Bank's Soft Systems

Subsystem "Bank-Client"

Operator's Manual

....

BS-Client™ has a customizable menu, so all descriptions of menu items correspond to the menu set-up of the system installation disc.

Since it is the bank that specifies the types and formats of documents and directories in the client part, all the instructions on particular types and formats are those of the system installation disc.

The **BS-Client**™ software that a bank provided the Customer with and which is installed on the Customer's computer will be referred to as **the system**. The **BS-Client**™ software installed at the bank serving the Customer will be referred to as **the RBS server**.

Introduction

BS-Client™ arranges client-to-bank paperless workflow and prepares and sends payment documents and other types of documents from the client to the bank.

The following activities are available:
- deliver, verify, and process customers' payment and informative documents of various types,
- free format message interchange,
- receive account statements of different formats as well as other information from the bank.

The "Bank-Client" technology enables the Customer to carry out transactions and obtain information on his accounts without visiting the bank. Furthermore, as it is practically impossible to falsify an electronic signature and decode electronic cipher when holding private keys properly, the client's e-documents are kept more secure from falsification and undesirable inspection than paper ones.

Major System Options

All system documents fall within the following two categories:

Outgoing   created in the system to be sent to the bank,
Incoming   received from the bank.

The system supports the following types of **outgoing** documents:
- Payment Orders:
  - Rouble Payment Order,
  - Foreign Currency Payment Order,
  - Payment Request,
  - Collection Order;
- Payment Orders for Foreign Currency Transfer:
  - Order for Foreign Currency Purchase,
  - Order for Foreign Currency Sale,
  - Order for Mandatory Foreign Currency Sale;
- Conversion Application;
- RUR Receipts Certificate;
- Foreign Currency Transactions Certificate;
- Additional Documents to Bank:
  - Request for Account Statement,
  - Cancellation Request,
  - Free Document to Bank.

The system supports the following types of **incoming** documents:
- Foreign Currency and Rouble Account Statements,

- Free Bank Document.

Note: This list is subject to enlargements and alterations (by the bank).

The system supports directories facilitating creation of new documents.
There are two types of directories, internal (client's) and corporate.

Internal directories	supply useful information; e.g., a list of a correspondent's accounts. You can edit and enlarge such directories yourself.
Corporate directories	It is the bank that edits and populates them. You are not authorized to edit and enlarge such directories. You can only export their data into documents you create.

Main BS-Client Window

 Start the BS-Client system (run cbank.exe).
  ⇨ The main system window appears.
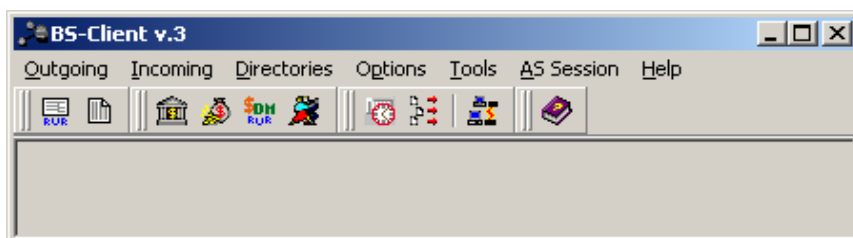
The form has a standard Windows interface with pop-up menus, toolbars, and tool tips that appear should you point to a toolbar button.

Outgoing	menu contains documents created by the served organization. The standard suite includes Payment Orders, Payment Requests, Collection Orders, Orders for Foreign Currency Transfer, Orders for Foreign Currency Sale, Orders for Foreign Currency Purchase, Orders for Mandatory Sale, Conversion Applications, RUR Receipts Certificates, Foreign Currency Transactions Certificates, and Free Documents (letters to the bank). BS-Client can archive remote documents and those completed by the bank. Use the menu to refer to archival scrollers of outgoing documents.
Incoming	access Bank Statements and Free Bank Documents, view the Directory Replication Journal, and process Jobs for Remote System Update/Upgrade. Use the menu to refer to archival scrollers of incoming documents.
Directories	access Corporate (common with the bank) and Internal (your own) directories.
Options and **Tools**	administer the system. No operator can use commands therein.
AS Session	exchange data with the 1C, Parus, and INFIN Accounting Systems. You can also exchange data with other ASs supporting text format export.
Help	pop up the BS-Client context help.
Icon toolbar **buttons**	open the most frequently used scrollers.
	For example, if you click on , a scroller of Payment Orders appears. The button opens the scroller of Rouble Statements. The directories of Russian Banks, Currencies, Exchange Rates, and Correspondents are opened similarly. Should you point to a toolbar button, its tool tip appears.

Tip: For more information on the toolbar buttons of the main window of the BS-Client system see the chapter **APPENDIX. *Main BS-Client Window Icon Toolbars*.**

Directories

What are Directories for?

The main purpose of directories is to facilitate the process of populating dialogs, as it proves to be much safer and easier to export data from a directory into a field (if available) rather than to type it in. Furthermore, numerous fields (the so-called linked fields) are frequently populated as a group.

How do Corporate and Internal Directories Differ?

There are two types of directories supported:

- internal,
- corporate.

Internal

These are client directories. They represent your "property." You can choose to enlarge them with any data or leave them blank.

Below are the internal directories:

- Personnel,
- Correspondents,
- Payment Details,
- Transaction Certificates,
- Beneficiaries,
- Currency Payment Details,
- Legal Statuses,
- Kinds of Activity,
- RBS Journal.

Corporate

These are bank directories. You are not authorized to edit them. It is the bank that corrects their data and provides for its accuracy. You can only view them and export data, if necessary.

Below are the corporate directories:

- Russian Banks,
- Types of Russian Banks,
- Countries,
- Currencies,
- Exchange Rates,
- Types of Transactions,
- Payment Patterns,
- Payment Queue,
- Foreign Banks,
- Codes of Foreign Currency Transactions Types,
- Types of Currency Payment (Foreign Currency Payment Patterns),

- Grounding Documents,

- Codes of Foreign Currency Payment Grounds,

- Contract Pay Type Codes,

- Codes of Foreign Currency Purchase Grounds,

- Charges Codes,

- KNF Codes,

- Foreign Currency Purchase Types,

- Types of Currency Sale,

- Mandatory Sale Type,

- Russian Regions,

- Types of Localities,

- Indices of Document Status,

- Indices of Payment Details,

- Indices of Taxable Period,

- Indices of Payment Type,

- Codes of Budget Classification.

General Operations with Directories

The following operations are applicable to all the directories; they are initiated by clicking on appropriate directory toolbar buttons:

New	is only available in internal directories. Click on ⬚ to open a new entry dialog box. Click **Ok** when it is populated and thus save the data. From now on you can extract it by any standard means: from the Directories menu or by ⬚ from a document you create.
Search	Use ⬚ to open the dialog where you can specify search parameters. For more information on the command, see ***How to find a document in its list?***.
Filter	Use ⬚ to open the **Specify Filter** window. For more information, see ***How to filter documents in their list?***.
Sort	Use ⬚ to open the dialog where you can specify sort of directory entries. For more information on the Select sort order dialog box, opened by this button, see ***How to sort documents in their list?***.
Help	Use it to invoke the window describing the standard keyboard shortcuts.
Information	Use it to obtain information about selected documents (their quantity and total amount).

Organizations Directory

One "client" BS-Client can be used by one or more legal persons. Requisites of each legal person are stored in the **Organizations** directory. Any modifications and amendments are made by the serving bank and are sent to you as requisites updates (for more information, see ***Update Requisites***).

An operator can just view the **Organization's Accounts** and **Organizations** directories while creating a new payment document. Upon selecting data in the directory, all the fields linked with the given one will be populated.

If you are creating a free document to bank, click ⁞ next to the **From** field to open the **Organizations** directory.
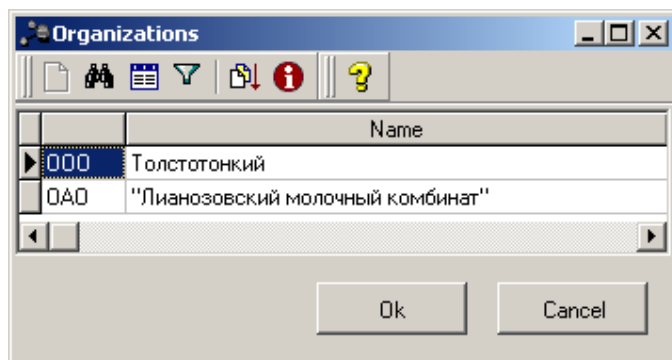
Use ⁞ to display details of registered legal persons as well as the serving bank. It appears convenient should you need to extract the bank's details into a new document.

To view an organization's details, select the required row in the list and press **Ctrl+Enter**.

Another way to access the organizations directory independently of documents is from **Options → Organizations' Accounts**.
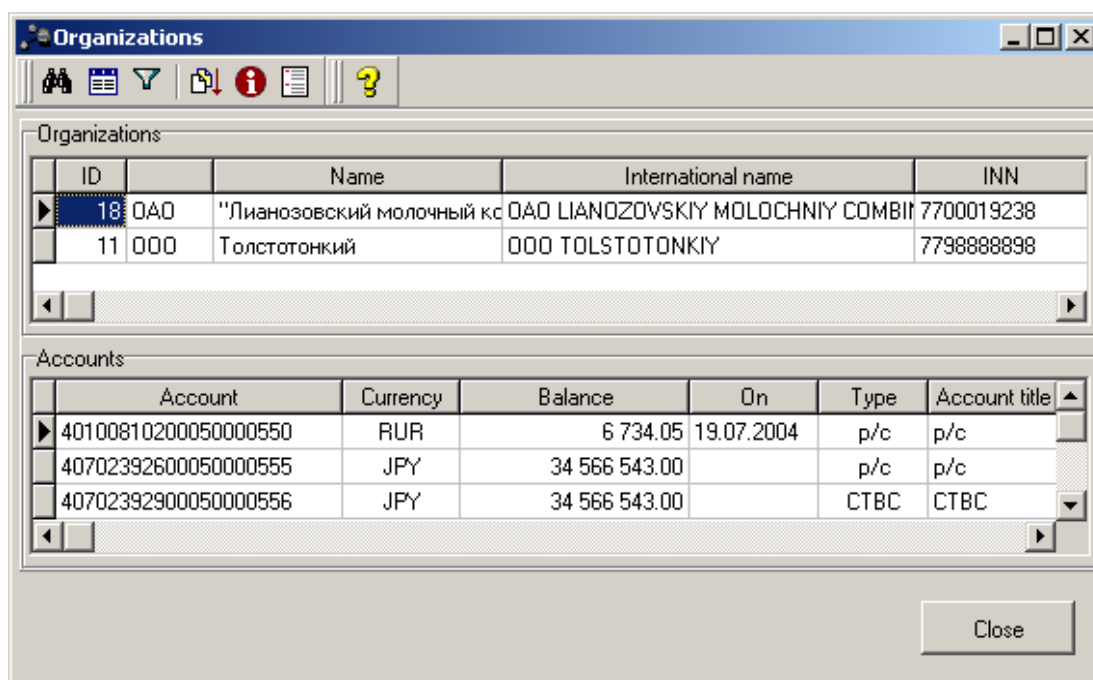
The directory has two panes: the upper one contains a list of organizations, the lower one – a list of the organizations' accounts.

To view details of an organization, select the required row in the organizations list and press **Enter** or double-click with the left mouse button.

To view details of an account, select the required row in the accounts list and press **Enter** or double-click with the left mouse button.

Use ⁞ to display details of all the registered legal persons and the serving bank.

Use ⁞ to open the **Accounts** directory in a separate window (see *Accounts Directory*).

Accounts Directory

While creating or editing payment documents, you need to refer to the **Accounts** directory. Any modifications and amendments are made by the serving bank and are sent to you as requisites updates (for more information, see **_Update Requisites_**).
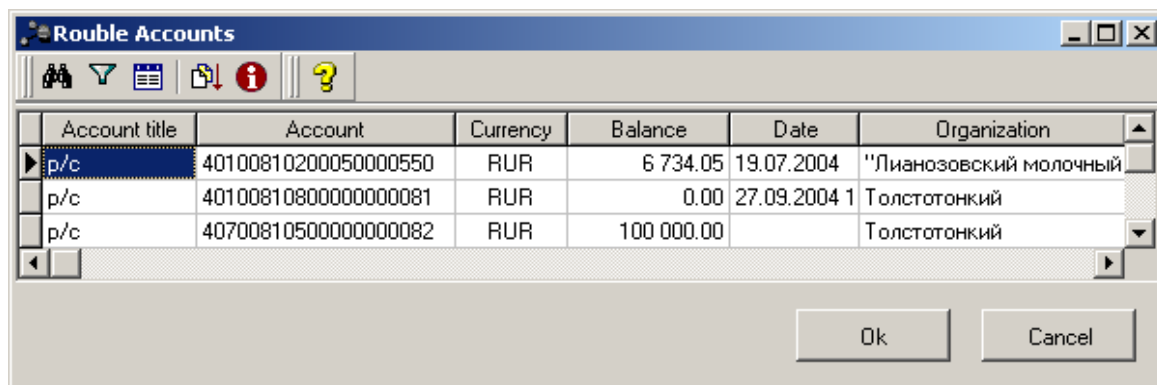

If you open the directory from the **Settlement account** field, it will only show rouble accounts. Similarly, the directory with currency accounts is opened from the **Currency account** field.

Correspondents' Accounts Directory

The directory consists of rouble beneficiaries' accounts. Use it to extract a correspondent's requisites into documents you create. This is an **Internal** directory, so no bank approval is required to update or enlarge it.

To refer to the directory of correspondents' accounts,

- click ⁱ next to **Account No.**,

- select **Directories → Internal → Correspondents**,

- click ┃ on the toolbar of the main system window.

How to insert a new correspondent?

☐ To enter a new correspondent, select **Directories → Internal → Correspondents** or click ┃ .
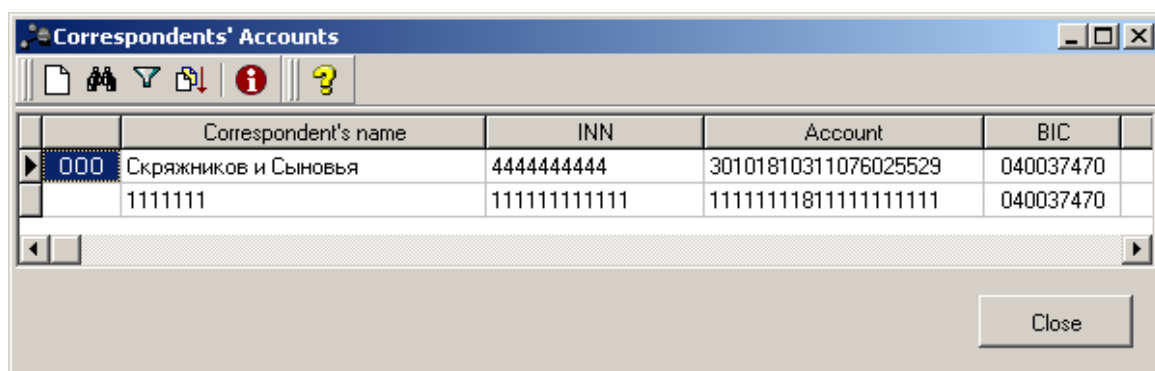
☐ Click ┃ or press **Ins**.
   ⇨ The **Correspondent's Account** dialog box appears.

Account, **Currency**, **Correspondent's name** fields and **Correspondent's bank** part are mandatory.

- The fields in the **Correspondent's bank** part can be populated from the **Russian Banks** directory. To extract data, click ⁼ next to the **BIC** field.
- Select an appropriate bank and press **Enter**.
  - ⇨ You are back in **Correspondent's Account** with **Correspondent's bank** auto-populated.
- Similarly, the ⁼ button next to **Currency** and **Queue** enables you to extract required data from the corresponding directories.
- The **Verify** button initiates verification of **Correspondent's Account** data.
  - ⇨ Should there be any errors in the form data, an error message appears.
    - Press **Enter** and correct the error.
    - Run the verification process again.
  - ⇨ If no error messages appear,
- Click **Ok** to save the data and go bank to **Correspondents' Accounts**.
  - ⇨ A row appears displaying the details of the newly entered record.

How to edit a correspondent?

- Click on the correspondent's name in the Correspondents directory and press **Enter.**
  - ⇨ The **Correspondent's Account** dialog box appears.
- Update its data and click **Verify**.
  - ⇨ Should there be any errors in the form data, an error message appears.

Correct the mistakes and verify the data again.
 Click **Ok**.

Beneficiaries' Accounts Directory

The directory contains accounts of currency beneficiaries and is of the **Internal** kind. Use it to export a beneficiary's account while creating a currency document. To refer to it, select **Directories → Internal → Beneficiaries**.

How to insert a new beneficiary's details?

 To open **Beneficiary's Account**, press **Ins** or click   in the Beneficiaries' Accounts directory.
Beneficiary's Account has two panes. The upper one contains information about the beneficiary. The lower pane has two tabs: **Beneficiary's bank** and **Intermediary bank**.

Note: It should be kept in mind that most fields require uppercase Latin characters.

 Fill in all the mandatory fields and click **Ok** to save the data (For more information on the new entry input, see How to insert a new correspondent?).

Note: It should be emphasized that after selecting a beneficiary's account, linked fields will be filled in automatically in a new payment document providing that they are filled in while enlarging the **Beneficiaries' Accounts** directory. Thus, if, for example, the field **Charges** had not been filled in while entering a new beneficiary's account, you will have to refer to the **Charges codes** directory using next to the field while in the window of your new order for currency transfer. Supposing this field had been filled in for the given beneficiary's account, then in the form of a new currency document the **Charges** field will not require separate filling, instead, it will be populated automatically upon selecting a beneficiary's account.

Caution! For the version 015.2 a modified directory of currency transaction types is supplied. So when you extract data from the beneficiaries directory of earlier versions, old data is inserted into your order for currency transfer. If a corresponding verification is enabled, you will fail to save the document.

If you encounter such a problem, check details of all the beneficiaries in the directory and modify their **Transaction codes**.

Personnel Directory

The directory of personnel falls within the **Internal** category. Use it to enter an operator's data required for signing. To refer to it, select **Directories → Internal → Personnel**.
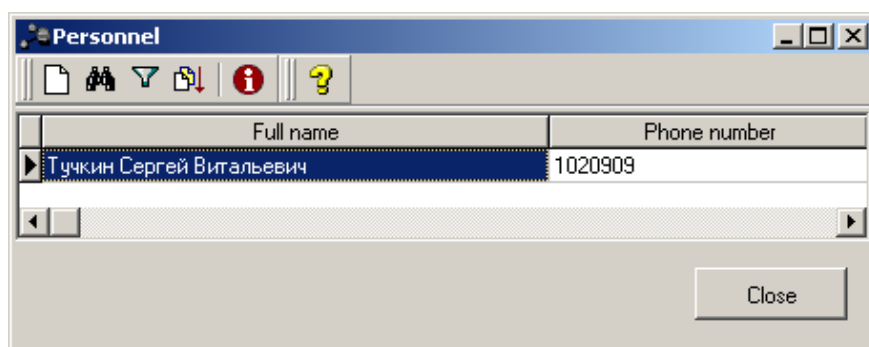
How to insert a new employee?

☐ Click ⬚ or press **Ins** in the Directory of personnel.
⇨ The **Personnel** dialog box appears.

☐ Go to **Employee** to populate all the mandatory fields and click **Ok** to save the entered data.

Tip: **Name (English)** requires uppercase Latin characters.

Payment Details Directory
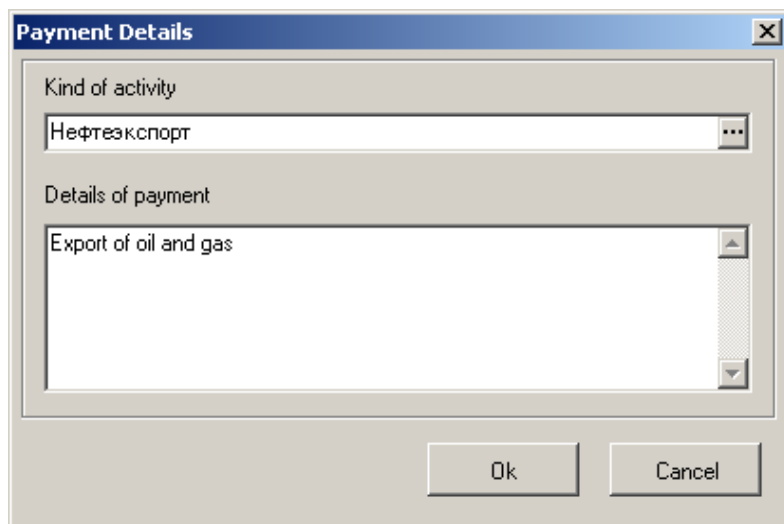
The Directory of payment details is **Internal**. Use it to create payment documents. To refer to it, select **Directories → Internal → Payment Details**.
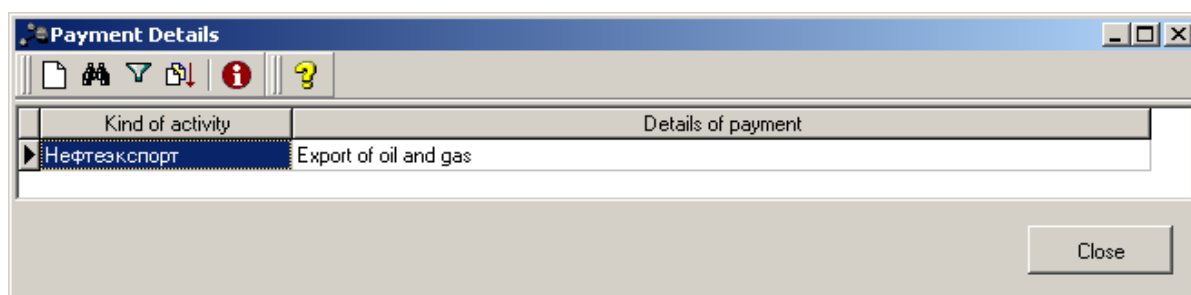
How to insert new payment details?

☐ Click ⬚ or press **Ins** in the Directory of payment details.
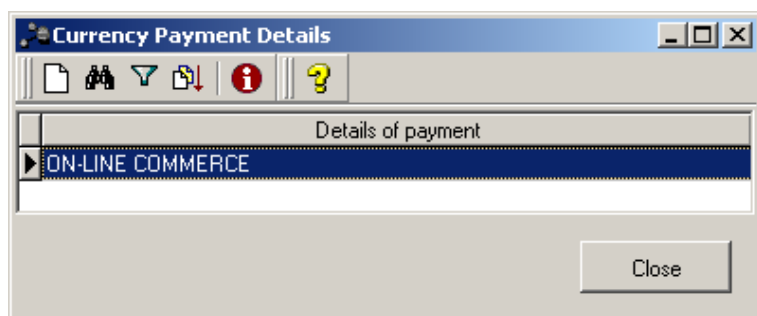
⇨ The **Details of Payment** dialog box appears.

☐ Populate the fields.
☐ Click **Ok** to save the data.
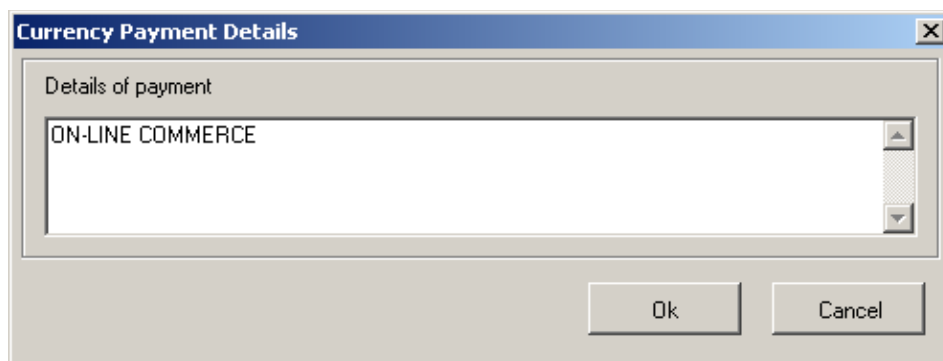
Currency Payment Details Directory

The Directory of currency payment details is **Internal**. Use it to populate payment documents. To refer to it, select **Directories → Internal → Currency Payment Details**.

How to insert new currency payment details?

☐ Click ⬜ or press **Ins** in the Directory of currency payment details.
⇨ The **Currency Payment Details** dialog box appears.

☐ Enter new currency payment details. Use uppercase Latin characters only.

Click **Ok** to save the data.

Transaction Certificates Directory

The Directory of transaction certificates is **Internal**. Use it to populate RUR payment orders. You can refer to the directory from the **Transaction certificate number** field on a **Payment Order** dialog box or you can select **Directories → Internal → Transaction Certificates**.
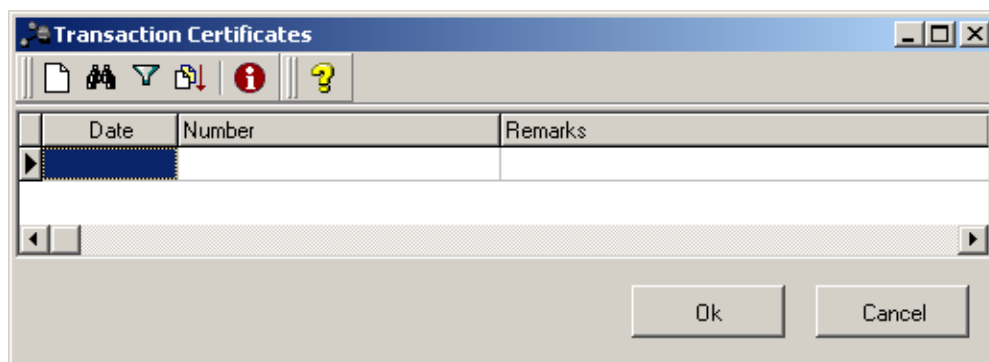
How to input a new transaction certificate?

