

iPKO biznes
Administrator's
Guide



Bank Polski

1. GLOSSARY

Client – an entity that entered into e-banking agreement with the Bank.

User – a representative entitled to use e-banking services, that is a person appointed by an Account Holder, who is entitled to access and use accounts in the configuration defined by an Account Holder.

Administrator – a person appointed by an Account Holder for the purpose of managing User rights on the side of an Account Holder or if the function of parametrisation of User rights specified by an Account Holder is entrusted to PKO BP SA, the administrator should be a person appointed by an Account Holder, who has a right to review context data.

Context – a set of accounts and list of Users entitled to use such accounts in iPKO biznes.

Dictionary Data – the data configured by the Administrator, that define relations in iPKO biznes system, that is: signature classes, account rights schedules, service rights schedules, transaction signing schedules.

Account/Service Right Schedule – a schedule containing a list of rights (to accounts, to services) defined in the system. The Administrator may create on Account Rights Schedules or use default Account Schedules in the service: fill access, creating person, signing person, review.

Signature class – name of a User or Users on the bases of which the transaction signing schedule is established. In the Service there are four default signature classes: Director, Manager, Accountant, CEO. Own signature classes may be also created.

Transaction Signing Schedule – a schedule that facilitates defining what Users, in what relationships and up to what amount may authorise transactions on an account to which a transaction signing schedule is assigned.

2. GENERAL ASSUMPTIONS

In order to use iPKO biznes e-banking services it is necessary to:

1. sign an appendix to the current/subsidiary account agreement concerning use of iPKO biznes e-banking services,
2. sign a form entitled “Activation/Deactivation/Modification of Access to iPKO biznes”,
3. sign “Identification cards” for Users who have not used the Bank's services previously,
4. collect certification tools and sign “Confirmation of password collection”,
5. remember User ID,
6. have the access configured by a person appointed by an Account Holder as the Administrator (without such configuration, Users will have no access to accounts even if they have logged in), and at the request of an Account Holder it is possible that the Bank takes over the function of administering User rights and parametrising iPKO biznes system, including the first system parametrisation. A takeover of the parametrisation by the Bank requires a specific request to be submitted in the Bank.

An Account Holder has to specify at least one User who is going to have the rights of the Administrator in the iPKO biznes system. In case of access configuration and administration of rights by the Bank, the Administrator on the Company's side will have an access to information on the Context Data only.

This manual has been prepared for a person appointed by an Account Holder as the Administrator and it discusses individual activities that should be performed in order to configure an access to iPKO biznes. The Administrator's tasks are as follows:

1. Creation of Signature Classes.
2. Creation of specific Account Right Schedules.
3. Creation of specific Service Right Schedules.
4. Creation of Transaction Signing Schedules.
5. Assignment of Signature Classes and Service Right Schedules to Users,
6. Assignment of Transaction Signing Schedules to Agreements and Service Right Schedules to Users,
7. Assignment of Transaction Signing Schedules to Services.
and
8. Defining names of accounts
9. Specifying restrictions of access to iPKO biznes system,
if necessary,

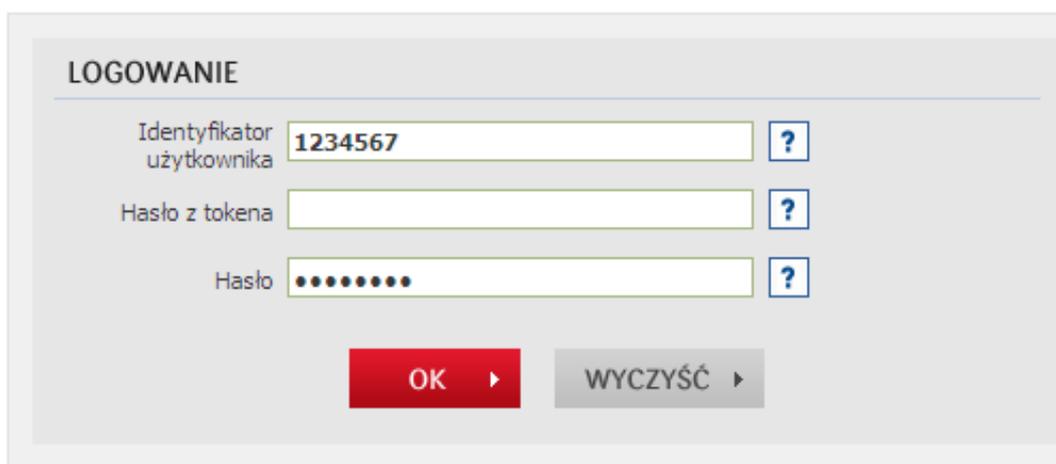
The rights and schemes granted as provided above make it possible to reflect the actual relationships in the company in the iPKO biznes system. Thanks to that, transactions on an account may be ordered by a person who is duly authorised to do it. The accomplishment of all activities described above will enable the use of iPKO biznes system by other Users. A access configuration may be commenced by the Administrator after logging into iPKO biznes system.

3. LOGGING IN

3.1. FIRST LOGGING IN

In order to use the services of iPKO biznes, you should type www.ipkobiznes.pl in your Internet search engine. The following entries will appear on the log-in screen:

- **User ID** – you should type in the number provided to you by the Bank's employee,
- **Password from a security token** – this field should be left empty,
- **Password** – you should type in the first log-in password (access password) provided to you while signing the agreement, then confirm it with OK button.



LOGOWANIE

Identyfikator użytkownika ?

Hasło z tokena

Hasło ?

OK ▶ **WYCZYŚĆ** ▶

Then a User is asked to activate the security token. This action requires an answer from the security token for a given action code. In the next step a User will be asked to change the first log-in password to his/her own Password. Access passwords are typed in the fields in a hidden form.

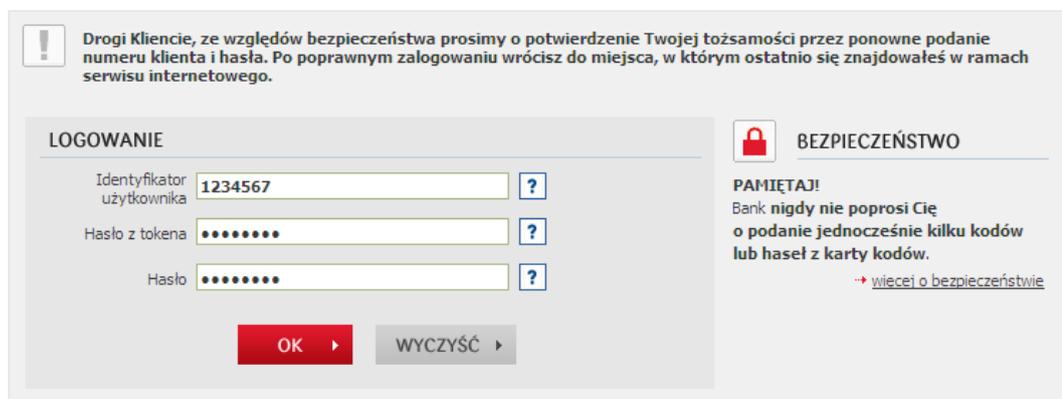
NOTE! The User ID and Password are also used for activation of a phone service. You should call the INFOLINE in order to activate the phone service.

3.2. NEXT LOGGING IN

While logging into iPKO biznes for the next time, a User should type in:

- **User ID** – a number given by the Bank's employee,
- **Security token password** – a password generated by a security token,
- **Password** – individual password,

and then confirm them with OK button.



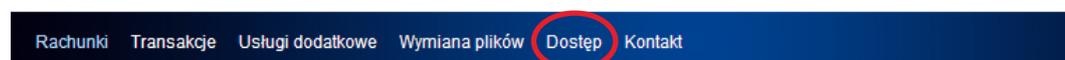
4. ACCESS CONFIGURATION

Access configuration may be performed in a few ways. The first one is a definition of the Dictionary Data that is Signature Classes, Account Right Schedules, Service Right Schedules and Transaction Signing Schedules and then assigning these data to respective Users/ Agreements.

