

SUMMARY

This program document contains a user guide for the Client-Bank (WEB) Software System of the Client module (hereinafter referred to as the System) for working with service functions. The user guide contains:

- Overview;
- Service;

This program document is developed by Belarusbank.

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1. OVERVIEW

1.1. Intended Use of Service Functions

The "Service" menu provides clients with the possibility to manage certain settings for the System users and generate a report for documents.

1.2. System Functions while Working with the Service

The Service includes the following functions:

- 1) Security;
- 2) Documents register;
- 3) Administration;
- 4) Settings;
- 5) Counterparty checking

2. Service

2.1 Logging in the System

1. Launch any web-browser (Opera (64-bit version), Firefox (64-bit version), Chrome, Microsoft Edge and go to <https://icb.asb.by/>.
2. Enter your name and password to log in to the system and undergo identification and authentication (Fig.1). Working with the system without successful authentication and authorization of a user is impossible. Authentication and authorization of a user are executed at the Data Base Management System (DBMS) level with consideration of access rights to system modules and possible restriction according to the allowed list of IP addresses;
3. Logging in is executed using login and password ("Password Entry" bookmark) or using a key ("EDS Entry" bookmark).

БЕЛАРУСБАНК

Client-bank **WEB**
A system for remote work of legal entities via the Internet

Login by password Login by EDS

Login

Password

Enter

[Remote technical support](#) [Website JSC "ASB Belarusbank"](#) [Create a support request](#)


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Fig.1 Page for user data input

To prevent unauthorized access to the User's data through "Client-Bank (WEB)", there is a possibility to enter the password three times when logging in the System, upon which the access is blocked. For unblocking, the User need to contact the corporate business service of the bank's structural subdivision serving the customer and provide an identity document to check that the data in the System is matching the client user data in the System.

When the client uses restrictions in the form of an authorized list of IP addresses for the work of its users (the configuration is performed on the bank's side), the system monitors the IP addresses of workstations and in case of logging in from an unspecified

User guide. Working with Service Functions Client-Bank (WEB) Software System. Rev. 01.11.2022 address, it will display the message "Authorization error": (Unauthorized access to the system)".

