

MultiCash[®] 3.2

Hungarian Domestic Payments (UZV) module

User manual

Omikron Hungary
H-1133 Budapest
110, Váci Street

info@omikron-mo.hu
www.omikron-mo.hu

TABLE OF CONTENTS:

INFORMATION REGARDING THE DOCUMENTATION.....	4
1 INTRODUCTION.....	5
1.1 THE HUNGARIAN DOMESTIC PAYMENTS MODULE (UZV)	5
1.2 INSTALLATION.....	5
1.3 STARTING THE PROGRAM / EXIT	6
1.4 USER INTERFACE	6
1.4.1 UZV MENU BAR.....	7
1.4.2 UZV TOOLBAR	8
1.4.3 DATABASE OVERVIEW	9
1.4.4 INPUT MASK / RECORD WINDOW (DETAILED VIEW)	12
1.5 STANDARD FUNCTIONS	14
1.5.1 SELECTING DATA VIA [SELECT]	14
1.5.2 OUTPUTTING DATA VIA [PRINT]	16
SORTING	17
OUTPUT DEVICE	17
NAVIGATION IN SCREEN LISTS	18
REPORT TYPES (PAYMENTS)	19
1.5.3 DATABASE-SUPPORTED ENTRY VIA [?].....	20
2 ADMINISTRATION	22
2.1 UZV PARAMETERS.....	22
2.1.1 GENERAL PARAMETERS PROPERTY PAGE.....	23
2.1.2 PAYMENT PARAMETERS PROPERTY PAGE.....	26
2.1.3 FILE CREATION PARAMETERS PROPERTY PAGE	29
2.2 IMPORT / EXPORT FUNCTIONS	31
2.2.1 GENERAL INFORMATION	32
2.2.2 CONTROL FILES FOR DEFINING OUTPUT OR INPUT FILES	32
2.2.2.1 GENERAL PROPERTY PAGE.....	33
2.2.2.2 FIELDS PROPERTY PAGE	37
2.2.3 EXPORT (GENERATE OUTPUT FILE).....	38
2.2.4 IMPORT (INPUT A TEXT FILE)	39
2.2.5 DELETE REFERENCE TABLES.....	40
2.3 DISPLAY TEXT FILES	41
2.4 MASTER DATA LOG	42
3 REFERENCE TABLES	44
3.1 BANKS REFERENCE TABLE	45
3.2 ORDERING PARTY / DEBTOR REFERENCE TABLE	46

3.3	ACCOUNTS REFERENCE TABLE	48
3.4	PARTNER / BENEFICIARY REFERENCE TABLE.....	50
3.5	COUNTRIES REFERENCE TABLE.....	53
4	HUNGARIAN DOMESTIC PAYMENT ORDERS	54
4.1	EDIT PAYMENT ORDERS	54
4.1.1	PAYMENTS PROPERTY PAGE.....	55
4.1.2	PARTNER / BENEFICIARY OR OBLIGOR PROPERTY PAGE.....	61
4.1.3	ADDITIONAL INFORMATION PROPERTY PAGE.....	62
	TRANSFER IDENTIFICATION.....	62
4.1.5	ORDERING PARTY / DEBTOR PROPERTY PAGE.....	64
4.1.6	TIMES PROPERTY PAGE	64
4.1.7	USING TEMPLATES	66
5	APPROVAL	68
5.1	SINGLE APPROVAL.....	69
5.2	APPROVAL BY ACCOUNT	71
6	UZV FILE.....	74
6.1	SINGLE BANK-ORIENTED FILE CREATION	74
6.1.1	FILE CREATION ON HARD DISK FOR SUBSEQUENT COMMS.	79
6.1.2	FILE CREATION ON DISKETTE	82
6.2	MULTI-BANK FILE CREATION ON HARD DISK FOR SUBSEQUENT COMMS.	83
6.3	DISPLAY PAYMENT FILE	87
6.4	CREATE UZVFIBU.TXT.	88
7	ADDITIONAL FUNCTIONS FOR ORDERS / PAYMENT ORDER FILES	89
7.1	DISPLAY DUE ORDERS.....	89
7.2	SEARCH / REPLACE DATA IN ORDERS	90
7.3	DELETE ORDERS.....	91
7.4	PAYMENT HISTORY	92
7.5	IMPORT PAYMENT FILE	94
8	FORMAT SPECIFICATIONS.....	98
8.1	DATABASES	98
8.2	UZVFIBU.TXT	100
8.3	PAYMENT FILES (HCT AND UNG).....	102
8.4	EXPORT FROM HISTORY DATABASE.....	109
	INDEX.....	113

Information regarding the documentation

The structure of this documentation matches the recommended sequence of procedures for using the module.

After installing and starting the program (Chapter 1), setting basic parameters (Chapter 2), populating and editing the reference tables (Chapter 3) which make it much easier for you to create payment orders (Chapter 4) and effecting any necessary releases (Chapter 5), you will be allowed to create payment order files in UZV format (Chapter 6). Additional functions relating to the processing of payment orders or session files can be found in Chapter 7. Additional information about the file formats created by the program is contained in the Annex.

The following **symbols** draw your attention to important information:



This symbol indicates **important information**, which you must follow to avoid errors, which could lead to data loss or unnecessary additional work.



Please note:

This symbol indicates **useful information** which can save you work or tell you about additional command options.

Incidentally:

You are provided with further **interesting background information**, which may, however, not be very relevant for processing depending on the respective context.



This icon marks functions related to this program's handling of the **EURO**.

1 Introduction

Hungarian Domestic Payments is a supplementary module for the Electronic Banking Program System and is installed as a component of the *Core Module*.

Main functions:

You can use the **Hungarian Domestic Payments** module to create, edit and administer Hungarian domestic payment orders. The module also prepares the transmission of your payment orders to one or more banks.

Additional benefits:

Import and export functions allow you to import and export files for further processing in other systems.

1.1 The Hungarian Domestic Payments module (UZV)

The "Hungarian Domestic Payments" module (UZV) is installed as a component of the Core module.

Use the UZV module to create and handle payment files (UZV files) based on the Giro format. From version 3.20.050 the Hungarian Domestic Payments module is able to handle not just payments in UNG format, but also XML based HCT format, which is introduced by the new InterGiro2 system. You can transmit UZV files online to your bank using the Communications Module (Comms. Module), a key component of the Core module. You can also send the UZV files you have created offline to your bank on diskette.

There are a variety of further links between the Core module and the Hungarian Domestic Payments module, for example, plan data for ordering parties and in-house beneficiaries.

The reference tables needed to enter payment orders for Hungarian Domestic Payments can be maintained manually or populated with data contained in import files.

You can also use the "Hungarian Domestic Payments" module to create your own export files which can be used in external programs for the evaluation and analysis of financial data. One of the export files that can be used in external programs is named UZVFIBU.TXT. The structure of UZVFIBU.TXT is described in the **Annex**.

1.2 Installation

Install the program by running the Set up program on the installation CD-ROM.

There are two ways of doing this under Windows:

1. When installing the Electronic Banking Program Systems, check the name of the supplementary module. It will then be installed together with the Core module (see Documentation on Core module).
2. If you do not want to install the supplementary module directly, click on "Run" in the Windows Start menu and then select the file **setup.exe** from the directory with the supplementary module on the installation CD-ROM and start the installation process with **[OK]**. Then follow the instructions issued by the installation program.

1.3 Starting the program / Exit

To start the program, you need to have

- installed and started the Core module
- and have installed the UZV module

After installing UZV, the following icon appears in the Core module toolbar:



If this icon does not appear, the user has not yet been given permission to access the module. Check this by issuing access permissions for the UZV module under -User- / -Users- / on the *Functional profile property page* in the Core module.

Click this icon to leave the Core module and start UZV.

The **UZV autoroutine** sequence is initiated; this verifies parameter settings, due dates for single/variable amount/standing orders, etc.

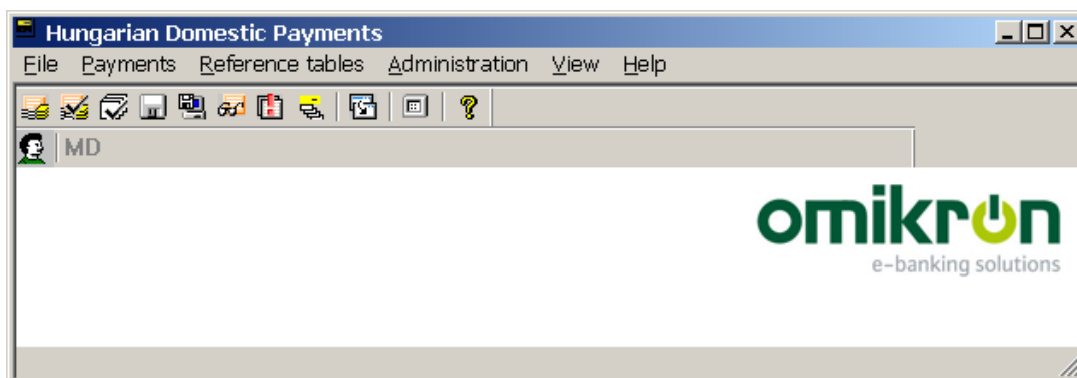
If due **Variable amount orders** (see Chapter 4.1.6 *Variable amount orders*) are found, a message shows the order number used to add these to the database as single orders. You must select the new single orders in the database, enter an amount and - depending on the settings in the UZV parameters - approve the orders before they can be imported into a UZV-file.

Exit **Hungarian Domestic Payments** by choosing menu item -File- / -Exit-.

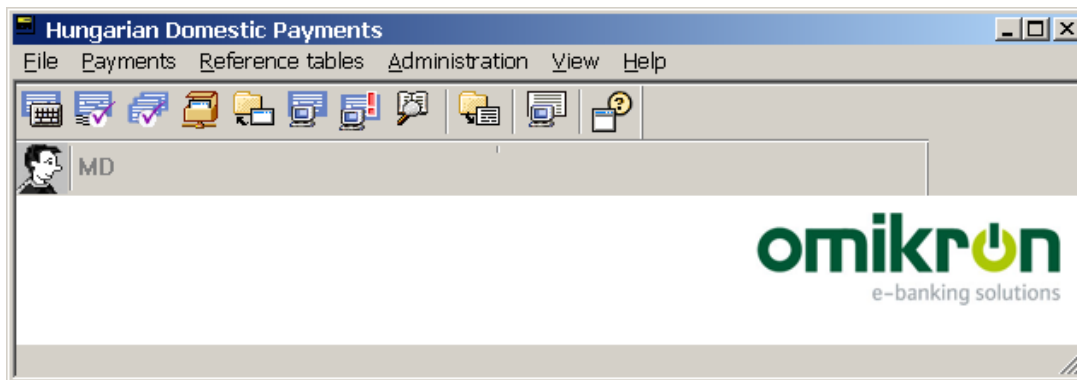
Alternatively, you can click on the close button or use <Alt>+<F4> to quit the program and return to the Core Module.

1.4 User interface

After starting the UZV module, the following user interface appears:



or with large icons:



The **title bar** contains the program name, plus buttons to control the program window.

The **menu bar** contains several menus in which the UZV functions are arranged by topics (see Chapter 1.4.1).

The **program window** below the menu bar displays further user interface elements such as the toolbar, the status bar and the bar which shows the current user. You can clear or view these bars in the -View- menu.

Use the **toolbar** for rapid access to frequently used functions (see Chapter 1.4.2).

The **current user** is shown in a separate bar below the toolbar.

The **Status bar**, which provides you with a short description of the function that is currently selected, can be found at the bottom margin of the program window.

1.4.1 UZV menu bar

File

This menu item contains the command -Exit program-, which you should use to close the module and return to the Core module.

Payments

The commands in the -Payments- menu are used, among other things, to create and administer payment orders. A detailed description is contained in Chapter 4: *Payment orders*.

Reference tables

This menu allows you to populate and edit reference tables that the program needs to execute payment orders. You can add various accounts and also the banks that edit and define the orders. When creating a new order, you can access this information. A detailed description is contained in Chapter 3: *Reference tables*.

Administration

Use the commands in this menu to set program parameters, define export files, etc. A detailed description is contained in Chapter 2: *Administration*.

View

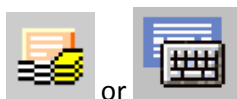
You can use this menu to clear or view the toolbar, the status bar as well as the current user display.

Help

Use this menu to access the UZV online Help system.

1.4.2 UZV toolbar

A number of the most frequently required program functions from the menus for working with the UZV module are provided in the toolbar. This ensures that payment orders can be generated and edited quickly and easily.

Key to the icons in the toolbar:

Use the "Hungarian Domestic Payments" icon (corresponds to the command "Enter payments" in the -Payments- menu) to enter new payment orders and view and edit existing payment orders (see Chapter 4).



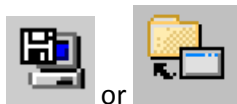
Use the "Approval" icon (corresponds to the "Single approval" command in the -Payments- / -Approval- menu) to enter single approvals for payment orders (see Chapter 5.1).



Use the "Approval by account" icon (corresponds to the "Approval by account" command in the -Payments- / -Approval- menu) to approve several payment orders separately for each account (see Chapter 5.2).



Use the "File creation" icon (corresponds to the "Create UZV file" command in the -Payments- menu) to create a UZV format payment file (see Chapter 6).

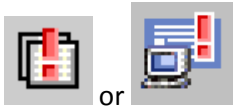


Use the "Import file" icon (corresponds to the "Import UZV file" command in the -Payments- menu) to import payments files into the Order database of the UZV module (see Chapter 7.5).



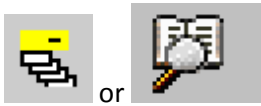
or

Use the "View UZV files" icon (corresponds to the "Display UZV file" command in the -Payments- menu) to view and print UZV files (see Chapter 6.3).



or

Use the "Due orders" icon (corresponds to the "Display due orders" command in the -Payments- menu) to view and print due orders (see Chapter 7.1).



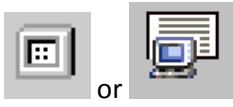
or

Use the "Payment history" icon (corresponds to the "History" command in the -Payments- menu) to view data relating to the processing of payment orders (see Chapter 7.4).



or

Use the "Generate export" icon (corresponds to the "Execute export" command in the -Administration-/ -Import/Export- menu) to create export files for external databases (see Chapter 2.2.3).



or

Use the "View file" icon to view the content of any text file (see Chapter 2.3). (The icon corresponds to the "Display text files" command in the -Administration-menu.)



or

Use the "Info" icon (corresponds to the homonymous menu item "Info" in the -Help- menu) to obtain information concerning the program version and the DLLs used.

1.4.3 Database overview

After starting a function (e.g. Enter payments), a database overview will open displaying all of the data stored in the system (in this case, the payment orders).

Database overviews are divided into three sections:

- The **display area**, containing descriptions of the records. It can also be used to display more detailed information about specific records,
- the actual **record list**, that contains a list of the records,
- the **button bar section**, that contains the buttons.

In the **display area** of a database overview, you will generally find **list boxes**, which permit you to change the display of the records in the record list. The list boxes can be identified by the (▼) at the right end of the field. Clicking on the arrow displays all of the available options. You can select the desired option by clicking on it or positioning the cursor over it and confirming with <Return>. The corresponding records will then be displayed in the record list (e.g. all of the records for a specific account or date).

Furthermore, by marking **check boxes**, you can modify the display of the records. To select a criterion, mark the associated check box (☑), to disable the criterion, remove the mark in the check box. As an example, if you mark the check box "Display in EURO", the account amounts will also be displayed in Euro. If there are several check boxes, they can generally be marked in any combination.

The **record list** shows a list of the records. These are displayed in a **table** with the column labels in the table header (in the so-called column header).

The shown records can be **sorted in ascending or descending order** by **clicking the column header** according to the sequence of the chosen column.

Amount
-19.900,00
-14.220,00
-6.800,00
-5.862,14
-1.507,00
-620,30
-400,00
3.656,74

Since the import of possibly some thousands of records can take a certain time, the structure of the record list is made in that way that you can immediately work with the already shown information, whereas further records are inserted into the database overview in the background (note in the title bar: [Search active]).

A chosen sorting is automatically passed on the print function.

For huge amounts of data, sorting is of minor importance. In this case, the use of the selection function is more useful.

To simplify the work with huge amounts of data, the number of the shown records in the Core module can be limited using the parameter "**Display database overviews sortable until how many records**" (see Core module Chapter 6.1.1: *General system parameters property page*).



You can adjust the width of the **columns** to suit your needs, by clicking with the left mouse button on the dividing line between the column labels (the cursor will change appearance) and then dragging this line left or right to achieve the desired width.

Last update	Rate date	Current middle rate
25.05.00		14,21357
25.05.00	15.03.00	1,00000
25.05.00		1,95583

The new settings for the column widths will be saved so that the next time it is opened the list be again displayed with these settings.



Please note:

You can also reduce the width of a column to such a degree that it is no longer visible and thus effectively select which columns will be displayed. If you wish to restore the original settings to have the best view of all the columns, first click on the  button to minimise the database overview and then click on the  button to close it. When you open the database overview the next time it will be displayed with its original settings .

To make it easier to distinguish between the individual records, alternating colours are used for the background of the lines (records). You can set these colours on the *Colour settings property page* (see

Chapter 6.1.6 of Core module). If there are more records in the database than will fit on a single page, you can use the scroll bar, the page up/down keys or the cursor keys to scroll through the other records. If you have what is known as a wheel mouse, you can use its wheel to navigate through the database overview.

You can activate functions in the database overview using the buttons in the button bar or by clicking the right mouse button.

Clicking - with the **right mouse button** - on a record in the record list opens a **context-sensitive menu** that generally contains at least the entries -View details- and -Delete record-. Click the left mouse button or position the cursor and confirm with <Return> to select one of these entries.

Choose -**View details**- to open the record window (e.g. the detailed view of the order database) for the relevant database, in which all of the selected record's data can be viewed and as a rule also modified. Details regarding the Record window can be found in Chapter 1.4.4.

To delete a record from the database, choose -**Delete record**- and answer the prompt "Should the entry really be deleted?" with [Yes].

Quick selection of records

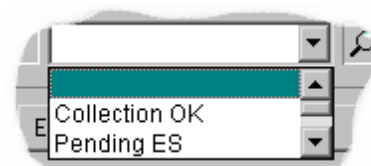
Below the record lists (within database overviews and selection lists) you can execute a quick selection "by mouse click" using specific fields to restrict the number of the records shown.



Each field is allocated to the appropriate column of the record list above and can be filled with a selection criterion for the relevant column. The selection criterion is either entered as "Text" (e. g. an initial letter is sufficient)



or as predefined value chosen from a list box



or in the case of date fields selected by using the calendar function.



After a confirming <Return>, the selected view of the relevant record list appears.

Improving the features of the Quick selection, the [**Select**] button offers a greater number of selection criteria and enables a more sophisticated procedure.

In the database overview's **button bar**, you will find buttons, which either display additional information about the record marked in the display area (e.g. via [**Supplementary information**], [**Details**] etc.) or activate other functions (in one or more additional windows) (e.g. add new data via [**New...**]). Every database overview also includes the standard functions [**Select**], [**Print**] and [**Help**].

1.4.4 Input mask / Record window (Detailed view)

Input mask:

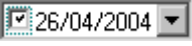


Input masks are used to enter data. Use the **TAB key** to move forward from one input box or button to the next. Press <Shift>+<Tab> to move back to the previous input box or button. You can also click on the input box or button

When you select a box by pressing <TAB> or <Shift>+<TAB>, the cursor marks the start of the input box so that you can start entering your data straight away. If you click in the box, the cursor marks the spot that you have clicked.

To support the reuse of already entered data, you will often find the [?] button (see Chapter 1.5.3: *Database-supported entry via [?]*).

Mandatory fields and what are known as soft mandatory fields are marked in the colours that you selected on the *Mandatory fields / Fonts property page* (see Chapter 6.1.4 in Core module).

Sometimes, a drop-down arrow (▼) is located to the right of the input box label. This means that it is a **list box**. If you click on the arrow, a drop-down menu will open with various values/details that can be selected for entry in the input box. Click on an entry in the drop-down menu that you want to enter in the input box. While adding the entry in the input box, this also closes the drop-down menu.

In **date fields** (), you can either confirm the preset system date by marking the check box or open a **calendar** by clicking on the arrow. By clicking on the desired date in the overview, you can select a different date. Using the  and  buttons, you can navigate through the calendar month by month. The system date is circled in red in the calendar, the selected date is marked in blue.



For input into date fields via keyboard you activate the field using the space bar. With the arrow key right you change between the sub-fields day, month, year and you enter each value via keyboard. Each value can be increased or decreased by means of the arrow keys up and/or down.

To set or clear **check boxes** (☒) , press the spacebar or click on the boxes with the mouse.

The lower portion of an input mask contains an additional **button bar**.

The label of the button, which is under the cursor, is surrounded by a broken line. This button can be activated directly by pressing **<Return>**.

There are some buttons that appear in every window and others that only appear for certain menu items. A few buttons are described below in the context of a record window.

Record window:

In the **record window** (detailed view), you can edit or delete existing database entries. If you are in the database overview, select the corresponding entry by positioning the cursor and confirming with **<Return>**, by clicking the right mouse button and clicking on **-View details-** or by **double-clicking** on the entry.

Besides the standard functions [**Print**] and [**Help**], the detailed view generally includes the following functions:

[<] **Page back**
Clicking on this button once or several times moves you back one or more entries.

[>] **Page forward**
Clicking this button once or several times moves you forward one or more entries.

[Go to] displays a particular record if you do not wish to use the [<] and [>] functions.

After clicking on the [**Go to**] button, enter the relevant code (Account code, Ordering party code, etc.) in the top input box in the entry mask. Then press the **<TAB>** key. Any entry in the database that contains this code will be displayed.

[**Go to**] is also important for network operation. Clicking on [**Go to**] causes the program to read the current version of the database.

[Delete] removes an entry from the order database. Confirm with [**Yes**] to delete the entry. [**No**] will return you to the detailed view without deleting the entry.

[OK] or confirms the modified entry in the record window and

[**Save**] updates the existing entry in the database.

1.5 Standard functions

Functions, which appear in nearly every dialog, are referred to as standard functions. These basic functions include the already mentioned [**Help**] button for accessing the context-sensitive online Help, the [**Select**] button for selecting data from database overviews (Chapter 1.5.1), the [?](Chapter 1.5.3) button for accessing information in the reference tables while entering data and the [**Print**] button (Chapter 1.5.2) to output data on the screen or on the printer from either the database overviews or from record windows.

1.5.1 Selecting data via [**Select**]

The [**Select**] function or the parameter controlled ("Selection before ... ") will open a dialog box in which you can specify selection criteria. This selection dialog box will appear whenever you can restrict the amount of data that will be output.

If you did not enter selection criteria during a previous session, the fields in the three columns will be "blank". (The "Selection criteria" dialog can be "**enhanced**" with parameters to six columns!) You can either individually "overwrite" the existing entries in the columns or clear them completely by clicking on [**Delete criteria**].

Enter the **field name** to which the selection will apply in the first of the three columns. The first column then forms the **selection basis**.

Click on the drop-down arrow to the right.

All of the available field names will be displayed. Click on a field name to specify the first field name to be used as a selection criterion.

The centre (2nd) column contains **operators**). Open the list of available operators by clicking on the drop-down arrow to the right.

The third (right-hand) column contains the **selection limits** in other words the values to be entered by the user.

A key to the operators:

less than	Values less than the selection limits entered in column 3 will be included in the selection.
greater than	All values greater than the selection limit will be included in the selection.
equal to	The selection covers only those values that are equal to the selection limit. Records will also be located if the selection value covers only part of the selected values.

Example: Holder *equal to* Smith

The selection also includes holders with names such as Smith, Goldsmith, Blacksmith, Smith-Jones, etc.

not equal to

Only values **NOT** corresponding to the limit will be included in the selection.

less than / equal to

All values that are less than or equal to the selection limits will be included in the selection.

greater than / equal to

All values greater than or equal to the selection limits will be included in the selection.

exactly equal to

The selection will only include records whose values are **exactly equal (identical)** to the selection limit. Values merely incorporating the selection limit along with other data will not be included.

Example:

Holder *exactly equal to* Smith

This selection will only include Ordering parties with the name Smith but not with the name *Goldsmith*.

**Please note:**

All of the fields in column 1 are linked by an **AND operation**. Which means: that the more entries that are made in the selection dialog, the more tightly defined the selection and thus the fewer the records that will be displayed.

If you are inserting dates into the input fields, you must use the separator that you have selected in your country-specific settings in the Windows control panel. You can also use a period/full stop (.) as the separator.

Save selections:

Selections can be saved under a name. To do so, click on the [**Save criteria**] button. Then a window opens, in which you allocate a clear name for the selection created.

Save the selection under the indicated name by finally pressing the [**Save**] button.

Load selections:

Selections can be loaded later on, if saved before. To do so, click on the [**Load saved criteria**] button. Then a window opens, in which the saved selections are displayed.

To accept a saved selection in the dialog box of the selection criteria, choose the required selection from the list of the saved selections and click then the [**Accept selection**] button.

If you want to delete a saved selection, highlight it and then choose the [**Delete selection**] button.

Conclude your entries in the selection dialog box by confirming with [**OK**].

