

# HAL E-BANK MANUAL

## REVIEW OF BALANCE, TRANSACTIONS AND STATEMENTS



Hal E-Bank version: 17.X.X.21

# Content of Manual

The manual consists of eight content sections and two sub-sections. The current section is highlighted on the list. The manual's content sections are also available online at [www.halcom.rs](http://www.halcom.rs).

1. PAYMENTS
2. CROSS-BORDER PAYMENTS AND OPERATIONS WITH FOREIGN CURRENCIES
3. REMOTE SIGNING
4. ADDRESS BOOK
5. QUALIFIED DIGITAL CERTIFICATE ONE FOR ALL
6. REVIEW OF BALANCE, TRANSACTIONS AND STATEMENTS
7. BANK NOTICES AND MESSAGES TO BANK
8. ADDITIONAL TOOLS AND SETTINGS
9. E-INVOICES

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# Reviewing Received and Sent Orders and Documents

In the Review folder (A), you access all the documents and information sent to the e-bank by your bank (balance, transactions, statements and notices), while in the Archive folder (B) you can access all the orders and documents, which you sent to the bank via the e-bank.

The screenshot shows the Hal e-bank software interface. The top menu includes File, View, Communication, Tools, and Help. The main window displays account information for 'MY COMPANY' at 'STREET 10 CITY'. The account number is 1501001231112583. The interface is divided into several sections:

- Balance and transactions in accounts:** Shows a booked balance of =265.479,00 EUR as of 08.09.2008, 10:09:30.
- 1. CURRENT TRANSACTIONS:**
  - number of debits: 1
  - sum of debits: =2.045,00
  - number of credits: 0
  - sum of credits: =0,00
  - current balance: =263.434,00
  - date of the last data acquisition: 09.04.2010 10:35
- 2. ORDERS ON WAITING FOR TODAY:**
  - number of orders in the bank: 0
  - sum of orders in the bank: =0,00
  - number of orders in E-Bank: 2
  - sum of orders in E-bank: =2.055,00
- 3. FUTURE DATED ORDERS:**
  - number of orders in the bank: 0
  - sum of orders in the bank: =0,00
  - number of orders in E-Bank: 0
  - sum of orders in E-bank: =0,00

Below these sections is a table with columns: Bank, Account number, Currency, Current balance, Booked balance, Current debits, and Number. The table shows one entry for 'e-bank DEMO BANKA' with account number 1501001231112583, currency EUR, current balance 263.434,00, booked balance 265.479,00, current debits 2.045,00, and number 1. A total row is also present: 'TOTAL FOR TN (212...' with current balance =263.434,00, booked balance =265.479,00, and current debits =2.045,00.

The interface also features a sidebar with navigation options: Preparation, Delivery, Review (A), balance, transactions, statements, notices, files, forms, Archive (B), and Info. At the bottom, there are buttons for Transactions, Open, Export, Review, and Print. The status bar at the very bottom shows 'Prepared ...', 'Marked records No: 1/2', 'Sum: - /-', '9.04.2010 10:30', and 'NUM'.

## WARNING

For users of Hal E-Bank/Personal, the data you access via the e-bank are saved locally on the computer where the electronic bank is installed, while for users of Hal E-Bank/Corporate the data are saved on the computer accessed by all e-bank users (a server). If in case of technical problems of a computer or server you lose data, the bank will be able to ensure you data only for a few recent months. Therefore, we recommend you regularly backup your data. For more information, please read the sections *Installation and Upgrading and Additional Tools and Settings*.

## Reviewing Received Documents and Notices

In the Review folder (A), you can review the following:

- Account balance,
- Transactions,
- Statements,
- Bank notices  
(see the section *Bank notices and messages to bank*),
- Files  
(see the section *New payment instruments*),
- Forms  
(see the section *New payment instruments*).

The screenshot displays the 'Balance and transactions in accounts' window for 'MY COMPANY'. The interface includes a menu bar (File, View, Communication, Tools, Help), a toolbar with various icons, and a sidebar with navigation options like Preparation, Delivery, Review (marked with a red 'A'), balance, transactions, statements, notices, files, forms, Archive, and Info. The main area shows account details for 'e bank' (1501001231112583) and a table of transactions.

