

MultiCash[®] 3.2

Hungarian foreign payments (HUA) module

User manual

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TABLE OF CONTENTS:

INFORMATION REGARDING THE DOCUMENTATION.....	4
1 INTRODUCTION	5
1.1 THE HUNGARIAN FOREIGN PAYMENTS MODULE (HUA)	5
1.2 INSTALLATION.....	5
1.3 STARTING THE PROGRAM / EXIT	6
1.4 USER INTERFACE	6
1.4.1 HUA MENU BAR	7
1.4.2 HUA TOOLBAR.....	7
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 HUA 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	32
2.2.1 GENERAL INFORMATION	32
2.2.2 CONTROL FILES FOR DEFINING OUTPUT OR INPUT FILES	33
2.2.2.1 GENERAL PROPERTY PAGE.....	34
2.2.2.2 FIELDS PROPERTY PAGE	37
2.2.3 EXPORT (GENERATE OUTPUT FILE).....	39
2.2.4 IMPORT (INPUT A TEXT FILE).....	40
2.2.5 DELETE REFERENCE TABLES.....	41
2.3 DISPLAY TEXT FILES	42
2.4 MASTER DATA LOG	43
3 REFERENCE TABLES	45
3.1 CURRENCIES REFERENCE TABLE	46
3.2 BANKS REFERENCE TABLE	48

3.3 COUNTRIES REFERENCE TABLE.....	49
3.4 ACCOUNTS REFERENCE TABLE	50
3.5 ORDERING PARTIES REFERENCE TABLE	52
3.6 BENEFICIARIES REFERENCE TABLE.....	53
4 HUNGARIAN FOREIGN PAYMENT ORDERS.....	56
4.1 EDIT PAYMENT ORDERS	56
4.1.1 PAYMENTS PROPERTY PAGE.....	58
4.1.2 BENEFICIARY PROPERTY PAGE	61
4.1.3 DETAILS PROPERTY PAGE	63
4.1.4 ADDITIONAL INFORMATION PROPERTY PAGE.....	64
4.1.5 ORDERING PARTY DATA PROPERTY PAGE.....	66
4.1.6 TIMES PROPERTY PAGE	66
4.1.7 USING TEMPLATES	68
5 APPROVAL	70
5.1 SINGLE APPROVAL.....	71
5.2 APPROVAL BY ACCOUNT	73
6 HUA FILE	75
6.1 SINGLE BANK-ORIENTED FILE CREATION	75
6.1.1 FILE CREATION ON HARD DISK FOR SUBSEQUENT COMMS.	80
6.1.2 FILE CREATION ON DISKETTE	83
6.2 MULTI-BANK FILE CREATION ON HARD DISK FOR SUBSEQUENT COMMS.	84
6.3 DISPLAY HUA FILE.....	87
6.4 CREATE HUAFIBU.TXT.....	89
7 ADDITIONAL FUNCTIONS FOR ORDERS / PAYMENT ORDER FILES	90
7.1 DISPLAY DUE ORDERS.....	90
7.2 SEARCH / REPLACE DATA IN ORDERS	91
7.3 DELETE ORDERS.....	92
7.4 PAYMENT HISTORY	93
7.5 IMPORT HUA FILE.....	95
8 FORMAT SPECIFICATIONS	98
8.1 DATABASES.....	98
8.2 HUAFIBU.TXT	100
8.3 HUA FILE	102
8.4 EXPORT FROM HISTORY DATABASE.....	105
INDEX.....	108

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 HUA 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 Foreign 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 Foreign Payments** module to create, edit and administer 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 Foreign Payments module (HUA)

The "**Hungarian Foreign Payments**" module (HUA) is installed as a component of the Core module. Use the HUA module to create and administer payment files (HUA files) based on the HUA format. You can transmit HUA files online to your bank using the Communications Module (Comms. Module), a key component of the Core module. You can also send the HUA files you have created offline to your bank on diskette.

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

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

You can also use the "Hungarian Foreign 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 which can be used in external programs is named HUAFIBU.TXT. The structure of HUAFIBU.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 HUA module

After installing HUA, 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 HUA module under -User- / -Users- / on the *Functional profile property page* in the Core module.

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

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

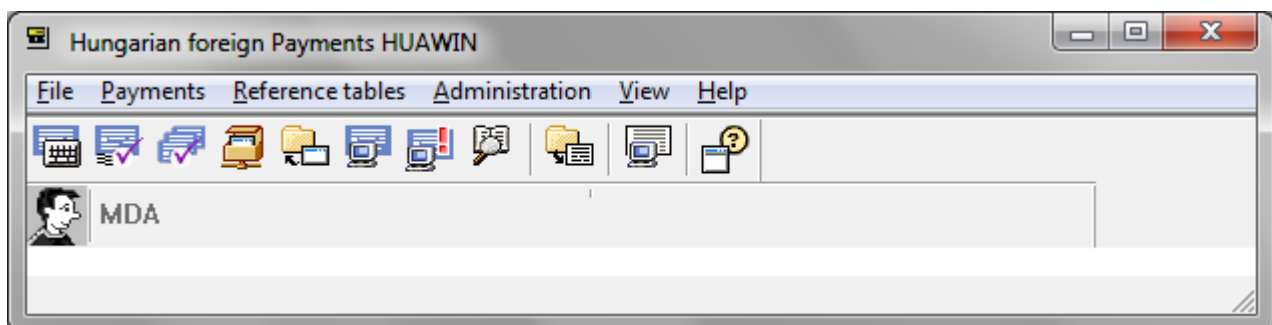
If due **Variable amount orders** (see Chapter 4.1.6 *Variable amount orders*) are found, a message shows the order number used to add these to the database as single orders. You must select the new single orders in the database, enter an amount and - depending on the settings in the HUA parameters -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

Exit **Hungarian Foreign 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 HUA module, the following user interface appears:



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

The **menu bar** contains several menus in which the HUA 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 that 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 HUA menu bar

File

This menu item contains the command -Exit-, 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 which 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 HUA online Help system.

1.4.2 HUA toolbar

A number of the most frequently required program functions from the menus for working with the HUA 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 Foreign 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 HUA" command in the -Payments- menu) to create a HUA format payment file (see Chapter 6).



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



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



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).



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).



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).



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.)



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.



The screenshot shows a vertical list of numerical values, likely representing payment amounts. The values are: -19.900,00, -14.220,00, -6.800,00, -5.862,14, -1.507,00, -620,30, -400,00, and 3.656,74. The first three values are highlighted in yellow, and the last three are highlighted in black. The header 'Amount' is visible at the top of the list.

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

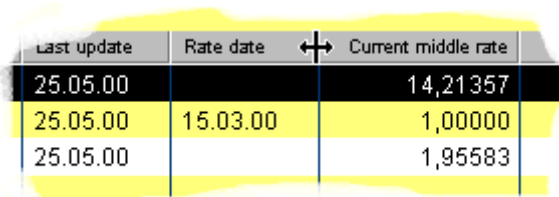
Since the import of possibly some thousands of records can take a certain time, the structure of the record list is made in that way that you can immediately work with the already shown information, whereas further records are inserted into the database overview in the background (note in the title bar: [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 6.1.3 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

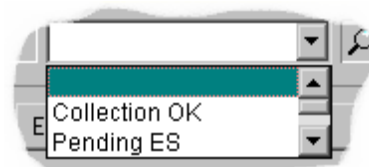
Below the record lists (within database overviews and selection lists) you can execute a quick selection "by mouse click" using specific fields to restrict the number of the records shown.



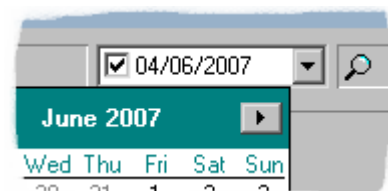
Each field is allocated to the appropriate column of the record list above and can be filled with a selection criterion for the relevant column. The selection criterion is either entered as "Text" (e. g. an initial letter is sufficient)



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** ( 26/04/2004 ▼), 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
[**Save**] confirms the modified entry in the record window and 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.

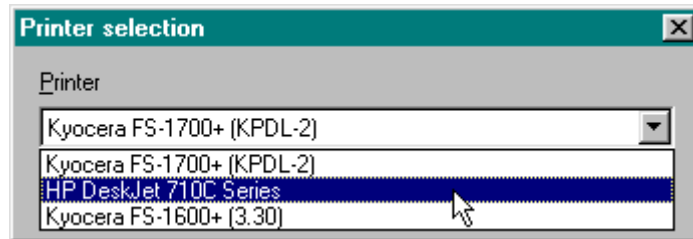
For information about navigating through screen lists, please see the associated section on navigation in screen lists.

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

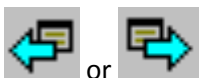
- **PDF**

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	<i>equal to</i> 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 <u>plus</u> 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:

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

2.1 HUA parameters

Use menu item -HUA parameters- to specify program settings affecting only the HUA 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

