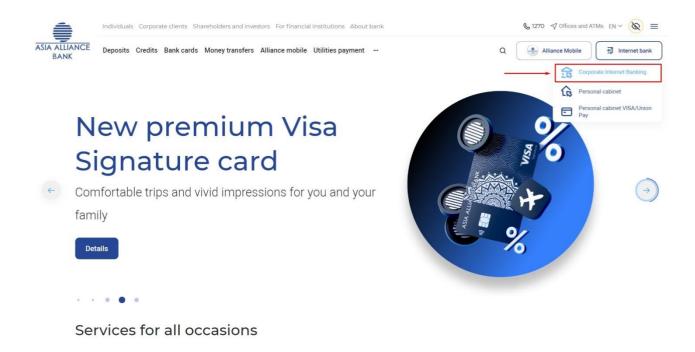
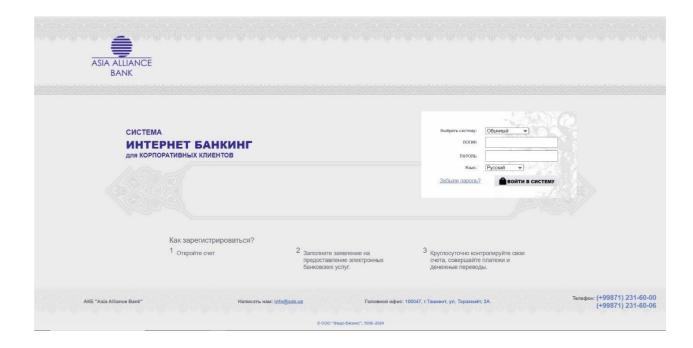
$\label{toward} User's \ Manual$ to work with the «Corporate Internet-Banking» system

Launch of the "Corporate Internet-Banking" system.

To start the system «Corporate Internet-Banking», you need to put the key in the computer, to dial the pin code, to go to the corporate website of the Bank www.aab.uz and select the menu «Corporate Internet-Banking».



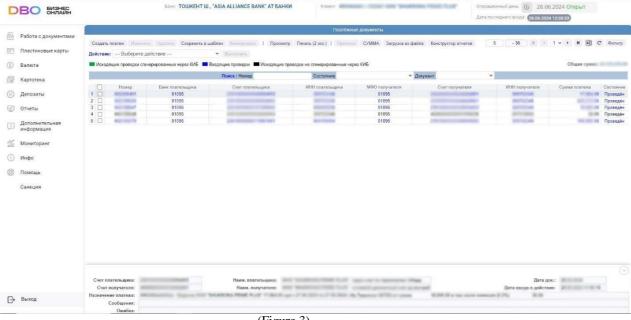
After launching, the «Login» window will be displayed on the screen. In the window that appears on the screen, enter the login and password provided to you by the Bank's administrator.



After performing the specified actions, the program will start analyzing the entered data (name and password). If the entered details correspond to the registered data - the program will continue execution. The main program menu will be displayed on the screen.

If the identification result is negative, the program execution will stop. In this case, it is necessary to check the correctness of the entered parameters and try again or contact the Bank.

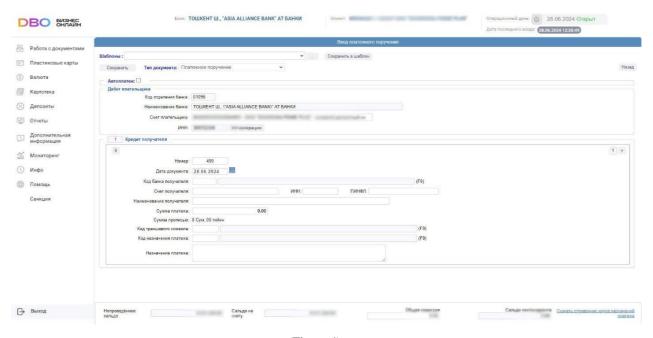
The form for working with payments is available through the menu item «Work with documents» — «Maintain documents». This will display the «Payment documents» form (Figure 3)



(Figure 3)

Add

To add a payment document, select the «Work with Documents» menu item — «Maintain Documents». The «Payment documents» form will be displayed. Next, to add it, click on the [Create payment] button. The [Enter payment order] form will be displayed. At the next stage of actions, all necessary fields are entered as shown in Table 1. (Figure 4.)

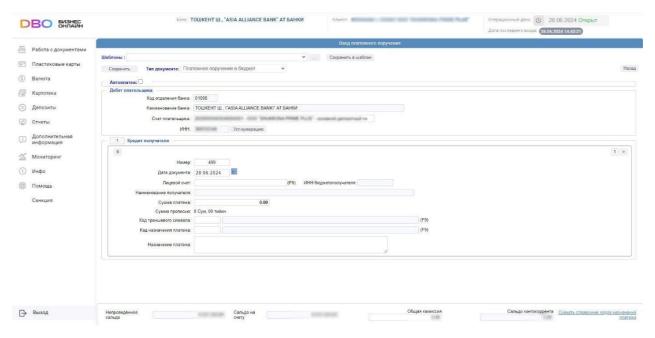


(Figure 4)

Field Name	Method of entering/editing information
Templates	Entered and edited manually, selected from the directory
_	with [], or from the drop-down list
Document type	Entered/edited manually, selected from the drop-down
	list (Payment order/Payment order to budget)
	Payer's debit
Bank branch code	Generated automatically
Name of the bank	Generated automatically
Payer's account	Manually entered/edited, selected from a drop-down
-	list
TIN	Generated automatically
	Receiver's credit
Number	Entered / edited manually
Date of document	Entered/edited manually, in the format
	«dd.mm.yyyyyy» or using a calendar
Recipient's MFO	Entered/edited manually from the directory using the F9
	key
Recipient's account	Entered / edited manually
Recipient's TIN	Entered / edited manually
Name of recipient	Entered / edited manually
Payment amount	Entered / edited manually
Amount in words	Generated automatically
Purpose of payment	Entered/edited manually from the directory using the F9
	key
Uncollected balance	Generated automatically
Account balance	Generated automatically

After entering all necessary data to save the data, click the [Save] button. The payment order will be displayed on the «Payment Documents» form in the «Created» state. To exit the form without saving the data use the [Back] button.

The form for creating a payment order to the budget is shown in Figure 5 and all necessary fields for input are shown in Table 2.