NOTE! The configuration processes should be completed with a verification of correct granting of all authorisations.

After you log into iPKO biznes service, you can see a menu called "Accounts" (Rachunki) with information that there are no open accounts, deposits, credits. Such information is visible only after the configuration is completed.

To start configuration, the Administrator should go to the menu called "Access" (Dostęp).



Then individual menus related to access configuration will be displayed on a screen. The configuration should start from the level of submenu called “Context Data” (Dane kontekstu).



4.1. CONTEXT DATA

Here one can find the information on the context, a list of agreements in the context, a list of services in the context and list of Users in the context. If the Administrator is authorised to handle more than one context in the Internet service, he/she should have a possibility to choose contexts from a roll-out list in the upper right corner (a context is changed after function “Change” (Zmień) is selected).

When submenu called “Context Data” is selected, the following information will be displayed on the screen:

Dane kontekstu		Dostępne operacje: → []
Identyfikator kontekstu	1051	
Nazwa kontekstu	ELSS'A → Zmień	
Numer firmy	48810340	

Lista umów w kontekście		Dostępne operacje: → Zmień schemat podpisywania operacji aru
Umowa	Schemat podpisywania operacji	
PKOBP Oddział 56 w Warszawie ul.Bagatela 15, 00-586 Warszawa		
<input type="checkbox"/> Umowa do rachunku: 04102055610000300200075572		→ Szczegóły → Zmień schemat podpisywania operacji → Zmień schemat uprawnień

Lista usług w kontekście		Dostępne operacje: → Zmień schemat podpisywania operacji
Usługa	Schemat podpisywania operacji	
Zarządzanie bazą kontrahentów	-	→ Szczegóły
Wymiana plików		→ Szczegóły → Zmień schemat podpisywania operacji

Lista użytkowników w kontekście

Dostępne operacje: → [Zmień klasę podpisu grupowo](#) → [Zmień schemat uprawnień do usług grupowo](#)

	Identyfikator użytkownika	Nazwa użytkownika	Klasa podpisu	Administrator	Schemat uprawnień do usług	
<input type="checkbox"/>	1004718	MORTEN SWETER	Brak	TAK, może zmieniać własne uprawnienia	Brak	→ Szczegóły → Zmień klasę podpisu → Zmień uprawnienia do usług
<input type="checkbox"/>	27074767 (1004737)	SKIEN TELEMARK	Brak	TAK, może zmieniać własne uprawnienia	Brak	→ Szczegóły → Zmień klasę podpisu → Zmień uprawnienia do usług
<input type="checkbox"/>	1004756	JÓZEF JAROSZ	Brak	TAK	Brak	→ Szczegóły → Zmień klasę podpisu → Zmień uprawnienia do usług

4.2. CREATING SIGNATURE CLASSES

The Administrator should create Signature Classes that will be used during the next configuration steps to define Transaction Signing Schedules. Signature Classes are used in relation to group Users in order to define simple transaction signing rules applicable in the company. As a standard, there four Signature Classes defined in iPKO biznes system:

- Director,
- Manager,
- Accountant,
- CEO.

The Administrator may add another Signature Class. Another signature class may be defined after function “Add Signature Class” (Dodaj klasę podpisu) is selected.

Rachunki Transakcje Usługi dodatkowe Wymiana plików Dostęp Kontakt iPKO Wyloguj

Kanały dostępu
Dane kontekstu

→ Klasy podpisu

- Schematy uprawnień do rachunków
- Schematy uprawnień do usług
- Schematy podpisywania operacji
- Nazwy rachunków
- Zarządzanie dostępem
- Dane osobowe

Lista klas podpisu

Dostępne operacje: → [Dodaj klasę podpisu](#)

Nazwa klasy podpisu	Dodaj klasę podpisu	Użytkownicy	
Dyrektor			→ Zmień nazwę → Usuń
Kierownik			→ Zmień nazwę → Usuń
Księgowy			→ Zmień nazwę → Usuń
Prezes			→ Zmień nazwę → Usuń

A new Signature Class will be added to the list of Signature Classes in the “Context Data”. Moreover, in case of all Signature Classes visible in the “List of Signature Classes” (Lista klas podpisu), it possible to change a name or delete a given Class from the list.

4.3. CREATING ACCOUNT RIGHT SCHEDULES

The Administrator should create Account Right Schedules using the list of available rights:

a. Account data:

- Account details,
- Review of a current balance and amount of free funds on the account,
- Review of a history of the account,
- Export, statements, printing transactions made on the account,
- File reports,
- Faxing a history of the account,
- Reviewing unsettled transactions on the account,
- Reviewing list of pending/ cancelled/ rejected transactions,

b. Term deposits:

- Reviewing a list of term deposits,
- Details of term deposits,
- Opening a deposit,
- Changing parameters of a deposit and managing automatic deposit sessions,
- Cancelling a deposit,

c. Payments and standing orders:

- List and details of payments,
- Creating, modifying and deleting of payments,
- Executing payments,
- List and details of standing orders,
- Creating, modifying and deleting of standing orders,

d. Ordering transactions:

- Ordering a one-off ordinary wire transfer,
- Ordering a transfer between own accounts,
- Ordering a transfer to a Tax Office,
- Ordering a transfer to the Social Insurance Institution,
- Cancelling a pending transfer,
- Ordering a transfer abroad,
- Releasing authorised transactions.

As a standard, there are four Account Rights Schedules available in iPKO biznes system:

- Full access,
- Creating person,
- Signing person,
- Review.

NOTE! The Schedule prepared by the Bank that is called “Full access” does not include the right of “File reports” .

The Administrator may create an own right schedule. To do so it is necessary to use function called “Add a new Account Right Schedule” (Dodaj nowy schemat uprawnień do rachunków).



Rachunki Transakcje Usługi dodatkowe Wymiana plików Dostęp Kontakt

iPKO Wyt

Kanały dostępu
Dane kontekstu
Klasy podpisu
Schematy uprawnień do rachunków
Schematy uprawnień do usług
Schematy podpisywania operacji
Nazwy rachunków
Zarządzanie dostępem
Dane osobowe

Lista schematów uprawnień do rachunków

Dostępne operacje: [Dodaj nowy schemat uprawnień do rachunków](#)

Dodaj nowy schemat uprawnień do rachunków		
Id schematu uprawnień		
3773	Pełny dostęp	Szczegóły Zmień Usuń
3774	Tworzący	Szczegóły Zmień Usuń
3775	Podpisujący	Szczegóły Zmień Usuń
3776	Podgląd	Szczegóły Zmień Usuń

While defining a new Account Right Schedule, the Administrator should specify a set of rights in iPKO that may be executed by a User to whom such schedule will be assigned.

NOTE! Opening, modification or cancelling of a term deposit are not subject to the Transaction Signing Schedule. In order to do this, a User must have respective authorisation.

The consequences of launching certain functions in the Account Right Schedule:

- Account data – marking of this box causes filling in of boxes below the box entitled “Review of a list of pending/cancelled/rejected transactions”.
- Account details – a User with such rights may view such details of an account as: a branch office with which an account is held, interest rate, names of Clients and type of relationship of the Clients entitled to an account, frequency of bank statements and the date of the bank statement.
- Review of a current account balance and free funds on an account - thanks to this function a Client may see the current book balance and volumes of funds that are available at a specific account and a currency of such account.
- Review of account history – a Client may review on history of selected transactions on a given account (available after an entry in to “Accounts” (Rachunki)) from the top menu and then the “Account History” (Historia rachunku) from the left menu), and he/she may also order a document containing searched transactions in format Excel, PDF, CSV, HTML, XML. This function is necessary to launch function called “File Reports” and “Faxing an Account History”.
- Exporting, statements, printing of operations on an account – thanks to this function one may order, download and print statements in PDF format. The process of providing e-statements in iPKO biznes system will be described in detail below.
- File reports – marking of this box enables ordering and downloading daily reports in MT940 format (NOTE! In reports generated in MT940 format, the Bank does not provide information on a given payment instruction in regard to an amount of the original transaction, currency of the original transaction, foreign exchange rate, amount and currency of settlement), Elixir or Kontakt. Such reports facilitate cooperation with financial and accounting systems. They contain, for instance information on PKO Virtual Accounts for selected account on a specified day. Below you may find the information on how to configure the context in order to provide access to this function to Clients.