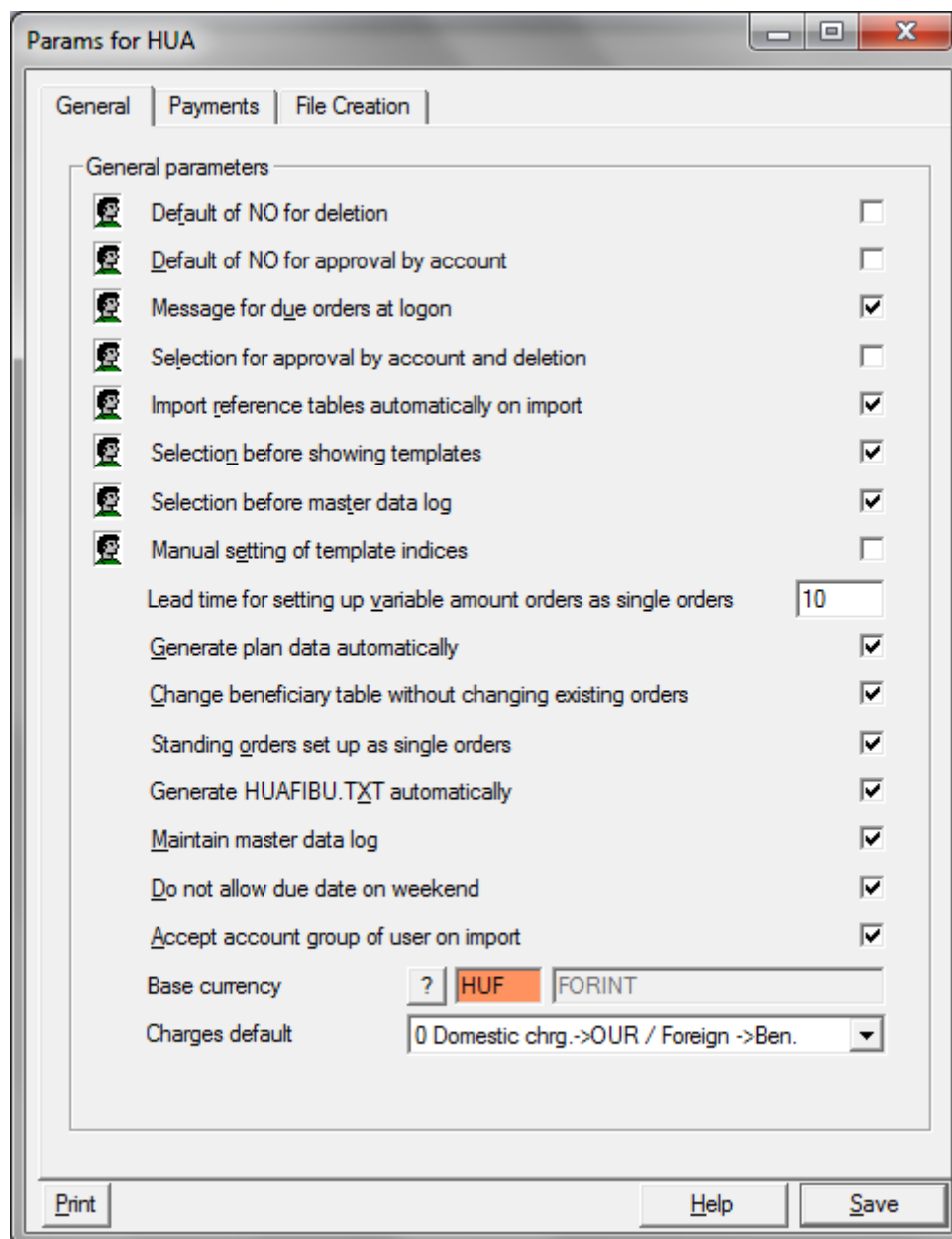
- General
- Payments
- File creation

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



General parameters:

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 approve 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 login

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 HUA 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 HUA 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 HUA 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 HUA files are contained in Chapter 7.5: *Import HUA 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 indices

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.

Base currency

Enter the ISO Code of the currency into which the amount of a payment order should be converted. The conversion is based on the details in the Currencies reference table. Fill the field "**Base currency**" manually with the corresponding ISO code or click the **[?]** from the Currencies reference table, provided that you have added records there.

When you enter the payment order, the amount in the base currency is then shown to the right of the payment amount in the payment order currency.

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 "0", 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 HUA 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 HUA file without these changes when the file is created. If you leave this parameter unchecked, subsequent changes in the Beneficiaries 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 HUA 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 HUA file. This process corresponds to the procedure described in Chapter 4.1.6 for variable amount orders.

Generate HUAFIBU.TXT automatically

If you do not check this parameter, you suppress the creation/updating of export file HUAFIBU.TXT following the generation of a HUA file (cf. Chapter 6.4: *Create HUAFIBU.TXT*). HUAFIBU.TXT is a file containing one line in ASCII format for each order transferred to the HUA file. You can, for example, import it into your ledger accounting system if required. You can specify the order fields to be added to HUAFIBU.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 HUA 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 then which coincide with a weekend, the program automatically sets the due date to the Friday before the weekend.

Charges default

Select from the drop-down list who should be the charges bearer by default.

2.1.2 Payment parameters property pageNew entry of payment orders:

These parameters apply only to the [**New order**] function when entering Hungarian foreign 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

Params for HUA

General Payments File Creation

New entry of payment orders

- ☒ Prompt ordering party
- ☒ Prompt ordering party account
- ☒ Prompt contact person
- ☒ Prompt ID-group
- ☒ Prompt access class
- ☐ Always prompt order form
- ☒ Predefine ID-groups for entry with user name

Payment history

☒ Maintain payment history

Delete payment history after how many days: 14

Warning : 0 days means that the payment history will never be deleted.

Approvals

No. of Approvals: One

☒ Entering user is different from approving user

Print Help Save

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 contact person

The contact person 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 form

Order forms are single orders, standing and variable amount orders. Before you start entering a foreign payment order, the program asks you to specify the order form.

If you check the "Always prompt order form" box, you are prompted for the order form 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 HUA files, the orders can be selected easily later on using the user names (as ID-Group).

Payment history:

Maintain payment history

Checking this HUA parameter box specifies that a master data log will be maintained for the HUA 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 HUA 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 HUA file.

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

Editor of the payment must not approve this

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 the 'Params for HUA' dialog box with the 'File Creation' tab selected. The dialog has three tabs: 'General', 'Payments', and 'File Creation'. The 'File Creation' tab contains several sections:

- Type of file creation:** Three options with checkboxes: 'Single-Bank oriented' (checked), 'With preview' (unchecked), and 'With display of files after creation' (checked).
- Printouts for file creation:** A section with a 'Print medium' dropdown set to 'Printer'. Below it are three dropdowns: 'No. of cover notes for file creation on hard disk' (set to 'None'), 'No. of cover notes for file creation on diskette' (set to 'One'), and 'Short list at file creation' (set to 'None').
- General parameters:** A section with five text input fields: 'Standard file reference', 'Default statistics', 'Default contact person', 'Contact person phone', and 'Ordering party fax'.
- Backup files in directory DTASAVE for file creation on diskette:** A section with a text input field for 'Delete backup files after how many days' set to '0'.
- Prepare file for comms.:** A section with a checkbox for 'Prepare file for comms. obligatory' which is unchecked.

At the bottom of the dialog 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 checked 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 payment file to be created (see Add orders to payment order file in Chapter 6.1).

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 in Chapter 6.1).

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 (see Chapter 6.1). 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 HUA 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 HUA files (see Chapter 6.1.1: *Single bank-oriented file creation on hard disk*).

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 be printed when a HUA 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 HUA files (see Chapter 6.1.2: *Single bank-oriented file creation on diskette*).

Short list at file creation

The short list documents the key data on the contents of the HUA 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 HUA file. If you check this parameter, the "Print short list" box in the dialog box for creating HUA files is checked.

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

- None
- Overview
- Complete
- Item by item
- Two-line.

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

General parameters:**Standard file reference**

Enter a text of your choice in this box which will be used as a reference when HUA files are created. The reference defined in the parameters is shown in the "Reference number" box in the dialog box for creating HUA files. You can change it in this dialog box at any time (see Chapter 6.1: *Single bank-oriented file creation*). If you do not enter a standard file reference, there will be no entry in the dialog box.

Default statistics

Define the text which will be used as a standard text for Statistics when a Hungarian foreign payment is added. This text will be shown in the "Statistics" box of the *Details property page* when adding a payment.

Default contact person

Specify the text of your choice, which will be used as a standard text for contact person when a Hungarian foreign payment is added. This text will be shown in the "Contact person" box on the *Details property page* of the dialog box for adding payment.

Default contact person phone number

This option depends on a parameter. Here you can specify the default value for the phone number, which will appear in the field 'Phone number' when adding a new payment.

Default fax number

This option depends on a parameter. Here you can specify the default value for the fax number, which will appear in the field 'Fax number' when adding a new payment.

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 HUA 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 HUA 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 HUAFIBU.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-

- Define control file
- Export
- Import
- Delete 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 HUAFIBU.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
- Countries
- Currencies
- Ordering party
- Orders
- History

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

- **Open an existing control file**

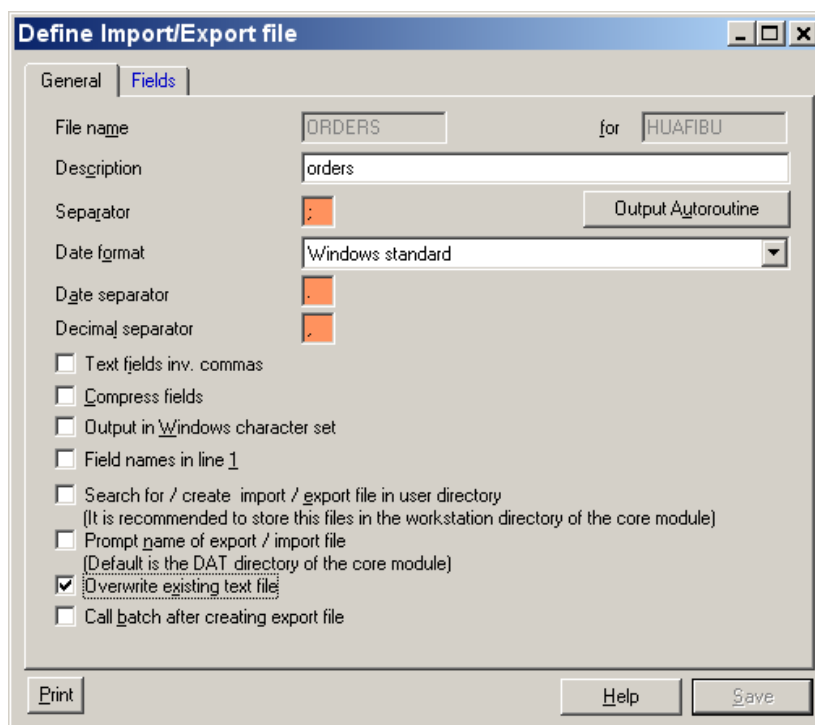
If one or more control files already exist and you wish to modify an existing WVD file, click on the name of the file in the selection window and then click on **[Open]** or double-click on the name of the desired file.

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 HUF or other amounts with commas used for the decimal separators.

[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 be 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 import 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.

