkbox; all employees' data will be filled in or updated. If the checkbox will not be checked, the directory information will not be changed (learn more in «[Import registry](#)» chapter).



14. Currency operations

The «**Currency operations**» section contains information on how to execute actions with foreign currency, receive supporting documents, as well as view currency rates and adjust their display on the main page of the Internet banking service.

The «**Currency operations**» section contains following subsections:

- [Currency rates](#)
- [Payments in foreign currency](#)
- [Purchase, sale, conversion of currency](#)
- [Information on currency supply](#)
- [Write-off from transit account](#)
- [Currency control](#)

14.1 Currency rates

To view currency rates of the Central bank of Russia and other banks where you have financial products, click the «**Currency operations → Currency rates**».

Currency	Target zone	Buy	Sale	Rate of the Central Bank	Time of currency supply
1xEUR				76.7569 ↓	10:45
Bank 1 (EUR-RUB)	over 0	78.00	98.00		12:37
Bank 2 (EUR-RUB)	over 0	70.00	65.00		13:02
Bank 3		0-1.00	57.40	56.00	12:37
				56.20	12:37
1xUSD				62.0659 ↓	10:45
Bank 1 (USD-RUB)	over 0	71.584	75.2547		12:37
Bank 2 (USD-RUB)	over 0	60.00	55.00		13:02
Bank 3	over 0	68.2222	68.2222		15:24

You can adjust currency rates list shown at the [home page](#). To choose the currencies for the currency rates segment, please follow these steps:

1. Click the «Add currency» link with an icon at the top of the current page. Check the currencies you want to know rates for from the drop down list, and click the «Apply» button.

2. Click the link with a bank name in the right top corner of the current page to choose a bank for currency rates, and then click a date link to choose a date of currency rates.
3. Choose the «cashless» or the «cash» tab depending on your preferred choice.
4. If a target zone is applied to the selected currency, a number in the «Target zone» column comprises a link to the detailed target zone information on the currency.

14.2 Agreed deal's rate

Please note that the availability of the following features depends on the partner bank and can be unavailable to all the clients. To learn more please contact your bank. Please contact the Customer service center of your bank for further information.

An agreed deal's rate is a rate for one unit of a currency in relation to a unit of another currency, suggested by you for the currency-related operation during one transaction day.

If the bank allows their clients to use the agreed deal's rate, the «Agreed deal's rate» field will be visible on the foreign currency forms and available for filling.

The «Agreed deal's rate» field might be present on the documents created in the following sections:

- [«Payments in foreign currency»;](#)
- [«Purchase, sale, conversion of currency»;](#)
- [«Write-off from transit account».](#)

The field is present in the following document forms:

- [«Payment in foreign currency»;](#)
- [«The order for a debit of funds in foreign currency from a transit account»;](#)
- [«Currency purchase/Sale/Conversion».](#)

Agreed deal's rate	<input type="text"/>	RUB for 1 USD
Comments	<input type="text"/>	

14.3 Payments in foreign currency

You can create and send payments in foreign currency in the Service if you are given the permits by the bank.

To send payments and transfers in foreign currency please refer to the **«Currency operations → Payments in foreign currency»** section.



Document	Status, signs	Amount	Payer, account in bank	Payee	Purpose	File
No 1 from 20.08.2015	Returned 20.08.2015 Сакталова	41.00 USD	AO NINEL 40702810400000174240 Bank	Organization	Transaction	
No 2 from 20.08.2015	Returned 20.08.2015 Сакталова	41.00 USD	AO NINEL 40702810400000174240 Bank	Organization	Transaction	
No 3 from 20.08.2015	Received 20.08.2015 Сакталова	41.00 USD	AO NINEL 40702810400000174240 Bank	Organization	Transaction	
No 4 from 20.08.2015	Returned 20.08.2015 Сакталова	41.00 USD	AO NINEL 40702810400000174240 Bank	Organization	Transaction	
No 5 from 21.08.2015	Processed 21.08.2015 Сакталова	41.00 USD	AO NINEL 40702810400000174240 Bank	Organization	Transaction	
No 6 from 21.08.2015	Processed 21.08.2015 Сакталова	41.00 USD	AO NINEL 40702810400000174240 Bank	Organization	Transaction	
No 7 from 21.09.2015	Received 21.09.2015 Сакталова	41.00 USD	AO NINEL 40702810400000174240 Bank	Organization	Transaction	
No 8 from 21.09.2015	Received 21.09.2015 Сакталова	41.00 USD	AO NINEL 40702810400000174240 Bank	Organization	Transaction	

The necessary information for transfers in foreign currency is the following:

- Currency and amount of a transfer;
- Payer's details and Payer's bank details;
- Payee's details and Payee's bank details;
- Payee's account number or IBAN;
- A purpose of a transfer.

All the fields should be filled in English or using the Roman (English) letters. Documents filled in with the Cyrillic (Russian) letters can be transliterated into Roman (English) letters (see [additional notes](#) for more information).

To create a new payment in foreign currency click the «Create»  button on the instruments panel. If you have accounts in several banks, you will be asked to choose from the drop down menu a bank where an account is opened for debit, and then click the «Choose» button on the right. The «Payment in foreign currency» window will open.



Payment in foreign currency No template Close

Account	4070284020000289253 ЗАО Нинель Транзитный				
Country / Code:	643 - RUSSIAN FEDERATION 	Post Code	630066	City:	G. NOVOSIBIRSK
Address:	UL LENINA, 1				
Contact person:	Santalova Nina Anatolevna	Contact phone 			
52: Payer bank					
Code	SWIFT 	<input checked="" type="checkbox"/> Use international bank name			
Name	Inter RUSSIAN FEDERATION, 125047 MOSCOW, corr. acc. 3010181050000000799				
SWIFT	NASPRUMMXXX				
Correspondent account	3010181050000000799				
59: Payee					
<input type="checkbox"/> Payee is not resident					
Organization OK	RIPE NCC 				
TIN(INN)	1234567890 	Account № (IBAN) NL37ABNA0618139087			
Country / Code:	Enter country code or name 	City: NYC			
Address:	NYC				
BEI-code (SWIFT-code)	RIPENCC076				
57: Payee bank					
Bank	Enter SWIFT/BIC or bank name 				
Fill in the bank details manually					
Clearing code	<input type="text"/>				
56: Intermediary bank					
Show 					
Fill in the details of intermediary bank, if needed					
The currency control					
Unique number of contract	Currency transaction type code 				
Nº customs declarations	Service code 				
Additional	<input type="text"/>				
<input type="button" value="Convert to the Roman alphabet"/> <input type="button" value="Save"/> <input type="button" value="Send"/>					

Additional notes:

Some fields are filled in automatically and may not be available for manual editing. For your convenience, some fields could be filled in by clicking the icon and choosing values from the list.

Field	Field description
No (order number)	Mandatory to fill in. The number of created payment. Filled in automatically. Manual editing allowed.
from	Mandatory to fill in. Filled in automatically with current date (the DD.MM.YYYY format). Manual editing allowed.
Via	Mandatory to fill in. Possible values: S.W.I.F.T./Post/TELEX (telecommunication networks, providing automatic



processing of the messages in external electronic document flow). The default value is «S.W.I.F.T.».

Priority

Priority of the payment. Can be «Urgent» or «Normal» (by default).

Value date

Optional to fill in. The date of future payment. Filled in automatically with current date (the DD.MM.YYYY format).

32A: Amount

Mandatory to fill in. Contains information on the amount and currency of the payment.

Currency code

Choose from the drop down list of available currencies.

Conversion currency **from**

Check the checkbox if the currency of the payment currency should be different from the currency of the account used for payment.

Code instruction

Optional to fill in. Indicate a code instruction that will help to define information on the payment. Fill in manually or choose from the list .

50: Payer**Organization**

Choose the name of the Payer's organization.

Division

Choose Russian or English variant of the Payer's organization name.

Account

Indicate Payer's account number used for the funds transfer.

Country / Code

Choose the country code from the list by clicking the  icon or type it in.

Address

Type in the Payer's address.

City

Type in the city name.

Contact phone

Type in the contact phone number.

Contact person

State first and last name of the contact person.

52: Payer bank

Contains detail on the client's bank.

Code

SWIFT/BIC. Choose BIC or SWIFT for the drop down list. The selected code will be automatically shown below.

Name

Contains the name of the Payer's bank.



Account

A correspondent account in the Payer' bank.

59: Payee

Payee is not resident

Contains details of the Payee.

Organization

Choose the Payee from the drop down menu by clicking the  icon or type it in manually.

TIN(INN)

Type in the TIN(INN) of the Payee.

Country / Code

Type in or choose from the drop down list of countries and codes by clicking the  icon.

Address

Optional to fill in. Type in Payee's address

Account № (IBAN)

Mandatory to fill in. Type in an account number in IBAN format.

City

Type in a city name.

BEI-code (SWIFT-code)

Type in an international identification BEI-code if the Payee is registered in the SWIFT system by the bank. The BEI-code has the same structure as the SWIFT-code.

57: Payee bank

bank

Mandatory to fill in. Type in or choose from the drop down list Payee's bank name or its SWIFT/BIC from the list by clicking the  icon.

Correspondent account

Type in the correspondent account of the Payee's bank.

Country / Code

Type in country name or country code or choose from the list by clicking the  icon.

Address

Optional to fill in. Type in the Payee's bank address.

Clearing code

Type in the clearing code of Payee's bank.

City

Mandatory to fill in. Type in the city name.

56: Intermediary bank

Initial payer

Fill in if the payment is made through an intermediary bank.

Fill in if the payment is executed by the order of an initial customer.

The currency control

Deal passport №

Type in the number of the deal passport.



No customs declarations

Type in the number of customs declaration.

Service code

Type in the service code or choose it from the list by clicking the  icon.

Currency transaction type code

Type in the code for currency transaction type or choose it from the list by clicking the  icon.

Additional information for currency control

Optional to fill in. Type in the additional information.

70: Purpose

Mandatory to fill in. The field is filled in by the Payer for better determination of the purpose of the payment (list of goods, services, number and date of a contract, invoice number, etc.)

71A: Who defrays the expenses

Optional to fill in. State who pays transaction expenses. Select one of possible choices:

- OUR – Payer;
- BEN – Payee;
- SHA – Payer and Payee.

Account for commission

Choose an account for commission withdrawal.

72: Sender to receiver information

Guaranteed transfer

Optional to fill in. Fill in additional information for the bank.

Optional to fill in. The checked checkbox guarantees that the amount of the transaction received by the Payee will not change after fees and expenses.

Attach file

Optional to fill in. To attach a file to the payment click the «Attach» button and choose it from your computer. The maximum file size is 60 MB. You can also attach an archive file that contains several files. To add several files, put them in archive and attach it. To delete the attached file, click the  icon.

Save as template

Type in the template name and click the «Save» button to save the payment as a pre-filled in template.

Convert to the Roman alphabet

Click the button to convert all input information into the Roman (English) alphabet.



After clicking the «Save»/«Send» button, the document will be checked by the Internet banking service against discrepancies, errors and incorrect value formats.

Unfilled fields or fields containing discrepancies and errors are highlighted with a red color. Such fields, when hovered over with a pointer, are annotated with an error text. If the document contains at least one field highlighted with a red color, it cannot be sent to the bank until the errors are corrected. All fields highlighted with a red color have to be corrected to send the document to the bank

If the document has fields highlighted with an orange color, please carefully check if they are filled in correctly. Documents with fields highlighted with an orange color can be sent to the bank without any changes.

When the document is corrected, check all fields one more time and click the «Save»/«Send» button. If all errors were corrected, a document signing window will open.

After the document is signed, a [payment order](#) is formed. To see the payment order go to «**Payments in rubles**» section.

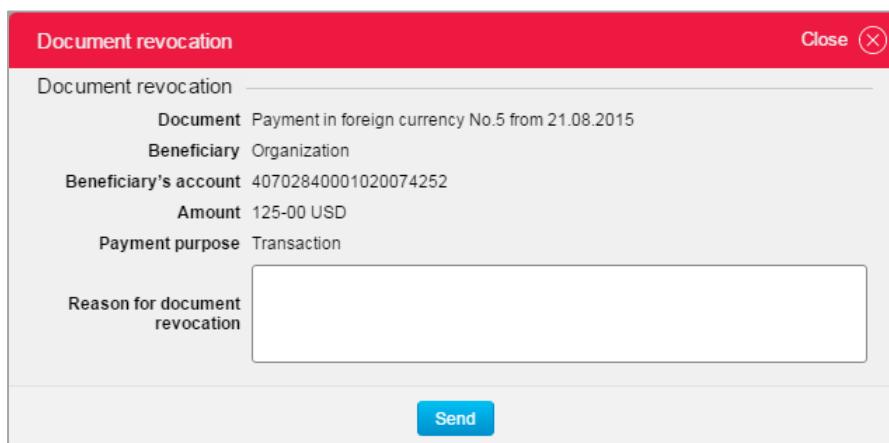
An «Application for foreign currency transaction» will be created.

14.3.1 Revoke payment in foreign currency

If the bank employs a revocation feature for payments in foreign currency, the «Revoke»  button will be visible on the instruments panel. The feature is available in the «**Payments in foreign currency**» and «**Purchase, sale, conversion of currency**» sections.

You can revoke documents in statuses «Accepted by the bank» , «Delivered to the bank» , «In the registry»  and «Processed» .

After clicking the «Revoke»  button, the «**Document revocation**» window will open. In the window, the «Reason for document revocation» field is mandatory to fill in. Type in the in free form a reason for document revocation.



The screenshot shows a modal dialog box titled "Document revocation". At the top right is a "Close" button with a red X. The main area displays document details: Document: Payment in foreign currency No.5 from 21.08.2015; Beneficiary: Organization; Beneficiary's account: 40702840001020074252; Amount: 125-00 USD; Payment purpose: Transaction. Below these details is a large input field labeled "Reason for document revocation". At the bottom of the dialog is a blue "Send" button.

Fill in the revocation purpose and click the «Send» button.



After clicking the «Send» button, an «Application for document revocation» with information about application for payment in foreign currency and revocation purpose is formed. After clicking the «Send» button, the document will be checked by the Internet banking service against discrepancies, errors and incorrect value formats.

Unfilled fields or fields containing discrepancies and errors are highlighted with a red color. Such fields, when hovered over with a pointer, are annotated with an error text. If the document contains at least one field highlighted with a red color, it cannot be sent to the bank until the errors are corrected. All fields highlighted with a red color have to be corrected to send the document to the bank

When the document is corrected, click the «Send» again. If all errors were corrected, a document signing window will open.

Sign the document?

Закрыть ×

Отзыв документа № 20264 от 01.08.2014

в ДЕМО-БАНК, БИК 045017666
от ИП КАПИТОШКА, ИНН 1245783696

Заявление

Прошу отозвать: Перевод валюты №55 от 08.08.13.
Причина отзыва: Указано неверное наименование получателя перевода.

Отзываляемый документ

Заявление на перевод иностранной валюты № 55 от 08.08.2013 г.
Currency payment № 55 from 08.08.2013

Сумма Amount	145.00 USD (Сто сорок пять долларов 00 центов)
Код инструкции Code instruction	
Вид платежа Via	Электронно / swift
Срочность платежа Priority	Обычная / normal
Дата валютирования Value date	08.08.2013
Платильщик Payer	Наименование / Name: КАПИТОШКА ИНН / Tax Payer ID Number: 9876567892 Счет / Account: 40702840751840300595 Адрес / Address: RUSSIAN FEDERATION, BARNAUL, ivanova Контактное лицо, телефон / Contact: Ilyukhin Konstantin Sergeevich , 1234567
Банк плательщика BIC	Наименование / Name: People's Regional Bank BIC: 045017666

Cancel
Sign

After clicking the «Sign» button the document will be sent to the bank. The document on the «Payments in foreign currency» page will be marked with the «Recall sent» note. When the document is successfully revoked, the document status will change to the «Returned» ↵ status.

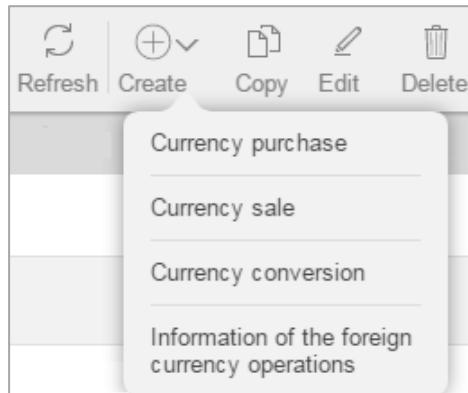
<input type="checkbox"/>	No.10 from 21.09.2015	✓ Received 21.01.2017 Company Recall sent	500-00 USD	OOO BANK 40702840601020000004 RKC Gornjak
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14.4 Purchase, sale, conversion of currency

In the «Purchase, sale, conversion of currency» section you can create and sent to the bank applications on purchase/sale/conversion of foreign currency.



To create an application click the down arrow  icon next to the «Create»  button on the instruments panel and choose a document type from the drop down list.



If you have accounts in several banks, choose a bank from the list and click the «Choose» button.

The «Currency purchase» window will open.

Currency purchase

Nº 147 from 16.04.2018  Urgency Normal  Deal execution In the bank 

The Parties' reference details

Authorized bank BANK DRAGON, G. ALEYSK 4, BIC: 040813826

Client	<input type="text" value="BANK, TIN(INN) 5978124689"/>	
OKPO	<input type="text"/>	OKTMO 
Division	<input type="text"/>	
<input type="checkbox"/> Insert division into the field "Payer"		<input type="text" value="TIN(INN)"/>
Contact person	<input type="text" value="Pennyworth A."/>	Phone <input type="text"/>

Currency purchase

Total amount of purchase	<input type="text" value="10 000.00"/>	USD 
Total amount in Russian rubles	<input type="text" value="585 000.00"/>	RUB
Bank's rate 58.5 RUB for 1 USD		Rate of the Central Bank 61.4311 RUB for 1 USD
Value date 		

Accounts for the operation

To debit RUB from	<input type="text" value="40205810525000000178 (<><script>alert('сюрприз!')</script>), saldo 3000.00 RUB"/>
To credit USD to	<input 100),="" 300.00="" ent."="" saldo="" type="text" usd"="" value="40105840525000000254 (ООО " w.="" доллары=""/>
To credit the rest of RUB to	<input type="text" value="40205810525000000178, saldo 3000.00 RUB"/>

Additional information

Buttons: Save  Send 

Additional notes:

Some fields are filled in automatically and may not be available for manual editing. For your convenience, some fields could be filled in by clicking the  icon and choosing values from the list.



Field	Field description
No	Mandatory to fill in. The number of the document. Filled in automatically.
from	Mandatory to fill in. Indicate the date of creating the document in the DD.MM.YYYY format.
Urgency	Indicate the urgency of the document. The possible values are «Normal» and «High». The default value is «Normal».
Deal execution	<p>Choose a deal execution option:</p> <ul style="list-style-type: none"> ▪ «In the bank» – the deal will be executed at the bank's exchange rate; if the bank's rate is not stated, the deal will be executed at the Russian Federation Central bank exchange rate. ▪ «On the stock exchange» – the deal will be executed at the stock exchange bidding rate. Simultaneously, the field «To credit commissions from» becomes available, where you can choose an account for commission charge-off.

The Parties' reference details

bank	The name of the bank of the deal. Manual editing prohibited.
client	Mandatory to fill in. Filled in automatically. Can be edited manually by choosing the value from the drop down list.
Contact person	Type in the full first, middle and last name of the contact person. Manual editing allowed.
OKTMO	Type in the client's OKTMO.
OKPO	Type in the client's OKPO.
Phone	Mandatory to fill in. Type in the contact person phone number.

Currency purchase

Total amount of purchase	Mandatory to fill in. Type in the total amount and currency of the purchase. Depending on the selected currency, the amount can differ automatically.
--------------------------	---

Total amount in Russian rubles Mandatory to fill in. Is calculated automatically according to the amount of the currency purchase.

Rate of the Central bank The current rate of the Central bank for the selected foreign currency.



bank's rate	The current rate of your bank for the selected foreign currency.
Value date	Optional to fill in. Choose or type in the future date of execution, if needed to execute the payment at a future date. The date should be in the DD.MM.YYYY format. <u>Note:</u> only available if the feature is enabled by the bank.
Agreed deal's rate	Optional to fill in. Stated <u>agree deal's rate</u> . <u>Note:</u> only available if usage of the agreed deal's rate is enabled by the bank.
Comments	Optional to fill in. Only available if «Agreed deal's rate» is set.
Commission fee	Commission fee (%) for the transaction. Available when «Deal execution» – «On the stock exchange» is chosen.

Accounts for the operation

To debit <i>currency</i> from	Mandatory to fill in. Choose an account to debit funds from.
To credit <i>currency</i> to	Mandatory to fill in. Choose an account to credit funds to.
To credit the rest of <i>currency</i> to	Mandatory to fill in. Choose an account to credit the rest of the funds to
Additional information	Optional to fill in. Additional information for the bank.

After clicking the «Save»/«Send» button, the document will be checked by the Internet banking service against discrepancies, errors and incorrect value formats.

Unfilled fields or fields containing discrepancies and errors are highlighted with a red color. Such fields, when hovered over with a pointer, are annotated with an error text. If the document contains at least one field highlighted with a red color, it cannot be sent to the bank until the errors are corrected. All fields highlighted with a red color have to be corrected to send the document to the bank

If the document has fields highlighted with an orange color, please carefully check if they are filled in correctly. Documents with fields highlighted with an orange color can be sent to the bank without any changes.

When the document is corrected, check all fields one more time and click the «Save»/«Send» button. If all errors were corrected, a document signing window will open.

 **The foreign currency sale and conversion forms are similar to the currency purchase form, except for «To credit the rest of currency to» field, which is only present on the purchase form. Therefore, the filling in procedure is not discussed in the current manual.**



During filling in the foreign currency purchase/sale/conversion form, the amount of the operation will be automatically recalculated, rounded off to two decimal places and corrected. If the purchase amount and the amount in acquiring currency do not match properly according to the set rate, you will be shown a warning message:

Currency purchase

Nº 147 from 16.04.2018

Urgency Normal

Deal execution In the bank

The Parties' reference details

Authorized bank BANK DRAGON, G. ALEYSK 4, BIC: 040813826

Client Bank, TIN(INN) 5978124689

OKPO OKTMO

Division TIN(INN)

Insert division into the field "Payer"

Contact person Pennyworth A. Phone

Currency purchase

Total amount of purchase 5 129.05

Total amount in Russian rubles 300 049.43

Bank's rate 58.5 RUB for 1 USD

Value date

Information

Entered amount was adjusted to the equivalent of base currency.

Accounts for the operation

To debit RUB from 40205810525000000178 ()

To credit USD to 40105840525000000254 ()

To credit the rest of RUB to 40205810525000000178, saldo 3000.00 RUB

Additional information



15. Currency control

In order to register and monitor foreign currency operations, a resident presents to the controlling bank, various supporting document certificates on foreign currency operations and on foreign economic activity (hereinafter currency control documents).