 Click or press **Ins** in the Directory of transaction certificates.
   ⇨ The **Transaction Certificate** dialog box appears.

 Populate the fields.
 Click **Ok** to save the data.

Legal Statuses Directory

The directory of legal statuses is **Internal**. Use it to create correspondents' accounts. To refer to it, select **Directories → Internal → Legal Statuses**.
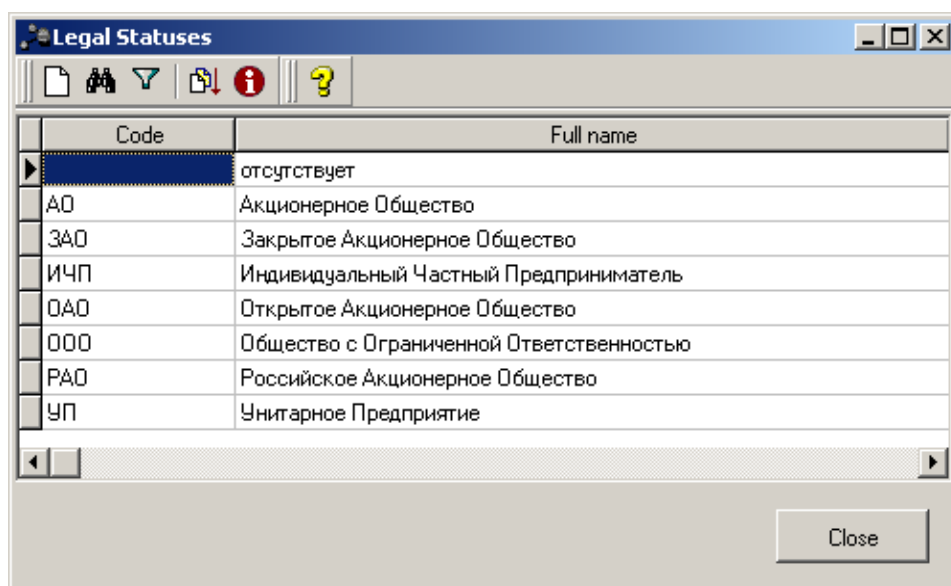
How to insert a new legal status?

- Click ⬚ or press **Ins** in the Directory of legal statuses.
  - ⇨ The **Legal Status** dialog box appears.
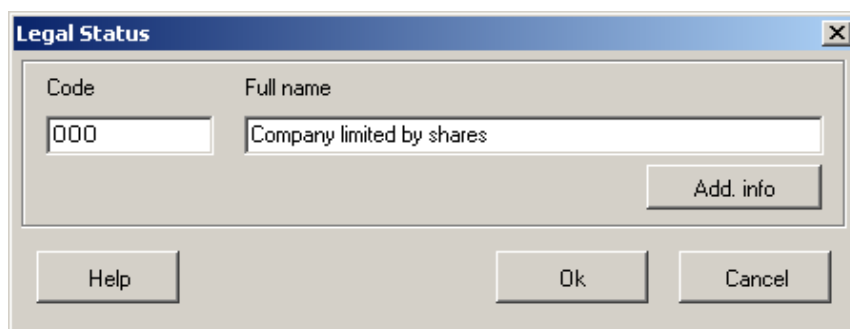
- Populate the fields.
- Click **Ok** to save the data.
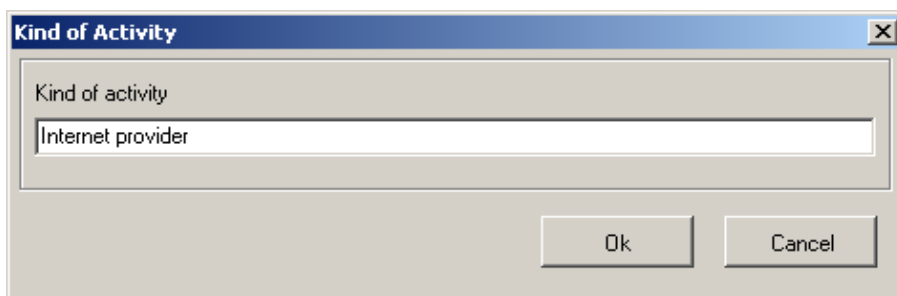
Kinds of Activity Directory

The directory of kinds of activity is **Internal**. Use it to populate correspondents' accounts. To refer to it, select **Directories → Internal → Kinds of Activity**.
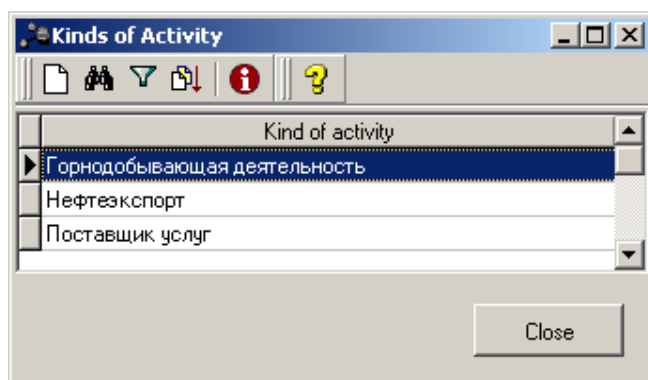
How to insert a new kind of activity?

 Click or press **Ins** in the Directory of kinds of activity.
   ⇨ The **Kind of Activity** dialog box appears.

 Populate the fields.
 Click **Ok** to save the data.
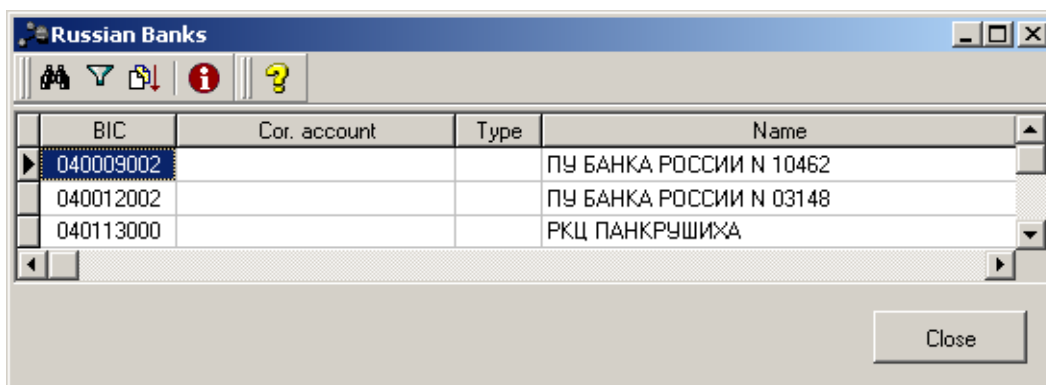
Russian Banks Directory

The directory of Russian banks is a list of Russian banks and their requisites. This is a **Corporate** directory. It is your bank that updates and enlarges it and sends you a directory replication.

Refer to it to enter a bank's requisites, e.g. when creating a new correspondent's account.

To refer to the directory of Russian banks,

- click next to **BIC**,

- select **Directories → Corporate → Russian Banks**,

- click on the toolbar of the main system window.

Foreign Banks Directory

The **Foreign Banks** directory contains requisites of international banks. This is a **Corporate** register. It is your bank that updates and enlarges it and sends you a directory replication.

To refer to the directory,

- select **Directories → Corporate → Foreign Banks**,

- from the **Account with institution** part of a new order for currency transfer.
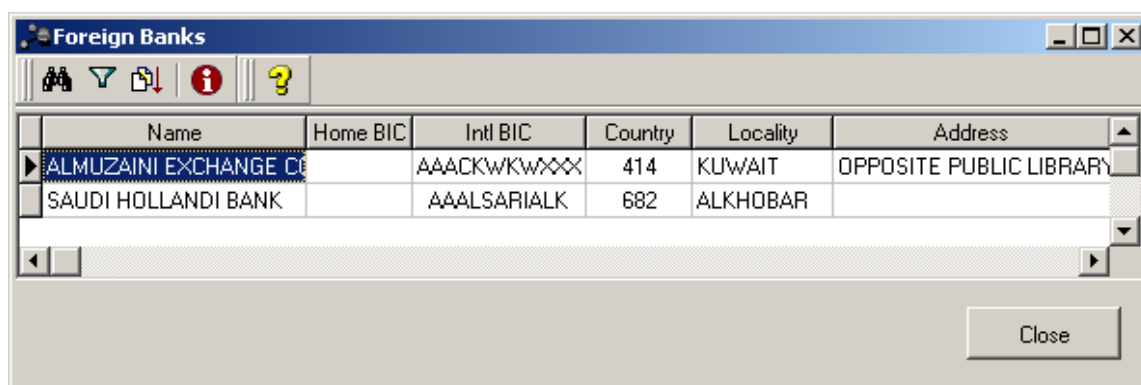
Currencies Directory

The Directory of currencies is also Corporate. To refer to it,

- click ˙ next to **Currency**,

- select **Directories → Corporate → Currencies**,

- click ┆ on the toolbar of the main system window.
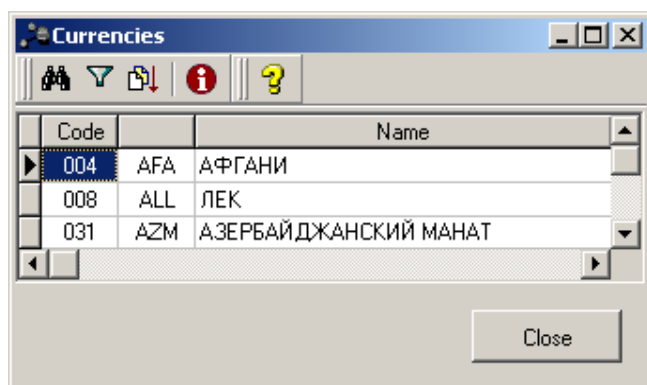
Exchange Rates Directory

The directory of exchange rates is also Corporate. You receive a daily update from the bank. To refer to the directory,

- select **Directories → Corporate → Exchange Rates**,

- click ┆ on the toolbar of the main system window.
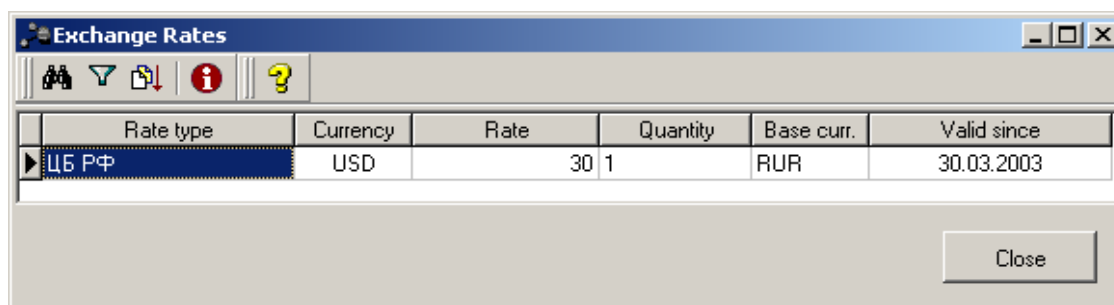
Tip: **Currency**, **Rate**, **Quantity** and **Base currency** determine a ratio. E.g., if you select currency USD with Rate 30, Quantity 1, Base currency RUR, it will mean 1 US dollar to 30 RF roubles.

RBS Journal

RBS journal will keep you informed as to time constraints for certain document types (separately specified for each currency type), which depend on a day of the week and/or a calendar day.

It is the Bank that creates and updates the journal. In the client part it is accessible in the view mode only, without the right to alter its data.

  To view the directory, select **Directories → Internal → RBS Journal**.
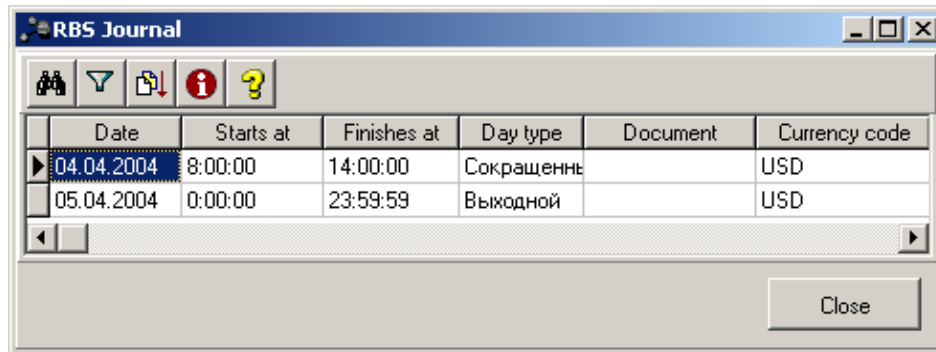
Document Status Indices Directory

It is the Bank that creates and edits the **Indices of Document Status** directory. In the client part you can only view its data without changing it. The client part's directory is updated through replications.

  To view the directory, select **Directories → Corporate → Indices of Document Status**.
  ⇨ The **Indices of Document Status** scroller appears.
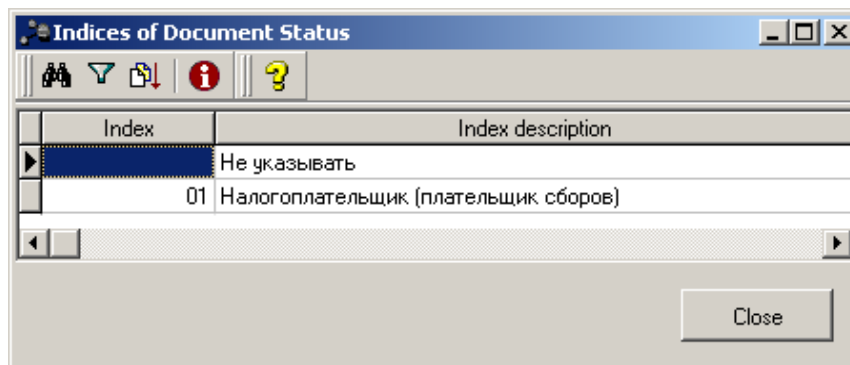
Payment Details Indices Directory

It is the Bank that creates and edits the **Indices of Payment Details** directory. In the client part you can only view its data without changing it. The client part's directory is updated through replications.

  To view the directory, select **Directories → Corporate → Indices of Payment Details**.
  ⇨ The **Indices of Payment Details** scroller appears.
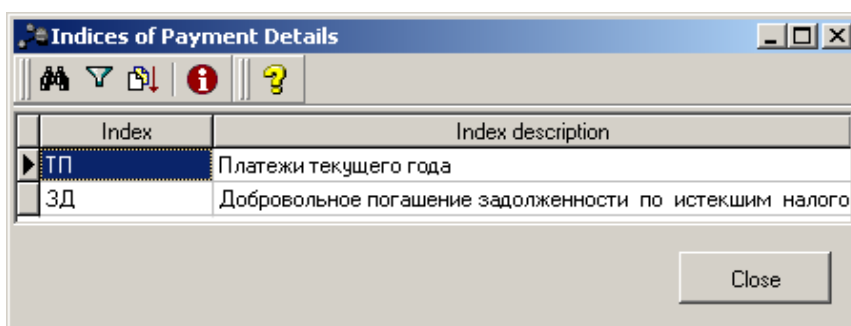
Taxable Period Indices Directory

It is the Bank that creates and edits the **Indices of Taxable Period** directory. In the client part you can only view its data without changing it. The client part's directory is updated through replications.

☐ To view the directory, select **Directories → Corporate → Indices of Taxable Period**.

⇨ The **Indices of Taxable Period** scroller appears.
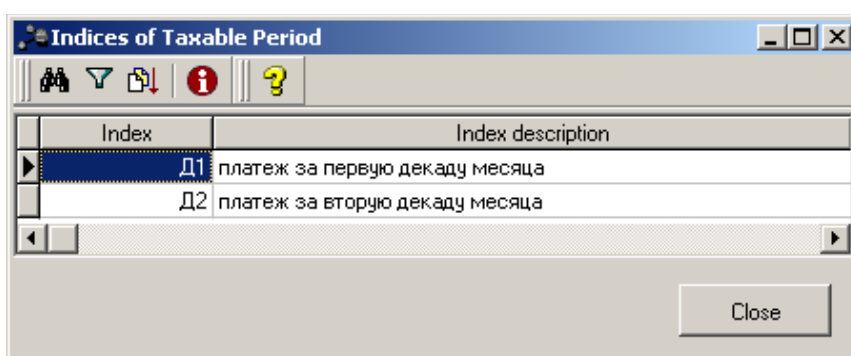
Payment Type Indices Directory

It is the Bank that creates and edits the **Indices of Payment Type** directory. In the client part you can only view its data without changing it. The client part's directory is updated through replications.

☐ To view the directory, select **Directories → Corporate → Indices of Payment Type**

⇨ The **Indices of Payment Type** scroller appears.
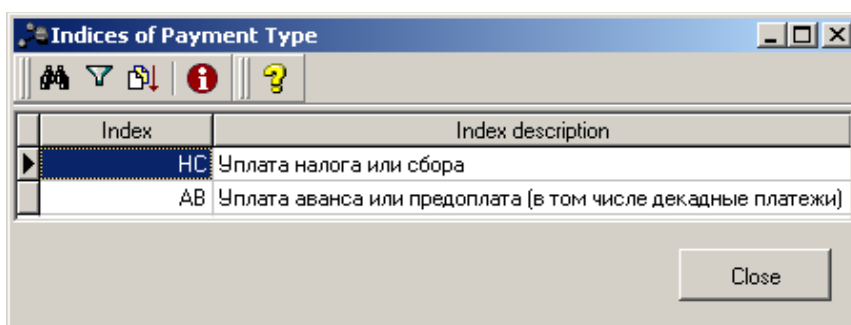
Budget Classification Codes Directory

It is the Bank that creates and edits the **Codes of Budget Classification** directory. In the client part you can only view its data without changing it. The client part's directory is updated through replications.

☐ To view the directory, select **Directories → Corporate → Codes of Budget Classification**.

⇨ The **Codes of Budget Classification** scroller appears.
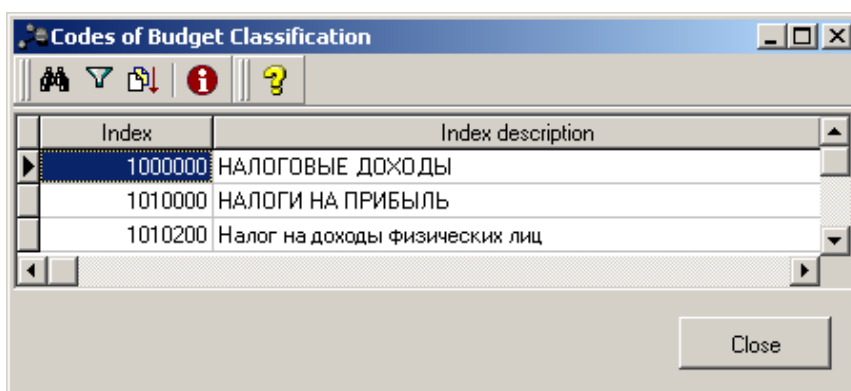
Processing Documents

List of Outgoing Payment Documents

Presently we use the Payment orders scroller to describe the main operations with a list of outgoing documents. All these lists have the same structure; therefore, all the operations described in this chapter are applicable to outgoing documents of any type.

A list of documents represents a major portion of the form. Each row in the list contains information about a payment document. Current document is marked by ▐ on the left.

If **Details** is checked, requisites of a highlighted payment document appear on the lower pane.

▪ To view full information about a document, press **Enter.**

⇨ The **Payment Order** form appears (see *How to view contents of a document?* and *How to edit a document?*). If the document is **New** or **Imported,** you can change its data. Documents with any other status can only be viewed or printed.

▪ To return to the list of documents, press **Esc** or click on **Close**.

⇨ You are back in the scroller.

To run the main part of documentary operations, use commands on the pop-up menu, which appears upon clicking with the right mouse button.

The pop-up menu for documents is as follows:
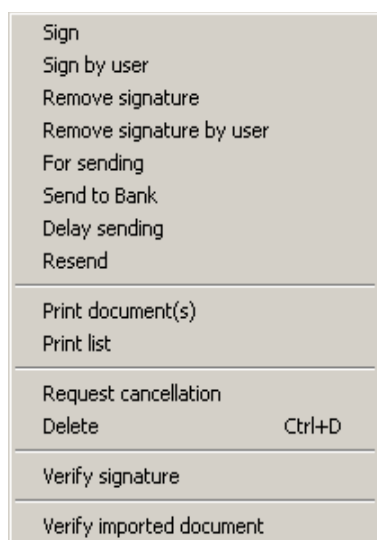
Sign	will sign a **new, signed I (awaiting II),** or **signed II (awaiting I)** document by your electronic digital signature (EDS). As soon as you sign the document with all the required signatures, its status changes into **signed**.
Sign by user	will sign a **new** document by an EDS of another system abonent. You will be able to select an abonent on the appeared list, then you will have to specify his login and password. Upon running this command, the status changes into **signed.**
Remove signature	will run for a **signed, signed I (awaiting II),** or **signed II (awaiting I)** document if it requires editing. The document then becomes **signed I (awaiting II), signed II (awaiting I),** or **new**. As soon as you run the command, a form appears for you to select which signature to remove. You can remove all the signatures at a time. If you remove one signature, the document's status changes into the previous one (**signed I (awaiting II), signed II (awaiting I),** or **new**, respectively). If you remove the two signatures, the status will be **new**.
Remove signature by user	will run for a **signed** document if it requires editing. The command enables you to remove the signature of another system abonent that signed the document. You will be able to select an abonent on the appeared list, then you will have to specify his login and password. Upon running this command, the document's status changes into **new**.
For sending	will send a **signed** document (several documents) to the bank by default.

Attention!	"Internet-Client" users now have a new system option allowing unsigned or partly signed documents be sent to the bank. Having started "Internet-Client," you can complete the signing process and send documents for processing.
Note:	If you do not have the appropriate scheduler procedure enabled, this command results in the status change from **signed** into **waiting to send**. If this is the case, run **Send to Bank** to send a **waiting to send** document (several documents) to the bank, then the status changes into **sent**.

Delay sending	will change the **for sending** status one level back. If the document to be delivered was fully signed, the **Delay sending** command will change its status into **signed**. In case it was unsigned or partly signed, the **Delay sending** command will change its status into **new** or **signed I, II**, respectively.
Resend	will resend **sent** and **sending** documents (such a status can appear due to mail delivery session failure, etc.).
Print document(s)	will print all the selected documents in sequence.

Note: This command is applicable to documents with all statuses.

Print list	will print complete or summary data of selected documents.
Request cancellation	will create a request for cancellation of a selected document.
Delete	will mark documents as deleted.
Verify signature	will run for all documents except for **new** and **imported**. The document signature is verified with respect to the registered client's signature.

Tip: All pop-up menu commands except **sign** and **remove signature** can be applied to a group of selected documents. For more information on how to select a group of documents, see *How to select several documents in their list?*.

The left pane of the **Payment Orders** window includes items managing display of its list of documents. By checking certain statuses you define which documents to display. For example, if the **New** item is checked and the others are un-checked, only **New** orders will appear in the list of documents.

For more information on commands run by **Sort**, **Filter**, **Search**, see *How to sort documents in their list?*, *How to filter documents in their list?*, and *How to find a document in its list?*, respectively.

Statuses of Outgoing Documents

BS-Client processes each document as follows:

- A document is created in the system or imported from an accounting system.

- It is signed by one or several electronic digital signatures (EDS) registered with the bank.

- It is sent for processing to the bank.

- The bank part verifies the client's signature and the document's requisites.

- The document is exported into an automated banking system (ABS).

- The latter processes and implements the document.

- The client is informed of the results of the document's processing by the ABS.

For outgoing and incoming documents each processing stage is characterized by its status. Upon passing a processing stage, a status moves one level further or one level back.

The following statuses are applicable to outgoing payment documents:

imported	status is assigned to a document imported from an Accounting System (AS) with some errors having been detected.
new	status is assigned to a newly created document and a document imported from an AS in case no errors were detected during import. You can edit, delete, or sign a **new** document (in this case the document moves one level further and its status changes into **signed**).

Attention! "Internet-Client" users now have a new system option allowing unsigned or partly signed documents be sent to the bank. Having started "Internet-Client," you can complete the signing process and send the documents for processing.

signed I (awaiting II)	status is assigned to a document signed by signature A, providing two are required for this document type.
signed II (awaiting I)	status is assigned to a document signed by signature B, providing two are required for this document type.
signed	status is assigned to a **new** document after you run **Sign** or **Sign by user** from the pop-up menu. Presently the document is ready for sending to the bank.
waiting to send	status is assigned after you run **For sending** from the pop-up menu. By default, the **waiting to send** status changes into **sending**, which indicates that the appropriate scheduler procedures are enabled. Otherwise, the fact that the change does not take place indicates that the appropriate scheduler procedures are disabled. In this case, statuses can be changed back into

	signed and **new**. This is the last stage where you can return to editing or deleting a document, or removing its signature. Next stage is sending to bank.
sending	status implies that the transport system is preparing the document for sending to the bank.
sent	status is assigned after you run **Send to Bank** from the pop-up menu. The status implies that the document had already been sent to the bank; however, the bank did not confirm the document receipt.

