

# BT Ultra Web

## User Manual

### Table of contents

|           |   |                                     |
|-----------|---|-------------------------------------|
| 1.        | Quick start.....  | 4                                   |
| 1.1       | User Logon .....  | 4                                   |
| 1.2       | Logout / User Settings.....                                   | 5                                   |
| 1.2.1     | Change Password .....   | 6                                   |
| 1.2.2     | Activate another device .....                                 | 7                                   |
| 1.2.3     | Account blocking.....   | <b>Error! Bookmark not defined.</b> |
| 1.2.4     | Settings.....   | 7                                   |
| 1.2.4.1   | General Settings .....  | 8                                   |
| 1.2.4.2   | Format.....   | 10                                  |
| 1.2.4.3   | Display Upon Login.....                                       | 11                                  |
| 1.2.4.4   | Add to favorites.....   | 11                                  |
| 1.2.4.5   | Filter .....  | 13                                  |
| 1.2.4.6   | Customize view .....  | 15                                  |
| 1.2.4.7   | Payment Form .....  | 19                                  |
| 1.2.5     | Help.....   | 23                                  |
| 1.2.6     | Tour guide .....  | 23                                  |
| 1.2.7     | Refresh .....   | 25                                  |
| 1.3       | Overview of the User Interface Elements / Workspace Tour..... | 26                                  |
| 1.3.1     | Main Menu.....  | 26                                  |
| 1.3.1.1   | Dashboard .....   | 28                                  |
| 1.3.1.1.1 | Edit.....   | 31                                  |
| 1.3.1.1.2 | Design .....  | 32                                  |
| 1.3.1.1.3 | Preview .....   | 38                                  |
| 1.3.1.1.4 | Delete .....  | 39                                  |
| 1.3.1.2   | Payments.....   | 41                                  |
| 1.3.2     | Quick menu .....  | 42                                  |
| 1.3.3     | Virtual views.....  | 45                                  |

|          |  |    |
|----------|--|----|
| 1.3.3.1  | Tabbed view .....  | 45 |
| 1.3.3.2  | Modal view.....  | 47 |
| 1.3.3.3  | Pin-To-Tab.....  | 48 |
| 1.3.3.4  | Popover View .....   | 49 |
| 1.3.4    | Context Menus.....   | 52 |
| 1.4      | Common functions.....  | 52 |
| 1.4.1    | Table Options .....  | 53 |
| 1.4.1.1  | Split View.....  | 54 |
| 1.4.1.2  | Refresh .....  | 55 |
| 1.4.1.3  | Print.....   | 55 |
| 1.4.1.4  | Export.....  | 57 |
| 1.4.1.5  | Filter Information .....                                       | 58 |
| 1.4.1.6  | Customize View.....  | 63 |
| 1.4.1.7  | Quick options .....  | 69 |
| 1.4.1.8  | Options for Page Numbers .....                                 | 70 |
| 1.4.2    | Actions regarding the Entries.....                             | 71 |
| 1.4.2.1  | Edit .....   | 71 |
| 1.4.2.2  | Delete .....   | 71 |
| 1.4.2.3  | Approval .....   | 71 |
| 1.4.2.4  | Revocation of Approval .....                                   | 71 |
| 1.4.2.5  | Deactivation .....   | 72 |
| 1.4.2.6  | Reactivation.....  | 72 |
| 1.4.2.7  | Design.....  | 72 |
| 1.4.2.8  | Preview.....   | 72 |
| 1.4.2.9  | Download .....   | 72 |
| 1.4.2.10 | View Other Functions.....                                      | 72 |
| 1.4.2.11 | Multiple selection .....                                       | 74 |
| 2.       | Payments.....  | 74 |
| 2.1      | Payment Management.....  | 74 |
| 2.1.1    | Single payment.....  | 75 |
| 2.1.1.1  | Steps to Enter a Payment Order in RON.....                     | 77 |
| 2.1.1.2. | Steps to Enter a Payment Order in Foreign Currency (FCY) ..... | 83 |
| 2.1.2    | Batch payments.....  | 83 |

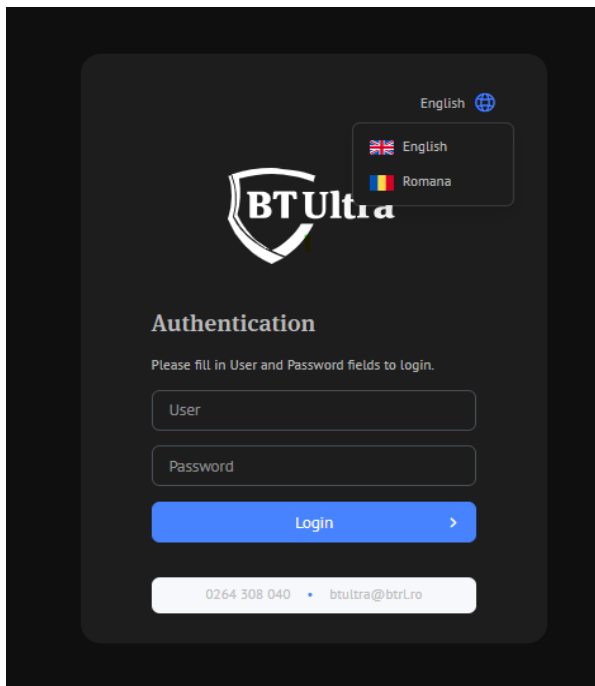
|         |  |     |
|---------|--|-----|
| 2.1.2.1 | Steps to Enter Batch Payments in RON ..... | 85  |
| 2.1.2.2 | Steps to Enter Batch Payments in FCY.....  | 94  |
| 2.1.3   | Import Payments.....                       | 95  |
| 2.1.4   | Payment Files .....                        | 98  |
| 2.1.5   | Order Authorization .....                  | 100 |
| 2.2     | Foreign Exchange .....                     | 101 |
| 2.2.1   | Foreign Exchange .....                     | 102 |
| 2.2.1.1 | Foreign Exchange - standard rate.....      | 102 |
| 2.2.1.2 | Foreign Exchange - negotiated rate.....    | 105 |
| 2.2.2   | List of Foreign Exchange Orders .....      | 106 |
| 3       | Reports.....                               | 109 |
| 3.1     | Available Balance .....                    | 109 |
| 3.2     | Transacties.....                           | 111 |
| 3.3     | Statements.....                            | 114 |
| 3       | Mailbox .....                              | 119 |
| 4.1     | Download File .....                        | 119 |
| 4.2     | Messages Sent.....                         | 124 |
| 4.3     | Inbox.....                                 | 125 |
| 4.4     | New message .....                          | 126 |
| 5       | Data Management .....                      | 129 |
| 5.1     | Accounts.....                              | 129 |
| 5.2     | Payees .....                               | 131 |
| 6       | Forms .....                                | 134 |
| 6.1     | Upload File .....                          | 134 |
| 6.2     | Form List.....                             | 135 |

# 1. Quick start

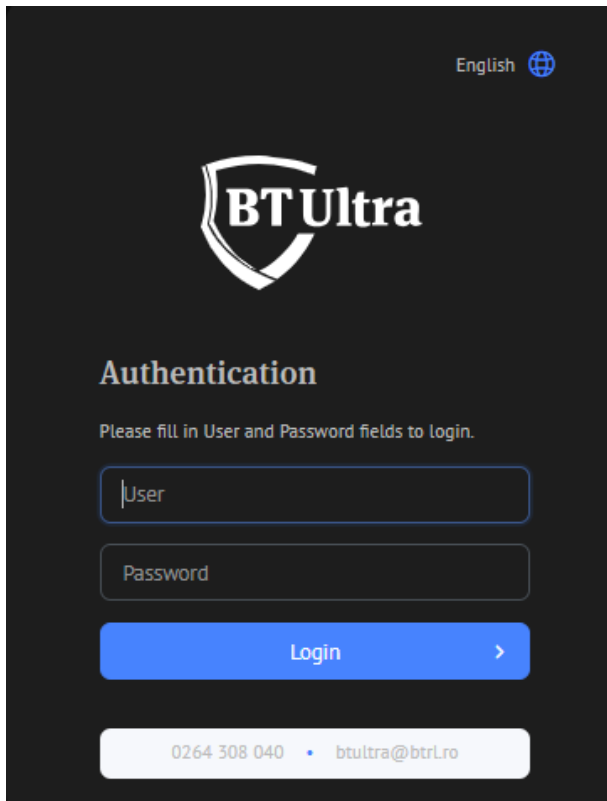
## 1.1 User Logon

To access the web application, open the login page.

First, select the language for the desired interface.



The user interface will then open in the chosen language.

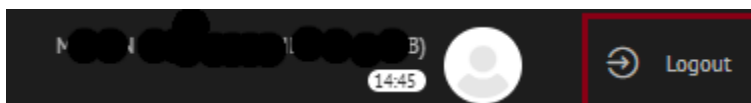


To log in, enter your user credentials and then press the Login button.

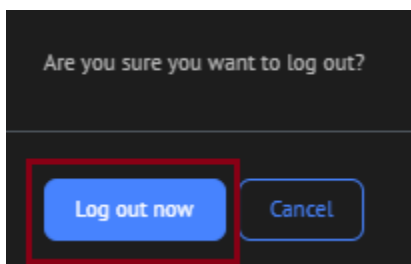
Depending on the authorization method you use, additional steps may be required to login, such as generating a PIN with a token. Please refer to the specific documentation for your authorization method.

## 1.2 Logout / User Settings

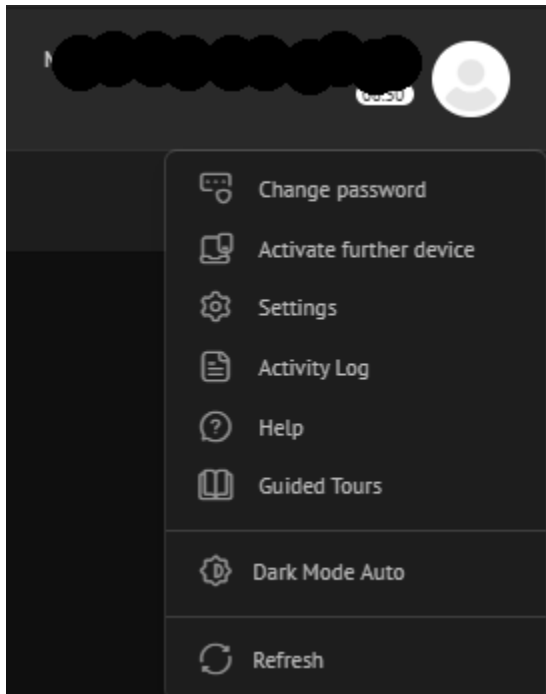
To log out of the application, choose Logout from the menu next to the displayed user name.



After that, a pop-up window will be displayed, and you will have to confirm that you really want to log out.



The other functions in this section allow you to control different aspects of your access to BT Ultra Web, and to define individual settings for the user interface:



- Change Password
- Activate further device
- Settings
- Activity Log
- Help
- Guided Tours
- Dark mode (On/Off/Auto)
- Refresh

### 1.2.1 Change Password

To change your password, enter your old password and your new password (you need to repeat the new one).

Then confirm it using the "Change PIN" button:

**Change Password**

Old Password

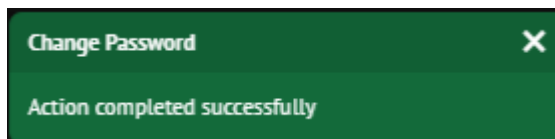
New Password

Confirm new PIN

**Change Password**

This action will require authorization through the login method and involves additional steps. Please refer to the specific documentation for your authorization method.

After completing the authorization steps, you will be informed by a message like the one shown below that the PIN code change action has been successfully completed.



### 1.2.2 Activate another device

This feature can be used to enable an additional authorization device to use the BT Ultra Web application.

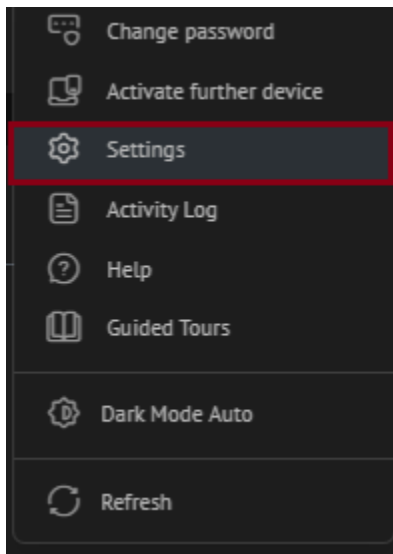
The use of this feature depends on the respective authorization device(s) and is described in the separate documentation for your authorization method.

**Note:**

This feature will only be displayed if it is included in the solution package for the version of BT Ultra Web you are using.

### 1.2.3 Settings

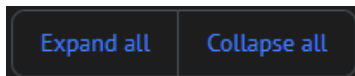
The Settings function offers a wide range of options to customize the user interface to your needs.



On some of the property pages there is a list of the different functions to define the settings.

To expand the entries for a menu or submenu, use the "+" icon. To hide entries for a menu, click the "-" icon.

Use the Expand All button to expand all the menu items and Collapse All to restrict the display to the menus in the main categories.



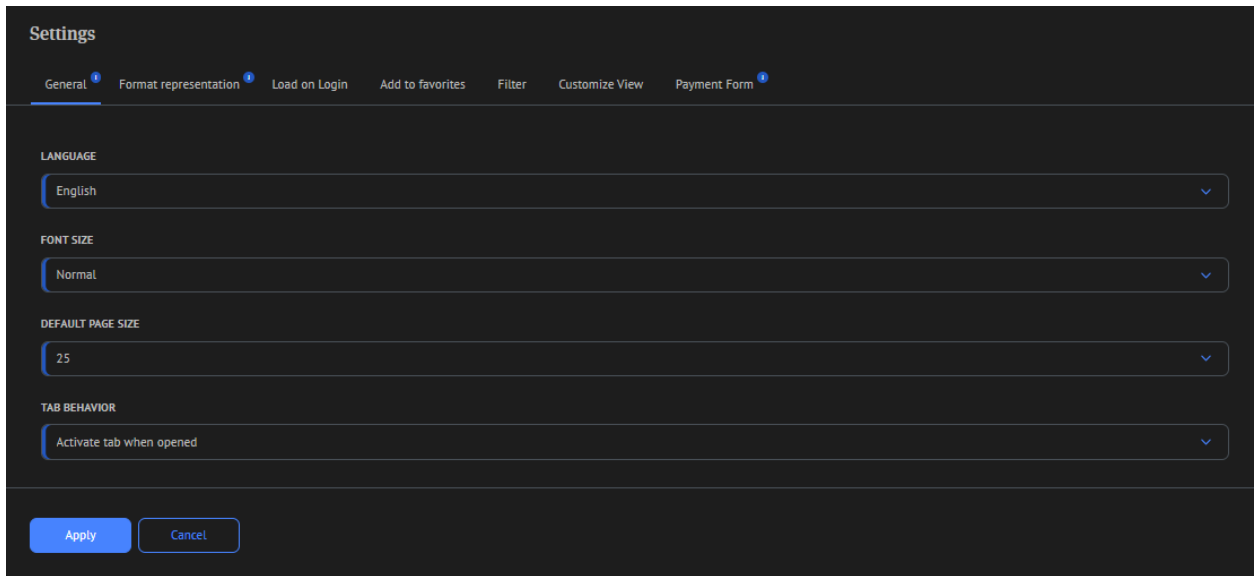
Once you have made your settings, you can save them using the Apply -button.

#### *1.2.3.1 General Settings*

In the General Settings menu you can define the language for the interface (depending on the languages

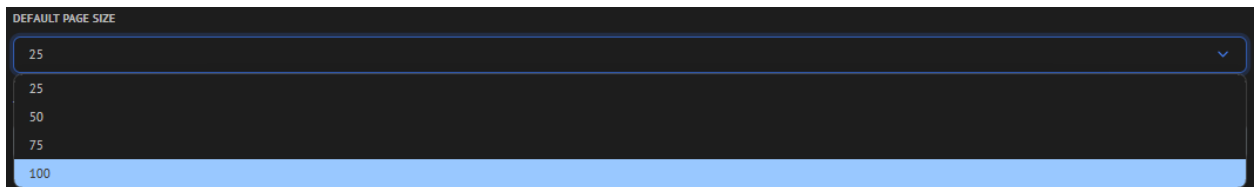
supported and offered for selection), the font size, the menu behavior and other user interface settings.



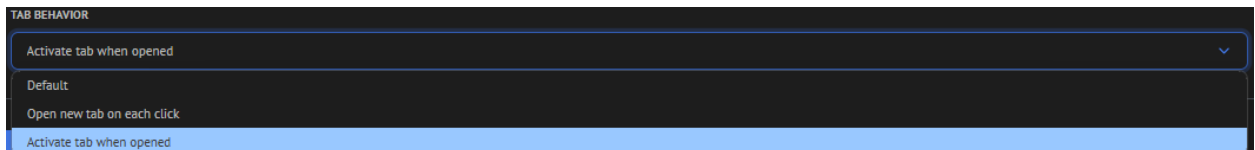


For the font size, you can choose between Normal and Large.

Use the Default Page Size parameter to specify the number of entries displayed by default. You can choose between 25, 50, 75 and 100 entries.



At this point, you can also control the behavior of the menus. You can choose from the following options:



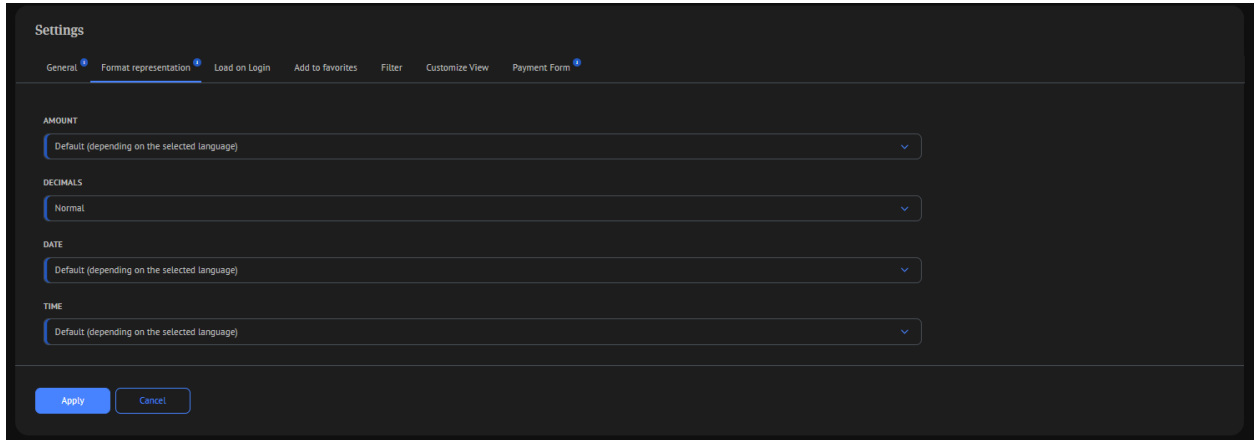
**Default:** In the default setting, a new tab is created on the desktop each time you click, but only one on the mobile device.

**Open new tab with each click:** multiple tabs are created on the desktop - each time you click on the respective menu (it works exactly the same as the "Default" setting).

**Open tab upon opening:** will ensure that each tab is opened only once.

### 1.2.3.2 Format

Define your favorite formats for the display of decimals, date and time. Select the appropriate format from the lists, then confirm by clicking on "Apply" button.



**Amount** - you can select from:

- Default (depending on the selected language)
- 123.345,67 - thousands separator with "." and decimal separator with ","
- 123,345.67 - thousand separator with "," and decimal separator with "."
- 123 345,67 - separator with space between thousands and decimal separator with ","
- 123456,67 - without thousands separator and decimal separator with ","
- 123456.67 - without thousands separator and decimal separator with "."

**Decimals** - you can select from:

- Normal - in this case the decimals will be displayed like this: 123456.67
- Superscript - in this case the decimals will be displayed like this: 123456.<sup>67</sup>

**Date** - you can select from:

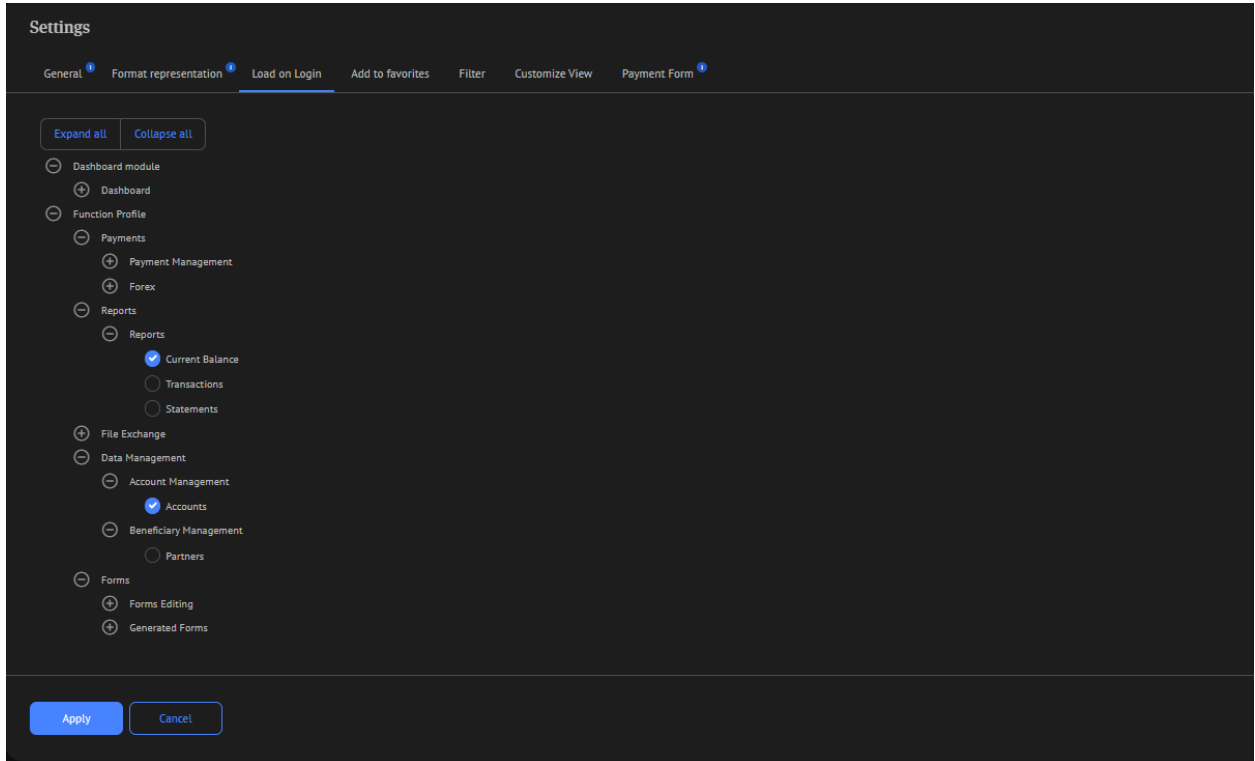
- Default (depending on the selected language)
- DD.MM.YYYY ( in the form: 17.09.2021)
- YYYY-MM-DD (in the form: 2021-09-17)
- DD.MM.YY (in the form: 17.09.21)
- YYYY/MM/DD (in the form: 2021/09/17)

**Time** - you can select from:

Default (depending on the selected language)  
HH:MM / HH:MM:SS (10:01 / 10:01:34)  
H:MM TT / H:MM:SS TT (9:08 PM / 09:08:43 PM)

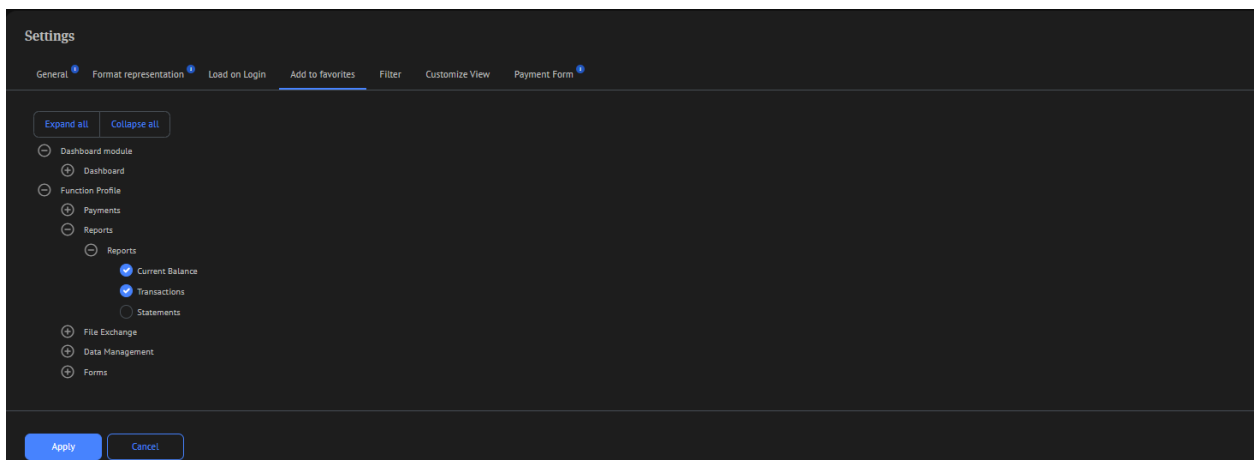
### 1.2.3.3 Display Upon Login

You can select whether the settings here should apply to your user only or to all the BT Ultra Web users.



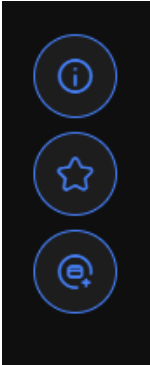
### 1.2.3.4 Add to favorites

Select the features you want to have available in your favorites, then confirm by clicking on “Apply” button.

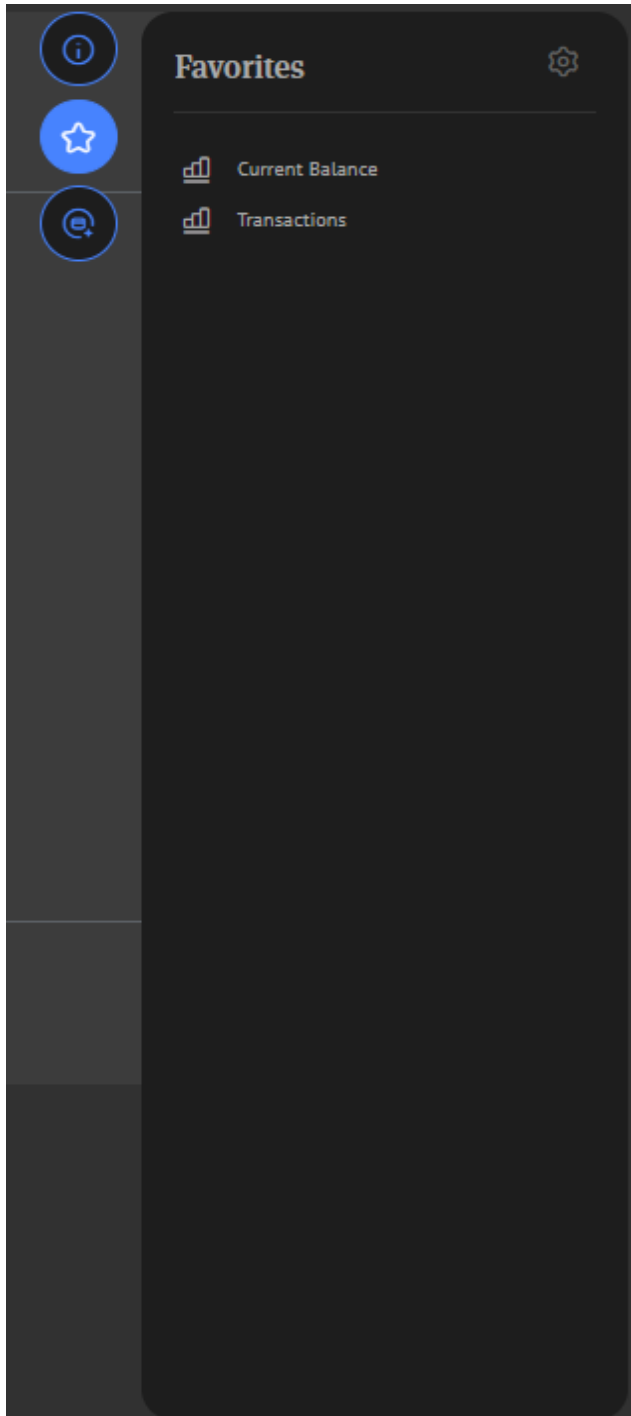


The options selected as favorites will be displayed on the right side (sliding panel that will be displayed by clicking on the star icon):

This is what the panel will look like before clicking on the icon:

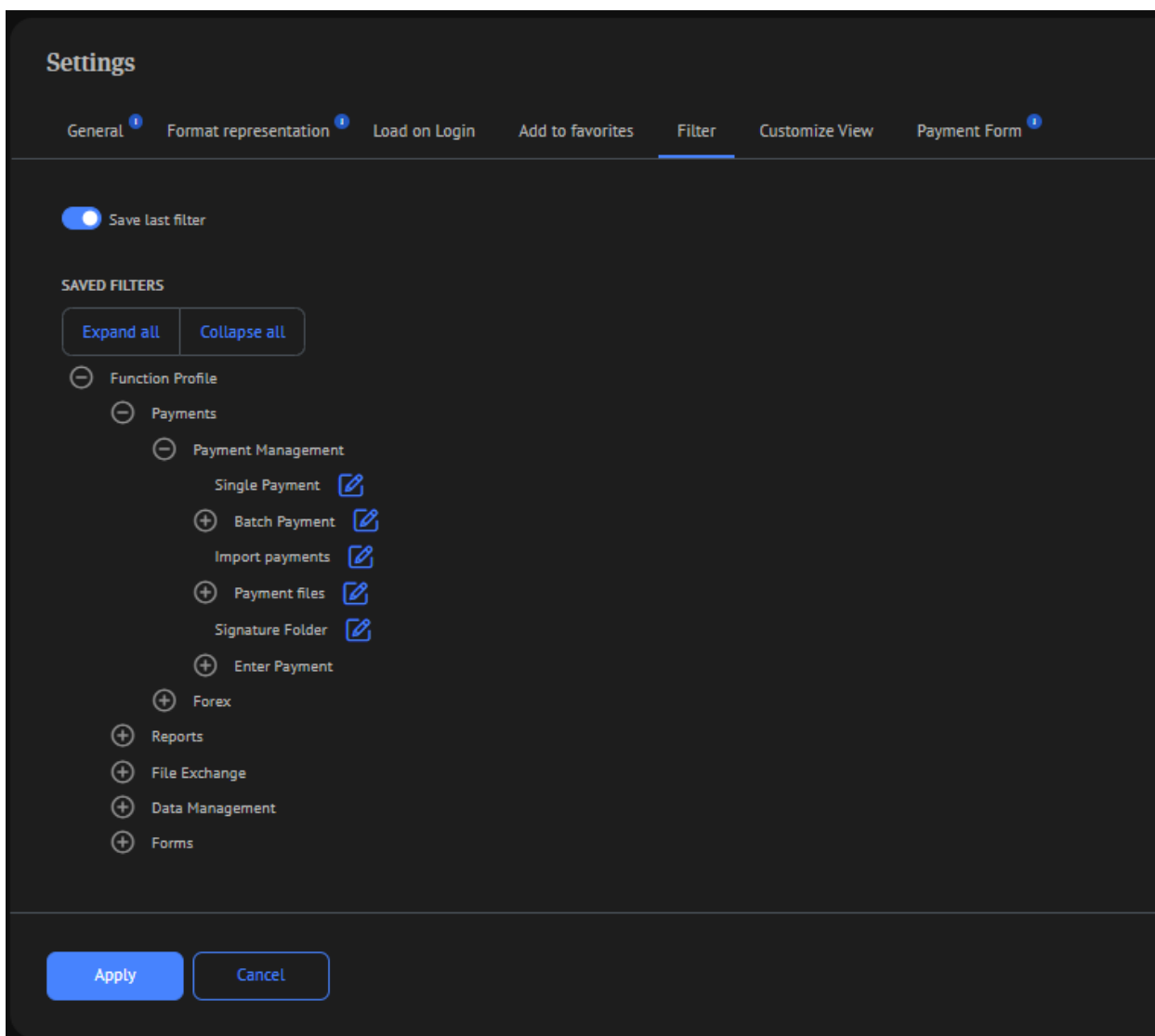


This is what the panel will look like after clicking on the icon:

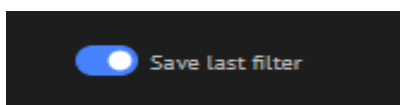



#### 1.2.3.5 Filter

Here you can view and clear filters that determine that only entries that meet the defined conditions will be included in the display and printout of those tables. Related to the user, the filters are created through the filter function for the different tables - available at menu level.

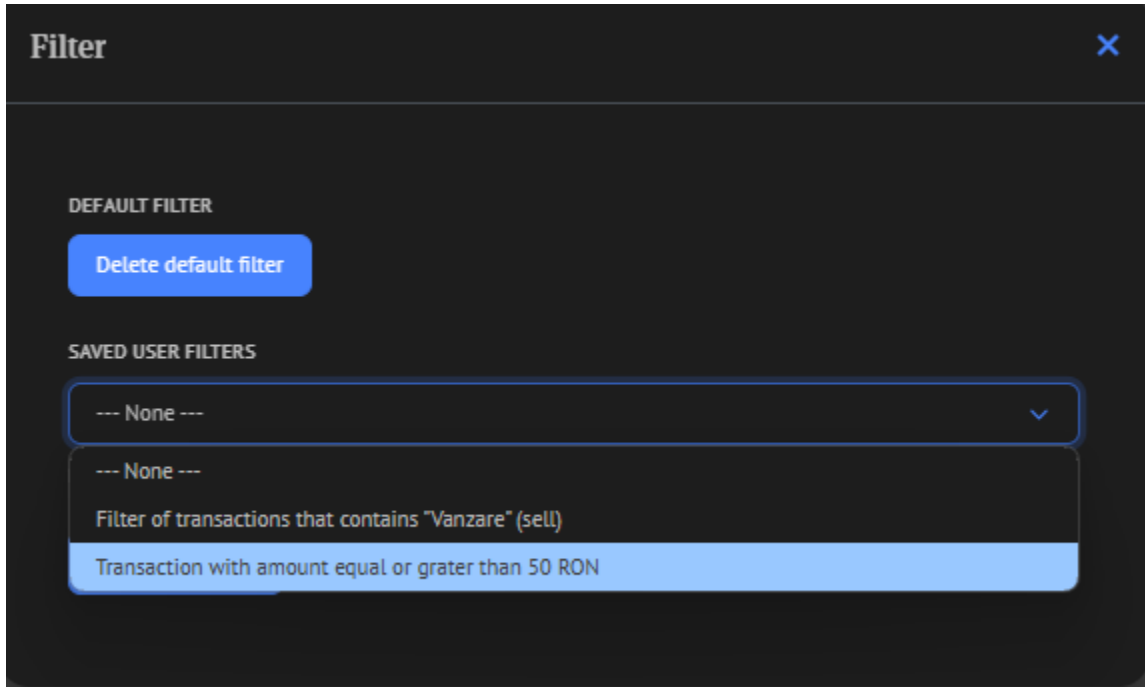


If you enable the Save last filter function here, the last used filter will be restored automatically next time you log in to BT Ultra Web.



All tables and functions for which data filtering can be specified are identified in the function structure by the following icon: 

You can delete existing default filters as well as user-specific or public filters:

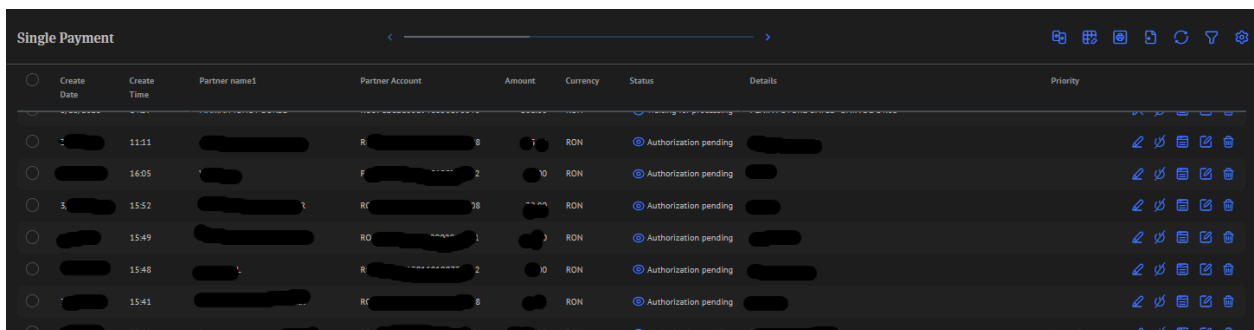


### 1.2.3.6 Customize view

Here you can view and delete custom views that have been defined for different menus. User-related custom views are created via the Customize View function for various tables (see 1.4.1.6).

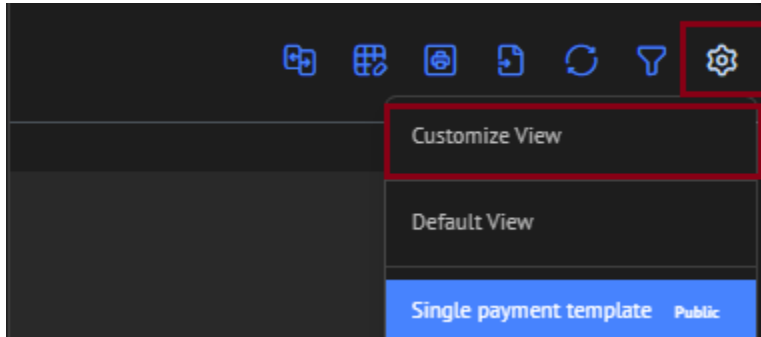
In the example below you will see how the Single Payment menu has been customized.

Here we have a default display with the column order defined as follows: Create Date, Create Time, Partner Name, Partner Account etc. until the last column Session type description.



| Create Date | Create Time | Partner name1 | Partner Account | Amount | Currency | Status                | Details    | Priority       |
|-------------|-------------|---------------|-----------------|--------|----------|-----------------------|------------|----------------|
| [redacted]  | 11:11       | [redacted]    | R [redacted]    | 8      | RON      | Authorization pending | [redacted] |                |
| [redacted]  | 16:05       | [redacted]    | F [redacted]    | 2      | RON      | Authorization pending | [redacted] |                |
| [redacted]  | 15:52       | [redacted]    | R [redacted]    | 38     | RON      | Authorization pending | [redacted] |                |
| [redacted]  | 15:49       | [redacted]    | RO [redacted]   | 1      | RON      | Authorization pending | [redacted] |                |
| [redacted]  | 15:48       | [redacted]    | R [redacted]    | 2      | RON      | Authorization pending | [redacted] |                |
| [redacted]  | 15:41       | [redacted]    | R [redacted]    | 8      | RON      | Authorization pending | [redacted] |                |
| [redacted]  | 15:21       | [redacted]    | RO [redacted]   | 01     | RON      | Authorization pending | [redacted] | InstantPayment |

Now we will customize the order of the columns according to the information of interest to the user (you can change the order according to the information relevant to you). To do this you will need to click on the Settings icon on the right (red frame), and then select "Customize view".



In the opened window you can configure the order of the columns according to your preferences and you can choose to hide one or more columns by clicking on the icon :"



### Customize view ✕

Page size

Default ▼

| #                                   | Field Name             | Visible <span style="font-size: 0.8em;">⊖</span> | Sort |
|-------------------------------------|------------------------|--|------|
| 1                                   | Ordering party bank    | <input checked="" type="checkbox"/>              | ^ ▼  |
| 2                                   | Ordering party Name1   | <input checked="" type="checkbox"/>              | ^ ▼  |
| 3                                   | Ordering party account | <input checked="" type="checkbox"/>              | ^ ▼  |
| 4                                   | ID                     | <input checked="" type="checkbox"/>              | ^ ▼  |
| 5                                   | Create Date            | <input checked="" type="checkbox"/>              | ^ ▼  |
| 6                                   | Partner Account        | <input checked="" type="checkbox"/>              | ^ ▼  |
| 7                                   | Create Time            | <input checked="" type="checkbox"/>              | ^ ▼  |
| 8                                   | UserID                 | <input checked="" type="checkbox"/>              | ^ ▼  |
| ↑ Pin to left   Scroll horizontal ↓ |                        |  |      |
| 9                                   | Partner name1          | <input checked="" type="checkbox"/>              | ^ ▼  |

Once you have made the desired settings, click on the "Apply" button.

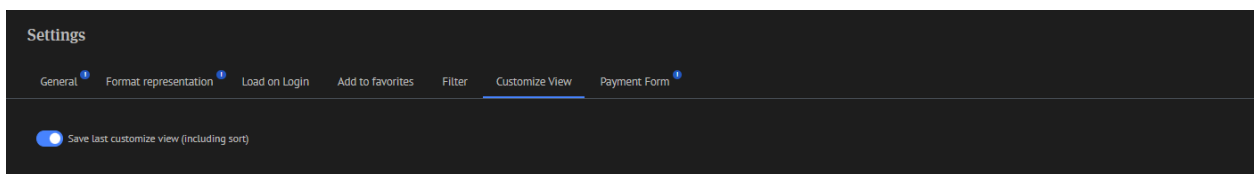
This is what the column order now looks like for the Sigle Payment menu:


Single Payment

STORAGE  
Current stock

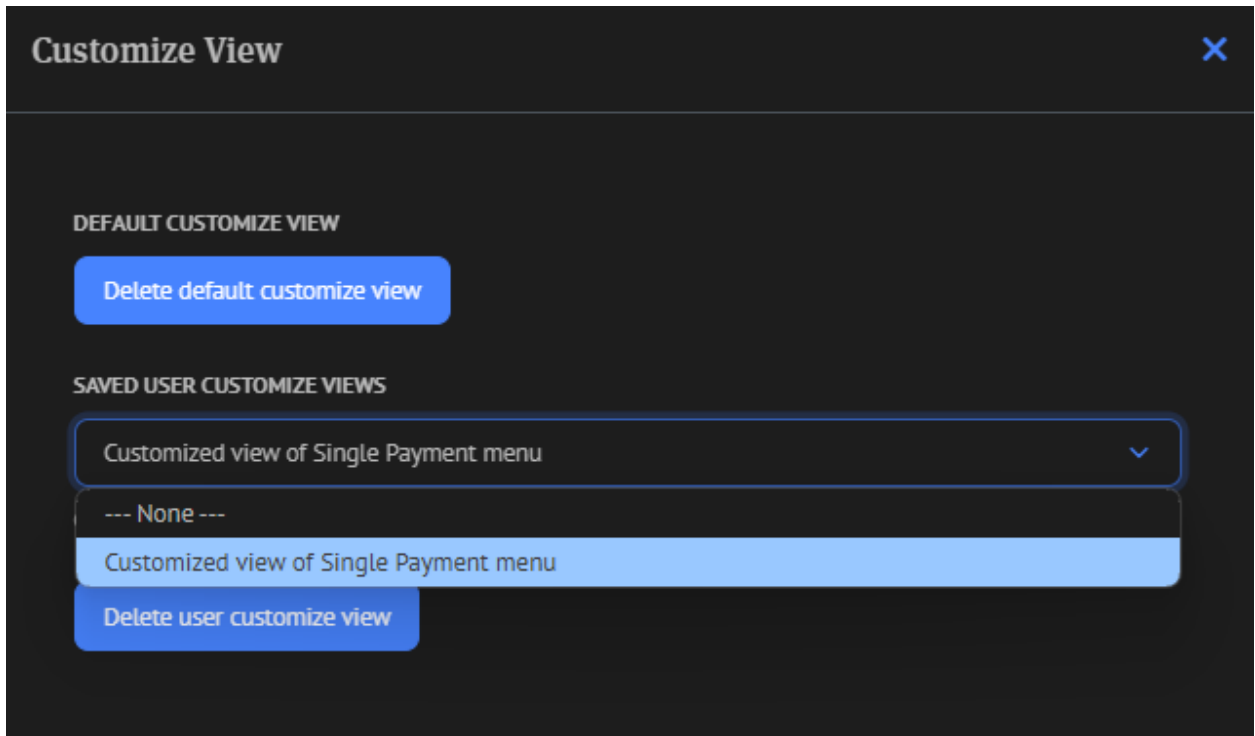
| <input type="radio"/> | Ordering party bank | Ordering party Name1 | Ordering party account | ID         | Create Date | Partner Account | Create Time | UserID     |            |
|-----------------------|---------------------|----------------------|------------------------|------------|-------------|-----------------|-------------|------------|------------|
| <input type="radio"/> | [REDACTED]          | [REDACTED]           | [REDACTED]             | [REDACTED] | [REDACTED]  | [REDACTED]      | [REDACTED]  | [REDACTED] | [REDACTED] |
| <input type="radio"/> | [REDACTED]          | [REDACTED]           | [REDACTED]             | [REDACTED] | [REDACTED]  | [REDACTED]      | 15:51       | [REDACTED] | [REDACTED] |
| <input type="radio"/> | [REDACTED]          | [REDACTED]           | [REDACTED]             | [REDACTED] | [REDACTED]  | [REDACTED]      | 15:50       | [REDACTED] | [REDACTED] |
| <input type="radio"/> | [REDACTED]          | [REDACTED]           | [REDACTED]             | [REDACTED] | [REDACTED]  | [REDACTED]      | 15:38       | [REDACTED] | [REDACTED] |

If you enable the “Save last custom view” function (including sorting) here, the last custom view you used will be automatically restored the next time you log in to the BT Ultra Web app.