NOTE! A Client who is willing to use this function must switch on the window entitled “Review of account history”.



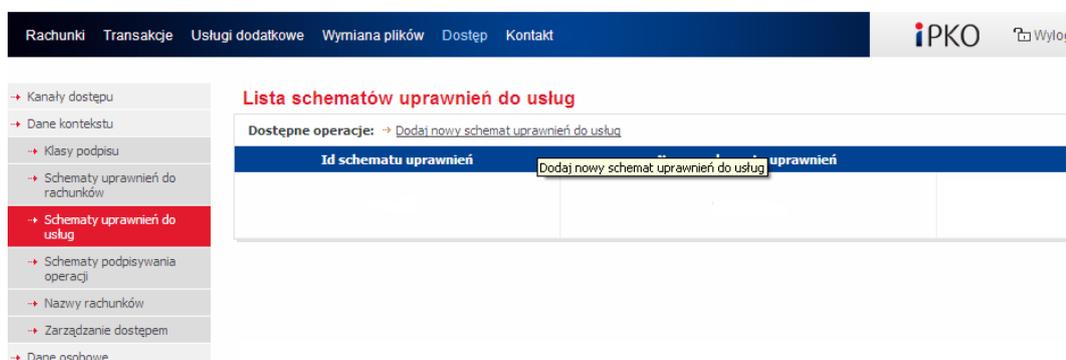
- Faxing a history – respective transaction found in the “Account History” may be faxed individually. This function is working only when the window entitled “Review of account history” is switched on.
- Review of unsettled transactions on an account – this function is available after entering from the main menu entitled “Accounts” and then from the left menu called “Unsettled funds”.
- “Review of a list of pending/cancelled/rejected transactions” – the function is available after “Transactions” are selected from the main menu.
- Term deposits – marking of this box causes filling in of boxes up to “Early termination of a deposit”.
- Review of a list of term deposits – thanks to this function one may review deposits available within the context.
- Details of term deposits – A User who has rights to view details of a deposit may obtain information on, for instance, a number and name of deposit account, book balance, duration of a deposit, opening and expiration dates, the next day of interest accrual and interest rate of a deposit.
- Opening of a deposit – A User who has an access to this function may open a deposit through iPKO biznes system.
- Changing parameters of a deposit and managing automatic deposit sessions – this function makes it possible to change the way of disposing with interests or funds after a deposit expires or to change automatic deposit sessions. It is also possible to make changes in regard to renewals of deposits.
- Early termination of a deposit – this function enables a withdrawal of funds from a deposit before its contractual final date. It is related to a loss of all of a part of the interests due.
- Payments and standing orders – marking of this box causes filling in of the boxes below up to the box for “Creating, modifying and deleting payments”.
- NOTE! Payment is a money transfer form in which payer's account and recipient are fixed.
- List and details of payments – A User with such authorisation can see a list of defined payments together with names of payments, number of debited account, recipient data and purpose of payment. A User cannot, however, modify, create or delete a payment.
- Creating, modifying and deleting payments – it requires a signature and respective rights to the account on which a payment is defined, which means at least the rights of “Creating, modifying and deleting payments” and “List and details of payments”.
- Execution of payments – an execution of defined payments DOES NOT REQUIRE a signature, although it requires respective account rights, that is at least rights of “Execution of payments” and “List and details of payments”.
- List and details of standing orders – a list of standing orders presents all standing orders defined in electronic access channels and submitted in a branch office. The following information is presented in the list: recipient data, number of an account from which an order is executed, description of an order and an amount. Moreover, the “Details of a standing order” include a purpose of an order and a calendar of executions of an order.
- NOTE! Standing orders related to payments to tax offices and the Social Insurance Institution are not presented in the Internet service.
- Creating, modifying and deleting a standing order – creating, modifying and deleting a standing order requires a signature and respective account rights, that is at least rights of “List and details of standing orders” and “Creating, modifying and deleting standing orders”.
- **NOTE!** It is not possible to modify standing orders for variable amounts, submitted in the office branches of PKO BP, that refer to payments of invoices sent directly to the bank. In case of them it is only possible to review “Details of a standing order”.

- Ordering a transaction – marking of this box causes filling in of the boxes below up to box named “Releasing authorised transactions”. It is possible to configure iPKO biznes in a way that would separate persons who created wire transfers from persons who create and sign wire transfers from persons who sign wire transfers only.
- Ordering a one-off ordinary wire transfer – a transfer order may be placed any time.
- Ordering a transfer between own accounts – it is a quick transfer of funds between own accounts held with PKO BP.
- Ordering a transfer to a Tax Office – A User with such rights may execute transfers to a Tax Office.
- Ordering a transfer to the Social Insurance Institution – A User with such rights may execute transfers to the Social Insurance Institution.
- Cancelling a pending transfer – this function requires respective account rights, that is at least the rights named “Cancelling a pending transfer” and “Review of a list of pending/cancelled/rejected transactions”. While selecting option “Transactions” from the top menu, a User may search transactions “Waiting for execution” or “Waiting for registration” and cancel them.
- Ordering a transfer abroad – Having selected “Transactions” – “Foreign Currency Disbursement Order”, a User with such rights may order a transfer abroad (in foreign currency or in PLN) but also search the history of orders of transfers abroad.
- **NOTE!** In iPKO biznes system, in case of disbursement orders sent to the EEA, a payment shall not be executed if no BIC code or a wrong BIC code of the beneficiary bank or no or wrong beneficiary bank IBAN account number (or NRB in case of payments to other domestic banks) are provided.
- Releasing authorised transactions – A User with such rights may release authorised transactions.
- A new Account Right Schedule will be added to the list of available Account Right Schedules.

4.4. CREATION OF SERVICE RIGHT SCHEDULES

A Service Right Schedule defines rights/activities that may be executed by a given User in iPKO biznes within the scope of services.

In iPKO biznes system there are no pre-defined Service Right Schedules. In order to define them, the Administrator creates a new schedule on his/her own, depending on the scope of activities that are to be performed by a User in iPKO biznes system.



Rachunki Transakcje Usługi dodatkowe Wymiana plików Dostęp Kontakt

iPKO Wylot

→ Kanaly dostępu
→ Dane kontekstu
→ Klasy podpisu
→ Schematy uprawnień do rachunków
→ Schematy uprawnień do usług
→ Schematy podpisywania operacji
→ Nazwy rachunków
→ Zarządzanie dostępem
→ Dane osobowe

Lista schematów uprawnień do usług

Dostępne operacje: → Dodaj nowy schemat uprawnień do usług

Id schematu uprawnień	Dodaj nowy schemat uprawnień do usług	uprawnień

In iPKO biznes system it is possible to define rights to two services:

1. Counterparty base management:
 - Creating, modifying and deleting a counterparty.
2. File exchange:
 - Sending files (micro accounts),
 - Sending files (prepaid cards),
 - Sending files (mass payments),
 - Sending files (other types),
 - Receiving files (micro accounts),
 - Receiving files (prepaid cards),
 - Receiving files (mass payments),
 - Receiving files (other types).

The service of “Counterparty base management” enables a creation (including import), modification and deletion of counterparties. No rights for such service means that a User may review a counterparty base and use it without a possibility to manage it. A Transaction Signing Schedule is **not** assigned to “Counterparty base management”, since base management does not require an authorisation.

