

# **User instructions for new SmartOffice functionalities**

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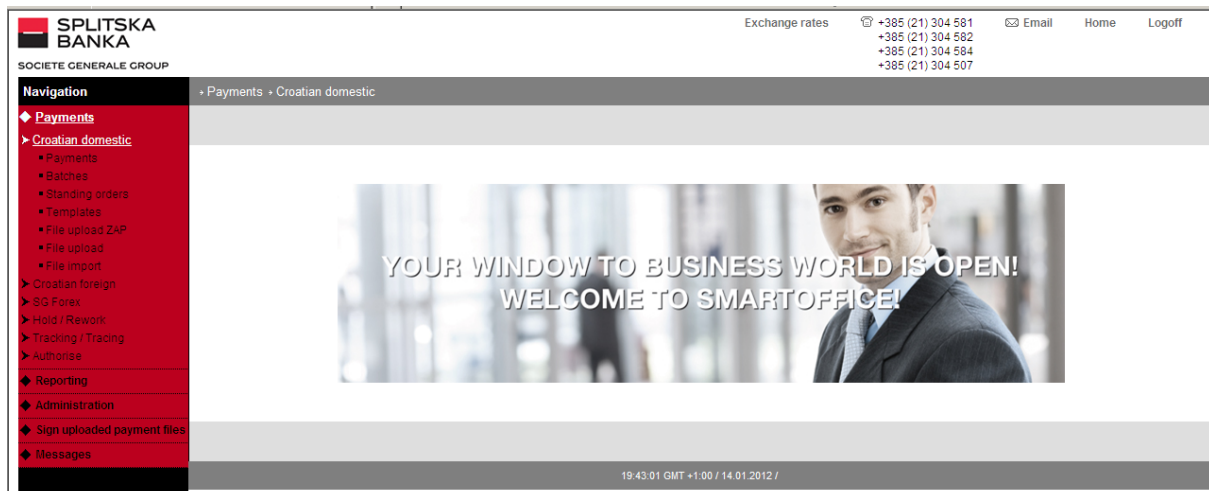
## 1. New functionalities of SmartOffice

SmartOffice has been upgraded with the following new functionalities:

- ▶ New layout
- ▶ Module for foreign exchange – SG Forex
- ▶ File import (HRD, HRF)
- ▶ Selective Order approval
- ▶ RTGS (Real Time Gross Settlement) orders
- ▶ Deactivation of uploaded files pending authorization

## 2. New layout

Additionally to change of application visual identity (picture 1), it is possible in menu “Reporting-Statement view” to group accounts by selection criteria “Account currency” and/or “Account type” and sorting of the accounts by options e.g. “Account holder”, “Currency”. Option “Preposted items” is available directly within menu “Reporting” under option “Turnover - current day”.



Picture 1

### 3. Module for foreign exchange – SG Forex

FOREX is new module in SmartOffice (picture 2) offering to business entities the possibility of giving order for buying/selling of currency at the current foreign exchange rate of the Bank effective on the day of performing of transaction or possibility to give order at the foreign exchange rate agreed on the foreign exchange market of Splitska Banka. In SmartOffice it is not allowed to perform currency conversions between accounts of two different clients. FOREX module covers manual entering of the order for buying/selling of currency with possibility of creating and using templates. Import or sending of the order file in this module is not supported.

SmartOffice offer a choice for entering two transactions:

- **FOREX BUY** is buying of one currency for another
- **FOREX SALE** is sale of one currency for another



Picture 2

#### 3.1. Forex buy

By choosing the option *Forex buy* in tab *SG Forex*, the screen for entering demand for buying the currency will be displayed. Demand has to be filled in as presented in the picture 3 and described in table 1. Obligatory fields are shaded.

Payments > SG Forex > Forex Buy

Submit Cancel

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**Order processing**

Date: 12.01.2012

---

**Ordering party information**

Type of purchase: Spot Forex  
 My reference:   
 Client ID:   
 Statistical ID:   
 Quick converter >>>

---

**Beneficiary account**

Bank / Account / Currency:  /  /  ?  
 Trade amount: 0,00  
 Beneficiary:  ?

---

**Ordering party account**

Bank / Account / Currency:  /  /  ?  
 Counter amount: 0,00  
 Ordering party:  ?  
  
  
 Calculate  
 Selling rate : 0,00000

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**Negotiated rate with the front desk**

Negotiated conditions:   
 Ccy 1 / Ccy 2:  /   
 Exchange rate: 0,00000  
 Forex deal reference:

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**Additional remarks**

Remarks:

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**General information and instruction for the execution of the payment orders for currency conversion**

When executing payment orders for currency conversion, received by 3:00 p.m. in the countervalue of up to HRK 75,000,00 the defined exchange rate shall be applied unless the client has agreed more favourable exchange rate. The orders received after defined period will be executed by applying official exchange rate, valid for the following working day which is not known at the moment of receiving orders, so the exchange rate defined in the SmartOffice is of informational character. Cross exchange rate ?