All the tables and functions for which custom views can be specified are identified in the menu structure by the following icon: 

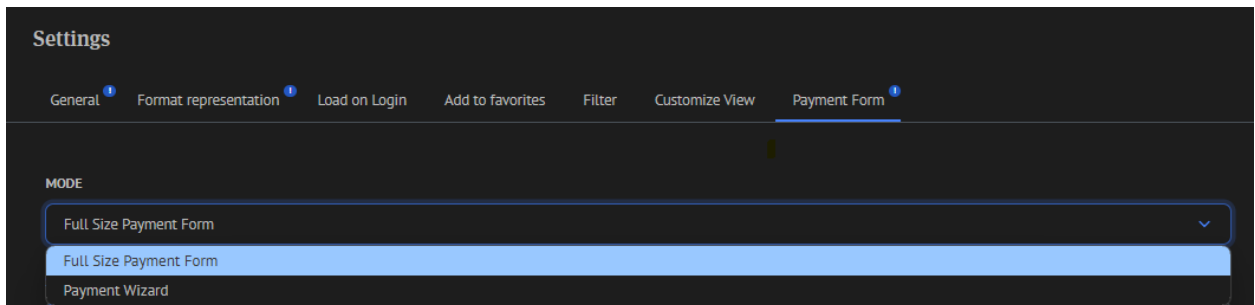
You can delete existing default custom views as well as user-specific or public customizations:



### 1.2.3.7 Payment Form

Here you can select how the payment form will look for the desktop and mobile version. You can choose from:

- Display full size payment form: optimized for the web/desktop version
- Payment Wizard: optimized for mobile devices



The full size payment form is a "common" data entry form where all the existing fields are displayed on different tabs:

## Enter Payment

Payment <sup>1</sup> | Ordering Party <sup>1</sup> | Partner <sup>1</sup> | Additional Information

PAYMENT TYPE <sup>?</sup>      ORDER FORM <sup>?</sup>      VALUE DATE <sup>?</sup>

Credit Transfer      Single Order      3/18/2025

ORDERING PARTY ACCOUNT      --- Select your choice ---

Account-Selection

ORDERING PARTY      --- Select your choice ---

Ordering Party Selection <sup>?</sup>

PARTNER      --- None ---      [Search]      [Add]

Partner Selection      Name

--- None ---

Special Beneficiaries

The Payment Wizard is designed as a payment wizard that guides you step-by-step through all the actions required to enter a payment order:

**Enter Payment**

1 Payment      2 Partner      3 Amount & Subtype

**PAYMENT**

Credit Transfer (Payment Type)      Single Order (Order form)      3/18/2025 (Value Date)

**ORDERING PARTY ACCOUNT**

--- Select your choice --- (Account-Selection)

IBAN      BIC

Account number      Local bank code

Country of bank responsible for account

Next      Cancel

By setting the "Selection mode" field you define how the entries related to account, payer, payee, etc. will be displayed.

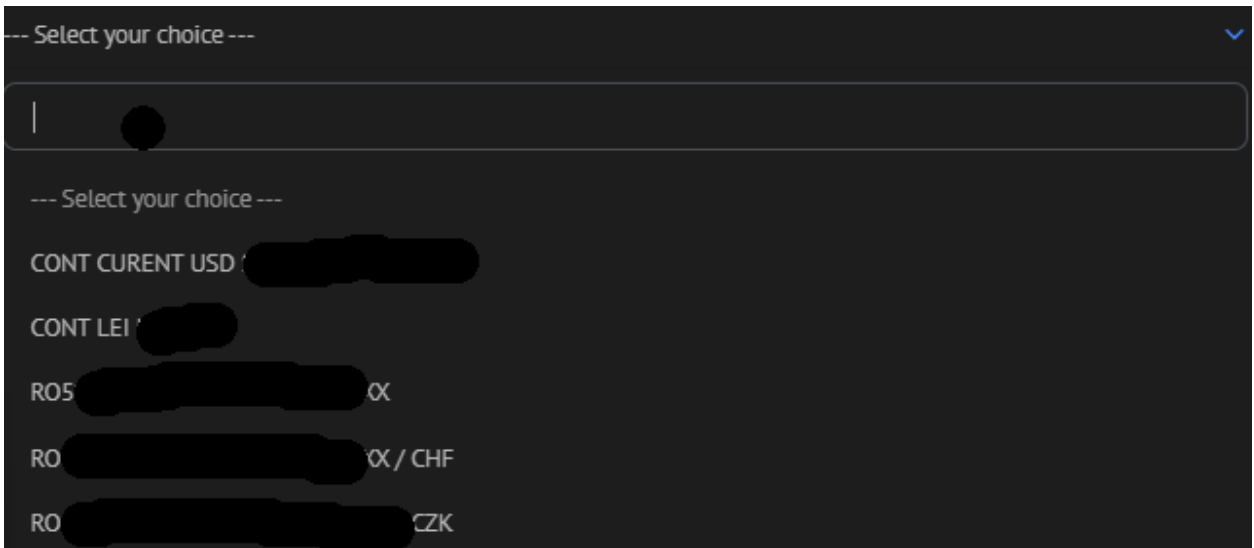
**SELECTION MODE**

Drop-down list (selected)

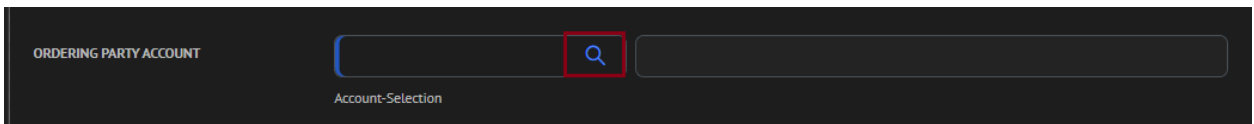
Drop-down list

Text box

Drop-down list - by selecting this option, the entries will be displayed as a list from which you can select the desired option:



Text box - by selecting this option (click on the magnifying glass icon - red frame) -> the entries will be displayed as below. You will be able to filter and select according to your desired criteria.



Ordering Party Account Selection

| Index | Account name      | Account owner | Local bank code | Account number | BIC         |
|-------|-------------------|---------------|-----------------|----------------|-------------|
| 1     | CC [REDACTED] SR  | BT [REDACTED] | BTRL            | [REDACTED]     | BTRLRO22XXX |
| 3     | C [REDACTED]      | BT [REDACTED] | BTRL            | 33 [REDACTED]  | BTRLRO22XXX |
| 3     | RC [REDACTED]     | [REDACTED]    | BTRL            | [REDACTED]     | BTRLRO22XXX |
| 3     | [REDACTED] CHF    | [REDACTED]    | BTRL            | 37 [REDACTED]  | BTRLRO22XXX |
| 33    | RC [REDACTED]     | BT [REDACTED] | BTRL            | [REDACTED]     | BTRLRO22XXX |
| 4     | RC [REDACTED]     | BT [REDACTED] | BTRL            | 4 [REDACTED]   | BTRLRO22XXX |
| 4     | [REDACTED]        | BT [REDACTED] | BTRL            | [REDACTED]     | BTRLRO22XXX |
| 4     | ROS [REDACTED] DN | BT [REDACTED] | BTRL            | 4 [REDACTED]   | BTRLRO22XXX |

With these two options you will basically be able to choose between displaying records as a "drop-down" list or as a separate text window.

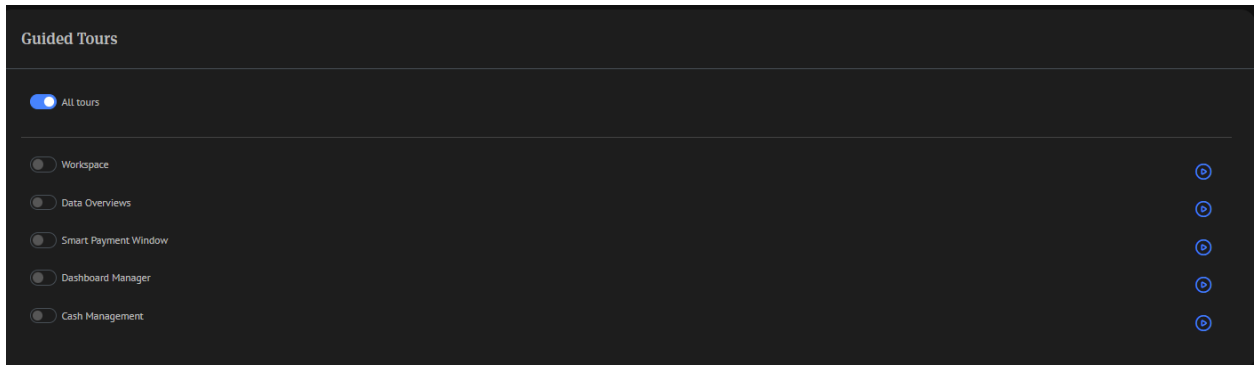
#### 1.2.4 Help

In the "Help" menu you will find our App manual, packed with everything you need to know to make the most of BT Ultra app. You can zoom in/out for better readability, search the desired information or download the app manual.

#### 1.2.5 Tour guide

Use this function to activate a quick tour consisting of several tutorials through which you can become familiar with the user interface. You can start and stop tutorials whenever you want.

First, click the All Guides icon:

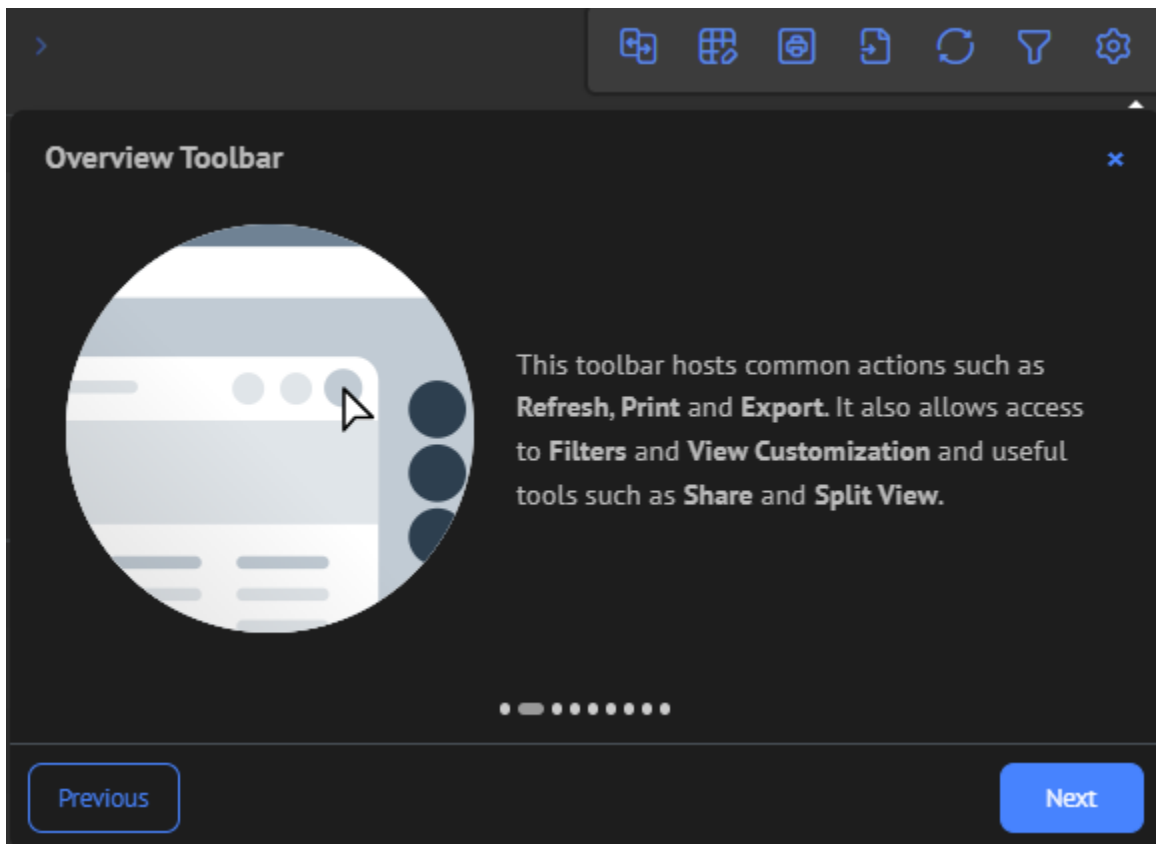


To start one of the provided tours, click on the Play Guide icon:



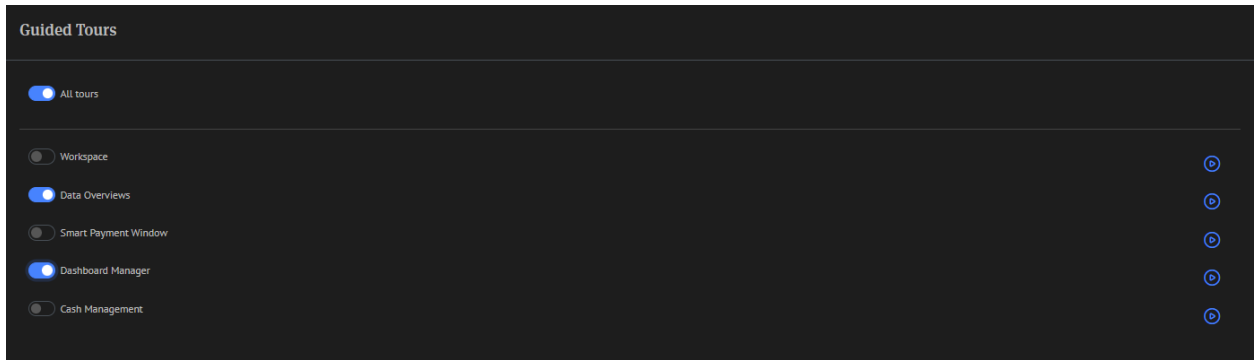
The tour is displayed in a separate window. You can navigate between the description of different functions

using the Forward or Back button:



If the guided tours functionality is enabled (All guided tours - selected), you can use the appropriate icons to preferentially specify which of the menus to view after logging into the BT Ultra Web app:





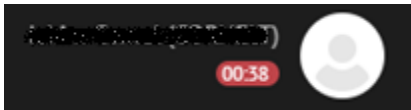
Please note that the tours are designed as an introduction to working with the app.

Therefore, each activated tour is run only once. As soon as you close the tour and call the corresponding function again, the tour will no longer be displayed. However, you can of course reactivate it via the Tour Guide function.

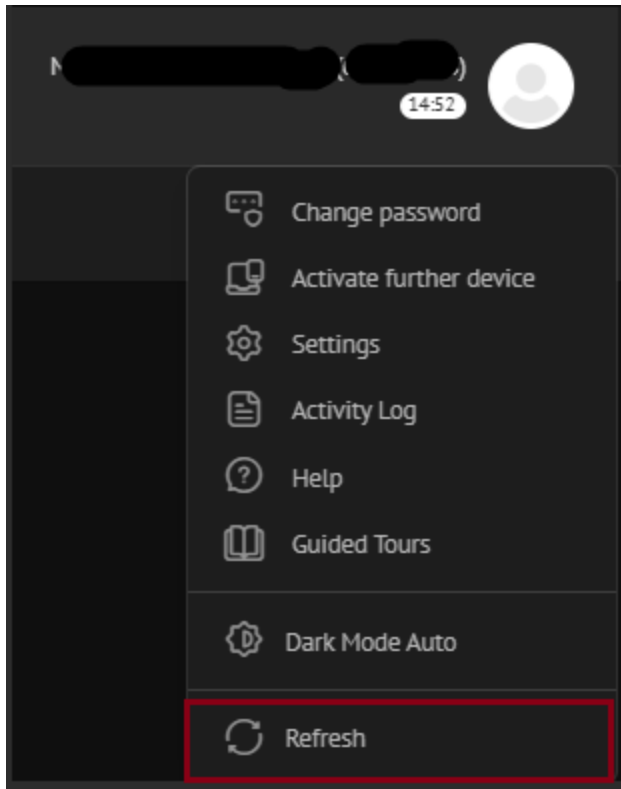
### 1.2.6 Refresh

The duration of the session without any input or modification of a function is usually limited to 15 minutes. After that, you will be automatically disconnected.

Within one minute of the timeout, a red marker indicates that the session has expired:



To reset the session to 15 minutes again you can select the Refresh option from the menu on the right - click on the user icon - and choose the option from the drop-down list:

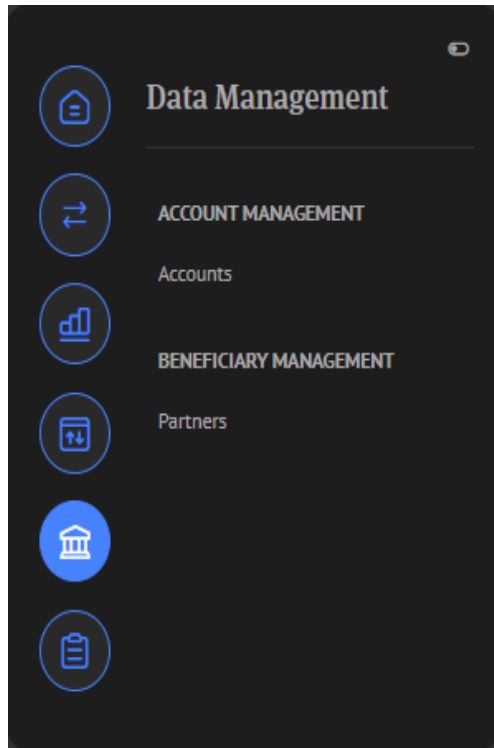
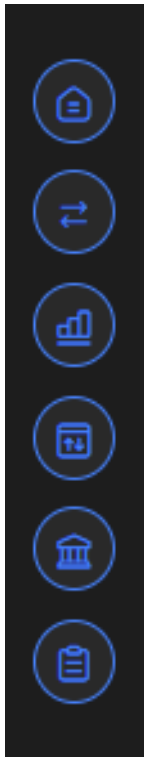


### 1.3 Overview of the User Interface Elements / Workspace Tour

Below, you will find the structure of the main menu, as well as important elements such as: access bar, different views, context menu:

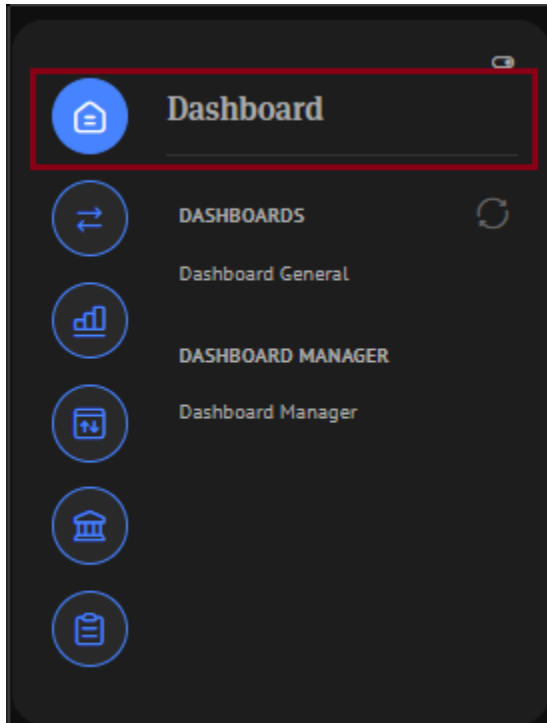
#### 1.3.1 Main Menu

The main menu is designed as a typical vertical navigation, with icons for specific action blocks on the first level. Once you click on an icon, the submenus become visible (e.g. - Data Management):



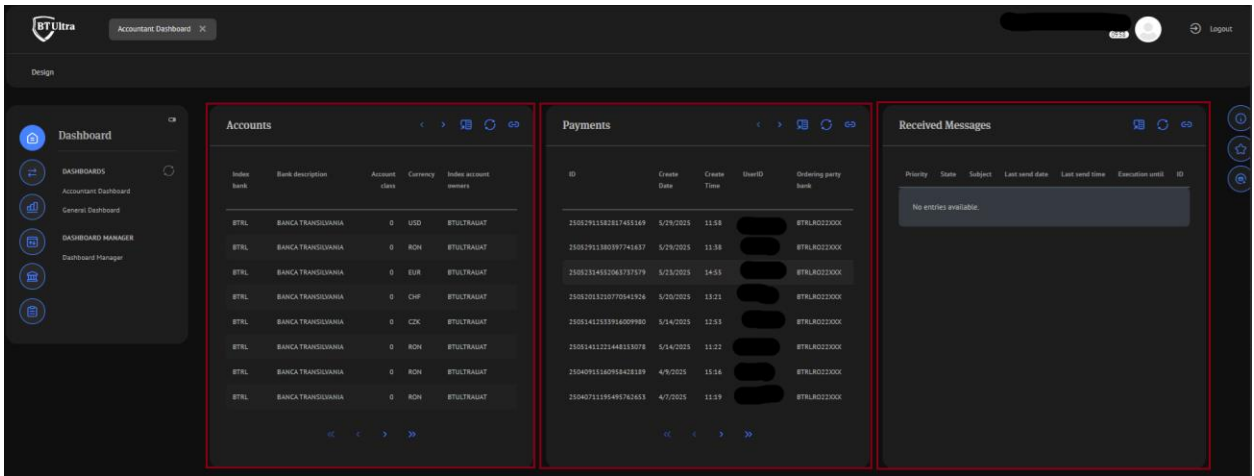
### 1.3.1.1 Dashboard

Here you can customize the way you view and manage application menus via dashboards depending on the area of interest for your profile.

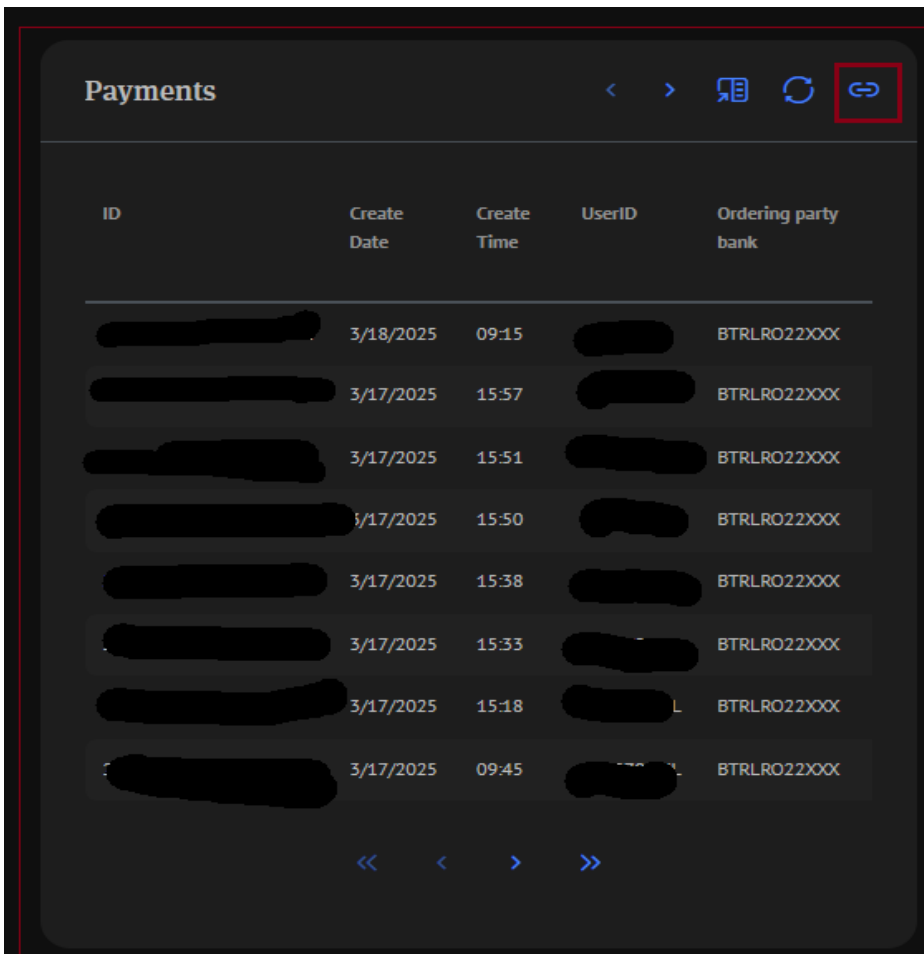


A dashboard is a collection of widgets to display your financial data in the form of various charts and tables. The Dashboard Manager allows you to create and edit dashboards for different uses.

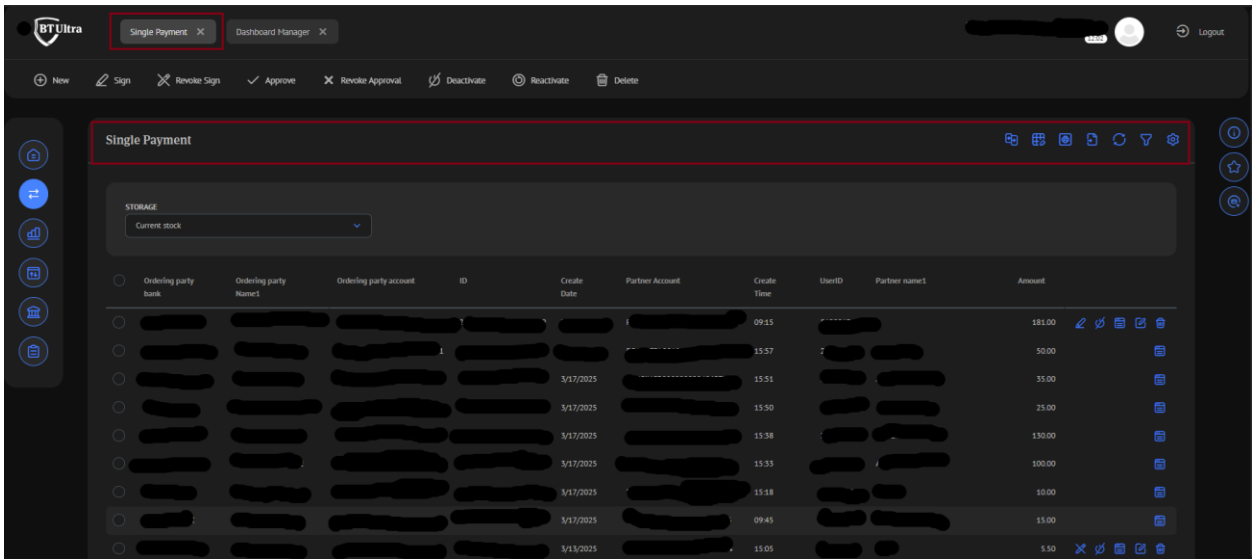
See below an example of a dashboard set up for a user profile - accountant with the following main menus: accounts, payments and inbox:



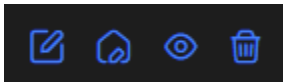
Use the icon in the top right corner of each menu (Open tab) to view the menu in a separate tab.



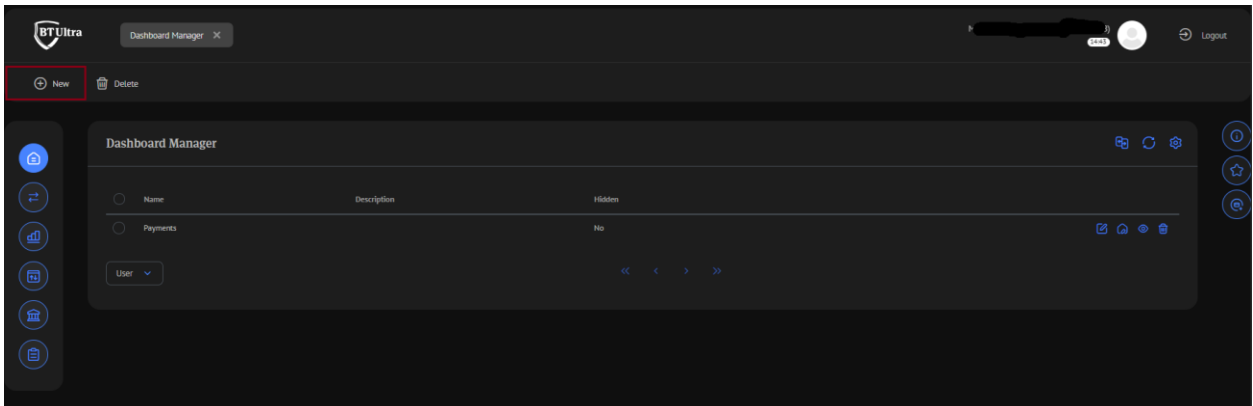
The menu will expand in a separate tab as shown below:



In the Dashboard Manager you can edit, design, preview and delete dashboards.



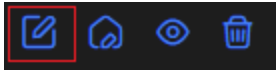
To create a new dashboard, use the "New" button in the context menu:



You can create one or more dashboards. This way you can create a dashboard with a specific user profile specific to your business: examples - dashboards for cash management, payments or just notifications and maintenance. Widgets inside the dashboard can be used multiple times:

### 1.3.1.1.1 Edit

Use this icon (red frame) if you want to change the dashboard name, layout, description (for both English and Romanian display):



First, from the "Details" tab, enter a dashboard name and a description:

The screenshot shows a configuration window titled "Dashboard" with a close button (X) and a refresh icon. The "Detail" tab is selected, with "RO" and "GB" language options. The "Name" field contains "Payments" and the "Description" field is empty. Under "LAYOUT", eight options are shown: Layout 1 (2x2 grid), Layout 2 (1x3 horizontal), Layout 3 (3x3 grid, selected), Layout 4 (3 horizontal bars), Layout 5 (1x2 horizontal), Layout 6 (2x2 grid), Layout 7 (2 horizontal bars), and Layout 8 (2 vertical bars). Under "OPTIONS", the "Hidden" checkbox is unchecked, and the "Display type" dropdown is set to "Desktop + mobile". "Save" and "Cancel" buttons are at the bottom.

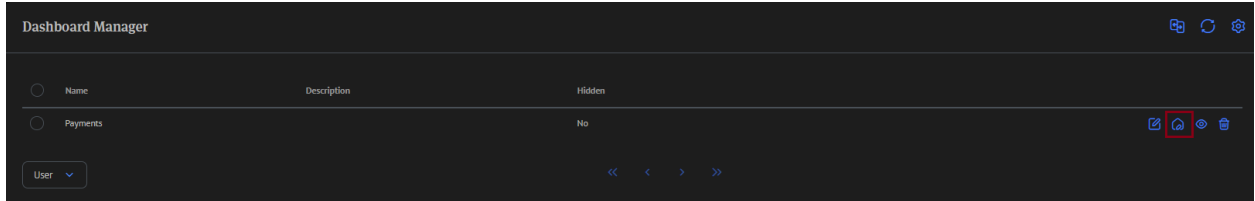
In the Page section, define the basic dashboard layout, which is the number of visible widgets, the size and arrangement of the widgets.

Additional options are available to control customizability and visibility, e.g. you can choose whether the dashboard should be hidden from other users, or the display type where the dashboard should be visible (Desktop, Mobile or Desktop+Mobile)

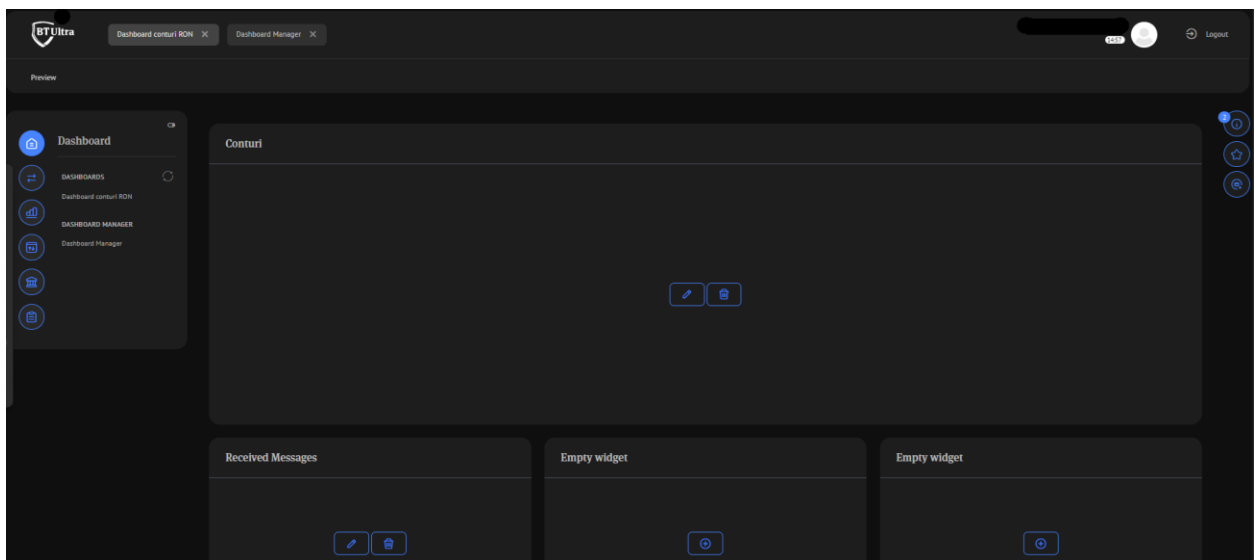
### 1.3.1.1.2 Design

Use this function to configure the dashboard, upload different widgets, etc.

From the Dashboard Manager menu, you can access the design option by clicking on the icon below (red frame):

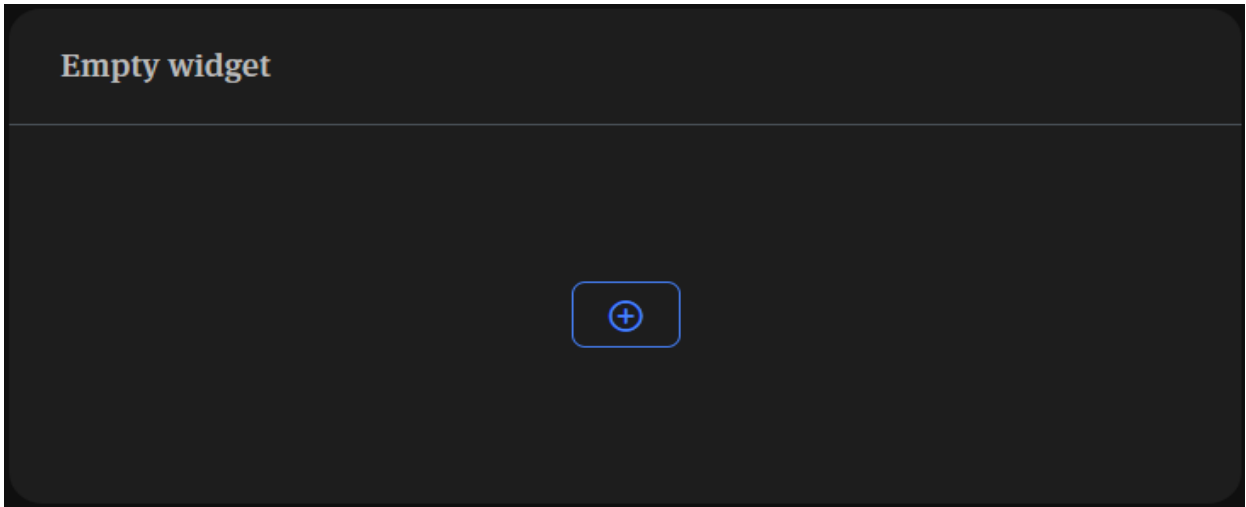


Next, the dashboard loads with the previously predefined widgets. From here you can edit each widget, you can filter the order of the columns for the display of menus, you can delete a particular widget, you can set favorite filters, etc.

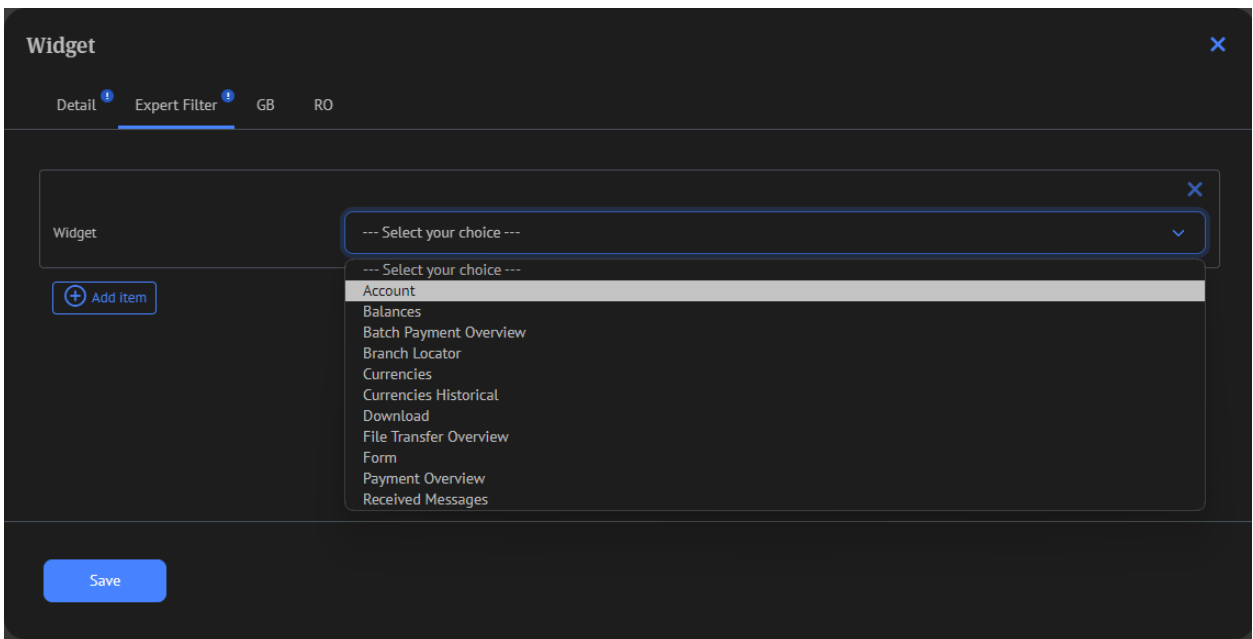


To add a widget to your dashboard, click the "+" icon in the empty widget area:

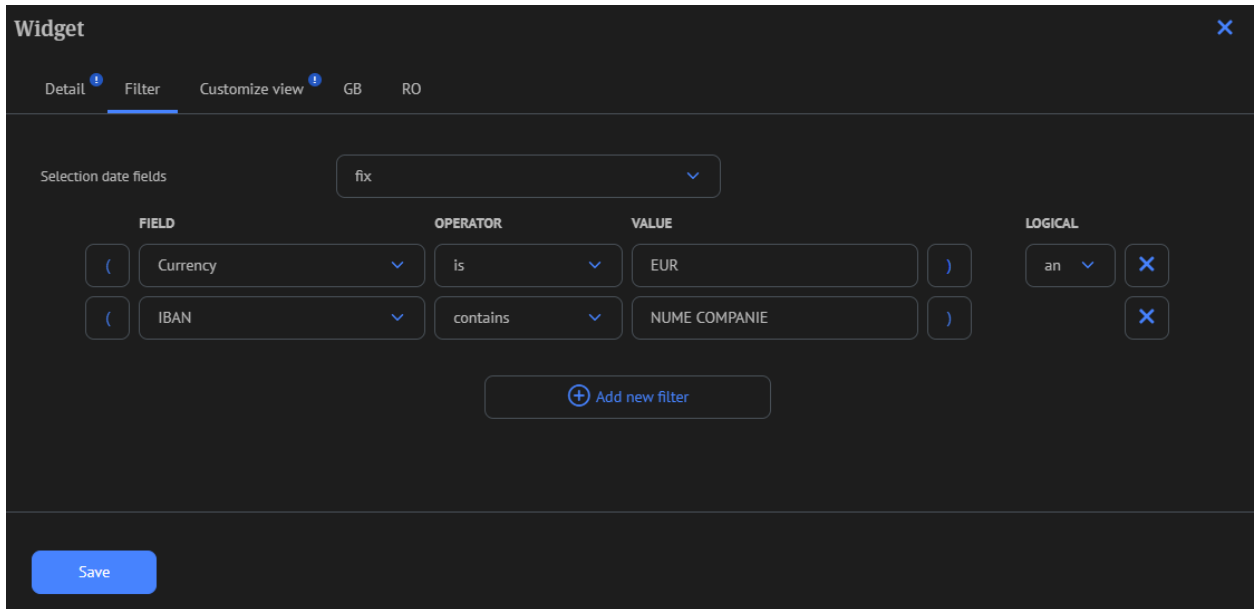




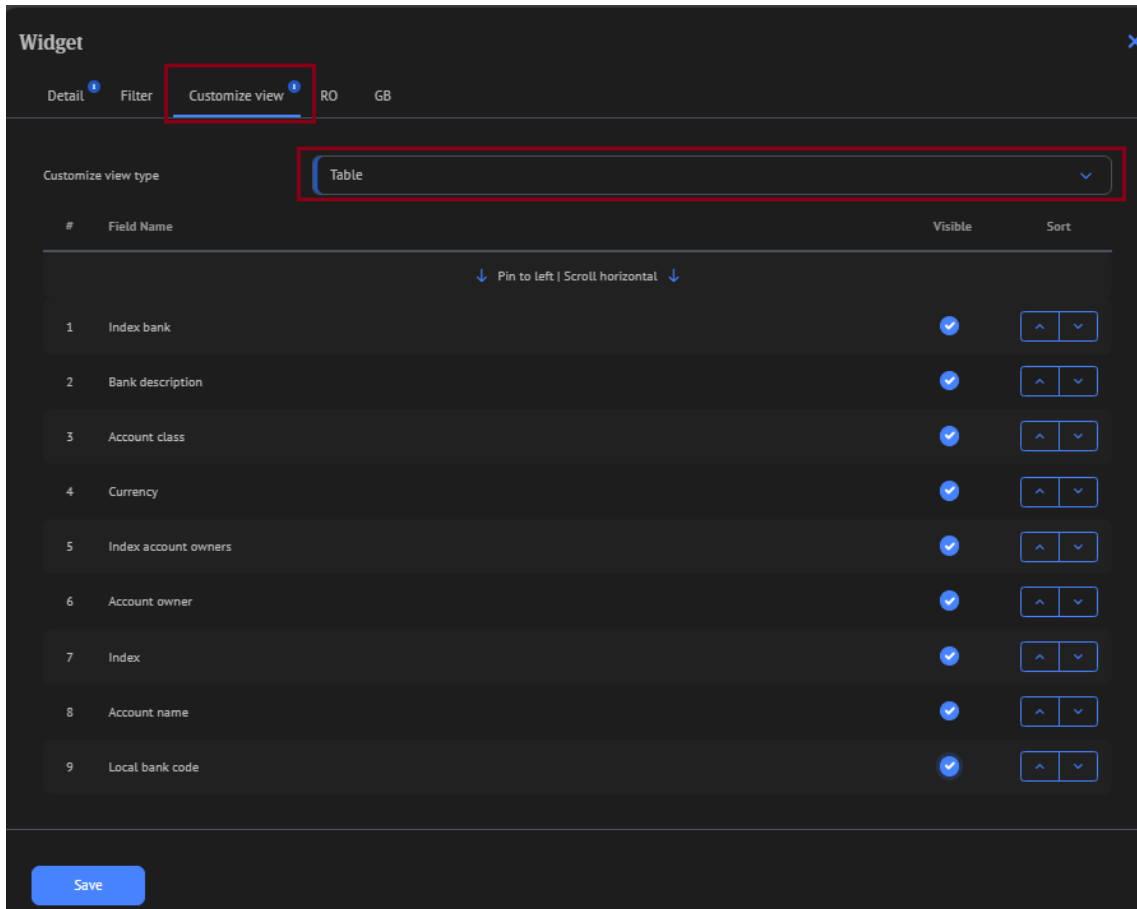
Select your favorite widget to add to the dashboard from the available list:



On the predefined widget you can set Custom Filters to preselect the data displayed in different menus. See below an example of a customized Filter on the accounts, where we have selected as currency - all accounts in euro, with the iban containing "COMPANY NAME" in the name:



Next, in the Customize View tab, decide whether to display the selected data as a table or as a diagram. For a concise view, we recommend that you select the displayed data in tabular form:



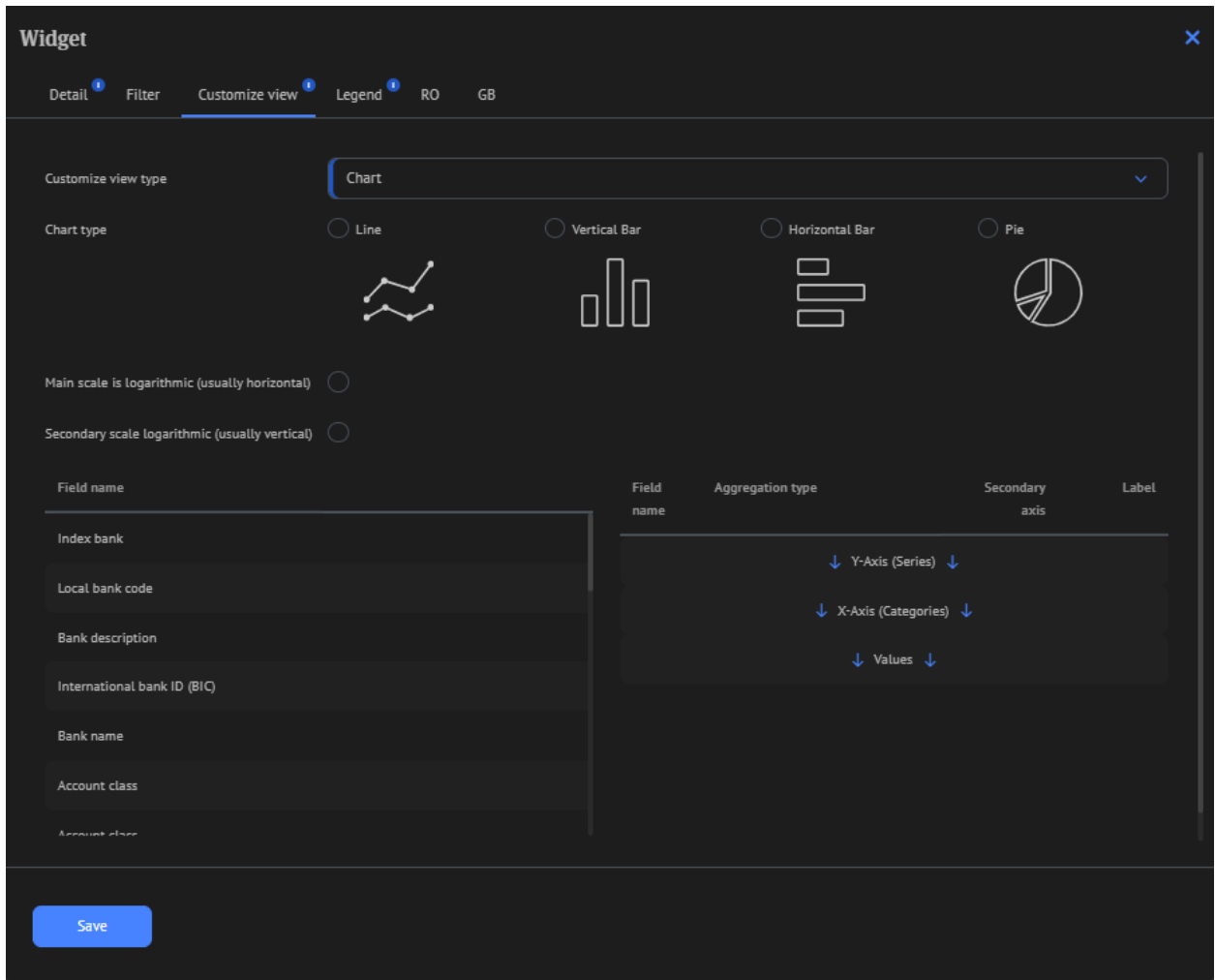
You can exclude individual fields from the display by removing the checkmark in the Visible column for that option.