**Balance and transactions in accounts**

Booked balance: =265.479,00 EUR  
Booked balance date: 08.09.2008, 10:09:30


1. CURRENT TRANSACTIONS	2. ORDERS ON WAITING FOR TODAY	3. FUTURE DATED ORDERS
- number of debits: 1	- number of orders in the bank: 0	- number of orders in the bank: 0
- sum of debits: =2.045,00	- sum of orders in the bank: =0,00	- sum of orders in the bank: =0,00
- number of credits: 0	- number of orders in E-Bank: 2	- number of orders in E-Bank: 0
- sum of credits: =0,00	- sum of orders in E-bank: =2.055,00	- sum of orders in E-bank: =0,00
- current balance: =263.434,00		
- date of the last data acquisition: 09.04.2010 10:35		

Balance view:  
<By tax number>  
MY COMPANY

Bank	Account number	Currency	Current balance	Booked balance	Current debits	Number
e bank DEMO BANKA	1501001231112583	EUR	263.434,00	265.479,00	2.045,00	1
TOTAL FOR TN (212...			EUR	=263.434,00	=265.479,00	=2.045,00

Prepared ... Marked records No: 1/2 Sum: - /- 9.04.2010 10:30 NUM

### WARNING

You acquire all the data available in the Review folder when refreshing data (clicking the icon ). In order for the data to be as accurate as possible, we recommend that you refresh data prior to each review. By refreshing data, you will acquire all the latest data on balances and processed documents (transaction items, statements and notices).

## Account Balance

In the folder Review > Balance (A), basic data on booked (B) and current (interim) balance (C) is displayed as well as the number and the total sum of orders on waiting for today (D) and future dated orders (E).

You can review current balance details (interim transactions) by clicking the Transactions command (F). A window will appear with interim transaction items.

The screenshot displays the 'Balance and transactions in accounts' window. The main content area is divided into several sections:



- Booked balance (B):** =265.479,00 EUR, Booked balance date: 08.09.2008, 10:09:30
- Current balance (C):** =263.434,00, date of the last data acquisition: 09.04.2010 10:35
- 1. CURRENT TRANSACTIONS:**
  - number of debits: 1
  - sum of debits: =2.045,00
  - number of credits: 0
  - sum of credits: =0,00
- 2. ORDERS ON WAITING FOR TODAY (D):**
  - number of orders in the bank: 0
  - sum of orders in the bank: =0,00
  - number of orders in E-Bank: 2
  - sum of orders in E-bank: =2.055,00
- FUTURE DATED ORDERS (E):**
  - number of orders in the bank: 0
  - sum of orders in the bank: =0,00
  - number of orders in E-Bank: 0
  - sum of orders in E-bank: =0,00

Below these sections is a table with the following data:

Bank	Account number	Currency	Current balance	Booked balance	Current debits	Number
e-bank DEMO BANKA	1501001231112583	EUR	263.434,00	265.479,00	2.045,00	1
TOTAL FOR TN (212...			EUR	=263.434,00	=265.479,00	=2.045,00

At the bottom of the window, there are buttons for 'Transactions' (F), 'Open', 'Export', 'Review', and 'Print'. The status bar at the very bottom shows 'Prepared ...', 'Marked records No: 1/2', 'Sum: - /-', '9.04.2010 10:30', and 'NUM'.

### WARNING

The current balance data is not calculated in the electronic bank, but you acquire it when refreshing data by clicking the icon , marked with an arrow  in the figure). Displayed balances are informative and depend on the data acquired from the bank during refreshing.

The time of the last refreshing and data acquisition is written in the e-bank below the current balance (C), while the date and time of the last acquired booked balance is written below the displayed booked balance (B).

## Adjusting Account Balance View

In order to achieve better transparency when working with multiple accounts, you can adjust account balance view.

The default balance view is by tax number (A) - in the balance window, balance for all accounts of a specific company is displayed according to the selected account (B). However, you can adjust the balance view according to your preferences and in the view you can combine different accounts you are authorized for (regardless of tax number). For instance, you can adjust the view and review for a group of subsidiaries.

The screenshot displays the hal e bank software interface. The 'Tools' menu is open, with 'Settings' highlighted (1). The 'Settings' dialog box is open, showing the 'Balance overview' tab (2) and the 'Account balance views' section. The 'Add/Change into accounts balance view' dialog box is also open, showing a list of accounts (4a) and the 'Add' button (4b). The main window shows the 'Balance overview' tab with a dropdown menu (B) and a 'Balance view' dropdown (A) set to 'By tax number'.

- 1 You can adjust the balance view in the menu selection **Tools > Settings**.
- 2 Select the **Balance overview** tab.
- 3 Click the **Add** button.
- 4 A list of all the accounts you are authorized for will open. On the left side of the list, select the accounts (4a), for which you would like a shared review of balance, and click the **Add** button (4b). The selected accounts will move to the right side.

The screenshot displays the halebank software interface. At the top, there is a menu bar (File, View, Communication, Tools, Help) and a toolbar. The main window shows account information for 'MY COMPANY' and 'e bank'. A summary section titled 'Balance and transactions in accounts' provides a booked balance of -265,479.00 EUR as of 08.09.2008. Below this, three columns of data are shown: 1. CURRENT TRANSACTIONS, 2. ORDERS ON WAITING FOR TODAY, and 3. FUTURE DATED ORDERS. A 'Balance view' dropdown menu is visible, with a red circle 7 highlighting the '<By tax number>' option. An 'Add/Change into accounts balance view' dialog box is open in the foreground, with a red circle 5 highlighting the 'Descriptive name of view' field containing 'Branches'. The dialog box contains two lists of account numbers: 'List of accounts' and 'Selected accounts'. A red circle 6 highlights the 'OK' button at the bottom of the dialog box. The background window shows a table with columns for account number, currency, current balance, booked balance, and current balance.

