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User guide. Working with lists. Client-Bank (WEB) Software System. Client module. Rev. 01.11.2022

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 lists for crediting. The user guide contains:

- Overview;
- Lists for crediting;

This program document is developed by Belarusbank.

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CONTENTS

1. OVERVIEW

1.1. Intended use of lists for crediting

The "Lists for crediting" menu provides the user with the possibility to prepare, edit, sign and send to the bank data lists for further crediting amounts to bank accounts.

1.2. System Functions while Working with lists for crediting

The program performs the following functions:

1) Creation of list for salary, pension (hand input);

2) Import of lists for salary, pension, military pension, alimony, dividends from an external file of the established structure;

3) Editing lists for salary, pension;

4) Generating and printing the list for crediting;

5) Applying electronic digital signatures to the list for the purpose of their approval and (or) sending to the bank;

6) Revoking electronic digital signatures from the lists;

7) Making copy of a list for salary, pension from the available list in the centralized Database (hereinafter DB);

8) Deleting lists for salary, pension, military pension, alimony, dividends from the BD;

9) Sending signed and approved lists for salary, pension, military pension, alimony, dividends to the bank for their further procession by responsible officers of the bank;

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10) Revocation of lists for salary, pension, military pension, alimony, dividends, earlier sent and not accepted for work by responsible officers of the bank;

2. LISTS FOR CREDITING

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. Logging in is executed using login and password ("Password Entry" tab) or using a key ("EDS Entry" tab).

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.

3. Select the "Documents" item on the left from the menu of the main application form to go to the list of documents available for work (Fig. 2).
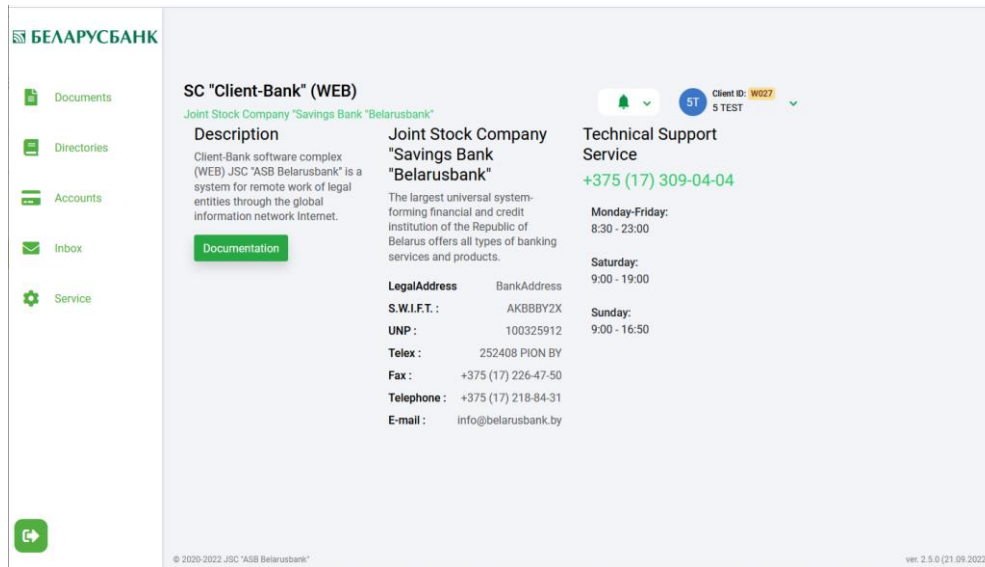
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Fig. 2. Main menu of the System page

2.2. Hand Input of Data

1. Select in the menu containing the list of available documents the "Lists for crediting" item (Fig. 3).
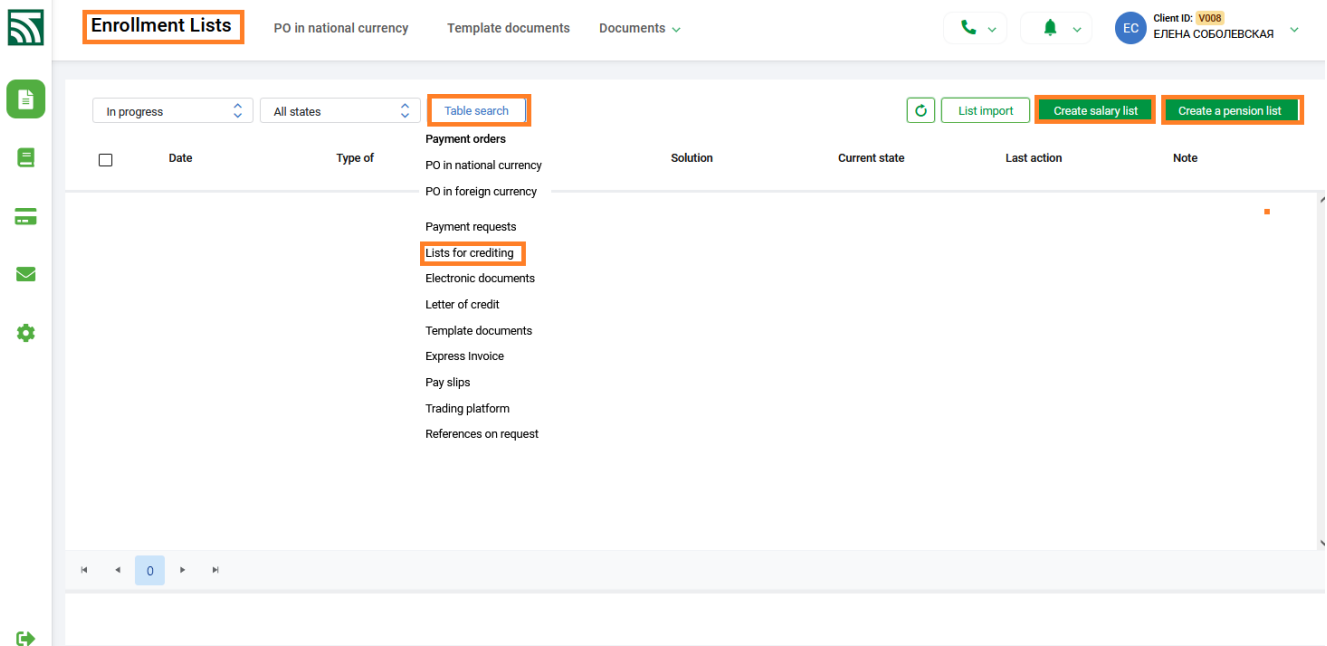

