

# **USER GUIDE FOR THE HOMEBANKING of PPF banka a.s.**

## **Data Exports**

## Contents:

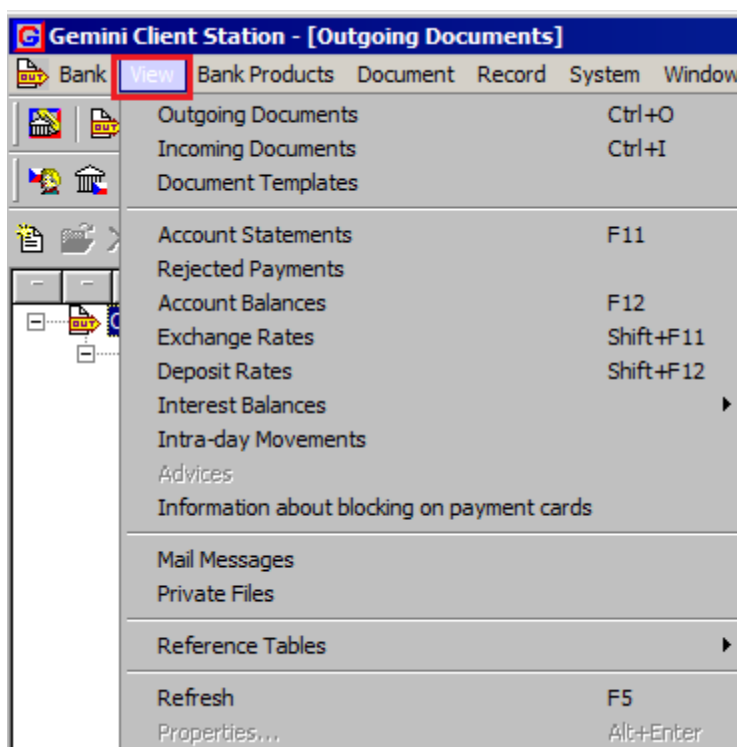
1. Introduction .....	3
2. Manual Export.....	3
3. Automatic Export of Statements and Private Files .....	7
3.1. Requirements for the Automatic Export to Work Properly .....	7
3.2. Setting Up Automatic Exports.....	8
3.2.1. Automatic Account Statement Exports .....	8
3.2.2. Automatic Export of Private Files .....	11
3.2.3. Pre-set Automatic Export Tasks .....	11
4. Connecting with the Bank.....	12
4.1. Connecting Manually .....	12
4.2. Setting Up Automatic Connections.....	14

# 1. Introduction

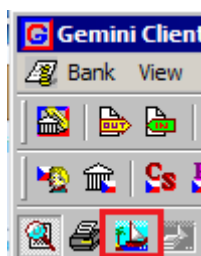
Terms, phrases and abbreviations capitalised in this User Guide have the meaning defined in the article “Definition of Terms” in the GBC and/or the SBC or, where appropriate, the meaning specified in the individual provisions of the GBC and/or SBC and/or this User Guide.

# 2. Manual Export

Various data can be exported manually from the HB application’s **View** tab (e.g. account statements, account balances, foreign currency exchange rates, information about payment card blocks, private files, etc.).



Whenever data can be exported the export icon (a departing ship) is displayed in the top ribbon.

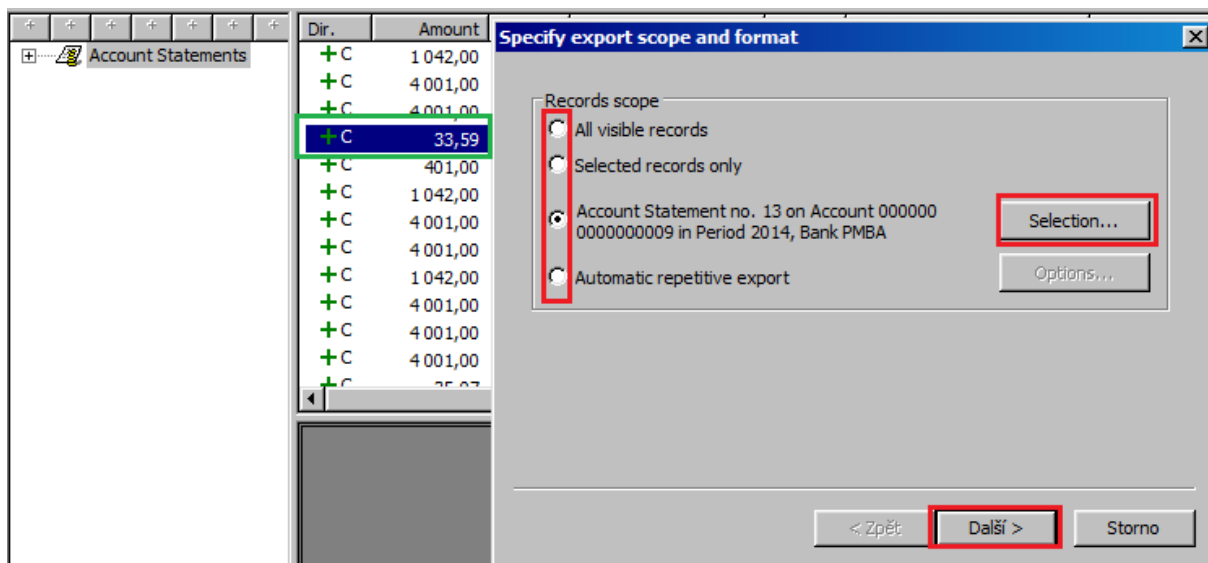


When you click on that icon the options showing the scope of exportable data will appear – you have the following choices:

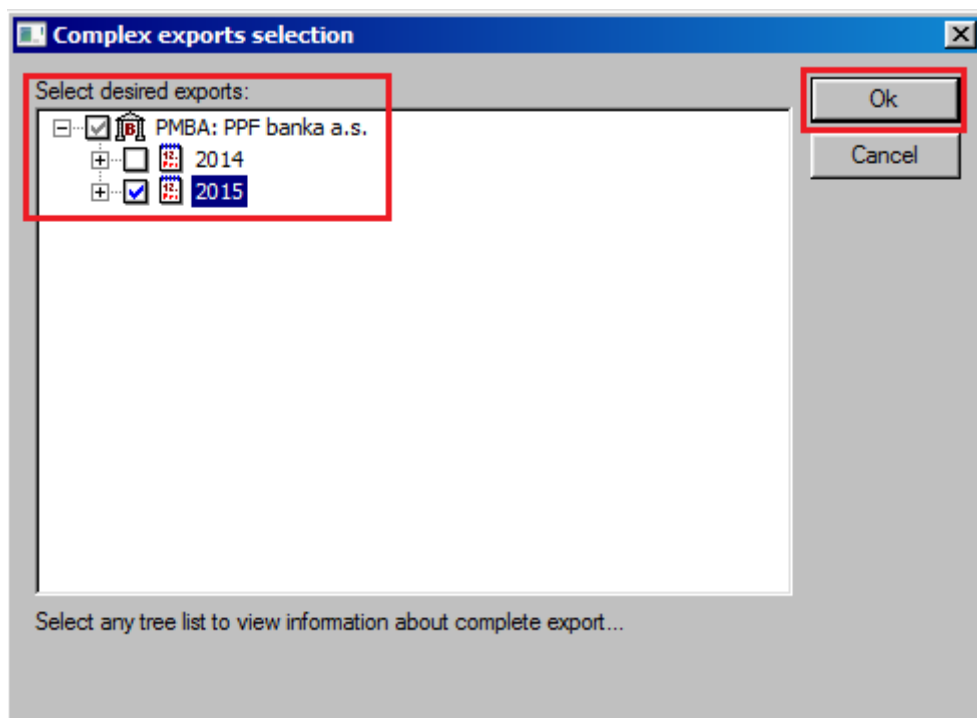
- **All visible records**, or
- **Selected records only** – if you selected one or several records among the data that is displayed, or
- Specify selection – whenever this option is available the button **Selection** will be displayed next to the last option.

The automatic export options are described in chapter [3](#).

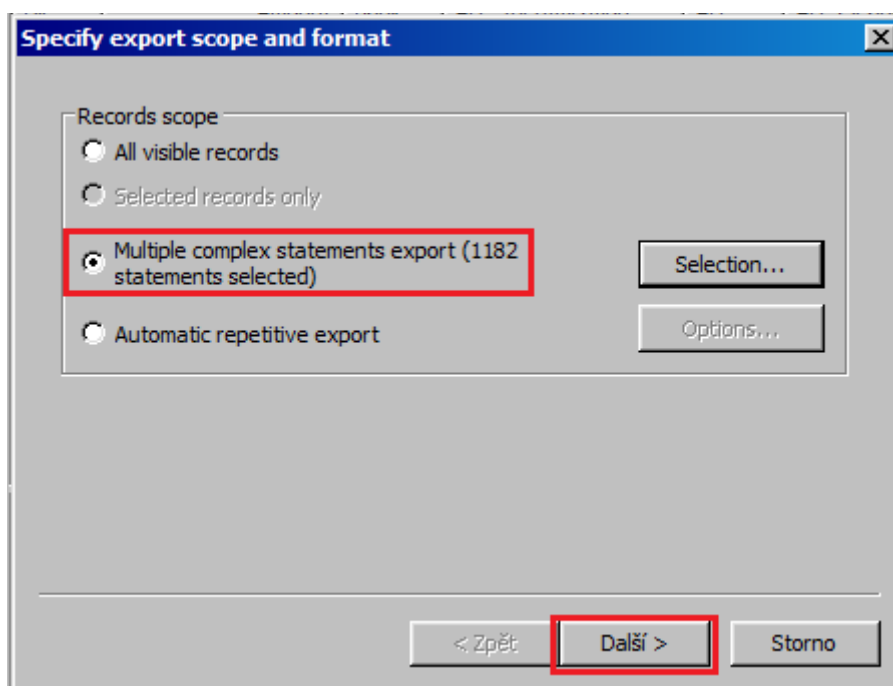
The instructions shown below use the print screens from an account statement export.



When you press Selection, the information to specify the selection will be displayed (in other words, the choices depend on the particular data) – several options can be selected, then click **Ok**.

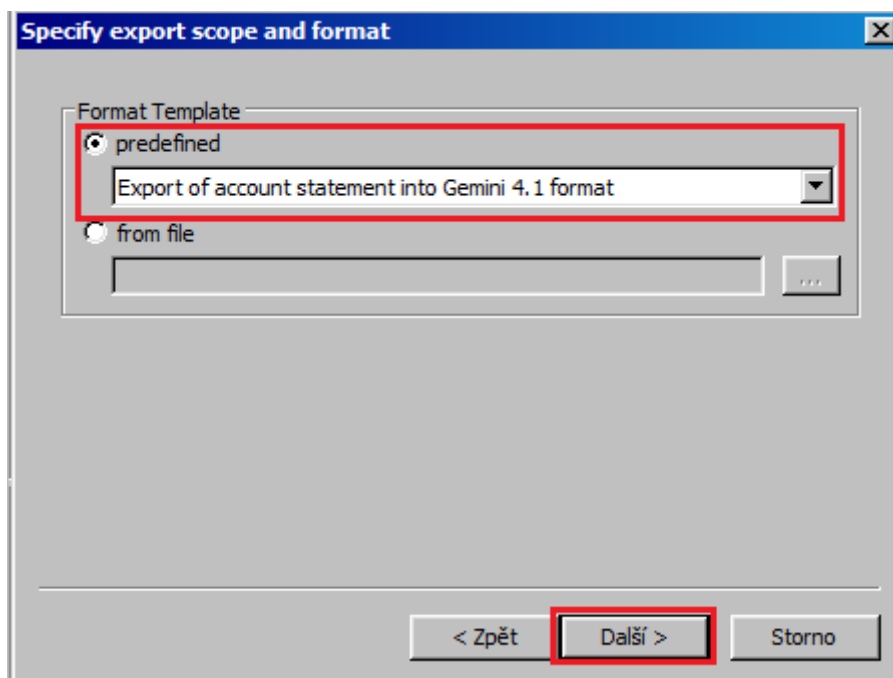


If the selection of data to be exported could be specified the description of the selected scope can change. Then click **Next** (Další).