4. Select the "Service" item from the menu of the main application form  Service to go to this functionality (Fig. 2).

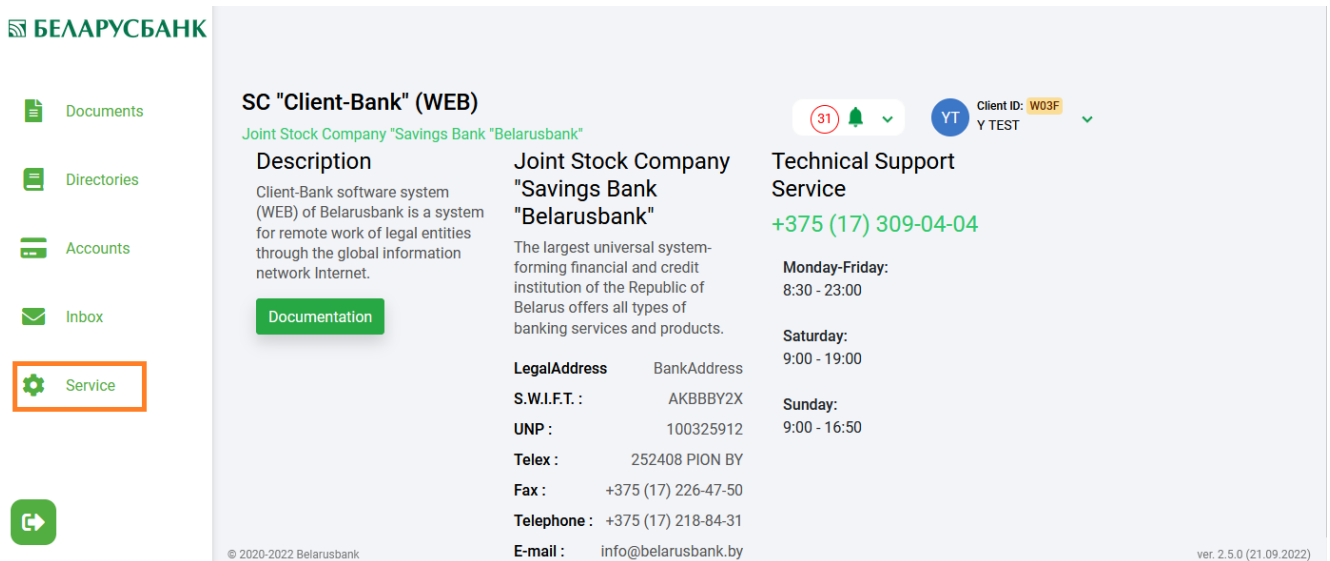


Fig. 2. Main menu of the System page.

2.2. Working with the "Security" Functionality

1. Select the "Security" item from the "Service" menu.

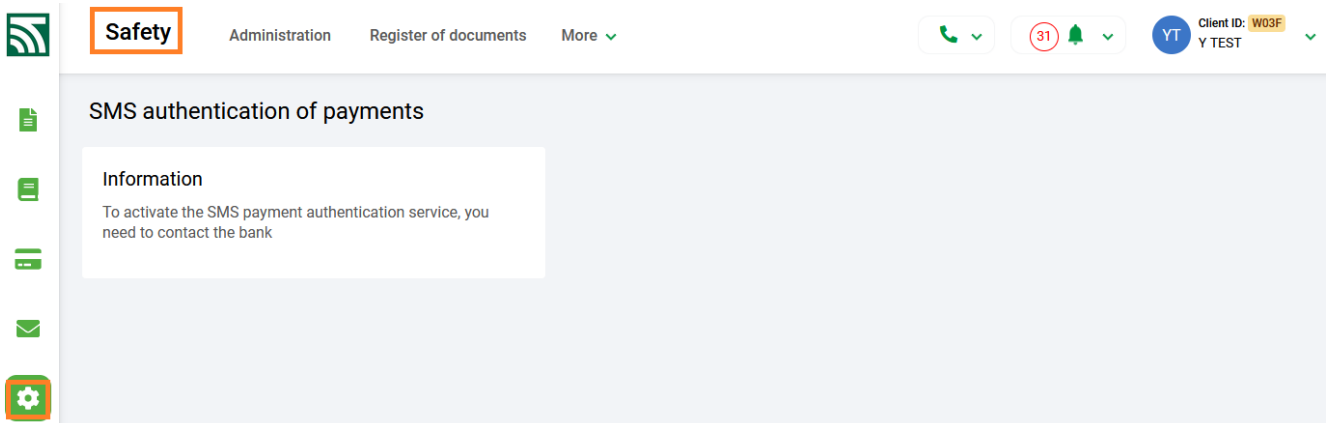


Fig. 3 Security

1. In the "Security" menu, there is a functionality implemented for the client to independently access to the SMS payment authentication service, upon specifying the order of connection to this service in the settings on the bank's side for the client's user. Pursuant to the regulations, information about a particular user's mobile phone number shall be provided to the bank in advance. To connect to the service, you need to click the "Connect to SMS authentication" button and enter the code sent to the specified mobile phone number into the "Enter the code" field and then click the "Confirm the code" button. If the code is incorrect, the System will display the "Incorrect SMS code" message, if the code is entered correctly, the system will display the message of successful connection to the service.

3. If the service has already been connected, the corresponding information will be displayed on the screen.

2.3 Working with the "register of documents" functionality

1. In the "Document Register" tab, implemented is a possibility of forming a register (Fig.4) for the period specified by the user, depending on the selected document type and its current status, indicating, if necessary, the currency code and (or) account number.