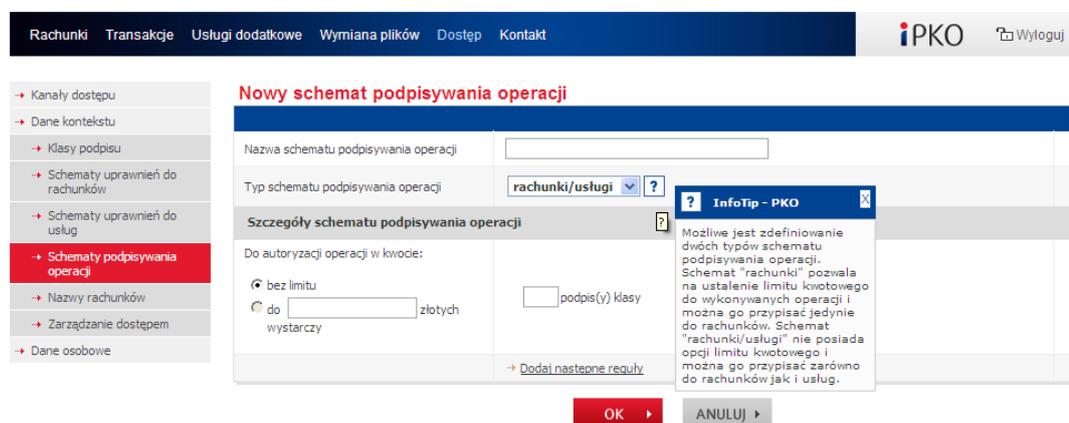
“File exchange” service is not related to an access to an account. The exchange file function provides a User with access to all files sent and received within the scope of the whole context. “File exchange” service enables sending and receiving files to and from the Bank. A Transaction Signing Schedule is assigned to the “File exchange” service, but **it is not possible to set a transaction limit** within a Transaction Signing Schedule.

4.5. CREATING TRANSACTION SIGNING SCHEDULES

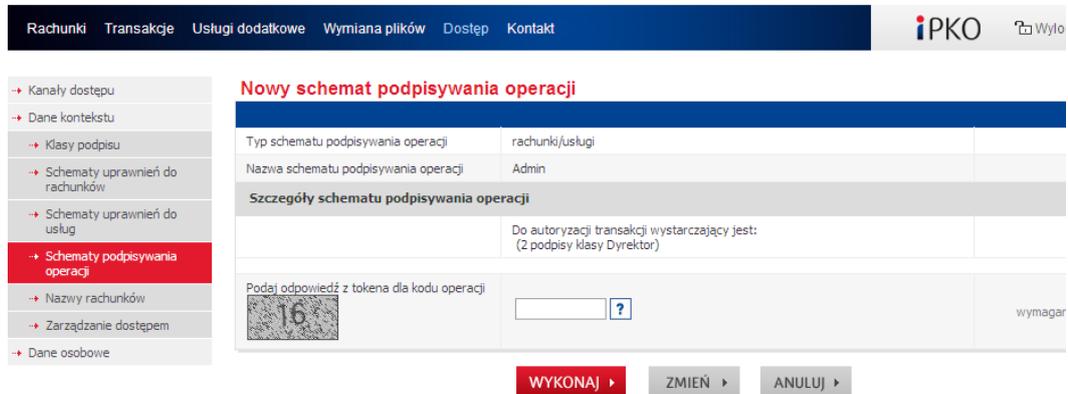
A Transaction Signing Schedule defines who and under what conditions may authorise a transaction ordered on a given account. Signature Classes, that have been created earlier, are used to create a Transaction Signing Schedule.

Within the scope of this activity, the Administrator is required to specify a formula expected in case of signing transactions through a formulation of a rule, for instance – two signatures, including for instance a Director, are required to authorise transactions up to PLN 1,000,000.

In order to create a Transaction Signing Schedule, you should select function “Add a new Transaction Signing Schedule”.



Below there is a confirmation of rules entered within a given Schedule for the purpose of authorisation:



It is possible to change a name of each Transaction Signing Schedule or delete it from a list of Schedules.

4.6. ASSIGNING OF SIGNATURE CLASSES TO USERS

Signature classes that have been created earlier should be assigned to individual Users. Assignment of Signature Classes is located in submenu "Context data" (Dane kontekstu). The first screen of this submenu shows for instance "List of users in the context". Signature Classes may be assigned to groups or individually.

4.6.1. GROUP ASSIGNING OF SIGNATURE CLASSES TO USERS

If there is a group of Users who are to have the same Signature Class, you are recommended to use the option of group assigning of signature classes to Users.

In order to assign the same signature class to a group of Users, you should mark individual persons on the first screen in the "List of Users in the contexts" and then select function "Change a signature class for a group".

Lista użytkowników w kontekście

Dostępne operacje: Zmień klasę podpisu grupowo Zmień schemat uprawnień do usług grupowo						
	Identyfikator użytkownika	Nazwa użytkownika	Klasa podpisu	Administrator	Schemat uprawnień do usług	
<input checked="" type="checkbox"/>	1004718	MORTEN SWETER	Brak	TAK, może zmieniać własne uprawnienia	Brak	<ul style="list-style-type: none"> → Szczegóły → Zmień klasę podpisu → Zmień uprawnienia do usług
<input checked="" type="checkbox"/>	27074767 (1004737)	SKIEN TELEMARK	Brak	TAK, może zmieniać własne uprawnienia	Brak	<ul style="list-style-type: none"> → Szczegóły → Zmień klasę podpisu → Zmień uprawnienia do usług

A signature class for selected Users should be selected from a roll-out list.

Rachunki Transakcje Usługi dodatkowe Wymiana plików Dostęp Kontakt iPKO

Zmiana klasy podpisu klienta grupowo

Lista użytkowników	1004718 - MORTEN SWETER 27074767 (1004737) - SKIEN TELEMARK	
Klasa podpisu	<div style="border: 1px solid black; padding: 2px;"> Wybierz ▾ Wybierz Dyrektor Kierownik Księgowy Prezes </div>	wym

OK ANULUJ

- > Kanaly dostępu
- > Dane kontekstu**
- > Klasy podpisu
- > Schematy uprawnień do rachunków
- > Schematy uprawnień do usług
- > Schematy podpisywania operacji
- > Nazwy rachunków
- > Zarządzanie dostępem
- > Dane osobowe

4.6.2. INDIVIDUAL ASSIGNING OF SIGNATURE CLASSES TO USERS

If a User is to have a separate Signature Class, you should use an option of individual assigning of Signature Classes:

- act like in case of group assigning of Signature Classes, but select one User only,
- or
- select a given person on the first screen of submenu named “Context Data” in the “List of Users in the contexts” and then select function “Change signature class”.

On the next screen you should select a respective signature class from a roll-out list.

Rachunki Transakcje Usługi dodatkowe Wymiana plików Dostęp Kontakt iPKO

Zmiana klasy podpisu użytkownika

Identyfikator użytkownika	1004718	
Nazwa klienta	MORTEN SWETER	
Administrator	TAK, może zmieniać własne uprawnienia	
Klasa podpisu	Prezes ▾	wym

OK ANULUJ

- > Kanaly dostępu
- > Dane kontekstu**
- > Klasy podpisu
- > Schematy uprawnień do rachunków
- > Schematy uprawnień do usług
- > Schematy podpisywania operacji
- > Nazwy rachunków
- > Zarządzanie dostępem
- > Dane osobowe

Assignment of signature classes is an activity that requires a signature.

4.7. ASSIGNING OF SERVICE RIGHT SCHEDULES TO USERS

Service Right Schedules that have been created earlier should be assigned to individual Users. Assignment of Service Right Schedules is located in submenu “Context data”. The first screen of this submenu shows for instance “List of users in the context”. Service Right Schedules may be assigned to groups or individually.

4.7.1. GROUP ASSIGNING OF SERVICE RIGHT SCHEDULES TO USERS

If there is a group of Users who are to have the same Service Right Schedule, you are recommended to use the option of group assigning of Service Right Schedules to Users.

In order to assign the same Service Right Schedule to a group of Users, you should mark individual persons on the first screen in the “List of Users in the contexts” and then select function “Change a Service Right Schedule for a group”.