A database overview limited by selection criteria is denoted by the addition of [Selection] in the title bar of the current database overview.

Until they are deleted via the [**Delete criteria**] function or changed, the selection criteria you have defined are now valid whenever you select the toolbar functions (e.g. [**Print**]).

Enhancing the selection dialog:

**Please note:**

If you have marked the "**Enhanced selection box**" parameter on the *System Parameters General property page* in the Core module, the normal selection screen will be expanded with an option for setting brackets plus a selection for the Boolean operator **OR**. With the added support for expressions in brackets and logical expressions using **AND** and/or **OR** operations, it is possible to compose substantially more complex selection criteria.

Example: (Condition 1 **OR** Condition 2) **AND**
 (Condition 3 **OR** Condition 4)

Conclude your entries in the selection dialog box by confirming with [**OK**].

Until they are deleted via the [**Delete criteria**] function or changed, the selection criteria you have defined are now valid whenever you select the toolbar functions (e.g. [**Print**]).

1.5.2 Outputting data via [**Print**]

The [**Print**] function allows you to output data (e.g. order data, reports or parameters) on either the screen or to a printer.

To prepare the output, proceed as follows:

**Please note:**

If you wish to output records from a larger amount of data, you can elect to have just a portion of the data output. To restrict the output data to just the desired set, **before** clicking on the [**Print**] buttons use the [**Select**] function to enter your choices in the Selection criteria dialog.

- Define a sort if desired (e.g. when using the [**Print**] function from a database overview): (see Chapter *Sorting*).
- Specify the output device: (see Chapter *Output device*).
- Specify the report type: (see Chapter *Report type*).

If present, use the following buttons:

- [Delete]
- [Printer]
- [Save]
- [Help]
- [Output]

to access the other functions.

Use the [Delete] function to clear any sort criteria from previous sessions.

The [Printer] button will only be active when the "Printer" has been chosen as the output device. For more information about the buttons, please see the section covering *output devices*.

Use the [Save] function to save print jobs, which can then be processed automatically by the Core module using the settings you have chosen (selection criteria, sort criteria, output device) (cf. Chapter 6.8.2 of the Core module: *Define reports*).

[Help] opens the context-sensitive Help.

[Output] starts the output of data to the selected output device in the selected type of report.

Sorting

The data can be **sorted** using a maximum of 4 criteria before it is sent - in the desired format - to one of the output devices.

Click on the **first sort list box** and select the field name you want to use as the first **sort criterion**.

If you want the sort to be performed in **descending** order (9 - 0; Z - A), check the "Descending" box.

The default setting performs sorts in **ascending** order (0 - 9; A - Z).

Follow the same procedure for sort list boxes 2 to 4, if you wish to specify additional sort criteria.

If you leave **all the sort list boxes blank**, the records will be output in the order that they are found in the database.

Output device

Specify the **Output device** in the list box at the right. You can output data to

- **Screen**

The data is output as a list on the screen. The list header contains the name of the database, the date and the time of creation as well as the number of pages. The records are displayed with their key data in columns that are described in the column headers.

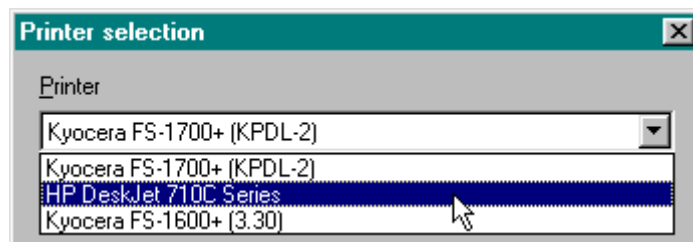
For information about navigating through screen lists, please see the associated section on navigation in screen lists.

or

- **Printer**

The structure of the printed report is identical to that of the screen list.

After you choose "Printer" to be the output device, the [**Printer**] button will become active. If you click on this button, the printer selection dialog box will appear. Click on the arrow at the right to open a list of the installed printers.



Select the desired printer by clicking on it with the mouse or by selecting it with the cursor keys and then clicking on [**OK**].

Or as

- **PDF**

The printout corresponds in its structure to the screen list, is, however, made in form of a PDF file (Portable Document Format), that will be stored in the directory ..\MCCWIN\DAT (e. g. the master data log in the form SD[current date][sequential number].PDF).

To view and print the PDF files, you require the cost-free Acrobat Reader of the Adobe company.

Navigation in screen lists

Use the "Up" and "Down" arrow keys and <PgDn> / <PgUp> to move up and down through the list. You can also use the scroll bar. If the list extends over several pages, you can use the buttons



in the toolbar to scroll up and down.

If you have activated the zoom function in the Core module (see Core module chapter 4.5: *Print Parameters*), you can

=> output the list to a **printer** by clicking on



This sends the currently displayed page to the printer using the same graphics resolution as for the screen.

=> enlarge the list display or return from an enlarged view to a smaller view by clicking the **zoom** button:



The currently displayed page and the total number of pages will be shown in the toolbar. When the output extends over several pages, you can enter the desired page after the "Go to page:" and then "jump" to that page by pressing <Return> or <TAB>.

You can close the screen list with the close button or by pressing <ESC>.

In the case of a log, once the screen list has been closed, a dialog will appear asking whether you wish to delete the log file containing this data. Depending on your choice, click on the corresponding button: [**Yes**] or [**No**].

Report types (Payments)

Define the type of report by selecting an option from the "Define report" list box.

Reports are printed in fixed formats, which you cannot change. The number and type of reports will vary somewhat, depending on where you were in the program when you clicked on [**Print**].

You can, for example, select from:

- **Overview**
Database entries will be listed with their key data in a table.
- **Complete**
Database entries will be listed in a table with all of their data.
- **By due date**
Database entries with the same due date will be listed in a table. A table header contains a description of the individual columns.

The shared due date, the number of orders and the total amount in base currency will be shown at the bottom of the table.

The "Total of listed items" containing the number of orders displayed and their total amount in base currency appears at the end of the list.
- **By accounts**
Payment orders with the same ordering party account will be listed in a table. A table header contains a description of the individual columns.

The Ordering party account, the Account currency, the number of orders and the total amount in base currency will be shown at the bottom of the table.

The "Total of listed items" containing the number of all orders displayed and their total amount in base currency will appear at the end of the list.

- **Item by item (Page by page)**

Each payment order is displayed or printed on a separate page with all its data.

1.5.3 Database-supported entry via [?]

The **selection list box** is always displayed if you access information found in other databases as you enter a new record. The cross-read is made using the [?].

When you click on [?], a selection list will open showing all of the records in the database. Position the cursor and confirm with <Return> or double-click to select a record.

You **can** restrict the records listed by entering selection criteria in the boxes at the bottom of the list box.

If you did not enter any selection criteria during a previous session, the fields will be blank.

Define the selection column by column. The field name forming the **selection basis** is always the name of the column you have selected.

First click on the top field and a drop-down arrow (▼) will appear on the right.

Click on this arrow to open a drop-down menu containing the following **operators**:

- | | |
|----------------|---|
| "blank" | No criteria will be set. |
| < | Values less than the selection limits entered in column 3 will be included in the selection. |
| > | All values greater than the selection limit will be included in the selection. |
| = | The selection covers only those values that are equal to the selection limit. Records are also included if the selection value represents only part of the selected values. |

Example:

Holder *equal to* Smith

The selection also includes holders with names such as Smith, Goldsmith, Blacksmith, Smith-Jones, etc.

- | | |
|-----------|--|
| != | Only those values that do NOT correspond to the criterion will be selected. |
|-----------|--|

- <=** All values smaller than or equal to the selection limits entered in column 3 will be included in the selection.
- >=** All values greater than or equal to the selection limits will be included in the selection.
- ==** The selection will **only** include values that are **exactly equal (identical)** to the selection limit. Values that include the selection limit plus other data will not be included.

Example:

Holder *exactly equal to* Smith
The selection will only include holders whose name is "Smith".

Click in the text box below and enter the term or value which will form the **selection limit**.

Perform the selection by pressing on **<Return>** or **<TAB>**.

Incidentally:

Instead of selecting a record with the [?] button, if you know the code (Index) under which the record is stored in the reference table you can enter it directly in the appropriate field.

Above the selection list, you have the option to add new data to the corresponding reference table using the



button. After clicking on this button, an entry dialog will open for the corresponding reference table. Click on [**Save**] to enter the data in the database. It will then be available by clicking [?] whenever you enter new records.

2 Administration

Use menu item -Administration- to set, cancel and modify key program parameters.

You can also use this menu item to select log functions and printouts, control export files, etc.

Select a function from the following menu items:

- UZV parameters
- Import / Export
- Display text files
- Master data log

2.1 UZV parameters

Use menu item -UZV parameters- to specify program settings affecting only the UZV module.



Because of the large number of parameters to be set, these are divided among several property pages.

The functions of the parameters on the following property pages

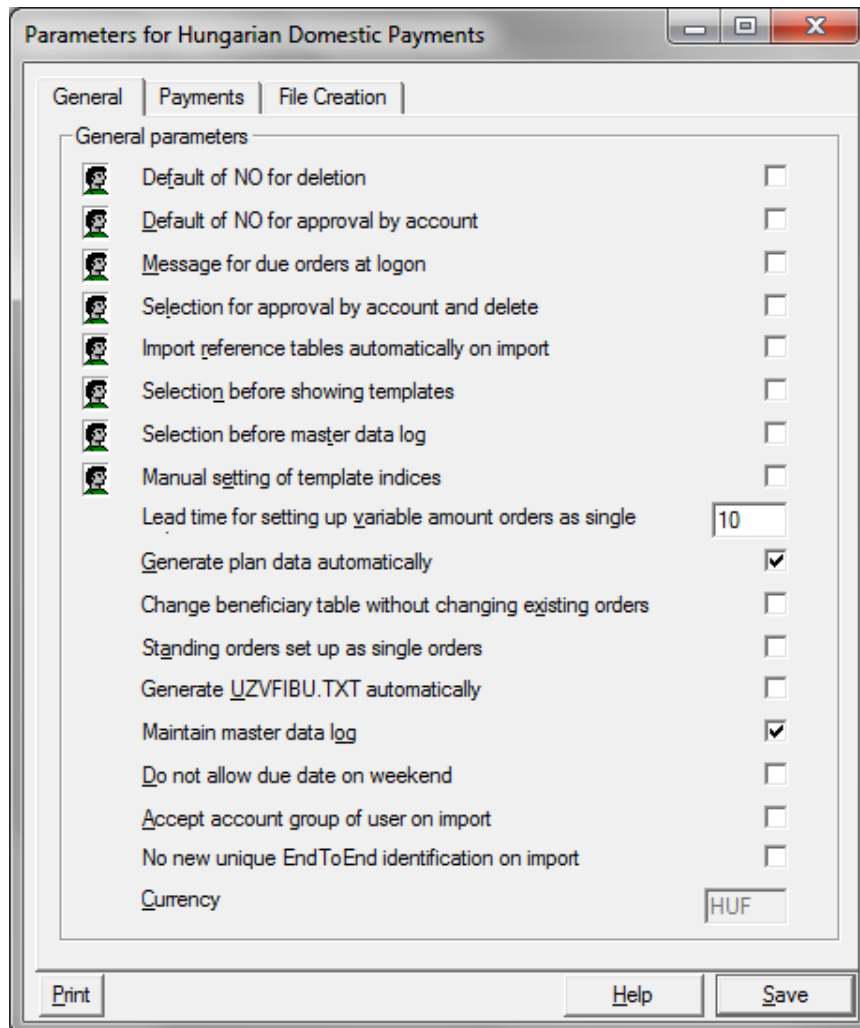
- General
- Payments
- File creation

are described in the following chapters. Click on the corresponding tab at the top of the page to select the required property page.

The parameters are allocated to defined categories which are partly marked by symbols **before** the individual parameters and for which different groups of people are authorized to maintain. Thus a distinction is made between:

Symbol	Parameter type	Maintenance by ...
None	Global (security-relevant administrator parameters, which shall apply to the overall system)	System administrator
	User-related (personal preferences in the sequence, such as, for example, colours and dialog settings)	User
	PC-related (settings which are bound to a defined PC, e. g. Comms. parameters)	System administrator, User

2.1.1 General Parameters property page



Default of NO for approval by account

If you tick this parameter, the payment orders displayed for approve by account are normally **not** flagged. Only orders which have been checked are approved in the case of approve by account which means that you must flag each payment order to be approved by clicking on the corresponding check box. If you do not check this parameter, the payment orders displayed for approve by account will all be checked. You must then remove the check for orders you do not want to approve. Further information on approval by account is contained in Chapter 5.2: *Approval by account*.

Default of NO for deletion

If you tick this parameter, the payment orders displayed for order deletion are normally **not** flagged. Only the orders, which have been checked, are deleted during the deletion process, which means that you must flag each payment order to be deleted by clicking on the check box. If you do not check this parameter, the payment orders displayed for deletion will all be checked. You must then remove the check for orders you do not want to delete. Further information relating to the deletion of orders can be found in Chapter 7.3: *Delete orders*

Message for due orders at logon

If you check this parameter and due single orders are stored in the system, a message tells you that there are due single orders whenever you start the UZV module.

Selection before approval by account and deletion

If you check this parameter, a selection dialog box opens whenever you choose menu item - Payments- / -Approval by account- or -Payments- / -Delete orders-. You can define the Selection criteria for the payment orders to be approved or deleted in this dialog box.

Import reference tables automatically on (file) import

If you check this parameter, Accounts / Ordering parties not yet stored in the relevant references tables are **automatically** added to these reference tables when UZV files are imported. If you do not check this box, a dialog box, containing details about the Accounts / Ordering parties not yet stored in the reference tables, appears when you import UZV files. You can supplement and modify these details. Confirm with **[OK]** to add the dialog box entries to the relevant reference table. Instructions on how to import UZV files are contained in Chapter 7.5: *Import UZV file*.

Selection before showing templates

If you check this parameter while recording payments before selecting a template, you will have the option of limiting the number of templates by entering selection criteria. If you do not enter a criterion, no selection is made.

You can select from the code (template, sender, account), the Bank Code, the account number and the name of the Beneficiary or from the payment details. You can enter a maximum of 27 characters.

Selection before master data log

If you have checked this parameter, you will be offered a selection dialog box before output of the standard log. In this dialog box you can set the selection criteria for the records that are to be displayed in order to limit the number of records, if necessary.

Manual setting of template numbers

If you have checked this parameter and you have saved the payment order as a template by clicking on the **[Save and store as template]** button or by using menu item -Add as template- (right mouse button) [see Chapter 4.1.7: *Using templates*], a small dialog box will appear in which you can alter the suggested template number, if desired (max. five digits).

In each case the next higher, not yet occupied template number is suggested. Confirm the suggestion and/or your changed data with **[OK]**.

If the entered number matches with an already existing one, you are requested to enter a new number.

Close this message with **[OK]** and change the number.

You also close the message concerning the insert of the template with the selected number by clicking **[OK]**.

If this parameter has not been checked, the change dialog does not appear and the template number will be assigned automatically in that way, that the highest template number already assigned is incremented by one.

Lead time for variable amount orders

Here you can select the number of days of lead time for variable amount orders. This lead time is the number of days earlier that the single order must be set up from the variable amount order. If you select "none", the variable amount orders will be set up as single orders on the date specified.

Generate plan data automatically

This parameter applies only if you are using a Cash Management program and UZV is installed as a module for this program. Payment orders are transferred to the **customer plan data** with a corresponding ID Group and are then available for analysis and report generation.

Change beneficiary (reference) table without affecting existing orders

If you check this parameter, the Beneficiary index is deleted every time you save a payment order. This means that changes to the Beneficiaries reference table do not affect the payment record, i.e. approved records are added to the UZV file without these changes when the file is created.

If you leave this parameter unchecked, subsequent changes in the Partner / Beneficiary reference table are included **when new files are created**.

Standing orders set up as single orders

This parameter has the effect that standing orders are not directly added to the UZV file at due date, but that a single order is generated from an approved standing order first. If (an) approval (s) is (are) required by an appropriate entry on the *Payments property page*, this single order must be approved before it can be added to the UZV file. This process corresponds to the procedure described in Chapter 4.1.6 for variable amount orders.

Generate UZVFIBU.TXT automatically

If you do not check this parameter, you suppress the creation/updating of export file UZVFIBU.TXT following the generation of a UZV file (cf. Chapter 6.4: *Create UZVFIBU.TXT*). UZVFIBU.TXT is a file containing one line in ASCII format for each order transferred to the UZV file. You can, for example, import it into your ledger accounting system if required. You can specify the order fields to be added to UZVFIBU.TXT in menu item -Administration- / -Import/Export- / Maintain Import / Export files-.

Maintain master data log

Checking this parameter box specifies that a master data log will be maintained for the UZV module. The master data log contains all activities relating to master data administration (e.g. new entries, deletions and alterations in the reference tables and the Order database). Print the master data log using menu item -Master data log-. The master data log can only be printed via this menu item; you cannot print it using the DOS PRINT command

**Please remember...**

to print the master data log at regular intervals and then delete it when the message appears. If you do not do this, the size of the master data log can quickly reach unmanageable proportions and take up a lot of space on your hard disk.

Accept account group of user on import

Using this parameter you decide whether the account group of the user shall be accepted or not when importing payment orders (see Chapter 7.5: *Import payment order file*).

If the parameter is not set, the account group saved together with the file remains and the imported orders are visible according to the account group only for staff with this account group.

Do not allow due date at weekend

Normally, the processing of payment orders is not intended at the weekend (Sa/Su). If the due date can be chosen without any restrictions, sometimes it will coincide with a weekend. If a due date on weekends has to be excluded, this can be made explicitly by setting this parameter.

If an execution date is chosen which coincides with a weekend, the program automatically sets the due date to the Friday before the weekend.

No new unique EndToEnd identification on import

If this parameter is switched off and you import an XML based HCT file, system generates a new unique EndToEnd identification for each payments – independent from the reference existing in the payment file. If you switch on this parameter system does not generate new EndToEnd identification for imported payments, identifications are loaded from the payment file.

2.1.2 Payment parameters property page

The screenshot shows a Windows-style dialog box titled "Parameters for Hungarian Domestic Payments". It has three tabs: "General", "Payments" (which is selected), and "File Creation". The "Payments" tab contains several sections:

- Prompts for new entries:** A list of seven items, each with a small icon and a checkbox on the right. All checkboxes are checked.
 - Prompt ordering party
 - Prompt ordering party account
 - Prompt payment type
 - Prompt ID-group
 - Prompt access class
 - Always prompt order form
 - Predefine ID-groups for entry with user name
- Payment history:** A section with two items.
 - "Maintain payment history" with a checked checkbox.
 - "Delete payment history after how many days" with a text input field containing "14". Below this is a red warning text: "Warning : 0 days means that the payment history will never be deleted."
- Approvals:** A section with two items.
 - "No. of approvals" with a dropdown menu showing "One".
 - "Entering user cannot approve" with a checked checkbox.

At the bottom of the dialog, there are three buttons: "Print", "Help", and "Save".

New entry of payment orders:

These parameters apply only to the [**New order**] function when entering Hungarian domestic payment orders. For more information on entering new payment orders, please refer to Chapter 4.1: *Edit payment orders*.

You can use the "Add new payment orders" box to specify whether certain fields should be pre-set with default values. The program assumes that the **default values will be taken from the data of the most recent new order**.

You can change the default values at any time when entering a payment order. Default values are only shown for the boxes checked in the "New payment default values" dialog box

Choose between

Prompt ordering party

The ordering party of the most recent new entry is suggested.

Prompt ordering party account

The ordering party account of the most recent new entry is suggested.

Prompt payment type

The payment type of the most recent new entry is suggested.

Prompt ID-Group

The ID-Group of the most recent new entry will be suggested.

Prompt access class

The access class of the most recent new entry will be suggested.

Always prompt order type

Order types are single orders, standing and variable amount orders. Before you start entering a foreign payment order, the program asks you to specify the order type. If you check the "Always prompt order type" box, you are prompted for the order type before **ALL** new entries.

If you leave it unchecked, you will be prompted only if you choose menu item -Payments- / -Enter payment- or the corresponding icon and start the [**New order**] function for the first time. All subsequent new entries are then automatically allocated the order type specified for the first new entry in this cycle. You can change the order type by closing the box by double-clicking the Close button and selecting it again with menu item -Payments- / -Enter payment- or the corresponding icon.

Predefine ID-Groups for entry with user names

If you highlight this parameter, the "ID-Group" field on the *Supplementary information property page* is predefined on payment input with the name of the user who entered it. If different users have to enter payment orders within a network and have to create their own UNG files, the orders can be selected easily later on using the user names (as ID-Group).

Payment history:**Maintain payment history**

Checking this UZV parameter box specifies that a master data log will be maintained for the UZV module. All the information required for processing payment orders is saved in Payment history (see Chapter 7.4).

Delete payment history after how many days

Enter the number of days for which this information is to be saved behind the field "**Delete payment history after how many days**".

**Please note:**

If you enter a period of 0 days, the payment history information will not be deleted.

The storage period for entries in the history may not exceed the storage period defined for the file manager (see Core module Chapter 6.4.1: *Session types property page*).

Approvals:**No. of approvals**

Use this parameter to tell the program whether one, two or no approvals are required. Specify the number of approvals by clicking the drop-down arrow to the right and clicking on an entry in the list box.

With **-One-** approval, each payment order need only be approved once before it is added to a file.

If you enter **-Two-**, you must specify in the next box the minimum amount requiring two approvals. If you do not change this default value of HUF 0.00, each payment order must be approved twice regardless of its amount.

The second approval **CANNOT** be entered by the same user who has entered the payment order and entered the first approval.

If you enter **-None-**, each payment order for the relevant payment type is approved immediately on entry and is available for transfer to a file.

You can find out more about approving payment orders in Chapter 5: *Approval*.

Entering user cannot approve

If you highlight this parameter, the user who has entered a payment order has not the option to approve again a record of a reference table blocked, if necessary, after change. The approval can be made only by another user authorized to approve (for this, see the Chapter for the Check and approval mechanism for record changes made in the reference tables).

2.1.3 File creation parameters property page

The screenshot shows a Windows-style dialog box titled "Parameters for Hungarian Domestic Payments". It has three tabs: "General", "Payments", and "File Creation", with "File Creation" being the active tab. The dialog is divided into several sections:

- Type of file creation:** This section contains three items, each with a small icon of a person and a checkbox on the right:
 - ☒ Single-bank oriented
 - ☒ With preview
 - ☒ With display of files after creation
- Printouts for file creation:** This section contains four items, each with a small icon and a dropdown menu on the right:
 - ☒ Print medium: Printer
 - No. of cover notes for file creation on hard disk: None
 - No. of cover notes for file creation on diskette: One
 - Short list at file creation: None
- Backup files in directory DTASAVE for file creation on diskette:** This section contains one item with a text input field:
 - Delete backup files after how many days: 0
- Prepare file for comms.:** This section contains one item with a checkbox:
 - Prepare file for comms. obligatory: ☐

At the bottom of the dialog, there are three buttons: "Print", "Help", and "Save".

Type of file creation:

Single bank-oriented

Select these parameters if you want to create files for a single bank e.g. on diskette. When you activate these parameters the following parameters will also appear: Number of cover notes when writing to diskette, Delete backup files after how many days? and Prepare file for Comms. obligatory.

If you do **not** select single bank-oriented file creation, you will be offered two other possibilities of changing the way the file is created. Both these options can be deactivated:

With preview

If you have highlighted this parameter, an overview will be shown to you at file creation on hard disk or diskette, in which you can exactly define, which orders should be added to the UZV file to be created (see Add orders to payment order file).

With display of files after creation

If you have highlighted this parameter, an overview will be shown to you at file creation on hard disk or diskette, in which all payment order files prepared for sending are listed (see Files to be sent).

Printouts for file creation:**Print medium**

As output device (see Chapter 1.5.2) for printing the different documents, you have the choice between:

- Printer and
- PDF.

Using this parameter the selection of the output medium at file creation can be predefined. This presetting can be changed there, naturally.

Number of cover notes for file creation on hard disk

Use this parameter to define whether the program should suggest that no, one or two cover notes be printed when a UZV file is written to the hard disk. Select the option by clicking on the drop-down arrow to the right and clicking on one of the entries in the list box.

You can change this default at any time in the dialog box for creating UZV files.

Number of cover notes for file creation on diskette (only in the case of single bank-oriented file creation)

Use this parameter to define whether the program should suggest that no, one or two cover notes should be printed when a UZV file is written to the diskette. Select the option by clicking on the drop-down arrow to the right and clicking on one of the entries in the list box.

You can change this default at any time in the dialog box for creating UZV files.

Short list at file creation

The short list documents the key data on the contents of the UZV file, which has been created, including the total, the number of records and the checksum.

Use this parameter to specify whether printing a short list will be proposed when creating a UZV file. If you check this parameter, the "Print short list" box in the dialog box for creating UZV files is checked.

Specify whether and how a database summary list will be printed. Choose between:

- None
- Overview and
- Complete
- Item by item.

You can change this default setting at any time in the file creation dialog box.