The screenshot shows a web interface for generating a document register. The main heading is "Register of documents". Below it, there are several sections:

- For period:** A text input field containing "28.10.2022 - 28.10.2022".
- Current status:** Three radio button options: "In progress" (selected), "Processed", and "Denied".
- Document type:** Six radio button options: "Payment orders" (selected), "Payment requirements", "Lists for payment", "Electronic documents", "Letter of credit", and "Documents by template".
- Payer:** Four input fields: "Currency code" (dropdown), "Account number" (dropdown), "Name of the head", and "Name of chief accountant".
- Beneficiary:** Four input fields: "Beneficiary name contains", "The code of the beneficiary bank contains", "The beneficiary's account contains", and "The beneficiary's UNP contains".
- Continue:** A blue button at the bottom left.

Fig. 4 Screen form for generating a register of documents

2. The generation of a register of documents is possible by one or several types of documents at the same time, as well as by one or several states at the same time at the request of the user. Types of documents are combined into one list (Fig.4), in which you need to select the documents necessary for the register, thereby generating a report containing information on each of the selected types in a sequential order. Prior to the generation of a register of documents ("Continue" button) from the list "Document type", you need to select at least one entry (Fig.4). Otherwise, the report will not be generated. Current states of documents are also combines into one list. Prior to the generation of a register of documents ("Continue" button) from the list "Current state", you need to select at least one entry (Fig. 4). Otherwise, the report will be empty.
3. The blocks "Currency code" and "Account number" in the input form are involved only during the generation of the register by the documents types "Payment orders" and "Payment requests". For other types of documents, filling in these details is not required, and the information in them is ignored when generating the register.
4. In the "Currency Code" block, the option of generating a register for all currencies is set by default. You can search for the required currency by typing both the numeric and alphabetic currency code in the search bar (Fig.4). When

- selecting a specific currency code to generate a register of payment orders and (or) payment requests, the report with a list of documents will contain payment documents only in the specified currency.
5. In the "Account number" block, the option of generating a register for all the User's accounts is set by default. To generate a register for a specific account, select the necessary one from the drop-down accounts list. "Currency code" and "Account number" blocks are interconnected: when selecting the specific currency code from the list of the User's accounts, only accounts with the specified currency code will be automatically displayed.
 6. At the User's request, the input form is provided with the possibility to enter full name of the entity's Manager and (or) Chief Accountant which will be shown in the end of the register of documents (Fig. 4).
 7. When selecting document type other than "Payment orders" and (or) "Payment requests", there is no possibility of specifying additional details of the beneficiary when selecting documents.
 8. In the input window, for payment documents "Payment orders" and (or) "Payment requests", provided is the possibility of entering details for searching the Beneficiary's details: "Beneficiary's name", "Beneficiary Bank code", "Beneficiary's Account" and "Beneficiary's UNP" (Fig.4).
 9. After filling in all the data in the request form for the generation of a register of documents, you need to click "Continue" button. In the browser tab, a register will be generated with a list of documents for the specified period, sorted by document types and current status, as well as, if available in the request form, by currency code and (or) account ig.

2.4 Administration

1. To manage the access rights of the users (an entity's employees), in the "Service" tab, provided is the "Administration" service function. Added is the possibility to control access to the entity's accounts, the operation of blocking and unblocking user access to the Client-Bank (WEB), setting up access rights to view incoming information addressed to the other entity's employees, as well as for independent management of the minimum number of mandatory electronic digital signatures for documents sent to the bank and the possibility to configure a serial chain of signatures for payment orders.

