

USER GUIDE FOR INTERNET BANKING OF PPF banka a.s.

Part IV: Accounts, statements and transaction history

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1. Introduction

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

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

2. Accounts

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

Account Type	Account Number	Account Name	Currency	Book Balance	Disposable Balance	New order
Current account	2304000009	229 PLAT.HOMEBANKING	CZK	0,00	0,00	Domestic
Current account	2304000017	229 PLAT.HOMEBANING	EUR	0,00	0,00	Foreign

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

Account Detail	
Account Name:	229 PLAT.HOMEBANKING
Account Number:	2304000009
IBAN:	CZ2860000000002304000009
Currency:	CZK
Account Type:	Current account
Bank Code:	6000
SWIFT:	PMBPCZPO
Disposable Balance:	0,00
Last update of Disposable Balance:	12.01.2019 13:21:59
Book Balance:	0,00
Last update of Book Balance:	14.01.2019
Held Amount:	0,00
Sum of Unsettled Transactions:	0,00

Back Print List of Settled Transactions Today's Turnovers

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

PPF Banka		Print
Account Name:	229 PLAT.HOMEBANKING	
Account Number:	2304000009	
IBAN:	CZ2860000000002304000009	
Currency:	CZK	
Account Type:	Current account	
Bank Code:	6000	
SWIFT:	PMBPCZP0	
Disposable Balance:	0,00	
Last update of Disposable Balance:	12.01.2019 13:21:59	
Book Balance:	0,00	
Last update of Book Balance:	14.01.2019	
Held Amount:	0,00	
Sum of Unsettled Transactions:	0,00	

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

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

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

Current Accounts

Account Type	Account Number	Account Name	Currency	Book Balance	Disposable Balance	New order
Current account	2304000009	229 PLAT.HOMEBANKING	CZK	0,00	0,00	Domestic
Current account	2304000017	229 PLAT.HOMEBANING	EUR	0,00	0,00	Foreign

3. Account statements

Clicking the **Statements** section shows a menu of options for retrieving Account statements.

Two ways of retrieving statements are available in IB:

1. Statements in the pdf and MT940 formats are available in the **Account Statements** part, see point [3.1](#);
2. In the **Daily Statements Export** part, movements posted on accounts can be generated in the ABO, Gemini 4.1. and XML formats, see point [3.2](#).



3.1 Statements in the pdf and MT 940 formats



Statements in pdf format for all Accounts connected to IB are available in IB, generated according to the parameters set in the contract documentation. In IB, there are available statements from year 2010 or from the date of connection of the Account to IB if the Account was connected to IB later. Statements for Accounts of an earlier period are not available by default in IB.

Statements in the MT940 format are available in IB on the Business Day following receipt by the Bank of a request, signed by the Client, for Account statement generation in this format provided the generation thereof was set up in the Bank's systems.

After choosing **Statements** in the **Account Statements** part a filter is available for entering the statement display parameters – automatically preset selection for all Accounts for the past month. You can change these parameters. After you enter the criteria to view statements click on the **View** button.

Subsequently, the selection criteria are recapitulated and the list of available statements is displayed – you can open the individual statement by clicking on the icon in the **Action** column:

- The pdf file is indicated by the  icon,
- The MT940 file is indicated by the  icon.

Account Statements			
Date from:	02.10.2018		
Date to:	14.01.2019		
Account number	Statement No.	On the day ▲	Action
9503010009 - CZK - KLIENT Č. 2 HB	208	29.10.2018	
9502010007 - CZK - KLIENT Č. 1 HB	208	29.10.2018	

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

A description of MT940 format statements is contained in the document *Formats of Files for the Importing and Exporting of Data for Internetbanking of PPF banka a.s.* (see also Part I of the User Guide).

3.2 Export of daily movements in the ABO, Gemini 4.1 and XML formats

Daily movements can be exported in the ABO, Gemini 4.1 and XML formats for up to 438 days (some 14 months) into the past.

A description of these export formats is contained in the document *Formats of Files for the Importing and Exporting of Data for Internetbanking of PPF banka a.s.* (see also Part I of the User Guide).

After choosing **Statements** in the **Daily Statements Export** a filter is available for entering the data export parameters – automatically preset selection for all Accounts for the preceding Business Day. You can change these parameters.

Field	Description
Format	The type of the export format must be selected in this field. Select the format type: ABO, Gemini 4.1 or XML.
Account number	The All Accounts option can be kept, or a specific Account can be selected for which movements should be exported.
Date from – to	Here you can specify the period for which you want to view the settled transactions; transactions settled in the specified period will be shown. Both of these fields must be completed.