Backup files in directory DTASAVE for file creation on diskette (only in the case of single bank-oriented file creation):

Delete backup files after how many days

When a UZV file is copied to a disk, a backup copy of this file is written to directory DTASAVE (cf. Chapter 6.1.2: *Single bank-oriented file creation on diskette*). The backup copies are normally stored there until you delete them, provided that is, that the parameter is set to "0" days.

If you enter a value other than "0" (zero), the backup copies will be automatically deleted after the number of days you enter here.

Backup copies of UZV files should be kept for 10 days (from the date of receipt of the order by the bank). Therefore **we recommend** that you leave the parameter set at 20 days to allow for any delays in the event that the files are sent offline by post, and thus to ensure compliance with the minimum storage period.

Prepare file for Comms. (only in the case of single bank-oriented file creation):

Prepare file for comms. obligatory

If you have checked the parameter "File for Comms. preparation is mandatory", the file will be directly prepared for Comms. and the usual message after creating a file inquiring whether the file should be sent will not appear (see Chapter 6.1.1: *Single-bank oriented file creation on hard disk*).

2.2 Import / Export functions

Using the Import /Export functions of the program you have the option to export text files with data of the reference tables as basis for the financial accounting (cf. Chapter 6.4: Create UZVFIBU.TXT) and to import data into the reference tables from externally provided text files.

Start the desired processing function by selecting the corresponding menu item -Administration- / -Import/Export-

- Maintain import/export file
- Execute export
- Import reference tables
- Delete from reference tables

General information regarding the import/export functions can be found in Chapter

- 2.2.1: General information

Before you can create "user export files" for the reference tables and UZVFIBU.TXT or before importing text files, you must create **control files** containing data needed to output the file. You can modify control files at any time to meet changing needs.

Instructions for creating a control file are contained in chapters

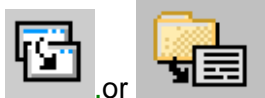
- 2.2.2.1: General property page
- 2.2.2.2: Fields property page

2.2.1 General information

Export files are text files containing user-defined data from the reference tables and the Order database. These text files can be easily imported and edited by other programs.

These text files are created

- by selecting the menu item -Administration - / -Import/Export- / -Execute Export- **or**
- by clicking on



Text files for export contain ASCII characters only; each line ends in <CR><LF>. The columns are separated by delimiters.

The individual columns of the text files have **variable lengths**. If some fields in the reference tables contain no entries, the "blank entries" are represented in the text files by a sequence of **delimiters**. The delimiters continue until a completed data field is found in the reference table.

Text files for export are updated, meaning that the data is appended to the records already contained in such a file. If you want to save only the "latest" records in a text file, you will have to set the parameter **"Overwrite existing text file"** (see Chapter 2.2.2.1: *General property page*).

2.2.2 Control files for defining output or input files

Use the menu item -Maintain Import / Export file- to define your "own" text files for further processing.

To generate an output (export) file or to import an input file, a **control file** is required that contains the information required for the export or import of data. This file is used to define which fields are to be added in the respective output file or adopted from the import file.

Control files can be modified at any time to meet changing needs.

Select the menu item -Maintain Import / Export file- to open a dialog box in which you can enter or select the name of the control file.



Please note ...

By default, the control files are located in subdirectory..\DAT of the Payments module; and this directory will first be searched by the program for control files.

If you have copied the control files to another directory or another drive, you must click on the corresponding drive/directory.

- **Open a new control file**

The cursor marks the first text box in the dialog box: **File name**. Enter a name for the new control file in this text box. The name of the new control file may have a max. 8 characters; the extension ".WVD" is assigned automatically by the program. Confirm your entry by clicking on [**Open**].

A list box will open in which you can select the database that the control file will access.

Choose between the following databases:

- Accounts
- Banks
- Beneficiaries
- Ordering party
- Orders
- History
- Payment codes

Confirm your selection by clicking on [**OK**] or double-clicking on the desired database.

- **Open an existing control file**

If one or more control files already exist and you wish to modify an existing WVD file, click on the name of the file in the selection window and then click on [**Open**] or double-click on the name of the desired file.

In either case, the file property page will now be displayed to accept your entries or modifications (cf. Chapter 2.2.2.1: *General property page*). Then select the fields to be included in the export file or accepted from the import file (cf. Chapter 2.2.2.2: *Fields property page*).

Click on [**Save**] to finish your definition of the control file and return to the main window.

2.2.2.1 General property page

On this property page you can define which format should be used and specify which delimiter should be present in the export or import file. After the "File name" the name of the control file will be displayed and after the "for" that of the associated database.

A key to the fields, you need to define:

Description

You can enter an explanatory text in this text box to provide a more detailed explanation than the max. 8-character control file name. This description will be displayed whenever the control file is presented in a list box.

Separator

This mandatory field specifies the character to be used to separate the fields in the import/export files.

You can use , ; : etc. as a delimiter. If a **0 (zero)** is entered for the delimiter, this will be converted to a hexadecimal "0"; a **T** will be converted to hexadecimal 9, in other words the **TAB** character.



Please note:

Do **not** use a comma (,) as a delimiter if the data includes amounts in euro or other amounts with commas used for the decimal separators. The use of **B** (or b) does only make sense in the case of not using the Compress fields option.

Define Import/Export file

General Fields

File name: UZVFIBU for: UZVFIBU

Description: orders

Separator: ; Output Autoroutine

Date format: Windows standard

Date separator: .

Decimal separator: .

☐ Text fields inv. commas

☐ Compress fields

☐ Output in Windows character set

☐ Field names in line 1

☐ Search for / create import / export file in user directory
(It is recommended to store this files in the workstation directory of the core module)

☐ Prompt name of export / import file
(Default is the DAT directory of the core module)

☐ Overwrite existing text file

☐ Call batch after creating export file

Print Help Save

[Print Autoroutine]

Use this button to print export files automatically. If you click on **[Print Autoroutine]**, the dialog "Store report" will open in which you can define and save a predefined report, which can later be accessed for further editing or execution under the menu item -Administration- /-Predefined reports-. The fields correspond, in largest part, to those describe in Chapter 6.8.2: *Define reports*, they are just organised somewhat differently.

Description

In the text box, enter a description of the report, which will make orientation easier when performing administration task or printing the reports in the Core module.

Print in autoroutine

Use this function to specify at which intervals the automatic print routines should be performed when the program is started. You can choose between "after Comms." (print after every comms session), "daily", "weekly" or "monthly". Select "never" to disable the print autoroutines, with "current data" you can limit the data printed to that which has been added during the current session. Records, which were already printed, will be ignored.

Save with selection?

Select this option to enhance the dialog with 7 selection fields each with 3 columns, in which you can specify selection criteria. In the **first** column, choose one of the fields used in the selected database. If, for example, you were defining an export file for the "Country"-database, you would only find a choice of "Code" or "Description" for the first column. In the **third** column, enter an absolute value, e.g. a number, in the **second** column enter an **operator**, which defines the relationship between the field and the value.

Output file

If you marked the parameter "**Prompt name of export / import file**" on the *General property page* (see below) for the control file, at this point the drive and directory of the export file will be displayed or if you click on [?] a list box will appear from which you can explicitly select the desired export file (*.TXT) or even create a new one.

Sorting

Here you can use the four list boxes to specify the content and order of the first four fields in the export file. In the list boxes, you will find a choice of field names from the selected source database from which you can choose the desired field. The standard setting for the sort is **ascending** (A-Z, 1-100), but if you mark the check box "**decending**" the data will be sorted in decending order (Z-A, 100-1).

Date format

You can define the date format in the text files via this list box. You can select from

- Standard Windows (Default)
- MM.DD.YY
- DD.MM.YY
- YY.MM.DD

If you choose the option "Standard Windows", the field will be filled in accordance to the country settings made in the Windows Control panel.

Date separator

Here you can enter the separator to be used for dates, e. g. "." in German language or "/" in English language.

The field will be preset with settings made in the Windows Control panel/Country settings.

Decimal separator

Here you can define the decimal separator to be used for currencies or numbers, e. g. "," in German language or "." in English language.

The field will be preset with settings made in the Windows Control panel/Country settings.

Text fields inv. commas

Specify whether the text fields in the export file that you are defining should be enclosed by inverted commas " ". Check the box accordingly.

Compress fields

"Compress" in this case means that spaces and leading zeros are "cut" from text fields. In this case, the lines in the export file will vary in length. Check the box if you want to compress the fields.

Output in Windows character set

The setting to be made here depends on whether a Windows or a DOS program will be used to further process the export file. This is particularly important in the event that special characters are used, since Windows and DOS programs use different code sets.

For output in the Windows character set, " __. __. __" is entered in the export files if no entry is made in a date field.

Field names in line 1

Export files (output files) do not normally contain field names. Check this box if you want to use the first line of the export file as a header that shows the field names in the correct order. Please note, however, that the field names can only be placed in the first line when the export file to be created (extension: .TXT) is not yet found in the Core module's subdirectory ..\DAT.

This function supports processing in spreadsheet applications such as Microsoft Excel, since the field name can be used immediately as the line or column label.

Search for / create Import / Export file in user directory

If this parameter is highlighted, the Import file is searched in the user directory or the Export file is written in the user directory (under ..\MCCWIN\USERS).

However, the storage in the PC directory of the Core module is recommended (under ..\MCCWIN\DAT). To do this, leave the parameter untagged.

Prompt name of export / import file

If you have marked the parameter "Prompt name of export / import file", a list box will be displayed in which you can explicitly select the export or import file (*.TXT) or enter a new one. This list box will be displayed when:

- exporting, in other words when generating an output file, between the selection of the control file and setting the selection criteria
- saving a report for the autoroutine or
- importing a text file between the selection of the control file and the confirmation prompt before file is finally imported.

The default directory is the PC directory of the Core module (under ..\MCCWIN\DAT) or, if the parameter has been highlighted above, the user directory of the Core module (under ..\MCCWIN\USERS).

If the import / export files have been saved to another directory or to another drive, you will have to select the corresponding drive/directory by clicking on it.

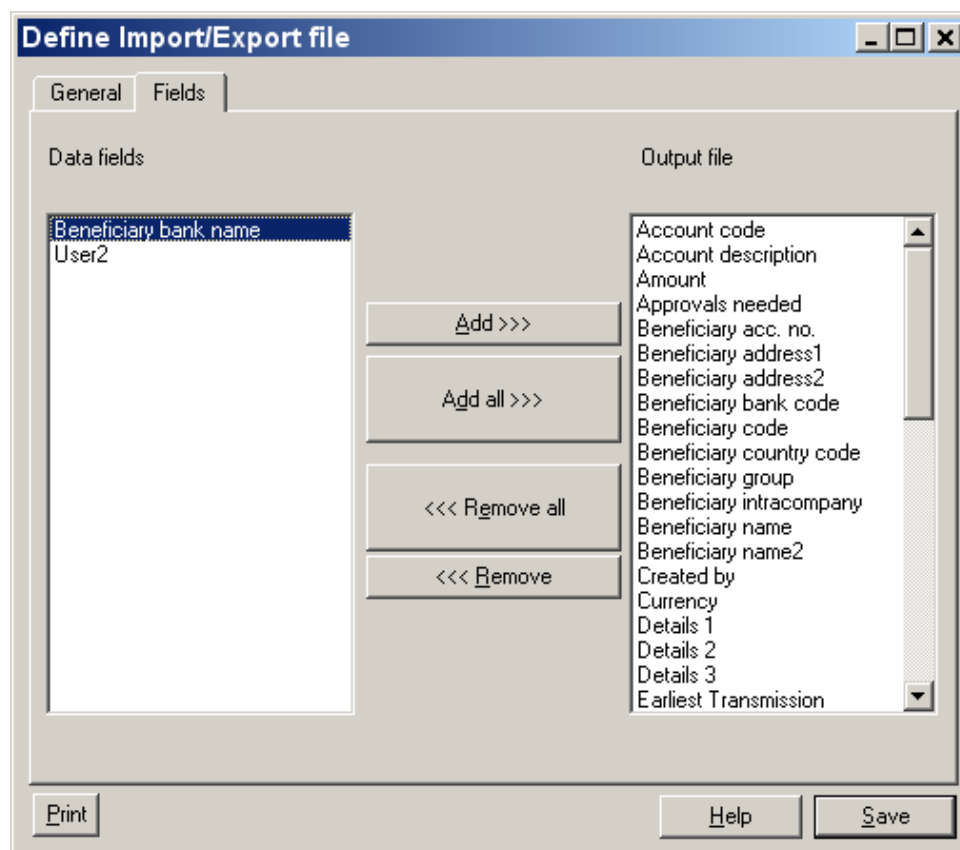
Overwrite existing text file

If you have marked the parameter "Overwrite existing text file", any existing text files for export will be overwritten and not updated.

Call batch after creating Export file

If a batch file should be opened after creating the Export file, highlight this checkbox. Use the appearing [**Program selection**] button to choose the required batch file.

In the batch file the name of the created text file can be requested. The request can be done using the following parameter: %1 = name of the created text file.

2.2.2.2 Fields property page

On this property page, specify the fields to be included in the export file.

Incidentally:

The **export file templates** (extension **.WVV**) form the basis for creating new control files. Export file templates contain the field names that will be accessed when a control file is created.

The dialog box is split into **three sections**.

The list box on the left contains a list of all of the **data fields** that are in the selected database and can be output to the export file.

The list box on the right is still "empty" if a new control file is being created; it will subsequently show the names of the fields whose contents will be included in the **output file** (= export file).

The **centre** section contains the buttons [**Add >>>**] or [**Add all >>>**] and [**<<< Remove**] or [**<<< Remove all**].

From the list of data fields in the left-hand section, select the field name, which you want to appear first in the output file. Then click [**Add >>>**]. The field name disappears from the list and appears in the top right-hand section. Then add all other fields to be included in the export file in the same way.

To remove a field name from the output file, check it (click it) and select [**<<< Delete**]. It then reappears in the left-hand list.

To **shift** a field name in the output file list, first mark it and click [**<<< Remove**]. Then move the cursor to the field name **after** which the file name just removed is to be added and click on [**Add >>>**].

You can add or remove **all** fields at one time by selecting the [**Add all >>>**] and [**<<< Remove all**] buttons.

Select [**Save**] to save all entries on the property page and to return to the main window.

2.2.3 Export (Generate output file)

The menu item -Administration- / -Import/Export- / -Execute Export- concerns the control files, which you defined via -Maintain Import / Export file-.

An export file (= *.TXT file) is generated on the basis of a control file, when you select -Export- in the administration menu or click on the corresponding icon:



Please note ...

If you have activated the parameter "**Function menu**" on the Core module's *System Parameters General property page*, the menu item -Export- will **no longer** appear in the Administration menu. You can then select this item from the keyboard using the -Functions- menu item in the -Execute Export- menu.

A list box then displays all of the control files present in the directory \UZVWIN\DAT. Position the cursor and confirm with <Return> or click on the entry and then click on [**OK**] or double-click to select the control file to be used for generating (creating, updating) an export file.

The Export file is created under the same name as the control file, but with the extension ".TXT" in directory..\MCCWIN\DAT and is available for the import in other programs.

If you have checked on the parameter "**Prompt name of export or import file**" in the *General property page* (see Chapter 2.2.2.1) for the control file, a list box will now appear from which you can select the output file (*.TXT) or even create a new one.

Afterwards, a selection dialog will open in which you can set selection criteria with which the quantity of data exported can be reduced.

You can then specify the way the individual records will be **sorted** as they are added to the export file. In total, a **fourfold sort** is possible. To open the list box for the first sort criterion, click on the drop-down arrow to the right.

Position the cursor and confirm with <TAB> or clicking with the mouse to select the field name to be used as the first sort criterion. The standard (default) sort is ascending (alphanumeric). If you want a descending sort sequence, check the "**descending**" box. Use the same method to enter additional sort criteria if required. As soon as you click on [OK], the export file will be generated.

To indicate the progress of the export, the number of records output will be counted in the information window; the process is otherwise invisible. Once the export is completed, the program will return to the main window.

2.2.4 Import (Input a text file)

You can populate the system reference tables with data by importing ASCII (text) files.

To do so, you need

- a corresponding control file with extension ".WVD" in directory ..\UZVWIN\DAT (see Chapter 2.2.2: *Control files for defining output or input files*)

and

- an Import file=text file (ASCII file) with the same name with the extension ".TXT" and a structure corresponding to the control file in directory ..\MCCWIN\DAT



Please note:

When importing a text file only those fields, which actually exist in the imported text file, will be overwritten in the matching database records, i.e. always only a partial update is accomplished.

In the first step, the program searches in the directory ..\UZVWIN\DAT for files with the extension ".WVD" that define the structure of the text files to be imported. The files found will be shown in a list box. Position the cursor and confirm your selection with <Return>, or click the [OK] button to select the export file to be accessed during the import process.

If you have checked on the parameter "**Prompt name of export or import file**" in the *General property page* (see Chapter 2.2.2.1) for the control file, at this point a list box will be appear from which you can explicitly select the desired import file (*.TXT).

Select the import file that is, for example, to be imported into the Partner / Beneficiary reference table and then click on the [Open] button.

Only then the program accesses the TXT file with the same name available in directory ..\MCCWIN\DAT.



Please make very certain that the text file (ASCII file) you have selected is suitable for importing into the database. The text file should not contain any control characters, and each line must end with <CR><LF>.

A message will appear to remind you that when the selected file is imported, all entries in the database with an index (code, ID) which is identical to an index in the file being imported will be overwritten by the value in the text file. You must confirm with **[Yes]** to start the import routine.

The import process is a background operation. All that you will see is a message showing the current total number of imported records. As soon as the import process has been completed, the program returns to the main application window.

The structure of the text files for the individual reference tables is contained in the **Annex**.

2.2.5 Delete reference tables

Records from reference tables used in the system can be deleted using the import of ASCII (text) files.

To do so, you need

- a corresponding control file with the extension ".WVD" in the directory ..\UZVWIN\DAT (see Chapter 2.2.2: *Define control files for output or import files*)
- and
- an Import file=text file (ASCII file) with the same name with the extension ".TXT" and a structure corresponding to the control file in directory ..\MCCWIN\DAT

In the first step, the program searches in directory ..\UZVWIN\DAT for files with the extension ".WVD" that define the structure of the text files to be imported. The files found will be shown in a list box. Position the cursor and confirm your selection with <Return>, or click on the **[OK]** button to select the export file to be accessed during the import process.

If you have checked on the parameter "**Prompt name of export or import file**" in the *General property page* for the control file, at this point a list box will appear from which you can explicitly select the desired import file (*.TXT).

Select the import file that should, for example, be imported into the Partner / Beneficiary reference table and then click on the **[Open]** button.

Only then the program accesses the TXT file with the same name available in directory ..\MCCWIN\DAT.



Please make very certain that the text file (ASCII file) you have selected is suitable for importing into the database. The text file should not contain any control characters, and each line must end with <CR><LF>.

A message reminds you that when the selected file is imported, all entries in the database with an index (code, ID) which is identical to the index of the file being imported will be deleted. You must confirm with **[Yes]** to start the import routine for deletion.

The import process is a background operation. All that you will see is a message showing the current total number of imported records. As soon as the import process has been completed, the program returns to the main application window.

The structure of the text files for the individual reference tables can be found in the **Annex**.

2.3 Display text files

Select the menu item -Display text files- or click on the icon



to select files in subdirectories and display them on the screen.



Please note ...

If you have activated the parameter "**Function menu**" on the *System Parameters General property page*, the menu item -Display text file- will **no longer** appear in the Administration menu. You can then select this item from the keyboard using the -Functions- menu item in the -Display text files- menu.

A selection dialog box divided into several sections will then be displayed.

The dialog box displays the names of the files that are in the current directory. If you wish to open a file in different directory, first click on the arrow next to the field "Search in:" and then on the disk on which the directory is found. You may need to scroll through a list to view the remaining directories.

Double-click on the directory containing the file you wish to open. To select the desired file, double-click on it, click on it once and then on [**Open**] or position the cursor on it and confirm with <**Return**>.

The selected file's contents are displayed in a window. Use the <**PgUp**> / <**PgDn**> keys, the arrow keys and/or the **scroll bars** to move in this window.

Click on the icon



(Change font)

to switch between the Windows and DOS character sets if needed. This function makes it possible to properly display files that were generated by DOS programs.

To print the file, click on



(Print text).

You can search the contents of the file by clicking on



(Search text).

This will open a dialog box in which you can enter the text that you wish to find. Start the search operation by clicking on the [**Continue search**] button or pressing the <Return> key. If the program finds the text, it will be highlighted in the dialog box. Click on [**Continue search**] again to continue the search. You can continue to click on [**Continue search**] until the end of the text has been reached. A message will appear to inform you when you have reached the end of the text. After closing this message box by clicking on [**OK**], you can start another search from the beginning of the same file using the [**Continue search**] button.

2.4 Master data log

A master data log will be maintained only if you have checked "**Maintain master data log**" in the *General parameters property page*. The master data log contains all movements occurring in the reference tables and the Order database, e.g. new entries, deletions or alterations.

Choosing the menu item opens a dialog box in which you specify whether the master data log should be output to screen (default) or to a printer. Change the **output device** by clicking the drop-down arrow and clicking the device you want to use. Overview is currently the only report type available in the **Report** box.

Start output by clicking on the [**Output**] button.

The master data log features a header containing explanations on the function keys and entry types, as space restrictions have resulted in some actions being denoted only by codes.

Log Print

Page 7 of 10

Go to page:

Hungarian Domestic Payments

Master data log

05.03.0412:59Page 7

Date	Time	Function	Menu item	User
2005.02.16	10 : 12 : 34	IMPORT FILE		MDA
Index 2	Ordering Party	Beneficiary new beneficiary	Pay amount 1 220,00	
		budapest	Single order	
	11	HU		
	Bank code 0	Bank code 33333333	Due on 2005.02.16	
Account number	Account number 77777777777777	Reference 01		
Details			Type Transfer	

As in all screen lists, the "Up" and "Down" keys and <PgUp>/<PgDn> are used to move up and down the master data log. Alternatively you can use the scroll bar on the right-hand side of the window. If the list extends over several pages, use the [<<] and [>>] buttons in the button bar to page back and forward. The current page and the total number of pages are also shown in the tool bar. In the case of multiple pages, you can enter the page number after "Go to page" and jump there by confirming with <TAB>. Close the screen list with the close button or by pressing <ESC>.

After the screen list has been closed, a message asks you if you want to delete the log file. Click on the appropriate button: [Yes] or [No].



Please remember...

to print the master data log at regular intervals and then delete it when the message appears. If you do not do this, the size of the master data log can quickly reach unmanageable proportions and take up a lot of space on your hard disk.

3 Reference tables

Reference tables facilitate the keying of instructions, by capturing all frequently used details (e. g. ordering party, beneficiary, banks, accounts etc.) in easy to use databases.

There is **no icon** for starting the -Reference tables- function. You must choose item -Reference tables- in the **menu bar**.

The reference tables contain data you can access while creating a payment order. The data in the reference tables is available in the text boxes. Click on the [?] button to open a selection list box.

The UZV module uses a total of 6 reference tables:

- Banks reference table
- Ordering party / Debtor reference table
- Accounts reference table
- Partner / Beneficiary reference table
- Countries reference table

You can populate the reference tables in two ways:

- by entering data manually
- by importing text files

You can find out more about entering data manually in the explanations of the individual reference tables. Information on Import text files is described in Chapter 2.2.4. An explanation of the data structure required is contained in the **Annex**.

Click on [**Save**] in the dialog box to add the entry to the reference table.

The [**Additional information**] button is also available in the database overview for reference tables relating to Accounts and Beneficiaries. The [**Additional information**] button displays additional information for the selected (= highlighted) record in the display section.

A **special check and approval mechanism** prevents unauthorized Users from being able to change payment orders still existing in the Order database by changing or deleting records in the reference tables.

This protection extends to the reference tables Ordering party / Debtor, Banks, Accounts and Partner / Beneficiary.

If the **User** who, after entering an order, makes a change or deletion in one of the mentioned reference tables **is authorized to approve payment orders**, only a check prompt follows whether the record shall be changed despite the effect on approved orders.

If the changes mentioned are made by a **non-authorized User**, these **records will be blocked** and must be approved by an authorized User before a renewed use. Corresponding **notes that a record requires an approval** can be found in each database overview (Note: "Approval required!") or in the detailed view (Note: "Must still be approved!") of the concerned reference table.

As long as reference table records still require an approval, payment orders using these records cannot be approved. If the order has already been approved, it cannot be included into a file. Moreover, the use of these reference table records is not possible when changing or newly creating orders.

The record can be approved by an **authorized User** in the database overview using the context menu entry -Approval- or in the detailed view using the [**Approval**] button.

The context menu entry or the [**Approval**] button appear only if the User is also authorized to approve the record, i. e., for example, he has not made the change or deletion (for set parameter, see below.), he has an approval right (User right in the functional profile: "Approve payment orders") or for two required approvals he has not already issued an approval.

If, furthermore, the parameter "**Editor of the payment must not approve this**" has been activated, the approval of a blocked record may not be made by the editor of a payment order but must be made by **another** User authorized to approve.

If a **double approval** has been defined, record changes must be authorized twice.

3.1 Banks reference table

The Banks reference table contains information about the Ordering party's banks (but does not include account numbers). Entries made in the Accounts reference table access data already stored in the Banks reference table.