Listy użytkowników w kontekście

Dostępne operacje: → Zmień klasę podpisu grupowo → **Zmień schemat uprawnień do usług grupowo**

	Identyfikator użytkownika	Nazwa użytkownika	Klasa podpisu	Administrator	Schemat uprawnień do usług
<input type="checkbox"/>	1004718	MORTEN SWETER	Brak	TAK, może zmieniać własne uprawnienia	Brak
<input type="checkbox"/>	27074767 (1004737)	SKIEN TELEMARK	Brak	TAK, może zmieniać własne uprawnienia	Brak

→ Szczegóły
→ Zmień klasę podpisu
→ Zmień uprawnienia do usług

Service Right Schedules for selected Users should be selected from a roll-out list.

Rachunki Transakcje Usługi dodatkowe Wymiana plików Dostęp Kontakt 

→ Kanaly dostępu
→ Dane kontekstu
→ Klasy podpisu
→ Schematy uprawnień do rachunków
→ Schematy uprawnień do usług
→ Schematy podpisywania operacji
→ Nazwy rachunków
→ Zarządzanie dostępem
→ Dane osobowe

Zmiana schematu uprawnień do usług grupowo

Lista użytkowników	1004718 - MORTEN SWETER 27074767 (1004737) - SKIEN TELEMARK	
Schemat uprawnień	<div style="border: 1px solid #ccc; padding: 2px;"> Wybierz <ul style="list-style-type: none"> <li style="background-color: #0056b3; color: white; padding: 2px;">Wybierz <li style="padding: 2px;">Brak uprawnień <li style="padding: 2px;">Podstawowy </div>	wym.

An assignment of Service Right Schedules to Users is an activity that requires a signature.

4.7.2. INDIVIDUAL ASSIGNING OF SERVICE RIGHT SCHEDULES TO USERS

If a User is to have a separate Service Right Schedule, you should use an option of individual assigning of Service Right Schedules:

- act like in case of group assigning of Service Right Schedules, but select one User only,
- or
- select a given person on the first screen of submenu named “Context Data” in the “List of Users in the contexts” and then select function “Change Service Right Schedule”.

Lista użytkowników w kontekście

Dostępne operacje: → Zmień klasę podpisu grupowo → Zmień schemat uprawnień do usług grupowo						
	Identyfikator użytkownika	Nazwa użytkownika	Klasa podpisu	Administrator	Schemat uprawnień do usług	
<input checked="" type="checkbox"/>	1004718	MORTEN SWETER	Brak	TAK, może zmieniać własne uprawnienia	Brak	Szczegóły Zmień klasę podpisu Zmień uprawnienia do usług

On the next screen you should select a respective Service Right Schedule from a roll-out list.

Rachunki Transakcje Usługi dodatkowe Wymiana plików Dostęp Kontakt
iPKO

- Kanaly dostępu
- Dane kontekstu
- Klasy podpisu
- Schematy uprawnień do rachunków
- Schematy uprawnień do usług
- Schematy podpisywania operacji
- Nazwy rachunków
- Zarządzanie dostępem
- Dane osobowe

Zmiana schematu uprawnień klienta do usług

Identyfikator użytkownika	1004718
Nazwa klienta	MORTEN SWETER
Uprawnienia domyślne dla usługi	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> Podstawowy </div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block; margin-left: 5px;"> Wybierz Brak uprawnień Podstawowy </div>

▶
ANULUJ ▶

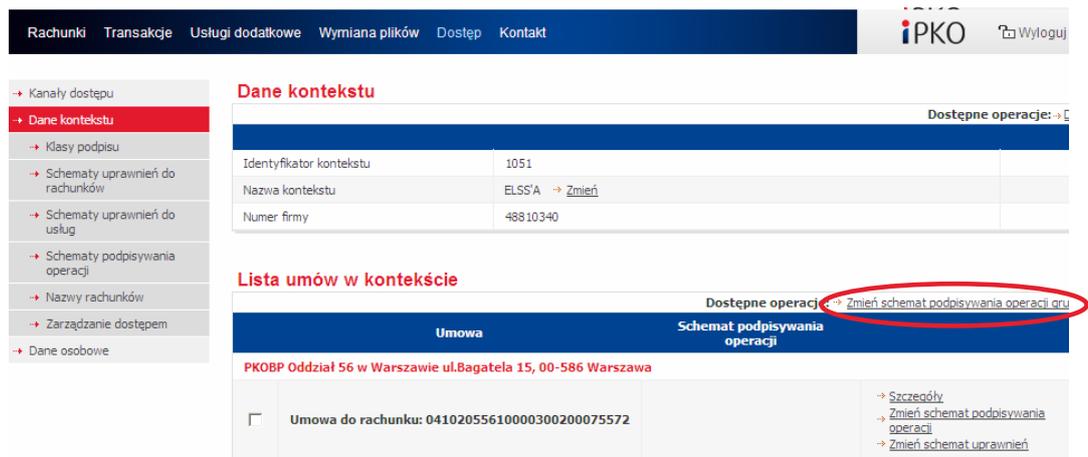
An assignment of Service Right Schedules to Users is an activity that requires a signature.

4.8. ASSIGNING OF TRANSACTION SIGNING SCHEDULES TO AGREEMENTS

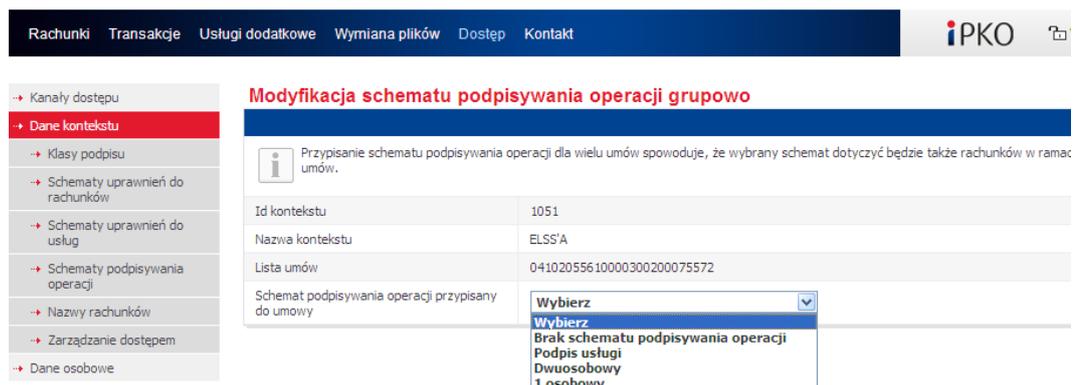
Transaction Signing Schedules that have been created earlier should be assigned to agreements (accounts). Their assignment is located in submenu “Context data”. Transaction Signing Schedules may be assigned to groups of agreements or individually.

4.8.1. GROUP ASSIGNING OF TRANSACTION SIGNING SCHEDULES TO AGREEMENTS

It is possible to assign a Transaction Signing Schedule to several agreements at the same time. In order to assign the same Transaction Signing Schedule to several or all accounts, in the submenu named "Context Data" in the "List of agreements in the contexts" you should mark such agreements related to an account to which the same Transaction Signing Schedule is to be assigned. Then select function "Change a Transaction Signing Schedule for a group".



On the next screen you should choose a Transaction Signing Schedule from a roll-out list and such Schedule shall refer to all accounts related to all agreements that have been marked earlier.



An assignment of Transaction Signing Schedules to agreements is an activity that requires a signature.

