

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.

Account Type	Account Number	Account Name	Currency	Book Balance	Disposable Balance	New order
Current account	1234567890	TESTOVACÍ KLIENT EUR	EUR	12.812,66	12.812,66	Foreign
Current account	9876543210	TESTOVACÍ KLIENT CZK	CZK	39.815,52	39.815,52	Domestic

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**.

Account Detail	
Account Name:	TESTOVACÍ KLIENT S.R.O.
Account Number:	9876543210
IBAN:	CZ966000000009876543210
Currency:	CZK
Account Type:	Current account
Bank Code:	6000
SWIFT:	PMBPCZPP
Disposable Balance:	39.815,52
Last update of Disposable Balance:	26.09.2017 12:35:43
Book Balance:	39.815,52
Last update of Book Balance:	25.09.2017
Held Amount:	0,00
Sum of Unsettled Transactions:	0,00

Back Print List of Settled Transactions Today's Turnovers

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.

Account Name: TESTOVACÍ KLIENT S.R.O.	
Account Number:	9876543210
IBAN:	CZ966000000009876543210
Currency:	CZK
Account Type:	Current account
Bank Code:	6000
SWIFT:	PMBPCZPP
Disposable Balance:	39.815,52
Last update of Disposable Balance:	26.09.2017 12:35:43
Book Balance:	39.815,52
Last update of Book Balance:	25.09.2017
Held Amount:	0,00
Sum of Unsettled Transactions:	0,00

You can enter a new Payment Order directly from the Current Accounts list. In the **New order** column, a button is available for each account to quickly open a form to enter a Payment Order by Account Currency:

- The **Domestic** button is displayed for CZK-based accounts, clicking on this button a form for entering a manual Domestic order;
- For foreign currency accounts other than CZK, the **Foreign** button is displayed, clicking on this button a form for entering a manual Foreign and SEPA order will be displayed.

For details on how to enter Payment Instructions, refer to the User Guide, Part V. – Payment Orders.

Current Accounts

Account Type	Account Number	Account Name	Currency	Book Balance	Disposable Balance	New order
Current account	1234567890	TESTOVACÍ KLIENT S.R.	EUR	12.812,66	12.812,66	Foreign
Current account	9876543210	TESTOVACÍ KLIENT S.R.	CZK	39.815,52	39.815,52	Domestic

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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Account Statements

Account number:

Period:

From the day: 28 Till the day: 28

From Statement No.: To Statement No.:

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.

Account Statements

Account number: 1234567890 - CZK - TESTOVACÍ KLIENT S.R.O.

Date from: 01.06.2017

Date to: 26.09.2017

Account number	Statement No.	On the day ▲	Action
1234567890 - CZK - TESTOVACÍ KLIENT S.R.O.	73	01.08.2017	
1234567890 - CZK - TESTOVACÍ KLIENT S.R.O.	72	31.07.2017	

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, a **Settled Transaction List** performed on all Accounts connected to the IB automatically appears with a preset filter to view posted transactions for the past month (30 calendar days – transactions are ordered by the date of entry regardless of the Account on which they were made).

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Settled Transaction List

From Account:

Partner's Account Number: Bank Code:

Payment Type:

Transaction Type:

Period:

Date from: Date to:

Amount from: to:

Variable Symbol: Constant Symbol:

Specific Symbol:

Print
Clear
Submit

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
22.09.2017	30005	80507	60192666	BO170629GE605622	- 2.100,00
21.09.2017	Current account	2700 Biegaj Boguslawa		služby 10/17, byt 863/7	CZK Domestic
22.09.2017	10009	20045		BO170922GE204146	7.000.000,00
22.09.2017	Current account	6000 PPF A.S.			CZK Domestic

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 transaction view, select / enter the desired selection criteria into the displayed fields. 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	<p>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.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>All Accounts</p> <p style="background-color: #0056b3; color: white; padding: 2px;">All Accounts</p> <p>30009 - BÚ TESTOVACÍ KLIENT S.R.O. - CZK</p> <p>40004 - BÚ TESTOVACÍ KLIENT S.R.O. - CZK</p> <p>51002 - BÚC TESTOVACÍ KLIENT S.R.O. - EUR</p> <hr style="border-top: 1px dashed #ccc;"/> <p>All payment cards</p> <p>5458 54xx xxxx 2024 - BONIFÁC ČTVRTEČNÍ</p> <p>5458 54xx xxxx 8370 - ANASTAZIA TERESKOVA</p> <p>5457 36xx xxxx 0170 - JANE DOVE</p> <p>5458 54xx xxxx 0456 - PANKRÁC ÚTERNÍ</p> <p>5458 54xx xxxx 9200 - JAMES BOND</p> </div>
Counterparty's account	You can enter the Account number to which the payment was made, respectively from which the direct debit order was sent.