Fig. 3 Lists for crediting.

2. Click the "Create salary list" button on the right side of the form (Fig. 3) to create a list for crediting salary, or "Create pension list" to create a list for crediting pensions. In the opened window, to set the list, click the "Add beneficiary" button and enter the necessary data, specifying the depositor's account number, the amount to be credited, the depositor's full name. The information can be filled in manually, you can select from the employee directory from the drop-down list (the "Employees" directory) by clicking on a specific field (either "depositor's account number" or "depositor's full name"), saving each entry to the general list for crediting (Fig. 4) by clicking the "Save" button. To copy and paste text in the input fields, you can use the keyboard shortcuts Ctrl-C (Copy) and Ctrl-V (Paste). For the pension list, it is also necessary to enter data in the

"Contract expiration date" field and the "Pension File number" field, taking into account the requirements for filling in (Fig.5), if the data is incorrect, a notification will be displayed.
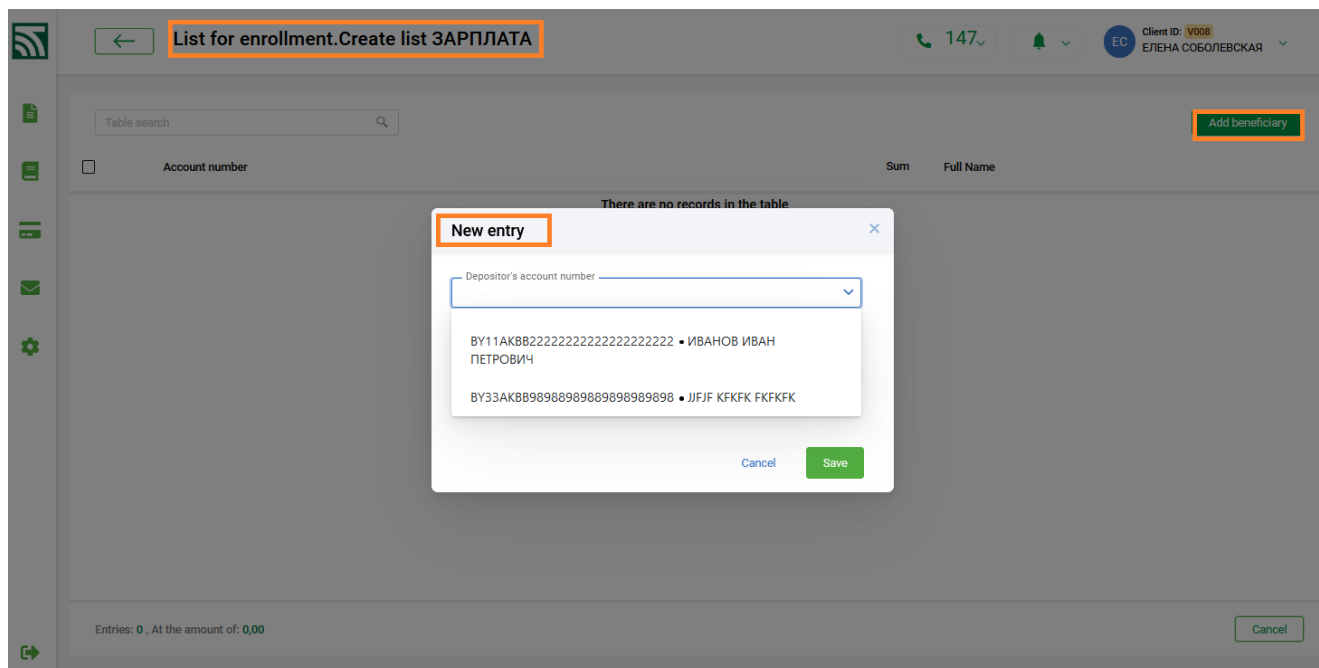

