USER GUIDE FOR INTERNETBANKING OF PPF banka a.s.

Part IV: Accounts, statements and transaction history

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1. Introduction

For greater clarity, this User Guide is divided into several parts, which are separate documents. This part describes information on Accounts, statements and transaction history which are available through IB. Other information related to IB is stated in the other parts of the User Guide.

In the event that there are expressions, abbreviations or phrases beginning with capital letters used in the text of the User Guide, their meaning will be stated in the article titled Definition of Terms of the GBC and/or SBC. The meaning may be specified in the individual provisions of the GBC and/or SBC and/or this User Guide.

2. Accounts

List of Accounts to which you have access through the IB will be displayed automatically after logging into the IB. You can display this list in the **Accounts** menu at any time – by clicking on the number of the selected Account, you can view the details.

Click **Back** to return from the Account detail to the list of Accounts. Use the **List of Settled Transactions** and **Today's Turnovers** buttons to see transactions on the given Account (see point 4.). You can also print out the Account details – to use this option click on **Print**.

A new window will open with a print preview – to print the details of the selected Account, click on **Print**. After printing, close the window by clicking on the x in the upper right-hand corner.

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3. Account statements

Statements for all Accounts connected to IB are available in IB, generated according to the parameters set in the contractual documentation. In IB, there are available statements from year 2010 or from the date of connection Account to IB if the Account was connected to IB later. Statements for Accounts of the earlier period are not available by default in IB, but you can get them through Customer Service request.

After choosing **Statements**, a filter will appear to enter the statement display parameters – automatically present selection for all Accounts for the past month. You can change these parameters. After you enter the criteria to view listings click on the **View** button.

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Subsequently, sum up the selection criteria and the list of available statements is displayed – you can open the individual statement by clicking on the PDF icon in the **Action** column.

A separate PDF file with statement opens which you can save or print.

4. Transaction History

Transactions made on Accounts connected in IB can be displayed in IB in the option **Transaction History**. When choosing this option, an **Settled Transaction List** for the past month (30 calendar days) performed on all Accounts connected to the IB automatically appears (transactions are ordered by the date of entry regardless of the Account on which they were made).

In the option **Transaction History** you can view information on cleared transactions – see point 4.1., today's turnovers – see point 4.2., or the blocking from card transactions – see point 4.3.

4.1. Overview of cleared transactions and data export

If you wish to see the already cleared transactions, click on the option **Settled Transaction List**. A cleared transactions for the past month (30 calendar days) performed on all Accounts connected to the IB automatically appears (transactions are ordered by the date of entry regardless of the Account on which they were made) – see point 4. Cleared transactions can be displayed up to 438 days (ie. about 14 months) back.

If you require a different view of transactions, click on the **Filter** button in the upper right-hand corner of the screen.

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After clicking on this icon, a field will appear to enter the required criteria for displaying transactions. To display transactions, simply enter or select at least the criteria from the field **Client's account** (automatically is preset option **All Accounts**), filed **Payment Type** (automatically is preset option **all**), filed **Transaction Type** (automatically is preset option **All types**), and filed **Period** (automatically is preset option **Last month)**:

Field	Description
Client's account	You can leave option **All Accounts**, or select specific Account, a specific payment card or all payment cards for which the transactions should be displayed. All Accounts All Accounts 30009 - BÚ TESTOVACÍ KLIENT S.R.O. - CZK 40004 - BÚ TESTOVACÍ KLIENT S.R.O. - CZK 51002 - BÚC TESTOVACÍ KLIENT S.R.O. - EUR --- All payment cards 5458 54xx xxxx 2024 - BONIFÁC ČTVRTEČNÍ 5458 54xx xxxx 8370 - ANASTAZIA TERESKOVA 5457 36xx xxxx 0170 - JANE DOVE 5458 54xx xxxx 0456 - PANKRÁC ÚTERNÍ 5458 54xx xxxx 9200 - JAMES BOND
Counterparty's account	You can enter the Account number to which the payment was made, respectively from which the direct debit order was sent.
Bank code	You can enter the code of the bank to which the payment was made, respectively from which the direct debit order was sent.
Payment type	Options: • all – shows all payments that fulfil the other entered criteria; • incoming – shows incoming payments only; • outgoing – shows outgoing payments only.
Transaction type	Options: • All types – shows all transactions that fulfil the other entered criteria; • Domestic Payments – shows all domestic payments (incoming and outgoing); • Foreign Payments – shows all foreign payments (incoming and outgoing); • Card Transactions – shows all payment card transactions; • Cash Operations – shows all cash operations (deposits and withdrawals); • Transactions with securities – shows all transactions made on the basis of securities trades; • Other Transactions – shows billed fees for items, interest etc.
Period	Automatically pre-set for **Last month**. Options: • Previous Business Day – shows transactions cleared on the previous Business Day; • Last week – shows transactions cleared in the last calendar week; • Actual month – shows transactions cleared in the current calendar month; • Last month – shows transaction cleared in the past month (e.g. from 19 April 2012 to 19 May 2012);