- 5 In the Descriptive name of view field, enter the name for a group of accounts which you selected.
- 6 Confirm the entry by clicking Confirm.
- 7 Select the balance view for a new group in the drop-down menu **Balance view**.



## Transactions


For all changes of account balance, the bank prepares transaction items which can be inflows, outflows, rejected orders, inflows cancellation, outflows cancellation and cancelled orders.

In the folder **Review > Transactions (A)**, a list of transaction items corresponding to the selected time period will open **(B)** (see tip).

## Filtering and Searching Transaction Items



You can simplify the search of a specific transaction item by sorting them by columns (click on the column name) **(C)**. If there are too many transaction items, you can help yourself by filtering, which limits the displayed data values.

The screenshot shows the hal ebank software interface. The main window displays a list of transactions for 'MY COMPANY'. The search dialog box is open, allowing users to filter transactions based on various criteria. The search dialog has a 'Search' button and a 'Cancel' button. The main window shows a list of transactions with columns for 'Booking date' and 'Value'. A red arrow points to the search icon in the toolbar (1), a red box highlights the search criteria in the dialog (2), and a red box highlights the search button (3). A red circle highlights the 'transaction' folder in the left sidebar (A). A red box highlights the search criteria in the dialog (B). A red circle highlights the 'Booking date' column header (C).

- 1 Turn the search on by clicking  on the toolbar.
- 2 A new window will open, where you enter the criteria by which you want to search transaction items.
- 3 Turn the search on by clicking the **Search** button. The displayed transaction items correspond to the criteria as defined in step 2.

Continued on next page ...

### TIP

*In order to have displayed data updated, we recommend that you refresh them prior to each review (click the  icon, marked with arrow  in the Figure). Also, check the time period for which the transaction items are displayed (B).*

## REVIEW OF BALANCE, TRANSACTIONS AND STATEMENTS


File View Communication Tools Help

Domestic payments

hal ebank MY COMPANY STREET 10 CITY ebank 1501001009769932 MY COMPANY

FREE 07.04.2000 07.04.2010 **4**


**Transactions** Current balance as of day : =-26.159,09 EUR

Marked records No: 0/17 Sum: - /=-494,00 EUR  Show all

Booking date	Value/payme...	Debit amount	Credit amount	Amount rejected/other	Currency	
25.05.2009	25.05.2009		=22,00		EUR	T
21.05.2009	21.05.2009		=22,00		EUR	C
21.05.2009	21.05.2009		=44,00		EUR	F
21.05.2009	21.05.2009		=22,00		EUR	E
21.05.2009	21.05.2009		=22,00		EUR	T
21.05.2009	21.05.2009		=12,00		EUR	M
21.05.2009	21.05.2009		=4,00		EUR	F
20.05.2009	20.05.2009		=46,00		EUR	II
20.05.2009	20.05.2009		=16,00		EUR	F
20.05.2009	20.05.2009		=44,00		EUR	F
20.05.2009	20.05.2009		=32,00		EUR	E
20.05.2009	20.05.2009		=66,00		EUR	M
19.05.2009	19.05.2009		=22,00		EUR	F
19.05.2009	19.05.2009		=66,00		EUR	E
19.05.2009	19.05.2009		=22,00		EUR	M
19.05.2009	19.05.2009		=22,00		EUR	F
19.05.2009	19.05.2009		=10,00		EUR	II

Open Export Review Print Other...

Prepared ... Marked records No: 0/17 Sum: - /=-494,00 EUR

- 4 The transaction items shall remain filtered until the search is turned off by clicking the  icon.

## Working with Transaction Items

Each transaction item can be opened and its details can be printed, exported or related to the order, to which it refers (if the item is related to a payment made through the e-bank).

The screenshot shows the 'Transactions' window in the halcom software. The window title is 'Domestic payments'. The account information is 'MY COMPANY STREET 10 CITY' and 'e bank 1501150115011515 MY COMPANY'. The date range is 'WEEK' from '05.04.2010' to '11.04.2010'. The window contains a table of transactions with the following data:

Booking date	Value/payme...	Debit amount	Credit amount	Amount rejected/other	Currency
08.04.2010	08.04.2010	=23,00			EUR
08.04.2010	08.04.2010		=42,00		EUR
08.04.2010	08.04.2010		=22,00		EUR
08.04.2010	08.04.2010		=52,00		EUR
07.04.2010	07.04.2010		=2,00		EUR

At the bottom of the window, the 'Open' and 'Export' buttons are highlighted with a red box. Other buttons visible include 'Review', 'Print', and 'Other...'. The status bar at the bottom shows 'Prepared ...', 'Marked records No: 1/5', and 'Sum: =52,00 EUR/=95,00 EUR'.