Choosing menu item -Reference tables- / -Banks- opens a database overview containing all banks stored in the reference table, together with their details. Move up and down the list with the "Up" and "Down" arrow keys and with <PgDn> / <PgUp>. Alternatively you can use the scroll bar on the right-hand side of the window.

To edit a record, first select the relevant entry with the cursor and press <Return>, double-click or click the right mouse button and click on -View details-.

The selected record is displayed in a dialog box, where it can be modified or deleted. Use the [<] and [>] buttons to page to other banks. The boxes in the Banks dialog box are the same as those in the dialog box for adding a new bank.

Click on the function [**New Bank**] in the database overview to add a new entry.

The program prompts you to enter the 8-digit **Bank code** and the **name** of the new bank.

Mark the "**Account keeping bank**" box if the bank is of that type. When entering payment orders, you can get only account keeping banks by the [?] button.

To select the **bank parameter file** (BPD file), choose the [?]. A prompt appears to select the BPD file. Press [**Yes**] if you want to choose a BPD file from diskette; choose [**No**] if the BPD file is available on your hard disk. The following list box displays all BPD files saved in default directory ..\DAT or on diskette. Double-click or position the cursor and [**OK**] to choose the BPD file which shall be accessed for the communication with the bank.

Lead time for creating file

Here you can define a lead time by entering the required number of lead days. During this time the orders will be due and can be sent (default is 0). Orders lying beyond this time frame will be shown as due orders as soon as their payment date falls within the chosen time-frame. It is only possible to transfer orders that are within the time frame.

If you choose "0", only orders that were entered on or before the system date will be considered due.

3.2 Ordering party / Debtor reference table

The Ordering party / Debtor reference table contains the address of the Ordering party.

Selecting menu item -Reference tables- / -Ordering party / Debtor- opens a database overview containing all Ordering parties stored in the reference table. Move up and down the list with the "Up" and "Down" arrow keys and with <PgDn> / <PgUp>. Alternatively you can use the scroll bar on the right-hand side of the window.

There is a new Ordering party / Debtor reference table from version 3.20.050 – because of the introduction of InterGiro2 support. Previous existing data are converted during the installation in following way: 4x16 long Name and Address data are converted into 2x35 long new fields. Into UNG payment files are written only 2x16 long data (as before). That's why there is a warning message on the screen: "Only the first 16 character fo the name fields will be written to the UNG files."

3.3 Accounts reference table

The Accounts reference table contains the ordering party's bank details including account numbers. Access the Banks reference table for the bank details.

Selecting menu item -Reference tables- / -Accounts- opens a database overview containing all accounts stored in the reference table, together with their key details. Move up and down the list with the "Up" and "Down" arrow keys and with <PgDn> / <PgUp>. Alternatively you can use the scroll bar on the right-hand side of the window.

To edit a record, first select the relevant entry with the cursor and press <Return>, double-click or click the right mouse button and click on -View details-.

The selected record is displayed in a dialog box, where it can be modified or deleted. Use the [<] and [>] buttons to page to other accounts. The boxes in the Accounts dialog box are the same as those in the input mask for a new account.

This is described below. Click on [**New Account**] in the database overview to add a new entry.

The program prompts you to enter a max. 4-digit numeric **Account code** to identify the reference table entry. One line is available to explain the account code or enter the **description** of the account.

From version 3.20.050 after introduction of InterGiro2 support an account can be defined in two different ways:

1. You can define an account as an IBAN account:

To do so you need to activate first the checkbox next to the IBAN field. IBAN field becomes active (parallel bank and account number fields become inactive). When you enter the IBAN system check, that the defined IBAN is correct, and splits it automatically into bank and account number fields.

2. You can define an account – in a classic way - with bank and account number:

Enter the exactly 8 or 16-digit alphanumeric **account number** manually in the account number field.

Bank data can be defined both manually or by selection from database using the [?] button.

After entering bank and account data system automatically generate IBAN and fill it into the appropriate field.

When entering bank data (**Bank code** etc.) you can use the [?] button to access the entries in the Banks reference table provided, of course, that records have already been saved there. You can also enter the bank code manually and add a new bank by clicking the following button



and entering the Bank name as well as assigning the appropriate BPD file, etc. confirming with [**Save**]. The program then returns to the input mask where the Bank boxes now contain the entry you have selected.

To select the **bank parameter file** (BPD file), choose the [?]. A prompt appears to select the BPD file. Press [**Yes**] if you want to choose a BPD file from diskette; choose [**No**] if the BPD file is available on your hard disk.

The following list box displays all BPD files saved in default directory ..\DAT or on diskette. Double-click or position the cursor and [**OK**] to choose the BPD file which shall be accessed for the communication with the bank.

The ordering party data can be copied from Ordering party / Debtor reference table by clicking on [?] provided, of course, that you have already recorded records there. You can also enter the ordering party manually and add an ordering party by entering the ordering party name and the address, confirming with [**Save**]. The program then returns to the input mask where the "**Ordering party code**" and "**Ordering party name**" boxes now contain the entry you have selected.

Details relating to the **Cash Management account** are entered if you copied the account name at the start or by clicking on the [**Cash Management account**] button. The bank code and account number boxes contain the details you have selected.

The "Cash Management account" box allows you to assign payments for the current account to a certain Cash Management account (=CM account) for which statements are downloaded in the Core module.

If you want to generate plan data for this CM account (to do so you must have set the parameter "**Generate plan data automatically**" on the *General parameters property page*; see Chapter 2.1.1) which is to be automatically reconciled with the statement data received, you will only have to effect an allocation using the field "Cash Management account" if different Bank Codes or account numbers to those of the CM account are used (e.g. if the country specific Bank Code has been used as bank identifier in UZV, but the SWIFT address has been used in the Core module).

If the account data that is entered manually is identical to that of the existing CM account in terms of bank code / account number, this allocation will not have to be effected. The plan data, which is then generated for the payments account will automatically be reconciled with the statement data of the CM account as a result of the matching bank code and account number. Information relating to criteria for plan data reconciliation can be found in the Core module - Chapter 6.1: *Plan data reconciliation*.

You can restrict account access to specific users by assigning an **Account group**.

The "Account group" box contains a 2-digit numeric account code, the approved value of which depends on the group to which the current user is allocated in the Core module (cf. Chapter 5.4.1: *User property page*). If the user has been allocated an account group unequal to "0", he can only enter this account group or "0".

The default account group entered in the box is "0". This means that all users have unlimited access to this account.

If you change the default "0" to another value between "1" and "99", only a user with the corresponding account group can perform actions on the accounts (view and edit accounts or payment orders from these accounts) which have been assigned to this account group or to account group "0".

3.4 Partner / Beneficiary reference table

The "Partner / Beneficiary" reference table contains the name, address and bank details of the beneficiaries.

Choosing menu item -Reference tables- / -Partner / Beneficiaries- opens a database overview containing all Beneficiaries stored in the reference table. Move up and down the list with the "Up" and "Down" arrow keys and with <PgDn> / <PgUp>. Alternatively you can use the scroll bar on the right-hand side of the window.

There is a new Partner / Beneficiary reference table from version 3.20.050 – because of the introduction of InterGiro2 support. Previous existing data are converted during the installation in following way: 4x16 long Name and Address data are converted into 2x35 long new fields and IBAN is generated from bank code and account number.

Into UNG payment files are written only 2x16 long data (as before). That's why there is a warning message on the screen: "Only the first 16 character of the name fields will be written to the UNG files."

To edit a record, first select the relevant entry with the cursor and press <Return>, double-click or click the right mouse button and click on -View details-.

The selected record is displayed in a dialog box, where it can be modified or deleted. Use the [<] and [>] buttons to page to other Beneficiaries. The boxes in the Beneficiaries dialog box are the same as those in the input dialog box for a new partner / beneficiary.

This is described below. Click on [**New beneficiary**] in the database overview to add a new entry.

The program prompts you to enter a max. 10-digit alphanumeric Beneficiary **code** to identify the reference table entry.

When entering **Beneficiary** (name and address), two 35 character long lines are available. Only HCT files (support by InterGiro2 system) can contain these fields with full length.

From version 3.20.050 after introduction of InterGiro2 support a beneficiary account can be defined in two different ways too:

1. You can define it as an IBAN account:

To do so you need to activate first the checkbox next to the IBAN field. IBAN field becomes active (parallel bank and account number fields become inactive). When you enter the IBAN system check, that the defined IBAN is correct, and splits it automatically into bank and account number fields.

2. You can define an account – in a classic way - with bank and account number:

Enter the exactly 8 or 16-digit alphanumeric **account number** manually in the account number field.

Bank data can be defined both manually or by selection from database using the [**?**] button.

After entering bank and account data system automatically generate IBAN and fill it into the appropriate field.

When entering **bank data**, the **bank code** identifies the bank details of the Beneficiary. Use the [**?**] button to open the selection list box. You can also enter the bank code manually and add a new bank by entering a new bank code, confirming with <TAB> and entering the data in the dialog box.

You might as well click on the [**Bank search**] button next to the input field to open the dialog box for the bank search. After entering the text string or part of it; click [**OK**] to run the search. The words found (with bank name, bank code, etc.) will be viewed in a list below. If necessary, you have to change your search item and repeat the search.

Choose the appropriate bank code by clicking on it and confirm your selection with [**OK**] or double-click the desired entry; the bank code will then be included in the appropriate field.

To identify the **group**, you can enter in addition a max. 10-digit numeric code. Using the digit entered by you the field "Group" (Cash Management account) will then be predefined correspondingly when entering payments on the *Beneficiary property page*.

You can assign the beneficiary to a specific beneficiary group via the **group** field. Then you can restrict beneficiary reference table access to specific users using the "data profile" function from the Core module.

You can mark the "**Intracompany**" box to indicate that the Beneficiary is an in-house Beneficiary. Plan data is recorded for in-house Beneficiaries accounts in the same way as for Ordering party accounts. If the code "Intracompany" is set, the [**Cash Management account**] button is active and allows access to the entries saved in the Account master database in the Cash Management module. On importing an account number, the Beneficiary account is allocated to a certain Cash Management account.



Please note:

When you are **entering a payment order**, if you enter data which is not yet stored in any of the reference tables, and you want to add this data to the corresponding reference table, click on [**Include in reference table**].



Please also note:

Subsequent changes to the Beneficiaries database do not affect the payment record if you have checked the parameter "**Change beneficiary (reference) table without changing existing orders**" (see Chapter 2.1.1: *General parameters property page*), as the Beneficiaries index is then deleted whenever you save the payment record. The changed content is valid and included in the **creation of the file** only if you have **not** checked this parameter.

Check the "Non-resident" option if applies.

Identifier is a new optional field. Here you can enter a unique identification attribute for an organization or a person.

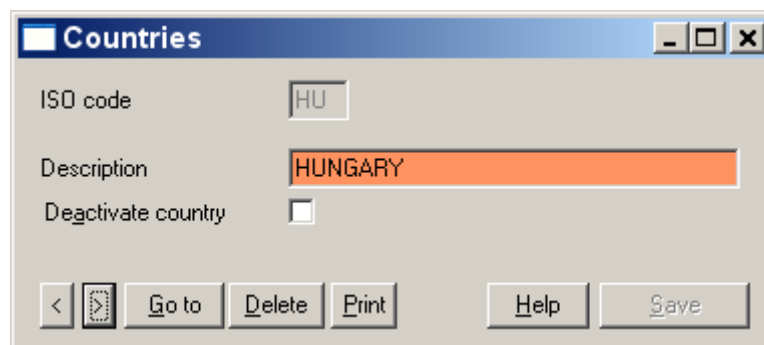
First you have to select the type of identification from a listbox. Then you have to enter the numbers etc. in the next field. In the list you have the following options:

- Private Identification
- Organaization Identification

3.5 Countries reference table

Choosing menu item –Reference tables- / -Countries- opens a database overview containing all countries stored in the reference tables, together with their details. Move up and down the list with the "Up" and "Down" arrow keys and with <PgDn> / <PgUp>. Alternatively you can use the scroll bar on the right-hand side of the window.

To edit a record, first select the relevant entry with the cursor and press <Return>, double-click or click the right mouse button and click on -View details-.



The selected record is displayed in a dialog box, where it can be modified or deleted. Use the [<] and [>] buttons to page to other countries. The boxes in the Countries dialog box are the same as those in the dialog box for adding a new country.

Click on the function [**New Country**] in the database overview to add a new entry.

The program will prompt you to enter the 2-character alphanumeric ISO-Code to identify the reference table entry.

After the country code you must enter a description of the country to which the code refers.

Use the checkbox "**Deactivate country**" to deactivate a defined country for a certain time, without completely removing the country from the database.

Click on [Save] to save the entry in the reference table.

4 Hungarian domestic payment orders

Select the payments entry function by selecting menu item -Payments- / -Enter payment or clicking on the following icon:



Use the -Enter payment- function to edit (modify, delete, view, print) Hungarian domestic payment orders based on the giro format. New payment orders are also added using this section of the program.

You can perform all these functions with the options shown in the button bar.
Adding new payment orders is described in detail in Chapters

- 4.1 Edit payment orders
 - 4.1.1 Payments property page
 - 4.1.2 Partner / Beneficiary or Obligor property page
 - 4.1.3 Additional information property page
 - 4.1.4 Ultimate debtor and beneficiary property page
 - 4.1.5 Ordering party / Debtor property page
 - 4.1.6 Times property page
 - 4.1.7 Using templates

4.1 Edit payment orders

Depending on the **displayed order type** you enter, the database overview displays payment orders in the form of single, standing and variable amount orders and templates, provided that these have already been entered.

Use "All orders" to display all order forms in the database overview.

Move up and down the list with the "Up" and "Down" arrow keys and with <PgDn> / <PgUp>. Alternatively you can use the scroll bar on the right-hand side of the window.

Use the [**Display incomplete orders**] button to limit the display e. g. for the orders shown as defective when importing Payments files so that a specific post-processing of these incomplete orders is possible. After clicking the button, the labelling changes to [**Display all orders**]. Click this button to switch to the view with all orders.

In addition to the standard buttons [**Select**], [**Print**] and [**Help**], the button bar of the database overview also contains the following buttons:

[**New order**] opens the dialog box for adding new payment orders. That means, if the displayed order type is showing "single orders", you can enter single orders via this button, if it says "standing orders" you can key in standing orders etc.

The manner in which new orders are added is explained in detail in the following chapters:

- 4.1.1 Payments property page
- 4.1.2 Partner / Beneficiary or Obligor property page
- 4.1.3 Additional information property page
- 4.1.4 Ultimate debtor and beneficiary property page
- 4.1.5 Ordering party / Debtor property page
- 4.1.6 Times property page

[New order using template]

opens the template database. Here you can select from all available templates. This is described in further detail in Chapter 4.1.7: Using templates.

[Details]

displays the payment details of the selected record in the database overview header.

No.	Payment type	Ord. party / Account	Beneficiary / Bank Code / Account	Amount	Debit value date	Status
1	Direct debit Single order	test ordering party 10201006-50167780	Test 10201006-1111111111111111	100,00	2012.04.04	OK
2	Direct debit Single order	test ordering party 10201006-50167780	Test 10201006-1111111111111111	600,00	2012.04.04	OK
3	Transfer Single order	test ordering party 10201006-50167780	Test 10201006-1111111111111111	300,00	2012.04.04	OK

To edit an existing record, select the corresponding entry by positioning the cursor and confirming with **<Return>**, by clicking the right mouse button and clicking on -View details- or by double-clicking the left mouse button.

The selected record is displayed in a dialog box, where it can be modified or deleted. Use the [**<**] and [**>**] buttons to page to further payment orders.

In addition, within the database overview you can delete individual records using the right mouse button (context menu), accept records as templates (see Chapter 4.1.7) and generate single orders from standing orders and variable amount orders on a deviating date (see Chapter 4.1.6).

4.1.1 Payments property page

You can make the following entries on the Payments property page. These entries can, of course, be performed in any required order:

- Select order form
- Assign order number
- Specify payment type
- Assign access class
- Enter account to be debited
- Enter ordering party / debtor
- Enter partner / beneficiary or obligor
- Enter amount to be credited
- Enter EndToEnd identification
- Enter resolution number
- Enter VPID
- Enter remittance information
- Specify collection payment code
- Specify debit value date

In case of entering Advised direct debit the objections deadline box also appears. In case of entering Direct debit the legal reference box can also be seen in the dialog box.

If you have set the corresponding parameter in the parameter settings in the Core module, the mandatory fields will be shown in highlighted form. Depending on the order type selected in the database overview, the form in the input mask will already be populated (single, standing and variable amount orders).

Each pre-setting can be changed by you naturally.

Click [**Save**] to save the payment order to the Order database once you have entered all the data.

Assign order number

As with standing and variable amount orders, single orders are identified by an order number. The program suggests the lowest order number not yet assigned. Accept the suggested order number with <TAB> or overwrite the value with a number of your choice.

If the order number you enter has already been assigned, the program assigns the next unassigned order number after you have confirmed your entry with [**Save**].

Select order type

Depending on the selection of the order type in the database overview, the form in the dialog box is already filled (single order, standing order, variable amount order or template) and cannot be changed here any longer. If all orders have been displayed in the database overview, a prompt of the order type follows here. Use a list box which you open by clicking the drop-down arrow to choose between

- single order,
- standing order,
- variable amount order and
- template.

Choose the appropriate order type by clicking it and confirm your selection by clicking **[OK]**.

If you have chosen the parameter **Always prompt order type** for the UZV parameters on the *Payments property page*, a prompt for the order type always follows, irrespective of the view included in the database overview.

Specify payment type

Click the drop-down arrow to view the content of the payment type list. Double click to select the appropriate payment type.

- Transfer
- Advised direct debit
- Direct debit
- Urgent transfer
- VPOP.

Assign access class

When defining the access class for the order, you access the data of the *Access classes reference table* from the Core module using the [?], provided that records have already been added there. Position the cursor and confirm with <Return> or double-click to choose an access class from the available access classes which you want to assign to the payment order in order to "tag" the record with it.

If payment orders are marked with access classes, these orders will be added for each class to separate physical payment files and the particular access class is automatically added to the corresponding entry in the file manager. Thereby it is ensured that the display can be checked also here by the access classes.

If you have set the parameter **Prompt access class** on the *Payments property page* in UZV parameters, the access class will be automatically predefined from the order added before.

Enter account to be debited

When entering the account to be debited, you also use the [?] button to access the data in the Accounts reference table. The account data is transferred to the account code, bank code and account number fields.

Incidentally: You can also enter the account code under which the record is stored in the reference table (if known) directly into the "Account code" box.

If you enter an Account code that is not used in the reference table and confirm with the <TAB> key, an input mask will open in which you can enter Account data. Click on [Save] to save the data in the Account reference table. It will then be available for selection by clicking on [?] when you enter new payment orders.

If the "**Prompt ordering party account**" parameter (see Chapter 2.1.2: *Payment parameters property page*) is checked, the Ordering party account of the most recent order is suggested.

Enter ordering party / debtor

When entering the Ordering party / debtor, you also use the [?] button to access the data in the Ordering party / Debtor accounts reference table. The Ordering party data appears in the relevant boxes: The Ordering party code and line 1 of the Ordering party name are immediately visible.

You can also enter the Ordering party code under which the record is stored in the reference table (if known) directly into the "Ordering party" box.

If you enter an Ordering party code not used in the database and confirm with <TAB>, a dialog box will open in which you can enter the Ordering party data. Click on [Save] to save the data in the Ordering party reference table. It will then be available for selection by clicking on [?] when you enter new payment orders.

Other Ordering party data can be viewed by clicking on the tab on the *Ordering party / Debtor property page*. You cannot edit Ordering party data on this property page.

If parameter "**Prompt Ordering party**" (see Chapter 2.1.2: *Payment parameters property page*) is checked, the Ordering party of the most recent order is suggested.

Enter partner / beneficiary or obligor

When entering the partner / beneficiary or obligor, you can use the [?] button to access the data in the Partner / Beneficiary reference table provided, of course, that you have already entered records there.

The partner data is transferred to the appropriate boxes. The code, name 1, bank code and account number are displayed immediately.

Make additions and/or changes of the beneficiary data using the *Partner / Beneficiary property page* and save the entries there using the [**Include in reference table**] button.

One-off Beneficiaries can also be added. These are not saved in the Beneficiary reference table. Enter the name of the beneficiary in the "Beneficiary name" box. The remaining beneficiary data is entered using the Beneficiary property page.

Incidentally: Instead of selecting the beneficiary with the [?] button, you can also enter the beneficiary number under which the record is stored in the reference table (if known) directly into the "Beneficiary code" box.



Please note:

If the Beneficiary of the payment amount is not stored in the Beneficiary reference table, leave the Beneficiary Code empty. Other Beneficiary data is entered using the *Partner / Beneficiary property page* and saved by clicking on the [**Include in reference table**].

Enter amount to be credited

The amount is compulsory, it should be completed as appropriate.

Enter EndToEnd Identification

The field "EndToEnd Identification" is a unique identifier of the order.

By default, the program generates a string you of 15 characters as follows:

YYMMDDhhmmssIII, where

YYMMDD the current date;

hh hours;

mm minutes;

ss seconds

III milliseconds of the current time.

In HCT type records, the reference can be up to 35 characters long, in UNG types it can be no longer than 6 characters.

If the parameter "No new unique EndToEnd identification on import" is set (UZV parameters, "General" tab), the references of the imported records will not be modified.

Enter resolution number

In case of VPOP order, it is mandatory to enter the resolution number. The resolution number is 14-digit long, including numbers and the capital letters of the English ABC.

Enter VPID

During entering a VPOP order, the VPID field becomes mandatory. The VPID is 12-digit long and contains only numbers and capital letter of the English ABC.

Enter remittance information

There are 4 lines on the "Payments" tab for entering remittance informations. More 3 lines can be found on *Additional information* tab.

Specify the collection payment code

From the dropdown list select the appropriate collection payment code.

Enter objections deadline (in case of advised direct debit)

When you enter an advised direct debit, the Objections deadline box also appears. This box is compulsory. The value you enter here must be "first transaction date + min. 10 days".

Enter legal reference (in case of direct debit)

In case of entering a direct debit, the box can also be seen on the dialog box. This box is compulsory, if the Payment code is 3.

Define earliest transmission and debit value date

For single orders, the "**Earliest transm.**" describes the earliest date a payment order can be added to a payment order file from.

The "**Debit value date**" describes the time when the order is to be executed by the bank. Normally, the payment order file is created on the same day and transferred to the bank. For this reason, the fields are predefined each time with the system date (=current date). As execution date, the system date can remain or you can choose any future date using the calendar. The new due date will be displayed in the dialog box for the payment order after pressing [**Save**].

For standing orders and variable amount orders, only the due date (of the next order) is displayed. Make settings for the execution dates on the *Times property page*.

After populating the boxes on the various property pages, save your entries by clicking on [**Save**]. You also have the option of saving the newly recorded order data as a Template. To do so, save the order by clicking on the [Save and store as template] button.

However you can save your order first and define already saved records as templates at any time using the context menu item - **Add as template**- within the order database overview.

4.1.2 Partner / Beneficiary or Obligor property page

Single orders

Ultimate debtor and beneficiary | Ordering party / Debtor | Times

Payments | **Partner / Beneficiary** | Additional information

Order number: 3 | Single order

Code: 1 | Include in reference table

Intracompany: ☐ | CM account: ☐

Cashmanagement acc.:

Partner / Beneficiary data

Name: Test

Country: ? HU | UNGARN

Non-resident: ☐

Group:

Bank

Code: ? 10201006 | Search bank

Name: teszt bank

Account number: 1111111111111111

IBAN: ☐ HU35102010061111111111111111

Identifier: Private Identification

11111111111111111111111111111111

Only the first 16 characters of the name fields will be written to the UNG files.

< > Go to Delete Print Add as Template Help Save

Name, Group Account, Intracompany, Bank data, Identifier, Cash Management account of the Beneficiary/Obligor

As soon as you click on the tab on the Partner / Beneficiary or Obligor property page, an input mask appears in which you can enter other beneficiary / obligor data such as name, address, group, account, intracompany, bank details and CM account number. These entries are normally already recorded if you have already entered the beneficiary / obligor on the *Payments property page* using the [?] button.

Enter the data for the partner as described in Chapter 3.6: *Partner / Beneficiary reference table*.

In addition, under Cash Management account, the field "Group" can be filled here with a max. 10-digit numeric code; this field can also be predefined using an entry in the field "Group" on the *Beneficiaries property page*.

This field can be used when defining the data profiles in the Core module in order to control the access of the user to the Partner data.

Click on the [**Include in reference table**] button to add newly entered data to the Beneficiary reference table. It can then be accessed by clicking on [?] when you enter new payment orders.

The "Code" box is not populated and the [**Include in reference table**] button remains inactive in the case a **one-off Beneficiary**. Enter the data and the bank details as described in Chapter 3.6: *Partner / Beneficiary reference table*.

After you have populated the remaining boxes on the *Partner property page*, save your entries by clicking on [**Save**]. The Beneficiary data on the *Payments property page* is now in accordance with the entries you have selected. A Beneficiary code is not entered for beneficiaries.



Please note:

Changes made do not affect the payment record if you have checked the parameter "**Change beneficiary (reference) table without changing existing orders**" (see chapter 2.1.1: *General parameters property page*).