In the Service you can create and send to the bank the following types of currency control documents:

- [Application for registering a foreign currency contract](#)
- [Application for registering a foreign currency loan agreement](#)
- [Information of the foreign currency operations](#)
- [Supporting documents certificate](#)
- [Application for deregistering a foreign currency contract \(a loan agreement\)](#)
- [Application for making changes to a foreign contact \(a loan agreement\)](#)
- [Order for debit of funds from a transit account](#)

15.1 Foreign currency contracts

In the «Foreign currency contracts» section, you can see all the contracts and loan agreements registered in by the bank and present in the Service.

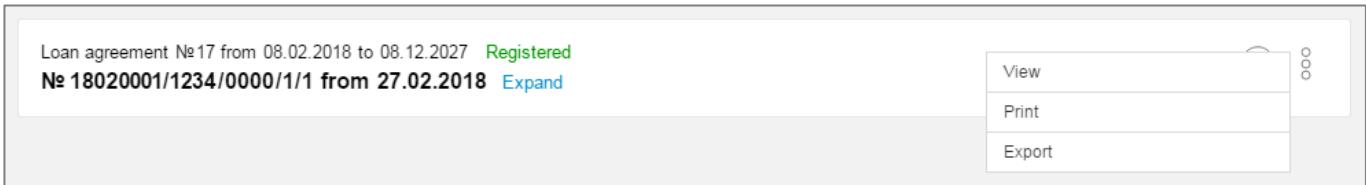
For every loan agreement/contract you can see the following details:

- Unique number of contract, format 8цифр/4цифры/4цифры/1цифра/1цифра
- Date of registration



- State – «Registered» or «No longer registered»
- Contract/loan agreement number
- Starting and ending date of the contract/loan agreement
- The «Expand» link, that displays [the linked foreign currency documents](#)

Print form of a document, printing and exporting into *.html are available by clicking the  icon.



Loan agreement №17 from 08.02.2018 to 08.12.2027 [Registered](#)
№ 18020001/1234/0000/1/1 from 27.02.2018 [Expand](#)

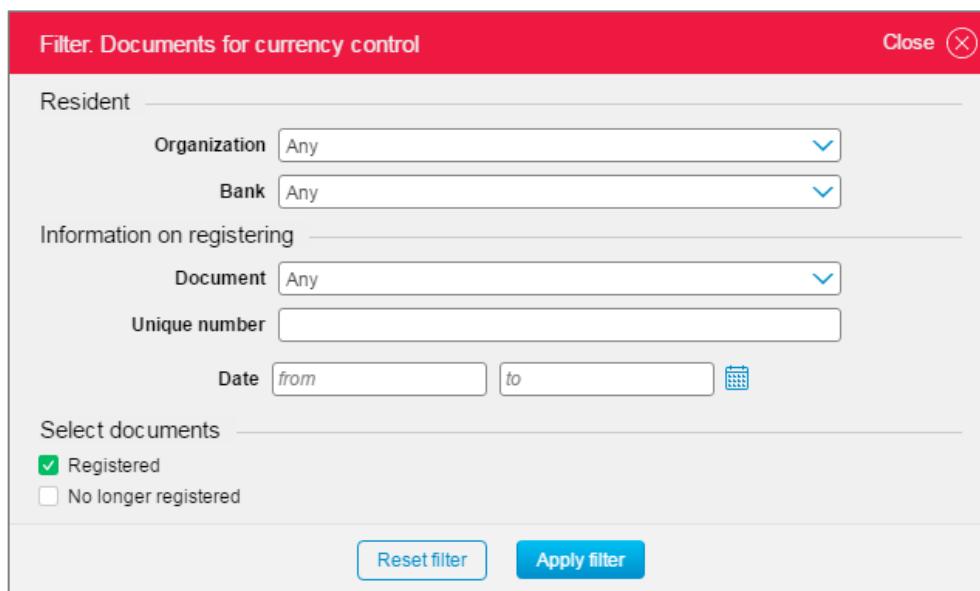
View	
Print	
Export	

Please note that the print form of the loan agreement/contract corresponds with the form of the first chapter of the Bank Control Record.

If the bank does not support the feature of the contemporary version of the Bank Control Record, the document will be filled in with the information from the application for registering a foreign currency loan agreement/contract and supplied with a unique number of contract and its date of registration, that were acquired when the application was processed. Otherwise the form will correspond with the latest contemporary version of the Bank Control Record.



For your convenience a filtering option is available. It can be performed by clicking the filter  icon. The «Filter. Documents for currency control» window will open.



Filter. Documents for currency control Close 

Resident

Organization

Bank

Information on registering

Document

Unique number

Date 

Select documents

Registered
 No longer registered

[Reset filter](#) [Apply filter](#)

In this window, you can set the following parameters:

- *Organization* comprises a drop down menu containing resident organizations that have foreign currency contracts registered in the Service.



- *Bank* comprises a drop down menu containing banks, where you have registered foreign currency contracts. The field is available for filling in if there are contracts registered in different banks.
- *Document* comprises a drop down menu with the «Loan agreement» or the «Contract» values.
- *Unique number* should contain a unique number of a contract/loan agreement or might be left blank if the unique number is not known.
- *Date (from... to...)* indicates the time period of registering a contract/loan agreement.
- *State* determines the state of a contract/loan agreement: «Registered» or «No longer registered». To search for contracts/loan agreements in both states please check both checkboxes or leave both unchecked.

Click the «Apply filter» button. On the page you will see contracts/loan agreements registered in the Service and fit the set parameters.

To reset the filtering parameters and get back to the full list of contracts and loan agreements, click the «Reset filter» button.

See also chapters «[Create application for registering a foreign currency loan agreement](#)» and «[Create application for registering a foreign currency contract](#)».

15.1.1 Linked foreign currency documents

In the «Foreign currency contracts» section you can view documents of currency control associated with different contracts and loan agreements. To view currency control document linked to a contract/loan agreement present in the Service, click the «Expand» link in the corresponding line.

Loan agreement № 5H from 25.02.2018 to 26.02.2028 Registered

№ 18020002/1234/0027/1/1 from 27.02.2018 Expand (+) ⋮

In the Internet banking service you can create the following types of linked documents:

- [application for registering a foreign currency loan agreement](#) or [contract](#)
- [information of the foreign currency operations document](#)
- [supporting documents certificate](#)
- [application for making changes to a foreign contact/a loan agreement](#)
- [application for deregistering a foreign currency contract/a loan agreement](#)



The screenshot shows the 'Currency contracts' section of the Faktura.ru interface. On the left, a sidebar lists various document types under 'Currency control'. The main area displays a table of documents for 'Loan agreement № 1 from 08.12.2017 to 08.12.2027 Registered № 18021111/1111/1111/1/1 from 21.02.2018'. The table columns are Date, Number, Document, State, and Fail. Each row shows a document's creation date, its number, its description, its processing status (e.g., Received, Processed), and a 'More' icon (three dots) for further actions. A 'Collapse' link is at the bottom of the table.

Date	Number	Document	State	Fail
21.02.2018		Application on making changes to a contract (loan agreement)	✓ Received 21.02.2018 Wayne	○○
21.02.2018		Information on foreign currency operations	✓ Processed 21.02.2018 Wayne	○○
21.02.2018		Confirmatory document certificate	✓ Processed 21.02.2018 Wayne	○○
21.02.2018		Information on foreign currency operations	✓ Processed 21.02.2018 Wayne	○○
21.02.2018		Application on making changes to a contract (loan agreement)	✓ Processed 21.02.2018	○○
21.02.2018		Application on registering a contract	✓ Processed 21.02.2018 Document.txt	○○
21.02.2018		Information on foreign currency operations	✓ Received 21.02.2018 Wayne	○○

For every document creation date, number, state and an attached file (if present). On this page you can also view, edit and copy foreign currency documents by clicking the ○○ icon next to them.

In order to create a new linked document please click the + icon in the corresponding contract/loan agreement line and select a document type.

The screenshot shows a dropdown menu on the right side of the screen, triggered by a '+' icon in the table above. The menu options are: 'Create information of the foreign currency operations', 'Create supporting documents certificate', 'Create application for making changes', and 'Create application for deregistering'.

If you create currency control documents on this page the following fields will be automatically filled in with corresponding information from contract/loan agreement:

- Bank
- Client/resident
- Unique number of contract/loan agreement
- Date of registration
- Contract/loan agreement number
- Start and end dates of contract/loan agreement

An application for making changes to a foreign contact/loan agreement resembles an application for registering a contract/loan agreement.



You can also create documents of currency control from the «[Documents of currency control](#)» section. Those documents will be automatically added to the list of linked foreign currency documents of the corresponding contract/loan agreement with the stated unique contract/loan agreement number.

15.1.2 Create application for registering a foreign currency loan agreement

In order to register a new loan agreement you first need to create and send to the bank an application for registering a loan contract. An application can be created either from the current section «Foreign currency contracts», or from the «Documents of currency control» section ([learn more](#)).

In order to create an application for registering a loan agreement:

1. Click the «Loan agreement»  button on the instruments panel.
2. The application form will open. Please fill in the form.

Application for registering a foreign currency loan agreement

Close 

<input type="text" value="№"/>	 from <input type="text" value="23.03.2018"/> 
<input type="checkbox"/> Transfer a loan agreement from another bank A bank from where a loan agreement is transferred <input type="text" value="Enter the name or BIC of the bank"/> 	
Unique number of loan agreement <input type="text"/> from <input type="text"/>	
1. Resident info Bank <input type="text" value="БАНК, г. Новосибирск, БИК: 045017000"/>  Resident <input type="text" value="АО NINEL, TIN(INN) 8529634563"/> <input type="checkbox"/> Branch office <input type="text" value="КПП (КПП) 545786621"/> Head office <input type="text"/> Region of Russia <input type="text"/> City <input type="text" value="г. Новосибирск"/> Street <input type="text"/> Building <input type="text"/> OGRN (Primary State Registration Number - ОГРН) <input type="text" value="1165476000106"/> registered <input type="text"/> 	
2. Non-resident(s) details Name <input type="text"/> Country <input type="text"/>  Country code as per Russian classifier of states <input type="text"/>  Other codes <input type="text"/>  Add Save Delete	
3. Loan agreement info Number and amount of the loan agreement - optionally Number <input type="text"/> from <input type="text"/>  <input type="checkbox"/> W/o number Amount <input type="text"/>  Date of termination <input type="text"/> Special conditions <input type="text"/> Transfers to the accounts abroad <input type="text"/> Repayments at the expense of currency returns <input type="text"/> Save Send	

Additional notes:

Some fields are filled in automatically and may not be available for manual editing. For your convenience, some fields could be filled in by clicking the  icon and choosing values from the list.



Field	Field description
No	Indicate an application index number (from 1 to 99999999).
from	Indicate the date of the loan agreement in the DD.MM.YYYY format.
Transfer a loan agreement from another bank	Check this checkbox if the loan agreement was previously registered in another bank.
A bank from where a loan agreement is transferred	Start entering BIC or bank name and then select it from the drop down menu or choose from the list  Mandatory to fill in.
Unique number of loan agreement	Indicate a unique loan agreement number of an agreement, that if it is being transferred to another bank.
from	Indicate the date of registration of the loan agreement that is being transferred (the DD.MM.YYYY format).

1. Resident info

Bank	Indicate the name of the bank, where the loan agreement is being registered. The bank can only be selected from the drop down menu. Mandatory to fill in.
Resident	Indicate a resident organization and its TIN(INN). Mandatory to fill in.
Branch office	Check the checkbox if your bank is a branch office.
Head office	Indicate a head office if your bank is a branch office.
KPP (КПП)	Indicate resident KPP (КПП). Optional to fill in.
Region of Russia	Indicate the region (oblast, krai, republic, etc.). Mandatory to fill in.
District	Indicate the district of the region (if present). Optional to fill in.
City	Indicate the city/township or locality. Both fields can be simultaneously filled in if the township is located within the city borders. Optional to fill in.
Township	Indicate the city/township or locality. Both fields can be simultaneously filled in if the township is located within the city borders. Optional to fill in.
Street	Type in the street name. Optional to fill in.
House №	Type in the house number. Optional to fill in.
Building	Type in the building/bulk number. Optional to fill in.
Office (flat)	Type in the office or flat/apartment number. Optional to fill in.



OGRN (Primary State
Registration Number - ОГРН)
registered

Indicate the Primary State Registration Number, assigned to the legal entity in the state registry. Mandatory to fill in.

Indicate a date of the registration of the legal entity in the state registry (the DD.MM.YYYY format). Mandatory to fill in.

2. Non-resident(s) details

Name

Indicate the name of the non-resident contractor. Mandatory to fill in.

Country

Indicate the country of non-resident registration. Type it in manually or the country from the list (the country code as per Russian classifier of states will be filled in automatically). Mandatory to fill in.

Country code as per Russian classifier of states Will be filled in automatically if you choose the country of contractor's registration from the list . Mandatory to fill in.

Other codes

Select one of the three possible values:

- 997 – for cases when the host country of the legal entity is not known;
- 998 – for international and intergovernmental organizations, their branches and permanent establishment in the Russian Federation;
- 999 – for non-resident individuals, if the host country is not stated in the contract.

The «Add», «Save» и «Delete» buttons are used for adding, saving and deleting the corresponding entries.

«Add»

Click the «Add» button to add the entry to the table below.

«Save»

To edit the entry select the entry line, make the changes and click the «Save» button.

«Delete»

To delete the entry select the entry line and click the «Delete» button.

3. Loan agreement info

Number

Indicate loan agreement number. Optional to fill in.

W/o number

Check the checkbox if loan agreement number is not known or missing.

from

Date of loan agreement. Mandatory to fill in.



Amount and currency

Indicate the total amount of loan agreement. Optional to fill in.

The currency of the loan agreement is mandatory to fill in.

Date of termination

Indicate the date of loan agreement obligations termination.
Mandatory to fill in.

Term of granting of the loan
agreement

Select a term of granting of the loan agreement:

- up to 30 days
- from 31 up to 90 days
- from 91 up to 180 days
- from 181 up to 1 year
- from 1 year up to 3 years
- from 3 years up to 5 years
- from 5 years up to 10 years
- over 10 years
- demand account

Special conditions

Transfers to the accounts abroad

Indicate the amount of funds (in the loan agreement currency stated in the «Currency code» field) to be credited to accounts of the non-resident bank according to the loan agreement term and conditions.
Optional to fill in.

Repayments at the expense of
currency returns

Indicate the amount of income (in the loan agreement currency stated in the «Currency code» field) to be credited to accounts of the non-resident bank according to the loan agreement term and conditions.
Optional to fill in.

Information on registering, transferring and deregistering a loan agreement

Fill in the segment if the loan agreement implies the usage of loan tranches. Several entries can be added.

Amount and currency

Indicate the amount of tranche and currency code of the loan agreement. Optional to fill in.

Term

Select a term of granting of the loan agreement:

- up to 30 days
- from 31 up to 90 days
- from 91 up to 180 days
- from 181 up to 1 year
- from 1 year up to 3 years



- from 3 years up to 5 years
- from 5 years up to 10 years
- over 10 years
- demand account

Expected date of receipt

Indicate the expected date of the tranche receipt.

The «Add», «Save» и «Delete» buttons are used for adding, saving and deleting the corresponding entries.

«Add»

Click the «Add» button to add the entry to the table below.

«Save»

To edit the entry select the entry line, make the changes and click the «Save» button.

«Delete»

To delete the entry select the entry line and click the «Delete» button.

4. Information on registering, transferring and deregistering a loan agreement

The segment is optional to fill in

A date of deregistering a loan agreement

Indicate the date of deregistering a loan agreement.

An authorized bank identification number

Indicate bank identification number in the 4numerals/4numerals format.

If the authorized bank is a head office, the 1st-4th positions are reserved for KGRKO (the Book for State Registration of Lending Institutions) identification number of the loan organization, while the 5th-8th should contain zeros, for example: 0077/0000.

If the authorized bank is a branch office, the 1st-4th positions are reserved for identification number of the loan organization, while the 5th-8th should contain the index number of the branch according the KGRKO (the Book for State Registration of Lending Institutions), for example: 0077/0001.

A date of accepting a loan agreement during transferring

Indicate the date of accepting a loan agreement during its transferring.

A basis for deregistering a loan agreement

Indicate a reason for deregistering the loan agreement.

The «Add», «Save» и «Delete» buttons are used for adding, saving and deleting the corresponding entries.



«Add»

Click the «Add» button to add the entry to the table below.

«Save»

To edit the entry select the entry line, make the changes and click the «Save» button.

«Delete»

To delete the entry select the entry line and click the «Delete» button.

5. Information on changes in the section I "Accounting information"

The segment is optional to fill in

Changes index number

Indicate index number of made changes. Mandatory if this segment is being filled in.

Changes date

Indicate the date on which the changes were made (the DD.MM.YYYY format).

Document, under which alterations were made

Doc.No

The number of the document that was the reason for making the changes to the loan agreement.

W/o number

Check the checkbox if the number of the document that was the reason for making the changes to the loan agreement is not known or missing.

Doc. date

Indicate the date of the document that was the reason for making the changes to the loan agreement (the DD.MM.YYYY format).

The «Add», «Save» и «Delete» buttons are used for adding, saving and deleting the corresponding entries.

«Add»

Click the «Add» button to add the entry to the table below.

«Save»

To edit the entry select the entry line, make the changes and click the «Save» button.

«Delete»

To delete the entry select the entry line and click the «Delete» button.

6. Information on number of a loan agreement previously assigned

Unique number previously assigned to a loan agreement

Indicate the unique number previously assigned to the loan agreement, the format is 8numerals/4numerals/4numerals/1numeral/1numeral.

7. Special information on a loan agreement



7.1 Interest repayments under the loan agreement (except repayments of a primary debt)

LIBOR rate code

Select one of the following values:

- Л01XXX – a one month LIBOR rate
- Л03XXX – a three month LIBOR rate
- Л06XXX – a six month LIBOR rate
- Л12XXX – a twelve month LIBOR rate

Fixed annual interest rate, %

Indicate a fixed rate, stated in the loan agreement.

Interest premium (additional payments) to the base interest rate

Indicate additional interest premiums (adjustment ratio, supplementary payments, etc.).

Interest premium (additional payments) to the base interest rate

Indicate additional interest premiums.

7.2 Other payments under the loan agreement (except repayments of principal and interest, indicated in the item 7.1.)

Indicate information on other payments if they are mentioned in the loan agreement, for example, payments of fees, penalties, charges and various expenditures.

7.3 Amount of the principal on the debt as of the date, preceding the date of registration

Debt amount

Indicate information on the amount of principal on the loan agreement on the date before the date of registration of the loan agreement.

8. Loan agreement reference info

8.1. Grounds for fill in the item 8.2

Select «Loan agreement data» (by default) or «Estimated data» depending on the basis on which data the section 8.2 is filled in. Only one variant can be selected.

8.2. Repayment schedule of the principal and interest

State the repayment schedule of the borrowed assets (principal) stated in the loan agreement or calculated by the resident himself in accordance with the information in the loan agreement and payment of interest for the use of monetary funds.

If the loan agreement does not imply a repayment schedule or necessary information to calculate the schedule, the corresponding fields in the current segment are filled in according to one's expectations



on the repayments amount and dates, including one-time payments made before the date of discharging of obligations.

Repayment schedule of the borrowed assets from the date of submitting by the resident a deal passport to the authorized bank. Repayment amounts as per the due dates:

- | | |
|----------------------------------|---|
| in repayment of principal + date | Indicate the amount and the date of the next payment as a repayment of the principal. |
| in repayment of interest + date | Indicate the amount and the date of the next payment as a repayment of the interest. |
| Special conditions | Indicate special conditions of the principal and interest repayment stated in the loan agreement. |

The «Add», «Save» и «Delete» buttons are used for adding, saving and deleting the corresponding entries.

- | | |
|----------|--|
| «Add» | Click the «Add» button to add the entry to the table below. |
| «Save» | To edit the entry select the entry line, make the changes and click the «Save» button. |
| «Delete» | To delete the entry select the entry line and click the «Delete» button. |

8.3 Direct investment relationship

Indicate «Yes» only if the direct investment took place.

8.4. Collateral or other security amount

- | | |
|--------|---|
| Amount | Check the checkbox if the loan supplier/loan recipient are in direct investment relationship with loan recipients/loan suppliers as of the day of deal passport creation.

Indicate the amount of collateral or the amount of other security on the date before the date of registration of the loan agreement. |
|--------|---|

8.5 Information on a loan (credit) attraction by the resident

- | | |
|-------------------|---|
| Non-resident name | Indicate the non-resident (loan supplier). Mandatory to fill in. |
| Amount granted | Indicate the total amount of funds in currency of the loan agreement granted by the non-resident loan supplier (the value in the «Non-resident name» field). Only numerals allowed. Mandatory to fill in. |



Country code of a non-resident location Indicate the host country code of non-resident loan. Choose from the list  or type it in manually. Mandatory to fill in.

Share in the total loan amount (credit), % Fill in if the «Amount granted» field is also filled in. Indicate (in percent) the share of the non-resident loan supplier in the total loan amount. Only numerals allowed. Mandatory to fill in.

The «Add», «Save» и «Delete» buttons are used for adding, saving and deleting the corresponding entries.

«Add» Click the «Add» button to add the entry to the table below.

«Save» To edit the entry select the entry line, make the changes and click the «Save» button.

«Delete» To delete the entry select the entry line and click the «Delete» button.

If the bank provides client with the feature of attaching a file you will see the «Attach file» field and the «Select» button at the bottom of the window. The maximum file size is 48 MB. Please note that some file formats are prohibited for attaching, for example, *.exe, *.docm, *.xlsm, *.pptm. You can learn more about prohibited formats by contacting your bank. If you need to attach several files at once, archive them and attach the archive. To delete the attached file simply click the .

3. Save the document for later editing by clicking the «Save» button, or send the document to the bank by clicking the «Send» button.

After clicking the «Save»/«Send» button, the document will be checked by the Internet banking service against discrepancies, errors and incorrect value formats.

Unfilled fields or fields containing discrepancies and errors are highlighted with a red color. Such fields, when hovered over with a pointer, are annotated with an error text. If the document contains at least one field highlighted with a red color, it cannot be sent to the bank until the errors are corrected. All fields highlighted with a red color have to be corrected to send the document to the bank.

If the document has fields highlighted with an orange color, please carefully check if they are filled in correctly. Documents with fields highlighted with an orange color can be sent to the bank without any changes.

When the document is corrected, check all fields one more time and click the «Save» or «Send» button. If all the errors were fixed, the document will be signed/sent.

4. Click the «Sign» button to send the document to the bank.



- The document will be added to the «[Documents of currency control](#)» page. When it is processed by the bank, the corresponding loan agreement will be added to the «Foreign currency contract» page with the application listed in the [linked documents](#) segment.

15.1.3 Create application for registering a foreign currency contract

In order to register a new contract you first need to create and sent to the bank an application for registering a contract. An application can be created either from the current section «Foreign currency contracts», or from the «Documents of currency control» section ([learn more](#)).

In order to create an application for registering a loan agreement

- Click the «Contract»  button on the instruments panel.
- The application form will open. Please fill in the form.