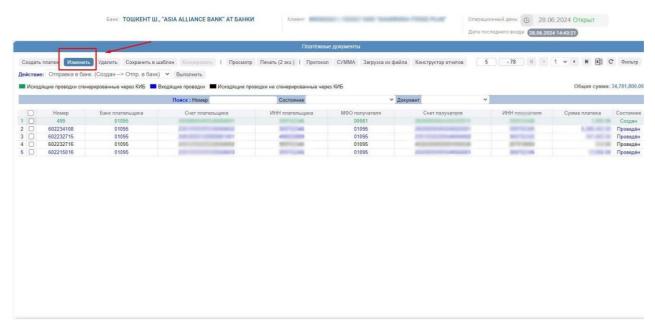


(Figure 5)

Field Name	Method of entering/editing information
Templates	Entered is edited manually, selected from the directory
_	with [], or from a drop-down list
Document type	Entered/edited manually, selected from the drop-down
	list (Payment order/Payment order to budget)
	Payer's debit
Bank branch code	Generated automatically
Name of the bank	Generated automatically
Payer's account	Manually entered/edited, selected from a drop-down
•	list
TIN	Generated automatically
	Receiver's credit
Number	Manually entered/edited
Date of document	Entered/edited manually, in the format
	«dd.mm.yyyyyy» or using a calendar
Personal account	Entered / edited manually
TIN of the budget recipient	Entered / edited manually
Name of budget recipient	Entered / edited manually
Payment amount	Entered / edited manually
Amount in words	Generated automatically
Purpose of payment	Entered/edited manually from the directory using the F
• • •	key ₉
Uncollected balance	Generated automatically
Account balance	Generated automatically

Modify

The [Change] button is intended for making changes to the payment order. The following fields are available for making changes. After making all changes to the client's data, it is necessary to click the [Save] button to save changes. To exit the form without saving changes the [Close] button is intended.



(Figure 6). Editing the payment order.

Delete

To delete a payment order, place the cursor on the selected payment order and click the [Delete] button. The following message will appear on the screen: «You really want to delete this record». After confirmation of deletion, the payment order will be deleted and the screen will display the message about successful deletion.

Подтвердите действие на my.aab.uz:8443

Вы действительно хотите удалить эту запись?



(Figure 7)

View

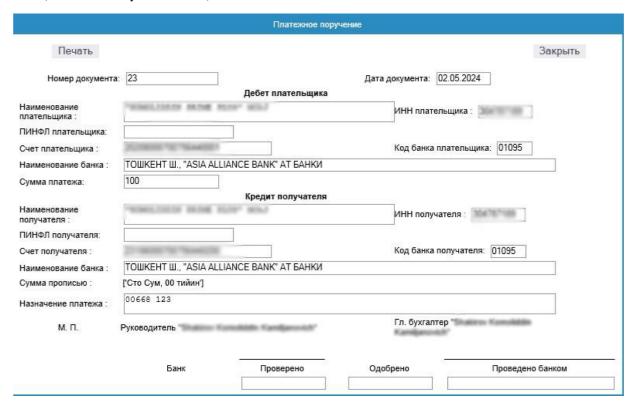
This form provides an opportunity to view the payment order in details. To do this, place the cursor on the payment order and click the [View] button. The «View» form with all the data of the selected payment order will be displayed on the screen (Figure 7.).

		Мемориальны	й ордер	
Печать				Закрыть
Номер документ	a: 602251845	1965-6792	Дата документа: 28	06.2024
		Дебет плательщика		
Наименование плательщика :	240	SUSSE - Special con	иНН плательш	ика
ПИНФЛ плательщика:	00000000000			
Счет плательщика:	210 1000000-0000-0005		Код банка плат	ельщика: 01095
Наименование банка :	TOШКЕНТ Ш., "ASIA ALLI	ANCE BANK" AT БАНКИ		
Сумма платежа:	10 (10)	10		
		Крелит получателя		
Наименование получателя:	Kossicas or ofopos	represents Solve	ИНН получате	(A) (B) (B) (B) (B)
ПИНФЛ получателя:	0011 10			
Счет получателя:	452000000000000000000000000000000000000		Код банка полу	чателя: 01095
Наименование банка :	TOШКЕНТ Ш., "ASIA ALLI	ANCE BANK" AT БАНКИ		
Сумма прописью:	[Десять тысяч Сум, 00 тийи	ť]		
Назначение платежа :	000 (000)	Turpris faces (III) *	DECEMBER PROPERTY.	P 10,000.00 dyn
М.П.	Руковолична Т	MAR	Гл бухгалтер	KARDET HERAZ
	Банк	Проверено	Одобрено	Проведено банком
			Makanatanan	Проведен 36-98-300

(Figure 8). View.

Print

To print a payment order, select the payment order from the list (set the cursor) and click the [Print] button. The «Payment order» form will be displayed on the screen (Figure 9.). To print the order, it is necessary to select File-> Print (or CTRL +P key combination).



(Figure 9). Printout of the payment order.

Send

To send a payment order, select the required payment with the mouse cursor and click the [Send to bank] - [Execute] button. After pressing the [Execute] button, the payment order will be sent to the bank and any actions (editing/deleting) will be inadmissible.



(Figure 10) Send

After the payment order is sent, a corresponding message will be displayed indicating that the document has been successfully processed.

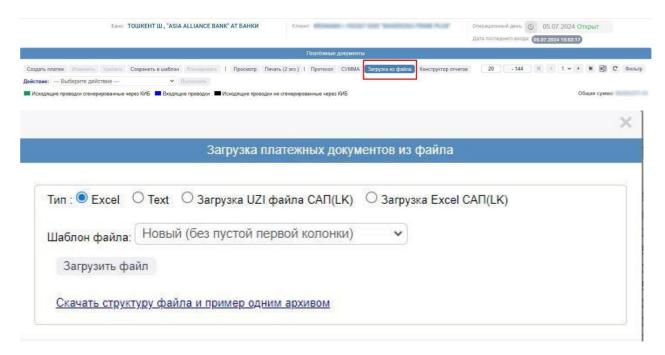
Подтвердите действие на my.aab.uz:8443

1 документ(ов) успешно обработан(о) из 1



Loading from a file

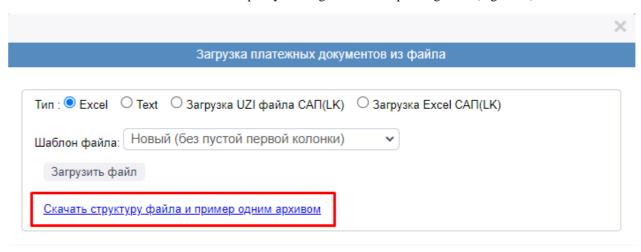
This form is intended for loading payment documents from a file. To do this, go to the menu item «Load from file» (Figure 12.).