This is the same as changing the Beneficiary data without using the [**Include in reference table**] button. This deletes the Beneficiaries index in the payment record and interprets the Beneficiary as a "one-off Beneficiary".

Your changes will be valid and included in the **file to be created** only if you have **not** checked this parameter.

4.1.3 Additional information property page

Supplementary information

There are 3 lines available for entering supplementary information for the order.

Transfer Identification

Unique identification as assigned by an instructing party for an instructed party to unambiguously identify the instruction.

Objections deadline

In case of advised direct debit, here you can view or change the date for the objection deadline. You can also define the deadline on the *Payments property page*.

Enter ID Group and supplemental IDs

The dialog box also contains two further lines where you can enter two different supplemental **ID Groups**.

When defining the **ID-Group** for the order, you access the data of the *ID-Groups reference table* from the Core module using the [?], provided that records have already been added there. Position the cursor and confirm with <Return> or double-click to choose an ID-Group from the available ID-Groups, which you want to assign to the payment order.

If you have set the parameter "**Predefine ID-Groups for input with user name**" on the *Payments property page* in the UZV parameters, the field "ID-Group" will be automatically predefined with the user name of the editor of the order.

If you have set the parameter "**Prompt ID-Group**" on the *Payments property page* in the UZV parameters, each ID-Group will be prompted from the order added before.

An ID Group entered here can be used to limit the UZV orders to be added when a payment file is generated.

Finally, this property page displays who has entered the order and who has made the first or the second approval.

4.1.4 Ultimate debtor and beneficiary property page

When the initiator of the transaction is not the same as the real debtor or the receiver is not the real beneficiary (e.g. the accounts are managed by factoring firms), it might be necessary to include the data of the ultimate debtor and beneficiary. HCT format offers this possibility.

All data on this property page are optional and their content is not checked by the program.

The page is available only if the module is configured to handle HCT format orders, too.

If you use this possibility often, using templates is suggested, because there is no reference table for ultimate debtor and beneficiary.

4.1.5 Ordering party / Debtor property page

Display ordering party / Debtor and bank data

All ordering party / Debtor data and data relating to the ordering party / Debtor bank is displayed on this property page. It is, however, not possible to edit ordering party data or ordering party bank data here.

4.1.6 Times property page

This property page is relevant for standing orders and variable amount orders:

- Standing orders
- Variable amount orders

At the time of due date, single orders are generated from these order types, whose processing has been described in the previous chapters.

Standing orders are orders that have a fixed payment cycle.

Specify the **First** and **Last payment date** of the standing order on the property page. If you do not enter a date in either of these boxes, the first date is set to the system date and no last date is set. If –in the event of your having entered a last date- this is exceeded without the standing order being deleted from the database, the box is set to " " (blank).

The "**Last payment**" shows the date on which the standing order was last executed. You cannot alter this field manually. The "**Due date**" box shows you when the standing order is next scheduled for execution.

Open the "Frequency" box by clicking on the drop-down arrow to the right of the field.

Choose one of the following cycles:

- Weekly
- Every 10 days
- Fortnightly
- Half-monthly
- Monthly
- Every 2 months
- Quarterly
- Half-yearly
- Annually

Select a cycle by positioning the cursor and pressing <TAB> or by clicking on the entry.

When entering standing orders, the "Due date" is not entered until you have confirmed your entries in the standing order input mask with [Save].



Please note:

A standing order can only be executed once it has been approved.

Approval is necessary even if the Approvals parameter (see Chapter 2.1.2: *Payment parameters property page*) is set to **-None-**.

On reaching the due date a corresponding single order is generated from the standing order and added to the payment file. The standing order is retained in the database. The order number remains unchanged.

If the parameter "**Set up standing orders as single orders**" is checked on the *General parameters property page*, this automatic adding will be stopped and in case of due date, a single order will be generated first from the approved standing order. If (an) approval (s) is (are) intended on the *Payments property page*, this single order must be approved before it can be included in a payment file. This process complies with the procedure for variable amount orders.

Variable amount orders are standing orders with variable amounts.

The amount is not entered directly in the case of **variable amount orders**. The amount is only entered for variable amounts by editing the single orders generated from due variable amount orders.



Please note:

A variable amount order can only be executed once it has been approved.

Approval is necessary even if the Approvals parameter (see Chapter 2.1.2: *Payment parameters property page*) is set to **-None-**.

After approval, a single order is generated from the due variable amount order. The variable amount order itself remains as a database record with its order number.

If the orders should be provided a certain time **before** the due date, a lead time can be defined using the parameter "**Lead time for setting up variable amount orders as single orders**" on the *General parameters property page*. This lead time affects that the orders are provided as single orders **before**

the due date. If this parameter is set to "0", the variable amount orders are set up as single orders at the entered due date.

The next time you start the program, the single orders generated from variable amount orders are displayed. The order numbers under which these single orders have been stored in the database are also shown.

To enter the amount to be transferred, select the corresponding single order from the payment orders database overview and enter the amount. If you have specified that approval is necessary for the payment type relating to the single order in UZV -Approval- parameters, this order must also be approved.

The order is only added to the UZV file when the next UZV file is generated for the Ordering party bank (incl. payment type).

You can cause a one-off change of date for saved variable amount orders and standing orders (e. g. for holidays, New Year) by generating a single order with system date of the respective standing order or variable amount order within the database overview of the payment orders using the context menu entry **–Extraordinary execution as single order–** (right mouse button). This order can be further edited. The due date of the standing order or variable amount is then counted up to the next due date following in the normal frequency.

4.1.7 Using templates

Templates are fully completed payment orders with the exception of the amount and the due date.

You can generate a template by saving the payment order using the [**Save and store as template**] button after you have populated the order input masks. In addition, you have the option to generate a template after selecting the order type "Templates" explicitly and to save it (even incompletely!). However you can save your order first and define already saved records as templates at any time using the context menu item - Add as template- within the order database overview.

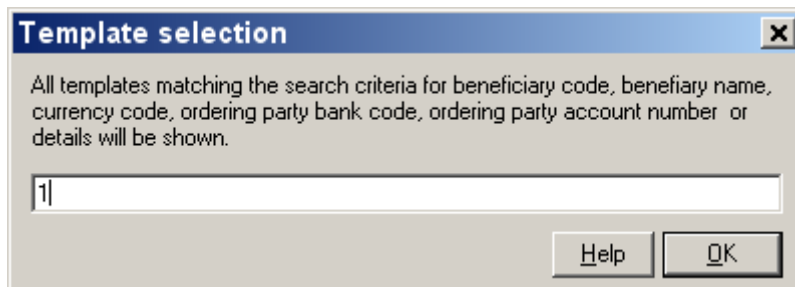
If you have checked the parameter "**Manual setting of template numbers**" on the *General parameters property page* (see Chapter 2.1.1), you will be offered an additional dialog box which allows you to enter a number of your choice. The program always suggests the next highest, free number for a template. If necessary, overwrite this suggestion and confirm with [**OK**].

A **message** informs you in either case that a new template or a new record has been added to the Order database. Clear the message by clicking on [**OK**].

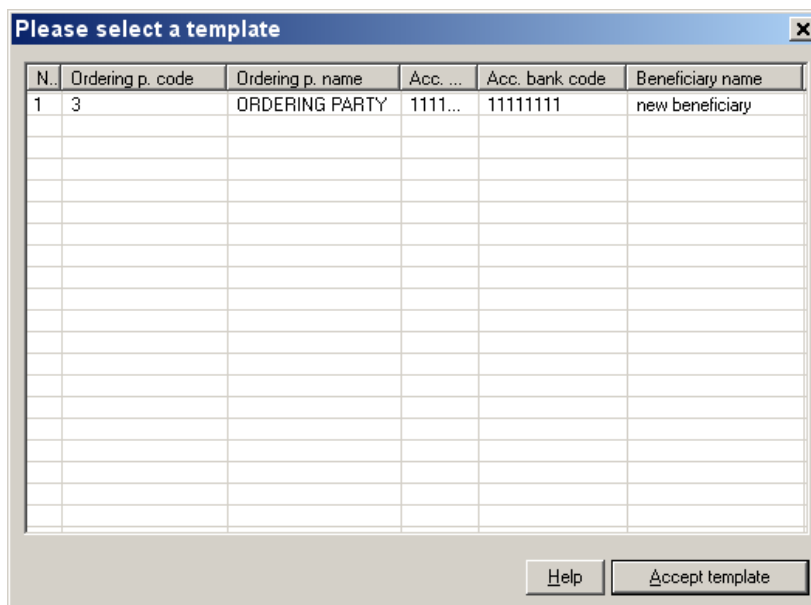
Select an existing template

If templates have already been saved in the system, you will be able to select an order from the template database by clicking on the **[New order from template]** button.

If you have checked the parameter "**Selection before showing templates**" (see Chapter 2.1.1: *General parameters property page*), a selection dialog box opens before selecting the template in which you can restrict the number of templates. You can select from the code (template, sender, account), the bank code, the account number and the name of the beneficiary or from the payment details. If you do not enter a criterion, no selection is made.



After confirming with [OK], a **selection box** appears (if you enter the four-digit template code, the program first tries to read this template. If this is successful, only this single template is displayed).



If

- you do **not** wish to use any of the stored templates, click on the Close button to close the window. The input mask for adding the payment order now appears.
- you want to access a template, select the corresponding template from the list by clicking on it or by positioning the cursor and then clicking on the [**Accept template**] button.

In the latter case, all boxes in the input mask, which now opens, contain data - except for the amount and the due date boxes.

5 Approval

Payment orders (single orders, standing and variable amount orders) must be approved before they are added to a UZV file (cf. Chapter 6: *Create/Display UZV file*).

You can suppress approval of single orders (transfer, direct debit, advised direct, urgent transfer) with the parameter "**No. of approvals**" (see Chapter 2.1.2: *Payment parameters property page*) by setting the number of approvals to **-None-**.

Regardless of the value entered under "No. of approvals" (cf. Chapter 4.1.6: *Standing orders and Variable amount orders*) standing orders and variable amount orders must always be approved.

Start the "**Approval**" function

- by selecting menu item -Payments- / -Approval-
or
- by clicking on



After choosing "Approval" from the menu bar, a submenu appears containing the items

- Single approval
- Approval by account.

If

you have checked the parameter "**Generate plan data automatically**" in menu item -Administration- / -UZV parameters- on the *General parameters property page*

and

you have set **-One-** or **-Two-** as the number of approvals required,

then

all orders are added to the Planning database after approval. Information on plan data is contained in the Help texts for the Cash Management module.

All orders are stored in the Planning database with their key data. The details are taken from the underlying order. The "**ID Group**" is "**UZV**" followed by the order number (6 digits; Standing orders D + 5 digits) and a concluding * (asterisk).

Intra-company payments are denoted by a concluding # ("hash" or "pound" sign). The "**Debit value date**" box contains the execution date of the order.

If
 the first condition is met
and
 -None- is set as the number of approvals,
then
 the entry to the Planning database will be effected after the UZV file is generated (cf. Chapter 6:
 Create UZV file).

5.1 Single approval

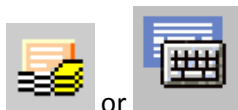
Start the "Single approval" function by

- choosing menu item -Payments- / -Single approval-
 or
- by clicking on the icon



The single approval -View details- box is very similar to the dialog box for entering payment orders. However, you cannot edit any of the data.

To **modify** entries, click on



(cf. Chapter 4: *Payment orders*).

After clicking on the icon or choosing -Payments- / -Single approval- the database overview for the payment orders already entered appears.

The payment orders are listed in the database overview with their key data: the order number, payment type, ordering party account, beneficiary account, due date, payment amount and the number of approvals issued and still required. View available details lines by clicking on the [**Details**] button.

Use the [**Display only orders to be approved**] button to limit the display to orders still to be approved. In the display status of the "orders not yet approved", all orders of an order form chosen before become visible for which an approval is required, including the records which the user cannot approve himself. Click the button to change the labelling in [**Display all orders**]. Click this button to change again to a view with all orders.

In addition to the standard functions, the **[Print]** button allows you to select from

- an overview,
- a complete printout and
- Due orders

when selecting the output type (or the report type).

No.	Payment type	Ord. party / Account	Beneficiary / Bank Code / Account	Amount	No. of appr.	Appr. needed	Debit value date	Status
1	Direct debit Single order	test ordering party 10201006-50167780	Test 10201006-1111111111111111	100,00	0	1	2012.04.04	OK
2	Direct debit Single order	test ordering party 10201006-50167780	Test 10201006-1111111111111111	600,00	0	1	2012.04.04	OK
3	Transfer Single order	test ordering party 10201006-50167780	Test 10201006-1111111111111111	300,00	0	1	2012.04.04	OK

The report type -Overview- lists all of the orders in the database together with their key data. The report type -Complete- lists all of the orders in the database together with all their data. The report type -Due orders- lists only the due orders together with messages, e. g. "Date exceeded".

Double-click or right-click and click on -View details- to view the payment order you want to approve.

The "**Approvals**" box tells you how many approvals have already been entered for this order and how many are still required. Approve the order by clicking on the **[Approval]** button or by clicking the right mouse button and clicking on -Approval- after opening the database overview.

If

- **no approval** is necessary, the payment orders are approved when you enter them and can be added to a UZV file.

An exception to this rule involves **standing and variable amount orders**. Even if you have stipulated that no approval is required in the parameter "**No. of approvals**" (cf. Chapter 2.1.2: *Payment parameters property page*) you must still approve these orders by clicking **[Approval]**.

- **only a single approval** is necessary, the user who has entered the payment order can approve the order. After clicking on **[Approval]**, the button label changes to **[Remove approval]**. Clicking on **[Remove approval]** cancels the approval. Click on the right mouse button and select -Approval- to approve an order in the database overview or cancel an approval by selecting the option -Cancel approval-
- **two approvals** are necessary, the user entering the order can enter the **first approval**. After clicking on **[Approval]**, the button label changes to **[Remove approval]**. Clicking on **[Remove approval]** cancels the first approval.

The **second approval** can only be entered by another user, who must first validate his or her authority to use the system in menu item -User- / -New user- in the Core module. The button then displays the label [**Approval**] for this new user. As soon as this second user has approved the order, the button label changes to [**Remove approval**] to allow both approvals to be reversed. To approve the order, it must be approved again by both users.


5.2 Approval by account

Start the "**Approval by account**" function by

- choosing menu item -Payments- / -Approval- / -Approval by account- **or**
- by clicking on the icon



If you have checked the default parameter "**Selection before approval by account and deletion**" on the *General parameters property page*, a selection dialog box opens before the orders to be approved are displayed. Use this dialog box to define Selection criteria for limiting the payment orders to be listed.

If you try to approve orders by account from included third-party files, thus incomplete orders are listed in a "list of defective orders". Using the button  (symbol "Update orders") you switch from this view into the database overview of payment orders, where you can display incomplete orders in order to re-process them specifically. After completing the orders, close the database overview and the list. Then the approval by account will be continued.

Approval by account

NOTE: Marked entries will be approved. (Mark with mouse or space-bar)
With double-click you can view details of the order

Account / Bank code / Account number / Account currency
1 / 10201006 / 50167780

Value dated balance incl. approved orders: 400,00
Total of non-approved orders: 0,00
Total of approved orders: -400,00

No.	Payment form	Payment type	Ordering party name	Beneficiary name	Total amount
✓ 1	Single order	Direct debit	test ordering party	Test	100,00
✓ 2	Single order	Direct debit	test ordering party	Test	600,00
✓ 3	Single order	Transfer	test ordering party	Test	300,00

Highlight all Delete highlights Help Approve orders

The orders awaiting approval are displayed – starting with the order with the lowest number - in a database overview (separate list for each Ordering party account). Select the **account** using the drop-down arrow at the right beside the field "Account / Bank code / Account number / Account currency".

The number of approvals required is specified in menu item -Administration- / -UZV parameters- on the *Payment parameters property page* (cf. Chapter 2.1.2) using the parameter "**No. of approvals**". If **two approvals** are specified (incl. optional specification of the minimum amount requiring two approvals), both approvals **CANNOT** be entered **by the same user**.

If you are not authorised to enter the second approval and the database contains only orders requiring a second approval, the program informs you that no order awaiting approval **by YOU** has been found.

The upper part of the dialog box shows the account balance (**value-dated balance including approved orders**), the total of non-approved orders as well as the balance of approved orders in the respective account currency.

The account balance is calculated from

- the amounts of the payment orders already approved but not yet added to a file,
- the amounts of the payment orders checked in the current "Approval by account" dialog box and are waiting for approval and,
- if the account has been allocated a Cash Management account, the opening balance of the Cash Management account. If no cash management account is allocated to the account, the program assumes that the opening balance of the CM account is 0.00.

For the account balance, only orders up to an execution date "today+1" are balanced with the current value-dated balance.

In the account balance, credit transfers are shown with a minus sign (-) (debit), direct debits with a plus sign (+) (credit).

The **total of non-approved orders** is derived from the amounts of the payment orders **not** checked in the current approve by account.

The program calculates the **total of approved orders** from

- the amounts of the payment orders already approved but not yet added to a file and
- the amounts of the payment orders checked in the current approve by account that are waiting for approval.

The payment orders are listed in the database overview with their key data, such as the order number, form, payment type, ordering party name, beneficiary name and payment amount.

The individual orders are checked with a tick at the beginning of each line. This means that this order must be approved under the approval by account procedure.

**Please note:**

The payment orders displayed for approve by account are normally shown as orders awaiting approval. However, if you have checked "**Default of No for approval by account**" on the *General parameters property page*, the payment orders listed for approval by account are **not** checked. This means that each payment order to be approved must be checked separately.

If you do not want to approve an order in the list, click on the corresponding record to remove the cross. You can use the [**Delete highlights**] button to remove all crosses at once. Alternatively, you can check all unchecked records at the one time by clicking on [**Highlight all**].

If approval is to be effected for the "ticked" orders, select the [**Approve orders**] button.

6 UZV file

UZV-format files contain due and approved payment orders. The structure of the UZV file corresponds to the specifications defined for electronic file transfer defined by the banks and savings banks organisations.

From version 3.20.050 UZV module supports not only Giro (UNG) file format, but also the XML based HCT format. It depends on parameters defined by the account keeping bank, which format is created (automatically) from transfer payments.

To write a payment order file to the hard disk/diskette, click on



or choose menu item -Payments- / -Create payment file-.

If

you have checked the parameter "**Generate plan data automatically**" in menu item -Administration- / -UZV parameters- on the *General parameter property page*

then

payment orders added to the UZV file are also copied automatically as an entry in the Planning database. Information on plan data is contained in the User Manual and Help texts for the Cash Management module.

The payment amounts of all orders contained in the UZV file are aggregated to a single amount. The **ID Group** for this entry is "ID" and is added together with the **date of creation** of the UZV file in format DDMMYY. The "**Payment details 1**" are the name of the UZV file and the creation date. The "**Payment details 2**" shows the name of the Ordering party. The **Debit value date** is the creation date of the UZV file.

The UZV file can be saved

- to the hard disk for subsequent online file transfer
- or
- to a diskette and then sent to the bank by post.

6.1 Single bank-oriented file creation

If you have checked the parameter "**Single bank-oriented**" on the *File creation parameters property page*, an input mask opens in which you can enter the specifications for the UZV file you are going to create.

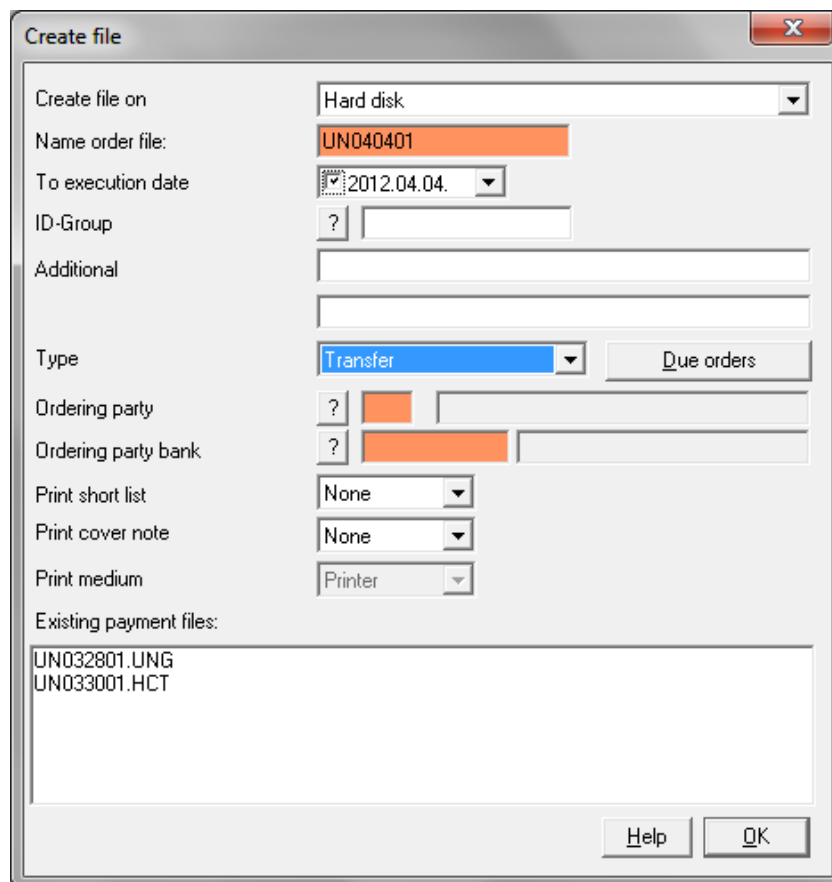
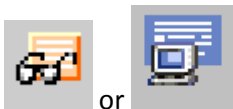
Follow these steps to create a UZV file:

- Specify the output drive
- Enter UZV file name (Only when writing file to hard disk)
- Define the time frame for file creation
- Enter ID Group and additional IDs
- Select payment type
- View due orders
- Enter the ordering party
- Enter the ordering party bank
- Specify the type of short list
- Define the number of cover notes
- Define output medium

Confirm with **[OK]**. The UZV file is then created. As soon as the UZV file is created, the orders added to the UZV file are deleted from the Order database.

You can view the contents of the payment order file by choosing menu item -Payments- / -Display payment file-

or by clicking on



Create file

Create file on: Hard disk

Name order file: UN040401

To execution date: 2012.04.04.

ID-Group: ?

Additional:

Type: Transfer Due orders

Ordering party: ?

Ordering party bank: ?

Print short list: None

Print cover note: None

Print medium: Printer

Existing payment files:

UN032801.UNG
UN033001.HCT

Help OK

The individual steps:

Specify output drive

Open the list box beside "Create file on" by clicking on the drop-down arrow to the right and choose the drive the UZV file is to be created on.

Enter UZV file name (Only when writing file to hard disk)

The program prompts a name such as e.g. **UN011401** in the "Name of order file" text box.

You can overwrite this with a file name of your choice. The file is stored in directory \UZVWIN under the name you have allocated with the extension "UNG" or "HCT".

To prevent you from allocating the same file name twice, the names of the UZV files still stored on the hard disk and not yet be transmitted to the bank are shown for **control purposes** in the dialog box below "Existing payment files".

The UZV file is automatically deleted from directory \UZVWIN after transmission to the bank.

Define time frame for file creation

All orders with dates up to and including the **execution date** entered here can be added to the UZV file. The program prompts the system date in the text box.

If you have included lead time for file creation in the *Banks reference table*, the system date is increased by the number of these days. You can overwrite the prompt with a date of your choice or choose it using the calendar function.

Enter ID Group and additional IDs

ID Groups are used to limit the orders included in the UZV file.

If you enter here an ID-Group or choose it using [?] from the central *ID-Groups reference table* saved in the Core module, only those approved orders with the same ID-Group will be displayed after clicking on the [**Due orders**] button and can be added to the payment order file to be created afterwards.

Enter the ID-Group in the payment order using the **Details** property page or it will already be predefined there.

To supplement the ID-Group, a further line is available.

Select payment type

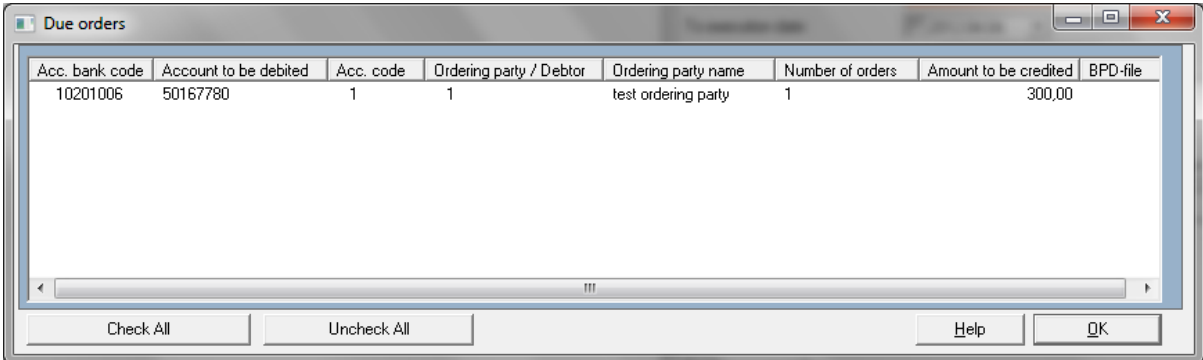
You can define the appropriate payment type you want to add to the file by choosing from the drop-down list among:

- Transfer
- Direct debit
- Advised direct
- Urgent transfer.