Related preview:

The screenshot shows a preview of the 'Accounts' data. The table has the following columns: Index bank, Bank description, Account class, Currency, Index account owners, Account owner, Index, Account name, Local bank code, and IBAN. The data rows are mostly redacted with black bars.

| Index bank | Bank description   | Account class | Currency | Index account owners | Account owner | Index           | Account name | Local bank code | IBAN       |
|------------|--------------------|---------------|----------|----------------------|---------------|-----------------|--------------|-----------------|------------|
| BTRL       | BANCA TRANSILVANIA | 0             | EUR      | [REDACTED]           | [REDACTED]    | 3304202L43830XX | [REDACTED]   | [REDACTED]      | [REDACTED] |
| BTRL       | BANCA TRANSILVANIA | 0             | EUR      | [REDACTED]           | [REDACTED]    | 4104202124771XX | [REDACTED]   | BTRL            | [REDACTED] |
| BTRL       | BANCA TRANSILVANIA | 0             | EUR      | [REDACTED]           | [REDACTED]    | 4104202225016XX | [REDACTED]   | BTRL            | [REDACTED] |
| BTRL       | BANCA TRANSILVANIA | 0             | EUR      | [REDACTED]           | [REDACTED]    | 4304202706649XX | [REDACTED]   | BTRL            | [REDACTED] |
| BTRL       | BANCA TRANSILVANIA | 0             | EUR      | [REDACTED]           | [REDACTED]    | 4304202524994XX | [REDACTED]   | BTRL            | [REDACTED] |
| BTRL       | BANCA TRANSILVANIA | 0             | EUR      | [REDACTED]           | [REDACTED]    | 4504202549006XX | [REDACTED]   | BTRL            | [REDACTED] |
| BTRL       | BANCA TRANSILVANIA | 0             | EUR      | [REDACTED]           | [REDACTED]    | 4804202A20531XX | [REDACTED]   | BTRL            | [REDACTED] |
| BTRL       | BANCA TRANSILVANIA | 0             | EUR      | [REDACTED]           | [REDACTED]    | 6404202F21012XX | [REDACTED]   | BTRL            | [REDACTED] |

Diagram view type:

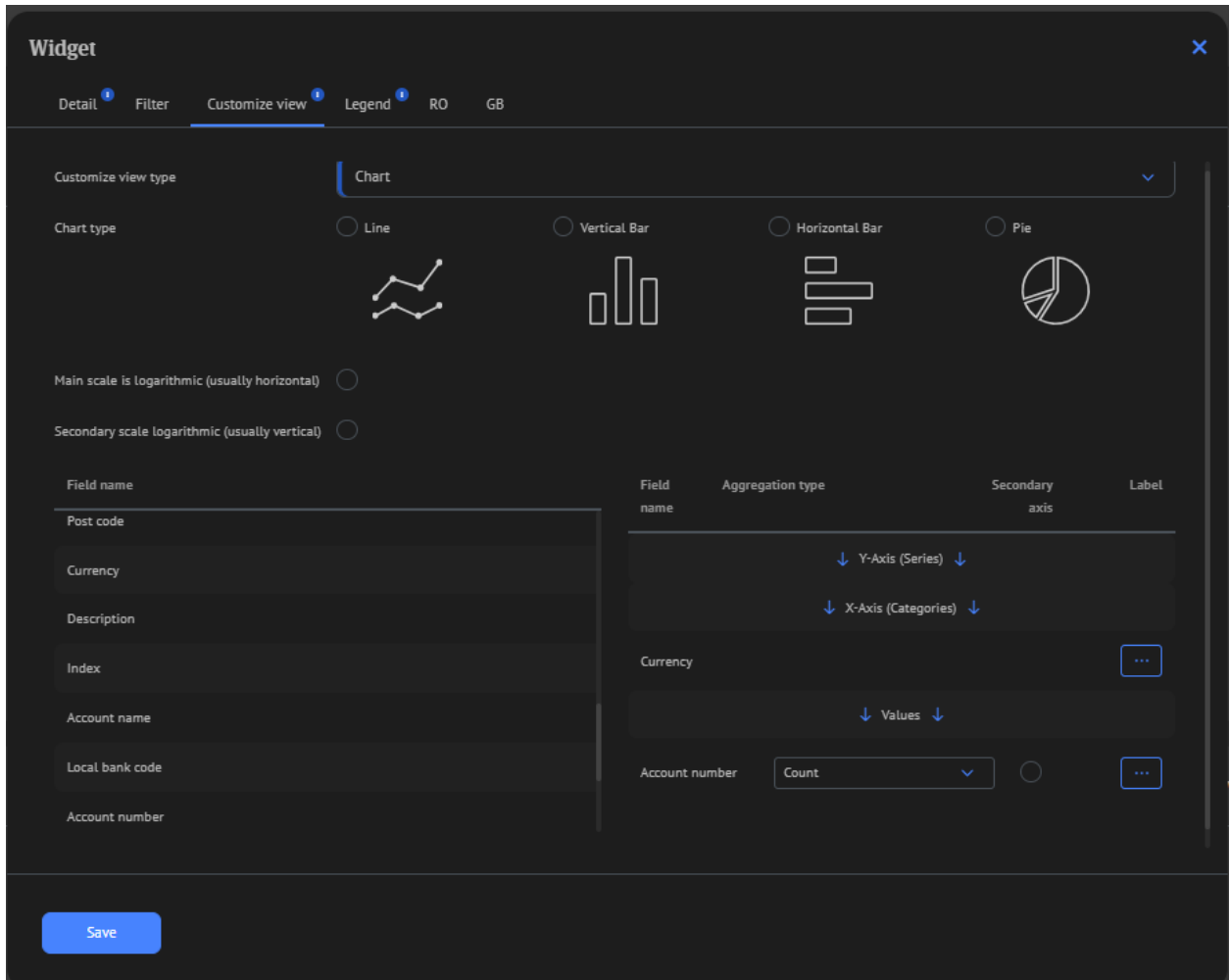


For the Chart view type, you can choose the display type from Table type:

- Line;
- Vertical bar;
- Horizontal bar;
- Pie;

Below, in the Widget window, define the axis and values of the selected chart. For simple charts (e.g. pie charts) it is usually sufficient to specify a category and a value.

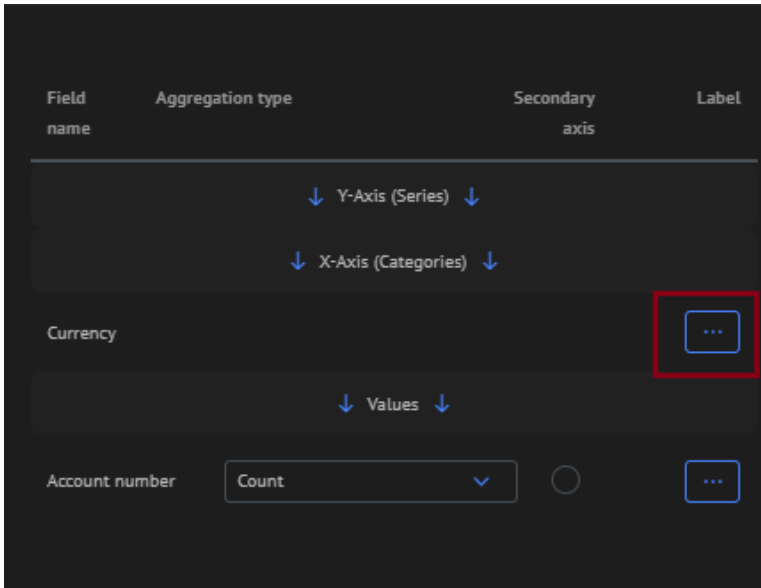
To do so, drag and drop an appropriate field name (here, for example, "Currency" and "Available closing balance") from the list of all the field names on the left of the corresponding terms - on the X-axis : under Categories we added "Currency" and under Amounts we added "Account number".



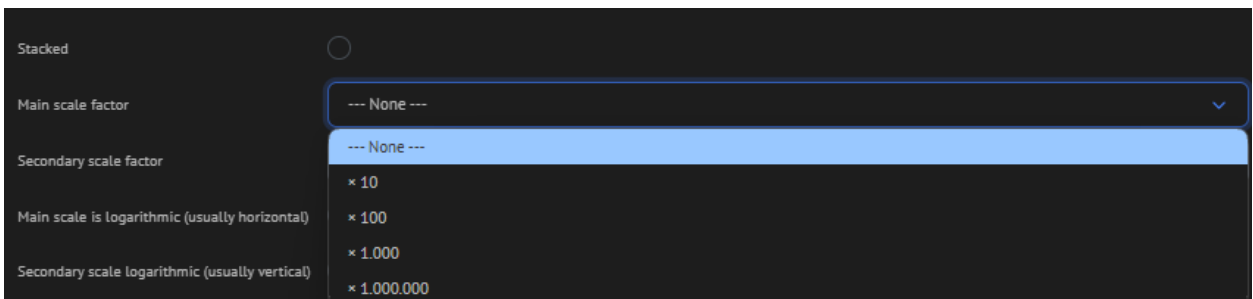
For values select the type of aggregation to be displayed. Depending on the selected item, you can choose from:

- Count
- Amount
- Max
- Min
- Average

Each individual term can be labeled specific to the languages used in the application by clicking on the [...] icon :

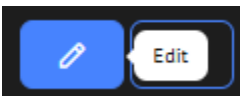


For line and bar charts, a Primary Scale Factor and a Secondary Scale Factor can also be used:



You can edit or delete saved widgets:

Edit:

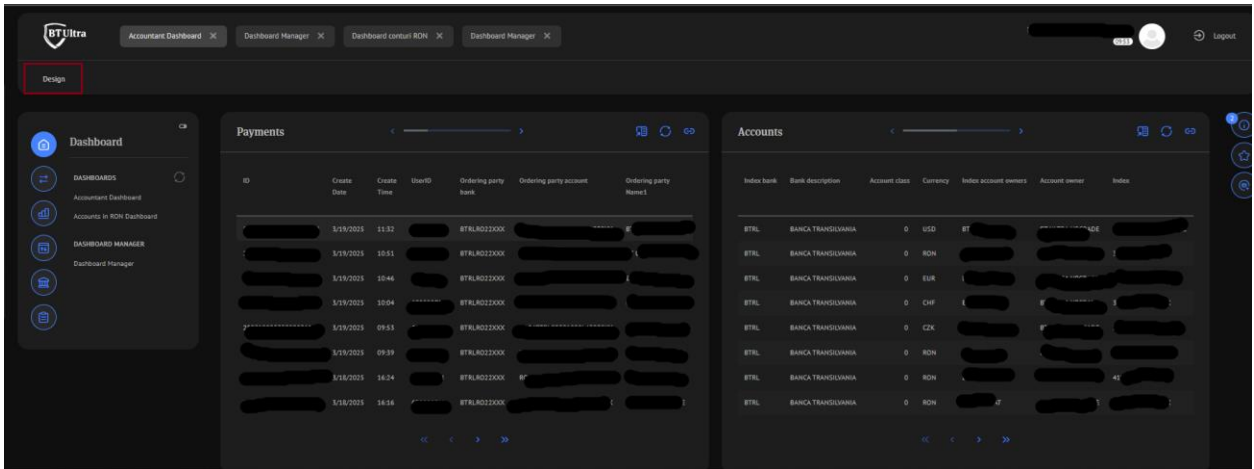
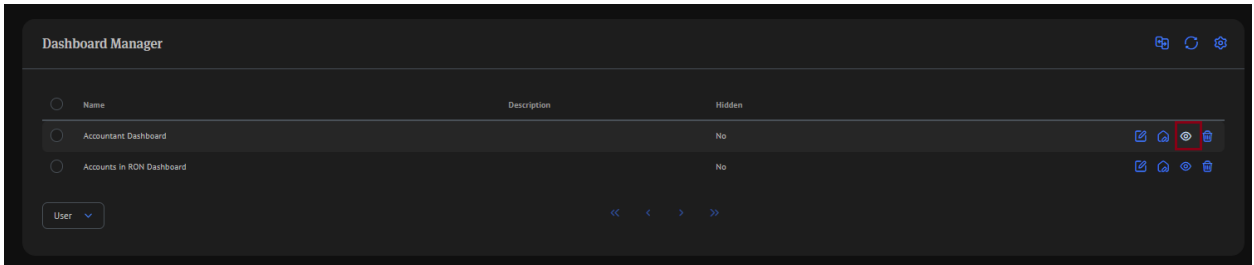


Delete:



1.3.1.1.3 [Preview](#)

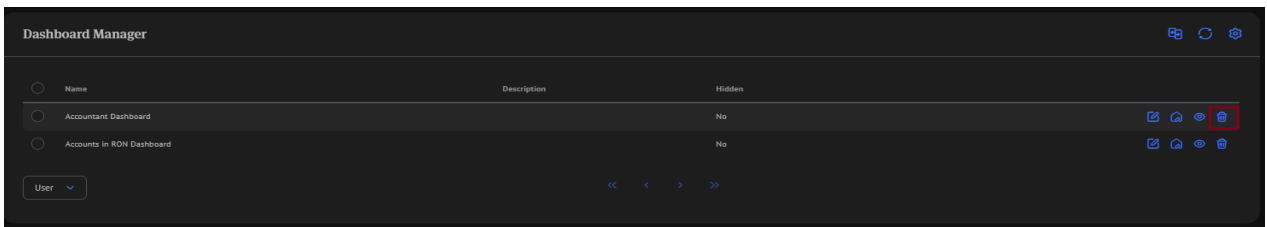
From the Dashboard Manager menu, use the icon below to preview the defined dashboard:



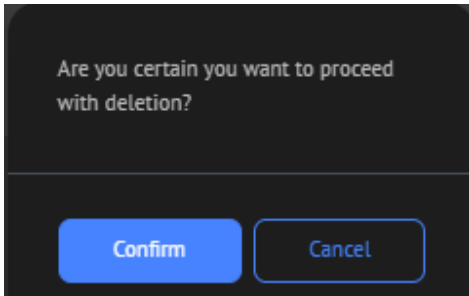
From here, you can go directly to the dashboard design using a corresponding context menu: - click on the "Design" button - the red frame in the printscreen.

### 1.3.1.1.4 Delete

Use this option to delete the dashboard if necessary:

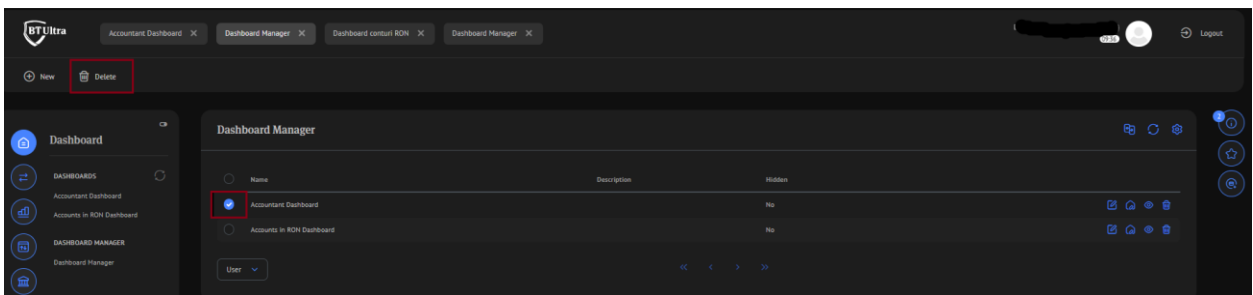


A prompt to confirm the action will be displayed before the deletion:



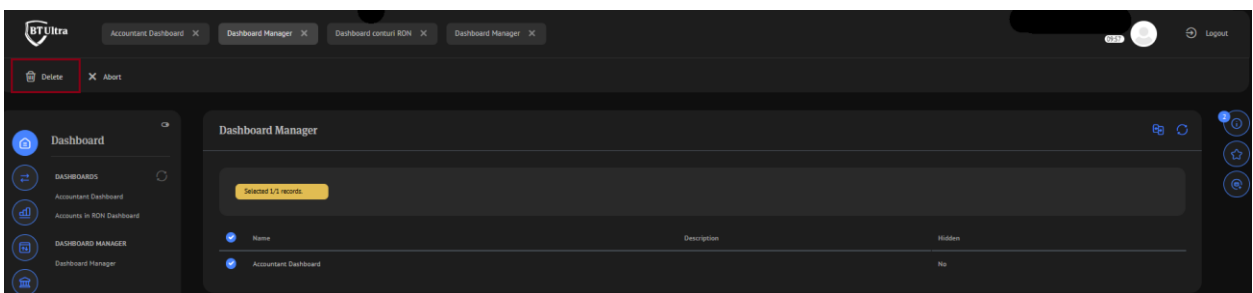
Alternatively, you can delete one or more dashboards by ticking the appropriate entry in the left-hand column of the dashboard

and then clicking Delete:



The dashboards selected for deletion are then displayed in a selection list. Here you can exclude individual dashboards from deletion by unchecking the dashboard in the left column.

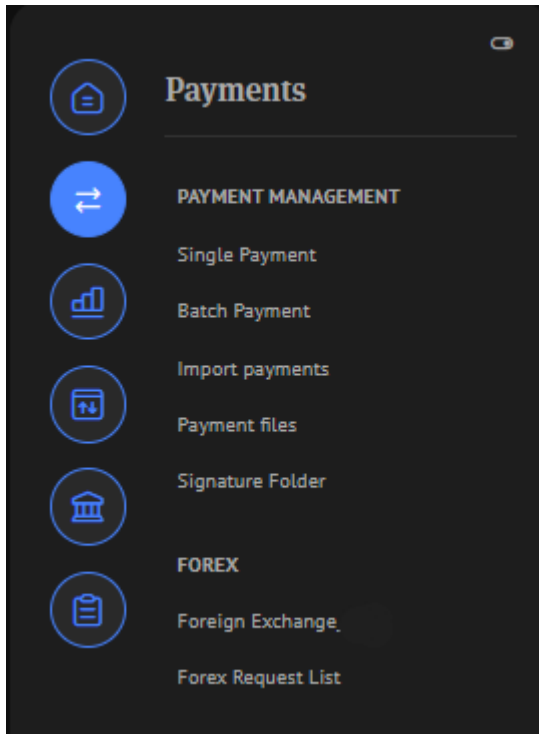
As soon as you click the "Delete" button again, the marked dashboards will be deleted:





### 1.3.1.2 Payments

Following our unique approach, there's one form for all the payments you'll enter through BT Ultra Web. All the functions, features and validations for payments in RON and in foreign currency run in the background. This will ensure that the generated payment files follow a simple, intuitive flow through the same form.



You can select the desired option from the Payments -> Payment Management menu. For example, by selecting the Single Payment menu you will be able to view all the payments that have been entered in the application manually:

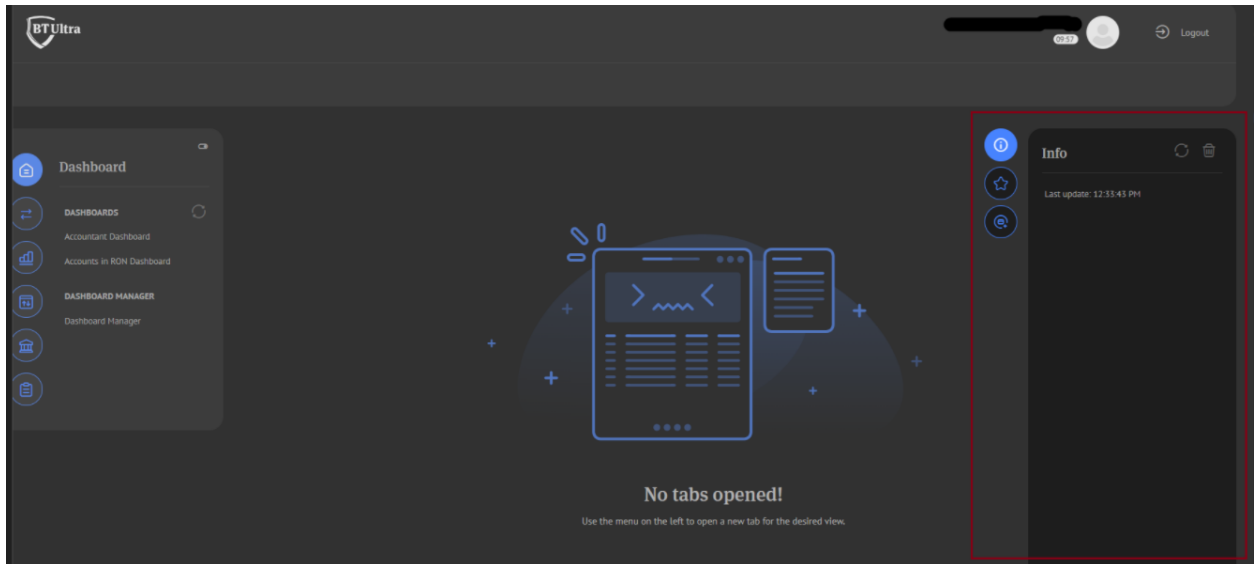
The screenshot shows the 'Single Payment' view in the BT Ultra Web application. It features a table with columns for ID, Create Date, Create Time, UserID, Ordering party bank, Ordering party account, Ordering party Name1, Partner Bank, Partner Account, Partner name1, and Amount. The table contains six rows of payment records, each with a radio button for selection and a set of action icons (edit, delete, etc.) on the right. A 'STORAGE' dropdown menu is visible at the top left of the table area.

| ID                   | Create Date | Create Time | UserID | Ordering party bank | Ordering party account | Ordering party Name1 | Partner Bank | Partner Account | Partner name1 | Amount    |
|----------------------|-------------|-------------|--------|---------------------|------------------------|----------------------|--------------|-----------------|---------------|-----------|
| 25031911327276131568 |             |             |        | BTRLR022XXX         |                        | BT ULTRA UPGRADE     | UNCRITHMCMCN |                 |               | 25.00     |
| 25031910510848636311 |             |             |        | BTRLR022XXX         |                        | BT ULTRA UPGRADE     | INGEROBUXXX  |                 |               | 99.00     |
| 25031910461888130719 |             |             |        | BTRLR022XXX         |                        | BT ULTRA UPGRADE     | INGEROBUXXX  |                 |               | 21.00     |
| 25031910045455530110 |             |             |        | BTRLR022XXX         |                        | BT ULTRA UPGRADE     |              |                 |               | 50.00     |
| 25031909535928236148 |             |             |        | BTRLR022XXX         |                        | BT ULTRA UPGRADE     | INGEROBUXXX  |                 |               | 5,088.00  |
| 25031909394967737280 |             |             |        | BTRLR022XXX         |                        | BT ULTRA UPGRADE     | BRDEROBUXXX  |                 |               | 49,999.00 |

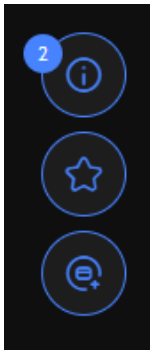
More information is provided in chapter [2 .Payments](#)

### 1.3.2 Quick menu

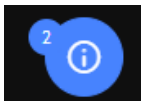
For example, the icons on the right of the screen can be used to display various print-ready documents, display some menus as favorites, or load predefined menus:



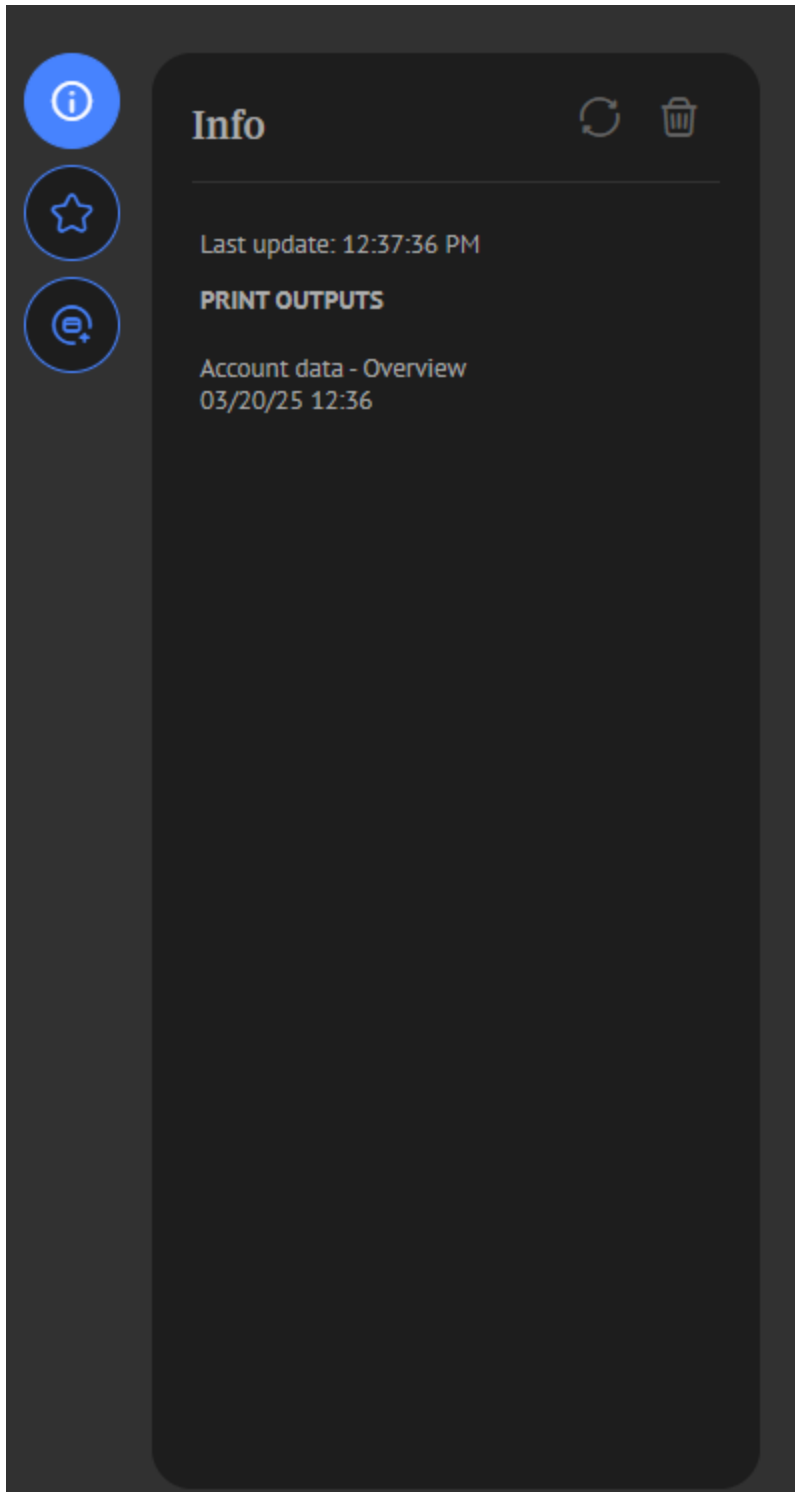
To be able to perform individual actions, click on each icon separately - depending on your purpose:



A click on the "i" icon - "Info":

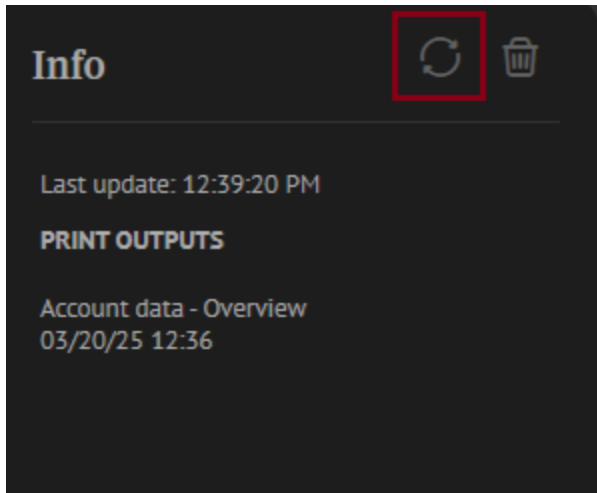


will slide a panel with detailed information to the right, and if you move the cursor over the document you are interested in, you will be able to download or delete it:

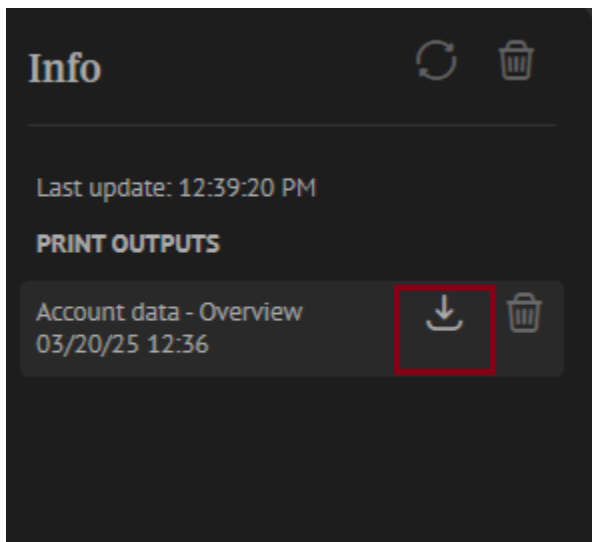


In the "Information" panel you can find information about processes running in the background, the status of the documents ready for print/export, etc.

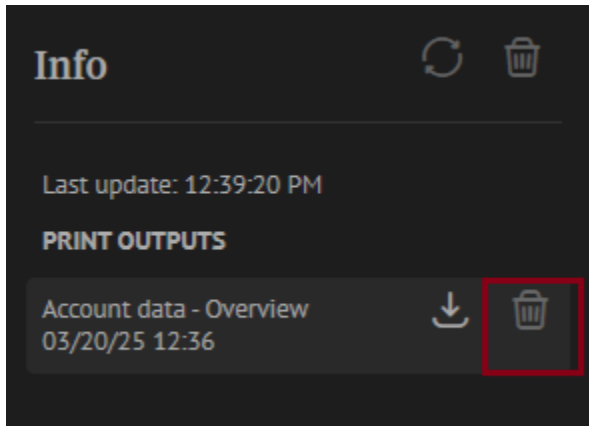
To refresh this panel, you can use the "Refresh" symbol in the right corner (red frame):



You can download the files ready for print/export by clicking on the icon suggesting the download action (the red frame):



To delete one of the entries in the panel, click on the icon suggesting the delete action - see below (red frame):



### 1.3.3 Virtual views

Complex workflows require that you shrink or expand different screens where various information is presented. To address this, BT has developed a new view in its web application. With Virtual Views - we approach the visualization of menu/submenu functionality as separate, standalone pages (screens).

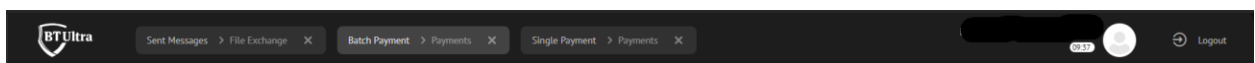
Each open menu on the left (the main menu of the application) can be viewed separately in a dedicated tab. Moving from one menu to another will be very easy, without losing the data entered up to that moment.

#### 1.3.3.1 Tabbed view

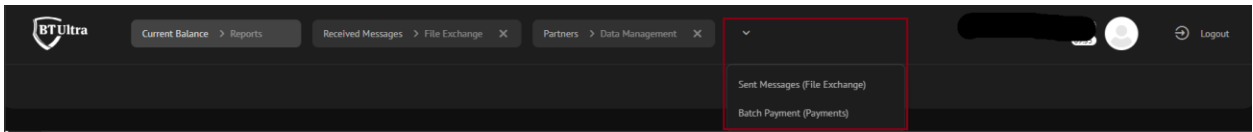
When accessing a menu, the user may sometimes need additional information or an overview of the financial standing.

For example, if you are in the payment input menu but do not know what your available balance at the moment, you can open the online balances menu in parallel, check the balance on your account and return to the payment menu - without losing the data you entered up to that moment.

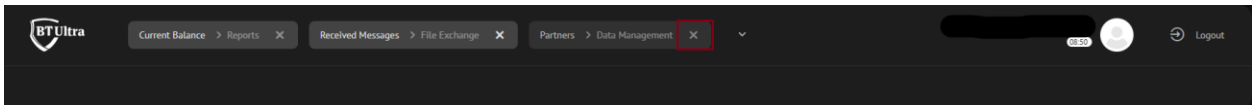
Below you can see what the interface looks like with several tabs open:



If you have several tabs open, you can select the desired menu by selecting the tab from the drop-down list under the icon shown below (red frame):



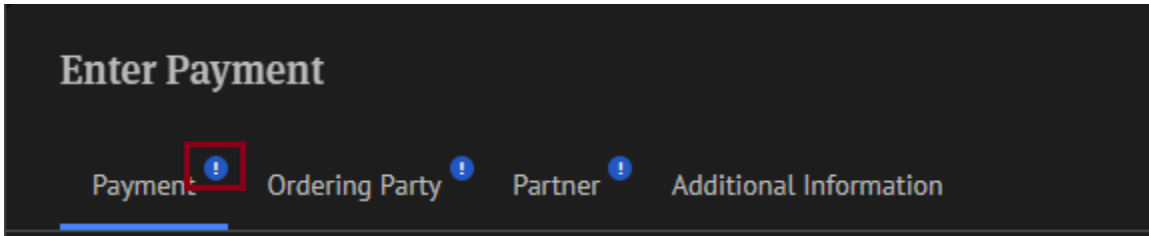
To close a tab - click on the "Close window" option - red frame, shown below:



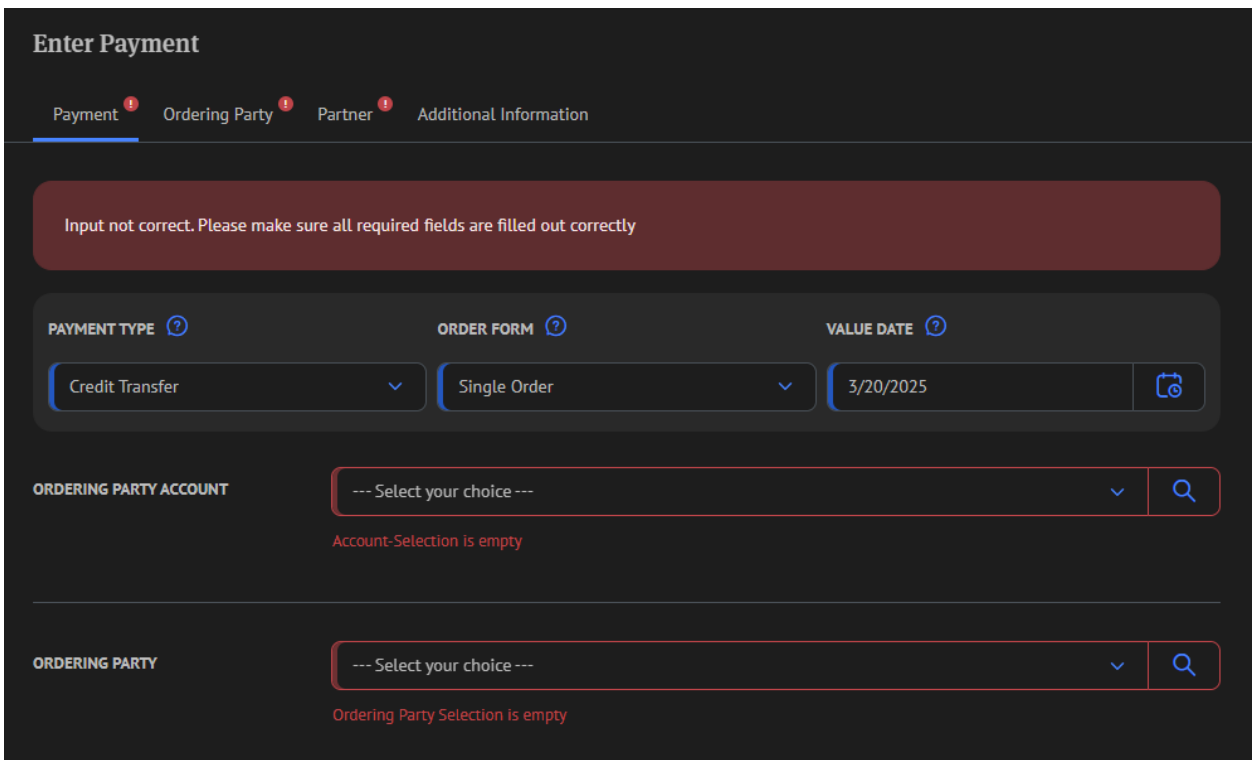
In the tabbed view, submenus are displayed side by side. The submenu that has been selected is highlighted by underlining it with a blue line. See the example below: from the single order input menu, the first submenu: "Payment".

A screenshot of the 'Enter Payment' form. The form has a tabbed interface with four tabs: 'Payment', 'Ordering Party', 'Partner', and 'Additional Information'. The 'Payment' tab is selected and underlined with a blue line. A red box highlights the tabbed interface. Below the tabs, there are three main sections: 'PAYMENT TYPE' with a dropdown set to 'Credit Transfer', 'ORDER FORM' with a dropdown set to 'Single Order', and 'VALUE DATE' with a date field set to '3/20/2025'. Below these are three selection fields: 'ORDERING PARTY ACCOUNT' (--- Select your choice ---), 'ORDERING PARTY' (--- Select your choice ---), and 'PARTNER' (--- None ---). Each selection field has a search icon and a help icon. The 'PARTNER' field also has a name input field.

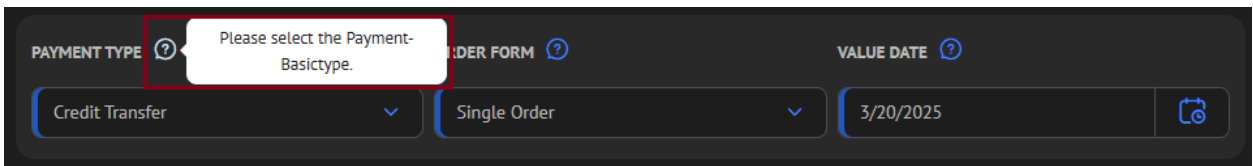
If certain screens require that you fill in mandatory fields - you will notice that the submenus have an exclamation mark displayed in the right corner:



If you have omitted to fill in the required fields, an error message and a suggestive notice will appear prompting you to fill in all the fields.



To fill in certain fields you can also use the contextual help provided within the application by clicking on the question mark:

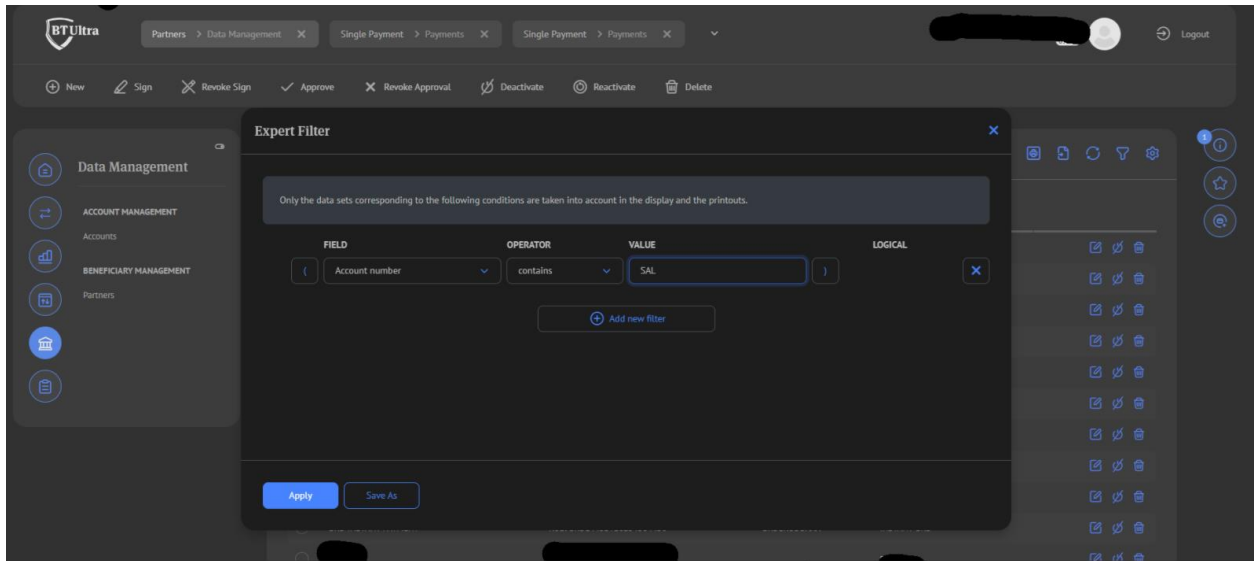


### 1.3.3.2 Modal view

Sometimes, when using the application you may need to view additional information beyond what is currently displayed. You can use the modal views to get that information. These views can appear

automatically (alerts, banners) or after a user action (selecting a record, displaying a menu as a pop-up).