### Printing transaction items (the Print command)

Multiple transaction items can be marked at the same time and printed in the form of a statement (see tip).

### Opening transaction items (the Open command or by double-clicking a transaction item)

The transaction item details are displayed in the form. They can also be printed.

### Reference (the command Open > Reference)

If the transaction item refers to a payment made through the e-bank, you open the order to which a transaction item refers.

### User comment (the command Other > User comment)

To each transaction item a comment can be added, which appears in the column User comment/Details.

### Exporting transaction items<sup>1</sup>

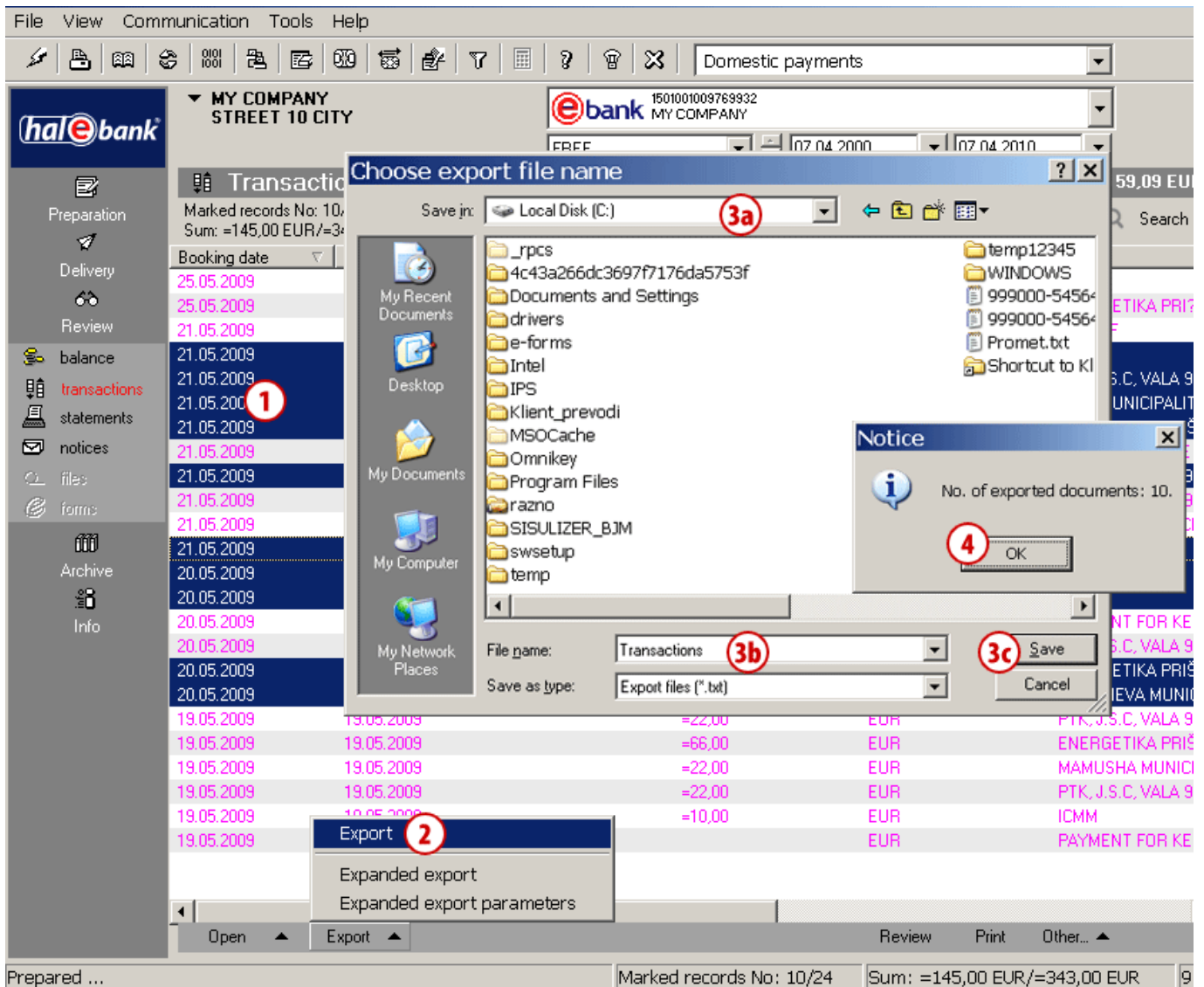
Transaction items can be exported into a file, which is then imported into other programs (for instance, accounting ones). Transaction items can be exported in a standard manner, while with expanded export you can define some of the export parameters on your own (see tip).