When executing payment orders for currency conversion in the countervalue equal to or higher than HRK 75,000,00, the more favourable exchange rate than the one defined in the SmartOffice will be applied, so we kindly ask you to contact the Bank, Sales Department (Tel: 01/6327-958 or 01/6327-980 or 021/304-620 or 021/304-626) in order to contract the same.

Submit Cancel

Picture 3

Field	How to complete the fields
<b>Date</b>	Date of buying the currency. That can be only current date. This field shall not be filled in.
<b>Type of buying</b>	This field shall not be filled in. Type of buying is Spot Forex - standard buying of currency with settlement value date within 2 working days from the date of concluding the transaction
<b>My reference</b>	Field free to be filled in.
<b>Client ID</b>	Field free to be filled in.
<b>Statistical ID</b>	To enter the client company number (MB). Filling in the field is optional.
<b>Fast converter</b>	By clicking on the icon >>> you are getting into auxiliary calculator for calculating the conversion of currency..
<b>In favor of account Bank/Account/Currency</b>	The account and currency are selected from the data base by clicking on the icon ? . Select the FX account in favor of which you want to make the payment.
<b>Amount of buying</b>	The amount in the currency you want to buy shall be inputted, and that will be credited to your account.
<b>User</b>	User is name of the business subject who purchases





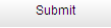
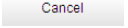
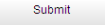
	goods. Name is automatically filled in or can be selected by clicking on the icon  .
<b>To the debit of the account Bank/Account/Currency</b>	Account shall be selected from the database by clicking on the icon  . You can select the same or another account in the Bank of the same business subject whose credit account you selected.
<b>Counter value</b>	Counter value is the amount of debit according to the current sales exchange rate of the Bank on the execution day – converted amount is valid only in case of buying at the regular exchange rate, i.e. without arranging the more favorable exchange rate with the Bank and if the order is received in the Bank by 15:00. If the order is sent to the Bank after 15:00, the same will be carried out with the exchange rate valid on the following working day and if there are funds on the account. Data shall not be entered.
<b>Ordering party</b>	Ordering party is name of the business subject who is a holder of the debit account. Ordering party is the same person as the user i.e. buying is permitted only with the same business subject. Name shall be automatically filled in or can be selected by clicking on the icon  .
<b>Agreed conditions</b>	Agreed conditions are the option of marking agreed more favorable exchange rate. If you agreed the conditions for buying currency with the Bank, click on the option Agreed conditions.
<b>Currency1/Currency2</b>	Field shall not be filled in. It is filled in on the basis of entered data for debit/credit account.
<b>Exchange rate</b>	If you have conditions agreed with the Bank and you selected the option <i>Agreed conditions</i> , entering the contracted exchange rate is obligatory.
<b>Forex agreed reference</b>	Forex agreed reference i.e. number of sales agreement you got from the Bank if you contracted conditions for buying. Filling in the field of agreed conditions is obligatory.
<b>Remarks</b>	Remark is an optional field for free filling in.
<b>Exchange rate trends</b>	By clicking on the icon  you can see the valid exchange rate list applied for regular sale and purchase of foreign currency.

Table 1

After entering all the data click on the button  to save the entered data. The button  closes currently active form of entry and returns you to the previous screen.

After you clicked on the button  you can see the payment order with all the entered data (picture 4) as well as the possibilities of signing the payment order (if you are authorized to sign). You can additionally change the buying order. Enter OTP offered by TOKEN in the field „**Signature**“ or enter your password for signing with SmartCard.

• Payments • SG Forex • Forex Buy

• A signature is required for this request

Single order / SG Forex - Buy

Customer	Reference	Execution Date	Status	Signatures
S0000001	12011419558805	18.01.2012	Part. Auth	0 of 1

Order changes

Registration	User	Date	Time
Last change	STJEPAN	14.01.2012	19:53

Requested execution date: 14.01.2012

Ordering party information

Type of purchase	My reference	Client ID
Spot Forex		Statistical ID

Beneficiary account

Bank / Account / Currency	Trade amount	Beneficiary
2330003 / 1000000013EUR / EUR	100.00	TEST D.D.

Ordering party account

Bank / Account / Currency	Counter amount	Ordering party
2330003 / 1000000013 / HRK	759.00 Selling rate : 7.59000	TEST D.D.

Negotiated rate with the front desk

Negotiated conditions	Ccy 1 / Ccy 2	Exchange rate	Forex deal reference
No			

General information and instruction for the execution of the payment orders for currency conversion

When executing payment orders for currency conversion, received by 3:00 p.m. in the countervalue of up to HRK 75.000,00 the defined exchange rate shall be applied unless the client has agreed more favourable exchange rate. The orders received after defined period will be executed by applying official exchange rate, valid for the following working day which is not known at the moment of receiving orders, so the exchange rate defined in the SmartOffice is of informational character.