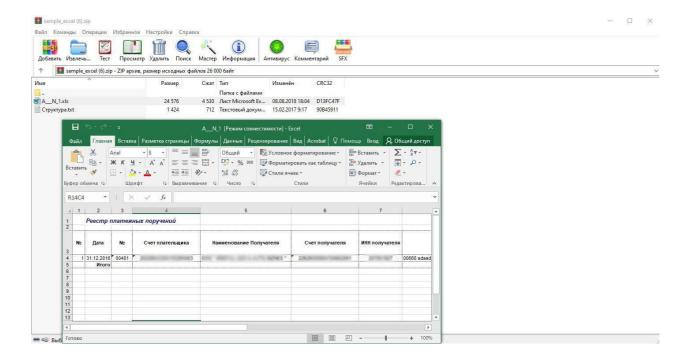
(Figure 12) Loading from file

Then the following is installed: file type - in Excel format, file template is chosen from the drop-down list New (without empty first column) or Standard (with empty first column) and click the [Load file] button, after which you should select the file to upload.

You can download the structure and an example by clicking on the corresponding value (Figure 13)

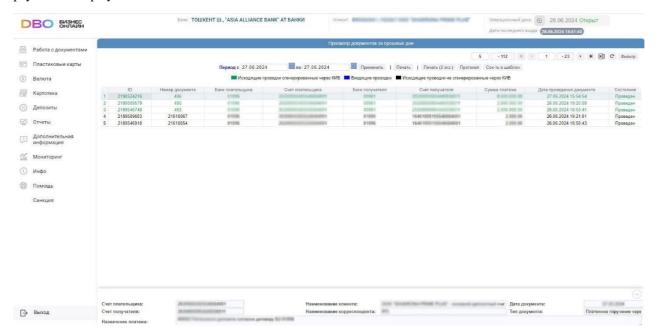


(Figure 13)



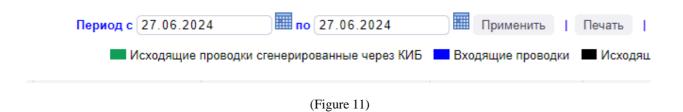
Reviewing past documents.

To view documents for previous days, select the «Work with documents» tab and go to the «View documents for previous days» menu item. At that, the «View documents for previous days» form with all documents with indication of document number, payer's bank, payer's account, beneficiary's bank, beneficiary's account, payment amount, document date and status will be displayed on the screen (Figure 10.). Also, when selecting a document, information on the name of the correspondent, TIN of the correspondent, name of the client, type of document and purpose of payment is displayed



(Figure 10). View documents for previous days.

<u>Note:</u> If you need to view documents for a certain period of time, enter the required time interval in the «Period from» and «To» fields in the format «dd.mm.yyyyy» or using the calendar and click the [Apply] button (Figure 11.). As a result, the «View documents for previous days» form will display information about the documents for the period you are looking for.



Print

To print a payment order, it is necessary to select a payment order from the list (set the cursor) and click the [Print] button. The form «Payment order» will be displayed on the screen (Figure 8). To print the order, select File-> Print (or CTRL +P key combination).

Templates

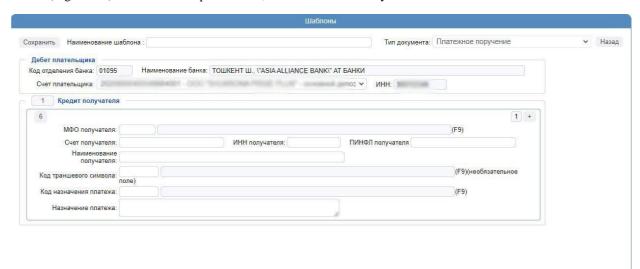
To work with templates, select the «Work with documents» tab and go to the «Templates» menu item. As a result, the «Templates» form will be displayed on the screen (Figure 13.).



(Figure 13). Templates.

<u>Add</u>

To add a new template, select the «Work with Documents» menu item— «Templates». The «Templates» form will be displayed. Then click on the [Add] button to add a new template. The [Templates] form will be displayed on the screen (Figure 14.). At the next step of actions, enter all the necessary fields as shown in Table 4.



(Figure 14). Creating a template.

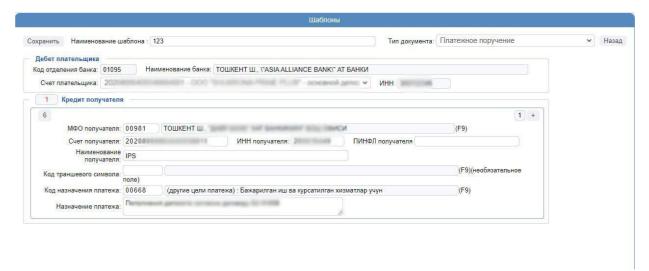
Table 3

Field Name	Method of entering/editing information
Template name	Entered / edited manually
Document type	Entered/edited manually, selected from the drop-down list (Payment order/Payment order to budget)
	Payer's debit
Bank branch code	Generated automatically
Name of the bank	Generated automatically
Payer's account	Manually entered/edited, selected from a drop-down list
TIN	Generated automatically
	Receiver's credit
Number	Entered / edited manually
Recipient's MFO	Entered/edited manually from the directory using the F9 key
Recipient's account	Entered / edited manually
recipient's TIN	Entered / edited manually
Name of recipient	Entered / edited manually
Purpose of payment	Entered/edited manually from the directory using the F9 key
Uncollected balance	Generated automatically
Account balance	Generated automatically

After entering all necessary data, the [Save] button is pressed to save them. The [Back] button is used to exit the form without saving.

Change

The [Change] button is used to make changes to the template. All fields are available for making changes (Figure 15.). After making all changes to the client data, you must click on the [Save] button to save the changes. To exit the form without saving the changes the [Close] button is intended.



(Figure 15). Making changes to the template.

Delete

To delete a template, place the cursor on the selected template and click the [Delete] button. The message «You really want to delete this template» will appear on the screen. After confirming the deletion, the template will be deleted and a successful deletion message will be displayed.

Payment of MUNIS

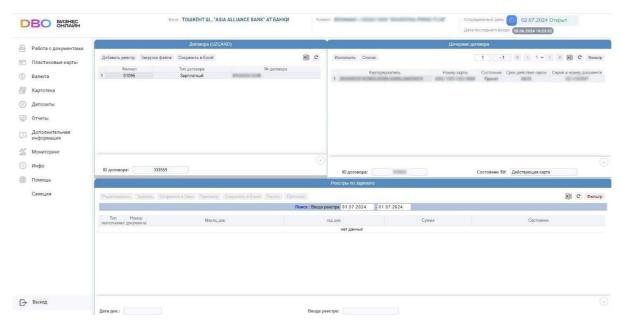
To work with the MUNIS payment section you need to go to the menu item «Work with documents» \rightarrow «MUNIS payment».

Next, click the [Create] button to add it. The [Payment order entry] form will be displayed. At the next step, all required fields are entered.