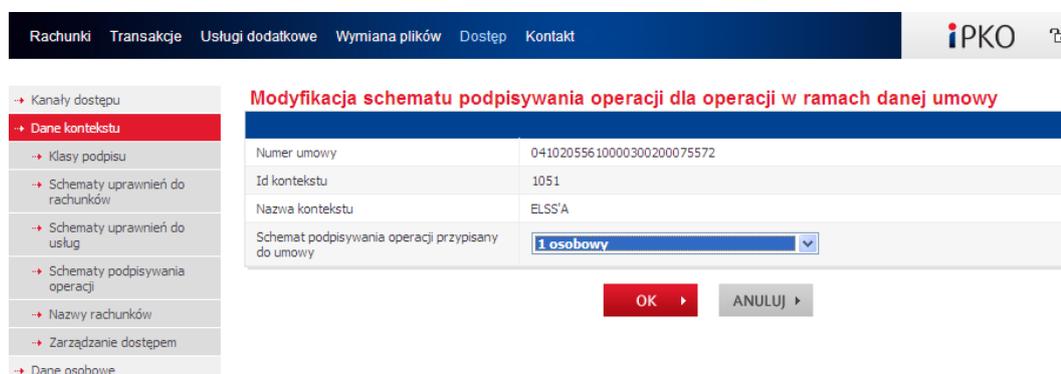
4.8.2. INDIVIDUAL ASSIGNING OF TRANSACTION SIGNING SCHEDULES TO AGREEMENTS

It is also possible to assign Transaction Signing Schedules individually to every agreement. This option enables an assignment of different Transaction Signing Schedules to individual Agreements (accounts).

To assign a Transaction Signing Schedule to one agreement, you should select a given agreement in the “List of agreements in the contexts” (on the first screen of submenu named “Context Data”) and then select function “Change Transaction Signing Schedule”.



On the next screen you should select a respective Transaction Signing Schedule from a roll-out list.



An individual assignment of Transaction Signing Schedules to Agreements is an activity that requires a signature.

4.9. ASSIGNING OF ACCOUNT RIGHT SCHEDULES TO USERS

Another step is an assignment of Account Right Schedules to User within the scope of individual Agreements. Account Right Schedules should be individually assigned to every agreement.

4.9.1. GROUP ASSIGNING OF ACCOUNT RIGHT SCHEDULES

If there is a group of Users who are to have the same rights to a given account, you are recommended to use the option of group assigning of rights.

In order to assign the same rights to a given agreement to a group of Users, you should find a given account on the first screen of submenu named “Context data” in the “List of Users in the contexts” and then select function “Change a Right Schedule”.

- Kanaly dostępu
- Dane kontekstu
- Klasy podpisu
- Schematy uprawnień do rachunków
- Schematy uprawnień do usług
- Schematy podpisywania operacji
- Nazwy rachunków
- Zarządzanie dostępem
- Dane osobowe

Grupowa modyfikacja schematu uprawnień

Przepisanie schematu uprawnień do umowy spowoduje, że wybrany schemat dotyczyć będzie także rachunków w ramach tej umowy.

Identyfikator kontekstu	1051
Nazwa kontekstu	ELSS'A
Numer firmy	48810340
Umowa do rachunku	04102055610000300200075572

Wybierz użytkownika

	Identyfikator użytkownika	Nazwa użytkownika	Schemat uprawnień	Administrator
<input type="checkbox"/>	1004718	MORTEN SWETER	Brak	TAK, może zmieniać własne uprawnienia
<input type="checkbox"/>	27074767 (1004737)	SKIEN TELEMARK	Brak	TAK, może zmieniać własne uprawnienia
<input type="checkbox"/>	1004756	JÓZEF JAROSZ	Brak	TAK
<input type="checkbox"/>	1004742	RAFAŁ FLIS	Brak	TAK, może zmieniać własne uprawnienia
<input type="checkbox"/>	1004761	GRZEGORZ FLIS	Brak	NIE

Wybierz schemat uprawnień

Schemat uprawnień Wybierz ▾

OK ▶
ANULUJ ▶

The required Right Schedule should be selected from a roll-out list.

A group assignment of Account Right Schedules within a given agreement is an activity that requires a signature.

4.9.2. INDIVIDUAL ASSIGNING OF ACCOUNT RIGHT SCHEDULES

If a User is to have a separate Account Right Schedule, you should use an option of individual right assignment:

- act like in case of group assigning of Account Right Schedules, but select one User only,
- or
- select a given person on the first screen of submenu named “Context Data” in the List of Users and then select function “Details”.

Wybierz użytkownika

	Identyfikator użytkownika	Nazwa użytkownika	Schemat uprawnień	Administrator
<input checked="" type="checkbox"/>	1004718	MORTEN SWETER	Raporty plikowe	TAK, może zmieniać własne uprawnienia
<input type="checkbox"/>	27074767 (1004737)	SKIEN TELEMARK	Pełny dostęp	TAK, może zmieniać własne uprawnienia
<input type="checkbox"/>	1004756	JÓZEF JAROSZ	Pełny dostęp	TAK
<input type="checkbox"/>	1004742	RAFAŁ FLIS	Raporty plikowe	TAK, może zmieniać własne uprawnienia
<input type="checkbox"/>	1004761	GRZEGORZ FLIS	Pełny dostęp	NIE

Wybierz schemat uprawnień

Schemat uprawnień	<div style="border: 1px solid black; padding: 2px;"> Wybierz Wybierz Brak uprawnień Pełny dostęp Tworzący Podpisujący Podgląd Raporty plikowe </div>	ANULUJ ▶
Oplaty Oprocentowanie Kursy walut	Kod BIC (Swift): BPKOPLPW	© 2008 PKO Bank Pols

On the next screen you should assign a respective account right schedule by means of the function “Change Right Schedule” that exists in case of every agreement.

4.10. ASSIGNING OF TRANSACTION SIGNING SCHEDULES TO SERVICES

Transaction Signing Schedules that have been created within the scope of the context should be assigned to services. Their assignment is located in submenu “Context data”. Transaction Signing Schedules may be assigned to services case by case only.

NOTE! In case of “Counterparty base management” there is no option of assigning Transaction Signing Schedules.

4.10.1. INDIVIDUAL ASSIGNING OF TRANSACTION SIGNING SCHEDULES TO SERVICES

Another step in the configuration is a case by case assignment of Transaction Signing Schedule to Services (to file exchange service).

To assign a Transaction Signing Schedule to Services, you should “File exchange” in the “List services in the contexts” (on the first screen of submenu named “Context Data”) and then select function “Change Transaction Signing Schedule”.

Lista usług w kontekście

Usługa	Schemat podpisywania operacji
Zarządzanie bazą kontrahentów	-
Wymiana plików	→ Szczegóły → Zmień schemat podpisywania operacji

On the next screen you should select a respective Transaction Signing Schedule from a roll-out list.

Rachunki Transakcje Usługi dodatkowe Wymiana plików Dostęp Kontakt iPKO

Modyfikacja schematu podpisywania operacji w ramach danej usługi

Id kontekstu	1051
Nazwa kontekstu	ELSS'A
Usługa	Wymiana plików
Schemat podpisywania operacji przypisany do usługi	Podpis usługi

OK ANULUJ

- Kanady dostępu
- Dane kontekstu**
- Klasy podpisu
- Schematy uprawnień do rachunków
- Schematy uprawnień do usług
- Schematy podpisywania operacji
- Nazwy rachunków
- Zarządzanie dostępem
- Dane osobowe

An individual assignment of Transaction Signing Schedules to Services is an activity that requires a signature.

After the steps described above have been executed, the configuration is completed. A summary of performed activities is seen in "Data Context" menu. At this stage you may print the information on configuration in a form of a "Request for Access Configuration" available from level "Access" → "Context Data" → "Available activities" → "Print".

Dane kontekstu

Dostępne operacje

Identyfikator kontekstu	1051	
Nazwa kontekstu	ELSS'A → Zmień	
Numer firmy	48810340	

4.11. NAMING ACCOUNTS

Naming accounts is not an obligatory element of a configuration but only an additional option at the stage of access configuration by the Administrator in a company.

Naming accounts in iPKO biznes facilitates their management and identification. It is convenient for Clients who have numerous accounts or need to group them additionally (e.g. PLN accounts, foreign currency accounts, payroll accounts).

NOTE! The same account name is seen by all Users. You may not name the same account differently depending on which User has logged in. Naming accounts is possible in submenu "Context Data" → "Account names".