Application for registering a foreign currency contract

[Close](#)

<input type="text" value="№"/>	<input type="text" value="from 23.03.2018"/>	
<input type="checkbox"/> Transfer a contract from another bank		
A bank from where a contract is transferred <input type="text" value="Enter the name or BIC of the bank"/>		
Unique number of contract <input type="text"/> from <input type="text"/>		
1. Resident info		
Bank <input type="text" value="БАНК, г. Новосибирск, BIC: 045017000"/>	<input type="checkbox"/> Branch office	KPP (КПП) <input type="text" value="545786621"/>
Resident <input type="text" value="АО NINEL, TIN(INN) 8529634563"/>	District <input type="text"/>	
Head office <input type="text"/>	Township <input type="text"/>	
Region of Russia <input type="text"/>	House № <input type="text"/>	
City <input type="text" value="г. Новосибирск"/>	Office (flat) <input type="text"/>	
Street <input type="text"/>	OGRN (Primary State Registration Number - ОГРН) <input type="text" value="1165476000106"/> registered <input type="text"/>	
Building <input type="text"/>		
2. Non-resident(s) details		
Name <input type="text"/>	Country <input type="text"/>	
Country code as per Russian classifier of states <input type="text"/>	Other codes <input type="text"/>	
<input type="button" value="Add"/> <input type="button" value="Save"/> <input type="button" value="Delete"/>		
Name <input type="text"/>	Country <input type="text"/>	Code <input type="text"/> Other codes <input type="text"/>
3. General contract information		
Contract number and amount – optionally		
Number <input type="text"/> from <input type="text"/>		<input type="checkbox"/> W/o number
Amount <input type="text"/> <input type="text"/>		Contract termination date <input type="text"/>
4. Information on registering, transferring and deregistering a contract		
A date of deregistering a contract <input type="text"/>		An authorized bank identification number <input type="text"/>
A date of accepting a contract during transferring <input type="text"/>		A basis for deregistering a contract <input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Send"/>		

Additional notes:

Some fields are filled in automatically and may not be available for manual editing. For your convenience, some fields could be filled in by clicking the  icon and choosing values from the list.



Field	Field description
No	Indicate an application index number (from 1 to 99999999).
from	Indicate the date of the contract in the DD.MM.YYYY format.
Transfer a contract from another bank	Check this checkbox if the contract was previously registered in another bank.
A bank from where a contract is transferred	Start entering BIC or bank name and then select it from the drop down menu or choose from the list  Mandatory to fill in.
Unique number of contract	Indicate a unique contract number of a contract, that if it is being transferred to another bank.
from	Indicate the date of registration of the contract that is being transferred (the DD.MM.YYYY format).

1. Resident info

Bank	Indicate the name of the bank, where the contract is being registered. The bank can only be selected from the drop down menu. Mandatory to fill in.
Resident	Indicate a resident organization and its TIN(INN). Mandatory to fill in.
Branch office	Check the checkbox if your bank is a branch office.
Head office	Indicate a head office if your bank is a branch office.
KPP (КПП)	Indicate resident KPP (КПП). Optional to fill in.
Region of Russia	Indicate the region (oblast, krai, republic, etc.). Mandatory to fill in.
District	Indicate the district of the region (if present). Optional to fill in.
City	Indicate the city/township or locality. Both fields can be simultaneously filled in if the township is located within the city borders. Optional to fill in.
Township	Indicate the city/township or locality. Both fields can be simultaneously filled in if the township is located within the city borders. Optional to fill in.
Street	Type in the street name. Optional to fill in.
House №	Type in the house number. Optional to fill in.
Building	Type in the building/bulk number. Optional to fill in.
Office (flat)	Type in the office or flat/apartment number. Optional to fill in.



OGRN (Primary State Registration Number - ОГРН) Indicate the Primary State Registration Number, assigned to the legal entity in the state registry. Mandatory to fill in.

registered Indicate a date of the registration of the legal entity in the state registry (the DD.MM.YYYY format). Mandatory to fill in.

2. Non-resident(s) details

Name Indicate the name of the non-resident contractor. Mandatory to fill in.

Country Indicate the country of non-resident registration. Type it in manually or the country from the list (the country code as per Russian classifier of states will be filled in automatically). Mandatory to fill in.

Country code as per Russian classifier of states Will be filled in automatically if you choose the country of contractor's registration from the list . Mandatory to fill in.

Other codes Select one of the three possible values:

- 997 – for cases when the host country of the legal entity is not known;
- 998 – for international and intergovernmental organizations, their branches and permanent establishment in the Russian Federation;
- 999 – for non-resident individuals, if the host country is not stated in the contract.

The «Add», «Save» и «Delete» buttons are used for adding, saving and deleting the corresponding entries.

«Add» Click the «Add» button to add the entry to the table below.

«Save» To edit the entry select the entry line, make the changes and click the «Save» button.

«Delete» To delete the entry select the entry line and click the «Delete» button.

3. General contract information

Number Indicate contract number. Optional to fill in.

W/o number Check the checkbox if contract number is not known or missing.

from Date of contract. Mandatory to fill in.



Amount and currency

Indicate the total amount of contract. Optional to fill in.

The currency of the contract is mandatory to fill in.

Date of termination

Indicate the date of contract obligations termination. Mandatory to fill in.

4. Information on registering, transferring and deregistering a contract**The segment is optional to fill in****A date of deregistering a contract**

Indicate the date of deregistering a contract.

An authorized bank identification number

Indicate bank identification number in the 4numerals/4numerals form.

If the authorized bank is a head office, the 1st-4th positions are reserved for KGRKO (the Book for State Registration of Lending Institutions) identification number of the loan organization, while the 5th-8th should contain zeros, for example: 0077/0000.

If the authorized bank is a branch office, the 1st-4th positions are reserved for identification number of the loan organization, while the 5th-8th should contain the index number of the branch according the KGRKO (the Book for State Registration of Lending Institutions), for example: 0077/0001.

A date of accepting a contract during transferring

Indicate the date of accepting a contract during its transferring.

A basis for deregistering a contract

Indicate a reason for deregistering the contract.

5. Information on changes in the section I "Accounting information"**Changes index number**

Indicate index number of made changes. Mandatory if this segment is being filled in.

Changes date

Indicate the date on which the changes were made (the DD.MM.YYYY format).

Document, under which alterations in the deal passport were made**Doc.№**

The number of the document that was the reason for making the changes to the contract.



W/o number

Check the checkbox if the number of the document that was the reason for making the changes to the loan agreement is not known or missing.

Doc. date

Indicate the date of the document that was the reason for making the changes to the loan agreement (the DD.MM.YYYY format).

The «Add», «Save» и «Delete» buttons are used for adding, saving and deleting the corresponding entries.

«Add»

Click the «Add» button to add the entry to the table below.

«Save»

To edit the entry select the entry line, make the changes and click the «Save» button.

«Delete»

To delete the entry select the entry line and click the «Delete» button.

If the bank provides client with the feature of attaching a file you will see the «Attach file» field and the «Select» button at the bottom of the window. The maximum file size is 48 MB. Please note that some file formats are prohibited for attaching, for example, *.exe, *.docm, *.xlsm, *.pptm. You can learn more about prohibited formats by contacting your bank. If you need to attach several files at once, archive them and attach the archive. To delete the attached file simply click the  icon.

3. Save the document for later editing by clicking the «Save» button, or send the document to the bank by clicking the «Send» button.

After clicking the «Save»/«Send» button, the document will be checked by the Internet banking service against discrepancies, errors and incorrect value formats.

Unfilled fields or fields containing discrepancies and errors are highlighted with a red color. Such fields, when hovered over with a pointer, are annotated with an error text. If the document contains at least one field highlighted with a red color, it cannot be sent to the bank until the errors are corrected. All fields highlighted with a red color have to be corrected to send the document to the bank.

If the document has fields highlighted with an orange color, please carefully check if they are filled in correctly. Documents with fields highlighted with an orange color can be sent to the bank without any changes.

When the document is corrected, check all fields one more time and click the «Save» or «Send» button. If all the errors were fixed, the document will be signed/sent.

4. Click the «Sign» button to send the document to the bank.



5. The document will be added to the «[Documents of currency control](#)» page. When it is processed by the bank, the corresponding loan agreement will be added to the «Foreign currency contract» page with the application listed in the [linked documents](#) segment.

15.2 Documents of currency control

In the «Documents of currency control» section you can find the following types of currency control documents:

- Information of the foreign currency operations
- Supporting documents certificate
- Application for registering a foreign currency loan agreement
- Application for registering a foreign currency contract
- Application for deregistering a foreign currency contract/loan agreement
- Application for making changes to a foreign currency contract/loan agreement

Revoking of the currency control document is possibly only for information of the foreign currency operations document type. It is mostly similar to [revoking payment orders](#).

The screenshot shows a modal dialog box titled "Document revocation". In the top right corner is a "Close" button with a red X icon. The main area contains the following fields:

- "Document": Certificate of foreign currency transactions from 04.12.2020
- "Bank": Inter
- "Reason for document revocation": A text input field containing the placeholder "Wrong contract number".

At the bottom of the dialog is a blue "Send" button.

Please note that you also can view incoming and outgoing messages on foreign currency documents by clicking the «Applications»  button on the instruments panel. The «**Documents for currency control → Documents**» page will open.



The screenshot shows the Faktura.ru interface with the title 'Faktura.ru Documents for currency control / Documents'. The left sidebar has a tree view with nodes like 'Home', 'Accounts in banks, statements', 'Corporate cards', etc., and 'Currency control' is expanded, showing 'Foreign currency contracts' and 'Documents of currency control'. The main area displays a table of documents:

Document	State	Subject	Sender	Recipient	File	History
Application on making changes to a contract (loan agreement) № 366 от 05.03.2018	Delivered to the bank 05.03.2018 Wayne	Заявление о внесении изменений в контракт	AO NINEL, TIN(INN) 8529634563	BANK, TIN(INN) 8529634666		
СВЕДЕНИЯ О ВАЛЮТНЫХ ОПЕРАЦИЯХ № 304 от 13.09.2016	Received 27.09.2016	ДСФ ВАЛЮТНЫЙ КОНТРОЛЬ	БАНК, г. Новосибирск, БИК: 045017666 045017666	AO NINEL, TIN(INN) 8529634563		
СВЕДЕНИЯ О ВАЛЮТНЫХ ОПЕРАЦИЯХ № 298 от 01.09.2016	Received 01.09.2016	ДСФ ВАЛЮТНЫЙ КОНТРОЛЬ	Inter, MOSCOW, BIC: 045017666	AO NINEL, TIN(INN) 8529634563		
Application on making changes to a contract (loan agreement) № 366 от 05.03.2018	Processed 20.05.2016 Wayne	ДСФ ВАЛЮТНЫЙ КОНТРОЛЬ	AO NINEL, TIN(INN) 8529634563	BANK, TIN(INN) 8529634666		

The principle of this section is similar to the «[E-mail and document](#)» section.

In the Service, you can perform most of the [standard operations](#) with the documents of the currency control via buttons on the instruments panel, including creating, copying, editing, deleting, signing, sending, revoking (depending on your bank and only for information of the foreign currency operations documents), viewing, archiving, exporting, printing out and filtering.

In this section, you can filter the documents of currency control by setting certain parameters for documents. Click the «Filter» button at the upper right corner to proceed to filtering the documents. The «Filter. Documents for currency control» window will open.



Filter. Documents for currency control

Close

Resident

Organization: Any

Bank: Any

Document

Unique number:

Document: Any

Date: from to

Select documents

<input type="checkbox"/> Prepared	<input type="checkbox"/> Signed
<input type="checkbox"/> Sent to the bank	<input type="checkbox"/> Delivered to the bank
<input type="checkbox"/> Accepted by the bank	<input type="checkbox"/> Processed
<input type="checkbox"/> Returned	<input type="checkbox"/> Deleted

Reset filter **Apply filter**

You can set the following parameters:

- *Organization* – indicate a resident organization, stated in the foreign currency documents
- *Bank* – indicate the bank where the currency control documents are registered in
- *Unique number* – indicate unique contract/loan agreement number
- *Document* – indicate document type
- *Data (from... to...)* – indicate the period of registering a document
- *States* – indicate states of documents

Click the «Apply filter» button. The document that fit the set parameters will be displayed on the page.

To reset the filtering parameters and get back to the full list of documents, click the «Reset filter» button.

You can also search for a foreign currency document by indicating a value in the «Unique number of contract or loan agreement» field on the instruments panel and clicking the «Find». Please note that this action will also perform a search for the documents both issued in compliance with the Instruction 138-Н and deprecated deal passports.

15.2.1 Create information of the foreign currency operations documents

Information on foreign currency document should be presented to the bank in order to identify the funds in foreign currency, credited to the transit currency account, as well as for execution of operations with currency. Starting the 1st of March, 2018 information of the foreign currency operations are used instead



of certificates of exchange operations according to the Instruction 181-И of the Bank of Russia in force as of the 16th of August, 2017. This type of document is not regulated by law, but can be used asked for by your bank.

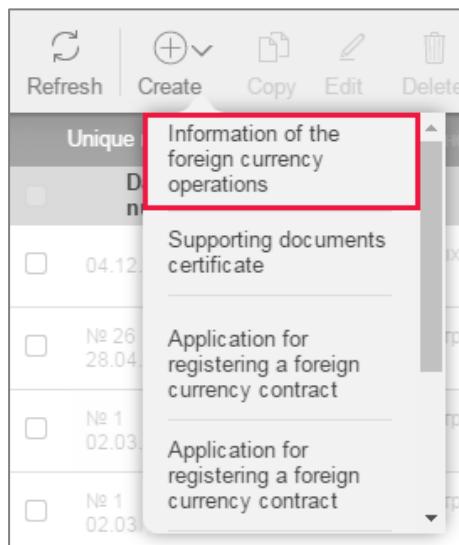
The information of the foreign currency operations documents can be created from the following chapters:

- [«Payments in foreign currency»](#)
- [«Purchase, sale, conversion of currency»](#)
- [«Write-off from transit account»](#)
- [«Foreign currency contracts»](#)
- [«Documents of currency control»](#)

In the Service, you can also see the information of the foreign currency operations documents sent to you by the banks.

In order to create an information of the foreign currency operations document from the «Currency control» section:

1. Click the down arrow  next to «Create»  button on the instruments panel and choose «Information of the foreign currency operations».



2. The «Information of the foreign currency operations» window will open. Fill in the form.



Information of the foreign currency operations Close

Client	AO NINEL, TIN(INN) 8529634563									
Bank	"БАНК" ООО, г. Новосибирск, БИС: 045017666									
Date	03.04.2018	<input type="checkbox"/> Correction flag								
Adjustment item										
Account number	<input type="button" value="▼"/>									
Country code of non-resident bank <input type="button" value="□"/>										
Currency operations										
Nº	Currency transaction type code <input type="button" value="□"/>									
Advice note/ Acc. doc. №	from <input type="button" value="Calendar"/>	<input type="checkbox"/> No number								
Unique number of contract	Payment digit <input type="button" value="▼"/>									
Contract number/date	from <input type="button" value="Calendar"/>	<input type="checkbox"/> No number								
Operation date	Payment amount <input type="button" value="▼"/> in currency of the payment									
Note	Amount <input type="button" value="▼"/> in currency of the contract									
Expected date <input type="button" value="Calendar"/> Term of return of prepayment <input type="button" value="Calendar"/>										
<input type="button" value="Add"/> <input type="button" value="Save"/> <input type="button" value="Delete"/>										
Paym. ord. №	Advice note, order, account or other document	Operation date	Payment digit	Currency transaction type code	Amount of payment <input type="button" value="Currency code Amount"/>	Unique number of contract, Contract number/ date	Operation amount in currency of the contract <input type="button" value="Currency code Amount"/>	Term of return of prepayment	Expected date	Note
<input type="button" value="Attach file"/> <input type="button" value="Select"/>										
<input type="button" value="Appendix"/> <input type="button" value="Save"/> <input type="button" value="Send"/>										

Additional notes:

Some fields are filled in automatically and may not be available for manual editing. For your convenience, some fields could be filled in by clicking the icon and choosing values from the list.

Field	Field description
Client	Select an organization from the list (if several organizations available). Mandatory to fill in.
Bank	Select an authorized bank from the list (if several banks available). Mandatory to fill in.
Date	Indicate a date of creating the information document. Current date in the DD.MM.YYYY format is set by default. Mandatory to fill in.
Correction flag	Check the «Correction flag» checkbox to add correction item to this information of the foreign currency operation.
Adjustment item	Available for filling in only if the «Correction flag» checkbox is checked. Optional to fill in.
Account number	Mandatory to fill in. Select an account number that was used for crediting or debiting the funds in foreign currency.



Country code of non-resident bank	Optional to fill in. Indicate a numerical code of the host country of the non-resident bank, performing the currency operations. The code can be typed in manually or selected from the list  .
-----------------------------------	--

The «Currency operations» segment

No	Indicate the number of the line, to which corrections and adjustments are being made. Available for editing only if the «Correction flag» checkbox is checked.
Advice note/ Acc. doc. №	Mandatory to fill in. Indicate the number of advice note on currency supply, credited to the transit currency account or the number of the accounting document. In case of absence of a document, check the «No number» checkbox. You also need to indicate the date of the document.
Unique number of contract	Optional to fill in. If the foreign currency operation is linked with the registered contract/loan agreement, indicate the unique number of contract/loan agreement. The unique number should be in the 8numerals/4numerals/4numerals/1number/1number format. If the «Unique number of contract» is filled in and the «Currency transaction type code» has the 11100, 21100, 21300 or 23110 value, the «Expected date» is mandatory to fill in.
Contract number/date	Optional to fill in. Indicate the contract number/date; if the number is not known, check the «No number» checkbox.
Operation date	Mandatory to fill in. Indicate the date of the operation being processed in the DD.MM.YYYY format.
Note	Indicate the additional information on the foreign currency operation if needed.
Currency transaction type code	Mandatory to fill in. Type in manually or choose from the directory  .
Payment digit	Mandatory to fill in. Select a payment digit from the drop down menu: 1 – Crediting of funds to resident's account, including crediting to an account if an unauthorized bank. 2 – Writing off of funds from resident's account, including writing off from an account in an unauthorized bank. 7 – Crediting funds from a non-resident to resident account posing as a financial agent (factor).



8 – Crediting funds to an account of a third party resident of other resident or non-resident who is a party of the loan agreement, although does not register this loan agreement.

9 – Writing off of funds from an account of a third party resident of other resident or non-resident who is a party of the loan agreement, although does not register this loan agreement.

0 – Transfer of the funds execution of a letter of credit to a non-resident payee.

Payment amount in currency of the payment Mandatory to fill in. Indicate the amount of funds credited to the account or withdrawn from the account and the numeric code of the currency of the payment; select the currency code from the drop down menu.

Amount in currency of the payment Optional to fill in. Type in the amount of funds, credited to or written-off from the resident account and choose a payment currency from the drop down menu if the currency of the supporting documents is different from the currency of the contract/loan agreement.

Expected date Indicate the expected date of repatriation of foreign currency or/and the currency of the Russian Federation. Fill in if the «Currency transaction type code» field holds values 11100, 21100 or 23110 and the «Unique number of contract» field if filled in.

Term of return of prepayment Optional to fill in. Please indicate the term of returning of prepare funds, paid to a non-resident in advance for the goods that were not imported to the Russian Federation and/or for the services not provided by the non-resident.

The information from the «Currency operations» section is displayed in the table at the bottom of the form. To add an operation to the document fill in fields with the necessary information and click the «Add» button. You can add several operations to one information document. To edit details of an operation, select it in the table, edit the fields and then click the «Save» button. To delete an operation from the list, select it and then click the «Delete» button.

Paym. ord. №	Advice note, order, account or other document	Operation date	Payment digit	Currency transaction type code	Amount of payment Currency code Amount	Unique number of contract, Contract number/ date	Operation amount in currency of the contract Currency code Amount	Term of return of prepayment	Expected date	Note	Add	Save	Delete
1	BH / 01.02.2018	22.02.2018	2	01030	840	1 050-00		0-00					

If the bank provides client with the feature of attaching a file you will see the «Attach file» field and the «Select» button at the bottom of the window. The maximum file size is 48 MB. Please note that



some file formats are prohibited for attaching, for example, *.exe, *.docm, *.xlsm, *.pptm. You can learn more about prohibited formats by contacting your bank. If you need to attach several files at once, archive them and attach the archive. To delete the attached file simply click the **X** icon.

3. The bank can provide the feature of attaching additional information to the information of the foreign currency operations document. In this case you will see the «Appendix» link at the very bottom of the «Information of the foreign currency operations» window. Click the link, and the «Appendix to information of the foreign currency operations» window will open. The form is eligible for filling in, if:
 - a. dispatch of goods (the execution of works, rendering of services, transfer of information and intellectual deliverables, including exclusive rights to them) was made after the receiving the revenue;
 - b. importation of goods (the execution of works, rendering of services, transfer of information and intellectual deliverables, including exclusive rights to them) was made after the payment.
4. Fill in the «Appendix to information of the foreign currency operations» form.

Appendix to information of the foreign currency operations

To document 1) №БН от 01.02.2018, УНК=, он=01030

Invoice price 1000000.00

No of customs declaration (supporting document) 123456789

Payment amount 1000000.00

Add **Save** **Delete**

No	No of Advice note (by crediting the account); No of an account document (by a charge-off)	Date	Unique number of contract	Code of currency transaction type	No of customs declaration (supporting document)	Invoice price of the shipped / imported goods (the amount of supporting documentation)	Amount of payment referred to the customs declaration (supporting document)
1	БН	01.02.2018	01030	123456789	1000000.00	1000000.00	

Save

Additional notes:

Some fields are filled in automatically and may not be available for manual editing.

Field	Field description
To document	Mandatory to fill in. Select the document from the drop down menu (if available). The field contains the following information (previously filled in the document):
N)	an index number of the document, indicated in the table in the «Information of the foreign currency operations» form



DD.MM.YYYY	date of creating the advice note/account document
customs declaration number=	the number of the customs declaration
amount=	invoice goods payment indicated in the document
№ of customs declaration (supporting document)	Mandatory to fill in. Indicate the number of the customs declaration.
Invoice price	Mandatory to fill in. Indicate the invoice price of the dispatched/imported goods (the amount stated in the supporting document).
Payment amount	Mandatory to fill in. Indicate the amount of the payment, affiliated with the supporting document.

5. Add the input information to the table by clicking the «Add» button. The document will be checked by the Internet banking service against discrepancies, errors and incorrect value formats.

Unfilled fields or fields containing discrepancies and errors are highlighted with a red color. Such fields, when hovered over with a pointer, are annotated with an error text. If the document contains at least one field highlighted with a red color, it cannot be sent to the bank until the errors are corrected. All fields highlighted with a red color have to be corrected to send the document to the bank.

To save the data input in the appendix and get back to the «Information of the foreign currency operations» form, click the «Save» button. Click «Close»  in the upper right corner of the window to get back to the «Information of the foreign currency operations» form without saving the data, input in the appendix.

6. Save the document for later editing by clicking the «Save» button, or send the document to the bank by clicking the «Send» button. After clicking the «Save»/«Send» button, the document will be checked by the Internet banking service against discrepancies, errors and incorrect value formats.

Unfilled fields or fields containing discrepancies and errors are highlighted with a red color. Such fields, when hovered over with a pointer, are annotated with an error text. If the document contains at least one field highlighted with a red color, it cannot be sent to the bank until the errors are corrected. All fields highlighted with a red color have to be corrected to send the document to the bank.