Note: Contact the bank again, so that documents are assigned one of the **invalid EDS**, **unauthorized EDS**, **accepted**, **unaccepted**, **refused by ABS**, or **implemented** statuses. The **sent** status is not a guarantee that the document was delivered to the bank part.

delivered	status is assigned to the document provided that the bank's transport system confirmed the document receipt.
invalid EDS	status is assigned if an error was reported while verifying the electronic digital signature. Recreate the document and send it to the bank.
unauthorized EDS	status is assigned when the signature is registered, but the signatory is not authorized to sign this document.
error in requisites	status is assigned in case of detecting errors during validation of requisites.
accepted	status is assigned when the bank receives the document and accepts it for implementation.
unaccepted	status is assigned when the bank receives the document but refuses to implement it (the document infringes the standards or cannot be implemented at the bank). The refusal grounds are in the **Information from bank** part of the document (**Bank's message**).
not accepted by ABS	status is assigned when the document is delivered to ABS, but ABS refuses to accept it.
refused by ABS	status is assigned when the ABS refuses to implement the exported document. The refusal grounds are in the **Information from bank** part of the document (**Bank's message**).
implemented	status is assigned to an implemented document.
canceled	status is assigned if the document was canceled following the client's request.
deleted	status is assigned to deleted documents.

How to create a new document?

To create a new document, use the following procedure:

 Open the scroller you are willing to enlarge, for example, payment orders (as it was emphasized above, the major operations with outgoing payment documents are common; therefore, this chapter applies not only to payment orders, but also to any outgoing document).

 Click or select a document and press **Ins**.

⇨ A dialog box appears to create a new document in. Some of its fields can already be populated with the data from the last created document of this type.

☐ Fill in all the mandatory fields (see ***How to populate a new document?***). Whenever you point to a field in a dialog (in the edit mode), a tool tip appears describing its contents.

☐ Click **Ok** or ⌶ to save the document when it is completely populated.

⇨ The system will verify that the document you are creating complies with the standards for drawing documents and with the current data in corporate directories; an error message will be displayed, if applicable.

Note: Documents frequently have similar field contents. It is possible to create a template (see ***How to create a template?***) and use it to create a new document on a template base (see ***How to create a new template-based document?***).

Note: There are frequently fields that are populated as a group when exporting data from a directory. Such fields are called linked ones (see ***What are linked fields?***).

How to populate a new document?

☐ Type the document number in the **Document number** field. Usually, there is only one number corresponding to a given date, i.e. for the given payer's/drawee's account there should be only one document of this type of this date. Should this condition be violated, an error message appears

"Document No. … already exists" while attempting to save the document. Use ⌶ to calculate the document number. The system will enter the number of the last created document of this type of this year, incremented by 1.

Documents are numbered separately for each organization of the complex.

⬜ It is better to populate directory selection fields with directory data. Use ⫶ next to fields to open their directories. It frequently occurs that typing is impossible; instead, only export from directories is applicable. Click on this button.

⇨ A value list appears (see ***How to extract directory data?***).

⬜ Select appropriate data and click **Ok**.

⬜ The **amount** field requires a digital number. Use positive numbers for amounts.
Amounts in BS-Client 15 need the following char:
12 digits in the integer part + "," + 2 digits in the fractional part.
When you enter a value, "," is used as an integer/fractional parts delimiter. If you enter an integer value, you do not have to enter the fractional ",00" for it will be entered automatically.

Sometimes there is the [Find] button next to ⫶ . It indicates that you should export data from a table.

⬜ Type in full or partial key data and click on **Find**.

⇨ In case of a successful pattern search, all the linked fields will be populated automatically (see What are linked fields?).

How to extract directory data?

Fields with the button ⫶ on the right are called directory selection fields; you can populate such a field by extracting data from a directory rather than typing it in. It is often the only way of populating such fields.

⬜ Click ⫶ .

⇨ A value list appears with data relevant to the original field.

⬜ If the directory does not contain the required data, you can insert it manually. However, certain directories allow data input providing you have administering rights (see Directories). Select the required data in the directory and press **Enter**.

⇨ Presently you are back in the new document window with the selected directory data populating the fields.

What are linked fields?

A group of fields is frequently filled in simultaneously while extracting data from a directory, e.g. upon selecting a **Payer's account** in a new payment order**,** the group of fields for the **Payer** (**Name**, **Payer's INN**) and the **Payer's bank** (**Name**, **Cor. account**, **BIC**) will be populated automatically. Upon selecting a **Beneficiary's account**, the groups of fields **Beneficiary**, **Beneficiary's bank**, and the **Details of payment** field will be populated automatically. Such fields are called linked ones.

To fill in linked fields, select key data in a directory or type it in and press **Ctrl+Enter**.

Note: Since payment documents contain plenty of linked fields, it is more convenient to enter linked fields data first while entering requisites, then the fields will be populated automatically.

How to create a template?

Templates are convenient for storing standard documents. There are a number of ways to create a new document template:

- while creating a new document,

- while viewing a document,

- while editing a new document.

To create a document template, use the following procedure:

⬜ Create a new document or open the required one in the view/edit mode.

⬜ Click ⫶ on the icon toolbar and confirm template creation from the document.

⇨ A copy of the document will be saved as a template.

How to create a new template-based document?

 Open a dialog box.

 Click .

⇨ A scroller will appear with templates matching the document type.
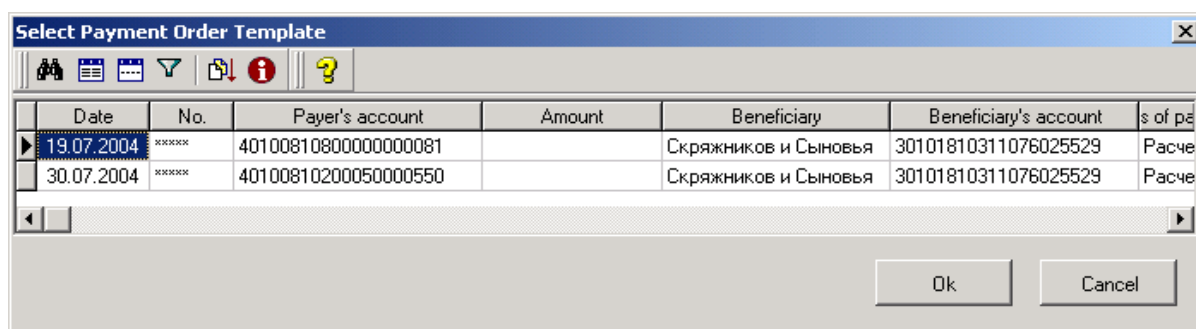
There are several ways to create a template-based document:

- using a template,

- using a document of a kind as a template.

Using a template

 Use to display templates only.

 Select an appropriate template (with fields mostly resembling those of the document you create).

 Click **Ok** or press **Enter**.

⇨ You return to the new payment document form with the fields being already populated with template data. All you have to do is to fill in the blank ones and save the document.

Using a document as a template

 If there is no suitable template in the templates directory, click .

⇨ A scroller appears with all the documents of this type including deleted.

 Select a document with the most similar data and click **Ok.**

⇨ The new document will have all the fields except Number populated.

 Enter a number and actual data where necessary, e.g., **Amount**.

⇨ Your new document is complete. Save it.

Caution: Should you fill in any fields before referring to the templates scroller, all the data will be lost upon selecting a template even if the corresponding fields are blank in the template.

How to edit a document?

You can only edit **new** and **imported** documents. To edit **signed** or **waiting to send** documents, first change their status back into **new** (see How to edit a Signed document? and *How to edit a New or Imported document?*). Also, you cannot update details of a sent document (no updates can appear in the document at the bank, so your variant would differ from the one at the bank).

How to edit a New or Imported document?

- Select a document to edit in the list.
- Press **Enter**.
    - ⇨ A dialog box appears.
- Make any required alterations here, verify the document and save it.

Attention! The edit mode has the same options and rules as the create mode: e.g., with the following buttons next to a field, you can:

- extract an appropriate value from a corresponding directory,

Find - type in complete or partial key data and click on **Find**. In case of a successful pattern search, all the fields linked with this one will be populated (see What are linked fields?).

How to edit a Signed document?

- Select a **signed** document to edit in the list.
- Invoke the pop-up menu.
- Run **Remove signature**.
- Confirm removal of the signature in the appeared window.
    - ⇨ If you have enough rights, the signature will be removed. Presently the document is **new**.
- Press **Enter**.
- You can update the document in the form appeared.

How to view contents of a document?

- Select a document in the list.
    - ⇨ Its requisites appear on the lower pane.
- To view the whole document, press **Enter** or double-click with the left mouse button.

The view mode is available for any document. In the edit mode you can only update a **new** or **imported** document (see *How to edit a document?*).

Note: The view mode enables you to view all fields of a document, as well as to print it, save to file, and view as a text (.rtf) document (see *How to print a document?*).

How to sort documents in their list?

To sort a list, click on the name of the column you want to sort documents over. Records will be sorted in the ascending or descending order of the selected parameter. To reverse the order, click again on the column name. BS-Client supports a 4-nesting level sort. Thus, if you specify sort by number and then by date, the system will sort by number, whereas documents with the same number will be sorted by date.

Click to invoke the **Select sort order** window, where you can specify a "subtler" sort procedure.
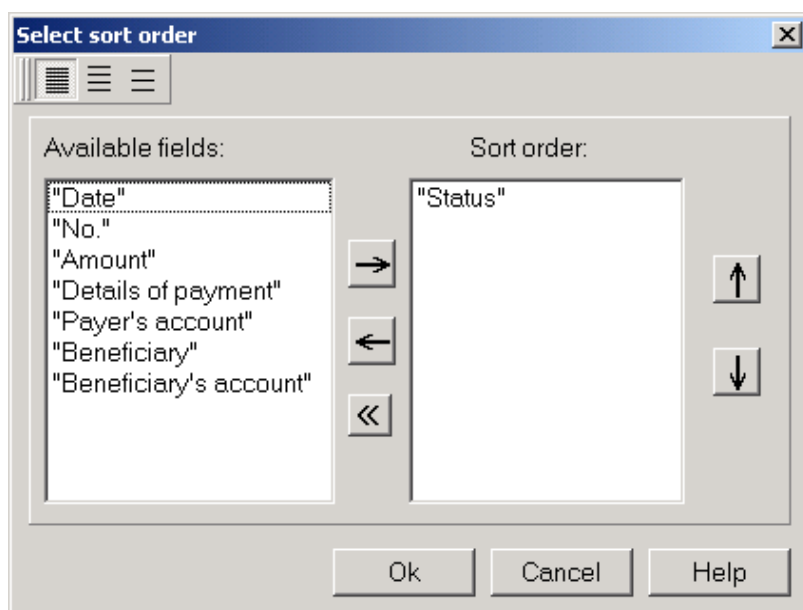
The upper toolbar contains 3 buttons. Use them to enlarge the list of Available fields with:

⌷ (or **F5** F. - key)   all the fields (including the system ones),

⌷ (or **F6** F. - key)   user fields (both visible as column names and invisible),

⌷ (or **F7** F. - key)   the list's fields (column names).

⌷ Select key items in the **Available fields** list and click ⌷ .
   - ⇨ The selected items will move to the **Sort order** list. Sort will run in accordance with this list. For instance, the list contains the **Status**, **Date**, **No.** items.
   - ⇨ The list will have the following structure: status sort runs first, documents with the same status are sorted by date, documents with the same status and date are sorted by number.

⌷ Let us interchange **Status** and **Date** in **Sort order** (the list will be as follows: **Date**, **Status**, **No.**).
   - ⇨ Date sort runs first, documents of the same date are sorted by status, and documents with the same status are sorted by number in the ascending order.

⌷ Use ⌷ and ⌷ to move items within the **Sort order** list.
   - ⇨ A selected item moves one position up or down, respectively.

⌷ Use ⌷ and ⌷ to remove items from the **Sort order** list (cancel sort over these items).
   - ⇨ All the items or an item will be removed from the sort order list, respectively.

⌷ Click **Ok** to return to your scroller.

Note: The last item of the sort order is stored in the operating system's registry for the most scrollers (HKEY_CURRENT_USER\Software\BSSystems\).

How to find a document in its list?

⌷ To find a document in a list, select a key field (in any list row) and click on **Search** or ⌷ (you can use **Ctrl+F** as well), or point to a column name, open the pop-up menu, and run **Search…**.
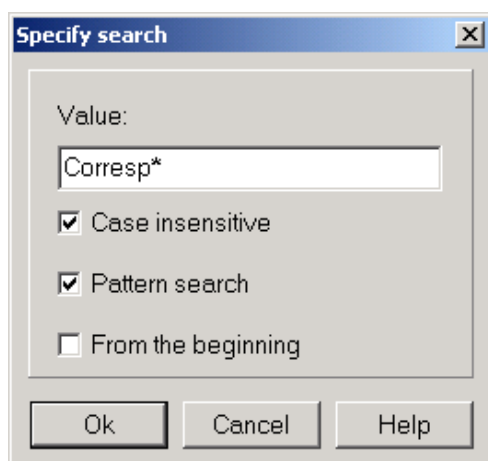
Search can run until

- Full coincidence,

- Partial coincidence.

    ⬜ Check **Pattern search** (if un-checked, partial coincidence for the given field is disabled).
To run pattern search, the following symbols are available:

*	arbitrary field data,
* at the end of your mask	any data after the typed one,
_	any 1st character.

Examples of masks:

*2	a field value will be found with "2" in the trailing position,
_1	a field value will be found with "1" in the 2nd leading position,
_1_2	a field value will be found with "1" in the 2nd leading position and "2" in the 4th leading position,
*3_5	a field value will be found with "5" in the trailing position and "3" in the next nearest position,
234	a field value will be found with "234" within.

⬜ Enter the key data in the search field.

⬜ Click **Ok**.

⇨ The first document found to contain this data will be highlighted in the list.

⬜ Use **F3** to find the next document containing the key data.

How to manage columns in a scroller?

⬜ Open a scroller.

⬜ Point to a column name and click with the right mouse button.

⇨ The pop-up menu appears.

⬜ Run **Manage columns…**.

⇨ The **Managing columns** window appears.
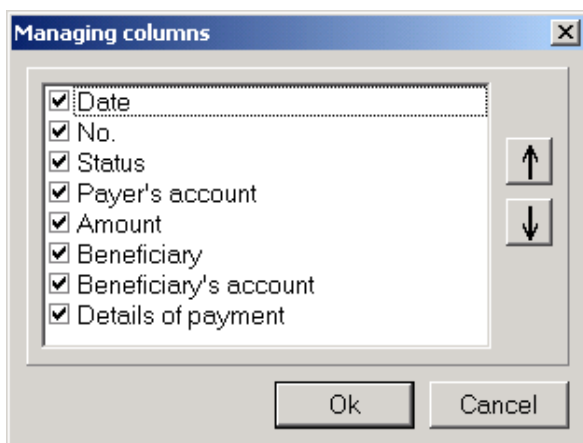
- Check the items you want to stay in the list.
- Use ⇡ and ⇣ to sort the items in the required order.
- Click **Ok**.
  ⇨ The list settings are complete.

Tip: These settings will be applied to this list only.

You can also arrange columns in a list of documents in the scroller with the drug-and-drop technique.

- To do this, point to a column name and drug it where necessary.

How to filter documents in their list?

To filter documents by status is to display documents with only a certain status in a list. In order to do this, select the required statuses on the left pane. For example, if you only check **New**, **new** documents will only be displayed in the list, if you check **New** and **Signed**, all the documents with either the **new** or **signed** status will be displayed in the list.

- Also, you can filter incoming documents by options specified in the **Specify Filter** dialog box.
  Click ⇡ to open it.
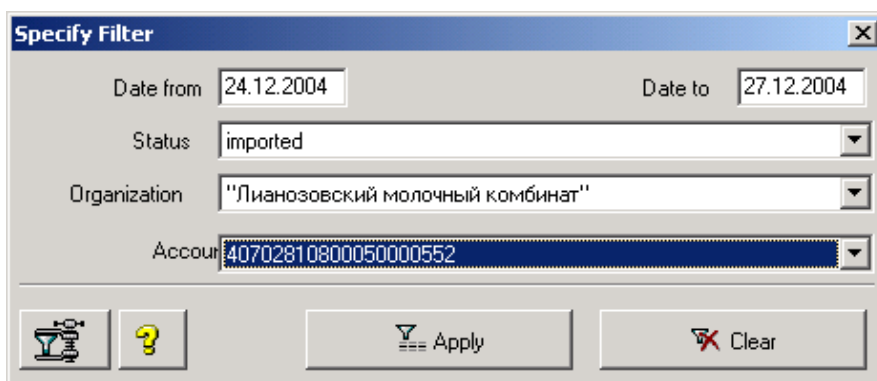
- Here you can specify filters over date and status:

Date from (to) — starting (final) date of period to cover documents created;
Status — status of documents;
Organization — name of the organization;
Account — a/c of the organization.

- Click **Apply** to apply the settings.
- Click **Clear** to cancel all previous settings.
- To clear all the filters previously applied, clear dates in the field **Date from (to)** and click **Apply**.

30

Click to specify subtler filter settings.

 You can specify filter over several fields or several values of the same field in the **Specify filter** dialog box.
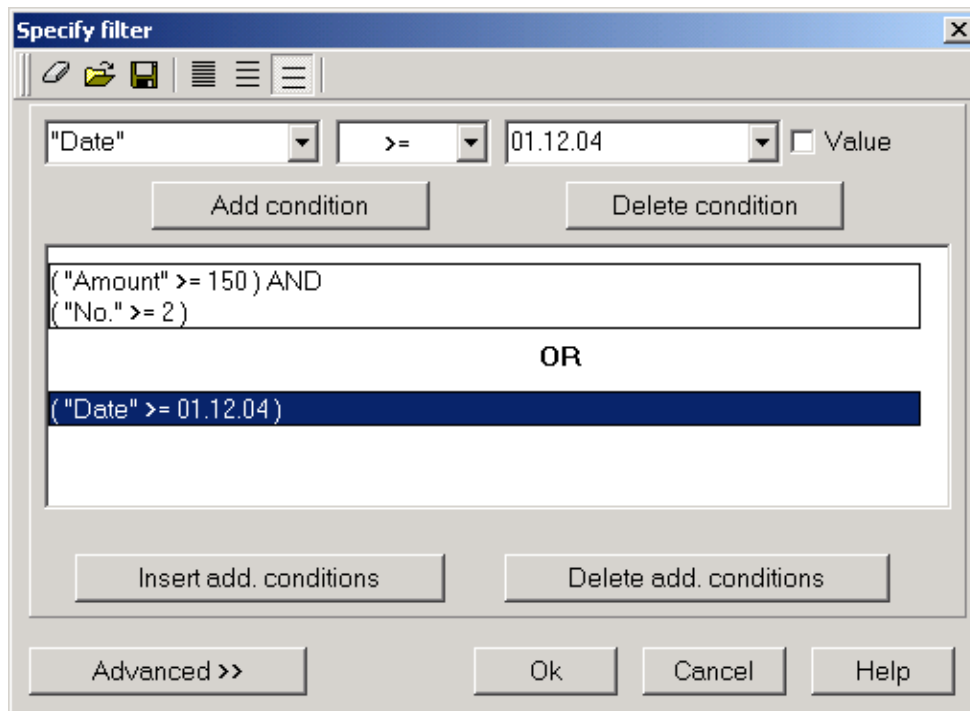
The first window row consists of three drop-down lists: a filtering field; a condition; a value or field to compare the filtering field with.

Buttons on the upper toolbar make the following field names move to the list of filtering fields: names of all the fields (including the system ones) - ⌐ , names of all the user fields (both visible as column names and invisible) - ⌐ , or the field names from the list only (column names) - ⌐ .

 Create a filtering condition by consecutively selecting values on the drop-down lists.
   ⇨ As you select, the main window displays your selections.

 Click on **Add condition** to add a condition to the existing one by "AND."

 Click on **Insert add. conditions** if you need to combine expressions by "OR."

 Click on **Delete condition** to remove a selected expression.

 Click on **Delete add. condition** to remove a selected group combined by "OR."

 Click on **Advanced >>** to enter complex logical filter expressions.

 When **Value** is checked, the field next to it is considered a constant rather than the contents of the field of the same name.

Note: Most   lists   have   the   last   applied   filter   saved   in   the   registry (HKEY_CURRENT_USER\Software\BSSystems\); it is displayed in the filter dialog when opened.

 Also, you can use the option of adding a filter over a column. To do this, point to a column name in a list, open the pop-up menu, and run **Add filter…**.
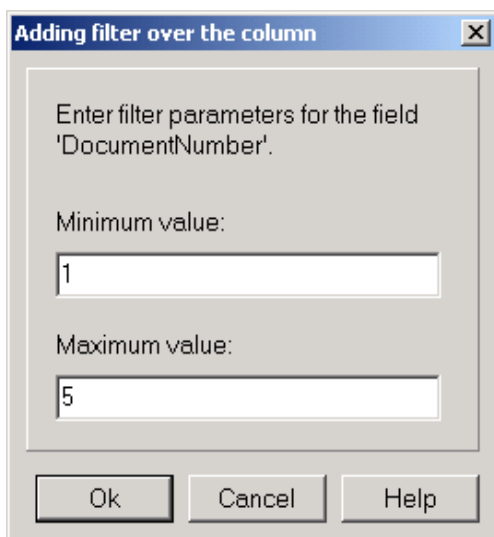
- ☐ Specify the highest and lowest possible values of this field and click **Ok**.

How to select several documents in their list?

- ☐ Select a document in a list.
- ☐ Press **Ctrl+Ins**.
  - ⇨ Presently the document is highlighted with the cursor having moved one row down.
- ☐ Point to the next document and press **Ctrl+Ins**. You can thus select any number of documents.
  - ⇨ If you select an option on the pop-up menu, a corresponding command will run for all the documents selected.
- ☐ To select all the rows, press **Ctrl+"+"** or click ▯ on the window toolbar.
- ☐ To deselect, press **Ctrl+"-"** or click ▯ ; to invert selection, press **Ctrl+"*"**.
- ☐ To obtain information about selected documents (their quantity and total amount), press **Ctrl+I** or
  click ▯ . If there are no selected documents, you will see information about all the documents in the list.

How to sign a document?

One or more signatures can be "affixed" to a document. The required number of signatures is defined in its setup. The signing procedure depends on the logged in abonent's signing rights. An abonent who has the single signature right can sign documents requiring several signatures.

You can only sign **new, signed I (awaiting II),** or **signed II (awaiting I)** payment documents.

To sign a document, use the following procedure:

- ☐ Select a document in the list.
- ☐ Run **Sign** or **Sign by user** from the pop-up menu.
  - • The **Sign** command
    - ⇨ If the document requires one signature only, its status changes into **singed**.
    - ⇨ If the document requires several signatures, a window appears where you can select a signing abonent. Upon selecting a signing abonent, the status changes into **signed** (if the abonent has the single signature right), **signed I (awaiting II)**, or **singed II (awaiting I)**, respectively.
    - ⇨ When the document is signed by all the required signatures, it becomes **singed**.
  - • The **Sign by user** command

⇨ A window appears to select an abonent on the list, where you have to specify his login and password. Upon running this command, status changes into **signed**.

Tip: If you logged in the system as the user whose signature you use to sign the document, no password will be asked for.

Note: **Signed** documents appear in the scroller's list is you check the **signed** option on the left pane.

How to send a document to the bank?

Only **signed** documents can be sent to the bank. A **new** document is to be signed first.

Attention! "Internet-Client" users now have a new system option enabling you to send unsigned or partly signed documents to the bank. Such documents will stay **delivered** until their signing is complete and they are sent for processing by an "Internet-Client" service user. When the document is accepted for processing by the bank, an acknowledgement of receipt is sent to the client part and the document becomes **accepted**.

☐ Select the documents to be sent to the bank.

☐ Run **For sending** from the pop-up menu.

⇨ The system will send the documents to the bank and change their status into **Sent**, providing that the transport subsystem is set up correctly.

⇨ If the appropriate scheduler procedures are disabled, the status will change into **waiting to send** (**waiting to send** documents appear in the list only if you check **For sending** on the left pane).

☐ Run **Send to bank** from the pop-up menu after you prepared the documents for sending.

Note: If documents had been sent to the bank, but the bank's acceptance or refusal notice was not received, they appear in the scroller only if you check Processing on the left pane.

As soon as the bank's acknowledgement is received, the status changes into **delivered, accepted, implemented, invalid EDS,** or **refused by ABS**.

Note: Check **Processing** for **delivered** and **accepted** documents to appear.

Check **Implemented** for **implemented** documents to appear.

Check **Refused** for **invalid EDS**, **refused by ABS** documents to appear.

How to cancel a document at the bank?

There are three available procedures for you to cancel documents' processing at the bank:

1. While in the scroller.

☐ Select the document in the corresponding scroller.

☐ Run **Request cancellation** from the pop-up menu.