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Field	Description
Period	• Choose period – here you can enter a different period for which you wish to display cleared transactions; transactions cleared in the given period will be displayed. Cleared transactions can be displayed up to 438 days (ie. about 14 months) back.
Date from – to	You can specify the period for which you want to see cleared transactions; displays the transactions cleared in the specified period.
Amount from - to	Here you can enter the minimal transaction amount (enter only **Amount from**), maximal transaction amount (enter only **Amount To**) or the range of transaction amounts (enter both fields).
Variable symbol Constant symbol Specific symbol	The transaction symbols can be entered, except for foreign payments.

You can delete all the entered details by clicking on **Delete** or you can click on **Back** to return to the homepage of the **Settled Transaction List**. After entering the required criteria, click on **Submit**.

The system will first summarise the entered criteria for the filter with the exception of criteria **All Accounts** and **All payment cards** in the field **Client's account**, criteria **all** in the field **Payment Type**, and criteria **All types** in the field **Transaction Type** (the system does not display these criteria). Then the system will display all the transactions that fulfil the entered criteria. Type of each transaction is listed below the amount:

- **DPO** – domestic incoming and outgoing payments,

- **FPO** – foreign incoming and outgoing payments,

- **CARD** – transaction made by payment card,

- **CASH** – cash transactions,

- **SEC** – transaction with securities,

- **OTR** – other transaction – charges, interests etc.

Settled Transaction List

Filter | Clear filter | Print

From Account:	30009
Date from:	06.05.2012
Date to:	01.06.2012

Date of Entry ▲ Value Date	Client´s Account Account Type	Counterparty's Account Number Counterparty's Bank Code Counterparty's Account Name	VS CS SS	Transaction Information	Amount Currency Transaction Type
31.05.2012 31.05.2012	30009 Current account	40003 6000 TESTOVACÍ KLIENT S.R.O.	0000000004 0000000008 0000000005	voda 303.7.396074.1	- 20,00 CZK DPO
31.05.2012 31.05.2012	30009 Current account	CZ9001000000000465240231 KOMBCZPPXXX FIRMA GMBH RATHAUSPLATZ 15 BERLIN D		INVOICE NO. 3658/2012 SHA /ACC/EXPRESNI PLATBA S DOHODNUTYM K 26.542 2.124,65 EUR 26,126	- 55.508,61 CZK FPO
31.05.2012 31.05.2012	30009 Current account	PMBPCZPP PPF banka a.s.		Trans. Charges FP 100,00 CZK Trans. popl. elektronicky	- 100,00 CZK OTR

This data can also be exported and the data export used to import transaction data into the accounting system. To export the displayed data, click on the icon in the bottom part of the screen according to the selected file format – **Export XML** or **Export CSV**.

| 30.05.2012 30.05.2012 | 30009 Current account | PMBPCZPP PPF banka a.s. | | Trans. Charges FP 100,00 CZK Trans. popl. elektronicky | - 100,00 CZK OTR |

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Export XML | Export CSV

The format options for these files are defined in the document *Formats of Files for the Importing and Exporting of Data for Internetbanking of PPF banka a.s.* (see also Part I of the User Guide).

You can change the entered criteria by clicking on **Filter** in the upper part of the screen. Click on **Delete filter** to display an overview of accounted transactions in the past month again. The displayed data can also be printed by clicking on **Print** – printing is performed in the same manner as described in point 2.

Settled Transaction List

Filter | Clear filter | Print

4.2.   Overview of today's turnovers and data export

In the option **Today's Turnovers** you can display **transactions performed today but not yet cleared** (also known as today's movement or today's activities). These are placed Payment Orders and incoming payments from other banks, cash operations, etc.

