



Bank Polski

iPKO biznes -
ADMINISTRATOR MANUAL

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Glossary

Client – an entity that has entered into an agreement with the Bank for the use of electronic banking services.

User – a proxy authorized to use electronic banking services, that is to say, the person indicated by the Account Holder, authorized to access and use the accounts in the configuration specified by the Account Holder.

Administrator – A User acting on behalf of the Account Holder managing User Rights assigned by the Account Holder, or in the case of entrusting PKO Bank Polski SA with the function of parameterization of User rights indicated by the Account Holder - User indicated by the Account Holder having access to the view of the context data,

Context – a set of accounts and a User list entitled to use those accounts in iPKO biznes.

Dictionary data – administrator-configured data that defines relationships in the iPKO biznes system, that is to say, signature classes, account authorization schemes, service authorization schemes, transaction signing schemes.

Scheme of authorization for accounts / services – scheme with a list of authorizations defined in the system (to accounts, to services). An administrator can create his own authorization schemes or use the default authorization schemes on the site: full access, create, sign, view.

Signature class – based on signature classes a signature scheme is built. By default, there are four signature classes on the site: Director, Manager, Accountant, President. You can also create your own signature class. Signature classes are assigned to Users / administrators.

Transaction signing scheme – a scheme that defines the types of Users that can authorize transactions in the account to which the transaction signature scheme is assigned, their relationships and maximum amount of authorization.

General assumptions

Premises for using iPKO biznes banking:

- Signing a current / auxiliary agreement.
- Signing the form "Application for iPKO biznes".
- Signing "Identification Cards" by Users who have not used the Bank's services so far..
- Receiving authentication tools and signing "Tool collection receipt".
- Memorizing the User ID,
- Configuration of access by the person indicated by the Account Holder as the Administrator (without configuration of the system Users will not have access to the accounts after logging in). At the request of the Account Holder, the Bank may take over the administration of User rights and parameters of the iPKO biznes system, The first parameterisation of the system. Taking over the parameterization by the Bank requires submitting the appropriate form at the Bank.

The account holder must indicate at least one User who will have Administrator rights in the iPKO biznes system. In the case of access configuration and rights management by the Bank, the Administrator for the company will only have access to information about context data.

The Administrator's tasks include:

- (optional - there are default ones) Create signature classes.
- (optional - there are default ones) Create specific authorization schemes.
- Create specific Service Scheme authorizations.
- Create transaction signing schemes.
- Assign Signature Classes and authorization Schemes to Users,
- Assign transaction signatures schemes to accounts and authorization schemes to Users,
- Assign transaction signing schemes to the Services.
- (optional) activation of the waiting service,
- (optional) naming accounts and sorting settings,
- (optional) Parameterization of iPKO biznes access restriction, if required.

Execution of all activities described above will allow other Users to use the iPKO biznes system. To start the Administrator configuration log in to the iPKO biznes.

Log-in

First login

Key in <https://www.ipkobiznes.cz> adress to your browser to enjoy the iPKO biznes service.

User ID text field- key in the number given by the Bank worker and then press **Next**.

iPKO biznes EN

Login

User ID ?

Clear Next

News

2017-09-11
Nowe logowanie do iPKO biznes!

Obrazek bezpieczeństwa jest elementem zabezpieczającym logowanie i autoryzację w iPKO biznes. Użytkownik samodzielnie wybiera obrazek podczas logowania. Od 12 września br. obrazek pojawi się podczas każdego logowania i autoryzacji w iPKO biznes wraz z bieżącą datą i godziną logowania.

More

2017-09-11
Nowe funkcjonalności w iPKO biznes!

Uprzejmie informujemy, iż z dn. 12 września br. w nowym iPKO biznes udostępniono funkcjonalności: moduł Karty, Gotówka, Zarządzanie płynnością, Białe listy kontrahentów oraz Polecenia zapłaty. Więcej w przewodniku użytkownika.

2017-01-23
Uruchomienie usługi 3D-Secure dla kart PKO MasterCard Business Złota i Srebrna

Informujemy że z dniem 30 stycznia 2017 uruchomiona zostaje usługa 3D-Secure dla kart PKO MasterCard Business Złota i Srebrna wydanych klientom rynku korporacyjnego oraz MSP.

More

Help and security

Bezpieczne logowanie
Polityka prywatności
Ustawienia przeglądarki
Uwaga na fałszywe wiadomości
Zadbaj o bezpieczeństwo transakcji internetowych

After keying in the correct User ID number - you will be relocated to the next screen of the login process. Choose [Are you logging in for the first time?](#)

iPKO biznes EN

Login

Are you logging in for the first time?

Token password ?
Show characters

Password ?
Show characters Problem logging in?

Clear Log in

Back

News

2017-09-11
New iPKO Biznes Login!

Security Image is a new safety feature securing the logon and authorization in iPKO Biznes. The user individually chooses his Security Image during the logon. Since 12th of September 2017 the image with current date and time will appear during every logon and authorization in iPKO biznes.

More

2017-09-11
New iPKO biznes features!

We kindly inform that since 12th of September 2017 new iPKO biznes features will include Cards, Cash, Cash Management, Beneficiary White Lists and Direct Debit modules. More information can be found in the User Guide.

2017-01-23
The launch 3D Secure services for cards iPKO Mastercard Gold and Silver

Please be advised that with effect from 30 January 2017 is launched 3D-Secure service for card PKO MasterCard Business Gold and Silver issued to customers of the corporate market and MSP.

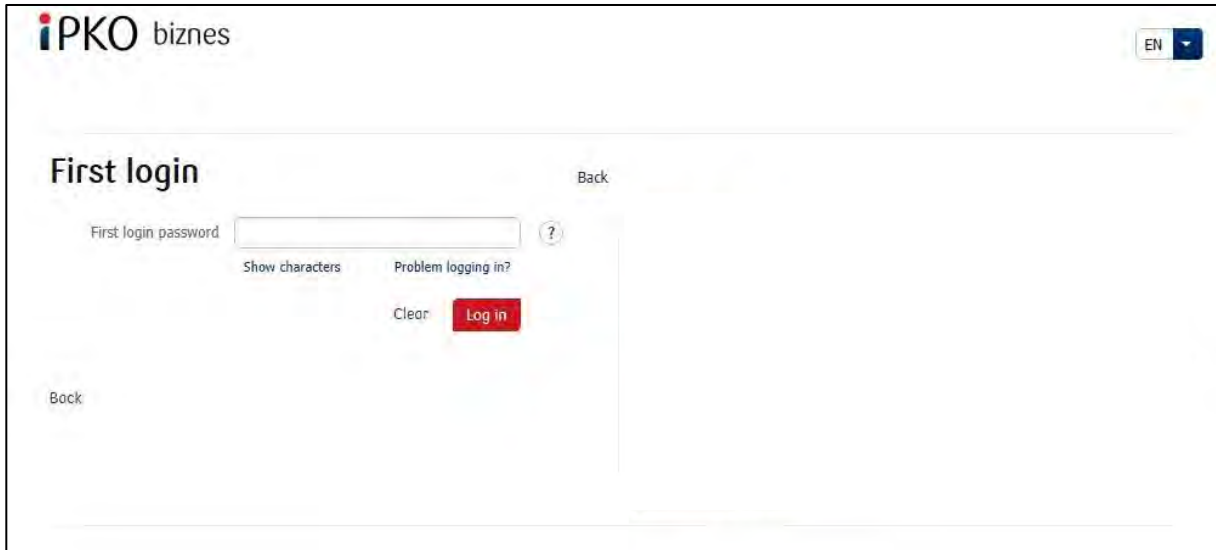
More

Help and security

Safe logging in
Privacy Policy
Browser settings
Attention to new threats on the Internet!
Safe transfers

Hotline (Monday to Friday 8:00 am -18:00 pm): CZ 800 022 676 option 1, PL +48 61 855 94 94, local charges shall apply.

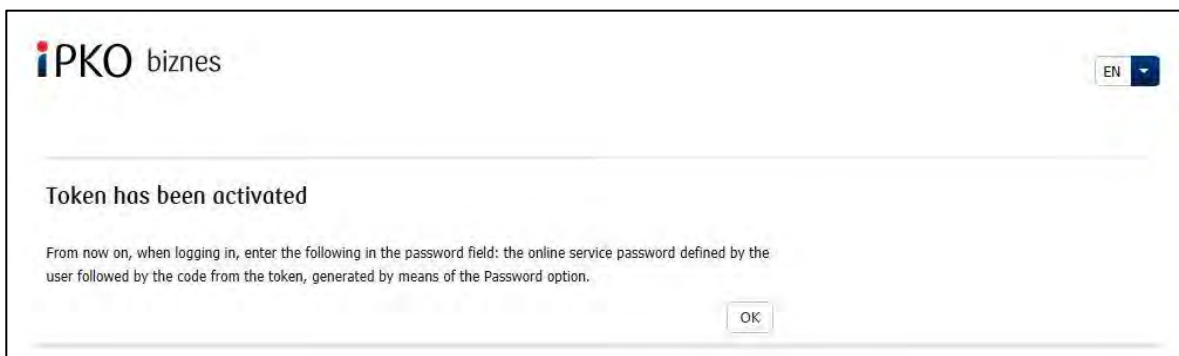
The **First login** screen will be presented. In the **First login password** text field key in the first login password (access password). This password was given to you by the Bank worker during signing the contract. Then press **Log in**.



After pressing the **Log in** button you will be asked to activate your token. Key in the answer from the token for asked operation number and then press **Execute**.




You will receive the confirmation that the token has been activated.



After pressing the **OK** button you will be relocated to the **Access password change** screen.

On **Access password change** screen fill in the following text fields:

- **First login password** repeat the first login password (access password). This password was given to you by the Bank worker during signing the contract.
- **New password** key in your new password, which should contain at least 8-16 alphanumeric signs (figure and/or letter and special characters: `!@#\$%^&*()_+~={}|;:','<>?'). The password cannot contain polish letters (eg.: "ł", "ś"). Attention, lower cases and upper cases are diversified.
- **Retype password** repeat your choosen password.



The image shows a web form titled "Access password change". It contains three input fields: "First login password", "New password", and "Retype password". Each field has a "Show characters" link below it and a help icon (question mark in a circle) to its right. At the bottom of the form, there are two buttons: "Clear" and "Log in". The "Log in" button is red and stands out.

After keying in the correct data and pressing **Log in** button you will receive the confirmation that the password has been changed.



The image shows a confirmation screen for the password change. At the top left is the "iPKO biznes" logo. At the top right is a language selector showing "EN" with a dropdown arrow. The main heading is "Access password change – confirmation". Below it, a message states "The password has been successfully changed." At the bottom center, there is a "Next" button.

After pressing **Next** button the screen to select the **Security Image** will appear (the Images in the following document are exemplary). Please mind the fact that the images are unique and will not reappear in the service.

iPKO biznes

EN

Selection of security image

Choose security image, which will be displayed during each login procedure and payment authorisation at iPKO Biznes.

* mandatory field

Cancel

Next

On this screen select the **Security Image** by clicking on the chosen element (this document contain the exemplary images) and then press **Next**. Please mind the fact that the images are unique and will not reappear in the service.

iPKO biznes

EN

Selection of security image

Choose security image, which will be displayed during each login procedure and payment authorisation at iPKO Biznes.

* mandatory field

Cancel

Next

REMEMBER! The service will not ask the User to type in the code from token during the Security Image selection. Memorize Your Security Image – from this moment it will be displayed during each login procedure and payment authorization at iPKO Biznes.


After pressing the **Next** button, the User will be taken to the “Selection of security image – confirmation” screen. To definitely confirm the selection of the Security Image and also to enable the User to enjoy the service press the **Next** button.



ATTENTION! The User ID and the password serve also to activate the telephone service. To activate the service, please contact the HELPLINE.

Next login

1st Step. Key in the User ID at the address: <https://www.ipkobinzes.cz>. This screen will differ from the previous one, as it will contain only one required field called User ID. Key in the User ID and press Next.



EN

Login

User ID

?

Clear

Next

News

2017-01-23

The launch 3D Secure services for cards iPKO Mastercard Gold and Silver

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More

2017-01-02

Attention on new threats in the Internet

In the Internet appear next versions of malware - which installed on the computer used to login into PKO Bank Polski Electronic banking system can be use by criminals to realize unauthorized operations from accounts.

More

2016-11-28

Change of Tariff for Corporate Clients

We kindly inform that PKO Bank Polski extends its offer of new iPKO biznes module. According to above, Tariff of fees and commissions in PKO Bank Polski for services offered to Corporate Clients is changed.

More

Help and security

Safe logging in


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Browser settings

Attention to new threats on the Internet!

Safe transfers

2nd Step. After keying in the correct User ID – the User will be taken to the next screen of the login procedure. After entering the Token Password and Password press Log in.



EN

Login ?

Are you logging in for the first time?

Token password

?

Show characters

Password

?

Show characters

Problem logging in?

Clear

Log in

[Back](#)

News

2017-01-23

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More

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Browser settings

Attention to new threats on the Internet!


Safe transfers

After pressing the Log in button the screen to where the user select the Security Image will appear (the images in the following document are exemplary). Please mind the fact that the images are unique and will not reappear in the service.

Hotline (Monday to Friday 8:00 am -18:00 pm): CZ 800 022 676 option 1, PL +48 61 855 94 94, local charges shall apply.

4th Step. Selecting the Security Image


On this screen select the Security Image by clicking on the chosen element (the images in the following document are exemplary Please mind the fact that the images are unique and will not reappear in the service.) and then press Next.



EN

Selection of security image


Choose security image, which will be displayed during each login procedure and payment authorisation at IPKO Biznes.



12

CORP


04.09.2017 14:42:20



22

CORP


04.09.2017 14:42:20



25

CORP


04.09.2017 14:42:20



35

CORP


04.09.2017 14:42:20



36

CORP


04.09.2017 14:42:20



40

CORP


04.09.2017 14:42:20



41

CORP


04.09.2017 14:42:20



42

CORP


04.09.2017 14:42:20



48

CORP

04.09.2017 14:42:20



12

CORP

04.09.2017 14:42:20

?

* mandatory field

Cancel

Next

Remember!

The service will not ask the User to type in the code from token during the Security Image selection. Memorize Your Security Image – from this moment it will be displayed during each login procedure and payment authorization at iPKO Biznes.

5th Step. Selecting the Security Image - confirmation. After pressing the Next button, the User will be taken to the “Selection of security image – confirmation” screen. To definitely confirm the selection of the Security Image and also to enable the User to enjoy the service press the **Next** button.



