



**EUROPEN-PEN**  
**international**

practice enterprises network

# Banking Program

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EUROPEN-PEN International Software-as-a-Service  
User's Manual for Trainers

Version 2.0

EUROPEN-PEN International 2016



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## General Software and Service Information

EUROPEN-PEN International licenses this software-as-a-service for the exclusive use of its members.

This manual is based on the program for Montenegro. However, the manual is similar for other countries as well.

Special thanks to Gerald Solic for his support with this manual.

The bank program can also be translated into national language. Please contact the CoC for further details.

# 1 Login

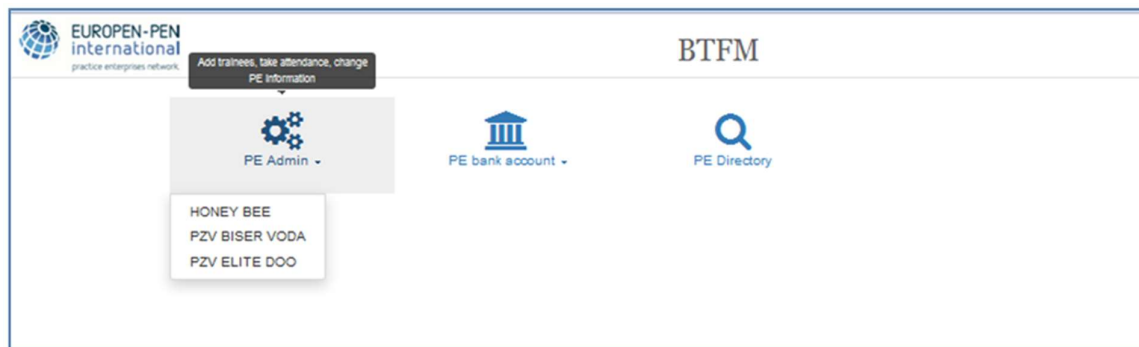
For login use the following link:

<https://XX.penworldwide.org/login/> (XX being the two-digit country code for your country)

Fill in your User ID and your Password, which will be given to you by your Central Office.

(Trainers have special passwords with additional functions e.g. to set up trainee accounts)

After log- in you will see the following screen:



On this site you have 3 options (see icons):

1. PE Admin: Manage your PE (Practice Enterprise) e.g. update data, add trainees, etc.
2. PE bank account: Manage your bank account
3. PE Directory

(Please check if all your PEs are listed after you have clicked on the icon – this trainer has e.g. 3 PEs.)

## 2 PE Admin

After you have clicked on one of your PEs at the portal icon you can see this screen:

The screenshot shows the 'PE Admin' interface for 'HONEY BEE (ME01095)'. The left sidebar contains links for 'Trainees', 'PE profile', and 'PE Directory listing'. The main content area is titled 'Trainees' and includes a 'View: Active | Deactivated' filter and an 'Add' button. Below this is a table with the following columns: 'Trainee name', 'Reports', 'Username Last login', 'Password', 'Reset password', and 'Deactivate'. The table currently displays 'No trainees found'.

Note: your PE-Code will appear on the top left - e.g. Honey Bee ME01095 (all PE-Codes start with the two-digit country code)

### 2.1 Trainees

All your trainees you have added to your PE are listed here.