Employee salary register (UzCard).

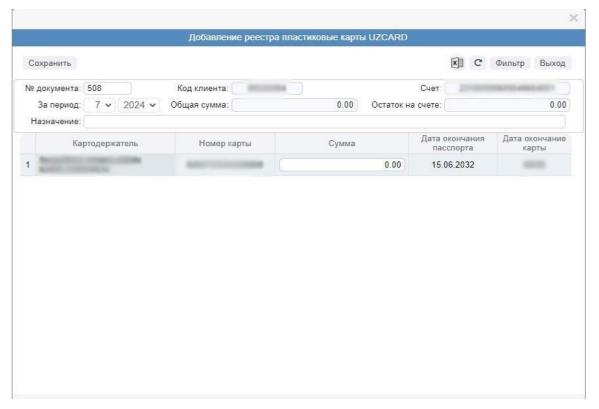
To work with the register of employee salary (UzCard), it is necessary to go to the menu item «Plastic cards» — «employee salary register (UzCard)». At the same time, a form will be displayed on the screen, where in the left part the contracts are displayed, respectively in the right part - subsidiary contracts, and in the lower part the register of salary (UzCard) (Figure 12.).



(Figure 12). Employee salary register (UzCard).

<u>Add</u>

To add a new register, it is necessary to select the menu item «Plastic Cards» — «UzCard Employee Salary Register». Next, to add it, select the contract in the left part of the form and click on the [Add register] button in the left part of the form. The form [Adding a salary register (Uzcard)] will be displayed on the screen. At the next step of actions all necessary fields are entered as shown in Table 3.



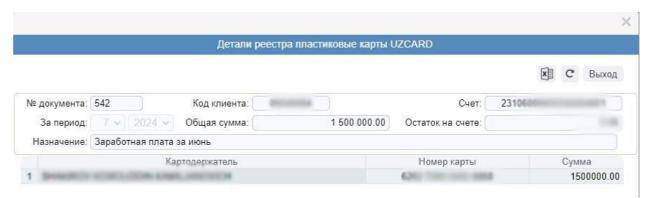
(Figure 13). Adding the register of salary by plastic cards (UzCard).

Field Name	Method of entering/editing information
Branch	Generated automatically
Customer code	Generated automatically
Month	Manually entered/edited, selected from a drop-down
	list
Year	Generated automatically
Document no.	Manually entered/edited
Total amount	Generated automatically
Purpose	Entered / edited manually
Account	Generated automatically
Account balance	Generated automatically
Amount	Entered / edited manually

After entering all the necessary data, to save, click on the [Save] button. In this case the screen will display a message about successful operation (Figure 13.). The [Exit] button is used to exit the form.

Registry details

The [View] button at the bottom of the «Salary registers» form is intended for viewing the register details. To view the details of the register, place the cursor on the selected line and click the [View] button. In this case the form «Details of salary register (UzCard)» will be displayed on the screen



Editing

The [Edit] button at the bottom of the «Salary registers» form is intended for editing the register. In order to edit the register details, it is necessary to place the cursor on the selected line and click the [Edit] button. In this case the form «Edit salary register (UzCard)» will be displayed on the screen

Send

The [Send to bank] button at the bottom of the form is intended for sending the employee salary register (UzCard). When this button is activated, the following message will appear on the screen: *Do you really want to send the register to the bank? After sending, deletion will not be possible.* After confirmation of sending, the register will be sent to the bank and any actions on this register (editing/deleting) are no longer allowed.

Deletion

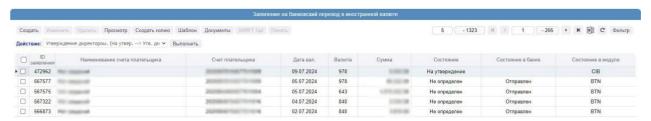
To delete the registry, place the cursor on the selected line and click the [Delete] button. The following message will be displayed: *You really want to delete the registry*. After confirming the deletion, the registry will be deleted and a successful deletion message will be displayed. Only those registers that have not been sent to the bank are available for deletion.

Currency.

To work with currency operations, you should go to the menu item «Currency» and select the necessary section.

Application for bank transfer in foreign currency

To create an Application for bank transfer in foreign currency, select the menu item «Currency» — «Application for bank transfer in foreign currency». Then to add it you should press the [Create] button. The form for filling will be displayed on the screen. At the next step all necessary fields should be entered



The payment order shall be filled out in big letters in English!

Field 50K - Payer (Figure 1)

- 'current account' the account from which the payment will be made. The account number can be entered manually or selected from the drop-down list by pressing the F9 key.
- 'account for commission settlements' indicates the number of demand deposit account in soums.
- 'name and address' this field contains 4 lines of 34 characters.

The name of the payer is filled in automatically by the system.

The name of the payer does not need to be in quotation marks.

'IDNK' - if the payment is made under import contract, in this field the IDN number should be indicated by selecting it from the drop-down list by pressing the F9 key.

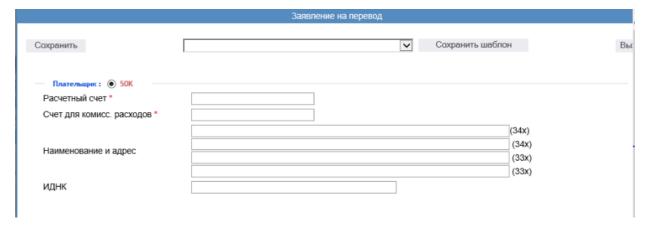


Figure 1

Field 32A - date of creation, amount (Figure 2)

- 'document creation date' the current date is automatically selected.
- **'currency'** payment currency is entered manually or selected from the drop-down list by pressing the F9 key.
- 'amount' the amount is filled in by the user in digits. The amount in words is displayed automatically. Field 33B currency, amount (Figure 2)

This field shall be completed in the same manner as field 32A.

— 32А: Дата созд., Сумма	
Дата создание документа *	21.07.2023 Спедующий день
Валюта *	
Сумма *	0.00
Сумма прописью	
— 33В: Валюта, Сумма	
Валюта *	
Сумма *	0.00

Field 56 A - Intermediary Bank (Figure 3)

This field is not mandatory for filling.

'BIC' - the SWIFT BIC code of the intermediary bank, if any, shall be indicated.

Field 57 A - Beneficiary Bank (Figure 3)

'BIC' - the SWIFT BIC code of the beneficiary bank is indicated.

^{&#}x27;invoice' is not filled in.



Figure 3

Field 59 - Beneficiary (Figure 4)

'account' - the account of the foreign partner is indicated.

'name and address' - the name and address of the beneficiary shall be indicated.

The field contains 4 lines of 34 characters each.