Important:

- During the first login procedure the User will key in the foregoing login data, the selection of the Security Image will appear automatically,
- During the first Security Image selection the service will not ask the User to type code from token,
- The Security Image will be displayed during each login procedure and payment authorization - every time check if the displayed Security Image is exactly the same as the one chosen previously. At the bottom of the picture the User has to see a date of the login procedure and payment authorization in the following format DD.MM.YYYY (day.month.year) HH:MM:SS (hour:minute:second), i.e. 01.01.2016 23:59:59.,
- The change of the Security Image will be possible at any time after login procedure to the new iPKO biznes service after choosing the "Settings" tab, then "Access channels" and "Show security image". It will be possible after keying in the code from the token.
- The presentation of the Security Image does not concern the mobile version iPKO biznes service neither "old" iPKO biznes service.

6th Step. Login procedure after selection of the Security Image. First step and the screen of the login procedure will not change. The next screen will display selected Security Image over the Token Password and Password fields. Next, the User has to check if the displayed security image is exactly the same as the one chosen previously during the first login procedure.

Login ? Are you logging in for the first time?

Security image

CORP
04.09.2017 14:44:22

Token password ?
Show characters

Password ?
Show characters Problem logging in?

Clear Log in

Back

Important!

If the displayed Security Image is different from the chosen one or the data open to doubt during the login procedure or payment authorization, the User should immediately cease that action and contact the consultant from "Centrum Obsługi Klienta Korporacyjnego", available at: +48 61 855 94 94 or 800 022 676 (call charge as per operator's tariff plan). The phone service is open for business from Monday to Friday at 8:00-18:00 ; e-mail: ipkobiznes@pkobp.pl

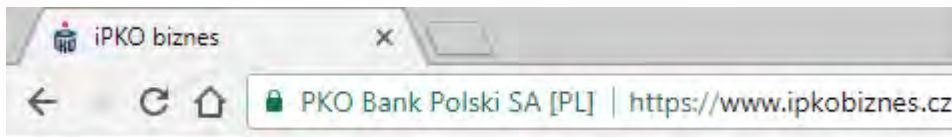
Safe login:

1. **Always enter the Bank's website address manually.**
2. **Verify if the site address in the browser window looks like this:**

<https://www.ipkobiznes.cz>

3. **Verify if there is a closed padlock icon within the web browser window.**

Depending on the browser, a padlock icon may appear in the address bar or in the status bar at the bottom of the screen. The appearance of this padlock indicates that the site is secured with a security certificate and the connection is encrypted.



4. **Check the safety certificate.** Certificate data are available in the browser, most commonly in the "File" menu "Properties". After selecting the "Certificates" button, check both of "General" and "Certification Path". You can also access the certificate data by double-clicking on the padlock icon. After clicking, you will see details about the certificate, which will show if it was issued for the domain <https://www.ipkobiznes.cz>. You can also find out if the purchase of the certificate was made by PKO Bank Polski.

5. **While logging in for the Bank's website, never use links** of unknown origin, placed in e-mail and SMS or on websites not belonging to the Bank.

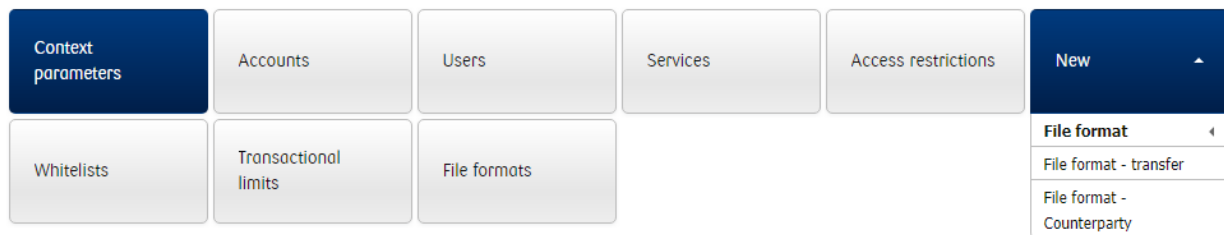
6. **Do not expose the login information** (customer number, access passwords) to other people, do not provide them at the request of third parties.

7. **Verify information presented by the Bank** about the date and time of the last successful login and the last failed login attempt - in the case of any inaccuracies, report this fact.

If your login site looks awkward, please call – **BEFORE YOU LOG IN** – helpline at **800 022 676** (no national toll charges in the country, in other cases, operator fee for Czech calls) or **+48 61 855 94 94** (for domestic calls, fee according to the operator's tariff).

Managing defined formats

Functionality is available in the module Administration -> New Tile -> Drop down -> File format - domestic transfer; File format - foreign transfer; File format - domestic contractor; File format - foreign counterparty.



Context parameters



Administrator's guide

Context name MBA Borussia Moenchengladbach
Context ID 66361
Company number 26359671

User data WILUŚ KOJOT
User ID 1951152
Signature class Dyrektor

Context parameters

Awaiting funds availability	Inactive	Session duration	20 minutes
Verification of duplicates	Inactive	Language version	PL – Polish version
Lock on modification of operations from file	Inactive	Sorting of accounts	By account name (alphabetically)
Verification of checksums	Transactions - Inactive File exchange - Inactive		

Edit

The User with administrator privileges, as shown in the screen above, will be able to choose from 4 available templates. The User without administrator privileges will only have passive information about the formats defined in the context (if any). When you select the file format from the drop down list you will start the process of creating a new format, as described in the next chapter.

All created formats will be presented in the "File Format List" website.

Company name: FIRMA 4

KONTEKST 4

LOG OUT

User name: KATARZYNA TESTOWA

User ID: 1952247

Messages 7

Settings

Administration

Time remaining to session time-out: 18:56

Home

Transactions

Accounts

Loans and deposits

EN

Administration / List of file formats

Collapse

My short-cuts

Context parameters

Accounts

Users

Services

Access limitations

New

File formats

Administrator's guide

Group functions

In addition to each format, the following features are available:



"Details" - a website presenting information about the format, including options: Change status, Change, Delete and Print,



"Change" - allows you to modify the previously created format,



"Change status" - allows you to start and end a format publication in context. Inactive status means that the format you create will not be available to Users on the file import screen, despite being defined in the context,



"Delete" - allows you to delete the format.

Define format - fields common to all templates

When you use one of the templates, available in the "New" tile drop-down list, the format definition process starts.

Field name	Description
Format Name	35 character text field. The name must be unique within the context and at the same time different from the names of the existing primary and secondary formats.
Use different format settings	This option allows you to copy settings of another format that has been already defined in the context. Using the option opens an additional screen with a list of formats to choose from.
Code site	Changing the code site from the default value of "Detect automatically", when the User select while importing the specified format, will cause the code site to be automatically set to the one indicated in the format. It is advisable to leave the option "Detect automatically" unless there are problems with Polish diacritic marks.
Decimal Separator	Please specify which quota separator is used in the file. It is possible to handle files in which the amount is expressed in grosz.
Date Format	If a date field is used in a file, indicate the format in which the date is stored.
Date separator	The field is available if the date format was indicated.. Indicate whether, and if so, what separator is used in the date field.
Trim too long values in text boxes	The option is dedicated to text fields such as "Operation details", "Contractor data" - for files with too many characters in them (over 140), the system will import the file, while deleting all characters which do not fall within the above limitation by removing the characters at the end of the field. For fixed-point files, the matching characters will be at first recognized, then the length of the validation of proper data will follow and possibly the removal of redundant data.
File Type	Specify whether the file is fixed or floating-point.
Data Separator	Enter a character, or a character string (up to 5), which is used as a field separator in the file. Note: Data delimiter, this field is presented only for floating-point.
Text Qualifier	If a text qualifier is used in a file, you can specify a character or a character string of characters (up to 5). The qualifier should start the text box and end it. Do not use separate qualifier pairs for subfields. Note: A text qualifier is a field presented only for floating-pointing files.
Separator in multiline fields	The option is dedicated to text fields such as "Operation details", "Contractor data" - if a subdivision separator is used in the file, it can be specified in a format so that the line division from the file will be imported. Note: The separator in multiline fields is a field presented only for floating-point.
Delete characters	This function allows you to specify a character or character string that will be ignored when you import it to the system. Note: The characters indicated for deletion may not be used as format elements in the format structure. For example, you may not remove a character that is both a field separator in a file. Please note that the file should be compatible with the format.
Character Swapping	This function allows you to specify a character or character string that will be converted to another character / character string when you import it into the system. Note: The characters indicated for conversion may not be used as format elements in the format structure. For example, you cannot replace a character that is a field separator in a file at the same time. Please note that the file should be compatible with the format.

File has a header	If the file has a headline, select the option and enter the number of headline lines in the file (counting from the top of the file). During import, the data contained in the headline will be ignored.
File has a footer	If the file has a footer, select the option and enter the number of footer lines in the file (counting from the bottom of the file). During import, the data contained in the footer will be ignored.

Defining a file structure

Defining a file structure is based on mapping the layout of the fields in the file you want to import.

At the bottom of the site there are two checkboxes:

Group the "Transaction Title" field,

Group the "Counterparty Name and Address" field.

This function is dedicated for formats that do not use multiline fields for the counterparty's item or operation details.

Using functions causes 140 character text boxes (4 x 35 characters) to be replaced by 4 separate fields, each with a length of 35 characters.

In the left part there are boxes that can be used for building a format. On the right side there is a built-in format - by default there are required fields.

When defining a format, use the Add / Remove ("Add", "Add All" / "Remove", "Remove All") options to add or remove a field from the structure you are building. To specify the order of the fields, indicate the field in "File Structure" and then use the "Up" or "Down" option. For fixed-point files, specify the length of each field.

At the bottom of the screen there is also a function:

- "Record example", presenting the current parameterization of the format, including the field separator and the order of the fields in the format. For fixed-point files, the length of each file will be displayed.

Once the format is created, the status screen (in the case of the "Active" format will be available to Users, if "Inactive" is used, the format will be saved but not published.) The operation should be authorized with a token code.

Defining format - fields specific to foreign transfer

For foreign format, you need to define a dictionary for the "Fee instructions" field.

Similarly, as for ZUS and US transfers, under the file structure there is an additional window where you must define your own values or use the default settings.

For example, as shown on the next screen, if the value of "1" is entered in the "Fee Instructions" field, it means that the transfer is to be imported with the SHA set, "2" means BEN. , while "3" is OUR.

Cost clauses:

SHA - the constituent covers the costs of the constituent's bank, the recipient covers the costs of third parties,

BEN - the recipient covers the costs of the constituent's bank and third parties,

OUR - the constituent covers the costs of the constituent's bank and third banks.

File structure

Payment amount

Currency

Originator account number

Counterparty account number

Counterparty name and address

Transaction title

Beneficiary bank SWIFT/ ABA code

Beneficiary bank country

Beneficiary country

Fee account

Up

Down

Defining content of field 'Fee instructions'

SHA

SHA

Add

BEN

BEN

Add

OUR

OUR

Add

Support to MS Excel format files

NOTE! All cells should be marked as text fields, cell formatting should be avoided. The file should be saved in Excel 97-2003 (.xls) **workbook format**. The .xlsx format is not supported.

The Data Import Wizard allows you to handle files saved as MS EXCEL workbooks. Each transaction should be saved on one line, and consecutive fields should be placed in separate columns, so there is no need to use field separators - the wizard will interpret each of the columns as a separate field.

It is recommended to create a .xls workbook, mark all cells as text boxes, and then complete the data. When copying data from other programs / files, target formatting should be considered. Failure to do so may cause formatting changes and import problems.

Access configuration

There are several ways to configure access. The first is the definition of dictionary data, id est signature classes, account authorizations schemes, service authorization schemes, and transaction signatures schemes, and then assign those data to the appropriate Users. After logging in to the iPKO biznes site by the User for which there is the main menu invisible with information about the lack of authorizations for the selected section of the site and the need to contact the Administrator *[unclear sentence in the original]*. Only after the

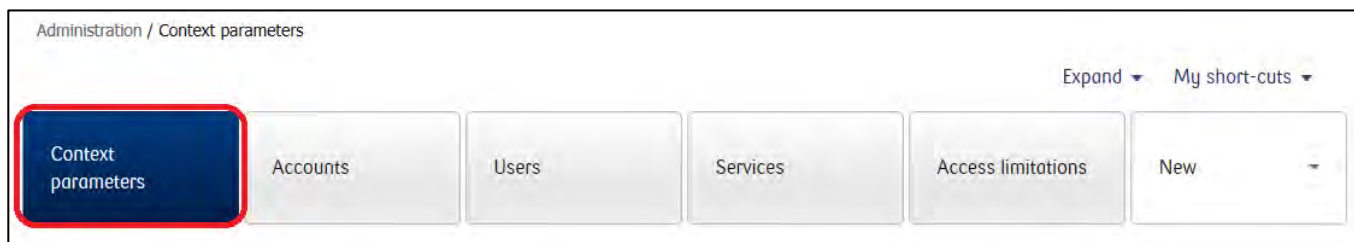
NOTE! The configuration process should be completed with the validation of all privileges.

Administrator has completed configuration, the information will be visible to the User.

To start the configuration, the Administrator should go to the "Administration".




Then, the individual context setting tiles are displayed on the screen. The configuration should start with the "Context Parameters" tile level.




Context parameters

This is where information about context parameters is available.

Context parameters

 Administrator's guide

 Context configuration form

Context name	KONTEKST 4	User data	KATARZYNA TESTOWA
Context ID	65176	User ID	1952247
Company number	76019306	Signature class	Prezes


Context parameters

Awaiting funds	Inactive	Session duration	20 minutes
Verification of duplicates	Inactive	Language version	PL – Polish version (default)
Lock on modification of operations from file	Inactive	Sorting of accounts	Default (currency, type, account number)
Verification of check sums	Transactions - Inactive File exchange - Inactive		

Edit

When you click the "Edit" button, the "Changing context parameters" screen will be displayed, where you can make changes to the selected context parameters:

Modification of context parameters

 Administrator's guide

Context name

Context parameters

Awaiting funds availability *	<input type="radio"/> Inactive <input type="radio"/> Active (indefinitely) <input checked="" type="radio"/> Active for Days <input type="text" value="5"/>	Session duration *	<input type="radio"/> 5 minutes <input type="radio"/> 10 minutes (default) <input type="radio"/> 15 minutes <input checked="" type="radio"/> 20 minutes
Verification of duplicates *	<input checked="" type="radio"/> Inactive <input type="radio"/> Active <input type="text" value="Select"/>	Language version *	<input type="text" value="PL – Polish version"/>
Lock on modification of operation from file *	<input checked="" type="radio"/> Inactive <input type="radio"/> Active	Sorting of accounts *	<input checked="" type="radio"/> Default (according to local account format) <input type="radio"/> According to IBAN format <input type="radio"/> By account name (alphabetically)
Verification of checksums *	Transactions <input checked="" type="radio"/> Inactive <input type="radio"/> Active <input type="text" value="Select"/>	Default account type *	<input type="radio"/> Local format <input checked="" type="radio"/> IBAN format
File exchange	<input checked="" type="radio"/> Inactive <input type="radio"/> Active <input type="text" value="Select"/>		

* Mandatory field

Back

Execute

Waiting for funds

The iPKO biznes system allows you to outsource your transactions, despite the lack of funds on your account. The functionality of waiting for funds, will result in such operations being presented on the site under the status of "Waiting for funds", instead of being rejected. After the account is charged, operations will automatically be sent for execution.