#### 2.2.1 Add a Trainee

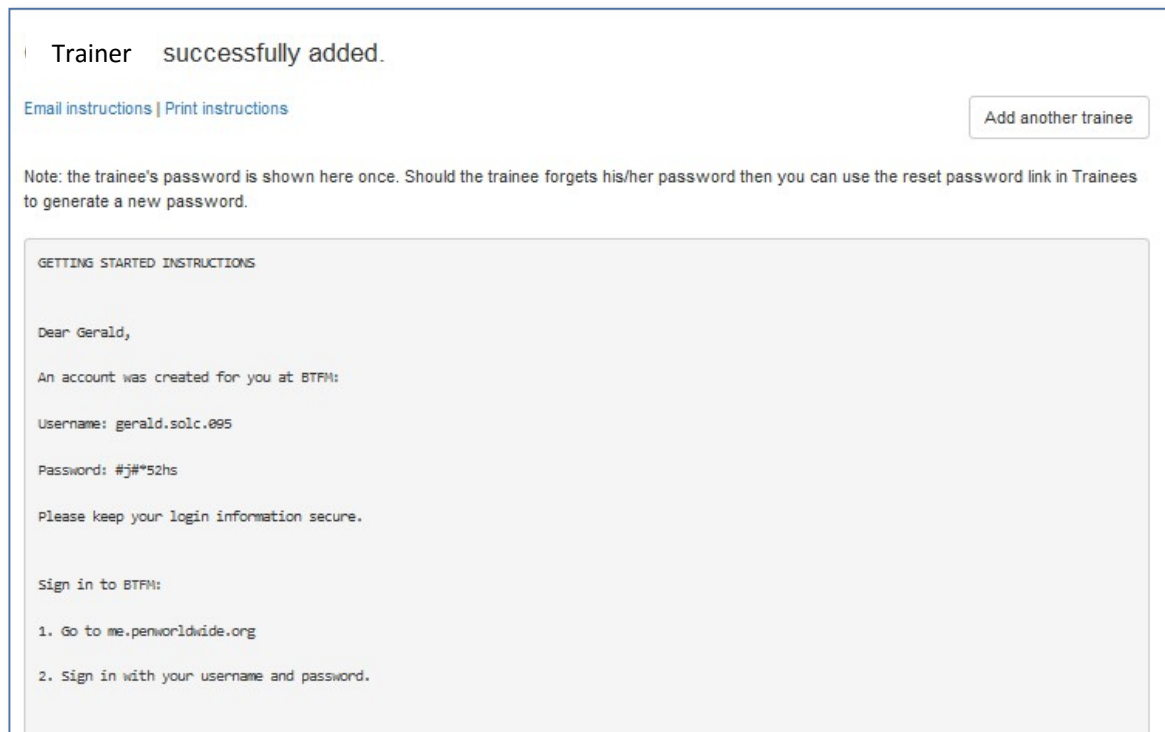
To add a new trainee, please click on "Add". You will see the following screen:

The screenshot shows the 'PE Admin' interface for 'HONEY BEE (ME01095)' in the 'Add' mode. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Trainees / Add' and contains a form with the following fields: 'First name' (Gerald), 'Last name' (Solc), 'Gender' (Male), 'Email' (gerald.solc@act.at), and 'Department' (Bank). Below these fields are radio buttons for 'Has access to PE bank account' with 'Yes' selected. There is a 'Remarks' text area containing 'For testing only!'. At the bottom of the form are 'Save' and 'Cancel' buttons.

All you have to do is to fill in the correct data. Then click on "Save".

**Please note: Only trainees marked with "Yes" have access to the PE bank account.**

After you have clicked on "Save" you can see the following screen:



Now you have 2 options:

1. "Email instructions": the standard email program of the browser will open and you can send this page to the trainee.
2. "Print instructions": always print this page and hand it to the trainee, keep a copy for yourself.

Now you can "add another trainee" or close the window and you will see the following screen:



You can reset the password or deactivate a trainee here. There is also a link to all "Deactivated" trainees, you can activate them again.

A special feature is "show" password. Trainees (and sometimes trainers) often lose their passwords. Here you can see the respective password, without the need to reset it.

## 2.2 PE Profile

### PE Admin

PE profile

#### General

Address	Kralja nikole 95
City	Podgorica
Postcode	81000
State/Province	
Email	ozihoneybee@yahoo.com
Skype	
Phone	+382 81 622202
Website	
International trade	Yes

#### Opening hours

Monday	Closed
Tuesday	08:45 - 12:05
Wednesday	Closed
Thursday	Closed
Friday	Closed
Time zone	-
Start date of period closed	
End date of period closed	

#### Languages

Language 1	English
Language 2	Serbian

Here you can "Edit" your basic PE data. Please keep the data up to date.

The main data entry point remains the WebApp Portal: <https://penapps.penworldwide.org>

Fill in your User ID and your Password to access the WebApp, which will be given to you by your Central Office. Usually the code to access the WebApp is the same as the code for the Banking Program.