4.12. ACCESS MANAGERMENTS

A possibility of restricting an access to iPKO biznes is not an obligatory element of a configuration but only an additional option at the stage of access configuration by the Administrator in a company.

In iPKO biznes system the Administrator of a Company's side or the bank's employee has a possibility to define IP addresses that may be used for logging in by specific Context Users. It means that logging in to a given context will not be possible from other IP addresses than specified by the configuring person at the stage of context parametrisation, and it is possible to define individual set-ups for users. Moreover, in iPKO biznes is possible to restrict time of context availability for specific Users. This function makes it possible to limit the access time for Users, that is access: during specific hours (from-to), specific days: working days, Saturdays, Sundays, public holidays.

In order to restrict an access to iPKO biznes you should select submenu named “Access management” in “Context data”. Then a list of IP numbers with an access to the context, list of Users with information on their current access (that is a specification of valid IP addresses that may be used by a User while logging into the system) and information on access to the system during specific time limits will appear on the screen.

Rachunki Transakcje Usługi dodatkowe Wymiana plików Dostęp Kontakt
iPKO [Wyloguj](#)

- Kanaly dostępu
- Dane kontekstu
- Klasy podpisu
- Schematy uprawnień do rachunków
- Schematy uprawnień do usług
- Schematy podpisywania operacji
- Nazwy rachunków
- Zarządzanie dostępem
- Dane osobowe

Lista IP z dostępem do kontekstu ?

Dostępne operacje: [D](#)

Identyfikator kontekstu	1051
Nazwa kontekstu	ELSS'A
Numer firmy	48810340
iPKO biznes dostępne z IP	bez ograniczeń → Zmień

Dostęp użytkowników

Identyfikator użytkownika	Nazwa użytkownika	Ustawienia dostępu
1004718	MORTEN SWETER	Domyślne dla kontekstu → Zmień
27074767 (1004737)	SKIEN TELEMAR	Domyślne dla kontekstu → Zmień
1004756	JÓZEF JAROSZ	Domyślne dla kontekstu → Zmień
1004742	RAFAL FLIS	Domyślne dla kontekstu → Zmień
1004761	GRZEGORZ FLIS	Domyślne dla kontekstu → Zmień

Clients who plan to ask the Bank to perform the parametrisation of iPKO biznes system, may print a “Request for configuration of access to iPKO biznes by the Bank – access restrictions” from iPKO biznes”.

4.12.1. ACCESS MANAGEMENT ACCORDING TO IP ADDRESSES

iPKO biznes enables makes it possible to restrict IP addresses that may be used to log in to company's context data. As a default set-up, no restrictions are imposed. In order to limit an access to the service to selected IP addresses or change the list if acceptable IP's, you should choose function “Change”.

Rachunki Transakcje Usługi dodatkowe Wymiana plików Dostęp Kontakt
iPKO [Wyloguj](#)

- Kanaly dostępu
- Dane kontekstu
- Klasy podpisu
- Schematy uprawnień do rachunków
- Schematy uprawnień do usług
- Schematy podpisywania

Lista IP z dostępem do kontekstu ?

Dostępne operacje: [D](#)

Identyfikator kontekstu	1051
Nazwa kontekstu	ELSS'A
Numer firmy	48810340
iPKO biznes dostępne z IP	bez ograniczeń → Zmień

When option “Change” is selected, details of access to the context will be displayed on the screen. At this stage you may specify IP addresses, that may be used for an access to iPKO biznes for a given context.

Rachunki Transakcje Usługi dodatkowe Wymiana plików Dostęp Kontakt iPKO

- Kanały dostępu
- Dane kontekstu
- Klasy podpisu
- Schematy uprawnień do rachunków
- Schematy uprawnień do usług
- Schematy podpisywania operacji
- Nazwy rachunków
- Zarządzanie dostępem**
- Dane osobowe

Modyfikacja dostępu do iPKO biznes z wybranych IP

Numer firmy: 48810340

Szczegóły dostępu do kontekstu

Dostęp do iPKO biznes ograniczony dla IP

brak ograniczeń
 Ograniczony do wskazanych IP

[Dodaj następne IP](#)

WYKONAJ **ANULUJ**

Moreover, it is also possible to specify IP addresses for specific Users by means of option “Change” next to the name of a given User.

Dostęp użytkowników

Identyfikator użytkownika	Nazwa użytkownika	Ustawienia dostępu	
1004718	MORTEN SWETER	Domyślne dla kontekstu	Zmień
27074767 (1004737)	SKIEN TELEMAR	Domyślne dla kontekstu	Zmień
1004756	JÓZEF JAROSZ	Domyślne dla kontekstu	Zmień
1004742	RAFAŁ FLIS	Domyślne dla kontekstu	Zmień
1004761	GRZEGORZ FLIS	Domyślne dla kontekstu	Zmień

In result of a selection of option “Change” IP addresses available for a given User will be displayed on the screen. When restrictions are implemented, logging into such context will be possible from specified IP addresses only. It is possible to enter 10 IP addresses.

Rachunki Transakcje Usługi dodatkowe Wymiana plików Dostęp Kontakt iPKO

- Kanały dostępu
- Dane kontekstu
- Klasy podpisu
- Schematy uprawnień do rachunków
- Schematy uprawnień do usług
- Schematy podpisywania operacji
- Nazwy rachunków
- Zarządzanie dostępem**
- Dane osobowe

Modyfikacja dostępu użytkownika

Identyfikator użytkownika: 1004718

Nazwa użytkownika: MORTEN SWETER

iPKO Biznes dla kontekstu dostępne z IP: bez ograniczeń

Szczegóły dostępu do kontekstu

Dostęp użytkownika do iPKO biznes

Domyślny dla kontekstu
 Ograniczony do wskazanych IP

[Dodaj następne IP](#)

WYKONAJ **ANULUJ**

4.12.2. ACCESS MANAGEMENT WITHIN SPECIFIED TIME LIMITS

In iPKO biznes system there is a function that makes it possible to restrict context availability for specific Users in time. Within the scope of this change it is possible to limit the access time for Users, that is access: during specific hours (from-to), specific days: working days, Saturdays, Sundays, public holidays. For this purpose you should select “Change” in case of a specific User.

Dostępność systemu

							Dostępne operacje: → Zmień grupowo
	Identyfikator użytkownika	Nazwa użytkownika	Godziny dostępności	Dni tygodnia	Dni ustawowo wolne od pracy	Status dostępu	
<input checked="" type="checkbox"/>	1004718	MORTEN SWETER	05:00 - 17:45	Brak ograniczeń	Brak ograniczeń	Aktywny	→ Zmień
<input type="checkbox"/>	27074767 (1004737)	SKIEN TELEMARK	05:00 - 17:45	Brak ograniczeń	Brak ograniczeń	Aktywny	→ Zmień
<input type="checkbox"/>	1004756	JÓZEF JAROSZ	Brak ograniczeń	Tylko dni robocze	Niedostępny	Aktywny	→ Zmień
<input type="checkbox"/>	1004742	RAFAŁ FLIS	Brak ograniczeń	Tylko dni robocze	Niedostępny	Aktywny	→ Zmień
<input type="checkbox"/>	1004761	GRZEGORZ FLIS	Brak ograniczeń	Brak ograniczeń	Brak ograniczeń	Aktywny	→ Zmień

Then a table will be displayed in the screen in order to define specific restrictions for such User.