When executing payment orders for currency conversion in the countervalue equal to or higher than HRK 75.000,00, the more favourable exchange rate than the one defined in the SmartOffice will be applied, so we kindly ask you to contact the Bank, Sales Department (Tel: 01/8327-988 or 01/8327-980 or 021/304-820 or 021/304-828) in order to contract the same.

Challenge: 9275    Signature: \_\_\_\_\_   

Picture 4



You can sign the order additionally after you finish entering all the orders.

### 3.2. Forex sale

By selecting the option *Forex sale* in the submenu *SG Forex* a screen for entering request for currency sales appears. It is necessary to fill in the order as shown on the picture 5 and described in the table 2.

Fields that must be entered are shaded.

Picture 5

Field	How to complete the fields
<b>Date</b>	Date is the date of selling the currency and can be only the current date. Field shall not be filled in
<b>Type of buying</b>	Do not fill in this field. Type of buying is Spot Forex - standard buying of currency with settlement value date within 2 working days from the date of concluding the transaction.
<b>My reference</b>	Field free to be filled in.
<b>Client's ID</b>	Field free to be filled in.
<b>Statistical ID</b>	Enter the client company number (MB). Filling in the field is optional.
<b>Fast converter</b>	By clicking on the icon  you are getting into auxiliary calculator for calculating the conversion of currency..
<b>To the debit of the account</b>	Account shall be selected from the database by clicking on the icon  . The account and currency you sell shall be






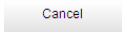
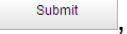
<b>Bank/Account/Currency</b>	selected.
<b>Amount of sale</b>	Enter the amount you want to sell from the selected debit account.
<b>Ordering party</b>	Ordering party is name of the business subject who sells funds. Name is filled in automatically or can be selected by clicking on the icon  .
<b>In favor of the account Bank/Account/Currency</b>	The account and currency are selected by clicking on the icon  . You can select the same or another account in the Bank of the same business subject whose credit account you selected.
<b>Counter value</b>	Counter value is the amount calculated according to the current buying exchange rate of the Bank on the execution day – converted amount is valid only in case of buying at the regular exchange rate, i.e. without arranging the more favorable exchange rate with the Bank and if the order is received in the Bank by 15:00. If the order is sent to the Bank after 15:00, the same will be carried out with the exchange rate valid on the following working day and if there are funds on the account. Data shall not be entered.
<b>User</b>	User is name of the business subject who is the holder of account to be credited. The user is the same person as ordering party i.e. sale is permitted only with the same business subject. Name is filled in automatically or can be selected by clicking on the icon  .
<b>Agreed conditions</b>	Agreed conditions are the option of marking agreed more favorable exchange rate. If you agreed the conditions for buying currency with the Bank, click on the option Agreed conditions.
<b>Currency1/Currency2</b>	Field shall not be filled in. It is filled in on the basis of entered data for debit/credit account.
<b>Exchange rate</b>	If you have conditions agreed with the Bank and you selected the option <i>Agreed conditions</i> , entering the contracted exchange rate is obligatory.
<b>Forex agreed reference</b>	Forex agreed reference i.e. number of sales agreement you got from the Bank if you contracted conditions for buying. Filling in the agreed conditions field is obligatory.
<b>Remarks</b>	Remark is an optional field for free entry.
<b>Exchange rate trends</b>	By clicking on the icon  you can see the valid exchange rate list applied for regular sale and purchase of foreign currency.

Table 2

After all the data have been entered, click on the button  to save the entered data. The button  closes currently active form of entry and returns you to the previous screen. After you clicked on the button , a payment order with all the entered data (picture 6) appears on the screen, as well as the possibilities of signing the payment order (if you are authorized to sign). Enter OTP offered by your TOKEN in the field „**Signature**“ or enter your password for signing with the SmartCard.

Payments » SG Forex » Forex Sale

Edit Delete Lock Sign Print Page New Entry Create PDF Back to Overview

• A signature is required for this request

Single order / SG Forex - Sale				
Customer	Reference	Execution Date	Status	Signatures
S0000001	12011420012410	16.01.2012	Part. Auth	0 of 1
Order changes				
Registration	User	Date	Time	
Last change	STJEPAN	14.01.2012	20:01	
Requested execution date		14.01.2012		
Ordering party information				
Type of purchase	My reference	Client ID		
Spot Forex		Statistical ID		
Ordering party account				
Bank / Account / Currency		Trade amount	Ordering party	
2330003 / 1000000013EUR / EUR		100.00	TEST D.D.	
		Buying rate : 7.49000		
Beneficiary account				
Bank / Account / Currency		Counter amount	Beneficiary	
2330003 / 1000000013 / HRK		749.00	TEST D.D.	
Negotiated rate with the front desk				
Negotiated conditions	Coy 1 / Coy 2		Exchange rate	Forex deal reference
No				
General information and instruction for the execution of the payment orders for currency conversion				
<p>When executing payment orders for currency conversion, received by 3:00 p.m. in the countervalue of up to HRK 75.000,00 the defined exchange rate shall be applied unless the client has agreed more favourable exchange rate. The orders received after defined period will be executed by applying official exchange rate, valid for the following working day which is not known at the moment of receiving orders, so the exchange rate defined in the SmartOffice is of informational character.</p> <p>When executing payment orders for currency conversion in the countervalue equal to or higher than HRK 75.000,00, the more favourable exchange rate than the one defined in the SmartOffice will be applied, so we kindly ask you to contact the Bank, Sales Department (Tel: 01/6327-958 or 01/6327-960 or 021/304-620 or 021/304-626) in order to contract the same.</p>				
Challenge: 2488		Signature: _____	Sign	