⇨ If it is possible to cancel the document, a dialog box appears where you enter its number and a covering letter grounding the cancellation.

Having entered the number and the covering letter, click **Ok** to create a request for document cancellation.

 To process the request further (sign, prepare for sending, and send to the bank), open the scroller of requests for document cancellation (**Outgoing→Cancellation Requests**), sign the created request to the bank, prepare for sending, and send.

2. Create a request for cancellation in the requests scroller window, as described in the chapter ***How to create a request for document cancellation?***.

3. Notify the bank of your intention to cancel the document by phone or other communication means, rather than through BS-Client.

As soon as the bank processes your request for document cancellation, and your client part receives the bank's acknowledgement on completion of the document's processing.

 ⇨ Its status changes into **implemented** or **refused**.

 ⇨ The reason for refusal appears in the **Bank's message** field, if applicable.

 ⇨ Its status changes into **canceled** if the request was implemented.

Tip: Depending on the features of interaction between your bank's ABS and BS-Client, it can happen proper to make sure that the document is actually canceled in the bank part, even if your cancellation request is implemented. Contact the bank by phone or other means, passing over BS-Client.

How to print documents from their scroller?

 Select the documents to be printed.

 Run **Print document(s)** from the pop-up menu.

 ⇨ All the selected documents will be printed in sequence.

Tip: As it was pointed out above, this command is applicable to documents with any status.

How to print a list of documents?

 To print a list of documents, select the documents to be printed in the list.

 Run **Print list** from the pop-up menu.

 ⇨ The **Print List** dialog box appears.
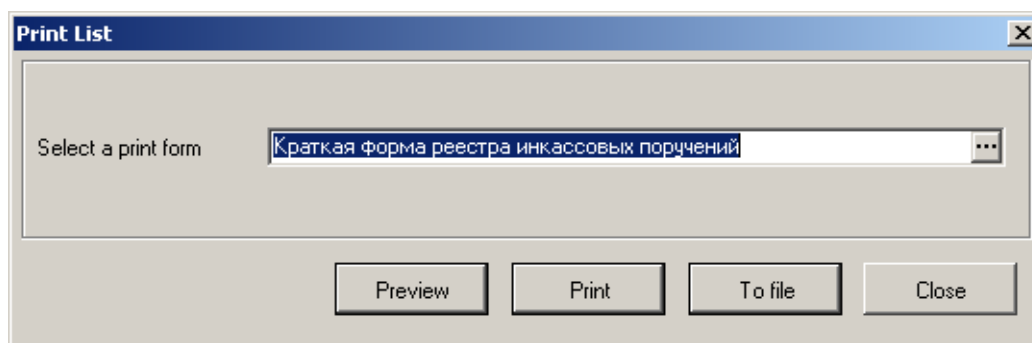
 Here, select a print form on the value list.
You can follow one of these patterns:

• to view the print form of the list,

 Click on **Preview**.

• to print,

 Click on **Print**.

• to save the print form of the list to file,

 Click on **To file**.

- to exit the print mode without printing anything,

  ☐ Click on **Close**.

How to print a document?

There are available three print modes:

- print,

- print preview,

- print to file.

All these modes are accessible while creating a new document, editing a document, or viewing a document with any status.

  ☐ To save a document to file, click the **Save print form to file** button .

  ⇨ The standard **Saving file** window appears, where you type in the file name you want to save the document to and click **Save**. The document will be saved to a rich text format file. Presently the saved form can be used in other programs.

  ☐ If you want to view the document in an editor, use the **Print preview** or the **View old-format print form** buttons.

  ⇨ The document will appear as a rich text format document in the view mode. To print it, run the print command standard for the current browser (e.g., in MS Word you should click Print, run **Print** from the **File** menu, or press **Ctrl+P**).

  ☐ To send the document to the printer, click **Print** .

A bank stamp appears in the view mode of a **Payment Order**'s print form or on the very print form to acknowledge that the document was accepted for processing or implemented. When viewing (and so when printing) a payment order in the old format, no stamp appears.

Bank stamps may be as follows depending on the payment order's status:

Status	Stamp	Additional information about the stamp
accepted	"ПРИНЯТО БАНКОМ" ("accepted by the bank")	Document receipt date is in the DD.MM.YYYY format.
accepted +	"ПРИНЯТО БАНКОМ" ("accepted by the bank")	Document receipt date is in the DD.MM.YYYY format.
implemented	"ПРОВЕДЕНО" ("posted")	Document implementation date is in the DD.MM.YYYY format.
implemented +	"ПРОВЕДЕНО" ("posted")	Document implementation date is in the DD.MM.YYYY format.

How to delete a document from its list?

You can only remove a **new** or **imported** document. To remove **signed** or **waiting to send** documents, change their status into **new** and remove them (for information on status change from **signed** or **waiting to send** to **new**, see How to edit a document?). The system cannot delete sent documents.

  ☐ Select the document or several documents to be deleted in the scroller.

  ☐ Press **Alt+D** or click .

  ☐ Confirm deleting in case you are willing to delete the selected document(s).

  ☐ Each document changes its status into **deleted** without being actually deleted.

Outgoing Documents

Payment Order

Operations with a payment order

Use a Payment Order to transfer rouble funds from your rouble a/c to that of your Russian correspondent.

The following commands are applicable to this document:

- new,

- create on a template base,

- edit,

- delete,

- view,

- print,

- sign,

- send for processing,

- cancel,

- archive.

Tip: For more information on these operations, see Processing Documents.

How to create a payment order?

Following CBR's instruction No.1256-   (Russian spelling) of 3 March 2003, the RF Ministry of taxation's order No.   -3-10/98/197/22   (Russian spelling), and CBR's instruction No.117-   (Russian spelling) the 'Payment Order' layout was modified. Use the above implementing regulations while filling a modified payment order.

There are two ways to create a payment order:

- without a template,

- using a template.

There are no peculiarities in creating a new template-based payment order; this process is standard (see How to create a new template-based document?). Any payment order registered with the system can be used as a template.

To create a new payment order without a template, use the following procedure:

□ Click   or run **Payment Orders** from the **Outgoing** menu.
⇒ The Scroller of payment orders, saved in the system database, appears.

Payment Orders

	Date	No.	Status	Payer's account	Amount	Beneficiary
▶	16.07.2004	2	signed	40100810800000000081	1 000.00	Скряжников
	19.07.2004	4	accepted	40100810800000000081	1 000.00	Скряжников
	19.07.2004	5	signed I (awaiting II)	40100810800000000081	1 000.66	Скряжников
	19.07.2004	6	signed II (awaiting I)	40100810800000000081	1 003.66	Скряжников
	19.07.2004	7	Implemented	40100810800000000081	1 003.66	Скряжников
	20.07.2004	8	new	40100810800000000081	1 003.66	Скряжников
	20.07.2004	9	new	40100810800000000081	1 003.66	Скряжников
	20.07.2004	10	new	40100810800000000081	1 003.66	Скряжников

Checkboxes: ☑ New ☑ Signed ☑ For sending ☑ Processing ☑ Implemented ☑ Refused ☐ Deleted ☑ Details

Sort | Filter | Search

No. 2 Date 16.07.2004 Amount 1 000.00 T/T 01 Queue 6 Payment pattern Почтой

Beneficiary: Скряжников и Сыновья INN 4444444444

Acc. No. 30101.810.3.11076025529 with БАЙКОНУРСКИЙ ФИЛИАЛ "ФОНДСЕРЕ BIC 040037470

Details of payment: Расчет за сельскохозяйственную продукцию
В том числе НДС 200.00

Bank's message:

Tip: This is a standard window of a payment documents scroller. For the main operations with a list of documents, see List of Outgoing Payment Documents.

 Click ⬚ or press **Ins**.
  ⇨ The **Payment Order** dialog box appears.

 Select the payer's **account** on the value list or enter the payer's **legal status, name, INN, KPP**, and **a/c**.

   ⇨ **Payer's bank**, **Payer's bank BIC** will be auto-populated.

   ⇨ The territory-linked individual taxpayer number, preciously entered in the organizations directory, enters the **Payer's KPP** field, or you can enter it manually. The entered value must be 9-digit.

 Enter the document **number**. It must be unique for the Payer's account involved.

   ⇨ An error message "Document No. … already exists" can appear while saving the document. It indicates that a payment order with this number for this payer's account had already been created on the date displayed in the **Date** field.

 Press **F4** or click ˥ next to the field to auto-calculate the number of the payment order.

   ⇨ Should there be no payer (organization) specified prior to starting to auto-number, a message appears asking to specify an organization's number.

   ⇨ After successful auto-numbering, the **number** field displays the maximum number for the current year, incremented by 1.

Tip: By default, BS-Client assumes a 5-digit document number. When you enter a digital value, leading spaces are added automatically. When you need to change the document number, delete the additional spaces.

In some of the Russian regions, e.g., in Moscow, documents for external payments (when a payer's bank BIC and a beneficiary's bank BIC do not coincide) require up to 3-digit numbers. Otherwise, when a document is processed within CBR's payment system, its number may be cut to three digits.

 Select the **payment pattern** on the value list. It can be one of the following:

- почтой (by post);
- телеграфом (by cable);
- электронно (by e-means) (*default value*);
- blank.

Following CBR's instruction No. 2- (Russian spelling) of 3 October 2002 "On clearing in the Russian Federation" ('О безналичных расчетах в Российской Федерации' in Russian spelling), submitted to CBR payment orders that effect payments *by post* or *cable* should contain *почтой* or *телеграфом*, correspondingly. Payment orders that effect payments *by e-means*, should contain *электронно*, according to CBR's instructions regulating e-payments. In the other cases the field must stay blank.

When RKZs (payment processing centers) of the payer's and the beneficiary's banks are parties to intra-regional payments (and are located in different regions), you can also specify *электронно (by e-means)*. The *blank* payment pattern is specified when RKZs (payment processing centers) of the payer's and the beneficiary's banks are parties to inter-regional payments (and are located in the same region). In the other cases only *почтой (by post)* and *телеграфом (by cable)* payment patters are acceptable.

☐ To enter a **status index**, select it in the directory or type it in. The entered value must coincide with one of directory values for indices of document status. Only digital symbols are allowed, or leave the field blank (this is a directory value).

☐ Enter the **amount** in figures.

☐ Specify the beneficiary's bank **BIC.**

  ⇨ The **Beneficiary's bank** group will be populated automatically.

☐ Extract the beneficiary's requisites from the correspondents directory or type in the beneficiary's **INN, name**, and **account number.**

  ⇨ When you select a **Beneficiary's a/c,** the group **Beneficiary**, **INN, Beneficiary's bank, BIC, Payment pattern**, and **Details of payment** is auto-populated, provided that the corresponding directories contain data on this a/c.

  ⇨ If the field with the payer's **a/c** contains an account defining payments into a settlement account for budget revenues and funds, **Payer's INN**, **Beneficiary's INN**, **Payer's KPP**, and **Beneficiary's KPP** are auto-populated; these fields are mandatory, zero is unacceptable.

Tip: The accounts that are for accounting budget revenues and funds of all levels of the RF budgetary system are defined by the 5 leading digits of a corresponding ledger a/c.
Currently the following ledger a/c are deemed to serve this purpose: 401xx, 402xx, 40312, 40314, where "xx" stand for any characters.

Tip: You can fill in the group of fields **Beneficiary** either manually or from the correspondents directory. To select a payer in the correspondents directory, you can find the necessary record by entering a search mask into the **Search for beneficiary** line. For example, the correspondents directory contains these names: test, test1, test2, test3, test4. If you type "test" in the search line and click **Search**, all the names with pattern test* will be consecutively found. To find a next record, click **Search**. Pay particular attention to the **account** field, since a beneficiary can have several accounts whereas the system automatically specifies the first account on the list.

Tip: The **Payment Order** dialog has an option enlarging the correspondents directory with the entered beneficiary's data. Click upon filling in the **Beneficiary** group.

☐ "01" is automatically entered as a **Transaction type** when you create a new document, available in the view mode only.

☐ Enter or extract the **Queue**.

☐ Specify **VAT**. To do this, select a VAT calculation method in the corresponding directory. If you select *"Полностью ручная обработка НДС"* (Russian for '*Calculate VAT manually*') or a complex interest rate scheme, enter your value into the **VAT** field. To calculate VAT automatically, enter the VAT value (in percent) in the **%** field.

- If not specified upon extracting Beneficiary's a/c from the corresponding directory, enter **Details of payment** manually or from the directory.

- Click to insert a VAT narrative (following CBR's instruction No.120- (Russian spelling) of 8 September 2000) unless it is the *"Полностью ручная обработка НДС"* (Russian for '*Calculate VAT manually*') method.

  ⇨ A template phrase with the amount, manually entered in the **VAT** field (for complex interest rates) or manually calculated, will enter the **Details of payment** field automatically.

- Enter or extract the **code of budget classification**. The field is active and mandatory should you specify a **Status index**. You can only enter digital symbols. The value entering the field must be a directory value. Zero is acceptable for payments into the ledger a/c 40314 (customs duties and other foreign trade payments).

- Specify an **OKATO code** (Russian classification of objects of administrative division). The field is active should you specify a **Status index**. You can only enter digital symbols. The **OKATO code** field is mandatory (Zero is a legitimate value).

- Enter or extract a **details of payment** index. The field is active should you specify a **Status index**. The entered value must be a directory value. Zero is acceptable (directory value).

- Enter or extract a **taxable period** index. The field is active should you specify a **Status index**. The entered value must be a directory value or an actual calendar date.
  The **taxable period** index field consists of three sub-fields. The second and third **taxable period** sub-fields allow digital symbols only.
  - if the first sub-field contains a non-directory value (zero is a directory value), it can only be a number from 01 to 31; if this is the case, the second sub-field must contain a month number (from 01 to 12), and the third one – a year (4 digits). Thus, an actual calendar date is acceptable for the **taxable period** field;
  - if you specify 'ГД' (Russian for 'annual payments') in the first sub-field, the second sub-field must contain '00' (if you select from the directory, this value is entered automatically);
  - if you specify 'ПЛ' (Russian for 'semi-annual payments') in the first sub-field, the second sub-field must contain the number of a half year ('01' or '02');
  - if you specify 'КВ' (Russian for 'quarter payments') in the first sub-field, the second sub-field must contain a quarter number ('01' … '04');
  - if you specify 'МС' (Russian for 'monthly payments') in the first sub-field, the second sub-field must contain the month number ('01' … '12');
  - if you enter or extract zero into the first sub-field, the second and the third sub-fields must stay blank.

- Specify a **document number** index. The field is active should you specify a **Status index**. Here the following symbols are allowed: digital and letter symbols allowed for use in rouble payment documents and zero. Following CBR's instruction No.36- (Russian spelling) of 23 June 1998 and taking in account the amendments made by CBR's instruction No.830- (Russian spelling) of 25 September 2000, symbols with the following ASCII codes are unacceptable: 0-31, 127, 176-223, 240-255.

- Specify a **document date** index. The field is active should you specify a **Status index**. You can only enter digital symbols.
  The **document date** index field consists of three sub-fields:
  - if you enter or extract zero in the first sub-field, the second and the third sub-fields must stay blank;
  - an actual calendar date is acceptable as the **document date** index: the first sub-field is a number ('01' ... '31'), the second – a month ('01' .. '12'), the third – a year (4 digits).

- Enter or extract a **payment type** index. The field is active should you specify a **Status index**. The entered value is to be one of the values in the payment type indices directory. Zero is acceptable (present in the directory).

☐ Should one of the *payer*'s or *beneficiary*'s accounts match by mask one of those in the list of '40807,' '40820,' '426,' '30231,' '40818,' '30230,' insert the following sequence into your **Payment details**:

{VOxxxxx} or {VOxxxxxPSxxxxxxxx/xxxx/xxxx/x/x}, where

VO	type code of foreign currency transaction under the CBR's Instruction No.117- (Russian spelling) of 15 June 2004;
PS	number of transaction certificate (if it is not required by laws to draw up a transaction passport, do not specify any transaction certificate (passport) number).

Import or enter the **type code of foreign currency transaction**.
Import or enter the **transaction certificate number**.

Click ⬚ for the data to appear in your **Details of payment**.

⇨ The information will only appear in **Details of payment** if you have **type code of foreign currency transaction** specified **Transaction certificate number** is not mandatory.

☐ Press **Esc** or click **Cancel** to cancel creation of a new **Payment Order**.

☐ Click ⬚ to verify the document before saving.

⇨ The system verifies that the document complies with the rules for documents' execution and with the current data in corporate directories, and it displays an error message, if applicable.

☐ Click **Ok** or ⬚ to save the document after you completed it.

⇨ The scroller of payment orders appears having the newly created document inserted.

Note: For more information on how to work with a list of documents, see Processing Documents.

Payment Request

A payment request is a payment document containing a request of a creditor (funds recipient) under a principal contract to its debtor (payer) for paying a certain sum of money through a bank.

Payment requests are used in settlements for goods supplied, works performed, services rendered, as well as other items stipulated in the principal contract.

Settlements through payment requests may require prior acceptance of the payer.

Operations with a payment request

The following commands are applicable to this document:

- new,
- create on a template base,
- edit,
- delete,
- view,
- print,
- sign,
- send for processing,
- cancel,
- archive.

Tip: For more information on these operations, see Processing Documents.

How to create a payment request?

Following CBR's instruction No.1256- '   (Russian spelling) of 3 March 2003 and the RF Ministry of taxation's order No.   ' -3-10/98/197/22 '   (Russian spelling), the layout of 'Payment Request' was modified. Use the above implementing regulations while filling in a modified payment request.

There are two ways to create a payment request:

- without a template,
- using a template.

There are no peculiarities in creating a new template-based request; this process is standard (see How to create a new template-based document?). Any payment request registered with the system can be used as a template.

To create a new payment request without a template, use the following procedure:

 Select the **Payment Requests** item on the **Outgoing** menu.

 ⇨ The Scroller of payment requests, saved in the system database, appears.

Tip: This dialog represents a standard window of payment documents' list. For the main operations with a list of outgoing documents, see List of Outgoing Payment Documents.

 Click ᵇ or press **Ins**.

 ⇨ The **Payment Request** dialog box appears. In this dialog the **Payer** and **Payer's bank** groups contain data from the last created payment request. Should you have one settlement account, automatic population of these fields appears to be especially convenient since you will not have to populate the payer's fields manually.

 Extract the payer's **legal status**, **name**, and **INN** from the directories or type them in.

Tip: You can populate the **Payer** group manually or extract data from the correspondents directory.

To select a payer in the correspondents directory, you can find the necessary record having entered a search mask in the **Search for payer** field. For example, the correspondents directory contains these names: test, test1, test2, test3, test4. If you specify "test" in the search line and click **Search**, all the names with pattern test* will be consecutively found. To find next record, click **Search**. Pay particular attention to the **account** field, since a payer can have several accounts whereas the system automatically specifies the first account on the list.

Tip: The **Payment Request** dialog has an option enlarging the correspondents directory with the entered

payer's data. Click ⫯ upon filling in the **Payer** group.

 Select the payer's **account** on the value list.

⇨ The **Payer** and **Payer's bank** groups will be auto-populated.

 Enter the document **number**. It must be unique for the Payer's account involved.

⇨ An error message "Document No. … already exists" can appear while saving the document. It indicates that a payment order with this number for this payer's account had already been created on the date displayed in the **Date** field.

 Press **F4** or click ⫯ next to the Number field to auto-calculate the request number.

⇨ Should there be no payer (organization) specified prior to starting to auto-number, a message appears asking to specify an organization's number.

⇨ After successful auto-numbering, the **number** field displays the maximum number for the current year, incremented by 1.

Tip: By default, BS-Client assumes a 5-digit document number. When you enter a digital value, leading spaces are added automatically. When you need to change the document number, delete the additional spaces.

In some of the Russian regions, e.g., in Moscow, documents for external payments (when a payer's bank BIC and a beneficiary's bank BIC do not coincide) require up to 3-digit numbers. Otherwise, when a document is processed within CBR's payment system, its number may be cut to three digits.

 Specify the document date and the date of sending (presenting). The current date is entered by default.

 Enter the **amount**.

 Extract the beneficiary's **INN, name** and **account number** data out of the correspondents directory or type them in.

⇨ Automatic filling of the group of fields **Beneficiary**, **INN, Beneficiary's bank, BIC,** and **Details of payment** follows your selecting a **Beneficiary's account,** provided that the corresponding directories contain data on this account.

 "02" is automatically entered into the **Transaction type** field when you create a new document.

 Enter or extract the **Queue**.

 Select the **term of payment** on the drop-down list.

- without acceptance

   Specify the clause of the contract or the legislation authorizing your withdrawing funds without acceptance in the **ground** field.

- with acceptance

   Specify the **acceptance period** (the number of workdays).

 Specify **VAT**. To do this, select a VAT calculation method in the corresponding directory. If you select *"Полностью ручная обработка НДС"* (Russian for '*Calculate VAT manually*') or a complex interest rate scheme, enter your value into the **VAT** field. To calculate VAT automatically, enter the VAT value (in percent) in the **%** field.

 If not specified upon extracting Beneficiary's a/c from the corresponding directory, enter **Details of payment** manually or from the directory.

 Click to insert a VAT narrative (following CBR's instruction No.120- (Russian spelling) of 8 September 2000) unless it is the *"Полностью ручная обработка НДС"* (Russian for '*Calculate VAT manually*') method.

⇨ A template phrase with the amount, manually entered in the **VAT** field (for complex interest rates) or manually calculated, will enter the **Details of payment** field automatically.

⇨ The **Bank's message** field stays blank. It will be filled in at the bank if, for example, the request is not accepted for processing.

 Click **Clear** to clear the window fields and re-populate them. Press **Esc** or click **Cancel** to cancel creating a new **Payment Request**.

 Click to verify the document before saving.

⇨ The system verifies that the document complies with the rules for documents' execution and with the current data in corporate directories, and it displays an error message, if applicable.

 Click **Ok** or on the dialog toolbar to save the document after complete filling.

⇨ The scroller of payment requests appears having the newly created document inserted.

Note: For more information on managing a list of documents, see Processing Documents.

Collection Order

A collection order is a settlement document giving the bank's instructions or orders to handle financial and/or commercial documents in order to obtain acceptance and/or payment or deliver documents on other terms and conditions a collection order might contain.

Operations with an order for collection

The following commands are applicable to this document:

- new,

- create on a template base,

- edit,

- delete,

- view,

- print,

- sign,

- send for processing,

- cancel,

- archive.

Tip: For more information on these operations, see Processing Documents.

How to create an order for collection?

Following CBR's instruction No.1256- ˙ (Russian spelling) of 3 March 2003 and the RF Ministry of taxation's order No. ˙ -3-10/98/197/22 ˙ (Russian spelling), the layout of 'Collection Order' was modified. Use the above implementing regulations while filling in a modified order for collection.

There are two methods to create an order for collection:

- without a template,

- using a template.

There are no peculiarities in creation of a new template-based order; this process is standard (see How to create a new template-based document?). Any order for collection registered with the system can be used as a template.

To create a new order for collection without a template, use the following procedure:

 Select the **Collection Orders** item on the **Outgoing** menu.

⇨ The Scroller of orders for collection, saved in the system database, appears.

Tip: This dialog represents a standard window of payment documents' scroller. For the main operations with a list of documents, see List of Outgoing Payment Documents.

  Click   or press **Ins**.
  ⇨ The **Collection Order** dialog box appears.

 Select the drawee's **legal status, name,** and **INN** on the value lists or type them in.

 Enter the document **number**. It must be unique for the Drawee's account involved.

⇨ An error message "Document No. … already exists" can appear while saving the document. It indicates that a collection order with this number for this drawee's account had already been created on the date displayed in the **Date** field.

 Press **F4** or click next to the Number field to calculate the number of the order automatically.

⇨ Should there be no drawee (organization) specified prior to starting to auto-number, a message appears asking to specify an organization's number.

⇨ Presently, **number** displays the maximum number for the current year incremented by 1.

Tip: By default, BS-Client assumes a 5-digit document number. When you enter a digital value, leading spaces are added automatically. When you need to change the document number, delete the additional spaces.

In some of the Russian regions, e.g., in Moscow, documents for external payments (when a payer's bank BIC and a beneficiary's bank BIC do not coincide) require up to 3-digit numbers. Otherwise, when a document is processed within CBR's payment system, its number may be cut to three digits.

 Specify the document date. The current date is entered by default.

 Select the **payment pattern** on the value list. It can have the following values:

- почтой (by post);
- телеграфом (by cable);
- электронно (by e-means) (*default value*);
- blank.

Following CBR's instruction No. 2-   (Russian spelling) of 3 October 2002 "On clearing in the Russian Federation," collection orders you submit to CBR to effect payments *by post* or *cable*

should contain *почтой* or *телеграфом*, correspondingly. Collection orders that effect payments *by e-means*, should contain *электронно,* according to CBR's instructions regulating e-payments. In the other cases the field must stay blank.

When RKZs (payment processing centers) of the payer's and the beneficiary's banks are parties to intra-regional payments (and are located in different regions), you can also specify *электронно (by e-means).* The *blank* payment type code is specified when RKZs (payment processing centers) of the payer's and the beneficiary's banks are parties to inter-regional payments (and are located in the same region). In the other cases only *почтой (by post)* and *телеграфом (by cable)* payment type codes are acceptable.

 To enter a document **status index**, select it in the directory or type it in. The entered value must be among values of the directory of document status indices. Only digital symbols are allowed, or leave the field blank (this is a directory value).