Fig. 4 Window for filling in the salary list with the selection of data from the Directory "Employees".
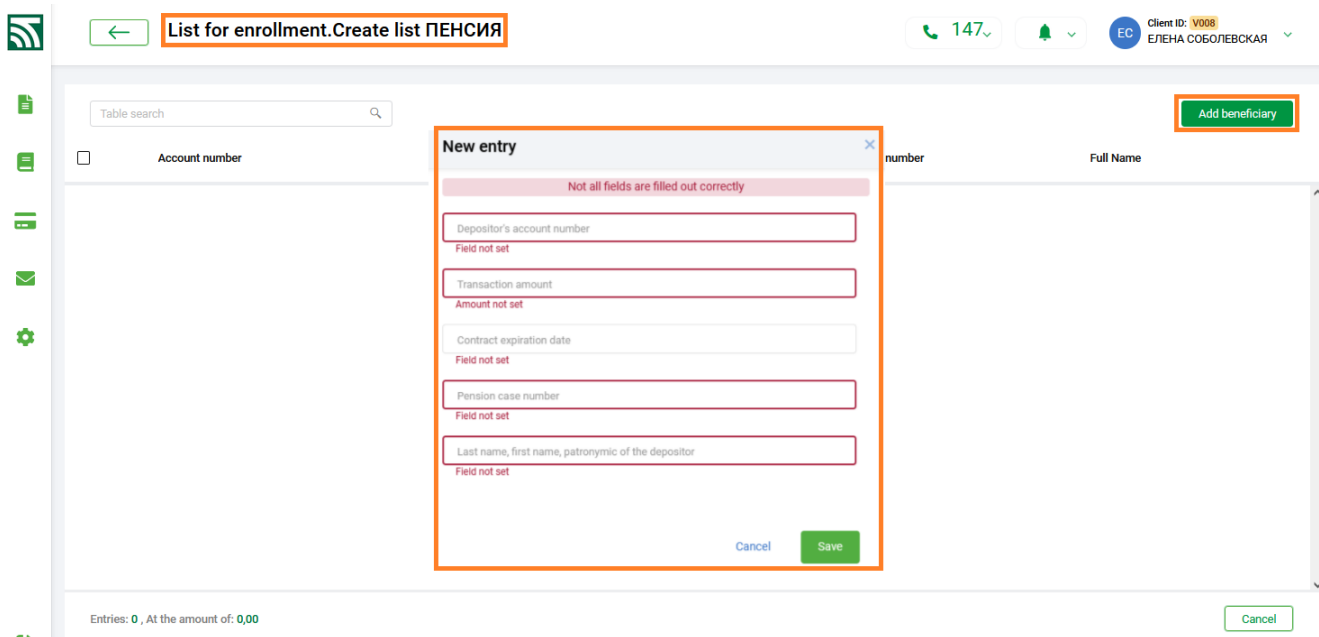

Fig. 5 Window for filling in the pension list data.

3. To correct an entry in the list, click on the line the icon (Fig.6), to delete an entry in the list, you need to highlight a necessary line (entry), at the same time, at the bottom, the System will open the "Delete" button (Fig. 7). Function buttons for working with the pension list operate in the similar way.

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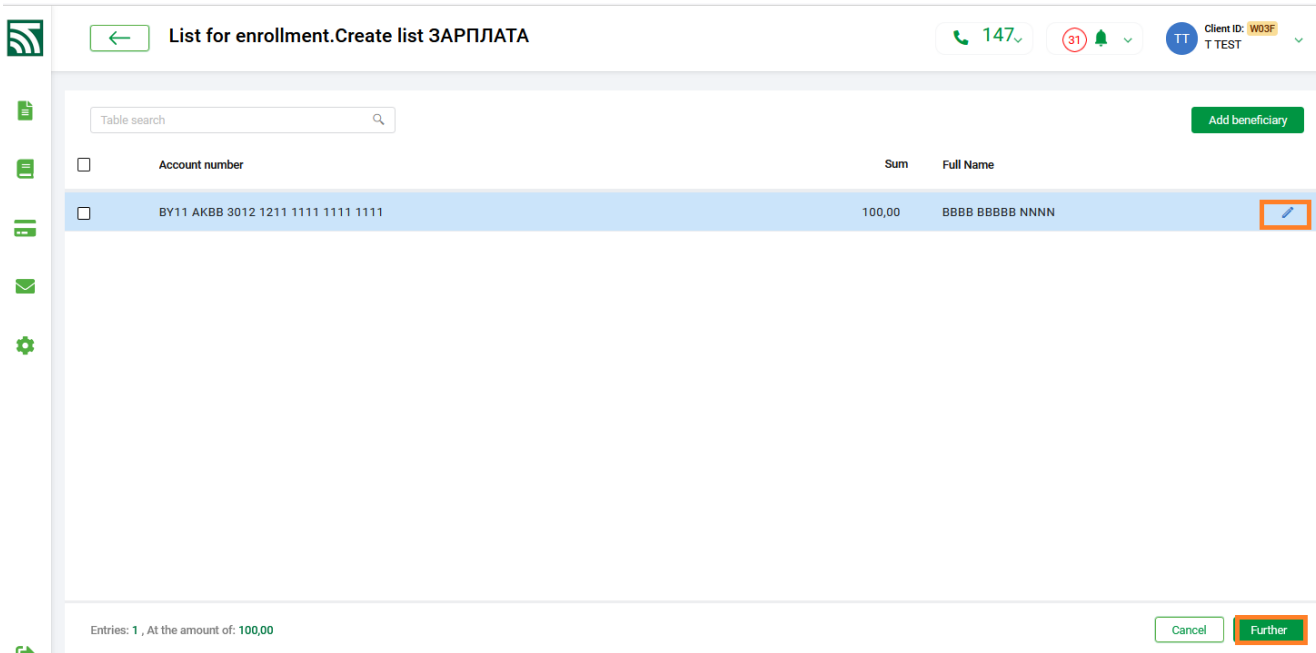User guide. Working with lists. Client-Bank (WEB) Software System. Client module. Rev. 01.11.2022