Edit Delete Lock Sign Print Page New Entry Create PDF Back to Overview


Picture 6

For procedure of signing read the instruction **Operating with Vasco TOKEN** or **Operating with SmartCard** at the beginning of these instructions.

You can sign the order additionally after you finish entering all the orders.

### 3.3. Fast converter

You can access the fast converter i.e. calculator from the orders *Forex buying* and *Forex sale* by clicking on the icon for *Fast converter* . Calculator of currency is used for converting the amounts between two currencies.

**Forex buying – Fast converter.** In the order *Forex buying* the calculator works in a way that the conversion is done according to the sale exchange rate of the Bank effective on the current day because the Bank sells the currency (picture 7 and 8). In the first field *Into the currency*, you can select the currency you want to buy by clicking on the icon . In the field *From the currency* you can select the currency form which the funds shall be taken. Click on the button  and you will get the amount that will debit your account for buying currency.

**Quick converter**

<p><b>From currency</b></p> <input style="width: 90%;" type="text" value=""/>	<p><b>To currency</b></p> <input style="width: 90%;" type="text" value=""/>
<p><b>From amount</b></p> <input style="width: 90%;" type="text" value="0,00"/>	<p><b>To amount</b></p> <input style="width: 90%;" type="text" value="0,00"/>

Exchange rate : 0,00000

Picture 7

Payments > SG Forex > Forex Buy

Ccy 1 / Ccy 2	Description	Buying rate	Selling rate	Exchange rate date
HRK / AUD	Kuna / Australian Dollar	0,167647	0,162285	13.01.2012
HRK / BAM	Kuna / Convertible Mark	0,265858	0,253904	13.01.2012
HRK / CAD	Kuna / Canadian Dollar	0,175880	0,170033	13.01.2012
HRK / CHF	Kuna / Swiss Franc	0,162586	0,157622	13.01.2012
HRK / CZK	Kuna / Czech Koruna	3,471017	3,335557	13.01.2012
HRK / DKK	Kuna / Danish Krone	1,003311	0,969744	13.01.2012
HRK / EUR	Kuna / Euro	0,133511	0,131752	13.01.2012
HRK / GBP	Kuna / Pound Sterling	0,112543	0,108999	13.01.2012
HRK / HUF	Kuna / Forint	0,419498	0,397440	13.01.2012
HRK / JPY	Kuna / Yen	0,132245	0,127825	13.01.2012
HRK / NOK	Kuna / Norwegian Krone	1,037560	1,000901	13.01.2012
HRK / PLN	Kuna / Zloty	0,595522	0,574482	13.01.2012
HRK / SEK	Kuna / Swedish Krona	1,196745	1,154335	13.01.2012
HRK / USD	Kuna / US Dollar	0,172834	0,167392	13.01.2012

Picture 8

**Forex sale – Fast converter.** In the order *Forex sale* the calculator works in a way that the conversion is done according to the buying exchange rate of the Bank effective on the current day because the Bank is buying the currency (picture 9 and 10). In the first field *From the currency* you select the currency you want to sell by clicking on the icon . In the field *Into the currency* you select the currency to which the funds you are selling will be converted. Click on the button  and you will get the amount to be credited to your account in the credit currency.

Payments > SG Forex > Forex Sale

**Quick converter**

<p><b>From currency</b></p> <input style="width: 90%;" type="text" value=""/>	<p><b>To currency</b></p> <input style="width: 90%;" type="text" value=""/>
<p><b>From amount</b></p> <input style="width: 90%;" type="text" value="0,00"/>	<p><b>To amount</b></p> <input style="width: 90%;" type="text" value="0,00"/>