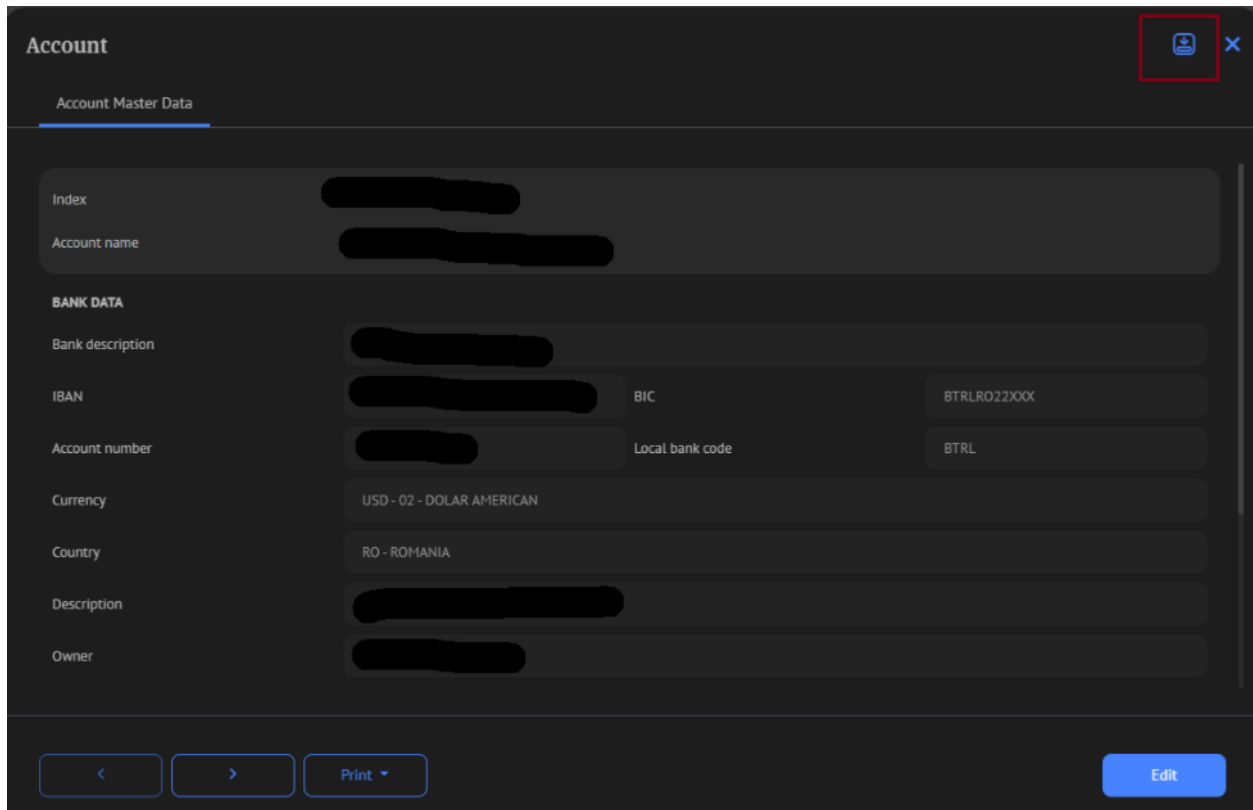
Example: modal view to filter certain pieces of information from the Payees menu:



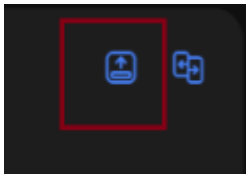
### 1.3.3.3 Pin-To-Tab

If you want to edit certain details in a separate tab, such as account data, you can expand the view into a separate tab by clicking on the "Pin to tab" option - in the right corner (red frame):





To return to the previous display mode - position the cursor on the tab and choose the Unpin option:



#### 1.3.3.4 Popover View

Even in the modal views, in certain menus, the data that are populated in some tables may sometimes be displayed in the interface of other previously defined tables. For example: when you initiate a single payment, the payee table is displayed in the context of the payment order when you select a specific payee. These views are generated when you select the magnifying glass icon (red frame below):

### Enter Payment

Payment <sup>1</sup> Ordering Party <sup>1</sup> Partner <sup>1</sup> Additional Information

PAYMENT TYPE <sup>1</sup> ORDER FORM <sup>1</sup> VALUE DATE <sup>1</sup>

Credit Transfer Single Order 3/21/2025

ORDERING PARTY ACCOUNT --- Select your choice --- Account-Selection

ORDERING PARTY --- Select your choice --- Ordering Party Selection <sup>1</sup>

PARTNER --- None --- Partner Selection Name

--- None --- Special Beneficiaries

PARTNER ACCOUNT / BANK IBAN / Account Number BIC

### Enter Payment

Payment <sup>1</sup> Ordering Party <sup>1</sup> Partner <sup>1</sup> Additional Information

PAYMENT TYPE <sup>1</sup> ORDER FORM <sup>1</sup> VALUE DATE <sup>1</sup>

Credit Transfer Single Order 3/24/2025

ORDERING PARTY ACCOUNT Account-Selection

ORDERING PARTY Ordering Party Selection <sup>1</sup>

PARTNER Partner Selection

--- None --- Special Beneficiaries

PARTNER ACCOUNT / BANK IBAN / Account Number

#### Partner Account Selection

| Index    | Name                 | BIC    | Local Bank-ID | Account number       |
|----------|----------------------|--------|---------------|----------------------|
| ████████ | ████████████████████ | ██████ | ██████████    | ████████████████████ |
| ████████ | ████████████████████ | ██████ | ██████████    | ████████████████████ |
| ████████ | ████████████████████ | ██████ | ██████████    | ████████████████████ |
| ████████ | ████████████████████ | ██████ | ██████████    | ████████████████████ |
| ████████ | ████████████████████ | ██████ | ██████████    | ████████████████████ |
| ████████ | ████████████████████ | ██████ | ██████████    | ████████████████████ |
| ████████ | ████████████████████ | ██████ | ██████████    | ████████████████████ |
| ████████ | ████████████████████ | ██████ | ██████████    | ████████████████████ |
| ████████ | ████████████████████ | ██████ | ██████████    | ████████████████████ |
| ████████ | ████████████████████ | ██████ | ██████████    | ████████████████████ |

COMPLETED 0%

Ordering Party

Partner

To pin the view mode to the side, choose the Pin option:

### Partner Account Selection

| Index      | Name       | BIC         | Local Bank-ID | Account number |
|------------|------------|-------------|---------------|----------------|
| [REDACTED] | [REDACTED] | [REDACTED]  | [REDACTED]    | [REDACTED]     |
| [REDACTED] | [REDACTED] | CECEROBUXXX | [REDACTED]    | [REDACTED]     |
| [REDACTED] | [REDACTED] | INGBROBUXXX | [REDACTED]    | [REDACTED]     |
| [REDACTED] | [REDACTED] | BUCUROBUXXX | [REDACTED]    | [REDACTED]     |
| [REDACTED] | [REDACTED] | RNCBROBUXXX | [REDACTED]    | [REDACTED]     |
| [REDACTED] | [REDACTED] | BRELROBUCAM | [REDACTED]    | [REDACTED]     |
| [REDACTED] | [REDACTED] | CARPRO22XXX | [REDACTED]    | [REDACTED]     |

<< < > >>

### Enter Payment

Payment | Ordering Party | Partner | Additional Information

PAYMENT TYPE: Credit Transfer | ORDER FORM: Single Order | VALUE DATE: 3/21/2025

ORDERING PARTY ACCOUNT: --- Select your choice ---

ORDERING PARTY: --- Select your choice ---

PARTNER: --- None --- | Name: [REDACTED]

PARTNER ACCOUNT / BANK: [REDACTED]

#### Payment Assistant

COMPLETED: 0%

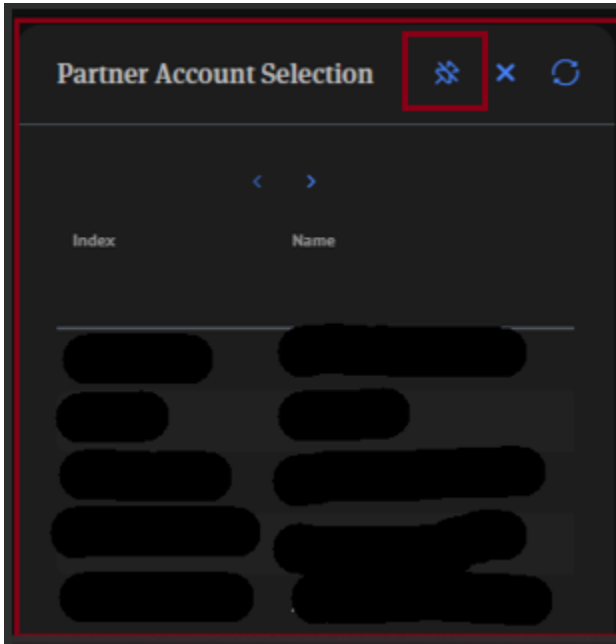
- Ordering Party:
- Partner:
- Payment Details:

#### Partner Account Selection

< >

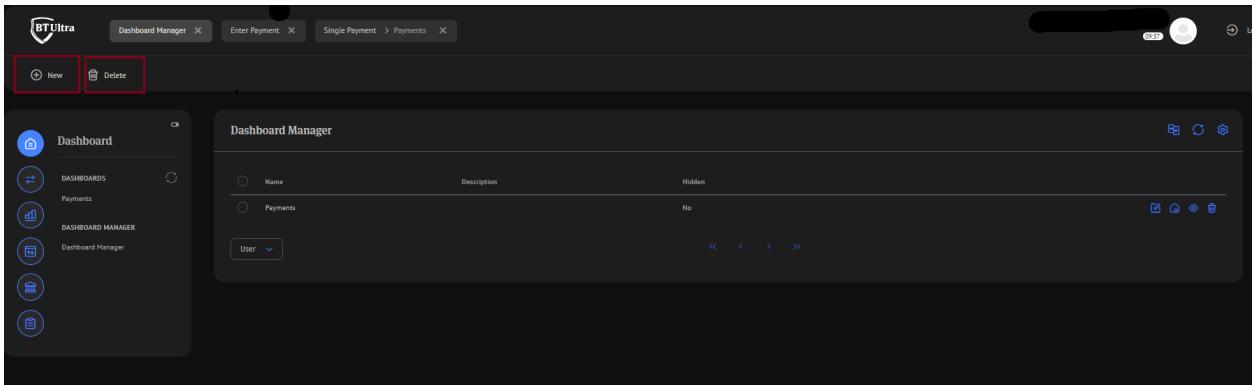
| Index      | Name       |
|------------|------------|
| [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] |

To cancel the pinned view, select the Unpin option:



### 1.3.4 Context Menus

This includes all the actions you can perform depending on the active menu you are in. For example, the possible actions in the Dashboard Manager are: "New" and "Delete":



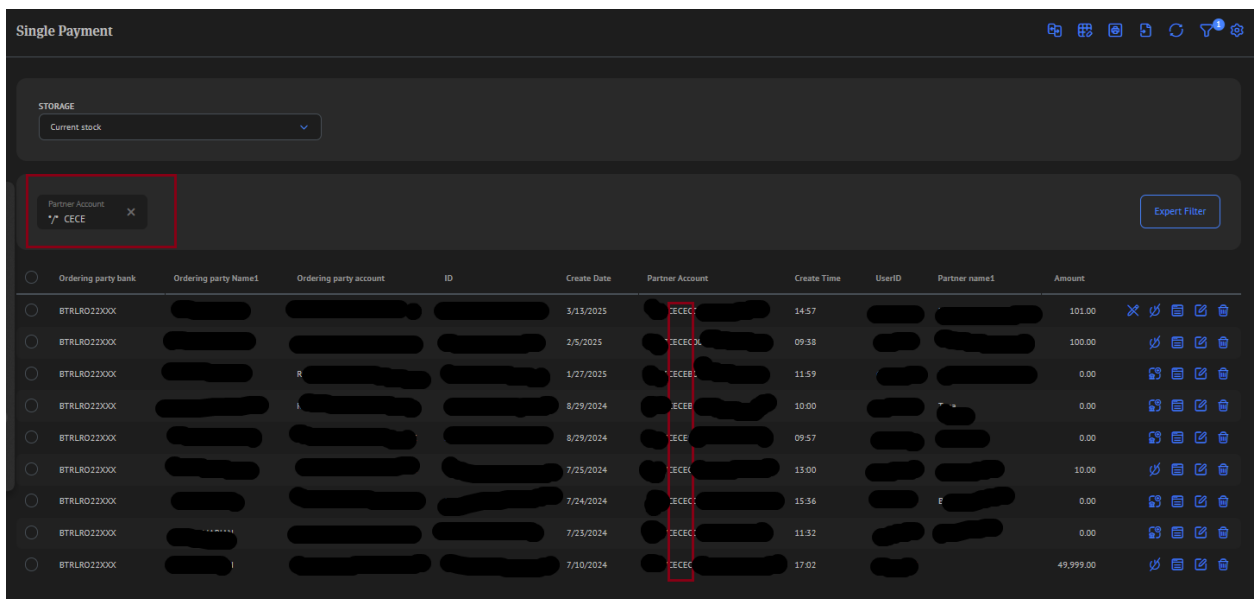
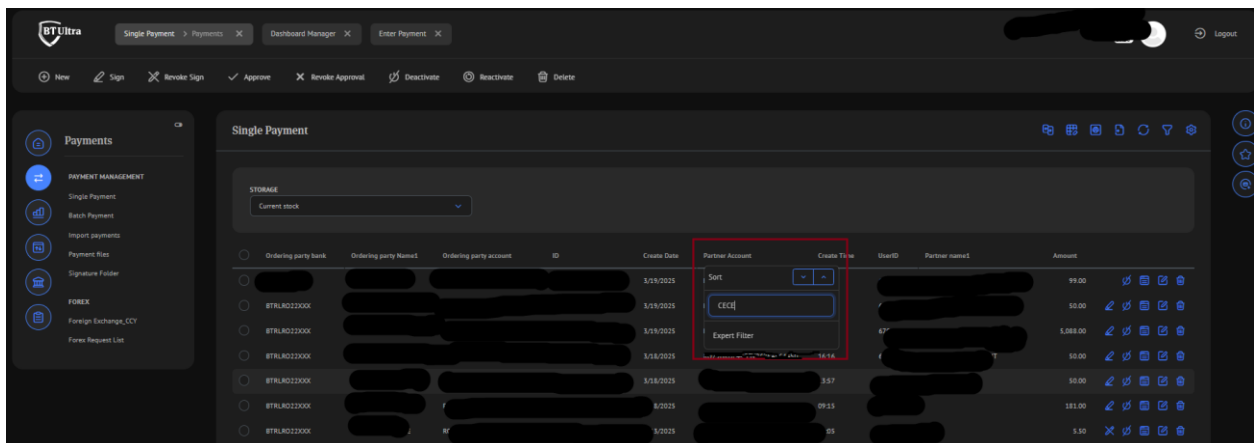
### 1.4 Common functions

Below you will find relevant information for the most common functions used in the application and to filter/view data.

Note on searching and selecting specific entries in data tables\*

In fields where information is populated as drop-down lists, you can search for specific entries directly. This functionality is available in all the default views in the menus, but also in some specific screens (for example: Single payment - when you enter or edit a payment).

If you enter a character string (for example: a combination of letters), the program searches for all entries in the relevant data tables in which this character string appears:



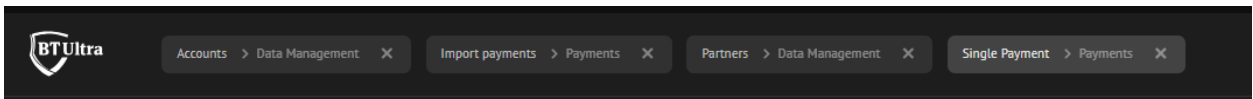
### 1.4.1 Table Options

The most relevant options available for data displayed in tabular form can be found in the right-hand corner of each table. See the example below:

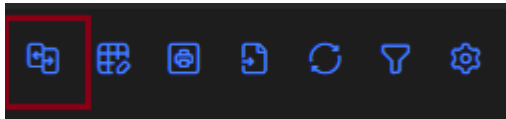
| Account name | IBAN       | Currency | Payment function | Account owner |
|--------------|------------|----------|------------------|---------------|
| [Redacted]   | [Redacted] | USD      | [Redacted]       | [Redacted]    |
| [Redacted]   | [Redacted] | RON      | [Redacted]       | [Redacted]    |
| [Redacted]   | [Redacted] | EUR      | [Redacted]       | [Redacted]    |
| [Redacted]   | [Redacted] | CHF      | [Redacted]       | [Redacted]    |
| [Redacted]   | [Redacted] | CZK      | [Redacted]       | [Redacted]    |
| [Redacted]   | [Redacted] | RON      | [Redacted]       | [Redacted]    |
| [Redacted]   | [Redacted] | RON      | [Redacted]       | [Redacted]    |
| [Redacted]   | [Redacted] | RON      | [Redacted]       | [Redacted]    |
| [Redacted]   | [Redacted] | RON      | [Redacted]       | [Redacted]    |
| [Redacted]   | [Redacted] | RON      | [Redacted]       | [Redacted]    |

### 1.4.1.1 Split View

The menus accessed in the app are displayed side by side:

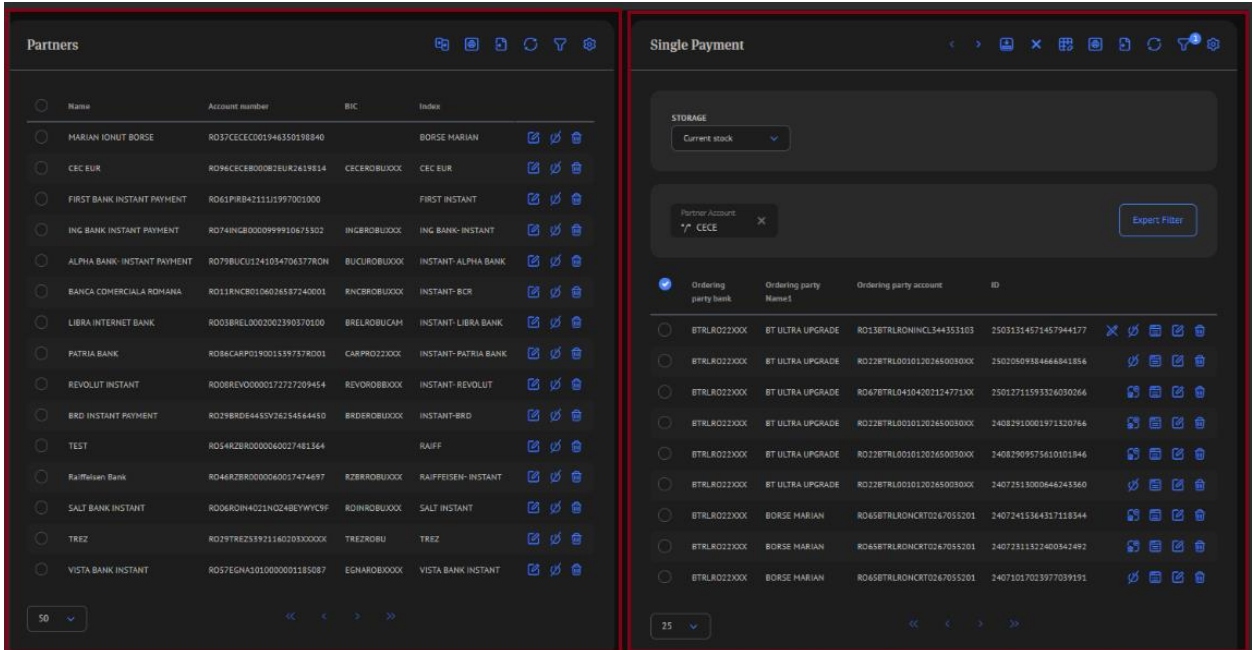


With this feature, you can split the screen between 2 menus of your choosing from the ones that are open. For example: Single payment + Payees. To do this, depending on the active menu you are in, select the Split View icon (red frame below) and from the drop-down list select the menu you want to split the screen with:

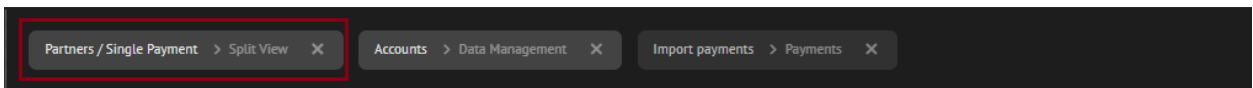


| Name       | Account number | BIC        | Index      |
|------------|----------------|------------|------------|
| [Redacted] | [Redacted]     | [Redacted] | [Redacted] |
| [Redacted] | [Redacted]     | [Redacted] | [Redacted] |
| [Redacted] | [Redacted]     | [Redacted] | [Redacted] |
| [Redacted] | [Redacted]     | [Redacted] | [Redacted] |
| [Redacted] | [Redacted]     | [Redacted] | [Redacted] |
| [Redacted] | [Redacted]     | [Redacted] | [Redacted] |
| [Redacted] | [Redacted]     | [Redacted] | [Redacted] |
| [Redacted] | [Redacted]     | [Redacted] | [Redacted] |
| [Redacted] | [Redacted]     | [Redacted] | [Redacted] |
| [Redacted] | [Redacted]     | [Redacted] | [Redacted] |

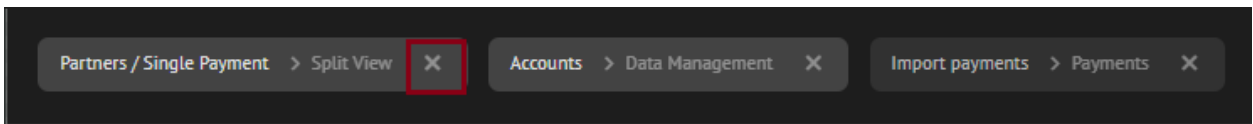
After selecting this function, you will see the screen as in the example below:



You can now view the tab that split the 2 menus separately with the specific Split View label:



To quit the split view mode, click on the x sign - which closes the window/screen:



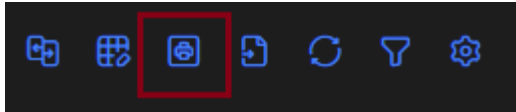
#### 1.4.1.2 Refresh

To refresh the data displayed on the screen, click on the icon with the option suggesting the specific "Refresh" action (red frame):



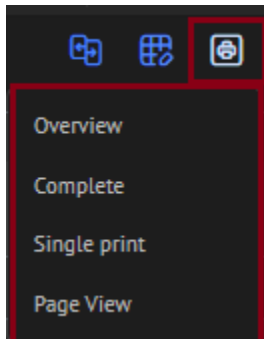
#### 1.4.1.3 Print

To print the information displayed on the screen, choose the icon that suggests the Print action:

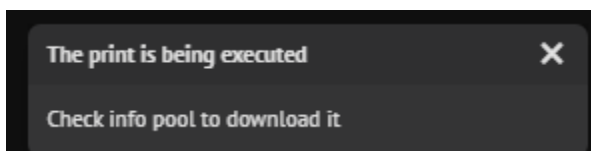
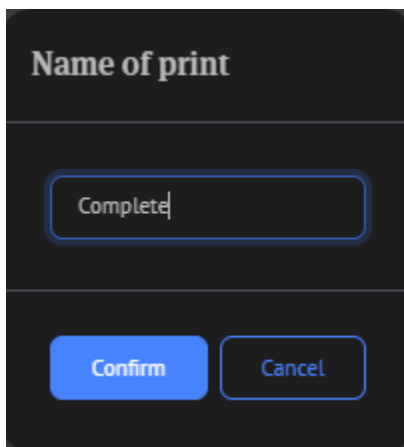


Depending on how you want to display the information you want to print, you have several options for printing:

- Overview;
- Full;
- One printout;
- Page view;

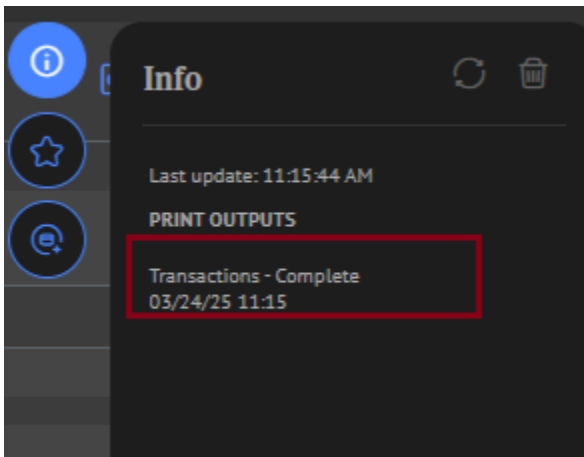
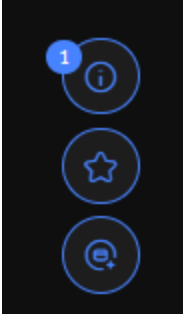


After confirming the name of the document you want to print, you will find the information message in the bottom right corner in the form of a pop-up informing you that the document is being generated.



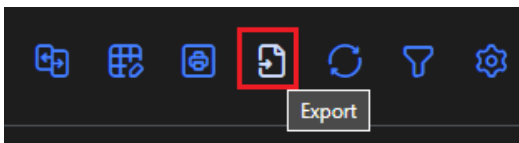
To access the generated documents, select the Information icon from the quick menu bar:





#### 1.4.1.4 Export

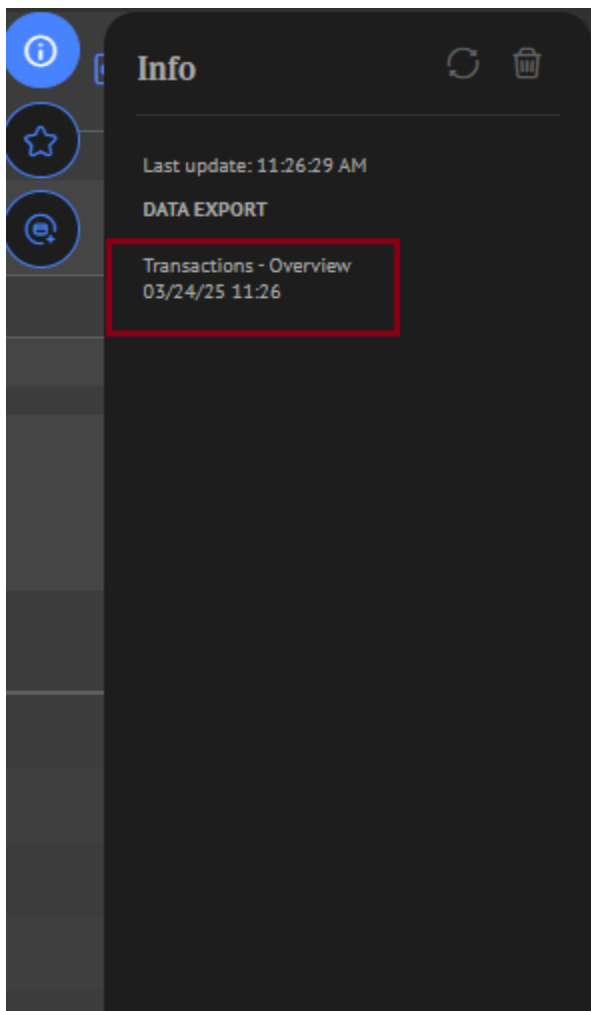
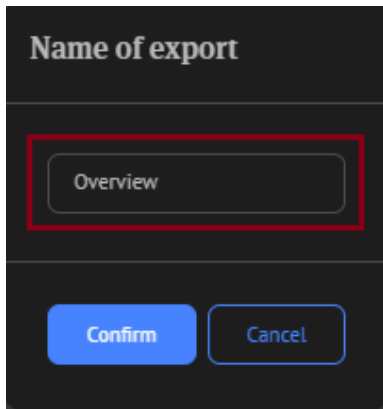
To export the displayed data, choose the Export icon (red frame below):



Export options:

- Overview;
- Page view;

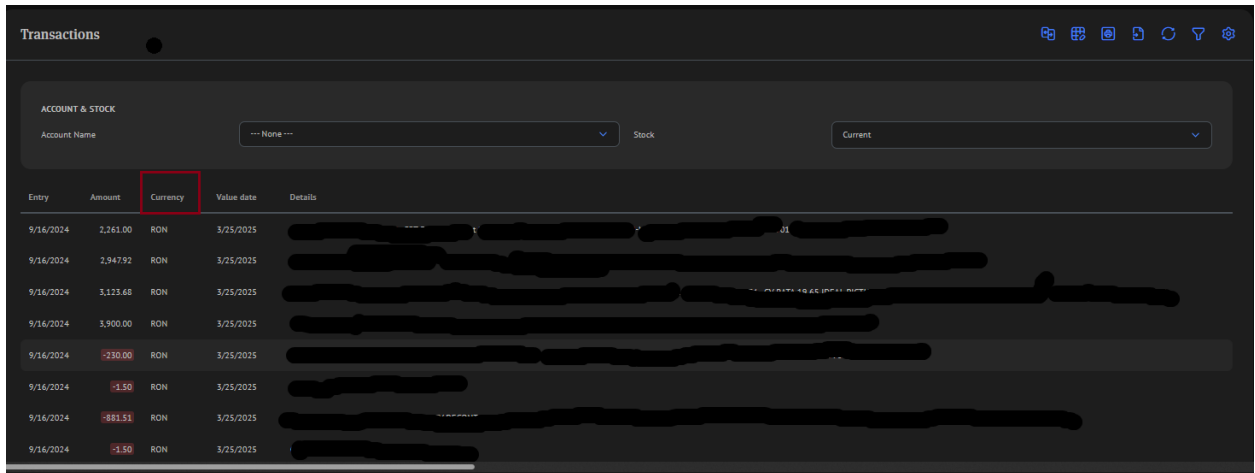
After confirming the name of the file for export, you can view the status of the file, possibly download it by clicking on the Info icon in the quick menu bar:



1.4.1.5 *Filter Information*

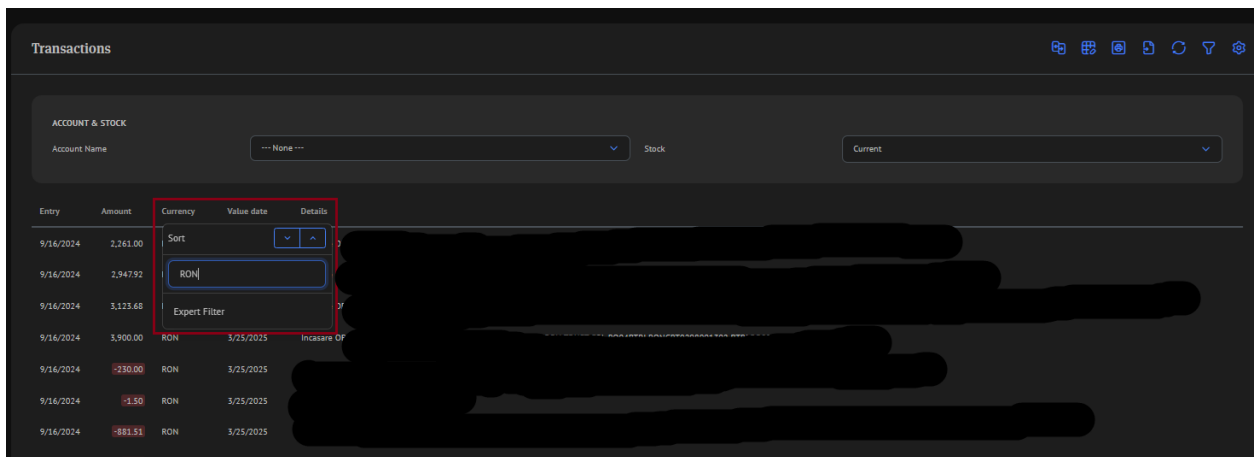
Filtering the information that you see in the application and that is displayed in tabular form is easy. Thus, a simple click on any label in the table header will open a sort box where you can select, edit, search for specific entries.

Example: from the Reports -> Transactions menu, I would like to filter the information by account currency. To do so, I will click on the Currency label and edit it with the currency "RON" - to display all the transactions in RON



The screenshot shows the 'Transactions' interface. At the top, there are filters for 'ACCOUNT & STOCK' with 'Account Name' set to 'None' and 'Stock' set to 'Current'. Below this is a table with the following columns: Entry, Amount, Currency, Value date, and Details. The 'Currency' column header is highlighted with a red box. The table contains several rows of transaction data, all with 'RON' as the currency.

| Entry     | Amount   | Currency | Value date | Details    |
|-----------|----------|----------|------------|------------|
| 9/16/2024 | 2,261.00 | RON      | 3/25/2025  | [REDACTED] |
| 9/16/2024 | 2,947.92 | RON      | 3/25/2025  | [REDACTED] |
| 9/16/2024 | 3,123.68 | RON      | 3/25/2025  | [REDACTED] |
| 9/16/2024 | 3,900.00 | RON      | 3/25/2025  | [REDACTED] |
| 9/16/2024 | -230.00  | RON      | 3/25/2025  | [REDACTED] |
| 9/16/2024 | -1.50    | RON      | 3/25/2025  | [REDACTED] |
| 9/16/2024 | -881.51  | RON      | 3/25/2025  | [REDACTED] |
| 9/16/2024 | -1.50    | RON      | 3/25/2025  | [REDACTED] |

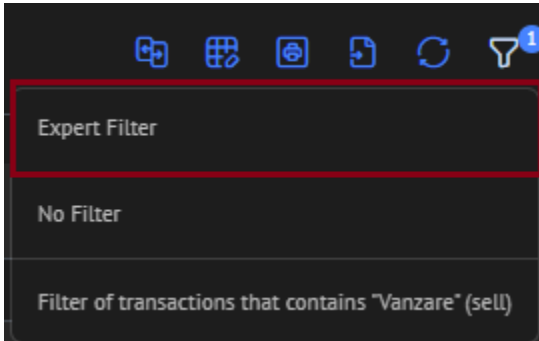
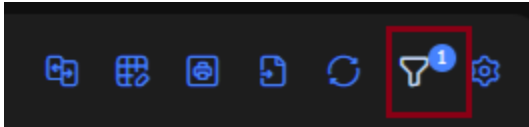


The screenshot shows the 'Transactions' interface with the 'Currency' column header selected. A sort box is open, showing a search field with 'RON' entered. The sort box also includes a 'Sort' dropdown and an 'Expert Filter' option. The table data is partially visible behind the sort box.

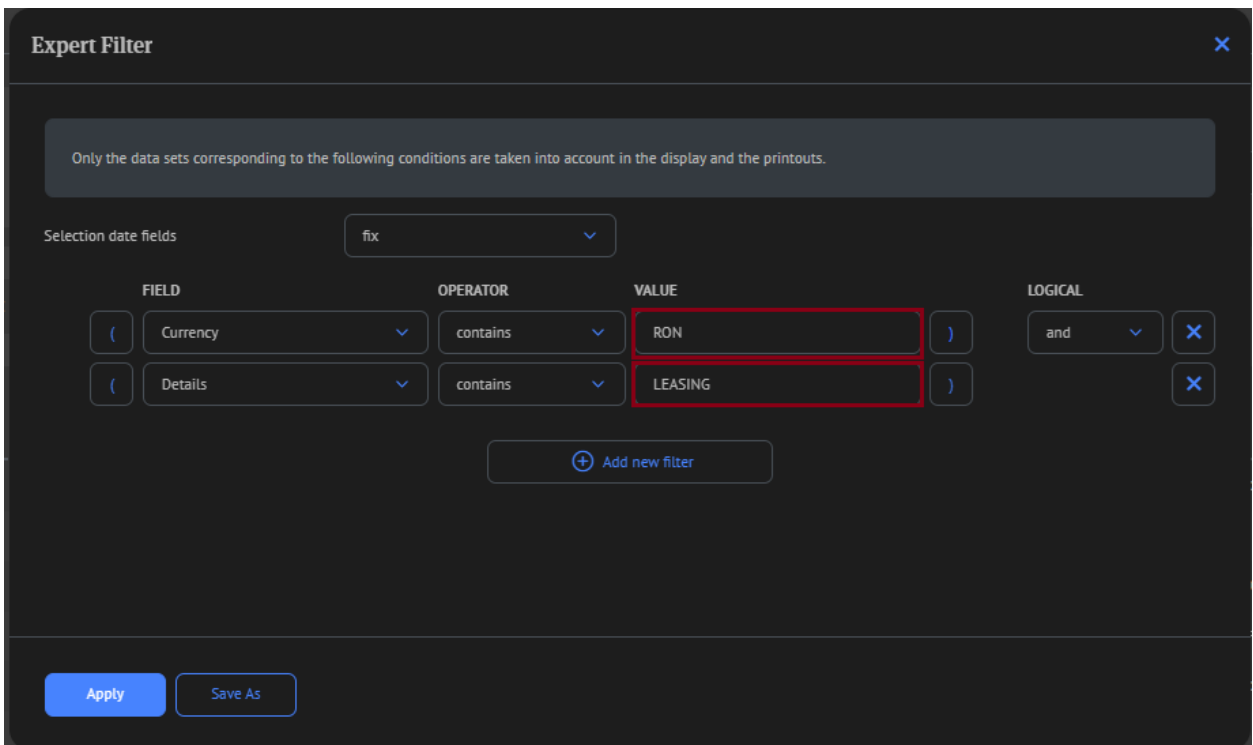
| Entry     | Amount   | Currency      | Value date | Details     |
|-----------|----------|---------------|------------|-------------|
| 9/16/2024 | 2,261.00 | Sort          |            |             |
| 9/16/2024 | 2,947.92 | RON           |            |             |
| 9/16/2024 | 3,123.68 | Expert Filter |            |             |
| 9/16/2024 | 3,900.00 | RON           | 3/25/2025  | Incasare OF |
| 9/16/2024 | -230.00  | RON           | 3/25/2025  |             |
| 9/16/2024 | -1.50    | RON           | 3/25/2025  |             |
| 9/16/2024 | -881.51  | RON           | 3/25/2025  |             |

After confirmation you will notice that, regardless of the selection, editing, keyword by which you filter the information - the search will be included in the "Expert filter".

If you want to filter the data in a more complex way you can use the Expert Filter option (red frame below):



Here you can add more filters. Example below: in addition to all the transactions in RON, we want to search for transactions that have the keyword "BAUM" in the details:



To finish the filtering - click "Apply". This is what the filtered transactions would look like after completing the above filtering action:

| Entry     | Amount     | Currency | Value date | Details    |
|-----------|------------|----------|------------|------------|
| 9/16/2024 | 65,047.85  | RON      | 3/25/2025  | LEASING TI |
| 9/16/2024 | 20,000.00  | RON      | 3/25/2025  | leasing    |
| 9/16/2024 | 69,062.53  | RON      | 3/25/2025  | LEASING    |
| 9/16/2024 | 1,610.00   | RON      | 3/25/2025  | LEASING    |
| 9/16/2024 | 65,047.85  | RON      | 3/18/2025  | LEASING    |
| 9/16/2024 | 20,000.00  | RON      | 3/18/2025  | leasing    |
| 9/16/2024 | 69,062.53  | RON      | 3/18/2025  | LEASING    |
| 9/16/2024 | 1,610.00   | RON      | 3/18/2025  | LEASING    |
| 9/19/2024 | 269,788.80 | RON      | 3/18/2025  | LEASING    |

If you find this action useful later on, you can save the filtering by clicking on the “Save as” option:

**Expert Filter**

Only the data sets corresponding to the following conditions are taken into account in the display and the printouts.

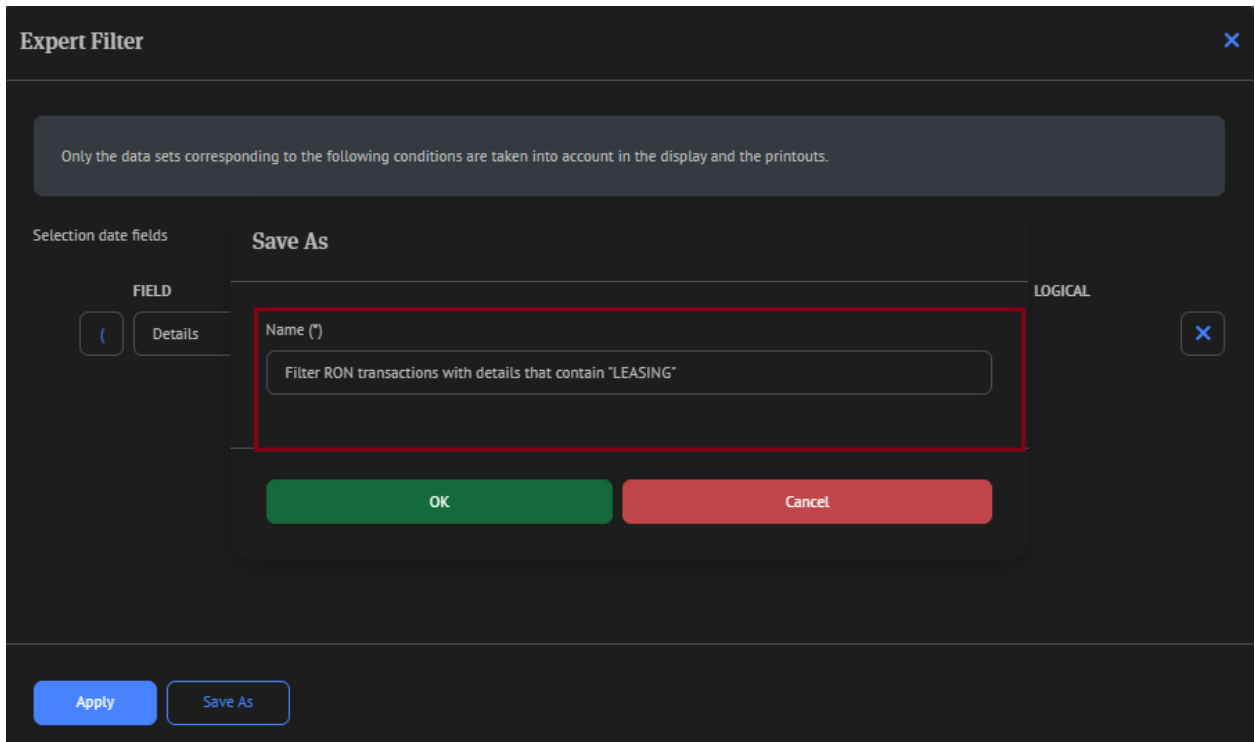
Selection date fields: fix

| FIELD        | OPERATOR | VALUE   | LOGICAL |
|--------------|----------|---------|---------|
| ( Currency ) | contains | RON     | and     |
| ( Details )  | contains | LEASING |         |

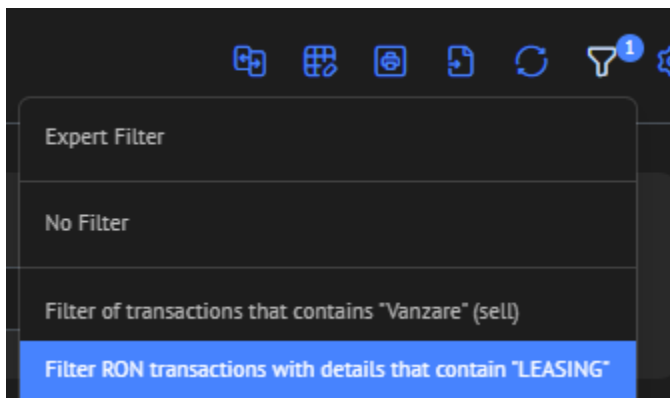
+ Add new filter

Apply Save As

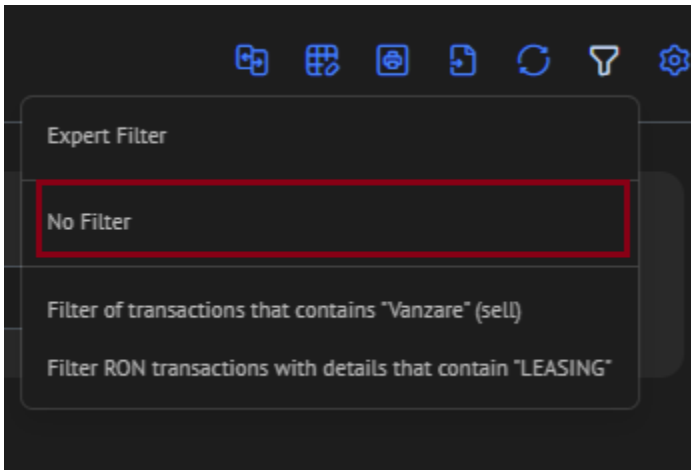
Now you will have to fill in a name for the filtering - we suggest you save a name as suggestive as possible. At the same time, you can set whether the filter can be used by all the users of the application - by checking the “Is public filter” as default - if the option is not selected - the filter will be visible only to your user.



Finish the action by clicking on the "OK" button. The saved filter will be available in the Expert Filter section.

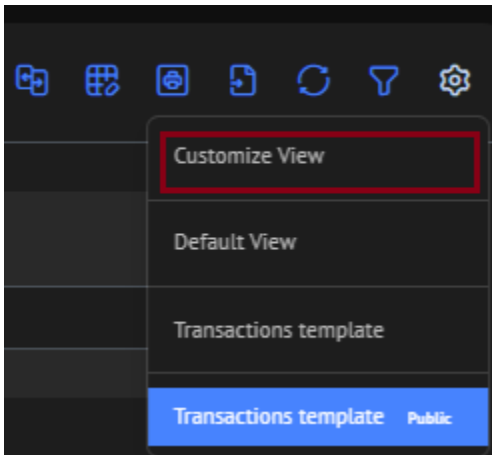


If you want to return to the display of information in the same way as before the filtering, select: "No filter":



#### 1.4.1.6 *Customize View*

If you work with information displayed in complex tables, e.g. Transactions, Statements, Accounts, Payees, etc. - you can customize the information you want to view. This way you can generate tables with information relevant to your user profile. To do so, use the "Customize view" option:



## Customize view



Page size

























Default



Always expand rows

# Field Name Visible  Sort

↑ Pin to left | Scroll horizontal ↓

|    |                          |   |   |
|----|--------------------------|---|---|
| 1  | Status                   |    |    |
| 2  | Entry                    |    |    |
| 3  | Entry text               |    |    |
| 4  | Ordering party / Partner |    |    |
| 5  | Client reference         |  |  |
| 6  | Amount                   |  |  |
| 7  | Currency                 |  |  |
| 8  | Value date               |  |  |
| 9  | Details                  |  |  |
| 10 | Creditor ID              |  |  |
| 11 | Mandate reference        |  |  |
| 12 | ...                      |  |  |

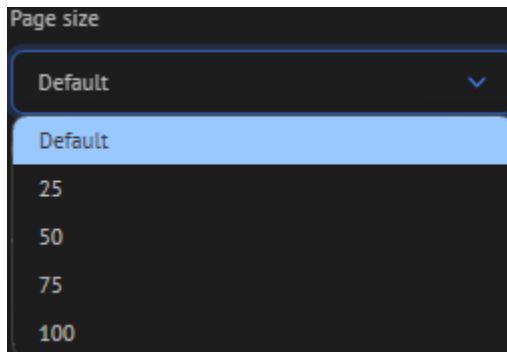
Apply

Save As



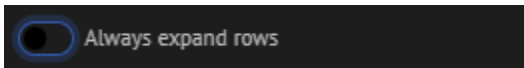
You will notice that you have several features that you can set according to your preferences.

### Page size

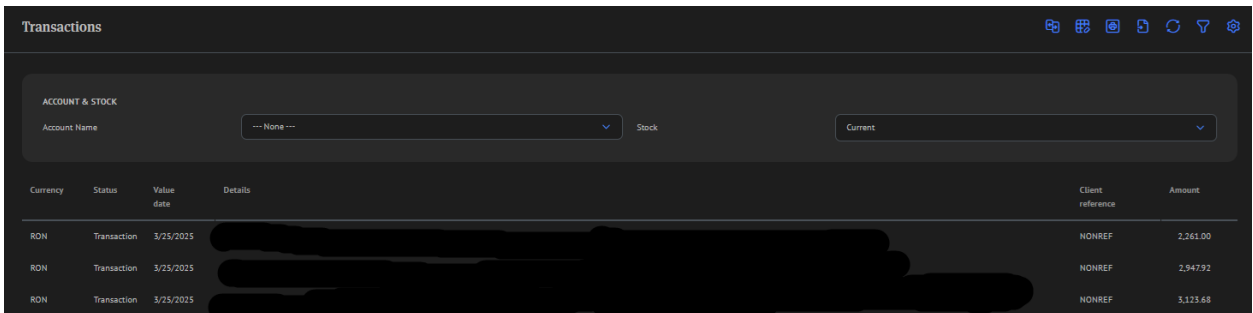


From here you can set the number of entries to be displayed on the screen. Options: You can choose by default from: "25", "50", "75" and "100" entries per page.