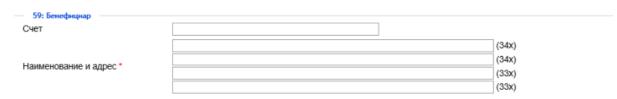


Figure 4

Field 70 - Payment Information (Figure 5)

'information' - the date and number of the justifying document, the name of the product or service, the form of payment: prepayment or postpaid, as well as other additional information.

— 70: Информация о платеже	
	(34x)
Информация	(34x)
	(33x)

Figure 5

Field 71A – expenses details (Figure 6)

This field selects the type of commission:

OUR is a commission at the expense of the sender of the funds;

BEN - a commission on account of the recipient of the funds;

SHA is the allocation of the commission between the parties.

71А: Детали расходов	
Сумма *	<u></u>

Figure 6

Field 72 - information of the sender to the receiver (Figure 7)

This field specifies additional information about the payment or information that does not fit in fields 59, 70.

^{&#}x27;invoice' is not filled in.



Figure 7

The 'code' field specifies the ITRS code of the operation. (Figure 8)

The code 51011 is specified for importing goods, other types of codes can be selected by pressing F9.



Figure 8

A payment order in the 'Created' state can be sent to the Bank or 'save template'.

If the status of the payment order **«On approval» - the** payment order is waiting for approval by the head of the organization having the second key for approval of documents.

In case of successful sending to the Bank, the status of the payment order becomes «Entered».

After successful processing of the payment order, its status becomes **«Sent»**.

If the status of the payment order is **«Rejected»**, please look at the line **«Reason for returning the document»**.

To print 'SWIFT', select the desired payment order and press the 'print' button.

Instructions for filling in a payment order for transfer of funds in Russian roubles.

(Application for bank transfer)

The payment order shall be filled in using transliteration!

Field 50K - Payer (Figure 1)

'current account' - the account from which the payment will be made. The account number can be entered manually or selected from the drop-down list by pressing the F9 key.

'account for commission settlements' - indicates the number of demand deposit account in soums.

'name and address' - this field contains 4 lines of 34 characters.

The name of the payer is filled in automatically by the system.

The name of the payer can be written in English and enclosed in single quotes ' '.

 ${}^{\prime}IDNK^{\prime}$ - if payment is made under import contract, in this field specify the IDN of the contract by selecting it from the drop-down list by pressing F9.

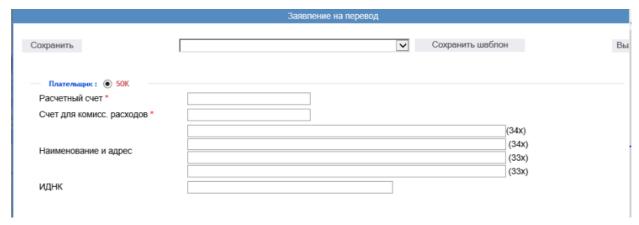


Figure 1

Field 32A - date of creation, amount (Figure 2)

'document creation date' - the current date is automatically selected.

'currency' - payment currency is entered manually or selected from the drop-down list by pressing the F9 key.

'amount' - the amount is filled in by the user in digits. The amount in words is displayed automatically.

Field 33B - currency, amount (Figure 2)

This field shall be completed in the same manner as field 32A.

— 32A: Дата созд., Сумма Дата создание документа *	21.07.2023 Следующий день
Валюта *	
Сумма *	0.00
Сумма прописью	
— 33В: Валюта, Сумма Валюта *	
Сумма *	0.00

Figure 2

Field 56 - Intermediary Bank

This field must be filled in if the payment is made in Russian roubles not in the Russian Federation. (for example, your organization pays in Russian roubles to Belarus or Kazakhstan).

The rules for completing such payments are specified at the end of the document.

Field 57 D - Beneficiary Bank (Figure 3)

'account' - the BIK and correspondent account of the Bank with the number 30101 shall be indicated through a space.

'Name and Address' indicates the name of the Bank, the city and country in which it is located.



Figure 3

Field 59 - Beneficiary (Figure 4)

'account' - the account of the foreign partner is indicated.

'name and address' - the name and address of the beneficiary shall be indicated.

The field contains 4 lines of 34 characters each.

If the payment is sent to the Russian Federation, the TIN and KPP of the legal entity must be indicated.

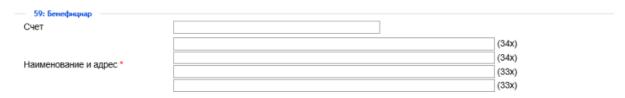


Figure 4

Field 70 - Payment Information (Figure 5)

'information' - the date and number of the justifying document, the name of the product or service, the form of payment: prepayment or postpaid, the option 'with VAT/ without VAT/ VAT 0', as well as other additional information.

— 70: Информация о платеже	
	(34x)
Информация	(34x)
	(33x)

Figure 5

Field 71A - cost details (Figure 6)

This field selects the type of commission:

OUR is a commission at the expense of the sender of the funds;

BEN - a commission on account of the recipient of the funds;

SHA is the allocation of the commission between the parties.

71А: Детали расходов			
Сумма *	~		

Figure 6

Field 72 - information of the sender to the receiver (Figure 7)

This field specifies additional information about the payment or information that does not fit in fields 59, 70.

72: Информация Отправителя Получателю			
1	~		
2	<u> </u>		

Figure 7

The 'code' field specifies the ITRS code of the operation. (Figure 8)

The code 51011 is specified for importing goods, other types of codes can be selected by pressing F9.



Figure 8

Rules for filling in fields '56 D' and '57 A' for payments in Russian

roubles, shipped to countries other than the Russian Federation.

Field 56 D - Intermediary Bank (Figure 9)

'account' with a space shall indicate the BIK and correspondent account of the Bank with the number 30101.

'name and address' indicates the name of the Bank, the city and country in which it is located.



Figure 9

Field 57 A - Beneficiary Bank (Figure 10)

'BIC' - the SWIFT BIC code of the beneficiary bank is indicated.

'account' indicates a correspondent account beginning with 30111.

— Банк Бенефициара: 📵 57А	O 570
Счет	
BIC*	

Figure 10

A payment order in the 'Created' state can be sent to the Bank or 'save template'.

If the payment order status is **«On Approval» - the** payment order is waiting for approval by the head of the organization having the second key for documents approval.

In case of successful sending to the Bank, the status of the payment order becomes «Entered».

After successful processing of the payment order, its status becomes **«Sent»**.

If the status of the payment order is **«Rejected»**, please look at the line **«Reason for returning the document»**.