If the document has fields highlighted with an orange color, please carefully check if they are filled in correctly. Documents with fields highlighted with an orange color can be sent to the bank without any changes.



When the document is corrected, check all fields one more time and click the «Save» or «Send» button. If all the errors were fixed, the document will be signed/sent.

- Click the «Sign» button to send the document to the bank.

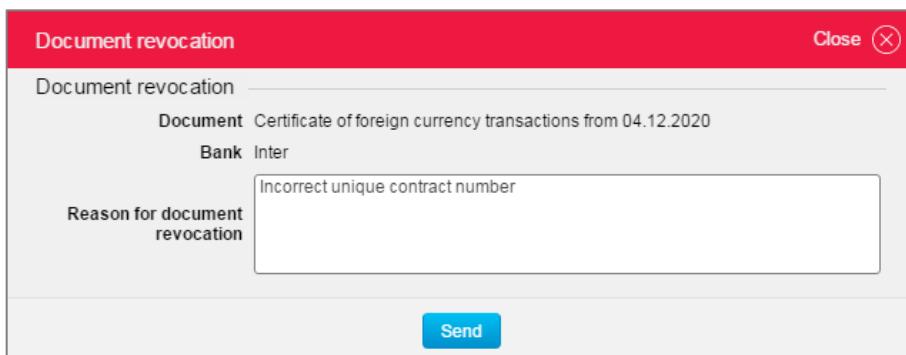
15.2.1.1 Revoking information of the foreign currency operations document

You can revoke the information of the foreign currency operations. Revoking is available for document in the following states:

- «Accepted by the bank» ✓
- «Delivered to the bank» ↴
- «Processed» ✓

In order to revoke an information of the foreign currency operations document:

- Select a document from the list.
- Click the «Revoke» ⚡ button on the instruments panel.
- The «Document revocation» window will open. State the reason for document revocation in free format and click the «Send» button.



After clicking the «Send» button an application for revocation will be created. It needs to be signed on order to be send to the bank. After signing the application it will be send to the bank.

On the «Documents for currency control» page, next to the revoked document you will see the «Recall rent» mark. If the bank approves the revocation, the document state will be changed to «Returned» ↵, and the revoke application state will become «Processed» ✓.

Date, number	Document name	Status, signatures	Organization	Bank	File
20.03.2018	Information on foreign currency operations	✓ Received 20.03.2018 Бетров Recall sent	АО NINEL, TIN(INN) 8529634563	Inter, MOSCOW	

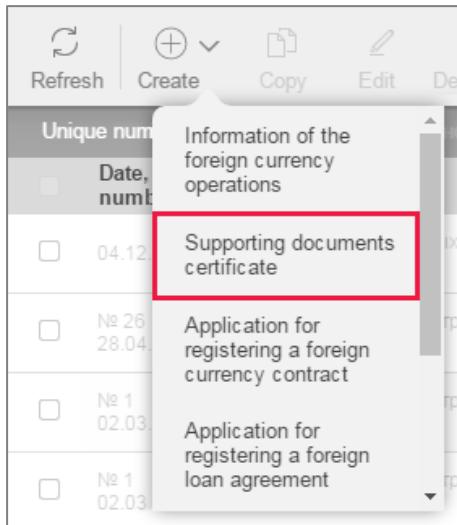
15.2.2 Create supporting documents certificate

A resident provides a supporting documents certificate to the bank in 15 calendar days following the month of currency operations under a contract or a loan agreement.



To create a supporting document certificate follow these steps:

1. Click the down arrow next to «Create» button on the instruments panel and choose «Supporting documents certificate».



2. The «Supporting documents certificate» form will open. Please fill in the form.

Supporting documents certificate

Client	AO NINEL, TIN(INN) 8529634563	Bank	"БАНК" ООО, г. Новосибирск, БИК: 045017666	Close
Unique number of contract				
Certificate date	05.04.2018	<input type="checkbox"/> Correction flag	Date of the certificate under correction	
Supporting documents				
Nº				
Document	from		<input type="checkbox"/> No number	Amount in currency of documents
Code of document type				Amount in currency of the contract price
Delivery digit				
Expectancy		Country code of consigner (consignee)		
Note				
Add	Save	Delete		
Paym. ord. №	Supporting document Number Date	Code of document type	Amount in currency of the document Currency code amount	Amount in currency of the contract price Currency code amount
Delivery digit	Expectancy	Country code of consigner (consignee)	Note	Correction flag
Attach file <input type="text"/>				
Appendix to the certificate				

Additional notes:

Some fields are filled in automatically and may not be available for manual editing. For your convenience, some fields could be filled in by clicking the icon and choosing values from the list.



Field	Field description
Client	Choose a resident from the drop down menu. Mandatory to fill in.
Bank	Choose an authorized bank from the drop down menu. Mandatory to fill in.
Unique number of contract	Indicate the unique number of contract (loan agreement). The unique number should be in the 8numerals/4numerals/4numerals/1numeral/1numeral format. Mandatory to fill in.
Certificate date	Indicate the date of the certificate in the DD.MM.YYYY format. Mandatory to fill in.
Correction flag	Check the «Correction flag» checkbox if you need to correct the supporting documents certificate.
The «Supporting documents» segment	
No	Indicate the number of the line in the certificate. Available only if the «Delivery digit» is checked.
Date of the certificate under correction	Indicate the date of the certificate under correction. Editing of this fields is available only if the «Correction flag» is checked.
Document number and date	Indicate number (or select «No number» if number is not known) and date of the supporting document. Optional to fill in.
Code of document type	Type in manually or select from the directory  . If the «Code of document type» field contains the 01_3 or 01_4 values, the «Delivery digit» field should contain either 2 or 3 accordingly. Mandatory to fill in.
Delivery digit	<p>Indicate one of the following values (according to the date indicated in the «from date» field):</p> <ul style="list-style-type: none"> ▪ 1 – fulfilment of obligations by the resident under an agreement in repayment of an advance payment from the non-resident; ▪ 2 – provision of a commercial loan by a non-resident as deferment of repayment; select this value if the code of document type is 01_3; ▪ 3 – fulfilment of obligations by the non-resident under an agreement in repayment of an advance payment from the resident; select this value if the code of document type is 01_4;



- 4 – provision of a commercial loan by a resident as a deferment of repayment.

The «Delivery digit» field is mandatory to fill in if the «Code of document type» field contains one of the following values: 01_3, 01_4, 02_3, 02_4, 03_3, 03_4, 04_3, 04_4, 15_3, 15_4, and the date of the supporting document is 01.10.2013 or more recent.

Expectancy	Indicate the maximum date of discharge of obligations by non-resident. Optional to fill in.
	Mandatory to fill in, if the «Delivery digit» field contains the 2 value and the «Code of document type» contains values 01_3, 02_3, 03_3, 04_3 or 15_3.
Note	Type in any additional information about supporting documents. Optional to fill in.
Amount in currency of documents	Indicate the amount of the operation in the currency of the document (you can enter several values, dividing them with the «/» character). Select the currency from the drop down menu. Mandatory to fill in.
Amount in currency of the contract price	Indicate the amount of the operation in the currency of the contract price (you can enter several values, dividing them with the «/» character). Indicate if the currency code of the supporting document and the currency of the contract (loan agreement) are different. Optional to fill in.
Country code of consigner (consignee)	Indicate the numeric country code for the country of the cargo receiver, where the goods from the Russian Federation will be delivered or the country of the cargo dispatcher, which imports goods to the Russian Federation. Choose a payee name from list  or type it in manually. Fill in only if the «Code of document type» field contains values 02_3 or 02_4. Optional to fill in.

Data from the «Supporting documents» is displayed in the table below. To add the input information click the «Add» button. You can add several operations to one certificate. To edit the added data select a line in the table, edit the data and click the «Save» button. To delete the data select the line in the table and click the «Delete» button.



Paym. ord. №	Supporting document Number Date	Code of document type	Amount in currency of the document Currency code amount	Amount in currency of the contract price Currency code amount	Delivery digit	Expectancy	Country code of consigner (consignee)	Note	Correction flag
1	0006/01.09.2017	04_3	203	100500.00	2	04.04.2018			
2	БН/20.06.2017	01_3	978	1000.00	2	04.04.2018			

If the bank provides client with the feature of attaching a file you will see the «Attach file» field and the «Select» button at the bottom of the window. The maximum file size is 48 MB. Please note that some file formats are prohibited for attaching, for example, *.exe, *.docm, *.xlsm, *.pptm. You can learn more about prohibited formats by contacting your bank. If you need to attach several files at once, archive them and attach the archive. To delete the attached file simply click the  icon.

3. If the bank provides the feature of attaching documents the certificate, you can click the «Appendix to the certificate» link in the «Supporting documents certificate» window. The «Appendix to the certificate of supporting documentation» will open. Fill in the form if:
 - a. dispatch of goods (the execution of works, rendering of services, transfer of information and intellectual deliverables, including exclusive rights to them) was made after the receiving the revenue;
 - b. importation of goods (the execution of works, rendering of services, transfer of information and intellectual deliverables, including exclusive rights to them) was made after the payment.
4. Fill in the «Appendix to the certificate of supporting documentation» form.

Appendix to the certificate of supporting documentation							Close 
To document	1) 01.09.2017, customs declaration №=, amount=100500.00			Payment date	04.01.2018 		
Amount of distributed reproceeds	100.00			Customs declaration (supporting document)			
					Add	Save	Delete
Paym. ord. №	Date	Code of document type	№ of customs declaration (supporting document)	Invoiced price of the shipped / imported goods (the amount of supporting document)	Payment date	Amount of distributed reproceeds	
1	01.09.2017	04_3		100500.00	04.01.2018	100.00	
Save							

Additional notes:

Some fields are filled in automatically and may not be available for manual editing.

Field	Field description
To document	Select the document from the drop down menu (if available). Mandatory to fill in.



The field contains the following information (previously filled in the document):

N)	an index number of the document, indicated in the table in the «Information of the foreign currency operations» form
DD.MM.YYYY	date of creating the advice note/account document
customs declaration number=	the number of the customs declaration
amount=	invoice goods payment indicated in the document
Payment date	Mandatory to fill in. Indicate the payment date.
Amount of distributed reproceeds	Mandatory to fill in. Indicate the amount of distributed reproceeds.
Customs declaration (supporting document)	Indicate the number of customs declaration.

5. Add the input information to the table by clicking the «Add» button. The document will be checked by the Internet banking service against discrepancies, errors and incorrect value formats.

Unfilled fields or fields containing discrepancies and errors are highlighted with a red color. Such fields, when hovered over with a pointer, are annotated with an error text. If the document contains at least one field highlighted with a red color, it cannot be sent to the bank until the errors are corrected. All fields highlighted with a red color have to be corrected to send the document to the bank.

To save the data input in the appendix and get back to the «Supporting documents certificate» form, click the «Save» button. Click «Close»  in the upper right corner of the window to get back to the «Supporting documents certificate» form without saving the data, input in the appendix.

6. Save the document for later editing by clicking the «Save» button, or send the document to the bank by clicking the «Send» button. After clicking the «Save»/«Send» button, the document will be checked by the Internet banking service against discrepancies, errors and incorrect value formats.

Unfilled fields or fields containing discrepancies and errors are highlighted with a red color. Such fields, when hovered over with a pointer, are annotated with an error text. If the document contains at least one field highlighted with a red color, it cannot be sent to the bank until the errors are corrected. All fields highlighted with a red color have to be corrected to send the document to the bank.



If the document has fields highlighted with an orange color, please carefully check if they are filled in correctly. Documents with fields highlighted with an orange color can be sent to the bank without any changes.

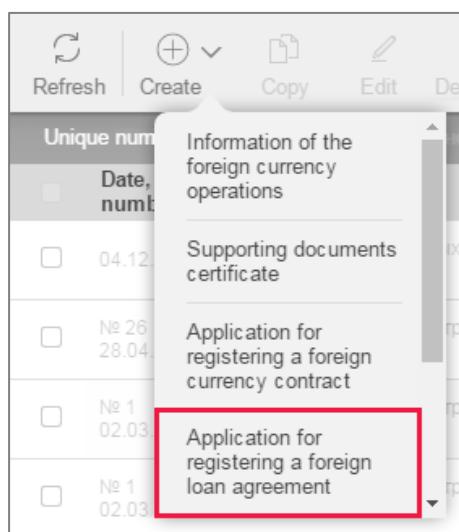
When the document is corrected, check all fields one more time and click the «Save» or «Send» button. If all the errors were fixed, the document will be signed/sent.

7. Click the «Sign» button to send the document to the bank.

15.2.3 Create application for registering a foreign currency loan agreement

In order to register a new loan agreement you first need to create and sent to the bank an application for registering a loan contract. An application can be created either from the current section «Foreign currency contracts», or from the «Documents of currency control» section ([learn more](#)).

To proceed to creating an application for registering a foreign currency loan agreement click the down arrow  icon next to the «Create»  button on the instruments panel and select «Application for registering a foreign currency loan agreement» from the drop down menu.



The application form will open.

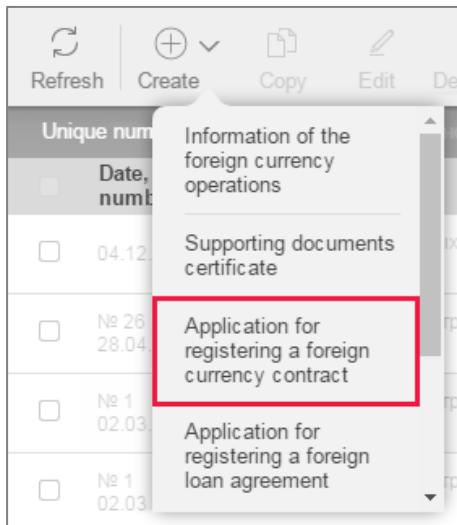
Learn more about filling the application for registering a foreign loan agreement in the [«Create application for registering a foreign currency loan agreement» chapter](#).

A sent application will be listed in the [«Documents of currency control»](#) section. When it is processed by the bank, the corresponding loan agreement will be added to the «Foreign currency contract» page with the application listed in the [linked documents](#) segment.

15.2.4 Create application for registering a foreign currency contract

In order to register a new contract you first need to create and sent to the bank an application for registering a contract. An application can be created either from the current section «Foreign currency contracts», or from the «Documents of currency control» section ([learn more](#)).

To proceed to creating an application for registering a foreign currency contract click the down arrow  icon next to the «Create»  button on the instruments panel and select «Application for registering a foreign currency contract» from the drop down menu.



The application form will open.

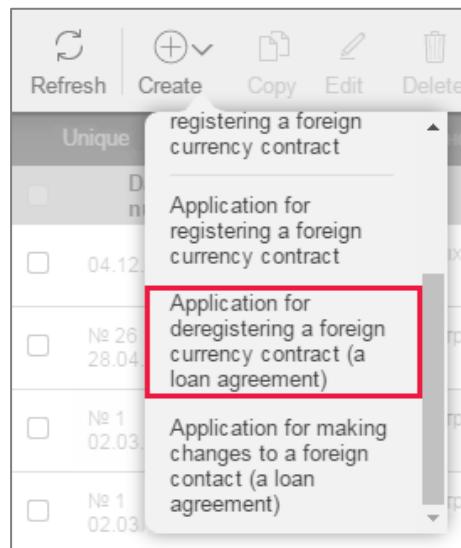
Learn more about filling the application for registering a foreign contract the «[Create application for registering a foreign currency contract](#)» chapter.

A sent application will be listed in the «[Documents of currency control](#)» section. When it is processed by the bank, the corresponding contract will be added to the «Foreign currency contract» page with the application listed in the [linked documents](#) segment.

15.2.5 Create application for deregistering a foreign currency contract (a loan agreement)

In order to create an application for deregistering a foreign currency contract/loan agreement:

1. Click the down arrow  next to «Create»  button on the instruments panel and choose «Application for deregistering a foreign currency contract (a loan agreement)».



- If you have accounts in several banks, select a bank from the drop down menu and click the «Next» button.

The modal window has a red header bar with the title 'Application for deregistering a foreign currency contract (a loan agreement)' and a 'Close' button with a red X icon. The main content area contains the text 'Select the bank for which the Application for deregistering a foreign currency contract (a loan agreement) is needed'. Below this is a dropdown menu showing 'Bank, MOSCOW, BIC: 045017666'. At the bottom is a blue 'Next' button.

- The «Application for deregistering a foreign currency contract (a loan agreement)». Fill in the form.



Application for deregistering a foreign currency contract (a loan agreement)

[Close](#)

To...(full name) BANK, Moscow, BIC: 045017666

Resident OOO THE NEW 52, TIN(INN) 8529634563

Address 630066, г. Москва, ул. Прямая, дом 11, оф. 623

Unique number of
contract

from



Contract №

from



An authorized bank
where a contract is
transferred

Enter the name or BIC of the bank



Reason for deregistering —

- Transfer from an authorized bank where a contract (a loan agreement) is registered to another authorized bank (to another branch office of an authorized bank, from a head office of an authorized bank to another branch office, from a branch office to a head office of an authorized bank), or when a resident is closing all banking accounts in an authorized bank (section 6.1.1).
- Performance of obligations under a contract (a loan agreement), including performance of obligations of a third party (section 6.1.2).
- Assignment of claims under a contract (a loan agreement) to another resident person or transfer of debt under a contract (a loan agreement) by a resident to a resident person (section 6.1.3).
- Assignment of claims under a contract (a loan agreement) to a non-resident person or transfer of debt under a contract (a loan agreement) by a resident to a non-resident person (section 6.1.4).
- Fulfillment (termination) of obligations under a contract (a loan agreement) on other grounds not listed in subsection 6.1.2 of the current section, however set forth by Russian legislation (section 6.1.5).
- Termination of grounds that require registration of a contract (a loan agreement) according to the current instruction, including making respective adjustments and (or) additions to the contract (the loan agreement), as well as in cases when the contract (the loan agreement) was registered incorrectly due to missing grounds that are needed for registration (section 6.1.6).

Additional
information

Attach file

Select

Save

Отправить

Additional notes:

Some fields are filled in automatically and may not be available for manual editing. For your convenience, some fields could be filled in by clicking the icon and choosing values from the list.

File	Field description
To...(full name)	Full and short name of the bank, where the contract/loan agreement is registered.
Resident	Indicate the resident organization where you are an employee. Mandatory to fill in.
Address	Indicate the resident's mailing address: ZIP code, city/township, street, house/building, office.
Unique number of contract	Indicate the number of the contract/loan agreement in the 8numbers/4numbers/4numbers/1number/1number format. Mandatory to fill in.
from	Indicate the date of registering the contract/loan contract in the DD.MM.YYYY format. Mandatory to fill in.



Contract №	Indicate the contract number. Optional to fill in.
from	Indicate the contract date in the DD.MM.YYYY format. Optional to fill in.
An authorized bank where a contract is transferred <i>(the field can be filled in only the indicated reason for deregistering is 6.1.1.)</i>	Fill in if the contract/loan agreement is transferred to another bank. Indicate the details of an authorized bank to which the contract/loan agreement is being transferred. Start typing in the BIC or bank's name and then select it from the list or select it from the directory  . Optional to fill in.
Information on the resident that is being assigned a claim (the segment is available only if the 6.1.3 reason for deregistering is selected)	
Resident	Indicate the name of the resident that is being assigned a claim. Mandatory to fill in.
TIN(INN)	Indicate the resident's TIN(INN) that is being assigned a claim. Mandatory to fill in.
KPP	Indicate resident's KPP TIN(INN) that is being assigned a claim. Optional to fill in.
Region of Russia	Indicate the region, republic or oblast of where the resident is registered. Mandatory to fill in.
District	Indicate the district (if one is known) where the resident is registered. Optional to fill in.
City	Indicate the city or town where the resident is registered. If the town is registered within another city, you can fill both fields. Optional to fill in.
Township	
Street	Indicate the street. Optional to fill in.
House №	Indicate the house number. Optional to fill in.
Building	Indicate the building number. Optional to fill in.
Office (flat)	Indicate the office/flap/apartment number. Optional to fill in.
OGRN (Primary State Registration Number)	Indicate the Primary State Registration Number given to the legal entity. Mandatory to fill in.
from	Indicate the date of registering in the Primary State Registration database. Mandatory to fill in.



Document confirming the assignment of demands	Indicate the document that confirms the assignment of claims.
from	Indicate the date of the document that confirms the assignment of claims.
Reason for deregistering	Select a reason for deregistering from the list. You can only select one reason at a time.
Additional information	Type in the additional information for the application for deregistering. Optional to fill in.

If the bank provides client with the feature of attaching a file you will see the «Attach file» field and the «Select» button at the bottom of the window. The maximum file size is 48 MB. Please note that some file formats are prohibited for attaching, for example, *.exe, *.docm, *.xlsm, *.pptm. You can learn more about prohibited formats by contacting your bank. If you need to attach several files at once, archive them and attach the archive. To delete the attached file simply click the **X** icon.

6. Save the document for later editing by clicking the «Save» button, or send the document to the bank by clicking the «Send» button.

After clicking the «Save»/«Send» button, the document will be checked by the Internet banking service against discrepancies, errors and incorrect value formats.

Unfilled fields or fields containing discrepancies and errors are highlighted with a red color. Such fields, when hovered over with a pointer, are annotated with an error text. If the document contains at least one field highlighted with a red color, it cannot be sent to the bank until the errors are corrected. All fields highlighted with a red color have to be corrected to send the document to the bank.

If the document has fields highlighted with an orange color, please carefully check if they are filled in correctly. Documents with fields highlighted with an orange color can be sent to the bank without any changes.

When the document is corrected, check all fields one more time and click the «Save» or «Send» button. If all the errors were fixed, the document will be signed/sent.

5. Click the «Sign» button to send the document to the bank.
6. When it is processed by the bank, the application contract/loan agreement «No longer registered».

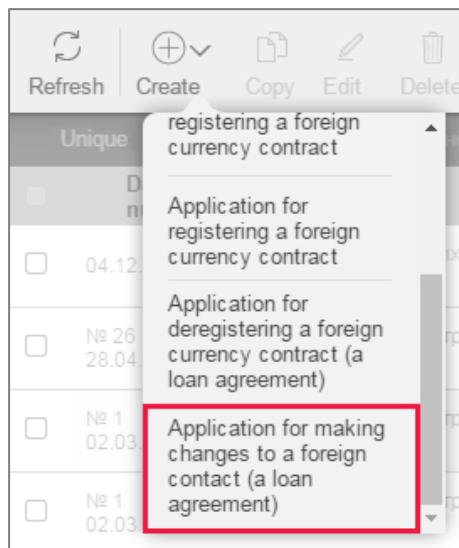
15.2.6 Create application for making changes to a foreign contact (a loan agreement)

You can create an application for making changes to a foreign contract (a loan agreement) which is not presented in the service in the «Documents of currency control» section. The application is required in case of any changes in contract or loan agreement found in the first chapter of the Bank Control Record



In order to create an application for making changes to a foreign contract (a loan agreement):

1. Click the down arrow next to «Create» button on the instruments panel and choose «Application for making changes to a foreign contract (a loan agreement)».