### Always expanded rows



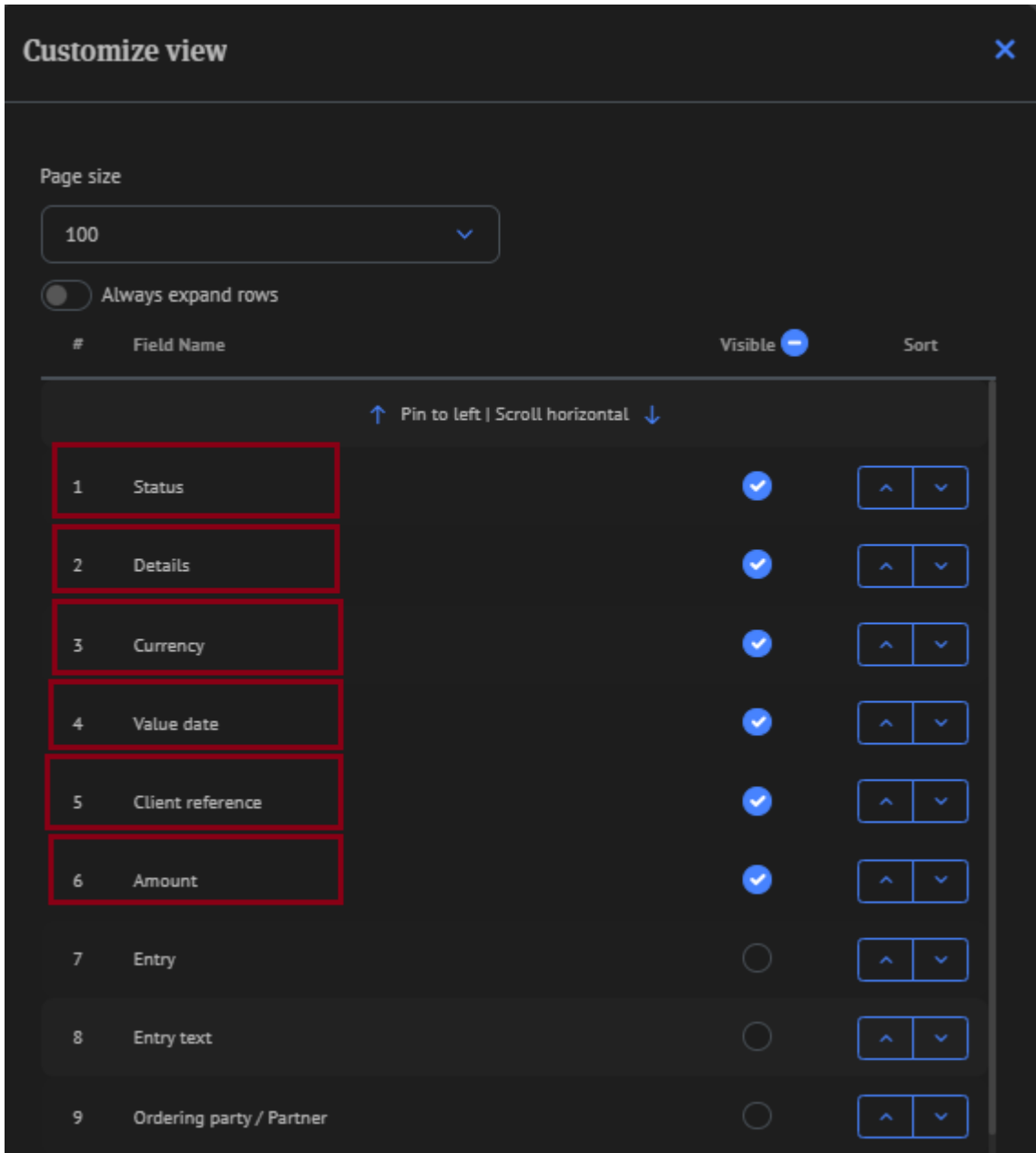
Selecting this option will display all the information related to those entries in a complex form. Example: if, by default, we have the displays below in the transaction view mode:



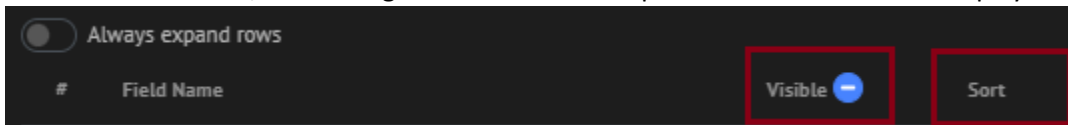
| Currency | Status      | Value date | Details    | Client reference | Amount   |
|----------|-------------|------------|------------|------------------|----------|
| RON      | Transaction | 3/25/2025  | [REDACTED] | NONREF           | 2,261.00 |
| RON      | Transaction | 3/25/2025  | [REDACTED] | NONREF           | 2,947.92 |
| RON      | Transaction | 3/25/2025  | [REDACTED] | NONREF           | 3,123.68 |

by selecting this functionality, the transactions will be displayed like this:





- You can also select which labels will be visible and the order in which they will be sorted by selecting the "Visible" and "Sort" options. To the right of the label that you want to be visible - check it for selection, and through "Sort" - define the position where it is to be displayed.



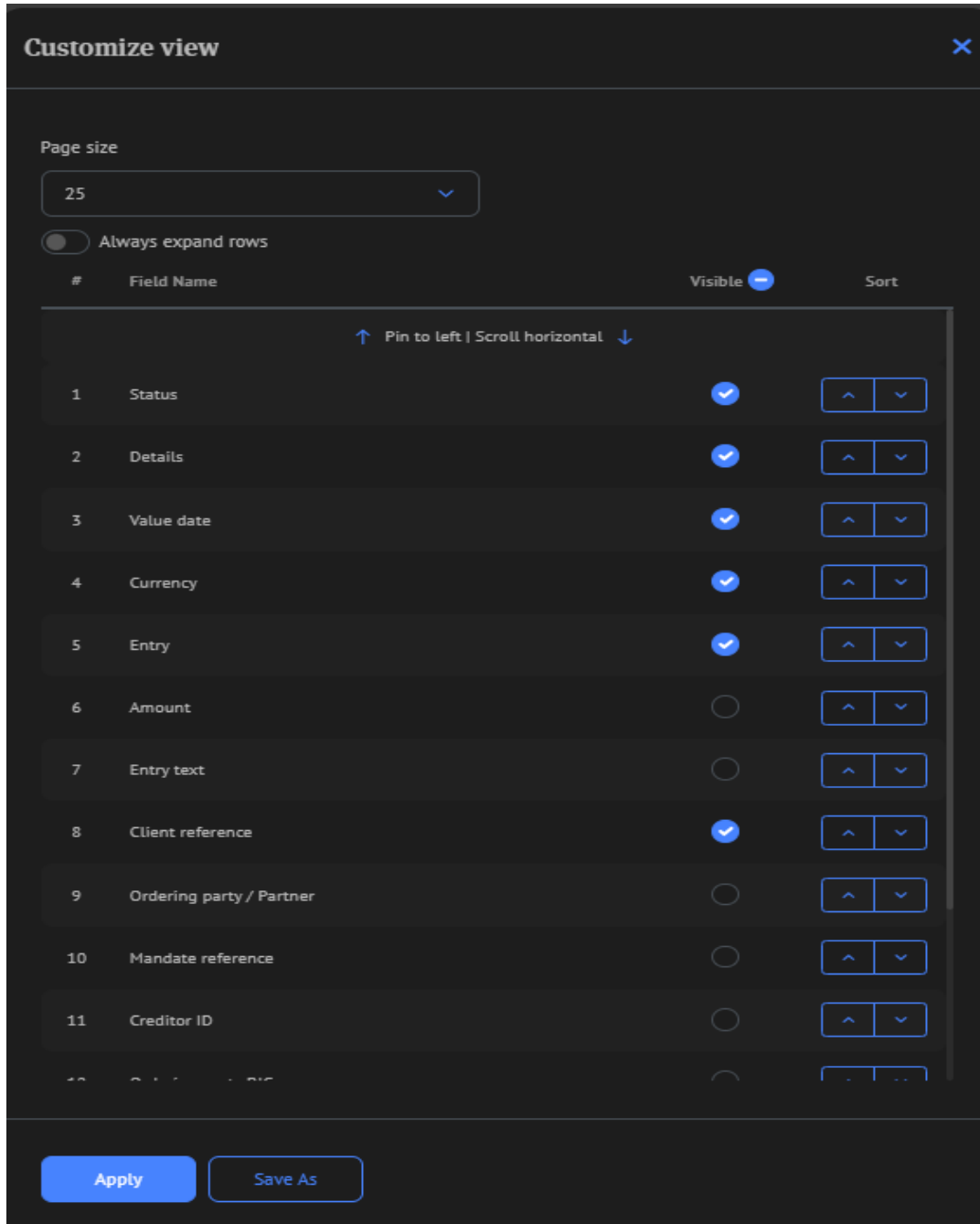
Setting example:

Defined in the application: **Transaction view** - the name for a customized display of transactions.

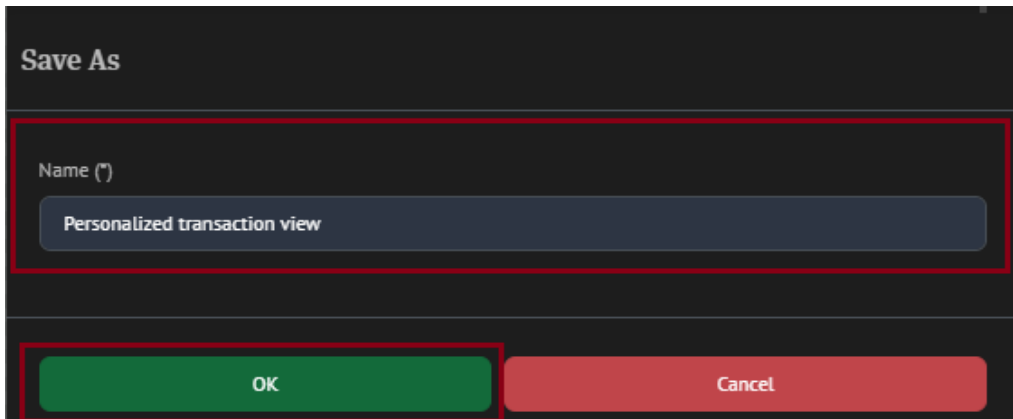
Page size - set to 25 entries"

Visible labels: "Status", "Details", "Value date", "Currency", "Entry", "Client reference".

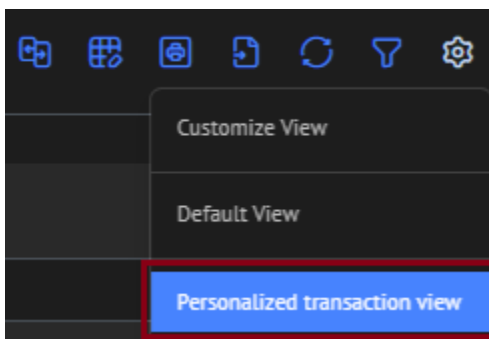
This way you can customize any data tables with information from the application:



If you want the view type to be saved for later use, after you have defined all the parameters, choose the "Save as" option, fill in a suggestive name, and finish by clicking on the "OK" button:



To apply the custom view mode, select the display from the Customize view list:

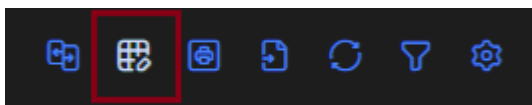


To return to the view mode select: **Default View**

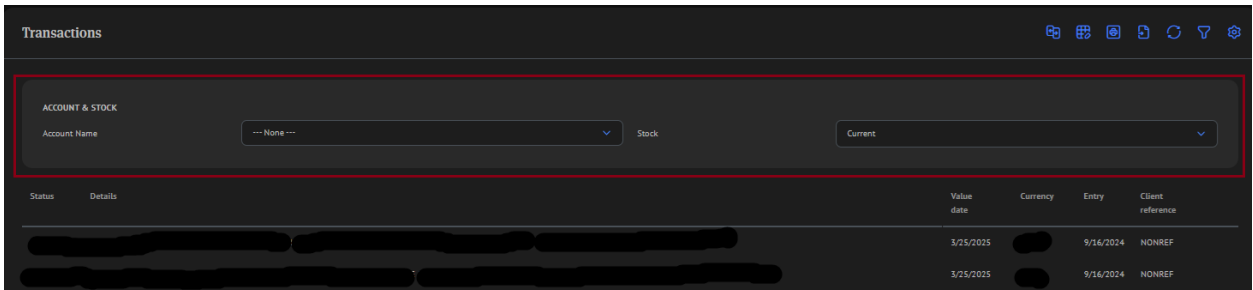
#### 1.4.1.7 Quick options

Additionally, some customized views provide a specific set of "quick options" (attributes, selection lists, etc.), which can be changed right on the screen you are in.

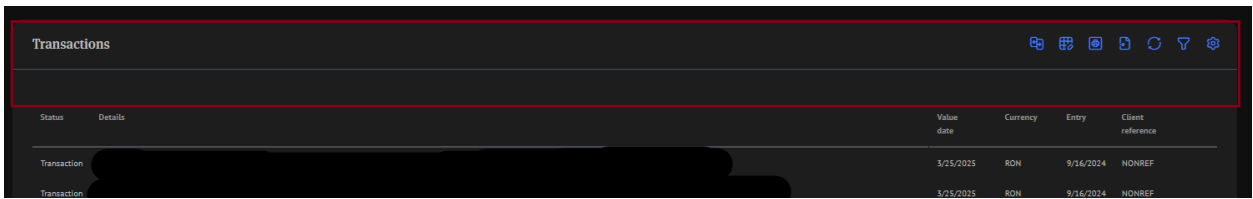
**Toggle options** - to switch between an expanded view mode vs. a compressed view mode.



For example, this is what the transactions would look like before this option is set - see the top of the page under ACCOUNT & STOCK:



and this is what it would look like with this option enabled, the ACCOUNT & STOCK section being practically hidden:



#### 1.4.1.8 Options for Page Numbers

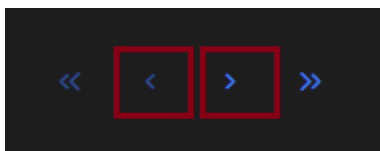
##### Visible entries

To change the number of entries available for viewing, select between : 25, 50, 75 and 100, respectively



##### Page numbers

To go to the next/previous page - you can use the single arrow icons suggesting left - right:

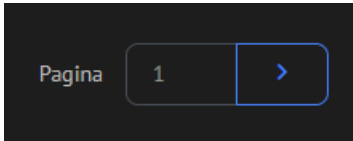


To go to the last page - or the first page - you can use the double arrow icons that suggest left - right:



Go to

Use this option to take you to a specific page by indicating the number



#### 1.4.2 Actions regarding the Entries

Depending on the menu you are in and the entries displayed in tabular form, different icons are displayed in the application on the right side - clicking on them will activate various actions.

##### 1.4.2.1 Edit

To edit an entry, use the "Edit" icon. This action is available for most entries in the app.



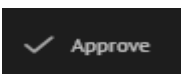
##### 1.4.2.2 Delete

To delete an entry, use the "Delete" icon. This action is available for most entries in the app.



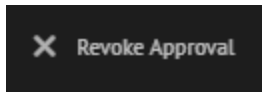
##### 1.4.2.3 Approval

To approve an entry, use the "Approve" icon. This action is usually specific to the payment-related menu.



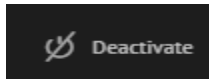
##### 1.4.2.4 Revocation of Approval

To revoke the approval action, you can use the "Revoke approval" icon. This action is specifically used in the payment-related menu.



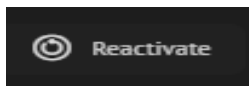
#### 1.4.2.5 Deactivation

If you want to deactivate a file - e.g.: if you have a file that you are not sure you want to send for processing, you can use the "Deactivate" icon. This action is usually specific to the payment-related menu.



#### 1.4.2.6 Reactivation

If the file has been deactivated because additional checks have been made for the payment(s) you want to send, you can use the "Reactivate" icon. With this action the file is returned to its initial state, you can view, edit, delete and sign again.



#### 1.4.2.7 Design

This functionality is specific to the Dashboard Manager menu. The specific icon is labeled "Design":



#### 1.4.2.8 Preview

This functionality is specific to the Dashboard Manager menu. The specific icon is labeled "Preview" and allows you to preview the configured dashboard.



#### 1.4.2.9 Download

Specific functionality to download various file types. Specific icon:

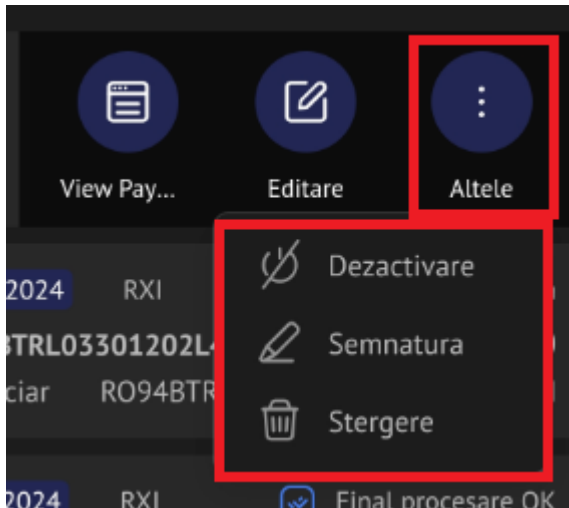


#### 1.4.2.10 View Other Functions

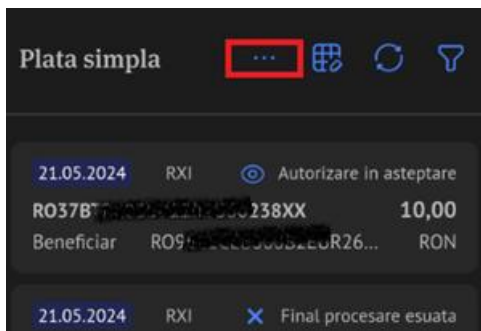
This functionality is available in context menus, especially in the mobile app.



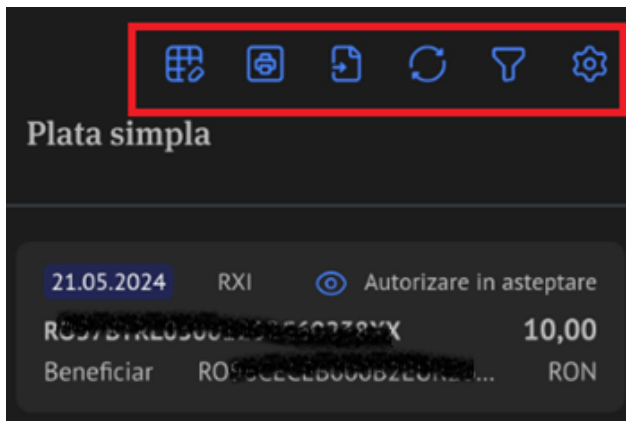
Example below: from the Payments menu, if you click on the icon labeled "Other" you will see the other actions available for that entry. In this case you are shown the actions : "Deactivate", "Sign", "Delete". **NU POT FACE PRINTSCREENS NOI DIN APLICATIE**



Also from the payment menu - you can see how the menu appears before selecting the respective icon:

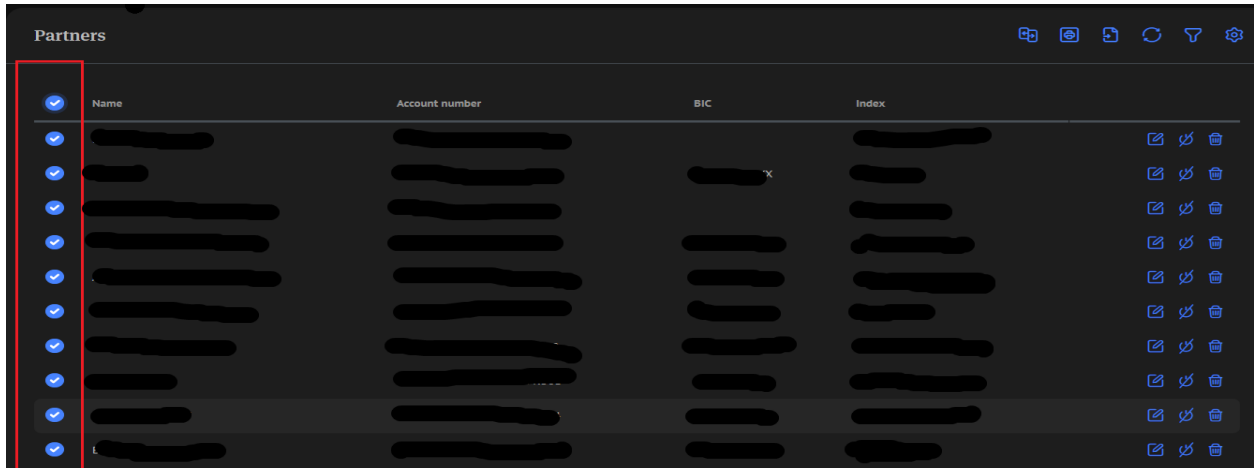


and after:

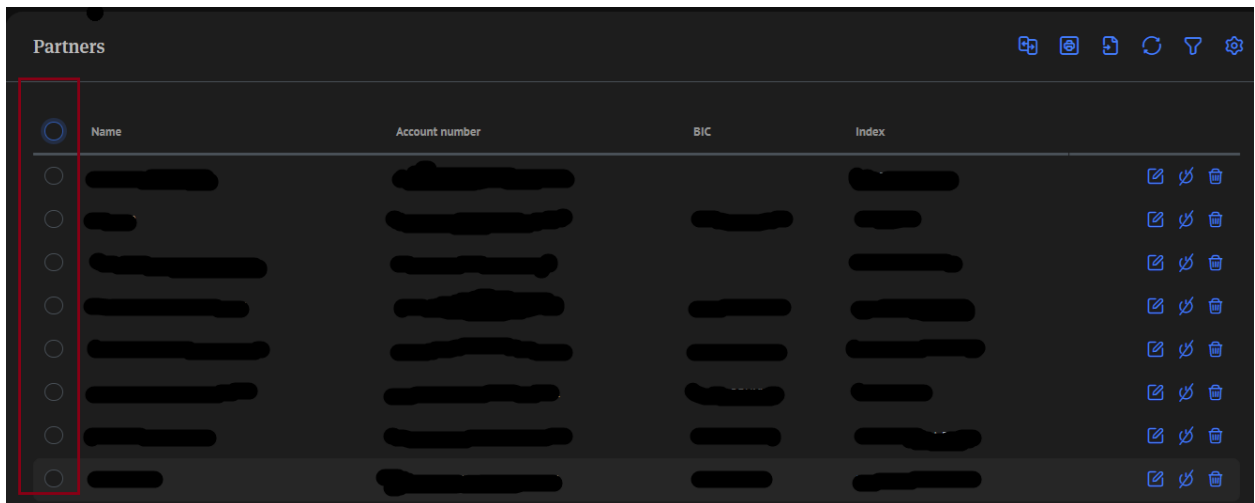


### 1.4.2.11 Multiple selection.

If you want to select multiple entries at once, you can use the Select All icon:



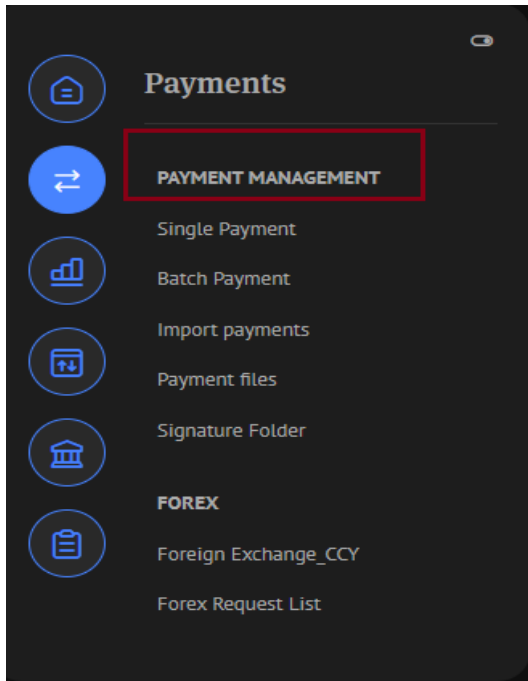
If you want to deselect the entries, click on the icon again:



## 2. Payments

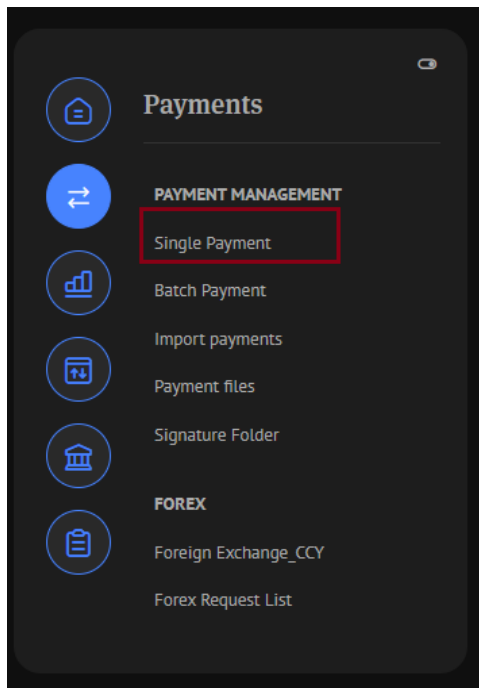
### 2.1 Payment Management

The Payment Management menu contains the sub-menus dedicated to managing payments via the BT Ultra Web application. You will find here: Single payment, Batch payments, Payment import, Payment files, Order authorization.

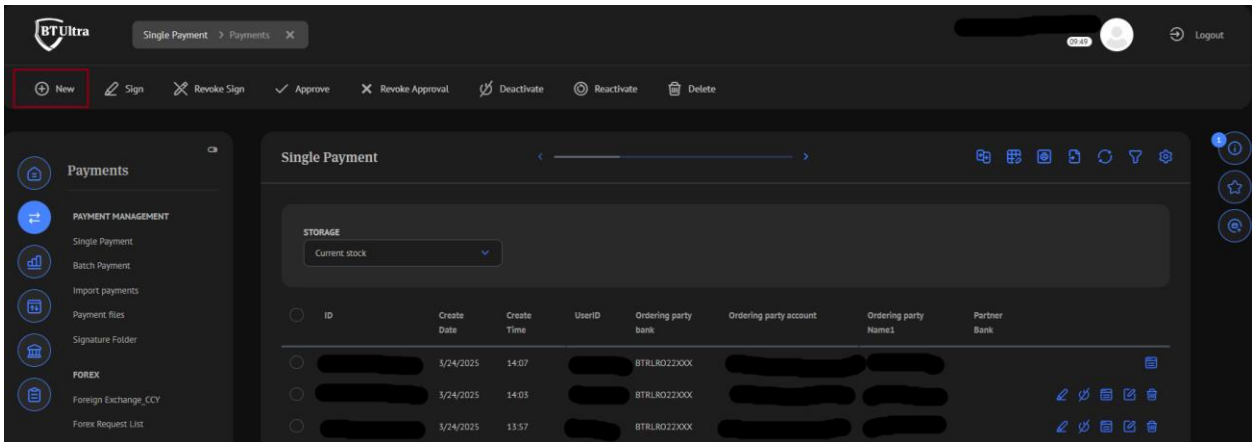


### 2.1.1.1 Single payment

From the menu Payments Management -> Single Payment you can enter payment orders in RON/FCY.

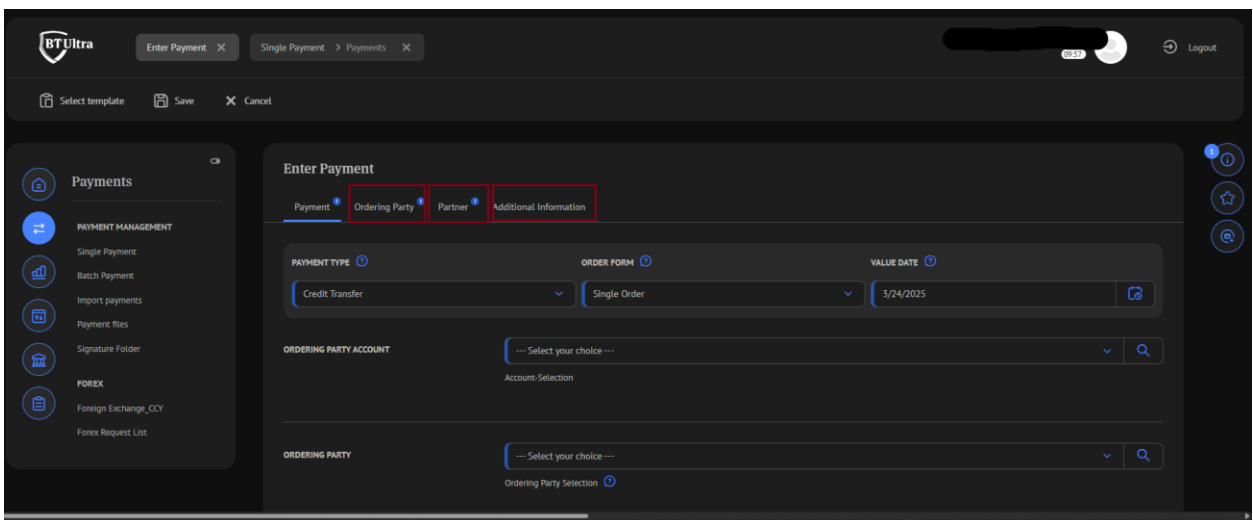


To start the process, click on New:

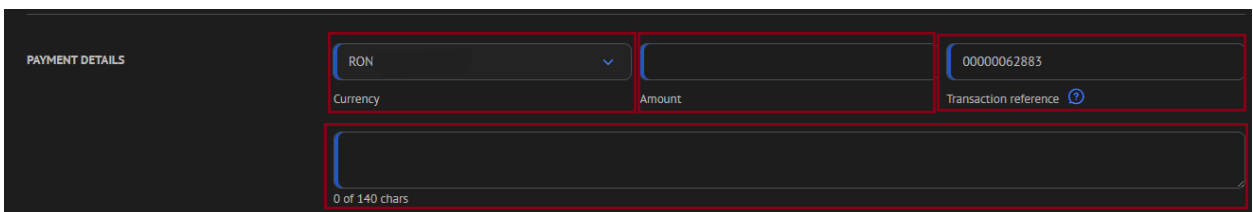


Next, a window opens where you can start entering the details of the payment you wish to make.

The payment order is divided into several sections - Payer, Payee, Additional information, Budget - which you can select by clicking on them and fill in the specific details of that heading. You can also fill in all the payment details one by one by scrolling down to the last field.



Labels with a blue bar on the left - these are mandatory fields that you will have to fill in. See some of these labels in the screen below: Currency, Amount, Details, etc.



The payment subtypes for payments in RON are:

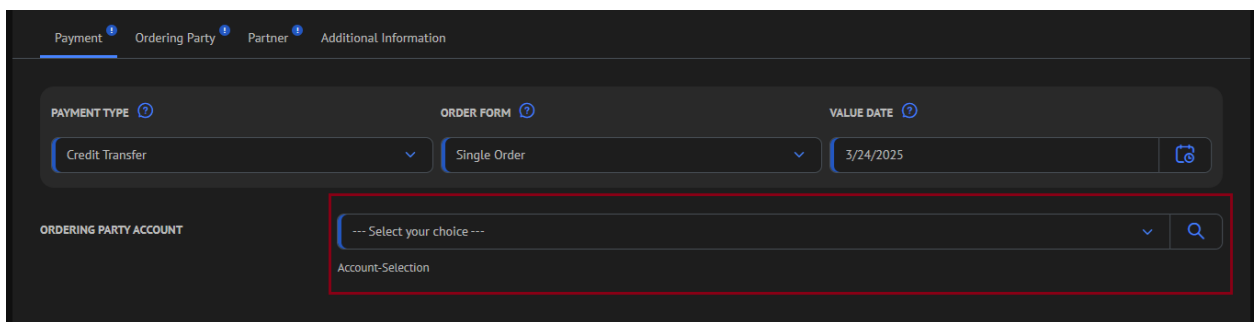
- domestic payment
- urgent domestic payment
- budget payments

- urgent budget payment
- instant payment

It is very important to note that the payment subtype will be automatically filled in according to the payer account and the payee account.

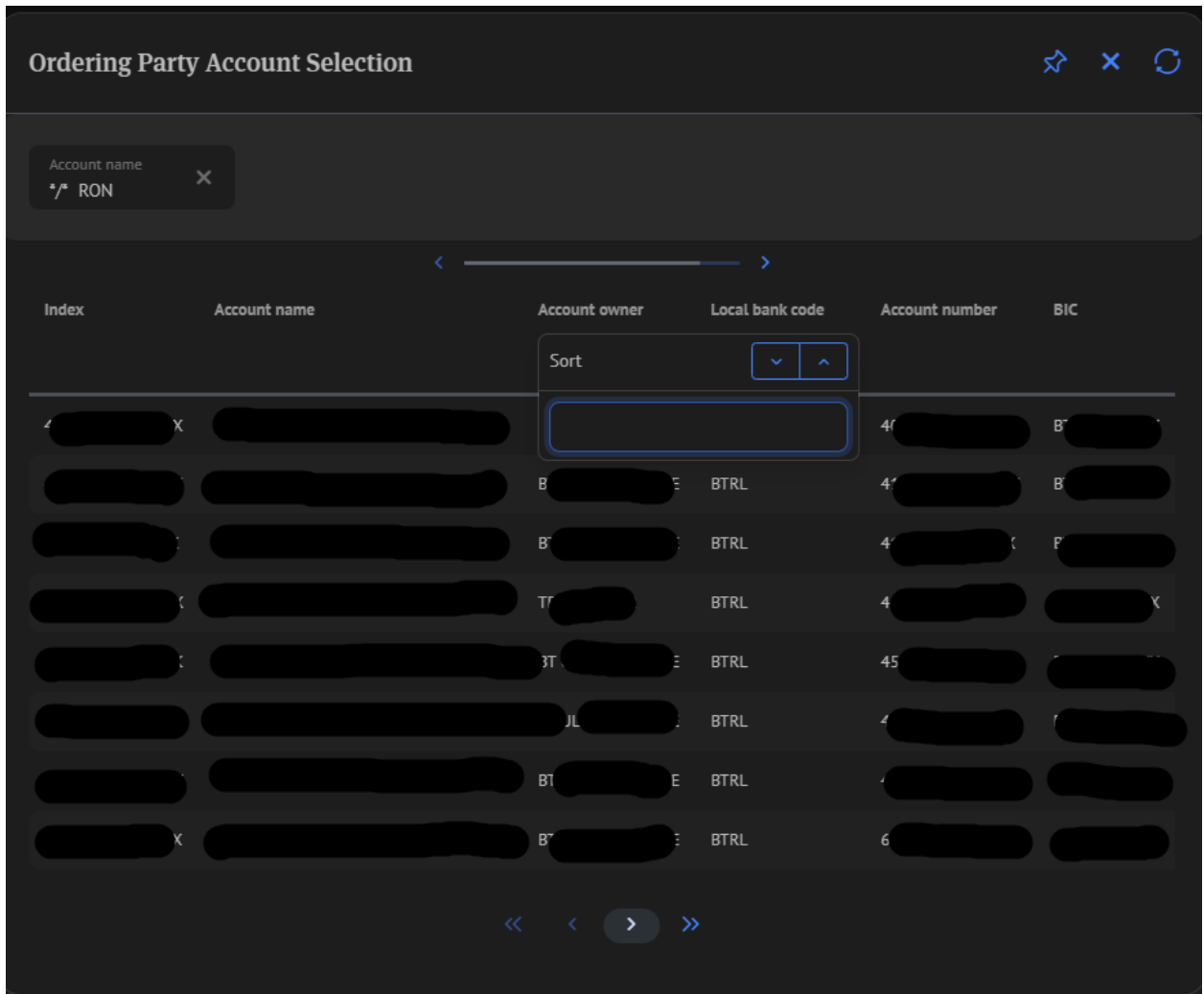
#### 2.1.1.1 Steps to Enter a Payment Order in RON

Account of the ordering party - from the drop-down list select the payer account. If you have more than one company and you want to easily filter the account from which you make the payment, you can click on the search icon (magnifying glass sign - in red frame below - right side)



The screenshot shows a dark-themed web interface for entering a payment order. At the top, there are four tabs: "Payment", "Ordering Party", "Partner", and "Additional Information". Below the tabs, there are three main sections: "PAYMENT TYPE" with a dropdown menu set to "Credit Transfer", "ORDER FORM" with a dropdown menu set to "Single Order", and "VALUE DATE" with a text input field set to "3/24/2025". Below these sections, there is a section for "ORDERING PARTY ACCOUNT" with a dropdown menu showing "-- Select your choice --". A red rectangular box highlights the search icon (magnifying glass) located to the right of the dropdown menu. Below the dropdown menu, the text "Account-Selection" is visible.

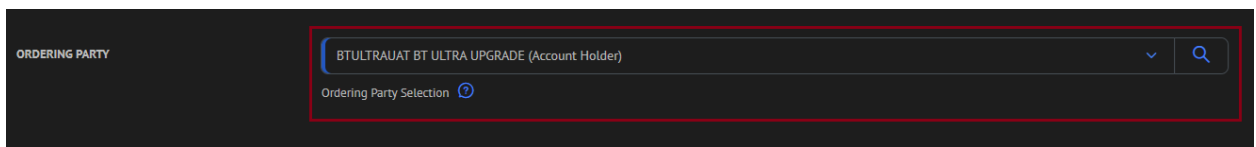
Clicking on this icon will display a list with all the payer accounts; click on Account Holder, and in the Sort box you can sort by company name. You can also filter accounts by currency and account number.



### Payer

After selecting the payer account in the previous step, the payer name is automatically filled in.

If you still want to choose another payer - if you manage multiple companies, you can do this by clicking on the icon indicating the drop-down list or by searching for a specific payer through the magnifying glass icon (red frame below):

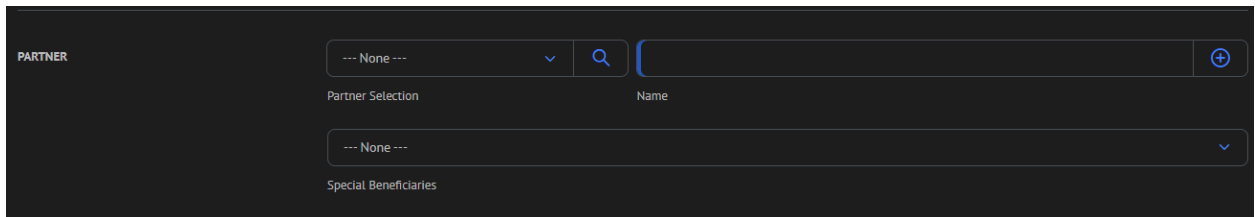


### Payee

From here you will select the payee you wish to transfer to. If you have predefined payees in the application, you can select them from the drop-down list or you can search for them according to the desired criteria.

From here you can also select the utility payees if you need to make payments to this type of suppliers. All utility payees will be in the drop-down list.

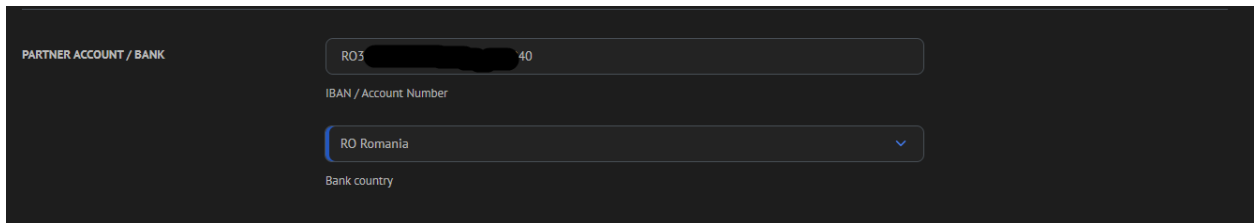
If you do not have the payee saved and you are making a payment to a new supplier, you can edit their details.



The screenshot shows a dark-themed interface for selecting a partner. On the left, the text "PARTNER" is visible. There are two main input areas: the top one is labeled "Partner Selection" and contains a dropdown menu with "-- None --", a search icon, and a text input field with a plus icon; the bottom one is labeled "Special Beneficiaries" and contains a dropdown menu with "-- None --".

### Payee account

If the payee data has already been saved - this field should be filled in after you select the supplier.



The screenshot shows a dark-themed interface for selecting a partner account or bank. On the left, the text "PARTNER ACCOUNT / BANK" is visible. There are two input fields: the top one is labeled "IBAN / Account Number" and contains the text "RO3" followed by a redacted area and "40"; the bottom one is labeled "Bank country" and contains a dropdown menu with "RO Romania".

If you define the supplier data when entering the payment, you will have to fill in at least the IBAN Account / Account number. Once this field is filled in, the Country will be automatically filled in:



The screenshot shows a dark-themed interface for selecting a partner account or bank. On the left, the text "PARTNER ACCOUNT / BANK" is visible. There are three input fields: the top one is labeled "IBAN / Account Number" and is empty; the middle one is labeled "BIC" and is empty; the bottom one is labeled "Country" and contains a dropdown menu with "-- Select your choice --". A red box highlights the "IBAN / Account Number" and "Country" fields.

### Basic Payment Information

Here you will have to fill in the amount, the transaction reference (if you do not fill it in - an internal reference will be generated automatically) and the payment details.

You will notice that the currency will be automatically recognized based on the payer account, and the Order Priority will be automatically pre-filled with NORM (Normal). The payment details are limited to 140 characters - as you fill in the details, the number of characters entered up to that point will be displayed on the screen.

**PAYMENT DETAILS**

Currency: RON | Amount: 123.00 | Transaction reference: 00000073981

Test payment details  
20 of 140 chars

Details

Instruction Priority: NORM Normal

### Internal groups

We do not recommend making any changes in this section - the settings should remain the default ones.

**INTERNAL ATTRIBUTES**

--- None ---

Confidentiality class - Selection

### Payments assistant

As you fill in the information related to the payer, payee, payment details - you will notice that, on the right side, the Payment Assistant will be progressively ticked with the completed field, indicating that you have reached the end of entering the information for the order you wish to place.

## Payment Assistant

|                  |             |
|------------------|-------------|
| <b>COMPLETED</b> | <b>100%</b> |
| Ordering Party   | ✓           |
| Partner          | ✓           |
| Payment Details  | ✓           |



To finish the payment order input process, click Save:

INTERNAL ATTRIBUTES

--- None ---

Confidentiality class - Selection

Save Save and save as template Cancel

If you want to save the payment order as template, click “Save as template”.

The entered payment order can be viewed in the Single Payment menu as below:

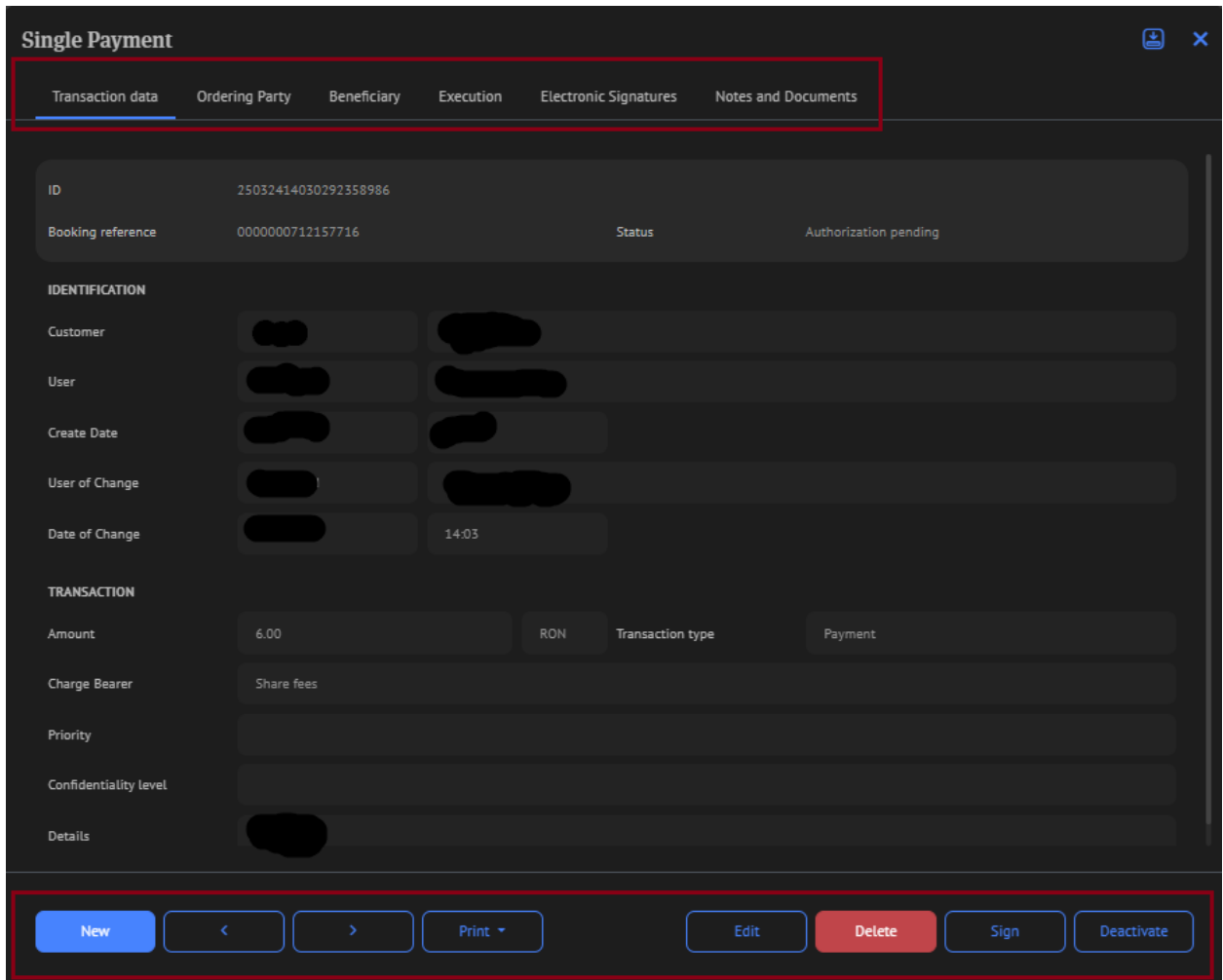
Single Payment

STORAGE

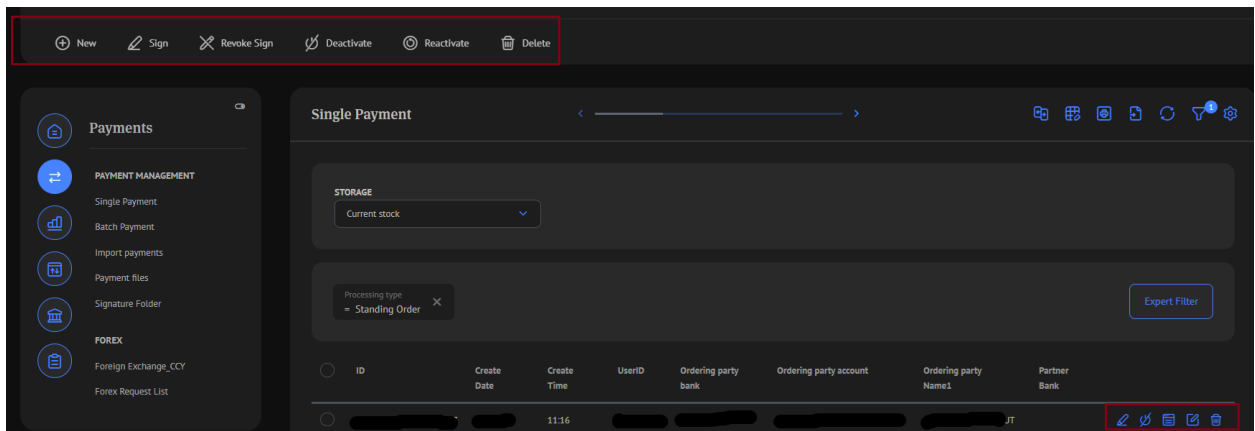
Current stock

| ID         | Create Date | Create Time | UserID     | Ordering party bank | Ordering party account         | Ordering party Name1 | Partner Bank | Partner Account | Partner name1 | Amount   |
|------------|-------------|-------------|------------|---------------------|--------------------------------|----------------------|--------------|-----------------|---------------|----------|
| [REDACTED] | 3/25/2025   | 14:57       | [REDACTED] | [REDACTED]          | RD [REDACTED] X B [REDACTED] E | [REDACTED]           | R [REDACTED] | [REDACTED]      | [REDACTED]    | 1,234.00 |
| [REDACTED] | 3/25/2025   | 14:27       | [REDACTED] | [REDACTED]          | RI [REDACTED] X F [REDACTED]   | [REDACTED]           | [REDACTED]   | [REDACTED]      | [REDACTED]    | 1,234.00 |
| [REDACTED] | 3/25/2025   | 14:24       | [REDACTED] | [REDACTED]          | RC [REDACTED] OX B [REDACTED]  | [REDACTED]           | [REDACTED]   | [REDACTED]      | [REDACTED]    | 0.00     |
| [REDACTED] | 3/25/2025   | 14:24       | [REDACTED] | [REDACTED]          | RD [REDACTED] C BT [REDACTED]  | [REDACTED]           | [REDACTED]   | [REDACTED]      | [REDACTED]    | 1,230.00 |
| [REDACTED] | 3/25/2025   | 12:23       | [REDACTED] | [REDACTED]          | RI [REDACTED] OX B [REDACTED]  | [REDACTED]           | [REDACTED]   | [REDACTED]      | [REDACTED]    | 0.00     |

If you click on the entry, a window will open where you can see all the details of the transaction you want to make. From here you can also edit, print, sign, disable this operation.