If your PE trades internationally, it is important that the field is marked as YES. If not, your PE will be invisible to trading partners from outside your home country.

**Please note: International trade should only be marked "YES", if you really trade internationally.**

## 2.3 PE Directory Listing

PE Admin Ana Djurovic

PE Directory listing

Category listings

Select up to five PE Directory categories in which this PE should be listed.

Business category 1: Agriculture, food and beverages

Business category 2: Cars and vehicles, parts and accessories  
Advertising, publishing and media  
Travel and transportation

Business category 3: Financial, legal, education, public utilities and services  
Technical and industrial services

Business category 4: Clothing and apparel, accessories, baby items  
Real estate sales and rental, home and garden

Business category 5: Tourism, leisure, arts and entertainment  
Agriculture, food and beverages  
Toys, games and hobbies  
Sports and recreation, personal wellbeing  
Office equipment and furniture  
IT and electronics

Keywords

Enter terms, in each language that you want to be found, separated by a space what this PE offers. Use terms that searchers are likely to type in.

Keywords: Honey candy cake

Example: bicycle fahrad vélo bicicleta

Save Cancel

Here you can select up to five PE Directory categories in which the PE should be listed. It is important that you can be found by other PEs from all over the world, therefore try to use keywords in different languages.

## 2.4 Return to portal

EUROPEN-PEN international PE Admin Ana Djurovic

HONEY BEE (ME01095)

Trainees

PE profile

PE Directory listing

Category listings

Select up to five PE Directory categories in which this PE should be listed.

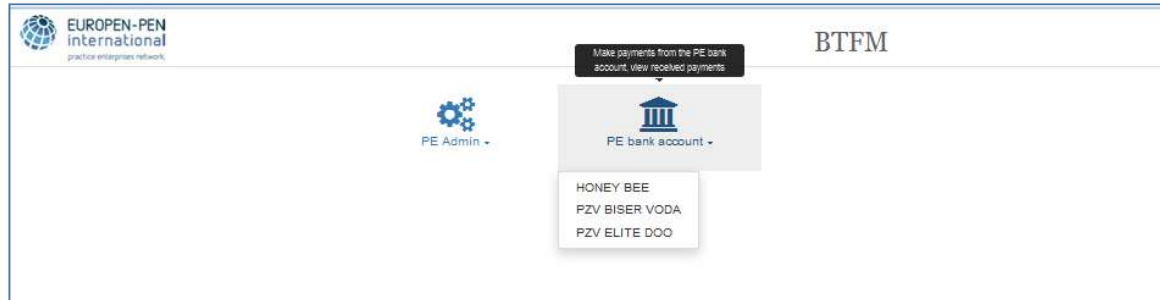
Return to portal  
Sign out

A click on your name on the right side of the screen will bring you back to the portal or you can "Sign out". (Please do not forget to sign out after working with the program)

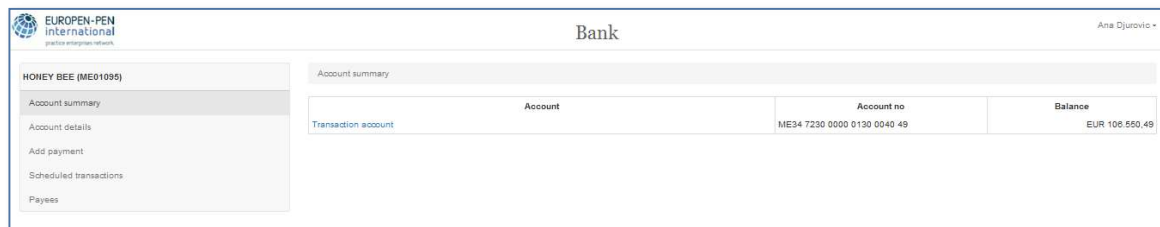
## 3

## PE Bank Account

Note: Be careful to select the correct PE from your list.



## 3.1. Account Summary



Here you can see the current balance of your account.