View due orders

Click on [**Due orders**] to view due payment orders.

Depending on the chosen ID-Group, a database overview with the respective due orders is displayed. The essential details are sorted by bank code. The due orders have already been highlighted.



Acc. bank code	Account to be debited	Acc. code	Ordering party / Debtor	Ordering party name	Number of orders	Amount to be credited	BPD-file
10201006	50167780	1	1	test ordering party	1	300,00	

Click the individual records to remove or set again the highlight (tick).

To remove the (all) highlight(s), press the [**Delete highlight(s)**] button. Use [**Highlight all**] to mark all orders at once.

Confirm the selection of the highlighted orders, i. e. the due orders which you want to add to the payment order file, with [**OK**] and return to the previous dialog box. There the following fields for the ordering party bank details have already been filled.

Enter Ordering party

To enter the Ordering party, either enter the

- Ordering party code immediately

or

- choose the ordering party using the [?] from the list of all ordering parties saved in the Ordering party / Debtor reference table

Enter the bank code of ordering party bank

When entering the bank code of the ordering party bank either

- enter the corresponding bank code

or

- select the bank by clicking on [?] to view the list box containing all Banks already stored in the database.

Select the type of short list

Here you can specify whether and how a database summary list will be printed.

You can select between:

- None
- Overview
- Complete or
- Item by item

lists.

Use the UZV parameter "**Short list at file creation**" on the *File creation property page* to predefine the selection. Of course, this presetting can be changed here.

Select the number of cover notes

Define how many cover notes you want to print.

At file creation on hard disk you can select between:

- None
- One or
- Two

cover notes.

When writing to diskette you can select the number of cover notes as follows:

- one or
- two.

Use the UZV parameter "**No. of cover notes at file creation on hard disk / ... on diskette**" on the *File creation property page* to predefine the selection. Of course, these presettings can be changed here.

Output medium

As output medium (see Chapter 1.5.2) for printing the different documents, you can choose between:

- Printer and
- PDF.

Use the UZV parameter "**Print medium**" on the *File creation property page* to predefine the selection. Of course, this presetting can be changed here.

For the option PDF, you have the option to predefine the place of storage and the name of the PDF file using the [...]. By default, the print in the file UZVDATE1.PDF is made in the directory of the user..\MCCWIN\USERS\<User name>.

Initiate the creation of payment order file(s) by confirming your entries with **[OK]**.

Adding orders to a file

If you have checked the "**With preview**" option on the *File creation* property page, a list box showing all of the orders to be added will be display after you have confirmed by clicking on **[OK]**. All of the orders that are waiting to be added to the payment order file(s) will be displayed here. Each line corresponds to one order. If required, you can remove some of the orders to be added to the payment order file(s) by checking one (or more) of the orders.

Click the individual records to remove or set again the highlight (tick).

To remove the (all) highlight(s), press the **[Delete highlight(s)]** button. Use **[Highlight all]** to mark all orders at once.

You can view the details of each order by double-clicking on the respective order.

Create the payment order file(s) by adding the non-checked orders to the file(s) by clicking on the **[Create file(s)]** button.

Display files to be sent

If you have checked the "**Display files after creation**" option on the *File creation* property page, a list box showing all of the files to be added, i.e. to be sent, will be displayed after you have confirmed by clicking on **[OK]**.

You can view the details of each order by double-clicking on the respective order.

After pressing the **[Prepare file(s) for sending]** button and, if applicable, further prompts (see Chapter 6.1.1), the file creation is completed.

In the event of an error, the corresponding file will be displayed in another window together with an error text. Double-click the record to view the content of the file.

**Please note:**

All defective files will be deleted. Clear the error in accordance with the information in the error text and repeat the file creation process.

Depending on the chosen print medium further working steps follow. Refer to the corresponding chapter for details on special procedures relating to the writing of files to the

- hard disk,
- diskette.

6.1.1 File creation on hard disk for subsequent Comms.

If you have chosen as print medium the file creation on hard disk, the prompt whether you want to send (now) the created file follows after the preparation to send.

If you have checked the parameter "**Prepare file for Comms. is mandatory**", the message will not appear.

If you answer the prompt with **[Yes]**, then the creation of a Comms. batch to send the file follows. To do so, you have to make only some settings concerning the Comms. described below. If you choose **[No]**, you can create the Comms. order for the created file later in the Core module using the file manager (see Chapter 5.1.1 regarding the communication: *Database overview file manager*; Chapter regarding the **[New order]** button.

The steps in the overview:

- Select BPD file (if not assigned in the banks reference table)
- Enter the Comms. password
- Check ES
- Send ES separately
- Activate encryption
- Check Compression
- Check "Start Comms. now"

Once data transmission has been successfully completed, a **backup copy** of this file is stored in directory \SAV in the Core module.

The individual steps for single bank-oriented file creation on hard disk in detail:

Select *.BPD file

***.BPD** files are **Bank Parameter Data files**. A *.BPD file contains key data for one bank link. *.BPD files are needed to install the transmission path between the Core module and the bank, to lock this path and to transmit and download data.

Each bank to which you transmit data, and from which you download data using electronic file transfer, needs its own *.BPD file. Information on *.BPD files is contained in the User Manual and Help System for the Comms. Module.

The *.BPD files to be used are either on a separate disk ("**Bank disk**") or stored in a directory on the hard disk with the default directory name **DAT** in the Core module.

If you have not already assigned the bank parameter file to the corresponding bank when maintaining the Banks reference table (see Chapter 3.3), a prompt appears to select the BPD file.

Press [**Yes**] if you want to choose a BPD file from diskette; choose [**No**] if the BPD file is available on your hard disk.

The following list box displays all bank parameter files saved in the default directory ..\DAT or on diskette. Double-click or click or position the cursor and [**OK**] to choose the bank parameter file which should be used for the communication with the bank. Subsequently, details on the Comms. are prompted in a further dialog.

Enter the Comms. password

The SWIFT file saved on the hard disk and which will be added to a Comms. session file must be protected by a Comms. password so that it can be automatically sent to your bank using the Comms. program in the Core module.

This Comms. password is known only to you and is specified on installation of the communications link between your computer and the bank. If necessary, you can change the Comms. password at any time. You can only specify and change the Comms. password in the Comms. program in the Core module. Information is contained in the User Manual or in the context-sensitive Help for the Comms. module.

Check ES

Check the "With Electronic Signature" box only if you have installed the **ES** (= Electronic Signature) supplementary module and you wish to transfer the data to the bank using FTAM or FTP.

The EPFT procedure features automatic data encryption. Information on the ES is contained in the User Manual and context-sensitive Help for the ES module.

Check the box only if you want to sign the UZV file electronically before transmission. You will then be able to enter your details in the "ES user" and "ES password" boxes.

Send ES separately

The "Send signature separately" box is only effective when you use the FTAM or FTP procedure to transmit the data. With these methods, you can send the signature file separately from the original or user data file (see Comms. Chapter 1.2.3: *FTAM* and 1.2.4: *FTP*.)

Distributed signature

The field "Distributed Signature" can only be highlighted if you are using the FTP protocol for sending files to the bank (see Comms. Chapter 1.2.4: *FTP*) and making a first signature. The "first signatory" initializes the Distributed Signature for the entire file. The function "Distributed Signature" enables the file to be signed from differing locations.

Sign file(s) directly

If you check the "Sign file(s) directly" box, the dialog box for signing with ES diskette follows immediately after this dialog. Alternatively, the entry in the File Manager follows, where you have the option of signing.

Activate encryption

Check the "Encrypt file" box for encrypted file transmission. The file will then be encrypted in accordance with the settings in the Core module (see Comms. Chapter 4.5: *Encryption*).

Check compression

Check the "Compress file" box only if you have also installed the supplementary module **FLAM** (= **F**ranken**s**tein **L**idzba **A**ccess **M**ethod) in the Core module and are using the FTAM procedure to transfer the data to the bank. The EPFT procedure features automatic data encryption

Check the box only if you want to compress the UZV file before transmission.

Check "Start Comms. now"

If you have checked "Start Comms. now", the UZV file added to the previously selected Comms. session file is sent to the selected bank immediately after the steps described below have been completed. In the case of a network installation, you can also select your local computer or another computer in the network as the data communications terminal.

Then confirm your entries with **[OK]**.

If you have checked the "**Sign file(s) directly?**" box, you will now be asked to issue your Electronic Signature. Insert your ES diskette in the disk drive and confirm by clicking on **[OK]**.

The preparation of the payment order file for transmission via Comms. is now completed (a corresponding Comms. batch has been included in the file manager of the Core module).

6.1.2 File creation on diskette

**Please note:**

For confidential payments, i.e. payments with a defined access class, a file creation on diskette is not possible.

If you have chosen as output drive the file creation on diskette, you have to execute then only a further working step:

- Insert diskette

The UZV file will then be saved to the diskette.

At the same time, a **backup copy** of the UZV file is stored in subdirectory DTASAVE. The name of the saved UZV file comprises the month (MM), day (DD) and a serial number (nn). The serial number restarts every day with **1** for each day. The extension of the backup copy is ".UNG" or ".HCT".

General file name convention: UNMMDDnn.UNG or UNMMDDnn.HCT

Depending on the setting you have specified for the UZV parameter "**Delete backup files after how many days**" (cf. *File creation parameter property page*), the backup copies of the UZV files are automatically deleted on expiry of the period entered in the box. If the parameter is set to "0 days", the backup copies will not be deleted by the program. They can only be deleted at operating system (DOS or Windows) level using DEL.

This is followed by the printing of the

- Disk cover notes.

The program then returns to the main window. The orders added to the UZV file are deleted from the Orders database.

The individual steps for single bank-oriented file creation on diskette in detail:

Insert diskette

A message prompts you to insert a blank (formatted) diskette into the drive you have specified to create the UZV file.

Confirm with [**OK**] or choose [**Cancel**] if you want to quit the "Create UZV" function at this point.

If the diskette you have inserted contains data, a message informs you that there are files on the diskette.

Confirm with [**Delete files**] to delete the files. Alternatively, select [**Display files**] to view the files saved on the diskette or quit by closing the window. This returns you to the Create UZV dialog box, where you can confirm again with [**OK**] once you have replaced the diskette in Drive A: or B: with an alternative (blank) diskette.

Then the display of the orders to be added follows in a preview as described in Chapter 6.1.1.

Disk cover note

The cover note is printed once the UZV file has been written to diskette.

One or two copies of the cover note are printed, as required. Sign one copy and send it with the disk to the bank. The other copy is provided for your own files.



Please note:

A cover note can also be output later to screen or printer using function -Payments- / -Display UZV-.

6.2 Multi-bank file creation on hard disk for subsequent Comms.

If you have **not** checked the parameter "**Single bank-oriented**" on the *File creation parameters property page*, a shorter dialog box will be opened in which you can enter the specifications for the UZV file you are going to create.

To create a UZV file using the multi-bank procedure you simply have to carry out the following steps:

- Define time frame for file creation
- Specify payment type
- Specify the short list
- Define the number of cover notes
- Define output medium
- Enter an ID-Group

Confirm these details with [**OK**]. The payment order file will then be created, unless the two following dialogs have been activated using the parameters "**With preview**" and "**With display of files after creation**" on the *File creation property page*. Their function is described in Chapter 6.1.

As soon as the payment order file is created, the orders added to the payment order file will be deleted from the Order database.

The individual steps for multi-bank file creation in detail:

Define time frame for file creation

All orders with dates up to and including the **execution date** entered here can be added to a UZV file. The program prompts the system date in the text box.

If you have included lead time for file creation in the *Banks reference table*, the system date is increased by the number of these days. You can overwrite the prompt with a date of your choice or choose it using the calendar function.

Specify payment type

You can define the appropriate payment type you want to add to the file by choosing from the drop-down list among:

- Transfer
- Direct debit
- Advised direct
- Urgent transfer.

Specify the short list printout

Here you can specify whether and how a database summary list will be printed.

You can select between:

- None
 - Overview
 - Complete or
 - Item by item
- lists.

Use the UZV parameter "**Short list at file creation**" on the *File creation property page* to predefine the selection. Of course, this presetting can be changed here.

Select the number of cover notes

Define how many cover notes you want to print.

You can select between:

- none,
 - one or
 - two
- cover notes.

Use the UZV parameter "**No. of cover notes at file creation on hard disk**" on the *File creation property page* to predefine respectively the selection. Of course, this presetting can be changed here.

Output medium

As output medium (see Chapter 1.5.2) for printing the different documents, you can choose between:

- Printer and
- PDF.

Use the UZV parameter "**Print medium**" on the *File creation property page* to predefine the selection. Of course, this presetting can be changed here.

For the option PDF, you have the option to predefine the place of storage and the name of the PDF file using the [...]. By default, the print in the file UZVDATEI.PDF is made in the directory of the user ..\MCCWIN\USERS\<User name>.

Enter ID Groups

The ID-Group is used to limit the orders to be added to the payment order file.

If you enter here an ID-Group or choose it using the [?] from the central *ID-Groups reference table* saved in the Core module, only those approved orders with the same ID-Group will be added to the payment order file to be created afterwards.

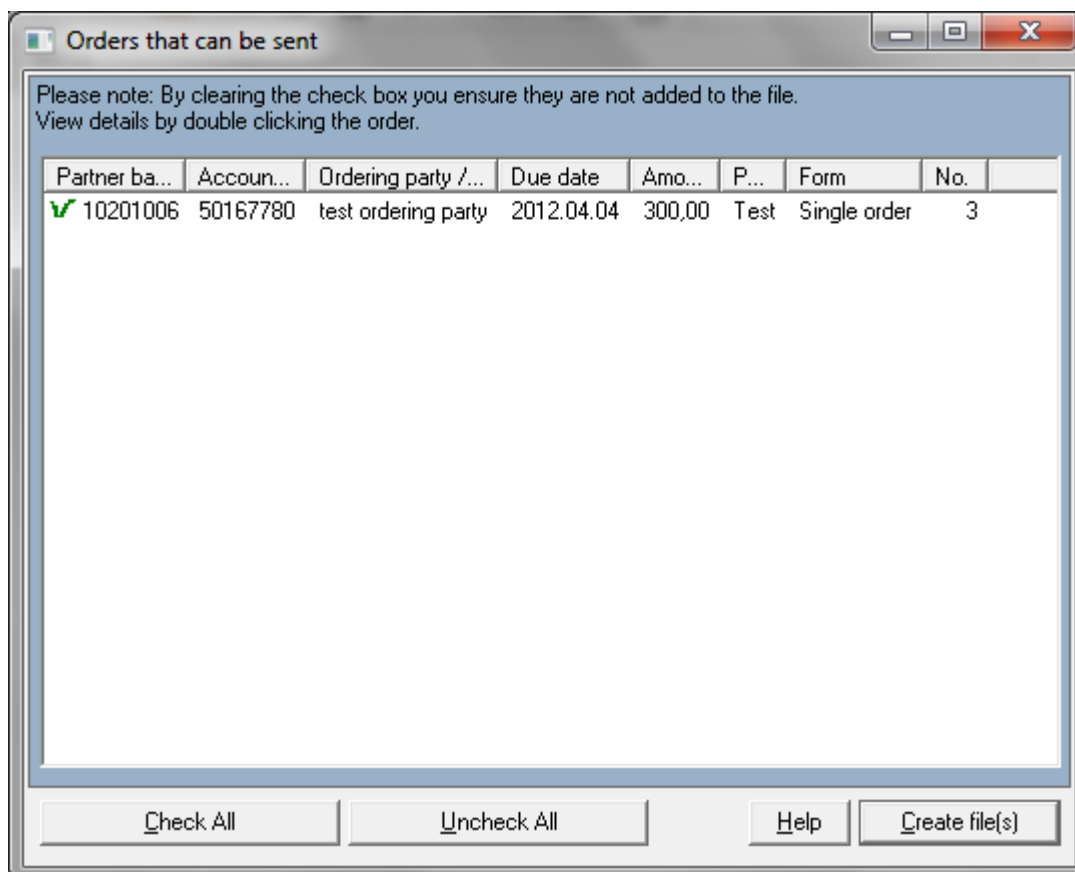
Enter the ID-Group in the payment order using the *Supplementary information property page* (see Chapter 4.1.4) or it will be already predefined there.

To supplement the ID-Group, a further line is available.

Initiate the creation of UZV file(s) by confirming your entries with [OK].

Orders which can be sent

If you have checked the "**With preview**" option on the *File creation property page*, a list box showing all the orders to be added is displayed after you have confirmed by clicking on [OK]. All orders waiting to be added to the UZV file(s) are displayed here. Each line corresponds to one order. If required, you can remove some of the orders to be added to the UZV file(s) by checking one (or more) of the orders and deleting it (them) by checking one (or more) of the orders.



Click the individual records to remove or set again the highlight (tick).

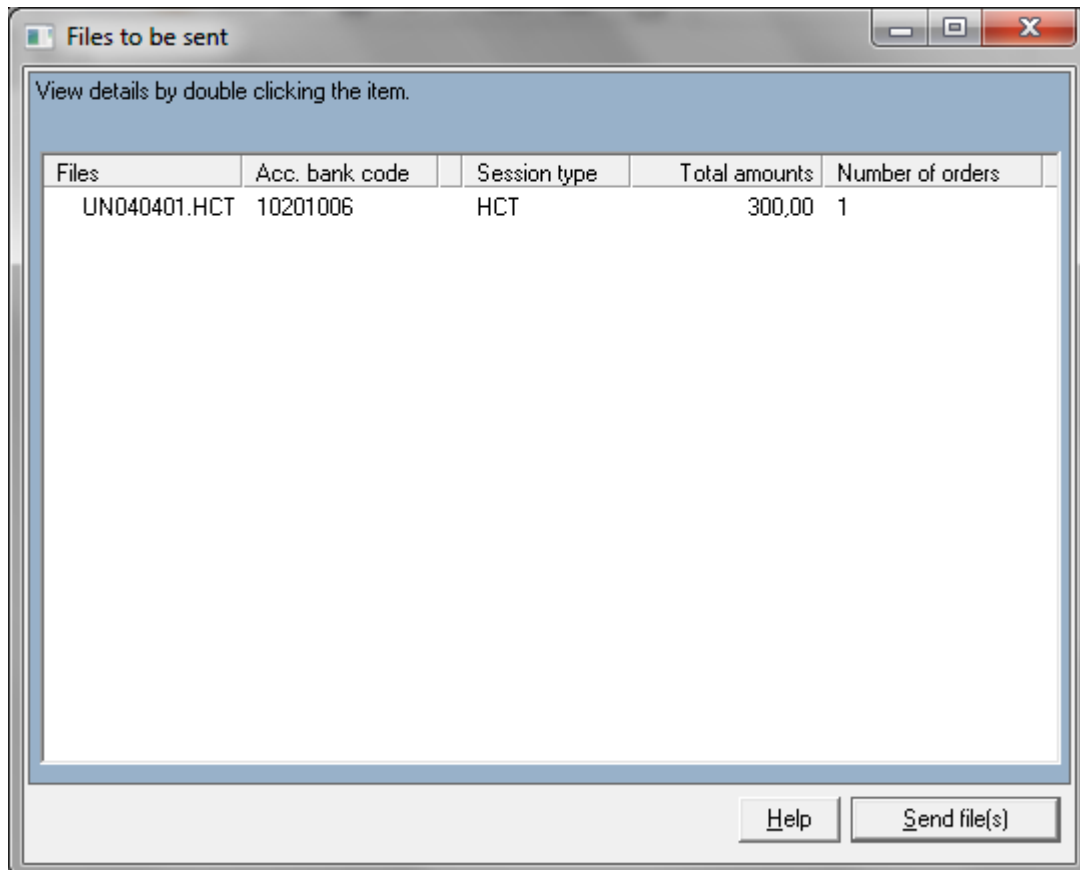
To remove the (all) highlight(s), press the [**Delete highlight(s)**] button. Use [**Highlight all**] to mark all orders at once.

You can view the details of each order by double-clicking on the respective order.

Create the UZV file(s) by adding the non-checked orders to the file(s) by clicking on the [**Create file(s)**] button.

Files to be sent

If you have checked the "**With display of files after creation**" option on the *File creation property page*, a list box showing all the files to be sent will be displayed after you have confirmed by clicking on [**OK**]. The program sends one UZV file per bank.



The name of the UZV file generated using the multi-bank procedure has the format **UNMDDnn.*** e.g. UN01101.UNG.

You can view the details of each order by double-clicking on the respective order.

After pressing the [**Prepare file(s) for sending**] button and subsequent filling of the Comms. dialog (for further procedure, see Chapter 6.1.1), the Comms. batch creation is completed.

In the event of an error occurring, the corresponding file will be displayed in another window together with an error text. Double-click the record to view the content of the file.



Please note:

All defective files will be deleted. Clear the error in accordance with the details in the error text and repeat the file creation process.

6.3 Display payment file

Choose -Display UZV file- to view payment or print different list types (e. g. Overview, Cover note) for the payment order files stored on the hard disk or on the diskette.

Start the function by choosing menu item -Payments- / -Display payment file- or by clicking on



This opens the dialog box for specifying the output device and the list type.

Specify the "**Output device**" in the list box in the left-hand section of the dialog box.

From the screen output you have the possibility to print out or to search the displayed lists for certain text passages.

After you choose "Printer" to be the output device, the [**Printer**] button will become active. If you click on this button, the printer selection dialog box will appear.

Specify the list type in the "**List type**" list box in the right section of the dialog box.

Lists are output in fixed formats, which you cannot change.

Choose between the following list types:

- **Overview**

The "Overview" list contains a header describing the payment order file. The header contains the user name, time, date and the file name.

All orders in the payment order file are then displayed with the beneficiary bank code, beneficiary account number, ordering party bank code, ordering party account number, payment type, due date and amount. Each line corresponds to one order.

The list is terminated by an area where the number of the transmitted orders and the amount totals are listed.

- **Cover note**

The structure of the cover note corresponds to that of the print output, which is created during file creation on diskette. You can output a cover note for any payment order file at any time.

- **Complete**

The UZV file you have selected is output in full with all the data of the payment orders.

- **Two lines**

The list type "Two lines" corresponds to a large extent to the list type "Overview". However there are two lines of the data for each order.

- **Item by item**

The list type "Item by item" corresponds to a large extent to the list type "Complete". Choose this option to print a separate page for each payment order entered.

In the button bar section you will find one more button besides the [**Printer**] selection function and the standard [**Help**] function. The [**Output**] button initiates data output to the specified output device in the specified list type.

After pressing the [**Output**] button a dialog box opens for the selection of the payment order file to be displayed or printed. The dialog box displays the names of the payment order files that are in the current directory ..\UZVWIN (if you have chosen the file type accordingly). You can change the "file type" to that direction that "All files" will be shown.

If you wish to open a payment order file in a different directory, first click on the arrow next to the field "Search in:" and then on the disk on which the directory is found. You may need to scroll through a list to view the remaining directories.

Double-click on the directory containing the file you wish to open. To select the desired file to be shown or printed, double-click on it, click on it once and then on [**Open**] or position the cursor on it and confirm with <Return>.

Subsequently, the output of data starts.

If you have selected the screen output, you can navigate within the displayed list using the scroll bars. Additionally you have the option to print out the displayed list



or you can even search for certain text passages



6.4 Create UZVFIBU.TXT.

If you have checked the parameter "**Generate UZVFIBU.TXT automatically**" on the *General Parameters property page* that is accessed from the menu item -Administration- / -UZV parameters-, **UZVFIBU.TXT** will be created or updated whenever you create a UZV file.

Each order in the UZV file corresponds to one line in UZVFIBU.TXT. You can define the information that is to be imported from the payment order to the UZVFIBU.TXT in menu item -Administration- / -Import / Export- / -Maintain Import / Export file-.

UZVFIBU.TXT contains all payment data necessary for further processing and can, for instance, be exported to your general ledger (financial accounting) system. Information on the structure of UZVFIBU.TXT is contained in the **Annex**.

7 Additional functions for orders / payment order files

This chapter describes the additional functions contained in the -Payments- menu. They include functions to assist you in the administration of your orders such as **View due orders**, a function which allows you to alter orders already created with the greatest of ease (**Search / Replace**) as well as a delete function for orders that are no longer required (**Delete orders**).

The **Payment history** function allows you to track the individual processing steps of an order from the time of creation right up to the transmission of the payment order file.

An additional function is available which applies to existing payment order files which can be imported into the Order database for payments (**Import payment file**).

7.1 Display due orders

Use this function to view or print - in tabular form - all orders whose due dates are before the current system date, which are due on the system date **or** which are due between the system date and system date + a number of days (depending on the number of **Lead days**)

Start the -View due orders- function either

- by clicking on



or

- by choosing menu item -Payments- / -Display due orders-.

A **sorting dialog box** is immediately displayed into which you can enter your sort criteria.

Specify the **Output device** in the list box at the right.

Specify the report type in the **List type** box at the right of the dialog box. Choose between

- **Overview**
The due payment orders are listed in a table with their **key** data.
- **Compressed**
This option provides a summarised overview of all due orders.
- **Complete**
The due payment orders are listed in a table with **all** their data.

Open the report by clicking on [**Output**].