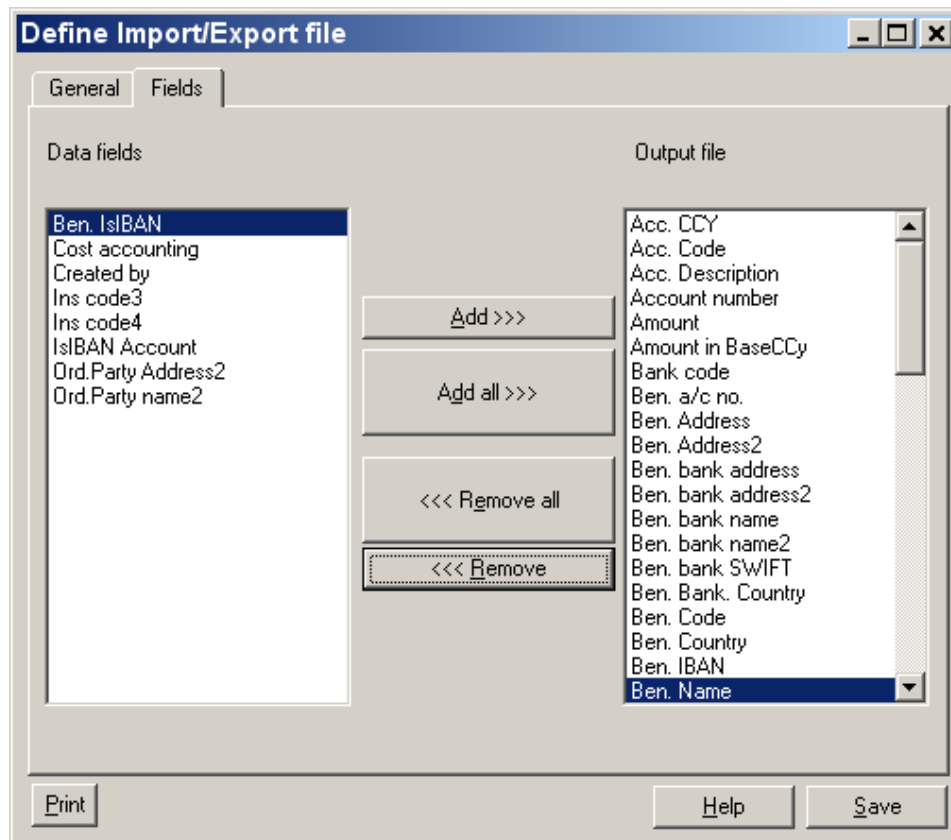
The dialog box is split into **three sections**.

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 \HUAWIN\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 ..\HUAWIN\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 ..\HUAWIN\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 Beneficiaries reference table and then click on the **[Open]** button.

The program then accesses the TXT file with the same name in the ..\DAT directory of the Core module.



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 ..\HUAWIN\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 ..\HUAWIN\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 Beneficiaries 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 screenshot shows a window titled 'Log Print' with a toolbar containing navigation icons and a 'Go to page:' field. The main content area displays the title 'HUA Foreign Payments Master data log' with a date '05.03.01', time '11:26', and page number 'Page 6'. Below the title is a 'Statistics' section with a table showing a 'NEW ENTRY' at '05.01.31' with a time of '16:15:04' and user 'MDA'. The table has columns for Date, Time, Function, Menu item, and User. Below this is a 'Banks' section with a table showing a 'NEW ENTRY' at '05.02.03' with a time of '16:17:56' and user 'MDA'. This table has columns for Date, Time, Function, Menu item, and User, and includes sub-tables for 'Bank code' (10018008) and 'Name' (TEST BANK) with a 'SWIFT' field.

Date	Time	Function	Menu item	User
05.01.31	16:15:04	NEW ENTRY		MDA

Date	Time	Function	Menu item	User
05.02.03	16:17:56	NEW ENTRY	BANKS	MDA

Bank code	Name	SWIFT
10018008	TEST BANK	

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.

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, currencies 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 HUA module uses a total of 6 reference tables:

- Currencies reference table
- Banks reference table
- Countries reference table
- Accounts reference table
- Ordering parties reference table
- Beneficiaries 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 Account holder/Ordering party, Banks, Accounts and Partners.

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.

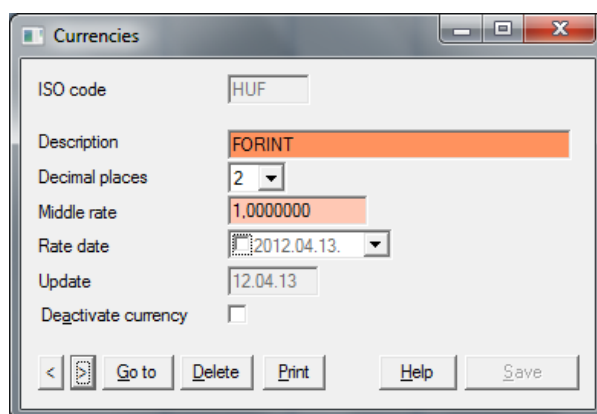
If a **double approval** has been defined, record changes must be authorized twice.

3.1 Currencies reference table

The Currencies reference table contains information on the currencies that can be accessed while creating a payment order.

Choosing menu item -Reference tables- / -Currencies- opens a database overview containing all currencies 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 currencies. The boxes in the Currencies dialog box are the same as those in the dialog box for adding a new currency.

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

The program prompts you to enter the 3-digit **ISO-Code** to identify the reference table entry. To explain the ISO code, you must enter a **description** in the following line.

Use the list box to specify the number of **decimal places** to be used in the calculation. Open the list box by clicking the drop-down arrow and select the number of decimal places (0 to 3) by clicking the appropriate number. This then closes the list box and returns you to the input mask. The number of decimal places you have specified has now been entered in the text box.

You must also enter the **middle rate**.

It is used to calculate the order values in the HUA orders. If you have generated HUA orders on the basis of a specific middle rate, the order values calculated on the basis of this middle rate remain unchanged even if the rate changes.

You can also debit HUF accounts with foreign currency HUA orders. The transfer amount is translated on the basis of the details contained in the Currencies reference table. For this reason, please ensure that the Currencies reference table always contains the current middle rates.

1, 100 and 1000 can be used as a **Currency factor**. The Currency factor depends on the currency itself. The currency factor, for example, is "1" for US\$, CAN\$ and GBP, "100" for Swiss Francs, Swedish Krona etc. and "1000" for Italian Lire.

If you have checked the system parameter "**Inverse display of currencies**" in the Core module, you will not be able to enter currency factors.

Fill the field **rate date** with the date of the entered rate using the calendar function.

The date of entry or the date of the most recent update is automatically entered in the **Update** box when you click on [**Save**].

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



Please note...

If the parameter "**Inverse display of currencies**" is highlighted in the Core module under - Administration- / -System parameters- on the *General parameters property page*, you see and edit the rates in inverse display; if you remove the highlight, you receive the "classic" presentation to display and maintain the currency rate data.

The "DKI files" delivered by the bank with the exchange rate information in indirect quotation can be transferred to the program for updating the Currency database using the session type **DKI** ("Collect currency rates (Inverse display)").

You can continue to import currency rate data in the "classic" display –if offered- using the session type **DKU** ("Collect currency rate information").

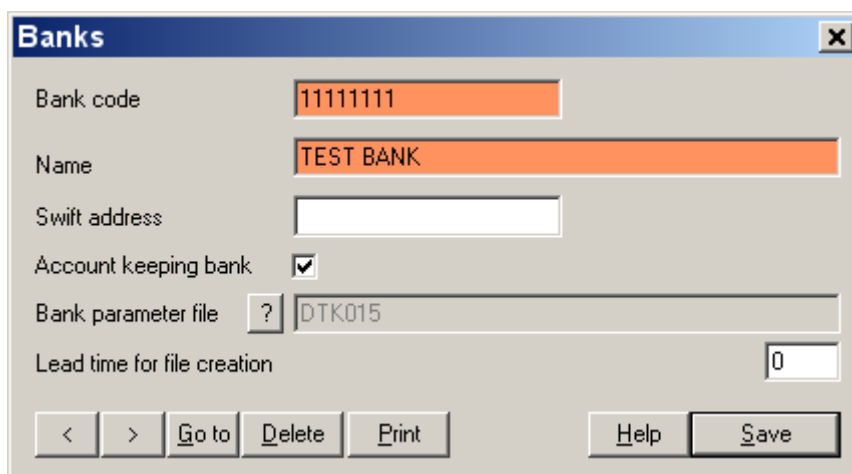
When importing a DKI file, the "inverse" field is imported and the "classic" field is calculated. When processing a DKU file, the "classic" rate field is imported vice versa and additionally the "inverse" rate field is calculated.

3.2 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**, the **Name** and the **SWIFT address** 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 a/c 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

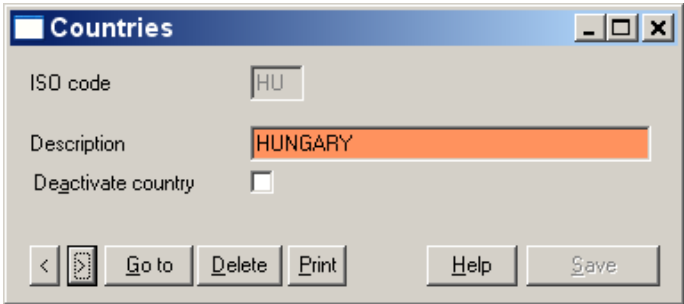
If you choose "0", only orders that were entered on or before the system date will be considered due.

3.3 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.

3.4 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 screenshot shows a dialog box titled "Accounts" with a close button (X) in the top right corner. The dialog contains several input fields and sections:

- Account code:** A text box containing the value "1".
- Cash management A/c.:** A section with a label and a text box.
- Name of account:** A text box.
- Account number:** A text box containing the value "1111111111111111".
- IBAN:** A checkbox followed by a text box.
- Currency:** A dropdown menu showing "? HUF" and a text box containing "FORINT".
- Bank data:** A section containing:
 - Bank:** A dropdown menu showing "? 10201006" and a text box.
 - Bank name:** A text box containing "TEST BANK".
 - Bank parameter file:** A dropdown menu showing "?" and a text box.
- Ordering party:** A section containing:
 - Ordering party code:** A dropdown menu showing "? 1" and a text box.
 - Ordering party name:** A text box containing "ORDERING PARTY".
- Account group:** A dropdown menu showing "0" and a text box.