Exchange rate : 0,00000


Picture 9

[Back to Overview](#)
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Ccy 1 / Ccy 2	Description	Buying rate	Selling rate	Exchange rate date
HRK / AUD	Kuna / Australian Dollar	0,167647	0,162285	13.01.2012
HRK / BAM	Kuna / Convertible Mark	0,265858	0,253904	13.01.2012
HRK / CAD	Kuna / Canadian Dollar	0,175880	0,170033	13.01.2012
HRK / CHF	Kuna / Swiss Franc	0,162586	0,157622	13.01.2012
HRK / CZK	Kuna / Czech Koruna	3,471017	3,335557	13.01.2012
HRK / DKK	Kuna / Danish Krone	1,003311	0,969744	13.01.2012
HRK / EUR	Kuna / Euro	0,133511	0,131752	13.01.2012
HRK / GBP	Kuna / Pound Sterling	0,112543	0,108999	13.01.2012
HRK / HUF	Kuna / Forint	0,419498	0,397440	13.01.2012
HRK / JPY	Kuna / Yen	0,132245	0,127825	13.01.2012
HRK / NOK	Kuna / Norwegian Krone	1,037560	1,000901	13.01.2012
HRK / PLN	Kuna / Zloty	0,595522	0,574482	13.01.2012
HRK / SEK	Kuna / Swedish Krona	1,196745	1,154335	13.01.2012
HRK / USD	Kuna / US Dollar	0,172834	0,167392	13.01.2012

Picture 10

### 3.4. Cross exchange rate

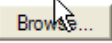

Cross exchange rate i.e. cross rate list can be accessed for the orders Forex buying and Forex sale by clicking on the icon Cross exchange rate . Cross exchange rate list appears on the screen for all the currencies that can be traded in the Bank. Exchange rate list contains buying rate, sale rate, date of validity of exchange rate list (picture 11).

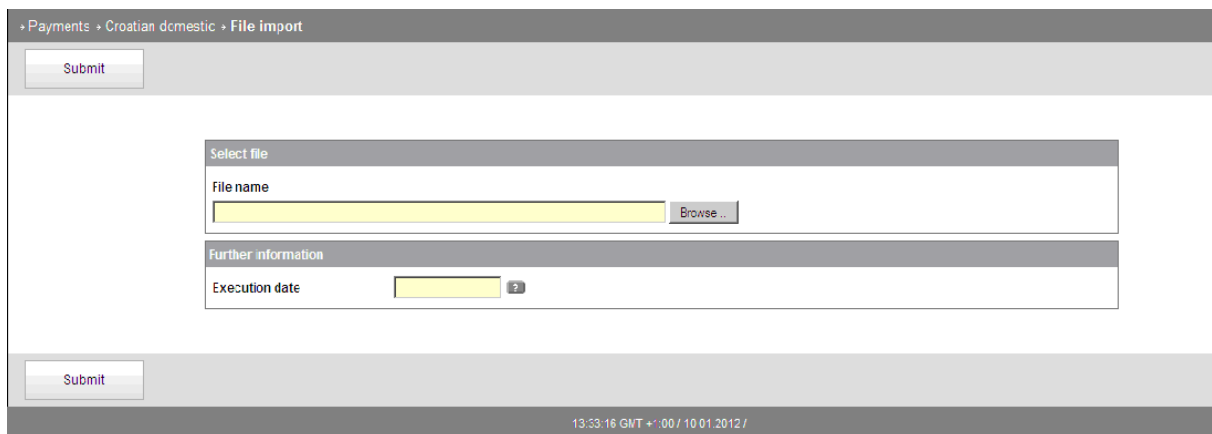
Ccy 1 / Ccy 2	Description	Buying rate	Selling rate	Exchange rate date
AUD / BAM	Australian Dollar / Convertible Mark	1,514511	1,638220	13.01.2012
AUD / CAD	Australian Dollar / Canadian Dollar	1,014232	1,083772	13.01.2012
AUD / CHF	Australian Dollar / Swiss Franc	0,940198	1,001853	13.01.2012
AUD / CZK	Australian Dollar / Czech Koruna	19,896264	21,388407	13.01.2012
AUD / DKK	Australian Dollar / Danish Krone	5,784426	6,182402	13.01.2012
AUD / EUR	Australian Dollar / Euro	0,785889	0,822697	13.01.2012
AUD / GBP	Australian Dollar / Pound Sterling	0,650168	0,693489	13.01.2012
AUD / HRK	Australian Dollar / Kuna	5,964900	6,162000	13.01.2012
AUD / HUF	Australian Dollar / Forint	2,370693	2,584948	13.01.2012
AUD / JPY	Australian Dollar / Yen	0,762463	0,814896	13.01.2012
AUD / NOK	Australian Dollar / Norwegian Krone	5,970273	6,393443	13.01.2012
AUD / PLN	Australian Dollar / Zloty	3,426725	3,669605	13.01.2012
AUD / SEK	Australian Dollar / Swedish Krona	6,885490	7,374342	13.01.2012
AUD / USD	Australian Dollar / US Dollar	0,998477	1,065003	13.01.2012
BAM / AUD	Convertible Mark / Australian Dollar	0,610419	0,660279	13.01.2012
BAM / CAD	Convertible Mark / Canadian Dollar	0,639563	0,692703	13.01.2012
BAM / CHF	Convertible Mark / Swiss Franc	0,592879	0,640344	13.01.2012
BAM / CZK	Convertible Mark / Czech Koruna	12,546364	13,670600	13.01.2012
BAM / DKK	Convertible Mark / Danish Krone	3,647595	3,951540	13.01.2012
BAM / EUR	Convertible Mark / Euro	0,495673	0,525834	13.01.2012
BAM / GBP	Convertible Mark / Pound Sterling	0,409989	0,443250	13.01.2012
BAM / HRK	Convertible Mark / Kuna	3,761400	3,938500	13.01.2012
BAM / HUF	Convertible Mark / Forint	1,494933	1,652194	13.01.2012
BAM / JPY	Convertible Mark / Yen	0,480801	0,520848	13.01.2012
BAM / NOK	Convertible Mark / Norwegian Krone	3,764788	4,086429	13.01.2012
BAM / PLN	Convertible Mark / Zloty	2,160855	2,345462	13.01.2012
BAM / SEK	Convertible Mark / Swedish Krona	4,341914	4,713380	13.01.2012
BAM / USD	Convertible Mark / US Dollar	0,629628	0,680707	13.01.2012
CAD / AUD	Canadian Dollar / Australian Dollar	0,922704	0,985968	13.01.2012
CAD / BAM	Canadian Dollar / Convertible Mark	1,443621	1,563567	13.01.2012
CAD / CHF	Canadian Dollar / Swiss Franc	0,896190	0,956199	13.01.2012
CAD / CZK	Canadian Dollar / Czech Koruna	18,964977	20,413745	13.01.2012