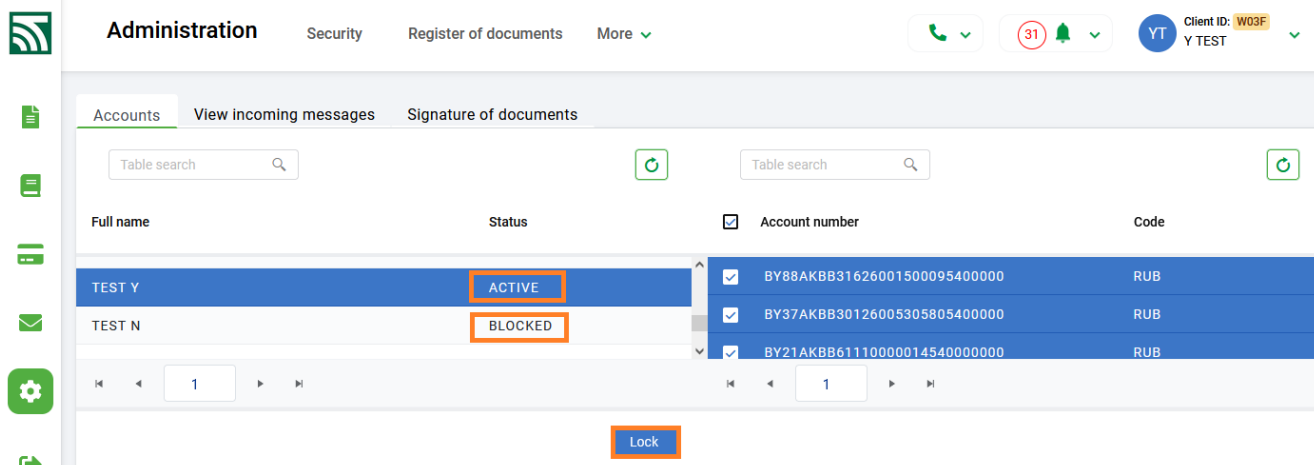




Fig.5 "Administration" service function

2. When clicking "Administration" button, the list with the surnames of all the entity's employees will be displayed in the viewing window. When hovering a cursor over the surname of any of the employees (Fig. 5), on the right from the list displayed is the list of all the entity's accounts ("Work with accounts" button). The entity's employee is entitled to work only with specified (selected) accounts. All other accounts (not selected) will be unavailable for work when viewing balances and account statements as well as when using accounts in work with payment documents and lists for crediting. After forbidding transactions on any account to an entity's employee, documents (payment orders, payment requests, lists for crediting) created by this employee earlier and in which this account has been involved, will become unavailable for work (will be absent) in the list of documents.
3. The "View incoming messages" tab displays a list of employees. The employee's check mark in this list gives the right to access to the incoming messages addressed to him (receiving and viewing).
By clicking the "Block" button, the work of an entity's employee will be blocked in the Client-Bank (WEB) Software System.". Until the moment of unblocking (the "Unblock" button), access to the software system will be closed.
4. To manage independently the minimum number of mandatory electronic digital signatures for documents sent to the bank, implemented was the "Document Signature" service function (Fig. 6), with which an entity's employee, who has full rights to access to the "Administration" item, has the opportunity to set the minimum number of electronic digital signatures before sending documents to the bank (by default, one signature) for the following document types:
 - Payment orders.
 - Payment requests.
 - Lists for crediting.
 - Electronic documents.
 - Letters of credit.
 - Template documents.After setting the minimum number of signatures for the specified documents, the operation of sending documents to the bank (the "Send to Bank" button) will be executed only for documents signed with an electronic digital signature in an amount equal to or greater than this one specified in the settings. Documents that do not meet this requirement will be excluded from processing with an indication of the reason for rejection.

Fig.6 Managing the minimum number of mandatory EDS

5. Besides specifying the minimum number of documents EDS before sending them to the Bank, added is the "Additional settings" button intended for maintenance of settings of quantity and sequence of document signatures by the Client's employees in terms of the specified currencies and ranges of document amounts.
6. Additional settings provide for maintenance of two data tables. The first table contains data indicating the currency, the range of amounts, and the mandatory number of signatures required to authorize sending the document to the bank. For the "Sign document" operation, the information in the "Additional Settings", if any, will be a priority. To enter data into a table with ranges of amounts, currency and number of signatures, use the "Add" button, to edit the information, use the button , you can delete the data by clicking the button .
7. The "currency code" of the range is selected from the drop-down list of currencies or by searching by the currency code (numeric or alphabetic) in the data search field. The "Amount from" field is intended for entering the amount of the range beginning. All the amounts above the amount specified in this field are included in the range of amounts. The "Amount to" field is intended for entering the amount of the range ending. All the amounts up to and including the amount specified in this field are included in the range of amounts. The "Number of signatures" field specifies the mandatory number of signatures for the range documents. When saving an entry (the "Add" button), the system makes monitoring for the correctness of filling in the fields and the absence of overlapping ranges with previously entered entries. When ranges are overlapped, the system will display a notification.
For each entry from the first ranges table, it is necessary to enter a corresponding list of users who are allowed to sign documents within the specified range. The second table is intended for entering the names of the client's employees who will sign documents containing amounts from the selected range, specifying the serial number of the signature. The "User" is selected from the drop-down list of the client's employees or by searching by surnames in the data search field. The serial number of the document signature is entered in the "Signature number" field: "1" means the right of the first signature, "2" means the right of second signature, etc. This field is provided with an automatic ban on entering a "Signature number"