After entering the criteria to view statements click the **Export** button.

Daily Statements Export

Format: Gemini 4.1 ▼

Account number: All Accounts ▼

Date from: 13.01.2019 Date to: 13.01.2019

Export

If any of the mandatory fields is not completed the system will display an error message.

Daily Statements Export

! Format - Missing obligatory parameter(s).

Select or add a mandatory item of information and click **Export** again.

For each selected account, a separate file will be generated. That is, if you click All Accounts and have 5 Accounts available in IB, 5 separate files will be generated; each file will contain data for one Account for all Business Days selected. The file is also generated when the Account was without any movement; in such a case, the file will be empty.

A window opens with a menu of actions that you can do with the generated files, depending on the browser used.

Chcete uložit soubor **daily_statements_13_01_2019.zip** z umístění **uat-ibs.ppfbanka.cz**? Uložit ▼ Zrušit ×

Internet Explorer [X]

Jakou akci chcete se souborem -1 provést?

Z: uat-ibs.ppfbanka.cz

→ **Otevřít**
Soubor se neuloží automaticky.

→ **Uložit**

→ **Uložit jako**

Storno

4. Transaction History

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

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> Transaction History

Settled Transaction List

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Settled Transaction List

From Account:

Partner's Account Number: Bank Code:

Payment Type:

Transaction Type:

Period:

Date from: Date to:

Amount from: Amount to:

Variable Symbol: Constant Symbol:

Specific Symbol:

Date of Entry Value Date	Client's Account Account Type	Counterparty's Account Number Counterparty's Bank Code Counterparty's Account Name	VS CS SS	Transaction Information	Amount Currency Transaction Type
17.01.2019	9504010019	9503010009	61	PS190117SO297807	-0,60
17.01.2019	Current account	6000 PPF BANKA A.S.	61	testovací trvalý příkaz 9	CZK Domestic
17.01.2019	9504010019	9505010002	7	PS190117SO297809	-0,70
17.01.2019	Current account	6000 PPF BANKA A.S.	7	testovací trvalý příkaz 11	CZK Domestic

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

4.1. Overview of cleared transactions and data export

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

If you require a different transaction view, select / enter the desired selection criteria into the displayed fields. To display transactions, simply enter or select at least the criteria from the field **Client's Account** (automatically preset option **All Accounts**), field **Payment Type** (automatically preset option **all**), field **Transaction Type** (automatically preset option **All types**), and field **Period** (automatically preset option **Last month**):

Field	Description
Client's Account	<p>You can leave option All Accounts, or select a specific Account, a specific payment card or all payment cards for which the transactions should be displayed.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>All Accounts</p> <p>9503010009 - KLIENT Č. 2 HB - CZK 9504010019 - KLIENT Č. 1 IB - CZK 9505010002 - KLIENT Č. 2 IB - CZK 9505020008 - KLIENT 3 HB-IB - CZK</p> <hr style="border-top: 1px dashed black;"/> <p>All payment cards</p> <p>5458 54xx xxxx 8796 - HANA PETROUŠKOVÁ 5458 54xx xxxx 5136 - HANA PETROUŠKOVÁ 5458 54xx xxxx 9351 - HANA PETROUŠKOVÁ 5457 36xx xxxx 2565 - HANA PETROUŠKOVÁ</p> </div>
Counterparty's account	You can enter the account number to which the payment was made, or from which the direct debit order was sent.
Bank code	You can enter the code of the bank to which the payment was made, or from which the direct debit order was sent.
Payment type	<p>Options:</p> <ul style="list-style-type: none"> all – shows all payments that fulfil the other entered criteria; incoming – shows incoming payments only; outgoing – shows outgoing payments only.
Transaction type	<p>Options:</p> <ul style="list-style-type: none"> All types – shows all transactions that fulfil the other entered criteria; Domestic Payments – shows all domestic payments (incoming and outgoing); Foreign Payments – shows all foreign payments (incoming and outgoing); Card Transactions – shows all payment card transactions; Cash Operations – shows all cash operations (deposits and withdrawals); Transactions with securities – shows all transactions made on the basis of securities trades; Other transactions – shows billed fees for items, interest etc.
Period	<p>Automatically preset for Last month. Options:</p> <ul style="list-style-type: none"> Previous Business Day – shows transactions cleared on the previous Business Day; Last week – shows transactions cleared in the last calendar week; Current month – shows transactions cleared in the current calendar month; Last month – shows transactions cleared in the past month (e.g. from 19 April 2012 to 19 May 2012);
Period	<ul style="list-style-type: none"> Choose period – here you can enter a different period for which you wish to display cleared transactions; transactions cleared in the given period will be displayed. Cleared transactions can be displayed up to 438 days (i.e. about 14 months) back.
Date from – to	You can specify the period for which you want to see cleared transactions; displays the transactions cleared in the specified period.
Amount from - to	Here you can enter the minimal transaction amount (enter only Amount from), maximal transaction amount (enter only Amount to) or the range of transaction amounts (fill both fields).