Likewise, you can check the entry and proceed to the sign, revoke signature, deactivate, reactivate and delete actions:



View, edit, deactivate, sign and delete actions can also be accessed through the icons on the right side

### 2.1.1.2. Steps to Enter a Payment Order in Foreign Currency (FCY)

Follow the steps described for the input of payments in RON, you just have to take into account that the payment subtype will be automatically filled in depending on the account from which you initiate the transaction.

There are 2 situations:

#### 1) Payer account in EUR

For the payment subtype you can choose from:

- Foreign payment SEPA
- Foreign URGENT payment SEPA

The screenshot shows the 'Enter Payment' interface. The 'PAYMENT TYPE' is set to 'Credit Transfer'. The 'PAYMENT SUBTYPE' dropdown menu is open, showing three options: 'Foreign payment SEPA (XML)', 'Foreign payment SEPA (XML)', and 'Foreign URGENT paym. SEPA (XML)'. The 'ORDER FORM' is set to 'Single Order' and the 'VALUE DATE' is '3/28/2025'.

#### 2) Payer account in a currency other than EUR

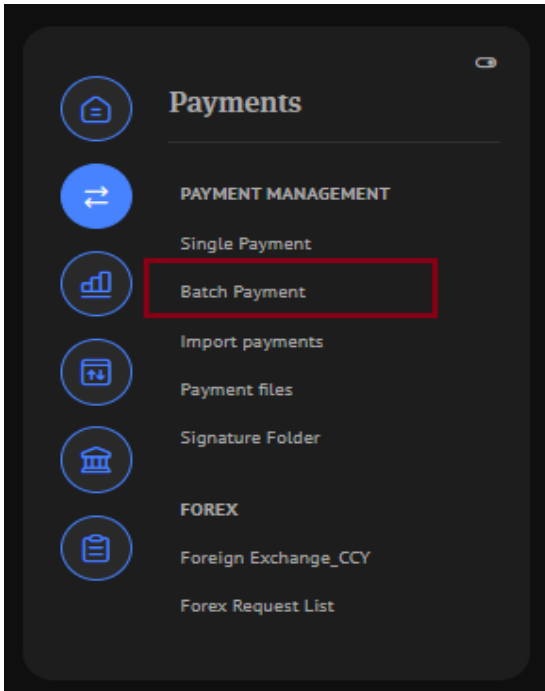
For the payment subtype you can choose from:

- Cross-border payment
- URGENT cross-border payment

The screenshot shows the 'Enter Payment' interface. The 'PAYMENT TYPE' is set to 'Credit Transfer'. The 'PAYMENT SUBTYPE' dropdown menu is open, showing three options: 'Foreign payment (XML)', 'Foreign payment (XML)', and 'Foreign URGENT paym. (XML)'. The 'ORDER FORM' is set to 'Single Order' and the 'VALUE DATE' is '3/28/2025'. Below the dropdown menu, the 'ORDERING PARTY ACCOUNT' is set to 'RD' and the currency is 'USD'.

### 2.1.2 Batch payments

From this menu you can enter multiple payments in one file.



In the main window you can see a summary of centralized payment batches. With a click on a specific entry will detail all the information related to the payments in that file in a comprehensive manner. Unlike the Payment Files menu - here you can edit payments after they have been entered.

Batch Payment

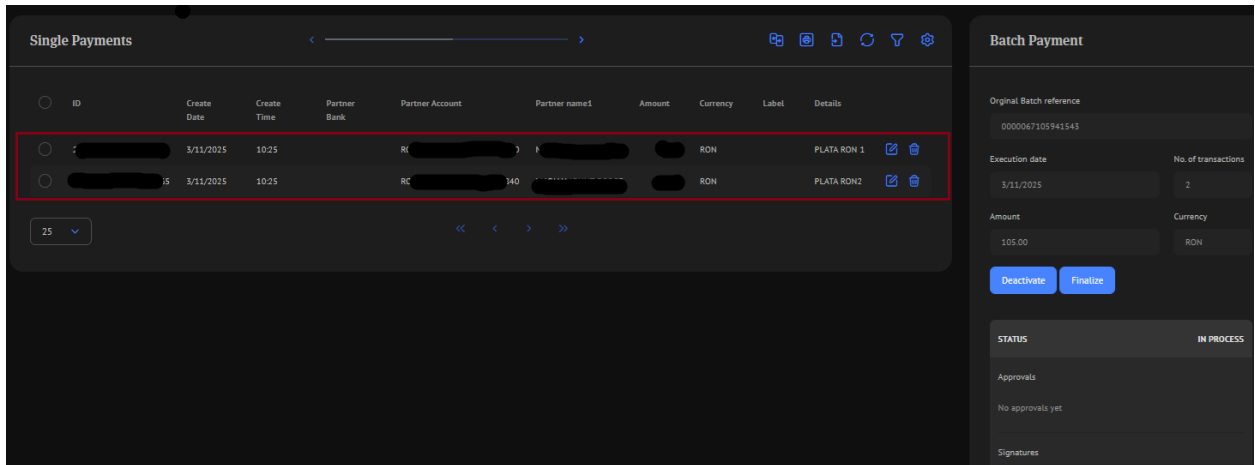
STORAGE  
Current stock

| ID                   | Create Date | Create Time | UserID      | Ordering party bank | Ordering party account      | Ordering party Name1 | Amount    | Currency | Label      | No. of transactions |
|----------------------|-------------|-------------|-------------|---------------------|-----------------------------|----------------------|-----------|----------|------------|---------------------|
| 25032710495136435449 | 3/27/2025   | 10:49       | 000000BC    | BTRLRO22XXX         | RE [REDACTED] IX [REDACTED] | E                    | 60.00     | RON      | [REDACTED] | 2                   |
| 25032710460052615154 | 3/27/2025   | 10:46       | 000000BC    | BTRLRO22XXX         | RE [REDACTED] IX [REDACTED] |                      | 85755     | RON      | [REDACTED] | 10                  |
| 25032710431702006614 | 3/27/2025   | 10:43       | 000000BC    | BTRLRO22XXX         | RE [REDACTED] IX [REDACTED] |                      | 26,007.39 | RON      | [REDACTED] | 270                 |
| 25031110252562531395 | 3/11/2025   | 10:25       | 670552BM    | BTRLRO22XXX         | RO [REDACTED] [REDACTED]    |                      | 105.00    | RON      | [REDACTED] | 2                   |
| 25031110005450942486 | 3/11/2025   | 10:00       | 5230281CITK | BTRLRO22XXX         | RO [REDACTED] IX [REDACTED] |                      | 7035.00   | EUR      | [REDACTED] | 3                   |
| 25031109560722430575 | 3/11/2025   | 09:56       | 5230281CITK | BTRLRO22XXX         | RO [REDACTED] IX [REDACTED] |                      | 2,345.00  | EUR      | [REDACTED] | 1                   |
| 25021412440149143837 | 2/14/2025   | 12:44       | 670552MB    | BTRLRO22XXX         | RO [REDACTED] [REDACTED]    |                      | 0.00      | RON      | [REDACTED] | 0                   |

If you want to view individual payments from the file, after clicking on the batch you must select "Show single orders". At this moment all the transactions in the file are displayed as a list. If you want to edit one of the operations, you can do this individually by using the edit icon.

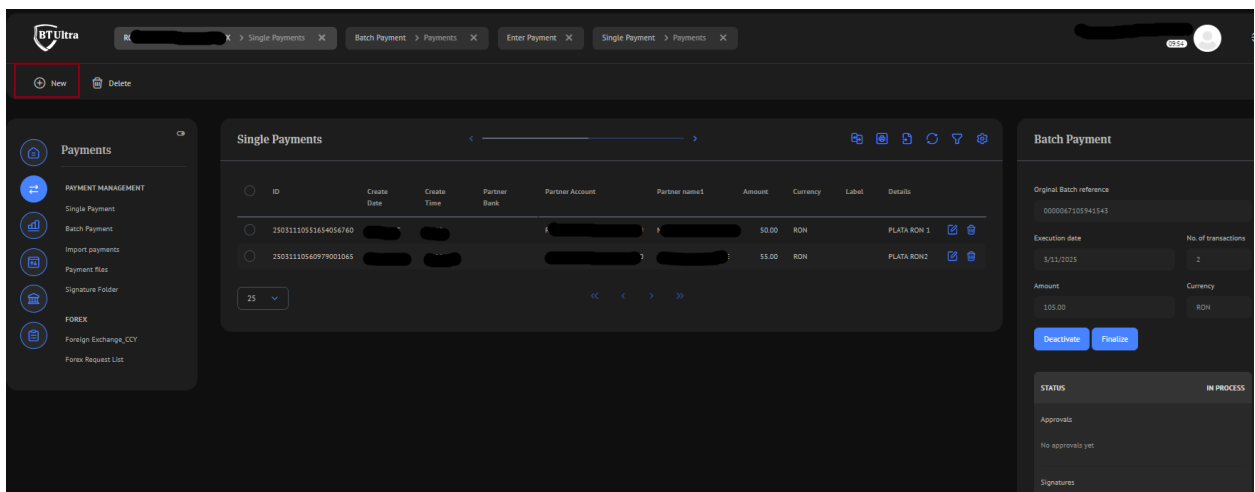
| ID         | Create Date | Create Time | UserID     | Ordering party bank | Ordering party account | Ordering party Name1 | Amount | Currency | Label      | No. of transactions |
|------------|-------------|-------------|------------|---------------------|------------------------|----------------------|--------|----------|------------|---------------------|
| [REDACTED] | 3/27/2025   | 10:49       | [REDACTED] | [REDACTED]          | [REDACTED]             | [REDACTED]           | 60.00  | RON      | [REDACTED] | 2                   |

Detail Show Single Payments



### 2.1.2.1 Steps to Enter Batch Payments in RON

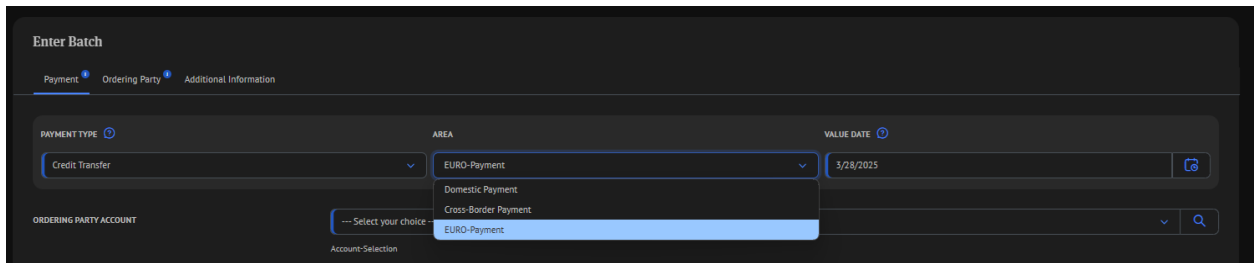
To enter the details of a new payment in the same batch, click on the New option:



### Payment Type

In the AREA section you must choose from:

- Batch type for the Domestic Payment area: for payment files in RON
- Batch type in the Cross-Border Payment area: for payment files in currencies other than EUR
- Batch type for the EURO-Payment area: for euro payment files

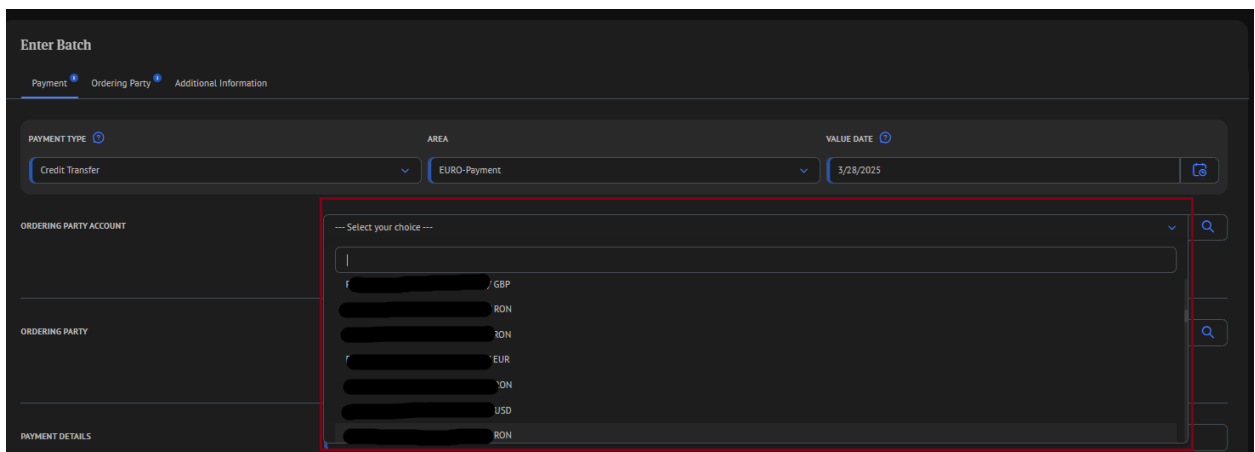


Account of the ordering party - from here you must select the account from which you will initiate the payments in the file.

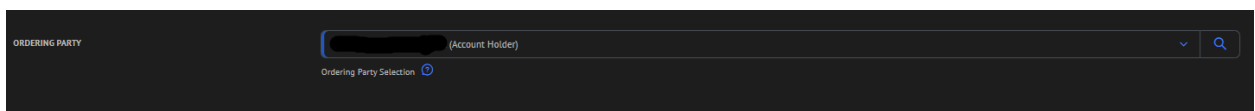
For a file with payments in RON - select one of the RON accounts

For a file with payments in EUR - select one of the EUR accounts

For a file with payments in currencies other than EUR - select one of the non-EUR accounts



Payer - after selecting the account from which you will make the payments, the name of the payer will be automatically filled in



### Basic Payment Information

Fill in the details in the Description field only - you can fill in the details of the payment batch: ex. RON batch payments / FCY batch payments/ - any suggestive information to identify the payment file in the future

PAYMENT DETAILS

Description

RON

Currency

Amount

Nb. of Suborders

Instruction Priority

Internal groups (attributes)

You won't have to fill in anything here - the heading will stay as it is:

INTERNAL ATTRIBUTES

--- None ---

Confidentiality class - Selection

The last step will be:

Save - if you have filled in the details of the payment batch and will later add payments to the file

Save and add payment - if you have filled in the details of the payment batch and now you want to start to define the payments in the file

Recommendation\* - we suggest using the Save and Add Payment option - to already start the process of adding payments to the batch after saving the batch details

Save Save and add payment Cancel

If you clicked Save - a message will inform you that the batch has been successfully saved:



The details of the batch can be found in the Payments -> Payment Management -> Batch Payments menu:

Batch Payment

STORAGE

Current stock

| ID | Create Date | Create Time | UserID   | Ordering party bank | Ordering party account | Ordering party Name1 | Amount | Currency | Label | No. of transactions |
|----|-------------|-------------|----------|---------------------|------------------------|----------------------|--------|----------|-------|---------------------|
|    | 3/28/2025   | 15:47       | 670552BH |                     |                        |                      | 0.00   | EUR      |       | 0                   |

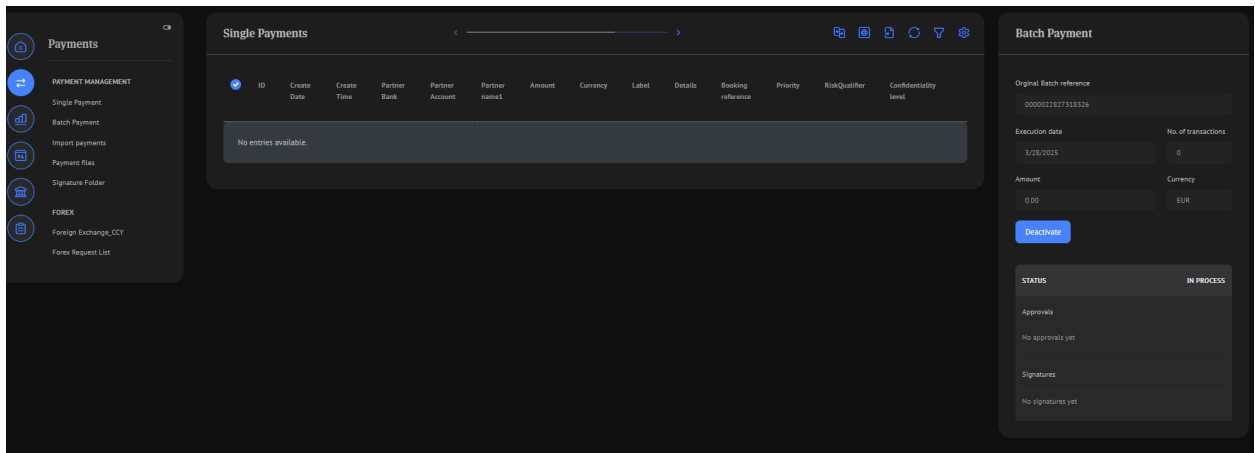
To start adding payments to the file, click on the file, then select the Display Single Orders option.

3/28/2025 15:47 670552BH

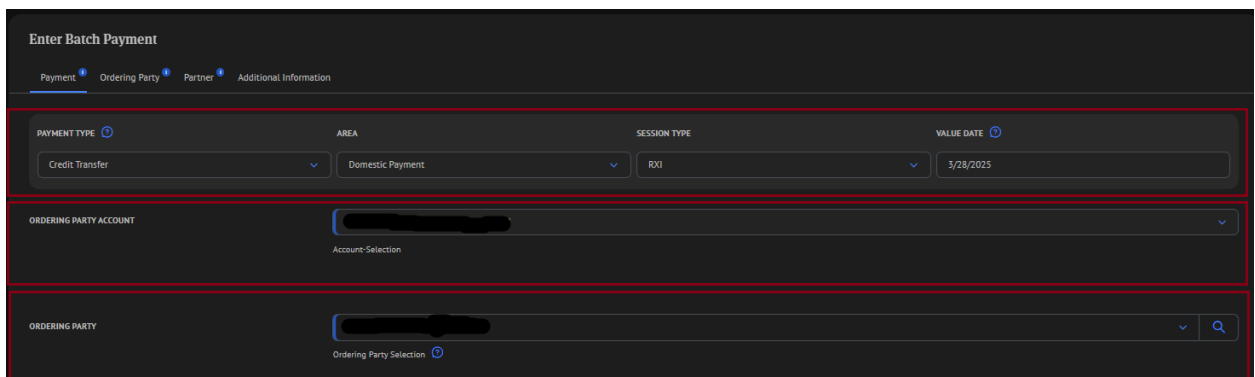
0.00 EUR BATCH 0

Detail Show Single Payments

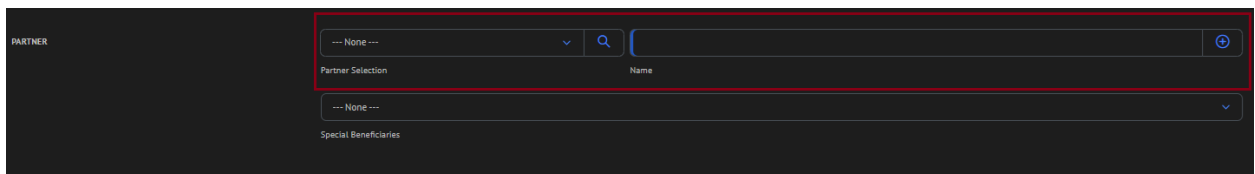
At this point the batch will open and you can add payments by clicking on New:



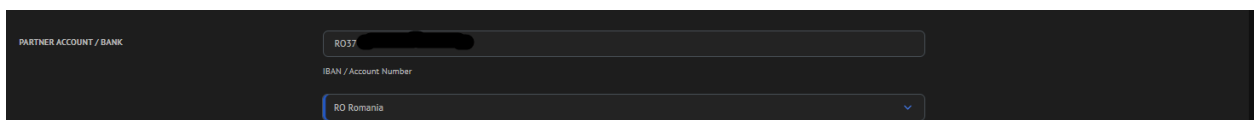
The Payment Type, Ordering Party Account and Payer sections will be pre-filled automatically - based on the information already selected when entering the batch



In the Payee section - you will have to select the payee to whom you will initiate the payment order from the list. This section will display for selection only the beneficiaries for RON.



Payee account - details about the payee's account will be filled in automatically if it has been predefined; if you want to enter the payee and account details when creating the payment order - you can also edit such details.



Basic Payment Information - you must fill in the amount and the payment details



PAYMENT DETAILS

Currency: RON 01 - LEU GREU    Amount: 344.00    Transaction reference: 00000257732

Payment details

16 of 140 chars

Details

NORM Normal

The last step is to click Save.

The entered payment can be viewed in Batch Payments, as below.

| ID                   | Create Date | Create Time | Partner Bank | Partner Account | Partner name1 | Amount | Currency | Label | Details         |
|----------------------|-------------|-------------|--------------|-----------------|---------------|--------|----------|-------|-----------------|
| 25032816410682755749 | 3/28/2025   |             |              |                 |               |        | RON      |       | PAYMENT DETAILS |

Repeat these steps as many times as necessary to enter all the payments you want to make in the file.

If you want to complete the batch of payments - you can go back to the main menu, review all the payments in the file; if you want to edit one of the payment orders - you can do it in this step.

Single Payments

| ID                  | Create Date | Create Time | Partner Bank | Partner Account | Partner name1      | Amount | Currency | Label | Details |
|---------------------|-------------|-------------|--------------|-----------------|--------------------|--------|----------|-------|---------|
| 2503110553654056760 | 3/11/2025   | 10:25       |              |                 | MARIAN IONUT BORSE | 50.00  | RON      |       |         |
| 2503110560979001065 | 3/11/2025   | 10:25       |              |                 | MARIAN IONUT BORSE | 55.00  | RON      |       |         |

Batch Payment

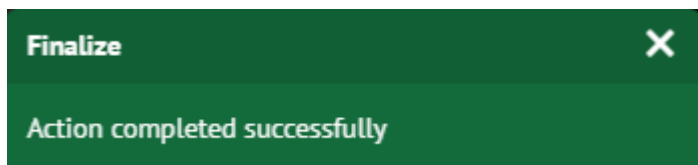
Original Batch reference: 0000067105941543

Execution date: 3/11/2025    No. of transactions: 2

Amount: 105.00    Currency: RON

**Deactivate**    **Finalize**

When you think that you have finished this process, click the Finish button on the right side - from the batch assistance menu



The last step would be to sign the file. You can also do this from the right-hand side - from the Batch Payments Assistant:

## Batch Payment

Original Batch reference

0000166351836651

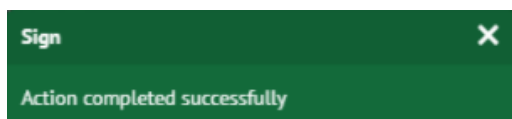
Execution date: 4/3/2025      No. of transactions: 2

Amount: 25.00      Currency: RON

**Sign**   **Deactivate**

| STATUS            | AUTHORIZATION |
|-------------------|---------------|
|                   | PENDING       |
| Approvals         |               |
| No approvals yet  |               |
| Signatures        |               |
| No signatures yet |               |

Once the signature is applied, you will receive a notification that the action has been successfully completed.



If you want to view the details of the payment file or to print the information related to this file, go to the Batch Payments menu, click on the file you want and choose one of the options:

| ID         | Create Date | Create Time | UserID     | Ordering party bank | Ordering party account | Ordering party Name1 | Amount | Currency |
|------------|-------------|-------------|------------|---------------------|------------------------|----------------------|--------|----------|
| [REDACTED] | 4/3/2025    | 11:06       | [REDACTED] | [REDACTED]          | RO                     | [REDACTED]           | 25.00  | RON      |

[Detail](#)
[Show Single Payments](#)

Details - here you can view all the relevant information about the file: transaction data, payer, processing, electronic signatures. From this menu you can also make a printout as:

### Batch Payment

Transaction data | Ordering Party | Execution | Electronic Signatures

|                          |                      |                |                               |
|--------------------------|----------------------|----------------|-------------------------------|
| ID                       | 25040311061971043883 | Status details | Waiting for status update     |
| Original Batch reference | 0000166351836651     | Status         | Backoffice processing started |

**IDENTIFICATION**

|                |            |            |
|----------------|------------|------------|
| Customer       | [REDACTED] | [REDACTED] |
| User           | [REDACTED] | [REDACTED] |
| Create Date    | 4/3/2025   | 11:06      |
| User of Change | [REDACTED] | [REDACTED] |
| Date of Change | 4/7/2025   | 13:46      |

**TRANSACTION**

|        |       |     |                     |   |
|--------|-------|-----|---------------------|---|
| Amount | 25.00 | RON | No. of transactions | 2 |
|--------|-------|-----|---------------------|---|

New
<
>
Print

- Overview: will contain the general information about the batch. See the example below:


 Powered by **Banca Transilvania**

### Report Batch-Payment - Overview\_ Electronic signature

(07.04.2025, 14:13:28)

| Type  | Booking reference | Status                        | UserID<br>Ordering party Name1 | Create Date<br>Create Time | Execution date | CustomerID<br>Partner name1 | Session type | Ordering party Name1<br>Ordering party account | Amount    | No. of transactions |
|-------|-------------------|-------------------------------|--------------------------------|----------------------------|----------------|-----------------------------|--------------|--|-----------|---------------------|
| Batch | 0000166351836651  | Backoffice processing started | [REDACTED]                     | 04/03/25<br>11:06          | 04/03/25       | [REDACTED]                  | RXI          | [REDACTED]                                     | 25.00 RON | 2                   |

- Details: will include more detailed information about the batch in the file

**BT Ultra** Powered by **Banca Transilvania**

### Report Batch-Payment - Details\_Batch

(07.04.2025, 14:15:15)

**ID:** 25040311061971043883  
**Booking reference:** 0000166351836651      **Status:** Backoffice processing started

**Identification Details**

Customer name: [REDACTED]  
 User name: [REDACTED]  
 Create Date: 04/03/25 11:06  
 User of Change: [REDACTED]  
 Date of Change: 04/07/25 13:46

**Transaction Details**

Amount: 25.00 RON  
 Transaction type: Payment  
 Charge Bearer: Share fees  
 Priority:  
 Confidentiality level:  
 Details:

#### Display single orders

You can view all the payment orders in the file. A click on any of the payment orders will open a window where you can view the specific details of that transaction, the payer, the payee and the processing data.

Batch Payment

STORAGE  
Current stock

| ID         | Create Date | Create Time | UserID     | Ordering party bank | Ordering party account | Ordering party Name1 | Amount | Currency |
|------------|-------------|-------------|------------|---------------------|------------------------|----------------------|--------|----------|
| [REDACTED] | 4/3/2025    | 11:06       | [REDACTED] | [REDACTED]          | RO [REDACTED] 35       | [REDACTED]           | 25.00  | RON      |
| [REDACTED] | 4/1/2025    | 11:48       | [REDACTED] | [REDACTED]          | RO [REDACTED] 35       | [REDACTED]           | 0.50   | RON      |

### Single Payment

Transaction data | Ordering Party | Beneficiary | Execution | Electronic Signatures | Notes and Documents

ID: 25040711160365920047

Booking reference: 00005119666 | Status: Authorization pending

**IDENTIFICATION**

Customer: [Redacted] [Redacted]

User: [Redacted] B [Redacted] T

Create Date: 4/7/2025 11:16

User of Change: [Redacted]

Date of Change: [Redacted] 00:00

**TRANSACTION**

Amount: [Redacted] RON | Transaction type: Payment

[New](#)
[<](#)
[>](#)
[Print](#)
[Edit](#)
[Delete](#)
[Sign](#)
[Deactivate](#)

From here, you can also print the details of a payment order as:

- Overview - See the example below


 Powered by **Banca Transilvania**

#### Report Single-Payment - Overview\_Single Payment

(07.04.2025, 14:26:46)

| Booking reference | Status                | UserID     | Create Date       | Execution date | CustomerID | Session type | Ordering party Name1 | Partner name1 | Amount   |
|-------------------|-----------------------|------------|-------------------|----------------|------------|--------------|----------------------|---------------|----------|
| 00005119666       | Authorization pending | [Redacted] | 04/07/25<br>11:16 | 04/08/25       | [Redacted] | RXI<br>0     | [Redacted]           | [Redacted]    | 0.50 RON |

- Details - see the example below



Powered by  
**Banca  
Transilvania**

## Report Single-Payment - Details\_Single

(07.04.2025, 14:26:58)

|                           |             |                |                       |
|---------------------------|-------------|----------------|-----------------------|
| <b>ID:</b>                | [REDACTED]  | <b>Status:</b> | Authorization pending |
| <b>Booking reference:</b> | 00005119666 |                |                       |

### Identification Details

|               |                |
|---------------|----------------|
| Customer name | [REDACTED] T   |
| User name     | [REDACTED]     |
| Create Date   | 04/07/25 11:16 |

### Transaction Details

|                       |            |
|-----------------------|------------|
| Amount                | 0.50 RON   |
| Transaction type      | Payment    |
| Charge Bearer         | Share fees |
| Priority              |            |
| Confidentiality level |            |
| Details               | [REDACTED] |

### Ordering Party Attributes

|                             |                    |
|-----------------------------|--------------------|
| Ordering party              | BORSE MARIAN IONUT |
| Ordering party Address1     |                    |
| Ordering party Town         |                    |
| Ordering party country      | RO                 |
| Ordering party bank         | [REDACTED]         |
| Ordering party bank country | RO                 |
| Ordering party account      | RO [REDACTED] 003  |
| Ordering party account Ccy  | RON                |

### Beneficiary Attributes

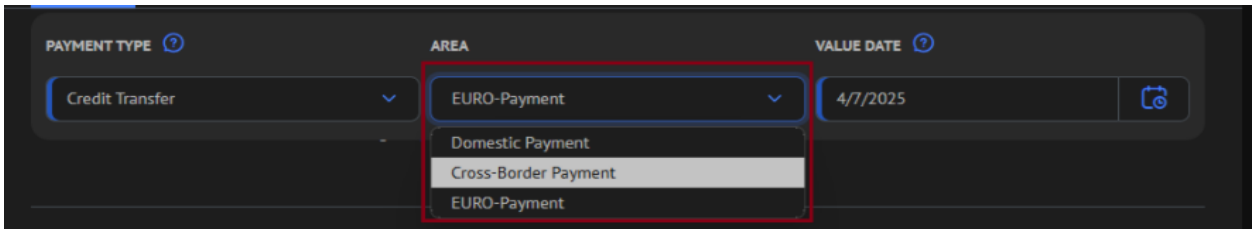
|                  |            |
|------------------|------------|
| Partner          | [REDACTED] |
| Partner address1 |            |
| Partner street   | [REDACTED] |

#### 2.1.2.2 Steps to Enter Batch Payments in FCY

Follow the steps described above for the input of batch payment batches in RON.

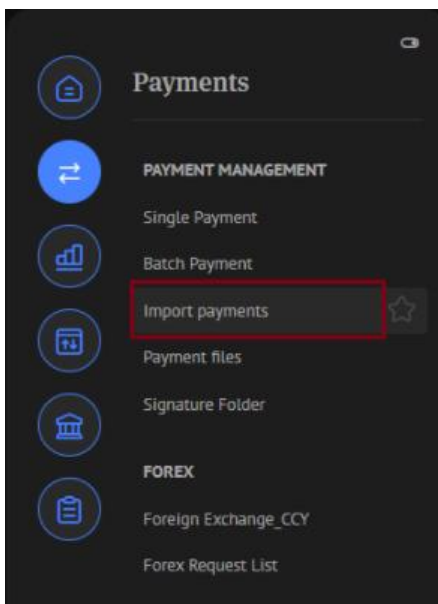
It is very important to define the batch type for the payment file you want to make:

- Batch type in the Cross-Border Payment area: for payment files in currencies other than EUR
- Batch type for the EURO-Payment area: for euro payment files

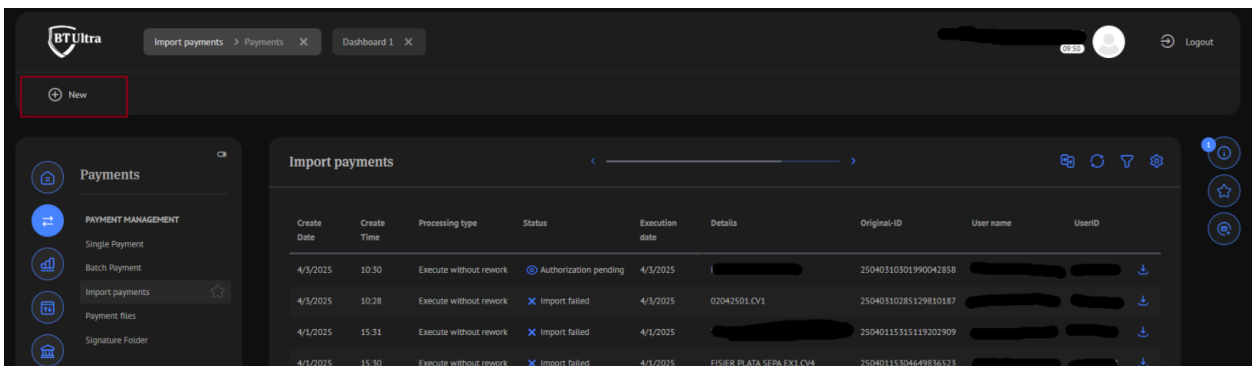


### 2.1.3 Import Payments

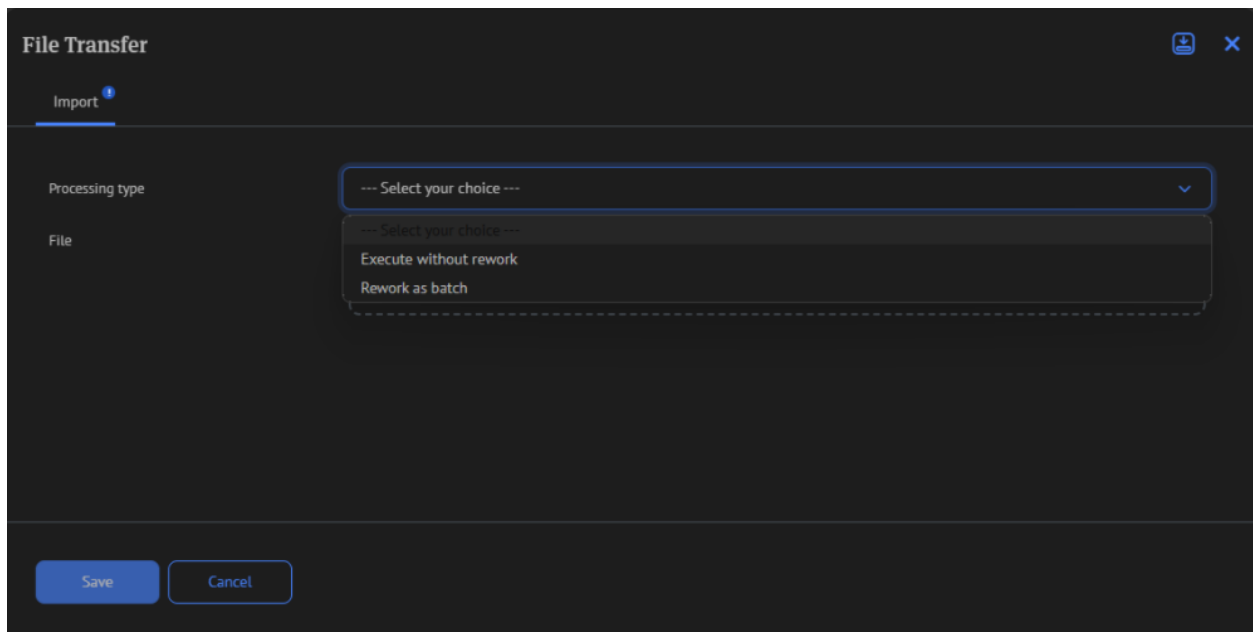
This is one of the main menus in the BT Ultra Web application: From this menu you can upload single payment files or you can import several payments in one file.



To import a new file you need to select New, red frame (below):



A window similar to the one below will open where you can select the desired import method: Upload or Import batch.

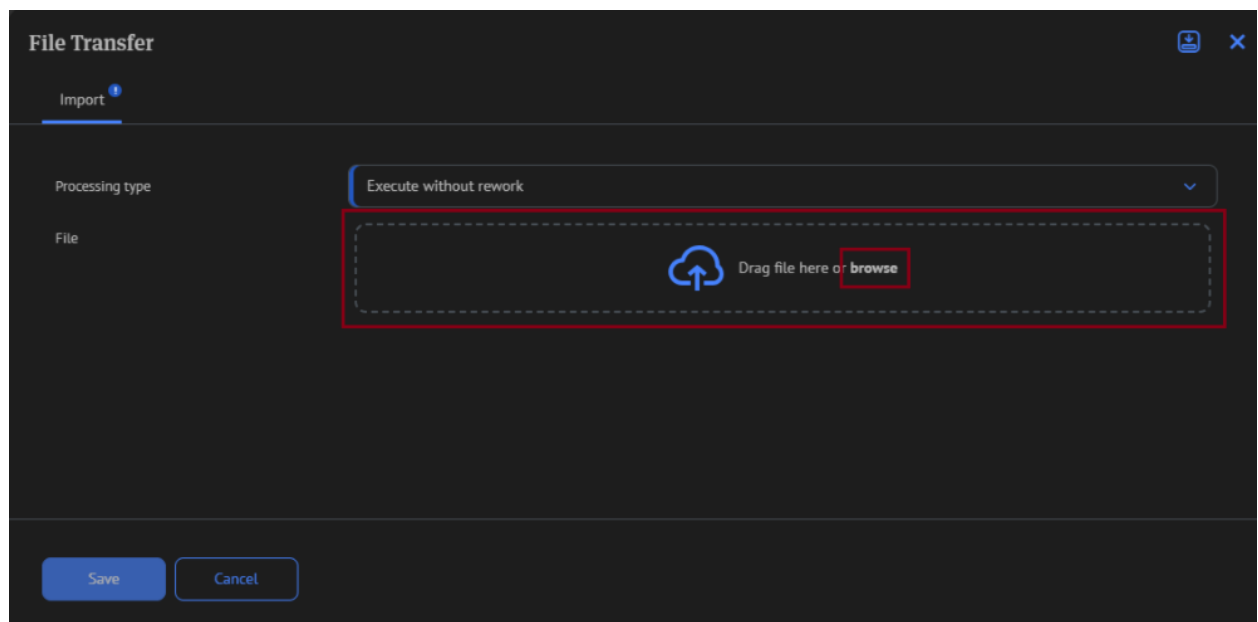


By selecting the **Upload** option - you will be able to import a file that you will later find in the Payments->Payment Management -> Payments Files menu and that you can no longer edit/change. These files can only be viewed, deactivated, signed - as they ready for processing.

Through the Batch Import option - you will import the payment files as batches which you can then modify/edit if necessary. Of course, the other functions remain active.

You can import the file into the application in 2 ways:

- Drag the file to the dedicated space (red frame) below
- Browse through your documents and select the file by double-click





You can find the file types available for import in the drop-down list under the Session Type section. The files of interest for you are:

- CV1-Domestic Payments CSV Format: .csv files for payments in RON
- CV2-Foreign Payments CSV Format: .csv files for payments in foreign currencies - other than EUR
- CV4-EUR Payments CSV Format : .csv files for payments in EUR
- INT-International payments (MT100) - FCY payment files in mt100 format
- ROI-Romanian payments – RON payment files in mt100 format
- RXA-Romanian foreign payments XML format - FCY payment files in XML format
- RXI-Romanian payments XML format - RON payment files in XML format
- RXX-Romanian Instant Payment (XML) - RON instant payment files in XML format

When you perform the import and the file is defined in one of the formats indicated above, the application will automatically recognize the session type. To finish the process, click on the Save button.

The screenshot shows a 'File Transfer' dialog box with the following fields:

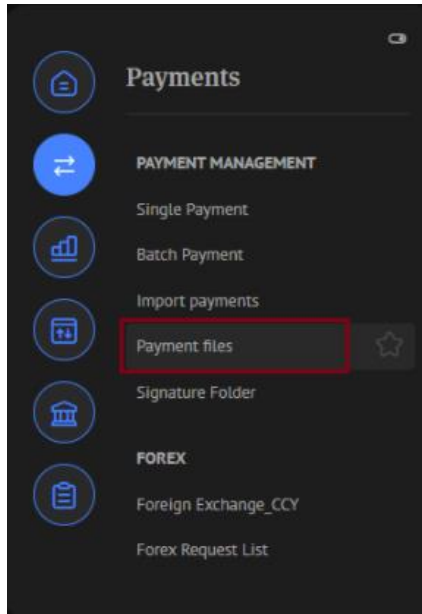
- Processing type: Execute without rework
- File name: 02042501.CV1
- Checksum type: NONE
- Checksum: (empty)
- Session type: CV1-Domestic Payments CSV Format (highlighted)
- Label: IMPORT 2025-04-08T10:21:33+03:00

Buttons: Save (highlighted), Cancel

The file will then be available in the Import Payments menu. The status will be: Pending for authorization, and it is available for signing. You can see the complete information by double-clicking on the entry. On the right, you will find the relevant information and the key actions you can perform, i.e.: Sign, Search, Disable.

| Create Date | Create Time | Processing type        | Status                | Execution date | Details | Original-ID | User name | UserID |
|-------------|-------------|------------------------|-----------------------|----------------|---------|-------------|-----------|--------|
| 4/8/2025    | 10:33       | Execute without rework | Authorization pending | 4/8/2025       | CV1     |             |           |        |

## 2.1.4 Payment Files



Here you can have a centralized view of all the payment files that have been imported into the application through the Import payments -> Upload menu or the files that have been sent via the BT Ultra Erp app and would require additional signatures from the BT Ultra Web application.