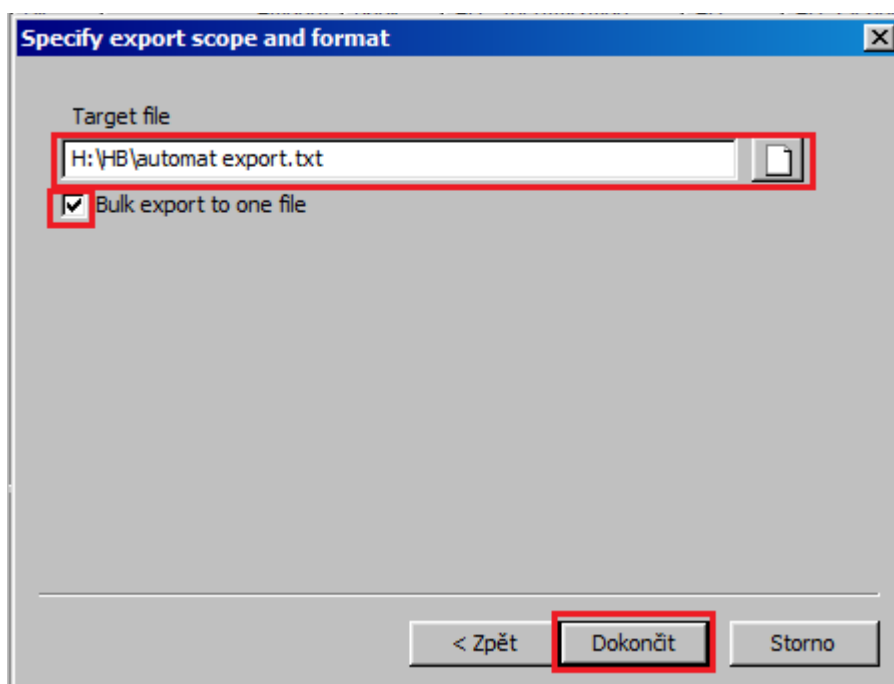


If the data export requires or allows so a formatting template is offered in the next step. For exporting account movements we recommend using a format that will suit both domestic and international transactions (export data options are described in the [Formats of Files for the Importing and Exporting of Data for the Homebanking of PPF banka a.s.](#) document).

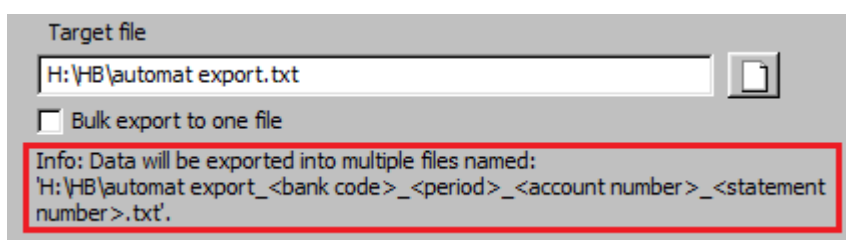
Then, continue by clicking **Next** (Další).



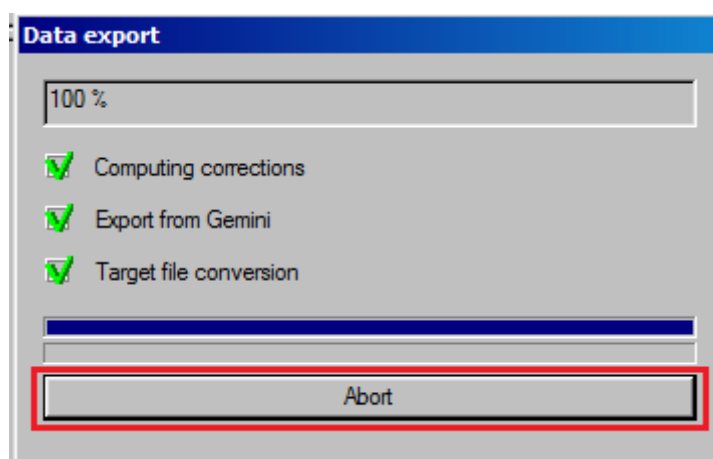
Enter the name of the file into which the data is to be exported, and, if applicable, check the **Bulk export to one file** option and confirm by clicking **Finish** (Dokončit).



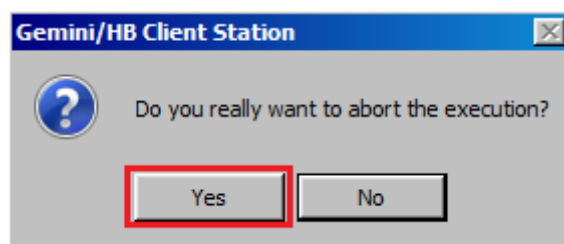
If you do not check **Bulk export to one file** and if the nature of the data to be exported permits so the data export will be split into several separate files.



Then the data export will start – you cannot use the HB application until the export is completed. You can stop the export by clicking on **Abort**.



To stop the export confirm by clicking **Yes**.



The window containing information about the export information will be closed automatically after the export is completed or stopped.

### 3. Automatic Export of Statements and Private Files

The automatic export is intended for the automated transfer of **statements and private files** from the client database of the HB application into the Client's folders without the necessity of interacting with the HB manually. **Automatic exports cannot be set up for any other data.**

For automated tasks (this is the case for both exports and imports) it is useful to have a dedicated GCS workstation (for the HB application) from which no manual operations are carried out.

#### 3.1. Requirements for the Automatic Export to Work Properly

For the automatic export to work properly the following is required:

1. **On the day and hour set for the export the HB application must already have downloaded data from the Bank, i.e. the export must be preceded by a connection with the Bank.**

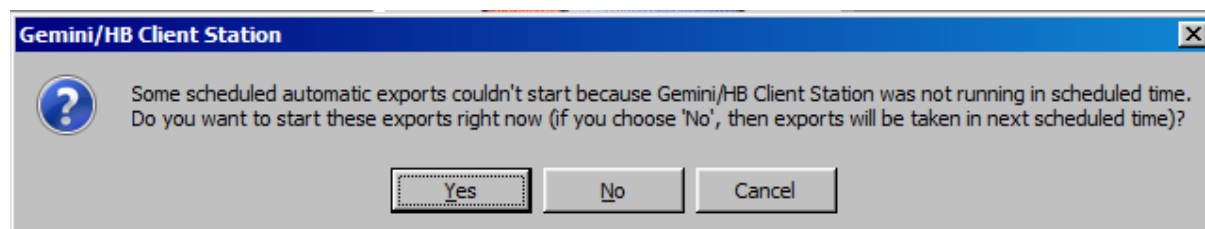
For example, if an **automatic export is set for every Monday at 14:00**, this means that **before 14:00 on Monday** there must have been at least one connection with the Bank (the HB application works off-line, i.e. without a connection with the Bank it does not have the data that is required).

Automatic connections with the Bank can be set (see chapter [4.2.](#)).

2. **On the day and hour set for export at least one user must have the HB application running.**

The export is performed by the HB application, i.e. it cannot perform the export unless it is running.

If at the time set for exports no User has the HB application running, as soon as the first User logs in, the HB application will ask whether it should launch the missed automatic export at that moment.



If the User clicks **No**, the data will not be exported and the next export will take place automatically at the next scheduled time at the required time interval – e.g. the next week.

If necessary the export can be launched manually at any time.