Field	Description
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: <ul style="list-style-type: none"> • all – shows all payments that fulfil the other entered criteria; • incoming – shows incoming payments only; • outgoing – shows outgoing payments only.
Transaction type	Options: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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);
Period	<ul style="list-style-type: none"> • 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**. After entering the required criteria, click on **Submit**.

Settled Transaction List

From Account:	<input type="text" value="All Accounts"/>	
Partner's Account Number:	<input type="text"/>	Bank Code: <input type="text"/>
Payment Type:	<input type="text" value="all"/>	
Transaction Type:	<input type="text" value="All types"/>	
Period:	<input type="text" value="Last month"/>	
Date from:	<input type="text" value="27.08.2017"/>	Date to: <input type="text" value="27.09.2017"/>
Amount from:	<input type="text"/>	to: <input type="text"/>
Variable Symbol:	<input type="text"/>	Constant Symbol: <input type="text"/>
Specific Symbol:	<input type="text"/>	

The system will display all the transactions that fulfil the entered criteria. Type of each transaction is listed below the amount:

- **Domestic** – domestic incoming and outgoing payments,
- **Foreign** – foreign incoming and outgoing payments,
- **Card** – transaction made by payment card,
- **Cash** – cash transactions,
- **Securities** – transaction with securities,
- **Other** – other transaction – charges, interests etc.

Settled Transaction List

From Account:

Partner's Account Number: Bank Code:

Payment Type:

Transaction Type:

Period:

Date from: Date to:

Amount from: to:

Variable Symbol: Constant Symbol:

Specific Symbol:

Print

Clear

Submit

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
22.09.2017	30005	80507	60192666	BO170629GE605622	- 2.100,00
21.09.2017	Current account	2700 Biegaj Boguslawa		služby 10/17, byt 863/7	CZK Domestic
22.09.2017	10009	20045		BO170922GE204146	7.000.000,00
22.09.2017	Current account	6000 PPF A.S.			CZK Domestic

In the **Transaction Information** field, all available data is not displayed in IB.

Settled transaction list can 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**. The data exports contains all available data for the **Transaction Information** field.

19.09.2017	10009	437234		BO170919GE203833	- 3.762,38
19.09.2017	Current account	0100		20170619-OBXK30V	CZK
				20170619-OBXK30V	Domestic

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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 choosing other criteria in introductory table and clicking on **Display**. Click on **Delete** 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

From Account:

Partner's Account Number: Bank Code:

Payment Type:

Transaction Type:

Period:

Date from: Date to:

Amount from: to:

Variable Symbol: Constant Symbol:

Specific Symbol:

Print

Clear

Submit

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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Today's Turnovers

Client's Account:

Counterparty's account number: Counterparty bank code:

Payment type:

Transaction Type:

Amount from: Amount to:

Variable Symbol: Constant Symbol:

Specific Symbol:

Print

Clear

Submit

Date of Entry	Client's Account	Counterparty's Account Number	VS	Transaction Information	Amount
Value Date	Account Type	Counterparty's Bank Code	CS		Currency
		Counterparty's Account Name	SS		Transaction Type
No records					

Export XML

Export CSV

If transactions are performed today they can be sorted and exported in the same way as cleared transactions (see point 4.1.).

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.

Today's Turnovers

Client's Account:

Counterparty's account number: Counterparty's bank code:

Payment type:

Transaction Type:

Amount from: Amount to:

Variable Symbol: Constant Symbol:

Specific Symbol:

4.3. Card transactions

In the option **Card Transactions** 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.

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Card Transactions

Card number:

Period:

Date from: Date to:

Amount from: Amount to:

Date of Transaction	Card number	Client's Account	Account type	Payment Information	Amount	Currency	Transaction type
No records							

If you require a different view of card transactions (for example for selected payment card only), they can be sorted and exported in the same way as cleared transactions (see point 4.1.) with a smaller range of selection criteria.

Card Transactions

Card number:

Period:

Date from: Date to:

Amount from: Amount to:

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: <ul style="list-style-type: none"> • 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).

At a time when the Bank receives the transaction for clearing, they will be removed from the list of card transactions 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.](#)).