The screenshot shows a table with the following columns: ID, Create Date, Create Time, UserID, Amount, Currency, Label, Details, and No. of transactions. A single row is visible with the following data:

| ID                   | Create Date | Create Time | UserID     | Amount     | Currency | Label                            | Details        | No. of transactions |
|----------------------|-------------|-------------|------------|------------|----------|----------------------------------|----------------|---------------------|
| 25040810332366851211 | 4/8/2025    | 10:33       | [REDACTED] | [REDACTED] | RON      | IMPORT 2025-04-08T10:32:56+03:00 | [REDACTED] CV1 | 2                   |

It is important to note that from the Store menu you can select to display transactions by different time intervals:

The screenshot shows the same table as above, but with the 'STORAGE' dropdown menu open. The menu options are: 'Current stock', 'Short term archive', and 'Long term archive'. The table data is partially visible below the menu:

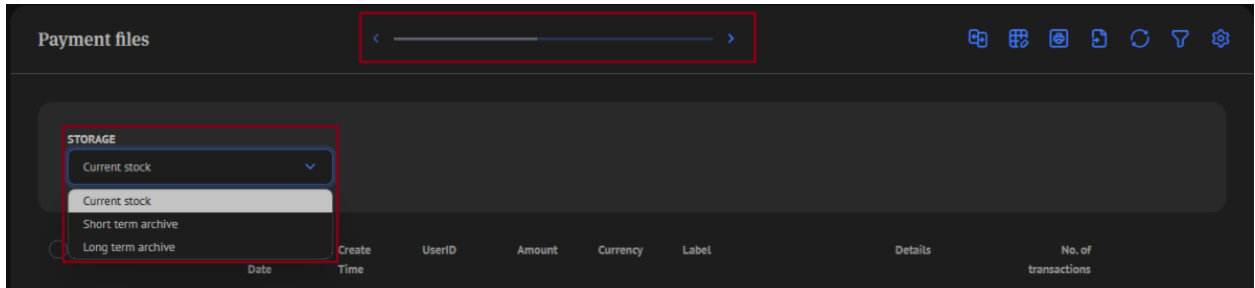
| ID         | Create Date | Create Time | UserID     | Amount       | Currency | Label      | Details        | No. of transactions |
|------------|-------------|-------------|------------|--------------|----------|------------|----------------|---------------------|
| [REDACTED] | 4/8/2025    | 10:33       | [REDACTED] | 1,999,998.00 | RON      | [REDACTED] | [REDACTED] CV1 | 2                   |

Current stock - displays all the entries for the last 2 weeks

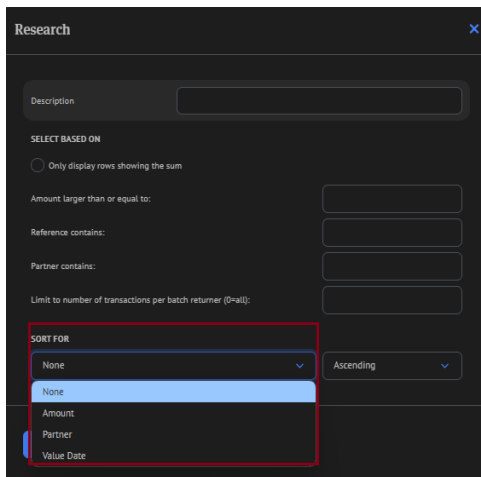
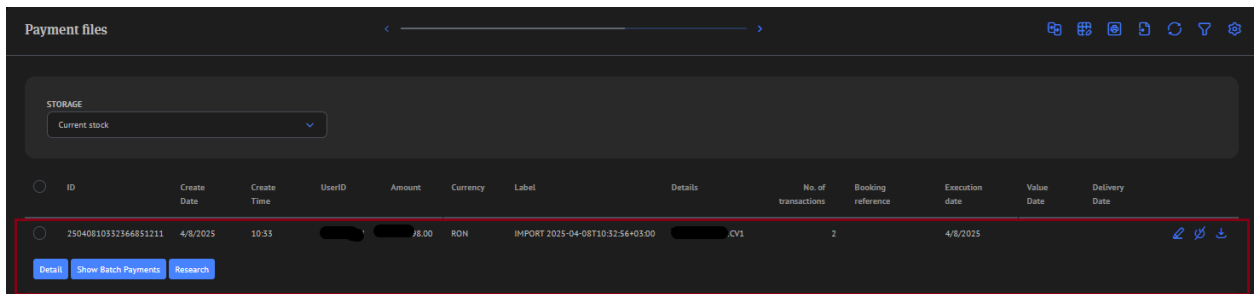
Short-term archive - all the information older than 2 weeks shall be archived and available here, but not older than 6 months as of the current date

Long-term archive - all the information older than 6 months - but not older than 2 years as of the current date

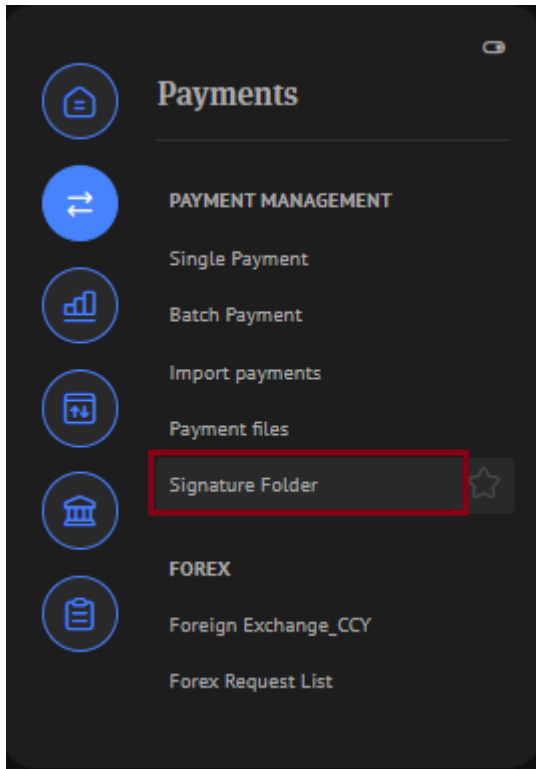
To see all the details you can swipe left or right using the command line in the red frame (below):



With a single click on one of the entries in the Payment Files menu, an additional line expands, giving you the possibility to detail the content of the payment/payment batch or to search for a specific file by amount, payee, value date.

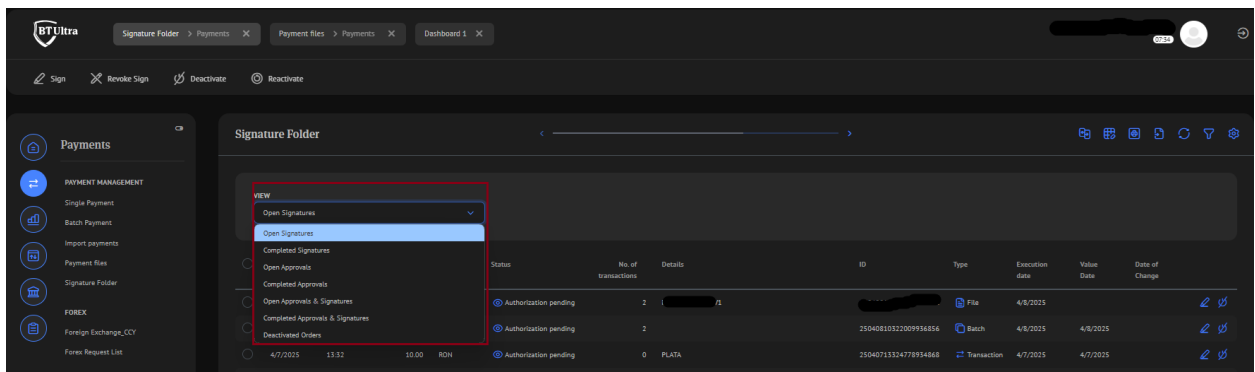


## 2.1.5 Order Authorization



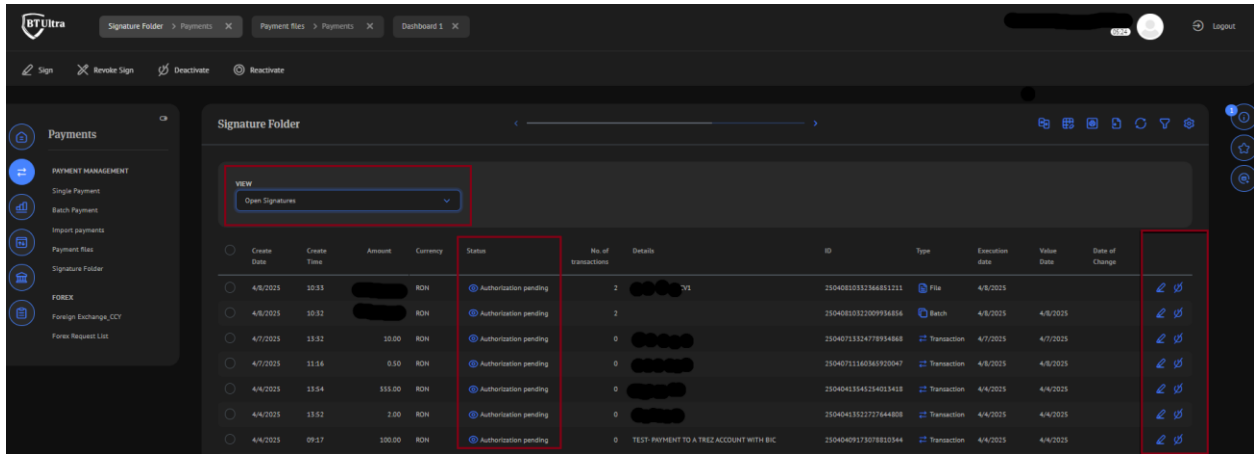
In this menu you will find the status of all the payments made through the BT Ultra Web application, in a centralized manner, by different statuses as in the list below:

- Open Signatures;
- Completed Signatures;
- Open Approvals ;
- Completed Approvals;
- Open Approvals&Signatures;
- Completed Approvals & Signatures ;
- Deactivated Orders;



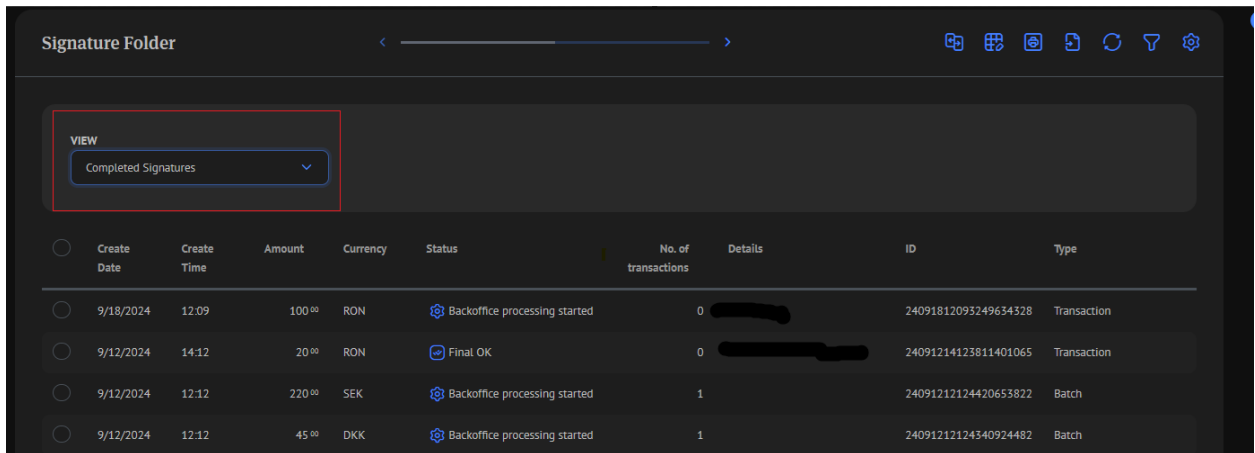
Thus, these options enable you to view only certain payments, for example: payments that require a signature to be sent for processing.

By selecting the "Open Signature" option in the "View" section we will be able to visualize only those payments that require a signature.



The payments can be signed individually, by selecting the Sign icon (the right box), or they can be signed in bulk. The authorization of these payments will require the specific steps for this action, described above.

After the authorization process is completed, previously signed payments can be viewed by selecting the "Completed Signatures" option.



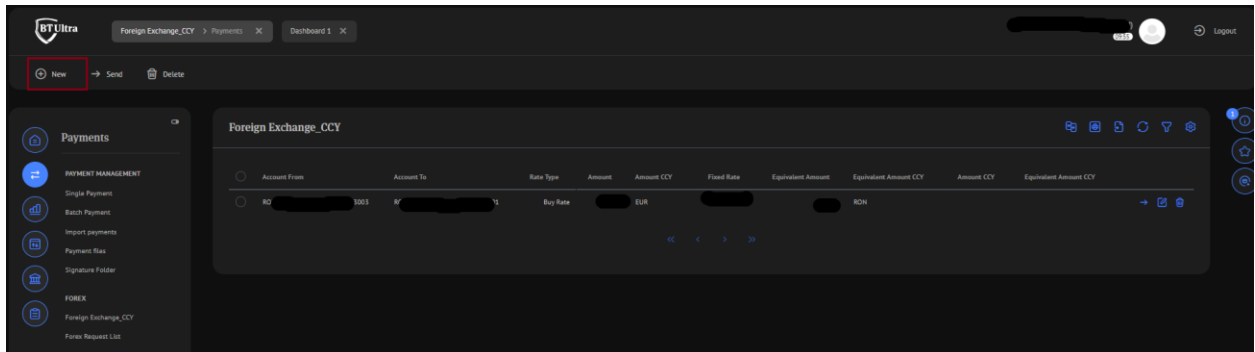
The payment status will be updated after authorization.

## 2.2 Foreign Exchange

Through this functionality you can initiate FX operations at firm or negotiated foreign exchange rates. To access the menu, click on Payments -> Foreign Exchange.

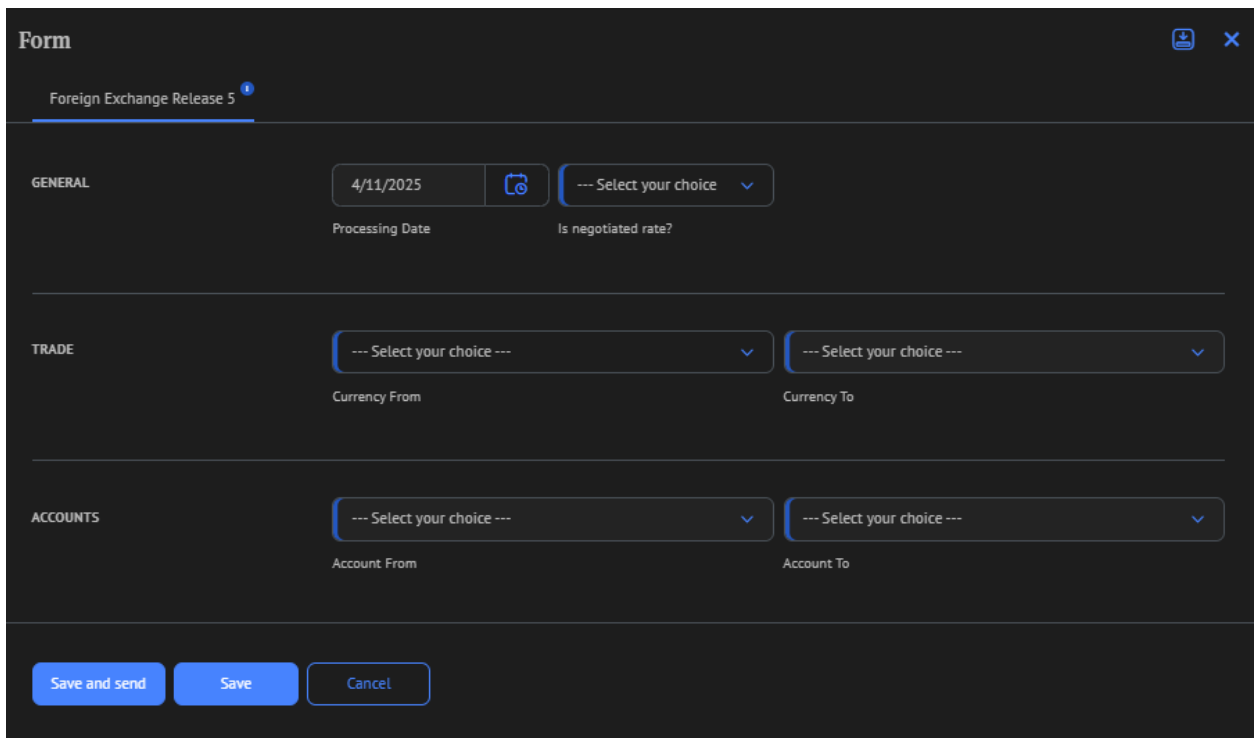
## 2.2.1 Foreign Exchange

To initialize the currency exchange, you need to click on New:



### 2.2.1.1 Foreign Exchange - standard rate

Fill in the following fields in the form that opens:

The screenshot shows a 'Form' titled 'Foreign Exchange Release 5'. The form is divided into three sections: 'GENERAL', 'TRADE', and 'ACCOUNTS'. In the 'GENERAL' section, there is a 'Processing Date' field with the value '4/11/2025' and an 'Is negotiated rate?' dropdown menu with the value '--- Select your choice ---'. In the 'TRADE' section, there are two dropdown menus for 'Currency From' and 'Currency To', both with the value '--- Select your choice ---'. In the 'ACCOUNTS' section, there are two dropdown menus for 'Account From' and 'Account To', both with the value '--- Select your choice ---'. At the bottom of the form, there are three buttons: 'Save and send', 'Save', and 'Cancel'.

#### Order Date and Type:

Processing Date - it must always be the current / relative to the time when the foreign exchange order is introduced

Negotiated rate - NO

#### Foreign currencies:

From Currency - select the currency from which you would like the currency exchange to be carried out

To Currency - select the currency in which you would like the currency exchange to be carried out

Example: if you want to buy euros: From currency - choose EUR/ In currency - choose RON

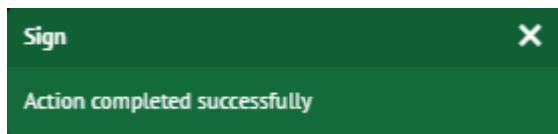
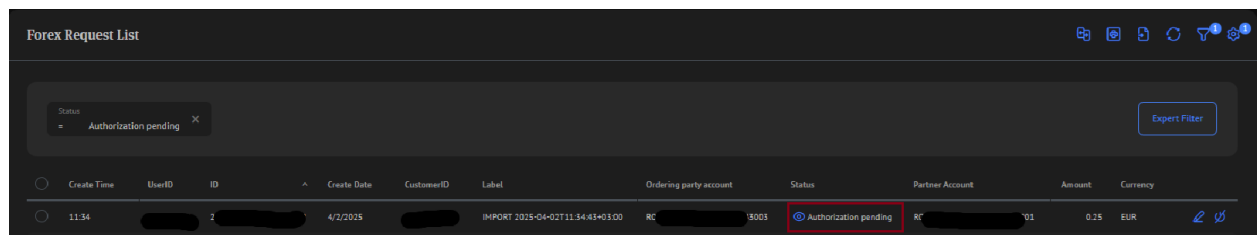
Accounts:

From Account - select the account from which you would like the currency exchange to be carried out

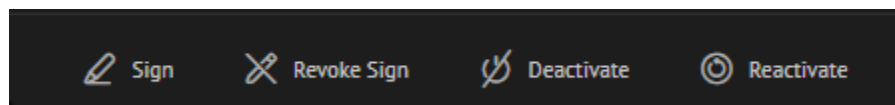
To Account - select the account in which you would like the currency exchange to be carried out

Final actions can be:

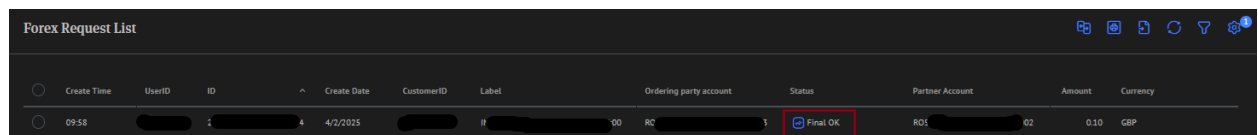
Save and send - the foreign exchange order has been prepared for signing. It is available in the submenu List of foreign exchange orders with the status: Pending for authorization. The foreign exchange operation can be deactivated or signed. After the signing you will be notified that the action has been successfully completed.



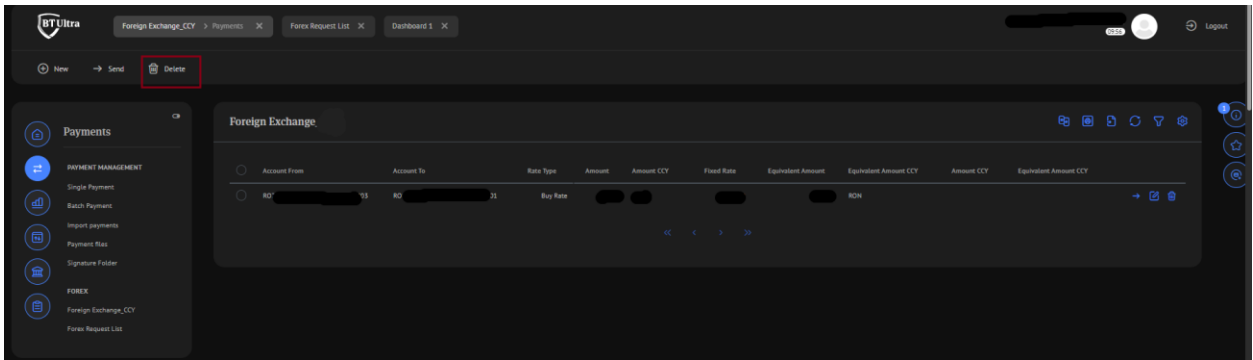
You can also apply the main actions - specific to all the operations in the payments menu:



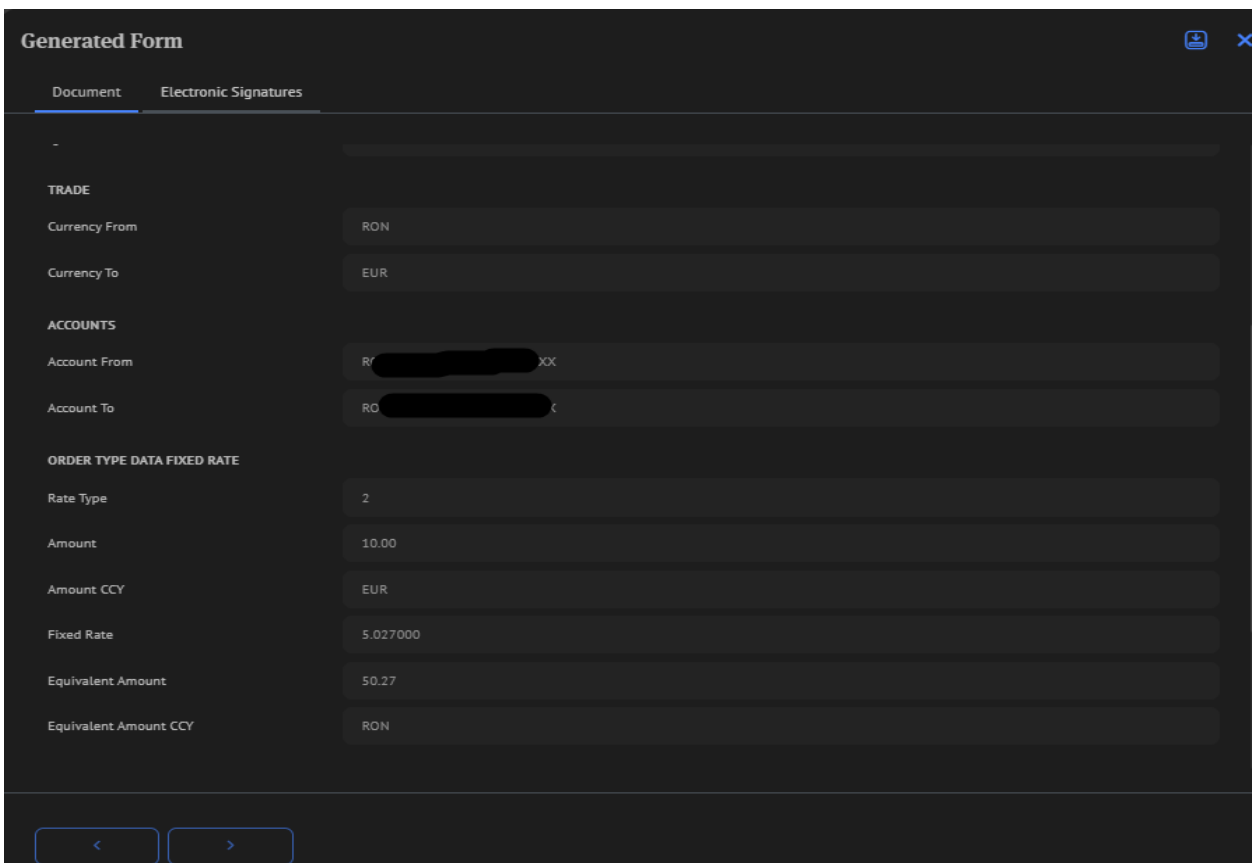
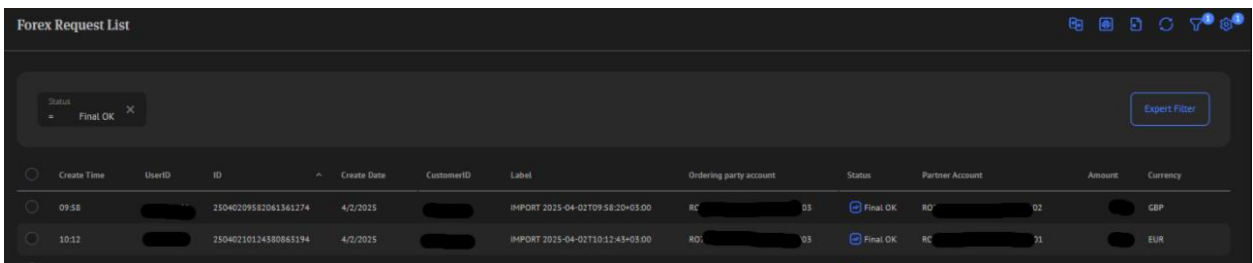
After the signing you will find the respective entry with the updated status Final OK.



Save - the foreign exchange order remains in the Foreign exchange menu, being ready to be sent, edited or deleted.



If you want to view all the details of that exchange, click on any of the displayed entries and slide between the Document or Electronic Signatures tabs.



For printing, you must use the print option by selecting the icon on the left side (see below in the print screen):



Forex Request List

Status: Final OK

Expert Filter

| Create Time | UserID   | ID                   | Create Date | CustomerID | Label                            | Ordering party account | Status   | Partner Account | Amount | Currency |
|-------------|----------|----------------------|-------------|------------|----------------------------------|------------------------|----------|-----------------|--------|----------|
| 09:58       | M654308H | 25040209582061361274 | 4/2/2025    | [REDACTED] | IMPORT 2025-04-02T09:58:20+03:00 | RF [REDACTED] 3        | Final OK | RF [REDACTED]   | 0.10   | GBP      |
| 10:12       | M654308H | 25040210124380865194 | 4/2/2025    | [REDACTED] | IMPORT 2025-04-02T10:12:43+03:00 | RF [REDACTED] 003      | Final OK | RF [REDACTED]   | 0.20   | EUR      |

### 2.2.1.2 Foreign Exchange - negotiated rate

In addition to the details that you have to fill in, similar to exchange operations at fixed rates, for negotiated foreign exchange rates you will have to fill in additional fields:

Order Date and Type:

Negotiated rate - select Yes

Trader name - select from the list the name of the colleague with whom you have negotiated the rate

Order Type: Negotiated rate

Negotiated rate - you will have to fill in the rate communicated by our colleague in Dealing

Form

Foreign Exchange Release 5

GENERAL

Processing Date: 4/11/2025

Is negotiated rate?: Yes

Trader: --- Select your choice

TRADE

Currency From: RON

Currency To: EUR

ACCOUNTS

Account From: R071 BTRL RONC RT00 M654 3003

Account To: R013 BTRL EURC RT00 M654 3001

ORDER TYPE DATA NEGOTIATED RATE

Amount: 500.00

Amount CCY: EUR

Negotiated Rate: [Empty]

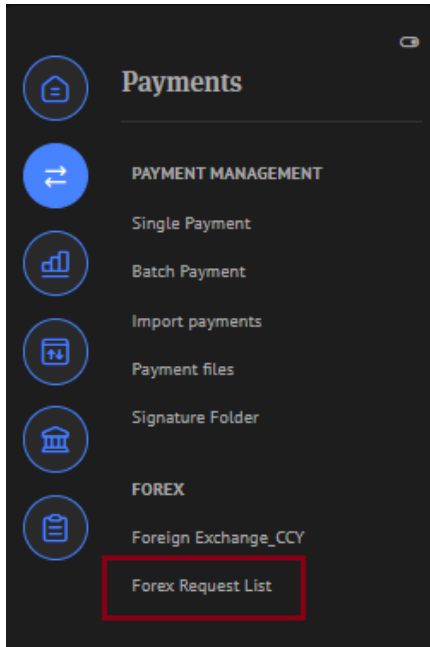
Equivalent Amount: [Empty]

Equivalent Amount CCY: RON

Save and send Save Cancel

The other steps and actions described for standard exchange rates also apply here.

## 2.2.2 List of Foreign Exchange Orders



In this menu you will find the list of foreign exchange orders ready to be signed and sent to the bank.

| ID   | Data crearii | Ora crearii | ID client | ID utilizator | Eticheta                         | Status                  |
|------|--------------|-------------|-----------|---------------|----------------------------------|-------------------------|
| 241  | 01.10.2024   | 15:44       |           |               | IMPORT 2024-10-01T15:44:47+03:00 | Autorizare in asteptare |
| 2410 | 01.10.2024   | 15:41       |           |               | IMPORT 2024-10-01T15:41:36+03:00 | Autorizare in asteptare |

The information available for each foreign exchange order is:

- ID;
- Creation date;
- Creation time;
- Client ID;
- User ID;
- Tag;
- Status.

This information can be accessed in a separate window by clicking on the currency exchange order. This way you can view the details of the foreign exchange order as in the image below:

| TRADE      |     |
|------------|-----|
| Din Valuta | RON |
| In Valuta  | GBP |

| CONTURI    |                 |
|------------|-----------------|
| Din Contul | RO [REDACTED] 5 |
| In Contul  | RO [REDACTED] 2 |

| TIP ORDIN: CURS FIX |   |
|---------------------|---|
| Tip curs            | 2 |

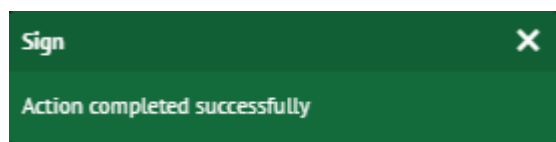
|                       |            |
|-----------------------|------------|
| Suma                  | [REDACTED] |
| Amount CCY            | GBP        |
| Curs de Schimb        | [REDACTED] |
| Suma Echivalenta      | [REDACTED] |
| Equivalent Amount CCY | RON        |

In addition to the details of the currency exchange in the "Document" section, there is a second section "Electronic signatures". This section will display the details of the user signing the transaction.

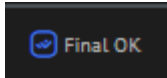
To sign the foreign exchange order, press the "Sign" button and follow the specific authorization flow, depending on the method you use (Token or BT Sign)

< > **Sign** Deactivate

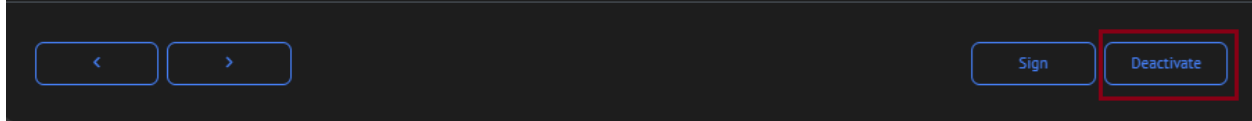
The successful completion of the authorization flow will be marked by the following message:



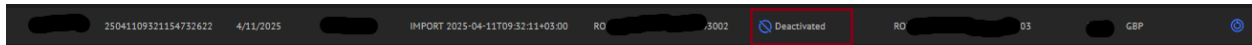
Once the payment order is authorized and sent to the bank, its status will change to " Final OK" if the operation has been successfully processed.



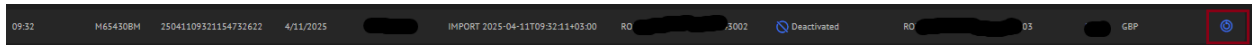
For foreign exchange orders for which you wish to temporarily inactivate the possibility to sign them, you can use the "Deactivate" button



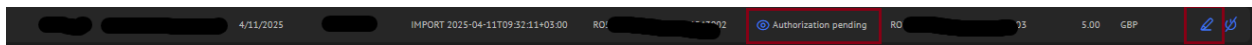
The status of this foreign exchange order will change to "Deactivated" and the signature icon will no longer be available.



If you wish to reverse this decision and sign the operation, please use the "Reactivate" option by clicking on the following icon:



After this action, the status of the foreign exchange order will change again to "Pending for authorization" and the specific signing icon will be available again.

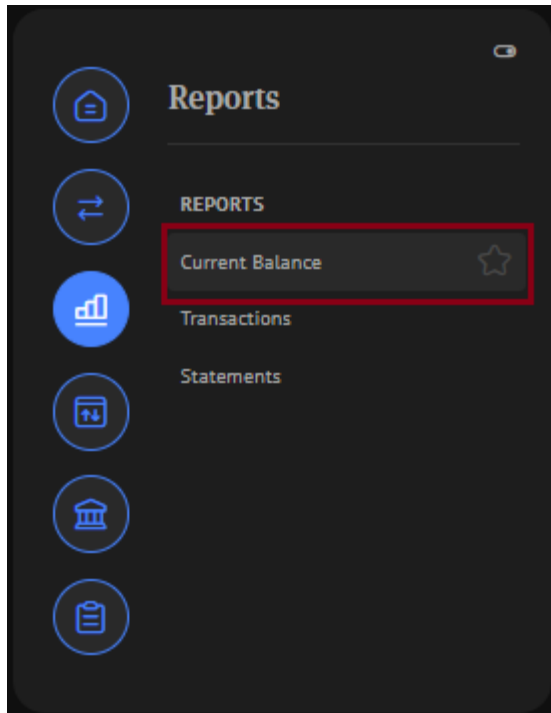


### 3 Reports

In this menu, you can view information related to existing account balances, transactions and statements related to the accounts you manage in the application.

#### 3.1 Available Balance

In this menu you can view information related to your balances.



To access the balance report, click on the Available Balance submenu:

A screenshot of the 'Current Balance' report screen. The screen shows a table with four columns: 'Account', 'Currency', 'Available balance', and 'Balance'. The table contains four rows of data, each representing a different account. The 'Available balance' and 'Balance' columns show values with some redaction. At the bottom of the screen, there are navigation arrows: '<<', '<', '>', and '>>'.

| Account          | Currency | Available balance | Balance    |
|------------------|----------|-------------------|------------|
| RO [redacted] 11 | DKK      | [redacted]        | [redacted] |
| RC [redacted] 1  | RON      | [redacted]        | [redacted] |
| R [redacted] 1   | EUR      | [redacted]        | [redacted] |
| RC [redacted] 1  | GBP      | [redacted]        | [redacted] |

You will now be able to view the accounts with the following information:

Account - your account is displayed in IBAN format

Description - the account description is displayed

Currency - the specific currency of your account is displayed

Balance/Closing balance/Book balance - the balance containing the available amount that you can actually use + amounts blocked for various reasons.

Amounts can be blocked if:

- You have made card payments and the merchant has not yet withdrawn the money from your account
- You have active attachments on your account and the collected amounts have been blocked when the attachment was added

- You have overdue debts and the money you have received has been blocked to pay off such debts

Available balance - the balance containing the available amount that you can actually use at that moment.

### 3.2 Transactions

In the Transactions menu you can view all the transactions on the accounts defined for viewing in the BT Ultra application. From the ACCOUNT & STOCK main section, you can filter the information depending on the account or period you want.

Account name:

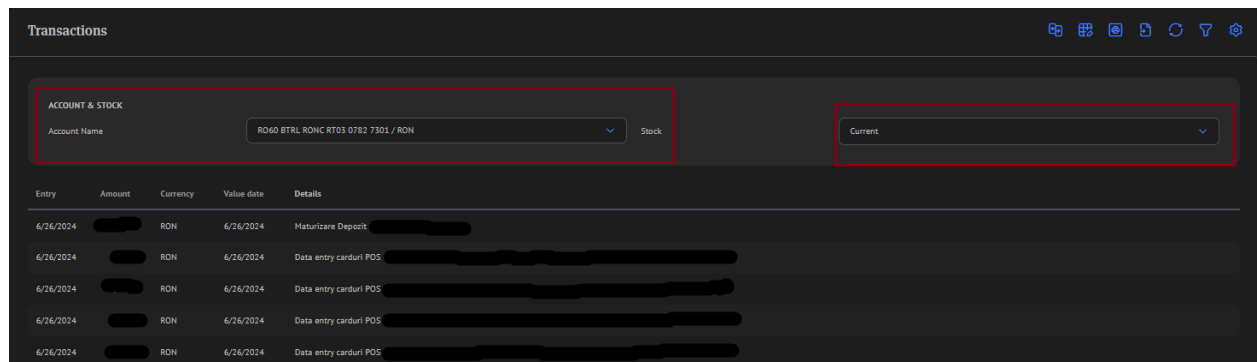
If "None" is left in this field - the interface will display all the transactions for all the accounts.

From here you can select a single account for which you want to view the transactions. They will be available for selection in the form of a drop-down list.

Stock:

You have 2 options:

- Current: you are shown all the information on all the accounts on which you have had transactions, but not older than 2 weeks
- Short-term archive: data older than 2 weeks, but not more than 6 months back (relative to the current date) are displayed



This is what the interface would look like if you wanted to filter transactions by account:

Transactions

ACCOUNT & STOCK

Account Name: [Dropdown: --- None ---] Stock: Current

| Entry     | Amount   | Currency | Value date |                        |
|-----------|----------|----------|------------|------------------------|
| 9/18/2024 | 4,914.45 | RON      | 9/18/2     | CONT CURENT USD        |
| 9/18/2024 | -3.00    | RON      | 9/18/2     | CONT LEI [REDACTED] XX |
| 9/18/2024 | 3,109.85 | RON      | 9/18/2     | RD02 [REDACTED] RON    |
| 9/18/2024 | -3.00    | RON      | 9/18/2     | RD04 [REDACTED] USD    |
| 9/18/2024 | -3.00    | RON      | 9/18/2     | RD06 [REDACTED] EUR    |

INGBROBU REF: 000ZEXA24262046X

ROBU REF: 000ZEXA2426205N6

To display the detailed information about a particular transaction, you can click on any of the displayed entries. See below what a transaction would look like after the click:

9/18/2024 4,914.45 RON 9/18/2024 Incasare Instant C.I.F.-48376833 LTRC 2024 / 3542 SMART CAR RENT SRL RO54INGB0000999914133906 INGBROBU REF: 000ZEXA24262046X

|                     |                              |                 |                  |
|---------------------|------------------------------|-----------------|------------------|
| Account name        | Account class                | Statement date  | Statement number |
| RO [REDACTED] RON   | 0                            | 9/18/2024       | 216              |
| IBAN/Account name   | International bank ID (IBIC) | Opening balance | Total debit      |
| RO [REDACTED] 01    | BTBLRO22XXX                  | [REDACTED]      | [REDACTED]       |
| Local bank ID (BLZ) | Account number               | Closing balance | Total credit     |
| BTBL                | RO [REDACTED] 01             | [REDACTED]      | [REDACTED]       |
| BANCA TRANSILVANIA  | Group unit                   |                 |                  |

[Detail](#) [Show related statement](#)

Notice the options that are now active:



Detailed view of each account - all the transaction details are displayed in a separate window similar to the one below. From here you will also be able to print the document related to this operation.

**Transaction**

Transaction

Entry text

Additional information

Details

Text key: TRF      Batch no.

TTC      Batch orders: 0

**ACCOUNT**

Account name: RO7...ON

Owner: BT ULTRA UPGRADE

Account number: [redacted]      Local bank code: BTRL

**REFERENCES**

NONREF

Bank reference: 000ZEXA24262046X

Creditor ID

<   >   Print

Show related statement

You will be directed to the statement related to that transaction, and the screen will look similar to the one below:

**Statement**

Account Name: RO7...ON      Stock: Current

Statement Form: Standard      Statement: --- Select your choice ---

| Entry     | Amount   | Currency | Value date | Details  |
|-----------|----------|----------|------------|--|
| 9/18/2024 | 4,914.45 | RON      | 9/18/2024  | Incasare Instant C.I.F. [redacted] INGROBU [redacted] IX |
| 9/18/2024 | -3.00    | RON      | 9/18/2024  | Comision Incasare Ir [redacted]                          |
| 9/18/2024 | 3,109.85 | RON      | 9/18/2024  | Incasare Instant c [redacted]                            |
| 9/18/2024 | -3.00    | RON      | 9/18/2024  | Comision Incasare [redacted]                             |
| 9/18/2024 | -1.50    | RON      | 9/18/2024  | Comision plata [redacted]                                |
| 9/18/2024 | -373.05  | RON      | 9/18/2024  | Plata [redacted]   |

**Balance**

Account name: RO7...ON

IBAN: RO70... [redacted]

Statement date

Statement number

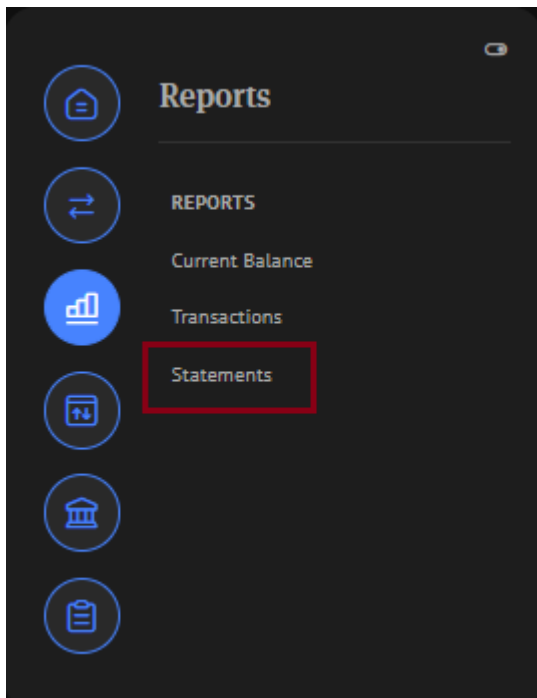
Opening balance

Total Debits

If you want to perform more advanced filtering you can follow the details given in section [1.4.1.5 Filtering information](#) .

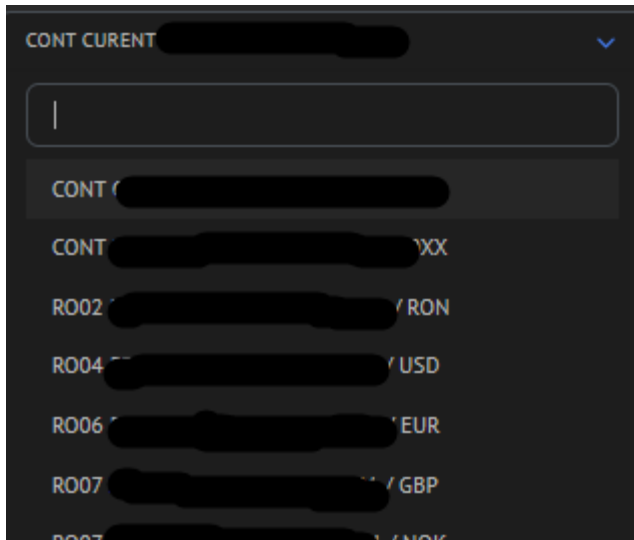
### 3.3 Statements

In this menu you will be able to view statements for the accounts defined within the BT Ultra Web application.



From the first section you can select the account for which you would like to view the related statement. Thus, from the DISPLAY section you can select:

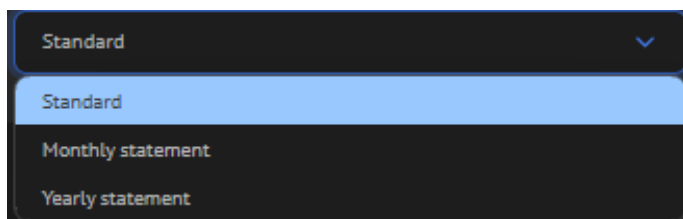
Account name - from here you can select the IBAN for which you would like to display the information. The accounts will be available in the form of a drop-down list. In this field you can also enter key characters for an easier identification. See the search in the example below by the "RO74" tag - to filter out all the IBANs starting with these characters. Once you have identified the desired account, select it with a simple click.