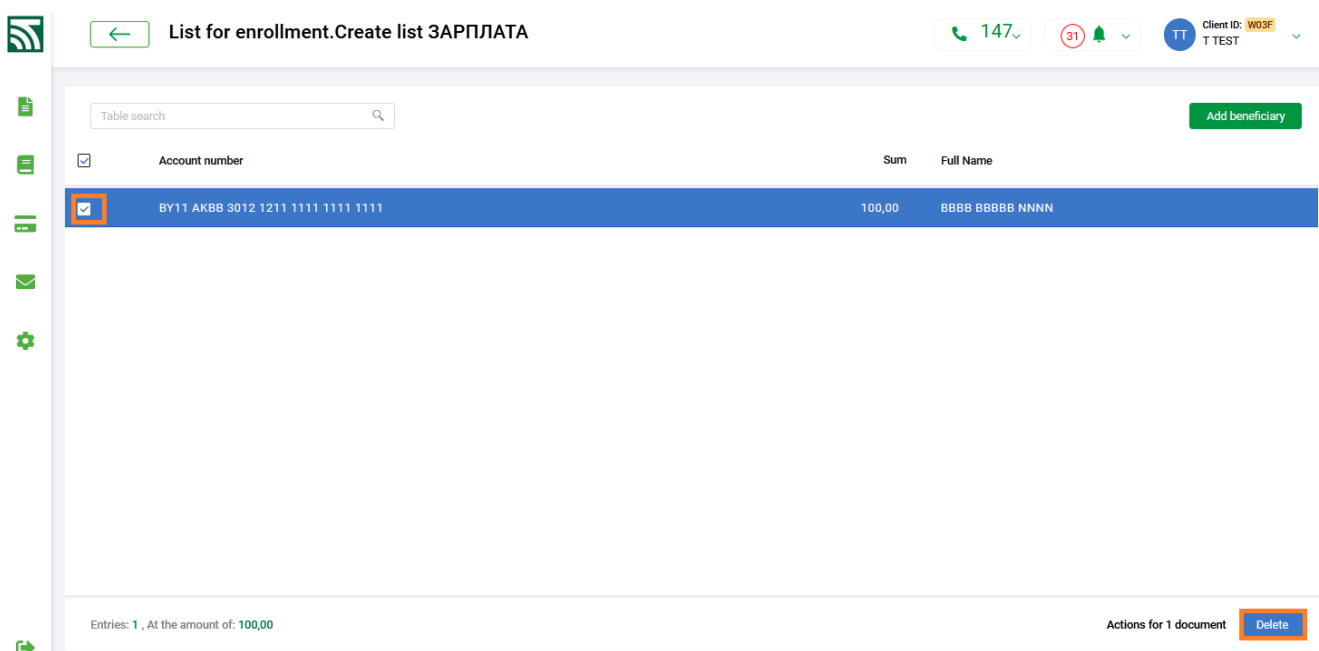Fig. 6 Window for working with a salary list

Fig. 7 Window for deleting entries of a salary list

4.   After filling in the entire list, you need to click the "Next" button to go to the form for filling in the details of the list header and saving data (Fig. 8). In the appeared window, you need to fill in all the required details of the list header (the fields are highlighted with red frames) and click the "Save" button (Fig. 8).

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Enrollment list header   ×

Check the correctness of information about the commission and transit account

⬜ Update the date of the list and the date of the PO

Document date 🔒
12.09.2022

⬜ Automatic creation of a payment order

Ordinal number of the list for enrollment
1

Contract number 🔒	agreement date 🔒	List date
		05.07.2017

Branch number where the personal account is opened 🔒
ОАО "АСБ БЕЛАРУСБАНК"

Number of the Banking Services Center (CBU) in the branch

Branch number in the branch (CBU)

Account number
BY22AKBB30122001521200000322

Name of responsible person
ИВАНОВ М.П.

Total number of entries in the list 🔒
5

List total 🔒
10000,00

List currency
BYN • code: 933

Type of enrolled list

⬜ Card accounts   🔵 Deposit accounts

List type
1000 • Заработная плата и приравненные к ней платежи

Period

Period   📅   [Add]   [Clear]

Transit account for crediting the amount of the list
BY12AKBB38192001520000000000

Bank code

Commission

Sum 🔒	Interest rate 🔒
0	0

Fixed amount 🔒	Payment order number
0	

Bank code	Account number

Payer

Payer's account

Bank code 🔒	Currency code

Cancel   [Save]

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Fig. 8 Window "Salary list header"

5.   All the information will be recorded in the centralized database of the bank's server. Once the document is saved successfully, it will appear in the list for crediting with the "Not Posted" status.