At the bottom right of the dialog, there are two buttons: "Help" and "Save".

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.

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

Enter the corresponding **ISO Code** manually into the "**Currency**" box or by clicking [?] to transfer a code from the Currencies database (if you have already added records to this database).

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, SWIFT Address 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 parties 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 no. 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 HUA, 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 "A/c 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 A/c. group unequal to "0", he can only enter this A/c. group or "0".

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

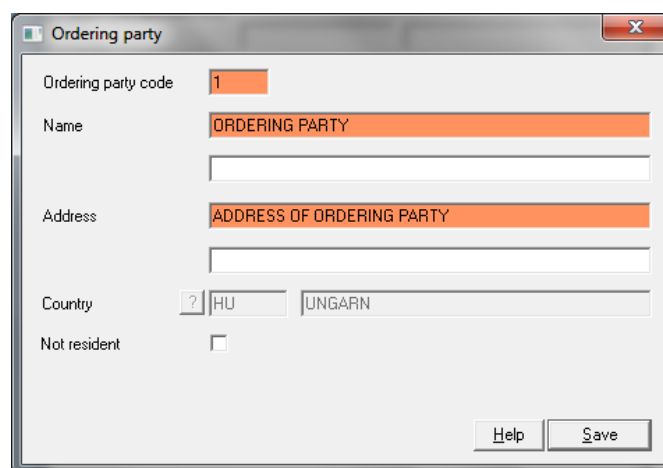
If you change the default "0" to another value between "1" and "99", only a user with the corresponding A/c group can perform actions on the accounts (view and edit accounts or payment orders from these accounts) which have been assigned to this account group or to account group "0".

3.5 Ordering parties reference table

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

Selecting menu item –Reference tables- / -Ordering party- 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.

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 Ordering parties. The boxes in the Ordering party dialog box are the same as those in the input mask for a new Ordering party.

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

The program prompts you to enter a max. 4-digit numeric **Ordering party code** to identify the reference table entry.

You can enter the ordering party address in the text box which follows. Two lines are available for entering the **name** of the ordering party, plus one each for the **street** and **town** (incl. postcode).

You can use the [?] button to access entries in the Country database when entering the name of the **Country** in which the Ordering party is resident. Clicking [?] opens a selection list box listing all entries stored in the database you have accessed. Use the scroll bar at the right of the window and <PgUp> / <PgDn> to page up and down the list. Double-click the entry you want to transfer to the Ordering party database. This double-click closes the selection list box and returns you to the Ordering party database dialog box. The country boxes now contain entries corresponding to your selection.

Check the **Not resident** parameter, if the ordering party is not resident.



Please note:

If the ordering party is resident the country code is HU. If not, the country code can not be HU.

3.6 Beneficiaries reference table

The "Beneficiaries" reference table contains the name, address and bank details of the beneficiaries. Choosing menu item –Reference tables- / -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.

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 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.

Enter max. 20-digit numeric **Customer number** to be used by the general ledger.

When entering the **Beneficiary address**, two lines are available for entering the **name**, plus one each for the **street** and **town** (incl. postcode).

You can use the [?] button to access entries in the Country database when entering the name of the **Country** in which the Beneficiary is resident. Clicking [?] opens a selection list box listing all entries stored in the database you have accessed. Use the scroll bar at the right of the window and <PgUp> / <PgDn> to page up and down the list. Double-click the entry you want to transfer to the Beneficiary database. This double-click closes the selection list box and returns you to the Beneficiary database dialog box. The country boxes now contain entries corresponding to your selection.

The screenshot shows a 'Beneficiary' dialog box with the following fields and values:

- Beneficiary code: 1
- Customer no.: (empty)
- Name: BENEFICIARY NAME
- Address: (empty)
- Country: HU (selected), UNGARN
- Not resident: ☐
- Group: (empty)
- Beneficiary bank: (empty)
- Bank swift: BBBBBBBBBB
- Bank name: (empty)
- Address: (empty)
- Country: HU (selected), UNGARN
- GL-debit a/c: (empty)
- GL-credit a/c: (empty)
- Account number: 22222222222222222222
- IBAN: ☐
- Cash management A/c.: (empty)
- IntraCompany: ☐
- Cash management A/c.: (empty)
- Cash management: (empty)

Buttons: Help, Save

If the Beneficiary country has not yet been stored in the Country database, you can add it by entering the country Code in the appropriate text box and confirming with TAB. This opens a dialog box in which you can enter the country data by clicking the following icon



entering the Description and the Short Name and clicking [**Save**] to save the data in the Country database. The data is then available when you enter new orders by clicking [?].

Check the **Not resident** parameter, if the beneficiary is not resident.

When entering **bank data**, the **SWIFT address** identifies the bank details of the Beneficiary. 2 lines are available for entering the **Bank Name**, and 1 each for **street** and **town** (incl. postcode, ZIP code, etc.). Use the appropriate **Country** code from the Country database to enter the country in which the Beneficiary's bank is resident. Use the [?] button to open the selection list box. You can also enter the Country code manually and add a new country by entering a new country code, confirming with <TAB> and entering the data in the dialog box.

Confirm the Beneficiary bank details entries with [**OK**]. The secondary dialog box closes and you return to the main dialog box for the Beneficiaries database.

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.

Enter the max. 10-digit numeric **Credit account number** and **Debit account number** of the general ledger.

Enter the Beneficiary's **account number**.

By checking the "**IBAN account**" box you can specify the beneficiary account as IBAN account (IBAN = International Bank Account Number).

If marked the field will be checked for correct entry of the IBAN account number. The structure of the IBAN account number (max. 34 digits) is as follows:

ccppbbbbbbbbbaaaaaaaaaaaaaaaaaa

c = ISO Country code (2 digits alphanumeric)
 p = Check digits (2 digits numeric)
 b = Local Bank ID (max. 10 digits alphanumeric)
 a = account number (max. 20 digits alphanumeric)

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 also 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.



Please note:

If the partner is resident the country code is HU. If not, the country code can not be HU.

4 Hungarian foreign payment orders

Select the payments entry function by clicking on



or select menu item -Payments- / -Enter payment-.

Use the -Enter payment- function to edit (modify, delete, view, print) Hungarian foreign payment orders based on the HUA 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 Beneficiary property page
 - 4.1.3 Details property page
 - 4.1.4 Additional information property page
 - 4.1.5 Ordering party data 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.

No.	Ord. Party / Account	Beneficiary / Bank Swift , Account	Amount	Curre...	Due date	Status
1	ORDERING PARTY 10201006 - 1111111111111111	BENEFICIARY NAME BBBBBBBBBBB , 22222222222222222222	1 200,00	HUF	2012.04.13	OK
2	ORDERING PARTY 10201006 - 1111111111111111	BENEFICIARY NAME BBBBBBBBBBB , 22222222222222222222	3 000,00	EUR	2012.04.13	OK
3	ORDERING PARTY 10201006 - 5555555555555555	BENEFICIARY NAME BBBBBBBBBBB , 22222222222222222222	500 000,00	HUF	2012.04.13	OK

Control bar:

Show only incomplete orders

Select Print Details

Shown form: Single orders

New order from template

Help New order

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: Beneficiary property page
- 4.1.3: Details property page
- 4.1.4: Additional information property page
- 4.1.5: Ordering party data 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.

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:

- Assign Order number
- Select order type
- Assign access class
- Enter Beneficiary
- Enter Currency and Amount
- Enter Reference
- Enter Payment details
- Enter Ordering party
- Enter Ordering party account
- Define execution date

Depending on parameters, two further fields may appear:

- Immediate processing/ treasury market
- Urgent transfer debited on FC account

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).

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 HUA parameters on the *Payments property page*, a prompt for the order type always follows, irrespective of the view included in the database overview.

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 HUA parameters, the access class will be automatically predefined from the order added before.

Immediate processing/ treasury market

When selecting this parameter, the field *Reference* becomes mandatory.

Urgent transfer debited on FC account

If you want to enter a urgent transfer debited on a foreign currency account, please check this option.

Enter Beneficiary

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

The Beneficiary data is transferred to the appropriate boxes. The Beneficiary Code, line 1 of the Beneficiary name, Swift address and Account number are displayed immediately.

Make additions and/or changes of the beneficiary data using the *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, enter the Beneficiary Code manually. Other Beneficiary data is entered using the *Beneficiary* property page and saved by clicking on the [*Include in reference table*].

Enter Currency and Amount

Click on [?] and select a currency to specify the currency in which the amount will be entered in the payment order.

The amount relates to the currency you have already specified. This currency amount is then displayed, converted into the base currency, HUF for control purposes. Conversion is based on the rates specified in the Currencies reference table.

Enter reference

In the field "Reference" you can give a 16 characters long reference for the order.

Enter Details

2 lines are available for entering the details. Click on the tab on the *Details* property page to access a page on which you can enter further payment details.

All alphabetical entries are converted into CAPITAL (UPPER CASE) LETTERS. You can change any default entries.

Enter Ordering party

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

Incidentally: Instead of selecting the Ordering party with the [?] button, 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 data 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 Ordering party account

When entering the Ordering party account, 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, Account number and Account currency 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 a/c" parameter (see Chapter 2.1.2: *Payment parameters property page*) is checked, the Ordering party account of the most recent order is suggested.

Define execution date

For single orders, the "Execution date" describes the date, from which a payment order can be added to a payment order file at the earliest and sent to the bank. The "Due date" describes the time when the order shall be executed at 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 Beneficiary property page**Code, Address, Account, Country, Bank details, Cash Management account of the Beneficiary**

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

Enter the data for the beneficiary as described in Chapter 3.6: *Beneficiaries 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* (see Chapter 3.6.1).

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: *Beneficiary reference table*.

After you have populated the remaining boxes on the *Beneficiary 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 Details property page

Enter details

Altogether 4 lines are available for entering the Details. The first two are displayed in the input mask on the *Payments property page*. All alphabetical entries are converted into CAPITAL (UPPER CASE) LETTERS. You can change any default entries.