 Enter the **amount**.

 Select the drawee's **account** on the value list.
  ⇨ **Drawee**, **Drawee's INN, bank, bank BIC** are populated automatically.

Tip: You can enter the group of fields **Drawee** or extract data from the correspondents directory.

To select a drawee in the correspondents directory, you can find the necessary record having entered a search mask in the **Search for drawee** field. For example, the correspondents directory contains these names: test, test1, test2, test3, test4. If you enter "test" in the search line and click **Search**, all the names with pattern test* will be consecutively found. To find a next record, click **Search**. Pay particular attention to the **account** field, since a drawee can have several accounts whereas the system automatically specifies the first account on the list.

Tip: The **Collection Order** dialog has an option enlarging the correspondents directory with the entered drawee's data. Click ⬚ upon filling in the **Drawee** group.

 Extract drawer's requisites out of the correspondents directory or type in the drawer's **INN, name** and **account number.**
  ⇨ Automatic filling of the group of fields **Drawer**, **INN, Drawer's bank, BIC,** and **Details of payment** follows your selecting a **Drawer's account,** provided that the corresponding directories contain data on this account.
  ⇨ If the field with the drawee's **account** contains an account defining payments into the settlement account for budget revenues and funds, the fields **Drawee's INN**, **Drawer's INN**, **Drawee's KPP**, and **Drawer's KPP** are filled in automatically: these fields are mandatory, zero is unacceptable.

Tip: The accounts that are for accounting budget revenues and funds of all levels of the budgetary system of the Russian federation are defined by the leading 5 digits of a corresponding ledger account.
Currently the following ledger accounts are deemed to served this purpose: 401xx, 402xx, 40312, 40314, where "xx" stand for any characters.

 "06" is automatically entered as a **Transaction type** when you create a new document; it is available in the view mode only.

 Enter the **Queue** manually or extract it from the directory.

 Specify **VAT**. To do this, select a VAT calculation method in the corresponding directory. If you select *"Полностью ручная обработка НДС"* (Russian for '*Calculate VAT manually*') or a complex interest rate scheme, enter your value into the **VAT** field. To calculate VAT automatically, enter the VAT value (in per cent) in the **%** field.

 If not specified upon extracting **Drawee's a/c** from the corresponding directory, enter **Details of payment** manually or from the directory.

 Click ⎸ to insert a VAT narrative (following CBR's instruction No.120-⬚ (Russian spelling) of 8 September 2000) unless it is the *"Полностью ручная обработка НДС"* (Russian for '*Calculate VAT manually*') method.
  ⇨ A template phrase with the amount, manually entered in the **VAT** field (for complex interest rates) or manually calculated, will enter the **Details of payment** field automatically.

Enter the **code of budget classification** manually or from the directory. The field is active and mandatory should you specify a **Status index**. You can only enter digital symbols. The value entering the field must be a directory value. Zero is acceptable for payments into the ledger a/c 40314.

 Specify an **OKATO code**. The field is active should you specify a **Status index**. You can only enter digital symbols. The **OKATO code** field is mandatory (zero is acceptable).

 Enter a **details of payment** index manually or from the directory. The field is active should you specify a **Status index**. The entered value must be a directory value. Zero is acceptable (directory value).

 Enter a **taxable period** index manually or from the directory. The field is active should you specify a **Status index**. The entered value must be a directory value or an actual calendar date.
 The **taxable period** index field consists of three sub-fields. The second and third **taxable period** sub-fields allow digital symbols only.
  - if the first sub-field contains a non-directory value (zero is a directory value), it can only be a number from 01 to 31; if this is the case, the second sub-field must contain a month number (from 01 to 12), and the third one – a year (4 digits). Thus, an actual calendar date is acceptable for the **taxable period** field;
  - if you specify 'ГД' (Russian for 'annual payments') in the first sub-field, the second sub-field must contain '00' (if you select from the directory, this value is entered automatically);
  - if you specify 'ПЛ' (Russian for 'semi-annual payments') in the first sub-field, the second sub-field must contain the number of a half year ('01' or '02');
  - if you specify 'КВ' (Russian for 'quarter payments') in the first sub-field, the second sub-field must contain a quarter number ('01' … '04');
  - if you specify 'МС' (Russian for 'monthly payments') in the first sub-field, the second sub-field must contain the month number ('01' … '12');
  - if you enter zero in the first sub-field manually or from the directory, the second and the third sub-fields must stay blank.

 Specify a **document number** index. The field is active should you specify a **Status index**. Here the following symbols are allowed: digital and letter symbols allowed for use in rouble payment documents and zero. Following CBR's instruction No.36- ̊ (Russian spelling) of 23 June 1998 and taking in account the amendments made by CBR's instruction No.830- ̓ (Russian spelling) of 25 September 2000, symbols with the following ASCII codes are considered unacceptable: 0-31, 127, 176-223, 240-255.

 Enter a **document date** index. The field is active should you specify a **Status index**. You can only enter digital symbols.
 The **document date** index field consists of three sub-fields:
  - if you specify zero in the first sub-field manually or from the directory, the second and the third sub-fields must stay blank;
  - an actual calendar date is acceptable as the **document date** index: the first sub-field is a number ('01' .. '31'), the second – a month ('01' .. '12'), the third – a year (4 digits).

 Enter a **payment type** index manually or from the directory. The field is active should you specify a **Status index**. The entered value is to be one of the values of the payment type indices directory. Zero is acceptable (present in the directory).

Tip: To clear <u>all</u> these fields, viz. **codes of budget classification**, **OKATO code**, index of **details of payment**, index of **taxable period**, index of **document number**, index of **document date**, index of **payment type**, import the null value (Russian comment: "Не указывать") from the directory or type in a space in the **Status index** field.

 Click **Clear** to clear all the fields and re-populate them. Press **Esc** or click **Cancel** to cancel creation of your new **Collection Order**.

 Click ⃞ to verify the document before saving.
  ⇨ The system verifies that the document complies with the rules for documents' execution and with the current data in corporate directories, and displays an error message, if applicable.

Click **Ok** or [|] to save the document after complete filling.

⇨ The scroller of collection orders appears having the newly created document inserted.

Note: For more information on a list of documents, see Processing Documents.

Order for Currency Transfer

Operations with an order for currency transfer

Use an order for currency transfer to transfer funds in any currency of your a/c to a Russian or foreign correspondent's a/c.

The following commands are applicable to this document:

- new,

- create on a template base,

- edit,

- delete,

- view,

- print,

- sign,

- send for processing,

- cancel,

- archive.

Tip: For more information on these operations, see Processing Documents.

How to create an order for currency transfer?

There are two ways to create an order for currency transfer:

- without a template,

- using a template.

There are no peculiarities in creation of a new template-based order; this process is standard (see How to create a new template-based document?).

To create a new order for currency transfer without a template, use the following procedure:

 Select the **Orders for Currency Transfer** item on the **Outgoing** menu.

⇨ The Scroller of orders for currency transfer, saved in the system database, appears.

Tip: This dialog represents a standard window of payment documents' scroller. For the main operations with a list of outgoing documents, see List of Outgoing Payment Documents.

 Select any row in the list and click ⁱ or press **Ins** to enter a new document.
    ⇨ The Order for Currency Transfer dialog box appears.

There are the following tabs on this form:

Main	tab contains all the data essential for an order for currency transfer, viz. **Beneficiary customer**'s requisites, **Amount**, etc.;
Transfer details	tab contains information about the Beneficiary's bank, intermediary bank, payment details, and sender to receiver information;
Additional info	tab contains a charges code, number of a/c to be charged with the bank's commission, currency code of charges, and digital code of a foreign currency transaction in line with the CBR's instruction No. 117-ᵘ (Russian spelling) of 15 June 2004; the tab also contains information on documents grounding the transaction;
Paid taxes	tab contains details of a VAT Payment Order for non-residents' services.

🔲 Select the ordering customer's **account** number on the value list.

⇨ The ordering customer's details and code of **currency** to be debited are auto-populated.

🔲 Specify the document **number**. Press **F4** or click ▮ next to the field for automatic numbering.

⇨ Should there be no ordering customer (organization) specified prior to starting to auto-number, a message appears asking to specify an organization's number.

Tip: By default, BS-Client assumes a 5-digit document number. When you enter a digital value, leading spaces are added automatically. When you need to change the document number, delete the additional spaces.

🔲 Specify the document **date**. The current date is entered by default.

🔲 Specify the value **date**.

🔲 Enter the **amount** to be debited. The field is mandatory in case of *mono-currency* transfers.

🔲 If the currency of payment differs from that of a/c to be debited with payment amount, check the **MultiCurrency transfer** option. Specify the currency code for the **currency code of transfer** (enter manually or import from the currencies directory).

🔲 Enter the **amount of transfer**. The field is mandatory in case of *multi-currency* transfers.

🔲 Specify the transaction **cross-rate**, i.e. the amount of foreign currency to transfer to a unit of that to debit. A cross-rate cannot have more than 4 fractional digits.
There are two ways to enter a cross-rate:

1. Cross rate is a *fixed number*. In this case you will be able to specify the a/c to be charged with the commission. The list of accounts available to be charged will display all the client's accounts with the bank.

2. Cross rate is *blank* - the transaction will be carried out with the bank's rates. The print form will read 'По курсу банка' (Russian for 'at the bank rate').

If you use a *fixed* rate, specify the a/c to be debited with conversion commission. Any currency code of chargeable a/c is acceptable here.

 Enter the **beneficiary customer**'s details (manually or from the directory).

The beneficiary customer's **account** field allows up to 35 characters (the same holds for the currency correspondents directory).

If the **currency** of the transfer is *EUR*, it is mandatory to specify SWIFT of the beneficiary customer's bank.

Note: For BS-Client v.015.2, a modified directory of currency transaction types is supplied. So when you extract data from the beneficiaries directory of earlier versions, old data is extracted into your order for currency transfer. If a corresponding verification is enabled, you will fail to save the document.

If you encounter such a problem, check details of all the beneficiaries in the directory and modify their **Transaction codes**.

 Go to **Transfer details** to specify details of the **intermediary bank** and **a/c with institution** (manually or from the directories).

If the **currency** of the transfer is *EUR*, it is mandatory to specify the intermediary's SWIFT (should any intermediary data be specified).

 Enter or extract the **details of payment**.

 Enter or extract the **sender to receiver information**.

Order for Currency Transfer

Main | Transfer details | Additional info | Paid taxes

71A: Details of charges
Code SHA ··· Наши расходы за наш счет, расходы бенефициара за счет бенефициара

Debit bank charges to a/c 81000.840.8.00000000000 ···

Authorized person
Name TUCHKIN SERGEY VITALIEVICH ··· tel. 1020909

Please debit conversion commission to a/c ____.___._._____ ···

Transaction type code 3.1 ···   Priority Urgent   Certificate of currency transactions _____ of __.__.____

Add. info for currency control

Grounding documents
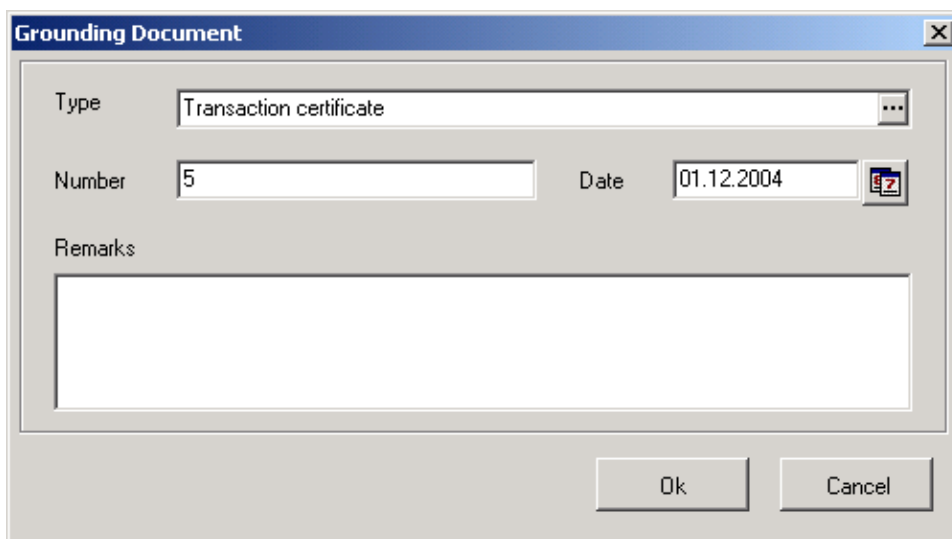
Type	Number	Date	Description
▶ Transaction certificate	5	01.12.2004	

Ok   Cancel

 Go to **Additional info** to populate the Details of **charges**. Extract the charges **code** (OUR, BEN, or SHA) and the **a/c** to be charged with transfer commission.

Tip: When populating charges details, it is important that you follow the bank's instructions.

 Enter or extract the **authorized person**, your company's employee in charge of the transaction. This field is mandatory.

 Enter his/her **telephone number** should it stay blank after extracting the **authorized person** .

 Extract the **a/c** to be charged with conversion commission in case of a *multi-currency* transfer.

 Extract or enter the **transaction type code** under the Annex No.2 to the CBR's Instruction No.117- ° (Russian spelling), should the field stay blank after extracting the beneficiary customer's details.

 Select the **payment priority**.

 Enter the **number** and **date** of your certificate of foreign currency transactions.

 Import or enter **Add. info for currency control**.

 Enter details of your transaction grounding documents. Point to the list and press **Ins** or click   .
   ⇨ The **Grounding Document** dialog box appears.
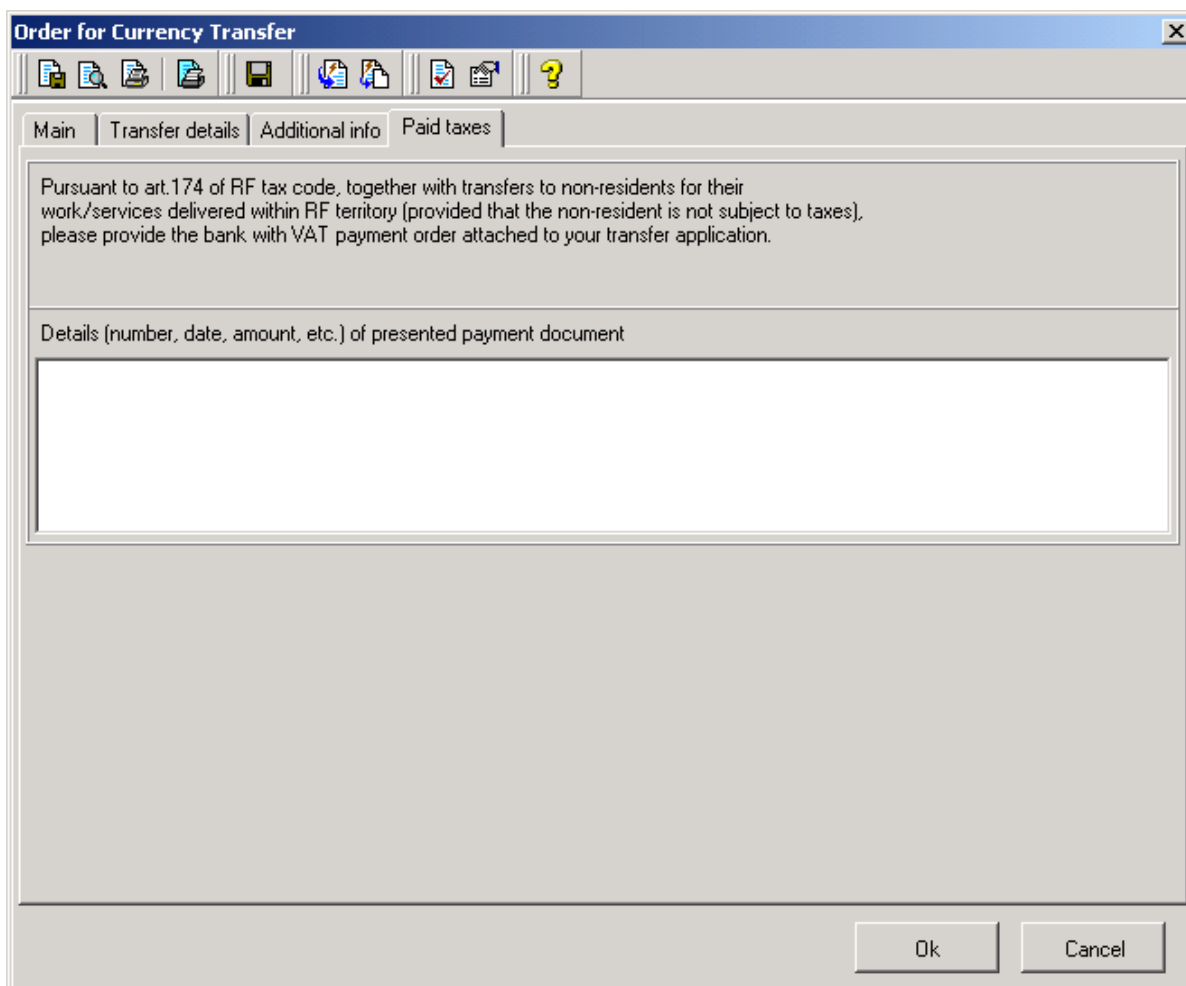
 Select the document **type** on the value list, then type in the remarks and document **number**. You can enter the document date manually or use the calendar. Having finished with the dialog, click **Ok** to go back to your **Order for Currency Transfer**.

 Pursuant to the art.174 of the RF Tax Code, you will be prompted to specify details of made tax payments (e.g., number, date, and amount of your payment order). Go to **Paid taxes** to enter details of your order to pay VAT charged for non-residents' services.

 Press **Esc** or click **Cancel** to cancel creation a your new **Order for Currency Transfer**.

Click **Ok** or ⌶ to save the document when it is completed.

⇨ The system verifies that the document complies with the rules for execution and the current data in the corporate directories, and displays an error message, if applicable.

⇨ The saved document will enter the list of orders for currency transfer as **new**.

Note: For more information on how to create a new document and how to work with a list of documents, see Processing Documents.

Order for Currency Purchase

Operations with an order for currency purchase

Use an order for currency purchase to buy foreign currency for roubles. This document will order to debit your a/c in RF roubles and to credit your a/c in currency to be purchased with this or a third-party bank. The other transaction terms are specified in the very document.

The following commands are applicable to this document:

- new,

- create on a template base,

- edit,

- delete,

- view,

- print,

- sign,

- send for processing,

- cancel,

- archive.

Tip: For more information on the above operations, see Processing Documents.

How to create an order for currency purchase?

There are two ways to create an order for currency purchase:

- without a template,

- using a template.

There are no peculiarities in creation of a new template-based order; this process is standard (see How to create a new template-based document?). Any analogous document registered with the system can be used as a template.

To create a new order for currency purchase without a template, use the following procedure:

 Select the **Orders for Currency Purchase** item on the **Outgoing** menu.

⇨ The Scroller of orders for currency purchase, saved in the system database, appears.

Tip:　　　　This form represents a standard window of payment documents' scroller. For the main operations with a list of outgoing documents, see List of Outgoing Payment Documents.

  Press **Ins** or click 🗋 on the toolbar to create a new Order for currency purchase.

  ⇨ The Order for Currency Purchase dialog box appears.

  ⇨ Some fields in the opened **Order for Currency Purchase** dialog might contain the data from the last created order for currency purchase. If this is the case, fill in the blanks and update the populated fields properly.

Tips:　　　　It is more convenient to firstly populate linked fields with directory data while creating a document without a template. This will minimize the volume of data to be entered and the probability of errors to occur in your new document's data.

　　　　The **Number**, **Date**, **Transaction type, Code of currency purchase grounds** fields and either of **Amount in currency** or **Amount in roubles** are mandatory.

There are the tabs:

Main　　　　　　　　　　is the main tab for foreign currency purchase details;

Grounding documents　　tab contains information about documents grounding the transaction.

☐ Specify the document **number**. Click ▌ next to the field for automatic numbering.

Tip: By default, BS-Client assumes a 5-digit document number. When you enter a digital value, leading spaces are added automatically. When you need to change the document number, delete the additional spaces.

☐ Specify the document **date**. The current date is entered by default.

☐ Select the **transaction type** on the value list. Foreign currency will be purchased following the client's order:
- from the authorized bank,
- at monetary exchanges,
- at an off-exchange foreign currency market,
- from the Central Bank of Russia.

☐ Go to **Main** to import an organization from the organizations directory or enter its name manually.
   ⇨ As soon as you extract an organization, the following group of Cliient's fields will be auto-populated: bank **type**, **name**, and **address**, organization **legal status**, **INN**, **OKPO**, and **name**.

☐ Extract from the directory or enter manually the **executive** – your organization's authorized person. The field is mandatory.

☐ Enter his/her **telephone number** if it was not automatically entered after you had extracted the **executive** from the directory.

☐ Extract the **currency code** from the corresponding directory. This field is mandatory. The currency code field *810* (*643*) will be blocked. The system checks if the code is a directory value.

- Specify the exchange **rate**, i.e. the amount of roubles to a unit of the foreign currency to purchase. A cross-rate cannot have more than 4 fractional digits.
  There are two ways to specify an exchange rate:
  1. Rate is a *fixed* number. In this case you will be able to specify the a/c to be charged with commission. The list of accounts available to be charged will display all the client's accounts with the bank.
  2. Rate is *blank* - the transaction will apply the bank's rates in case of purchase *'from the authorized bank'* ('У Банка' in Russian spelling) or at a *'monetary exchange'* ('На валютной бирже' in Russian spelling). The print form will read *'По курсу банка'* (Russian for 'at the bank rate') or *'По курсу биржи'* (Russian for 'at the market rate'), correspondingly.

- Import a **settlement procedure** from the directory:
  - TOD ('today');
  - TOM ('tomorrow');
  - SPOT ('day after tomorrow').

- Specify your source of rouble funds for currency purchase. In order to do this check the **Roubles for purchase** item accordingly
  - check the **withdraw from our account** option
    - Import or enter your **A/C**. Press **Ctrl+Enter** after manual input.
  - or check the **were transferred to bank** option
    - Specify the **No.** and **date** of the payment order whereby the funds for purchase had been transferred.
    - Import or enter internal bank **account**. Press **Ctrl+Enter** after manual input.

- Specify the bank maintaining the account to be credited with purchased foreign currency funds. In order to do this check the **Transfer purchased currency to our a/c** item accordingly
  - with **our bank**
    - Import or enter your **A/C** to be credited with purchased currency funds. Press **Ctrl+Enter** after manual input.
  - or with **other bank**
    - Import or enter your **A/C** to be credited with purchased currency funds.
    - Enter **details of bank to credit currency funds**.

- Select the **account** to charge on the value list. Press **Ctrl+Enter** after manual input.

- Enter **number** and **date** of the certificate of foreign currency transactions to be attached to your purchase application.

- Enter the **number** and **date** of the currency reservation application.

- Specify the **amount** to be reserved.

- Import from the directory or enter a **code type** of foreign currency **transaction** pursuant to the Annex No.2 to the CBR's Instruction No.117- ⁰ (Russian spelling). Be default, the field is populated.

- Enter **additional information**.

□ Go to **Grounding documents** to fill information about your documents grounding the transaction (at least one document). Press **Ins** or click ⌐ to insert a new record.

⇨ The **Details of Transaction Grounding Documents** dialog box appears.

⇨ Extract the document **type**, enter the **remarks** and document **number** manually, select the document **date** in the calendar or enter it manually. Populate the dialog and click **Ok** to go back to your **Order for Currency Purchase**.

□ Press **Esc** or click on **Cancel** to cancel creation of your new **Order for Currency Purchase**.

□ Click **Ok** or ⌐ to save the document after complete filling.

⇨ The system verifies that the document complies with the rules for document execution and with the current data in corporate directories, and displays an error message, if applicable.

⇨ The saved document will enter the list of orders for currency purchase as **new**.

Note: For more information on a list of documents, see *Processing Documents*.

Order for Currency Sale

Operations with an order for currency sale

Use this document to sell funds in foreign currency from your current account or to sell funds that had been transferred to the bank under a relevant order. Rouble proceeds from sale can be credited to your current account with this or other bank. The transaction is performed with commission charges.

In your application you can specify documents grounding the transaction should the bank require that they be specified.

The following commands are applicable to this document:

- new,

- create on a template base,

- edit,

- delete,

- view,

- print,

- sign,

- send for processing,

- cancel,

- archive.

How to create an order for currency sale?

There are two ways to create an order for currency sale:

- without a template,

- using a template.

Any order registered with the system can be used as a template.

To create a new order for currency sale without a template, use the following procedure:

 Select the **Orders for Currency Sale** item on the **Outgoing** menu.
  ⇨ The Scroller of orders for currency sale, saved in the system database, appears.

Tip: This form represents a standard window of payment documents' scroller. For the main operations with a list of outgoing documents, see List of Outgoing Payment Documents.

Press **Ins** or click ⌐ on the toolbar to create a new Order for currency sale.

    ⇨ The dialog box appears to create a new order for currency sale in.

    ⇨ Some fields in the appeared **Order for Currency Sale** dialog can contain some data from the last created order for currency sale. If this is the case, fill in the blanks and update the filled fields data properly.

    ⇨ Should accounting entries be made through the same accounts (settlement and transit currency accounts and the same account is charged as in the last order created) in the order you are creating, it is only the **Number**, **Transaction type** and either of the **Amount in currency** and **Amount in roubles** fields that you have to fill in.