6.   Later on, to work with a separate document (list) in the table of documents, individual function buttons are provided for use, located on the right on t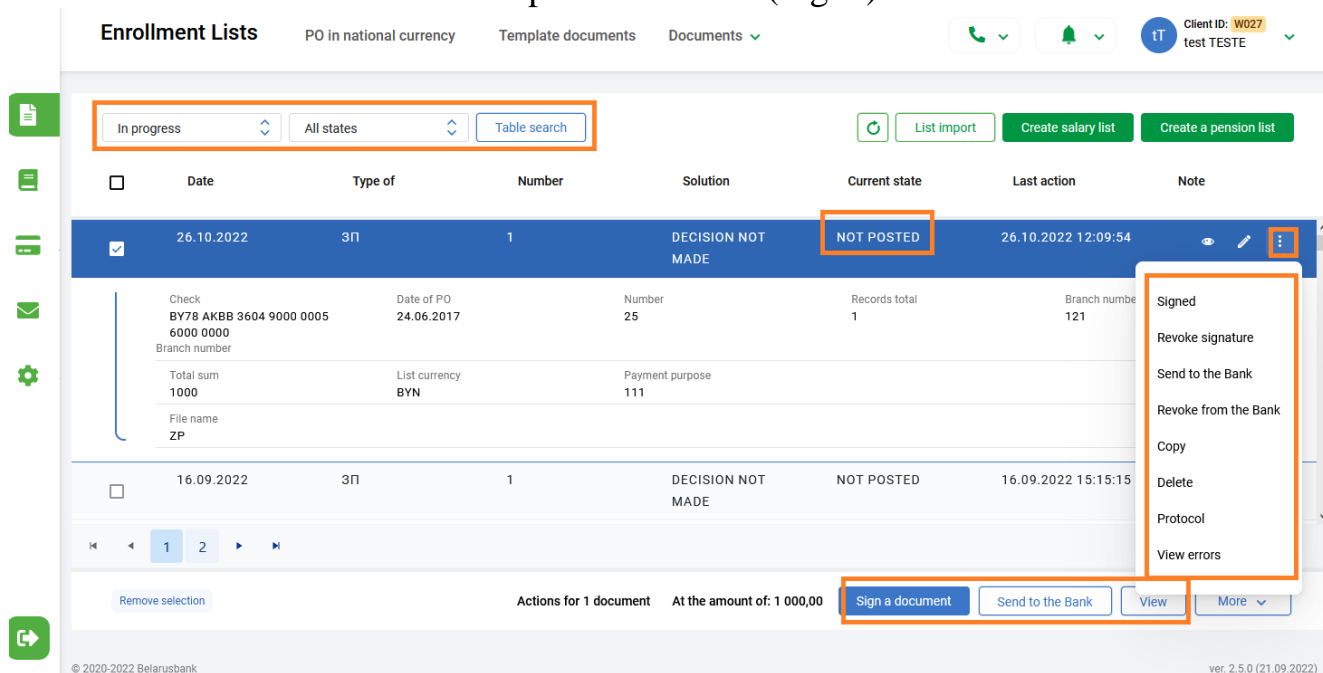he line (document) ![icons], button for viewing a document: ![eye], button for changing a document: ![pencil], button for calling the menu with a set of operations: ![menu] (Fig. 9).

7.   To work with a group of documents, there are buttons located at the bottom right hand corner of the screen form of document table and they become active if the document(-s) are selected: ![Sign a document] ![Send to the Bank] ![View] ![More ∨], button ![More ∨] calls an additional operations menu (Fig. 9).

Fig. 9 Function buttons and menu for working with a list

8.   Before sending data to the bank for execution, select the prepared documents and click the "Sign" button at the bottom right (Fig. 9). In the appeared window afterwards for confirming the use of electronic digital signature for documents, you need to enter the password to the personal key and click the "Next" button. Signed documents will be awarded the "Signed" status.

9.   To transfer documents to the bank for execution, it is necessary to check the signed documents and select the "Send to the bank" operation from the list of group operations and click "Continue" in the appeared window. Documents sent to the bank earn the "Sent to the Bank" status (Fig. 10).. Responsible officers in the bank shall perform all further operations with documents.

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Fig. 10. Sending documents to the bank.

10. To revoke documents sent to the bank earlier, you need to check them in the list of documents for crediting and click the "Revoke Document" button from the list of group operations (Fig. 11). The rejected document will be available for viewing and copying in the "Rejected" section.

Fig. 11. Revoking a document from the bank.

2.3. Data importing from a file

1. Select the button from the top right in the form with a list of available documents List import . Select the "Type of list for crediting" in the appeared window the type of the list to import and the necessary encoding of the file, then click the "Import" button (Fig. 12).

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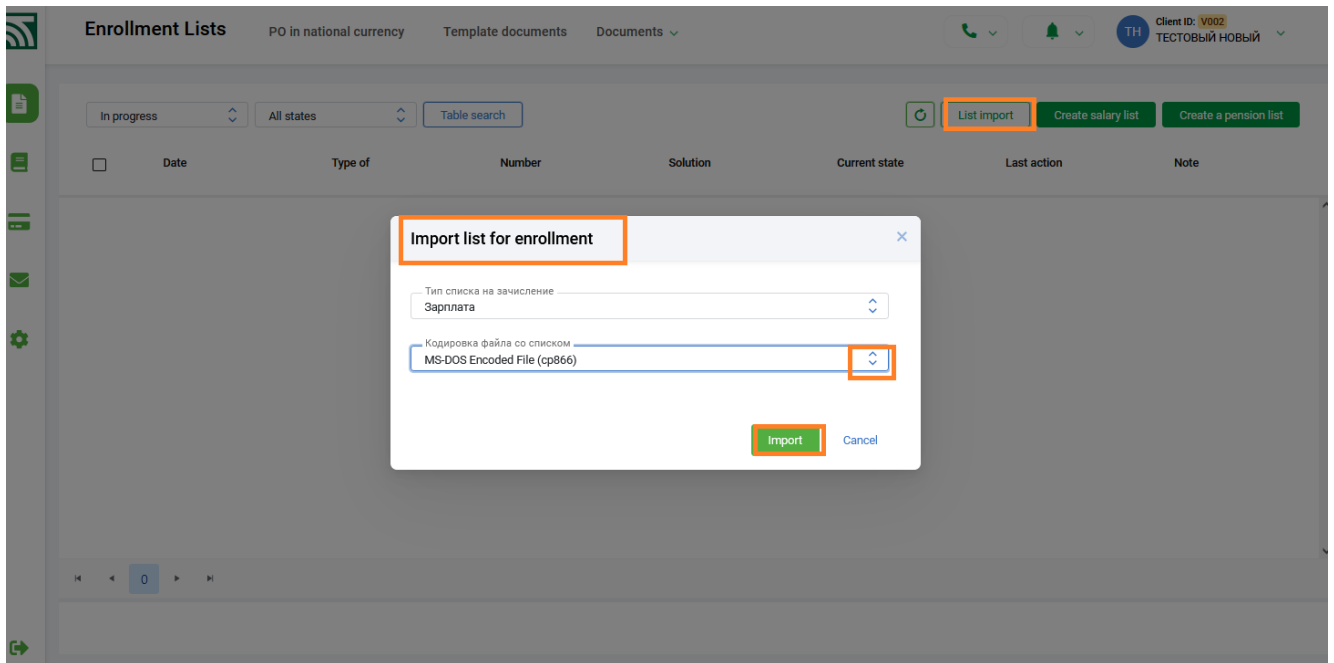
Fig. 12 Window for importing a list

2.   In the Windows Explorer window, you need to select a file to be imported and click the "Open" button. Structure of a file for generating a list for crediting salary can be found in Appendix 1. Structure of a file for generating a list for crediting salary can be found in Appendix 2.