Contact person

Here you can specify the contact person. Depending on parameters, you may add the phone number, fax number as well as a request for acknowledgement.

Statistics

There is a line available for entering Statistics.

The screenshot shows a window titled "Single orders" with a standard Windows-style title bar (minimize, maximize, close buttons). Inside the window, there are several tabs: "Payments", "Beneficiary", "Details" (which is currently selected), "Additional information", "Ordering party", and "Times".

Under the "Details" tab, the form is organized as follows:

- At the top, there is a field for "Order number" containing the value "3", followed by a dropdown menu currently set to "Single order".
- Below this is a section titled "Details" containing four stacked text input fields labeled "DETAILS 1", "DETAILS 2", "DETAILS 3", and "DETAILS 4".
- Next is a section titled "Contact" containing:
 - A "Contact person" field with the text "PETER SMITH".
 - A "Contact person phone" field.
 - A "Fax reply" checkbox, which is currently unchecked.
 - A "Fax number" field.
- At the bottom of the main form area is a section titled "Statistics" with a single large text input field.

At the very bottom of the window, there is a row of buttons: "<", ">", "Go to", "Delete", "Print", "Add as Template", "Help", and "Save".

4.1.4 Additional information property page


The screenshot shows the 'Single orders' window with the 'Additional information' tab selected. The 'Order number' is 3. Under 'Instructions', the 'Code' is set to '6 Beneficiary bank to be informed by phone'. The 'Payment type' is '00 Standard transfer'. Under 'Charges', the 'Cost acc' is '0 Domestic chrg.->OUR / Foreign ->Ben.' and 'Charges A/C' is '1'. The 'Additional info.' section shows 'Supplemental ID-Groups' as empty, 'ID-Group' as 'MDA', and 'Entered by' as 'MDA'. The bottom of the window has buttons for '<', '>', 'Go to', 'Delete', 'Print', 'Add as Template', 'Help', and 'Save'.

The instructions needed to accomplish a payment order can be maintained on *Additional information property page*.

The instructions are divided in:

- Instruction code
- Payment type

Instruction code

There are 4 instructions available. They can be selected from a selection box. The box can be opened by clicking the drop-down arrow  placed right to the field zone. Position the cursor and confirm with <Return> or double-click to select the instructions available.

The following possibilities are available:

- 1 Payment only for beneficiaries
- 2 Payment only with check
- 4 Payment only after identification
- 6 The beneficiary's bank should be informed by phone
- 7 The beneficiary's bank should be informed by telefax
- 9 The beneficiary should be informed by phone
- 10 The beneficiary should be informed by fax

Payment type

The payment type can also be specified using a selection box. The following possibilities are available:

- 00 N Standard transfer
- 10 U Telex payment or SWIFT priority
- 20 A checks, announcements in free format
- 21 B checks, announcements registered
- 22 C checks, announcements by courier
- 23 D checks, announcement registered and by courier
- 30 E check for the ordering party
- 31 F check for the ordering party, announcements registered
- 32 G check for the ordering party, announcements by courier
- 33 H check for the ordering party, announcements registered + by courier

Selection is possible using the mouse or by positioning the cursor + <Enter>.

Specify charges

The cost accounting rule can be selected using a selection box. The following possibilities are available:

- 0 Domestic chrg. -> our / Foreign -> Ben.
- 1 all charges are on the ordering party
- 2 all charges are on the beneficiary.

The account charged with costs and fees can be selected from the account database using the [?] button. Selecting an account the data in it will be loaded into the "Account number", "Bank code", respectively the "Currency" fields.

ID-groups

The dialog box also contains two further lines where you can enter two different **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 HUA 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 HUA parameters, each ID-Group will be prompted from the order added before.

An ID Group entered here can be used to limit the HUA 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.

4.1.5 Ordering party data property page

Display Ordering party data/Ordering party bank data

All Ordering party data and data relating to the Ordering party 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 HUA - Approval- parameters, this order must also be approved.

The order is only added to the HUA file when the next HUA 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.

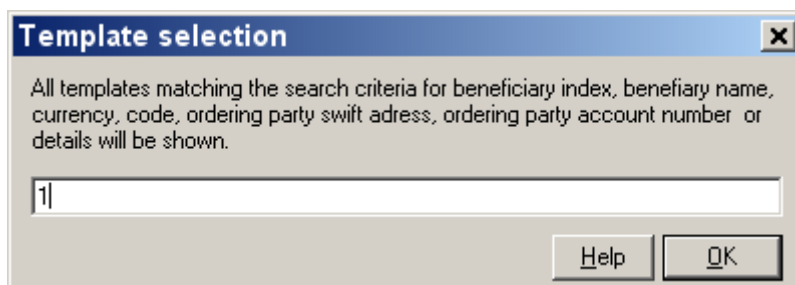
If you have checked the parameter "**Manual setting of template numbers**" on the *General parameters property page* (see Chapter 2.1.1), you will be offered an additional dialog box which allows you to enter a number of your choice. The program always suggests the next highest, free number for a template. 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 HUA file (cf. Chapter 6: *Create/Display HUA file*).

You can suppress approval of single orders with the parameter "**No. of approvals**" (see Chapter 2.1.2: *Payment parameters property page*) by setting the No. 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



for single approvals or



for approval by account.

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- / -HUA 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 "**HUA**" 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 "**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 HUA file is generated (cf. Chapter 6: *Create HUA file*).

5.1 Single approval

Start the "**Single approval**" function by

- choosing menu item -Payments- / -Approval- / -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, Ordering party account, Beneficiary account, 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).

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".

No.	Ord. Party / Account	Beneficiary / Bank Swift, Acc...	Amount	Currency	Approvals	of	Due date	Status
1	ORDERING PARTY 10201006 - 1111111111111111	BENEFICIARY NAME BBBBBBBBBBB, 2222...	1 200,00	HUF	0	1	2012.04.13	OK
2	ORDERING PARTY 10201006 - 1111111111111111	BENEFICIARY NAME BBBBBBBBBBB, 2222...	3 000,00	EUR	0	1	2012.04.13	OK
3	ORDERING PARTY 10201006 - 5555555555555555	BENEFICIARY NAME BBBBBBBBBBB, 2222...	500 000,00	HUF	0	1	2012.04.13	OK

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 HUA file.

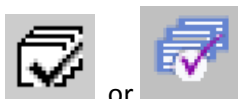
An exception to this rule involves **standing and variable amount orders**. Even if you have stipulated that no approval is required in the parameter **"No. of approvals"** (cf. Chapter 2.1.2: *Payment parameters property page*) you must still approve these orders by clicking **[Approval]**.

- **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



. or

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.

Approve by account


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

A/c. / SWIFT address / A/c. number / A/c. currency
1 / 10201006 / 1111111111111111 / HUF

Value dated balance incl. approved orders: -1 230,00
Total of non-approved orders: 0,00
Total of approved orders: 1 230,00

Form	No.	Ordering Party Name	Beneficiary Name	Total amount	Currency
✓ Single order ...	1	ORDERING PARTY	BENEFICIARY NAME	1 200,00	HUF
✓ Single order ...	2	ORDERING PARTY	BENEFICIARY NAME	3 000,00	EUR

Highlight all Delete highlights Help Approve orders

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.

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 / SWIFT address / Account number / Account currency".

The number of approvals required is specified in menu item -Administration- / -HUA 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, order type, name of Ordering party, Beneficiary, currency 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.

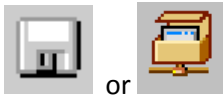
If you do not want to approve an order in the list, click on the corresponding record to remove the cross. You can use the [**Delete highlights**] button to remove all crosses at once. Alternatively, you can check all unchecked records at the one time by clicking on [**Highlight all**].

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

6 HUA file

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

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- / -HUA parameters- on the *General parameter property page*

then

payment orders added to the HUA 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 HUA 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 HUA file in format DDMMYY. The "**Payment details 1**" are the name of the HUA file and the creation date. The "**Payment details 2**" shows the name of the Ordering party. The **Value date** is the creation date of the HUA file.

The HUA 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.

Writing a HUA file to your **hard disk** is an option only if you have suitable communications software installed for transmitting the file to your bank. This type of communications software is contained in the Core module.

If you **do not have communications software**, you should write the HUA file to **diskette** and then send it to your bank by post for further processing ("Offline File Transfer").

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 HUA file you are going to create.

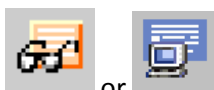
Follow these steps to create a HUA file:

- Specify the output drive
- Enter HUA file name
(Only when writing file to hard disk)
- Define the time frame for file creation
- Enter ID Groups
- Enter a reference (number)
- 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 HUA file is then created. As soon as the HUA file is created, the orders added to the HUA file are deleted from the Order database.

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

or by clicking on



The individual steps:

Specify output drive

Open the list box beside "Create file on" by clicking on the drop-down arrow to the right.

Choose between:

- Hard disk
- Drive A:
- Drive B:

Click on or position the cursor to select the output drive.



Please note:

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

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

The program prompts a name such as e.g. **HU012901** 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 \HUAWIN under the name you have allocated with the extension "HUA".

To prevent you from allocating the same file name twice, the names of the HUA 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 HUA files".

The HUA file is automatically deleted from directory \HUAWIN after transmission to the bank.

If **Drive A:** or **Drive B:** is selected as the output drive, the "HUA file name:" is populated with a default name.

Define time frame for file creation

All orders with dates up to and including the **execution date** entered here can be added to the HUA 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 Groups

ID Groups are used to limit the orders included in the HUA 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 *Supplementary information property page* (see Chapter 4.1.4) or it will already be predefined there.