exceeding that one specified in the ranges table (the "Number of signatures" field). It is allowed to specify the same "Signature numbers" for different employees of the Client. It is forbidden to specify several "Signature numbers" for one employee of the Client. When trying to enter new data for employees already in the list, a corresponding notification will appear on the screen. If an employee outside of the order specified in the «Advanced Settings» signs the payment document, a corresponding notification will appear on the screen.

If the client's employee is not in the list for the right to sign payment documents in the "Advanced Settings", then when signing a payment document for an amount within the specified range, he will be denied the right to sign.

2.5 Settings

In the "Settings" tab, it is possible to configure some parameters for working with Client-Bank (WEB) Software System (Fig. 7).

Fig.7 Window for settings

- The payment order number, starting from which the automatic numbering of the electronic payment order (EPP) will be performed for the operation of creating documents by hand input;
- The payment order number, starting from which the automatic numbering of the lists for crediting salary will be performed for the operation of creating documents by hand input;
- The number of the list for crediting (SALARY), starting from which the automatic numbering will be performed for the operation of creating lists by hand input;
- The number of the list for crediting (PENSION), starting from which the automatic numbering will be performed for the operation of creating lists by hand input;
- "Automatic request of balances and accounts statement when logging in the system". When setting "YES" after a successful logging in the Client-Bank (WEB) Software

System, an automatic request will be generated for receiving accounts balances for the time being as well as the request for generating a statement for all the User's accounts. In this regard, the request for account balances will be generated automatically each time the user logs into the System. The request for an account statement will be generated automatically only at the first login to the PC for the period from the date of the last login to the current day. The user shall use all other options for requesting a statement independently. When setting "NO" (by default), the above mentioned operation will not be performed when logging into the System.

- "Full name of the manager" is indicated for displaying information when forming the register of documents ("Service" tab, "Register of documents" button).

- "Full name of the Chief Accountant" is specified for displaying information when generating the register of documents ("Service" tab, "Register of documents" button).

- "Format for viewing a payment order" (HTML/ PDF). When the "HTML" option is set, the external representation of the electronic payment order will be generated by default in the form of a page with data representation in HTML format. When the "PDF" option is set, the data will be presented in PDF format by default with the possibility of copying them to an external file using the browser. This setting is used when generating the external presentation of documents in the "Documents" tab, the "PO in national currency" and "PO in foreign currency" menu item.

- "Format for viewing a payment order" (HTML / PDF). When the "HTML" option is set, the external representation of the electronic payment order will be generated by default in the form of a page with data representation in HTML format. When the "PDF" option is set, the data will be presented in PDF format by default with the possibility of copying them to an external file using the browser. This setting is used when generating the external presentation of documents in the "Documents" tab, the "Payment requests" menu item.

- "Accounts transactions. Display closed accounts." (YES / NO). By default, the option takes the value "NO".

- "Duplication check". To implement the possibility of duplication check of electronic payment documents according to the details specified in the "Duplication check" block, specified are the fields for enabling/disabling control in payment orders and payment requests. Selection of one or more fields enables automatic control for duplicating documents according to the specified details while sending payment documents to the bank. By default, the checking parameters are disabled.

2.6 Counterparty checking

1. In the tab "Service" - "More", the service for the checking counterparties reliability has been finalized (the "Counterparty checking" button). To get information, enter the counterparty's UNP in the field and click the "Add request" button. Upon receipt of the response, the System will display the information about the status and period of the counterparty.