

BK01 KOM

How does it function exactly?

The most important changes compared with the previous version

Principle functionality

Your consultant of the Aareal Bank has already explained it to you: BK01 Kom is to a large extent an Internet application in the version 4.0. This means that you can be saved decisive work through automatisms of the software. With BK01 Kom 4.0 you must no longer actively

- encode or unseal payment files,
- send payment files to the bank or pick these up from there.

Of course you can also send the files manually upon request, however BK01 Kom serves in the first place to release already sent files so that these can actually be submitted to the booking system of the Aareal Bank.

Authorization media

The procedure, with which you identify yourself in the system, has also been simplified. You still use a chip card or an USB-Token and also the usual card reading device. However, as opposed to in the past there is now only *one* card per authorized employee in your company. Supervisor and unsealing card are no longer required.

First steps

If you want to call the Internet server of BK01 Kom and release payments which were already sent there encoded by the system, go via the "start" [*Start*] button of your computer and continue via the selection fields "programmes" [*Programme*], "BK01", "main programme" [*Hauptprogramm*] and finally "**start BK01 Kom**" [*BK01 Kom starten*]. This way you can open the BK01 Kom-Internet portal on the right and see what you can do now in the left menu bar.

Do not forget with regard to safety:

The Aareal Bank has sent you a password for the first time you start BK01 Kom. We recommend you to change this directly at the beginning. For this purpose you can use the "code medium" [*Schlüsselmedium*] button in the menu "programme settings" [*Programmeinstellungen*] in the main programme.

BK01 KOM 4.0 – WHAT RUNS AND HOW?

1. Sign payment stack

In order to sign payment orders your authorization medium (Chip card or USB Stick) must be connected through the card reader or directly with the computer.

All stacks which you see after pressing the "sign payment stack" [*Zahlungsstapel unterschreiben*] button and the following input of your password are those, for which you also actually have a signature authorization:

Visible stacks are your stacks.

You can sign the existing stacks together (click field "select all stacks of the file" [*Alle Stapel der Datei auswählen*]) or individually (click the free field on the left next to the respective stack). Then click the field "sign" [*Unterschreiben*], enter your password again upon request ... ready.

If you would like to correct the release, you can delete the executed signature (can be recognised by the symbol in front of the stack) again according to the same procedure via the field "edit file" [*Datei bearbeiten*].

1a. Release according to the dual-control principle

BK01 does not know a sequence for stacks which have to be signed twice. The stacks which are displayed to you for signature can thus by all means already have been signed once by a second authorized signatory. Otherwise they will be displayed to him by BK01 Kom 4.0 with his next call after your release.

2. Change due date

You will see a menu item "edit files" [*Dateien bearbeiten*] above each file. You can go to the selection fields via this button in order to change the due date.

- Always select a future date.
- Files with a due date that is older than ten days, can no longer be posted by the Aareal Bank.

Also applicable here: you are also entitled to change the due date with all stacks which are displayed to you.



First successively select day, month and year in the lower window area and **subsequently** mark the stacks which are to receive the entered date. If the entered date is in the past you will receive an error message and have to repeat the same process with a future date. Click **last** on the field "change due date" [*Fälligkeitsdatum ändern*]. Only this way can you actually change the date of those stacks, which are then displayed to you in an automatically generated overview.

Please note when changing the due date:

An already granted release expires with this change and in fact only with the changed stack(s). You must therefore release this(these) again as described on the left under "release payment stack" [*Zahlungsstapel freigeben*].

3. Hand over signed stacks to the booking system

If you want to send payment files into the booking system of the Aareal Bank after the release of the stacks, click on the item "send files" [*Dateien senden*] in the menu bar. After entering the password you will receive an overview of the available files.

| | Status | Dateiname |
|--------------------------|---|-----------------------------|
| <input type="checkbox"/> |  | DTAUS_Test_ALK_0002_neu.txt |
| <input type="checkbox"/> |  | DTAUS_Test_ALK_0003_neu.txt |

Here you will see whether all stacks have been completely released already in a file (green dot) or not yet (red bar).

Mark the file and press the "send files" [*Dateien senden*] button at the bottom. You can delete the files in exactly this way. Should you not be able to mark a file, you must first sign the relevant stacks via the menu item "release payment stacks".

4. Create urgent payment

You will receive a special input mask for urgent payments via the menu item with the same name. The programme will inform you in detail of possible input errors.

The urgent payment is sent via the "create urgent payment" [*Eilzahlung erstellen*] button (at the bottom) and – irrespective of its authorizations for the account system concerned – under certain circumstances also released immediately. In this case you can send the file directly to the booking system as described.

5. Add new accounts

If you have opened new accounts you are automatically authorized for these accounts according to the higher-ranking account system. Your authorization medium no longer needs to be adjusted as the authorization structures, are updated on the bank server after you have announced these on the bank server one time. It is not necessary to send profile files and certificates again.