Picture 11

#### 4. File import (HRD, HRF)

This function enables loading the order in *SmartOffice* HRD module from HRD payment file/HRF module from HRF payment file created by means of MultiCash Classic application, i.e. by means of business application that the business subject uses in its business operating (independently on *SmartOffice*). If you want to integrate your business application with *SmartOffice*, for additional details on HRD/HRF format of file, please contact the Bank's HelpDesk.

In order to import the file, click on the button  within Select file option and select the file you want to import. Enter the wanted execution date. (picture 12). Press the button  to import the file. This operation will create individual orders for transfer that you can arrange and sign additionally.



Picture 12

Through the function File import in payment transactions in HRK , SmartOffice can interpret only the format supported by the system i.e. HRD/HRF format.

Note: Due to the technical restrictions, for the purpose of increasing the security level and Internet banking system safety, maximum size of the file that is imported to the SmarOffice is 500kB. If bigger files should be imported to the SmartOffice, we recommend packing the orders in several files.

## 5. Selective Order Approval

A new option in SmartOffice enables the possibility to authorize collectively a number of single orders and/or batches.

It is possible to create lists of orders with the status “partially authorized”, according to a number of selection criteria.

Following that, it is possible to authorize that list with one single signature.

It is possible to select individual orders using the checkbox, or all orders together using the button “Select all” as described in picture 13.

+ Payments + Croatian domestic + Batches						
Orders in Batch 3		11111617080638		5,375,06 HRK	<input type="checkbox"/>	<input type="checkbox"/>
SOGEHR22 - 20000106011	16.11.2011	17.11.2011		11111616555400	Part. Auth	<input checked="" type="checkbox"/>
Orders in Batch 3		11111616555400		5,375,06 HRK	<input type="checkbox"/>	<input type="checkbox"/>
SOGEHR22 - 20000106011	16.11.2011	16.11.2011		11111616402406	Part. Auth	<input checked="" type="checkbox"/>
Orders in Batch 8		11111616402406		51,585,94 HRK	<input type="checkbox"/>	<input type="checkbox"/>
SOGEHR22 - 20000106011	16.11.2011	16.11.2011		asriauef	Uncompleted batch	<input type="checkbox"/>
Orders in Batch 0				0,00 HRK	<input type="checkbox"/>	<input type="checkbox"/>
SOGEHR22 - 20000106011	16.11.2011	16.11.2011		testigor	Part. Auth	<input checked="" type="checkbox"/>
Orders in Batch 3				7,01 HRK	<input type="checkbox"/>	<input type="checkbox"/>
SOGEHR22 - 20000106011	16.11.2011	16.11.2011		testabc	Part. Auth	<input checked="" type="checkbox"/>
Orders in Batch 2				6,00 HRK	<input type="checkbox"/>	<input type="checkbox"/>
SOGEHR22 - 20000106011	16.11.2011	17.11.2011		srfaser	Part. Auth	<input checked="" type="checkbox"/>
Orders in Batch 2				1,25 HRK	<input type="checkbox"/>	<input type="checkbox"/>
SOGEHR22 - 20000106011	16.11.2011	16.11.2011		sjdhalsu	Part. Auth	<input checked="" type="checkbox"/>
Orders in Batch 3				2,01 HRK	<input type="checkbox"/>	<input type="checkbox"/>

Picture 13

With the button “Deselect all”, the selection can be completely cancelled as described in picture 14 below