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

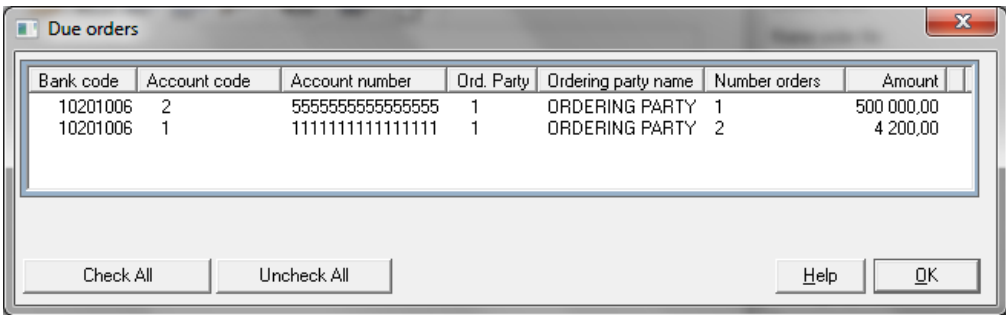
Enter a reference (number)

Enter an alphanumerical customer reference up to 16 digits long for your own information or the field will be filled, if you have preset it with a reference using the parameter "**Standard file reference**" (menu item -Administration- / HUA parameters on *File creation parameters property page*).

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 such as bank code, a/c. number, ordering party code, ordering party name, amounts and number of the respective orders are listed for each ordering party bank details, bank parameter file, access class etc. – sorted by bank code. The due orders have already been highlighted.



Bank code	Account code	Account number	Ord. Party	Ordering party name	Number orders	Amount
10201006	2	5555555555555555	1	ORDERING PARTY	1	500 000,00
10201006	1	1111111111111111	1	ORDERING PARTY	2	4 200,00

Buttons: Check All, Uncheck All, Help, OK

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 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.

Specify the type of short list

Specify what kind of short list you want to print.

You can select between:

- None
- Overview or
- Complete

lists.

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.

Use the HUA 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 pre-settings 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 HUA 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 HUADATEI.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.

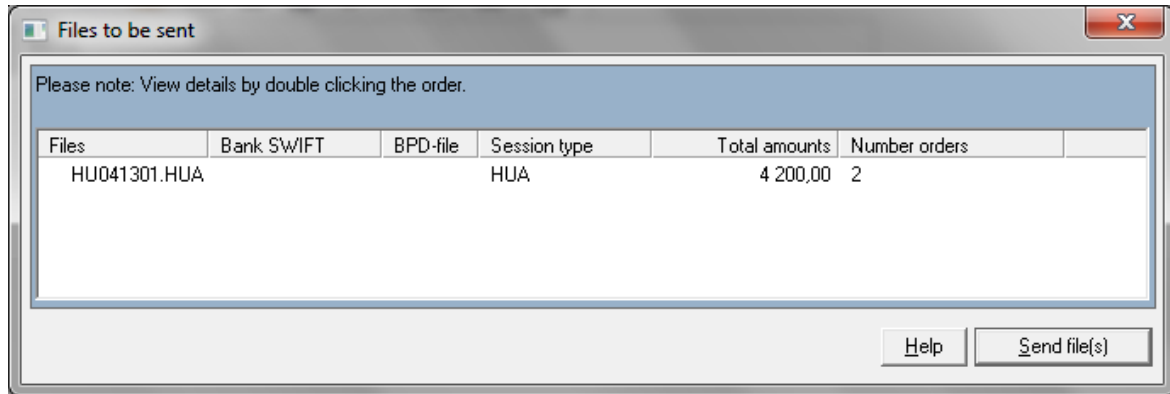
You can view the details of each order by double-clicking on the respective order.

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 HUA 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 HUA 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" initialises 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 HUA file before transmission.

Check "Start Comms. now"

If you have checked "Start Comms. now", the HUA 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 HUA file will then be saved to the diskette.

At the same time, a **backup copy** of the HUA file is stored in subdirectory DTASAVE. The name of the saved HUA 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 always ".HUA".

General file name convention: HUMMDDnn.HUA

Depending on the setting you have specified for the HUA parameter "**Delete backup files after how many days**" (cf. *File creation parameter property page*), the backup copies of the HUA 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 HUA 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 HUA file.

Confirm with **[OK]** or choose **[Cancel]** if you want to quit the "Create HUA" 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 HUA 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 HUA 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 HUA-.

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 HUA file you are going to create.

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

- Define time frame for file creation
- 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 HUA 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 the short list printout

Specify what kind of short list you want to print. You can select between:

- None
- Overview or
- Complete
- Item by item and
- Two-line.

Use the HUA 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 HUA 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 HUA 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 HUADATEI.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 HUA 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 HUA 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 HUA file(s) by checking one (or more) of the orders and deleting it (them) from the list by clicking on **[Delete highlighted record(s)]**.

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 HUA 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 added, i.e. to be sent to the DAD will be displayed after you have confirmed by clicking on **[OK]**. The program sends one HUA file per bank.

*.**DAD files** are **Comms. session files** A Comms. session file is a file that can be processed by the Core module Communications program. All HUA files added to this Comms. session file (plus any other files) are automatically transmitted to the selected bank. Information on DAD files is contained in the User Manual and context-sensitive Help for the Comms. module

The name of the HUA file generated using the multi-bank procedure has the format **HUMMDnn.***
e.g. HU012901.HUA.

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.



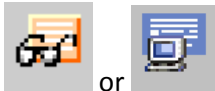
Please note:

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 HUA file

Choose -Display HUA 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 clicking on



or by choosing menu item -Payments- / -Display HUA file-.

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 page number, user name, time, date, file name, Bank Code, Ordering party name as well as a file reference.

All orders in the payment order file are then displayed with the Bank Code, Beneficiary account number, Ordering party account number, ISO currency code 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 HUA 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.

View payment

General information about the file E:\MultiCash32new\HUAWIN\HU030101.HUA

File creation date	Number of logical files	Whole number payments	Currency	Sum payments
	1	2	HUF	126 000,00

Payment singles overview

Type					
Transfer					
Value date	Beneficiary	Ordering party	Details	Currency	Amount
	BBBBBBBBBBB /	10018008 /	AFGSDFSG	HUF	6 000,00
	22222222222222222222	1111111111111111			
	BBBBBBBBBBB /	10018008 /	DETAILS 1	HUF	120 000,00
	22222222222222222222	1111111111111111			

End of file

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 ..\HUAWIN (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 HUAFIBU.TXT.

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

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

HUAFIBU.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 HUAFIBU.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.

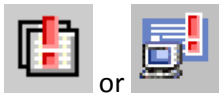
An additional function is available which applies to existing payment order files which can be imported into the Order database for payments (**Import HUA file**).

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.

Due Orders
Page 1 of 1

HUA Foreign Payments Due payments

12.04.13 11:50 Page 1

Index	Ordering party	Beneficiary	Pay amount
3	ORDERING PARTY	BENEFICIARY NAME	HUF 500 000,00
	Bank code 10201006 Account no. 5555555555555555	Bank SWIFT BBBBBBBBBBBB Account no. 22222222222222222222	Due on 2012.04.13 Approvals 1
	Order form Single order	Type 00 Standard transfer	Reference

7.2 Search / Replace data in orders

Use the Search / Replace function to search and replace payment details, due dates, etc. in 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	23.12.2011

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

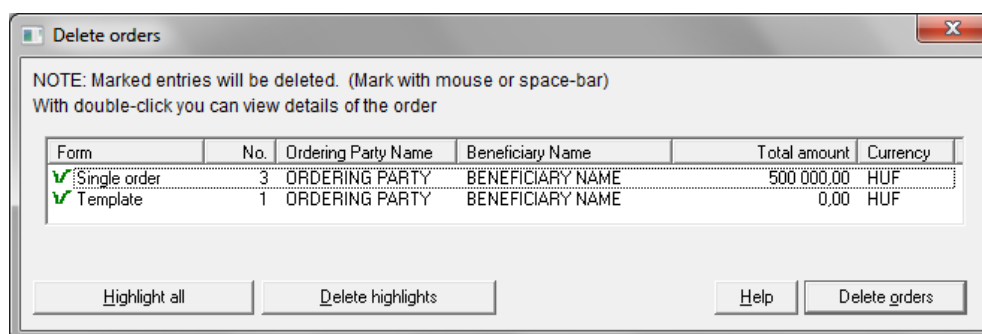
Select the menu item -Payments- / -Delete orders- to delete payment orders. This function is particularly useful if you want to **delete several payment orders**. You can remove individual payment orders from the Orders database by selecting the appropriate record in the database overview, clicking the 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 HUA 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.

Date file	Ord. Party / Account	Beneficiary / Bank Code / Account	Amount	Comms. status	Value date
2012.04.13	ORDERING PARTY	BENEFICIARY NAME	3 000,00	(Not add to DAD)	2012.04.13
	10201006 - 1111111111111111	BBBBBBBBBBB , 22222222222222222222			
2012.04.13	ORDERING PARTY	BENEFICIARY NAME	1 200,00	(Not add to DAD)	2012.04.13

Below the table, there are five search icons and a status bar with buttons: Select, Print, File information, and Help.

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 stati, 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.) 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 **Beneficiary property page** are the same as the boxes in the dialog box containing the Beneficiary data (cf. Chapter 4.1.2: Beneficiary property page).

The layout of the **Details property page** corresponds to the presentation at the time of entry (cf. Chapter 4.1.3: Details 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 4.1.4: Additional information property page).

The boxes on the **Ordering party data property page** largely correspond to the fields in the payment order input mask (cf. Chapter 4.1.5: Ordering party data property page).

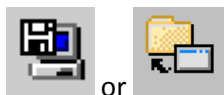
Click on the **File** tab to obtain additional information regarding the processing of the order and the transmission status.