The service of waiting for funds allows you to use two settings:

Waiting indefinitely - in this case, the transfer waiting for funds will be maintained indefinitely. Its execution date will be automatically changed at the end of each day, at the earliest possible date.

Waiting for "n" calendar days - means that the transfer will be waiting for a defined period. In the special case where the waiting is set for 1 calendar day, the transfers will be waiting until the end of the current date, and then in the absence of funds, it will be rejected at the end of the day.



Awaiting funds *

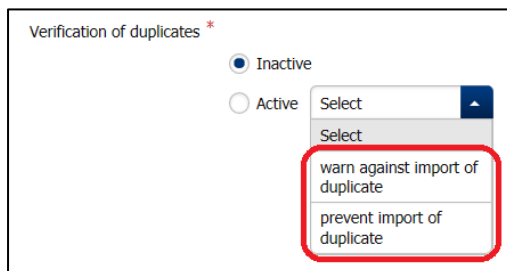
☒ Inactive

☐ Active (indefinitely)

☐ Active for Days

Verification of duplicates (imported files)

Verifying duplicates of imported files is a safeguard against undesired double import of files into iPKO biznes. To enable verification, change the status to "Active". Verification is valid for files imported in the TRANSACTIONS section. The import control of the duplicate file will be valid for 3 months after the first file import.



Verification of duplicates *

☒ Inactive

☐ Active

Select

Select

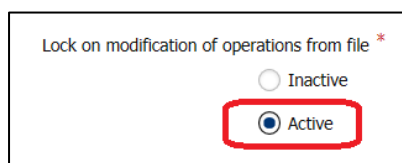
warn against import of duplicate

prevent import of duplicate

The "Warn against import of duplicate" status displays a warning message when importing a duplicate of a file that was previously imported. Re-import of the file is possible after confirmation by the User. The "prevent import of duplicate" status will prevent you from re-importing a file that has already been imported.

The lock on modification of operations from a file

The iPKO biznes has a feature to block editing of imported the transaction file to the system. This function applies to the entire context, id est all Users and accounts. It is not possible to impose a block on selected accounts / Users



Lock on modification of operations from file *

☐ Inactive

☒ Active

To activate the lock, mark the radiobutton next to the "Active" option.

Activating the lock limits the functionality available for Users when importing domestic and international packages and on the parcel details site.

Import of domestic packages:

- the account number charged cannot be overwritten,
- the date of execution cannot be changed (excluding the VIDEOTEL file, for which the possibility of giving the date remains).

Import of foreign packages:

- the account number charged cannot be overwritten,
- account number to settle fees and commissions cannot be overwritten,
- the date of execution cannot be changed.

Package Details:

- package name cannot be changed,
- manual adding of all types of transactions is not possible,
- transfer transactions cannot be copied to new or existing packages,
- transaction cannot be deleted,
- editing of domestic transactions is limited only to the possibility of changing the "way of realization", for foreign transactions it is possible to supplement data on the choice of bank (transactions with the status

NOTE! The functionality limitation does not include parcels imported into the system before the lock activation date. Deactivating the lock affects the parcels created after the lock has been removed. Bundles "locked" will remain in this state despite the lock image.

"Edited - needs to be completed").

Verification of checksums

Verification of the checksum is an additional security to check whether the business transaction file imported into iPKO biznes is identical to that generated from the client's financial accounting system. If any modifications were made to the file, the iPKO biznes system will not allow it to be imported. This feature is available under "Access Management".

It is possible to enable verification for two types of files:

- 1) imported to create parcels with domestic and foreign transactions.
- 2) Mass Payments Files Imported in the FILE EXCHANGE section.

Verification of check sums *

Transactions ☐ Inactive ☒ Active

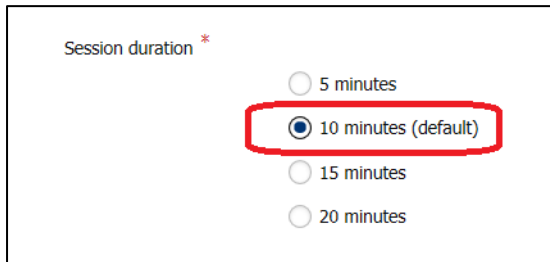
File exchange ☐ Inactive ☒ Active

* mandatory field

The checksum of the files should be calculated using the SHA1 (160b), MD5 (128b) algorithms and attached to the file as the last line.

Length of session

It is possible to define the length of the session at the iPKO biznes site. Possible values: 5, 10, 15 or 20 minutes.



Session duration *

☐ 5 minutes

☒ 10 minutes (default)

☐ 15 minutes

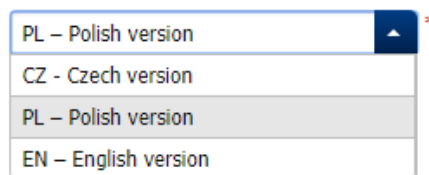
☐ 20 minutes

Language version

After logging in, the default language is Polish. It is possible to change the language version to English version.

NOTE! The recommended session length is a maximum of 10 minutes. A longer than recommended value indicates a higher risk of unauthorized access to iPKO biznes by a non-logged-out User.

Language version *



PL – Polish version

CZ - Czech version

PL – Polish version

EN – English version

Sorting accounts

In the iPKO biznes system, there are two basic sorting settings for accounts in lists:

- > default means sorting accounts by currency, then account type, and finally descending, according to the last 16 digits of the account number,
- > according to IBAN format
- > alphabetically, by account name, ascending.

Sorting of accounts *

- ☒ Default (according to local account format)
- ☐ According to IBAN format
- ☐ By account name (alphabetically)

Default account type

In the iPKO biznes there are two types of account number formats:

- ➔ Local format
- ➔ IBAN format

The sorting setting works for the whole system and for all Users. To change the sorting setting, select the radiobutton with the selected setting.

Default account type ^{**}

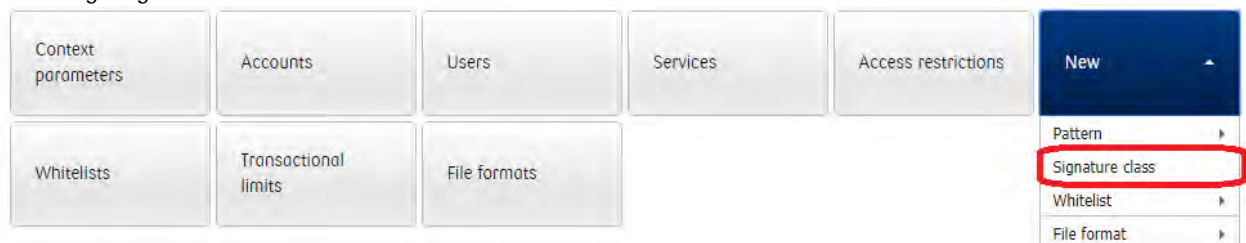
- ☐ Local format
- ☒ IBAN format

Create signature classes


The administrator should create a signature class that, in the next configuration steps, will use when defining signature schemes for the operation. Signature classes are used to "group" the Users to simply create rules for signing operations in the company. As a standard, the iPKO biznes system defines four signature classes:

Director,
Manager,
Accountant,
President.

The administrator has the ability to add another / new signature class. You can define another class by selecting "Signature Class" from the "New" tile.



New signature class

 Administrator's guide

Signature class name *

0 / 35 Characters

List of users Expand section ▼

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The new signature class will be added to the signature class list available after selecting the "User" tile and then the "Signature Class" tab. In addition, for all signature classes visible in the "Signature Class" list, it is possible to change the name ("Edit" function) or delete (delete function) of the signature class in the list..

Create authorization schemes for accounts

As a standard in the iPKO biznes system four authorization schemes are available:

1 . Full access,

<input checked="" type="checkbox"/> Full access			
<input checked="" type="checkbox"/> Account details	<input checked="" type="checkbox"/> Access		
Account details	<input checked="" type="checkbox"/>		
Book balance and funds available in account	<input checked="" type="checkbox"/>		
Account history	<input checked="" type="checkbox"/>		
Statements, documents downloaded from service	<input checked="" type="checkbox"/>		
File reports	<input checked="" type="checkbox"/>		
Sending of history by fax	<input checked="" type="checkbox"/>		
Blocks in account	<input checked="" type="checkbox"/>		
Search for transactions and bundles	<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/> Term deposits	<input checked="" type="checkbox"/> Access		
List of term deposits	<input checked="" type="checkbox"/>		
Details of term deposits	<input checked="" type="checkbox"/>		
Deposit opening	<input checked="" type="checkbox"/>		
Modification of term deposit parameters and management of automatic deposit sessions	<input checked="" type="checkbox"/>		
Early withdrawal of term deposit	<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/> Trusted counterparties (Payments) and standing orders	<input checked="" type="checkbox"/> Access	<input checked="" type="checkbox"/> Creation	<input checked="" type="checkbox"/> Signing
List of trusted beneficiaries (Payments)	<input checked="" type="checkbox"/>		
Creation, modification and removal of trusted domestic counterparty		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Creation, modification and removal of tax-related standing order		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Creation, modification and removal of trusted Social Security Institution counterparty		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Creation, modification and removal of trusted foreign counterparty		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Transfer order to trusted domestic counterparty (Payments)	<input checked="" type="checkbox"/>		
Transfer order to trusted tax-related counterparty (Payments)	<input checked="" type="checkbox"/>		
Order of transfer to trusted counterparty Social Security Institution (Payments)	<input checked="" type="checkbox"/>		
Transfer order to trusted foreign counterparty (Payments)	<input checked="" type="checkbox"/>		
List and details of standing orders	<input checked="" type="checkbox"/>		
Creation, modification and removal of regular standing order		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Creation, modification and removal of trusted tax-related beneficiary		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Creation, modification and removal of standing order to Social Security Institution		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Ordering of transaction	<input checked="" type="checkbox"/> Access	<input checked="" type="checkbox"/> Creation	<input checked="" type="checkbox"/> Signing
One-time transfer order		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Own account transfer order		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tax transfer order		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Order of transfer to Social Security Institution		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Direct Debit order		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Foreign transfer order		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Creation, details, modification of collective bundle	<input checked="" type="checkbox"/>		
Release of authorised operations	<input checked="" type="checkbox"/>		
Removal of non-authorised transaction and cancellation of pending ones	<input checked="" type="checkbox"/>		

2. Preview,

<input type="checkbox"/> Full access			
<input checked="" type="checkbox"/> Account details	<input checked="" type="checkbox"/> Access		
Account details	<input checked="" type="checkbox"/>		
Book balance and funds available in account	<input checked="" type="checkbox"/>		
Account history	<input checked="" type="checkbox"/>		
Statements, documents downloaded from service	<input checked="" type="checkbox"/>		
File reports	<input checked="" type="checkbox"/>		
Sending of history by fax	<input checked="" type="checkbox"/>		
Blocks in account	<input checked="" type="checkbox"/>		
Search for transactions and bundles	<input checked="" type="checkbox"/>		
<input type="checkbox"/> Term deposits	<input type="checkbox"/> Access		
List of term deposits	<input checked="" type="checkbox"/>		
Details of term deposits	<input checked="" type="checkbox"/>		
Deposit opening	<input type="checkbox"/>		
Modification of term deposit parameters and management of automatic deposit sessions	<input type="checkbox"/>		
Early withdrawal of term deposit	<input type="checkbox"/>		
<input type="checkbox"/> Trusted counterparties (Payments) and standing orders	<input type="checkbox"/> Access	<input type="checkbox"/> Creation	<input type="checkbox"/> Signing
List of trusted beneficiaries (Payments)	<input checked="" type="checkbox"/>		
Creation, modification and removal of trusted domestic counterparty		<input type="checkbox"/>	<input type="checkbox"/>
Creation, modification and removal of tax-related standing order		<input type="checkbox"/>	<input type="checkbox"/>
Creation, modification and removal of trusted Social Security Institution counterparty		<input type="checkbox"/>	<input type="checkbox"/>
Creation, modification and removal of trusted foreign counterparty		<input type="checkbox"/>	<input type="checkbox"/>
Transfer order to trusted domestic counterparty (Payments)	<input type="checkbox"/>		
Transfer order to trusted tax-related counterparty (Payments)	<input type="checkbox"/>		
Order of transfer to trusted counterparty Social Security Institution (Payments)	<input type="checkbox"/>		
Transfer order to trusted foreign counterparty (Payments)	<input type="checkbox"/>		
List and details of standing orders	<input checked="" type="checkbox"/>		
Creation, modification and removal of regular standing order		<input type="checkbox"/>	<input type="checkbox"/>
Creation, modification and removal of trusted tax-related beneficiary		<input type="checkbox"/>	<input type="checkbox"/>
Creation, modification and removal of standing order to Social Security Institution		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Ordering of transaction	<input type="checkbox"/> Access	<input type="checkbox"/> Creation	<input type="checkbox"/> Signing
One-time transfer order		<input type="checkbox"/>	<input type="checkbox"/>
Own account transfer order		<input type="checkbox"/>	<input type="checkbox"/>
Tax transfer order		<input type="checkbox"/>	<input type="checkbox"/>
Order of transfer to Social Security Institution		<input type="checkbox"/>	<input type="checkbox"/>
Direct Debit order		<input type="checkbox"/>	<input type="checkbox"/>
Foreign transfer order		<input type="checkbox"/>	<input type="checkbox"/>
Creation, details, modification of collective bundle	<input type="checkbox"/>		
Release of authorised operations	<input type="checkbox"/>		
Removal of non-authorised transaction and cancellation of pending ones	<input type="checkbox"/>		