3.   After successfully passing all the controls provided for during import, the list information from the file will be displayed in the download window, information about the import file name is also displayed on top (Fig. 13). To proceed further to filling in or controlling the data of the list header, you need to click the "Next" button (Fig. 13).
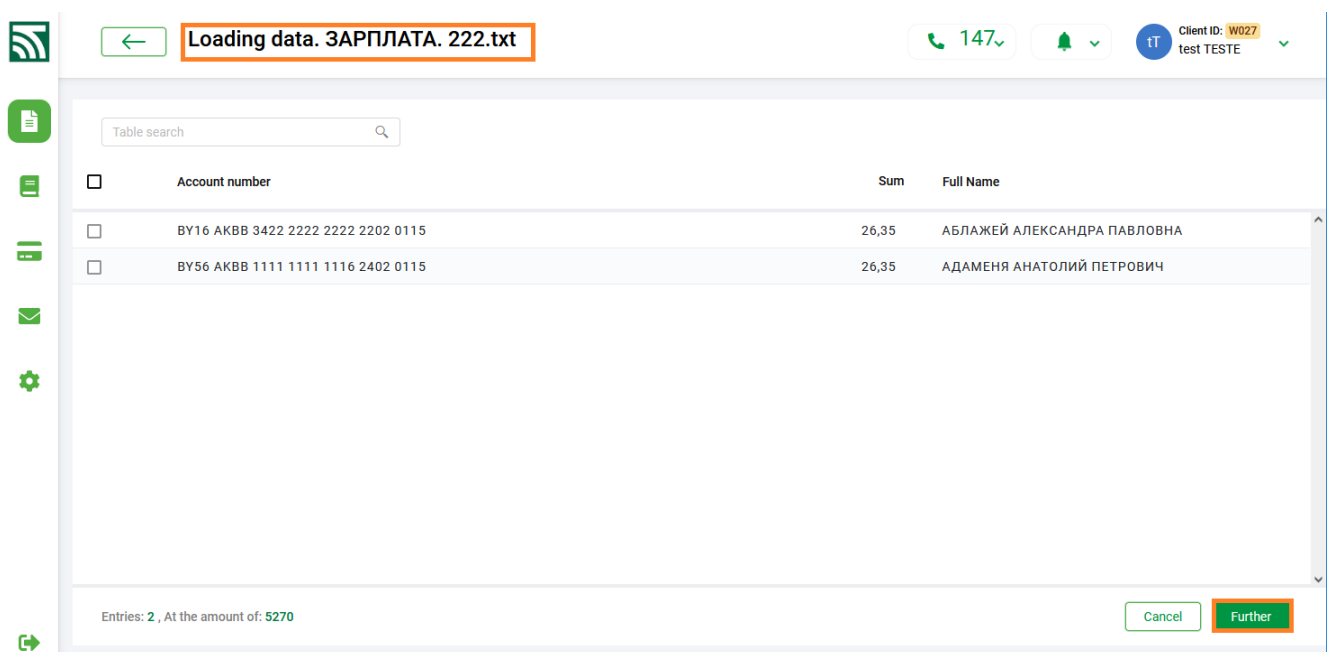
Fig. 13 The "Loading data" window when importing the list.

4. To save the list, in the appeared window, you need to fill in all the required details of the list header, if they were not present in the file to be imported (the fields

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are highlighted with red frames) and click the "Save" button (Fig. 14). All the information will be recorded in the centralized database of the bank,s server. Once the document is saved successfully, it will appear in the list for crediting with the "Not Posted" status (Fig. 15)..

Fig. 14 Window for filling in the "List header".

2.4. Viewing information for selected documents, printing

1. When a document (of the list) is clicked, detailed information is highlighted under the line below, including the name of the original import file (Fig. 15), the Type column shows the type of the created list (PS – pension, SR – salary) (Fig. 15).

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Fig. 15 The information field for selected documents

2. To view or to print one or several documents, you need place the cursor on a desired document or check multiple documents in the list and click the "View" button or 👁 on the document line. External representation of the document (documents) for viewing or printing will be displayed in a new browser tab.

2.6 Documents Search by Specified Details

1. To search for a specific document, you need to select the mode of operation with the list (In progress, Processed, Rejected), you can also specify a certain state of documents from the list of states and then you can use the search function by details (the "Table search" button). When clicking the "Table search" button, a window with input form for entering documents details appears for searching.

2. After filling in all the necessary details for documents search, you need to click the "Apply" button. After clicking the "Apply" button, a documents list corresponding to the search conditions for the previously entered details will be displayed on the screen. If the documents were not found, the list will be empty.

3. It is also possible to clear a search form containing previously entered information (the "Clear" button) to further fill in the form with new data or to reset the filter. The "Cancel" button is designed to cancel the action of searching for the document(s) in the table. Also, the "Reset filter" button appears at the bottom of the table, designed to cancel the search conditions.