As you might notice, all accounts use the IBAN now, e.g. ME34 7230 0000 0130 0040 49

With the basic banking program, you have only **one** "Transaction account" for your PE and no trainee accounts.

## 3.2 Account Details

The screenshot shows the 'Account details' page for the 'Transaction account - ME34 7230 0000 0130 0040 49'. There is a 'Download account details (Excel)' link. The 'Period from' is set to '01.09.2015' and 'until' is '13.09.2015'. The 'Show' button is visible. The table below shows the following transactions:

Date	Name/Description	Account no	Ref.no.	Amount (EUR)	Balance (EUR)
13.09.2015	Nobel Cars Autohandel Ges.m.b.H. Übungsf. d. BHAK Laa/ Thaya, Austria Laa/Thaya, Austria Test nach Montenegro	AT60 9900 0001 0001 5547	10845	1,00	106.550,49
13.09.2015	NOBEL CARS Autohandel GesmbH, Laa/Thaya, Austria Test to Austria	AT60 9900 0001 0001 5547	10844	-1,00	106.549,49
01.09.2015	MONTHLY SERVICE CHARGE		10800	-10,00	106.550,49
01.09.2015	INTEREST 08/01/2015 - 08/31/2015		10675	316,28	106.580,49

Here all transactions on your account are shown, you can also select a certain period (in the example above the period from 01/09 2015 to 13/09/2015.).

There is also a link to download all transactions as an Excel file.



### 3.3 Add Payment

The screenshot shows a web interface titled "Bank" with a sub-header "Add payment". The form contains the following fields and options:

- From account:** Transaction account - acct.no. ME34 7230 0000 0130 0040 49
- To payee:** -----
- Payment description:** (empty text box) with a hint: "For example, invoice number."
- Amount:** (empty text box)
- Currency:** EUR
- Process date:** 14.09.2015
- Frequency:** One time
- Max. recurring payments:** Optional

At the bottom of the form, there are two buttons: "Save" and "Save and add another".

It is very easy to make payments:

1. Select the payee (here you can only find all the payees you added first – see 3.5.1)
2. Give a short description of the payment (e.g. invoice number)
3. Fill in the amount
4. Select the currency
5. Suggested process date can be changed
6. Select frequency (one time, weekly ....) from the list. If you select more than one time, you have to give information how regularly and how often you want to pay. (e.g. monthly payments for rent)
7. Click on "Save" or "Save and add another".

### 3.4 Pending Bank Orders

A transaction is always stored in the list of "Pending bank orders" before the transfer. If you want to edit or delete it, you can click on "Pending bank orders" in the main menu on the left side. The "real booking" is done during the night. After the real booking is completed, you cannot change it.

Bank							Ana Djurovic -
Scheduled transactions							
Bank order ref.no. 2 (NOBEL CARS Autohandel GesmbH - AT60990000100015547: EUR 1200.00) saved							
Account	Transaction account - ME34 7230 0000 0130 0040 49						
Ref.no.	Name/description	Account no	Currency	Amount	Process date	Delete	
2	NOBEL CARS Autohandel GesmbH, Laa/Thaya, Austria Bill No 213/2015 from 1.9.2015	AT60 9900 0001 0001 5547	EUR	1.200,00	14.09.2015 One time	⊗	

This is how you can edit or delete a scheduled transaction:

Edit:

Select the transaction first (click on Ref.no.)

Click on edit (same screen as payment screen will appear)

Delete:

You just have to click on the Delete symbol at the end of the line. After you have confirmed it, the booking is deleted.

### 3.5 Payees

Bank						Ana Djurovic -
Your payees						
An enterprise or person must be listed here as a payee to be able to pay that company or person. Click on the Add payee link below to add an enterprise or person as your payee.						
<a href="#">Add Payee</a>						
Payee's name	City	Country	Account no	Delete		
NOBEL CARS Autohandel GesmbH	Laa/Thaya	Austria	AT60 9900 0001 0001 5547	⊗		

Before you can make a transaction you have to add the payee to this list.

### 3.5.1 Add Payee

Bank

Your payees / Add payee

Enter the payee's account number or name

test

The payee's account number can typically be found on a recent invoice or bill.