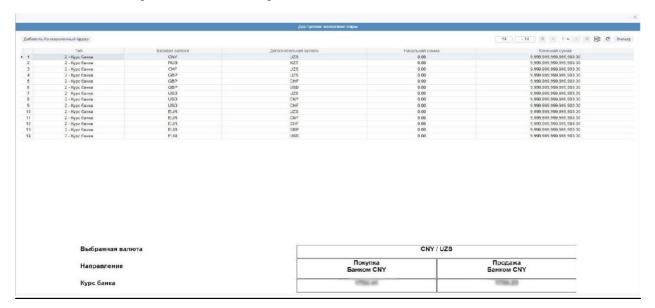
To print 'SWIFT', select the desired payment order and press the 'print' button.

Conversion transactions

To work with conversion operations, it is necessary to go to the menu item «Currency» — «Conversion operations». Then for adding it is necessary to click on the [Currency pairs] button.



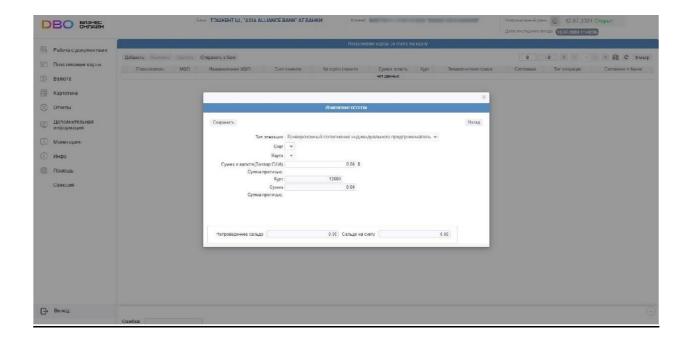
The [Available currency pairs] form will be displayed. In the next step, select the desired pair by clicking the left mouse button and then [Add Conversion Order].



After that, the form for filling in the data is displayed. Fill in all required fields and click the [Save/Send] button.

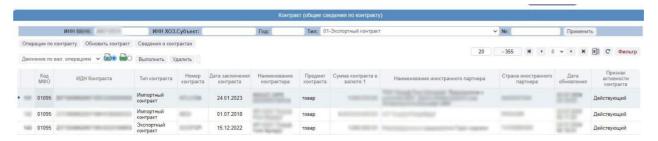
Conversion replenishments

This section is intended for conversion replenishments of individual entrepreneur. For replenishment, it is necessary to click [Add] button to fill in all fields and then [Save] after saving [Send to bank].



Foreign trade contracts in the UEISVO (New)

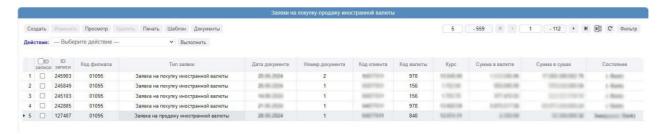
In this section, you can view contract details, add a new Contract IND.



Application for purchase of foreign currency

Before creating a Foreign Currency Purchase Order, make sure that:

- there are sufficient funds on the deposit account in soums to purchase foreign currency;
- the substantiating document is sent to the Bank to the e-mail <u>val@aab.uz</u>, indicating the phone number of the organization's contact person, or will be attached to the Application using the «documents» button;
- If payment is made on the basis of an import document or invoice of a commercial nature, enter the justifying document into the customs database of the UEISCO.



When creating a «Foreign Currency Purchase Order», go to the «Currency» subsystem and select the «Foreign Currency Purchase and Sale Order» module and press the «Create» button, then select the required order type.

The following fields are filled in automatically, if the field is left blank, press the F9 key and select the desired value.

- 'branch code'
- 'BHM code'.
- 'unit code'
- 'unique customer code'
- 'buying rate'

etc.

In the 'currency code' field, select the desired currency - US Dollars (840), Euro (978), Russian Rouble (643),

In the 'amount in currency' field, specify the desired amount.

The 'amount in soum' field shows the sum equivalent and is calculated automatically by the system based on the currency exchange rate and the purchase amount.

The 'accounting entries scheme' field is a drop-down list consisting of two schemes: «Standard» - if the soums are own funds and «Buy-Credit Funds/Sell-Back» - if the funds are received at the expense of the Bank's credit.

The 'soum account' field is a drop-down list of all customer accounts in the national currency of the UZS (currency code - 000) beginning with **202XXX**.

The 'currency account' field is a drop-down list for selecting a foreign currency account (currency code -840,643,978, etc.) beginning with **202XXX**.

The 'currency special account' field is a drop-down list for selecting a foreign currency special account (currency code - 840,643,978, etc.) beginning with **22614**.

The 'block account' field is a drop-down list showing accounts in the national currency of SOUM (currency code - 000) beginning with **22613**.

The 'comments' field is intended for the Customer to enter information in the form of text and numeric characters. (for example, a contact phone number can be entered in the comments).

Field 'document date' - the date of the current banking day shall be indicated, the date is set by the system automatically and is not subject to correction.

The 'source of foreign currency purchase' field is a drop-down list consisting of 2 items and is selected depending on the source of soum funds for conversion. If the funds for conversion are own, then the field 'own' is selected as the source, if the amount for conversion is obtained by credit, then the field 'credit' is selected as the source.

Field 'purpose of use of purchased foreign currency'

If the basis for payment is a document with 'IDNK' - a contract or invoice registered in EEISVO, select the items:

- 001 equipment, components and spare parts;
- 002 raw materials and supplies;
- 003 Services;
- 008 Medicines, drugs and medical devices;
- 009 passenger cars;
- 010 other consumer goods.

After filling in the 'IDNK' field, the system automatically fills in the following fields:

- 'foreign country code'
- 'shipper's country code'
- 'country code of the foreign partner bank'
- 'name of foreign partner country'
- 'name of the shipper's country'
- 'name of the country of the foreign partner bank'
- 'contract number'
- 'contract date'

The following fields are filled in manually; the information is taken from the document that serves as the basis for the application:

- 'HS code'
- 'terms of payment'
- 'summary of purpose'

If the foreign currency purchase order is submitted without the 'IDNK' field filled in, then the items should be selected:

- 004 loans guaranteed by the Government;
- 005 loans not guaranteed by the Government;
- 006 loans issued at the expense of the Bank's own funds;
- 007 lease payments;
- 011 repatriation of income;
- 012 travel expenses;
- 013 is for other purposes.

The 'urgency' button is not used, all applications are considered in the order in which they are received by the Bank.

The 'save/modify' button is used to save an application and make changes to an already created application, at the 'Created' level.

An application in the 'Created' state can be sent to the Bank or 'saved as a template'.

If the application status is **«Approval pending» - the** application is waiting for approval by the head of the organization having the second key for document approval.

On successful submission to the Bank, the status of the application becomes **«Sent for Completion»**.

After the request has been successfully processed, its status becomes **«Final** Accounting Entries Generated/Completed».