3. Create,

<input type="checkbox"/> Full access			
<input type="checkbox"/> Account details	<input type="checkbox"/> Access		
Account details	<input checked="" type="checkbox"/>		
Book balance and funds available in account	<input checked="" type="checkbox"/>		
Account history	<input checked="" type="checkbox"/>		
Statements, documents downloaded from service	<input checked="" type="checkbox"/>		
File reports	<input type="checkbox"/>		
Sending of history by fax	<input checked="" type="checkbox"/>		
Blocks in account	<input checked="" type="checkbox"/>		
Search for transactions and bundles	<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/> Term deposits	<input checked="" type="checkbox"/> Access		
List of term deposits	<input checked="" type="checkbox"/>		
Details of term deposits	<input checked="" type="checkbox"/>		
Deposit opening	<input checked="" type="checkbox"/>		
Modification of term deposit parameters and management of automatic deposit sessions	<input checked="" type="checkbox"/>		
Early withdrawal of term deposit	<input checked="" type="checkbox"/>		
<input type="checkbox"/> Trusted counterparties (Payments) and standing orders	<input checked="" type="checkbox"/> Access	<input checked="" type="checkbox"/> Creation	<input type="checkbox"/> Signing
List of trusted beneficiaries (Payments)	<input checked="" type="checkbox"/>		
Creation, modification and removal of trusted domestic counterparty		<input checked="" type="checkbox"/>	<input type="checkbox"/>
List and details of standing orders	<input checked="" type="checkbox"/>		
Creation, modification and removal of regular standing order		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Creation, modification and removal of trusted tax-related beneficiary		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Creation, modification and removal of standing order to Social Security Institution		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Ordering of transaction	<input type="checkbox"/> Access	<input checked="" type="checkbox"/> Creation	<input type="checkbox"/> Signing
One-time transfer order		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Own account transfer order		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tax transfer order		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Order of transfer to Social Security Institution		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Direct Debit order		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Foreign transfer order		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Creation, details, modification of collective bundle	<input type="checkbox"/>		
Release of authorised operations	<input type="checkbox"/>		
Removal of non-authorised transaction and cancellation of pending ones	<input checked="" type="checkbox"/>		

Hotline (Monday to Friday 8:00 am -18:00 pm): CZ 800 022 676 option 1, PL +48 61 855 94 94, local charges shall apply.

4. Signing.

<input type="checkbox"/> Full access			
<input type="checkbox"/> Account details	<input type="checkbox"/> Access		
Account details	<input checked="" type="checkbox"/>		
Book balance and funds available in account	<input checked="" type="checkbox"/>		
Account history	<input checked="" type="checkbox"/>		
Statements, documents downloaded from service	<input checked="" type="checkbox"/>		
File reports	<input type="checkbox"/>		
Sending of history by fax	<input checked="" type="checkbox"/>		
Blocks in account	<input checked="" type="checkbox"/>		
Search for transactions and bundles	<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/> Term deposits	<input checked="" type="checkbox"/> Access		
List of term deposits	<input checked="" type="checkbox"/>		
Details of term deposits	<input checked="" type="checkbox"/>		
Deposit opening	<input checked="" type="checkbox"/>		
Modification of term deposit parameters and management of automatic deposit sessions	<input checked="" type="checkbox"/>		
Early withdrawal of term deposit	<input checked="" type="checkbox"/>		
<input type="checkbox"/> Trusted counterparties (Payments) and standing orders	<input checked="" type="checkbox"/> Access	<input type="checkbox"/> Creation	<input checked="" type="checkbox"/> Signing
List of trusted beneficiaries (Payments)	<input checked="" type="checkbox"/>		
Creation, modification and removal of trusted		<input type="checkbox"/>	<input checked="" type="checkbox"/>
List and details of standing orders	<input checked="" type="checkbox"/>		
Creation, modification and removal of regular standing order		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Creation, modification and removal of trusted tax-related beneficiary		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Creation, modification and removal of standing order to Social Security Institution		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Ordering of transaction	<input type="checkbox"/> Access	<input type="checkbox"/> Creation	<input checked="" type="checkbox"/> Signing
One-time transfer order		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Own account transfer order		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tax transfer order		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Order of transfer to Social Security Institution		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Direct Debit order		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Foreign transfer order		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Creation, details, modification of collective bundle	<input type="checkbox"/>		
Release of authorised operations	<input checked="" type="checkbox"/>		
Removal of non-authorised transaction and cancellation of pending ones	<input checked="" type="checkbox"/>		

The administrator should create schemes of account authorization using the list of available authorizations.

The administrator may also create his own authorization scheme - by selecting the "New" tile from the drop down list, select "Account authorization pattern" on the screen "New account authorization pattern" will be displayed.

While defining a new authorization scheme, the Administrator should indicate a set of iPKO biznes privileges that can be made by the User that will be assigned to that scheme.

The consequences of running individual functions in the authorization scheme:

NOTE! Opening, modification or cancellation operations of term deposits are not subject to the signing scheme. To perform these operations, the User must only hold the appropriate authorizations.

Account data - checking this field will activate (check) all authorizations under the "Account details" section.

Account details - The User has access to the account details: account name, account number, interest rate, available funds, balance of accounts and the frequency of downloading statements (order fulfillment) and date of next statement (date of next statement).

From the "Account Details" level the User will also have direct access to the following features:

Account History - The customer can view the history of selected transactions on a given account (available after entering "Accounts" from the top menu, then "Account History"). This feature is required to run the "Standard and Custom Reports" and "Sending History by Fax" functions.

Statements, documents downloaded from the site - with this feature you can order and download and print extracted statements in PDF format. Downloading lists does not require special authorizations to download them. The User will be able to download a summary of the data that is available to her/him on the screen.

Standard and custom reports - check this box for:

›Ordering and downloading standard MT940 daily reports (NOTE: In reports generated in MT940 format, the Bank does not provide information regarding the payment instruction, original transaction currency, original transaction currency, exchange rate, amount and settlement currency) or Elixir.

NOTE! In order for a customer to use this feature, the checkbox "Account History" must be checked.

These reports facilitate cooperation with financial and accounting systems. For information about how to set up a context to share your feature with Clients, see below.

Sending History by Fax - The relevant transactions, found in "Account History", can be sent individually by fax. This function only works when "Account History Overview" is enabled

Account Locks - the function available after entering the "Accounts" menu, then the "Lockouts" tab, "Outstanding funds" and "Enrollment classes" tab.

Transaction and packages search - allows you to search for transactions and packages by criteria and filters.

Term deposits - checking this box will activate (check) all the privileges under the "Term deposits" section..

Term Deposit List - this feature facilitates viewing deposits available within the context.

Details of term deposits - the User with the authorizations to view the details of the deposit can obtain information on, among other things, the number and name of the deposit account, the balance of the account, the duration of the deposit, the opening and closing dates and the interest on the deposit.

Opening a term deposit - the User with access to this feature has the ability to open a term deposit via the iPKO biznes system. Opening a term deposit does not require authorization.

Changing deposit parameters and managing automatic deposit sessions - This feature allows you to change the way interest or funds are available after the deposit expires or change the automatic deposit session. You can also make changes to the renewal of deposits. Changing the deposit parameters does not require authorization. .

Termination - This feature allows you to withdraw funds from the deposit account before the contract expires. This involves the loss of all or part of the interest due. Breaking a deposit does not require authorization.

Trusted counterparts-check this box will activate (check) all rights under the "Trusted counterparts" section

List of trusted counterparties - the User with such authorities can view a list of defined payments with the name of the payment, the number of the debited account, the recipient's data and the title of the payment. It may not modify, create, or delete payments.

Creation, modification and removal of a trusted domestic partner - requires a signature and the appropriate account authorizations from which the payment is defined, that is, at least the "Create, modify, and delete payments" and "List of trusted contractors" authorizations.

Creation, modification and removal of a foreign trusted counterparty - requires a signature and the appropriate account authority from which the payment is defined, that is, at least the "Create, modify, and delete payments" and "List of trusted contractors" authorizations.

Transfer order to a trusted domestic counterparty - payment execution **DOES NOT REQUIRE** a signature, although it requires appropriate account permissions, that is to say, at least "Transfer order to a trusted domestic partner (Payments)" and "List of trusted counterparties (Payments)".

Transfer order to a trusted foreign counterparty - payment execution **DOES NOT REQUIRE** a signature, although it requires appropriate account authorizations, that is to say, at least "Transfer order to a trusted

NOTE! Transfer to a trusted counterparty is a transfer to a counterparty where the sender's and receiver's account (trustee) is permanently defined. You do not need to provide an authorization code to make a transfer to a trusted counterparty.

foreign counterparty" and "List of trusted counterparties".

Transaction order - checking this field activates (check) all the authorizations under the "Transaction order" section.

One-time transfer order - a one-time and a package domestic transfer order,

Transfer order to own account - a quick transfer of funds between own accounts held in PKO Bank Polski within one context.

Foreign transfer order - The User may order a foreign transfer (in foreign currency or PLN), depending on the authorizations granted to it for creating and signing.

Release of authorized operations - The User may send transactions or transfer packages already approved by the required person.

Deletion of non-authorized transactions and cancellation of pending transactions - this feature requires the appropriate account authority, so at least the "Deletion of non-authorized transactions and cancellation of pending transactions" and "Packages and transactions search" authorizations. By selecting "Transactions" from the top menu, the User can search the transaction with status "For signing, sending" or "Pending" in the transaction list, and delete / cancel them.

The new authorization scheme will be added to the list of available account authorizations.

Creation of schemes for authorizations to services

The Service Authorization Scheme defines the authorizations / actions that the User will be able to execute / perform in the iPKO biznes with respect to the available services. At the iPKO biznes service, there are no predefined authorization schemes for services. As part of their definition, the Administrator must create a new scheme for itself, depending on the range of activities that the User performs on the iPKO biznes system.

Within the iPKO biznes following authorisation services can be defined:

1. Counterparty database:

Access to counterparty database,
Creation, modification and removal of counterparty.

“Counterparty database management” service permits creating (and import), modification and removal of counterparties. No authorization to the service means, that the User will be able to preview counterparty database and exploit the service without managing it. No transaction signing pattern has been assigned to the service, as no authorisation is required for counterparty database management.

2. File exchange:

„File exchange” service is not connected with account authorisation. File exchange function permits User to access to every sent and received file within all of his/hers context. “File exchange” service permits sending and receiving files to Bank and from Bank. Transaction signing pattern is assigned to the “File exchange” service, but setting transactional limits is unavailable within this pattern.

3. Debit cards:

Company's cards management,
Reposting of funds

4. Liquidity management

The Liquidity management module permits aggregation of accounts from different contexts, within one website, in order to follow current available funds, and also permits passive access to executed transactions history. Deposit accounts (term deposits, automatic deposits) are also presented in the panel.

Creation of transaction signing schemes

The transaction signing scheme specifies who and on what terms can authorize a transaction ordered from an account. The previously created signature classes are used to create a signature scheme. For example: if two signatures of different classes are required in the signing scheme, then we create one signature of the Accountant class and one signature of the Director class. As part of defining the transaction signing scheme, the Administrator can define additional rules for transactional signing limits, for example - two transaction signatures, eg. of the Director class, are required to authorize transactions up to PLN 1,000,000.

To create a transaction signing scheme, select the "Signing Scheme" option from the "New" tile level.

It is possible to change the parameters of a transaction signing scheme or to delete it from the scheme list.

Context parameters	Accounts	Users	Services	Access limitations	New
List of accounts	Account authorisation patterns	Transaction signing patterns			
Transaction signing patterns					
Administrator's guide					
Authorisation pattern name	Pattern identifier	Pattern details	Functions		
1 PODPIS	81357	What suffices to authorise the transaction no limit 1 signature any class			

NOTE! The signature scheme of the transaction is recorded at transaction level when the first signature is made. In particular, this means that changing the signing scheme of the transaction will not affect the transactions that were signed before the change of scheme. For a change to take effect, it is necessary to withdraw the transaction for editing and sign it again.

The scheme of signing a transaction can remain applicable indefinitely - in that case it refers to the default scheme, or within a defined period only - such a scheme is referred to as the term scheme. The term schedule applies in a precisely defined time frame.
Once the deadline is over, the default scheme is applied.

For example:

The system has a scheme that requires 3 signatures. The transactions are entered into the system and then signed by 2 persons. Transactions are pending the third signature. Modification of the signature scheme for another at this point, such as requiring 2 signatures, will cause the above transactions to not be sent for execution, as a scheme that requires 3 signatures still applies to them. Conversely, transactions that were not

signed prior to a modification of transaction, when the first signature is made, will be linked to a new scheme that requires 2 signatures.

Assignment of signature classes to Users

Previously created signature classes should be assigned to individual Users. Assigning signature classes is possible from the "Users" tile level. "User list" appears on the first screen. Signature classes can be assigned in groups or singly.

Group assignment of signature classes to Users

If there is a group of Users which are supposed to have the same signature class, it is recommended to use the option of group assignment of signature classes to Users.

To assign the same signature class to Users, select individual Users in the "User List", next select the option of group features, and next "Change Signature Class" from the drop-down list.

The screenshot shows the 'Users' management interface. At the top, there are tabs: 'Context parameters', 'Accounts', 'Users' (selected), 'Services', 'Access limitations', and 'New'. Below the tabs, there are sub-tabs: 'List of users', 'Signature classes', 'Account authorisation patterns', and 'Service authorisation patterns'. The 'List of users' sub-tab is active, displaying a table of users. A dropdown menu is open, showing options: 'Group functions', 'Change signature class', 'Change account authorisation pattern', and 'Change service authorisation pattern'. The 'Group functions' option is highlighted with a red box.

ID	Administrator	Signature class	Service authorisation pattern	Functions	
214	No	Kierownik (ID 224946)	PEŁNY_2		
<input type="checkbox"/> ANNA DEMOWA	1952228	Affirmative, he/she cannot change his/her own authorisation	Kierownik (ID 224946)	PEŁNY_2	
<input type="checkbox"/> HALINA TESTOWA	1952233	No	Dyrektor (ID 224945)	PEŁNY_2	
<input type="checkbox"/> KATARZYNA TESTOWA	1952247	Affirmative, he/she can change his/her own authorisation	Prezes (ID 224944)	PEŁNY_2	
<input type="checkbox"/> JAN TESTOWY	1952200	No	Księgowy (ID 224947)	PEŁNY_2	

Select a signature class for selected Users from the drop-down list.