Depending on the number of records stored, your computer may require several seconds until all due payment orders have been identified in the database and presented in a list.

Hungarian Domestic Payments			
Due orders complete			
		11.12.07 09:41	Page 1
Index	Ordering party	Beneficiary	Pay amount
1	Omikron Hungary	P1 őűőűăēīŐŰŐŰ	8 900,00
	Omikron Hungary Bank code 12118063 Account number 20622523000000000	P1 őűőűăēīŐŰŐŰ Bank code 14100017 Account number 3333333344444444	Single order Due on 2011.12.07
	Details k1 k3 k2 Entered by MD	1. Approval MD	2. Approval Reference 111207093912530
Index	Ordering party	Beneficiary	Pay amount
2	Andiőűűőűőőűőűűűű	35 karakter partner név első sor	50 000,00
	ăăăăăēēēēēīīīī Bank code 10034002 Account number 10005006000000000	35 karakter partner név második sor Bank code 14100017 Account number 87894060700000009	Single order Due on 2011.12.07
	Details Entered by MD	1. Approval MD	2. Approval Reference 111207093920800

7.2 Search / Replace data in orders

Use the Search / Replace function to search and replace payment details, due dates, etc. in the existing payment orders. Start the function by choosing menu item -Payments- / -Search / Replace-.

Use the upper section of the dialog box to specify the data to be used for **searching** records. The records can be restricted in three ways. Enter the field name in the first column, the operator in the second and the appropriate field contents in the third column.

Example:

1. Column	1. Field	Due date
2. Column	1. Field	equal to
3. Column	1. Field	23.01.2012

If you enter more than one criterion, they will be linked by an AND operation.

The lower section of the dialog box is reserved for details about the field contents to be replaced. Enter the field, which is to have its contents replaced in the first column. Enter the existing contents in the 2nd column and the new field contents in the 3rd column.

Example:

1. Column	1. Field	Details
-----------	----------	---------

2. Column	1. Field	DISCOUNT
3. Column	1. Field	REBATE

The following also applies here: If you enter more than one criterion, they will be linked by an AND operation.

The replacement operation can be run

- automatically
- or**
- with a prompt (*Replace with prompt*).

The button bar contains the following functions:

[Automatic replace]

The program searches the Order database for records with the same criteria as described in the upper section of the dialog box. The content of the fields in these records will immediately be replaced with the criteria you have entered in the lower section of the dialog box.

[Replace on prompt]

The program searches the Order database for records with the same criteria as described in the upper section of the dialog box.

Each record corresponding to these criteria is shown with its key data in a new dialog box. Click on the **[Replace]** button to replace the fields using the criteria you have entered in the lower half of the dialog box. Click on the **[Next]** button to skip this record without replacing any data and display the next record matching the search criteria.

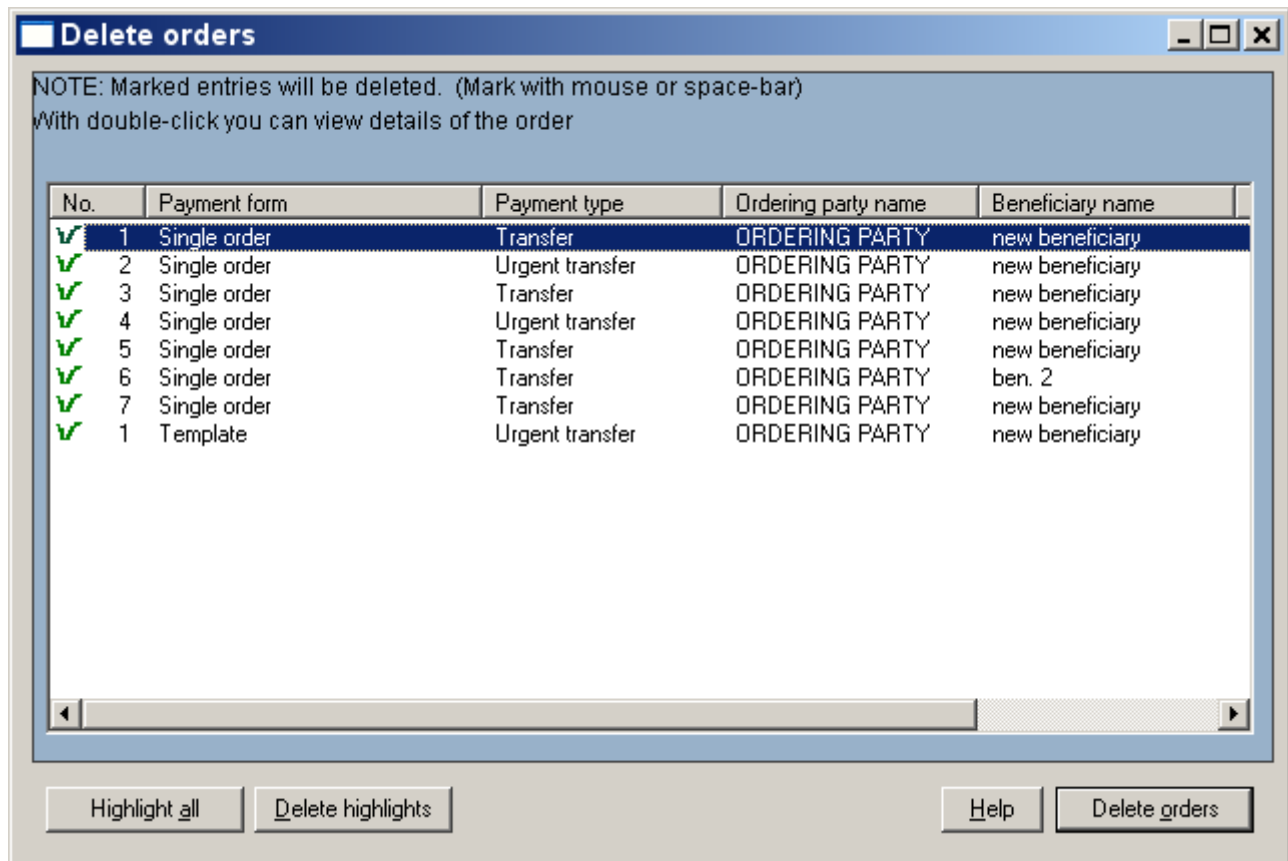
7.3 Delete orders

Select the menu item -Payments- / -Delete orders- to delete payment orders. This function is particularly useful if you want to **delete several payment orders**. You can remove individual payment orders from the Orders database by selecting the appropriate record in the database overview, clicking the right mouse button to open the drop-down menu and selecting the -Delete record- option or by selecting the appropriate record in the database overview (double-click on the -View details- option) and click on the **[Delete]** button in the dialog box.

If you have checked the default parameter "**Selection before approval by account and deletion**" on the *General parameters property page*, a selection dialog box appears after you have selected menu item -Delete orders- in which you can specify Selection criteria for the orders you want to delete.

If you have confirmed the entries in the selection list box with **[OK]**, a screen list opens in which the payment orders to be deleted are displayed with order type, order number, payment type, ordering party, beneficiary, currency, amount and due date.

The payment orders listed are sorted in ascending order by order number. The list may extend over several pages.



Double-click an order to display the detailed view of the respective order.

The individual orders are checked with a tick at the beginning of each line. This check means that the order will be deleted. If you do not want to delete an order in the list, click on the corresponding record to remove the check mark.



Please note:

The payment orders displayed for deletion will normally be shown check marked as orders awaiting deletion. However, if you have checked the default setting "**Default of NO for deletion**" on the *General parameters property page*, the entries listed will **not** be checked for deletion. This means that each payment order to be deleted must be check marked separately.

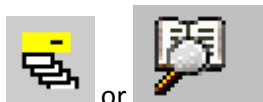
You can use the [**Delete highlights**] button to remove all check marks at once. Alternatively, you can check all unchecked records at the one time by clicking on [**Highlight all**].

If the "ticked" orders are to be deleted, click on [**Delete orders**]. The program removes the checked payment orders from the database.

You can close the list at all times using the close button without deleting any payment orders.

7.4 Payment history

Click on the icon



or choose menu item -Payments- / -History- to start the -Payment history- function.

This opens the Order history database overview in which the processing information of all payment orders is saved, provided that is, that you have checked the parameter "**Maintain payment history**" (cf. Chapter 2.1.3: *Payment parameters property page*). The period of time for which this information is saved is specified using the UZV parameter "**Delete payment history after how many days?**".

Afterwards, the corresponding entries are automatically deleted from the payment history.

The overview displays per payment order the date of file creation, the type of payments, the ordering party and the beneficiary each with bank details as well as amount, currency, due date and the status of the order in the file manager.

No.	Payment Type	Ord. party / Account	Beneficiary / Bank Code / Account	Amount	Due Date	Comms. status
3	Transfer	test ordering party	Test	300,00	2012.04.04	(Not add to DAD)
1	Transfer	test auftraggeber	Test	12 000,00	2012.03.30	(Not add to DAD)
1	Transfer	teszt megbízó	teszt partner / kedvezményezett	120,00	2012.03.28	Pending ES

Besides the standard buttons [**Select**], [**Print**] and [**Help**], the functional area of the database overview contains the [**File information**] button, which you can use to display additional information such as original file name, file name, session type, bank parameter file, order number, Comms. answer and Bank server date for the relevant order.

If a created payment order file is imported using the function -Import payment order file- (see Chapter 7.5), all contained orders in the payment history are set to the status "Deleted", provided that the Deletion of the imported file has been initiated after the import.

Orders from files which have been deleted in the file manager itself also receive the status "Deleted" (for the other status, see Chapter 7.1.1: *Database overview file manager* in the basic documentation concerning the communication).

The information also regarding these orders with status "Deleted" will be automatically removed from the view in the payment history. This happens definitely only after the expiry of the deletion period.

To view the processing information relating to a single payment order, select the corresponding database entry by positioning the cursor and confirming with <Return> or a double-click. You can also open a record by clicking on it with the right mouse button and then selecting the menu item -View details-.

A dialog box opens which contains various property pages very similar to those used for order entry. As Payment history is **strictly a display function**, the data can be viewed here but cannot be edited. The corresponding boxes are therefore inactive.

However, you can generate a new single order from this historical view of the chosen order (i. e. also from orders with status "Deleted") by clicking the [**Generate single payment**] button in the functional area. Open the same function in the database overview by right-clicking and choosing menu item -Generate single payment-. Directly after the clicking, a copy of the order is available for processing in Enter payments.

The name of the file from which the selected order originates can be seen in the title of the dialog box. The order number, date on which the file was created, order type (single order etc.) and payment type (credit transfer etc.) is displayed in the header of each property page.

The boxes on the **Payments property page** largely correspond to the fields in the payment order input mask (cf. Chapter 4.1.1: Payments property page).

The boxes on the **Partner / Beneficiary property page** are the same as the boxes in the dialog box containing the Partner / Beneficiary data (cf. Chapter 4.1.2: Partner / Beneficiary property page).

The boxes on the **Additional information property page** are the same as the boxes in the input mask for entering orders (cf. Chapter 4.1.3: Additional information property page).

The layout of the **Ultimate debtor and beneficiary property page** corresponds to the presentation at the time of entry (cf. Chapter 4.1.4: Ultimate debtor and beneficiary property page).

The boxes on the **Ordering party / Debtor property page** largely correspond to the fields in the payment order input mask (cf. Chapter 4.1.5: Ordering party data property page).

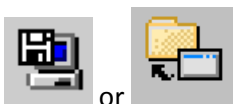
Click on the **File** tab to obtain additional information regarding the processing of the order and the transmission status.

The user, date and time of the action is displayed along with the person who entered the order, the person who approved the order, (up to two approvals), the person who created the order, the person(s) who issued signatures (up to six signatures) and the person who started the Comms. session.

Additional details regarding the Comms. status will also be displayed. These details correspond to the information, which can be obtained by clicking on the [**File information**] button in the database overview.

7.5 Import payment file

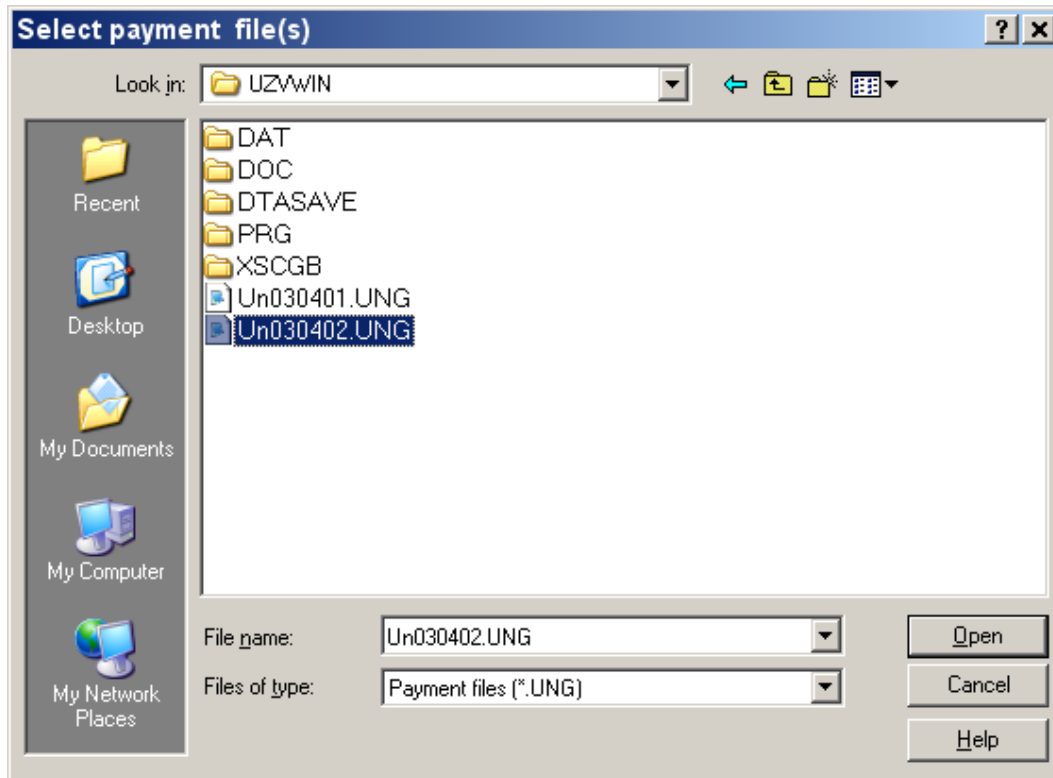
Choose menu item -Payments- / -Import payment file- or click on



to import existing UZV files to the Order database created using the UZV module or external programs.

The program assumes that the files to be imported are stored in the directory \UZVWIN. You can also select other directories. The UZV files found in the selected directory will be presented in a list box.

With the list box "File type" you can decide, whether all payment files (*.UZV and *.HCT), the UZVFIBU.TXT import file or all ASCII files for import/export (*.TXT) should be shown.



Double-click to select a file to be imported.

Select an entry from the "Type" menu in the following dialog to import the orders into the Order database as

- Single orders
- Standing orders
- Variable amount orders
- Templates

Check the box "Delete payment order file(s) after import" if the selected payment order file(s) is(are) to be deleted after it(they) has(have) been imported into the Order database.


For the orders to import, an access class can be set. When defining the access class for the orders, you access the data of the *Access classes reference table* from the Core module using the [?], provided that records have already been added there. Position the cursor and confirm with <Return> or double-click to choose one of the available access classes which you want to allocate to the payment orders in order to "highlight" the records with it.

If you have set the parameter "**Accept a/c. group of user on import**" on the *General parameters property page*, the a/c. group of the current user will be accepted on import.

If the parameter has not been set, the a/c. group saved together with the file remains and the imported orders are visible according to the a/c. group only for staff with this a/c. group.

Confirm your entries with [OK].

The import sequence will be halted and a message displayed, if the payment order file to be imported contains any errors. Click on [Yes] to continue importing files despite the errors, [No] to view an error list or [Cancel] to stop importing files.

If you select [No], the list of errors will be displayed in the form of a log which you can print by clicking on ().

Rectify the errors identified in the original file and then choose menu item -Payments- / -Import payment file- again.

The UZV files to be imported contain ordering party and account data, together with other information. During the import process, the program will check whether the ordering party and the account data are already contained in the reference tables.

If this is not the case, a dialog box opens and you are prompted to enter the missing data. Assigning an ordering party or account code allows the records to be imported into the corresponding reference tables.

As soon as the import sequence has been completed all the imported orders are displayed in a list. Click on the close button to quit this list and return to the main application window.

**Please note:**

The **due date** of the imported payment orders (single, standing or variable amount orders) corresponds to the due date of the underlying order. You must make any changes to each single order manually. Templates do not have a due date.

In the case of **standing and variable amount orders**, the due date is entered in the "First time" box. The "Last time" box is blank. The payment cycle is "Monthly". If necessary, change the default values manually.

The imported single, standing or variable amount orders are **not** approved.

8 Format specifications

The Annex contains specifications of the formats used for Hungarian Domestic Payments (UZV) module. Additions will be made to the list of formats in line with new program releases.

The Annex currently contains the following chapters:

- 8.1 Databases
- 8.2 UZVFIBU.TXT
- 8.3 Payment file (UZV and HCT)
- 8.4 Export from History database

8.1 Databases

For keying payments, the Hungarian Domestic Payment Module uses 5 databases for recurring data. Details in the databases can be manually entered or imported from text files. Manual entry into the databases is described in Chapter 3: *Reference tables*. Information on importing text files is contained in Chapter 2.2.4: *Import text files into database*.

Meaning of the columns in the record description:

- No. = sequential field number
- Type = field type
 - a = alpha-numeric
 - n = numeric
 - x = date field in the format DD.MM.YY
- Length = field length

Text files for Account reference database

No.	Type	Length	Content
1	n	4	Account code
2	a	3	Currency code (HUF)
3	a	27	Account name/description
4	n	16	Account number
5	n	8	Bank code
6	a	30	BPD-file
7	n	4	Ordering party / Debtor code
8	n	2	Account group
9	y	3	IBAN? (yes/no)
10	a	35	IBAN account

Text files for Countries reference table

No.	Type	Length	Content
1	a	2	Country code
2	a	30	Country name

Text files for Ordering party / Debtor reference database

No.	Type	Length	Content
1	n	4	Sorting code
2	a	35	Ordering party / Debtor name 1
3	a	35	Ordering party / Debtor name 2
4	a	2	Country code
5	y	3	Nonresident (yes/no)
6	n	1	Identification type
7	a	35	Identification

Text files for Banks reference database

No.	Type	Length	Content
1	n	8	Bank code
2	a	35	Description of the bank / Bank name
3	a	11	SWIFT code
4	y	3	Account keeping (yes/no)
5	n	3	Lead time for file creation
6	a	30	BPD-file

Text files for Partner / Beneficiary reference database

No.	Type	Length	Content
1	a	10	Partner/ Beneficiary code
2	y	3	Intracompany (yes/no)
3	a	35	Partner/ Beneficiary name 1
4	a	35	Partner/ Beneficiary name 2
5	a	2	Country code
6	n	10	Partner/ Beneficiary group
7	n	8	Partner/ Beneficiary bank code
8	a	35	Partner/ Beneficiary bank name
9	n	16	Partner/ Beneficiary account number
10	n	1	Identification type
11	a	35	Identification

8.2 UZVFIBU.TXT

If you have checked the "**Automatic UZVFIBU.TXT creation**" parameter in menu item -Administration- / -UZV parameters- **UZVFIBU.TXT** will be created or updated whenever you create a UZV file.

Each line in UZVFIBU.TXT corresponds to one line in the UZV file. The information in the payment order appearing in UZVFIBU.TXT is defined in menu item -Administration- / -Export file- / -Maintain Import/Export file-.

UZVFIBU.TXT contains all foreign payments data necessary for further processing. You can export this file, for instance, to your general ledger (financial accounting) system.

Key to columns in the descriptions of the records:

No. = Consecutive field number
 Type = Field type
 a = alphanumeric
 n = numeric 0 to 9
 x = Date field in format DD.MM.YY
 min. = minimum field length
 max. = maximum field length
 * = The maximum field length is defined by the number before the "." (point). The maximum field length includes the delimiter for decimal places and the number of decimal places. The number of decimal places is shown by the number before the "." (point).

Structure of UZVFIBU.TXT (with all fields):

No.	Type	Length	Content
1	n	6	Order number
2	n	4	Ordering party / Debtor code
3	a	35	Ordering party / Debtor name 1
4	a	35	Ordering party / Debtor name 2
5	n	1	Ordering party / Debtor Identification type
6	a	35	Ordering party / Debtor Identification
7	n	4	Ordering party / Debtor account code
8	n	16	Ordering party / Debtor account number
9	a	27	Ordering party / Debtor account description
10	n	2	Ordering party / Debtor account group
11	n	24	Ordering party / Debtor CM account number
12	n	8	Ordering party / Debtor bank code
13	a	35	Ordering party / Debtor bank name
14	a	10	Partner/ Beneficiary code
15	a	35	Partner/ Beneficiary name 1
16	a	35	Partner/ Beneficiary name 2
17	n	1	Partner/ Beneficiary Identification type
18	a	35	Partner/ Beneficiary Identification
19	n	8	Partner/ Beneficiary bank code

20	n	16	Partner/ Beneficiary account number
21	a	35	Partner/ Beneficiary bank name
22	n	10	Partner/ Beneficiary group
23	y	3	Partner/ Beneficiary intracompany (yes/no)
24	a	30	ID Group 1
25	a	30	ID Group 2
26	n	18	Amount
27	a	3	Currency
28	n	4	Payment code
29	a	32	Payment text
30	a	19	Legal reference
31	a	8	1. approval (user)
32	a	8	2. approval (user)
33	x	8	Earliest transmission
34	x	8	Debit value date
35	x	8	Objections deadline
36	x	8	First time
37	x	8	Last time
38	x	8	Previous execution
39	n	1	Frequency
40	a	35	Supplementary information 1
41	a	35	Supplementary information 2
42	a	35	Supplementary information 3
43	a	32	Remittance information 1
44	a	32	Remittance information 2
45	a	32	Remittance information 3
46	a	44	Remittance information 4
47	n	1	Form 0 - single order 1 - standing order 2 - variable amount order 3 - template
48	n	1	Payment type 0 - transfer 1 - direct debit 2 - advised direct 3 - urgent transfer 4 - VPOP
49	a	35	EndToEnd Identification
50	a	8	Entered by
51	n	1	Approvals needed
52	n	1	Existing approvals
53	a	2	Country code of ordering party / debtor
54	a	35	Ultimate Debtor name1
55	a	35	Ultimate Debtor name2
56	n	1	Ultimate Debtor Identification type
57	a	35	Ultimate Debtor Identification
58	a	35	Ultimate Beneficiary name1
59	a	35	Ultimate Beneficiary name2

60	n	1	Ultimate Beneficiary Identification type
61	a	35	Ultimate Beneficiary Identification
62	a	35	Transfer Identification

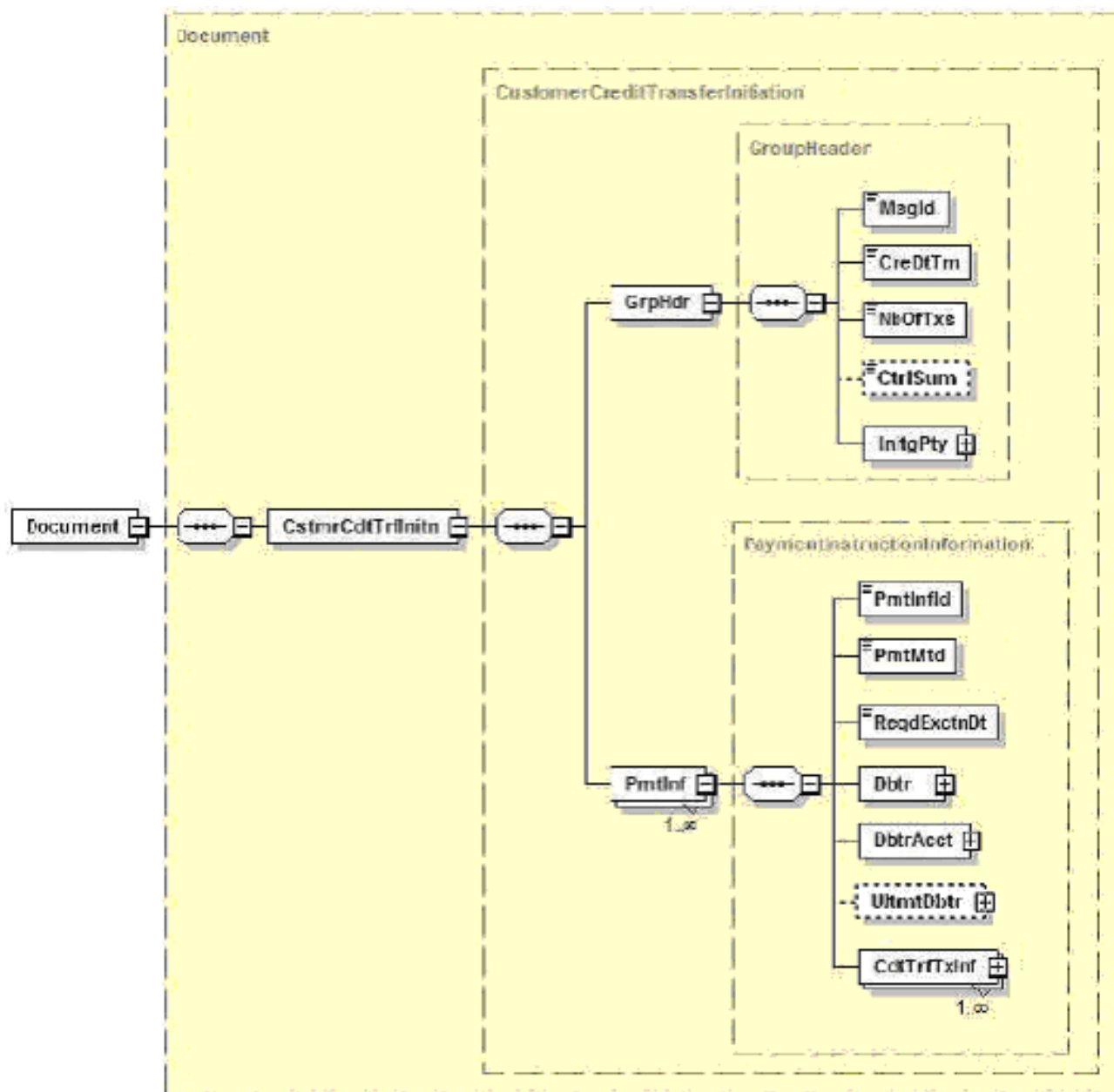
8.3 Payment files (HCT and UNG)

Structure of payment files corresponds to GIRO or XML based InterGiro2 format of Hungarian Domestic Payment System.