If today there have been no transactions, the list is empty.

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| Accounts |
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| Statements |
| Payment Orders |

Today's Turnovers

[Filter] [Clear filter] [Print]

Date of Entry Value Date	Client´s Account Account Type	Counterparty's Account Number Counterparty's Bank Code Counterparty's Account Name	VS CS SS	Transaction Information	Amount Currency Transaction Type

No records

Displayed transactions can be sorted and exported in the same way as cleared transactions (see point 4.1.).

Today's Turnovers

[Filter] [Clear filter] [Print]

Date of Entry Value Date	Client´s Account Account Type	Counterparty's Account Number Counterparty's Bank Code Counterparty's Account Name	VS CS SS	Transaction Information	Amount Currency Transaction Type
22.08.2012 22.08.2012	40004 Current account	50026 6000 BÚ TESTOVACÍ KLIENT S.R.O.	1234567890 0000000558 0987654321		936,00 CZK DPO
22.08.2012 22.08.2012	50026 Current account	40004 6000	1234567890 0000000558 0987654321		- 936,00 CZK DPO

[Export XML] [Export CSV]

In the filter of today's turnovers, you can find the same selection as in the case of the cleared transactions except the year – there are always transactions that will be cleared today.

Filter

Client's account:	All Accounts
Counterparty's account:		Bank Code:	
Payment type:	all
Transaction Type:	All types
Amount from:		Amount to:	
Variable Symbol:		Constant Symbol:	
Specific Symbol:	

[Back] [Clear] [Submit]

4.3. Card transaction blocking

In the option **Card Transaction Blocking** you can display transactions performed by the payment cards that have not been cleared yet.

A transactions performed on all payment cards automatically appears (transactions are ordered by the date of entry regardless of the payment card on which they were made). If no transaction from payment cards is blocked, the list is empty.

If you require a different view of card transaction blocking (for example for selected payment card only), click on the **Filter** button in the upper right-hand corner of the screen.

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To display transactions, simply enter or select at least one of the criteria:

Field	Description
Card number	You can leave all the payment cards or select one of them.
Period	Automatically pre-set for **Last month**. Options: • Today – shows transactions performed today; • Last week – shows transactions performed in the last calendar week; • Actual month – shows transactions performed in the current calendar month; • Last month – shows transaction performed in the past month (e.g. from 19 April 2012 to 19 May 2012); • Choose period – here you can enter a different period for which you wish to display performed transactions; transactions performed in the given period will be displayed.
Date from – to	You can specify the period for which you want to see performed transactions; displays the transactions performed in the specified period.
Amount from - to	Here you can enter the minimal transaction amount (enter only **Amount from**), maximal transaction amount (enter only **Amount To**) or the range of transaction amounts (enter both fields).

You can delete all the entered details by clicking on **Delete** or you can click on **Back** to return to the homepage of the **Card Transaction Blocking**. After entering the required criteria, click on **Display**.

The system will first summarise the entered criteria for the filter with the exception of criteria **All payment cards** in the field **Card number** – the system does not display this criterion. Then the system will display all the transactions that fulfil the entered criteria. These transactions cannot be exported.

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Card Transaction Blocking

Help | Fitter | Clear Filter | Print

Card number:	5458 54xx xxxx 0456
Date from:	01.05.2012
Date to:	21.08.2012

Date of Transaction	Card number	Client´s Account	Account type	Payment Information	Amount	Currency	Transaction type
21.08.2012	5458 54xx xxxx 0456	'30009	Current account	545854xxxxxx0456 ÚTERNÍ CZ,Zdar nad Saza Cerpaci stanice CALIBR	- 1.959,30	CZK	Card transaction - blockation 21.08.2012/_22918
21.08.2012	5458 54xx xxxx 0456	'30009	Current account	545854xxxxxx0456 ÚTERNÍ CZ,VESTEC KB ATM VIDENSKA	- 13.500,00	CZK	Card transaction - blockation 21.08.2012/_22917

At a time when the Bank receives the transaction for clearing, they will be removed from the list of card transaction blocking and will be displayed in **Today's Turnovers** at first (at the day when the Bank settles the transactions – see point 4.2.) and subsequently **Settled Transaction List** (after their clearance – see point 4.1.).

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