2. The «Application for making changes to a foreign contract (a loan agreement)» form will open. Fill in the form.

Application for making changes to a foreign contact (a loan agreement)

Nº 0001	from 03.04.2018	Close
Client AO NINEL, TIN(INN) 8529634563		
Bank НАРОДНЫЙ РЕГИОНАЛЬНЫЙ БАНК, г. Новосибирск, BIC: 045017666		
Unique number of contract	from	
Contract №	from	
Sections to be modified		
Section №	Item number	
Alterations being made		
Section №	Item number	New value
Documents under which the changes are being made		
Name of the document type	Number and date of the document	
Name of the document type	Number of the document, under which alterations made	Date of the document, under which alterations made
Attach file		

Additional notes:



Some fields are filled in automatically and may not be available for manual editing. For your convenience, some fields could be filled in by clicking the  icon and choosing values from the list.

File	Field description
No	Indicate an application index number (from 1 to 99999999). Mandatory to fill in.
from	Indicate the date of creating the document in the DD.MM.YYYY format. Mandatory to fill in.
Client	Select the resident from the list. Mandatory to fill in.
Bank	Select the bank from the list. Mandatory to fill in.
Unique number of contract	Indicate the number of the contract/loan agreement in the 8numbers/4numbers/4numbers/1number/1number format. Mandatory to fill in.
from	Indicate the number of the contract/loan agreement in the 8numbers/4numbers/4numbers/1number/1number format. Mandatory to fill in.
Contract №	Indicate the contract number. Optional to fill in.
from	Indicate the contract date in the DD.MM.YYYY format. Optional to fill in.
Sections to be modified	
Section №	Indicate the section number. From 1 up to 9 characters. Mandatory to fill in.
Item number	Indicate the item number in the A/B/C format where: A – the index number of the item. Optional to fill in. Fill in, if there is an item. B – the number of the section or the column in the table. Do not fill in, if there is only one field in the section. C – the number of the line in a table. Optional to fill in. Fill in, if there is more than one line in the table. For example: 1.2/6/ or 3.2/3/1. Optional to fill in.



Alterations being made Indicate a new value of the modified field. Use a period as a numeric separator. For example: 1505123.55.

Should be under 4000 characters.

The «Add», «Save» и «Delete» buttons are used for adding, saving and deleting the corresponding entries.

«Add» Click the «Add» button to add the entry to the table below.

«Save» To edit the entry select the entry line, make the changes and click the «Save» button.

«Delete» To delete the entry select the entry line and click the «Delete» button.

Documents under which the changes are being made

Name of the document type Indicate the document type, under which the changes in the foreign contract/loan agreement are being made. Optional to fill in.

Number and date of the document Indicate the number and date of the document, under which the changes are being made. Mandatory to fill in.

The «Add», «Save» и «Delete» buttons are used for adding, saving and deleting the corresponding entries.

«Add» Click the «Add» button to add the entry to the table below.

«Save» To edit the entry select the entry line, make the changes and click the «Save» button.

«Delete» To delete the entry select the entry line and click the «Delete» button.

If the bank provides client with the feature of attaching a file you will see the «Attach file» field and the «Select» button at the bottom of the window. The maximum file size is 48 MB. Please note that some file formats are prohibited for attaching, for example, *.exe, *.docm, *.xlsm, *.pptm. You can learn more about prohibited formats by contacting your bank. If you need to attach several files at once, archive them and attach the archive. To delete the attached file simply click the icon.

3. Save the document for later editing by clicking the «Save» button, or send the document to the bank by clicking the «Send» button. After clicking the «Save»/«Send» button, the document will be checked by the Internet banking service against discrepancies, errors and incorrect value formats.

Unfilled fields or fields containing discrepancies and errors are highlighted with a red color. Such fields, when hovered over with a pointer, are annotated with an error text. If the document contains at least one field highlighted with a red color, it cannot be sent to the bank until the errors are corrected. All fields highlighted with a red color have to be corrected to send the document to the bank.



If the document has fields highlighted with an orange color, please carefully check if they are filled in correctly. Documents with fields highlighted with an orange color can be sent to the bank without any changes.

When the document is corrected, check all fields one more time and click the «Save» or «Send» button. If all the errors were fixed, the document will be signed/sent.

4. Click the «Sign» button to send the application to the bank.
5. When the application is processed by the bank, the corresponding changes will be added to the loan contract/agreement in the [«Foreign currency contracts»](#) section.

15.3 Information on currency supply

In the **«Currency operations → Information on currency supply»** section you can see information on receipt of export income to your transit accounts.

Advice	Account	Account holder	Amount and date earnings	Order within	Orders
№ 2 09.04.2017	40817810125000000978 (RUB) BANK BIC 044585416	OOO "POTERYA" BIC TIN(INN) 1111122221	2 000.00 RUB 17.04.2017	18.04.2017	
№ 2 08.04.2017	40817810125000000978 (RUB) BANK BIC 044585416	OOO "POTERYA" BIC TIN(INN) 1111122221	2 000.00 RUB 17.04.2017	18.04.2017	
№ 2 07.04.2017	40817810125000000978 (RUB) BANK BIC 044585416	OOO "POTERYA" BIC TIN(INN) 1111122221	2 000.00 RUB 17.04.2017	18.04.2017	
№ 7 15.03.2017	40817840548748948484 (USD) Intel BIC 045017666	OOO "OLIMP" BIC TIN(INN) 5435645645	100.00 USD 15.03.2017	05.04.2017	
№ 2 06.11.2016	40817810125000000978 (RUB) BANK BIC 044585416	OOO "POTERYA" BIC TIN(INN) 1111122221	2 000.00 RUB 04.11.2016	30.11.2016	
№ 2 06.11.2016	40817840225000000987 (USD) BANK BIC 044585416	OOO "POTERYA" BIC TIN(INN) 1111122221	2 000.00 USD 04.11.2016	30.11.2016	
№ 2 06.10.2016	40817810125000000978 (RUB) BANK BIC 044585416	OOO "POTERYA" BIC TIN(INN) 1111122221	2 000.00 RUB 04.10.2016	31.10.2016	
№ 2 06.10.2016	40817840225000000978 (RUB) BANK BIC 044585416	OOO "POTERYA" BIC TIN(INN) 1111122221	2 000.00 RUB 07.10.2016	31.10.2016	
№ 2 06.10.2016	40817810125000000978 (RUB) BANK BIC 044585416	OOO "POTERYA" BIC TIN(INN) 1111122221	2 000.00 RUB 06.10.2016		
№ 2 05.10.2016	40817840225000000987 (USD) BANK BIC 044585416	OOO "POTERYA" BIC TIN(INN) 1111122221	2 000.00 USD 10.05.2016	31.08.2016	
№ 3 05.07.2016	40817840225000000987 (USD) BANK BIC 044585416	OOO "POTERYA" BIC TIN(INN) 1111122221	2 000.00 USD 05.07.2016	31.08.2016	Decommissioned: 58 000.00 USD Compulsory sale: 0. 00 USD

In the current section, you can also create the **«The order for a debit of funds in foreign currency from a transit account»** document.

The information on orders and prepared, but not sent documents is located in the **«Orders»** column on the current page. Click the text in the **«Orders»** column to view all the orders on foreign currency sale, generated on the selected advice. You can also view all the orders, created in the Service, in the **«Currency operations → Write-off from transit account»** section (see [«Write-off from transit account»](#) for more information).

To view an advice from the list, select it in the list and click the «Preview» button on the instruments panel, or double-click an advice twice. The print version of the selected advice will open:

Document view Close

Print
 Export
 Show digital signature

Уполномоченный банк: БАНК	Клиент: ИП КАПИТОШКА
------------------------------	-------------------------

УВЕДОМЛЕНИЕ № 1 от 31.07.2017
о поступлении иностранной валюты

Настоящим уведомляем, что на Ваш транзитный валютный счет № 40702840001020074252 в нашем банке 31.07.2014г. зачислены средства в сумме

1453 USD Одна тысяча четыреста пятьдесят три доллара 00 центов

Сумма цифрами и прописью, наименование валюты

Просим Вас не позднее 2014-08-10 представить в наш банк:

- Распоряжение на списание средств в иностранной валюте с транзитного счета.
- Справку, идентифицирующую указанную в настоящем Уведомлении сумму, по видам валютных операций.
- Документы, являющиеся основанием проводимой валютной операции (в случае, если указанные документы ранее не были представлены Вами в банк).

В случае зачисления на Ваш транзитный валютный счет средств, поступивших по кредитному договору (договору займа) с нерезидентом, а также по заключенному с нерезидентом контракту за вывозимые с таможенной территории РФ товары, оказываемые услуги, передаваемую информацию и результаты интеллектуальной деятельности, в том числе исключительные права на них, Вам необходимо оформить паспорт сделки в соответствии с требованиями Инструкции Банка России от 04.06.2012 г. № 138-И «О порядке представления резидентами и нерезидентами уполномоченным банкам документов и информации, связанных с проведением валютных операций, порядке оформления паспортов сделок, а также порядке учета уполномоченными банками валютных операций и контроля за их проведением». Требование об оформлении паспорта сделки не распространяется на контракты и кредитные договоры, сумма которых не превышает эквиваленте пятьдесят тысяч долларов США по курсу Банка России на дату подписания контракта (кредитного договора).

Ответственное лицо банка //

М.П.

Документ заверен электронно-цифровой подписью:
 Владелец: CN=YuriIsto1, OU=otdel, O=ZAO, L=Novosibirsk, C=RU
 Ключ открыт. CN=Class 2 CA, OU=CA, O=ETC, C=RU

15.3.1 Creating order for debit of funds in foreign currency from a transit account

You can create orders for a debit of funds in foreign currency from a transit account if you are an employee with respective permits.

To create an order for a debit funds based on the selected advice please perform the following actions:

1. In the «Currency operations → Information on currency supply» section, choose a document.
2. Click the «Order» button on the instruments panel (available if the account of the selected document is active). The «Order for a debit of funds in foreign currency from a transit account» window will open.

Please note that you can also create an order from the «Transit account debiting orders» section by clicking the «Create» button.

3. Fill in the «Order for a debit of funds in foreign currency from a transit account» form.



The order for a debit of funds in foreign currency from a transit account

Close

No	39	from	19.04.2018	<input type="button" value="Calendar"/>	Deal type	bank	<input type="button" value="▼"/>	Urgency	Normal	<input type="button" value="▼"/>	
The Parties' reference details											
Authorized bank KIWI BANK INTERNATIONAL, STAVROPOL, BIC: 044585416											
Client	OOO "POTERYA", TIN(INN) 1111122221				<input type="button" value="▼"/>	OKPO	<input type="button" value="□"/>	OKTMO	<input type="button" value="□"/>		
Contact person	Odin V.P.					Phone	<input type="text"/>				
Document entries											
Advice of currency earnings №	5	from	20.10.2017	<input type="button" value="Calendar"/>	Amount of currency proceed	2000.00	USD	<input type="button" value="▼"/>	Transit account	<input type="text" value="40817840225000000987"/> <input type="button" value="▼"/>	
Total amount to debit	2000.00	USD									
Including amount of sale											
Amount of sale	0.00	USD	Desirable rate	RUB for 1.00 USD		Comment	<input type="text"/>				
Credit to account											
<input checked="" type="radio"/> in authorized bank	<input type="radio"/> in bank	<input type="text" value="4081781012500000978"/> <input type="button" value="▼"/>									
Including entering to the currency acc. №											
Amount to credit	0.00	USD	To currency account	40817840845615161616		Account for commission	40817978456121313513		<input type="button" value="▼"/>		
Information for exchange control											
Unique number of contract	<input type="text"/>			from	<input type="button" value="Calendar"/>	Contract (loan agreement) №	<input type="text"/>			from	<input type="button" value="Calendar"/>
Currency transaction type code											<input type="button" value="□"/>
Additional information for bank											
<input type="text" value="Сформировано по извещению N 5 от 20.10.2017"/>											
<input type="button" value="Save"/> <input type="button" value="Send"/>											

Additional notes:

Some fields are filled in automatically and may not be available for manual editing. For your convenience, some fields could be filled in by clicking the  icon and choosing values from the list.

Field	Field description
No	Mandatory to fill in. Filled in automatically. Contains a number of the current order index number. Manual editing allowed.
from	Mandatory to fill in. All the fields with dates should be in the DD.MM.YYYY format. Current date is automatically set by default. Manual editing allowed.
Urgency	Indicate an urgency level of the document. Possible values are «Normal»/«High». The default value is «Normal».



The «Parties' reference details» segment

Authorized bank	Mandatory to fill in. The name of the authorized bank where the order is being executed. Manual editing is prohibited.
client	Mandatory to fill in. The name and the TIN(INN) of the client.
Contact person Name	Optional to fill in. Indicate the first, middle (if present) and last name of the contact person of the organization. Manual editing allowed.
Phone	Optional to fill in. Indicate the phone number of the contact person of the organization.

The «Document entries» segment

Advice of currency earnings № from	Mandatory to fill in. A number of the order for a debit of funds. Mandatory to fill in. Indicate the date of the advice of currency earnings in the DD.MM.YYYY, which is associated with the current order. Filled in automatically. Manual editing allowed.
Amount of currency proceed	Mandatory to fill in. Indicate the amount and currency of the currency revenue, transferred to current currency transit account. Choose the currency from the directory.
Transit account	Mandatory to fill in. Indicate a number of transit account the funds will be written-off from.
Total amount to debit	Mandatory to fill in. Indicate total amount of write-off from the account (should be less than or equal to the total amount of the currency revenue).

The «Including amount of sale» segment

Amount of sale	Mandatory to fill in. Indicate the amount of sale.
Desirable rate	Optional to fill in. Indicate the <u>«Agreed rate»</u> . <u>Note:</u> Available if the bank provides the agreed rate feature.
Comment	Optional to fill in. Relevant if the agreed rate is indicated.
Credit to account	Choose an account for funds transition: to account «in authorized bank» or «in bank» and then choose an account number from the drop down menu.

The «Including entering to the currency acc. №» segment



Amount to credit	Optional to fill in. Indicate the amount to credit to currency account, equal to the total amount of currency revenue minus the amount of sale, indicated in the «Amount of sale» field.
Terms of sale	Choose one of offered currency rates.
To currency account	Indicate a number of currency account part of the funds will be credited to.
Commission	Indicate the commission rate in %.
Account for commission	Choose an account for commission write-off.
The «Information for exchange control» segment. Optional to fill in. Available if the bank provides an opportunity to indicate details on a deal passport.	
Deal passport №	Indicate a deal passport number.
from	Indicate a date of deal passport issuing.
Contract (loan agreement) №	Indicate a contract/loan agreement number.
from	Indicate a date of issuing of a contract/loan agreement associated with the deal passport.
Currency transaction type code	Choose a currency transaction type code from the directory.
Additional information for bank (available if the bank provides such a feature)	Include additional information for the bank if necessary.

To attach a file to the payment click the «Attach» button and choose it from your computer. The maximum file size is 60 MB. You can also attach an archive file that contains several files. To add several files, put them in archive and attach it. To delete the attached file, click the **X** icon.

To save the document in the Internet banking service for further editing and sending, click the «Save» button or send to the bank by clicking the «Send» button.

After clicking the «Save»/«Send» button, the document will be checked by the Internet banking service against discrepancies, errors and incorrect value formats. Unfilled fields or fields containing discrepancies and errors are highlighted with a red color. Such fields, when hovered over with a pointer, are annotated with an error text. If the document contains at least one field highlighted with a red color, it cannot be sent to the bank until the errors are corrected. All fields highlighted with a red color have to be corrected to send the document to the bank.

If the document has fields highlighted with an orange color, please carefully check if they are filled in correctly. Documents with fields highlighted with an orange color can be sent to the bank without any changes.



When the document is corrected, check all fields one more time and click the «Save»/«Send» button. If all errors were corrected, a document signing window will open. After signing the document will be sent to the bank.

An entry on the sent document will be added to the list in the «**Write-off from transit account**» section.

15.4 Write-off from transit account

In the «**Currency operations → Write-off from transit account**» section you can see the list of orders for funds write-off from transit accounts.

Document	Status, signatures	Amount income	Amount of debt	Amount sales	Amount of credit	Advice	File
No.45 from 26.01.2018	Prepared 26.01.2018	10-00 EUR	10-00 EUR	0-00 EUR, compulsory 0-00	10-00 EUR	No.1 from 26.01.2018	
No.44 from 07.11.2017	Prepared 07.11.2017	10-00 EUR	10-00 EUR	0-00 EUR, compulsory 0-00	10-00 EUR	No.10 from 03.11.2017	
No.12345721 from 30.10.2017	Returned 30.10.2017	50-00 USD	50-00 USD	50-00 USD, compulsory 0-00 , extra compulsory 50-00	0-00 USD	No.2 from 15.06.2016	
No.44 from 26.10.2017	Returned 26.10.2017	300-00 USD	300-00 USD	200-00 USD, compulsory 0-00 , extra compulsory 200-00	100-00 USD	No.11 from 14.04.2017	
No.6 from 24.10.2017	Prepared 24.10.2017	10-00 USD	10-00 USD	0-00 USD, compulsory 0-00	10-00 USD	No.1 from 02.10.2017	
No.45 from 05.10.2017	Returned 05.10.2017	5-00 EUR	5-00 EUR	5-00 EUR, compulsory 0-00 , extra compulsory 5-00	0-00 EUR	No.5 from 27.01.2017	
No.43 from 05.10.2017	Prepared 05.10.2017	5-00 EUR	5-00 EUR	0-00 EUR, compulsory 0-00	5-00 EUR	No.5 from 27.01.2017	
No.42 from 05.10.2017	Delivered to the bank 05.10.2017	5-00 EUR	5-00 EUR	5-00 EUR, compulsory 0-00 , extra compulsory 5-00	0-00 EUR	No.5 from 27.01.2017	
No.41 from 05.10.2017	Delivered to the bank 05.10.2017	5-00 EUR	5-00 EUR	5-00 EUR, compulsory 0-00 , extra compulsory 5-00	0-00 EUR	No.5 from 27.01.2017	
No.40 from 05.10.2017	Delivered to the bank 05.10.2017	5-00 EUR	5-00 EUR	5-00 EUR, compulsory 0-00 , extra compulsory 5-00	0-00 EUR	No.5 from 27.01.2017	
No.39 from 05.10.2017	Returned 05.10.2017	5-00 EUR	5-00 EUR	5-00 EUR, compulsory 0-00 , extra compulsory 5-00	0-00 EUR	No.5 from 27.01.2017	
No.37 from 05.10.2017	Delivered to the bank 05.10.2017	5-00 EUR	5-00 EUR	5-00 EUR, compulsory 0-00 , extra compulsory 5-00	0-00 EUR	No.5 from 27.01.2017	

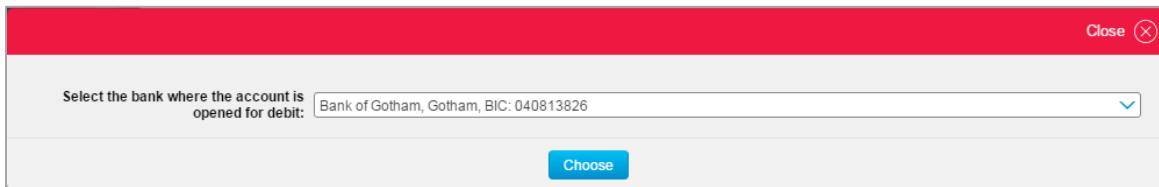
Here you can create and send to the bank the following types of documents:

- The order for a debit of funds in foreign currency from a transit account
- [Certificate on exchange operations](#)

To create an order for debit of funds in foreign currency from a transit account please follow these steps:

- Click the «Create» button on the instruments panel.
- If you have accounts in several banks, choose the bank from the following window:





Select the bank from the drop down menu and click the «Choose» button.

3. Fill in «**The order for a debit of funds in foreign currency from a transit account**» form.

An example of the filled in form is available in the «[Creating order for a debit of funds in foreign currency from a transit account](#)» chapter.

Note: you can also create the «**Certificate on exchange operations**» document in the current section. In order to do so, click the down arrow icon next to the «Create» button on the instruments panel, and then select the corresponding line from the drop down menu. Learn more about creating a certificate on exchange operations in the «[Certificate on exchange operations](#)» chapter.

15.5 Revoking documents

On the print form of the currency control documents returned to the sender (the «Returned» state), you can see the reason for the return.

Document view

[Close](#)

◀ Returned 12.03.2018 в 22:16:40

Ошибка при обработке документа с ID=78e563a9-a85b-42f8-840c-cb6f82373e2f. Неизвестные подписи под документом:
CN=Vetrov Aleksejj Mikhajilovich, OU=otdel, O=OOO 'Luntik', L=Novosibirsk, C=RU, CN=Class 2 CA, OU=CAs, O=FTC,
C=RU;

Print Export Show digital signature

Уполномоченный банк
Наименование резидента

"БАНК"

ООО Нинель

СВЕДЕНИЯ О ВАЛЮТНЫХ ОПЕРАЦИЯХ

от 12.03.2018

Номер счета резидента в уполномоченном банке
Код страны банка-нерезидента

40702810200000093806

028

Признак корректировки

№ п/п	Уведомление, распоряжение, расчетный или иной документ	Дата операции	Признак платежа	Код вида валютной операции	Сумма операции		Уникальный номер или номер и (или) дата договора (контракта)	Сумма операции в единицах валюты контракта (кредитного договора)		Срок возврата аванса	Ожидаемый срок
					код валюты	сумма		код валюты	сумма		
1	2	3	4	5	6	7	8	9	10	11	12
1	БН/12.03.2018	12.03.2018	2	10100	978	123.00	17777777/7777/7777/1/1				

Примечание.

№ строки	Содержание

Информация уполномоченного банка

Документ заверен электронной подписью:

Клиент:

Владелец: CN=Vetrov Aleksejj Mikhajilovich, OU=otdel, O=OOO 'Luntik', L=Novosibirsk, C=RU

Ключ выдан: CN=Class 2 CA, OU=CAs, O=FTC, C=RU

Банк:

Владелец: CN=tff1, OU=otdel, O=to, L=Novosibirsk, C=RU

Ключ выдан: CN=Class 2 CA, OU=CAs, O=FTC, C=RU



16. E-mail and documents

In the «E-mail and documents» section, you can correspond with the bank or a contractor by e-mail and documents of different types. The bank manages types of documents and the number of the signings. Permits for the employers on creating and signing documents are set by the bank Administrator as well.