#### TIP

*How to select multiple transaction items? While pressing CTRL on the keyboard (for individual selection) or SHIFT (for a group), select transaction items by using left mouse key. The selected items are highlighted.*

<sup>1</sup> You can find more information on import and export formats at the following web site: [www.halcom.rs](http://www.halcom.rs)

## Standard Export of Transaction Items



- 1 Mark the transaction item you want to export. Multiple items can be marked (see tip).
- 2 Click Export > Export.
- 3 In the window which opens, specify a location (3a) and file name (3b) where you want the exported data to be saved and then click Save (3c).
- 4 Confirm the notification on the number of exported transaction items and the export is completed.

**TIP**

How to select multiple transaction items?  
While pressing CTRL on the keyboard (for individual selection) or SHIFT (for a group), select transaction items by using left mouse key. The selected items are highlighted.

## Expanded Export of Transaction Items

The screenshot shows the 'Transactions' window with a list of transactions. A dialog box titled 'Parameters of expanded export' is open, allowing users to configure export settings. The dialog box includes sections for 'Basic data set for export' and 'Header', with various checkboxes for transaction types and details. A 'Data delimiter' field is set to '#'. The 'Save' button is highlighted with a red circle labeled '2d'. A context menu is open over the 'Export' button, with 'Expanded export parameters' selected, highlighted with a red circle labeled '2a'. A transaction row in the list is highlighted with a red circle labeled '1'. The dialog box also features 'Select all' and 'Delete all' buttons.

- 1 Mark the transaction item you want to export. Multiple items can be marked (see tip).
- 2 If you want to change the parameters which exported transaction items should contain, click the **Export > Expanded export parameters** (2a). A new window will open, where you can mark various parameters (2b), which exported transaction items should contain. In the **Data delimiter** field (2c), from the drop-down menu you can select a data delimiter which enables you to create a data format for simple import of data in any other application or spreadsheet. Confirm the selected parameters by clicking **Save** (2d). The expanded export parameters settings will remain saved, so that parameters should not be set at each expanded export (if you don't want to change them).

**TIP**  
*How to select multiple transaction items? While pressing CTRL on the keyboard (for individual selection) or SHIFT (for a group), select transaction items by using left mouse key. The selected items are highlighted.*

Continued on next page ...

## REVIEW OF BALANCE, TRANSACTIONS AND STATEMENTS

The screenshot displays the 'Transactions' page in the hal ebank interface. The main table shows a list of transactions with columns for booking date, value, debit/credit amounts, and names. A 'Save as' dialog box is open over the table, with a file name of 'transaction' and a save location in 'Local Disk (C:)'. An 'Export' menu is also visible, with 'Expanded export' selected. A 'Notice' dialog box indicates that 10 documents were recorded into the file.

Booking date	Value/payme...	Debit amount	Credit amount	Amount reject...	Currency	Name
25.05.2009	25.05.2009		=22.00		EUR	TEST
25.05.2009	25.05.2009					ERGETIKA PRIŠ
21.05.2009	21.05.2009					DFDF
21.05.2009	21.05.2009					DF
21.05.2009	21.05.2009					K, J.S.C, VALA 9
21.05.2009	21.05.2009					JA MUNICIPALIT
21.05.2009	21.05.2009					ERGETIKA PRIŠ
21.05.2009	21.05.2009					KA COMMERCE
21.05.2009	21.05.2009					VALA 9
21.05.2009	21.05.2009					UNICI
20.05.2009	20.05.2009					YMENT FOR KE
20.05.2009	20.05.2009					K, J.S.C, VALA 9
20.05.2009	20.05.2009					ERGETIKA PRIŠ
20.05.2009	20.05.2009					LISHEVA MUNI
20.05.2009	20.05.2009					K, J.S.C, VALA 9
20.05.2009	20.05.2009					ERGETIKA PRIŠ
20.05.2009	20.05.2009					MUSHA MUNI
19.05.2009	19.05.2009					PTK, J.S.C, VALA 9
19.05.2009	19.05.2009		=22.00		EUR	ICMM
19.05.2009	19.05.2009		=10.00		EUR	PAYMENT FOR KE
19.05.2009	19.05.2009				EUR	

- 3 Continue the expanded export by clicking the command **Export > Expanded export**.
- 4 In the new window, select the location (4a) and file name (4b), where the exported data should be saved. Confirm the entry by clicking the **Save** button (4c).
- 5 The selected transaction items are exported into the selected file. Confirm the notification on number of exported transaction items and the export is completed.



## Statements

The statements are intended to display booked balance and are sent by the bank for each account and currency separately.

In the folder **Review > Statements (A)**, a list of statements will open corresponding to the selected time period **(B)**. Each statement can be printed, while its general data can be opened and exported.