3. The first export run generates a file that will contain the entire account history.

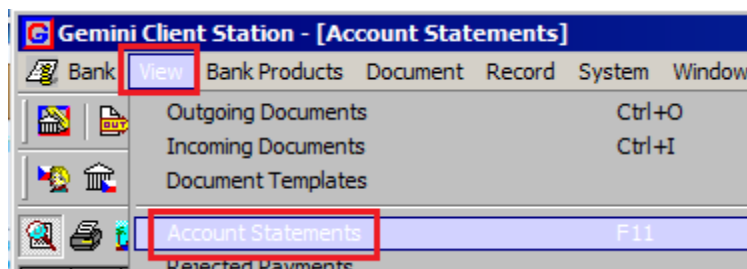
All data exported in this way will be given an attribute showing that it has been exported, and the next automatic export run will contain only data for the selected period. Example: on the first

Monday, data for the entire first year of existence of the account will be exported; however, on the second and every subsequent Monday only data for the past week will be exported.

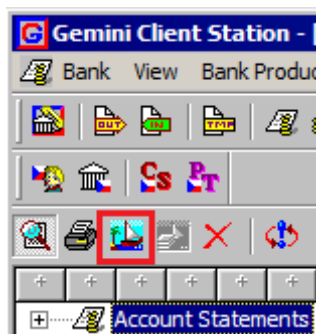
## 3.2. Setting Up Automatic Exports

### 3.2.1. Automatic Account Statement Exports

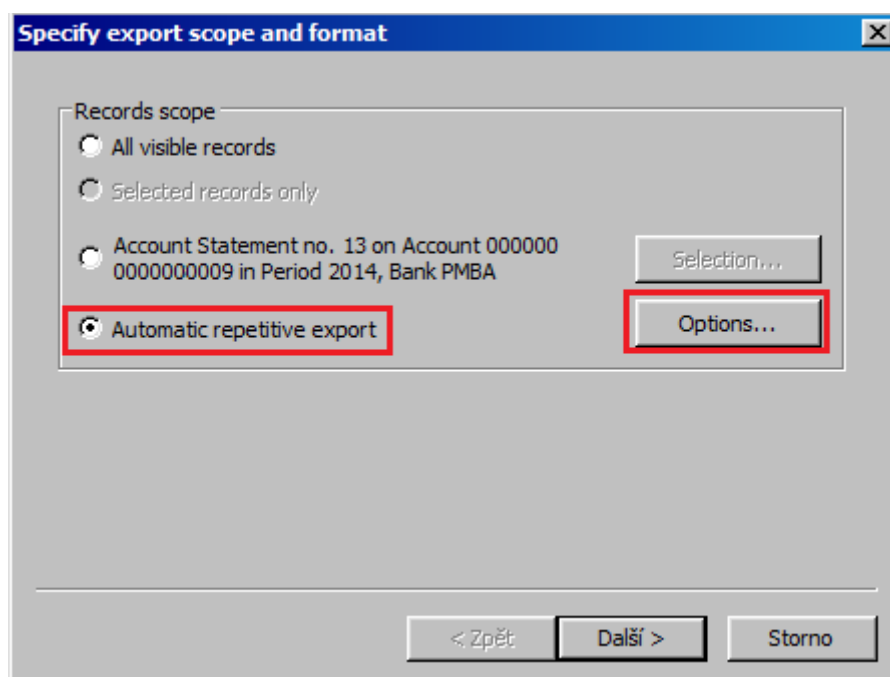
On the **View** tab, select **Account Statements**.



Then click on the export button.

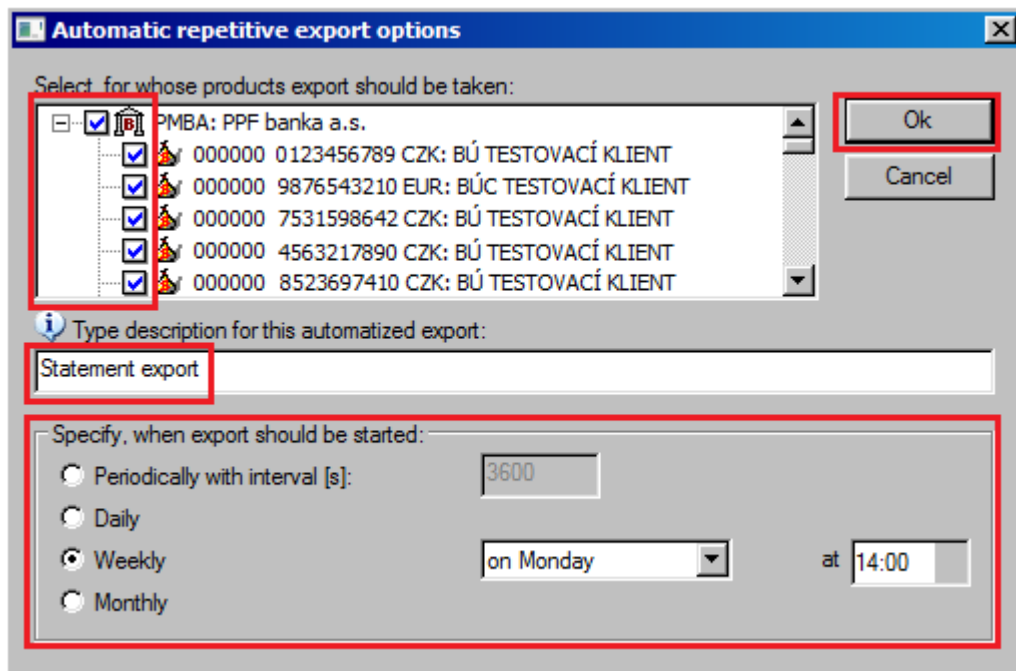


In the box that appears check **Automatic repetitive export** and click **Options**.

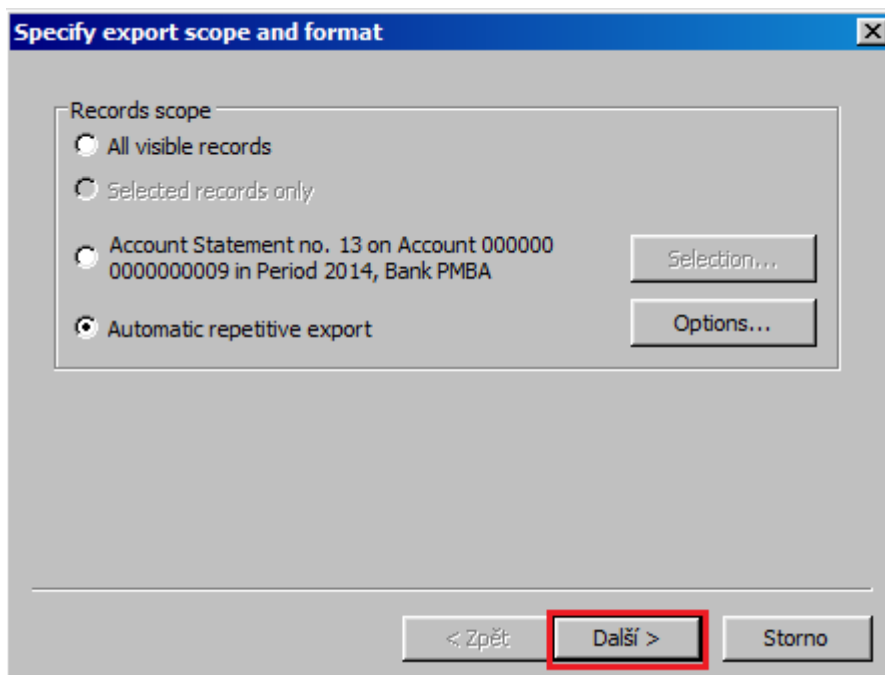


From those listed, select one or several accounts for which you wish to set up the automatic export, then in the box **Type description for this automatized export** enter the name of the automatic export and in the section **Specify, when export should be started** choose the time interval at which the export will run. To confirm, click **OK**.