The screenshot shows the 'Group modification of signature class' interface. At the top, there are tabs: 'Context parameters', 'Accounts', 'Users' (selected), 'Services', 'Access limitations', and 'New'. Below the tabs, there are sub-tabs: 'List of users', 'Signature classes', 'Account authorisation patterns', and 'Service authorisation patterns'. The 'List of users' sub-tab is active, displaying a table of users. Below the table, there is a 'Selection of signature class' section. A dropdown menu is open, showing options: 'None', 'Dyrektor', 'Kierownik', 'Księgowy', and 'Prezes'. The 'Kierownik' option is highlighted with a red box.

User	User ID	Administration	Signature class
ADAM DEMO	1952214	No	Kierownik (ID 224946)
ANNA DEMOWA	1952228	Affirmative, he/she cannot change his/her own authorisation	Kierownik (ID 224946)
HALINA TESTOWA	1952233	No	Dyrektor (ID 224945)
KATARZYNA TESTOWA	1952247	Affirmative, he/she can change his/her own authorisation	Prezes (ID 224944)
JAN TESTOWY	1952200	No	Księgowy (ID 224947)

Selection of signature class

Existing class: New class:

Select class: Select

None
Dyrektor
Kierownik
Księgowy
Prezes

Execute

Single assignment of signature classes to the User

If the User is to be assigned with a separate signature class:

-> proceed as in the case of group assignment of signature classes, but only one User must be selected,
or

-> on the first screen of the submenu on the "User List" in context choose the selected person and then select the function "Change the signature class".

Assigning scheme of authorizations to services to Users

Previously created scheme of authorizations to services should be assigned to individual Users. Assigning scheme of authorizations to services is possible under the tile "Users". "User list" appears on the first screen. Schemes of authorizations to services can be awarded grouped or singled.

Group assignment of scheme of authorizations to services to Users


If there is a group of Users who are to hold the same authorization scheme for services, it is recommended that you use the option of Group Authorization Assignment Scheme to the Users.

To assign the same authorization scheme to a service to a group of Users, select the individual Users in the first "User List", next select "Group Features" and next select "change service authorization pattern" from the drop-down list.

The screenshot shows the 'Users' management interface. At the top, there are tabs: 'Context parameters', 'Accounts', 'Users' (selected), 'Services', 'Access limitations', and 'New'. Below the tabs, there are links: 'List of users', 'Signature classes', 'Account authorisation patterns', and 'Service authorisation patterns'. The 'List of users' section is active, displaying a table of users. A dropdown menu is open, showing options: 'Group functions', 'Change signature class', 'Change account authorisation pattern', and 'Change service authorisation pattern' (highlighted with a red box). The table contains the following data:

ID	Administrator	Signature class	Service authorisation pattern	Functions
14	No	Kierownik (ID 224946)	PEŁNY_2	[Icons]
<input type="checkbox"/> ANNA DEMOWA 1952228	Affirmative, he/she cannot change his/her own authorisation	Kierownik (ID 224946)	PEŁNY_2	[Icons]
<input type="checkbox"/> HALINA TESTOWA 1952233	No	Dyrektor (ID 224945)	PEŁNY_2	[Icons]
<input type="checkbox"/> KATARZYNA TESTOWA 1952247	Affirmative, he/she can change his/her own authorisation	Prezes (ID 224944)	PEŁNY_2	[Icons]
<input type="checkbox"/> JAN TESTOWY 1952200	No	Księgowy (ID 224947)	PEŁNY_2	[Icons]

Group modification of service authorisations

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List of users

User	User ID	Administrator	Service authorisation pattern
ADAM DEMO	1952214	No	PEŁNY_2
ANNA DEMOWA	1952228	Affirmative, he/she cannot change his/her own authorisation	PEŁNY_2
HALINA TESTOWA	1952233	No	PEŁNY_2
KATARZYNA TESTOWA	1952247	Affirmative, he/she can change his/her own authorisation	PEŁNY_2
JAN TESTOWY	1952200	No	PEŁNY_2


Existing pattern New pattern


Back


Select pattern

Select

No pattern

PEŁNY 

PEŁNY_1 

PEŁNY_2 

Execute

Assigning the scheme of authorizations to services to Users is a procedure that requires a signature.


Single assignment of authorization scheme to a service to the User

If the User is to be assigned with a separate scheme for service authorizations, use the option of single award of the service authorization scheme:

you should proceed as in the case of a group assignment of the service authorization scheme, except that you only need to select one User, or in the first "User List" context select the selected person in the context, and next select the "Change Service Authorizations" function.

On the next screen, select the appropriate authorization scheme from the drop-down list.

Modification of service authorisation pattern

 Administrator's guide

User

ANNA DEMOWA

User ID

26601230 (1952228)

Administrator

Affirmative, he/she can change his/her own authorisation

Service authorisation pattern

None


Existing pattern New pattern


Back


Select pattern


Select

No pattern

PEŁNY 

BAZA KONTRAHENTÓW 

WYMIANA PLIKÓW 

MODUŁ RAPORTOWY 

Execute

Assignment of a scheme of service authorizations to a User is a procedure that requires a signature.

Hotline (Monday to Friday 8:00 am -18:00 pm): CZ 800 022 676 option 1, PL +48 61 855 94 94, local charges shall apply.

Assignment of a scheme of signing transactions to accounts.

The generated transaction signatures should be assigned to the accounts. Assignment is done from tile level "Accounts" -> "Account List". The signature scheme can be assigned to accounts in groups or singly. In addition to the default scheme, a term schedule can also be assigned. This is a scheme that will only be valid for a defined period of time. At the end of this period, the default scheme will be valid again.

Group assignment of transaction signatures scheme to accounts

It is possible to assign a signature scheme to several accounts at the same time. To assign the same signature scheme to several or all accounts, on the "Account List", in the context, select those accounts to be assigned the same transaction signature scheme. Then select the Group features option from the drop-down list and select "Change signature scheme".

On the next screen, select the transaction signing scheme from the drop-down list, which will apply to all previously selected accounts within the context. A term scheme can also be assigned.

Group modification of transaction signing pattern

 Administrator's guide

List of accounts

Account name	Account number	Transaction signing pattern	
		Default	Term
Rachunek bieżący	47 1020 5561 0000 3502 0363 0282 PLN	1 podpis	None
Rachunek placowy	32 1020 5561 0000 3802 0363 0308 PLN	1 podpis	None
Rachunek walutowy	53 1020 5561 0000 3702 0363 0464 USD	1 podpis	None

Default pattern

Select

Term pattern

No pattern

From

1 podpis





[Back](#)

Execute

Group assignment of the scheme of signing the transactions to the account requires a signature.

Single assignment of the transaction signing scheme to the account

It is also possible to separately assign a scheme of signing transactions to each account. This option facilitates assigning different transaction signatures to individual accounts within a single context. To assign a signature scheme to a single account in a context, find the account on the "Account List" in the context "(Accounts -> Account List) and next select the "Change Transaction Signing Scheme" function. The appropriate scheme of signing the transaction should be selected, a term scheme can also be set. A single assignment of the scheme of signing the transactions requires a signature.

Assignment of the scheme of signing the transactions to Users

The next step is to assign the scheme of signing the transactions to Users within the context. The scheme can be assigned in 4 ways:

- > In the "Account List" section, select the accounts, use the Group Features option, next select "Change Authorization Scheme" from the drop-down list and select the Users and the scheme of authorization to accounts ("Selection of the scheme of authorizations"-> "Select the scheme" from the drop-down list). This method facilitates assigning the indicated authorizations scheme to multiple accounts and Users.
- > In the "Account List" section, use the "Change the scheme of authorizations" feature next to each account and select the Users in the next screen and select the scheme of authorizations to account. This method facilitates assigning the indicated scheme of authorizations to a single account scheme to multiple Users.
- > In the "User list" section (under the "Users" tile), select the Users using the Group features option and select "Change the scheme of authorizations to accounts" from the drop-down list. On the next screen, select the accounts and the authorizations scheme. This method facilitates assigning the indicated scheme of authorizations to accounts to multiple accounts and Users.
- > In the "User list" section, use the "Details" function next to each User. On the next screen, select the function "Change the scheme of authorizations of accounts". The "Change of the scheme of authorizations to accounts" site is displayed, where you can define the authorizations scheme for the accounts that the User has access to. The method facilitates assigning the scheme of authorizations to multiple accounts to one User.

Group assignment of the scheme of authorizations to accounts

I method - list of accounts in context:

Select the account and choose "Change the Authorization Scheme".

List of accounts

Account authorisation patterns

Transaction signing patterns

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Group functions

Modify authorisation pattern

Modify transaction signing pattern

Change account name

On the next screen, point to Users ("User List") and select the authorization scheme from the dropdown list ("Modify authorisation pattern"):

Group modification of account authorisation pattern

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List of accounts

Account name	Account number
Rachunek bieżący	47 1020 5561 0000 3502 0363 0282 PLN
Rachunek placowy	32 1020 5561 0000 3802 0363 0308 PLN
Rachunek walutowy	53 1020 5561 0000 3702 0363 0464 USD

List of users

User	User ID	Administrator
<input type="checkbox"/> ANNA DEMOWA	26601230 (1952228)	Affirmative, he/she can change his/her own authorisation
<input type="checkbox"/> KATARZYNA TESTOWA	1952247	Affirmative, he/she can change his/her own authorisation

Selection of authorisation pattern

Existing pattern

New pattern

Select pattern

Select

No pattern

Pełny dostęp

Tworzący

Podpisujący

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Grouping assigning of the scheme of authorizations to accounts requires a signature.

II method - User list in context:

Select Users in the User list and then use Group features from the drop-down list, select "Change account authorization scheme".

List of users

Signature classes

Account authorisation patterns

Service authorisation patterns

List of users

























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Group functions

Change signature class

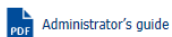
Change account authorisation pattern

Change service authorisation pattern

	ID	Administrator	Signature class	Service authorisation pattern	Functions
	2214	Affirmative, he/she can change his/her own authorisation	Dyrektor (ID 224945)	PEŁNY	   
<input checked="" type="checkbox"/>	ANNA DEMOWA	1952228	Affirmative, he/she can change his/her own authorisation	Dyrektor (ID 224945)	PEŁNY    
<input checked="" type="checkbox"/>	KATARZYNA TESTOWA	1952247	Affirmative, he/she can change his/her own authorisation	Prezes (ID 224944)	Z KARTAMI    
<input checked="" type="checkbox"/>	HALINA TESTOWA	1952233	No	Dyrektor (ID 224945)	PEŁNY    
<input checked="" type="checkbox"/>	JAN TESTOWY	1952200	No	Księgowy (ID 224947)	PEŁNY    
<input checked="" type="checkbox"/>	JANUSZ TRACZ	1952776	Affirmative, he/she can change his/her own authorisation	None	PEŁNY    

On the next screen, select an existing scheme of account authorization or create a new scheme:

Group modification of account authorisation pattern



List of users

User	User ID	Administrator
ADAM DEMO	1952214	Affirmative, he/she can change his/her own authorisation
ANNA DEMOWA	1952228	Affirmative, he/she can change his/her own authorisation
KATARZYNA TESTOWA	1952247	Affirmative, he/she can change his/her own authorisation
HALINA TESTOWA	1952233	No
JAN TESTOWY	1952200	No
JANUSZ TRACZ	1952776	Affirmative, he/she can change his/her own authorisation

List of accounts

<input checked="" type="checkbox"/> (9)	Account name	Account number
<input checked="" type="checkbox"/>	GBP	69 1020 5561 0000 3402 0870 6139 GBP
<input checked="" type="checkbox"/>	RACHUNEK BIEŻĄCY	86 1020 5561 0000 3602 0870 5735 PLN
<input checked="" type="checkbox"/>	RACHUNEK BIEŻĄCY	63 1020 5561 0000 3002 0363 0530 EUR
<input checked="" type="checkbox"/>	RACHUNEK BIEŻĄCY	17 1020 5561 0000 3402 0870 6105 SEK
<input checked="" type="checkbox"/>	RACHUNEK BIEŻĄCY	94 1020 5561 0000 3502 0870 5834 USD
<input checked="" type="checkbox"/>	Rachunek bieżący	63 1020 5561 0000 3302 0363 0480 PLN
<input checked="" type="checkbox"/>	Rachunek pomocniczy	53 1020 5561 0000 3402 0363 0514 PLN
<input checked="" type="checkbox"/>	Rachunek walutowy CHF	76 1020 5561 0000 3102 0870 5966 CHF
<input checked="" type="checkbox"/>	Rachunek walutowy EUR	05 1020 5561 0000 3702 0870 5883 EUR

Selection of authorisation pattern

☒ Existing pattern

☐ New pattern

Select pattern

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[Execute](#)







































Group assignment of the authorization scheme requires a signature.

Single assignment of the authorization scheme

Single scheme assignment allows you to work within a specific account or User.


Assigning a scheme to a specific account - list of accounts:

Use the "Change Authorization Scheme" function next to the account:

List of accounts					
Account authorisation patterns					
Transaction signing patterns					
List of accounts					
 Administrator's guide					
Group functions 					
<input type="checkbox"/>	Account name	Account number	Transaction signing pattern		Functions
			Default	Term	
<input type="checkbox"/>	Rachunek bieżący	63 1020 5561 0000 3302 0363 0480 PLN	1 PODPIS	None	   
<input type="checkbox"/>	RACHUNEK BIEŻĄCY	86 1020 5561 0000 3602 0870 5735 PLN	1 PODPIS	None	   
<input type="checkbox"/>	Rachunek pomocniczy	53 1020 5561 0000 3402 0363 0514 PLN	1 PODPIS	None	   
<input type="checkbox"/>	RACHUNEK BIEŻĄCY	76 1020 5561 0000 3102 0870 5966 CHF	1 PODPIS	None	   
<input type="checkbox"/>	Rachunek walutowy	63 1020 5561 0000 3002 0363 0530 EUR	1 PODPIS	None	   
<input type="checkbox"/>	RACHUNEK BIEŻĄCY	05 1020 5561 0000 3702 0870 5883 EUR	1 PODPIS	None	   
<input type="checkbox"/>	RACHUNEK BIEŻĄCY	69 1020 5561 0000 3402 0870 6139 GBP	1 PODPIS	None	   
<input type="checkbox"/>	RACHUNEK BIEŻĄCY	17 1020 5561 0000 3402 0870 6105 SEK	1 PODPIS	None	   
<input type="checkbox"/>	RACHUNEK BIEŻĄCY	94 1020 5561 0000 3502 0870 5834 USD	1 PODPIS	None	   

On the next screen, indicate the Users and scheme of authorizations:

Change of account authorisation pattern

 Administrator's guide

Account name Rachunek bieżący
Account number 63 1020 5561 0000 3302 0363 0480 PLN

List of users

<input type="checkbox"/>	User	User ID	Administrator	Account authorisation pattern
<input type="checkbox"/>	ADAM DEMO	1952214	No	PEŁNY
<input type="checkbox"/>	ANNA DEMOWA	1952228	Affirmative, he/she cannot change his/her own authorisation	PEŁNY
<input type="checkbox"/>	HALINA TESTOWA	1952233	No	PEŁNY
<input type="checkbox"/>	KATARZYNA TESTOWA	1952247	Affirmative, he/she can change his/her own authorisation	PEŁNY
<input type="checkbox"/>	JAN TESTOWY	1952200	No	PEŁNY

Selection of authorisation pattern

Existing pattern New pattern

Select pattern Select

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Assignment of scheme of authorizations to account requires signature.