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 HUA file

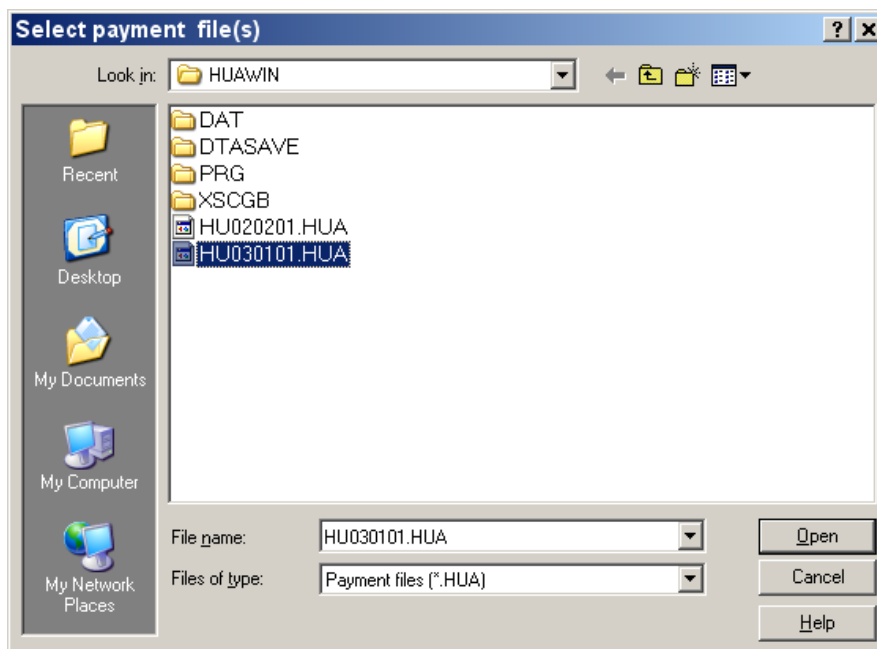
Choose menu item -Payments- / -Import HUA file- or click on



to import existing HUA files to the Order database created using the HUA module or external programs.

The program assumes that the files to be imported are stored in the directory \HUAWIN. You can also select other directories. The HUA 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 (*.HUA), the HUAFIBU.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 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 in HUA 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: HUAFIBU.TXT
- 8.3: HUA file
- 8.4: Export from History database

8.1 Databases

For keying payments, the Hungarian Foreign Payment Module uses 7 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

Database of accounts

No.	Type	Length	Content
1	n	4	Sort code
2	a	27	Account name
3	a	16	Account number
4	n	8	Bank code
5	a	3	Currency code
6	a	5	A/c Cashmanagement (filled with "0")
7	n	2	Account group
8	a	30	BPD file name
9	Y	0	IBAN account
10	a	35	IBAN account number

The Cashmanagement account numbers cannot be exported/imported using *.WVD file.

Database of ordering parties

No.	Type	Length	Content
1	n	4	Sorting code
2	a	35	Name of ordering party 1
3	a	35	Name of ordering party 2
4	a	35	Address of ordering party 1
5	a	35	Address of ordering party 2
6	a	2	Country code
7	a	30	Country name
8	Y	0	Resident

Database of beneficiaries

No.	Type	Length	Content
1	a	10	Beneficiary code
2	a	35	Beneficiary name 1
3	a	35	Beneficiary name 2
4	a	35	Beneficiary address: street, number
5	a	35	Beneficiary address: city
6	a	2	Beneficiary address: country code
7	n	20	Client number
8	n	10	Gen.Ldg. debit a/c
9	n	10	Gen.Ldg. credit a/c
10	a	11	Beneficiary bank Swift-address
11	a	35	Beneficiary bank name 1
12	a	35	Beneficiary bank name 2
13	a	35	Beneficiary bank address: street, name
14	a	35	Beneficiary bank address: city
15	a	2	Beneficiary bank address: country code
16	a	24	Beneficiary account number
17	n	10	Beneficiary group
18	Y	0	Intracompany
19	a	11	CM account bank
20	a	24	CM account number
21	Y	0	IBAN account
22	a	35	IBAN account number
23	Y	0	Non resident

Database of statistical data

No.	Type	Length	Content
1	n	6	Statistic code
2	a	35	Code description

Database of banks

No.	Type	Length	Content
1	n	8	Bank code
2	a	35	Name of the bank
3	a	11	Swift-address
4	Y	0	Account keeping: Yes/No
5	n	2	Lead time for file creation
6	a	30	BPD file name

8.2 HUAFIBU.TXT

If you have checked the "**Automatic HUAFIBU.TXT creation**" parameter in menu item -Administration- / -HUA parameters- **HUAFIBU.TXT** will be created or updated whenever you create a HUA file.

Each line in HUAFIBU.TXT corresponds to one line in the HUA file. The information in the payment order appearing in HUAFIBU.TXT is defined in menu item -Administration- / -Export file- / -Maintain Import/Export file-.

HUAFIBU.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 HUAFIBU.TXT (with all fields):

No.	Type	Length	Content
1	n	4	Order code
2	n	4	Ordering party code
3	a	35	Ordering party name 1
4	a	35	Ordering party name 2
5	a	35	Ordering party address: street, number
6	a	35	Ordering party address: city
7	n	4	Ordering party a/c code
8	a	16	Ordering party account number
9	a	3	Ordering party account, currency ISO code
10	n	8	Ordering party bank code
11	a	10	Beneficiary code

12	a	35	Beneficiary name 1
13	a	35	Beneficiary name 2
14	a	35	Beneficiary address: street, number
15	a	35	Beneficiary address: city
16	a	2	Beneficiary country code (ISO)
17	a	11	Beneficiary bank Swift-address
18	a	24	Beneficiary account number
19	a	35	Beneficiary bank name 1
20	a	35	Beneficiary bank name 2
21	a	35	Beneficiary bank address: street, number
22	a	35	Beneficiary bank address: city
23	a	2	Beneficiary bank address: country code (ISO)
24	n	10	Ben. credit account
25	n	10	Ben. debit account
26	n	20	Ben. customer no.
27	n	18	Amount
28	a	3	ISO code of currency
29	n	12	Amount in base currency
30	x	8	Due date
31	x	8	First time
32	x	8	Last time
33	x	8	Last payment date
34	n	1	Rhythm
35	a	35	Payment details 1
36	a	35	Payment details 2
37	a	35	Payment details 3
38	a	35	Payment details 4
39	n	1	Order type
40	n	1	Payment type
41	n	1	Instruction 1
42	n	1	Instruction 2
43	n	1	Instruction 3
44	n	1	Instruction 4
45	n	1	Cost accounting
46	n	4	Charges account code
47	n	16	Charges account number
48	a	3	Charges account currency ISO code
49	n	8	Charges acc. bank code
50	a	16	Reference
51	a	35	Partner
52	n	6	Statistical code
53	a	35	Statistical text
54	a	35	Statistics - text 1
55	a	8	Created by
56	Y	0	Beneficiary account IBAN
57	a	35	Beneficiary IBAN account number
58	Y	0	Beneficiary resident

8.3 HUA file

Structure of the HUA file corresponds to the format of the Hungarian foreign payment system.

The extension of the HUA file's name is ".HUA".

File consists of

- a header and
- an information section.

There could be **several payment orders** in a HUA file.

Each payment order starts with a starting brace ({) and an **order header**, and ends with an ending brace "}".

The blocks of an order header are separated by "}{".

The structure of columns

C/O	=	completion of a field
		c = compulsory
		o = optional
L/ T	=	length of a field and data type
		n = numeric 0 - 9
		a = alphanumeric
		d = date in YYYYMMDD format
		F = fixed field length
		V = variable length

The structure of the file header:

Content	C / O	L / T
<CR><LF>:01: Customer reference	k	16 a V
<CR><LF>:02: Total amount of all orders, regardless of currencies	k	17 n V
<CR><LF>:03: Number of orders in the file	k	5 n V
<CR><LF>:04: Ordering party's SWIFT address	k	11 a V
<CR><LF>:05: Ordering party's name and address The data can be written in several rows. Each row must be separated by <CR><LF>	k	4*35 a V
<CR><LF>:07: The name of the file	k	12 a V

Structure of the order header:

1:F01 **Constant** Basic Header Block
 xxxxxxxxxxaxxx Ordering party's SWIFT address
 bbbb file-number (generated by the program from 0 to 999)
 ttttt transaction number
 (increasing from 0 - 999999)

2:I100 **Constant** Application Header Block
 xxxxxxxxxxaxxx Beneficiary Swift address
y Payment type code

00	N	Standard transfer
10	U	Telex payment or SWIFT express
20	A	Check, announcements in free format
21	B	Check, registered announcements
22	C	Check, announcements by courier
23	D	Check, registered announcements by courier
30	E	Check for the ordering party
31	F	Check for the ordering party, announcements
registered		
32	G	Check for the ordering party, announcements by
courier		
33	H	Check for the ordering party, announcements
registered + by courier		

1 **Constant** End of Application Header Block

4: **Constant** Text Block

The orders are separated by the \$ sign. The new order starts in the same row with "{" and an order header. The fields within an order are separated by the <CR><LF> (ASCII 13 + 10) sequence.

The structure of the Text Block (a payment order):

Content	C/O	L / T
<CR><LF>:20: Customer reference	c	16 a V
<CR><LF>:32A: <u>subfield 1:</u> order's value date (YYMMDD) <u>subfield 2:</u> ISO code of the amount's currency. <u>subfield 3:</u> Amount (with 2 decimals)	c	6 n F 3 a F 15 n V
<CR><LF>:50: Ordering party (at most 4 rows, in each row at most. 35 letters, followed at the end by <CR><LF>)	c	4*35 a V
<CR><LF>:52D: <u>subfield 1:</u> Ordering party account number <CR><LF> <u>subfield 2:</u> Charges account number <CR><LF> <u>subfield 3:</u> Contra-currency ISO code <u>subfield 1:</u>	c	20 a V 20 a V 3 a F

[illegible]

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	Type	Length	Description
1	a	8	Electronic Signature 1
2	a	8	Date of Electronic Signature 1
3	a	5	Time of Electronic Signature 1
4	a	8	Electronic Signature 2
5	a	8	Date of Electronic Signature 2
6	a	5	Time of Electronic Signature 2
7	a	8	Electronic Signature 3
8	a	8	Date of Electronic Signature 3
9	a	5	Time of Electronic Signature 3
10	a	8	Electronic Signature 4
11	a	8	Date of Electronic Signature 4
12	a	5	Time of Electronic Signature 4
13	a	8	Electronic Signature 5
14	a	8	Date of Electronic Signature 5
15	a	5	Time of Electronic Signature 5
16	a	8	Electronic Signature 6
17	a	8	Date of Electronic Signature 6
18	a	5	Time of Electronic Signature 6
19	a	8	ID Group in File Manager
20	x	10	Date of Comms.
21	z	5	Time of Comms.
22	x	10	Bank system date (Date of Comms. on bank side)
23	z	5	Bank system time (Time of Comms. on bank side)
24	a	128	Original file name
25	a	3	Session type
26	a	8	Name of bank parameter file (BPD)
27	n	2	Comms. return code