File View Communication Tools Help

Domestic payments

hal e bank

MY COMPANY  
STREET 10 CITY

e bank 1501150115011515  
MY COMPANY

FREE 12.04.1999 12.04.2010

Statements Current balance on day 12.04.2010 at 08:59:16 hour: =1.111,00 EUR

Marked records No: 1/1  
Sum: - /-

Statement no.	Statement date	Currency	Opening balance:	No. of debit orders
5555	12.04.2010	EUR	1.000,00	1

Preparation  
Delivery  
Review

balance  
transactions  
statements (A)  
notices  
files  
forms

Archive  
Info

Open Export Review Print

Prepared ... Marked records No: 1/1 Sum: - /-

### Printing statement (the Print command)

Multiple statements can be marked at the same time and printed out (see tip). The printed statements are marked with the icon

### Statement review (the Review command)

With the selected command, the statement will be displayed in the printing format. Multiple statements can be marked (see tip). The reviewed statements are marked with the icon

### Opening statement

By using the command **Open > General data** or by double-clicking the statement, you open the selected statement's general data. By using the command **Open > Details**, you open the statement's details. In a detailed statement display, you can sort the displayed statements by clicking the column title and you can simplify the search and adjust the display to your own needs. The statements prepared in such a way can also be printed.

#### TIP

*How to select multiple statements?  
While pressing CTRL on the keyboard (for individual selection) or SHIFT (for a group), select statements by using left mouse key. The selected statements are highlighted.*

### Exporting statements<sup>1</sup>

Statements can be exported into a file, which is then imported into other programs (for instance, accounting ones). Statements can be exported in a standard manner, while with expanded export you can define some of the export parameters on your own. The procedure for standard and expanded export is the same as for exporting transaction items and is described on [pages 12 and 13](#).

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<sup>1</sup> You can find more information on import and export formats at the following web site: [www.halcom.rs](http://www.halcom.rs)



## Archive of Sent Orders and Batches

In the **Archive** folder (A), you can access all the documents and messages, which you sent to the bank via the e-bank. Therefore, you can access all the sent:

- Orders,  
(see the section *New payment instruments*),
- Batches,  
(see the section *New payment instruments*),
- Forms  
(see the section *New payment instruments*),
- Messages  
(see the section *Bank notices and messages to bank*).

File View Communication Tools Help

Domestic payments

hal e bank MY COMPANY STREET 10 CITY ebank 1501001231112583 MY COMPANY

FREE 07.04.2000 07.04.2010

Orders archive

Marked records No: 0/5  
Sum: - /=-2.515,00 EUR

Value/paym...	Credit	Amount	Currency	Payment details	Status
07.04.2010	COMPANY 2	=150,00	EUR	ELECTRICITY P...	BOOKED
07.04.2010	COMPANY 1	=300,00	EUR	PAYMENT	CANCELLED
26.05.2009	PTK, J.S.C. VALA 900 POSTPAI...	=10,00	EUR	UTILITY PAYM...	IN CANCELLATION
20.05.2009	PTK, J.S.C. VALA 900 POSTPAI...	=10,00	EUR	UTILITY PAYM...	SENT
22.05.2008	TAX COLLECTION	=2.045,00	EUR	CFA - TAX COL...	SENT

Prepared ... Marked records No: 0/5 Sum: - /=-2.515,00 EUR 9.04.2010

## Archive of Orders

In the folder Archive > Orders (A), all the orders are displayed, which you sent to the bank in the selected time period (B).

### Filtering and Searching Archived Orders


You can simplify the search of archived orders by sorting by columns (click the column title) (C). If there are too many orders, you can filter them. In this way, you limit the displayed data value.

The screenshot shows the 'hal ebank' software interface. The main window displays the 'Orders archive' section for 'MY COMPANY STREET 10 CITY'. The table shows the following data:

Value/paym...	Credit (C)
07.04.2010	COMPANY 2
07.04.2010	COMPANY 1
26.05.2009	PTK, J.S.C. VALA 900 POSTPA
20.05.2009	PTK, J.S.C. VALA 900 POSTPA
22.05.2008	TAX COLLECTION

The search dialog box 'Searching through active map documents' is open, showing search parameters:

- Select a document: All
- Debit account no.: [empty]
- Value date: 12.04.2000 to 12.04.2010
- Creditor: COMPANY
- Amount: [empty]
- Currency code: [empty]
- Payment details: [empty]
- Our reference: [empty]
- Partner reference: [empty]
- Status: [empty]
- Creation date: 12.04.2000 to 12.04.2010
- Prepared by: [empty]
- Signed by: [empty]

- 1 Turn the search on by clicking the icon  on the toolbar.
- 2 A new window will open, where you enter the criteria for searching through orders.
- 3 Turn the search on by clicking the Search button. The displayed orders correspond to the criteria defined in the step 2.