Assignment of scheme of authorizations to a particular User - User list:





















Use the "Details" function next to the User:

List of users Signature classes Account authorisation patterns Service authorisation patterns

List of users

 Administrator's guide

Group functions

<input type="checkbox"/>	User	User ID	Administrator	Signature class	Service authorisation pattern	Functions
<input checked="" type="checkbox"/>	ADAM DEMO	1952214	No	Kierownik (ID 224946)	PEŁNY_2	   
<input type="checkbox"/>	ANNA DEMOWA	1952228	Affirmative, he/she cannot change his/her own authorisation	Kierownik (ID 224946)	PEŁNY_2	   
<input type="checkbox"/>	HALINA TESTOWA	1952233	No	Dyrektor (ID 224945)	PEŁNY_2	   
<input type="checkbox"/>	KATARZYNA TESTOWA	1952247	Affirmative, he/she can change his/her own authorisation	Prezes (ID 224944)	PEŁNY_2	   
<input type="checkbox"/>	JAN TESTOWY	1952200	No	Księgowy (ID 224947)	PEŁNY_2	   

Hotline (Monday to Friday 8:00 am -18:00 pm): CZ 800 022 676 option 1, PL +48 61 855 94 94, local charges shall apply.

The "User Data" site will be displayed, showing the accounts that the User may hold, or already has been assigned with the authorization scheme. Use the "Change the scheme of authorizations to account".

User data

User

ADAM DEMO

User ID

1952214

Administrator

No

Signature class

Kierownik (ID 224946)

Change

List of accounts

Group functions

<input type="checkbox"/>	Account name	Account number	Authorisation pattern	Functions
<input type="checkbox"/>	Rachunek bieżący	63 1020 5561 0000 3302 0363 0480 PLN	PEŁNY	Change account authorisation pattern
<input type="checkbox"/>	RACHUNEK BIEŻĄCY	86 1020 5561 0000 3602 0870 5735 PLN	PEŁNY	
<input type="checkbox"/>	Rachunek pomocniczy	53 1020 5561 0000 3402 0363 0514 PLN	PEŁNY	
<input type="checkbox"/>	RACHUNEK BIEŻĄCY	76 1020 5561 0000 3102 0870 5966 CHF	PEŁNY	
<input type="checkbox"/>	Rachunek walutowy	63 1020 5561 0000 3002 0363 0530 EUR	PEŁNY	
<input type="checkbox"/>	RACHUNEK BIEŻĄCY	05 1020 5561 0000 3702 0870 5883 EUR	PEŁNY	
<input type="checkbox"/>	RACHUNEK BIEŻĄCY	69 1020 5561 0000 3402 0870 6139 GBP	PEŁNY	
<input type="checkbox"/>	RACHUNEK BIEŻĄCY	17 1020 5561 0000 3402 0870 6105 SEK	PEŁNY	
<input type="checkbox"/>	RACHUNEK BIEŻĄCY	94 1020 5561 0000 3502 0870 5834 USD	PEŁNY	

The "Change the scheme of authorizations to account" site will appear, showing User accounts with the possibility to assign authorization schemes.

Change of account authorisation pattern

Administrator's guide

User

ADAM DEMO

User ID

1952214

Administrator

No

Account name

Rachunek bieżący

Account number

63 1020 5561 0000 3302 0363 0480 PLN

Selection of authorisation pattern

Existing pattern

New pattern

Select pattern

Select

No pattern

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Hotline (Monday to Friday 8:00 am -18:00 pm): CZ 800 022 676 option 1, PL +48 61 855 94 94, local charges shall apply.

Assignment of authorization to account requires a signature.

Assignment of a transaction signing scheme to the services

The transaction signing schemes created in the context of the transaction must be assigned to the service. Assignment is done under the tile "Services" -> "Service list". The transaction signing scheme can be assigned to a service only singly or in a group.

Single assignment of transaction signing scheme to services

To assign a single signing scheme to the Services, select the "Partner Database" or "File Exchange" service, and next from the "Service List" (on the first "Services" screen), select the "Change Transaction Signing Scheme" function.

Service	Transaction signing pattern	Functions
Service (0)	Default	Modify transaction signing pattern
Counterparty database	1 PODPIS	None
File exchange	1 PODPIS	None
Reporting module	1 PODPIS	None

On the next screen, select the appropriate transaction signing scheme from the drop-down list.

Service name: Counterparty database

Default pattern: 1 PODPIS

Term pattern: No pattern

From: [date picker] To: [date picker]

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Single assignment of transaction signing scheme to services requires a signature.

Group assignment of transaction signing scheme to services

To group assign a scheme for signing transactions into Services, select the service available, "Counterparty Database" or "File Exchange" and next from the list of services (on the first "Services" screen), select Group Features and next from the "Change scheme" drop-down list Signing transactions".

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Transaction signing patterns

Services

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Group functions
Modify transaction signing pattern

	Transaction signing pattern		Functions
	Default	Term	
<input type="checkbox"/> Service (0)			
<input type="checkbox"/> Counterparty database	1 PODPIS	None	
<input type="checkbox"/> File exchange	1 PODPIS	None	
<input type="checkbox"/> Reporting module	1 PODPIS	None	

On the next screen, select the appropriate transaction signing scheme from the drop-down list.

Group modification of transaction signing pattern

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List of services
Counterparty database
File exchange

Default pattern Select

Term pattern No pattern

From To

Back
Execute

NOTE!

- For the "Counterparty Database" and "File Exchange" Service, it is possible to assign an individualized transaction signing scheme.

Group assignment of transaction signing scheme to services requires signature.

After completing these steps, the configuration is complete. A summary of the actions taken is visible when you select the "Context Parameters" tile and next the "Context Configuration Form" button. At this stage, you can print the context configuration information in the form of "Access Configuration Application". To this end, you need to select the "Print" button after validating all data on the application.

Assignment of names to accounts

Account naming is not a mandatory part of the configuration, but only an additional possibility at the Administrator setup stage in the company. The default is the name given by the Bank that is appropriate for

the type of account, by way of illustration current account, auxiliary account. We recommend naming your accounts, especially if you want to sort them by name.

Naming accounts in the iPKO biznes makes it easy to manage and identify them. It is convenient for Customers holding many accounts or needing additional collateral (by way of illustration zloty accounts, currency accounts, payroll accounts).

NOTE! The same account name is visible to all Users context. You can not name the same account in different ways, depending on which the User logs on. Account names must be unique. Naming of accounts is possible from tile level "Accounts" -> "Account list" -> "Account details" -> "Name change" -> "Account name change".

Grouped accounts

Assignment of accounts to groups can be handled for two reasons:

- Group accounts in „Accounts” and „Transactions”,
- Group accounts within „Liquidity management” module.

Assignment of accounts to groups is a two-stage process. First, groups need to be created and then accounts need to be assigned to groups.

Creating account groups

To create account groups, choose „Settings’ section (top-right corner), then click on „My profile” tile, choose „List of accounts” tab and finally „Management of groups”.

Group functions	Management of groups	
Account name	Account number	Group of accounts
<input type="checkbox"/> (0)		
<input type="checkbox"/> P rachunek bieżący	40 1020 5561 0000 3102 0343 9320 USD	Add
<input type="checkbox"/> O rachunek bieżący	82 1020 5561 0000 3502 0343 9338 USD	Add

Execute

Next, type in the „Group name” box destined group name, then click on „Create group” button and later on „Save” button.

Management of groups

Group name Create group

0 / 30 Characters

* mandatory field

Cancel Save

IMPORTANT! Collectively handled changes overwrite previous settings, therefore accounts will only belong to groups indicated in the Group assignment of accounts to groups screen.

Management of groups

Group name Create group

0 / 30 Characters

    Group 1

* mandatory field

Cancel Save

Assignment of accounts to groups

To assign accounts to group, choose „List of accounts” tab. In order to assign accounts to group, „tick” selected accounts from the list (using checkboxes), to finally execute one of two options:

- add account individually,
- add accounts by groups.

Choose first option, if selected accounts need to be assigned to different groups, therefore need to be assigned individually to indicated groups..

Choose second option to assign selected accounts to the same group.

Settings | List of accounts | List of counterparties

List of accounts

Group functions Management of groups

<input type="checkbox"/> (0)	Account name	Account number	Favourite account	Group of accounts
<input type="checkbox"/>	RACH.BIEŻĄCY01	66 1020 5561 0000 3502 0343 3224 PLN	<input type="checkbox"/>	Add
<input type="checkbox"/>	RACH.BIEŻĄCY02	81 1020 5561 0000 3002 0343 8728 PLN	<input type="checkbox"/>	Add
<input type="checkbox"/>	RACH.BIEŻĄCY03	32 1020 5561 0000 3202 0343 9221 AUD	<input type="checkbox"/>	Add
<input type="checkbox"/>	RACH.BIEŻĄCY04	27 1020 5561 0000 3702 0343 9163 BGN	<input type="checkbox"/>	Add
<input type="checkbox"/>	RACH.BIEŻĄCY05	27 1020 5561 0000 3402 0343 9213 CAD	<input type="checkbox"/>	Add
<input type="checkbox"/>	RACH.BIEŻĄCY06	22 1020 5561 0000 3902 0343 9155 CHF	<input type="checkbox"/>	Add
<input type="checkbox"/>	RACH.BIEŻĄCY07	79 1020 5561 0000 3702 0343 9197 CNY	<input type="checkbox"/>	Add
<input type="checkbox"/>	RACH.BIEŻĄCY08	82 1020 5561 0000 3802 0343 9288 CZK	<input type="checkbox"/>	Add
<input type="checkbox"/>	RACH.BIEŻĄCY09	30 1020 5561 0000 3802 0343 9254 DKK	<input type="checkbox"/>	Add

In the assignment screen, firstly choose the group that selected accounts should be assigned and then click on a „Execute” button.

The screenshot shows a web application interface. At the top, a message states 'The operation has been successfully completed'. Below this is a 'List of accounts' section. A modal dialog box titled 'Add existing group' is open in the center. The dialog has a 'Select group' dropdown menu with 'Group 1' selected. There are 'Cancel' and 'Execute' buttons in the dialog. In the background, the 'List of accounts' table is visible, showing columns for account name, IBAN, and currency. The table contains seven rows of account data.

Account name	IBAN	Currency
RACH.BIEŻĄCY01	66 1020 5561 0000 3502 0343 3224 PLN	PLN
RACH.BIEŻĄCY02	81 1020 5561 0000 3002 0343 8728 PLN	PLN
RACH.BIEŻĄCY03	32 1020 5561 0000 3202 0343 9221 AUD	AUD
RACH.BIEŻĄCY04	27 1020 5561 0000 3702 0343 9163 BGN	BGN
RACH.BIEŻĄCY05	27 1020 5561 0000 3402 0343 9213 CAD	CAD
RACH.BIEŻĄCY06	22 1020 5561 0000 3902 0343 9155 CHF	CHF
RACH.BIEŻĄCY07	79 1020 5561 0000 3702 0343 9197 CNY	CNY

Assignment of accounts to groups for Liquidity Management

In case of „Liquidity management” module, accounts from different contexts can be assigned to groups. Prior to that, parameter setting by Bank need to be handled. In order to assign accounts from another contexts to groups, choose the „Context name” box from „Accounts groups” section.

IMPORTANT! To be presented in „Liquidity management” module, account need to be assigned to at least one group connected to Liquidity management module. For specific information about assignment of accounts to groups, go to „Assignment of accounts to groups” chapter.

Liquidity management

The "Liquidity management" module permits presentation of accounts from own context as well as from other contexts.

Above dependence can be used to configure authorisation access to selected account in „Liquidity management" module. For example, to exclude account from list, do not assign any account to indicated account.

It is especially relevant, considering the fact that every user, authorised to use „Liquidity management" module, will be able to preview accounts history. Preview of history in "Liquidity management" module, is independent of accounts authorisation patterns within the „Transactions" and „Accounts" modules.

Authorisation to „Liquidity management" module is located in service authorisation pattern.

Access management

The ability to restrict access to iPKO biznes is not a mandatory configuration item, and an additional possibility at the Administrator setup step in the company.



In the iPKO biznes system, the Administrator of the Company or an employee of the Bank may indicate the IP addresses from which specific Context Users will be able to log in. In other words, for the context, it will not be able to log in from any IPs other than those provided by the configurator at the context parameterization stage, while it is possible to enter individual settings for the Users.

Additionally, in iPKO biznes, there is the possibility of restricting the availability of context for specific Users. Within this function it is possible to temporarily restrict access for Users, ie, access at certain times: from-to; on working days, Saturday, Sunday, public holidays.

Restricting access to iPKO biznes from specific IP addresses can be done in two ways:

1. Select "Access restrictions" -> "IP list with context access" -> iPKO biznes available from IP -> "No restrictions" "Change" button.

Access limitations

 [Administrator's guide](#)  [Access configuration form](#)

List of IPs with access to context

iPKO Biznes accessible from IP No restrictions [Change](#)

Next, "Modify access to iPKO biznes from selected IPs" will be displayed, where you will have two options "Restrict access to iPKO biznes", that is to say, "No restrictions" and "Restricted to indicated IPs". It is possible to indicate max. 10 IP addresses from which it will be possible to access / log into the iPKO biznes by the User. The change will affect all Users in the context.

Modification of access to iPKO Biznes from selected IPs



Limitation of access to iPKO biznes

- ☐ Without limits
☒ Limited to specified IPs

IP address

IP address [Remove](#)

IP address [Remove](#)

IP address [Remove](#)

IP address [Remove](#)

IP address [Remove](#)

IP address [Remove](#)

IP address [Remove](#)

IP address [Remove](#)

IP address [Remove](#)

[Back](#)

[Execute](#)

2. select "Access restrictions" tile -> "User access". You can change the access for Users of the selected IP singly or in groups.
 - a. to select a single change of access from the IP address for the User, select a User from the User list.