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ANNEX 1

FILE STRUCTURE FOR THE LIST FOR CREDITING SALARY

File from which the System generates a list for crediting salary represents a text file in one of the following encodings: cp866 (DOS), cp1251 (MS Windows), koi8 (OS Unix), mac (Mac OS), UTF-8, UTF-16. The file must contain the list header and the list part. The list header is intended to automate the process of generating a document in the program and carries the information necessary for the Bank to execute such a document. If the file contains only the list part, the operator enters all the information requested by the program manually when saving the document in the program.

One file can contain only one list.

The list header must begin with the reserved word HEADER enclosed in angle brackets (the characters "<" and ">") and placed at the beginning of the line. This construction is called a tag. The list header consists only of tags.

The list of list header tags can be found in Table 1.

Table 1 – The list of list header tags

Tag label	Tag description	Format	Note
1	2	3	4
HEADER	Reserved service word, meaning the title of the salary batch	-	
NSP	Serial number of a salary list in the accounting system of an enterprise (entity)	5n	
DSP	Date of list compilation	10d	DD.MM.YYYY format (with a dot mark)
NFIL	The number of the branch office where depositors' personal accounts are opened	3n	
NCBU	The number of the banking services center (hereinafter referred to as the BSC) in which depositors' personal accounts are opened	3n	
NOTD	The number of the outlet where depositors' personal accounts are opened	3n (4n)	
ACC	The account number from which the funds are transferred	28	
CURRENCY	List currency	3a	BYN, USD, …
FISP	Surname, first name, patronymic of the responsible officer – compiler of the list	100x	authorized characters: 0-9a-zA-Za-яА-яёЁÿЎiI ()/+-.,:'
TOTAL_P	Total number of operations in the list	6n	
TOTAL_S	Total amount of the list	19n (16.2n)	
NZP	Purpose of transfer	100x	authorized characters: 0-9a-zA-Za-яА-яёЁÿЎiI ()/+-.,:'

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NPP	The number of the payment order for the transfer of funds according to the list	16c	
DPP	Date of the payment order for the transfer of funds according to the list	10d	DD.MM.YYYY format (with a dot mark)
VSP	Type of the list for crediting	1a	K- card accounts V-deposit accounts
CONTRACT	Concluded contract number	50x	Not mandatory
DELIMITER	Delimiter of the list part details	X	Empty – spaces as well as characters from the typing set «,#-;»
TYPELIST	The code of the list (type of crediting) from the Directory "List type"	4n	Not mandatory
ACCTRANSIT	Payable-through account in the bank for crediting funds	28c	Not mandatory
EOD	Reserved service word, indicating the end of the list, may contain a comment	-	

_____

Note. Formats of the informational part of tags: n – decimal digits (0-9, dot mark "." as a separator of whole and fractional parts); x – letters and numbers of the Latin and Russian alphabet, decimal digits; d – date in the format dd.mm.yyyy; a – capital Latin letters; c – Latin letters and numbers; numbers mean the maximum length of the informational part, the underscore character – the fixed length of the information part of the tag.

Inside the file, the tags can follow in any order, but the service part should start with the HEADER tag. All tags are mandatory and must contain an informational part, except for the DELIMITER tag. The EOD tag may contain an informational part that can be used as a comment in the list file (this information does not get into the document). The EOD tag can be absent (substituted by the end-of-file condition).

The list part consists of the information necessary for the operation of crediting the list at the Head Office, CBS or Bank outlet. Each line is an operation for one account of one client. The details delimiter is an informational part of the DELIMITER tag. If the the DELIMITER tag, the information part of the DELIMITER tag or the list header is absent, the "space" character is used as a delimiter. The details order of the list part can be found in Table 2.

Table 2 – List part format

Ser. No.	Detail name	Detail format	Note
1	2	3	4
1	Depositor's account number (0 – new account)	28c	
2	Transaction amount	15n (12.2n)	authorized characters: 0-9,.
3	Depositor's full name	100x	authorized characters: 0-9a-zA-Za-яA-ЯёЁÿŸіI ()/+-.,:'

List sample file:

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```
<HEADER>
<NSP>1
<DSP>05.07.2021
<NFIL>000
<NCBU>620
<NOTD>011
<ACC> BY22AKBB30122001521200000322
<CURRENCY>        (if there is no tag or value, the currency of the list shall be deemed as BYN)
<FISP>Ivanov M.P.
<TOTAL_P>4
<TOTAL_S>10000.00
<NZP>Salaries of employees in deposits of individuals for July 2021
<NPP>25
<DPP>05.07.2021
<VSP>V
<CONTRACT>12-845-22
<DELIMITER>
<TYPELIST>1000
<ACCTRANSIT>BY12AKBB38192001520000000000
BY97AKBB30140000000000000001 3000.00 Ivanov Ivan Ivanovich
BY98AKBB34040000000000000002 2000.00 Fedorov Fedor Fedorovich
BY89AKBB34040000000000000003 3000.00 Petrov Piotr Petrovich
BY89AKBB34040000000000000004 2000.00 Pushkin Ivan Petrovich
<EOD>
```

The value of <NFIL> tag shall be equal to "000". This field is mandatory. The values of <NCBU> and <NOTD> tags may not contain information.

Due to the fact that the processing technologies of card accounts and deposit accounts differ significantly, one list should contain either only card accounts or deposit accounts. When manually filling in the list header, you need to specify exactly the list type.

After the <EOD> final tag or the last line with the information, there must be a linefeed (characters 0Dh0Ah).

When processing a salary batch with a format (without a header), the data of the header itself is entered manually when saving the document to the Client-Bank (WEB) Software System.

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ANNEX 2

FILE STRUCTURE FOR THE LIST FOR CREDITING PENSIONS

The file from which the system generates a list for crediting pensions represents a text file in one of the following encodings: cp866 (DOS), cp1251 (MS Windows), koi8 (OS Unix), mac (Mac OS), UTF-8, UTF-16. The file must contain the list header and the list part. The list header is intended to automate the process of generating a document in the program and carries the information necessary for the Bank to execute such a document. If the file contains only the list part, the operator enters all the information requested by the program manually when saving the document in the program.

One file can contain only one list.

The list header must begin with the reserved word HEADER enclosed in angle brackets (the characters "<" and ">") and placed at the beginning of the line. This construction is called a tag. The list header consists only of tags.

The list of list header tags can be found in Table 3.

Table 3 – The list of the service part tags

Tag label	Tag description	Format	Note
1	2	3	4
HEADER	Reserved service word means a title of the batch with pensions list	-	
NSP	Serial number of pensions list in the accounting system of an enterprise (entity)	5n	
DSP	Date of list compilation	10d	*DD.MM.YYYY format (with a dot mark)*
NFIL	The number of the branch office where depositors' personal accounts are opened	3n	
NCBU	The number of the banking services center (BSC) in which depositors' personal accounts are opened	3n	
NOTD	The number of the outlet where depositors' personal accounts are opened	3n(4n)	
ACC	The account number from which the funds are transferred	28	
CURRENCY	List currency	3a	BYN, USD, …
FISP	Surname, first name, patronymic of the responsible officer – compiler of the list	100x	authorized characters: `0-9a-zA-Za-яА-ЯёЁÿŸiI ()/+-.,:'`
TOTAL_P	Total number of operations in the list	6n	
TOTAL_S	Total amount of the list	19n	
NZP	Purpose of transfer	100x	authorized characters: `0-9a-zA-Za-яА-ЯёЁÿŸiI ()/+-`

			.,:'
NPP	The number of the payment order for the transfer of funds according to the list	16c	
DPP	Date of the payment order for the transfer of funds according to the list	10d	*DD.MM.YYYY format (with a dot mark)*
VSP	Type of the list for crediting	1a	K- card accounts V-deposit accounts
DELIMITER	Delimiter of the list part details	x	Empty — spaces as well as characters from the typing set «,#-;»
TYPELIST	The code of the list (type of crediting) from the Directory "List type"	4n	
EOD	Reserved service word, indicating the end of the list, may contain a comment	-	

Note. Formats of the informational part of tags:

n — decimal digit characters (0-9);

x — letters and numbers of the Latin and Russian alphabets, decimal digits;

d — date in the format dd.mm.yyyy;

a — capital Latin characters;

c – Latin letters and numbers;

the digits mean the maximum length of the information part, the underscore symbol is the fixed length of the informational part of the tag.

The "Note" table column shows the acceptable values of the details.

Inside the file, the tags can follow in any order, but the service part should start with the HEADER tag. All tags are mandatory and must contain an informational part, except for the DELIMITER tag. The EOD tag may contain an informational part that can be used as a comment in the list file (this information does not get into the document). The EOD tag can be absent (substituted by the end-of-file condition).

The list part consists of the information necessary for the operation of crediting the list at the Head Office, CBS or Bank outlet. Each line is an operation for one account of one client. The details delimiter is an informational part of the DELIMITER tag. If the the DELIMITER tag, the information part of the DELIMITER tag or the list header is absent, the "space" character is used as a delimiter. The details order of the list part can be found in Table 2.

Table 2 – List part format

Ser. No.	Detail name	Detail format	Note
1	**2**	**3**	**4**
1	Number of account for crediting (0 – new account)	28	
2	Transaction amount	15n	
3	Expiration date of the pensioner's application for pension payment	6n	*DDMMYY format (without dot mark)*
4	Pension file number	10x	
5	Pensioner's full name	45x	

Message sample file:

```
<HEADER>
<NSP>1
<DSP>05.07.2021
<NFIL>000
<NCBU>
<NOTD>
<ACC>BY22AKBB30122000000000001222
<CURRENCY>        (if there is neither tag nor value, the currency of the list shall be deemed as BYN)
<FISP>Ivanov M.P.
<TOTAL_P>5
<TOTAL_S>6000000
<NZP>List for crediting pensions to the card accounts for July  2022
<NPP>25
<DPP>05.07.2022
<VSP>K
<DELIMITER>
BY22AKBB30122001521200000125 1000000  011121  505848-50  PAVLYUSHCHENKO ZOYA DEMYANOVNA
BY22AKBB30122001521200000178 1500000  011221 511338-04  PETROVICH MARIYA ISAKOVNA
BY22AKBB30122001521200000782 1000000  010422  505136-05  KHAREVICH ZINAIDA IVANOVNA
BY22AKBB30122001521200001122 1500000  010422  412007-72  KLIMOVICH NATALYA PETROVNA
BY22AKBB30122001521200000127 2000000  010522  511423-90  RAYSKIY IOSIF IOSIFOVICH
<EOD>
```

The value of <NFIL> tag shall be equal to "000". The values of <NCBU> and <NOTD> tags may not contain information.

Due to the fact that the processing technologies of card accounts and deposit accounts differ significantly, one list should contain only either card accounts or deposit accounts.

After the <EOD> final tag or the last line with the information, there must be a linefeed (characters 0Dh0Ah).

When processing a pension payments batch with a format (without a header), the data of the header itself is entered manually when saving the document to the Client-Bank (WEB) Software System.