Document	State	Subject	Sender	Recipient	File	History
Письмо из банка №114 from 12.04.2017	Prepared 12.04.2017	Спектр	Волга, TIN(INN) 2222319863	BANK, MOSCOW, BIC: 045017000		
Запрос в банк №111 from 05.12.2016	Processed 05.12.2016	Запрос в банк	Волга, TIN(INN) 2222319863	BANK, MOSCOW, BIC: 045017000		
Письмо из банка №319865 from 14.12.2015	Processed 02.09.2016 Банк	Почтовое сообщение	АО "Трубопровод", TIN(INN) 2222331144	BANK, MOSCOW, BIC: 045017000		
Письмо из банка №319865 from 14.12.2015	Received 02.09.2016 Банк	Почтовое сообщение	АО "Трубопровод", TIN(INN) 2222331144	БАНК, г. Новосибирск, BIC: 045017888		
Письмо в банк №18 from 12.11.2015	Sent to the bank 23.09.2016	Спектр	АО "Трубопровод", TIN(INN) 2222331144	БАНК, г. Новосибирск, BIC: 045017000	Документы	
Письмо из банка №123468 from 23.07.2015	Received 07.07.2015 Пушкин	Почтовое сообщение	ООО КАПИТОШКА, TIN(INN) 1236547896	БАНК РЕГИОНАЛЬ, г. Новосибирск, BIC: 045017001		
Письмо из банка №15 from 27.03.2015	Received 26.05.2015 Банк	Почтовое сообщение	АО "Трубопровод", TIN(INN) 2222331144	БАНК, г. Новосибирск, BIC: 045017666		
Письмо из банка №15103 from 27.03.2015	Received 27.03.2015 Банк	Почтовое сообщение	ООО КАПИТОШКА, TIN(INN) 1236547896	БАНК РЕГИОНАЛЬ, г. Новосибирск, BIC: 045017001		
Извещение №15101 from 27.03.2015	Received 24.07.2015 Банк	Извещение	ООО КАПИТОШКА, TIN(INN) 1236547896	БАНК РЕГИОНАЛЬ, г. Новосибирск, BIC: 045017001		
Пополнение карточного лимита №15100 from 26.02.2015	Received 07.09.2015 Банк	Запрос на пополнение карточного лимита	ООО КАПИТОШКА, TIN(INN) 1236547896	БАНК, г. Новосибирск, BIC: 045017666		
Извещение №630938 from 09.02.2015	Returned 07.09.2015 Банк	Извещение	АО "Трубопровод", TIN(INN) 2222331144	BANK, MOSCOW, BIC: 045017000	Документы	
Письмо из банка №630937 from 09.02.2015	Returned 02.09.2016 Банк	Заявка на пополнение карточного лимита	АО "Трубопровод", TIN(INN) 2222331144	БАНК, г. Новосибирск, BIC: 045017666		
Дорожное погашение №7829 from 14.11.2014	Received 14.11.2014 Ильин	Сформить заявку на дорожные погашения	ООО КАПИТОШКА, TIN(INN) 1236547896	BANK, MOSCOW, BIC: 045017000		
Спектр №7829 from 14.11.2014	Prepared 14.11.2014	Спектр	АО "Трубопровод", TIN(INN) 2222331144	BANK, MOSCOW, BIC: 045017000	Документы	
Спектр №7820 from 14.10.2014	Sent to the bank 14.10.2014 Ильин	Спектр	ООО КАПИТОШКА, TIN(INN) 1236547896	БАНК РЕГИОНАЛЬ, г. Новосибирск, BIC: 045017001		
Бланк договора банковского вклада №630927 from 10.10.2014	Returned 10.10.2014 Ильин	Бланк договора банковского вклада	Волга, TIN(INN) 2222319863	БАНК РЕГИОНАЛЬ, г. Новосибирск, BIC: 045017001		
Бланк договора банковского вклада №630926 from 10.10.2014	Returned 10.10.2014 Ильин	Бланк договора банковского вклада	Волга, TIN(INN) 2222319863	BANK, MOSCOW, BIC: 045017000		

16.1 Mail messages

This section is dedicated to the unformatted correspondence between you and the bank. The section contains all the mail messages from to the bank and from the bank to you. All incoming and outgoing messages with statuses can be viewed by going to the «E-mail and documents → Mail messages» section.

The document can have the following statuses:

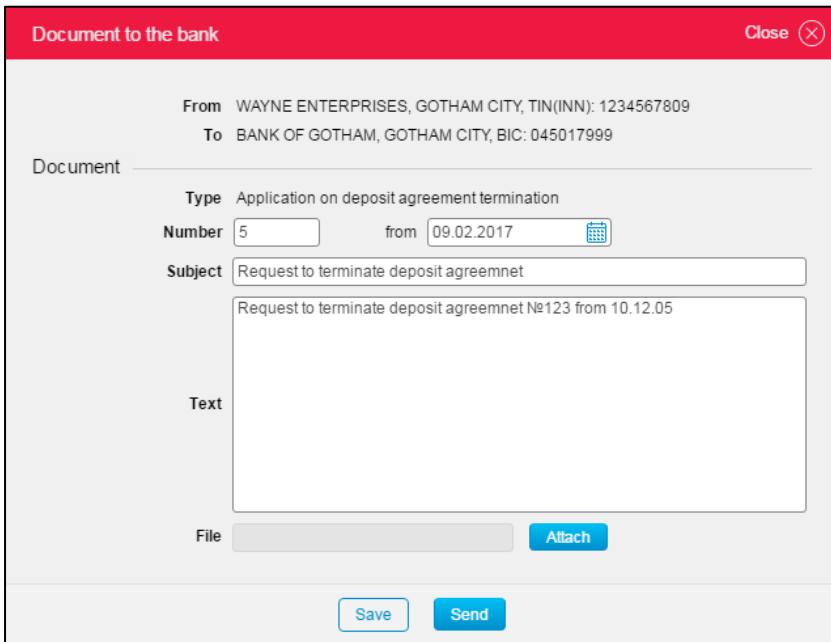
- Prepared – the document is ready, but is not sent to the bank yet.
- Signed – the document is signed, but is in approval state. The current number of signings on the document is not sufficient for approval.
- Sent to the bank – the document is sent to the bank, but not yet received by the bank.

- ✓ Received by the bank – the document is received by the bank.
- ✓ Processed – the document is processed and executed by the bank.
- ✉ New – a new unread document from the bank.
- ✉ Received – the already read document from the bank.
- ✗ Returned – the document has been returned by the bank.

16.1.1 Creating mail messages

To create a new mail message please follow the steps:

1. In the «E-mail and documents → Mail messages» section, click the «Create»  button on the instruments panel. The «Document to the bank» window will open.
2. In the «Document to the bank» window choose your organization, bank, to which the document will be sent, as well as indicate the subject and provide a message text.



You can also attach a file to the message. In order to do so click the «Attach» button and choose a file you want to attach. If you want to attach several files at once, please put them into one archive file and attach it to the message. There are no restrictions for the file format; the maximum file size is 60 MB. To delete an attached file click the  icon.

3. To send the mail message to the bank click the «Send» button. To save the message for later editing and sending click the «Save» button. The mail document will be saved in the «Prepared»  status. To send the previously saved message select it in the table and click the «Send»  button on the instruments panel.



16.2 Documents

You can manage the document flow from the «**E-mail and document**» section. All the documents are automatically structured and allocated according to their purposes into several subsections in the services column: «**Deposits**», «**Loans**», «**Personalized offers**», etc.

The «**Other documents**» subsection contains documents with no assigned category.

The section contains list of all incoming ↗ and outgoing ↘ documents with their statuses.

Some categories of document are marked with icon of approval state: (/ /). These are displayed if a document and attachments should be signed by both the client and the bank. This option is managed by the bank Administrator.

There are several steps in the document approval procedure:

- the document is signed by the bank. The status is used for the documents that have all the required signings from employees on the bank's side.
- the document is signed by the client. The status is used for the documents that have all the required signings from employees on the client's side.
- the document is signed by the both parties. The status is used for the documents that have all the required signings from all the employees on both the bank's side and the client's side. This is the final status of a document.



If a document was changed during the approval procedure, all the signings of this document will be deleted automatically.

The following operation are available for the documents in the current section:



16.2.1 Creating document

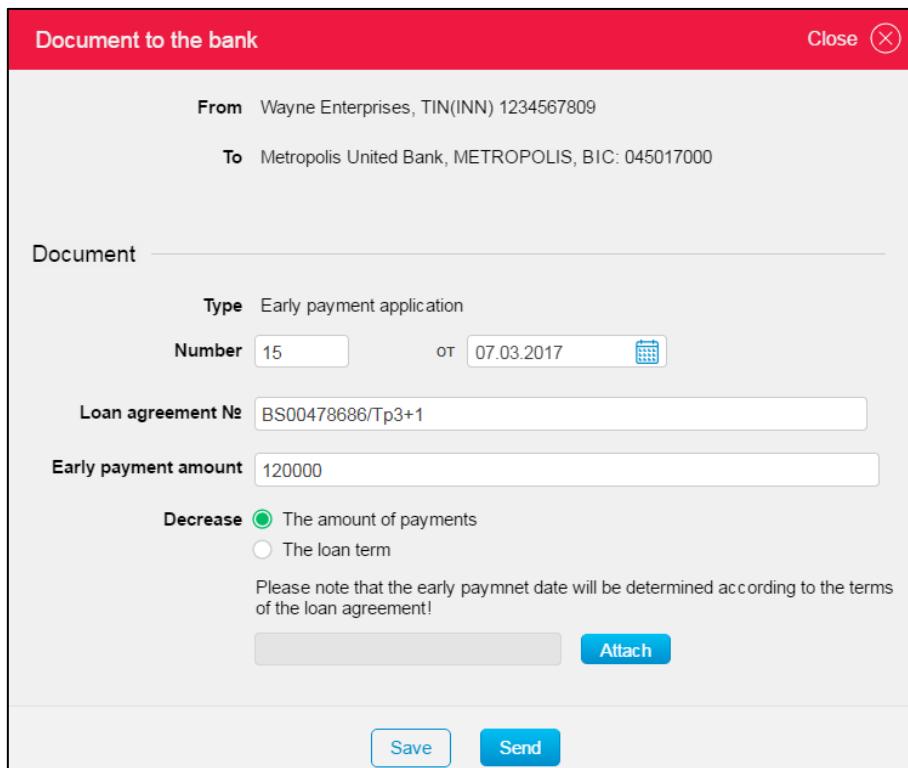
A document can be created in every subsection of the «**E-mail and documents**» section of Internet banking service. The Internet banking service allows to:

- create documents by clicking the «Create» button;
- copy existing documents by clicking the «Copy» button;
- edit outgoing documents with «Prepared» status by clicking the «Edit» button.



To create a new document:

1. Click the «Create»  button on the instruments panel;
2. The «Document to the bank» window will open. Fill in the document form: choose an organization and document type, indicate the index number and date of the current document and fill in the rest of the fields. The exact titles of the fields in the «Document to the bank» window may vary and depend on the selected documents type. You can attach a file by clicking the «Attach» button and choosing a file.



Document to the bank

From Wayne Enterprises, TIN(INN) 1234567809

To Metropolis United Bank, METROPOLIS, BIC: 045017000

Document

Type Early payment application

Number 15 **от** 07.03.2017 

Loan agreement № BS00478686/Tp3+1

Early payment amount 120000

Decrease The amount of payments
 The loan term

Please note that the early payment date will be determined according to the terms of the loan agreement!

Attach

Save **Send**

3. To save the document for later editing click the «Save» button. It will be added to the list of documents in the «Prepared»  status. To send the document to the bank right away click the «Send» button.
4. Check the entered data and click the «Sign» button to send the document to the bank.

Please note that for some types of documents, at the bottom of the window there can be the «Sign» button instead of the «Send» button. It means that the document requires more than one signature and can be sent to the bank only after it was signed by all the necessary signatures. Before the document is signed by all the necessary signatures, it will be saved with «Signed»  status.

16.2.2 Editing document

Editing is allowed for the documents:

- in the «Prepared»  status;



- signed by the bank  and in the «Received»  status.

To edit a document choose it from the list and click the «Edit»  button on the instruments panel.

When editing an outgoing  document, it is changed to outgoing  document, however its number does not change. In case the outgoing document requires several signatures, the latest version of document will be displayed.

Please note that after making the changes to a document the signings will be canceled and the document should be approved again. The changes in the status of a document can be viewed by clicking the status of this document.

Please note that if a document being edited has an attachment, the signing of the document by an employee with permits on the creating documents of free format will be needed.

After making changes and adjustments click the «Save»/«Send» button. The document will be sent to the bank after clicking the «Sign» button and added to the table.

16.2.3 Signing document

For a document that should be signed by several signings the «Sign»  button is displayed on the instruments panel. After signing of the document will be sent to the bank. This operation is only available for the documents in the «Prepared»  status.



Please note that documents can be signed within a year after their creation.

16.2.4 Revoking document



**Please note that availability of the following features depends on the partner bank settings.
To learn more please contact your bank.**

If a document was sent by an error or is no more relevant, it can be revoked. Only documents with «Sent to the bank»  or «Accepted by the bank»  statuses can be revoked.

If the bank employs a document revoking feature, the «Revoke»  button will be available on the instruments panel.

To revoke a document:

1. Select an outgoing document with «Sent to the bank»  or «Accepted by the bank»  status.
2. Click the «Revoke»  on the instruments panel.
3. In the «Document revocation» window, state a reason for revocation in the corresponding field.
4. Click the «Send» button.

Document revocation

Document revocation

Document Document No.14998 from 26.12.2016
Recipient BANK OF GOTHAM, Gotham City, BIC: 045017666
Sender WAYNE ENTERPRISES

Reason for document revocation The document is not relevant

Send

5. To confirm the action, sign the document or enter the one-time password (learn more in the [«Confirmation of actions and operations» chapter](#)). Click the «Sign» button to sign the document.

Sign the document?

Document revocation №23414 dated 20.12.2016 to BANK OF GOTHAM, BIC 045017666 from WAYNE ENTERPRISES, TIN(INN) 1234567809

Заявление

Document under revocation: Document №14998 dated 26.11.2016
Revocation reason: The document is not relevant.

Отзываляемый документ

Оформить заявку на досрочное погашение № 14998 от 26.12.2016

Отправитель: WAYNE ENTERPRISES
Получатель: BANK OF GOTHAM

Номер кредитного договора: BS00478686/Tp3+1
Сумма гашения: 100 000.00
Уменьшить: Сумму платежей
Внимание! Дата гашения будет определена в соответствии с условиями договора.

Cancel **Sign**

A request for document revocation will be sent. On the **«Documents»** page next to the document under revocation the **«Recall sent»** mark will appear. If the bank approves the revocation, the document status changes to **«Returned» ↘** and the status of revocation application changes to **«Processed» ✓**.

Refresh	Create	Edit	Copy	Reply	Delete	Sign	Revoke	Preview	Print	Export	To archive
	Document	State	Subject	Sender	Recipient	File	History				
<input type="checkbox"/>	Documents to the bank №117 from 18.12.2016	↙ Returned 24.04.2016 Wayne Recall successfull	Application	Wayne Enterprises	Abstergo Industries, New York, BIC: 0450176123	Agreement Faktura.docx					
<input type="checkbox"/>	Documents to the bank №118 from 28.12.2016	✓ Processed 24.04.2014 Wayne Recall sent	Account management	Wayne Enterprises	Weyland-Yutani Corporation, Atlanta, BIC: 045018601	ORDERACT_2310131138_validate.docx	The history of approval				



Please note that the bank has the option of revoking the document as well. The documents revoked by the bank should have the «Returned» ↵ status. Please note that you cannot reply to documents in «Returned» status.

Document						State	Subject	Sender	Recipient	File
<input type="checkbox"/>	Message № 46 from 12.12.2017		Returned 12.12.2017	Wayne		Message		Wayne Ent.	Bank of Gotham, Gotham, BIC: 040813826	
<input checked="" type="checkbox"/>										

16.2.5 Searching for document

The list of the documents can be sorted in a certain order according to its attributes (status, date, etc.). In order to do so click the «Filter» 🔎 icon on the instruments panel. The «Filter. Documents» window will open. Adjust the filtering options as it suits you.

Close ×

Filter. Documents

Documents

Incoming Outgoing All

Number:

Date: from to to

Subject:

Document type:

Category: Справки и заявления

Organization: Any

Bank: Inter

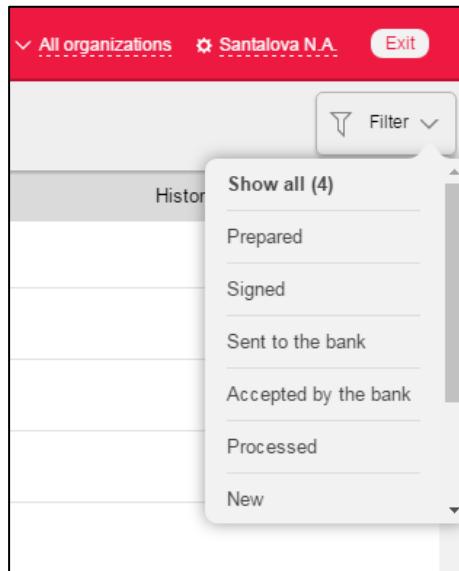
Status:

<input type="checkbox"/> In all states	<input type="checkbox"/> Signed
<input checked="" type="checkbox"/> Prepared	<input type="checkbox"/> Accepted by the bank
<input type="checkbox"/> Sent to the bank	<input type="checkbox"/> New
<input type="checkbox"/> Processed	<input type="checkbox"/> Rejected
<input type="checkbox"/> Accepted	
<input type="checkbox"/> Returned	

Reset filter
Apply filter

The quick search can also be performed in the Internet banking service. To search documents in certain statuses click the down arrow 🔎 icon next to the filter 🔎 icon on the instruments panel.





17. Payment for services

«Payment for services» provides payment options for mobile services.

17.1 Cellular

The payment for mobile services can be made in the «Payment for services → Cellular» section.

Template	Phone	Amount
<input type="checkbox"/> Mobile phone in office on Lenina Сотовый - Билайн ПАО "ВЫМПЕЛ-КОММУНИКАЦИИ"	+7 (960) 735-6061	1000-00 Payable
<input checked="" type="checkbox"/> Mobile phone in office on Frunze Сотовый - Билайн ПАО "ВЫМПЕЛ-КОММУНИКАЦИИ"	+7 (960) 789-6411	1000-00 Payable
<input type="checkbox"/> Mobile phone on Kirova Сотовый - Билайн ОАО "ВЫМПЕЛ-КОММУНИКАЦИИ"	+7 (960) 735-5060	1000-00 Payable

To execute a payment for mobile services, one can create new or use already existing payment.

To create a payment:

1. Click the «New payment» button on the instruments panel. The «Payment cellar» window will open.
2. Type in the details of the payment in the «Payment cellar» window:
 - Indicate the phone number. The phone services provider will be selected automatically (manual editing allowed).
 - Indicate the amount of payment.
 - Indicate an account to write-off funds.
3. Click the «Send» button.

Payment cellular

Close

Telephone	+ 7 (960) 798-65-43
Operator	Сотовый - Билайн
Amount	1000 RUB
Account	40702810266660000011 Расчетный счет ЗАО Валенок Saldo 0-00 RUB Available 0-00 RUB
Inter, MOSCOW, BIC: 045017000	
Send	

4. The document will be checked by the Internet banking service against discrepancies, errors and incorrect value formats. Unfilled fields or fields containing discrepancies and errors are highlighted with a red color. Such fields, when hovered over with a pointer, are annotated with an error text. If the document contains at least one field highlighted with a red color, it cannot be sent to the bank until the errors are corrected. All fields highlighted with a red color have to be corrected to send the document to the bank. When the document is corrected, check all fields one more time and click the «Send» button. If all errors were corrected a payment document will be formed and document signing window will open.

Sign the document?

Close

Поступ. в банк плат.	Списано со сч. плат.	0401460	
ПЛАТЕЖНОЕ ПОРУЧЕНИЕ № 41		12.08.2014	
Сумма прописью	Сто рублей 00 копеек	Дата	
		Вид платежа	
ИИН 123213123213	КПП	Сумма	100-00
Инорин Константин Сергеевич		Сч. N	40817817401020015482
Плательщик		БИК 045217636 Сч. N 3010181050000452799	
"РЕГИОН" БАНК Г.НОВОСИБИРСК		БИК 045004830 Сч. N 3010181010000048850	
Банк плательщика		БИК 045004830 Сч. N 3010181010000048850	
ИИН 5404154192	КПП	Сч. N	40911810100060000385
БАНК "БЕРЕЖНЫЙ" (ОАО)		Вид оп.	01
		Наз. пл.	Срок плат.
		Код	Очер. плат.
			Рез. попе
Получатель		5	
<input type="button" value="Cancel"/> <input type="button" value="Sign"/>			



5. Click the «Sing» button to send the document to the bank.

To create a template:

1. Click the «Add template» button on the instruments panel. Fill in the form in the «Template payment cellular» window.

Template payment cellular

Template name: Phone at work

Telephone: + 7 (960) 987-65-43

Operator: Сотовый - Билайн

Save

2. To proceed with payment select the template and then click the «Send» button on the instruments panel.

Template	Phone	Amount	Status
Cell phone in the Kirova office MTC ОАО МТС	+7 (901) 615-4544	1000-00	Payable
Cell phone in Lenina office Мегафон ОАО "УРАЛСВЯЗЬИНФОРМ"	+7 (901) 615-4144	1000-00	Payable

The following basic actions are also available in the «Payment for services» section:

- deleting payment template – the «Delete» button on the instruments panel
- editing of saved templates – the «Edit» button on the instruments panel (only template name can be edited).



18. Directories

You can save a lot of time by using directories for filling in forms of documents in the Internet banking service instead of manually typing in the data. You need to input the information only once and then you can choose it from the list further on.

To use the directories, first add information on contractors. Entries can be added in the «Directories» section.

Name	TIN(INN)	Account	Bank	KPP	Payment purpose	Phone, e-mail
ИП Тищенко	225000000124	80101810000000000000	БАНК "ШЕДРОСТЬ" BIC 040395800		Оплата по договору указания услуг №6 от 23.02.2012 Без налога (НДС)	
ООО "Сепульчи"	3021519000	80101810000000000000684	ОАО "МУНИЦИПАЛЬНЫЙ БОБРУЙСКИЙ БАНК" BIC 040395833		Оплата банковского обслуживания по договору обслуживания №1	
ОАО "ХОЧУДЕНЕГ"	3021519564	10305810000000000000684	АКБ "АКЦИОНЕРНЫЙ БАНК Г. КУКУЕВ" BIC 040395833	665498512	Перечисление налогов и сборов в бюджетную систему РФ в том числе НДС(18%)	
Матёры Иван Петрович	225000000124	10305810000000000000684	КБ "ИНВЕСТДОХОДПРИБЫЛЬБАНК" Г. МУХОМОРСК BIC 040395833	665498512	Перечисление налогов и сборов в бюджетную систему РФ в том числе НДС(18%)	
ЗАО "УслугаСервис"	225000000124	80101810000000000000684	АКБ "КАРАГАНДАБАНК" BIC 040395833	665498512	Оплата по договору предоставления услуг №23_1 НДС(18%)	
ООО "Наикось"	225000000124	80101810000000000000000	АКБ "АКЦИОНЕРНЫЙ БАНК Г. КУКУЕВ" BIC 040395833		Оплата по договору предоставления услуг №23_3 НДС(18%)	

The «Directories» section contains the following subsections:

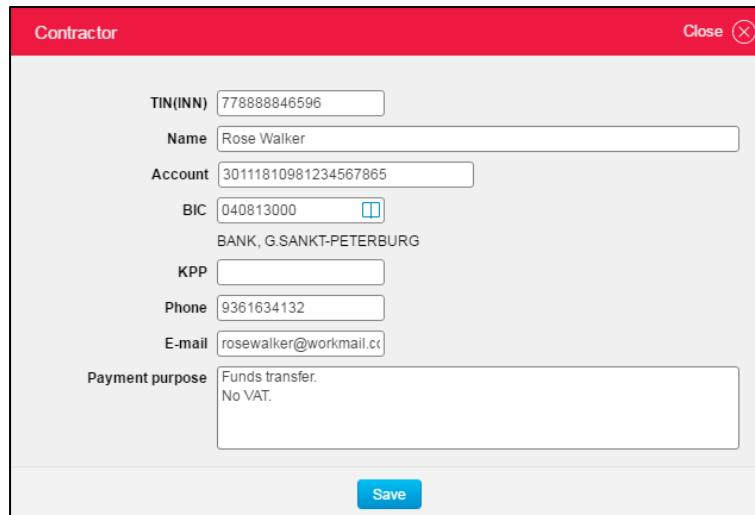
- «[Contractors for payments in rubles](#)» is a directory, containing a list of contractors (organizations, as well as natural persons/individuals), with whom you exchange payments. Can be manually edited.
- «[Contractors for payments in foreign currency](#)» is a directory of contractors, used for making foreign currency payments. Can be manually edited.
- «[Payment info](#)» is a directory that contains information about payment purposes. The payment info directory is formed automatically based on created payments. Can be manually edited.
- «[Directory of banks](#)» is a directory that contains such bank details, as bank name, BIC, account and city. This directory cannot be edited.
- «[Country codes](#)» is a directory that contains a list of country names and their international codes. This directory cannot be edited.