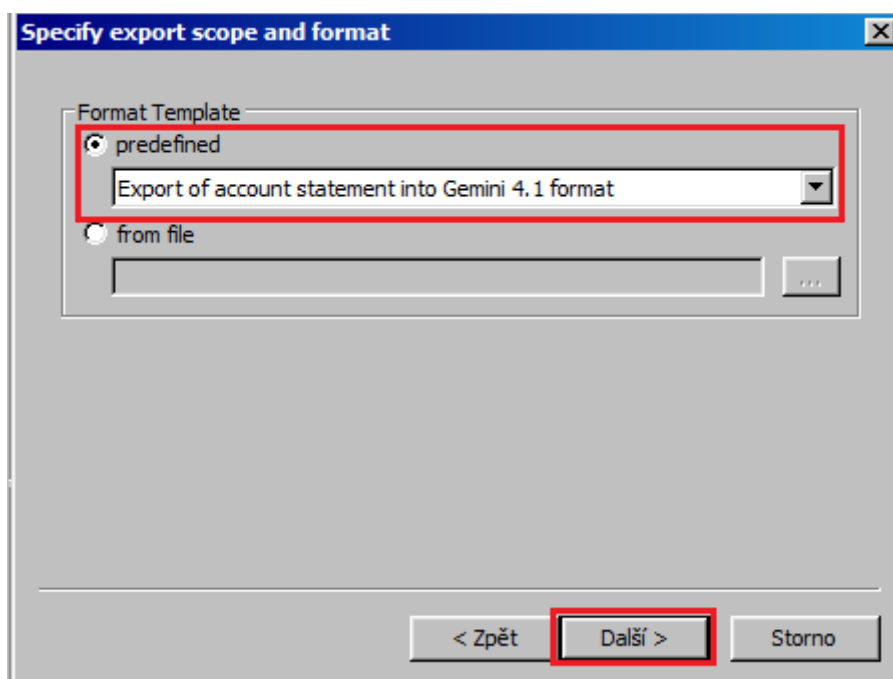




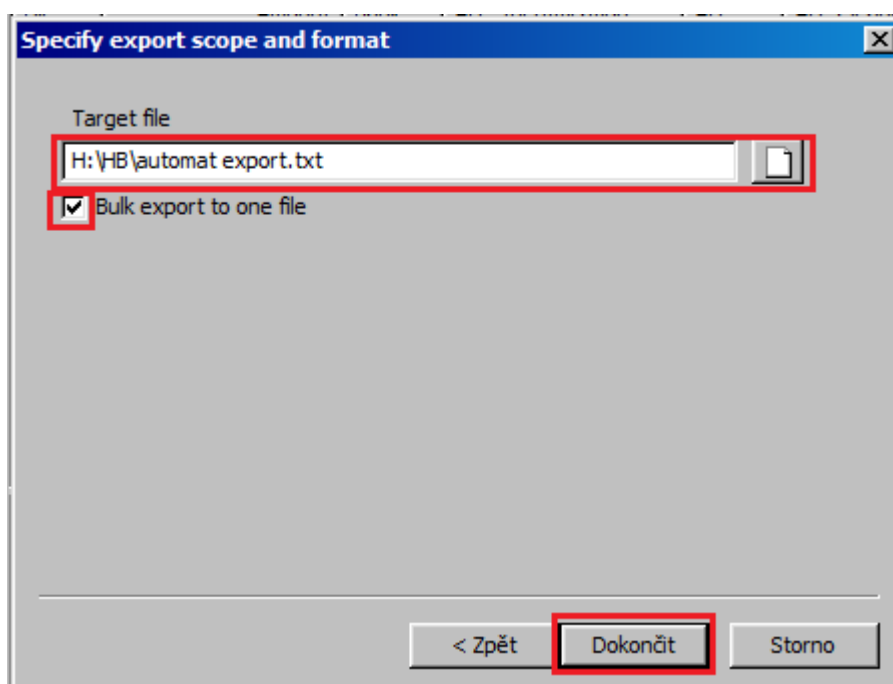
Click **Next** to proceed to the next window.



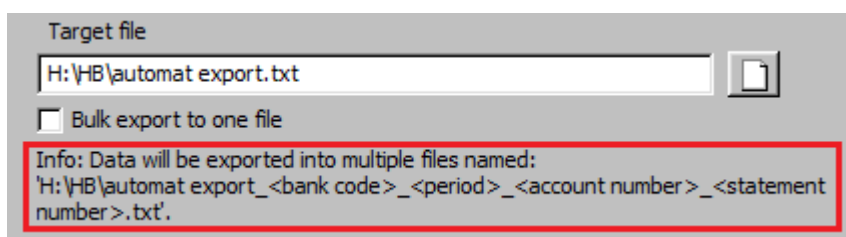
This is where you choose the format for exporting account statements (export format options are described in [Formats of Files for the Importing and Exporting of Data for the Homebanking of PPF banka a.s.](#)); we recommend using a format that will suit both domestic and international transactions, then click **Next** (Další) to continue.



Insert the name of the file into which the data is to be exported, and, if applicable, check the **Bulk export to one file** option and confirm by clicking **Finish** (Dokončit).