+ Payments + Croatian domestic + Payments						
SCGEHR22 - 20000106011	16.11.2011	30.11.2011			Part. Auth	<input type="checkbox"/>
2330003 - 100C030013	SG Splitska banka dd			2,00 HRK	<input type="checkbox"/>	<input type="checkbox"/>
SCGEHR22 - 20000106011	16.11.2011	10.01.2012			Processed	
2330003 - 100C030013	SG Splitska banka dd			100,00 HRK		
SCGEHR22 - 20000106011	16.11.2011	17.11.2011			Part. Auth	<input type="checkbox"/>
2330003 - 100C030013	SG Splitska banka dd			1,000,00 HRK	<input type="checkbox"/>	<input type="checkbox"/>
SCGEHR22 - 20000106011	15.11.2011	15.11.2011		testtemplate 01	Part. Auth	<input type="checkbox"/>
2330003 - 100C030013	xy			160,00 HRK	<input type="checkbox"/>	<input type="checkbox"/>
SCGEHR22 - 20000106011	15.11.2011	10.01.2012			Processed	
2330003 - 100C030013	SG Splitska banka dd			1,234,00 HRK		
SCGEHR22 - 20000106011	15.11.2011	10.01.2012			Processed	
2330003 - 100C030013	SG Splitska banka dd			5,678,00 HRK		
SCGEHR22 - 20000106011	15.11.2011	10.01.2012			Part. Auth	<input type="checkbox"/>
2330003 - 100C030013	SG Splitska banka dd			1,234,00 HRK	<input type="checkbox"/>	<input type="checkbox"/>
SCGEHR22 - 20000106011	14.11.2011	19.11.2011			Part. Auth	<input type="checkbox"/>
2330003 - 100C030013	SOCIETE GENERALE-SPLITSKA BANKA			11,123,00 HRK	<input type="checkbox"/>	<input type="checkbox"/>

Picture 14

The button “Sign selected orders” prepares a list of all selected orders for the user. An overview shows the result of the selection with messages on the numbers of orders; possible errors and a summary of the totals by currency (picture 15)

+ Payments - Croatian domestic - Payments						
SOGEHR22 - 20000106011	13.11.2011	17.11.2011				Part. Auth <input checked="" type="checkbox"/>
23300C3 - 1000000013	SG Splitska banka dd				0,27 HRK	
SOGEHR22 - 20000106011	13.11.2011	17.11.2011				Part. Auth <input checked="" type="checkbox"/>
23300C3 - 1000000013	SG Splitska banka dd				10,00 HRK	
SOGEHR22 - 20000106011	13.11.2011	30.11.2011				Part. Auth <input checked="" type="checkbox"/>
23300C3 - 1000000013	SG Splitska banka dd				2,00 HRK	
SOGEHR22 - 20000106011	13.11.2011	17.11.2011				Part. Auth <input checked="" type="checkbox"/>
23300C3 - 1000000013	SG Splitska banka dd				1.000,00 HRK	
SOGEHR22 - 20000106011	15.11.2011	16.11.2011		test template 01		Part. Auth <input checked="" type="checkbox"/>
23300C3 - 1000000013	xy				130,00 HRK	
SOGEHR22 - 20000106011	15.11.2011	10.01.2012				Part. Auth <input checked="" type="checkbox"/>
23300C3 - 1000000013	SG Splitska banka dd				1.234,00 HRK	
SOGEHR22 - 20000106011	14.11.2011	18.11.2011				Part. Auth <input checked="" type="checkbox"/>
23300C3 - 1000000013	SOCIETE GENERALE-SPLITSKA BANKA				111.123,00 HRK	
Ccy	Credit		Debit		Total	
	Payments	Amount	Payments	Amount	Payments	Amount / Sum of amounts (abs.)
HRK	39	113.566,02			39	113.566,02 / 113.566,02

Picture 15

The user can proceed to sign with the button “Sign” (picture 16)

+ Payments - Croatian domestic - Payments						
<input type="button" value="Sign"/>	<input type="button" value="Print Page"/>	<input type="button" value="Create PDF"/>	<input type="button" value="Back to Overview"/>			
● A signature is required for this request						
<b>Processing permitted</b>						
Ordering Party Account	Registration	Value Date	Label	Status	X	
Beneficiary Account	Beneficiary Name	Reference	Amount	Action		
<b>Details</b>						
SOGEHR22 - 20000106011	13.11.2011	17.11.2011		Part. Auth	<input checked="" type="checkbox"/>	
23300C3 - 1000000013	SG Splitska banka dd				1.000,00 HRK	
SOGEHR22 - 20000106011	15.11.2011	16.11.2011	test template 01	Part. Auth	<input checked="" type="checkbox"/>	
23300C3 - 1000000013	xy				130,00 HRK	
SOGEHR22 - 20000106011	15.11.2011	10.01.2012		Part. Auth	<input checked="" type="checkbox"/>	
23300C3 - 1000000013	SG Splitska banka dd				1.234,00 HRK	
SOGEHR22 - 20000106011	14.11.2011	18.11.2011		Part. Auth	<input checked="" type="checkbox"/>	
23300C3 - 1000000013	SOCIETE GENERALE-SPLITSKA BANKA				111.123,00 HRK	
Ccy	Credit		Debit		Total	
	Payments	Amount	Payments	Amount	Payments	Amount / Sum of amounts (abs.)
HRK	4	113.517,00			4	113.517,00 / 113.517,00

Challenge: 2113    Signature:    

Picture 16

On the signature screen the pre-defined list is signed, and finally an overview of signed orders shows the list with updated status details.