28	a	40	Return code 1
29	a	40	Return code 2
30	a	128	File name WVD
31	a	8	User of keying
32	a	8	User of file creation
33	a	8	User 1st approval
34	a	8	User 2nd approval
35	x	8	Date of 1st approval
36	x	8	Date of 2nd approval
37	x	8	Date of file creation
38	x	8	Date of keying
39	z	5	Time 1st approval
40	z	5	Time 2nd approval
41	z	5	Time of file creation
42	z	5	Time of keying
43	n	4	Order code
44	n	4	Ordering party code
45	a	35	Ordering party name 1
46	a	35	Ordering party name 2
47	a	35	Ordering party address: street, number
48	a	35	Ordering party address: city
49	n	4	Ordering party a/c code
50	a	16	Ordering party account number
51	a	3	Ordering party account, currency ISO code
52	n	8	Ordering party bank code
53	a	10	Beneficiary code
54	a	35	Beneficiary name 1
55	a	35	Beneficiary name 2
56	a	35	Beneficiary address: street, number
57	a	35	Beneficiary address: city
58	a	2	Beneficiary country code (ISO)
59	a	11	Beneficiary bank Swift-address
60	a	24	Beneficiary account number
61	a	35	Beneficiary bank name 1
62	a	35	Beneficiary bank name 2
63	a	35	Beneficiary bank address: street, number
64	a	35	Beneficiary bank address: city
65	a	2	Beneficiary bank address: country code (ISO)
66	n	10	Beneficiary credit account
67	n	10	Beneficiary debit account
68	n	20	Beneficiary customer number
69	n	18	Amount
70	a	3	ISO code of currency
71	n	12	Amount in base currency
72	x	8	Due date
73	x	8	First time
74	x	8	Last time
75	x	8	Last payment date
76	n	1	Rhythm

77	a	35	Payment details 1
78	a	35	Payment details 2
79	a	35	Payment details 3
80	a	35	Payment details 4
81	n	1	Order type
82	n	1	Payment type
83	n	1	Instruction 1
84	n	1	Instruction 2
85	n	1	Instruction 3
86	n	1	Instruction 4
87	n	1	Cost accounting
88	n	4	Charges account code
89	n	16	Charges account number
90	a	3	Charges account currency ISO code
91	n	8	Charges acc. bank code
92	a	16	Reference
93	a	35	Partner
94	n	6	Statistical code
95	a	35	Statistical text
96	a	35	Statistics - text 1
97	a	8	Created by
98	Y	0	Beneficiary account IBAN
99	a	35	Beneficiary IBAN account number
100	Y	0	Beneficiary resident

Index

A

A/c. group	52
Accept account group of user on import	26
Access class	59
Access permissions for the HUA module	6
Account	61
Account, approval by	73
Accounts reference table	50
Activate encryption	82
Add HUA files	95
Add new control file	33
Add new payment orders	56
Add new templates	68
Adding orders	79, 86
Adding orders to a payment order file	79
Adding orders to HUA file	86
Adding templates	68
Additional functions for orders / payment order files	90
Additional information property page	64
Address	61
Adjusting column widths in database overviews	10
Administration	22
Always prompt order type	27
AND operation	15
Approval	70
Approval by account	73
Approval check default	23
Approve standing orders	72
Approve variable amount orders	72
Assign order number	58
Automatic plan data administration	75
Automatic replacement	92
Autoroutines	6

B

Backup copy	81, 83
Bank code of Ordering party bank	78
Bank details	61
Bank disk	81
Bank Parameter Data file	81
Banks reference table	48
Base currency	25
Batch call after creating Export file	37

Beneficiaries reference table	53
Beneficiary property page	61
BPD file	81
Button bar	12, 13
Button bar section	9

C

Cash Management A/c no.	51
Change beneficiary (reference) table without affecting existing orders	25
Charges	65
Charges account	65
Check boxes in the database overview display area	9
Check ES	82
Code	61
Comms. password	81
Comms. session file	86
Complete	87
Compress fields	36
Compression	82
Contact person	63
Control file description	35
Control file, adding	33
Control file, open	34
Control files for defining output or input files ..	33
Cost accounting	65
Countries reference table	49
Country	61
Cover note	84, 87
Cover note printout	85
Cover notes on file creation	79
Cover notes when writing file to diskette	30
Cover notes when writing file to hard disk	30
Create HUA file	75
Create HUAFIBU.TXT	89
Currencies reference table	46
Currency factor	47
Current user	7

D

Database formats	98
Database overview	9
Database selection via [?]	20
Database structures	98
Database-supported entry via [?]	20
Date format	36

Date separator	36
Decimal places	47
Decimal separator	36
Default	
approval check	23
delete check	24
Default contact person	31
Default statistics	31
Define formats for output / import files	34
Delete check	
default	24
Delete orders	92
Delete payment orders	92
Delete reference tables	41
Deletion of backup files	31
Delimiter	35
Delimiters in text files for export	33
Detailed view	12
Details property page	63
Disk cover note	84
Diskette	83
Display area	9
Display due orders	90
Display files to be sent	80
Display HUA file	87
Display of two lines of payment data	88
Display Ordering party data	66
Display payment fiile	87
Display text files	42
Distributed signature	82
DKI	47
DKU	47
Do not allow due date at weekend	26
Due date	61
Due orders, display	90
Due period	49
Due single orders message when starting the program	24
Due single orders message when the program starts	24

E

Edit payment orders	56
Editor must not approve	29
Electronic Signature	82
Enhancing the selection dialog	16
Enter amount	60
Enter Beneficiary	59
Enter currency	60
Enter details	60, 63
Enter Ordering party	60

Enter Ordering party account	61
ES	82
Execution date	61
Exit HUA	6
Export	39
Export file, output in Windows character set ...	36
Export from History database	105

F

Field names in line 1	36
Fields property page	37
File creation parameters property page	29
File creation with short list	31
File display after creation	30
File for Comms. preparation is obligatory	32
Files to be sent	86
First payment date	66
FLAM	82
Format specifications	98
Frankenstein Lidzba Access Method	82
Frequency	66

G

General information on import / export	32
General parameters property page	23
General property page	34
Generate HUAFIBU.TXT automatically	25, 89
Generate output file	39
Generate plan data automatically	25, 70
Group default	55

H

History	93
HUA autoroutines	6
HUA file	75
HUA file format	102
HUA file, create	75
HUA file, display	87
HUA module	5
HUA name	77
HUA parameters	22
HUAFIBU.TXT	89
HUAFIBU.TXT format	100
HUAFIBU.TXT, generate automatically	25
Hungarian foreign payment orders	56
Hungarian Foreign Payments	5

I

IBAN-account number, format description	55
IBAN-Konto	55

Icon bar.....	7
ID Group	71, 75, 77, 85
ID Groups.....	65
Identify group	55
ID-Group supplement.....	77, 86
ID-groups	65
Import / Export functions.....	32
Import existing HUA files.....	95
Import HUA file	95
Import reference tables automatically on (file) import	24
Import reference tables)	40
Information relating to documentation	4
Input into date fields via keyboard	13
Input mask.....	13
Installation.....	5
Instruction code	64
Intracompany payments	55
Introduction	5
Inverse display of currencies	47
ISO Currency Code.....	47
Item by item	88

L

Last payment	66
Last payment date.....	66
Lead period	49
Lead time for creating file	49
Lead time for variable amount orders	25
List boxes in the display area of database overviews	9
Load selections.....	15
Logical operators.....	14

M

Maintain master data log	26
Maintain payment history.....	28
Manual template indices.....	24
Master data log.....	43
Menu bar	7
Menus and their functions	7
Middle rate	47
Most frequently required program functions.....	7
Multi-bank file creation on hard disk.....	84

N

Navigation in screen lists.....	18
No. of approvals.....	28

O

Open control file	34
Operators.....	14, 20
Order history.....	93
Order type	58
Ordering parties reference table	52
Ordering party	78
Ordering party data property page.....	66
Orders which can be sent	86
Output device	17
Output drive	77
Output export file in Windows character set ...	36
Output medium at file creation	79, 85
Outputting data with [Print	16
Overview of payment order file.....	87
Overwrite existing text file	37

P

Partial update on import	40
Payment file, display	87
Payment frequency	66
Payment history.....	93
Payment orders, add new	56
Payment orders, delete	92
Payment parameters property page.....	26
Payment type.....	65
Payments property page	58
Performance features.....	5
Predefine ID-Groups for entry with user names	28
Preview for file creation	30
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	37
Prompt Ordering party.....	27
Prompt ordering party account	27
Prompt partner	27

Q

Quick selection of records	11
----------------------------------	----

R

Rate date	47
Record list	9

Record table.....	9
Record window	12
Reference.....	60
Reference (number)	78
Reference tables	45
Reference tables, deletion.....	41
Reference tables, import.....	40
Replace / Search data in payment orders	91
Replace on prompt.....	92
Report types	19
Restoring the best column widths for the database overview	10

S

Save selections.....	15
Scrolling in database overviews.....	10
Search / Replace data in payment orders	91
Search or write Import or Export file in user directory.....	37
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	82
Separator	35
Separator for dates in selection masks	15
Short list at file creation	31
Short list printout.....	78, 85
Sign file directly.....	82
Single approval	71, 72
Single bank-oriented file creation.....	30, 75

Sorting	39
Sorting	17
Standard file reference for creating files.....	31
Standard function, Print	16
Standard function, Selection	14
Standard functions.....	14
Standing orders as single orders	25
Start Comms. now	82
Start HUA	6
Starting the program	6
Statistics	63
Status bar.....	7
Structure of HUAFIBU.TXT	100

T

Template.....	68
Template.....	68
Time frame for file creation.....	77, 85
Time-frame for due orders	49
Times property page	66
Title bar	6
Toolbar	7
Two approvals.....	72
Txt fields inv. commas.....	36

U

Update of currencies	47
User interface	6
Using the User Manual	4

V

Value date.....	71, 75
Variable amount orders	6
View due orders.....	78

W

Wheel mouse	10
Write HUA file to diskette	83
Write HUA file to hard disk.....	80