There are the tabs:

Main	is the main tab for foreign currency sale details;
Grounding documents	tab contains information about documents grounding the transaction.

 Specify the document **number**. Click ⌐ next to the field for automatic numbering.

Tip: By default, BS-Client assumes a 5-digit document number. When you enter a digital value, leading spaces are added automatically. When you need to change the document number, delete the additional spaces.

 Specify the document **date**. The current date is entered by default.

 Select the **transaction type** on the value list. Foreign currency will be sold following the client's order:

    • to the authorized bank,

- at monetary exchanges,
- at an off-exchange foreign currency market,
- to the Central Bank of Russia.

☐ Go to **Main** to import an organization from the organizations directory or enter its name manually.

⇨ As soon as you extract an organization, the following group of Client's fields will be auto-populated: bank **type**, **name**, and **address**, organization **legal status**, **INN**, **OKPO**, and **name**.

☐ Extract from the directory or enter manually the **executive** – your organization's authorized person. The field is mandatory.

☐ Enter a **telephone number** if it was not automatically entered after you had extracted the **executive from** the directory.

☐ Extract the **currency code** from the corresponding directory. This field is mandatory. The currency code field *810* (*643*) is blocked. The system checks if the code is a directory value.

☐ Enter the **amount** in roubles or currency.

☐ Specify the exchange **rate**, i.e. the amount of roubles to a unit of the foreign currency to sell. A cross-rate cannot have more than 4 fractional digits.
  There are two ways to specify an exchange rate:
  3. Rate is a *fixed* number. In this case you will be able to specify the a/c to be charged with commission. The list of accounts available to be charged will display all the client's accounts with the bank.
  4. Rate is *blank* - the transaction will be carried out with the bank's rates in case of sale to the authorized bank or at a monetary exchange rate in case of sale at a monetary exchange rate. The print form will read *'По курсу банка'* (Russian for 'at the bank rate') or *'По курсу биржи'* (Russian for 'at the market rate').

☐ Import a **settlement procedure** from the directory:
- TOD ('today');
- TOM ('tomorrow');
- SPOT ('day after tomorrow').

☐ Specify your source of rouble funds for currency sale. In order to do this, check the **Currency funds** item accordingly
- check the **debit to our a/c** option

  ☐ Import or enter your **A/C** to be debited with currency funds. Press **Ctrl+Enter** after manual input.
- or check the **transferred to bank** option

  ☐ Specify the **No.** and **date** of the payment order whereby the funds for sale had been transferred.

  ☐ Import or enter bank **A/C** where the funds for sale had been transferred. Press **Ctrl+Enter** after manual input.

☐ Import or enter your **A/C** to be credited with rouble funds. Press **Ctrl+Enter** after manual input.

☐ Specify **BIC** of the bank to transfer the rouble funds to.

☐ Import or enter your **A/C** to be debited with commission. Press **Ctrl+Enter** after manual input.

☐ Import from the directory or enter a **code type** of foreign currency **transaction** pursuant to the Annex No.2 to the CBR's Instruction No.117-и (Russian spelling). Be default, the field is populated.

☐ Enter **number** and **date** of the certificate of foreign currency transactions to be attached to your sale application.

☐ Enter **additional information** on transaction.

☐ Go to **Grounding documents** to fill information about your documents grounding the transaction (at least one document). Press **Ins** or click ⌶ to insert a new record.

⇨ The **Details of Transaction Grounding Documents** dialog box appears.

⇨ Extract the document **type**, enter the **remarks** and document **number** manually, select the document **date** in the calendar or enter it manually. Populate the dialog and click **Ok** to go back to your **Order for Currency Sale**.

☐ Press **Esc** or click **Cancel** to cancel creation of your new **Order for Currency Sale**.

☐ Click **Ok** or ⌶ on the window toolbar to save the document after complete filling.

⇨ The system verifies that the document complies with the rules for documents' execution and with the current data in corporate directories, and displays an error message, if applicable.

⇨ The saved document will enter the list of orders for currency sale as **new**.

⇨ Presently the created Order for currency sale enters the list and it can be sent to the bank after signing.

☐ To track the transaction's stages, open the order and click on **Information from bank**.

Note: For more information on how to work with a list of documents, see *Processing Documents*.

Conversion Application

Operations with a conversion application

Use conversion applications to purchase funds in foreign currency to be credited to your currency a/c for the funds debited from the relevant foreign currency a/c.

This transaction can be carried out without intermediary banks. Purchased funds in foreign currency will be credited to the client's foreign currency a/c. Should you need to transfer purchased funds to an a/c with a third-party bank, use an Order for Currency Transfer.

In your application you can specify documents grounding the transaction should the bank require that they be specified.

The following commands are applicable to this document:

- new,
- create on a template base,
- edit,
- delete,
- view,
- print,
- sign,
- send for processing,
- cancel,
- archive.

How to create a conversion application?

There are two ways to create a conversion application:

- without a template,
- using a template.

Any order registered with the system can be used as a template.

To create a new conversion application without a template, use the following procedure:

   Select the **Conversion Applications** item on the **Outgoing** menu.
   ⇨ The Scroller of conversion applications, saved in the system database, appears.

Tip: This form represents a standard window of payment documents' scroller. For the main operations with a list of outgoing documents, see List of Outgoing Payment Documents.

 Press **Ins** or click on the toolbar to create a new Conversion Application.
  ⇨ The Conversion Application dialog box appears.

There are the tabs:

Main	is the main tab for foreign currency conversion details;
Grounding documents	tab contains information about documents grounding the transaction.

⬜ Specify the document **number**. Click ∎ next to the field for automatic numbering.

Tip: By default, BS-Client assumes a 5-digit document number. When you enter a digital value, leading spaces are added automatically. Before changing a document number, delete the additional spaces.

⬜ Specify the document **date**. The current date is entered by default.

⬜ Import a **settlement procedure** from the directory:
- TOD ('today');
- TOM ('tomorrow');
- SPOT ('day after tomorrow').

⬜ Go to **Main** to import an organization from the organizations directory or enter its name manually.
⇨ As soon as you extract an organization, the following group of Client's fields will be auto-populated: bank's **type**, **name**, and **address**, organization's **legal status** code, **INN**, **OKPO**, and **name**.

⬜ Extract from the directory or enter manually the **executive** - your company's authorized person. This field is mandatory.

⬜ Enter his/her **telephone number** if it was not automatically entered after you had extracted the **executive** from the directory.

⬜ Extract the **currency code of purchase** from the directory. This field is mandatory. The currency code field *810* (*643*) is inactive. The system checks if an input currency code is a directory value.

⬜ Extract the **currency code of sale** from the directory. This field is mandatory. The currency code field *810* (*643*) is inactive. The system checks if an input currency code is a directory value.

- Enter at least one of the **amounts** in foreign currency (of purchase or sale).
- Specify the transaction **cross rate**, i.e. the amount of foreign currency to purchase to a unit of that to sell. A cross rate cannot have more than 4 fractional digits.
  There are two ways to enter a cross rate:
  3. Cross rate is a *fixed* number. In this case you will be able to specify the a/c to be charged with commission. The list of accounts available to be charged will display all the client's accounts with the bank.
  4. Cross rate is *blank* - the transaction will be carried out with the bank's rates. The print form will read *'По курсу банка'* (Russian for 'at the bank rate').
- Import or enter your **A/C** to be credited with foreign currency funds of purchase. Press **Ctrl+Enter** after manual input.
- Import or enter your **A/C** to be debited with foreign currency funds of sale. Press **Ctrl+Enter** after manual input.
- Import or enter your **A/C** to be debited with commission. Press **Ctrl+Enter** after manual input.
- Import or enter a **code** of foreign currency **transaction type** pursuant to the Annex No.2 to the CBR's Instruction No.117-и (Russian spelling). By default, the field is populated.
- Enter the **number** and **date** of the certificate of foreign currency transactions to be attached.
- Enter **additional information** on transaction.

- Go to **Grounding documents** to fill information about your documents grounding the transaction.

  Press **Ins** or click ☐ to insert a new record.
  ⇨ The **Details of Transaction Grounding Documents** dialog box appears.

⇨ Extract the document **type**; enter the **remarks** and document **number** manually; select the document **date** in the calendar or enter it manually. Populate the dialog and click **Ok** to go back to your **Conversion Application**.

 Press **Esc** or click **Cancel** to cancel creation of your new **Conversion Application**.

 Click **Ok** or ⏐ on the window toolbar to save the document after complete filling.

⇨ The system verifies that the document complies with the rules for documents' execution and with the current data in corporate directories, and displays an error message, if applicable.

⇨ The saved document will enter the list of conversion applications as **new**.

⇨ Presently the created Conversion Application enters the list and it can be sent to the bank after signing.

 To track the transaction's stages, open the application and click on **Information from bank**.

Note: For more information on how to work with a list of documents, see *Processing Documents*.

Order for Mandatory Currency Sale

Operations with an order for mandatory currency sale

Use an Order for Mandatory Sale to transfer received foreign currency proceeds from your transit currency account to your foreign currency a/c or a special bank account for reservation. When foreign currency proceeds subject to mandatory sale are received to your transit a/c, you must sell a certain part of it, the per cent is determined by the legislation. The remaining amount can be sold in excess of the mandatory sale. Unsold amount will be credited to your a/c.

If the funds are not subject to mandatory sale, your can write them off or withdraw some and transfer to your a/c or a special bank a/c.

The following commands are applicable to this document:

• new,

• create on a template base,

• edit,

• delete,

• view,

• print,

• sign,

- send for processing,
- cancel,
- archive.

How to create an order for mandatory currency sale?

There are two ways to create an order for mandatory currency sale:
- without a template,
- using a template.

There are no peculiarities in creation of a new template-based order; this process is standard (see How to create a new template-based document?). Any analogous document registered with the system can be used as a template.

To create a new order for mandatory currency sale without a template, use the following procedure:

 Select the **Orders for Mandatory Currency Sale** item on the **Outgoing** menu.
   ⇨ The Scroller of orders for mandatory currency sale, saved in the system database, appears.

Tip: This form represents a standard window of payment documents' scroller. For the main operations with a list of outgoing documents, see List of Outgoing Payment Documents.

 Press **Ins** or click on the toolbar to create a new order for mandatory sale.
   ⇨ The **Order for Mandatory Currency Sale** dialog box appears. It might contain the requisites from the last created order for mandatory currency sale.

This dialog has two tabs:

Order	tab represents the main document window with requisites of the order for mandatory currency sale;
Grounding documents	tab contains information on grounding documents;
Advanced	tab contains information on vouchers for expenses, details of the attached currency transactions certificate.

□ Specify the document **number**. Click $^{\mathbf{I}}$ next to the field for automatic numbering.

Tip: By default, BS-Client assumes a 5-digit document number. When you enter a digital value, leading spaces are added automatically. When you need to change the document number, delete the additional spaces.

□ Specify the document **date**. The current date is entered by default.

□ Extract a **transaction type**, i.e., how currency is to be sold: in exchange market, in inter-exchange market, to bank, to CBR.

□ Go to **Order** to import an organization from the organizations directory or enter its name manually.

⇨ As soon as you extract an organization, the following group of Client's fields will be auto-populated: bank's **type**, **name**, and **address**, organization's **legal status** code, **INN**, **OKPO**, and **name**.

□ Extract or enter the **executive** – your organization's authorized person. The field is mandatory.

□ Enter his/her **telephone number** if it was not automatically entered after you had extracted the **executive from** the directory.

□ Enter the **amount to be credited** in foreign currency.

□ Extract the **currency** code.

⇨ When you use the option **From received amount**, ISO code of the selected foreign currency will be entered into all the fields for currency codes.

Note: Amount input field in the line **except for expenses authorized to the amount of** corresponds to the **Amount of expenses**. This amount is the amount of expenses pertaining to the credited proceeds.

The former will be deduced from mandatory sale before applying the mandatory per cent. This field is read-only when on the **Order** tab. To populate it, go to the **Advanced** tab.

- To meet CBR's regulatory requirements (Instruction No.111- ̋ (Russian spelling)), specify the **number of the advice** on crediting the currency proceeds to the transit currency a/c. The field is mandatory. You can enter any characters here but not more than 50.

- Enter the actual calendar **date of the advice** on crediting the currency proceeds to the transit currency a/c. The field is mandatory.

- The regulatory requirements (CBR's Instruction No.111- ̋ (Russian spelling) with a view to Instruction No.1441- ̕ (Russian spelling)) allow transfer of the whole amount without mandatory sale. Transfer can be effected to the client's foreign currency a/c, to a special bank a/c in foreign currency, to the transit currency a/c with a third-party bank. The client's foreign currency a/c and special bank a/c in foreign currency can be maintained by your bank as well as by a third-party bank.
Specify if this order involves mandatory sale:

  - **with mandatory sale**

    - To execute mandatory sale, check the option **for mandatory sale**.

- Select the transit currency **a/c** on the value list.

- Specify the **amount** to withdraw from the transit currency account.
  Amount to be debited to the transit a/c can be less or equal to the difference between the *Amount to be credited* and *Amount of expenses*.

    ⇨ When you enter an **amount** to be debited to the transit a/c, the system calculates the foreign currency proceeds **amount of mandatory sale** to be credited to the sales a/c and the **amount to be transferred to the foreign currency a/c**.

    The **amount of mandatory sale** is a fixed percentage of the amount to be debited to the transit a/c.

    Exact percentage is then calculated, the value is transformed into an amount (with an accuracy to the minimal monetary unit of the given foreign currency) <u>following the procedure</u>:

    If its fractional part is equal to or more than half of the minimum unit, the amount is *rounded up*.

    If its fractional part is less than half of the minimum unit, the amount is *rounded down*.

    Amounts are rounded off to integers or to hundreds. Calculation will take into account the minimum possible monetary unit.

    If required, you can *add a minimal unit of foreign currency* to the resulting rounded amount.

  - Enter the amount in **foreign currency** for other (except for mandatory) sale to be credited to the sales a/c.

    ⇨ When you enter an **amount of free sale** or when you change values of the **amount of mandatory sale** or **amount to be debited to transit a/c**, the **amount to be transferred to foreign currency a/c** is recalculated <u>as follows</u>:
    Amount to be transferred to foreign currency a/c = Amount to be debited to transit a/c – Amount of mandatory sale – Amount of free sale
    Blank fields will stand for zero values.

- Select the **a/c** to be credited with foreign currency funds.

- If the account to be credited with foreign currency funds is maintained by a third-party bank, specify the bank's **details**.

- Select the **a/c** to be credited with the rouble sale proceeds.

- Specify the bank **BIC** should it stay blank after you had extracted the rouble a/c to be credited with rouble sale proceeds.

◻ Enter the minimum acceptable exchange **rate** of the transaction.

⇨ Should you choose '*продажа банку*' (Russian for 'sell to the bank') or '*продажа на биржевом рынке*' (Russian for 'sell at a monetary exchange') as a transaction type and leave the exchange rate field blank, the *bank's rate* or *exchange's rate* will be taken for the latter.

- **without mandatory sale**

◻ To transfer the whole amount without executing mandatory sale, un-check the option **for mandatory sale**.

◻ Select the transit **a/c** on the value list.

◻ Enter the **amount** to be debited from the transit a/c.
Amount to be debited to the transit a/c can be less or equal to the difference between the *Amount to be credited* and *Amount of expenses*.

⇨ When you enter an **amount** to debit from transit a/c, the system calculates and enters the **amount to be transferred to currency a/c**.

◻ Select the **a/c** to be credited with currency funds on the value list.

◻ If the a/c to be credited with foreign currency funds is maintained by a third-party bank, specify the bank's **details**.

◻ Should you credit your foreign currency funds to a special bank a/c, the Instruction No.1441-У (Russian spelling) requires that you enter the **number** and **date** of your Reservation Application.

◻ Select the **a/c** to be charged with the bank commission, in any currency.

Number	Type	Date	Remarks
1	Паспорт сделки	01.01.2001	1 Прим 1
2	Разрешение ЦБ РФ	02.02.2002	2 Прим 2
3	Подтверждение регистрации	03.03.2003	3 Прим 3
4	Государственная таможенная деклараци:	04.04.2004	4 Прим 4

Order for Mandatory Currency Sale — Number 8 — Date 19.07.2004 — Transaction type Банку — tabs: Order / Grounding documents / Advanced — Ok / Cancel

◻ Go to the **Grounding documents** tab to specify details of documents grounding the transaction.

Point to a **Grounding documents** list row and press **Ins** or click to insert a new document.

⇨ The **Transaction Grounding Documents** dialog box appears.

- Extract the transaction **type**.
- Enter the document **number**.
- Extract the document **date** from the calendar available by clicking on ⃒ or enter it manually.
- Type in your **Remarks**.
- Click **Ok** to save the data and return to your **Order for Mandatory Currency Sale**.

- Go to the **Advanced** tab to specify details of documents grounding authorized expenses included in the transaction. Point to a **Transaction expense vouchers** list row and press **Ins** or click ⃒ to insert a new document.
  ⇨ The **Expense Grounding Document** dialog box appears.

74

- Extract the transaction **type**.

- Enter the document **number**.

- Extract the document **date** from the calendar available by clicking on   or enter it manually.
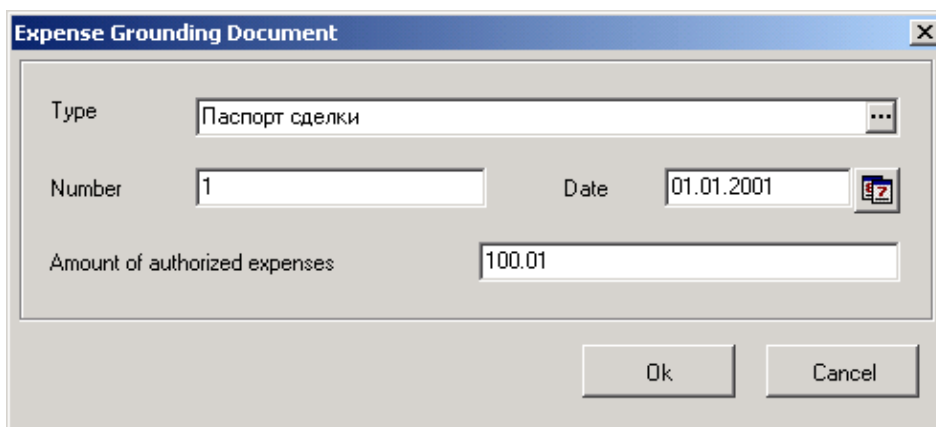
- Enter the **amount of authorized expenses**.

- Click **Ok** to save the data and return to your **Order for Mandatory Currency Sale**.

  ⇨ When saving the grounding document, its amount is added to the calculated sum of amounts from all the previous documents. The resulting amount of expenses will appear in the field **except for authorized expenses** on the **Order** tab.

- In the **Add. info** field you can specify any additional transaction data. For example, a **type code** of the foreign currency **transaction** under the Annex No.2 to the CBR's Instruction No.117-и (Russian spelling).

- Specify the **number** of the attached foreign currency transactions certificate under the CBR's Instruction No.117-и (Russian spelling). The field is optional. You can enter any characters here but not more than 50.

- Enter an actual calendar **date** of the currency transactions certificate.

- Press **Esc** or click **Cancel** to cancel creation of your new **Order for Mandatory Currency Sale**.

- Click **Ok** or   to save the document after complete filling.

  ⇨ The system verifies that the document complies with the rules for documents' execution and with the current data in corporate directories, and displays an error message, if applicable.

  ⇨ The saved document will enter the list of orders for mandatory currency sale as **new**.

  ⇨ Presently the created order for mandatory currency sale enters the list and it can be sent to the bank after signing.

    - To track the transaction's stages, open the order and click on **Information from bank**.

Note: For more information on a list of documents, see *Processing Documents*.

Foreign Currency Transactions Certificate

Operations with a document

Foreign Currency Transactions Certificate was elaborated under the CBR's Instruction No.117-и (Russian spelling). Residents must present this certificate with foreign currency transaction.

Certificate of foreign currency transactions can be drawn up for a certain foreign currency transaction (or document: an order for currency transfer, order for mandatory sale) or for a few transactions (documents).

The following commands are applicable to this document:

- new,

- edit,
- delete,
- view,
- print,
- sign,
- send for processing,
- cancel,
- archive.

How to create a certificate of foreign currency transactions?

 Select the **Foreign Currency Transaction Certificates** item on the **Outgoing** menu.
   ⇨ The Scroller appears with foreign currency transactions certificates, created within the current year.
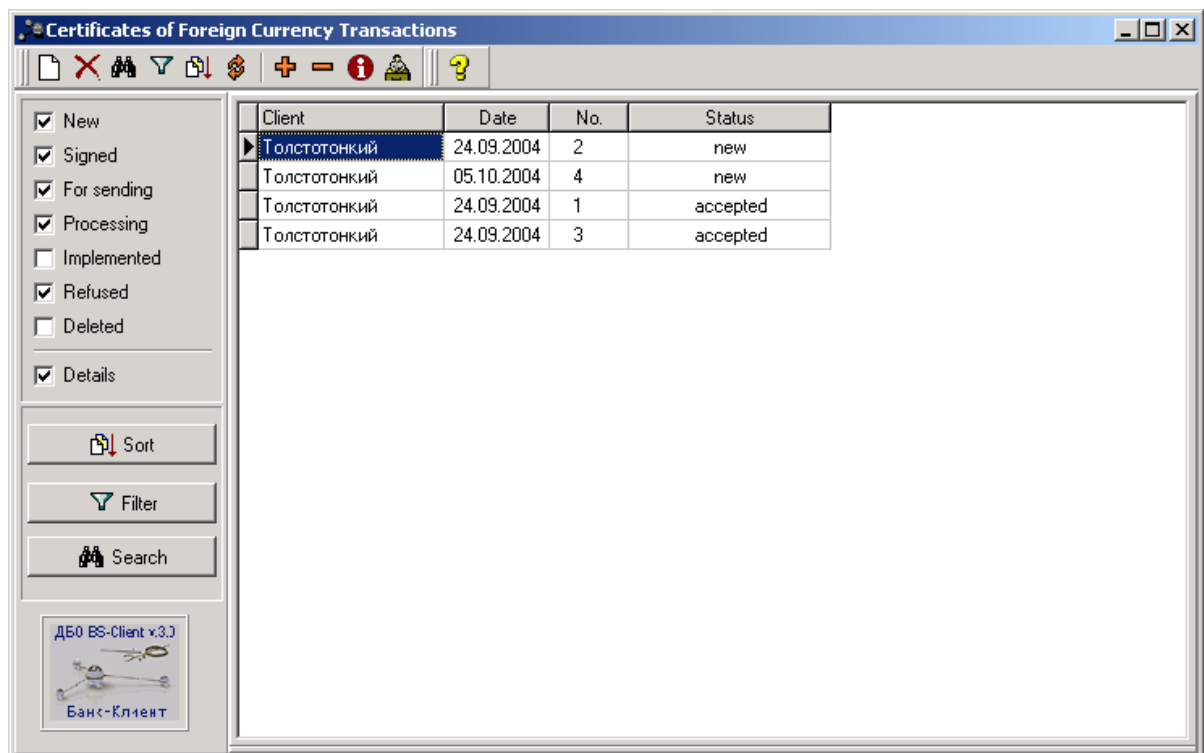
 Press **Ins** or click ⬜ to create a new document.
   ⇨ The **Certificate of Foreign Currency Transactions** dialog box appears.

Specify the document **number**. Click ⎮ next to the field for automatic numbering.

Tip: By default, BS-Client assumes a 5-digit document number. When you enter a digital value, leading spaces are added automatically. When you need to change the document number, delete the additional spaces.

 Specify the document **date**. The current date is entered by default.

 Import an organization from the organizations directory or enter its name manually.

 Extract from the directory or enter manually the **executive** - your company's authorized person. This field is mandatory.

 Enter his/her **telephone number** if it was not automatically entered after you had extracted the **executive**.

 In the **Add. info** field you can input any additional transaction data.

 To insert foreign currency inflow data, please press **Ins** or click ⎮ on the lower icon toolbar of the **Certificate of Foreign Currency Transactions**.

  ⇨ The **Foreign Currency Transaction Details** dialog box appears.

Foreign Currency Transaction Details

Direction of payment	Type of document to form certificate for
debiting ▼	- ▼

No. of advice on crediting / No. of document to order debiting:
2345

Date (credit advice /debit document)
12.12.2222

Acc. No. (to be debited/credited)
40807.230.6.00003333333 …

Amount of payment
234.00

Currency code of payment
230 …

Transaction type code
02010 …

Продажа нерезидентом иностранной валюты за валюту Российской Федерации

TC No.
_____.____.____.-._

Amount in currency of contract price

Currency code of contract price
…

Reservation application No. _____ of __.__.____

Ok   Cancel

- Select a **direction of payment**.
- Select a **type of document to form certificate for**.
- Select or enter the **number** of the document (credit advice or withdrawal order) to prepare the certificate for.
  - ⇨ If you select it on the drop-down list, its **date**, **account number**, **amount of payment**, and **currency code of payment** will be entered automatically.
- Enter the document **date** should it stay blank after auto-input.
- Select the **account** to be credited/debited from the list of the organization's foreign currency accounts, should it stay blank after auto-input.
- Enter the **amount of payment** in the currency of payment should it stay blank after auto-input.
- Import or enter the **currency code of payment** should it stay blank after auto-input. The system checks if an input currency code is a directory value.
- Import from the directory or enter the **code** of foreign currency **transaction type** pursuant to the Annex No.2 to the CBR's Instruction No.117- ° (Russian spelling). By default, the field is populated.
- Specify the **transaction certificate** (passport) **number**.
- Enter the **amount** in the currency of contract (credit agreement) price.
- Import or enter the **currency code of contract price** (credit agreement). The system checks if an input currency code is a directory value.
- Enter the **number** and **date** of the foreign currency reservation application.
- Click **Ok** to save the data and return to your **Certificate of Foreign Currency Transactions**.