If the status of the request is «Rejected», please see the line «Reason for document return».

Application for sale of foreign currency (free sale)

Before creating a Foreign Currency Sale Order, make sure that:

• the foreign currency account (deposit account or special conversion account) has sufficient funds to sell foreign currency.

When creating the «Foreign currency sale order», go to the «Currency» subsystem and select the «Foreign currency purchase and sale order» module. Select the required order type.

The following fields are filled in automatically, if the field is left blank, press the F9 key and select the desired value.

- 'branch code';
- 'BHM code':
- 'unit code';
- 'unique customer code';
- 'rate of sale';
- 'amount in currency';

In the 'currency code' field, select the desired currency - US Dollars (840), Euro (978), Russian Rouble (643), etc.

In the 'amount in currency' field, specify the desired amount.

The 'amount in soum' field shows the soum equivalent and is calculated automatically by the system based on the currency exchange rate and the sale amount.

The 'accounting entries scheme' field is a drop-down list consisting of two schemes: «Standard» - if the currency funds are own and are on account 202XXX and «Buy-Credit Funds/Sell-Back» - if the funds are bought from the Bank and are on account 22614.

If you have «Free Sale», then in the 'currency account' field select an account in foreign currency (currency code - 840,643,978, etc.) starting with 202XXX. And in the 'sum account' field - an account in the national currency SOUM (currency code - 000) starting with 202XXX.

If you have a «Reverse Sale», then in the 'currency account' field select a foreign currency account (currency code - 840,643,978, etc.) starting with 22614. And in the 'soum account' field, select an account in the national currency SOUM (currency code - 000) starting with 22613.

The 'comments' field is intended for the Customer to enter information in the form of text and numeric characters. (for example, a contact phone number can be entered in the comments).

In the 'document date' field - the date of the current banking day shall be indicated, the date is set by the system automatically and is not subject to correction.

The 'source of currency sold' field is a drop-down list of 5 items.

- Proceeds from exports.
- Loans obtained from a domestic bank.
- Loans received from abroad.
- Reverse sale of unutilized proceeds.
- Other sources.

The 'urgency' button is not used, all applications are considered in the order in which they are received by the Bank.

The 'save/modify' button is used to save an application and make changes to an already created application, at the 'Created' level.

An application in the 'Created' state can be sent to the Bank or 'saved as a template'.

If the application status is **Approval pending**» - the application is waiting for approval by the head of the organization having the second key for document approval.

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After the request has been successfully processed, its status becomes **«Final** Accounting Entries Generated/Completed».

If the status of the request is **«Rejected»**, please see the line **«Reason for returning the document»**.

Card index.

Card Index 1

This form provides an opportunity to see the invoices sent to card index 1. To do this, select the «Card Index» tab, go to the «Card Index 1» menu item, and the «Card Index 1 Documents» form will be displayed, indicating the document number, input and completion date, account balance, customer account, beneficiary, and other data.



View

For more detailed viewing of the document located on the card index 1, it is necessary to set the cursor on the necessary line and click on the [View] button, thus the form «View document from Card Index 1» will be displayed on the screen. To exit the form, the [Exit] button is intended

Card index 2

This form allows the client to see the invoices sent to card index 2. To do this, select the «Additional Information» tab, go to the «Card Index 2» menu item, and the «Card Index 2 Documents» form will be displayed, indicating the document number, date, account balance, correspondent's MFO, beneficiary's account, transfer destination code and document status.



View

For more detailed viewing of the document in Card Index 2, it is necessary to place the cursor on the necessary line and press the [View] button, thus the form «Viewing a document from Card Index 2» will be displayed on the screen.

To view the history of the document located on the card index 2, it is necessary to place the cursor on the necessary line and click on the [History] button, thus the form «History of the selected document» will be displayed on the screen

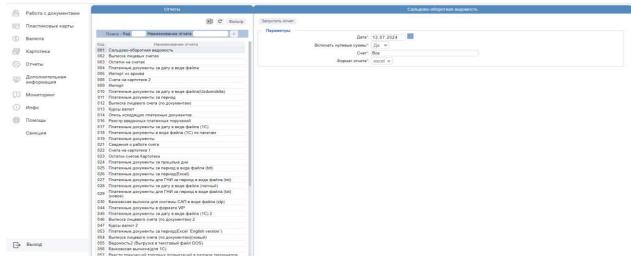
Reports

This tab is intended for receiving reports. The system provides the following list of reports:

001	Balance and turnover statement	
002	Statement of personal accounts	
003	Account balances	
004	Payment documents for the date as a file	
005	Import from archive	
800	Accounts on card index 2	
009	Import	
010	Payment documents for date as a file (Uzdunrobita)	
011	Payment documents for the period	
012	Personal account statement (according to documents)	
013	Exchange rates	
014	Inventory of outgoing payment documents	
016	Register of entered payment orders	
017	Payment documents for the date as a file (1C)	

018	Payment documents as a file (1C) by packages	
019	Payment documents	
021	Account performance information	
022	Accounts on card index 1	
023	Account balances of Card indexes	
024	Payment documents for previous days	
025	Payment documents for the period as a file (txt)	
026	Payment documents for the period (Excel)	
027	Payment documents for STI for the period as a file (txt)	
028	Payment documents for the date as a file (complete)	
029	Payment documents for STI for the period as a file (txt)(new)	
030	Bank statement for SAP system as a file (zip)	
044	Payment documents in VIP format	
045	Payment documents per date as a file (1C) 2	
046	Personal account statement (according to documents) 2	
047	Exchange rates 2	
053	Payment documents for the period (Excel `English version`)	
054	Personal account statement (according to documents)(new)	
055	Statement2 (Download to DOS text file)	
056	Bank statement (for 1C)	
057	Register of transactions of trade organizations by terminals	
060	Payment documents (outgoing only)	
062	Payment documents for the period (Excel) as a file (1C v8)	
063	Account performance information	
064	Balance sheet for the period	
065	Account movements	
066	Personal account statement (according to documents)	
068	Balance sheet turnover by region	
072	Account statement	
083	Account operation information (outgoing only)	
084	Account operation information (incoming only)	
085	Payment documents for the period (Excel) as a file (1C v8.3)	
090	Statement of personal account on currency operations	
091	Statement (1C_Sberbank)	
093	Payment documents for the period (Excel supplement)	
095	Statement of account operation (for 5-digit account)	
096	Balance turnover statement (MIB)	

Let's consider obtaining reports on the example of the balance and turnover statement for the client's accounts. To do this, select the «Reports» tab to open the «Reports» form, where the list of reports is presented in the right part. Next, set the cursor on the required report (Balance Sheet), and the left part of the form displays the report *parameters that* need to be entered, as shown in Table 5.