Field	Description
Variable symbol Constant symbol Specific symbol	The transaction symbols can be entered, except for foreign payments.

You can delete all the entered details by clicking on **Clear**. After entering the required criteria, click on **Submit**.

Settled Transaction List

From Account:

Partner's Account Number: Bank Code:

Payment Type:

Transaction Type:

Period:

Date from: Date to:

Amount from: Amount to:

Variable Symbol: Constant Symbol:

Specific Symbol:

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

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

Settled Transaction List

From Account:	All Accounts	
Partner's Account Number:	<input type="text"/>	Bank Code: <input type="text"/>
Payment Type:	All	
Transaction Type:	All types	
Period:	Last month	
Date from:	18.12.2018	Date to: 18.01.2019
Amount from:	<input type="text"/>	Amount to: <input type="text"/>
Variable Symbol:	<input type="text"/>	Constant Symbol: <input type="text"/>
Specific Symbol:	<input type="text"/>	

Print Clear

Submit

Date of Entry Value Date	Client's Account Account Type	Counterparty's Account Number Counterparty's Bank Code Counterparty's Account Name	VS CS SS	Transaction Information	Amount Currency Transaction Type
17.01.2019	9504010019	9503010009	61	PS190117SO297807	- 0,60
17.01.2019	Current account	6000 PPF BANKA A.S.	61	testovací trvalý příkaz 9	CZK Domestic

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

Settled transaction list can be exported and the data export used to import transaction data into the accounting system. To export the displayed data, click on the icon in the bottom part of the screen according to the selected file format – **Export XML** or **Export CSV**. The data export contains all available data for the **Transaction Information** field.

10.01.2019	9504010019	9505020008	12	PS190110SO293346	1,20
10.01.2019	Current account	6000 PPF BANKA A.S.	12	testovací trvalý příkaz 8	CZK Domestic

< back 1 2 3 4 5 ... 12 next >

Export XML Export CSV

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

You can change the entered criteria by choosing other criteria in the introductory table and clicking on **Display**. Click on **Clear** to display an overview of settled transactions in the past month again. The displayed data can also be printed by clicking on **Print** – printing is performed in the same manner as described in point [2](#).

Settled Transaction List

From Account:

Partner's Account Number: Bank Code:

Payment Type:

Transaction Type:

Period:

Date from: Date to:

Amount from: Amount to:

Variable Symbol: Constant Symbol:

Specific Symbol:

Print

Clear

Submit

4.2. Overview of today's turnovers and data export

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

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

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Today's Turnovers

Client's Account:

Counterparty's account number: Bank code:

Payment type:

Transaction Type:

Amount from: Amount to:

Variable Symbol: Constant Symbol:

Specific Symbol:

Print

Clear

Submit

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

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

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

Today's Turnovers

Client's Account:

Counterparty's account number: Bank code:

Payment type:

Transaction Type:

Amount from: Amount to:

Variable Symbol: Constant Symbol:

Specific Symbol:

4.3. Card transactions

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

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

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Settled Transaction List

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Card Transactions

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Payment Cards

Card Transactions

Card number:

Period:

Date from: Date to:

Amount from: Amount to:

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

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

Card Transactions

Card number:

Period:

Date from: Date to:

Amount from: Amount to:

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

Field	Description
Card number	You can leave all the payment cards or select one of them.
Period	Automatically preset for Last month . Options: <ul style="list-style-type: none"> • Today – shows transactions performed today; • Last week – shows transactions performed in the last calendar week; • Current month – shows transactions performed in the current calendar month; • Last month – shows transactions performed in the past month (e.g. from 19 April 2011 to 19 May 2011); • Choose period – here you can enter a different period for which you wish to display performed transactions; transactions performed in the given period will be displayed.
Date from – to	You can specify the period for which you want to see performed transactions; displays the transactions performed in the specified period.
Amount from - to	Here you can enter the minimal transaction amount (enter only Amount from), maximal transaction amount (enter only Amount to) or the range of transaction amounts (fill both fields).

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