Continued on next page ...

## REVIEW OF BALANCE, TRANSACTIONS AND STATEMENTS

hal ebank

MY COMPANY  
STREET 10 CITY

e bank 1501001231112583  
MY COMPANY

Domestic payments


FREE 07.04.2000 07.04.2010

Orders archive

Marked records No: 0/2  
Sum: - /=-450,00 EUR

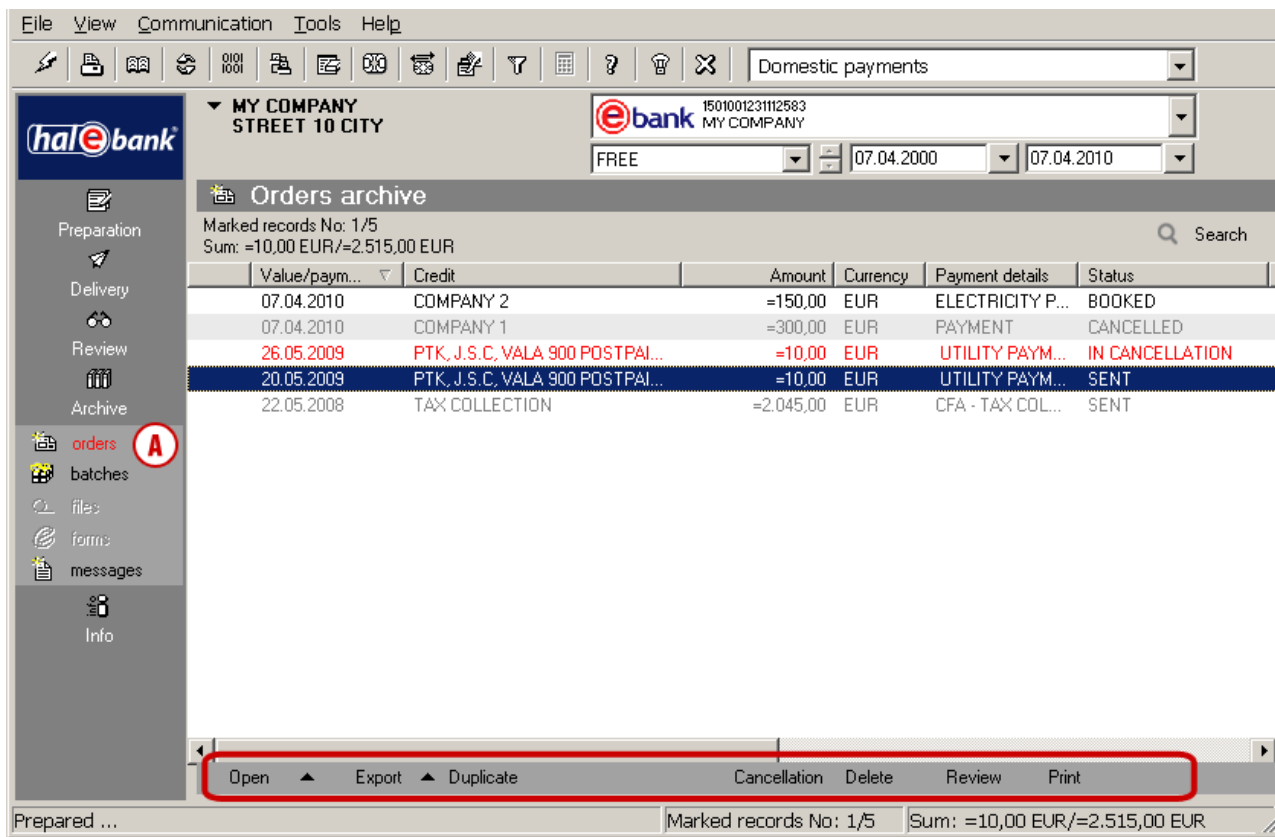
	Value/paym...	Credit	Amount	Currency	Payment details	Status
	07.04.2010	COMPANY 2	=150,00	EUR	ELECTRICITY P...	BOOKED
	07.04.2010	COMPANY 1	=300,00	EUR	PAYMENT	CANCELLED

Prepared ... Marked records No: 0/2 Sum: - /=-450,00 EUR 9.04.2011

4 The orders will remain filtered as long as the search is not turned off by clicking the  icon.

## Working with Sent Orders

Orders in the folder **Archive > Orders (A)** can be duplicated, reviewed, printed, exported and cancelled.



### Open (the command Open > Open)

By using the command or by double-clicking, you open a payment order.

### Order reference (the command Open > Reference)

With a reference, you open the batch in which the order was sent to the bank. In a window that opens, batch details as well as signers are visible.