Rachunki Transakcje Usługi dodatkowe Wymiana plików Dostęp Kontakt
iPKO

- Kanaly dostępu
- Dane kontekstu
- Klasy podpisu
- Schematy uprawnień do rachunków
- Schematy uprawnień do usług
- Schematy podpisywania operacji
- Nazwy rachunków
- Zarządzanie dostępem
- Dane osobowe

Zmiana dostępności iPKO biznes

Użytkownik	1004718 - MORTEN SWETER		
Godziny dostępu	<input type="radio"/> Brak ograniczeń <input checked="" type="radio"/> Tylko w godzinach Od <input type="text" value="05"/> : <input type="text" value="00"/> Do <input type="text" value="17"/> : <input type="text" value="45"/>		
Dni robocze	<input type="text" value="Brak ograniczeń"/>		
Sobota	<input type="text" value="Brak ograniczeń"/>		
Niedziela	<input type="text" value="Brak ograniczeń"/>		
Dni ustawowo wolne od pracy	<input type="text" value="Brak ograniczeń"/>		
Status dostępu	<input checked="" type="radio"/> Aktywny <input type="radio"/> Zablokowany do odwołania <input type="radio"/> Zablokowany Od <input type="text" value="2011-04-26"/> <input type="text" value="17"/> N Do <input type="text" value="2011-04-26"/> <input type="text" value="17"/> N 		

WYKONAJ
ANULUJ

A specific accessibility of iPKO biznes system for a few Users may be made by means of option “Change for a group”.

Dostępność systemu

							Dostępne operacje: → Zmień grupowo
	Identyfikator użytkownika	Nazwa użytkownika	Godziny dostępności	Dni tygodnia	Dni ustawowo wolne od pracy	Status dostępu	
<input checked="" type="checkbox"/>	1004718	MORTEN SWETER	05:00 - 17:45	Brak ograniczeń	Brak ograniczeń	Aktywny	→ Zmień
<input type="checkbox"/>	27074767 (1004737)	SKIEN TELEMARK	05:00 - 17:45	Brak ograniczeń	Brak ograniczeń	Aktywny	→ Zmień
<input type="checkbox"/>	1004756	JÓZEF JAROSZ	Brak ograniczeń	Tylko dni robocze	Niedostępny	Aktywny	→ Zmień
<input type="checkbox"/>	1004742	RAFAŁ FLIS	Brak ograniczeń	Tylko dni robocze	Niedostępny	Aktywny	→ Zmień
<input type="checkbox"/>	1004761	GRZEGORZ FLIS	Brak ograniczeń	Brak ograniczeń	Brak ograniczeń	Aktywny	→ Zmień

5. DETAILED PROCEEDINGS RELATED TO PROVISION OF ACCESS TO SELECTED SERVICES

5.1. LAUNCHING OF THE “STATEMENTS” SERVICE

A possibility to download electronic statements in iPKO biznes is related to specific rights switched on by the company's Administrator. In submenu named “Account Right Schedules”, the Administrator selects function “Details” to verify if in case of a specific User the right of “Export, Settlement, Printing Activities on an Account” is in the Account Right Schedule assigned to him/her. If such option is not switched on, you should go back to option “Account Right Schedules” and select function “Change” next to the specified schedule.

Lista schematów uprawnień do rachunków

Dostępne operacje: → [Dodaj nowy schemat uprawnień do rachunków](#)

Id schematu uprawnień	Nazwa schematu uprawnień	
3773	Pełny dostęp	Szczegóły Zmień Usuń <input type="button" value="Szczegóły"/>

After function “Change” is selected, you should mark the function presented below.

- Kanały dostępu
- Dane kontekstu
- Klasy podpisu
- Schematy uprawnień do rachunków**
- Schematy uprawnień do usług
- Schematy podpisywania operacji
- Nazwy rachunków
- Zarządzanie dostępem
- Dane osobowe

Modyfikacja schematu uprawnień do rachunków

Id schematu uprawnień	3773	
Nazwa schematu uprawnień	Pełny dostęp	
Klienci korzystający ze schematu uprawnień		
Identyfikator użytkownika	Nazwa	Zakres
27074767 (1004737)	SKIEN TELEMARK	Umowa do rachunku: 04102055610000300200075572
1004756	JÓZEF JAROSZ	Umowa do rachunku: 04102055610000300200075572
1004761	GRZEGORZ FLIS	Umowa do rachunku: 04102055610000300200075572

Lista uprawnień

<input type="checkbox"/>	Dane rachunku	Dostęp <input type="checkbox"/>	Tworzenie <input type="checkbox"/>	Podpisywanie <input type="checkbox"/>
	Szczegóły rachunku	<input checked="" type="checkbox"/>		
	Podgląd aktualnego salda i stanu wolnych środków na rachunku	<input checked="" type="checkbox"/>		
	Przegląd historii rachunku	<input checked="" type="checkbox"/>		
	Eksport, wydruk, wydruk operacji na rachunku	<input checked="" type="checkbox"/>		
	Raporty plikowe	<input type="checkbox"/>		
	Wysłanie historii faksem	<input checked="" type="checkbox"/>		
	Przegląd transakcji nierozliczonych na rachunku	<input checked="" type="checkbox"/>		

Below there is a function of statements that is available on the level of “Accounts” → “Statements for a Client”, who has the option of “Export, Settlement, Printing Activities on an Account” switched on in the given Account Rights Schedule.

5.2. DISCLOSING FILE REPORTS

The function of **file reports** enables downloading of daily reports: Elixir, MT940, Kontakt. They facilitate a cooperation with financial and accounting systems. They contain a character string that may be easily imported and read by the majority of financial and accounting systems. It contains, for instance, information on SWRK activities, that is activities of the System of Counterparty Virtual Accounts for selected account on a specific day.

An access to file reports is managed by the company's Administrator, who defines respective rights. The administrator should switch in "File reports" right and "Reviewing account history" in the "Account Rights Scheme" for every User.

- Kanaly dostępu
- Dane kontekstu
- Klasy podpisu
- Schematy uprawnień do rachunków
- Schematy uprawnień do usług
- Schematy podpisywania operacji
- Nazwy rachunków
- Zarządzanie dostępem
- Dane osobowe

Modyfikacja schematu uprawnień do rachunków

Id schematu uprawnień		3773
Nazwa schematu uprawnień		<input type="text" value="Pełny dostęp"/>

Klienci korzystający ze schematu uprawnień

Identyfikator użytkownika	Nazwa	Zakres
27074767 (1004737)	SKIEN TELEMARX	Umowa do rachunku: 04102055610000300200075572
1004756	JÓZEF JAROSZ	Umowa do rachunku: 04102055610000300200075572
1004761	GRZEGORZ FLIS	Umowa do rachunku: 04102055610000300200075572

Lista uprawnień

<input type="checkbox"/>	Dane rachunku	Dostęp <input type="checkbox"/>	Tworzenie <input type="checkbox"/>	Podpisywanie <input type="checkbox"/>
	Szczegóły rachunku	✓		
	Podgląd aktualnego salda i stanu wolnych środków na rachunku	✓		
	Przegląd historii rachunku	✓		
	Eksport, wyciąg, wydruk operacji na rachunku	✓		
	Raporty plikowe	<input type="checkbox"/>		
	Wysłanie historii faksem	✓		
	Przegląd transakcji nierozliczonych na rachunku	✓		

NOTE! If the Administrator does not provide access to the "File Report" function in the "Right Schedule", the User will not see this function in the left side menu. The reports generated in MT940 format do not contain information related to a given payment order in regard to the amount of an original transaction, currency of original transaction, foreign exchange rate, amount and settlement currency.

6. PARAMETRISATION OF IPKO BIZNES BY THE BANK

At the Client's request it is possible for the Bank to take over the function of administering with User rights and parametrisation of iPKO biznes system, including the first parametrisation of the system.

7. SUPPORT OF IPKO BIZNES SYSTEM USERS

Automatic phone services of iPKO biznes is available at:

► **Serwis telefoniczny iPKO Biznes dla Korporacji i Samorządów**



801 36 36 36 * | numer dla dzwoniących w kraju

(+48) 61 855 94 94 * | numer dla dzwoniących w kraju, z zagranicy i z telefonów komórkowych

Serwis telefoniczny jest czynny **pon.-pt. godz. 8:00-18:00**

*fee charged according to the operator's fee schedule

Especially for our Corporate Clients we have established an e-mail address ipkobiznes@pkobp.pl to which you may send all requests or inquiries. We try to respond to all comments immediately