The extension of a payment file's name is ".UNG" or "HCT". It depends from a parameter defined by the account keeping banks.

Format of HCT files:

Occurance	<p>This indicates whether an element is optional or mandatory and how many times the element can be repeated. The number of occurrences is shown in square brackets</p> <p>For example:</p> <p>[0..1] shows that the element can be present 0 times or 1 time. The element is optional</p> <p>[1..1] shows that the element can only be present 1 time. The element is mandatory</p> <p>[1..n] shows that the element is mandatory and can be present 1 to n times</p> <p>An element, that is part of a block of elements, is mandatory as far as the block it is part of, is present in the message.</p> <p>If only one of several elements may be present, this is indicated by {OR ... OR} before the elements concerned.</p>
Message Item	Description of the item
XML Tag	Short name that identifies an element within an XML message, that is put between brackets, e.g. <Amount>
Length	The max. length of the item



Occ.	Message Item	<XML Tag>	Length
[1..1]	GroupHeader	<GrpHdr>	
[1..1]	MessageIdentification	<MsgId>	35
[1..1]	CreationDateTime	<CreDtTm>	19
[1..1]	NumberOfTransactions	<NbOfTxs>	15
[0..1]	ControlSum	<CtrlSum>	35
[1..1]	InitiatingParty	<InitgPty>	
[0..1]	Name	<Nm>	70

[0..1]	Identification see add.table for sub-fields	<Id>	
[1..n]	PaymentInformation	<PmtInf>	
[0..1]	PaymentInformationIdentification	<PmtInfId>	35
[1..1]	PaymentMethod	<PmtMtd>	3
[1..1]	RequestedExecutionDate	<ReqdExctnDt>	10
[1..1]	Debtor	<Dbtr>	
[1..1]	Name	<Nm>	70
[0..1]	Identification see add.table for sub-fields	<PstlAdr>	
[1..1]	DebtorAccount	<DbtrAcct>	
[1..1]	Identification	<Id>	
[1..1]	IBAN	<IBAN>	34
[0..1]	UltimateDebtor	<UltmtDbtr>	
[0..1]	Name	<Nm>	70
[0..1]	Identification see add.table for sub-fields	<Id>	
[1..n]	CreditTransferTransactionInformation	<CdtTrfTxInf>	
[1..1]	PaymentIdentification	<PmtId>	
[0..1]	InstructionIdentification	<InstrId>	35
[1..1]	EndToEndIdentification	<EndToEndId>	35
[1..1]	Amount	<Amt>	
[1..1]	InstructedAmount	<InstdAmt>	21
[0..1]	UltimateDebtor	<UltmtDbtr>	
[0..1]	Name	<Nm>	70
[0..1]	Identification see add.table sub-fields	<Id>	
[1..1]	Creditor	<Cdtr>	
[1..1]	Name	<Nm>	70
[0..1]	Identification see add.table for sub-fields	<Id>	
[1..1]	CreditorAccount	<CdtrAcct>	
[1..1]	Identification	<Id>	
[1..1]	IBAN	<IBAN>	34
[0..1]	UltimateCreditor	<UltmtCdtr>	
[0..1]	Name	<Nm>	70
[0..1]	Identification see add.table for sub-fields	<Id>	
[0..1]	RemittanceInformation	<RmtInf>	

[1..1]	Unstructured	<Unstrd>	140
--------	--------------	----------	-----

Additional table:

Name	<XML Tag>	Occ.	Format
Identification	<Id>	[0..1]	
Private	<PrvtId>	[0..1]	
Organization	<OrgId>	[0..1]	
Other	<Othr>	[0..1]	
.....Id	<Id>	[0..1]	Max 35 text

Rules: - Only one of „Private” and „Organization” can be existing.

Example:

```
<Id>
  <OrgId>
    <Othr>
      <Id>123456AB</Id>
    </Othr>
  </OrgId>
</Id>
```

Example:

```
<?xml version="1.0" encoding="utf-8" ?>
- <Document xmlns="urn:multicash:hct" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
  - <CstmrCdtTrfInitn>
    - <GrpHdr>
      <MsgId>2011-10-04-11:15:33:244</MsgId>
      <CreDtTm>2011-10-04T11:15:33</CreDtTm>
      <NbOfTx>1</NbOfTx>
      <CtrlSum>123456789</CtrlSum>
      <InitgPty>
        <Nm>Megbízó név1111111111111111111111111111vMegbízó
név222222222222222222222222v</Nm>
      </InitgPty>
    </GrpHdr>
    - <PmtInf>
      <PmtInfId>1</PmtInfId>
      <PmtMtd>TRF</PmtMtd>
      <ReqdExctnDt>2011-10-04</ReqdExctnDt>
      - <Dbtr>
        <Nm>Megbízó név1111111111111111111111111111vMegbízó
név222222222222222222222222v</Nm>
      </Dbtr>
    </PmtInf>
  </CstmrCdtTrfInitn>
</Document>
```

```

        - <Othr>
          <Id>Megbízó azonosítójaaaaaaaaaaaaaav</Id>
        </Othr>
      </OrgId>
    </Id>
  </Dbtr>
- <DbtrAcct>
  - <Id>
    <IBAN>HU411001700722222233333333</IBAN>
  </Id>
</DbtrAcct>
- <CdtTrfTxInf>
  - <PmtId>
    <EndToEndId>111004110422735</EndToEndId>
  </PmtId>
  - <Amt>
    <InstdAmt Ccy="HUF">123456789</InstdAmt>
  </Amt>
  - <UltmtDbtr>
    <Nm>Tényleges megbízó név111111111111 Tényleges megbízó
név222222222222v</Nm>
    - <Id>
      - <PrvtId>
        - <Othr>
          <Id>Tényleges megbízó azonosítóóóóóóóóóv</Id>
        </Othr>
      </PrvtId>
    </Id>
  </UltmtDbtr>
  - <Cdtr>
    <Nm>Partner név11111111111111111111vPartner
név22222222222222222222v</Nm>
    - <Id>
      - <PrvtId>
        - <Othr>
          <Id>Partner azonosítóóóóóóóóóóóóóóóóóóóóóv</Id>
        </Othr>
      </PrvtId>
    </Id>
  </Cdtr>
- <CdtrAcct>
  - <Id>
    <IBAN>HU02100170074444444400000000</IBAN>
  </Id>
</CdtrAcct>
- <UltmtCdtr>
  <Nm>Tényleges kedvezményezett név11111vTényleges kedvezményezett
név22222v</Nm>
  - <Id>
    - <OrgId>
      - <Othr>
        <Id>Tényleges kedvezményezett azonosító</Id>

```

```
</Othr>
</OrgId>
</Id>
</UltmtCdtr>
- <RmtInf>
    <Ustrd>Közlemény 11111111111111111111 Közlemény 2222222222222222222
Közlemény 33333333333333333333 Közlemény 44444444444444444444444444444444v</Ustrd>
</RmtInf>
</CdtTrfTxInf>
</PmtInf>
</CstmrCdtTrfInittn>
</Document>
```

An UNG file consists of

- a header and
- an information section.

The header consists of one header record. The information section contains at least one order record. Neither header nor order record has any delimiter (no CR-LF or anything else).

Legend for the tables

Field Field Identifications are in fact written in the header, but only names for specification in information section.

Type	data types used by GIRO:
	a alphabetical;
	n numeric;
	d date (YYYYMMDD).

Alphabetical data fields are aligned to left and filled with blanks by right. Exceptions are bank codes (:04:, G4, G6), which are aligned to right and filled with blanks by left.

Numeric data fields are aligned to right and filled with zeroes by left.

Pos(ition) Starting position (relative address) of the data fields. Position of header data applies to the data itself, not the field Identification.

Header

Length of the header: 355 characters.

Data fields are identified by serial number. There are colons (":") before and after the data field serial number (e.g.: ":01:"). All data fields are mandatory and of fixed length.

Field	Type	Pos.	Length	Content
:01:	a	5	6	EndToEnd Identification
:02:	n	15	18	Sum of order amounts
:03:	n	37	5	Number of orders
:04:	a	46	12	Bank code
:05:	a	62	16	Ordering party / Debtor name 1
		78	16	Ordering party / Debtor address
:06:	a	98	8	Administrator code
:07:	a	110	12	File name
:08:	a	126	1	Type of order
				1 transfer
				2 advised direct debit
				3 direct debit
				4 VIBER
				5 VPOP
	a	127	229	Filling characters (blanks)

Information section

Length of information section is 355 characters. Data are organized in logical groups. All groups are of fixed length and mandatory, but subfields and the data themselves may be optional and of variable length. When data are shorter or omitted, they must be filled up corresponding to their type.

The table below describes the transfer type. Debit types are some different. These differences are shown by two more tables.

Group	Type	Pos.	Length	Description
G1	n	1	2	Transaction type ("02")
G2	n	3	3	Transaction code ("001")
G3	n	6	2	Transaction sub-code ("00")
G4	a	8	12	Ordering party / Debtor bank code
G5				<i>Transaction Identification</i>
G5-1	d	20	8	Recording date
G5-2	n	28	7	Serial number (always "0000000")
G5-3	n	35	2	Batch number (always "00")
G6	a	37	12	Partner bank code
G7	n	49	18	Amount (two decimal digits, no decimal sign)
G8				<i>Currency code</i>
G8-1	a	67	3	ISO code (always "HUF")
G8-2	n	70	1	Number of decimals (always "2")
G9	d	71	8	Debit value date
G10-11	a	79	2	Ordering party / Debtor country
G12	a	81	3	Payment code
G13-1	a	84	8	First approver's code

G13-2		92	2	Reserved area (blanks)
G14	a	94	2	Error code (always "00")
B1-1	a	96	8	Second approver's code
B1-2	a	104	1	Reserved area (blank)
B2	a	105	6	Client EndToEnd Identification
B3				<i>Ordering party</i>
B3-1	a	111	16	Ordering party / Debtor a/c number
B3-2	a	127	16	Ordering party / Debtor name 1
B3-3	a	143	16	Ordering party / Debtor address 1
B4	a	159	4	Payment code
B5				<i>Partner</i>
B5-1	a	163	16	Partner's a/c number
B5-2	a	179	16	Partner's name 1
B5-3	a	195	16	Partner's address 1
B6	d	211	8	Debit value date
B7	a	219	32	Remittance information1
B8	a	251	32	Remittance information2
B9	a	283	32	Remittance information3
B10	a	315	4	Ordering party / Debtor a/c number extension
B11	a	319	4	Partner's a/c number extension
B12	a	323	31	Reserve area (blanks)
B13	a	354	2	Partner country

Differences at advised direct debit:

Group	Type	Length	Description
G2	n	3	Transaction code ("093")
G7	n	18	"000000000000000000" (18 zeroes)
B10	d	8	Transaction date
B11	d	8	Payment deadline
B12	n	18	Amount
B13-0	a	5	Reserve area (blanks)
B13	a	2	Partner country

Differences at direct debit:

Group	Type	Length	Description
G2	n	3	Transaction code ("092")
G7	n	18	"000000000000000000" (18 zeroes)
B10	n	8	Rule code
B11	a	19	Legal claim
B12	n	18	Amount
B13-0	a	1	Reserve area (blanks)
B13	a	2	Partner / Beneficiary country

8.4 Export from History database

Since the version 3.20 the export of the history database is supported (cf. Chapter 7.4: *Payment history*). An import of the history database is naturally not possible.

Use menu item -Administration- / -Import/Export- / -Define control file- (Chapter 2.2.2) to determine which information from the history data base should be transferred to the appropriate text file

For the procedure of the actual export see chapter 2.2.3: *Export (Create output file)*.

Key to columns in the descriptions of the records:

No. = Consecutive field number
 Type = Field type
 a = alphanumeric
 n = numeric
 x = Date field in format DD.MM.YY
 y = check box

 Length = Field length

Text file for payment history

Field	Description	Type	Length
1	Access class	A	2
2	Access class name	A	35
3	Additional ID group 1	A	30
4	Additional ID group 2	A	30
5	Amount	N	21
6	Bank parameter file	A	8
7	Partner / Ben. account number	N	16
8	Partner / Ben. address 1	A	16
9	Partner / Ben. address 2	A	16
10	Partner / Ben. bank code	N	8
11	Partner / Ben. bank name	A	35
12	Partner / Ben. CM. account no.	N	24
13	Partner / Ben. CM. bank	N	12
14	Partner / Ben. country code	A	2
15	Partner / Ben. country name	A	30
16	Partner / Ben. group	A	10
17	Partner / Ben. intracompany	N	1
18	Partner / Ben. name	A	16
19	Partner / Ben. name2	A	16
20	Partner / Beneficiary code	A	10
21	Comms	A	8
22	Comms. answer	A	1
23	Comms. answer	A	2
24	Comms. status	A	26
25	Created by	A	8
26	Currency	A	3

27	Date Ann. bank	X	10
28	Date Comms	X	10
29	Date ES 1	X	8
30	Date ES 2	X	8
31	Date ES 3	X	8
32	Date ES 4	X	8
33	Date ES 5	X	8
34	Date ES 6	X	8
35	Date file	X	10
36	Datei am	X	10
37	Details 1	A	32
38	Details 2	A	32
39	Details 3	A	32
40	Debit value Date	X	10
41	Editor	A	8
42	Editor am	X	10
43	Electr. Signature 1	A	8
44	Electr. Signature 2	A	8
45	Electr. Signature 3	A	8
46	Electr. Signature 4	A	8
47	Electr. Signature 5	A	8
48	Electr. Signature 6	A	8
49	File	A	16
50	File Time	Z	5
51	First approver	A	8
52	First Time	Z	10
53	Form	A	21
54	Frequency	A	15
55	ID Group	A	10
56	Last Time	Z	10
57	No.	N	6
58	Obj. deadline	A	10
59	Ord. p. / Debtor acc. account code	N	4
60	Ord. p. / Debtor acc. bank code	N	8
61	Ord. p. / Debtor acc. Bank name	A	35
62	Ord. p. / Debtor acc. class	A	2
63	Ord. p. / Debtor acc. description	A	27
64	Ord. p. / Debtor acc. number	N	16
65	Ord. p. / Debtor address1	A	16
66	Ord. p. / Debtor address2	A	16
67	Ord. p. / Debtor code	N	4
68	Ord. p. / Debtor Company ID	A	14
69	Ord. p. / Debtor country code	A	2
70	Ord. p. / Debtor country name	A	30
71	Ord. p. / Debtor Name1	A	16
72	Ord. p. / Debtor Name2	A	16

73	Order No.	N	13
74	Order number	N	4
75	Original file	A	16
76	Payment code	A	3
77	Payment code description	A	32
78	Payment Type	A	15
79	Previous execution	X	10
80	EndToEnd Identification	A	6
81	Second approver	A	8
82	Session type	A	3
83	Suppl. info 1	A	35
84	Suppl. info 2	A	35
85	Suppl. info 3	A	35
86	Suppl. legal ref.	A	19
87	Time ann. bank	Z	5
88	Time Comms	Z	5
89	Time ES 1	Z	5
90	Time ES 2	Z	5
91	Time ES 3	Z	5
92	Time ES 4	Z	5
93	Time ES 5	Z	5
94	Time ES 6	Z	5
95	Unit	N	2
96	Unit name	A	30
97	User File	A	8
98	User1	A	8
99	User1Date	X	10
100	User1Time	Z	5
101	User2	A	8
102	User2Date	X	10
103	User2Time	Z	5
104	Debit value date	X	10
105	Editor time	A	5
106	File	A	16
108	Ultimate debtor név 1	A	35
109	Ultimate debtor név 2	A	35
110	Ultimate debtor azonosító	A	35
111	Ultimate Debtor Identification	A	35
112	Ultimate Beneficiary name1	A	35
113	Ultimate Beneficiary name2	A	35
114	EndToEnd Identification	A	35

The HCT format used by InterGiro2 system is described in the document "HCT_dataformat_MultiCash_GB.pdf". The document is attached to the installation set.

Index

A

Accept account group of user on import	26
Access class	58
Access permissions for the UZV module	6
Account	61
Account group	50
Account, approval by	71
Accounts reference table	48
Activate encryption	81
Add new control file	33
Add new payment orders	54
Add new templates	66
Add UZV files	95
Adding orders	78, 85
Adding orders to a payment order file	78
Adding orders to UZV file	85
Adding templates	66
Additional functions for orders / payment order files	89
Additional IDs	76
Additional information property page	62
Adjusting column widths in database overviews	10
Administration	22
Always prompt order type	27
AND operation	15
Approval	68
Approval by account	71
Approval check	
default	23
Approve standing orders	70
Approve variable amount orders	70
Assign order number	56
Automatic plan data administration	74
Automatic replacement	91
Autoroutines	6

B

Backup copy	80, 82
Bank code of ordering party bank	77
Bank data	61
Bank disk	80
Bank Parameter Data file	80
Banks reference table	45
Batch call after creating Export file	37
BPD file	80

Button bar	12, 13
Button bar section	9

C

Cash Management A/c no.	50
Change beneficiary (reference) table without affecting existing orders	25
Check boxes in the database overview display area	9
Check ES	80
Comms. password	80
Complete	87
Compress fields	36
Compression	81
Control file description	33
Control file, adding	33
Control file, open	33
Control files for defining output or input files ..	32
Countries reference table	53
Cover note	83, 87
Cover note printout	84
Cover notes on file creation	78
Cover notes when writing file to diskette	30
Cover notes when writing file to hard disk	30
Create UZV file	74
Create UZVFIBU.TXT	88
Current user	7

D

Database formats	98
Database overview	9
Database selection via [?]	20
Database structures	98
Database-supported entry via [?]	20
Date format	35
Date separator	35
Debit value date	60, 68, 74
Decimal separator	35
Default	
approval check	23
delete check	23
Define formats for output / import files	33
Delete check	
default	23
Delete orders	91
Delete payment orders	91
Delete reference tables	40

Deletion of backup files.....	31
Delimiter.....	34
Delimiters in text files for export.....	32
Detailed view	12
Disk cover note	83
Diskette	82
Display area	9
Display due orders	89
Display files to be sent	79
Display of two lines of payment data.....	87
Display payment file.....	87
Display text files.....	41
Display UZV file	87
Distributed signature	81
Do not allow due date at weekend	26
Due orders, display	89
Due period	46
Due single orders message when starting the program.....	24
Due single orders message when the program starts	24

E

Earliest transmission	60
Edit payment orders.....	54
Editor must not approve	28
Electronic Signature	80
EndToEnd Identification	59
Enhancing the selection dialog	16
Enter account to be debited	58
Enter amount to be credited	59
Enter ID-Groups	62
Enter Obligor.....	59
Enter Ordering party / Debtor	58
Enter partner / beneficiary	59
ES.....	80
Exit UZV	6
Export	38
Export file, output in Windows character set...36	
Export from History database.....	110

F

Field names in line 1.....	36
Fields property page.....	37
File creation parameters property page.....	29
File creation with short list.....	30
File display after creation	30
File for Comms. preparation is obligatory	31
Files to be sent	86
First payment date	64
FLAM	81

Format specifications	98
Frankenstein Lidzba Access Method	81
Frequency	64

G

General information on import / export	32
General parameters property page.....	23
General property page	33
Generate output file.....	38
Generate plan data automatically	25, 68
Generate UZVFIBU.TXT automatically	25, 88
Group.....	61
Group default.....	52

H

History	93
Hungarian domestic payment orders.....	54
Hungarian Domestic Payments.....	5

I

Icon bar	7, 8
ID Group	68, 74, 85
ID Groups	76
Identify group	52
ID-Group supplement.....	76, 85
Import / Export functions.....	31
Import existing UZV files	95
Import reference tables automatically on (file) import	24
Import reference tables)	39
Import UZV file.....	95
Information relating to documentation	4
Input into date fields via keyboard	13
Input mask	13
Installation.....	5
Intracompany.....	52, 61
Introduction.....	5
Item by item	88

L

Last payment	64
Last payment date.....	64
Lead period	46
Lead time for creating file	46
Lead time for variable amount orders	25
Legal reference.....	60
List boxes in the display area of database overviews	9
Load selections.....	15
Logical operators.....	14

M

Maintain master data log	25
Maintain payment history	28
Manual setting of template numbers	24
Master data log	42
Menu bar	7
Menus and their functions	7
Most frequently required program functions.....	8
Multi-bank file creation on hard disk.....	83

N

Name	61
Navigation in screen lists.....	18
No new unique EndToEnd identification on import	26
No. of approvals.....	28

O

Objections deadline	60
Obligor property page	61
Open control file	33
Operators.....	14, 20
Order history.....	93
Order type	57
Ordering party	77
Ordering party / Debtor property page.....	64
Ordering party / Debtor reference table.....	46
Orders which can be sent	85
Output device	17
Output drive	76
Output export file in Windows character set ...	36
Output medium at file creation	78, 84
Outputting data with [Print	16
Overview of payment order file.....	87
Overwrite existing text file	37

P

Partial update on import	39
Partner / Beneficiary property page	61
Partner / Beneficiary reference table	50
Payment code	60
Payment file, display.....	87
Payment files (HCT and UNG)	102
Payment frequency.....	64
Payment history.....	93
Payment orders, add new	54
Payment orders, delete	91
Payment parameters property page	26
Payment type.....	58, 76, 84
Payments property page	56

Performance features.....	5
Predefine ID-Groups for entry with user names	27
Preview for file creation	29
Print function	16
Print medium at file creation.....	30
Program installation.....	5
Program window	7
Program, exit	6
Program, start	6
Prompt access class.....	27
Prompt ID-Group.....	27
Prompt name of export / import file	36
Prompt ordering party	27
Prompt ordering party account	27
Prompt payment type	27

Q

Quick selection of records	11
----------------------------------	----

R

Record list	9
Record table.....	9
Record window	12
Reference tables	44
Reference tables, deletion.....	40
Reference tables, import	39
Replace / Search data in payment orders	90
Replace on prompt.....	91
Report types	19
Restoring the best column widths for the database overview.....	10

S

Save selections.....	15
Scrolling in database overviews.....	11
Search / Replace data in payment orders	90
Search or write Import or Export file in user directory.....	36
Selecting data	14
Selection basis	20
Selection basis	14
Selection before approval by account and deletion	24
Selection before master data log.....	24
Selection before showing templates.....	24
Selection dialog, enhanced.....	16
Selection limit	21
Selection limits.....	14
Selection lists	20
Selection loading.....	15

Selection standard function.....	14
Selection storage.....	15
Send ES separately	81
Separator	34
Separator for dates in selection masks	15
Set numbers for templates manually.....	24
Short list at file creation	30
Short list printout.....	77, 84
Sign file directly.....	81
Single approval	69, 70
Single bank-oriented file creation.....	29, 74
Sorting	39
Sorting	17
Standard function, Print	16
Standard function, Selection	14
Standard functions	14
Standing orders as single orders	25
Start Comms. now.....	81
Start UZV	6
Starting the program.....	6
Status bar.....	7
Supplemental ID Groups	62
Supplementary information	62

T

Template.....	67
Template.....	67
Template numbers to be set manually	24
Time frame for file creation.....	76, 83
Time-frame for due orders	46
Times property page	64

Title bar	7
Toolbar	7, 8
Two approvals.....	70
Txt fields inv. commas.....	36

U

Ultimate debtor and beneficiary property page	64
User interface	6
Using the User Manual.....	4
UZV autoroutines	6
UZV file	74
UZV file, create.....	74
UZV file, display	87
UZV module	5
UZV name	76
UZV parameters	22
UZVFIBU.TXT	100
UZVFIBU.TXT	88
UZVFIBU.TXT, generate automatically	25

V

Variable amount orders	6
View due orders.....	76

W

Wheel mouse	11
Write UZV file to diskette	82
Write UZV file to hard disk	79