### Exporting order (the command Export > Export)

Archived orders can be exported into a file, which is then imported into other programs (for instance, accounting ones). The order export procedure is the same as the standard export of transaction items, which is described on [page 12](#). You can also export orders from the archive into order templates (the command Export > Export templates) (see tip).

### Duplicating orders (the Duplicate command)

With the selected command, an archived order is transferred into the folder Preparation > Orders. In this way, you avoid entering the data again for a new payment to the same creditor.

### Order cancellation (the Cancellation command)

Request for cancellation can be sent only for orders having the »SENT« status and which have not yet been processed in the bank. Upon sent request for cancellation, the status of selected order changes to »IN CANCELLATION« and then in case of successful cancellation into »CANCELLED«.

### Deleting orders (the Delete command)

Only the orders which are finally processed from the bank's point of view can be deleted. These are the orders with the »BOOKED« status and are already paid, or orders having the status »REJECTED« or »CANCELLED«, which will not be paid.

#### WARNING

*By using the Delete command, the order is only deleted from the list in your archive, but it is not cancelled!*

#### TIP

*You can find more information on import and export formats at the following web site:*

[www.halcom.rs](http://www.halcom.rs)

## Rejected Orders and Reason for Rejection

If an order in the Archive folder has the »REJECTED« status, it means that the bank has already processed the order, but the payment was not and will not be made.

The reason for rejection is written in the rejected transaction item.

The screenshot displays the hal ebank web interface. The top navigation bar includes 'File', 'View', 'Communication', 'Tools', and 'Help'. The main header shows the user's account information: 'MY COMPANY', 'STREET 10 CITY', and 'e bank 1501150115011515 MY COMPANY'. The account type is 'FREE' and the period is from '12.04.1999' to '12.04.2010'. The left sidebar contains navigation options: 'Preparation', 'Delivery', 'Review', 'balance', 'transactions' (1), 'statements', 'notices', 'files', 'forms', 'Archive', and 'Info'. The main content area shows a list of transactions with columns for 'Booking date' and 'Value/p.'. A transaction on '09.10.2009' (2a) is highlighted in grey, indicating it is rejected. A transaction on '12.04.2010' (2b) is highlighted in blue, indicating it is open. The detailed view of the rejected transaction shows the following information:

- Cancelled transactions:** ID: 196807DJBGGG78E2, Prepared: 13.04.2010-09:42:53, Accepted: 13.04.2010-09:50:13
- Account:** 1501150115011515, Bank BIC: RBKORS22, Currency: EUR, ID No. VAT: 12345678, Register number: 98765432
- Orderer:** Name: MY COMPANY, Address: STREET 10 CITY, Account: 1501150115011515
- Beneficiary:** Name: PTK, J.S.C, VALA 900 POSTPAID BIL, Address: UCK NO 51 PRISHTINA, Account: 1110195685000177
- User comments / Details:** PAGESA E KOMUNALIEVE
- Debit amount:** 22.00
- Execution / value date:** 08.04.2010, **Bank reference:**
- Booking date:** 13.04.2010, **Market route:** E-Bank
- Additional data:** Tatjana Martinu TILLEN NASTRAN: NOT-ENOUGH-FUNDS (3)

The bottom status bar shows 'Prepared ...', 'Marked records No: 1/2', and 'Sum: =-1.111,00 EUR/=1.111,00 EUR'.

- 1 The rejected transaction item is written in the folder Review > Transactions in grey color.
- 2 Select the rejected transaction item (2a) and open it (2b).
- 3 The reason for order rejection can be read in the bottom row of the form.

## Archive of Batches

In the folder **Archive > Batches (A)**, all the batches are saved, which you sent to the bank via the e-bank in the selected time period **(B)**. All unbound batches are also saved.

All the batches can be printed (the **Print** command), deleted (the **Delete** command) or more detailed information can be reviewed (orders in the batch, batch signers, and payment date):

The screenshot shows the HAL ebank software interface. The main window is titled "Batches archive" and displays a table of documents. A "Batch opening" dialog box is open, showing details for a batch. The dialog box includes a table of "Included orders" with columns for Value/payment, Document type, Credit, Amount, Currency, and Payment details. The dialog box has buttons for "Open", "Review", "Print", and "Close".

Value/payment	Document type	Credit	Amount	Currency	Payment details
07.04.2010	PAYMENT ORD...	COMPANY 2	=150,00	EUR	ELECTRICITY P...
07.04.2010	PAYMENT ORD...	COMPANY 1	=300,00	EUR	PAYMENT

- 1 Select the batch you want to verify details for.
- 2 Click the command **Open > Open**.
- 3 A window will open with batch details and batch signers.  
By clicking the **Orders in the batch** command, you open a list of orders included into a selected batch.
- 4 Close the window containing a list of orders in the batch by clicking the **Close** button.
- 5 Close the window containing batch details by clicking the **Close** button.