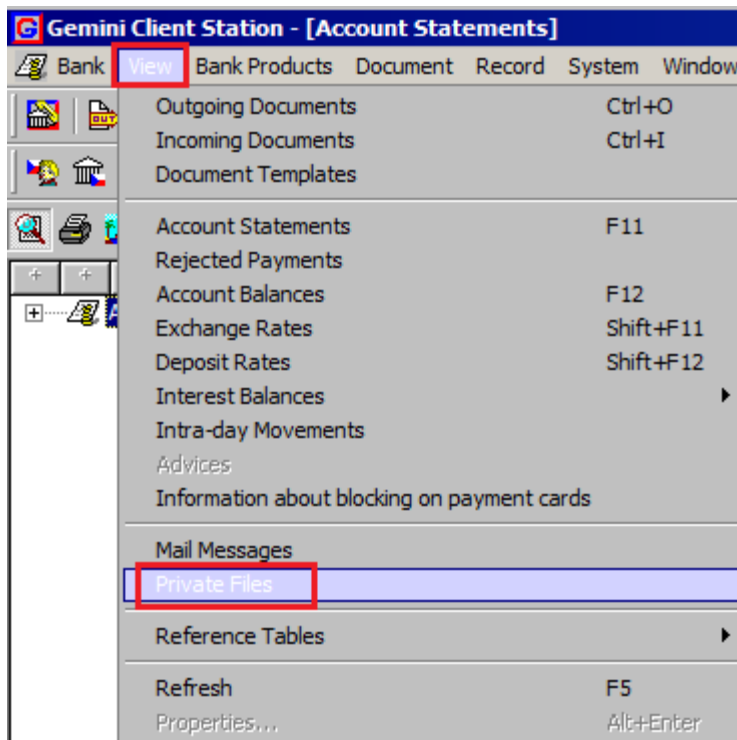
Unless you check the **Bulk export to one file** box, the statement export will be split into several separate files.



Your automatic export has now been set up. To check the settings please follow the instructions in chapter [3.2.3](#).

### 3.2.2. Automatic Export of Private Files

From the **View** tab, select **Private Files**.



Then click on the export button.



To set up automatic exports of private files follow the same procedure as for setting up automatic exports of statements – see chapter [3.2.1](#). To check the automatic export settings please follow the instructions in chapter [3.2.3](#).

### 3.2.3. Pre-set Automatic Export Tasks

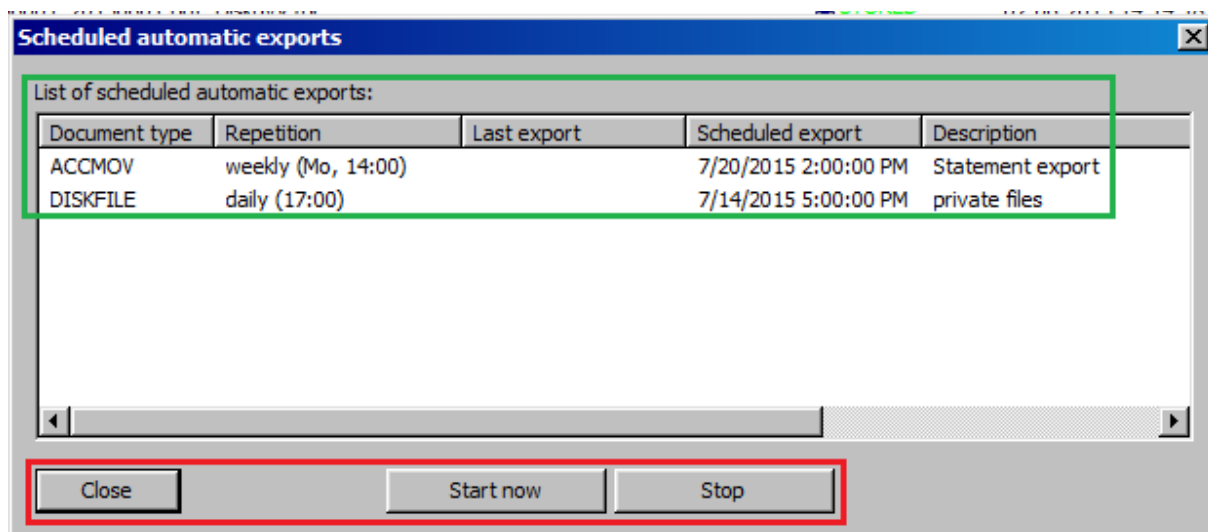
After an automatic export task has been successfully set up the following icon showing that the task exists will be added to the right-hand corner of the HB application status bar.



Double-click this icon to open the window showing the list of tasks and information about them.

Close the window by clicking **Close**.

Press **Start now** to start the export without waiting for the time scheduled. Cancel the task by clicking **Stop**. These two buttons require at least one task to be selected.



Statements are exported once they are final. A document that was exported once will be added an attribute showing that it has been exported and it will not be re-exported.

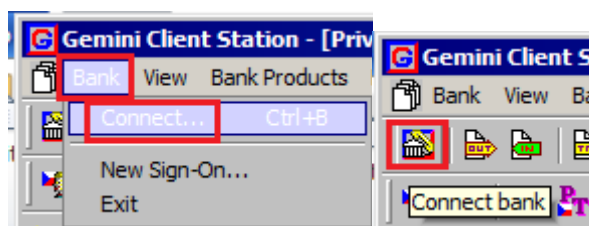
## 4. Connecting with the Bank

### 4.1. Connecting Manually

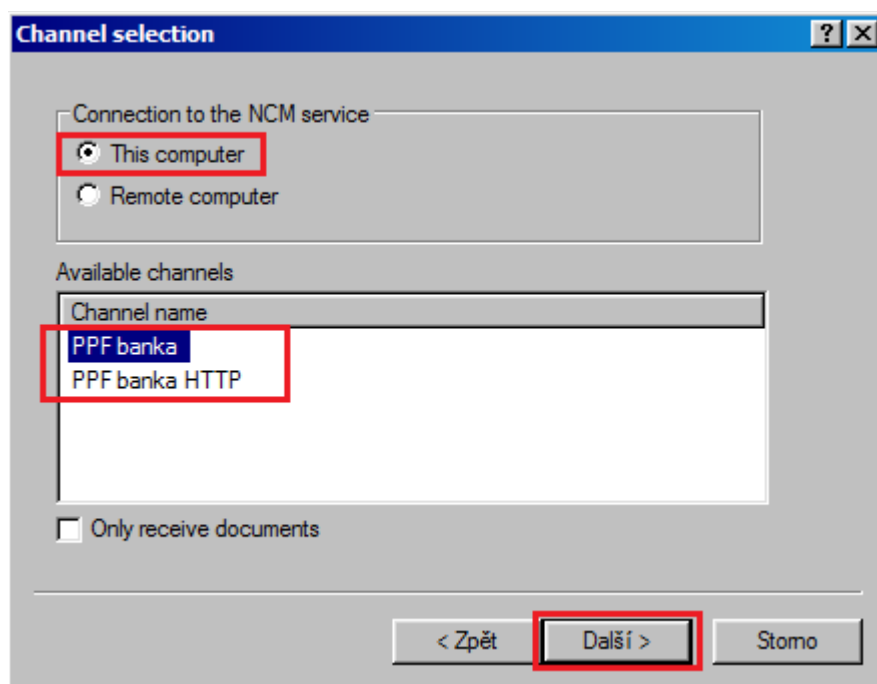
Before connecting with the Bank, make sure that the NCM software is running on the computer you wish to communicate with the Bank. If NCM is on the same computer, there is no need to take any related action. If NCM is server-based, set the service to run automatically – it will run until it is closed manually.