Users' access							
Group functions							
<input type="checkbox"/>	User User ID	Hours of accessibility	Weekdays	Public holidays	Access status	IP availability	Functions
<input type="checkbox"/>	ADAM DEMO 1952214	No restrictions	No restrictions	No restrictions	Active	Context default	Modify access from IP
<input type="checkbox"/>	ANNA DEMOWA 1952228	No restrictions	No restrictions	No restrictions	Active	Context default	
<input type="checkbox"/>	HALINA TESTOWA 1952233	No restrictions	No restrictions	No restrictions	Active	Context default	
<input type="checkbox"/>	KATARZYNA TESTOWA 1952247	No restrictions	No restrictions	No restrictions	Active	Context default	
<input type="checkbox"/>	JAN TESTOWY 1952200	No restrictions	No restrictions	No restrictions	Active	Context default	

Next deselect the "Change IP access" function with the selected User. The "Change User's IP address" screen will be displayed. It is possible to limit access to up to 10 IP addresses.











Hotline (Monday to Friday 8:00 am -18:00 pm): CZ 800 022 676 option 1, PL +48 61 855 94 94, local charges shall apply.

- b. to change access from the IP address to a group of Users, on the "User Access" screen select the selected Users, next select "Group Features" from the drop down list select "Change IP access:

Group functions

Modify term access

Modify access from IP

		Accessibility	Weekdays	Public holidays	Access status	IP availability	Functions
<input checked="" type="checkbox"/>	ADAM DEMO 1952214	No restrictions	No restrictions	No restrictions	Active	Context default	 
<input checked="" type="checkbox"/>	ANNA DEMOWA 1952228	No restrictions	No restrictions	No restrictions	Active	Context default	 
<input checked="" type="checkbox"/>	HALINA TESTOWA 1952233	No restrictions	No restrictions	No restrictions	Active	Context default	 
<input checked="" type="checkbox"/>	KATARZYNA TESTOWA 1952247	No restrictions	No restrictions	No restrictions	Active	Context default	 
<input checked="" type="checkbox"/>	JAN TESTOWY 1952200	No restrictions	No restrictions	No restrictions	Active	Context default	 

The "Group change access from User IPs" screen is displayed. Select indicate the radiobutton "Limited to indicated IP" and next type the appropriate IP addresses. You do not have to type the dots between the digits you type, the system adjusts the number of digits in the form itself. It is possible to enter max. 10 IP addresses for which the access to Users is to be restricted.

Group modification of access from IP addresses of users

PDF Administrator's guide

Selected users

Collapse list

User	User ID	Administrator
ADAM DEMO	1952214	No
ANNA DEMOWA	1952228	Affirmative, he/she cannot change his/her own authorisation
HALINA TESTOWA	1952233	No
KATARZYNA TESTOWA	1952247	Affirmative, he/she can change his/her own authorisation
JAN TESTOWY	1952200	No

Limitation of access to IPKO biznes

Without limits

Limited to specified IPs

IP address

111.111.111.111

IP address

. . .

Remove

IP address

. . .

Remove

IP address

. . .

Remove

IP address

. . .

Remove

Add another

Back

Execute

The customers who plan to pass the parameterization of the iPKO biznes system to the Bank may print out "Application for access to iPKO biznes by the Bank - access restrictions" in the iPKO biznes.

Access management within a specified time frame

In the iPKO biznes system, a feature has been introduced to limit the availability of context for specific Users. As part of this change, it is possible to temporarily restrict access for Users, that is to say, access at certain times: from-to; on working days, Saturday, Sunday, public holidays. To this end, you need to select "Change" for a particular User.

Next, a table will appear on the screen to determine the specific restrictions for this User.

Modification of user's term access in iPKO Biznes

Administrator's guide

User: ADAM DEMO
 User ID: 1952214
 Administrator: No

Access hours: ☒ No limitations ☐ From / to (hours) from 00 : 00 to 23 : 59

Business days:

Saturday:

Sunday:

Public holidays:

Access status: ☒ Active ☐ Blocked until further notice ☐ Locked until from to

[Back](#)
[Execute](#)

Setting specific iPKO biznes availability for several Users can be done under "Change for a group".

Users' access							
<div> Group functions <div> Modify term access Modify access from IP </div> </div>		Accessibility	Weekdays	Public holidays	Access status	IP availability	Functions
<input checked="" type="checkbox"/>	ADAM DEMO 1952214	No restrictions	No restrictions	No restrictions	Active	Context default	
<input checked="" type="checkbox"/>	ANNA DEMOWA 1952228	No restrictions	No restrictions	No restrictions	Active	Context default	
<input checked="" type="checkbox"/>	HALINA TESTOWA 1952233	No restrictions	No restrictions	No restrictions	Active	Context default	
<input checked="" type="checkbox"/>	KATARZYNA TESTOWA 1952247	No restrictions	No restrictions	No restrictions	Active	Context default	
<input checked="" type="checkbox"/>	JAN TESTOWY 1952200	No restrictions	No restrictions	No restrictions	Active	Context default	

Group modification of term access for users



Administrator's guide

Selected users 5

Collapse list

User name User ID	Administrator	Hours of accessibility	Weekdays	Public holidays	Access status
ADAM DEMO 1952214	No	No restrictions	No restrictions	No restrictions	Active
ANNA DEMOWA 1952228	Affirmative, he/she cannot change his/her own authorisation	No restrictions	No restrictions	No restrictions	Active
HALINA TESTOWA 1952233	No	No restrictions	No restrictions	No restrictions	Active
KATARZYNA TESTOWA 1952247	Affirmative, he/she can change his/her own authorisation	No restrictions	No restrictions	No restrictions	Active
JAN TESTOWY 1952200	No	No restrictions	No restrictions	No restrictions	Active

Access hours ☒ No limitations ☐ From / to (hours) from 00 : 00 to 23 : 59

Business days

Saturday

Sunday

Public holidays

Access status ☒ Active ☐ Blocked until further notice ☐ Locked until from to

[Back](#)

[Execute](#)

Data Import Wizard

The Data Import Wizard is a feature that allows administrators to define input formats in a context. Defined formats will be available to Users on the import site, in the drop-down field, where the format of the imported file is indicated.

The wizard allows you to define the following formats:

- domestic transfer,
- foreign transfer,
- domestic counterparty,
- foreign counterparty.

Basic information

1.	The wizard allows you to handle files that contain data in a single row on a single data record.
2.	Support for fixed-point and floating-point files.
3.	It is possible to define any number of formats.
4.	NOTE! Publishing at least one format will disable the Detect automatically in context (on the "Import from file" site).
5.	The wizard allows you to handle text files as well as saved as *.xls (an Excel workbook).
6.	Transactions imported in the format defined on the basis of the template of foreign transfer, ordered within PKO Bank Polski or transfers in PLN into national accounts will be transferred to a separate package with domestic transfers
7.	Character set allowed in the file: a b c d e f g h i j k l m n o p q r s t u v w x y z q ć ę ł ó ś ż Ź A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Ą Ć Ę Ł Ń Ó Ś Ź Ź 0 1 2 3 4 5 6 7 8 9 / - ? : () . , ' + { } CR LF Space

Transactional limits

Transactional limits specify maximum amount, to which individual users can execute transfers in determined period.

Fundamental assumptions:

- Acceptable periods: daily, weekly, monthly,
- Currency of limits: according to account currency,
- Limits are connected to account and user,
- Amount is drawn on limit at the moment of putting a signature. Limit is charged from the moment of first transaction authorization until the termination of limit's period – daily until the end of the day, weekly until the end of Sunday, monthly until the end of month's last day. Moving back to editing or cancellation of transaction withdraw limit's utilization.

Transactional limits activation

In order to activate transactional limits, Administrator should choose „Transactional limits” tile.


The screenshot shows the iPKO biznes web application interface. At the top, the company name is BARCELONA 2.0. The user is SYLWIA SOWA with ID 1951128. The navigation menu includes Transactions, Accounts, Cards, Loans and deposits, Cash, and Analysis. The sidebar on the left contains tiles for Context parameters, Accounts, Users, Services, Access restrictions, New, Whitelists, Transactional limits (highlighted), and File formats. The main content area is titled 'Transactional limits' and contains a table with the following data:

User	Identifier	Administrator	Signature class	Functions
PIOTR BŁĄD	1951114	Affirmative, he/she can change his/her own authorisation	None	[Icons]
JOHNY BRAVO	1951171	Affirmative, he/she can change his/her own authorisation	A (ID 225719)	[Icons]
DJANGO DJANGO	71999760 (1951850)	Affirmative, he/she cannot change his/her own authorisation	A (ID 225719)	[Icons]
EWA EWAŃSKA	61429633 (1952007)	Affirmative, he/she can change his/her own authorisation	Dyrektor (ID 225270)	[Icons]

Change of user limits

In the „Change of user limits” screen, limits for every account need to be defined separately. Limit’s currency is PLN, therefore foreign and exchange transactions are using current exchange rate. Mentioned list presents only authorized accounts.

Change of user limits

 Administrator's guide

User

PANNA MIGOTKA

User ID

1951201

Administrator

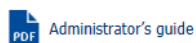
Affirmative, he/she cannot change his/her own authorisation

Account name	Account number	Daily (until 23:59)	Weekly (until 2017-09-17)	Monthly (until 2017-09-30)
/-?:().,'+{} =	85 1020 5561 0000 3902 0343 9379 USD	<input type="text" value="6 001,00"/> Remaining: 6 001,00 PLN Utilised: 0,00 PLN	<input type="text"/>	<input type="text"/>
A	67 1020 5561 0000 3202 0344 3538 JPY	<input type="text" value="6 001,00"/> Remaining: 6 001,00 PLN Utilised: 0,00 PLN	<input type="text"/>	<input type="text"/>
AŚADe	52 1020 5561 0000 3302 0343 1731 PLN	<input type="text" value="6 001,00"/> Remaining: 6 001,00 PLN Utilised: 0,00 PLN	<input type="text"/>	<input type="text"/>

Execute

Transactional limits					
Group functions					
<input type="checkbox"/>	User	Identifier	Administrator	Signature class	Functions
<input type="checkbox"/>	PIOTR BŁĄD	1951114	No	ASAASDZZXX (ID 227315)	<input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	SYLWIA BUK	1950360	Affirmative, he/she can change his/her own authorisation	KIEROWNIK ZAMIESZANIA (ID 228655)	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	SERAFIN CIŻŁA	1509060	Affirmative, he/she can change his/her own authorisation	BARDZO NOWA KLASA (ID 222960)	<input type="checkbox"/> <input type="checkbox"/>

Group modification of limits



List of users

User	Identifier	Administrator	Signature class
PIOTR BŁĄD	1951114	No	ASAASDZZXX (ID 227315)
SYLWIA BUK	1950360	Affirmative, he/she can change his/her own authorisation	KIEROWNIK ZAMIESZANIA (ID 228655)
SERAFIN CIŻŁA	1509060	Affirmative, he/she can change his/her own authorisation	BARDZO NOWA KLASA (ID 222960)
MICHAŁ FRONTCZAK	1951100	Affirmative, he/she cannot change his/her own authorisation	KlasaGS (ID 223131)
MAGDA IPKOBIZNES	1950085	Affirmative, he/she can change his/her own authorisation	Ekstraklasa (ID 222038)

Accounts selection

<input type="checkbox"/> (0)	Account name	Account number
<input type="checkbox"/>	A	67 1020 5561 0000 3202 0344 3538 JPY
<input type="checkbox"/>	AŚĄDe	52 1020 5561 0000 3302 0343 1731 PLN
<input type="checkbox"/>	RACHUNEK BIEŻĄCY	84 1020 5561 0000 3102 0343 8819 PLN
<input type="checkbox"/>	RACHUNEK BIEŻĄCY	89 1020 5561 0000 3102 0360 5375 EUR
<input type="checkbox"/>	RACHUNEK BIEŻĄCY	64 1020 5561 0000 3102 0343 8694 PLN
<input type="checkbox"/>	RACHUNEK BIEŻĄCY	84 1020 5561 0000 3402 0343 8769 EUR
<input type="checkbox"/>	RACHUNEK BIEŻĄCY	31 1020 5561 0000 3902 0343 8702 EUR
<input type="checkbox"/>	RACHUNEK BIEŻĄCY	38 1020 5561 0000 3702 0343 9353 USD
<input type="checkbox"/>	ć	80 1020 5561 0000 3202 0344 3595 AUD
<input type="checkbox"/>	d	23 1020 5561 0000 3102 0344 3603 CAD
<input type="checkbox"/>	e	66 1020 5561 0000 3702 0343 1962 CHF
<input type="checkbox"/>	f	08 1020 5561 0000 3702 0343 1939 EUR
<input type="checkbox"/>	/-?:(),',+{} =	85 1020 5561 0000 3902 0343 9379 USD
<input type="checkbox"/>	beeee	94 1020 5561 0000 3702 0343 1749 PLN
<input type="checkbox"/>	C	41 1020 5561 0000 3502 0359 6343 PLN
<input type="checkbox"/>	Ę	62 1020 5561 0000 3102 0343 8827 EUR
<input type="checkbox"/>	ę	70 1020 5561 0000 3602 0344 3579 GBP


Defining of limit

Daily (until 23:59)	Weekly (until 2017-09-17)	Monthly (until 2017-09-30)
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Back](#)[Execute](#)

User limits details

To verify final user's utilization limit status, use the „Details” function.