Payee's name	City	Country	Account no
<input type="checkbox"/> ACT-Salgro Test	Wien	Austria	AT74 9900 0001 7003 4200
<input type="checkbox"/> VEI Test Firm	Hometown	USA	630101175

Note: a maximum of 50 payees is listed. Is the payee you are looking for not listed? Please try more specific search terms. When searching on city name, please be aware that a payee's city might be listed in a country's language, e.g. Wien instead of Vienna.

It is easy to add a payee. You can search for a payee with text, account number or also with the IBAN (but be careful – only in the exact format)

Here you can find all PEs of your country and all international PEs which do business internationally.

E.g. with the word **“test”** you will find 2 PEs. ACT-Salgro **Test** and VET **Test** firm. One is in Austria and the other one is in the USA.

After you have found the correct payee, mark the check box and click on **“Add”**. That's it.

# 4 PE Directory

After clicking on the icon PE Directory from the portal you will see the following screen:

## 4.1 PEs by category



## PE Directory

[PEs by category](#) | [PEs by country](#) | [All PEs](#)

- [Cars and vehicles](#)
- [Marketing and media](#)
- [Transportation, logistics and storage](#)
- [Business services, public/private utilities](#)
- [Technical and industrial services and materials](#)
- [Travel and Tourism](#)
- [Clothing and apparel](#)
- [Real estate, home and garden](#)
- [Recreation, arts and entertainment](#)
- [Food and beverages](#)
- [Sports and sporting events, gaming and hobbies](#)
- [Health and personal wellbeing](#)
- [Office equipment and supplies](#)
- [Information technology](#)

You can choose from 14 categories.

E.g. "Technical and industrial services and materials" will show the following result:

The screenshot shows the PE Directory interface with the search results for the category "Technical and industrial services and materials". The results are as follows:

**2x2 ProfiZentrum GmbH, Germany**  
 Cars and vehicles / Real estate, home and garden / Technical and industrial services and materials  
 Email: 2x2profizentrum@web.de Skype: - Phone: +49 7631 93642-200  
 Address: Nußbaumallee 6  
 City: Mülheim  
 Postcode: 79379  
 Country: Germany  
 Mon: 08:00 - 12:00 Tue: - Wed: - Thu: - Fri: -  
 PE code: DE01PFZ

**ACTIV SERVICES, France**  
 Office equipment and supplies / Technical and industrial services and materials  
 Email: activ.services@euroent.net Skype: - Phone: +33 (1) 64 10 26 37  
 Address: 51 avenue Thiers  
 City: MELUN  
 State/Province: ILE DE FRANCE  
 Postcode: 77000  
 Country: France  
 Mon: 13:15 - 16:30 Tue: 13:15 - 16:30 Wed: 13:15 - 16:30 Thu: 13:15 - 16:30 Fri: 08:30 - 12:30  
 PE code: FR01ACS

Here you can search with keywords (but it's also possible to search for a city or PE or other)

With the keyword "CD" you will get the following result:

PEs by category | [All PEs](#)

Categories Advertising, publishing and media

CD

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[Augsburger CD- und Bücherwelt GmbH, Germany](#)

Advertising, publishing and media

Email: [Einkauf1@cd-buecherwelt.de](mailto:Einkauf1@cd-buecherwelt.de) Skype: - Phone: +49 821 258581-24

Address: Memminger Str. 8

City: Augsburg

Postcode: 86159

Country: Germany

Mon: 08:00 - 15:00 Tue: 08:00 - 15:00 Wed: 08:00 - 15:00 Thu: 08:00 - 15:00 Fri: 08:00 - 15:00

PF code: DE01ACB

You can see the main data of the PE here. If you click on the name of the PE, it will link you to the shop or the website of this PE, but only if the name is written in blue, otherwise the PE doesn't have a shop or a website.

Try out different keywords to see how the search works. You will see how important it is to choose good keywords.

#### 4.2. PEs by Country

You can also perform a search by country or sort according to country.

#### 4.3. All PEs

It's more or less the same without the filtering of categories.

End of Manual – for any technical assistance please contact your National Central Office