18.1 Contractors for payment in rubles

In order to create a new contractor entry for filling in payments in Russian rubles please perform the following actions:

1. In the «Directories → Contractors payments in rubles» section, click the «Create»  button on the instruments panel.
2. The «Contractor» window will open. Fill in the fields. Please note that the «Name» and «BIC» fields are mandatory to fill in.

An example of the «Contractor» window:



The screenshot shows a modal window titled "Contractor". It contains the following fields:

- TIN(INN): 778888846596
- Name: Rose Walker
- Account: 30111810981234567865
- BIC: 040813000 
- BANK, G.SANKT-PETERBURG
- KPP: [empty]
- Phone: 9361634132
- E-mail: rosewalker@workmail.cc
- Payment purpose: Funds transfer.
No VAT.

At the bottom right is a "Save" button.

3. Click the «Save» button. The contractor information will be added to the contractors list in the current section. When creating payments in rubles, you can select any contractor you've added by clicking the  icon in the «Payee» field.

18.1.1 Export of contractors directories for payments in rubles into «1C:Enterprise» system

In the «Contractors for payment in rubles» section the added contractors can also be exported into a *.csv file.

To export contractors entries click the «Export»  button on the instruments panel. The exported file can be later used in the «1C:Enterprise» accounting system. The name of the exported file is «Export_contractors_rur_DD_MM_YYYY.csv». An example of contents of the exported contractors' directory:

```
ИИН/КПП,Наименование,Счет,ОКАТО,Бик
+"5406299278/0000000000","УФК по Новосибирской области (управление Росрегистрации по НСО)",+"40101810900000010001",+"",+"045004001"
+"2632077421/263201001","ZAO DEMO 123.NET",+"40702810103000001961",+"",+"040708746"
+"305670223042/0000000000","ЗАО
"Трубопровод","",+"40817810007770015011",+"",+"045017666"
```



18.2 Contractors for payments in foreign currency

All added contractors for payments in foreign currency are listed in the «**Contractors for payments in foreign currency**».

Name	Address	Bank account
Wayne Enterprises, Inc.	UNITED STATES Gotham 15, High street, 03142	4070158780456892556454 GOTHAM MERCHANT'S LTD
Dronken Tulp, NV ИНН 12312312	NETHERLANDS Гауда	4070158780456892556124 RABOBANK GROEP, NV
Kawaii Chan, Ltd. ИНН 6463489634	JAPAN Осака	4070158780456092556104 OKINAWA DEVELOPMENT CORPORATION
Polskie jajka, Ltd. ИНН 128134123	POLAND Варшава	4070158780456092550404 PKO BANK POLSKI

Adding a new contractor for payments in foreign currency is mostly similar to adding [contractors for payments in rubles](#).

An example of the «**Contractor**» window:

Please note that the «Name», «Account» and «Payee bank» fields are mandatory to fill in.

Click the «Save» button. The contractor information will be added to the contractors list in the current section. When creating payments in foreign currency, you can choose the contractor you've added by clicking the icon in the «Payee» field.



18.3 Payment info

The «Payment info» directory contains entries about various purposes of payments. You can manually add values in this directory to save time when filling in frequently used payment orders.

Purpose of payment
<input type="checkbox"/> Payment in the contract №666 from 06.06.2014. No VAT.
<input type="checkbox"/> Payment in the contract №666 from 06.06.2014. VAT (13%).
<input type="checkbox"/> Payment in the contract №666 from 06.06.2014. VAT (18%).
<input type="checkbox"/> Payment in the contract №2634 from 06.06.2016. No VAT.
<input type="checkbox"/> Payment in the contract №2634 from 06.06.2016. VAT (13%).
<input type="checkbox"/> Payment in the contract №2634 from 06.06.2016. VAT (18%).
<input type="checkbox"/> Payment in the contract №8006 from 06.06.2018. No VAT.
<input type="checkbox"/> Payment in the contract №8006 from 06.06.2018. VAT (13%).
<input type="checkbox"/> Payment in the contract №8006 from 06.06.2018. VAT (18%).
<input type="checkbox"/> Funds transfer. No VAT.

To add a purpose of payment, click the «Create»  button on the instruments panel.

The «**Purpose of payment**» window will open. Fill in the form and click the «Save» button.

Purpose of payment
Payment on the contract №666 from 06.06.2016. No VAT.

Save

Saved entries can be copied, changed or deleted by clicking the corresponding button on the instruments panel.



18.4 Directory of banks

The directory of banks contains entries about banks, their names, BICs, correspondent accounts and their cities/townships. The entries in this directory are filled in automatically when you select an account on a payment form.

Directories cannot be manually edited.

BIC	Name	Account	City
045004832	РНКО "ПЛАТЕЖНЫЙ ЦЕНТР" (ООО)	30103810100000000832	ГНОВОСИБИРСК
040021002	ПУ БАНКА РОССИИ N 83604	30103810100000000333	ГНОВОСИБИРСК
040031002	ПУ БАНКА РОССИИ N 83524	30101810200000000777	ГНОВОСИБИРСК
040037002	ПУ БАНКА РОССИИ N 25631	30101810400000000717	ГБАЙКОНУР
040038002	ПУ БАНКА РОССИИ N 02017	30101810700005500575	ГНОВОСИБИРСК
040041002	ПУ БАНКА РОССИИ N 10513	30101810700005500555	ГНОВОСИБИРСК
040117000	КБ ШЕДРОСТЬ	30101810700005500518	с. Романово
044579647	ЗАО УКРАДПРИСВОЙРАСПИЛБАНК	30101810900000000647	Г.МОСКВА
040173604	КБ МУНИЦИПАЛЬНЫЙ БОБРУЙСКИЙ БАНК ГБОБРУЙСК	30101810200000000604	Г.БАРНАУЛ
040180002	ООО КБ "ФИНАНС БИЗНЕС КОММЕРЦ БАНК"	30101810200000000605	г. Алейск
040306000	КБ ШЕДРОСТЬ	30101810200000000606	ГАРМАВИР
040313000	ЗАО УКРАДПРИСВОЙРАСПИЛБАНК	30101810200000000607	Г.ГЕЛЕНДЖИК
040314000	КБ МУНИЦИПАЛЬНЫЙ БОБРУЙСКИЙ БАНК ГБОБРУЙСК	30101810200000000608	Г.ГОРЯЧИЙ КЛЮЧ
040326819	ООО КБ "ФИНАНС БИЗНЕС КОММЕРЦ БАНК"	30101810800000000819	Г.ГУЛЬКЕВИЧИ
040326000	РКЦ БОГАТСТВО	30101810600000000757	Г.КРОПОТКИН
040349001	РКЦ СКРЕПНЫЙ	30101810200000000816	Г.КРАСНОДАР
040352908	РКЦ "МОСКОВСКИЙ"	30101810600000000908	ст-ца. Новопокровская
040353000	ООО КБ "ФИНАНС БИЗНЕС КОММЕРЦ БАНК"	30101810300000000780	Г.СЛАВЯНСК-НА-КУБАНИ
040361000	РКЦ ТЕМПРОК	30101810400000000933	Г.ТЕМПРОК

18.5 Country codes

The directory of country codes contains the list of names, international names and codes of all countries and sovereign territories. Start to type in the non-resident country field and the values from the directory will be automatically filled in.

The directory is not available for manual editing.



Faktura.ru Countries
RU
All organizations
Santalova N.A.
Exit

Refresh
Filter ▾

Code	Country ▲	International name
895	АБХАЗИЯ	ABKHAZIA
036	АВСТРАЛИЯ	AUSTRALIA
040	АВСТРИЯ	AUSTRIA
031	АЗЕРБАЙДЖАН	AZERBAIJAN
008	АЛБАНИЯ	ALBANIA
012	АЛЖИР	ALGERIA
016	АМЕРИКАНСКОЕ САМОА	AMERICAN SAMOA
660	АНГИЛЬЯ	ANGUILLA
024	АНТОЛА	ANGOLA
020	АНДОРРА	ANDORRA
010	АНТАРКТИДА	ANTARCTICA
028	АНТИГА И БАРБУДА	ANTIGUA AND BARBUDA
032	АРГЕНТИНА	ARGENTINA
051	АРМЕНИЯ	ARMENIA
533	АРУБА	ARUBA
004	АФГАНИСТАН	AFGHANISTAN
044	БАГАМЫ	BAHAMAS
050	БАНГЛАДЕШ	BANGLADESH
052	БАБАДОС	BARBADOS
048	БАХРЕЙН	BAHRAIN
084	БЕЛИЗ	BELIZE
056	БЕЛЬГИЯ	BELGIUM
204	БЕНИН	BENIN
060	БЕРМУДЫ	BERMUDA
100	БОЛГАРИЯ	BULGARIA
068	БОЛИВИЯ	BOLIVIA, PLURINATIONAL STATE OF
070	БОСНИЯ И ГЕРЦЕГОВИНА	BOSNIA AND HERZEGOVINA
072	БОТСВАНА	BOTSWANA
076	БРАЗИЛИЯ	BRAZIL
086	БРИТАНСКАЯ ТЕРРИТОРИЯ В ИНДИЙСКОМ ОКЕАНЕ	BRITISH INDIAN OCEAN TERRITORY
096	БРУНЕЙ-ДАРУССАЛАМ	BRUNEI DARUSSALAM

<< < 1 2 3 > >>

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19. Security

In the «**Security**» section, one can find information and tools that help to improve security while working in the Internet banking service. The section consists of the following subsections:

- the **Recommendations** subsection contains security recommendations on using the Service;
- the **Renew certificate** subsection contains certificate renewal instructions;
- the **Sessions log** subsection accumulates the Service log with records about log in date and time, IP address and certificate details.

19.1 Certificate

A certificate is a unique electronic credential, which helps to determine the identity of its owner via signature. A certificate is used for user authorization, as well as for signing and sending documents.

Certificates are provided by Faktura.ru partner banks when you decide to connect to the Internet banking service. In order to connect to the Service one needs to provide the set of documents similar to the one needed for opening an account. This means that only authorized clients with accounts in partner banks can sign in the Service. The certificate can be kept on a CD, a [Smart key dongle](#) or on other information medium, which is later used for every [log in the Service](#).

Smart key dongles are used instead of disks, memory cards and other data medium to provide enhanced protection of secret keys against theft by intruders or malicious software (Trojans).

Using smart key dongle is the most effective way to provide information protection, because certificate is generated and stored directly on a non-rewritable Smart key dongle.

A certificate cannot be copied from a Smart key dongle or extracted and send as a file.

Smart key dongles are protected from unauthorized and illicit use through a client-set PIN-code input for every operation in the Service. After the PIN-code was typed in incorrectly several times, the account in the Service will be suspended until the bank releases the lock. The brute force-proof unlock code is set by the client.

There currently are three types of smart key dongles used in the Service:

- The Smart key dongle («Рутокен ЭЦП») which meets the international and Russian standards (ГОСТ) (Pic. 1).





Pic. 1. Smart key dongle «Рутокен ЭЦП»

- The Smart key dongle (ГОСТ) which meets the international and Russian standards (ГОСТ) (Pic. 2)



Pic. 2. Smart key dongle ГОСТ

- The Smart key dongle (RSA) which meets the international standards. This key dongle type is designed for storing keys, written with the use of «Смарт-ключ (RSA cryptosystem)» (Pic. 3)



Pic. 3. Smart key dongle (RSA)

19.1.1 SafeTouch USB token reader device



Please note that the SafeTouch device can be used in the Faktura.ru banking service only with GOST (ГОСТ) USB Smart key dongles (learn more about [types of Smart key dongles](#)).

This feature is not available by default for all the banks and is not enabled for all the clients. Learn more about the availability of the feature and its options by contacting the Customer service center in your bank.

If the SafeTouch feature is enabled for you, you will be able to [get user login and password](#) to log into the Service and create documents this way, however you would need to use the SafeTouch device and a GOST (ГОСТ) USB Smart key dongle to sign and send documents to the bank.

The SafeTouch device is a reader device for USB Smart key dongles that provide maximum level of security by showing key information on a document being signed on a device display.

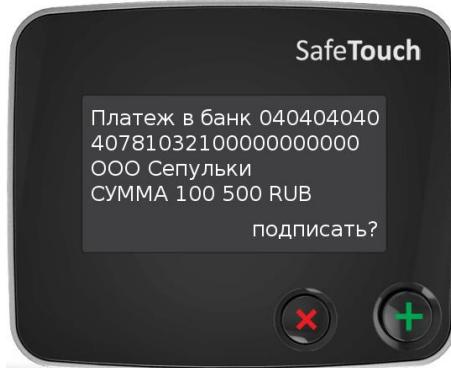
Even if a document was meddled with by a fraudulent person, you will see true details of a payment order on the device's display. No document will be signed until you press the sign button on the body of your device. Even if your bank allows you to log into the Service only using the SafeTouch device (contact your bank to learn more) and a fraudulent person managed to gain control over your PC, this person will not be able to sign and send documents to the bank.

The device should be plugged into your PC via a USB port with a provided cable. SafeTouch is equipped with a monochrome display that can show up to 5 lines of text (the first 4 lines always contain under 192 characters) that horizontally scroll to show the rest of the characters in a line.

Every SafeTouch reader device is marked with a unique ID sequence engraved on the back panel of the device. The ID can be used to identify the certain device. By pressing both buttons on the device you can see its information on the display.



When you sign a document you will see the key details of the document being signed on the device display.



To sign a document you need to press the «+» button on the device. To cancel document signing press the «-» button. Please note that not all the documents in the Service need to be signed by pressing the «+» button.

19.2 Recommendations

The «**Recommendations**» sections contains recommendations on safe use of the Internet banking service. Please read these simple rules and recommendations and follow them to protect your information and funds.

Dear Customers!
It is strongly recommended to apply the complex of security measures, when working in Online banking:

- Monitor the status of your accounts (by statements review) and in case of any suspicious transactions, immediately apply to your bank to cancel them and declare the certificate of Electronic Signature compromised and faulty.
- Pay attention to the date and time of last logons to the System (data is displayed on the main page of the System, as well as in a special section "Security -> Sessions log").
- Keep your key carriers (smart cards, USB flash drives, CDs) in places inaccessible for third parties. Rule out keeping your keys on hard disk, network directories and other publicly available resources.
- Keep in secret your key access password, rule out its record on stickers, key carriers etc., you should never tell anybody your password by phone, even the bank's employees (the bank doesn't require it for your service).
- Use e-mail or SMS-informing about sending payments to the bank. If any fraud operations suspected, apply to the bank immediately! [Set up](#)

Furthermore, we recommend you to observe security rules as regards any data on your computers.

- Please use only trusted computers with licensed software, antivirus and firewall. Perform periodic antivirus computer scanning. Timely update licensed operating system, browsers and antivirus databases.
- Antivirus software must be running continuously since starting computer. It is recommended to make a complete weekly scanning of your computer for viruses, removing the detected malware.
- When working with e-mails, do not open messages and attached files from unknown senders, either click on links in such messages.
- Timely update your operating system, installing patches and critical updates.
- Do not use administrator rights if it is not necessary. In your everyday practice, log in to the system as a user without administrator rights.
- Enable system event audit, that registers occurring errors, users' logon and programs' launch, periodically review the system log and look for suspicious events.
- Disable the firewall connection to the Internet protocols ftp, smtp. Allow connections only from specific smtp mail servers, where your e-mail boxes are registered.
- Never enable the internet access for unknown applications.
- When going online, never agree to install any additional software.

Please pay attention!
Storage of the private key of Electronic Signature on hard disk is inadmissible.

(i) We recommend to apply to the bank to replace your carrier with the private key of Electronic Signature (USB flash drive, CD, etc.) with a specialized smart key. Nowadays, such kind of key carriers is one of the most effective ways of preventing theft of private keys of Electronic Signature.

19.3 Renew certificate



The section is unavailable when using login and password to log into the Internet banking service.

The certificate is valid during one year from the date of certificate issuing. One can renew a certificate only while it is valid, otherwise the renewal procedure is not available and one must refer to the bank in



order to get a new one. After every logging in you will be notified about a pending renewal procedure starting from 30 days before the validity period ends

If you have accounts in different banks, you can apply for certificate renewal in a bank of your choice.

You can renew your certificate from the Internet banking service, if your bank provides this feature, or refer to a local bank branch or a certificate issuing company.



Please note that the renewal procedure is charged with a fee set by the bank.

You can renew your certificate from the «**Security → Renew certificate**» section.

Please perform the following steps to renew the certificate:

1. To renew a certificate click the «Send a request to BANK_NAME bank» link.

The screenshot shows the Faktura.ru interface for certificate renewal. The left sidebar has a dark background with white text. The 'Renew certificate' option is highlighted with a light gray background. The main content area has a white background with black text. There are two informational boxes: one with a blue info icon and another with a red warning icon.

Home
Accounts in banks, statements
Corporate cards
Payments in roubles
Import of documents, directories
Loans and deposits
Salary contracts
Currency operations
E-mail and documents (55)
Payment for services
Directories
Security
Recommendations
Renew certificate
Sessions log
Mobile version
More features

Certificate renewal

RU All organizations Ilyuhin K.S. Exit

Info You need to renew your personal digital certificate for safe and secure work in the system. The certificate is valid for a year from the date of its acquisition or renewal. It will become invalid on 05.06.2018.

To renew the certificate please do the following about 10-15 days before the validation period ends:

Send e-mail request to your bank or company.
In this case you will not be required to attend the bank or company in person — you will receive new certificate via e-mail.
or
Please refer to your local Bank branch in person.
In this case you will need your key (on smart card, flash drive or floppy drive) and an ID card(passport).

— Send a request to BANK.
— Send a request to RKC Gomyak.
— Send a request to FKB "BANK".
— Send a request to BANK INTERNATIONAL.
— Send a request to Inter Bank.
— Send a request to ZAO Rus Bank.
— Certificate renewal in company ЗАО "БАНК" is possible only if you come to the office in person.

Warning Certificate renewal fee is charged according to the current bank or company or company rates.

2. You will be redirected to the «**Certificate renewal**» page. Then specify a certificate storage device (for Smart key dongles) or folder (for a certificate file on a hard drive or other mediums).
3. Click the «Next» button.



Faktura.ru Certificate renewal

Your certificate

Subject: CN=Pjatnica Nikolaj Stepanovich, O=AO Ninel, L=Novosibirsk, C=RU
Issuer: CN=Class 2 CA, OU=CAs, O=FTC, C=RU

The request for a certificate renewal will be sent to Certificate authority

Please check the accuracy of your e-mail address, contact phone number and press the button 'Renew certificate'

Phone X

E-mail

Make sure, that you specify valid email address, since it will be used to receive a link for saving a key certificate and to get notices on certificate expiry.

Renew

4. Then type in the password (PIN-code) for the certificate file or the Smart key dongle depending on the selected certificate type and click the Enter key on the keyboard.



5. The next page requires an input of contact information. Please make sure that the input E-mail is correct because you will be sent a download link for a new certificate to this address.
6. Click the «Renew» button.



Faktura.ru Certificate renewal

Your certificate

Subject: CN=Pjatnica Nikolaj Stepanovich, O=AO Ninel, L=Novosibirsk, C=RU

Issuer: CN=Class 2 CA, OU=CA, O=FTC, C=RU

The request for a certificate renewal will be sent to Certificate authority

Please check the accuracy of your e-mail address, contact phone number and press the button 'Renew certificate'

Phone X

E-mail

Make sure, that you specify valid email address, since it will be used to receive a link for saving a key certificate and to get notices on certificate expiry.

Renew

- After the request is successfully processed, you will be sent a link to a new certificate to your E-mail address.

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Request accepted

Удостоверяющий Центр "Authority" принял Ваш запрос № 287dc7eacae73 на обновление сертификата "Класс 2".

At the moment only your Private(secret) key has been generated.

To use the certificate you also need a Public key.

You shall receive a link (URL) to receive a certificate, as soon as your data is confirmed by the Agent of the Certificate Authority.

- Make sure that your Smart key dongle is plugged in your computer. Click the link and then kindly double-check the information in the window.
- To renew the certificate, you should sign the «Transfer and acceptance certificate». Make sure that the information in the form is correct.
- Click the «Sign» button.
- Click the «Save certificate» button. When the certificate is successfully renewed and downloaded you will be shown a corresponding message.



19.4 Session log

The «Session log» section contains records about log in date and time, IP address and details about certificate used to log into the Internet baking service on your behalf.



If you see suspicious IP addresses on the list, contact the bank immediately.