Proceed as follows to make the connection:

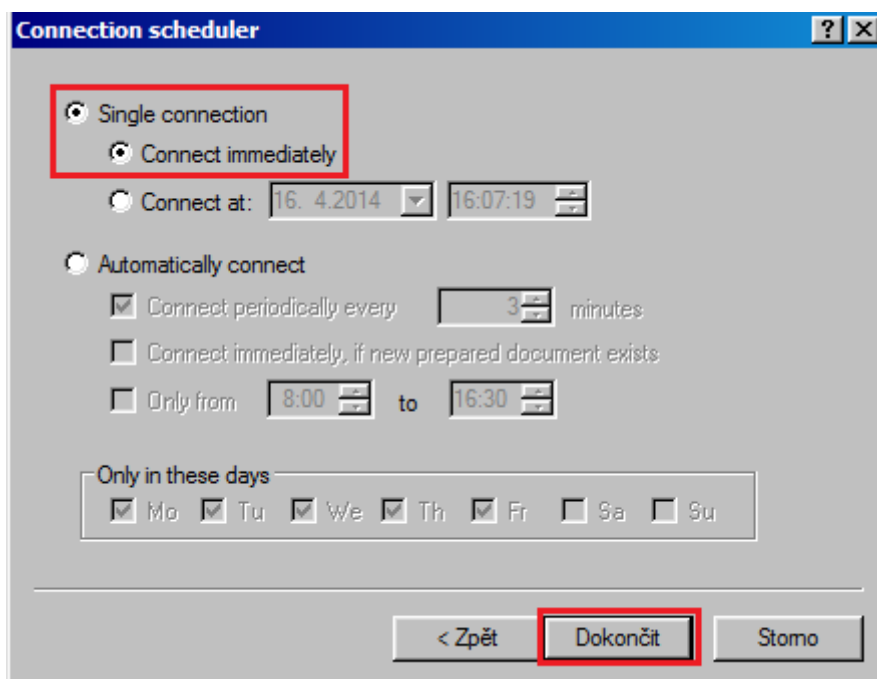
1. Make the connection with the Bank by selecting **Bank** from the menu, followed by **Connect**. Alternatively, click on the **Connect** icon under the **Bank** option, or use the shortcut **Ctrl+B**.



2. In the first dialogue window, select the Bank connection (NCM). In **Connection to the NCM service**, select **This Computer**. In the **Available Channels** part, a list of defined channels is displayed. Select the channel (the type of connection) you require. After selecting the required parameters, click **Next** (Další) to proceed to the next window.

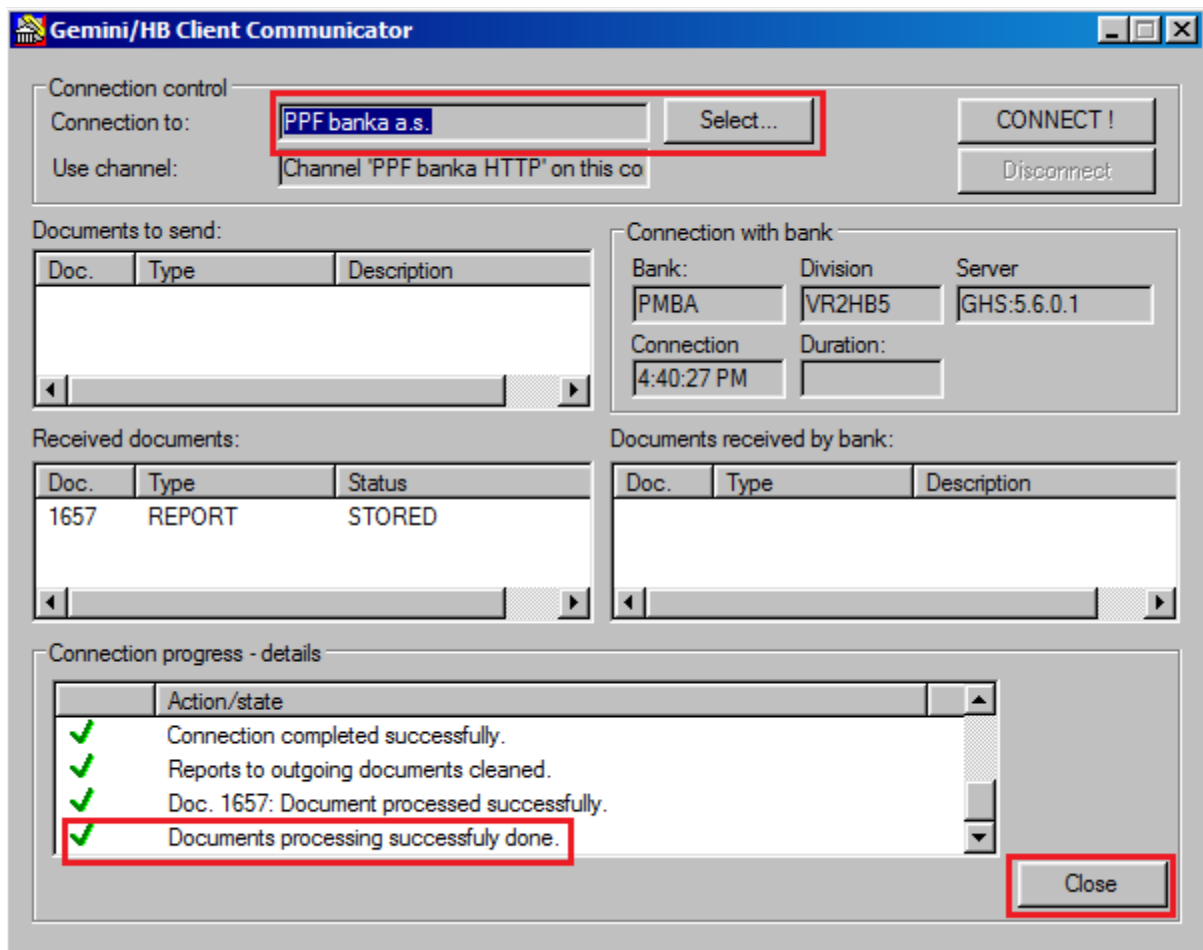


3. In the next window, you choose what time the connection is to take place. Select **Single connection** and **Connect immediately** and press **Finish** (Dokončit).



The GCC software, used to communicate with the Bank, will then be run. The window that is displayed presents all information on the connection in progress. If connections are made to multiple banks, in the top part of the window you need to select the bank you wish to link to. The individual parts of the window display information about documents waiting to be sent, on documents received and sent, and – at the bottom of the window – details of connection tasks.