Balance and turnover statement on the client's accounts.

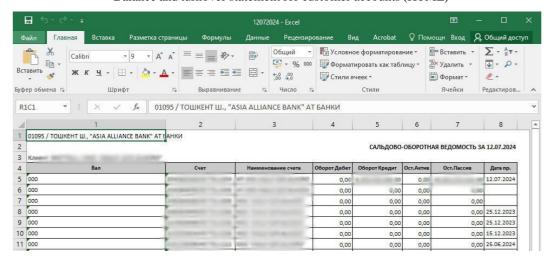
table 5

Field Name	Method of entering/editing information
Date*	Entered/edited manually in the format «dd.mm.yyyyyy» or selected from the calendar (mandatory field)
Include zero amounts*	Entered/edited manually selected from the drop-down list (mandatory field)
Account*	Entered/edited manually selected from the drop-down list (mandatory field)
Report format*	Entered/edited manually selected from the drop-down list (mandatory field)

After entering all the necessary data, to get the report, you need to click on the [Run Report] button. In this case, the screen will display the form of the report results for a certain date (balance turnover sheet for 12.07.2024) in formats (html or excel) as shown in Figure



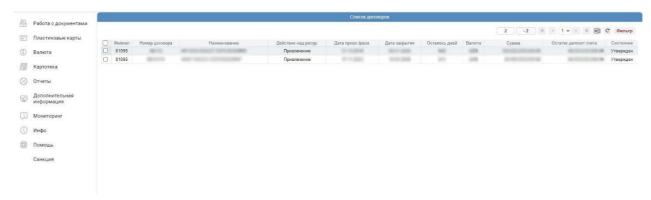
Balance and turnover statement for customer accounts (HTML)



Balance and turnover statement on the client's accounts (Excel).

Additional information

This form provides an opportunity to see available agreements on existing deposits. To do this, select the «Additional information» tab, go to the «Deposits» menu item, and the «List of agreements» form will be displayed with indication of all branches of the Bank, deposit agreement number, actions over resources, attraction/placement dates, closing dates, balance of days, placement currency, amount, deposit account balance and agreement status.



(Figure 24). View deposit agreements.

Credits

In this form, you can see the available loan agreements. To do this, select the «Additional information» tab, go to the «Loans» menu item, and the «Loans» form will be displayed on the screen, indicating all *branches of the bank, loan number, contract No., contract start date, contract end date, currency, contract amount and* loan contract *status* (Figure 25.).



(Figure 25). View loan agreements.

Account balances

This form allows the client to see the available account balances. To do this, select the «Additional Information» tab and go to the «Account Balances» menu item, and the «Account Balances» form (Figure 27.) will be displayed on the screen, showing all the accounts on which the client has balances. The *incoming balance*, *debit*, *credit*, *outgoing balance*, *as well as the date of the last posting are* indicated.



Figure 27: Account balances.

Blocked accounts

This form provides an opportunity to see the accounts that have been blocked for any reason. To do this, select the «Additional information» tab, go to the «Blocked accounts» menu item and the «Blocked accounts» form will be displayed on the screen (Figure 26.). The upper part of the form shows the list of blocked 20-digit accounts of the client with indication of all accounts where the client has balances.

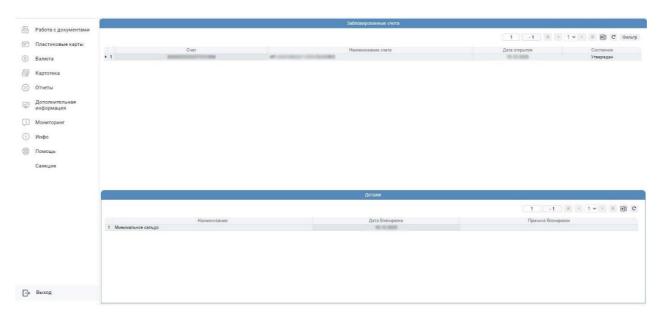


Figure 26: Blocked accounts.

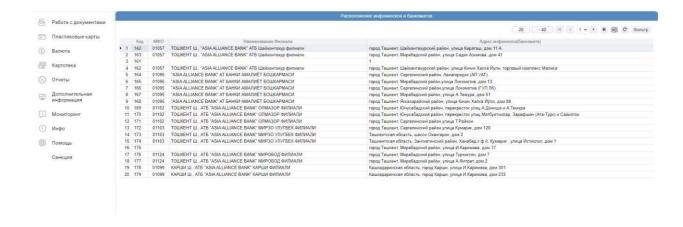
Reconciliation act

To go to the «Reconciliation Act» section, go to the «Additional Information» section and select the «Reconciliation Act» menu item.



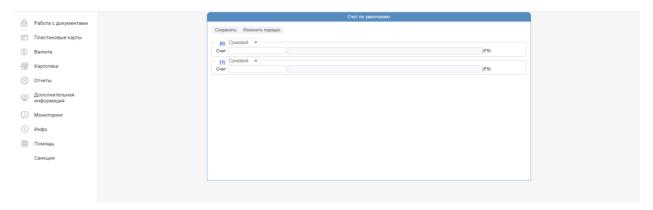
Location of infokiosks and ATMs

To go to the section «Location of infokiosks and ATMs» you should go to the section «Additional information», select the menu item «Location of infokiosks and ATMs» in this section you can find the nearest infokiosk (ATM).



Default account

To select a default account, go to the «Additional information» section and select the «Default account» menu item.



Offer agreement

To go to the «Offer Agreement» section, go to the «Additional Information» section and select the «Offer Agreement» menu item



Cash application

To go to the section «Cash Statement» you need to go to the section «Additional Information» select the menu item «Cash Statement», to create click the button [Add] and fill in all fields, after [Save].



Messages Chat.

To work with messages, you should go to the tab «Messages chat». The «Messages» form with the list of received but not read messages will be displayed (Figure 27.).



(Figure 34). Chat Messages.

Monitoring

Change password

To change the password, go to the «Monitoring» tab and select the «Change Password» menu item. The «Change password» form will be displayed. Then some fields are filled in: password login* - enter manually; old user password* - enter/edit manually; user password* - enter/edit manually; password confirmation* - enter/edit manually



(Figure 28). Change the password.

After entering all the parameters to save them in the database, click on the [Save] button. To exit the form without saving changes, use the [Close] button.

Route.

To view the route of documents passing through, select the menu item «Monitoring», select the menu item «Route», as a result, a form with the name of the client and indication of the route along which the client's payment documents pass, as well as the name of the client's accountant will be displayed on the screen



(Figure 29). Route.

Info

This tab contains information on currency exchange rates, calendar data, as well as the end time of payments to the budget, inter-branch, interbank payments with indication of the reasons for termination



(Figure 35.) Information.