Date and time (Moscow time zone)	IP address	Certificate
29.09.2017 08:56:42	111.11.11.11	CN=PORYVKINA NINA ANATOLEVNA, OU=otdel, O=ZAO 'NINEL', L=Novosibirsk, C=RU
29.09.2017 06:58:24	222.22.22.22	CN=PORYVKINA NINA ANATOLEVNA, OU=otdel, O=ZAO 'NINEL', L=Novosibirsk, C=RU
29.09.2017 06:37:46	111.11.11.11	CN=PORYVKINA NINA ANATOLEVNA, OU=otdel, O=ZAO 'NINEL', L=Novosibirsk, C=RU
29.09.2017 05:16:27	111.11.11.11	CN=PORYVKINA NINA ANATOLEVNA, OU=otdel, O=ZAO 'NINEL', L=Novosibirsk, C=RU
28.09.2017 15:04:19	111.11.11.11	CN=PORYVKINA NINA ANATOLEVNA, OU=otdel, O=ZAO 'NINEL', L=Novosibirsk, C=RU
28.09.2017 14:44:49	222.22.22.22	CN=PORYVKINA NINA ANATOLEVNA, OU=otdel, O=ZAO 'NINEL', L=Novosibirsk, C=RU
28.09.2017 13:36:10	222.22.22.22	CN=PORYVKINA NINA ANATOLEVNA, OU=otdel, O=ZAO 'NINEL', L=Novosibirsk, C=RU
28.09.2017 13:35:36	222.22.22.22	CN=PORYVKINA NINA ANATOLEVNA, OU=otdel, O=ZAO 'NINEL', L=Novosibirsk, C=RU
28.09.2017 13:33:51	111.11.11.11	CN=PORYVKINA NINA ANATOLEVNA, OU=otdel, O=ZAO 'NINEL', L=Novosibirsk, C=RU
28.09.2017 12:59:52	111.11.11.11	CN=PORYVKINA NINA ANATOLEVNA, OU=otdel, O=ZAO 'NINEL', L=Novosibirsk, C=RU
28.09.2017 11:36:26	111.11.11.11	CN=PORYVKINA NINA ANATOLEVNA, OU=otdel, O=ZAO 'NINEL', L=Novosibirsk, C=RU
28.09.2017 07:48:26	111.11.11.11	CN=PORYVKINA NINA ANATOLEVNA, OU=otdel, O=ZAO 'NINEL', L=Novosibirsk, C=RU
28.09.2017 07:18:59	111.11.11.11	CN=PORYVKINA NINA ANATOLEVNA, OU=otdel, O=ZAO 'NINEL', L=Novosibirsk, C=RU
28.09.2017 07:12:36	111.11.11.11	CN=PORYVKINA NINA ANATOLEVNA, OU=otdel, O=ZAO 'NINEL', L=Novosibirsk, C=RU
28.09.2017 05:40:06	222.22.22.22	CN=PORYVKINA NINA ANATOLEVNA, OU=otdel, O=ZAO 'NINEL', L=Novosibirsk, C=RU
27.09.2017 13:14:27	222.22.22.22	CN=PORYVKINA NINA ANATOLEVNA, OU=otdel, O=ZAO 'NINEL', L=Novosibirsk, C=RU
27.09.2017 12:59:57	111.11.11.11	CN=PORYVKINA NINA ANATOLEVNA, OU=otdel, O=ZAO 'NINEL', L=Novosibirsk, C=RU
27.09.2017 12:58:24	111.11.11.11	CN=PORYVKINA NINA ANATOLEVNA, OU=otdel, O=ZAO 'NINEL', L=Novosibirsk, C=RU
27.09.2017 12:55:21	111.11.11.11	CN=PORYVKINA NINA ANATOLEVNA, OU=otdel, O=ZAO 'NINEL', L=Novosibirsk, C=RU
27.09.2017 12:45:44	111.11.11.11	CN=PORYVKINA NINA ANATOLEVNA, OU=otdel, O=ZAO 'NINEL', L=Novosibirsk, C=RU
27.09.2017 12:40:14	111.11.11.11	CN=PORYVKINA NINA ANATOLEVNA, OU=otdel, O=ZAO 'NINEL', L=Novosibirsk, C=RU
27.09.2017 12:34:22	111.11.11.11	CN=PORYVKINA NINA ANATOLEVNA, OU=otdel, O=ZAO 'NINEL', L=Novosibirsk, C=RU
27.09.2017 12:29:50	111.11.11.11	CN=PORYVKINA NINA ANATOLEVNA, OU=otdel, O=ZAO 'NINEL', L=Novosibirsk, C=RU
27.09.2017 12:28:37	111.11.11.11	CN=PORYVKINA NINA ANATOLEVNA, OU=otdel, O=ZAO 'NINEL', L=Novosibirsk, C=RU
27.09.2017 12:14:25	222.22.22.22	CN=PORYVKINA NINA ANATOLEVNA, OU=otdel, O=ZAO 'NINEL', L=Novosibirsk, C=RU
27.09.2017 07:14:33	222.22.22.22	CN=PORYVKINA NINA ANATOLEVNA, OU=otdel, O=ZAO 'NINEL', L=Novosibirsk, C=RU
27.09.2017 07:06:18	222.22.22.22	CN=PORYVKINA NINA ANATOLEVNA, OU=otdel, O=ZAO 'NINEL', L=Novosibirsk, C=RU
26.09.2017 11:46:23	111.11.11.11	CN=PORYVKINA NINA ANATOLEVNA, OU=otdel, O=ZAO 'NINEL', L=Novosibirsk, C=RU
26.09.2017 08:05:10	111.11.11.11	CN=PORYVKINA NINA ANATOLEVNA, OU=otdel, O=ZAO 'NINEL', L=Novosibirsk, C=RU

19.5 Limits



Please note that the availability of the following features depends on the partner bank and can be unavailable to all the clients. To learn more please contact your bank. Please contact the Customer service center of your bank for further information.

The system of limits is used to protect your funds and prevent fraudulent activities in the Internet banking Service. The system of limits provides multi-level control over cash transactions.

Limits are **maximum allowed amounts in Russian Rubbles**. If the currency of payment is different from Russian Rubles, the set limit is converted according to the exchange rate of the Central Bank of the Russian Federation. Limits are applied if you have logged into the Internet banking Service:

- with a certificate file
- with a certificate on a Smart key dongle
- with login and password

Limits are also applied to all payments made using accounts of organization, regardless of which employee made them, and are carried out **on the same transaction day (Moscow local time, GMT +3)**. All payments and transfers with a future date are registered on the date of payment.

All payments are divided into 3 categories:

- Risk-free payments: on your accounts, budgetary, in the bank's favor, confirmed via SafeTouch. Such payments do not undergo additional security check and are automatically sent to bank.
- Prohibited payments: made from banned IP-addresses or to prohibited accounts.
- Risk payments: all other types of payments.

Please note that the limit amounts for risk payments depend on payment execution channel, confirmation (sign) method and payee. Limit amounts are determined based on the following logic:

Payment/transfer execution channel	Confirmation method	Payee	Limit amount
Web site	+ Text message (SMS)	+ юр. лицо	= average limit amount
Web site	+ Certificate file	+ юр. лицо	= average limit amount
Web site	+ Smart key dongle	+ юр. лицо	= largest limit amount
Web site	+ Text message (SMS)	+ физ. лицо	= smallest limit amount
Web site	+ Certificate file	+ физ. лицо	= small limit amount
Web site	+ Smart key dongle	+ физ. лицо	= average limit amount
Mobile application	+ Text message (SMS)	+ юр. лицо	= small limit amount
Mobile application	+ Text message (SMS)	+ физ. лицо	= smallest limit amount

 If your payment exceeds the maximum limit, please try different confirmation method.
Please contact your bank to learn and change the maximum limit.



20. Mobile version



The section is unavailable when using login and password to log into the Internet banking service.

The following features and operations are available in the «**Mobile version**» section:

- Apply for login and password for the mobile version of the Internet banking service
- Monitor the status of the login/password application
- Download the application
- Use the link to the mobile version of the Internet banking service

The screenshot shows the Faktura.ru mobile version login interface. On the left, there's a sidebar with various menu items like Home, Accounts in banks, statements, Corporate cards, etc. The 'Mobile version' item is highlighted. The main area has a 'Bank' dropdown showing 'BANK' and 'BANK COIN'. To the right of the dropdown, there's a 'Login' section with a blue 'Activate' button, which is overlaid with a red rectangular box. Below the 'Activate' button, there's a note: 'After application processing you will get a text message (SMS) with a temporary password to the phone number +7 (9XX) XXX-XX-92 to log into mobile version.' At the bottom of the page, there's a copyright notice: '© 2000 Faktura.ru. All rights reserved.'

To log in to the Service from a mobile device you need to use a login and password (learn more in the [«Using login and password» chapter](#)).

Login can be obtained in the «**Mobile version**» section. The «**Activate**» link is shown opposite those banks who have the mobile version of the Service. To apply for login and password for the mobile version of the Service, click the «**Activate**» link in the «**Login**» column opposite the selected bank and fill in the application form: come up with a login, type your phone number for temporary password for first log in and one-time passwords used for signing (learn more in the [«Log in using login and password»](#) и [«Confirmation of actions and operations»](#) chapters).



Application for receiving a login and password Close 

In order to get access to accounts in your organization via a mobile device or a tablet please send a login and password application to the Bank.

Bank FKB "BANK"

Login f2b- Please create a login using only numerals and Latin characters.

Phone number 

This phone number stated in your agreement with the Bank will be used for receiving text messages (SMS), containing a temporary password for the first log in, and messages with one-time passwords for action and operation confirmations further on. To change the phone number, please refer to your local Bank branch.

Send

To switch to the mobile version of the Service click the link <https://www.faktura.ru/f2b-mobile> at the top of the current page. Automatic redirect to the mobile version is also executed when opening the link <https://www.faktura.ru/f2b> from a smartphone.



Please note that you can only view account balance, documents and monitor their statuses when using the Service on a smartphone. When using a tablet, you will be able to access all the features and actions available in the web version, provided the bank granted you respective permits.

You can find the «**The Mobile version of the Internet banking service for corporate clients**» manual (in Russian) on the Faktura.ru web site in the «[Download user manuals \(Скачать инструкции пользователя\)](#)» section.



21. Rate plans

Please note that the availability of the following features depends on the partner bank and can be unavailable to all the clients. To learn more please contact your bank. Please contact the Customer service center of your bank for further information.

 If you have a new account under management the Service will ask you to select a rate plan upon logging in. You will not be able to continue working in the Service without selecting the rate plan. The plan can be later changed in the «Rate plans» section.

Only a designated person of the particular account can select or change a rate plan for the account.

Your bank can offer various features and conditions for managing every banking account in your organization. This set of conditions is called a rate plan. It has a fixed service fee, fees for payment and transactions using this account, cash withdrawal, opening and managing linked products, etc. You can send an application for changing the rate plan directly from the Internet banking service, the «Rate plans» section in the Services column.

The rate plan will be changed only after your application will be reviewed and approved by the bank. The new rate plan will be in place starting from the 1st day on the next month.

In order to create and send application to the bank:

 Please note that if you already have unprocessed applications for changing the rate plan on the selected account in the Internet banking service, you will not be able to send a new application on this account.

1. In the «Rate plans» section select an account for which you want to change the rate plan. If there are unprocessed applications on this account, you will see the «The application is being processed by the Bank. You can send another application when this one is processed» label.
2. Select a rate plan and click the «Activate» button.



The screenshot shows the 'Rate plans' section of the Faktura.ru interface. On the left, a sidebar lists various banking and financial management features. The 'Rate plans' option is selected and highlighted in grey.

The main content area displays two rate plan options:

- «Базовый»** (Basic):
 - Icon: Small building outline.
 - Description: Tariff plan for small business. Allows:
 - Interest-free transfers between accounts within the bank's network,
 - 1.4% on cross-bank transfers and payments,
 - Special offers for sole proprietors.
 - Payment per month: 959,00 ₽
 - Activation button: A red-bordered 'Activate' button.
- «Продвинутый»** (Advanced):
 - Icon: Factory or industrial building outline.
 - Description: Tariff plan for small and medium business. Allows:
 - For organizations with multiple branches,
 - Interest-free transfers between accounts within the bank's network,
 - 1.4% on payments to contractors in rubles,
 - 1.2% on utility payments (ЖКХ),
 - 1.6% on payments for mobile communication services,
 - Reduced interest rates for ruble-based credits.
 - Payment per month: 1 900,00 ₽
 - Activation button: A blue 'Activate' button.

At the bottom, a link reads 'Learn more about rate plans'.

3. The signing application window will open. Click the «Sign» button to send the application to the bank.

You can view sent applications for changing rate plan by clicking the «Application» button on the instruments panel. The «Rate plans / Applications» page will open.

The screenshot shows the 'Rate plans / Applications' page. The sidebar on the left is identical to the previous screen. The main area displays a table of sent applications:

Date time (GMT +3)	Account	State	Rate plan	Note
17.04.2018 15:50:08	40702810600100001424	✓ Processed 17.04.2018	Базовый	
17.04.2018 15:42:44	40702810600100001460	✓ Processed 17.04.2018	Для малого и среднего бизнеса	
17.04.2018 12:21:53	40702840100000000000	↗ Sent to the bank 17.04.2018	Продвинутый	
17.04.2018 12:14:30	40702840100000000005	✓ Processed 17.04.2018	VIP	Тарифный план начнёт действовать с первого дня следующего месяца

On this page, you can check the date and time (GMT +3) of the application, the account number, the application state, the selected rate plan and note put by the bank (if available).

There are several buttons available on the instruments panel:

- the «Back» button for returning to the previous page;
- the «Refresh» button for refreshing the data on the current page;
- the «Preview» button (with signature verification or without) for viewing a print form of the selected application;
- the «Print» button for printing the selected application;
- the «Export» button for downloading the selected application as a *.html file.



22. More features

The «**More features**» section in the Service menu contains information on integration with the «1C:Enterprise» service via the DirectBank technology and the 1C Faktura.ru module.

Use the Internet banking service from 1C:Enterprise 8

You can manage your business banking directly from 1C:Enterprise 8 without having to export and import documents. Explore the possibilities:

- Get and import statements with automated analytics on accounts and contractors
- Create, sign and send payments
- Automatically monitor incoming payments

DirectBank

Supported configuration:

- Enterprise Accounting (Бухгалтерия предприятия) 3
- Trade Management (Управление торговлей) 1.1
- Small Business (Управление небольшой фирмой) 1.6
- ERP Enterprise Management (Управление предприятием) 2
- Complex Automation (Комплексная автоматизация) 2
- as well as 1cfresh.com cloud-based solutions.

[Download external processing module "DirectBank"](#) [Download a manual](#) [Need help?](#)

1C Faktura.ru module

Additional instrument for creating and confirming salary registries. Supported configuration of 1C:Enterprise 8:

- Enterprise Accounting (Бухгалтерия предприятия) 1.5, 1.6, 2.0
- Trade Management (Управление торговлей) 1.0.3
- Salary and HR management (Зарплата и управление персоналом) 2.5
- Manufacturing Enterprise Management (Управление производственным предприятием) 1.2, 1.3
- Complex Automation (Комплексная автоматизация) 1.0
- Billing document (Фатажные документы) 1.0

[Download a full list of supported configurations](#) [Download external processing «1C Faktura.ru module»](#) [Download a manual](#) [Need help?](#)

Import and export documents in formats compatible with 1C:Enterprise, Моё дело, Контур Эльба, Контур Бухгалтерия

1C **Моё дело** **Контур.эльба** **Контур.бухгалтерия**

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Here you can learn more about this feature, supported 1C configuration, you can also download the corresponding software and manuals here, as well as ask for help with setting everything up.

If you need help with setting up, click the «**Need help?**» button. The «**Get help**» window will open. Please specify the 1C Product name and version, your E-mail and cell phone number and the convenient time when the support should contact you. Click the «**Send**». Our support team will contact you at the specified time.



Get help

[Close](#)

In order to get help on how to set up connection between 1C and the Service please indicate:

1C product name and version

E-mail

Cell phone number

When should we contact you? (Moscow time)

 :

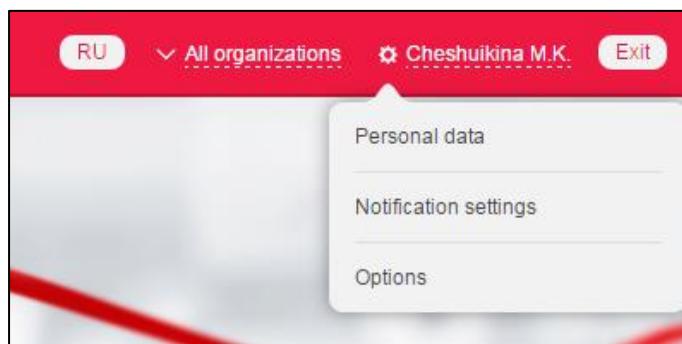
[Send](#)

23. Personal settings

To see the list of available personal settings, click your name in the upper right corner.

The «Personal settings» parameters contain:

- [Personal data](#)
- [Notification settings](#)
- [Options](#)



23.1 Personal data

The «**Personal data**» window you view and edit your personal details:

- The «client» segment contains the «Identity» fields with the form of identification and TIN(INN) (when specified in the contract with the bank).
- The «Access key» segment contains information about the access key to the Internet banking service in the «Key» field and organization which issued the key in the «Issued by» field.
- The «Contact information» segment contains the «Phone» field with your cell phone number and «E-mail» field with the E-mail indicated in the contract with the bank. The fields are available for manual editing if your bank provides this feature.
- The «Time zone» segment contain the «Difference with Moscow time in hours» field which is always available for editing. This field determines the time you receive notification «Daily notification about the account balance at a specified time of day» and the date of creation and receipt of statement requests.

To save the changed parameters click the «Save» button.



Personal data

Client

Passport Паспорт 25 54 000000 выдан 01.01.2010 ОУФМС России по Волгоградской обл. в Городищенском районе

TIN (Tax Identification Number) 777777777777

Nationality Россия

Date of birth 01.01.1990

Access key

Key CN=CHESHIKINA MARINA KARPOVNA, OU=otdel, O=ZAO 'MORE', L=Novosibirsk, C=RU

Issued CN=Class 2 CA, OU=CAs, O=FTC, C=RU

Contact information

To amend the contact information, please contact your bank

Phone

E-mail cheshuikinamarina@example.com

Time zone (relative to Moscow time)

Difference with Moscow time in hours

Save

23.2 Notification settings

The «Notification settings» window allows viewing and editing templates of available SMS and E-mail notifications.

Notification settings

The Bank enabled the following notifications for you

Bank БАНК, БИК 045017666

Organization Акционерное общество Нинель, ИНН 8501234567

Phone number +7 (9XX) XXX-XX-39 Contact phone number

Add. number +7 (1XX) XXX-XX-11 Additional phone number

E-mail example@example.com

Phone number Notify when logging in to the System Notify when sending payments

Notifications

via SMS	<input type="checkbox"/> on logging in to the System	to E-mail	<input checked="" type="checkbox"/> on logging in to the System
	<input type="checkbox"/> on payments' sending		<input checked="" type="checkbox"/> on payments' sending
	<input checked="" type="checkbox"/> on payments' processing		<input checked="" type="checkbox"/> on payments' processing

To set up SMS notification, please apply to the bank.

Attention!

Immediately contact the bank in case you receive SMS-notification on the following operations, made without your consent or participation:

- changing of the phone number for receiving SMS-notifications,
- system logons, that you have not done,
- sending to the bank payments, that you didn't authorize.

Advanced settings **Save**



To view the information on notifications enabled in the bank where you have accounts, select the bank in the «Bank» field.

Next, choose an organization you are a member of and that has accounts in the selected bank.

Depending on the selected organization and bank, there you can also see a phone number and additional phone number, as well as an E-mail and phone number for notifications. For safety reasons these fields are not available for manual editing. The notifications via SMS and E-mail settings in the «Notifications» segment are available for manual editing if the bank provides this feature.

To change the additional settings for notifications, click the «Advanced settings» button. The «Personal notification settings» window will open.

Personal notification settings

You can enable additional notifications

E-mail You can indicate several addresses separated by comma

Receive notifications on this event

Log in to the system Settings
Notification on user's logging in to the system

Execution of documents sent to the bank Settings
This notification will allow you to know about the results of execution of the document earlier sent to the management company (the document was executed, returned etc.)

Receipt of extract or intermediate information about account transactions from the bank Settings
When an extract or intermediate information about account transactions is received from the bank, a notification will be sent to you

Receipt of a bank's request to confirm the balance Settings
Notification is generated if the bank has sent to the customer a request to confirm account balance for a specified date

Notifications on receipt of foreign currency income Settings
Notification is sent if the system has received a notification from the bank about transferring foreign currency income to a transit account

Receipt of a free format document Settings
Notification about the receipt of a free format document from the bank

Bank replaced the statement of account sent earlier Settings
Notification on the event is sent if the bank replaced the statement of account (or part of this document) sent earlier with the new one

Receipt of new messages Settings
Notification about a new message received in the secured mail of the system

Increase of the account balance Settings
Notification about the fact that the balance of funds on your account has increased. For this mode to work properly, it is necessary that your bank provide the system with timely information about the change of your account balance

Decrease of the account balance Settings
Notification about the fact that the balance of funds on your account has decreased. For this mode to work properly, it is necessary that your bank provide the system with timely information about the change of your account balance

Daily notification about the account balance at a specified time of day (06:00 a.m.) (06:00) Settings
At the specified time, the system automatically sends actual information on the account balance. For this mode to work properly, it is necessary that your bank provide the system with timely information about the change of your account balance

Receipt of new electronic bills Settings
Notification about the fact that an electronic bill was submitted to your organization

Change of the submitted electronic bills status Settings
This notification will allow you to know about the results of payment of electronic bill submitted to your organization

Save

Personal notifications allow receiving notifications about actions taken (log into the Service, change of balance, change in document status, receipt of new messages, etc.) in the Internet banking service, without having to log into the Service.

To receive notification, indicate the E-mail address in the «E-mail» field (you can add several E-mail addresses separated by comma) to which the notifications will be sent.

Next, check the checkbox with notifications you want to receive. Notifications will be sent to the indicated E-mail.

To stop receiving a notification, uncheck the corresponding checkbox.

You may also change the look and content of each notification on the list.

To change the template of additional notifications:

1. Click the «Settings» links next to the notification template.

Execution of documents sent to the bank
This notification will allow you to know about the results of execution of the document earlier sent to the management company (the document was executed, returned etc.)

[Settings](#)

2. Customize the template for chosen notification in the «Notification template setup» form by choosing the type from the «Template» drop-down menu.

Notification template setup Close

Event Log in to the system
Template Уведомление о входе пользователе...
Subject Faktura.ru: Log in notification
Content \${fio}: logged into the Service \${timestamp}
IP-address: \${ip}
Certificate: \${key.subjectDn}

Substitutions [\\${fio}](#)
[\\${ip}](#)
[\\${key.issuerDn}](#)
[\\${key.subjectDn}](#)
[\\${timestamp}](#)

Note Choose subject or template fields to fill them in. The inserts will be used in the text when you click on them.

[View](#) [Ready](#)

There are usually 2 types of templates: «Short» and «Detailed».

3. Indicate the subject of notification. The field has the following subject by default: «Faktura.ru: [Type of notification]».
4. The «Content» field contains text and values (substitutions). The substitutions start with \$ symbol and are parameters which are substituted with real data. The text will be displayed as it displayed in the field.
5. Choose the required «Substitutions». When the link is hovered over with a pointer, the description of substitution and example will be displayed in the «Note» field. Click the link to add the substitution to the «Content» field.



To save the changes click the «Save» button.

23.3 Options

The «Options» window allows configuring of the following options: automatic archiving of processed documents, automatic completion of the registry of counterparties, sorting of documents in table, etc.

Options

Close (X)

Documents

Automatically archive processed documents

Automatically complete the register of counterparties

Save the sorting of documents in table

Warnings

Warn on exceeding the account balance, when sending payments

Statements

Export of statement without archive

Display the date of previous operation (according to the statement period) ▾

Save

Check the checkboxes of actions you want to activate in the Internet banking service in the «Options» window:

- Automatically archive processed documents;
- Automatically complete the register of counterparts;
- Save the sorting order of documents in table.

In the «**Warnings**» segment check the «Warn on exceeding the account balance, when sending payments» checkbox to allow the Service to check the transfer amount and the account balance when sending payments orders: if the account balance is lower than the transfer amount, you will see a warning message.

In the «**Statements**» segment check the «Export of statement without archive» checkbox to export the statements in non-compressed format.

In the «Display the date of» field choose the available option to display the date when exporting and printing reports/statements:

- «last operation» – the latest account transaction is displayed (by default);
- «previous operation (according to the statement period)» – in the «latest account transaction» field the date of the latest operation in relation to the beginning of account statements period is displayed.

To save the changes click the «Save» button.