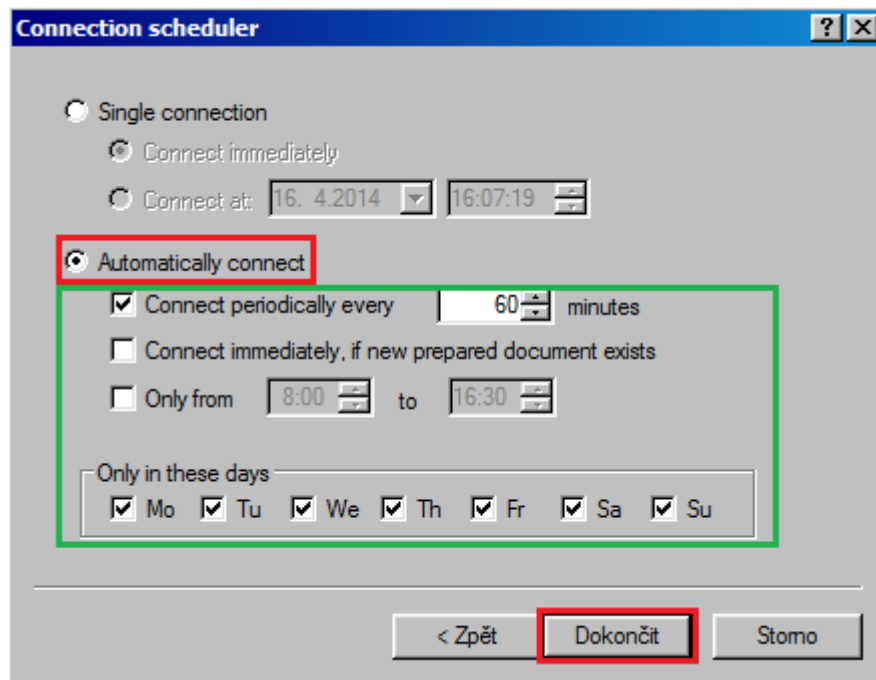
When all of the necessary documents have been successfully transmitted, the message **Documents processing successfully done** is displayed in the section **Connection progress – details**. Close the window by clicking **Close** (Zavřít).



## 4.2. Setting Up Automatic Connections

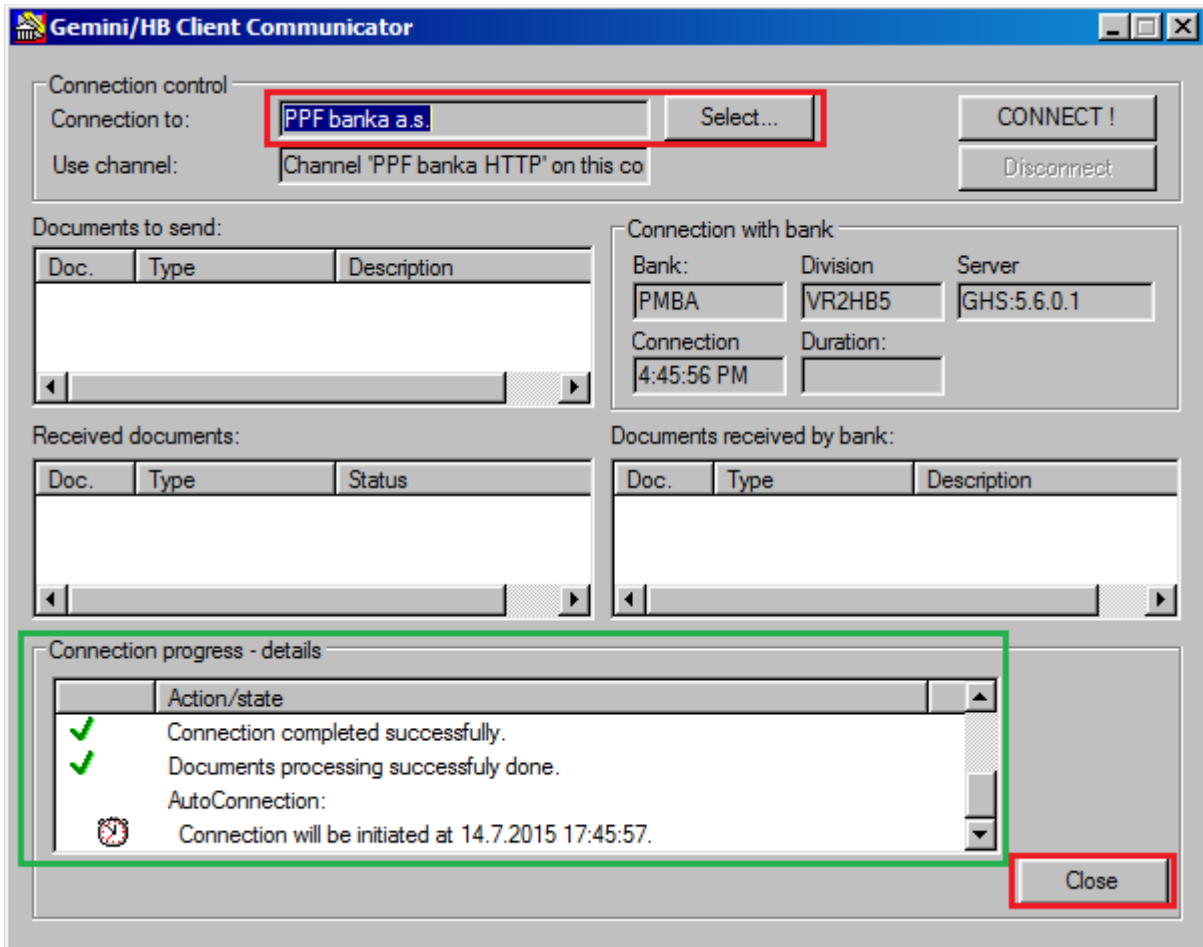
To set up automatic connections with the Bank please follow instructions in chapter [4.1.](#), up to paragraph 2.

In the next window check **Automatically connect** and set up the time at which the application is to connect automatically. Then click **Finish** (Dokončit).



The GCC software, used to communicate with the Bank, will then be run. The window that is displayed presents all information on the automatic connection that was set up. If connections are made to multiple banks, in the top part of the window you need to select the bank you wish to link to. The individual parts of the window display information about documents waiting to be sent, on documents received and sent, and – at the bottom of the window – details of connection tasks.

When all of the necessary documents have been successfully transmitted, the message **Documents processing successfully done** and the time of the next automatic connection are displayed in the section **Connection progress – details**. Close the window by clicking **Close** (Zavřít).



**At the time of the connection at least one User must be logged into the HB for the automatic connections to take place.**