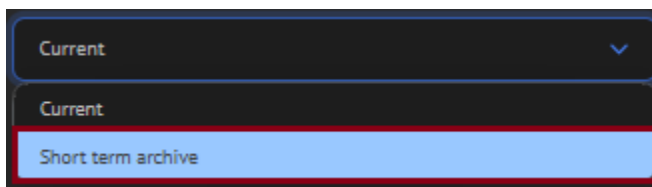
Statement from: - Standard will appear here by default. You can also select:

Monthly statement - if you want to display the monthly statement for the account

Annual statement - if you want to display the annual statement for the account



Stock



Current - if you choose this option, your statements are displayed for a period of 2 weeks back (relative to the current date)

Short-term archive - statements older than 2 weeks, but not older than 6 months (relative to the current date) will be archived

The screenshot displays a financial statements interface. The main area shows a table of transactions with columns for Entry, Amount, Currency, Value date, and Details. The right sidebar contains a 'Balance' section with fields for Account name, IBAN, Statement date, Statement number, and Opening balance.

| Entry     | Amount  | Currency | Value date | Details         |
|-----------|---------|----------|------------|-----------------|
| 2/17/2025 | -231.61 | RON      | 2/17/2025  | [Redacted]      |
| 2/17/2025 | 17.00   | RON      | 2/17/2025  | ER 1 [Redacted] |
| 2/17/2025 | -17.00  | RON      | 2/17/2025  | [Redacted]      |

On the right you will see a box where you can view the details of a specific statement:

Account name - account name and currency

IBAN - account in IBAN format

Statement date - the date of the account statement

Statement number - the number of the statement

Opening balance - the opening balance at the beginning of the that day

Total debits - sum of all debits

Total credits - sum of all credits

Closing balance - end-of-day balance

## Balance

Account name

RO [REDACTED] RON

IBAN

RO [REDACTED] JC

Statement date

2/17/2025

Statement number

36

Opening balance

0.00

Total Debits

68,103,990.35

Total Credits

68,103,990.35

Closing balance

0.00

If you want to view the details of a certain transaction, click on any of the displayed entries. This is what it would look like before clicking on a particular transaction:

**Statements**

DISPLAY

Account Name: RO77 BTRL RONP OS00 F220 120C / RON | Stock: Short term archive

Statement Form: Standard | Statement: 02/17/2025 (36)

| Entry     | Amount  | Currency | Value date | Details  |
|-----------|---------|----------|------------|--|
| 2/17/2025 | -231.61 | RON      | 2/17/2025  | Data entry carduri [redacted] 1 [redacted] 47 [redacted]               |
| 2/17/2025 | 17.00   | RON      | 2/17/2025  | Data entry carduri [redacted] 1 [redacted] 04 [redacted]               |
| 2/17/2025 | -17.00  | RON      | 2/17/2025  | Data entry carduri [redacted] 1 [redacted] 50 [redacted] EF [redacted] |
| 2/17/2025 | 20.10   | RON      | 2/17/2025  | Data entry carduri [redacted] [redacted] [redacted]                    |

This is what it would look like after the click:

**Transaction**

Transaction

Ordering party account: [redacted] | Ordering party bank: [redacted]

POSTING TEXT

Entry text: [redacted]

Additional information: [redacted]

Details: [redacted] 2.5M [redacted] 39 [redacted]

Text key: TRF | Batch no.: [redacted]

TTC: [redacted] | Batch orders: 0

ACCOUNT

Account name: [redacted] / RON

Owner: [redacted]

Account number: [redacted] | Local bank code: BTRL

REFERENCES

NONREF

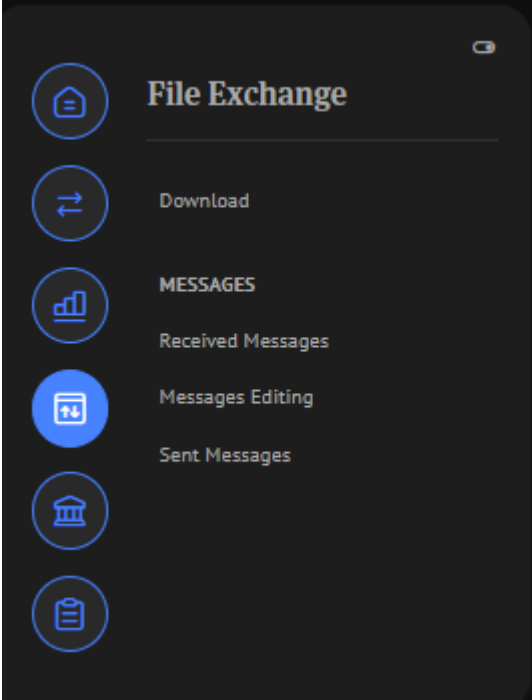
[redacted]

< > Print

Split view, print, export, filter and custom view actions are available on the right side, similar to all the menus in the app:

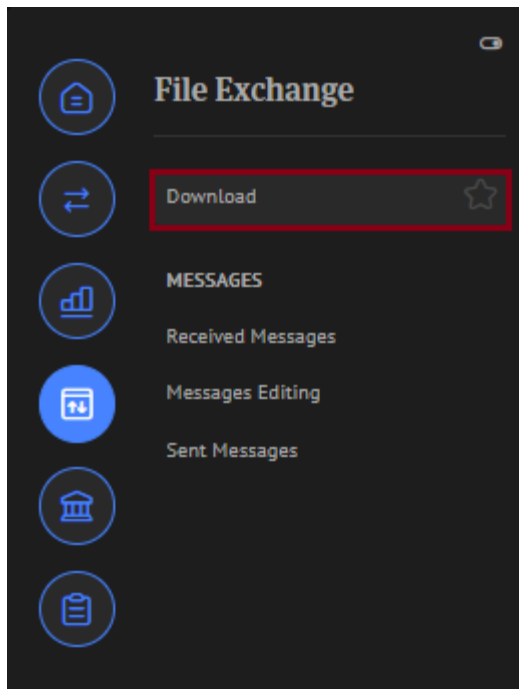
### 3 Mailbox

With this functionality you can view all the notifications/messages received from the bank and you will be able to send messages to the bank. You can also find the Download Files menu here.



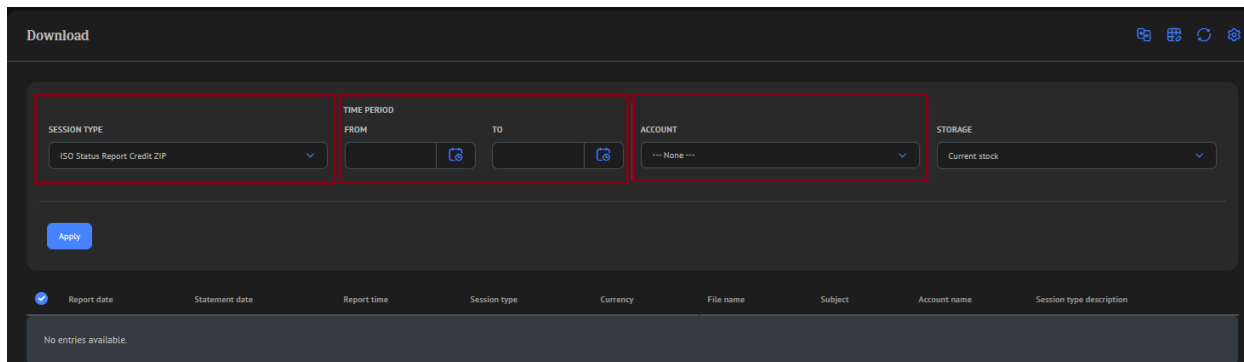
#### 4.1 Download File

In this menu you will find the options to download files from the BT Ultra application.

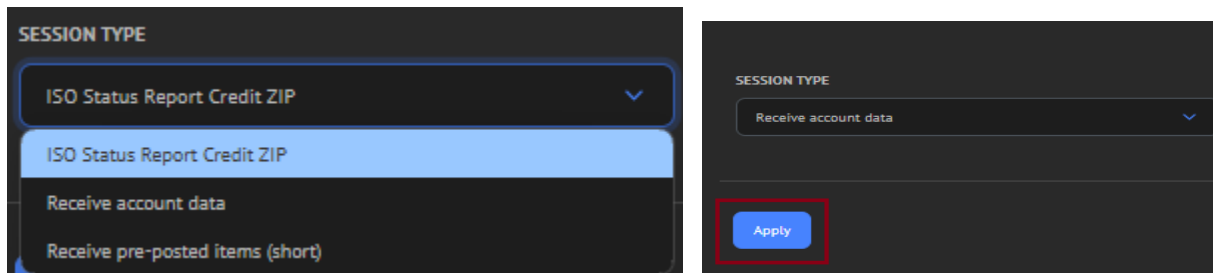


Before downloading a file, you can apply several filters:

- Session type;
- Period;
- Account.

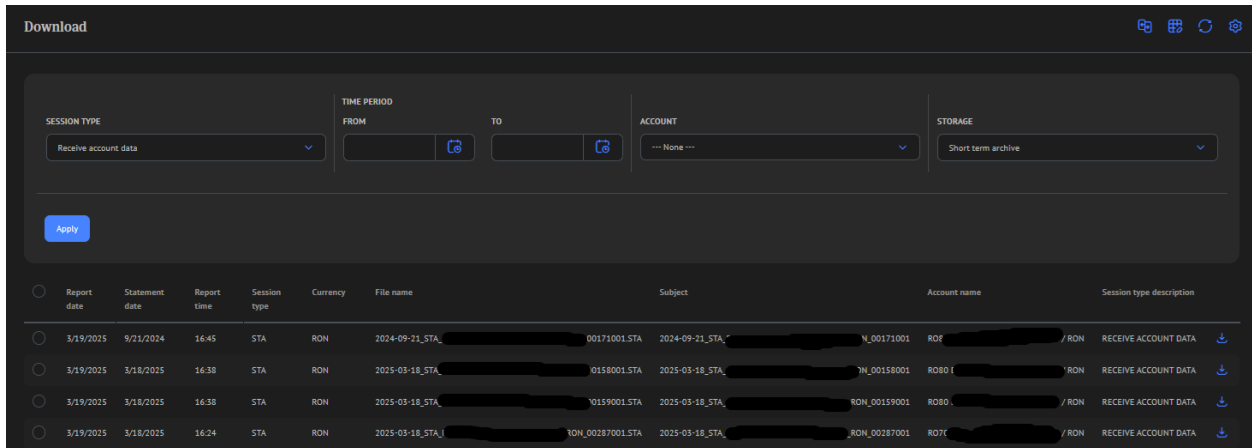


To download a file, select the session type, and then click on the "Apply" button.

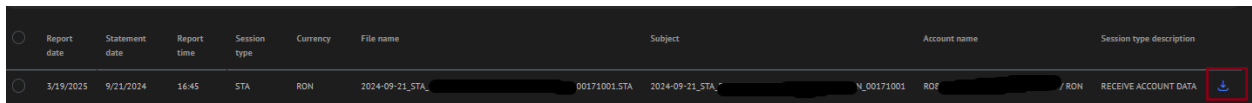




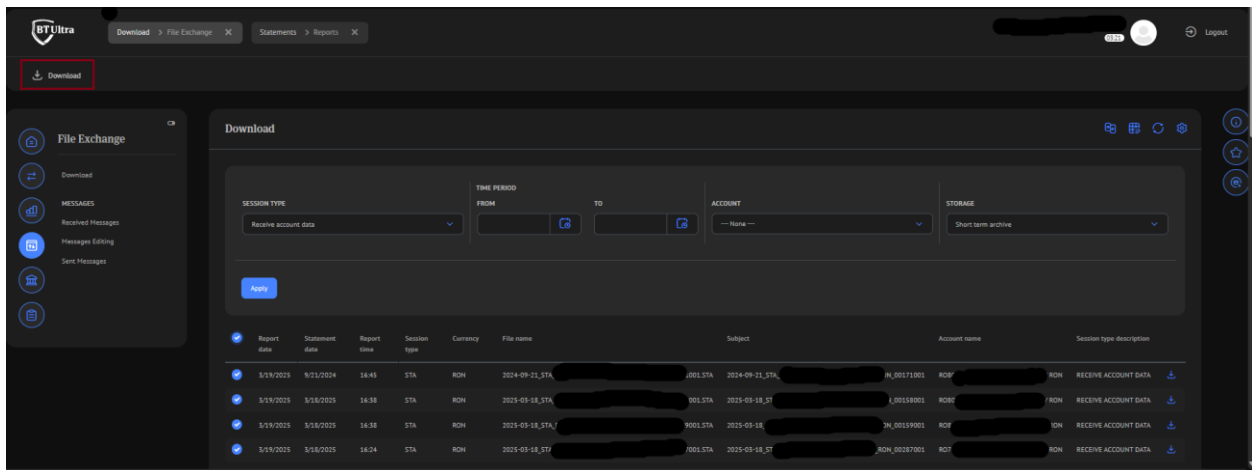
This will display the requested data:



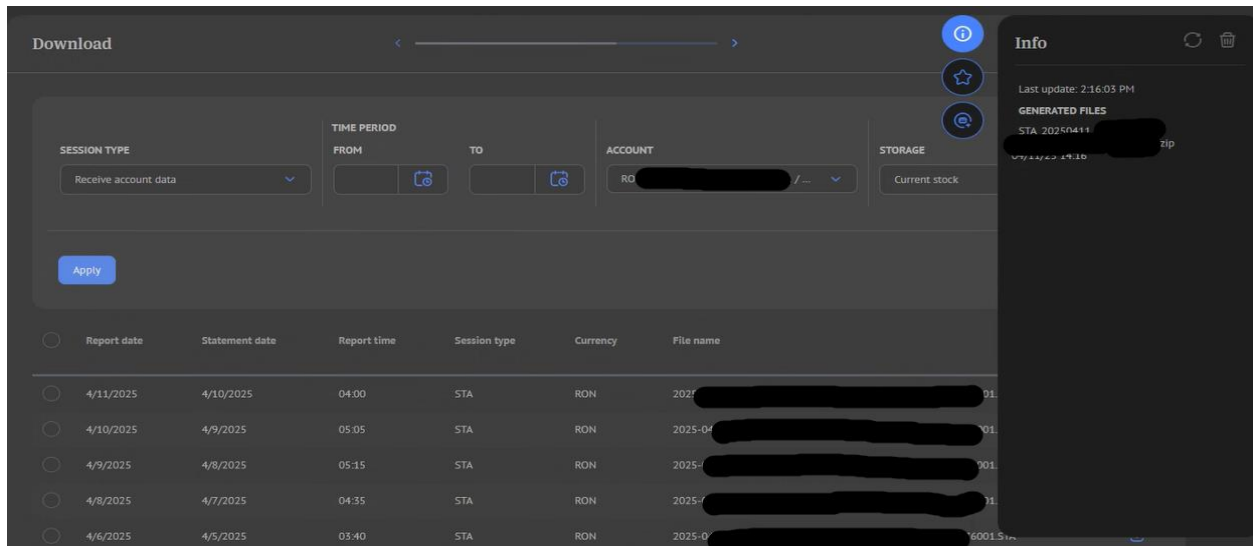
If you want to download one of the displayed files, you can use the "Download" icon displayed on the right side of the screen:



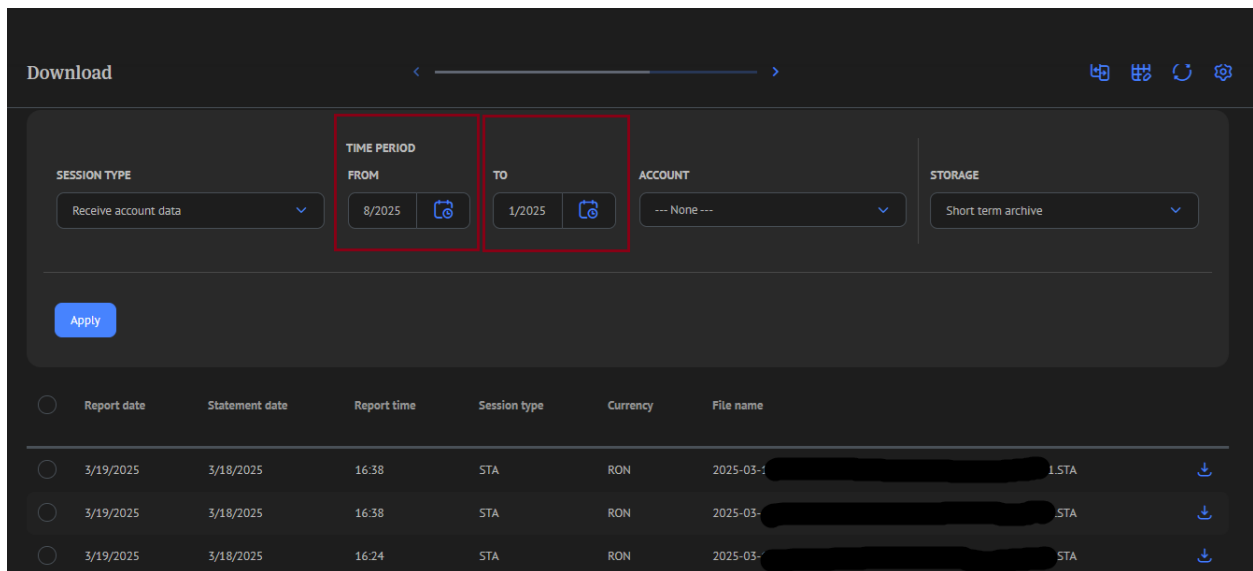
You can also select all the displayed files and then download them in bulk by tapping the "Download" button. The bulk download action will require a confirmation of the selection.



Afterwards, your file will be generated and you can download it from the Info pool:



If you want to generate a file strictly for a certain period of time, you can select the start date and the end date of the selection, and then you can download the file in the chosen format.



Last but not least, you can download the desired files only for a specific account. For this please use the search option in the account section. After identifying the account you want, click the "Apply" button.

SESSION TYPE: Receive account data  
 TIME PERIOD: FROM 8/2025 TO 1/2025  
 ACCOUNT: --- None ---  
 STORAGE: Short term archive

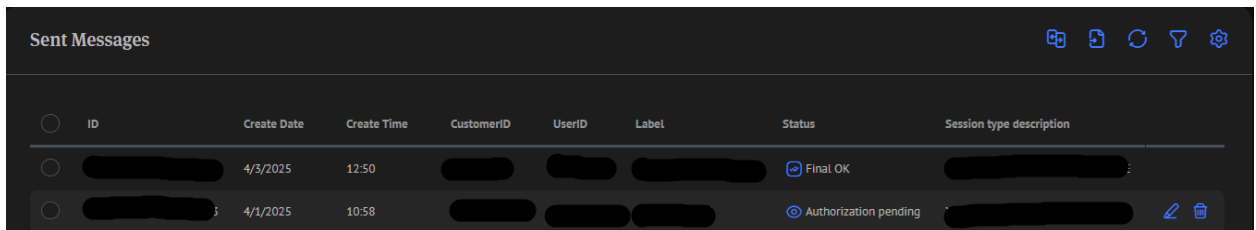
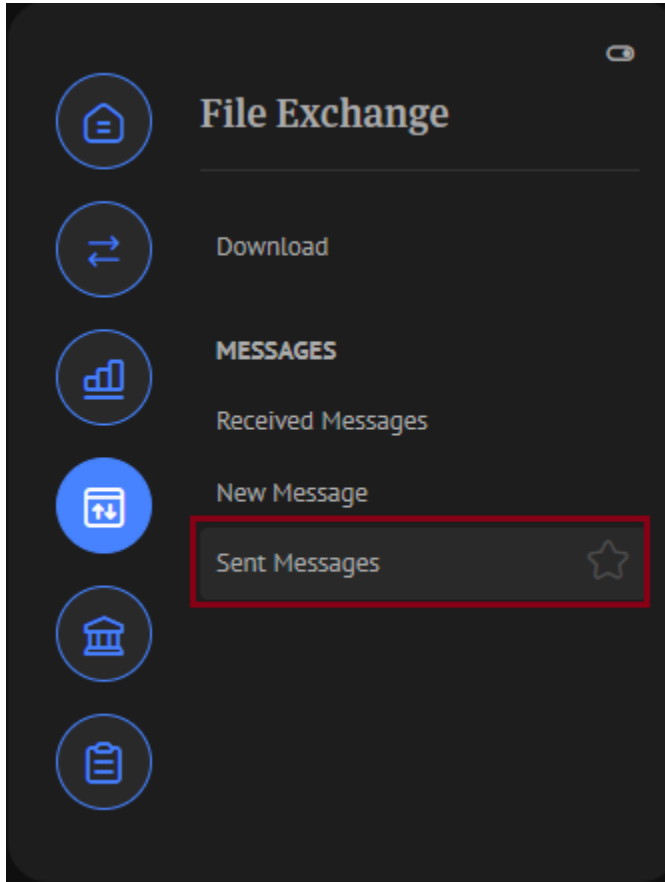
Apply

| Report date | Statement date | Report time | Session type | Currency | Account                          | Download |
|-------------|----------------|-------------|--------------|----------|----------------------------------|----------|
| 3/19/2025   | 3/18/2025      | 16:38       | STA          | RON      | 2025-03-18_STA_ROSBOTLROHCERT020 | ↓        |
| 3/19/2025   | 3/18/2025      | 16:38       | STA          | RON      | [REDACTED]                       | ↓        |
| 3/19/2025   | 3/18/2025      | 16:24       | STA          | RON      | [REDACTED]                       | ↓        |
| 3/19/2025   | 3/18/2025      | 16:18       | STA          | RON      | [REDACTED]                       | ↓        |
| 3/19/2025   | 3/25/2025      | 16:15       | STA          | RON      | [REDACTED]                       | ↓        |

This will display the entries corresponding to the selected account:

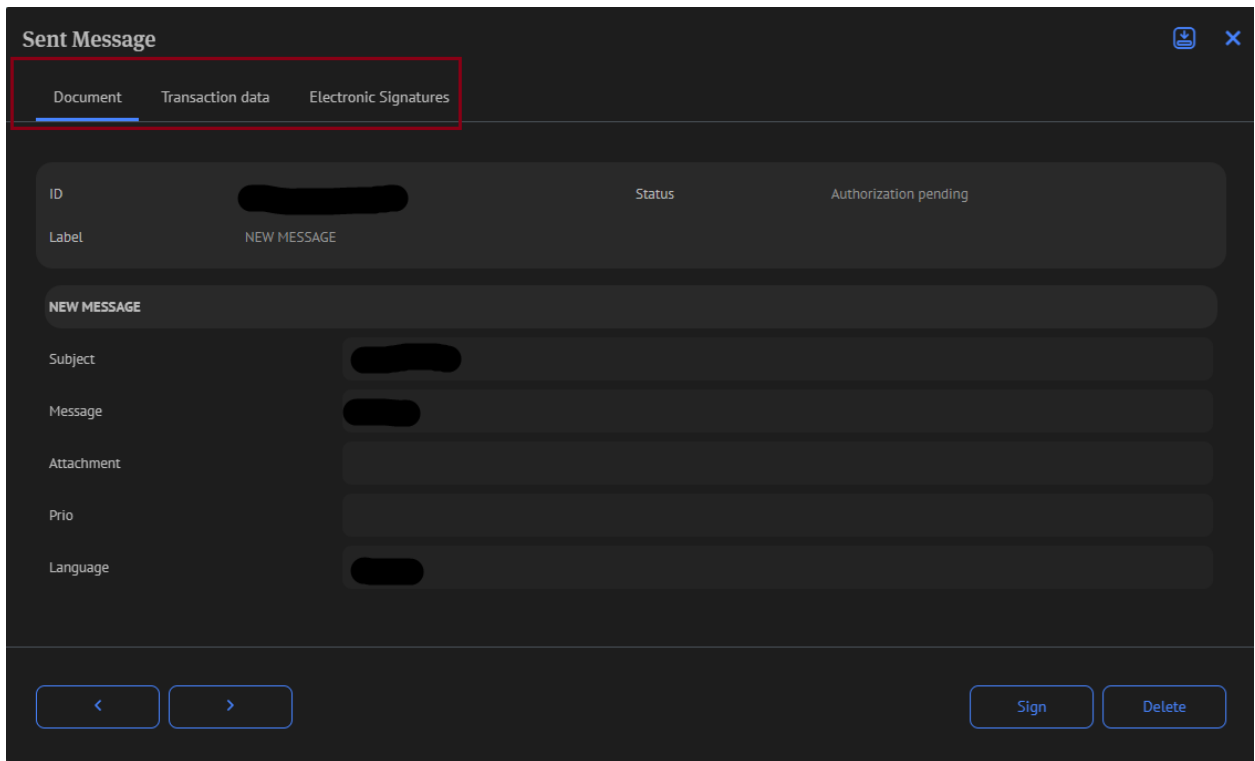
## 4.2 Messages Sent

In this menu you will be able to view a history of all the messages you have sent to the bank.

A screenshot of the 'Sent Messages' list view. The title is 'Sent Messages'. At the top right are icons for copy, share, refresh, filter, and settings. Below is a table with columns: ID, Create Date, Create Time, CustomerID, UserID, Label, Status, and Session type description. Two rows of data are visible, with some fields redacted with black bars.

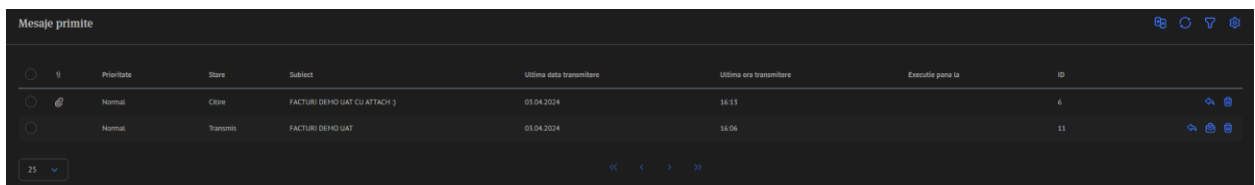
| ID         | Create Date | Create Time | CustomerID | UserID     | Label      | Status                | Session type description |
|------------|-------------|-------------|------------|------------|------------|-----------------------|--------------------------|
| [Redacted] | 4/3/2025    | 12:50       | [Redacted] | [Redacted] | [Redacted] | Final OK              | [Redacted]               |
| [Redacted] | 4/1/2025    | 10:58       | [Redacted] | [Redacted] | [Redacted] | Authorization pending | [Redacted]               |

With a simple click on any of the displayed entries you will be able to view the detailed information related to the message body, message date and signature.



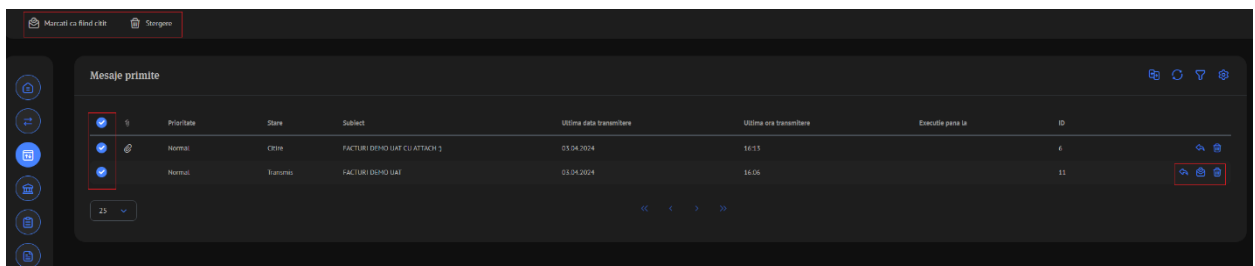
### 4.3 Inbox

In this menu you will be able to view all the messages sent by the bank to you.

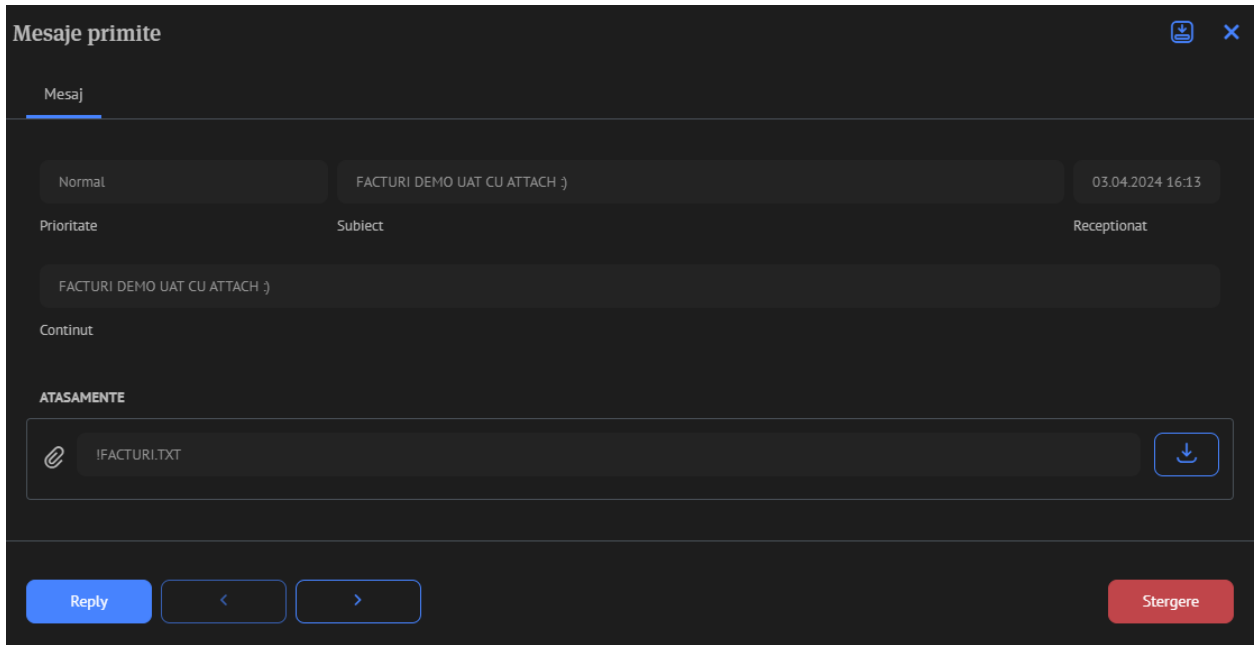


You can mark messages as read, delete them or reply to them.

Also from here you can mark them all as read or delete them in bulk.



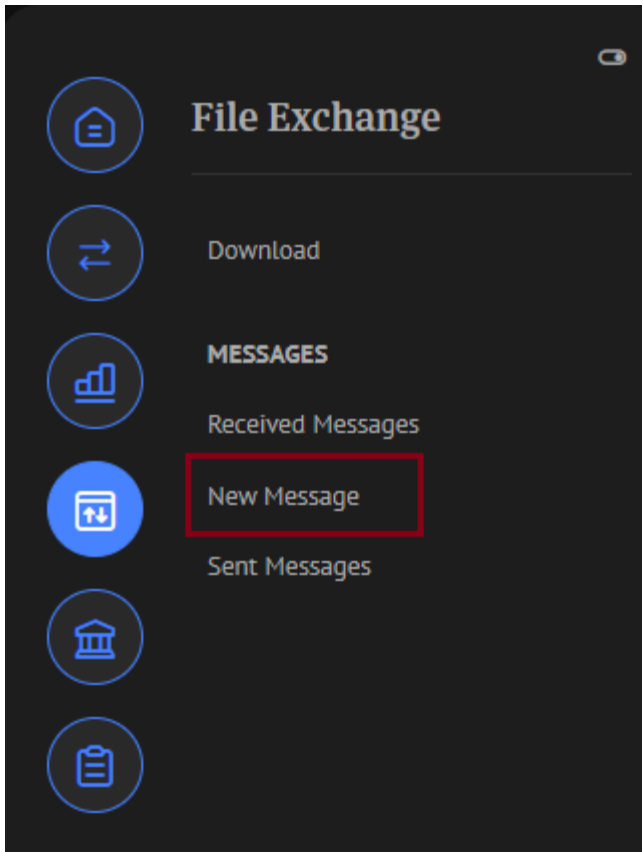
To view more details about a particular message, you can click on any of the entries.



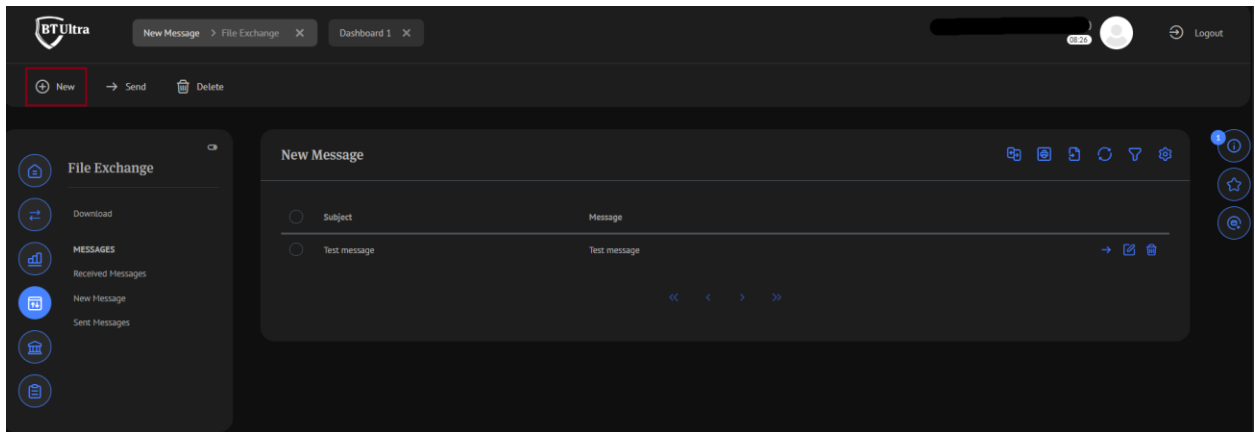
#### 4.4 New message

From this menu you can create, view and send your messages to the bank.

To do this, click on the "New Message" submenu.



Messages created but not sent to the bank will be displayed in this section.



When you want to create a new message click on the "New" button .

The form will open. Please fill in the subject of the message. We recommend that you fill in a subject as suggestive as possible for the message you want to send.

In the body of the message you will have to fill in the details you wish to provide about the problem/topic. You will notice that the number of characters is limited to 4096; as you enter the information, the counter adds up all the characters entered so far.

Form

New Message

Subject

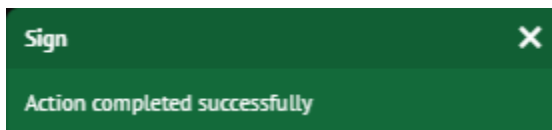
0 of 1024 chars

Message

Save and send Save Cancel

Once you have entered the subject and the message itself, you must choose between these options:

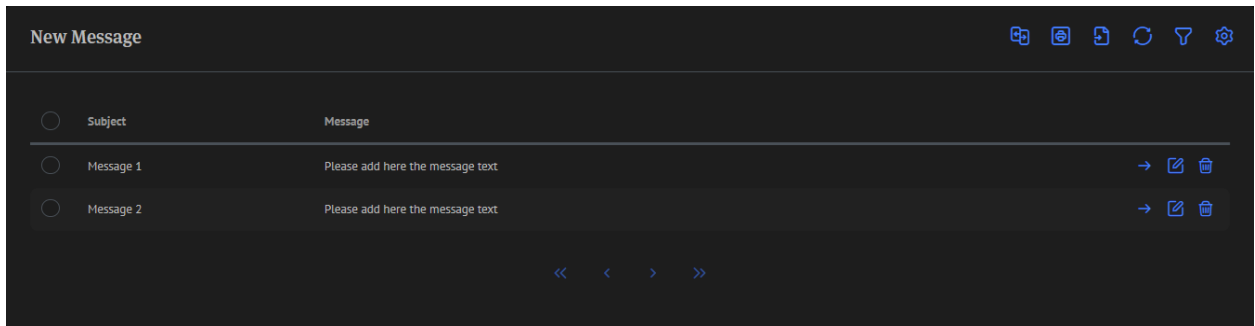
**Save and send:** at this point the file is ready to be signed before being sent to the bank. You will find it in Sent messages. Once the signature is applied, you will receive a notification that the action has been successfully completed.



| ID                   | Create Date | Create Time | CustomerID | UserID | Label        | Status                | Session type description |
|----------------------|-------------|-------------|------------|--------|--------------|-----------------------|--------------------------|
| 25041116335251406450 | 4/11/2025   | 16:33       | BORSEWEB   |        | TEST MESSAGE | Authorization pending |                          |

**Save:** at the moment, the message is available for editing and sending to the bank, but you can find it in "New message"

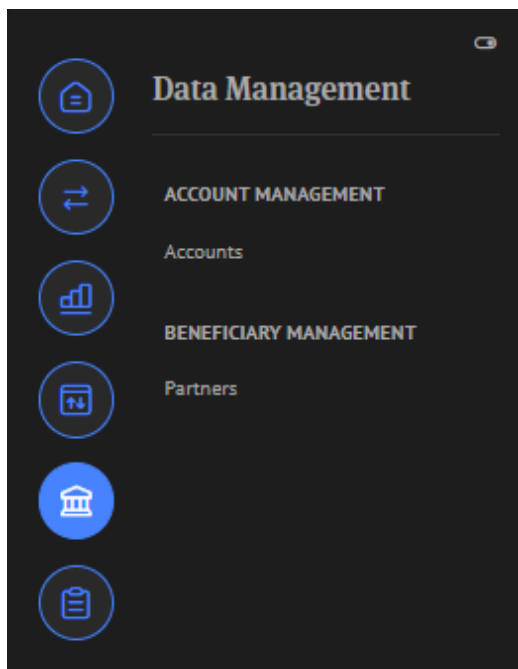




## 5 Data Management

In this menu you will be able to view and edit relevant information related to accounts and payees.

This is the management menu where you can edit for example the account names - for easier filtering in the application or you can save and enter your supplier details.



### 5.1 Accounts

Here you will be able to view all the accounts you will manage through the BT Ultra Web app. You will notice that on the right side you have specific icons available to split, print, export, refresh, filter, custom view, as well as the edit icon - where you can change/customize the name under which you want a particular account to be saved at application level.

| Account name           | IBAN               | Currency | Payment function | Account owner |
|------------------------|--------------------|----------|------------------|---------------|
| CONT CUREN [REDACTED]  | RO75 [REDACTED] XX | USD      | No restrictions  | [REDACTED]    |
| CONT LEIF [REDACTED] X | ROB [REDACTED] XX  | RON      | No restrictions  | [REDACTED]    |
| RO59 [REDACTED] EUR    | RO59 [REDACTED] XX | EUR      | No restrictions  | [REDACTED]    |
| RO58 [REDACTED] / CHF  | RO58 [REDACTED] XX | CHF      | No restrictions  | [REDACTED]    |
| RO33 [REDACTED] CZK    | RO33 [REDACTED] XX | CZK      | No restrictions  | [REDACTED]    |

After clicking on the Edit icon, a form like the one below will open, where you will be able to edit the Index and Account Name fields. If, for example, you manage several companies in group - you can use this functionality and group all the accounts by a specific index or company name. See below what the account would look like after these fields have been edited.

### Account

Account Master Data

Index: [REDACTED]

Account name: CONT C [REDACTED]

**BANK DATA**

Bank description: BTRL BANCA TRANSILVANIA

IBAN: RO75 [REDACTED] XX BIC: BTRLRO22XXX

Account number: [REDACTED] Local bank code: BTRL

Currency: USD 02 - DOLAR AMERICAN

Country: RO ROMANIA

Description: CONT CURENT USD [REDACTED]

Owner: [REDACTED]

**INTERNAL INFORMATION**

Account Proprietor: [REDACTED] [REDACTED]

Street: [REDACTED]

[REDACTED] [REDACTED]

| Accounts        |                    |          |                  |               |
|-----------------|--------------------|----------|------------------|---------------|
| Account name    | IBAN               | Currency | Payment function | Account owner |
| CONT [REDACTED] | RO7 [REDACTED] XX  | USD      | No restrictions  | [REDACTED]    |
| CONT [REDACTED] | RO8 [REDACTED] XXX | RON      | No restrictions  | [REDACTED]    |

## 5.2 Payees

In this menu you can manage the list of your payees. When accessing the menu, if you have predefined payees - you will be shown a tabular list of the existing payees.

See the example below:

| Partners              |              |              |     |               |                    |                 |               |                          |                       |
|-----------------------|--------------|--------------|-----|---------------|--------------------|-----------------|---------------|--------------------------|-----------------------|
| <input type="radio"/> | Index        | Name         | BIC | Local Bank-ID | Account number     | Customer number | Partner group | LDGR receivables account | LDGR payables account |
| <input type="radio"/> | [REDACTED]   | [REDACTED]   |     |               | [REDACTED]         |                 |               |                          |                       |
| <input type="radio"/> | [REDACTED]   | [REDACTED]   |     |               | RO: [REDACTED]     |                 |               |                          |                       |
| <input type="radio"/> | [REDACTED]   | [REDACTED]   |     |               | RO9€ [REDACTED] 14 |                 |               |                          |                       |
| <input type="radio"/> | J [REDACTED] | [REDACTED] e |     |               | RO6 [REDACTED] XX  |                 |               |                          |                       |

To specifically view the information of a certain payee, click on the icon on the right that indicates the Edit action or click on any of the entries and a form/screen like the one below will open; next click on Edit:

To define a new payee, click on the New action:

Now, you must fill in the fields in the sections below. Fields that have a blue label on the left are required fields.

### Contracting Party

Name - here, you enter the name of the company or individual (if the payee is an individual). You will notice that Company is selected by default on the right side. If the supplier/payee is an individual - you will have to uncheck this option. By unchecking this option, the VAT no. field will change to NIN (national identification number).

CUI - fill in the partner's VAT no. / NIN - if it is an individual

Street - to be filled in with the payee's street

City - to be filled in with the payee's city

Postal code - to be filled in with the payee's postal code

Partner country - here you can select the payee's country

### **BANK/ACCOUNT**

BIC - here you will have to fill in the payee's bic. You will notice that you can search by a specific bic; if you find it - you can select it from the list

Bank Name, Bank Street and Bank City - will be filled in automatically - depending on the bic selected in the previous step

Bank country - will be filled in automatically based on the bic

Account currency - from the list you can select the account currency for which you save this payee

Account number - you will need to fill in the payee account.

The screenshot shows a 'Partner' form with the following fields and values:

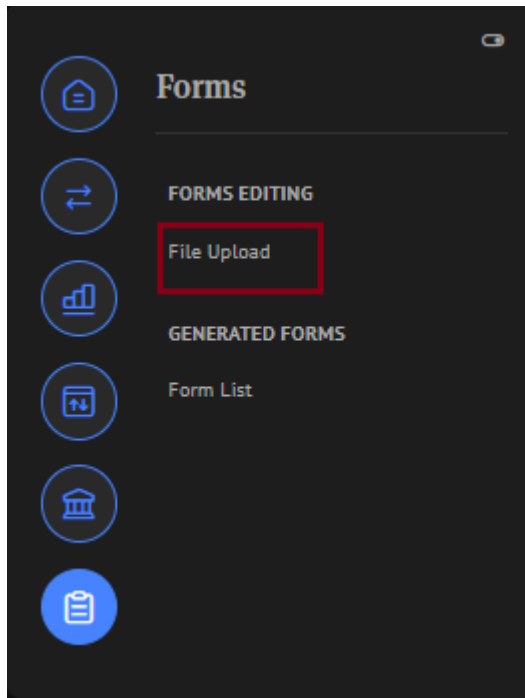
- Index:** PARTNER TEST
- CONTRACTING PARTY:**
  - Name:** PARTNER NAME (with 'Is company' checked)
  - CUI:** 500670
  - Street:** (empty)
  - Town:** (empty)
  - Post code:** (empty)
  - Partner country:** RO (Romania)
- BANK / ACCOUNT:**
  - BIC:** RZBRROBUXXX
  - Bank name:** RAIFFEISEN BANK S.A.
  - Bank street:** SKY TOWER BUILDING
  - Bank town:** 014476 BUCHAREST

The 'Save' button is highlighted with a red box at the bottom left of the form.

To save the payee in your list of payees you will have to click on the Save button.

## 6 Forms

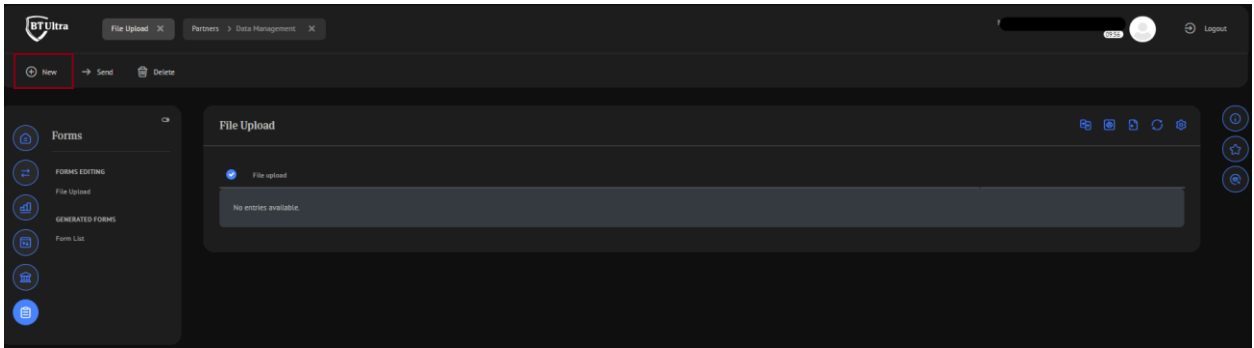
### 6.1 Upload File



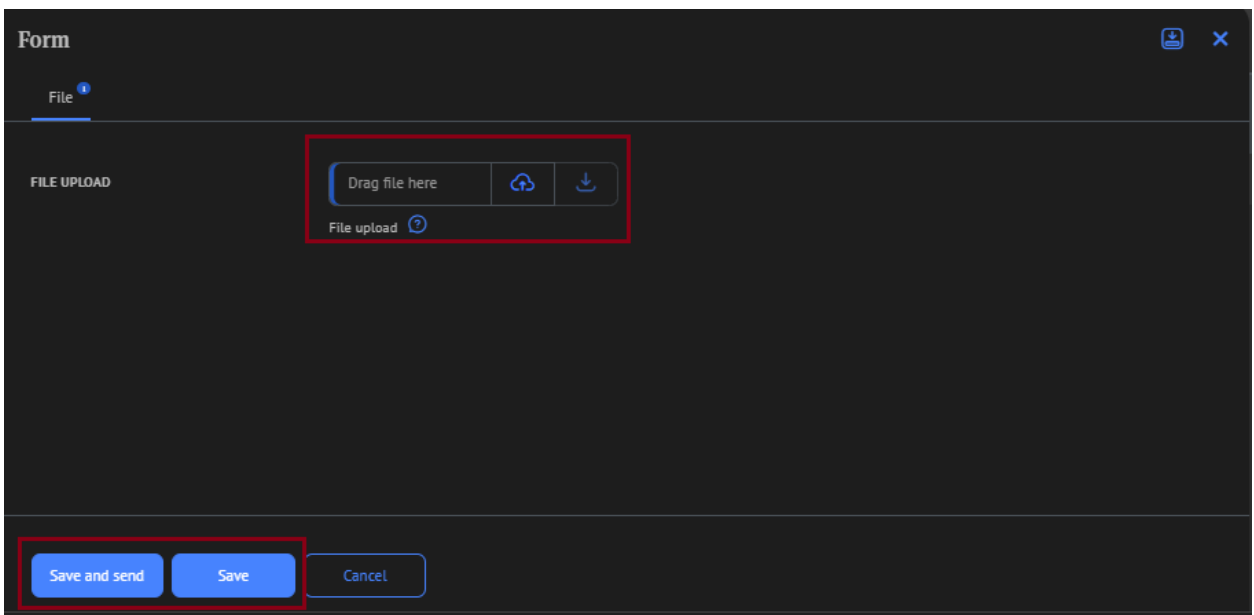
By accessing this menu, you will be able to upload and send files to the bank, only in the supported formats:

- Adobe Acrobat Reader document (.pdf)
- Microsoft Word document (.doc)
- Microsoft Excel sheet (.xls)
- Text document (.txt)
- ZIP archive (.zip)
- Encrypted salary file (.enc)
- Database file (.dbf)

To upload the file, click on the New option:



Next, you will have to upload the file by dragging it into the displayed form or by selecting it from the desired location:



These files are available on the server for 10 days.

## 6.2 Form List

In this menu you will be able to view the list of all the uploaded files sent to the bank.