Click **Ok** or to save your **Certificate of Foreign Currency Transactions** after complete filling.

⇨ The system will check that the document complies with the rules for documents' execution and with the current data in corporate directories, and displays an error message, if applicable.

⇨ The saved document will enter the list of certificates of foreign currency transactions as **new**.

⇨ Presently the created certificate of foreign currency transactions enters the list and it can be sent to the bank after signing.

Note: For more information on a new document input and a list of documents, see **_Processing Documents_**.

RUR Receipts Certificate

Operations with a document

The RUR Receipts Certificate was developed under the CBR's regulation No.258- (Russian spelling). It contains details of rouble funds received from non-residents under currency transactions. This certificate will be drawn up for a period (usually a month) to be presented by a resident within 15 calendar days following the month of effecting the currency transactions.

The document must be drawn up by the client and presented to the bank.

The following commands are applicable to this document:

- new,

- edit,

- delete,

- view,

- print,

- sign,

- send for processing,

- cancel,

- archive.

How to create a RUR receipts certificate?

 Select **Outgoing - RUR Receipts Certificate**.

⇨ The Scroller appears with receipts certificates, created within the current year.

- Press **Ins** or click ⬚ to create a new document.
  - ⇨ The **RUR Receipts Certificate** dialog box appears.
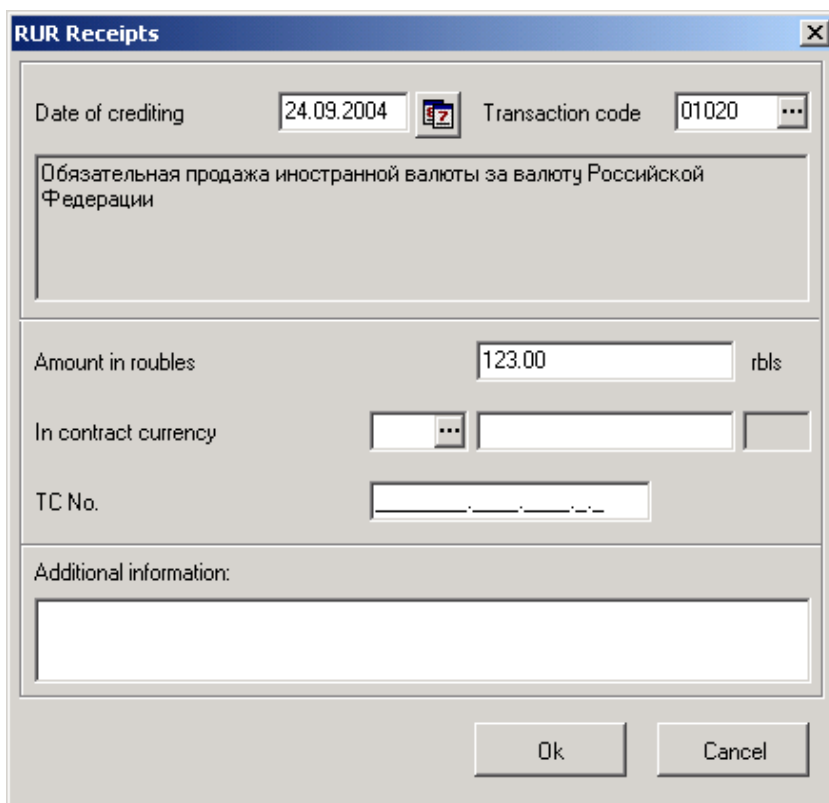
- Specify the document **number**. Click ⬚ next to the field for automatic numbering.

Tip: By default, BS-Client assumes a 5-digit document number. When you enter a digital value, leading spaces are added automatically. When you need to change the document number, delete the additional spaces.

- Specify the document **date**. The current date is entered by default.
- Specify the **period** (usually a month) covering the currency transactions. Extract the starting and final dates of the accounting period from the calendar available at ⬚ or enter them manually.

Import an organization from the organizations directory or enter its name manually.

 Select the **account** to draw up the certificate for.

 Extract from the directory or enter manually the **executive** - your company's authorized person. This field is mandatory.

 Enter a **telephone number** if it was not automatically entered after you had extracted the **executive**.

There are a few ways to input details of rouble receipts from non-residents due to currency transactions:
- automatically (with data from account statements),
- manually.

 Click to input details of rouble receipts *automatically* from account statements.
   ⇨ Credit documents of statements are looked through in order to find payments where *beneficiary's a/c* is the one specified in the current document and *payer's a/c* is a non-resident's account (leading 3-5 digits coincide with one of the values defined in the setup). The system will process current statements (a statement per *date-account* combination with the highest statement number and valid status - **implemented** or **implemented+**).

 To input details of rouble receipts *manually*, press **Ins** or click on the lower pane of the **RUR Receipts Certificate** dialog box.
   ⇨ The **RUR Receipts** dialog box appears.

 Extract the **Date of crediting** from the calendar available at or enter it manually. The current date is entered by default.

- Import from the directory or enter the **code** of foreign currency **transaction type** pursuant to the Annex No.2 to the CBR's Instruction No.117- ̈ (Russian spelling). By default, the field is populated.

- Enter the **amount of payment** in roubles.

- Import or enter the **currency code** of contract price (credit agreement). The system checks if this currency code is a directory value.

- Enter the **amount** in the currency of contract (credit agreement) price.

- Specify the **transaction certificate** (passport) **number**.

- Enter **additional information** on transaction.

- Click **Ok** to save the data and return to your **RUR Receipts Certificate**.

- Complete your **RUR Receipts Certificate** and click **Ok** or ⌶ on the window toolbar to save the document.
  - ⇨ The system will verify that the document you are creating complies with the standards for drawing documents and with the current data in corporate directories, and will display an error message, if applicable.
  - ⇨ Presently the saved document enters the list of RUR receipts certificates as **new**.
  - ⇨ Теперь созданный документ включен в список, и его можно после подписи отправить в банк.
  - ⇨ You can sign it and send to the bank.

Note: For more information on a new document input and a list of documents, see ***Processing Documents***

Free Document to Bank

Operations with a free document to bank

A free document represents a free format message containing information for which no other message type is defined. This document is analogous to a protected e-mail letter.

The following commands are applicable to this document:

- new,
- create on a template base,
- edit,
- delete,
- view,
- print,
- sign,
- send for processing,
- cancel,
- archive.

How to create a free document?

There are two ways to create a free document:

- without a template,
- using a template.

There are no peculiarities in creation of a new template-based free document; this process is standard (see How to create a new template-based document?).

To create a new free document without a template, use the following procedure:

 Select the **Free Documents to Bank** item on the **Outgoing** menu.

 ⇨ The Scroller of free documents to bank, created in the system in the course of the year, appears.

	Date	No.	Status	Type	Subject	
▶	19.07.2004	8	new	Письмо	Problem with last week statement	
	19.07.2004	9	new	Письмо	Проблема с выпиской за прошлую не	
	20.07.2004	10	new	Письмо	Проблема с выпиской за прошлую не	
	24.09.2004	15	new	Письмо	Проблема с выпиской за прошлую не	
	16.07.2004	5	signed	Письмо	Проблема с выпиской за прошлую не	
	16.07.2004	4	signed	Письмо	Проблема с выпиской за прошлую не	
	16.07.2004	1	signed II (awaiting I)	Письмо	Проблема с выпиской за прошлую не	

Subject | Problem with last week statement

Last week statement was received three times with different amounts each.

attachment.txt

Tip: This form represents a standard window of payment documents' scroller. For the main operations with a list of outgoing documents, see List of Outgoing Payment Documents.

Tip: The layout of the attachments list is customizable. Point to the bottom of the window, open the drop-down menu by clicking on **Layout**, and select the required layout type.

 Press **Ins** or click to create a new free document.

 ⇨ The **Free Document to Bank** dialog box appears.

⬜ Specify the document **number**. Click ⎮ next to the field for automatic numbering.

Tip: By default, BS-Client assumes a 5-digit document number. When you enter a digital value, leading spaces are added automatically. When you need to change the document number, delete the additional spaces.

⬜ Specify the document **date**. The current date is entered by default.

⬜ Select the **type** of the document on the value list.

⬜ Select the name of the organization sending the document on the value list.

⬜ Type in the message **subject**.

⬜ Type in the message body.

⬜ Attach a file. Use the following procedure:

  ⬜ Point to the bottom of the window.

  ⬜ Press **Ins** or run **Attach…** from the pop-up menu associated with this dialog.
    ⇨ A standard Windows form appears for opening a file.

  ⬜ Select a file(s) and click **Open**.

Caution! The total size of attached files should not exceed 1Mb.

⬜ Press **Esc** or click **Cancel** to cancel creation of your new **Free Document to Bank**.

⬜ Click **Ok** or ⎮ on the window toolbar to save the document after complete filling.

  ⇨ The system verifies that the document complies with the rules for documents' execution and with the current data in corporate directories, and displays an error message, if applicable.

  ⇨ Presently the created free document enters the list of free documents to the bank as **new** and you can send it to the bank after affixing your EDS.

Note: For more information about creation of a new document and how to work with a list of documents, see **Processing Documents**.

Account Statement Request

The document requests the bank to present a statement of your account in the paper from.

Operations with a request for account statement

The following commands are applicable to this document:

- new,

- edit,

- delete,

- view,

- print,

- sign,

- send for processing,

- cancel,

- archive.

How to create a request for account statement?

To create a new request for account statement without a template, use the following procedure:

 Select the **Requests for Account Statement** item on the **Outgoing** menu.

 ⇨ The Scroller of requests for account statement, created in the system, appears.

Tip: This form represents a standard window of payment documents' scroller. For the main operations with a list of outgoing documents, see List of Outgoing Payment Documents.

 Press **Ins** or click on the icon toolbar to create a new request for account statement.

 ⇨ The **Account Statement Request** dialog box appears.

- Specify the document **number**. Click ⌐ next to the field for automatic numbering.
- Specify the document **date**. The current date is entered by default.
- Select the **organization** to prepare an account statement for on the value list.
- Select the **account** on the value list. To prepare a statement request over *all* the account you should leave the field *blank*.
- Select the **statement type** on the value list. You can request an account statement or record (report).
- Specify the request **period**.
- Click **Ok** to save the document.
  - ⇨ Presently the created request enters the **Account Statement Requests** list**.** Sign the document and send it to the bank as the other outgoing documents.

Note: For more information on how to create a new document and how to work with a list of documents, see *Processing Documents*.

  - ⇨ After the bank had implemented the request for account statement and a connection session took place between the bank and client parts, the document becomes **implemented**. The requested account statement or record will appear in the **Rouble Statements** scroller.

Request for Document Cancellation

Operations with a request for document cancellation

The following commands are applicable to this document:

- new,
- edit,
- delete,
- view,
- print,
- sign,
- send for processing,
- cancel,

- archive.

How to create a cancellation request?

To create a request for document cancellation, use the following procedure:

 Select the **Cancellation Requests** item on the **Outgoing** menu.

⇨ The Scroller of requests for document cancellation, created in the system, appears.

Tip: This form represents a standard window of a scroller of payment documents. For the main operations with a list of outgoing documents, see List of Outgoing Payment Documents.

 Press **Ins** or click to create a new request.

⇨ The **Cancellation Request** dialog box appears.

☐ Specify the document **number**. Click ┃ next to the field for automatic numbering.

☐ Specify the document **date**. The current date is entered by default.

☐ Select the **document type** from among the document types available in the system.

☐ Select the document **number** on the value list of documents of this type.

☐ Type in a **covering letter** grounding the document's cancellation.

☐ Click **Ok**.

⇨ Presently the saved document enters the list of Requests for Document Cancellation as **new**. You can sign it by an EDS and send to the bank.

Note: For more information on how to create a new request and how to work with a list of documents, see Processing Documents.

Documentary Archives

AutoArchiving

BS-Client stores deleted and fully processed documents in archives.

Auto-archiving of documents proceeds as follows: the system moves deleted and fully processed documents from their initial scrollers to the corresponding archival scrollers. This feature noticeably simplifies handling of a large pool of documents.

If you need to cancel the archiving process, please note that it will only be terminated for the documents not yet processed by the archiving procedure. Thus, you cannot stop archiving of a particular document.

To move documents to archives, open the **Archive Document(s)** window available at **Tools →
Adv. Document Archiving**.

 When you need to move all the documents with appropriate statuses to archives, do not deselect
the **All documents** option, which is selected by default. Otherwise, deselect it, open
Documentary Schemes Options by ⌐ , and specify the type of documents to be affected in the
field on the right.

 In a similar way, the **All organizations** option should be selected or deselected according to the
archiving conditions. If the option is deselected, extract the organization's name from the
Organizations directory.

 There are two options in the **Documents dated** group: **Up to current year** or **Within creation
date range**. The **Up to current year** option is selected by default. After selecting the **Within
creation date range** option, specify the date range in the fields provided.

 Make sure that all the necessary fields are filled in and options are selected, and click **Archive**.
  ⇨ After the archiving operation is complete, the **Archiving Result** window appears with
archiving results for each documentary type.
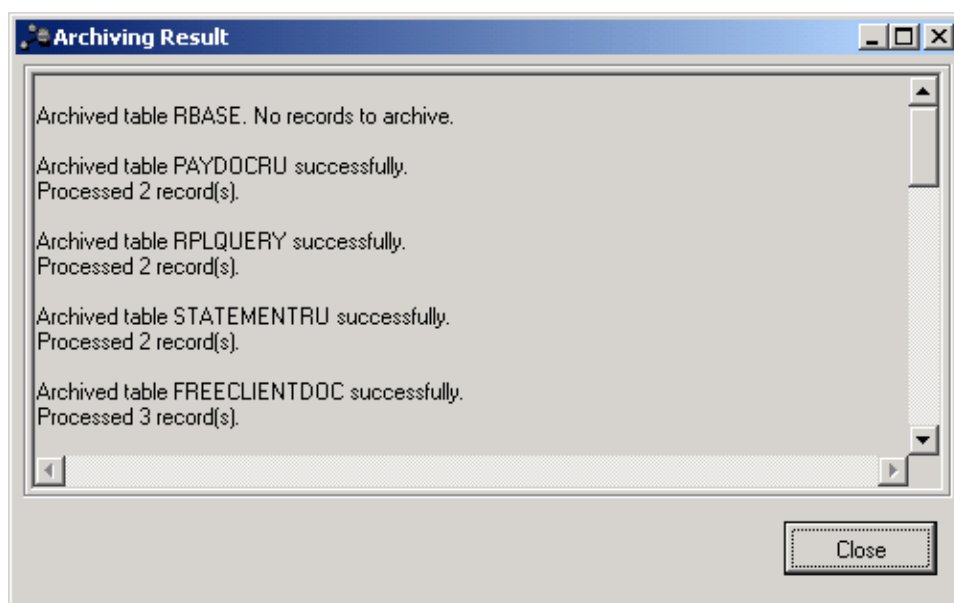
⇨ Upon successful archiving, documents move to corresponding archival scrollers.

Working with archives

To open an archival scroller of a certain type, use the following procedure:

 Select the **Documentary Archives** item on the **Outgoing** menu.
  As soon as you open a required archival scroller, the following operations are available:
  - view a full list,
  - print a list of all or selected documents,
  - print document(s) directly from the scroller.

To print a list of documents or a separate document, use the following procedure:

 Select a required document(s) by pressing **Ctrl**+**Ins** and click with the right mouse button.
 Select an appropriate command on the pop-up menu:
  - **Print document(s)**,
  - **Print register**.

When you open a required document (see How to view contents of a document?), you can do the following by clicking the corresponding buttons:
  - save the document to file,
  - view its print form,
  - print the document (see How to print a document?).

Statuses subject to default archiving

Outgoing

implemented	the document was implemented within the ABS;
canceled	document's implementation was canceled following its sender's request;
unauthorized EDS	one cannot sign this document with this EDS;
invalid EDS	at least one of the following errors was reported during the verification process: unauthorized EDS I, invalid EDS I, unauthorized EDS II, invalid EDS II;

unaccepted	the document failed auto-verification during its export;
error in requisites	errors were detected while verifying requisites;
not accepted by ABS	the document was sent to the ABS which refused to import it;
refused by ABS	the ABS refused to implement the document;
deleted	the document was deleted.

<div align="center">

Incoming

</div>

invalid EDS	a verification of at least one of the EDSs returned an error;
implemented	the document was fully processed;
non-implemented	the document was not processed;
completed	processing of the document is complete.

Inquiry to Bank

If you believe that you do not receive bank mail for a long time and are expecting something particular, send an inquiry to the bank.

 Click ⋮ or select **Tools→Transport→Send Inquiry to Bank**.

⇨ You will receive the bank's mail(s), if any.

Incoming Documents

Account Statement

Statements of accounts contain bank information about movements across customers' accounts: account statements and account records (account statements for an unclosed day). The system receives statements during a connection session with the bank.

BS-Client supports two ways of receiving a statement depending on the bank's settings:

- the bank creates a statement automatically,

- the bank creates a statement per your request.

Note: Fore more information on how statements are created, see ***Account Statement Request***.

Processing account statements

How to view statements?

 Click ⋮ or run **Account Statements** from the **Incoming** menu.

⇨ The **Rouble Statements** window appears. It contains all the statements for all the accounts. This window has 4 panes:

- a list of all the statements,

- a list of debit documents associated with the statement highlighted in the scroller,

- a list of credit documents associated with the statement highlighted in the scroller,

- the options managing display of statements in the list:

  ✓ select the account associated with statements that are to appear,

  ✓ specify the period covering statements that are to appear,

  ✓ etc.

To display only statements associated with a particular account, select it on the drop-down list **Statements of account**.

To view statements of a **From** day, week to date, or month to date, check the appropriate option on the left pane.

If **Zero totals** is checked, statements are displayed per each day including ones with zero balance.

If **Ending only** is checked, only ending statements of each day are displayed.

How to print account statements?

 Click the 	button on the toolbar or run **Account Statements** from the **Incoming** menu.
   ⇨ The **Rouble Statements** window appears.

 Click on **Print**.
   ⇨ The **Print Statement** dialog box appears.

☐ Specify the range of dates to be printed (in **Date from** and **Date to**) and enter the **account** of the statement. To print statements for all the accounts, leave the **Account** field blank.

☐ Now you can customize the statement's layout by checking the following options:

- **Documents to appear**:

Debit	your statement will be printed followed by all the debit documents,
Credit	your statement will be printed followed by all the credit documents.

- **Totals**:

Zero	statements per each day including zero total ones will be printed,
Interim	statements will be printed with a totals amount specified at the end of each day.

- **Balance in "Allowed limit"**:

Actual	the actual balance will appear in the **Allowed limit** field (this option is selected by default),
Planned	the planned balance will appear in the **Allowed limit** field.

☐ To enable the option printing statements without print preview, check **Print without preview**.

☐ Having the printing period specified, the accounts selected, and settings for the statement's type and for the print mode customized, select what is to be printed:

Account record	the **Record** button,
Account statement	the **Statement** button.

Tip: A record is not an official document, but it can contain some preliminary information, which can be more up-to-date than that in a statement.

⇨ The selected document will be displayed as a text (Word) file.

☐ To print it, run a print command standard for the current browser (e.g., Word allows printing either by clicking on Print or by running **Print** from the **File** menu, or by pressing **Ctrl-P**).

How to view documents irrespective of their statement?

☐ Click the ⁞ button on the toolbar or run **Account Statements** from the **Incoming** menu.
⇨ The **Rouble Statements** window appears.

☐ To view all the documents irrespective of the originating statement, click the **Document search** button.

➪ The **Documents per Statements** dialog box appears.

There are two panes with debit and credit documents, respectively. Thus, you can view debit and credit documents over a period separately. You can also view all documents of the same type associated with a statement by selecting a document associated with it. To do this:

▯ Select the key document associated with the statement you are looking for.

▯ Click **Select a statement** .

➪ All the documents associated with this statement will be highlighted in the corresponding list.

▯ Beside the standard set of commands available for a scroller, there is the **Group by statements** button.

➪ In a corresponding list the documents will be grouped according to statements.

Also, you can view any document from the credit and debit lists of the **Documents per Statements** dialog box. To view one, use the following procedure:

▯ Select a document in the list of credit or debit documents and highlight it. Click with the right mouse button to pop up the menu and run **Document**.

➪ The **Statement Document** dialog box appears.

Here you can print a list of debit/credit documents associated with the statement by clicking **Print a list of debit/credit documents** .

If you sort primary documents of the statement by number prior to printing, they will be again sorted in the list. Otherwise, the print form of the list will be sorted following its own sort order, irrespective of the displayed sequence of document numbers.

How to view a selected statement?

 Click the ⌷ button on the toolbar or run **Account Statements** from the **Incoming** menu.
   ⇨ The **Rouble Statements** window appears.

 To view a statement in more detail, select it in the list and press **Enter**.
   ⇨ The **Rouble Statement** window appears.
This window has two panes: **Heading** and **Documents**.

Heading	contains general information about the statement.
Documents	contains the same data as the lower pane of the **Rouble Statements** window, i.e. lists of debit and credit documents of this statement.

You can view and print any document from these lists.

 Select a document in the list and press **Enter**.
   ⇨ The **Statement Document** dialog box appears.

Tip: From this dialog box you can insert the payer's and beneficiary's correspondents into the correspondents directory. Click ⌷ next to the **Payer** group to insert the payer into the correspondents directory. Click ⌷ next to the **Beneficiary** group to insert the beneficiary into the correspondents directory. Their details will enter the correspondents directory only if the account is not yet present in the directory and if the account is actual. Otherwise, a request handler message appears.

 You can start the view mode from the Rouble Statements window. Select a document in the **Debit** or **Credit** list and press **Enter**.
   ⇨ The **Statement Document** dialog box appears.

 Click on **Print** to print the document.

How to find a statement in a list?

 Click the ⌷ toolbar or run **Account Statements** from the **Incoming** menu.
   ⇨ The **Rouble Statements** window appears.

Tip: You can search only in the statements' list. There are no peculiarities in searching in this list. For more information about these commands, see the previous chapters, e.g. Processing Documents. *How to find a document in its list?*

Free Bank Document

How to view a free bank document?

Free bank documents are essential to send arbitrary information or documents of a non-supported type to clients. This document is similar to a protected e-mail letter. When a new free bank document comes, the system displays a message allowing you to view the document directly.

 To view incoming mail, select the **Free Bank Documents** item on the **Incoming** menu.
   ⇨ The **Free Bank Documents** window appears.
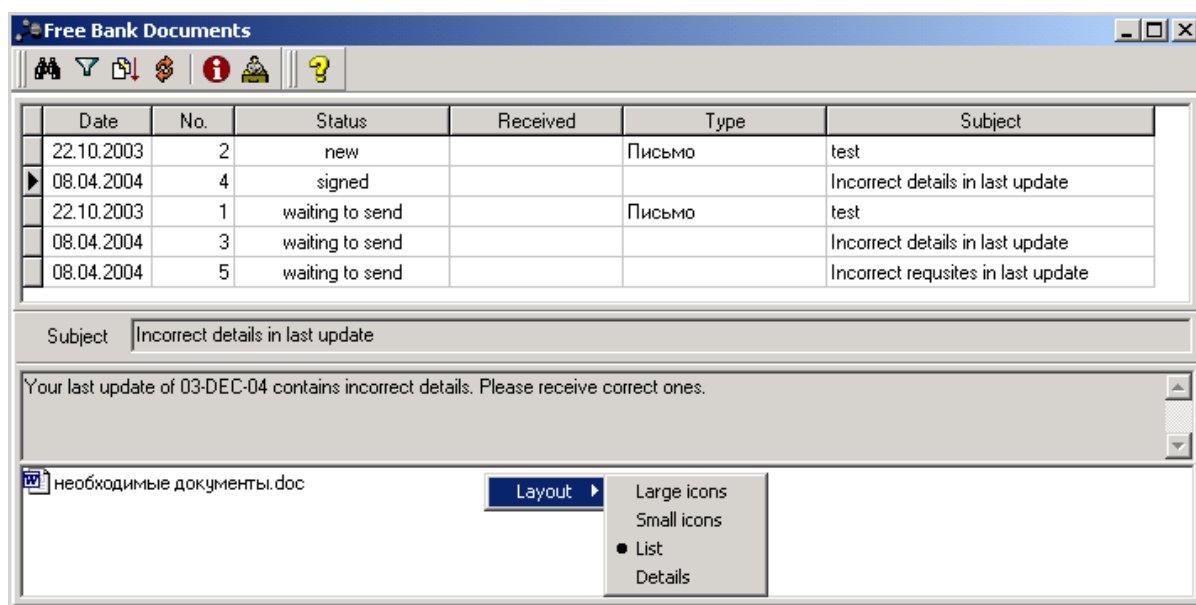
 To view the letter in more detail, select the document in the list and press **Enter**.