<input type="checkbox"/>	PIOTR BŁĄD	1951114	No	ASAASDZZXX (ID 227315)	 
--------------------------	------------	---------	----	------------------------	---

User limits ✕				
User PIOTR BŁĄD				
User ID 61286567				
Administrator No				
Account name	Account number	Daily (until 23:59)	Weekly (until 2017-09-17)	Monthly (until 2017-09-30)
/-?:()., '+{} =	85 1020 5561 0000 3902 0343 9379 USD	6 001,00 PLN Remaining: 6 001,00 PLN Utilised: 0,00 PLN	No limit defined	No limit defined
A	67 1020 5561 0000 3202 0344 3538 JPY	6 001,00 PLN Remaining: 6 001,00 PLN Utilised: 0,00 PLN	No limit defined	No limit defined
AŚADe	52 1020 5561 0000 3302 0343 1731 PLN	500,00 PLN Remaining: 500,00 PLN Utilised: 0,00 PLN	No limit defined	No limit defined
beeee	94 1020 5561 0000 3702 0343 1749 PLN	6 001,00 PLN Remaining: 6 001,00 PLN Utilised: 0,00 PLN	No limit defined	No limit defined
C	41 1020 5561 0000 3502 0359 6343 PLN	6 001,00 PLN Remaining: 6 001,00 PLN Utilised: 0,00 PLN	No limit defined	No limit defined
ć	80 1020 5561 0000 3202 0344 3595 AUD	6 001,00 PLN Remaining: 6 001,00 PLN Utilised: 0,00 PLN	No limit defined	No limit defined
d	23 1020 5561 0000 3102 0344 3603 CAD	6 001,00 PLN Remaining: 6 001,00 PLN Utilised: 0,00 PLN	No limit defined	No limit defined

Drawn on limit

In case of being drawn on limit, during next transaction authorization attempt, appropriate message will show up and transaction authorization will not be available.

Whitelists counterparties

The „Whitelists counterparties” module permits defining list of counterparties with capability of making transfers to accounts, that are not whitelisted.

Fundamental assumptions:

- Depending on configuration, whitelists can be defined through iPKO biznes or the Bank (via administrator) after giving certain instructions.
- Whitelists can be imported from the file.
- There are two types of whitelists: domestic and foreign.
- After defining, whitelist will be assigned to account.
- Assigning account to whitelist will cause the verification process of presence of account number on the „Accounts selection” list, during every creation, signing and sending of transaction. In case of negative verification, service will prevent transaction’s realization.

Creation of whitelist

In order to create whitelist, choose „New” tile, and then „New whitelist” or „Import from file” from drop down list. Administrator choose „New list”, and then „New whitelist” screen appears.

Context parameters

Accounts

Users

Services

Access restrictions

New ▾

Whitelists









































Transactional limits

File formats

Whitelists counterparties

Compilation of accounts

Whitelists counterparties

Identifier	Name	Type	Functions
1522	nowalista	Domestic	   
1325	import 2	Foreign	   
1324	import	Domestic	   
1323	Regresja 002	Foreign	   
1322	Regresja 001	Domestic	   
1047	16mj	Domestic	   
1046	MJimportzagr	Foreign	   
1045	MJimport	Domestic	   
1043	MJzagraniczna	Foreign	   
1042	MJwlasne	Domestic	   

In case of creating new whitelist counterparties, edited screen with „Name” and ”Type” fields will be presented. Right here, “Name”, “Account” and „Counterparty name” fields should be filled, and also type of whitelist (domestic/foreign) should be selected from drop down list.

New whitelist?

Name

Type

Domestic

Counterparty accounts

Account

Account

Account

Account

Account

Account

Account

Account

Account

Account

Account

Counterparty name

Counterparty name

Counterparty name

Counterparty name

Counterparty name

Counterparty name

Counterparty name

Counterparty name

Counterparty name

Counterparty name

Add another

Back

Execute

Creation of whitelist requires confirmation with code form token.

To import a white list, select its type, give it a name and specify the file location. Then the selected file will be uploaded to the bank server where it will be reviewed and if it is correct, the white list will be created. Then the white list is to be mapped to the selected accounts.

Import from file

Name

*

Type

Domestic

*

Code page

Detect automatically

*

Select file

Select file

*

Import

In order to import whitelist from file, choose whitelist type (domestic/foreign) from drop down list, fill in the „Name” field, and select file’s localization. Then, selected file will be sent into Bank servers where it’s content will be analyzed. After positive verification, whitelist will be created. Later, created whitelist need to be assigned to accounts.

















Assignment of created whitelist to accounts

Created whitelists counterparties should be assigned to accounts. Assignment is handled through “Whitelists” tile>”Whitelist counterparties”, and then choose „Assign” function.

Whitelists counterparties

Compilation of accounts

Whitelists counterparties

Identifier	Name	Type	Functions
1522	nowalista	Domestic	   
1325	import 2	Foreign	   
1324	import	Domestic	   
1323	Regresja 002	Foreign	   

„Assign” button will present „Assignment of whitelist” screen with „Account selection” list.
Assignment of whitelist requires confirmation with code form token.

Assignment of whitelist

Name

nowalista

Type

Domestic

Identifier

1522

Accounts selection

<input type="checkbox"/>	Account name	Account
(0)		
<input type="checkbox"/>	RACH.BIEŻĄCY01	66 1020 5561 0000 3502 0343 3224 PLN
<input type="checkbox"/>	RACH.BIEŻĄCY02	81 1020 5561 0000 3002 0343 8728 PLN
<input type="checkbox"/>	RACH.BIEŻĄCY19	38 1020 5561 0000 3402 0343 9403 SEK
<input type="checkbox"/>	RACH.BIEŻĄCY18	95 1020 5561 0000 3202 0343 9445 RUB
<input type="checkbox"/>	RACH.BIEŻĄCY19	38 1020 5561 0000 3402 0343 9403 SEK
<input type="checkbox"/>	RACH.BIEŻĄCY20	30 1020 5561 0000 3502 0343 9304 TRY
<input type="checkbox"/>	RACH.BIEŻĄCY21	29 1020 5561 0000 3102 0343 9130 USD
<input type="checkbox"/>	RACH.BIEŻĄCY22	87 1020 5561 0000 3302 0343 9346 USD
<input type="checkbox"/>	RACH.BIEŻĄCY24 (KR.ODN)	44 1020 5561 0000 3902 0359 6384 PLN
<input type="checkbox"/>	RACHUNEK BIEŻĄCY	11 1020 5561 0000 3802 0363 0589 PLN
<input type="checkbox"/>	RACHUNEK BIEŻĄCY	13 1020 5561 0000 3902 0357 3565 PLN

Counterparty accounts

To expand the list, use the "Expand section" function

Expand section ▾

[Back](#)

Execute

Assignment of whitelist - confirmation

Name nowalista
Type Domestic
Identifier 1522

Accounts selection

No whitelisted accounts from context

Counterparty accounts

To expand the list, use the "Expand section" function

Expand section ▾



Security image



Type code from token

* mandatory field

Back Sign

Likewise, whitelist assignment with accounts can be cancelled with the „Assign” function. Just leave all the checkboxes unfilled, and then confirm operation with code from token.

IMPORTANT! Account can only have one assigned domestic or foreign whitelist.

ATTENTION! No assignment between whitelist and account means, that from main page, transfer can be proceeded to any beneficiary account.

Compilation of whitelisted accounts

In order to get preview of whitelists assigned to certain accounts choose „Whitelists” tile and then „Compilation of accounts” tab. List of accounts with their classification (domestic/foreign) will be presented.

Whitelists counterparties

Compilation of accounts

Compilation of accounts

Account name	Account	Domestic list	International list
RACH.BIEŻĄCY01	66 1020 5561 0000 3502 0343 3224 PLN	None	Regresja 002
RACH.BIEŻĄCY02	81 1020 5561 0000 3002 0343 8728 PLN	Regresja 001	Regresja 002
RACH.BIEŻĄCY03	32 1020 5561 0000 3202 0343 9221 AUD	Regresja 001	Regresja 002
RACH.BIEŻĄCY04	27 1020 5561 0000 3702 0343 9163 BGN	Regresja 001	Regresja 002
RACH.BIEŻĄCY05	27 1020 5561 0000 3402 0343 9213 CAD	Regresja 001	Regresja 002
RACH.BIEŻĄCY06	22 1020 5561 0000 3902 0343 9155 CHF	None	None
RACH.BIEŻĄCY07	79 1020 5561 0000 3702 0343 9197 CNY	None	None
RACH.BIEŻĄCY08	82 1020 5561 0000 3802 0343 9288 CZK	None	None
RACH.BIEŻĄCY09	30 1020 5561 0000 3802 0343 9254 DKK	None	None

Change of whitelist

Modification of whitelist content (name and account of counterparty) is available from „Change” function, located next to every account from „Whitelist counterparties” list.

Change of whitelist ?

Name

MJwlasne

Type

Domestic

Identifier

1042

Counterparty accounts

Account	<input type="text" value="PL66102055610000350203433224"/>	Counterparty name	<input type="text" value="Rachunek 01"/>
Account	<input type="text" value="81102055610000300203438728"/>	Counterparty name	<input type="text" value="Rachunek 02"/>
Account	<input type="text" value="32102055610000320203439221"/>	Counterparty name	<input type="text" value="Rachunek 03"/>
Account	<input type="text" value="27102055610000370203439163"/>	Counterparty name	<input type="text" value="Rachunek 04"/>
Account	<input type="text" value="27102055610000340203439213"/>	Counterparty name	<input type="text" value="Rachunek 05"/>

Add another

Whitelisted accounts from context

No whitelisted accounts from context

Collapse section ▲

Back

Execute

Presented screen is editable, and permits making changes in already existing counterparties accounts, or creating new counterparties with „Add another” button. To confirm changes, code from token is required.

Hotline (Monday to Friday 8:00 am -18:00 pm): CZ 800 022 676 option 1, PL +48 61 855 94 94, local charges shall apply.

IMPORTANT! Change of whitelist will affect every whitelisted account.

Change of whitelist - confirmation

Name MJWlasne
Type Domestic
Identifier 1042


Counterparty accounts

Account	Counterparty name
PL66 1020 5561 0000 3502 0343 3224	Rachunek 01
81 1020 5561 0000 3002 0343 8728	Rachunek 02
32 1020 5561 0000 3202 0343 9221	Rachunek 03
27 1020 5561 0000 3702 0343 9163	Rachunek 04
27 1020 5561 0000 3402 0343 9213	Rachunek 05

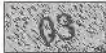
Whitelisted accounts from context

To expand the list, use the "Expand section" function

Expand section ▾



Security image



Type code from token

* mandatory field

[Back](#) [Sign](#)













Whitelist removal

Whitelist can be removed with „Remove” tab, located right to whitelist record. Whitelist removal requires confirmation with code from token.

Whitelists counterparties

Compilation of accounts

Whitelists counterparties

Identifier	Name	Type	Functions
1522	nowalista	Domestic	   
1325	import 2	Foreign	   
1324	import	Domestic	   

Note: the removal of the white list means the removal of the limits on transactions with the predefined list of payees. It will be possible to execute transactions to any account.

Removal of whitelist

Name nowalista
Type Domestic
Identifier 1522

Counterparty accounts

Account

Counterparty name

Whitelisted accounts from context

To expand the list, use the "Expand section" function

Expand section ▾

Security image



Type code from token

* mandatory field

Back

Execute

IMPORTANT! Removal of whitelist means, that all the restrictions regarding making transfers from accounts will be cancelled. From that moment, transfers can be made to every account.

Parameterization of iPKO biznes by the Bank

At the request of the Client, the Bank may take over the functions of administering the User rights and parameters of the iPKO biznes system, including the first parameterization of the system.

Security

Web browser and passwords

When executing transactions in iPKO biznes, it is recommended to use the latest versions of browsers: Firefox (Extended Support Release (ESR)), Microsoft Internet Explorer (version 8.0 or later). In addition, it is recommended that you disable the Save Forms feature in your web browser.

Do not under any circumstances share customer password and number with third parties, or provide them to unencrypted sites. Repeatedly entering the password three times causes a service block.

All operations after logging on to <https://www.ipkobiznes.cz> are default-secured by TLS (Transport Layer Security) version 1.2. TLS 1.0 is also acceptable.

Secure login (website address and certificate)

Prior to logging on to the iPKO biznes website, make sure that the connection that the User is using is encrypted. The site address in the browser window should look like this: <https://www.ipkobiznes.cz>

The login site is secured with an Extended Validation certificate, so the address bar can be highlighted in green (Internet Explorer 8.0+) and the name of the website operator (PKO Bank Polski SA) is also displayed. Next to the web address there should be the icon of the encrypted connection - most often presented in the form of a padlock (in older versions of the browser, the icon may be presented at the bottom of the screen). To verify the certificate's status, click on the icon and verify the following data:

Site hosted by: PKO Bank Polski SA, Warsaw, Mazowieckie, PL.

Next, verify the value entered in the "Thumbprint" field. To this end:

In Internet Explorer 8 and 9, after clicking the Encrypted Encryption icon, select "View Certificates", select the "Details" tab, and next find the "Thumbprint" field at the bottom of the drop down list.

In the Firefox browser, after clicking the "Encrypted connection" icon, select "More information", select the "Security" tab, next select the "View certificate" option. In the "Thumbprints" section, find the "SHA1 Thumbprint" field.

The appropriate field value SHA 1 for <https://www.ipkobiznes.cz> is (upper and lower case admitted):

bc d5 c2 3e 49 2e a0 e0 45 07 5d 5d 14 ea 51 b5 06 bc d2 66

Anti-virus and mail security

Using the Web may involve the risk of installing viruses, Trojan horses, or spyware on your computer. To avoid such a threat and make using e-banking safer you should know how to best protect yourself.

Anti-virus software - There are many tools for fighting viruses that ensure the safe use of Internet resources. PKO Bank Polski recommends that all its clients install and use anti-virus software. There are many very good paid software products that secure your computer. You can also use free software provided on the network or attached to the computer press, which also well fulfil their function.

Firewall protection

Firewall - a firewall protection, another very effective tool to protect against computer viruses. This is hardware with software or software that blocks unauthorized access to a secure computer network, computer, or server. Sometimes it also facilitates controlling outgoing connections from your computer, which makes it easy to detect and counter Trojan programs or spyware.

Mail security

Keep it in mind that by opening emails from unknown senders the User is vulnerable to infecting its computer with viruses. To prevent this from happening, an antivirus scanner should be used that checks every incoming email for viruses or trojans. All open files and client sites are also checked. This way helps prevent phishing that substitutes a "fake" - a fake site to the original site, and as a result, it helps block sensitive information such as logins, passwords, PINs.

Prevention

To make the most out of the network security, it's important to follow some important rules:

There are new viruses constantly appearing on the web, so frequent updates of anti-virus software should be made.

Never turn off anti-virus programs while working on the Internet.

Each file that the User downloads to its computer's disk should be checked before opening for viruses infection.

Both the operating system software and web browsers should be frequently updated, as recommended and recommended by the vendors.

Support for iPKO biznes Users

iPKO biznes Phone Service for Corporations and Local Government

· 800 022 676

number for Czech calls

· +48 (61) 855 94 94 *

number for domestic calls

* Charge according to the operator's tariff, the telephone service is open Monday to Friday from 8:00 am -18:00 pm