## 6. RTGS (Real Time Gross Settlement) orders

This functionality enables sending of RTGS order by selecting option priority “Urgent payment” for domestic payment as follows:

- Entering of individual orders
- Batches - Order group entering
- Standing Order entering

### 6.1. Entering individual orders

Payment order has to be filled out as shown in the picture 170 and described in Table 3:

+ Payments + Croatian domestic + Payments

---

**Order processing**

Date  ?

---

**Ordering party information**

Name  ? Bank / Account no.  ?

Street

City

Statistical ID

Client ID

Debit information no.

Save ordering party data

---

**Beneficiary information**

Name  ? Bank / Account no.  ?

Street

City

Credit information no.

Do not save  Save Beneficiary data

---

**Payment information**

Purpose Text

Purpose Code  ?

Statistical data

Amount (HRK)

Priority  ?

Normal payment  
Normal payment  
Urgent payment

Picture 17

The following table describes only those fields that are not completed automatically.

Field	How to complete the fields
<b>Date</b>	It refers to the currency date (order performance). It is being filled out by entering a date or clicking icon <input type="text"/> ?, which opens a calendar for date selection.
<b>Debiting model</b>	In the field you can input Debiting model as a two digit number. The field allows input of Debiting models that are valid in Croatia. You can enter the debiting model number. Model „00“enables the entering of debiting reference number without number control.
<b>Debiting reference number</b>	You can enter the debiting reference number. Numbers entered in this field are being controlled depending on the entered model.
<b>Beneficiary name</b>	You can enter a user name or withdraw it from the user database. If you wish to withdraw it from the database, click icon <input type="text"/> ? near the field <i>Name</i> ; and choose a user name from the window.
<b>Beneficiary's</b>	You can enter the beneficiary's bank. You can complete the field or




<b>bank</b>	withdraw it from the bank's database. If you wish to withdraw it from the database, click icon  near the field <i>Bank/Account number</i> , and choose the bank from the window.
<b>Beneficiary's account number</b>	You can enter the beneficiary's account number. If you choose by clicking on  a user from the database, the field is filled out automatically. If the inputted combination of the beneficiary's bank number and beneficiary's account number are included in JRR database, the fields Name and City of Beneficiary will be automatically updated.
<b>Beneficiary's address</b>	You can enter beneficiary's address.
<b>Crediting model</b>	You can enter the crediting model number. Model „00“ enables the entering of crediting reference number without number control.
<b>Crediting reference number</b>	You can enter the crediting reference number. Numbers entered in this field are being controlled depending on the entered model.
<b>User's city</b>	You can enter user's city. If you choose a user from the specified user table, the field is filled out automatically.
<b>Save user data</b>	Tick off this field if you wish to save the user in the database.
<b>Purpose code</b>	You can enter manually or withdraw it from the database by click icon  <i>Purpose code</i> .
<b>Purpose text</b>	You can enter manually or withdraw data.
<b>Amount</b>	You can enter the payment amount.
<b>Priority</b>	Selection of priority. Priority can be normal or urgent

Table 3.

## 7. Deactivation of uploaded files pending authorization

One of the new functionalities is the 'Deactivation button' that can be used for signing of uploaded payment files that are waiting for second signature.

The possibility can be used in a way that for orders that have been inputted but do not want to be authorized for processing can be deactivated and excluded from the list of orders waiting for second signature by clicking on the button **Deactivate** as described in the picture 18.

+ Sign uploaded payment files > Payments > Open for Authorisation

Sign Print Page **Deactivate** Previous Page Next Page Create PDF Detailed View Back to Overview

Order Creation					
Customer / User Captured at	Order / Number File Reference	Debit Amount	CCY	Status of Processing Authorisations	
S0000001 / S5555555 04.11.2012 10:48:00	Z4P / ILL3	14.628,52	HRK	Waiting for second signature 1	
Order Authorisation					
Authorisation	Customer	User			Result
04.11.2012 10:48:00	S0000001	S5555555	TestUser 5 (F) token		sign class insufficient
Order Accounts					
Ordering Party account	Recipient	Narratives	Transactions	Amount	CCY
:2330003 - 1100204304			€	14.628,52	HRK

Sign Print Page **Deactivate** Previous Page Next Page Create PDF Detailed View Back to Overview

Picture 18