⇨ The **Free Bank Document** window appears. The document has two panes: the body (text) and attachments.
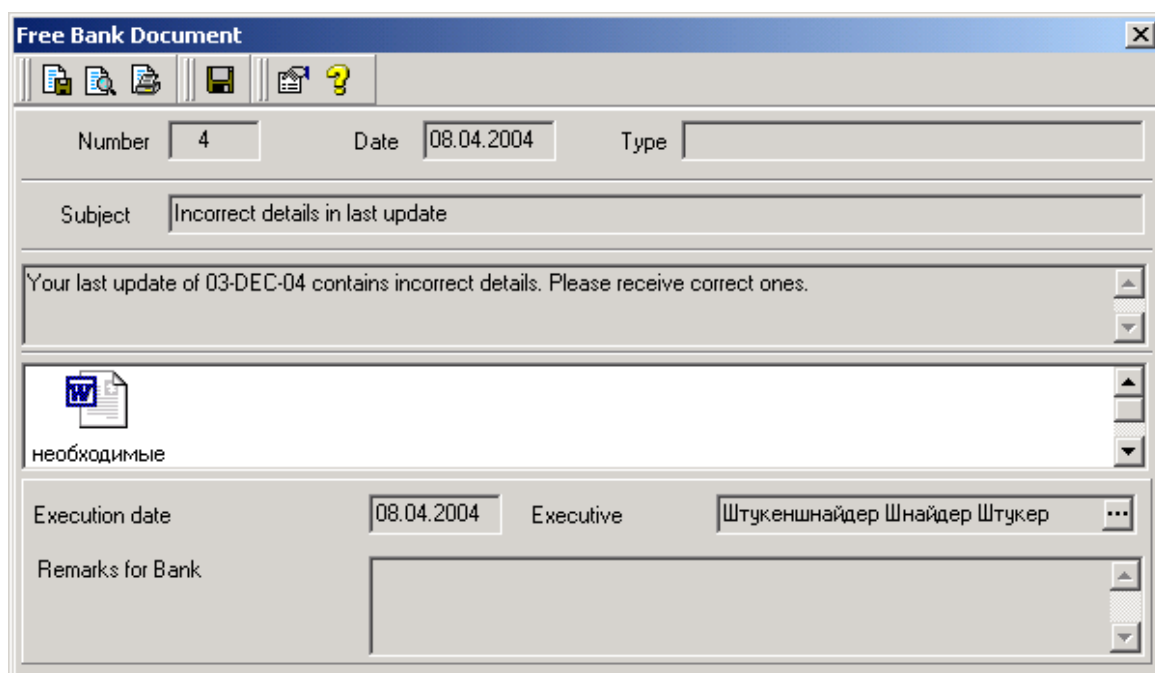
Processing attachments

If a document contains an attachment, you can

- **view** it,

 Point to the attachment name and press **Enter** or double-click on it with the left mouse button. You can also enter the view mode by running **Open** from the contextual menu.

⇨ The document appears in a new window.

- **save** it to your drive.

    ☐ Point to the attachment name and press **Ctrl+Enter** or run **Save as…** from the contextual menu.

    ☐ Specify the path to and name of the file to save.

Remote Update/Upgrade Job

A job to update/upgrade BS-Client remotely is a set of files. When installed, they update/upgrade the system software on your workstation. These jobs are provided by either the Development Organization or the bank.

Before starting to update/upgrade, a system information message appears. We advise that you agree with the update/upgrade proposed or address your bank's official.

The updates/upgrades journal is available at **Incoming➔Remote Update/Upgrade Jobs**.

Update Requisites

Should the bank update your organization within the RWS, viz. the organization's requisites, accounts, EDSs, etc., the bank will send you all the modifications. BS-Client has an ad hoc **Update Requisites** document to contain the data.

☐ To view the received updates, select the menu item **Incoming➔Update Requisites**.

  ⇨ The **Update Requisites** window appears with the list of updates.
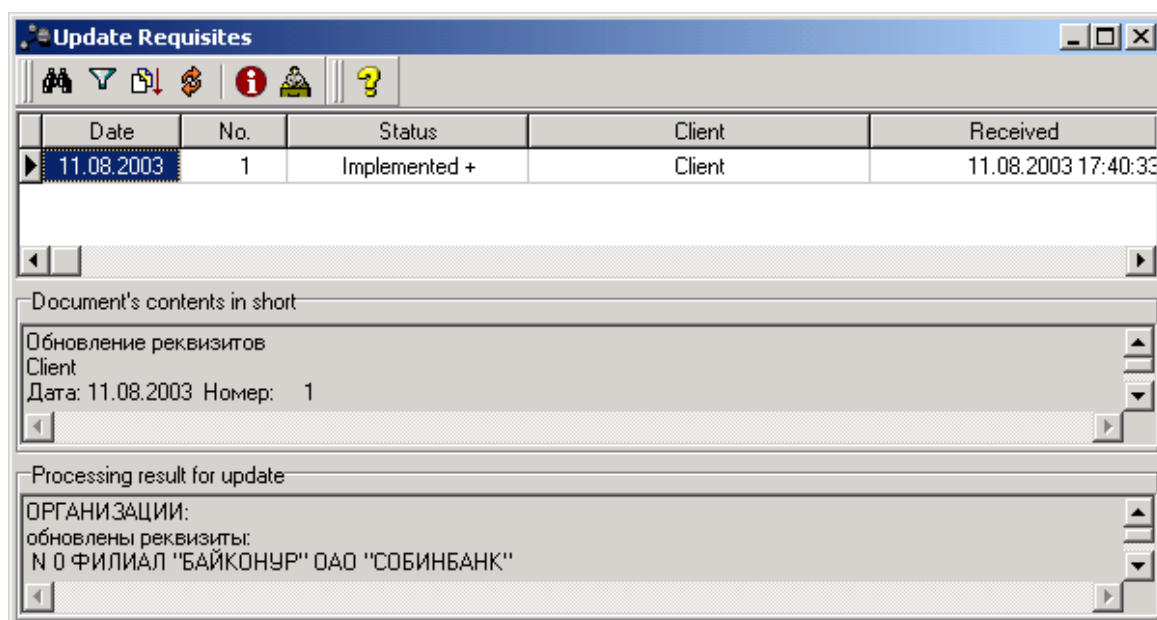
APPENDIXES

Verifying Signature

You can verify a signature of signed documents. To do this:

 Run **Verify signature** from the pop-up menu.

⇨ The Information about signatures window appears.
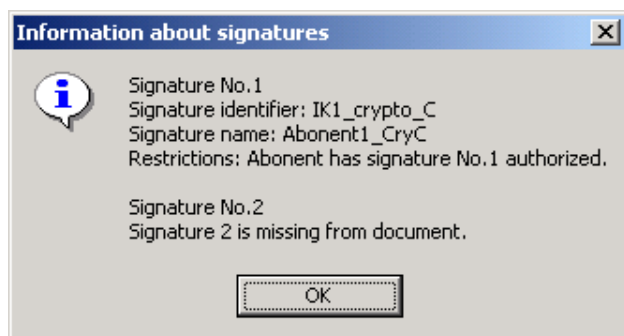
⇨ Should there be any errors in signatures, the system would display an error message.

BS-Client and Accounting Systems

BS-Client supports electronic data interchange with accounting systems (AS) "1C: Enterprise," "Parus" (documents and statements are in the text format, correspondents directories are in the .dbf format), "INFIN." Documents interchange with other ASs is also supported, provided that an AS has the option to export documents in the text format, e.g., with BEST-4.

Interchange with the INFIN AS is realized through importing payment documents in the .dbf format.

Full information on the import process is stored in the table available at **AS Session➔Import Results**. For each importing document the system verifies that in the table of payment documents there is no other payment documents with these **Number**, **Date**, and **Payer's account**. In case of a negative verification result, the importing document will enter the table as **Imported**.

Note: For successful import it is essential that in importing documents the formats of dates and numbers correspond to those specified in the Regional Settings of your operating system.

Exchanging documents in text format

How to import documents?

 To import documents into the BS-Client system, move files created in an AS into the **SUBSYS\IMPORT** subfolder of the main system directory, e.g., C:\BSSClient\Subsys\Import.

 In the BS-Client system, run **Import Documents from AS** from the **AS Session** menu.

⇨ Should the import be successful, the documents will be imported into the system database with the **New** status. Processed files will automatically move to the **SUBSYS\IMPORT\REC** subfolder of the main BS-Client system directory.

⇨ Should any import errors occur, so that at least one document fails processing, the whole file moves to the **SUBSYS\IMPORT\ERR** subfolder of the main system directory, while the documents that failed the input verification are saved to the system database as **Imported**.

⇨ A brief report on import results is displayed, whereas full information can be viewed and printed at **AS Session➔Import Results**.

 To correct mistakes in an **Imported** document, open it in the edit mode, make corrections in accordance with the information in the **Bank's message** field, and click **Ok**.

⇨ If all the mistakes have been corrected, the document is assigned the **New** status.

How to export statements?

BS-Client supports export of account statements from the bank, in the text format, so that they can be used in an Accounting System.

To export statements from BS-Client, use one of the following procedures:

- Go to **Export Statement** to set up the options and run export.
- Point to the list of statements, pop up the menu, and run **Export to AS**.

☐ To export statements, select the **AS Session**➔**Export Statements to AS** item on the BS-Client system menu**.**

⇨ The **Export Statement** dialog box appears.
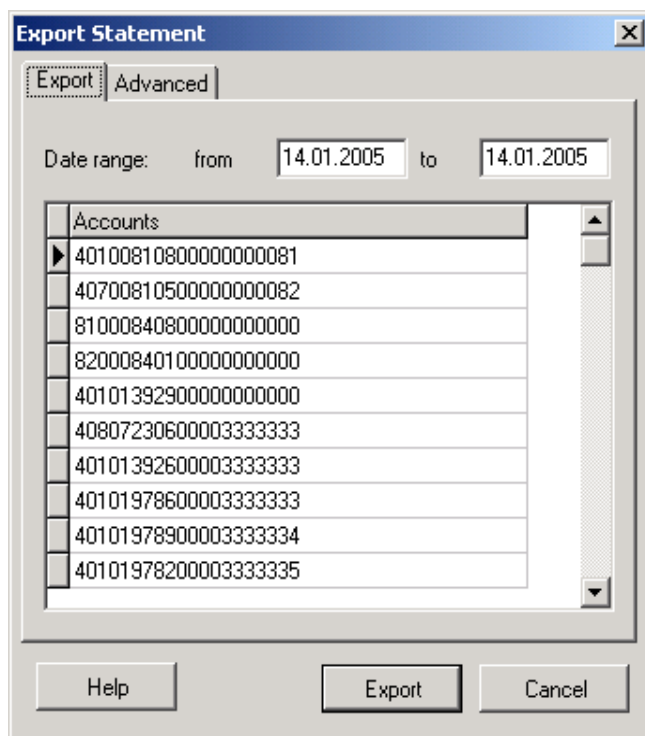
This window has two tabs: **Export** and **Advanced**.

On the **Export** tab you can specify the following:

Date range	by default the system suggests exporting statements of the current date for all the accounts,
Accounts	the system exports statements for all or selected Customer's accounts.
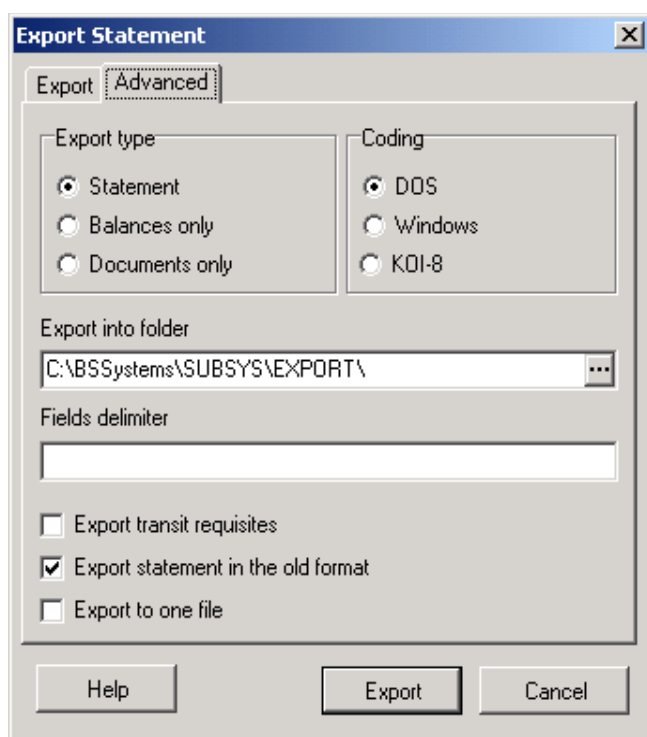
On the **Advanced** tab you can specify the following:

Export type	enables you to specify a format of your export file,
Coding	enables you to specify the coding of export data (DOS, Windows, KOI-8),
Export into folder	enables you to specify the folder to export data to (by default it is the SUBSYS\EXPORT subfolder of the main system directory);
Fields delimiter	is a statement fields delimiter; the default value: "|";
Export transit requisites	if checked, transit requisites of a statement will be exported;
Export statement in the old format	if checked, a statement will be exported without the data required by CBR's instruction No.1256- ' of 03 March 2003.
Export to one file	if checked, all statements are exported into the same file; if un-checked – to different files.

 Specify the date range and the accounts to export statements for on the **Export** tab.

 Specify the required parameters of export on the **Advanced** tab.

 As soon as all the required parameters are specified, click **Export**.

Tip:　　For more information on exporting statements, see *Statement Export File Format* of the *Client Part Administrator's Manual* (bsc_admi_eng.doc).

Link with 1C

How to import documents?

The name of the file that you import from the **"1C:Enterprise"** AS must be **1C_to_KL.txt**.
The default import folder is **SUBSYS\1C\IN**.
To import your data out of this accounting system into BS-Client, use the following procedure:

 Run **Import Documents from 1C** from the **AS Session** menu.

 ⇨ Should import be successful, the documents enter the system database as **new**. Processed files automatically move to **SUBSYS\1C\REC**. Results of processing documents are displayed.

 ⇨ Should any import errors occur, so that at least one document fails processing, the whole file moves to the **SUBSYS\1C\ERR** subfolder of the main system directory, while the documents that failed the input verification are saved to the system database as **imported**.

To correct mistakes in an **imported** document, open it in the edit mode, make corrections in accordance with the information in the **Bank's message** field, and click **Ok**.

  ⇨ If you have corrected all the mistakes, the document is assigned the **new** status. You can also correct the document in "1C:Enterprise" and re-import it. You can import the same document an infinite number of times unless it is **signed**. The BS-Client database stores the last variant of the imported document.

How to import correspondents?

 To import the correspondents directory, run **Import Correspondents from 1C** from **AS Session**.

  ⇨ Then the system starts importing and as soon as this is finished, it displays import results specifying the quantity of processed records.

How to export statements?

To export statements from BS-Client to 1C, use one of the following procedures:

- Go to **Export Statement** to set up the options and run export.
- Point to the list of statements, pop up the menu, and run **Export to AS**.

 To export statements to 1C, run **Export Statements to 1C** from **AS Session**.

  ⇨ The statements are then exported into the **SUBSYS\1C\Out** subfolder of the main system directory.

  ⇨ The export file has the name **KL_to_1C.txt** or statements are exported into separate files.

Note: 1C organization's official information on the data interchange is presented in the appendix ***Information from the 1C organization***.

Information from the 1C organization

Information as on 7 December 2000.

The following configurations support electronic data interchange between 1C:Enterprise v.7.7 and systems of the "Bank-Client" kind: the standard "Accounting" configuration, starting with v.3.6; Comprehensive configuration v.2.6; the "Production+Services+Accounting" configuration v.1.6.

Users owning these software products but of lower versions can obtain a free upgrade either at our office on Dostoyevskogo 1 (metro st. "Novoslobodskaya") starting with December, 13 (until December, 10 the address is M.Gruzinskaya 51 apt.12) or via e-mail as per a request to _release@1c.ru_ having your product registration number specified.

The above does not apply to the version 7.5.

Note: For more information about the configuration of connection with accounting systems, see the ***Client Part Administrator's Manual*** (bsc_admi_eng.doc).

Link with Parus

BS-Client supports data exchange with all Parus 7xx.

How to import documents?

The default import folder is **SubSys\Parus\In**. The default name of an import file is **BnkOutSS.dbf**.
To import data from Parus into BS-Client, use the following procedure:

 Run **Import Documents from Parus** from the **AS Session** menu.

  ⇨ Should import be successful, the documents enter the system database as **new**. Processed files automatically move to **SubSys\Parus\Rec**. Results of processing documents are displayed.

⇨ Should any errors import occur, so that at least one document fails processing, the whole file moves to the **SubSys\Parus\Err** subfolder of the main system directory, while the documents that failed the input verification are saved to the system database as **imported**.

 To correct mistakes in an **imported** document, open it in the edit mode, make corrections in accordance with the information in the **Bank's message** field, and click **Ok**.

⇨ If you have corrected all the mistakes, the document is assigned the **new** status. You can also correct the document in Parus and re-import it. You can import the same document an infinite number of times unless it is **signed**. The BS-Client database stores the last variant of the imported document.

How to import correspondents?

 To import the correspondents directory, run **Import Correspondents from Parus** from the **AS Session** menu.

⇨ Then the system starts importing and as soon as this is finished, it displays import results specifying the quantity of processed records.

⇨ The default name of the import file with the correspondents directory is **OrOutBSS.dbf** .

Tip: To import the correspondents directory, it is necessary to preliminary customize settings for the database's alias, which is described in the *Client Part Administrator's Manual* (bsc_admi_eng.doc).

How to export statements?

 To export statements to Parus, run **Export Statements to Parus** from the **AS Session** menu.

⇨ The statements are then exported into the **SubSys\Parus\Out** subfolder of the main BS-Client system directory.

⇨ The default name of the export file with statements is **BnkInSS.dbf** .

How to export correspondents?

 To export the correspondents directory, select **AS Session➔Export Correspondents to Parus**.

⇨ Then the system starts exporting and as soon as this is finished, it displays export results specifying the quantity of processed records.

⇨ The default name of the export file with the correspondents directory is **OrgInSS.dbf**.

Tip: To export the correspondents directory, it is necessary to preliminary customize settings for the database's alias, which is described in the *Client Part Administrator's Manual* (bsc_admi_eng.doc).

Link with INFIN

How to import documents?

The **INFIN\g2002\dbf** subfolder of the root directory is the default folder for importing INFIN's files into BS-Client.

 To import your data, select **AS Session➔Import Documents from INFIN**.

⇨ The system reads the paths to external tables in accordance with the settings for connection with the INFIN AS. If the files do not exist, the user is offered to find them himself.

⇨ Once all the necessary files are found, the system starts to read records one at a time. It associates the client's account with its number, name, and account currency code; if it cannot find the account, it uses data from an external table.

⇨ Then the system verifies that each document is unique (by document date, number, amount, payer's account, and payer's bank BIC; it also verifies lest the document is not later than the date specified in the setup).

⇨ Then documentary verifications are started.

⇨ Should documents pass the format verification, but fail the input verification, they are imported into BS-Client's database as **imported**.

⇨ Should documents pass both the format verification and the input verification, they are imported into BS-Client's database as **new**.

⇨ The quantities of imported documents and documents that failed some of the verifications are registered. Non-unique documents are neither imported nor registered.

⇨ A brief report on the import results is displayed, whereas full information is available for viewing and printing at **AS Session → Import Results**.

 To correct errors in an **imported** document, open it in the edit mode, make corrections in accordance with the information in the **Bank's message** field, and click **Ok**.

⇨ If you have corrected all the mistakes, the document is assigned the **new** status.

Glossary

Menu

A **menu bar** represents a horizontal bar with commands immediately under the window header. It contains commands available for this window. Each word on a **menu bar** invokes a list of commands. For example, the **Outgoing** menu contains items invoking scrollers of outgoing payment documents of a particular type. The **Directories** menu contains the **Corporate** and **Internal** embedded folders. Whenever you click on any of them, a **drop-down menu** with commands appears providing with access to Corporate or Internal directories, respectively.

To access the **menu system** with your mouse, click on an appropriate word on a menu bar. For instance, to open the **Incoming** menu, click on the word **Incoming**. To select a command in an opened menu, highlight it and make a click.

To exit the menu system without selecting a command, click anywhere outside the opened menu.

To perform actions using the keyboard, press **Alt**. The first word on the menu bar will become highlighted. Now you can scroll through the bar using the → and ← keys.

To open a menu, highlight it and press ↓.

To exit the menu system without selecting a command, press **Alt** again or click with your mouse on the window outside the menu.

Pop-up menu

A menu related to a fixed object is called a pop-up menu. To initiate a pop-up menu, point to the object it is related to and click with the right mouse button. Highlight an item moving the mouse pointer and click on it.

Drop-down list

A field with the · button next to it is called a drop-down list. If you click the down arrow, a list appears so that you can select an entry.

List of Values (LoV)

A value list is a set of entries to be selected. If the window is not long enough to display all the rows, a scroll bar appears on the right. You can drag the scroll box to view the whole list. To move through its rows, use the ↑,↓, **PgUp, PgDn** keys.

Directory selection field

Its layout is visually similar to that of a text box except that a directory selection field has the · button next to it. Upon clicking it, a directory is invoked (a value list window with data applicable to this field). Select any data in the directory and press **Enter**. The selected data will be displayed in the directory selection field.

It is preferable to populate a directory selection field with directory data despite occasional availability of typing.

Window tabs

A window sometimes consists of "pages." For example, an **Order for Currency Transfer** consists of the following tabs: **Main**, **Transfer details**, **Additional info**, and **Paid taxes**.

To view contents of a tab, click on its header.

Text box (edit field)

This represents a line to be filled in with data. Usually there is its name explaining what is required.

Check marks

Check marks are used to select one or several predefined options. To put a check mark, click on its square or on the text line. To deselect, click again. When the check mark is put, there is a "tick" in the square.

Main BS-Client Icon Toolbars

Documents

open the Payment Orders scroller (or **Outgoing → Payment Orders**)

open the Account Statements scroller (or **Incoming → Account Statements**)

Directories

open the Russian Banks directory (or **Directories→Corporate→Russian Banks**)

open the Currencies directory (or **Directories → Corporate → Currencies**)

open the Exchange Rates directory (or **Directories→Corporate→Exchange Rates**)

open the Correspondents directory (or **Directories→Internal→Correspondents**)

Service information

AutoStart indicator

Replications (or **Incoming → Replications**)

Send an inquiry to the bank

Start the BS-Client context help

Scroller icon toolbar

New

Delete

Search

Filter

Sort

Refresh

Select all

De-select all

Information on selected document(s) (quantity and total value)

Troubleshooting

BS-Client context help

Document icon toolbar

Print

View print form

View old-format print form

Save print form

Save

Save as template

Create on template base

Verify

Show system fields

Hot Keys

F1   BS-Client context help

To Create, View, and Save Documents from Dialogs

Ctrl+A, F4   AutoNumbering
Ctrl+N   Calculate VAT
Ctrl+K   Insert inputted correspondent into the directory
Ctrl+S   Save (= Ok)
Ctrl+Alt+S   Save and close (button + floppy disk)

Alt+C   Quick correspondent search

Common for Forms and Scrollers

Alt+Enter   Open list
Ctrl+Alt+P   Save print form to file
Alt+P   View print form
Ctrl+P   Print
Ctrl+S   Save
Ctrl+T   Save as template
Ctrl+R   Export template data
F7   Verify
Ctrl+H   System fields and history
Ctrl+K   Troubleshooting

For Scrollers

Ctrl+F9   Refresh
Ctrl+I   Information about highlighted documents
Ctrl+K   Troubleshooting

To Sort

F2   Open sort window
Ctrl+F2   Current column sort
Alt+F2   Clear sort settings (Sort over the first unique index)

To Filter

F5, Ctrl+F5   Open filter window
Alt+F5   Open current column filter window
Alt+Ctrl+F5   Clear filters

To Search

F7, Ctrl+F7   Open search window
Ctrl+F   Open current column search window
F3   Find next

To Select

Ctrl+Ins   Select (de-select) current entry
Ctrl+"+"   Select all
Ctrl+"-"   Deselect
Ctrl+"*"   Invert selection

To Open Dialog Box

Ins   Open dialog box to insert entry
Enter   Open dialog box to edit entry
Ctrl+Enter   For selection mode: open dialog box to edit (if allowed)
Del, Ctrl+Del   Open dialog box to delete entry

To Edit

Ctrl+Enter   Populate linked fields according to key data without directory call

To Browse

Ctrl+PgUp   Page top
Ctrl+PgDn   Page bottom
Ctrl+Left   First row field
Ctrl+Right   Last row field
Ctrl+Home   First row
Ctrl+End   Last row
Left   Previous field
Right   Next field
Up   Row up
Down   Row down
Home   First row field
End   Last row field
PgUp   Page up

PgDn   Page down

<u>**Keys for Document Forms**</u>

Ctrl+F6   Switch to next window
Ctrl+Shift+F6   Switch to previous window
Alt+0   View windows list (not for MDI windows)

<u>**Keys for Text Boxes**</u>

Ctrl+Enter   Enter value into directory selection field, according to current value
Alt+Enter   Open directory
Alt+Up, **Alt+Down**   Open value list

Acronyms

EDS   Electronic Digital Signature,
ABS   Automated Banking System,
AS   Accounting System, and
CBR   Central Bank of Russia.